



BUSINESS PAPER

Ordinary Council Meeting

16 April 2019

ETHICAL DECISION MAKING & CONFLICT OF INTEREST

A Guiding Checklist for Councillors, Officers & Community Committees

ETHICAL DECISION MAKING

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

CONFLICT OF INTEREST

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

THE TEST FOR CONFLICT OF INTEREST

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

IDENTIFYING PROBLEMS

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

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

AGENCY ADVICE

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

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

COMMUNITY STRATEGIC PLAN

Themes

Agenda Section 16 ~ Our Community

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

Agenda Section 17 ~ Our Environment

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

Agenda Section 18 ~ Our Economy

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

Agenda Section 19 ~ Our Infrastructure

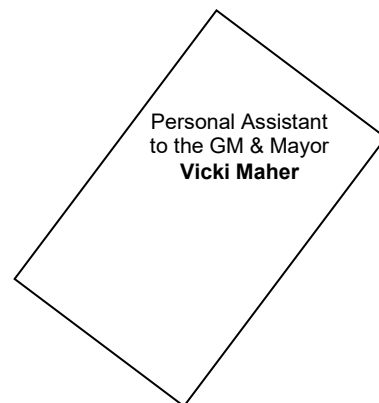
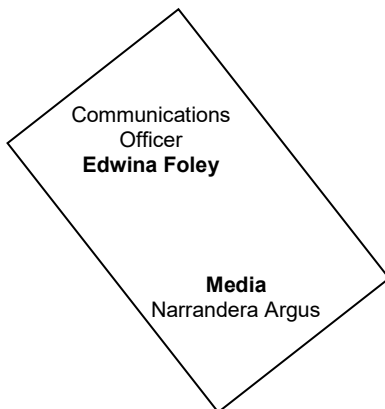
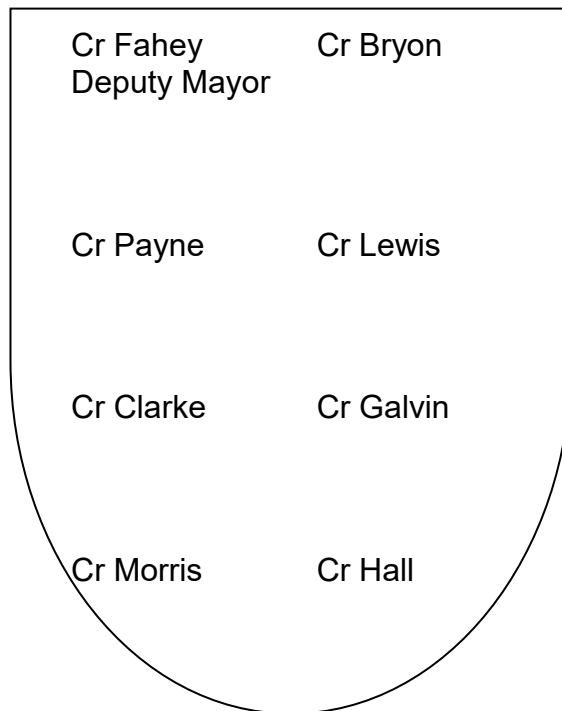
- 4.1 To have an improved and adequately maintained road network
- 4.2 To improve, maintain and value-add to our public and recreational infrastructure
- 4.3 To improve and enhance our water and sewer networks
- 4.4 To have a say when planning for new facilities or refurbishing existing facilities

Agenda Section 20 ~ Our Civic Leadership

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

SEATING

General Manager George Cowan	MAYOR Cr Kschenka	Deputy General Manager Infrastructure Julian Geddes	Deputy General Manager Corporate & Community Martin Hiscox
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PUBLIC QUESTION TIME

A question time is provided for by Council for the purpose of allowing members of the public to express concerns, in writing, on issues relevant to Council's powers and functions.

Notice of questions to be raised are required to be submitted in writing, addressed to the Chief Executive Officer, and received by Council no later than the Friday fortnight (11 days) preceding the meeting date.

A 30 Minute Public Question time is allowed for at the commencement of the Council meeting if further clarification is required only on those written questions received.

Questions and Responses are screened for viewing. A limit of 3 minutes per address applies. In the event that there is no questions from the public, Council will commence the meeting in accordance with the agenda.

Persons are advised that under the Local Government Act, 1993 and Regulations a person may NOT tape record the proceeding of a meeting of a Council, Committee or Workshop without the authority of the Council.

“Tape record” includes a video camera and electronic device capable of recording speech. Mobile phones are to be switched off so as not to disrupt the meeting.

**Notice is hereby given that the Ordinary Meeting of the Narrandera
Shire Council will be held in the Council Chambers on:
Tuesday 16 April 2019 at 2pm**

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1 ACKNOWLEDGEMENT OF COUNTRY

2 HOUSE KEEPING

3 DISCLOSURE OF POLITICAL DONATIONS

4 PRESENT

5 APOLOGIES

6 DECLARATIONS OF INTEREST

7 PUBLIC QUESTION TIME

No Public Question Time

8 PRESENTATIONS BY THE PUBLIC

Nil

9 PRESENTATIONS BY STAFF AND CONTRACTORS

Nil

10 CONFIRMATION OF MINUTES

Ordinary Council Meeting - 19 March 2019



MINUTES

Ordinary Council Meeting

19 March 2019

**MINUTES OF NARRANDERA SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS
ON TUESDAY, 19 MARCH 2019 AT 2PM**

The Mayor declared the meeting opened at **2.05pm** and welcomed the Councillors, Staff, Media and Members of the Gallery.

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 HOUSE KEEPING

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

3 DISCLOSURE OF POLITICAL DONATIONS

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

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

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

4 PRESENT

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

In Attendance

Julian Geddes (Deputy General Manager Infrastructure), Martin Hiscox (Deputy General Manager Corporate & Community), George Cowan (General Manager), Edwina Foley (Communications Officer) Sarah Light (Administration Officer) Vicki Maher (Minute Taker),

5 APOLOGIES

Nil

6 DECLARATIONS OF INTEREST

Cr Neville Kschenka declared a Non Pecuniary Significant Interest in Item 16.1 under the Local Government Act as “I am President of “Rockin on East. ROE is recommended to receive \$250 from Financial Assistance Funding” and will leave the meeting during discussion and voting.

Cr Neville Kschenka declared a Non Pecuniary Significant Interest in Item 16.3 under the Local Government Act as “My business is a potential supplier of additional equipment and supplied the existing equipment that will be used to enable Web Casting” and will remain and take part in discussion and voting.

Cr Neville Kschenka declared a Non Pecuniary Significant Interest in Item 19.2 under the Local Government Act as “I am the owner of a property that received water damage from overland flow in 2012 and a close family member owns a property at Nallabooma that has previously been affected” and will leave the meeting during discussion and voting.

Cr David Fahey OAM declared a Pecuniary Interest in Item 19.2 under the Local Government Act as “Family owns property affected” and will leave the meeting during discussion and voting.

Cr Tammy Galvin declared a Pecuniary Interest in Item 19.2 under the Local Government Act as “I have a house located in the residential area of the Flood Study Area- 9 Chantilly Street. I am here to represent the rate payers of the impacted Gillenbah Village and directly north of the Murrumbidgee River” and will remain and take part in discussion and voting.

Cr Tracey Lewis declared a Non Pecuniary Non Significant Interest in Item 19.2 under the Local Government Act as “My home is 19 Lake Drive (area impacted by flood study). I am choosing to stay and vote as I think it important to the broader community and I don't ever see my property being affected” and will remain and take part in discussion and voting.

Cr Barbara Bryon declared a Non Pecuniary Non Significant Interest in Item 19.2 under the Local Government Act as “Nallabooma resident. Nallabooma is subject to overland flooding” and will remain and take part in discussion and voting.

Mayor Kschenka acknowledged of Mr Ron O'Keeffe who passed recently. Ron was an ex Council staff member and later a Narrandera Shire Councillor. Condolences were passed on to Ron's wife Norma and his family.

7 PUBLIC QUESTION TIME

Nil

8 PRESENTATIONS BY THE PUBLIC

Nil

ITEM 19.2 FORWARD**RESOLUTION 19/047**

Moved: Cr Narelle Payne

Seconded: Cr Tammy Galvin

That Item 19.2 be brought forward in the Agenda prior to Presentations as there are a lot of community members in the Gallery to hear outcome of this report.

CARRIED

At 2:09 pm, Cr Neville Kschenka and Cr David Fahey OAM, after earlier declaring Interests in Item 19.2, vacated the Chambers during discussions and voting on the matter.

Cr Clarke assumed Mayoral Chair and concenses by Councillors that each part of the recommendation be considered separately.

19.2 REVIEW OF NARRANDERA FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN**RESOLUTION 19/048**

Moved: Cr Narelle Payne

Seconded: Cr Wesley Hall

That Council

1. Adopt the Draft Review of the Narrandera Floodplain Risk Management Study and Plan. Measures set out in Table S1 of the report.

In Favour: Crs Narelle Payne, Kevin Morris, Wesley Hall, Tammy Galvin, Barbara Bryon and Jenny Clarke OAM

Against: Cr Tracey Lewis

6/1 CARRIED**MOTION**

Moved: Cr Narelle Payne

Seconded: Cr Kevin Morris

That Council:

2. Commence a detailed review of planning controls relating to flooding noting the measures in the study and plan.

In Favour: Crs Narelle Payne, Kevin Morris and Barbara Bryon

Against: Crs Tracey Lewis, Wesley Hall, Tammy Galvin and Jenny Clarke OAM

LOST 3/4

RESOLUTION 19/049

Moved: Cr Narelle Payne

Seconded: Cr Barbara Bryon

That Council:

3. Apply for funding under the 2019/20 Flood Management Program to progress the following high priority measures identified in the Flood Risk Management Plan 2019:

a) Measure 9 - Investigation and concept design of Detention Basin Strategy

CARRIED

RESOLUTION 19/050

Moved: Cr Narelle Payne

Seconded: Cr Barbara Bryon

b) Measure 5 - Investigation to assess requirements for upgrading the Southern Main Canal Embankment

CARRIED

MOTION

Moved: Cr Kevin Morris

Seconded: Cr Barbara Bryon

c) Measure 11

Commission a Voluntary Purchase and House Raising Feasibility Study for properties identified as being subject to hazardous flooding.

In Favour: Crs Kevin Morris and Barbara Bryon

Against: Crs Narelle Payne, Tracey Lewis, Wesley Hall, Tammy Galvin and Jenny Clarke OAM

LOST 2/5

At 2:44 pm, Cr Neville Kschenka and Cr David Fahey OAM returned to the meeting and Cr Clarke vacated the Mayoral Chair

SUSPENSION OF STANDING ORDERS

RESOLUTION 19/051

Moved: Cr Narelle Payne

Seconded: Cr Barbara Bryon

A motion was moved that Council suspend standing orders.

CARRIED

9 PRESENTATIONS BY STAFF AND CONTRACTORS

9.1 PRESENTATION BY MW - PRIORITY ROADS PROJECTS FOR FUNDING

PRESENTATION

Presentation by Manager Works Krishna Shrestha on the Priority Roads Projects for Funding.

At 3:10 pm, Cr Barbara Bryon left the meeting.

9.2 PRESENTATION BY DGMI - UPDATE ON GRANT FUNDED PROJECTS

PRESENTATION

Presentation for Council Meeting by Deputy General Manager Infrastructure Julian Geddes providing updates on Grant Funded Projects.

- Stronger Country Communities Grants
- Truck Wash
- Drought Communities Program
- Water & Sewer Project

RESUMPTION OF STANDING ORDERS

RESOLUTION 19/052

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

A motion was moved that Council resume standing orders.

CARRIED

10 CONFIRMATION OF MINUTES

RESOLUTION 19/053

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

That the minutes of the Ordinary Council Meeting held on 19 February 2019 be confirmed.

CARRIED

11 MAYORAL REPORT**11.1 MAYORAL REPORT MARCH 2019****RESOLUTION 19/054**

Moved: Cr Neville Kschenka

Seconded: Cr Tammy Galvin

That Council receive and note the Mayoral Report for March 2019 noting the correction that the entry listed for 14 February be removed as is a double up for entry listed on 7 March.

.CARRIED

12 NOTICES OF RESCISSION

Nil

13 NOTICES OF MOTION**13.1 NOTICE OF MOTION - RATES REVENUE POLICY****RESOLUTION 19/055**

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

1. That while the Rates Payment Policy is currently under review, the following amendment be considered for inclusion in the revised Rates Payment Policy.

“That no penalty interest be applied to drought affected farmers or persons dependant on the farming industry including contractors, workers or storekeepers in a financial year where the difficulties are confirmed by the Rural Financial Advisor”.

CARRIED

14 COUNCILLOR REPORTS

Nil

15 COMMITTEE REPORTS**15.1 MINUTES - ARTS AND CULTURE COMMITTEE - 12 FEBRUARY 2019****RESOLUTION 19/056**

Moved: Cr Jenny Clarke OAM

Seconded: Cr Narelle Payne

That Council

1. Receive and note the Minutes of the Arts and Culture Committee held on Tuesday 12

February 2019.

2. Allow the Committee's request to display the War Plane photo at the Parkside Cottage Museum which is currently on display in the Narrandera Shire Council building.

CARRIED

15.2 MINUTES - RAILWAY STATION MANAGEMENT COMMITTEE - 20 FEBRUARY 2019

RESOLUTION 19/057

Moved: Cr David Fahey OAM

Seconded: Cr Tracey Lewis

That Council receive and note the Minutes of the Railway Station Management Committee held on Wednesday 20 February 2019.

Minutes contain no committee resolutions for Council endorsement.

CARRIED

15.3 MINUTES - ECONOMIC TASKFORCE COMMITTEE (OPEN) 25 FEBRUARY 2019

RESOLUTION 19/058

Moved: Cr David Fahey OAM

Seconded: Cr Tracey Lewis

That Council receive and note the Minutes of the Economic Taskforce Committee meeting held 25 February 2019, together with the updated Economic Development Strategy (non-confidential).

CARRIED

At 3:40 pm, Cr Neville Kschenka, after earlier declaring an Interest in Item 16.1, vacated the Chambers during discussions and voting on the matter and Deputy Mayor Cr David Fahey assumed the Mayoral Chair

SUSPENSION OF STANDING ORDERS

RESOLUTION 19/059

Moved: Cr Narelle Payne

Seconded: Cr Tammy Galvin

A motion was moved that Council Suspend Standing Orders and move into Committee of the Whole for discussion on Item 16.1.

CARRIED

RESUMPTION OF STANDING ORDERS

RESOLUTION 19/060

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

A motion was moved that Council resume standing orders.

CARRIED

16 OUR COMMUNITY

16.1 APPLICATIONS FOR FINANCIAL ASSISTANCE 2019- 2020 FINANCIAL YEAR

RESOLUTION 19/061

Moved: Cr Tammy Galvin

Seconded: Cr Narelle Payne

That Council

1. Endorse the proposed distribution of 2019-2020 financial assistance as follows:

Aboriginal Organisation NAIDOC Week	\$ 250
Rockin on East	\$ 250
Narrandera Landcare Incorporated	\$ 250
Domestic Violence Committee	\$ 500
Binya School	\$ 1,000
Narrandera Showground Land Managers	\$ 1,000
Roving Microphone Radio Station	\$ 1,200
Narrandera Preschool	\$ 1,895
Earlies Rod & Custom Club	\$ 2,000
Lions Club	\$ 2,000
Groups listed as per policy i.e. Schools	\$ 2,960
Mayor & General Manager fund	<u>\$ 6,695</u>
TOTAL	\$ 20,000

CARRIED

At 4:09 pm, Cr Neville Kschenka returned to the meeting and Deputy Mayor Cr Fahey left the Mayoral Chair.

16.2 NARRANDERA OUT OF SCHOOL HOURS (NOOSH) SERVICE

RESOLUTION 19/062

Moved: Cr Jenny Clarke OAM

Seconded: Cr Narelle Payne

That Council

1. Make local childcare providers and schools aware of the conclusion of the agreement

with Leeton Council at 30 June 2019. Facilitate the transition of NOOSH to a specialist child service provider by allowing existing and other operators time to assess the market, revised government policy and funding with the potential to expand their businesses to encompass NOOSH clients.

2. Advise Narrandera East Infants School that operation of NOOSH may cease at its current location on 30 June 2019.
3. Investigate options for relocation and use of the NOOSH buildings.

In Favour: Crs David Fahey OAM, Narelle Payne, Kevin Morris and Jenny Clarke OAM

Against: Crs Neville Kschenka, Tracey Lewis, Wesley Hall and Tammy Galvin

EQUAL

RESOLUTION 19/063

Moved: Cr David Fahey OAM

Seconded: Cr Tracey Lewis

Option 3)

That Council make local childcare providers and schools aware of the conclusion of the agreement with Leeton Council at 30 June 2019 to facilitate the transition of NOOSH to a specialist child service provider. Thus allowing existing and other operators time to assess the market, revised government policy and funding with the potential to expand their businesses to encompass NOOSH clients.

CARRIED

Cr Hall requested his vote as Against the Motion be recorded

16.3 WEBCASTING COUNCIL MEETINGS

RESOLUTION 19/064

Moved: Cr David Fahey OAM

Seconded: Cr Kevin Morris

That Council adopt third party video streaming where a Video Production Company will come to Narrandera each month to record the council meetings with their own equipment.

CARRIED

17 OUR ENVIRONMENT

Nil

18 OUR ECONOMY

18.1 CONTRACT - LAKE TALBOT POOL COMPLEX - REPLACEMENT SLIDES

RESOLUTION 19/065

Moved: Cr Tracey Lewis

Seconded: Cr Narelle Payne

That Council

1. Accept the revised offer by Australian Waterslide & Leisure Pty Ltd (AWL) of \$1,051,586 that includes identified in-house Council costs to design and construct:
 - i. Replacement of existing blue Slide (105m) including loop
 - ii. A Dual Racer Slide (2 x 53m)
2. Proceed to design and construct the dual racer slide in the 2018/19 capital works program.
3. Note that Council has submitted a Capital Expenditure Review report to the Office of Local Government as required under the Ministers Capital Expenditure Guidelines.
4. Release funds from the Lake Talbot Pool Master Plan Reserve to increase the project funding to design and construct both the replacement slide and dual racer slide to a total cost of \$1,168,000 as illustrated in Table 2 – Revised AWL Design and Construct costs including project activities.
5. As part of the slide replacement program, Council also remove the rampage slide prior to the commencement of the 2019/20 swimming season.
6. Approval is given to affix the Common Seal of Council, if required, to this and any future documentation necessary relating to this matter.

CARRIED

Cr Hall and Lewis requested their vote as Against Point 5 of the Motion be recorded.

18.2 TENDER - CHANGEROOM CONSTRUCTION - LAKE TALBOT POOL COMPLEX

RESOLUTION 19/066

Moved: Cr Narelle Payne

Seconded: Cr David Fahey OAM

That Council

1. Accept the tender offer by Gundagai Construction Services to construct the new Changeroom facility at Lake Talbot Swimming Pool Complex.
2. Release funds from the Lake Talbot Pool Master Plan Reserve to increase the project funding for the Changeroom construction project to a total cost of \$448,346 as illustrated in Table 5 – Total Project Costs (Tendered Offer and Council Project Activities).
3. Approval is given to affix the Common Seal of Council, if required, to this and any future documentation necessary relating to this matter.

CARRIED

19 OUR INFRASTRUCTURE

19.1 PRIORITY PROJECTS FOR FUNDING APPLICATION 2018-2020

RESOLUTION 19/067

Moved: Cr David Fahey OAM

Seconded: Cr Narelle Payne

That Council:

1. Approve the funding application plan from various funding streams as per the attachment 1 with this document.
2. Receive and Note "Transport Infrastructure Network Analysis" report in attachment 2, and endorse the strategy and plan presented in the document.

CARRIED

19.2 REVIEW OF NARRANDERA FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN

Item has been considered at another section.

20 OUR CIVIC LEADERSHIP

Nil

21 STATUTORY AND COMPULSORY REPORTING – DEVELOPMENT SERVICES REPORTS

21.1 FEBRUARY DEVELOPMENT SERVICES ACTIVITIES

RESOLUTION 19/068

Moved: Cr Kevin Morris

Seconded: Cr Tracey Lewis

That Council receive and note the Development Services Activities Report for February 2019.

CARRIED

22 STATUTORY AND COMPULSORY REPORTING – FINANCIAL / AUDIT REPORTS

22.1 FEBRUARY STATEMENT OF RATES AND RECEIPTS

RESOLUTION 19/069

Moved: Cr David Fahey OAM

Seconded: Cr Narelle Payne

That Council receive and note the information contained in the Statement of Rates and Receipts report as at 01 March 2019.

CARRIED

22.2 FEBRUARY STATEMENT OF BANK BALANCES**RESOLUTION 19/070**

Moved: Cr Wesley Hall

Seconded: Cr Narelle Payne

That Council receive and note the information contained in the Statement of Bank Balances report as at 28 February 2019.

CARRIED

22.3 FEBRUARY INCOME STATEMENT**RESOLUTION 19/071**

Moved: Cr Narelle Payne

Seconded: Cr Wesley Hall

That Council receive and note the information contained in the Income Statement report for the period ending 28 February 2019.

CARRIED

22.4 FEBRUARY STATEMENT OF INVESTMENTS**RESOLUTION 19/072**

Moved: Cr Narelle Payne

Seconded: Cr Kevin Morris

That Council receive and note the information contained in the Statement of Investments report as at 28 February 2019.

CARRIED

22.5 FEBRUARY CAPITAL WORKS PROGRAM**RESOLUTION 19/073**

Moved: Cr Kevin Morris

Seconded: Cr Tracey Lewis

That Council receive and note the information contained in the Capital Works report as at 28 February 2019.

CARRIED

23 STATUTORY AND COMPULSORY REPORTING – OTHER REPORTS

Nil

24 CONFIDENTIAL BUSINESS PAPER REPORTS**RESOLUTION 19/074**

Moved: Cr Narelle Payne

Seconded: Cr Wesley Hall

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*:

24.1 Economic Taskforce Strategy

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

CARRIED**24.1 ECONOMIC TASKFORCE STRATEGY****RESOLUTION 19/075**

Moved: Cr David Fahey OAM

Seconded: Cr Narelle Payne

That Council receive and note the Economic Development Strategy 2019 (confidential version) containing updates following the Economic Taskforce Committee meeting held 25 February 2019.

CARRIED**24.2 OPEN COUNCIL****RESOLUTION 19/076**

Moved: Cr Narelle Payne

Seconded: Cr Wesley Hall

That Council moves out of Closed Council into Open Council and the Mayor advised the Gallery of the resolution from closed meeting.

CARRIED

The Meeting closed at 5.01pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 16 April 2019.

.....
GENERAL MANAGER

.....
CHAIRPERSON

11 MAYORAL REPORT**11.1 MAYORAL REPORT APRIL 2019****Document ID:** 408457**Author:** Mayor**Theme:** Our Civic Leadership**Attachments:** Nil**RECOMMENDATION**

That Council receive and note the Mayoral Report for April 2019.

BACKGROUND

Since submitting my last Mayor's Report that was presented to the Ordinary Council meeting of 19 March 2019, I have had the privilege to attend the following on behalf of our Council:-

Meetings with General Manager

Attended regular Monday, and unscheduled, meetings with the General Manager George Cowan to discuss various matters. Deputy Mayor attends the Monday meeting prior to the monthly Council Meeting.

MARCH 2019**14 March**

General Manager Review Committee met for further discussion on the new format for GM Performance Review.

14 March

Together with some Newell Highway Task Force Committee Members and Councillors Morris, Lewis, Galvin, Bryon and Payne, I attended the Newell Highway Corridor Strategy Stakeholder Engagement Workshop held at the Narrandera Ex-Servicemen's Club. Safety, connectivity and flooding were discussed. Quite a number of passing lanes will be constructed to improve safety. Barriers to connectivity to the highway for road trains such as the Irrigation Way Canal Bridge at Narrandera were raised as well as concern that flooding at Gillenbah was not being addressed. Poor mobile phone service in some areas was also an issue.

14 March

I had the pleasure of presenting the winners of the John O'Brien writing competition with their prizes at Narrandera Library. It was pleasing to see the support of parents and teachers in encouraging young people to participate and the standard of work was excellent.

15 March

Had the pleasure of attending some of the events at the 2019 John O'Brien Festival. The entertainers were of a high standard. I also took part in a live broadcast by ABC Riverina with Grant Luhrs from Marie Bashir Park at 7am, along with some of the performers and this was quite entertaining. Initial reports are that the Committee are pleased with the event which was the 25th Festival. Congratulations to the hard working team of committee members and volunteers.

19 March

Chaired the monthly Council Briefing Session and Ordinary Council Meeting. Minutes of this meeting are further submitted to Council. We also welcomed Federal Member for Farrar Sussan Ley, Member for Cootamundra Steph Cooke and Country Labor candidate for Cootamundra Mr Mark Douglass all of whom gave presentations during the Briefing Session.



21 March

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

25 March

I had the honour of conducting two Australian Citizenship Ceremonies for Mrs Yuliya Burns and Ms Ellene Schnell. It is always such a pleasure to be a part of a special occasion and congratulations to both new citizens in choosing to take this important step.



26 March

Together with fellow committee members, I chaired the March meeting of the Economic Taskforce. Minutes of the meeting are further provided to Council.

26 March

I attended the meeting of the Solar Farm Reference Group. The Group, with members from across the business sector, has been developed for the purpose of working with and advising local services of the opportunities that will become available to ensure Narrandera Shire maximises all opportunities during the construction of the planned Solar Farms.

28 March

Together with Cr Fahey, the General Manager and I met with Bridgett Leopold from RAMJO to understand the priorities and challenges within our Narrandera Shire Council area. Ms Leopold showed a great interest in and knowledge of our Shire.

29 March

Leeton Shire Council General Manager Jackie Kruger met with the GM George Cowan, Economic Development Manager Peter Dale and me to provide Narrandera Shire Council with an update on the Western Riverina Intermodal Freight Terminal (WRIFT) Masterplan.

APRIL 2019**3 April**

Together with the General Manager, councillors and relevant staff I met with representatives of the former management committee of NOOSH to discuss its future. Those present were able to gain a better understanding of the history of the service and the difficulties faced by Council in continuing to provide this service.

3 April

Together with the General Manager, Councillors and senior staff, I met with Finance Consultant John Stuart to discuss and review the draft budget for 2019/20.

6 April

I attended the festivities at Binya, for the 100th birthday celebrations for Binya Public School. There was a large crowd in attendance and a lot of activity. During the official proceedings I was asked to speak on behalf of the Council. Steph Cooke MP, Mr David Lamb Director of Education Leadership, Principal Jaimee Damini and current and former students all gave interesting speeches. Students also gave entertaining performances. This was followed by two traditional foot races, the Binya Bolt and the Binya Bracelet, neither of which I participated in, in order to not steal the limelight.

It was impressive to see people enjoying the festivities despite the very windy and dusty conditions that prevailed throughout the morning.



Following this I had the honour of unveiling the centenary dedication plaque. The event was a great success and I thank Principal Damini and all the organisers for their hospitality.

On the way home I stopped over at Barellan to inspect the Aged Care units and the change rooms, both of which are making good progress and will be a great asset to the town. I also looked over the Police Station to gain an understanding of its suitability for any future police appointments.

8 April

Together with the GM, Senior Staff and councillors, I met with representatives of TransGrid who provided information about a proposed new transmission line in addition to the existing line which will provide extra capacity to cope with increased power generation, and also what the opportunities might be for the Shire.

8 April

Attended the Youth Advisory Committee meeting to discuss how services will be delivered.

9 April

Together with representatives from Leeton and Narrandera Shires, I attended the April meeting of the Narrandera-Leeton Airport management committee.

9 April

Met with the General Manager, Works Manager, Leeton Shire General Manager and Mayor to discuss the advantages of using Otta Seal in road construction.

10 April

The General Manager and I attended a meeting with Inspector Wadsworth and Superintendent Peter O'Brien to discuss staffing at Narrandera and Barellan.

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

I am extremely grateful to you all for this assistance and I look forward to working together toward a very productive year ahead for Narrandera Shire.

Until next time, Mayor Kschenka

RECOMMENDATION

That Council receive and note the Mayoral Report for April 2019.

12 NOTICES OF RESCISSION

Nil

13 NOTICES OF MOTION**13.1 NOTICE OF MOTION - WATER ALLOCATIONS AND EFFICIENCIES****Document ID: 409516****Author: Cr Wesley Hall****Theme: Our Community****Attachments: Nil**

I, Councillor Wesley Hall, hereby submit the following Notice of Motion to the Narrandera Shire Council's Ordinary Meeting of Council be held on 16 April 2019.

MOTION

That Council:

1. Provide a Financial Report by 31 May 2019 detailing Income & Expenditure for the Water Reuse Scheme for the year ended 30 June 2018 and an Income & Expenditure Statement for the Nine Months Ended 31 March 2019.

And

2. Provide an Efficiency Report on Council management of its Water Resources by 31 May 2019 which would encompass:
 - a) Current Council River Water Entitlements held and how these allocations are used.
 - b) Alternatives to water not currently being utilised when town water mains are flushed.
 - c) Current flows through the Water Reuse Scheme and the percentage of total flows taken up by Council operations.
 - d) Alternative pricing structures for the Water Reuse Scheme (To be considered in 2019/20 Budget Considerations) so that Narrandera Golf Club can afford connection as soon as their major irrigation upgrade is completed.

BACKGROUND

Our community perceive the Council as not making the optimal use of its valuable water resources. For example, they see flushing of town water mains in Whitton Street and the resultant high volumes of water flowing down the main street gutter and drainage system.

Another example pertains to the Water Reuse Scheme. The original Capital Grant received for the Water Reuse Scheme was successful due to full water participation by Narrandera Golf Club. To date, the pricing structure has made it prohibitive for the Club to connect. Due to its current irrigation upgrade, it is now an opportune time to find a solution to support this important community asset by providing affordable water delivery.

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

Narrandera Golf Club has been identified as a major community asset for the shire for being both a function provider as well as a sport provider.

Financial

Potential reduction in Water Reuse Scheme fees and charges but potential improvement to Council bottom line due to increased efficiencies and usage

Additional Cost in collecting water from water main flushing operations

Theme

Our Community

Strategy

5.1 - To have a Council that demonstrates effective management consistently, also a Council that communicates and engages well with the community and works collaboratively

RECOMMENDATION

That Council:

1. Provide a Financial Report by 31 May 2019 detailing Income & Expenditure for the Water Reuse Scheme for the year ended 30 June 2018 and an Income & Expenditure Statement for the Nine Months Ended 31 March 2019.

And

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 - d) Alternative pricing structures for the Water Reuse Scheme (To be considered in 2019/20 Budget Considerations) so that Narrandera Golf Club can afford connection as soon as their major irrigation upgrade is completed.

14 COUNCILLOR REPORTS

Nil

15 COMMITTEE REPORTS

15.1 MINUTES - LAKE TALBOT ENVIRONS ADVISORY COMMITTEE - 6 DECEMBER 2018

Document ID: 411606

Author: Administration Officer

Authoriser: Deputy General Manager Infrastructure

Attachments: 1. Lake Talbot Environs Advisory Committee Minutes - 6 December 2018

RECOMMENDATION

1. That the Minutes of the Lake Talbot Environs Advisory Committee held on Thursday 6 December 2018 be received and noted.



MINUTES

Lake Talbot Environs Advisory Committee Meeting

6 December 2018

**MINUTES OF NARRANDERA SHIRE COUNCIL
LAKE TALBOT ENVIRONS ADVISORY COMMITTEE MEETING
HELD AT THE NARRANDERA EXSERVICEMENS CLUB
ON THURSDAY, 6 DECEMBER 2018 AT 6.30PM**

1 PRESENT

Cr Narelle Payne, Chairperson Mr Ken Murphy, Mr Peter Beal, Ms Helen McDermott, Minute Taker Julian Geddes, Mr Jeff Kirk,

2 APOLOGIES

Cr Tracey Lewis, Cr Neville Kschenka, Mr Rex Evans, Mr Darren Knagge, Mr Roger Evans

3 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

RECOMMENDATION

That the minutes of the Lake Talbot Environs Advisory Committee Meeting held on 11 October 2018 be confirmed.

5 REPORTS

5.1 PARKING PROPOSAL FOR BOAT RAMP

The Committee discussed parking at the boat ramp, to be followed up with a sketch and site meeting.

5.2 WEED HARVESTING

The Committee was advised that the weed harvesting will be undertaken one week prior to Christmas.

5.3 REPLACEMENT OF TYRE STEPS

That the Committee discuss replacement of tyre steps, no progress to be added to action list.

5.4 NEGOTIATIONS WITH FISHERIES MANAGEMENT

That the Committee needs to met with NSW Fisheries and set a scope.

6 GENERAL BUSINESS

Discussion regarding water levels in the lake.

Discussion regarding extension of area between boat ramp.

Discussion regarding level area near amenities for tables and chairs.

Discussion about rotary look out – to be tidied up and BBQ to be checked.

7 NEXT MEETING

Thursday 4 April 2019 at 6.30pm

8 MEETING CLOSE

Meeting Closed at 7.10pm

The Minutes of this meeting were authorised by the Chairperson on 2 April 2019.

Ken Murphy

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CHAIRPERSON

15.2 MINUTES - ECONOMIC TASKFORCE COMMITTEE - 25 MARCH 2019

Document ID: 412394

Author: Marketing, Tourism and Economic Development Coordinator

Authoriser: General Manager

Attachments: 1. Economic Taskforce Committee Minutes - 25 March 2019

RECOMMENDATION

That Council

1. Receive and note the Minutes of the Economic Taskforce Committee meeting held 25 March, together with the updated Economic Development Strategy (non-confidential).

**MINUTES OF NARRANDERA SHIRE COUNCIL
ECONOMIC TASKFORCE COMMITTEE
HELD AT THE COUNCIL CHAMBERS
ON MONDAY, 25 MARCH 2019 AT 10.30AM**

Meeting commenced at 10:33am

1 PRESENT

Cr Neville Kschenka, Cr David Fahey OAM, Cr Jenny Clarke OAM, Cr Kevin Morris, GM George Cowan, EDM Peter Dale

2 APOLOGIES

Nil

3 DECLARATIONS OF PECUNIARY INTEREST

Nil

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Cr David Fahey OAM

Seconded: Cr Kevin Morris

That the minutes of the Economic Taskforce Committee held on 25 February 2019 be confirmed.Meeting commenced at

CARRIED

5 BUSINESS ARISING FROM PREVIOUS MINUTES

Further discussion on investigating establishing Return and Earn facility for Narrandera.

Item 7.2 Paramedic numbers in Narrandera – No change in numbers or reduction in service levels.

Item 7.3 and 7.5 Correspondence forwarded to owners.

6 REPORTS

6.1 ECONOMIC DEVELOPMENT STRATEGY

COMMITTEE RESOLUTION

Moved: Cr Neville Kschenka

Seconded: Cr Kevin Morris

That the Economic Taskforce Committee:

1. Receive, note, and discuss listed projects.
2. Endorse items written in Blue within the Economic Development Strategy, to be submitted as attachment to the next Council Business Paper Agenda for consideration in Open Council.
3. Endorse full Economic Development Strategy to be submitted as attachment to the next Council Business Paper Agenda for consideration in Closed Council.

CARRIED

COMMITTEE RESOLUTION

Moved: Cr Neville Kschenka

Seconded: Cr Kevin Morris

That EDM to produce a Summary Strategy Document reflecting data from the Remplan Business Analysis Model and report to next committee meeting.

CARRIED

At 10:43am, Cr Jenny Clarke OAM joined the meeting.

7 GENERAL BUSINESS

8.1 GILLENBAH SERVICE STATION

COMMITTEE RESOLUTION

Moved: Cr Neville Kschenka

Seconded: Cr David Fahey OAM

That the EDM provide an update to Councillors via their weekly information mail.

CARRIED

8.2 Health Alliance

The EDM reported on the outcome of representations made to various health professionals and entities represented in Narrandera Shire and the committee agreed that the EDM should now proceed to convene a Health Alliance meeting to include leading health service providers, such meeting to be focused on addressing the rural doctor crisis.

8 CORRESPONDENCE

Department of Industry – Allocation of Water for NSW Irrigators

9 NEXT MEETING

Monday 29 April 10:30am – Chambers

10 MEETING CLOSE

The Meeting closed at 12:06pm.

The minutes of this meeting were confirmed at the Economic Taskforce Committee held on 30 April 2019.



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CHAIRPERSON

1. Planning for the economy of the future
Initiative 1: Our Shire is 'Open for Business'

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

Strategies		Key Actions		Progress
1.1	Be a proactive, supportive and coordinated Council.	1.1.1	Continue to employ an Economic Development Manager and provide funds and resources for economic development.	Achieved
		1.1.2	Establish an Economic Development Taskforce to drive economic development and implement this Strategy with Council, key industry and key community membership	Achieved Note: No industry or community members
		1.1.3	Review Council's policies, plans and regulations to ensure that they facilitate and support development.	Ongoing
		1.1.4	Ensure that Council's systems and procedures for handling and processing development and investment enquiries are welcoming, stream-lined and customer service focussed.	Ongoing
		1.1.5	Purchase access to online, interactive statistical data and modelling tools (eg id profile, REMPLAN) to provide comprehensive demographic, social and economic data for the Shire.	REMPPLAN subscription renewed to 2019.
		1.1.6	Produce information and data that will assist businesses, investors and potential residents in their decision-making, and enable Council to monitor performance.	Effective use of REMPLAN into the future for development applications, grant applications etc.
		1.1.7	Include comprehensive information on economic development and business assistance on Council's website.	Economic Development Department has contributed to planning of Council's Website upgrade. REX Community fare on website
1.2	Continue to	1.2.1	Strengthen relationships with Government Agencies,	• ED participates in RDA Riverina forums,

Strategies		Key Actions		Progress
	build partnerships and strategic alliances.		regional organisations and service providers though: <ul style="list-style-type: none"> • Active participation in regional programs, forums and workshops. • Briefing and updating these organisations on the Shire's needs and priorities. • Advocating strongly for improved facilities, infrastructure and services. • Ensuring that the Shire's priorities and projects are recognised in regional plans and strategies. 	RAMROC, Destination Riverina Murray and Thrive meetings.
		1.2.2	Build and strengthen strategic alliances with Councils within the Riverina Region and along strategic road and rail corridors.	<ul style="list-style-type: none"> • Narrandera and Leeton representatives noted above agree to the strategic alliance between Narrandera and Leeton being called 'The Narrandera/Tocumwal Rail Line & Intermodal Support Alliance.' • Awaiting response from Leeton. • Council provided letter of support for Wagga Wagga City Council's bid for the Qantas Cadet Training facility.
1.3	Engage pro-actively with local businesses and business / industry organisations.	1.3.1	Build knowledge and understanding of local economic sectors and businesses, including organising a program of industry briefings and tours for Councillors and Council staff.	<ul style="list-style-type: none"> • EDM arranged Anton Barton, Executive Chairman of Bio-Ag to address a Narrandera Business Group breakfast on 21 May with other industry representatives invited also. He discussed his business operation and how it contributes to Narrandera's economy in terms of jobs etc. • EDM organised Council sponsored business breakfast on 31 July as an activity for Local Government Week. Narrandera Business Group invited as well as wider Narrandera business community. • Council participates in Small Business Month

Strategies		Key Actions		Progress
				<p>October with two main events Narrandera Activated and Narrandera Connected.</p> <ul style="list-style-type: none"> • Mayor, GM and EDM inspected ProTen poultry facility on 23 July 2018. • Narrandera includes Leeton in partnership arrangement with Rex Airline for Community Fares 5 year agreement.
		1.3.2	Encourage and facilitate opportunities for professional development, networking and innovation.	<p>EDM attends Narrandera Business Group. Information has been provided re Business Enterprise Centres courses held in Narrandera with local businesses participating. A partnership with Leeton and TAFE NSW has delivered the Digital Ready Program to Narrandera Businesses during 2017. Information re Business Grants has been provided to businesses.</p> <p>EDM becomes member of LG Professionals as result of Council's Gold membership arrangements for staff.</p>
		1.3.3	Establish effective networks and communication channels.	<p>EDM has contacted and met with representatives of:- RDA-Riverina CEO Rachel Whiting, Destination NSW Riverina/Murray CEO Richie Robinson,, NSW Business Chamber Murray Riverina CEO, Andrew Cottrill, Riverina Skilled Migration Officer, Faye Anderson and Regional Director South West Office of Regional Development Margaret O'Dwyer, RAMROC CEO Ray Stubbs, Industry Capability Network Regional Manager Klaus Baumgartel, Port of Melbourne BDM David Bardos, ARTC Riverina BDM Joe Fealy and Nicola James, AusIndustry Regional Manager, site and administration managers at Yanco Agricultural Institute (Tocal College),</p>

Strategies		Key Actions		Progress
		1.3.4	Support business groups and networks.	EDM attends Narrandera Business Group meeting and discusses rolling program of guest speakers. EDM facilitated First breakfast meeting guest speaker on 21 May (Anton Barton) Subsequent meeting addressed by Michael Jones who made arrangements direct with Narrandera Business Group to address members on the Plains Water Droughtmaster project. Arranged for Manager Council Engagement, Easy to do Business Program, Service NSW to address Narrandera Business Group on 10 September. Major program of events organised for Small Business Month October with support from NSW Department of Industry. Narrandera <i>Activated</i> Business Forum on 4 October and Narrandera <i>Connected</i> Business event at new TAFE Connected Learning centre at Narrandera on 25 October.
		1.3.5	Harness skills and experience available in the Shire and surrounding region (eg through forming task forces and working groups) to address specific challenges and realise opportunities.	To be addressed as opportunities and shared purposes arise. Negotiate with Klaus Baumgartel of ICN for audit of services in Narrandera Shire to support the imminent development requirements for the 3 new solar farms.
		1.4	Build a strong, positive profile for Narrandera Shire.	1.4.1
		1.4.2	Develop and implement a communications strategy, including articulating key messages.	Reinforce process with ED staff for communicating event arrangements to ensure no breakdown in arrangements.

Strategies		Key Actions		Progress
		1.4.3	Build the Shire’s digital presence, including launching a new Council website, embracing social media and capitalising on opportunities provided by third party data bases, websites and apps.	Development of Council website underway. EDO is on development team. Partnership with BEC for a digital and online marketing workshop on 6 December 2018. Review Federal Government’s National Digital Economy Strategy released Dec 2018 titled Australia’s Tech Future”. “Review Federal Govt Small Business Digital taskforce Report March 2018.
		1.4.4	Effectively market and promote the Shire, to raise its profile and increase awareness of its strengths, assets and opportunities.	<ul style="list-style-type: none"> • New glossy collateral in form of Industry Prospectus, Red Hill Estate Marketing Brochure and Lifestyle flyer now available to support marketing activities. Four videos produced featuring testimonial from three Red Hill Industrial Estate businesses. The collateral launched on Tuesday 5 June at TAFE. • Investigate the opportunity to feature in the Central West Lifestyle Magazine. Promote this opportunity to a business forum in Narrandera on 4 October
		1.4.5	Encourage the community to be advocates for the Shire, including speaking about the positives.	Positive testimonials collected from participants in business training programs, new residents, industry members, and visitors via Visitor’s Centre.
		1.4.6	Re-develop the Narrandera Visitor Information Centre as focal point for both tourism and economic development.	<ul style="list-style-type: none"> • Funding dependent. An application in late 2017 for funding to develop a cultural centre incorporating the Visitor’s Centre function was unsuccessful. Feedback has been received and a further enhanced application will be made under Environment and Tourism Fund should this fund continue into 2018. Fund announced August 2018 but guidelines too restrictive for our project as minimum application threshold amount is \$5 million.

Strategies		Key Actions		Progress
				<ul style="list-style-type: none"> • Current application underway to the Regional Growth Cultural Fund for development of the Frontiers and Futures facility on Cadell Street. However, change in guidelines meant full application required, detailed design, costings etc. Insufficient time to generate detailed design and implication of significant costs to do this. Application discontinued. • Investigate the possibility of making an application for funding for a new VIC/Cultural centre through the Building Better Regions Grants program-Tourism Infrastructure. Convene a meeting with stakeholders to plan the application, determine scope and ensure proposed facility is fit for purpose. • Evidence that in the past Nature Tourism was becoming successful. EDM addressed July Council meeting on ECO Tourism-Nature Tourism opportunities for Narrandera. Staff member attended National Koala conference and provided extensive report with recommendations on nature tourism opportunity in Narrandera. Review Murray Riverina Destination Management Plan 2018 just released.

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

Initiative 2: Enhancing our Liveability

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

- A welcoming, caring and safe community.
- Having quality, comprehensive facilities and services.

- Offering a contemporary, vibrant, affordable lifestyle in a physically attractive setting.
- Providing a positive business environment with strong locational advantages and diverse investment opportunities.

Strategies		Key Actions		Progress	
2.1	Continue to improve presentation – creating positive first impressions.	2.1.1	Implement the Narrandera CBD Masterplan – subject to funding and staging –further developing the town centre as an attractive place to shop and socialise, including provision of free public WIFI in main street.	Gillenbah Entry Audit: 2018-01-30 – GM requested MOSR to include extra funds in 18/19 Budget to cover additional maintenance of the entrance. <ul style="list-style-type: none"> • Gateway treatment for entry to Red Hill Industrial Estate-flagpoles, landscaping, clearing and sign. DGMI put amount in budget 2018-2019. New colourful and prominent 3mx2m billboard and 7 ‘for sale’ signs erected on NSC land in the estate. • Refer 1.4.1 for Town entry signage 	
		2.1.2	Develop attractive gateway arrival points and entry corridor to the Shire, Narrandera and villages.		
		2.1.3	Improve the presentation of the Shire’s industrial areas.		
2.2	Enhance lifestyle.	2.2.1	Continue to improve and expand recreation, sporting and leisure facilities within the Shire.	<ul style="list-style-type: none"> • \$673,000 funding received from NSW State Government under the Stronger Country Communities Program for upgrade works at Marie Bashir Park and for Borellan Sportsground amenities. • EDO assisted Narrandera Golf Club with an application for a Club’s Grant. • Forestry Nursery land interest – Council’s offer was unsuccessful. • EDO contributed to three funding applications under the Stronger Country Communities Fund Round 2 (Lake Talbot facilities and Bolton Street upgrade) and Regionals Sports Infrastructure Fund (Lake Talbot Water Park upgrade). 	
		2.2.2	Develop and diversify arts and cultural activities.		<ul style="list-style-type: none"> • EDM and EDO visited Cad Factory and met with principals and BDM to discuss a diversified arts and cultural relationship with Narrandera.
		2.2.3	Continue to develop and promote a dynamic and vibrant program of events and activities.		<ul style="list-style-type: none"> • Express support for possible future Annual General Meeting of NSW National Party in Narrandera in

Strategies		Key Actions		Progress
				2020.
2.3	Advocate for the retention and expansion of facilities and services.	2.3.1	Advocate for improved child care, health care, aged care and social assistance facilities and services within the Shire.	Advocacy has been successful in retaining a strong presence of Service NSW in Narrandera. Advocacy has continued re the location of the Service NSW Centre with the result that a central location at 4 & 6 Twynam St is now the preferred option and has been endorsed by the relevant Minister. Plans have been presented to NSC by Service NSW and renovations have been costed by NSC and Service NSW Architects have inspected the premises. Discussions to be held with DGMI and EDM and Service NSW representatives for final scope of works responsibilities and determination of rental structure.
		2.3.2	Ensure that facilities and services have the capacity to support 'aging in place'.	Strategy included in Western Riverina REDS.
		2.3.3	Explore options / advocate for improved education outcomes within the Shire, including the re-opening of the Grong Grong Public School (if warranted), and the redevelopment of the TAFE campus as a ONE TAFE Flexible Learning Centre.	The Grong Grong School Building was sold in 2017.
2.4	Encourage and support opportunities for community development.	2.4.1	Explore opportunities for providing information, activities and programs that will help new residents and people on temporary work visas assimilate into the community.	Liaise with RDA skilled migration unit.
		2.4.2	Continue to support activities (eg events, sport, creative arts etc) that encourage engagement and social inclusion and build pride in, and commitment to, the local community.	Not proceeding with offer of ACA cricket masters event in October 2018. Uncertainty about availability of Marie Bashir Park ground, no strong support from local cricket, no guarantee of return on investment.
		2.4.3	Support community initiatives to develop, grow and enhance the liveability of the Shire	ED Dept. continues to contribute to preparation of funding applications such as Stronger Country Communities, Fixing Country Roads, Regional Growth Fund etc. Narrandera Imperials Football Netball Club has been

Strategies		Key Actions		Progress
				invited to apply for funds to build a new Club House through the NSW Govt's Regional Sports Infrastructure Fund. ED staff have assisted with preparation of the Business Case and other requirements where needed.
2.5	Attract new residents.	2.5.1	Develop and implement a Resident Attraction and Retention Strategy.	Participation in Country Change. Production of a Lifestyle Flyer for use by local industry to attract workers.

Initiative 3: Economic Growth and Diversification

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

Strategies		Key Actions		Progress
3.1	Encourage and nurture business start-ups.	3.1.1	Provide access to information and business advisory services.	<ul style="list-style-type: none"> Negotiating with Services NSW for development of a service centre in CBD of Narrandera. Site in Twynam St under consideration, plans provided by Service NSW valuer for operational requirements. Building assessment and costings completed for suitability for purpose. Indicative rent to be advised to Service NSW when scope of works agreed between parties.
		3.1.2	Assess feasibility of hosting business start-up events to link people with business ideas to business advisory and support services (eg Many Rivers, BEC etc).	Narrandera Business Group to commence seminar/workshop program with BEC commencing 28 May. MTTL has facilitated attendance of Sandhills Artefacts at a NSW Aboriginal Tourism Workshop in Wagga and re an on-site hosting of a famil for Destination NSW personnel. Easy to do Business Program to be implemented by

Strategies		Key Actions		Progress
				Council and Manager Council Engagement for the program to address Narrandera Business Group on 10 September
3.2	Support and nurture existing businesses.	3.2.1	Provide access to information, advice and leverage opportunities for information sharing.	EDM facilitating business breakfasts under auspices of Narrandera Business group to share information to be provided by representatives of larger industries operating in Narrandera.
		3.2.2	Encourage and support 'buy local' initiatives.	The Narrandera Business Group held a business breakfast on 14/4 and provided members with promotional items (door mat and bags) in support of the Buy Local campaign. Buy local message in Council communique.
		3.2.3	Raise awareness of business advisory and support services and encourage businesses to participate in business and skills development programs.	ED maintains a business distribution list and uses it to share information re opportunities for businesses in the Shire. Business Bus, as part of NSW Government Business Connect program, visited Narrandera on August 13.
		3.2.4	Facilitate opportunities for professional development, networking and innovation.	<ul style="list-style-type: none"> • INNOVATION • Return 'n Earn-cans and bottles disposal. Vacant site on corner of East St and Elwin St owned by Kurrajong identified as possible location for Return and Earn kiosk. Kurrajong CEO supports proposal in principle and requires further details about proposal. Tomra advises that Regional sites will be assessed from July 2018 onwards. Subject to acceptability, the proposal will be submitted to Kurrajong Board.
		3.2.5	Identify training programs and resources available on-line from Government Agencies and training providers and provide links to these from the Economic Development page of Council's website.	Local Government NSW sponsors Inclusive Tourism: Economic Opportunities. A new online learning course now available to explain how you can better service this market. VIC staff to undertake.
		3.2.6	Raise the profile of local businesses by providing	New visitor guide completed, new Industry

Strategies		Key Actions		Progress
			opportunities to showcase, market and promote businesses products and services.	Prospectus, Red Hill Industrial Estate new brochure and new lifestyle insert all available.
		3.2.7	Encourage businesses to list on relevant industry data bases and websites and participate in programs such as trade missions.	As advised to NBG
		3.2.8	Encourage and assist local businesses to register on Federal, State and Council procurement data bases.	Developing relationship with Klaus Baumgartel, Regional Manager for Industry Capability Network to assist local industry connect with procurement data bases. Klaus to make contact with Uarah Fisheries and solar power companies considering locating in Narrandera Shire.
		3.2.9	Work with major project proponents to identify the goods and services required and provide introductions to local businesses.	Refer to Klaus Baumgartel, Regional Manager Industry Capability Network (ICN) who specialises in this field.
		3.2.10	Encourage and assist businesses to prepare for the NBN and embrace digital / on-line business and marketing opportunities.	<ul style="list-style-type: none"> Local businesses were offered the opportunity to attend Digital Ready Course and free face to face merchandising consult during 2017. GM provide report on meeting with NBN Met with Field Solutions personnel together with NSC IT personnel to discuss range of their alternative telecommunications and digital services. Partner with BEC Small Business Advisory Service to present a Digital and Online Marketing workshop on 6 December
		3.2.11	Facilitate access by business and community groups to funding programs.	A data base of funding programs is maintained and provided to community groups. Media releases and funding program announcements emailed to business group database.
3.3	Strengthen and grow key sectors.	3.3.1	Agriculture and Agri Business	
			<ul style="list-style-type: none"> Develop a producer data base and establish networks and communication channels. 	Sandigo Solar farm 2018-01-30 – Developers have met with Council on the proposal.

Strategies		Key Actions		Progress
				Sandigo or Avonlie Solar project, an initiative of Renewable Energy Systems (RES), was explained during community consultation sessions. RES has proposed a \$250,000 community fund component as one of its initiatives. This proposal is currently being reviewed by staff. Avonlie scheduled to provide notice to proceed in March 2019 with commercial operation May 2020.
			<ul style="list-style-type: none"> Continue to advocate for water security. 	<p>Proposal for support for Plains Water Ltd about project to rebuild Ardlethan pipeline 50km with benefit to 150 dryland farmers and Grong Grong village re-submitted to Council at its 15 May meeting. Council resolved to Receive and Note the report. Michael Jones MD for Plains Water address NBG on Monday 18/6. Mr Jones addressed Council at its 21 August meeting. Council resolves to provide in principle letter of support. Letter of support provided. Meet with Plains water Engineering Consultants.</p> <p>Council facilitates a Drought Assistance initiative in September as an arrangement with Dept of Industry to repurpose funding to provide expert business advice to farmers across the Shire utilising repurposed Business Connect Bus.</p>
			<ul style="list-style-type: none"> Encourage and support adoption of new activities and technologies, sustainable land management practices, and innovative business models. 	<ul style="list-style-type: none"> NRMA completes installation of Electric Vehicle Fast Charger with Council's support, in Twynam st. Refer 3.2.4 Final drawings received and power supply plan addressed.
			<ul style="list-style-type: none"> Advocate for and assist producers to develop strategies to address labour and skills shortages 	EDM attended Workforce Futures Forum presented by RDA Riverina in Griffith on 10 May.

Strategies		Key Actions		Progress
			and develop the local workforce.	Piggery Forum held in Narrandera addressed by industry experts on 30 August.45 people present.
			<ul style="list-style-type: none"> Explore opportunities for and encourage development of new processing and value-adding opportunities and utilisation of waste products. 	Waste Forum to be held in Narrandera in November 2018-ICN. Major animal feed mill considering Red Hill Industrial Estate. Interest from the Sydney investor has been withdrawn as at November 2018. Distance/administration issues.
		3.3.2	Aquaculture	
			<ul style="list-style-type: none"> Support the expansion of the aquaculture industry within the Shire. 	Preliminary discussions held with Uarah Fisheries on Old Wagga Rd. Dr John Yu. He is planning expansion at the fishery estimated to cost \$2.5 million. Arranged for Wayne Murphy, Export Adviser to contact John Yu. Also arranged for Klaus Baumgartel of ICN to contact Dr Yu to offer him assistance with his expansion planning. Advised possible sources of funding. Uarah advises late May that DA is imminent.
			<ul style="list-style-type: none"> Build skills and knowledge about the industry within Council and the local community. 	Ongoing
			<ul style="list-style-type: none"> Explore the possibility of positioning the Narrandera Fisheries Research Centre as a Centre of Excellence for the Murray Cod industry. 	Under consideration Meet with Manager Narrandera Fisheries and establish partnership arrangement for development of large inland fish aquarium at proposed Narrandera Destination and Discovery Hub. Narrandera Fisheries selected as safe facility to relocate distressed Murray Cod and other species transferred from other environments under stress as a result of the drought..
		3.3.3	Retail & Wholesale	
			<ul style="list-style-type: none"> Position and promote Narrandera as a lifestyle centre. 	A Lifestyle insert has been produced. It will be used in association with the Country Change Program and to

Strategies		Key Actions		Progress
				support the Red Hill Industrial Estate Prospectus and the Industry Prospectus and other collateral produced as part of the Red Hill Estate Front & Centre Project part funded by Premier & Cabinet.
			<ul style="list-style-type: none"> Encourage and facilitate training (customer service, merchandise display, e.commerce etc) 	<p>EDM addressed VIC team meeting at team session in April on customer service. VIC team to complete online learning course on Inclusive Tourism to understand how to deliver tourism services and products that make people of all abilities feel welcome and wanted as customers.</p> <p>Narrandera Activated, a Small Business Month October Event, is addressed by Marguerite Bell of Retail Life, a leading marketing/retail/merchandising consultant.</p>
			<ul style="list-style-type: none"> Encourage development of and participation in cooperative marketing and promotional campaigns. 	Invited Griffith, Leeton and Lockhart to send brochures with staff to Adelaide for Caravan and Camping Expo. New Country Change promotion by RDA is imminent.
		3.3.4	Tourism / Visitor Economy	
			<ul style="list-style-type: none"> Continue to develop products, experiences and activities, including events. 	<p>Debrief meeting with Steven Alldrick Event Organiser of the Easter Rod Run. He wishes to install permanent signs on the highways into Narrandera promoting the fact that the Rod Run is held in Narrandera every Easter. He will design and build signs and has requested Council's assistance to locate suitable sites and to install signs. Awaiting sign designs from Mr Alldrick.</p> <p>Mr Alldrick visits Narrandera in September and meets with Council and community stakeholders. Planning is underway for 2019.</p>
			<ul style="list-style-type: none"> Continue to improve infrastructure, facilities and services for visitors 	Awaiting opening of Environment and Tourism Fund to complete application for funds to redevelop the VIC as a cultural and interpretational centre with various services including traditional VIC Services.

Strategies		Key Actions		Progress
				<p>The above fund does not have compatible guidelines with minimum application threshold at \$5 million. Current application to Regional Growth Cultural Fund to develop new cultural Frontiers and Futures Centre in Cadell St. discontinued as a result of design and cost requirements.</p> <p><u>Redevelopment of VIC/Cultural Centre.</u> Researching feasibility of making application to Building Better Regions Grants round for Tourism Infrastructure. Scope out purpose, fine tune design for deadline 15 November 2018.</p>
			<ul style="list-style-type: none"> • Update and improve information and promotional collateral. 	<ul style="list-style-type: none"> • New Narrandera Shire Visitor Guide now available. Staff are updating pet friendly promotional material, heritage walk information and car touring routes around the region. • Agri-Australis-discuss possibility of a Nut Festival or include with John O'Brien Bush Festival. Ideas include a pop-up nut shop etc. Possible meeting with Claudio to discuss future developments and proposals. • Enquire of Claudio if any interest in producing hazelnut oil. • Meeting held with Claudio to include GM and EDM and strong support given by him for support of events, festivals etc.
			<ul style="list-style-type: none"> • Effectively market and promote the Shire, including implementing the branding strategy and expanding the Shire's on-line presence and capitalising on digital and social media opportunities. 	<ul style="list-style-type: none"> • Facebook - promoting Narrandera events e.g. QBR, Australia Day, John O'Brien Bush Festival, Hot Rod Rally, Koala Count, Lake Talbot Swimming Complex. • Attendance at Adelaide Caravan & Camping Show to over 21,000 people. • New Narrandera Shire Visitor Guide completed. National Digital Strategy released Dec 2018.

Strategies		Key Actions		Progress
		3.3.5	Transport and Logistics <ul style="list-style-type: none"> Leverage off Narrandera's strategic location to position and develop the Shire as a road transport hub. 	<ul style="list-style-type: none"> Scheduled construction of a dual purpose Truck Wash at Red Hill Industrial Estate supports this. Also supported by the Redhill Estate Front & Centre Project with video \$,) print (3) and signage (billboard + 4 For Sale) collateral. Also - advocacy for inclusion of development of Narrandera as transport hub in Regional Economic Development Plan. Lobby for development of unbroken AB Triple routes in the region. Contact made with major transport companies outlining Narrandera's strategic location at junction of two major highways and strategic rest point.
		3.3.6	Health Care & Social Assistance <ul style="list-style-type: none"> Advocate for continued improvements in health, aged care and social assistance services, programs and facilities. 	<ul style="list-style-type: none"> Working with Service NSW to re-locate to central position – provide services relating to 14 govt. agencies. Services NSW assessing suitability of CBD property. 2018-01-30 Consultation with community conducted at location of Coles. Announcement by local MP Steph Cooke of \$673,000 grant for upgrade of Marie Bashir Park \$400,000+ and Barellan Sportsground \$300,000. The Aged Care project for Barellan and small project at Grong Grong were eliminated as they did not reach the \$100,000 threshold. 2018-01-30 – That Council approach leading Aged Care providers including RSL Care and other appropriate organisations to consider the development of a low care aged care facility in Narrandera.
3.4	Target and attract new businesses	3.4.1	Investigate possible investment attraction incentives and formulate an Economic Development Assistance Policy that articulates the	Red Hill Industrial Land for Sale Policy ES270 amended.

Strategies	Key Actions		Progress
and activities.		support that Council can offer new businesses and investors.	
	3.4.2	Produce information and promotional collateral – in both digital and print formats.	See above – collateral: Industry Prospectus, Redhill Prospectus, Lifestyle Insert, 4 Redhill Videos, billboard sign, Land For Sale signs.
	3.4.3	Participate in forums, expos, trade missions etc that have the potential to bring new businesses / investment into the Shire.	Ongoing.
	3.4.4	Explore opportunities to leverage off Council's Sister City programs.	Current relationship with Urumqi is problematic given ongoing serious ethnic unrest in that city and its region, Xinjiang. As at November no response to August 2018 Communication to Chinese Ambassador seeking support for relationship with Urumqi. Feb 2019 still no communications from Chinese Ambassador
	3.4.5	Investigate the potential of emerging / new activities: <ul style="list-style-type: none"> • Government and service sector • Intensive agriculture • Niche / boutique agriculture and agri-businesses • Manufacturing – value-adding and processing • Renewable energy and use of waste products 	Opportunities discussed to capitalise on the Smart Cities funding program, in particular the opportunity to develop projects around the renewable energy, solar farm developments planned for Narrandera Shire. Ongoing development with 3 renewable energy companies developing major solar farms in the Shire.
	3.4.6	Market the Shire's strengths, assets and opportunities.	See above. Also recent launch of new Visitor Information Booklet. ongoing

Initiative 4: Planning for the Economy of the Future

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

Strategies		Key Actions		Progress
Land & Premises				
4.1	Ensure sufficient supply of land and premises to facilitate and support growth.	4.1.1	Annually review land use plans and strategies to ensure sufficient land is zoned to accommodate growth for industrial and residential activities.	Reviewed 2017
		4.1.2	Investigate the need for a light industrial / business park land and/or premises in Narrandera, and if needed, encourage owners of vacant and/or underutilised land in the Narrandera West (Leeton Road) and Pine Hill Industrial Estates to bring this land into production (subdivision, sale, lease or development).	To be reviewed
4.2	Facilitate further development of the Red Hill Industrial Estate.	4.2.1	Retain general / heavy industry zoning and preserve buffer areas around the Estate.	Buffers are noted as an important selling point in our Redhill Marketing and Communications Strategy.
		4.2.2	Develop a sales policy for Council-owned land in the Estate that provides incentives for developers, fosters a quick development timeline, and discourages land banking.	Under consideration
		4.2.3	Formulate and implement a marketing plan for the Estate that includes quality promotional material and supporting information, as well as conceptual subdivision layouts and servicing plans.	Current. See earlier comments. New bright 'for sale' signs and 3mx2m billboard erected on Red Hill Industrial Estate. Gateway entrance markers in advanced stages of planning. Promotional flyer provided to real estate agents who have listed Red Hill Industrial Estate for sale.
		4.2.4	Organise famils of the Estate (and Narrandera) for regional development agency (eg RDA, Industry NSW, BEC) staff and regularly update these agencies regarding the availability of commercial and industrial land and premises within Narrandera.	Under consideration.
		4.2.5	Advocate for Government Funding to assist in providing	ED Dept contributed to successful submission re

Strategies		Key Actions		Progress
			enabling infrastructure to facilitate subdivision and development.	Truckwash under Fixing Country Truckwash Grant.
4.3	Ensure that the power supply can accommodate growth.	4.3.1	Advocate for on-going improvements in the power supply in Narrandera Shire.	Consideration being given as a component of the Smart Cities funding program.
		4.3.2	Advocate for and assist local businesses access grant funds for 'last mile' infrastructure.	For consideration
		4.3.3	Support the development of renewable / green energy producers within the Shire.	Currently 3 renewable energy groups planning developments in the Shire. Public consultations held in March in Narrandera and in locations under consideration for solar farm development. Council updated by Reach Solar Energy representatives on satisfactory progress of Yarrabee Park Solar project.
4.4	Improve telecommunications.	4.4.1	Develop and implement a Digital Strategy in consultation with industry and community groups.	Monitor development of National Digital Strategy for compatibility.
4.5	Increase the capacity of the road network in the Shire to accommodate increased truck movements and higher productivity vehicles.	4.5.1	Develop a Road Improvement Strategy, identifying strategically important production and freight routes within and through the Shire and the works required to remove 'pinch points' and expand capacity to accommodate HPVs.	Flood-proofing of Sturt Hwy at Gillenbah included in Regional Economic Development Strategy for Western Riverina.
		4.5.2	Advocate for the Shire's road needs to be included in regional and State freight and transport strategies.	Refer Draft NSW Ports and Freight Plan and Western Riverina REDS.
		4.5.3	Advocate for and seek funding to upgrade and maintain strategically important roads.	As above. Brought to attention of Federal Minister for Local Government the Hon Dr John McVeigh at a RAMROC Councils meeting held in Albury on 15 May.
4.6	Provide infrastructure and facilities to support the road	4.6.1	Plan for improved infrastructure and/or facilities for trucks in Narrandera – Gillenbah and Barellan.	Truckwash to be constructed at Redhill.

Strategies		Key Actions		Progress
	transport sector.			
4.7	Continue to improve rail infrastructure.	4.7.1	Advocate for ongoing improvements to the Hay Branch line (Junee through to Griffith via Narrandera), taking the line from Class C to Class A to facilitate longer and heavier trains.	ARTC proposing to improve the line to accommodate 80ft flat top rolling stock with 25 tonne axle capacity to take 2x40ft containers. Govt allocates \$60 million for line improvements.
		4.7.2	As required, support rail and freight service providers secure 'paths' for rail freight from the Western Riverina.	Ongoing. Refer Western Riverina REDS. EDM and GM attend National Supply Chain Freight and Logistics Strategy Scenario Planning workshop in Griffith on 9 Oct. Meet with Hermione Parsons of Deakin University do discuss possibility of future alternative study for Narrandera if Lycopodium study unable to be used.
4.8	Plan for freight infrastructure to meet growing demand	4.8.1	Liaise with local producers (eg Agri Australis, Proten, Grants Sawmilling, Hutchins Bros Engineering) to determine likely future freight transport requirements.	Discussions with Patersons transport re local/regional freight task. Consider in context of Lycopodium report. Document remains confidential to Council.
		4.8.2	Advocate to have the Narrandera-Tocumwal rail corridor recognised as strategic infrastructure and protected and preserved for future use.	Ongoing. Transport NSW have appointed a project manager to lead the process and are currently seeking cost estimates from John Holland to carry out the engineering assessment component. Council has also approached Shepparton City Council to facilitate an approach to the Victorian Government to provide funding for a Feasibility Assessment in Victoria. Cr Hall engaged in high level discussions with key industry and political influences and decision makers. Also investigating funding from the Federal Government. Council meeting in May with consultants conducting part of the feasibility study. Consultants Lycopodium conduct feasibility study workshop in May with strong

Strategies		Key Actions		Progress
				attendance. Study completed and released to Council as a Confidential Report.
		4.8.3	Plan for a small intermodal terminal / freight receival site in Narrandera.	Amazon has been provided with relevant information highlighting Narrandera as a potential site for an Amazon distribution facility. 22/3/18
4.9	Retain commercial air services to Narrandera.	4.9.1	Continue to upgrade the Narrandera – Leeton Airport to ensure on-going compliance.	Give consideration to future proofing the airport infrastructure with possible aircraft type obsolescence. Potential development opportunity with Wagner Group interest in freight opportunities. Assess potential producers and processors, types of exports and tonnages and frequency of export for advice to Wagners.
		4.9.2	Implement the Airport Strategic Plan.	ongoing
		4.9.3	Build patronage on the route by diversifying the market base – eg through growing the conference, meetings and events markets.	Venue guide produced in 2017. Community fare agreement negotiated with Rex for the benefit of airline commuters out of Narrandera/Leeton Airport. 5 year agreement with Rex commencing 4 October 2018.
4.10	Diversify and improve accommodation available in the Shire.	4.10.1	Monitor demand for motel and hotel accommodation and, when needed, advocate for the development of new accommodation within the Shire.	Tourism activities will now be reported to Council via this Strategic Plan Report. Barellan has gained recognition as an RV Friendly destination.
		4.10.2	Advocate for improved supply of rental housing and other accommodation for temporary and seasonal workers and position Narrandera as the accommodation hub to service the Narrandera – Leeton area.	EDM attends Workforce Futures Forum in Griffith on 10 May when discussion was held about overall accommodation shortages in the Western Riverina and consideration given to possible strategies to address.
		4.10.3	Undertake a review of camping areas and facilities in the Shire to maximise economic benefits.	For consideration.
4.11	Grow the local workforce,	4.11.1	Profile and articulate existing and future local and regional workforce requirements and jobs and skills	Refer 4.10.2

Strategies	Key Actions		Progress
<p>ensuring that it is aligned with local and regional industry needs.</p>		gaps.	
	4.11.2	Work with regional organisations and education and training providers to address job and skill gaps and formulate and deliver 'job readiness' and skills development opportunities.	Refer 4.10.2
	4.11.3	Participate in relevant employment and skills development programs and initiatives (eg the 'Grow our Own' program being implemented in the Western Riverina).	Refer 4.10.2
	4.11.4	Encourage proponents of major developments to 'grow their own' workforce by employing local residents and investing in training and skills development.	Refer 4.10.2
	4.11.5	Work with the Shire's Aboriginal community and residents who are socially disadvantaged, to improve training and employment outcomes.	For consideration
	4.11.6	Work with industry and businesses to attract skilled workers to the Shire to fill vacant positions and address skills gaps.	For consideration
	4.11.7	Investigate opportunities to harness skills of visitors to the Shire (eg retirees, back packers) to address labour shortages, particularly for seasonal work (eg harvesting, picking, truck drivers).	For consideration
	4.11.8	Advocate for improved access to education and training services and flexible approaches to workplace training, apprenticeships and traineeships.	Partnership event with new TAFE connected Learning centre in Narrandera on 25 October will provide invited business community guests to interact with senior TAFE personnel and hear presentation on new digital learning pathways from TAFE experts.
	4.11.9	Retain young people within the community, through programs such as school based vocational training, transition to work / work ready, offering apprentice and traineeships and providing access to tertiary training.	October 25 event will provide an excellent opportunity for the business community to understand the choices available at TAFE through the digital learning pathways available to young people.

Strategies		Key Actions		Progress
		4.11.10	Develop and implement programs to welcome and orientate new employees and integrate them into the community.	For consideration

15.3 MINUTES - AUDIT, RISK AND IMPROVEMENT COMMITTEE - 6 MARCH 2019

Document ID: 412396

Author: Marketing, Tourism and Economic Development Coordinator

Authoriser: General Manager

Attachments: 1. Audit, Risk and Improvement Committee Minutes - 6 March 2019

RECOMMENDATION

That Council

1. Received and note the Minutes of the Audit, Risk and Improvement Committee held on Wednesday 6 March 2019.

**MINUTES OF NARRANDERA SHIRE COUNCIL
AUDIT, RISK AND IMPROVEMENT COMMITTEE
HELD AT THE COUNCIL CHAMBERS
ON WEDNESDAY, 6 MARCH 2019 AT 11AM**

1 PRESENT

Mr Roger FitzGerald, Cr Wesley Hall, Cr Narelle Payne
Observers - George Cowan & Craig Taylor.

Observers Part attendance (Item 6.1) Martin Hiscox, Dannielle MacKenzie (External Auditor Crowe Horwath - by phone).

2 APOLOGIES

Observers - Keith Coates – Internal Audit, Lawrissa Chan – NSW Audit Office

3 DECLARATIONS OF PECUNIARY INTEREST

Nil.

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Cr Wesley Hall
Seconded: Cr Narelle Payne

That the minutes of the Audit, Risk and Improvement Committee held on 28 November 2018 be confirmed.

CARRIED

5 BUSINESS ARISING FROM PREVIOUS MINUTES

ACTION – Keith Coates Internal Audit – circulate draft scopes with milestone schedules for reviews of DA processes and environmental compliance for management and out of session Committee comments during March (DA review to encompass approval and implementing of conditions and plans).

Among other outstanding action items the Committee requested for its next Meeting:

- Council-wide Risk Management policy / framework. **ACTION** – GEM, GM IT Manager attend to advise Committee re IT risks and re management actions on IT and recordkeeping reviews. **ACTION** - IT Manager

6 REPORTS

6.1 EXTERNAL AUDIT – AUDIT OFFICE/CROWE HORWATH - ANNUAL ENGAGEMENT PLAN, TIMETABLE & TABLED PERFORMANCE AUDIT ACTIVITY

DGC&C and Crowe Horwath's Dannielle MacKenzie informed Committee discussion on preparation and planned audit of the 2018-19 accounts. Crowe Horwath is now re-contracted by the NSW Audit Office for the financial statements audit going forward.

ACTION – DGC&C – advise one-page guidance to Committee on Council position re any accounting standards issues (such as the new standard on financial instruments).

The engagement plan provides scope for Committee input in July (interim audit outcome) and on 14 August (engagement closing report). A Committee role in account presentation to Council on 17 September may benefit from coordination with presentation of the Committee's annual reporting to Council.

ACTION – GM – consideration of scope for presentations to Council 17-September.

The NSW audit office will report at the next meeting on tabled reports relevant to the local government sector. The committee noted that the report on local government 2018 tabled on 28 February reflected well on Narrandera shire's financial reporting and sector-wide benchmarking. Like many rural councils there is a relatively low proportion of own-revenue funding, with government grant funding relatively greater.

COMMITTEE RESOLUTION

Moved: Cr Wesley Hall

Seconded: Cr Narelle Payne

That the Committee note and endorse the draft annual engagement plan received from the NSW Audit Office for audit of the 2018-19 accounts.

CARRIED

6.2 GM UPDATE ON DEVELOPMENTS, MANAGEMENT REVIEWS

The GM updated the Committee on developments, on risk reporting and on reviews. The update included emerging risks and incidents, near misses, litigation risks, compliance breaches, etc. Advised reviews underway included the 2019-20 budget and planning.

The Committee discussed potential for explicit risk assessment and analysis techniques to assist risk management of risk drivers and potential impacts in areas such as water quality investments, waste depot and sewerage system environmental management, and compression of financial year-end deadlines in State grant-funded projects.

COMMITTEE RESOLUTION

Moved: Cr Wesley Hall

Seconded: Cr Narelle Payne

That the committee receive the verbal update from the General Manager.

CARRIED**6.3 ANNUAL ENTERPRISE RISK MANAGEMENT ACTION PLAN**

The Committee noted the Enterprise Risk Management Action Plan and its record of risk monitoring action requires updating as part of planned development requirements for the Council-wide risk management policy framework. The Committee deferred further discussion pending the policy framework update required at its next meeting.

6.4 INTERNAL AUDIT – PROGRESS REPORT AGAINST IA PLAN AND BUDGET, RECORDKEEPING REVIEW REPORT & SCOPING EMS REVIEW**COMMITTEE RESOLUTION**

The Committee discussed the report on an Internal Audit review of records management which contained a number of useful tests, observations and recommendations. The Committee noted the very positive Council administrative support for sound recordkeeping in the implementation of the new MagiQ document management and workflow system.

The Committee also noted heavy system reliance on staff understanding and entry from Workspace into the business records space, and discussed ongoing ELT monitoring of recordkeeping performance and skilling needs. Internal Audit could also use its fresh understanding of requirements to assist and support recordkeeping as part of each review.

ACTION – Keith Coates – Internal Audit reviews to assist recordkeeping assurance as a standard procedure.

The Committee is to await management responses to complete its review of the report. There was no management response provided and the Committee had not received the out-of-session scoping and audit focus as envisaged at its last meeting. Internal Audit would benefit from agreed charter protocols and procedures going forward.

ACTION – Keith Coates – Draft Internal Audit charter / procedures for consideration.

Review scope did not aim for assurance on whether MagiQ system functionality, configuration and maintenance fully satisfies records management system requirements, such as for mandated NSW standards for compulsory recordkeeping metadata. The audit found significant reliance on manual entry of metadata rather than system automated and mandatory capture. The report also points to informational and recordkeeping risks where there appears scope for specialist archival and systems advice. External Audit also has an open query on MagiQ web-based security.

ACTION – GM – Consider benefit for obtaining specialist archival and system advice such as in Council use of MagiQ as an electronic records management system.

CARRIED**6.5 CURRENT BUDGET STATUS FOR AUDIT RISK AND IMPROVEMENT COMMITTEE**

The rolling Internal Audit program for 2018-19 was ongoing and confirmation of the

planned program for 2019-20 should be considered at the next meeting of the Committee

ACTION – Keith Coates – Internal Audit status reporting and 2019-20 forward plan.

A financial report against the current Internal Audit budget and cost items coded for the Committee's cost centre was noted. A number of small expenditure items required clarification as to relevance to Committee operations or to Internal Audit.

COMMITTEE RESOLUTION

Moved: Cr Wesley Hall

Seconded: Cr Narelle Payne

The Committee requested clarification of the small expenditure items for advertising and other things coded to the Internal Audit.

CARRIED

6.6 COMBINED ACTION PLANS SPREADSHEET

The Committee reviewed the progress reported on outstanding actions. A number of actions on risk management policy and fraud risk assessment are due for completion with advice on actions to the next Committee meeting

The Committee agreed to remove the items already marked as Completed, except Item 34 appeared still open. The outstanding action report would benefit from senior management review to recommend closing off items that appeared to have been completed, to tighten planned actions on overdue items, and for action officers to provide dates for closure of continuing open items.

ACTION – Action officers to provide target dates for completion of tasks.

ACTION – GM/GEM – Removal of items marked "Completed" and recommending further closures and action reporting.

COMMITTEE RESOLUTION

Moved: Cr Narelle Payne

Seconded: Cr Wesley Hall

That the Committee:

1. Review and note the attached combined Action Plan spreadsheet.
2. Acknowledge the updates and completed items will be removed.

CARRIED

7 CORRESPONDENCE

Nil.

8 COMMITTEE MEMBERS

COMMITTEE RESOLUTION

Moved: Cr Narelle Payne

Seconded: Cr Wesley Hall

That the Committee recommends:

1. Initiation of an open process for broadening of independent Committee memberships and skills, supplemented with direct invitation.
2. Annual presentation of the Committee's progress to Council later in 2019.

CARRIED

OTHER BUSINESS

The Committee has commenced self-assessment of its performance against the Charter. Details are to be provided to Keith Coates as an input to the annual report to Council and noting the suggestion re presentation to Council as noted at Item 6.1 above.

An aspect of the Charter raised for attention is the need to maintain the balance of skills on Committee and to provide for succession needs and broadening of Independent memberships. The Charter requires open advertisement for independent membership while also providing for direct invitation processes to also be undertaken.

8 NEXT MEETING

Next meeting – **12 June 2019**

Second - **3 July 2019**

Third - **14 August 2019**

9 MEETING CLOSE

The Meeting closed at 12.56pm.

The minutes of this meeting were confirmed at the Audit, Risk and Improvement Committee held on Wednesday 3 July 2019.

.....
CHAIRPERSON

16 OUR COMMUNITY**16.1 AGED CARE QUALITY REVIEW****Document ID: 412444****Author: Community Transport and Home Support Manager****Authoriser: Deputy General Manager Corporate and Community****Theme: Our Community****Attachments: 1. Final Quality Review Outcome (under separate cover) [⇒](#)****RECOMMENDATION**

That Council

1. note the conduct of the Australian Aged Care Quality and Safety review and the determination that the service has met all 18 Expected Outcomes of the three standards

PURPOSE

The purpose of this report is advise Council of the outcome of recent quality audit of Council's Home Support Programs, by the Australian Aged Care Quality and Safety Commission conducted in February 2019.

SUMMARY

Council is a service provider under the Commonwealth Home Support Programs and is required to meet the three Home Care Common Standards and the 18 Expected Outcomes that are associated with these standards. This quality review took place in February 2019, with the service being found to have met the standards and expected outcomes.

A copy of the final review outcome has been attached to this report.

BACKGROUND**AUSTRALIAN AGED CARE QUALITY AND SAFETY COMMISSION**

The Australian Aged Care Quality and Safety Commission's role is to independently accredit, assess and monitor aged care services subsidised by the Australian Government, in order to protect and enhance the safety, health, wellbeing and quality of life of people receiving aged care.

It is the role of the commission to build confidence and trust in aged care, to promote best practice service provision and support providers to comply with quality standards.

HOME CARE COMMON STANDARDS

The Home Care Common Standards (the Standards) were developed by the Department of Health and Ageing and apply to aged care service providers.

The Standards are made up of three standards and 18 expected outcomes relating to those Standards.

The three standards are:

1. Effective Management

2. Appropriate Access and Service Delivery
3. Service User Rights and Responsibilities

Service providers are assessed against these standards every three years and must provide evidence to the Australian Aged Care Quality and Safety Commission, on how they are meeting these standards.

Aged Care Quality Review

In February 2019, Council's Community Transport and Home Support Programs were visited by the Australian Aged Care Quality and Safety Commission to complete their quality review and to be assessed against the Home Care Common Standards and the 18 expected outcomes associated with these standards.

The process involved the presentation of numerous evidence documents including relevant policies and procedures, action plans for continuous improvement, risk management strategies, staff appraisals, regulatory compliance documents as well as client records and support plans.

The assessors conducted interviews with management, coordinators, volunteers and clients. At the conclusion of the process, Council's Home Support Programs were found to have provided sufficient evidence of how these standards are being met, with no further actions required.

Special mention was made by the review team that it was evident the service goes above and beyond the scope of its role as CHSP providers, on a regular basis and that was clearly reflected in the comments made by the clients interviewed on the day. This comment is reflective of the efforts of the service staff and volunteers and their focus on beneficial outcomes for the clients of the service.

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

Theme

Our Community

Strategy

5.1 - To have a Council that demonstrates effective management consistently, also a Council that communicates and engages well with the community and works collaboratively

Action

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

ISSUES AND IMPLICATIONS

Policy

Financial

Legal / Statutory

Compliance with the funding agreement and the Commonwealth Home Support Programmes Guidelines

Community Engagement / Communication

Review included interviews with service volunteers and clients

Human Resources / Industrial Relations

Review includes policies and procedures relating to Human Resources management including recruitment and induction processes

RISKS

Review confirms that policies and procedures are in place to ensure the safe and effective running of the service.

Non-compliance to the standards and outcomes can result in further action including plans for continuous improvement and may have an effect on the ongoing funding for the service provider

OPTIONS

Council note the conduct of the review and the determination that the service has met all 18 Expected Outcomes of the three standards

Council note the conduct of the review and its outcomes and referring the report back to the Community Transport and Home Support Manager for information in regard to any specific aspect

CONCLUSION

Council note the conduct of the review and the determination that the service has met all 18 Expected Outcomes of the three standards

RECOMMENDATION

That Council

1. note the conduct of the Australian Aged Care Quality and Safety review and the determination that the service has met all 18 Expected Outcomes of the three standards

17 OUR ENVIRONMENT

Nil

18 OUR ECONOMY**18.1 INSTALLATION OF REVERSE VENDING MACHINE AT NARRANDERA LANDFILL SITE****Document ID:** 411319**Author:** Economic Development Manager**Authoriser:** General Manager**Theme:** Our Economy**Attachments:** Nil**RECOMMENDATION**

That Council

1. proceeds to enter into an appropriate agreement with Tomra/Cleanaway Joint Venture for the installation of a 4-deposit point, kiosk-style Reverse Vending Machine at a location adjacent to the main entrance of the Narrandera Landfill site and
2. Council prepares the chosen site to Tomra/Cleanaway specifications to accommodate the Reverse Vending Machine.
- 3 The cost of site preparation including connection of electricity and ongoing power use and parking, lighting and CCTV be met from Council's Waste reserves.

PURPOSE

The purpose of this report is to advise Council of the opportunity to enter into an agreement with Tomra/Cleanaway Joint Venture for the installation of a Reverse Vending Machine(RVM) at Narrandera's Landfill site at 16 Red Hill Road, off Barellan Road.

SUMMARY

Contact has been made with the CEO of Tomra/Cleanaway Mr James Dorney who has provided Council with all relevant information to enable a RVM to be installed at a suitable location in Narrandera. Narrandera Landfill location, adjacent to the main site entrance, is considered an appropriate location. Tomra/Cleanaway has a state- wide arrangement with Coles which will enable vouchers issued by the RVM to be redeemed at Coles Narrandera.

BACKGROUND

Council has for some time expressed the desire to see a RVM installed at an appropriate location in Narrandera. Contact was made in 2018 with a recommended contact at Tomra but no progress was able to be made through this contact. John Craig of Ramjo Waste Management Group recently offered his services to make representations to the EPA to engage an appropriate person to progress Council's wishes in this matter. Subsequently, contact was made with Mr James Dorney CEO of Tomra/Cleanaway Joint Venture, the entity responsible for arranging installation of RVMs at appropriate locations throughout the state. Following preliminary discussions, Mr Downey has referred the EDM to Heather Sandberg, Partnership Team Manager for Tomra/Cleanaway who has now provided all the

necessary information on installation and operation of an RVM and specifications for the unit.

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

Theme

Our Economy

Strategy

2.3 - To live in a community where there are sustainable practices

Action

2.1.1 - Encourage and promote environmental awareness

ISSUES AND IMPLICATIONS

The selection of the Narrandera landfill location is considered a practical and convenient solution to ensuring the provision of a RVM in Narrandera. Observation of RVMs in other town locations has identified a problem with site cleanliness and tidiness and while it is expected that the proposed site would need to be kept in a clean and tidy condition, the demands of this requirement are considerably less at the proposed location.

Policy

Community Strategic Plan 2017-2030.

Goals for our Environment.

Item 31 Effective waste management and practices including recycling are in place and that litter in general is reduced

Financial

Council would be responsible to prepare the site and provide power to site and pay for annual power usage assessed by Tomra/Cleanaway as \$500 p.a. Substantial funds are available in Council's Waste Reserves and could be applied for this purpose.

Legal / Statutory

Land use

Community Engagement / Communication

Publicity

Human Resources / Industrial Relations (if applicable)

Planning

RISKS

Negligible

OPTIONS

Option 1: Negotiate the installation of a RVM at Narrandera landfill location Benefits: Easily prepared site for the location of the RVM with ease of public access by vehicles and ease of access for Cleanaway truck to empty the facility from time to time. Site easily supervised and managed for cleanliness/tidiness. Vouchers issued by the RVM will be redeemable at Coles Narrandera.

Risks: Some members of the public may think this site is too far from town centre and point of redemption of vouchers and potentially too far for on-foot or cyclist customers.

Option 2: negotiate the installation of a RVM at some other location owned by Council or privately owned.

Benefits: If a site close to town centre owned by Council or privately owned could be identified, this may be more attractive to customers without vehicles and on foot or on bicycles. No such site was revealed during preliminary investigations. However as most people appear to have quantity items to deposit it is reasonably assumed that most customers would use a vehicle to access the RVM location.

Risks: Any site close to the town centre would have to consider compromise with residential zones, potential for rubbish and unsightly appearance and this is unacceptable to Tomra/Cleanaway and Council.

Option 3: Do nothing

Benefits: Non discernible

Risks: Accept that Narrandera locals will continue to travel to Leeton to deposit their containers and redeem their vouchers at Leeton Retail outlets.

CONCLUSION

The provision of a RVM at Council's Narrandera Landfill site would be a beneficial outcome enabling the successful recycling of glass and plastic containers and the redemption of vouchers at a local retail outlet improving customer turnover and customer retention.

RECOMMENDATION

That Council

1. proceeds to enter into an appropriate agreement with Tomra/Cleanaway Joint Venture for the installation of a 4-deposit point, kiosk-style Reverse Vending Machine at a location adjacent to the main entrance of the Narrandera Landfill site and
2. Council prepares the chosen site to Tomra/Cleanaway specifications to accommodate the Reverse Vending Machine.
3. The cost of site preparation including connection of electricity and ongoing power use and parking, lighting and CCTV be met from Council's Waste reserves.

18.2 TOURISM AND ECONOMIC DEVELOPMENT QUARTERLY UPDATE

Document ID: 411374

Author: Marketing, Tourism and Economic Development Coordinator

Authoriser: General Manager

Theme: Our Community

Attachments: 1. 2019-04-05 - Narrandera Tourism Facebook Statistics.pdf [↓](#)

PUBLICATIONS/ TELEVISION

- Caravanning Australia – Autumn Addition – Volume 23
 - Recent advertising initiative included a full page editorial and full page advertisement showcasing “What’s On” in Autumn in Narrandera.
 - Highlighting the bushland adventures along the Murrumbidgee River, camping spots, bike and hike trail, wetlands, Flora and Fauna Reserve and Koala spotting
 - Lake Talbot lookout and swimming complex, Rocky Water hole and Bundidgerry Creek
 - Historical features included Parkside Cottage Museum, Brewery Flat and the Tigermoth.
 - Cafes and boutique shopping offering vintage goods, craft supplies, fashion and homewares.

- Out and About – Autumn 2019 Edition
 - Full page advertising and editorial

- Central West Lifestyle Magazine – Winter 2019 Edition
 - Premium, glossy, high quality magazine
 - Impressive readership and distribution methods – over 200 newsagencies and retail outlets. Over 24,000 copies printed per year.
 - Over 130 pages dedicated to Narrandera in the Winter 2019 edition

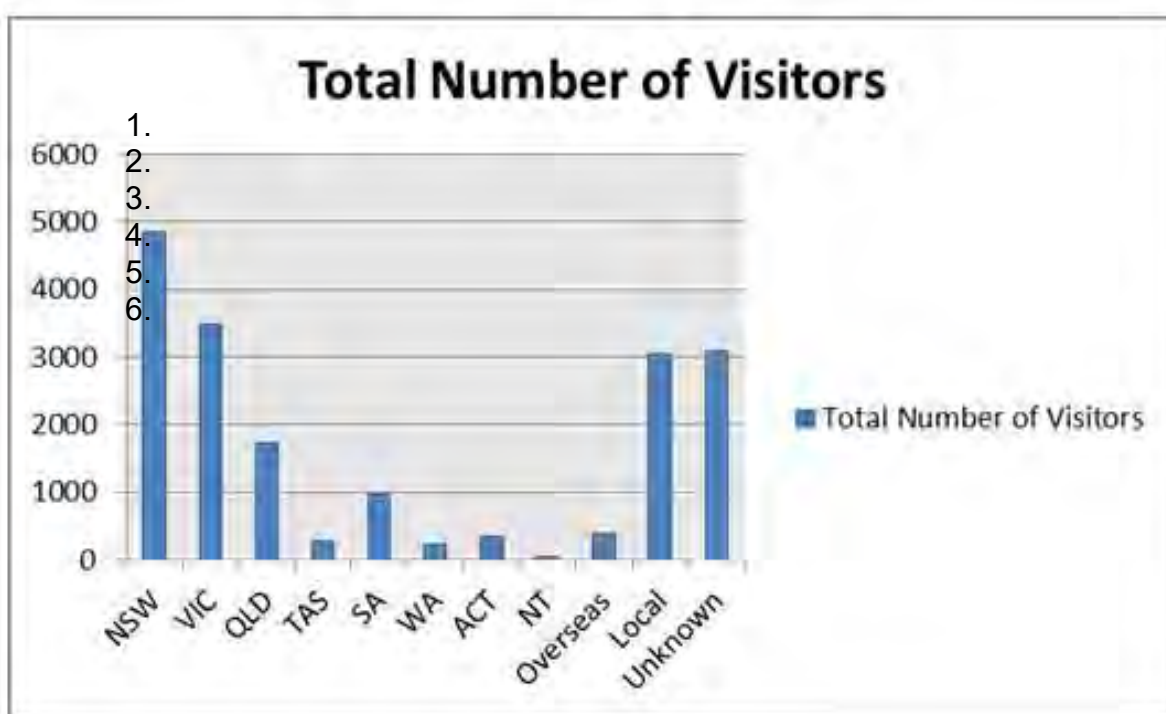
- Sydney Weekender – Aired Sunday 24 March 2019
 - Segments included vision of Lake Talbot, Glendale Citrus and Hazelnut Orchard, Flora and Fauna reserve – Koala spotting, B & B Tall Trees

- Caravanning Australia – Winter Addition – Volume 24
 - Focus on historical and cultural experiences. Narrandera Historical Walk, Sandhill's Artefacts Wiradjuri Cultural Centre. Also mentioning the Big Tennis Racquet and Koala spotting.

TOURISM INITIATIVES

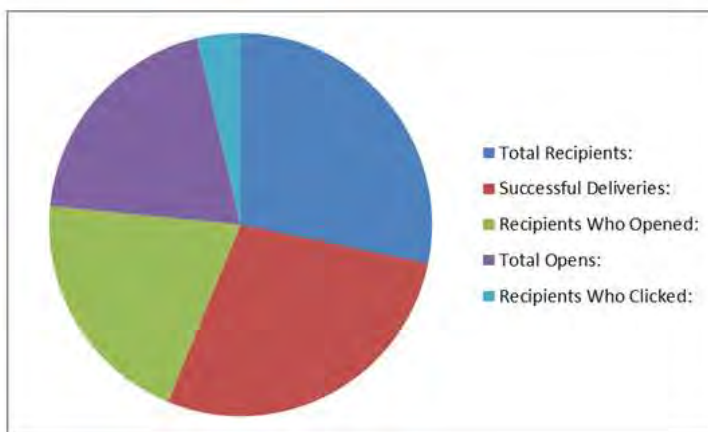
- Tourism Video
 - The purpose of the video is to assist our Branding and Destination Marketing strategy. Narrandera Shire is committed to raising the awareness and promotion of the assets and attractions of Narrandera Shire. The aim is to position Narrandera as an attractive destination for tourism, business and residential. To be completed by 30 June 2019.

- Visitor Centre
 - Statistics – Total Number of Visitors to the Narrandera Visitor Centre in 2018 18,461



- Narrandera Tourism – monthly newsletter
 - Contains funding opportunities, tourism news from Destination Riverina Murray, Destination NSW, Tourism initiatives, advertising ventures
 - Statistics:

Overall Stats	Percentage
Total Recipients:	100
Successful Deliveries:	99
Recipients Who Opened:	72
Total Opens:	70
Recipients Who Clicked:	13



- Narrandera Tourism Facebook – Statistics as at 5 April 2019
 - Please see attached website statistics
 - Adam Eckersley and Brooke McClymont Highway Sky Tour 2019 reached 4.6 thousand people - Event ticket giveaway
 - Launched 4th April – Narrandera Tourism Photo Competition reached 2.1 thousand. Promotion is using the hashtag #visitnarrandera
 - Narrandera Rodeo post reached 6.7 thousand people
- Narrandera Tourism Instagram
 - Gained 212 followers in 2019
 - 15 posts for 2019
 - Majority of followers 25 -44 years of age
 - 68% of followers are women

- Narrandera Website – overview statistics below:



EVENTS

2019 Events to date:

- Australia Day
- Malibu Series Water Ski Tournament
- John O’Brien Festival
- Barellan Masters Games
- Narrandera Rodeo
- Barellan Car Show and Shine and Swap Meet
- Ian Lucas Memorial Ride and Hike
- Fusion Bright Run

Events coming up – April and May

- Narrandera Rod Run – Easter 2019
 - Preparations underway
 - Earlies Rod & Custom Club are happy with progress and excited for the 2019 event
 - Event will feature band on Saturday night down East St and Sunday in park
 - Currently registering amusements and stall holders

- Koala Count – 5th May 2019
 - Funding received through Office of Environment and Heritage for development of a communications plan
 - 403 currently registered interest in event via Facebook
 - 197 tickets registered through Event Bright
 - As at 5 April 2019 16,700 people reached by post
 - 472 responses (reactions, comments etc.)

All Posts Published						
Published	Post	Type	Targeting	Reach	Engagement	
04/04/2019 4:33 PM	Narrandera Tourism Photo Competition. The winner of this competition will receive a voucher to the value of			2.1K	369 50	
04/01/2019 9:45 PM	Narrandera Tourism			619	8 3	
04/01/2019 10:43 PM	Narrandera Tourism			403	2 0	
03/30/2019 6:22 PM	Narrandera Flora and Fauna Reserve is currently closed to all vehicles due to the recent rain. The walking trails			850	38 10	
03/30/2019 1:45 PM	Narrandera Tourism			686	72 11	
03/29/2019 2:18 PM	This Sunday 31 March marks the end of this summer's swimming season at Lake Talbot Swimming Complex.			611	0 8	
03/26/2019 2:10 PM	Narrandera Visitor Information Centre has a great range of artworks and artefacts by local Wiradjuri artists. Head			796	24 44	
03/27/2019 4:53 PM	Drop into Narrandera's new retro-themed laundromat, the Little Red Laundrette at 81 East Street this Saturday			1.5K	48 39	
03/27/2019 2:21 PM	Autumn is the time to get outside. Narrandera's Bike and Hike Trail system includes scenic tracks around the			632	50 15	
03/28/2019 3:52 PM	Competition Time! Adam Eckersley & Brooke McClymont Highway Sky Tour 2019! Double Pass			4.6K	300 348	
03/26/2019 3:59 PM	Narrandera Tourism			492	4 5	
03/25/2019 2:34 PM	Did you see us on the Sydney Weekender this Sunday?			1.1K	221 88	
03/25/2019 3:31 PM	Attention travellers heading through Narrandera and Wagga-Wagga on the Sturt Highway this week			476	34 8	
03/25/2019 06:58 AM	Easter is just around the corner. In Narrandera that means amazing Classic Cars will be on display with the			3.1K	250 182	
03/21/2019 1:15 PM	The Luxe Memorial Ride will take place in Gungahlin on Saturday 30 March 2019. Meet at the Gungahlin			344	25 11	
03/19/2019 2:23 PM	The NSW State Election is on this Saturday 23 March. The early polling station is now open in the Narrandera			638	47 11	
03/19/2019 11:17 AM	Narrandera Tourism			473	17 11	
03/18/2019 3:30 PM	Recently spotted (re)homing in Narrandera. This Tesla and its owner visited Temora, Great Wyalong and			1.5K	210 35	
03/18/2019 10:05 AM	Narrandera Tourism			451	4 11	
03/14/2019 6:27 PM	Thanks to all attendees for sharing the what capturing one of Narrandera's most scenic bike and hike			397	24 11	
03/13/2019 7:28 PM	Narrandera's John O'Brien Festival this weekend! Friday 15 March to Sunday 17 March will see a variety of			700	89 15	
03/12/2019 6:00 PM	Head to Borellan Sportsground on Sunday 24 March for the Borellan Car Show and Shine & Swap Meet. Gates			644	12 15	
03/12/2019 10:16 AM	Narrandera Annual Koola Count! 5th May 2019 10:00am - Come help the local National Parks and			1.9K	102 70	

03/08/2019 2:52 PM		Missed it the first time? The "What happens if..." exhibition of works by Narrandera artists will be open			687		27 13	
03/06/2019 2:43 PM		Have you seen Narrandera's very own castle? Tucked away in Sturt Street, and popularly known as 'Donger's'			2K		482 121	
03/04/2019 10:25 AM		Lake Talbot Swimming Pool Complex will be closed tomorrow Tuesday 5 March for maintenance. The pool			525		6 3	
03/02/2019 10:27 PM		Narrandera Farmer's Market will be held tomorrow, Sunday 3rd March from 9am to 12 noon at Shady Gum.			1.1K		18 22	
02/27/2019 12:42 PM		Narrandera's John O'Brien Festival is just around the corner! Friday 15 March to Sunday 17 March will see a			1.2K		44 29	
02/26/2019 2:40 PM		Thanks Aussie Caravanning Lifestyle for this great review of the free camp facilities at Grong Grong.			699		34 31	
02/25/2019 4:59 PM		Time to shoot some hoops! The new Basketball pit in Marie Bashir Park is now complete and ready for use.			1.9K		247 139	
02/22/2019 2:03 PM		Looking for somewhere to stay with your fur baby? Both the Narrandera Caravan Park and Lake Talbot Tourist			906		23 16	
02/20/2019 10:10 AM		A visitor left the following glowing review of The Red Door Cafe on Tripadvisor recently. The Red Door Cafe is			3.7K		1.1K 291	
02/18/2019 3:22 PM		👉 Dust off your boots and saddle up for a great night this Saturday! 🐎 #narranderarodeo #visitenarrandera			6.7K		359 229	
02/18/2019 4:01 PM		Step back in time with a visit to Narrandera's museums. The Parkside Cottage Museum located on the corner of			595		17 15	
02/18/2019 1:11 PM		Narrandera Tourism			375		1 1	
02/15/2019 2:09 PM		Narrandera is a town of hidden treasures. Amongst these are Sandhills Artefacts and the Wirejuri Cultural			1.1K		41 60	
02/15/2019 12:41 AM		🍷 It might be 5 o'clock somewhere, but 5 o'clock in Barellan is best! 🍷 Barellan Beer is produced from			1.5K		74 74	
02/13/2019 1:39 PM		With the weather a bit cooler, now is the perfect time to enjoy Narrandera's Bike and Hike Trails. Pick up a map			665		39 29	
02/12/2019 3:55 PM		Motorists heading through Narrandera please be advised that there is currently a severe dust storm affecting			2.6K		402 54	
02/11/2019 4:51 PM		Narrandera Rodeo will be held on February 23 2019, commencing at 6:00pm, at the Narrandera Rodeo Arena.			1.5K		52 59	

18.3 NARRANDERA TOWN SIGNS-GATEWAY SIGNS**Document ID:** 411792**Author:** Economic Development Manager**Authoriser:** General Manager**Theme:** Our Economy**Attachments:** 1. 2019-03-28 - Draft Town Entry Sign Design - Gryphonox .pdf [↓](#)**RECOMMENDATION**

That Council

1. considers the attached designs, as amended and selects one design for application to the construction of 4 signs sized 3mx 1.8m each for erection at prominent gateway locations on the 4 main entry routes to Narrandera, supported by landscaped surrounds and flanking poles and banners for each sign.
2. Considers appropriate specific locations for the signs to capture all incoming traffic on the Sturt Highway entrances to town and Newell Highway and Irrigation Way entrances to Narrandera.
3. Considers if solar spotlights are to be provided for each sign at the cost of \$750+GST per sign.

PURPOSE

The purpose of this report is provide the amendments to the designs for gateway signs provided by Gryphonox Design in accordance with amendments as determined by Council at its 19 February Meeting Res. 19/026. Also Council is requested to consider and nominate 4 preferred locations respectively on the Sturt Highway Eastern Entrance and Sturt Highway/Newell Highway Western entrance to Narrandera, Newell Highway Northern entrance and Irrigation Way entrance to Narrandera.

SUMMARY

Attached are various designs and colour schemes for Council's consideration and selection as appropriate. Variations to the basic designs, as optional features, are contained in the report presented by Gryphonox Design (as attached).

BACKGROUND

Quotes were sought in December 2018 for the 3 proposed town entry-gateway signs from 7 potential local providers. As a result of this process Gryphonox Graphic Design was chosen and 5 distinct designs were provided for Council's consideration at its meeting of 19 February 2019.

By resolution 19/026 Council determined its preferred design features and these were communicated to Gryphonox for redrafting..

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

Our Economy

Strategy

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

Action

3.1.1 - Continued delivery of actions contained within the Economic Development Strategy

ISSUES AND IMPLICATIONS

The selection of a distinctive design for gateway entrance signs will provide a highly visible communication to road travellers leaving them in no doubt that they are about to enter a lively, colourful and welcoming community proud of its heritage and history.

Erection of the signs can be complemented with appropriate landscaping and flanking poles with banners.

Gryphonox Design has suggested possible variations to the design including a metal sculpted tree branch and metal sculpted Koala, as outlined in the attachment. Preliminary enquiries by the graphic designer have resulted in identification of a skilled person who could create such design features as a public art component.

Policy

N/A

Financial

Estimated cost is dependent on the design option chosen by Council and on quotes received based on that option.

Legal / Statutory

Transport corridor Outdoor Advertising and Signage Guidelines-NSW Department of Planning

State Environmental Planning Policy (SEPP) no. 64-Advertising and signage

Transport Corridor Outdoor Advertising and Signage Guidelines (July 2007)

NSW Planning Environmental Planning and Assessment Act 1997

Community Engagement / Communication

N/A

Human Resources / Industrial Relations (if applicable)

N/A

RISKS

Community views may not always coincide with Council decision in relation to signage design issues even when product has been professionally designed incorporating all features determined by Council after careful consideration.

OPTIONS

Option 1

Council endorses one gateway sign design option as presented.

Benefits: The design of the signs has been determined through a process involving considered professional advice and Council involvement in the process.

Risks: In relation to design of signs, chosen colours and imagery, the general public may have varying views as to the presentation.

Option 2

Council requests further changes to the designs as presented including possible metal sculpted tree branch and Koala image.

Benefits: The ultimate selection will be to the complete satisfaction of Council

Risks: Perceived delays in completing the task, lost opportunity through lack of distinct gateway signage as proposed.

Option 3

Council takes no action

Benefits: None perceived

Risks: Council loses the promotional and welcoming power of distinct signage that is designed to ensure visitors to Narrandera are left in no doubt as to the town they are about to enter.

CONCLUSION

Council has the opportunity to consider and approve amended designs that will provide distinctive gateway signage on major roads into Narrandera complemented with appropriate landscaping and poles and banners.

RECOMMENDATION

That Council

1. considers the attached designs, as amended and selects one design for application to the construction of 4 signs sized 3mx 1.8m each for erection at prominent gateway locations on the 4 main entry routes to Narrandera, supported by landscaped surrounds and flanking poles and banners for each sign.
2. Considers appropriate specific locations for the signs to capture all incoming traffic on the Sturt Highway entrances to town and Newell Highway and Irrigation Way entrances to Narrandera.
3. Considers if solar spotlights are to be provided for each sign at the cost of \$750+GST per sign.

Town Entry Signage
FIRST DRAFT PROOF



As debriefed by the Economic Development Manager on the outcome of the presentation of the submission of concepts, the directions were as follows:

Using Concept #5 as the base design:

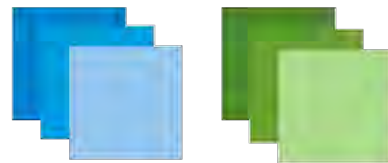
- replace the gum nuts and flowers with the image of the bearded lizard
- add indigenous element for meeting place
- add the koala image on the left-hand side with a stylized gum tree
- make wording of Wiradjuri Country more prominent
- provide a sample of other colour options for the base sign colour

As noted in original submission, the colour palette for the sign needs to be bold and bright to stand out against the environment as well as set it apart from the general road signage.

The original directed colours were green, blue and yellow – to this end the suggested palette is that of a darker blue (to differentiate from the general blue of signage for rest areas and in keeping with the tourism signage for the Shire), teal, orange and golden yellow.



Primary base colour palette



Secondary elements colour palette

These colours are complimentary in combination, stand out against the more muted green and yellow tones of the surrounds and give a fresh, modern feel.

AUSTRALIAN STANDARD ROAD SIGN COLOURS as referenced in the AS1743-2001: Road Signs – Specifications



Red
Colour R13 Signal Red



Yellow
Colour Y15 Sunflower



Brown
Colour X65 Dark Brown



Blue
Colour B23 Bright Blue



Standard Green
Colour G12 Holly Green



Green
Colour G13 Emerald



With reference to making the left hand side post a stylised gum tree – there is the potential to incorporate public art, making the town entry signs an installation with a function beyond heralding entry to the town.

Metal sculptor Tobias Bennett, creator of the brumby sculptures that accompany the entry sign to the Cooma-Monaro Shire, now lives in Leeton and has offered input on the feasibility and method of incorporating a sculptural element to the signs – done by crafting either a found “branch” (tree post) or a created metal “tree” as the left-hand post to attach the sign to, with a metal sculpted koala in place of an iconographic image.

Examples of his work are displayed below. As Mr Bennett works in found materials each of his sculptures are one-of-a-kind and there is no way to replicate an individual piece. The creation of three different koala sculptures would make a point of difference to the signs, making them an attraction in their own right.



CONSTRUCTION CONSIDERATIONS:

At 3 metres wide, to maintain structural integrity the sign will need to be constructed from powder coated sheet steel and mounted on steel support posts of at least 100mm thickness. The dimensions of the sign have been adjusted slightly to enable the entire sign to be cut from a single steel sheet without joins – 3m x 1.8m.

For added dynamic elements :

- The laser cutting of the indigenous symbols and/or the town name to enable a lightbox fitting would mean the main body of the sign would need to be constructed from a thicker sheet steel.
- The blue and green waves (and koala in tree element) can be cut as separate elements and mounted at the front of the support post, giving a three-dimensional effect to the sign.
- Town name can be rendered in reflective coating so as to illuminate in car headlights as they drive past.





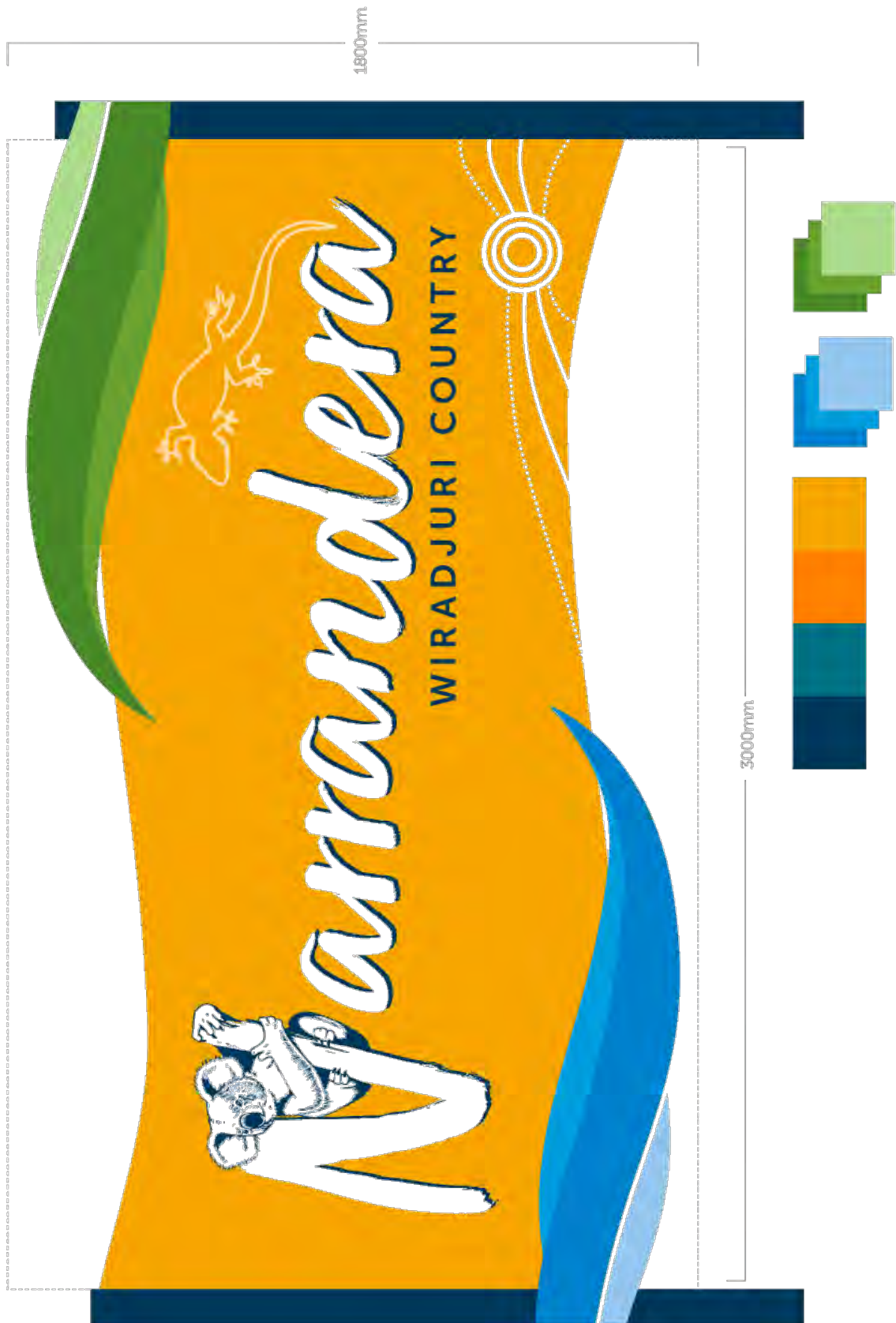














19 OUR INFRASTRUCTURE**19.1 RED HILL TRUCK WASH****Document ID: 411887****Author: Project Engineer****Authoriser: Deputy General Manager Infrastructure****Theme: Our Infrastructure****Attachments: Nil****RECOMMENDATION**

That Council

1. Waive all charges relating to Development Application fees, Construction Certificate fees, Section 64 contribution and Section 94A contributions which are payable to Council Total amount of \$43,502.80.
2. Fund provision of power to the site from the Red Hill Industrial Reserve, value \$40,000.
3. Fund extension of water supply to the site from Mains Expenses budget of \$20,000 and waive the cost of meterage connection fees of approximately \$5,000.
4. Fund construction of the access road from Roads to Recovery budget of approximately \$70,000.
5. Investigate alternative methods of funding shed construction (Est. \$65,000) once final costs of this element are known.

PURPOSE

The purpose of this report is to inform Council of the current status of this project including updates to the budget and requesting additional funds to ensure the project scope is met.

SUMMARY

Council has previously decided to construct a truck wash facility at the Red Hill Industrial Estate which will provide wash facilities for stock/general purpose carriers and will also provide a dedicated wash facility for bitumen sprayers and similar equipment. This proposal is believed to be unique as it is not known if any other truck wash facility, which is currently in operation, provides for this type of dual purpose usage.

In 2017, Council made application for funding to be provided under the "Fixing Country Truck Washes" to construct a dual-purpose truck wash at the Red Hill Industrial Estate. This application was successful, and a Funding Deed was completed with "Restart NSW" in October 2017; the project was to be completed by October 2018, but pressure of other works has resulted in progress falling behind this schedule. The project has now been given a high priority and it was hoped that works could be completed by 30 June 2019; at this stage, it seems unlikely that work will be completed before August.

The application as submitted was based on preliminary estimates of cost of works that could be foreseen at the time, but more detailed investigation and design has resulted in

additional costs being revealed. These are predominantly associated with the following works:

1. Costs associated with Development Application, Construction Certificate Applications and developer contributions (actual \$43,502.80);
2. Delivering power to the site (estimated \$35-\$40,000);
3. Extension of town water to the site and meterage connection (estimated \$25,000);
4. Effluent transfer and irrigation infrastructure (estimated \$40,000);
5. Oil separation equipment (estimated \$50,000);
6. Provision of high-pressure washing unit to bitumen equipment bay (estimated \$10,000)
7. Design, supervision, management (estimated \$60,000)

Whilst provision for some of these costs can be managed within the current budget, others will need to be funded from other sources or by other methods. The original estimate included construction of a shed over the wash bays (\$65,000) and as this is not part of the operational system, it is an area of possible cost reduction by excluding it from the project. It should be noted that abandonment of the shed structure would mean that Council will not complete all works agreed in grant conditions and funding deed; this would require concurrence of the funding authority which may (or may not) be forthcoming.

A detailed Estimate/Cost work sheet has been developed, and this identifies known costs and costs that are still only estimates; it is updated regularly and, therefore, becomes more accurate with time. The overall estimate has provision of \$50,000 for contingencies that may arise during finalisation of costs or construction of the project, and if not required for other purposes, any residual may be available to put towards construction of the shed.

The following variations are suggested:

- Waive payment of fees relating to Development Application, Construction Certificate, Section 64 contribution and Section 94A contribution;
- Fund provision of power to the site from the Red Hill Industrial Reserve (this would comply with Council's general requirement that any subdivided allotments are fully serviced);
- Fund connection of water supply to the site from the Water Fund (similar to reason for funding of power extension);
- Fund construction of the access road from Roads to Recovery budget (McGilvray Road is a public road and upgrading is, therefore, warranted because of expected increase in traffic usage.
- Investigate alternative revenue sources to allow construction of the shed structure (estimated \$65,000). These sources may include unspent funds from 2018/19 Capital Works budget; other Council Reserves etc. The allocated contingency can also contribute to this part of the project if not used in other areas.

Current Status:

Council engaged Consultants to investigate available options and operating procedures, and sufficient information was provided to enable a Development Application to be submitted for approval of the works. This Application has been approved, and an application for issue of a Construction Certificate is currently being processed.

Charges relating to Development Application fees etc. are:

Development Application fee	\$ 1,941.80
Section 64 Fees (water)	\$ 33,482.60
Construction Certificate fee	\$ 1,236.40
Section 94A Contribution	<u>\$ 6,842.00</u>
TOTAL	\$ 43,502.80

Detailed scoping of the various individual components of the facility is well advanced:

- Revised overall layout plan has been amended;
- Detailed design of the wash-bay slab is completed and design of revised settlement pits is expected to be completed prior to meeting day;
- All components of the effluent treatment system have been designed and are ready for construction upon receipt of a Construction Certificate;
- Site preparation work is ready to commence;
- Design of the retention pond has not yet commenced and is due to start 15 April.
- Preliminary design of the electrical extension has been completed and submitted to Essential Energy for approval;
- Water supply will be commenced when Council staff become available;
- Effluent irrigation design has not yet commenced and is due to start 22 April.
- Extent of boundary fencing has not yet been determined; and
- Information and costs of the Avdata operation system have been obtained.

BACKGROUND

Preamble:

The project is unique because the wash-down bays will be adjacent to each other on a single (but divided) concrete slab, but the washing process and waste effluent streams will be entirely different, and will require separate effluent treatment procedures. It is of utmost importance that usage and waste streams from each wash bay do not mix or cross-contaminate. The stock/general purpose wash bay will operate with a high volume water outlet whilst the bitumen equipment bay will operate under a high pressure system.

The stock and general purpose wash has been designed to provide for B-Double (26.0 metre) vehicles to be cleaned, but the site is sufficiently large to allow for B-Triple (35.4 metres) and A-Double (36.5 metres); the latter two (2) units would result in the prime mover being parked off the extremes of the slab, which would not create problems.

Stock/general purpose wash effluent:

Effluent from the stock/general purpose wash will first pass through a sediment settlement unit which will consist of three (3) adjacent cells which are linked by screened openings; the screens will decrease in aperture size between each cell (coarse, medium, fine) before allowing the effluent to pass into a pump-out pit. This differs from the unit proposed in the Concept Report which only provided for two (2) non-connected cells which would only allow for one (1) screen size which is considered to be undesirable because it would remove less solids resulting in sludge build-up in the secondary treatment system. This type of settlement unit is in operation at Cootamundra saleyards, and inspection and discussion with the operator indicates that it is working well.

After passing through the sediment settlement unit, the effluent will be pumped into a 'bioreactor' unit which is designed for biological nutrient removal. This process requires bacteria to break down the nutrients and convert them to inert gas. Aeration is required in this process as the bacteria require oxygen to perform their process.

The bioreactor unit will consist of a 10,000 litre poly collection/balance tank and four (4) 46,000 litre aeration tanks linked in series to allow gravitational flow between each. Additional bacteria will be dosed into the first tank to intensify the activity, and aeration will take place in the first three (3) tanks; the final tank will allow further sedimentation to occur. Bacteria dosing is normally only required on a daily basis, but aeration will be a continuous process.

Treated effluent from the bioreactors will then be directed into a holding pond (turkey nest dam) which will be constructed in a position to allow gravitational flow between the two. The Concept Report recommended that this pond have a capacity of three (3) megalitres (3,000 cubic metres) which is considered to be larger than required, and this has been reduced to a capacity of two (2) megalitres; if this proves to be insufficient in future, a 'tail' dam can be added to increase the capacity.

Irrigation:

Effluent collected in the holding pond will be pumped to a four (4) hectare site located north of the wash-bay area where it can be used to irrigate pasture (e.g. Lucerne). It is estimated that the smaller holding pond will hold effluent produced over a nine (9) week period, but it can obviously be pumped out more often to meet irrigation requirements. The Concept Report suggested that travelling irrigators be used to distribute the effluent, but it is proposed to use fixed, raised, 'knocker' type sprinklers which are less attractive to theft.

Effluent from bitumen equipment wash bay:

Effluent from the bitumen equipment wash will contain residue of oils and other matter and will have a high hydrocarbon loading; it will require separation and removal of the oil content prior to any secondary treatment. This effluent will first pass through a relatively small settlement pit to remove as much foreign matter as possible, and will then pass into a 'skimmer' pit which will house a free-floating, weir-type skimmer unit which will collect surface floating oil residue and direct it to the separator unit. It is proposed to use a gravitational (or 'spinner') type separator unit as this is considered to be the most cost effective option.

Similar units are presently being used by road surfacing contractors and these are meeting metropolitan and rural Councils' requirements for trade waste discharge into sewers. An identical unit is in operation at Downer's depot in Forbes, and it has been inspected during operation; that company also operates a similar unit at Rose Hill and have provided copies of effluent test results.

Effluent from this unit will be passed directly to the holding pond and mixed with effluent from the stock/general purpose wash bay prior to being used for irrigation. If it is found after operation commences and a reliable testing regime has been established, that further treatment is required, such measures as aeration and/or biological nutrient removal can be installed.

Operational:

It is intended to operate this facility under the National Truckwash System which is made up of a network of truckwash facilities at which access is controlled through the use of specialised electronic keys. The National Truckwash System was established by Avdata Australia in 1993 with support of the saleyard and transporters associations, and allows key holders to receive a single monthly account for use of facilities at any of the

established sites. Over 8,000 keys are currently being used to access truckwashes in the network. Installation of this computerised control system allows owners of facilities to limit and monitor who has access to the facility, and to charge fees through a centralised billing system managed by Avdata.

This particular site will be operated as two (2) separate facilities (operating from the same control panel), each requiring a limited access key (i.e. stock key will operate any other stock wash in the network but will not operate Narrandera bitumen equipment wash facility). The system has the ability to provide for site specific charge variants (e.g. different charge for use of the bitumen wash bay from that for use of the stock/general purpose wash bay).

Charges and operational costs:

Usage charges for each facility are determined by the owner and are normally based on usage per minute. A desktop analysis and comparison of nearby facility charges has indicated that a charge of \$0.72/minute, with a minimum charge of \$7.20, may be sufficient for this facility. This charge has been included in Council's fees and charges for 2019/20, but will most likely need to be refined as actual usage data becomes available.

In preparation of the Concept Report, GEOLYSE projected a weekly usage of 41 stock/general purpose trucks and 29 bitumen sprayers/associated vehicles. These estimates are considered to be on the high side, particularly for the first year of operation, therefore 50% of these numbers were used in calculating proposed usage charges for this facility. Reduced numbers can be supported by the fact that the Red Hill wash is not a 'destination' (i.e. it is not associated with a saleyard facility) and will most likely rely on transient usage, hopefully with good patronage from feedlot transporters. This would also relate to numbers of users at facilities associated with active saleyards at Gundagai (approx. 20/week) and Cootamundra (approx. 15/week).

Assessment of estimated costs associated with water usage, electricity, daily maintenance, periodic cleaning of settlement ponds, rates and charges, depreciation, Avdata charges etc. has resulted in an estimated annual operating cost of \$80,000. Estimated annual income has been calculated on the basis of 1,900 washes x 60 minutes @ \$0.72/minute and this will produce an income of \$82,000. The operating costs and associated income have been included in Council's draft operational budget for 2019/20.

Narrandera Truck Wash Operating Statement	
Operating Revenue	
User fees	\$ 82,080.00
Key sales	\$ 250.00
Total Income	\$ 82,330.00
Operating Expenditure	
Cleaning	\$ 26,520.00
Electricity & Water	\$ 13,535.00
Insurance	\$ 3,800.00
Maintenance & Operation	\$ 11,680.00
Sundry	\$ 12,065.00
Security	
Depreciation	\$ 12,400.00
-Plant & Equipment	\$ 12,400.00
-Non Specialised Building	
-Other Structures	
Total Expenditure	\$ 80,000.00
Net Surplus/Deficit	\$ 2,330.00

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

Theme

Our Infrastructure

Strategy

3.1 - To encourage new business and industry that can be sustained also support local business and industry to grow and prosper

Action

3.1.1 - Continued delivery of actions contained within the Economic Development Strategy

ISSUES AND IMPLICATIONS

Policy

N/A

Financial

The balance in the Property Development reserve (Red Hill) is \$137,243. The estimated draw down of \$40,000 would leave \$97,243 in the reserve.

The Water Fund Mains Expenses 2018-19 budget has sufficient funds available to complete this work.

Roads to Recovery funding, for the upgrade of McGilvray Road will be sourced by varying the 2018/19 program or included in the 2019/20 R2R programme. This work is estimated to be \$70,000.

Finance for the project is derived from the following sources:

Restart NSW Fund contribution	\$276,000
Federal Government contribution	\$276,000
Industry funding contribution	<u>\$ 70,000</u>
TOTAL	\$622,000

Usage charges are calculated by the minute, and are collected by Avdata, who will then bill the user and make monthly payments to Council, after deducting their management fee (nominal 10%)

Should Council choose to waive the development fees totalling \$3,187.20 that will be income not received by that function that has provided a service to the project. The project will still fund Councils out of pocket expenses such as the long service levy and inspections at a value of \$3,105.00.

Developer contributions totalling \$43,502.80 (Section 64 and 94A fees) are fees that are able to be levied under the Environmental Planning and Assessment Act 2000 and Local Government Act 1993. The fees contribute to the provision of public facilities by developers as a result of growth and headworks charges.

Legal / Statutory

N/A

Community Engagement / Communication

N/A

Human Resources / Industrial Relations (if applicable)

N/A

RISKS

1. Sourcing of funds from other areas for extension of power and water and for upgrading McGilvray Road is essential and if this is not forthcoming, the project in its present form will need to be abandoned which would damage Council's reputation with the community and with the State Government.

2. If construction of the shed is abandoned without agreement from the funding authority not to reduce the grant amount, the anticipated funding of other works from this source will

no longer be available; this will result in insufficient funds being available to complete the project.

OPTIONS

Option 1: To ensure the viability of the project additional funding needs to be sought by waiving Development Application fees, and funding power connection, water supply and roadworks from other Council sources.

Option 2: Investigate avenues of alternative funding sources, and/or possible cost savings within the project budget for construction of the shed (including the possibility of using a prefabricated shed).

Option 3: Do not include construction of the shed as part of the project, and request approval from the funding authority for variation of the agreed scope of works without reduction of the total funds available under the grant.

Option 4: Abandon the project due to insufficient funds being available which would mean that Council would need to return funds already spent (approx. \$100,000).

CONCLUSION

It is concluded that, at this stage, that Options 1 and 2 would provide the better opportunity to resolving this issue.

RECOMMENDATION

That Council

1. Waive all charges relating to Development Application fees, Construction Certificate fees, Section 64 contribution and Section 94A contributions which are payable to Council Total amount of \$43,502.80.
2. Fund provision of power to the site from the Red Hill Industrial Reserve, value \$40,000.
3. Fund extension of water supply to the site from Mains Expenses budget of \$20,000 and waive the cost of meterage connection fees of approximately \$5,000.
4. Fund construction of the access road from Roads to Recovery budget of approximately \$70,000.
5. Investigate alternative methods of funding shed construction (Est. \$65,000) once final costs of this element are known.

20 OUR CIVIC LEADERSHIP

20.1 MODEL CODE OF MEETING PRACTICE

Document ID: 410506

Author: Deputy General Manager Corporate and Community

Authoriser: Deputy General Manager Corporate and Community

Theme: Our Community

Attachments: 1. Model Code of Meeting Practice (under separate cover) [⇒](#)

RECOMMENDATION

That Council

1. adopt the Model Code of Meeting Practice attached including the non-mandatory provisions shown in Red font and excluding those in Orange font for the purpose exhibition and proposed adoption at Council's June meeting.

PURPOSE

The purpose of this report is to commence implementation of the new Model Code of Meeting Practice for Local Councils in N.S.W.

SUMMARY

Amendments made to the *Local Government Act 1993* (LGA) in August 2016 by the *Local Government Amendment (Governance and Planning) Act 2016* (the Phase 1 amendments) provide for a model code of meeting practice (Model Meeting Code) to be prescribed by the Regulation.

A Model Meeting Code has been prescribed under the *Local Government (General) Regulation 2005* (the Regulation) and the existing meetings provisions of the Regulation have been repealed.

The new Model Meeting Code was prescribed on 14th December, 2018. Council's existing Meeting Practice will remain in force until 14th June, 2019. After 14th June, 2019 Council's existing Meeting Practice will remain in force to the extent that it does not conflict with the mandatory provisions of the new Model Meeting Code. Council is not required to implement the Model Meeting Code until September 2021. However; a prompt transition to the new Model Meeting Code is recommended as following 14th June meetings will be conducted utilising both the existing Meeting Practice and the new Model Meeting Code.

BACKGROUND

Prior to the Model Code of Meeting Practice meeting rules were prescribed in the LGA & Regulation. There was no uniform set of meeting rules. Each council adopted it's own Meeting Practice incorporating the rules in the LGA & Regulation. Narrandera Shire first adopted a Code of Meeting Practice document in 1999 which was last amended in 2014.

A Model Code was prescribed to deal with the following issues:-

- Councils had many meeting practices in common but significant variability in how this is prescribed in their meeting practice.

- Councils had meeting practice provisions which were inconsistent with the LGA & Regulation.
- There was significant variation in the quality of the drafting of councils meeting practice documents.

TRANSITION

- Council should adopt a new code based on the Model Code as soon as possible.
- Until 14 June 2019 Council's existing code of meeting practice will remain in force.
- If Council has not adopted the Model Meeting Code prior to 14 June, any provisions of the existing meeting practice that are inconsistent with the mandatory provision of the Model Code will cease to have effect.
- Council must adopt a new code consistent with the Model Meeting Code no later than 12 months after the next ordinary election (September 2021).
- Irrespective of whether councils have adopted a new code, all councils will be required to webcast meetings of the Council from 14 December, 2019.
- Before adopting a new code Council must exhibit a draft for 28 Days and provide 42 days for members of the community to comment on the draft code.

TIMELINE

- Council meeting 16 April Draft Code adopted for the purpose of Exhibition.
- Exhibition period 28 days and 42 days for comment April – May
- Council meeting 18 June Council considers submissions and adopts the new code as exhibited or with amendment.
- Webcasting of meetings can commence at any time but must be in place for the December 2019 Council meeting.

KEY CHANGES MADE BY THE MODEL CODE

The Model Meeting Code contains the following new provisions:-

- new meetings principles
- optional rules for pre-meeting councillor briefings
- optional rules for public forums
- a new requirement for meetings to be webcast
- new rules limiting the use of mayoral minutes without notice to cases of urgency
- optional rules requiring a staff report for motions seeking decisions that do not align with council's integrated planning and reporting (IP&R) objectives
- optional rules allowing multiple items to be adopted in a block
- optional rules allowing rescission motions to be dealt with at the same meeting in cases of urgency and allowing matters to be recommitted to correct an error
- optional rules placing time limits on meetings.

ELEMENTS OF THE MODEL CODE**Mandatory Provisions**

Reflect the existing meetings provisions of the Act and update and enhance the meetings provisions previously prescribed under the Regulation to reflect contemporary meetings practice by councils.

(Council's new Code of Meeting Practice MUST contain these provisions)

Non Mandatory Provisions

Operate to set a benchmark based on what the Office of Local Government sees as being best practice for the relevant area of meeting practice.

These elements have not been mandated and allow some variation in practice based on local circumstances.

(Council may amend or exclude these provisions in its Code. Amendments cannot be inconsistent with the Mandatory provisions)

Attached is a copy of the Model Code of Meeting Practice. The document contains both the mandatory provisions (Black font) and the non-mandatory provisions (Red & Orange font).

The non-mandatory provisions are shown in Red and Orange font. Red font items are recommended for inclusion in Council's Code of Meeting Practice to be placed on exhibition for adoption in June after considering submissions. Orange font items are non-mandatory provisions to be excluded from Council's Code.

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

Our Civic Leadership

Strategy

5.1 - To have a Council that demonstrates effective management consistently, also a Council that communicates and engages well with the community and works collaboratively

Action

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

ISSUES AND IMPLICATIONS**Policy**

Council adopts new Code of Meeting Practice consistent with the Model Code

Financial

Cost of streaming Council meetings to the internet estimated at \$15,000 p.a.

Legal / Statutory

Compliance Local Government Act and Regulation

Community Engagement / Communication

Draft code will be placed on exhibition for 28 days and open for public comment for 42 days.

Human Resources / Industrial Relations

Additional staff resources may be required to manage live streaming of meetings.

RISKS

Ensure that any non-mandatory provisions included in the code are not inconsistent with the code's mandatory provisions.

OPTIONS

- Indicate which non-mandatory provisions are not to be incorporated into the draft for consideration
- Leave all non-mandatory provision in the draft for consideration.

CONCLUSION

Indicate which non-mandatory provisions are not to be incorporated into the draft for consideration

RECOMMENDATION

That Council

1. adopt the Model Code of Meeting Practice attached including the non-mandatory provisions shown in Red font and excluding those in Orange font for the purpose exhibition and proposed adoption at Council's June meeting.

20.2 POLICY REVIEW - COUNCILLOR EXPENSES & FACILITIES**Document ID:** 410634**Author:** Deputy General Manager Corporate and Community**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Our Civic Leadership**Attachments:** 1. **ES70 Payment of Expenses and Provision of Facilities to Mayor and Councillors** [↓](#)
2. **Draft Policy CS270 Councillor Expenses & Facilities** [↓](#)**RECOMMENDATION**

Adopt the draft policy CS270 Councillor Expenses & Facilities for public exhibition.

PURPOSE

The purpose of this report is to revise the Councillor Expenses & Facilities Policy to align with the better practice template issued by the Office of Local Government.

SUMMARY

Attached is the revised draft policy CS270 Councillor Expenses & Facilities. The draft once adopted by Council will be placed on exhibition. Council will consider any submissions received during the exhibition period prior to the adoption of the draft as the new policy. The new policy will be available on council's website. The policy will require review by the next Council within twelve months of it's election in September 2020.

BACKGROUND

Section 252 *Local Government Act 1993* requires a Councillor Expenses & Facilities policy to be adopted within 12 months of the commencement of the new council. This Council elected in September 2016 adopted the current policy at its December 2016 meeting as required by the Act.

Subsequent to Council adopting the current policy the Office of Local Government (OLG) released a better practice Councillor Expenses & Facilities Policy template. Council's existing policy has been revised to align with the OLG template. The policy template has been prepared by the OLG to be consistent with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2005* (the Regulation) and the OLG *Guidelines for the payment of expenses and provision of facilities for mayors and councillors in NSW* (the Guidelines).

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

Our Civic Leadership

Strategy

5.1 - To have a Council that demonstrates effective management consistently, also a Council that communicates and engages well with the community and works collaboratively

Action

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

ISSUES AND IMPLICATIONS**Policy**

Review of ES70 Councillor Expenses & Facilities

Financial

The policy provides amounts for councillor expenses in council's annual budget

Legal / Statutory

Compliance with *Local Government Act 1993, Local Government (General) Regulation 2005 and Guidelines for the payment of expenses and provision of facilities for mayors and councillors in NSW*

Community Engagement / Communication

Draft policy will be placed on exhibition with an invitation for community submissions to council. Any submissions received will be given consideration prior to adoption of the draft as the new policy.

Human Resources / Industrial Relations

Sets out funding for the mandated education and training of councillors

RISKS

The policy ensures that councillor expenses and facility provision is clearly defined and transparent to the community. Absence of the policy could lead to inconsistent payments and non-compliance with the Act and Regulation.

OPTIONS

- Adopt the draft policy CS270 Councillor Expenses & Facilities for public exhibition.
- Adopt the draft policy CS270 Councillor Expenses & Facilities with amendments for public exhibition
- Refer the draft policy back to staff for further revision

CONCLUSION

Adopt the draft policy CS270 Councillor Expenses & Facilities for public exhibition.

RECOMMENDATION

Adopt the draft policy CS270 Councillor Expenses & Facilities for public exhibition.

PAYMENT OF EXPENSES AND PROVISION OF FACILITIES TO MAYOR AND COUNCILLORS

ES70



NARRANDERA SHIRE COUNCIL POLICY

Narrandera Shire Council
141 East Street
NARRANDERA NSW 2700
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**Payment of Expenses and
Provision of Facilities to
Mayor and Councillors**

Policy No:	ES70
Policy Title:	Payment of Expenses and Provision of Facilities to Mayor and Councillors
Section Responsible:	Executive Services
Minute No:	16/285
MagiQ File No:	9661
Next Review Date:	During Council Term 2020 – 2024

Purpose

The purposes of the policy are:

- To ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by Councillors,
- To ensure that the facilities provided to assist Councillors to carry out their civic duties are reasonable;
- To provide appropriate and reasonable facilities to enable the Mayor, Deputy Mayor and Councillors to fulfil their civic responsibilities and obligations;
- To provide clear guidelines on what types of expenses Councillors are entitled to claim payment for or reimbursement from the Council;
- To ensure that no Councillor suffers financial hardship in meeting his/her legitimate civic responsibilities and obligations; and
- To meet the statutory requirements of sections 252 and 253 of the Local Government Act 1993 and section 403 of the Local Government (General) Regulation 2005.

Scope

- The policy applies to the Mayor and Councillors. It also applies to Administrators of Council where appropriate.

**Payment of Expenses and
Provision of Facilities to
Mayor and Councillors**



Legislative Provisions

PART 1 - Policy and Legislative Framework

Clause 217 of the Local Government (General) Regulation 2005 requires Councils to include in their annual report details about the payment of expenses and facilities to Councillors:

- The council's policy on the provision of facilities for, and the payment of expenses to, mayors and councillors
- The total amount of money expended during the year on providing those facilities and paying those expenses
- Additional information as required by the Local Government (General) Regulation 2005.

Provisions under the Local Government Act 1993. Sections 252(5) and 253 of the Local Government Act 1993 require Councils to make and submit their expenses and provision of facilities policies annually to the Department of Local Government by 30 November each year. Council must give Public Notice of its intention to adopt or amend the policy allowing at least 28 days for the making and consideration of public submissions. Before adopting or amending the policy, Council must consider any submissions and make any appropriate changes to the draft policy or amendment.

Section 252 of the Local Government Act 1993 requires Councils to adopt or amend a policy annually for the payment of expenses and the provision of facilities to Mayors, Deputy Mayors and other Councillors. Mayors and Councillors can only be reimbursed for expenses and provided with facilities in accordance with this policy.

Section 252 also makes provision for a Council to reduce the amount payable to Mayors and Councillors (under sections 248-251 of the Local Government Act 1993) by the amount representing any private benefit of a facility provided by the Council to them. It also requires that the policy be made under the provisions of this Act, the Local Government (General) Regulation and any relevant guidelines issued under section 23A of the Act.

Section 253 specifies actions that Council must undertake before a policy concerning expenses and facilities can be adopted or amended. Section 254 requires that a part of a Council or Committee meeting which considers the adopting or amending of such a policy must not be closed to the public.

The Government Information Public Access Act 2009 and Regulation 2010 provides that the public is able to inspect during office hours at the Council, and at no charge, the current version of the Council's expenses and facilities policy. The public are

**Payment of Expenses and
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also entitled to a copy of the policy either free of charge or on payment of a reasonable copying charge.

Section 23A For the purpose of the LGA, the Director General may from time to time prepare adopt or vary guidelines relating to the exercise by a Council of any of its functions. A Council must take into consideration any relevant guidelines issued under this section before exercising any of its functions.

Other Government Policy Provisions

- DLG Guidelines for payment of expenses and provision of facilities in NSW – October 2009
- Model Code of Conduct
- DLG Circular to councils"- 05/08 'Legal Assistance for Councillors and Council Employees'
- ICAC publications – "No excuse for Misuse"
- Local Government Act, 1993

Approval Arrangements

For Councillors wishing to attend a function other than those specifically covered by this policy and for which expenses will be claimed, approval should be obtained where possible at a full Council meeting. Where this is not possible, approval is to be provided jointly by the Mayor and Chief Executive Officer in the statutory role as General Manager and reported to the next Council meeting.

If the Mayor requires approval to travel and it is not possible to place the matter before a Council meeting, the approval is to be provided by the Deputy Mayor and the Chief Executive Officer in the statutory role as General Manager and reported to the next meeting.

No travel outside of Australia is to be approved other than by Council resolution.

PART 2 - Payment of Expenses**General Provisions**Claiming of Expenses

All claims for expenses are to be in writing and submitted within two months of the expense being occurred. Claims are to be supported by the submission of appropriate receipts and tax invoices. No payment of general expense allowances will be made.

**Payment of Expenses and
Provision of Facilities to
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Private Benefit

No private benefit, other than incidental, will accrue to Councillors from expenses paid or facilities provided. Councillors should not generally use Council equipment for their own personal benefit. However, it is acknowledged that incidental use of Council equipment for private benefit may occur. Such incidental use will not be subject to repayment. As a guide an amount of \$20 is considered to be incidental use in this regard.

Where more substantial use of Council equipment occurs Council will seek reimbursement at a rate determined by the:

- (i) Mayor/Deputy Mayor and the Chief Executive Officer in the statutory role as General Manager; or
- (ii) the Council, depending upon the circumstances.

Dispute Process

Any dispute over the payment or reconciliation of expenses to a Councillor is to be addressed in writing to the Chief Executive Officer in the statutory role as General Manager outlining reasons. If available, the disputed claim should be supported with relevant documentation. The Chief Executive Officer in the statutory role as General Manager is to review the matter within 14 days and provide a written response detailing his/her resolution to the dispute.

Allowances and Expenses

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

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

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

Relationship between Annual Fees and Expenses

It is noted that Councillor annual fees do not fall within the scope of this policy.

Council has resolved that:

**Payment of Expenses and
Provision of Facilities to
Mayor and Councillors**



Having regard to the Local Government Remuneration Tribunal's determination of a fee range for Councillors and the Mayor, Council shall always pay the maximum fees as determined by the Tribunal for the category of Council into which Council has been classified by the Tribunal

Councillors are to be paid monthly in arrears in accordance with the provisions of the Local Government Act 1993.

Administrator

This policy applies in the event of any Administrator appointed to administer Council.

Reimbursement and Reconciliation of Expenses

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

Payment in advance

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

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

Establishment of Monetary Limits and Standards

Accommodation

Accommodation is to be reasonable and appropriate to the occasion. As a guide the limit on accommodation in capital cities is ~~\$300~~ **\$350** per night and in other centres \$180 per night. Where the accommodation is provided at the facility where the event is being staged (as is the case for the Local Government NSW Conference), the policy provides for accommodation to be provided at that location even if cost of the accommodation exceeds the nominated limit.

**Payment of Expenses and
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Sustenance

Reasonable sustenance expenses paid by Councillors who attend authorised Council business shall be reimbursed to Councillors on the presentation of receipts. At Councillor Workshops sustenance will be provided at Council's cost.

Council will pay for Councillors' sustenance at civic events when sustenance is provided for all guests.

After each Council meeting Councillors may attend a fellowship dinner where Councillors will pay for their own meal and drinks.

Council will pay for the annual Christmas dinner for each Councillor and their guest and the End of Council term dinner for each Councillor and their guest.

Childcare

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

Spouse and partner expenses

Council shall meet the cost of the attendance of spouse/partners at the conference dinner at the annual conference of the Local Government NSW. Any additional costs associated with travelling, accommodation and/or participation in partners' programs shall be the responsibility of the Councillor.

Council shall meet the costs of spouse/partners accompanying Councillors to functions in the local area where the Councillor is attending the function as a representative of Council.

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

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

Incidental Expenses

Council will reimburse Councillors incidental expenses associated with an approved attendance at conferences, seminars or training courses. Incidental expenses could include but are not limited to telephone, facsimile, refreshments, internet, Wi-Fi,

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laundry, dry cleaning, taxi fees, parking fees and meals not included in the registration fees. Any incidental expenses would be subject to a daily limit of \$120 and justified through a claim form and reconciliation.

Specific Expenses for Mayors and Councillors

Attendance at Seminars and Conferences

A. Local Government NSW Annual Conference

Council shall be represented at the annual conference of the Association by the Mayor, Deputy Mayor, Chief Executive Officer and their spouses/partners. Costs for spouses/partners **are** to cover registration and dinner only.

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

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

B. RAMROC Conferences

It shall be the policy of Council for those Councillors wishing to attend these meetings be enable to do so.

C. Other Conferences and Seminars

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

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

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

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Training and Educational Expenses

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

Travel Arrangements and ExpensesForm of Travel

The Mayor and the Chief Executive Officer are empowered to determine the mode of travel having regard to availability, economy, time and safety factors when travel is required outside the Council's area.

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

When travelling by vehicle outside of the Narrandera Local Government Area for authorised Council business, a suitable Council vehicle will be provided. If a Council vehicle is not available or it is not feasible to use a Council vehicle, Councillors will be paid the prescribed kilometre rate in the Local Government (State) Award for using their own vehicle. Should a Councillor decide to use their own vehicle when a Council provided vehicle is available, they will be reimbursed on the basis of fuel costs only on presentation of receipts.

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

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

Reimbursement for use of a Councillor's private vehicle is available if the distance travelled for each individual trip is greater than ten kilometres for each of the following individual trips:

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

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

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

Gifts and Benefits

Councillors are to refer to Council's Gifts and Benefits Policy ES40 for guidance with any gifts given or received noting that any such gift is to be of a token value.

Care and Other Related Expenses**Child and Other Care**

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

Insurance Expenses and Obligations

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

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

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

Legal Expenses and Obligations

Council shall indemnify or reimburse the reasonable legal expenses of a hearing into a Councillor's conduct by an appropriate investigative or review body in the following actions:

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-
- a. A Councillor defending an action arising from the performance in good faith of a function under the Local Government Act (section 731); or
 - b. A Councillor defending an action in defamation provided the statements complained of were made in good faith in the course of exercising a function under the Act; or
 - c. A Councillor for proceedings before the Council's Conduct Review Committee/Reviewer, Office of the NSW Ombudsman, Independent Commission Against Corruption, Division of Local Government, Department of Premier and Cabinet, NSW Police Force, Director of Public Prosecutions Local Government Pecuniary Interest and Disciplinary Tribunal or an investigative body provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the Tribunal or investigative body makes a finding substantially favourable to the Councillor.

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

PART 3 - Provision of Facilities

General Provisions

Provision of Facilities Generally

Council facilities and equipment shall only be used by Councillors in the performance of the functions of a Councillor and in the manner prescribed and authorised by Council. Under no circumstances are Council resources/facilities to be used for political purposes.

Provision of Equipment and Facilities for Councillors

Use of Equipment and Facilities

Councillors may have access to Council telephones during hours when the Council Administrative Office is open.

Except in an emergency, Councillor's use of Council's telephone shall relate to the business of Council only.

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

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Council will provide Councillors with an iPad for the distribution of Council and Committee business papers and for the use by Councillors at Council and Committee meetings. No paper based reports are provided.

The Council iPads will also be used for a communication link and dissemination of Council information via email.

Participation, Equity and Access

Narrandera Shire Council encourages all members of the community to be involved in Local Government affairs and in particular those members who seek to stand for Council and who have disabilities. Council has installed a Lift from the ground floor to the first floor of the Council Chambers. Additionally, Council provides a microphone and sound system during Council meetings to support people with hearing impairment. Council commits to allowing the provision of transport or other reasonable facilities to assist people with disabilities who have an interest to be involved and partake in civic duties as a representative Councillor.

Acquisition and Return of Equipment and Facilities by Councillors

Councillors are to return to the Chief Executive Officer any Council owned and provided equipment after the completion of their term of office, extended leave of absence or at the cessation of their civic duties. Such equipment to be returned within 24 hours of cessation.

Provision of Additional Equipment and Facilities for Mayor

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

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

Ceremonial Mayoral Chains will be provided.

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

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

Council shall, if required, provide and maintain a facsimile machine for the use of the Mayor at his/her place of residence.

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

Related Legislation/ Guidelines/ Narrandera Policies and Associated Procedures

- Delegations of Authority.
- Code of Conduct
- Councillors Gift Register – all gifts ~~with a total value greater than \$50~~ must be reported to Executive Services for inclusion in the Councillors Gift Register. For further information refer to Gifts Benefits and Hospitality Policy ES40. Trim number ED/45-20.
- Gifts Benefits and Hospitality Policy

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Policy History

MANEX	14 July 2014
ELT	3 August 2015
Council	
Adopted	29 April 1997
Reviewed	4 September 2000
Reviewed	16 September 2003
Reviewed	22 June 2004
Reviewed	18 January 2005
Reviewed	21 November 2006
Reviewed	19 June 2007
Reviewed	20 May 2008
Amended	11 November 2008
Amended	16 February 2010
Reviewed	15 March 2011
Reviewed	11 October 2011
Adopted	15 November 2011
Reviewed	25 September 2012
Adopted	20 November 2012
Reviewed	16 July 2013
Adopted	17 September 2013
Reviewed	14 July 2014
Adopted	14 October 2014
Reviewed	3 August 2015
Reviewed	20 October 2015
Reviewed	27 September 2016
Adopted	14 December 2016

JA Charlton

Signed Chief Executive Officer

Date: 15/12/2016

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Policy No: CS270

Policy Title: Councillor Expenses & Facilities

Section Responsible: Corporate Services

Minute No:

MagiQ Document No:

Next Review Date: September 2021 (Within 12 months of the 2020 ordinary election)

Objective

The objectives of this policy are to:

- Enable the reasonable and appropriate reimbursement of expenses incurred by councillors while undertaking their civic duties
- Enable facilities of a reasonable and appropriate standard to be provided to councillors to support them in undertaking their civic duties
- Ensure accountability and transparency in reimbursement of expenses and provision of facilities to councillors
- Ensure facilities and expenses provided to councillors meet community expectations
- Support a diversity of representation
- Fulfil the council's statutory responsibilities.

Policy Statement

- The provision of expenses and facilities enables councillors to fulfil their civic duties as the elected representatives of Narrandera Shire Council.
- The community is entitled to know the extent of expenses paid to councillors, as well as the facilities provided.
- The purpose of this policy is to clearly state the facilities and support that are available to councillors to assist them in fulfilling their civic duties.
- Council staff are empowered to question or refuse a request for payment from a councillor when it does not accord with this policy.
- Expenses and facilities provided by this policy are in addition to fees paid to councillors. The minimum and maximum fees a council may pay each councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually.

Scope

This policy applies to the Mayor and all Councillors.

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Definitions

Term	Definition
Accompanying person	Means a spouse, partner or de facto or other person who has close personal relationship with or provides carer support to a councillor.
Appropriate refreshments	Means food and beverages, excluding alcohol, provide by council to support councilors undertaking official business
Act	Means the <i>Local Government Act 1993</i> NSW
Clause	Unless stated otherwise, a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct adopted by Council or the Model Code if none is adopted
Councillor	Means a person elected or appointed to civic office as a member of the governing body of council who is not suspended, including the mayor
General Manager	Means the General Manager of council and includes their delegate or authorised representative
Incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
Long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle
NSW	New South Wales
Official business	Means functions that the Mayor or Councillors are required or invited to attend to fulfill their legislated role and responsibilities for council or result in a direct benefit for council and/or for the local government area, and includes: <ul style="list-style-type: none"> • Meetings of Council and committees of the whole • Meetings of committees facilitated by council • Civic receptions hosted or sponsored by council • Meetings, functions, workshops and other events to which attendance by a councilor has been requested or approved by council
Professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a councillor or the mayor.
Regulation	Means the <i>Local Government (General) Regulation 2005</i> NSW
Year	Means the financial year, that is the twelve months commencing on 1 July each year

Principles

Council commits to the following principles:

- **Proper conduct:** councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions
- **Reasonable expenses:** providing for councillors to be reimbursed for expenses reasonably incurred as part of their role as councillor
- **Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a councillor
- **Equity:** there must be equitable access to expenses and facilities for all councillors
- **Appropriate use of resources:** providing clear direction on the appropriate use of council resources in accordance with legal requirements and community expectations
- **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to councillors.

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Private or political benefit

- Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- Private use of council equipment and facilities by councillors may occur from time to time. For example, telephoning home to advise that a council meeting will run later than expected.
- Such incidental private use does not require a compensatory payment back to council.
- Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of council facilities does occur, councillors must reimburse the council.
- Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:
 - production of election material
 - use of council resources and equipment for campaigning
 - use of official council letterhead, publications, websites or services for political benefit
 - fundraising activities of political parties or individuals, including political fundraising events.

Relationship between Annual Fees and Expenses

It is noted that Councillor annual fees do not fall within the scope of this policy.

Council has resolved that:

Having regard to the Local Government Remuneration Tribunal's determination of a fee range for Councillors and the Mayor, Council shall always pay the maximum fees as determined by the Tribunal for the category into which Council has been classified.

Councillors are to be paid monthly in arrears in accordance with the provisions of the Act.

Expenses

1. General expenses

- 1.1. All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 1.2. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

2. Specific expenses

General travel arrangements and expenses

- 2.1. All travel by councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.
- 2.2. Each councillor may incur expenses to a total of \$3000 per year, and the mayor to a total of \$6000 per year, for travel expenses while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes expenses:
 - for public transport fares

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Councillor Expenses & Facilities

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- for the use of a private vehicle or hire car
 - for parking costs for Council and other meetings
 - for tolls
 - by Cabcharge card or equivalent
 - for documented ride-share programs, such as Uber, where tax invoices can be issued.
- 2.3. Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award. Should a Councillor decide to use a private vehicle when a Council provided vehicle is available, reimbursement will be on the basis of fuel costs only on presentation of receipts. Reimbursement for use of a Councillor's private vehicle is available if the distance travelled for each individual trip is greater than ten kilometres for each individual trip.
- 2.4. Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.
- 2.5. Where a Councillor incurs sustenance expenses that arise from attending to business which has been approved in accordance with this policy, but does not involve an overnight stay and/or absence from the Shire, reimbursement of actual costs incurred up to the daily limit will be paid provided that there is adequate substantiation of the expenditure.

Interstate, overseas and long distance intrastate travel expenses

Council will scrutinise the value and need for councillors to undertake overseas travel. Councils should avoid interstate, overseas and long distance intrastate trips unless direct and tangible benefits can be established for the council and the local community. This includes travel to sister and friendship cities.

- 2.6. Total interstate, overseas and long distance intrastate travel expenses for all councillors will be capped at a maximum of \$4000 per year. This amount will be set aside in Council's annual budget.
- 2.7. Councillors seeking approval for any interstate and long distance intrastate travel must submit a case to, and obtain the approval of, the general manager prior to travel.
- 2.8. Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full council meeting prior to travel.
- 2.9. The case should include:
- objectives to be achieved in travel, including an explanation of how the travel aligns with current council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the councillor's civic duties
 - who is to take part in the travel
 - duration and itinerary of travel
 - a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- 2.10. For interstate and long distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.
- 2.11. For interstate journeys by air of more than three hours, the class of air travel may be premium economy.
- 2.12. For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.

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- 2.13. Bookings for approved air travel are to be made through the general manager's office.
- 2.14. For air travel that is reimbursed as council business, councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

Travel expenses not paid by Council

- 2.15. Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

Accommodation and meals

- 2.16. Council will reimburse costs for accommodation and meals while councillors are undertaking prior approved travel or professional development outside the Riverina region.
- 2.17. The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Appendix 1 attached.
- 2.18. The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the general manager, being mindful of Clause 2.17.
- 2.19. Councillors will not be reimbursed for alcoholic beverages.

Refreshments for council related meetings

- 2.20. Appropriate refreshments will be available for council meetings, council committee meetings, councillor briefings, approved meetings and engagements, and official council functions as approved by the general manager.
- 2.21. As an indicative guide for the standard of refreshments to be provided at council related meetings, the general manager must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award, as adjusted annually.
- 2.22. After each Council meeting Councillors may attend a fellowship dinner where Councillors will pay for their own meal and drinks.

Council will pay for the annual Christmas dinner for each Councillor and their guest and the End of Council term dinner for each Councillor and their guest.

Professional development

- 2.23. Council will set aside \$20,000 annually in its budget to facilitate professional development of councillors through programs, training, education courses and membership of professional bodies.
- 2.24. In the first year of a new council term, Council will provide a comprehensive induction program for all councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.
- 2.25. Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the councillor's civic duties, the councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 2.26. Approval for professional development activities is subject to a prior written request to the general manager outlining the:

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- details of the proposed professional development
 - relevance to council priorities and business
 - relevance to the exercise of the councillor's civic duties.
- 2.27. In assessing a councillor request for a professional development activity, the general manager must consider the factors set out in Clause 2.26, as well as the cost of the professional development in relation to the councillor's remaining budget.

Conferences and seminars

- 2.28. Council is committed to ensuring its councillors are up to date with contemporary issues facing council and the community, and local government in NSW.
- 2.29. Council will set aside a total amount of \$20,000 annually in its budget to facilitate councillor attendance at conferences and seminars. This allocation is for all councillors. The council will ensure that access to expenses relating to conferences and seminars is distributed equitably.
- 2.30. Approval to attend a conference or seminar is subject to a written request to the council. In assessing a councillor request, the general manager must consider factors including the:
- relevance of the topics and presenters to current council priorities and business and the exercise of the councillor's civic duties
 - cost of the conference or seminar in relation to the total remaining budget.
- 2.31. Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the council. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 2.15-2.18.
- 2.32. After returning from a conference, Councillors or a member of Council staff accompanying the Councillor/s, should provide a written report to Council on the aspects of the conference relevant to Council business and/or the local community. No written report is required for the Annual Conferences of the Local Government NSW.
- 2.33. Local Government NSW Annual Conference
- Council shall be represented at the annual conference of the Association by the Mayor, Deputy Mayor, Chief Executive Officer and their accompanying person. Costs for accompanying persons are to cover registration and dinner only.
- Additionally, Council shall provide a once only opportunity for a Councillor/s (to a maximum of two Councillors only for each annual Conference to attend the annual conference during the four year term of the Council.
- In addition to the delegates nominated above a Councillor not seeking re-election at the next general election and entitled to receive a Local Government NSW Association long service certificate shall be entitled to attend a conference in the final year of a term of Council to partake in the presentation of such certificate.

Information and communications technology (ICT) expenses

- 2.34. Council will provide councillors a tablet with services up to a limit of \$60 per annum in data. Tablets are for the distribution of Council and Committee business papers and for the use by Councillors at Council and Committee meetings. No paper based reports are provided. Tablets will also be used for a communication link and dissemination of Council information via email.

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Special requirement and carer expenses

- 2.35. Council encourages wide participation and interest in civic office. It will seek to ensure council premises and associated facilities are accessible, including provision for sight or hearing impaired councillors and those with other disabilities.
- 2.36. In addition to the provisions above, the general manager may authorise the provision of reasonable additional facilities and expenses in order to allow a councillor with a disability to perform their civic duties.
- 2.37. Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses up to a maximum of \$1000 per annum for attendance at official business, plus reasonable travel from the principal place of residence.
- 2.38. Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 2.39. In the event of caring for an adult person, councillors will need to provide suitable evidence to the general manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

Home office expenses

- 2.40. Each councillor may be provided minor items associated with the maintenance of a home office, such as items of consumable stationery and printer ink cartridges.

3. Insurances and Councillor obligations

Council maintains insurance policies which extend benefits to councillors where they are engaged in or on any activity directly or indirectly connected with council including travelling to and from such activity.

Councillors shall notify the General Manager as soon as reasonably practicable of any intention to claim or incur any legal expenses under council's insurance policies.

- 3.1. In accordance with Section 382 of the Local Government Act, council is insured against public liability and professional indemnity claims.
- 3.2. Personal Accident.

Councillors are not covered by councils Workers Compensation scheme. This insurance provides some additional coverage for councillors and their accompanying persons for:

- personal accident (specifically provisions for lump sum payments and weekly benefits)
- payment of indirect medical related expenses not covered by Medicare or private health
- payment of additional expenses such as cancellation and curtailment fees
- travel including general loss of personal and business property, overseas medical expenses and other incidental travel related issues.

- 3.3. Councillor Liability.

This insurance provides some conditional coverage for councillors against claims they have committed a wrongful act resulting in harm or damage to a third party when acting in good faith in the course of their duties for council.

This includes personal financial loss associated with defamation proceedings, the costs of attending formal statutory inquiries (such as the Independent Commission Against Corruption)

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and general claims or prosecutions of breach of duty or corruption, legal defence costs, the cost of properly investigating any allegations as well as the financial cost of any judgement or settlement made against the insured person.

- 3.4. Insurance protection is only provided if a claim arises out of or in connection with the councillor's performance of his or her civic duties, or exercise of his or her functions as a councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- 3.5. Council shall pay the insurance policy excess in respect of any claim accepted by council's insurers, whether defended or not.

4. Legal assistance

- 4.1. The reasonable legal expenses of a councillor may only be met for legal proceedings being taken against a councillor in defending an action arising from the performance in good faith of a function under the Act or any other Act (as per section 731 of the Act) or defending an action of defamation, provided that the outcome of the legal proceedings is favourable to the councillor.

In addition, legal costs may only be provided where the investigative or review body makes a finding that is not substantially unfavourable to the councillor. This may include circumstances in which a matter does not proceed to a finding. In relation to a councillor's conduct, a finding by an investigative or review body that an inadvertent minor technical breach had occurred may not necessarily be considered a substantially unfavourable outcome.

Council after forming the view that a councillor has acted in good faith as required under Section 731 of the Act (determination of this view can require council to seek legal advice) may, if requested, indemnify or reimburse the reasonable legal expenses of:

- a councillor defending an action arising from the performance in good faith of a function under the Local Government Act
 - a councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act
 - a councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the councillor.
- 4.2. In the case of a code of conduct complaint made against a councillor, legal costs will only be made available where the matter has been referred by the general manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the councillor.
 - 4.3. Legal expenses incurred in relation to proceedings arising out of the performance by a councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a councillor has done during his or her term in office.
 - 4.4. Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a council meeting prior to costs being incurred. Costs reimbursed will be net of any award of costs made to a councillor.
 - 4.5. Any reimbursement of costs to a councillor will be capped at the amount specified in the councillors liability insurance policy and the claim approved by the insurer. Should any costs be incurred in excess of these amounts Council may, in its absolute discretion, approve payment by resolution of Council.
 - 4.6. Council will not meet the legal costs:

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- of legal proceedings initiated by a councillor under any circumstances
 - of a councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
 - for legal proceedings that do not involve a councillor performing their role as a councillor.
- 4.7. Councillors shall inform the Mayor and General Manager of their intention to lodge a claim for expenses relating to legal expenses.

Facilities

5. General facilities for all councillors

Facilities

- 5.1. Council will provide the following facilities to councillors to assist them to effectively discharge their civic duties:
- personal protective equipment for use during site visits
 - a name badge which may be worn at official functions, indicating that the wearer holds the office of a councillor and/or mayor or deputy mayor.
- 5.2. Councillors may book meeting rooms for official business in a specified council building at no cost. Rooms may be booked through a specified officer in the General Manager's office or other specified staff member.
- 5.3. The provision of facilities will be of a standard deemed by the general manager as appropriate for the purpose.

Stationery

- 5.4. Council will provide the following stationery to councillors each year:
- letterhead, to be used only for correspondence associated with civic duties
 - business cards

Administrative support

- 5.5. Council will provide administrative support to councillors to assist them with their civic duties only. Administrative support may be provided by staff in the General Manager's office or by a member of council's administrative staff as arranged by the general manager or their delegate.
- 5.6. Council staff are expected to assist councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

6. Additional facilities for the mayor

- 6.1. Council will provide the mayor with a furnished office with telephone and meeting space.
- 6.2. Council shall provide a mobile telephone for Council use only to a monthly maximum expense of \$150. Any amount above this amount will require endorsement by the full Council.
- 6.3. Appropriate refreshments and beverages (including alcohol) will be provided as required to the Mayor for hospitality purposes.
- 6.4. In performing his or her civic duties, the mayor will be assisted by staff providing administrative and secretarial support, as determined by the general manager.

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- 6.5. Staff in the mayor's office are expected to work on official business only, and not for matters of personal or political interest, including campaigning.

Processes

7. Approval, payment and reimbursement arrangements

- 7.1. Expenses should only be incurred by councillors in accordance with the provisions of this policy.
- 7.2. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 7.3. Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
- local travel relating to the conduct of official business
 - carer costs
- 7.4. Final approval for payments made under this policy will be granted by the general manager or their delegate.

Direct payment

- 7.5. Council may approve and directly pay expenses. Requests for direct payment must be submitted to the General Managers Office for assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

Reimbursement

All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the General Managers Office.

Notification

- 7.6. If a claim is approved, council will make payment directly or reimburse the councillor through accounts payable.
- 7.7. If a claim is refused, council will inform the councillor in writing that the claim has been refused and the reason for the refusal.

Reimbursement to council

- 7.8. If council has incurred an expense on behalf of a councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:
- council will invoice the councillor for the expense
 - the councillor will reimburse council for that expense within 14 days of the invoice date.
- 7.9. If the councillor cannot reimburse council within 14 days of the invoice date, they are to submit a written explanation to the general manager. The general manager may elect to deduct the amount from the councillor's allowance.

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Timeframe for reimbursement

Unless otherwise specified in this policy, councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

8. Disputes

- 8.1. If a councillor disputes a determination under this policy, the councillor should discuss the matter with the general manager.
- 8.2. If the councillor and the general manager cannot resolve the dispute, the councillor may submit a notice of motion to a council meeting seeking to have the dispute resolved.

9. Return or retention of facilities

- 9.1. All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a councillor or mayor ceasing to hold office or at the cessation of their civic duties.
- 9.2. Should a councillor desire to keep any equipment allocated by council, then this policy enables the councillor to make application to the general manager to purchase any such equipment. The general manager will determine an agreed fair market price or written down value for the item of equipment.
- 9.3. The prices for all equipment purchased by councillors under Clause 9.2 will be recorded in Council's annual report.

10. Publication

- 10.1. This policy will be published on council's website.

11. Reporting

- 11.1. Council will report on the provision of expenses and facilities to councillors as required in the Act and Regulations.
- 11.2. Detailed reports on the provision of expenses and facilities to councillors will be publicly tabled at a council meeting every six months and published in full on council's website. These reports will include expenditure summarised by individual councillor and as a total for all councillors.

12. Auditing

- 12.1. The operation of this policy, including claims made under the policy, will be included in council's internal audit program and an audit undertaken as part of the internal audit schedule.

13. Breaches

- 13.1. Suspected breaches of this policy are to be reported to the general manager.
- 13.2. Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

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Related Legislation/Guidelines/Narrandera Policies and Associated Procedures

Relevant legislation and guidance:

- Local Government Act 1993, Sections 252 and 253
- Local Government (General) Regulation 2005, Clauses 217 and 403
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009
- Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities
- Local Government Circular 05-08 legal assistance for Councillors and Council Employees.

Related Council policies:

- Code of Conduct

Policy History

Endorsed by relevant Committees and date
Adopted by ELT 4th February 2019
Adopted by Council
Reviewed
Amended

Authorised Staff to Insert GM Signature Here

Signed: General Manager

Date:

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Appendix 1 – Expense Summary

All monetary amounts are exclusive of GST.

Expense or facility	Maximum amount	Frequency
General travel expenses	\$3000 per councillor \$6000 for the Mayor	Per year
Interstate, overseas and long distance intrastate travel expenses	\$4000 total for all councillors	Per year
Accommodation	Actual up to daily limit:- <ul style="list-style-type: none"> · State capitals & Canberra \$350 · Regional Cities \$250 · Country \$200 	Per night
Meals	At Cost. Daily limit \$100	Per Day
Professional development	\$20,000 total for all councillors	Per year
Conferences and seminars	\$20,000 total for all councillors	Per year
ICT expenses	\$60 per councillor data \$1800 Mayor mobile phone	Per year
Carer expenses	\$1000 per councillor	Per year
Home office expenses	Provided to all councillors minor items such as consumable stationery and printer ink cartridges	Not relevant
Furnished office	Provided to the mayor	Not relevant
Use of a private vehicle (trip >10km no council vehicle available)	By kilometre at the rate contained in the Local Government (State) Award	Not relevant
Use of a private vehicle (trip >10km when council vehicle available)	Fuel costs only on presentation of receipts	Not relevant

20.3 NEW POLICIES FOR DEBT RECOVERY AND FINANCIAL HARDSHIP**Document ID:** 410681**Author:** Deputy General Manager Corporate and Community**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Our Civic Leadership**Attachments:**

1. CS170 Debt Recovery and Hardship ADOPTED 20 November 2018.DOCX [↓](#)
2. Debt Recovery Policy - Draft Jan 2019.docx [↓](#)
3. Rates and Charges Financial Hardship Policy Draft Jan 2019.docx [↓](#)
4. OLG Debt Management & Hardship Guidelines.pdf [↓](#)

RECOMMENDATION

That Council adopt the draft policies Debt Recovery and Rates & Charges Financial Hardship for exhibition inviting public submissions.

PURPOSE

The purpose of this report is to review new policies for Debt Recovery and Financial Hardship

SUMMARY

Draft policies are presented to Council at a briefing session.

Policies to be reviewed are:-

- Debt Recovery
- Rates and Charges Financial Hardship

BACKGROUND

Council at its November 2018 meeting adopted the policy CS170 Debt Recovery and Hardship for exhibition following the scheduled review of the policy.

Subsequent to Council's November meeting the Office of Local Government on the 27th November issued Debt Management and Hardship Guidelines. These guidelines were issued under section 23A of the Local Government Act (the Act). Councils must take the guidelines into consideration before making any decisions relating to debt management and hardship.

Council's resolution to place policy CS170 on exhibition is now redundant due to the issue of guidelines under section 23A of the Act.

Utilising the guidelines two new policies have been drafted to replace Policy CS170.

Council at its meeting of 19th March, 2019 resolved that the following be considered for inclusion in the Rates Payment Policy.

"That no penalty interest be applied to drought affected farmers or persons dependant on the farming industry including contractors, workers or storekeepers in a financial year where the difficulties are confirmed by the Rural Financial Advisor"

The draft Rates & Charges Financial Hardship policy addresses these matters in the following:-

- The objective of the policy is:-

“To assist ratepayers who are experiencing genuine financial hardship with the payment of Council’s rates and charges on their residential property.

Establish a **decision making framework** for the assessment of financial hardship applications.”
- Eligibility criteria for financial hardship involves “an inability of the ratepayer to pay their rates, rather than an unwillingness to do so”
- Loss of income due to natural disasters or drought is identified as a particular cause of hardship.
- Options available to address hardship are:-
 - Defer outstanding amounts for a set period of time
 - Periodic Payment Arrangements
 - Charge interest rate of 0% on overdue amounts for a set period of time
 - Writing off accrued interest and costs
 - Extend pensioner concession to avoid hardship
 - Pensioner Abandonments
- Applications for hardship are to be supported by a recognised financial counsellor or suitable third party such as the ratepayer’s bank manager or accountant.

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

Theme

Our Civic Leadership

Strategy

5.1 - To have a Council that demonstrates effective management consistently, also a Council that communicates and engages well with the community and works collaboratively

Action

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

ISSUES AND IMPLICATIONS

Policy

Policy CS170 Becomes redundant and is replaced by two new policies:-

- Debt Recovery
- Rates and Charges Financial Hardship

Financial

The current policy CS170 Debt Recovery and Hardship aims to maximise the collection of rates and charges and other amounts payable to Council.

The guidelines discourage utilising debt recovery through the courts until mediation and financial counselling have occurred. These services are provided external to council and may not be available in many rural communities.

Legal / Statutory

Compliance with section 23A Local Government Act 1993

Community Engagement / Communication

Following resolution by Council the new policies will be placed on exhibition and submissions sought prior to Council considering the policies for adoption.

Human Resources / Industrial Relations

Revised guidelines require staff to refer ratepayers to financial counselling and undertake mediation.

RISKS

Timelines around sourcing appropriate financial counselling and mediation services will potentially delay the collection of debts. Staff resourcing will be increased in meeting the counselling and mediation provisions of the guidelines. Relaxation of the application of penalty interest on outstanding debts may reduce the incentive to pay council ahead of other debts.

OPTIONS

- Adopt the draft polices for exhibition inviting public submissions
- Adopt the draft polices with amendments for exhibition inviting public submissions
- Refer the polices back to Corporate Services for revision

CONCLUSION

Adopt the draft polices for exhibition inviting public submissions

RECOMMENDATION

That Council adopt the draft polices Debt Recovery and Rates & Charges Financial Hardship for exhibition inviting public submissions.

DEBT RECOVERY AND HARDSHIP

CS170



NARRANDERA SHIRE COUNCIL POLICY

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DEBT RECOVERY AND HARDSHIP

Policy No:	CS170
Policy Title:	Debt Recovery and Hardship
Section Responsible:	Corporate Services
Minute No:	13/405
MagiQ No:	8353
Next Review Date:	December 2019

Objective

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

Statement

- **RATES AND CHARGES (INCLUDING WATER CONSUMPTION CHARGES AND SEWER USAGE CHARGES)**

- **REMINDER NOTICES**

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

- **FINAL NOTICES**

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

- **REFERRAL TO DEBT RECOVERY AGENCY**

Narrandera Shire Council Policy
Policy Name
Page 2 of 6

If after the due date of the 'Final Notice', payment in full or the establishment of a suitable payment arrangement are not received, and there are two or more rate instalments or water or water/sewer accounts overdue, then the matter shall be prepared for referral to Council's nominated debt recovery agency for the issue of a 'Letter of Demand' followed by the preparation of legal documentation to recover the arrears. Costs incurred through the legal processes for the recovery of arrears shall be added to the overdue balance.

- **INTEREST**

Interest accrues on a daily basis in accordance with Section 566 of the Act and at the rate adopted within Council's Management Plan for rates and charges that remain unpaid after the date that they become due and payable.

- **ARRANGEMENTS**

Section 564 of the Act allows Council to accept payment of rates and charges due and payable in accordance with an agreement made with the person;

Arrangements are to be negotiated with the aim of recovering all arrears and the current year's rates and charges within the current rating year, where this is possible;

Where a ratepayer defaults on an approved arrangement for payment, recovery action will recommence from the stage which had been reached prior to the latest arrangement being made.

- **SALE OF LAND FOR OVERDUE RATES & CHARGES**

Where any rate or charge remains unpaid for more than five years from the date on which it became payable, Council may proceed to sell the land in accordance with Section 713 (2) (a) of the Act;

Where any rate or charge on vacant land remains unpaid for more than one year and less than five years, Council may, in accordance with Section 713 (2) (b) of the Act sell the land at any stage when the amount outstanding is greater than the valuation of the land.

- **SUNDRY DEBTORS**

- **REMINDER NOTICES AND FINAL NOTICES**

A systematic debt recovery approach shall be taken based on 30 day, 60 day and 90 day timeframes. After 30 days the system generated statement shall be issued, after 60 days the system generated statement with the text

'1st Reminder – This Account Is Overdue! Please Pay Immediately' clearly highlighted shall be issued, after 90 days a letter titled 'Final Notice' shall be issued with the system generated statement attached;

- **REFERRAL TO DEBT RECOVERY AGENCY**

If after the due date of the 'Final Notice' payment in full or the establishment of a suitable payment arrangement are not received then the matter shall be prepared for referral to Council's nominated debt recovery agency for the issue of a 'Letter of Demand' followed by the preparation of legal documentation to recover the arrears.

- **HARDSHIP**

- A debtor to Council in hardship is someone who is identified either by themselves or an independent accredited financial Counselor as having the intention, but not the financial capacity, to make the required payments within the timeframe detailed within any account issued by Council. Where a debtor to Council falls within this definition, the Council may apply this policy;
- Relief under this policy shall be either:-
 - (a) Extension of time to make payment in full of arrears of the account beyond the due dates, or
 - (b) An arrangement for periodic payment of the account by instalments that go beyond the due dates;
- For relief from rates and charges, the following must apply before consideration:
 - a) The applicant must be the registered owner or a legally recognised interested party to the property;
 - b) The property for which the financial hardship application applies must be the principal place of residence of the applicant/s;
 - c) The property for which the financial hardship application applies must be categorised as 'Residential' or 'Farmland' for rating purposes, provided that the property is used for a purpose as defined within Section 515 of the Act and that the property has no more than a single dwelling house or residential unit erected upon it;
 - (d) Applications for financial hardship relief must be made in writing by way of Statutory Declaration and accompanied by supporting documentation which must include (but not limited to):-

- Reasons why the person was unable to pay the rates and charges when they became due and payable;
 - Copy of recent bank statements for all accounts;
 - Details of income and expenditure;
 - Details of assets and investments;
 - Letter from a recognised financial Counselor, financial planner or community funded counseling/support service provider. The aim being to ensure appropriate financial support is available to all applicants suffering financial hardship;
- The Local Government Act does not provide for the deferral of rates and charges, apart from provisions for a formal agreement for periodical payments.
 - For relief from a sundry debtor charge or another charge by Council other than rates and charges, the following must apply before consideration:
 - a) The applicant must be an authorised person to deal with the matter and provide evidence of such;
 - (b) Applications for financial hardship relief must be made in writing by way of Statutory Declaration and accompanied by supporting documentation which must include (but not limited to):-
 - Reasons why the person was unable to pay the amount to Council when due and payable;
 - Copy of recent bank statements for all accounts;
 - Details of income and expenditure;
 - Details of assets and investments;
 - Letter from a recognised financial Counselor, financial planner or community funded counseling/support service provider. The aim being to ensure appropriate financial support is available to all applicants suffering financial hardship;

- **DETERMINATION OF APPLICATIONS**

- Applications for relief under this policy, where the determination relates solely to an extension of time to make payment in full or an arrangement for periodic payments, will be assessed on its merits and determined against:
 - (a) Whether hardship exists based on the evidence; and if so
 - (b) The scope of the relief to be given.

The application will be assessed by the Corporate Service staff. . Any ratepayer, who is dissatisfied with a determination by the relevant officers, may request the General Manager to review the decision.

Legislation

Local Government Act 1993

Policy History

Adopted	21 February 2012
Reviewed/Amended	11 December 2013
Adopted by Council – For public exhibition	20 November 2018



Signed: General Manager

Date: 20 November 2018

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**Policy No:****Policy Title:** Debt Recovery**Section Responsible:** Corporate and Community**Minute No:****MagiQ Document No:****Next Review Date:** March 2023

Objective

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

Policy Statement

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

Scope (who does the policy apply to?)

This policy applies to all ratepayers, sundry debtors and account holders within the Narrandera Shire Council.

This policy applies to Council staff with delegated responsibility for carrying out the procedures, and debt recovery agents who act on behalf of Council.

Definitions

'Debtor' - The person liable for payment of the debt.

Content**Rates and Annual Charges**

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

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

Water and Sewerage Charges

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

Narrandera Shire Council Policy
Debt Recovery Policy

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Sundry Debtors

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

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

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

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

Interest

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

Payment Arrangements

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

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

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

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

Overdue Notice

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

REMINDER NOTICES

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

FINAL NOTICES

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

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

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Financial Hardship

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

Making Contact with the Account Holder

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

Recovery Action

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

1. If the Overdue Notices and Reminder Letters do not result in payment, a Demand Letter or Account Statement will be issued reminding the debtor of the outstanding debt and requesting payment in full or negotiation of suitable payment arrangements to avoid the commencement of legal action.
2. If payment is not received and no arrangements have been entered in to within 14 days of the Demand Letter, staff will attempt to make contact with the debtor by telephone to arrange a meeting to discuss settlement of the outstanding debt.

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

Intention to Restrict Water Supply Notice

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

- The total overdue amount now payable, including interest,
- Notice that if the amount is not paid, or an arrangement for payment made within 7 days, the water will be restricted without further notice,
- The cost of the water restrictor fee,
- Advice that nominal supply to the property will be reduced,

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

After expiration of 7 days for payment on an "Intent to Restrict Water Supply Notice", written instruction will be given to the Water and Sewer staff to restrict supply and the water restrictor fee will be added to the account. Restriction will be made by fitting a restriction device so as to make available a nominal supply. At the time of restriction a "Water Supply Restricted Notice" will be issued and served by hand delivery at the property. That Notice will include the following advice:

- The total overdue amount now payable, including the water restrictor fee,
- That the water has now been restricted,
- The supply will not be restored until the total amount outstanding is paid, or evidence of continued ongoing payments as per any agreed arrangement is seen,

Narrandera Shire Council Policy
Debt Recovery Policy

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- If full payment is being made, payment must be made directly to Council and before 1.00pm if same day restoration of supply is required,
- Caution needs to be exercised in the use of hot water systems,
- It is an offence to tamper with a meter or any device attached to a meter.

Legal Action

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

- A garnishee of income,
- writ of execution on goods and chattels,
- examination notice,
- examination summons,
- service of a rent for rates notice where the property is tenanted,
- sale of land for unpaid rates.

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

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

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

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

Related Legislation/Guidelines/Narrandera Policies and Associated Procedures (List them)

- Local Government Act 1993
- Local Government (General) Regulation 2005
- Privacy and Personal Information Protection Act 1998 (NSW) (PPIP Act) Privacy and Personal Information Protection Regulation 2014
- OLG Debt Management & Hardship Guidelines November 2018 ISBN 978-1-922001-76-4
- Debt Collection Guideline for collectors and creditors ACCC/ASIC
- Application for Payment Arrangement Form
- Rates and Financial Hardship Policy
- Revenue Policy, contained within the Operational Plan
- Delegations Register

Policy History

Narrandera Shire Council Policy
Debt Recovery Policy

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Endorsed by relevant Committees (name) and date
Adopted by ELT
Adopted by Council
Reviewed
Amended

Authorised Staff to Insert CEO Signature Here

Signed: General Manager

Date:

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**Policy No:****Policy Title: Rates and Charges Financial Hardship Policy****Section Responsible: Corporate and Community****Minute No:****MagiQ Document No:****Next Review Date:**

Objective

To provide financial assistance to ratepayers who are experiencing genuine financial hardship with the payment of Council's rates and charges.

To establish a decision making framework for the assessment of financial hardship applications.

Policy Statement

Council recognises there are cases of genuine financial hardship requiring respect and compassion in special circumstances. This policy establishes guidelines for assessment of a hardship application applying the principles of fairness, integrity, confidentiality and compliance with statutory requirements. It applies to all applications for alternative payment arrangements or writing off rates, fees, annual charges and interest accrued on such debts.

The General Manager has the delegated authority to assess applications due to hardship and payment arrangement plans from any customer after receiving a written request and in cases of genuine hardship each case is to be referred to Council for consideration in accordance with Councils adopted policy.

To establish guidelines for the General Manager and staff when dealing with ratepayers, suffering genuine financial hardship, with the payment of their rates and charges.

To fulfil the statutory requirements of the Local Government Act, 1993 with respect to the ability to grant provision and give special consideration to ratepayers subject to financial hardship.

Determination of Eligibility

The criterion for financial hardship involves an inability of the ratepayer to pay their rates, rather than an unwillingness to do so. Hardship may result from any of, but is not limited to, the following:

- Loss of employment by ratepayer or family member.
- Family breakdown.
- Ongoing or long term illness of the ratepayer or family member.
- Death in the family.

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- Loss of income due to natural disasters or drought.
- High rate levy increase due to revaluation.

To request consideration for a concession under the hardship policy, the ratepayer must submit in writing a signed and dated application stating the nature of the hardship and the estimated period over which the hardship will be experienced.

- Evidence confirming the ratepayer's hardship status must accompany the application in one of the following forms:
- Evidence in writing from a third party such as the ratepayer's bank manager or accountant;
- Copy of recent bank statements for all accounts.
- Evidence in writing from a recognised financial counsellor;
- Statutory declaration from a person familiar with the ratepayer's circumstances who is qualified to provide Council with a clear, unbiased assessment of the ratepayer's hardship status, such as a carer, power of attorney or a medical practitioner.

Council may request additional information to confirm the ratepayer's hardship status if deemed necessary and may also request the ratepayer attend an interview to assist Council in the understanding of the issues causing hardship.

Hardship Concession Provisions

Once the ratepayer has submitted the application, the Revenue Officer will make an assessment based on the merit of the individual case against the eligibility conditions within this policy, and will make a recommendation to the General Manager regarding the actions that may be taken in relation to the particular hardship case. Available options are:

Defer outstanding amounts for a set period of time

Periodic Payment Arrangements

Section 564 of the Local Government Act provides that Council may enter into a formal agreement with a ratepayer eligible for alternative periodical payments for due and payable rates and charges. A periodic payment agreement will be offered in accordance with Council's Debt Recovery Policy. Interest will apply unless specifically stated otherwise on outstanding balances but allow ratepayers the required time to make payments without any legal action being undertaken by Council to recover rates and charges.

Charge interest rate of 0% on overdue amounts for a set period of time

Writing off accrued interest and costs

Accrued interest on rates or charges payable by a person may be written off under Section 567 of the Local Government Act 1993, if:

- The person was unable to pay the rates or charges when they became due for reasons beyond the person's control,
- The person is unable to pay accrued interest for reasons beyond the person's control, or
- Payment of the accrued interest would cause the person hardship.

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Extend pensioner concession to avoid hardship

Section 577 of the Local Government Act, 1993 enables Council to make an order deeming certain persons who are jointly liable with an eligible pensioner(s) or solely liable, but who are not themselves eligible, to be eligible pensioners for the purpose of a mandatory reduction in rates and charges to avoid hardship.

Pensioner Abandonments

Section 582 of the Local Government Act, 1993 enables Council to waive or reduce rates, charges and accrued interest due by any person prescribed by the regulations who is in receipt of a pension, benefit or allowance under the Social Security Act 1991. Thus, council may, in its absolute discretion, further reduce on a voluntary basis (with no subsidy from the state government) rates and charges otherwise payable by an eligible pensioner. Council may also agree to allow the remainder of pensioners' rates, after concessions have been deducted, to accrue against the future estate or sale of the land in appropriate cases.

General Revaluation of the Local Government Area

- Section 601 of the Local Government Act, 1993 provides that where any ratepayer who suffers substantial hardship as the consequence of the making and levying of a rate following a new valuation, may apply to Council for rate relief.
- Council will not consider hardship applications under this provision, as valuations are independently determined by the NSW Valuer General. Council will encourage ratepayers to make an appropriate application under the appeal provision of the NSW Valuation of Land Act 1916.

Assessment Process

Each case will be considered individually and on its merits and will take into account, but will not be limited to:

- The property for which the hardship application applies must be the principal place of residency of the applicant/s if categorised as "Residential" for rating purposes.
- The property for which the hardship application applies must be categorised as "Residential" or "Farmland" for rating purposes.
- The applicant must be the owner or part owner of the property and be liable for the payment of rates on the property.
- The ratepayer's financial circumstances, including income and expenses from all sources.
- The amount of rates levied compared to the average rates levied of the rate category or sub-category.
- Repayment history, including any previous defaults or arrangements.

Council will consider hardship applications in closed meetings and personal information will remain confidential. The ratepayer will be informed of Council's decision in writing and if not satisfied with the outcome can request the Council to reconsider its decision.

If the ratepayer continues to experience hardship after the concession period approved by Council has expired, then a new application must be made by the ratepayer. In such circumstances evidence provided with the initial application may be used to confirm the

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ratepayer's hardship status, however Council may request additional information to confirm the ratepayer's current hardship status if deemed necessary.

Hardship Concession Termination

The concessions granted may be withdrawn for any of the following reasons:

- The ratepayer no longer owns the land.
- The ratepayer advises Council that the hardship no longer applies.
- The ratepayer defaults on a payment arrangement if a payment arrangement has been entered into,
- Council receives information that proves the hardship no longer exists.

Where property ownership changes on any assessment with a rate deferral agreement in place, all rates and charges must be fully paid at the point of this change. Hardship concessions are not transferable.

Scope (who does the policy apply to?)

This policy applies to eligible ratepayers within the Narrandera Shire Council Local Government area who are experiencing genuine financial difficulties in paying their rates and charges.

Definitions

"Farmland" Land categorized as farmland under Local Government Act 1993 Section 515
 "Residential" " Land categorized as Residential under Local Government Act 1993 Section 516

Related Legislation/Guidelines/Narrandera Policies and Associated Procedures (List them)

- Local Government Act 1993
- Office of Local Government "Debt Management & Hardship Guidelines" November 2018 ISBN 978-1-922001-76-4

Policy History

Endorsed by relevant Committees (name) and date
 Adopted by ELT
 Adopted by Council
 Reviewed
 Amended

Authorised Staff to Insert CEO Signature Here

Signed: General Manager

Date:

Strengthening local government

Office of Local Government
**DEBT MANAGEMENT
AND HARDSHIP
GUIDELINES**

November 2018



GUIDELINES UNDER SECTION 23A OF THE
LOCAL GOVERNMENT ACT 1993

DEBT MANAGEMENT AND HARDSHIP GUIDELINES

NOVEMBER 2018

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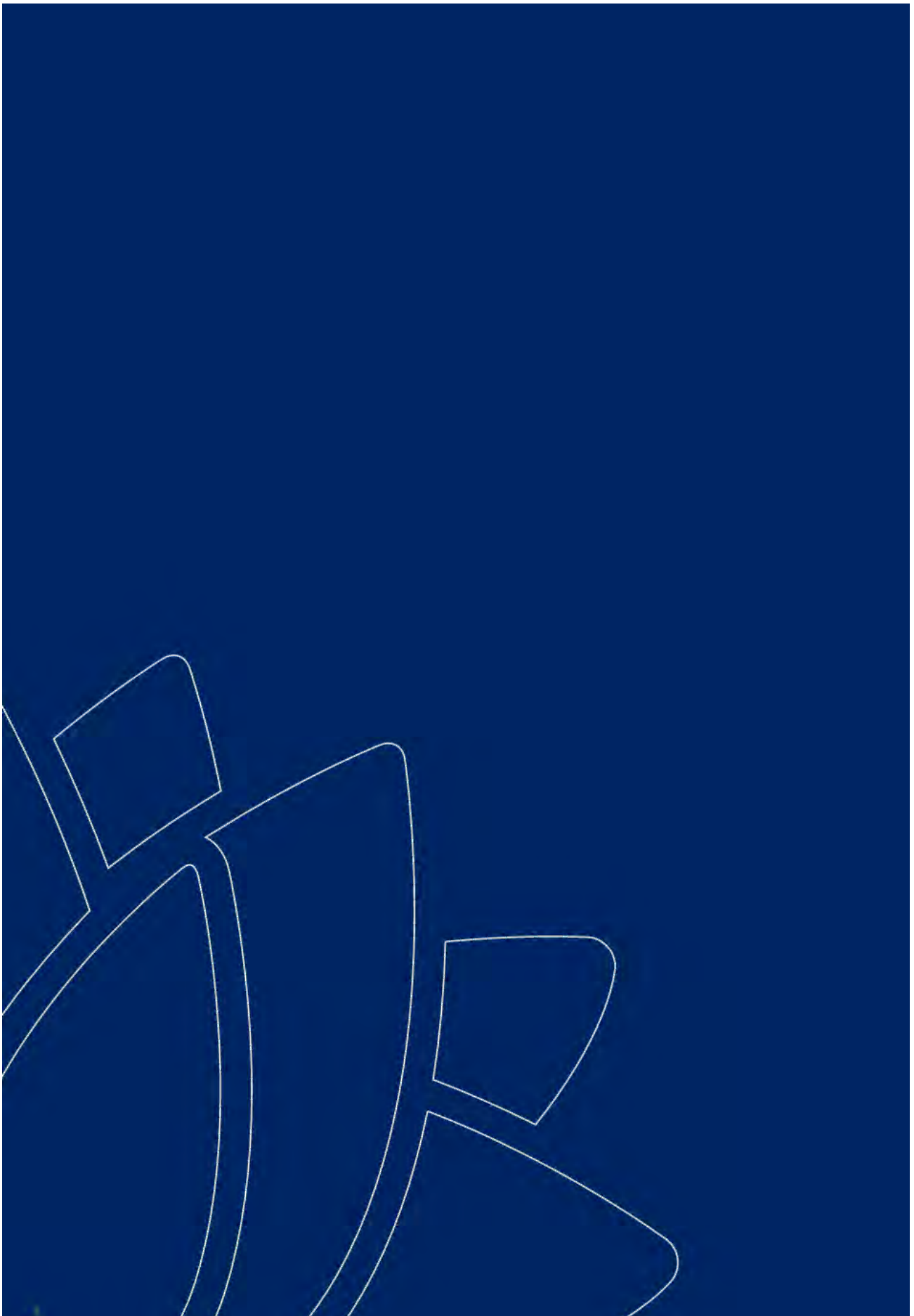
ISBN 978-1-922001-76-4

This document was drafted by the NSW Office of Local Government

This document should be cited: NSW Government (2018), NSW Local Government Debt Management and Hardship Guidelines, Nowra, NSW.

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Foreword

Council rates and charges fund a vast array of services, infrastructure and facilities that local communities rely on. It is therefore vital that councils have good policies and processes in place to ensure rates and charges are collected promptly, fairly and efficiently, while minimising the risk of debt from overdue payments.

Local communities expect governments, including councils, to have modern payment processes in place that best suit current day needs, including electronic payments of rates and charges and options to smooth out payments across the year for more substantial bills.

It is important for councils to recover debt from unpaid rates and charges fairly and equitably. Councils are encouraged to give special consideration for people facing hardship to limit unnecessary fees, interest and legal costs that can cause additional financial stress in difficult times.

To support NSW councils to develop and apply modern, fair and effective debt recovery and hardship policies and practices in line with the requirements of the *Local Government Act 1993*, the NSW Office of Local Government, in conjunction with the NSW Department of Justice, has published these section 23A Debt Management and Hardship Guidelines.

The Guidelines set out information that councils must take into account when developing and implementing debt management and hardship policies, as well as best practice examples of easy-to-follow communication, hardship assessment, early mediation and dispute resolution.

They should be implemented alongside appropriate financial management practices to enable councils to maintain financial sustainability and achieve financial performance benchmarks.

Tim Hurst
Chief Executive
Office of Local Government



Part 1:
Debt Management
and Hardship for
Local Government



1.1 Introduction

NSW councils collect rates and charges each year in line with the *Local Government Act 1993*. Councils receiving funds on time are in a better position to be financially sustainable and continue to deliver the services and facilities local communities need and expect.

Each council should adopt robust, fair and transparent policies and procedures outlining how they will communicate with ratepayers, collect monies owing, assess hardship claims and, where necessary, recover overdue payments to manage debt.

Good debt management by councils generally flows from having good rates and charges collection processes in place.

The Office of Local Government has worked with the NSW Department of Justice to prepare these *Debt Management and Hardship Guidelines*.

The Guidelines support councils to review and update existing debt management policies and practices to collect rates and waste charges, water and sewerage charges, and align them to best practice across the sector. They provide guidance on proactive measures councils can take to ensure prompt payment and minimise default, as well as how to follow up ratepayers and recover any debts incurred fairly and effectively.

When recovering debt, and at other times, councils must consider whether a ratepayer is facing hardship and the best way to support a person in hardship to pay their bills. Guidance on developing relevant hardship policies and procedures is also included.

Councils must take these section 23A Guidelines into account when exercising debt management and hardship functions or making relevant decisions. Debt Management and Hardship policies may be prepared separately or as a comprehensive article but must be integrated in their application.

Some helpful definitions for key terms in these Guidelines are set out at **Appendix A**.

1.2 Status and scope of Guidelines

The Guidelines are issued under section 23A of the *Local Government Act*. Councils must therefore take the Guidelines into account when implementing local debt management and hardship policies and/or procedures. They apply to all NSW councils, whether or not debt recovery functions are outsourced.

While the Guidelines have been developed with particular reference to collecting debts from individual ratepayers, much of the information will also be relevant to the collection of other debts, such as from businesses or other organisations.

Councils must always seek and be guided by their own independent legal advice on these matters.

The Guidelines have drawn on best practice material in a number of NSW council policies and the *Debt collection guideline: for collectors and creditors (Commonwealth, 2015)* and the *Debt Recovery Guidelines – Responsible collection of State debts: Guidelines for Revenue NSW to collect State debt* (Revenue NSW). Valuable and timely feedback from the Revenue Professionals and a number of its member council practitioners is also acknowledged.

1.3 Objectives

The Guidelines assist councils to develop policies and procedures that provide for:

- efficient and effective collection of council rates, charges and outstanding debt
- contemporary and flexible options to collect money from ratepayers
- fair and equitable treatment of ratepayers, including those facing hardship
- how to identify and work with ratepayers in hardship when collecting money
- reduced use of expensive court processes to recover debts
- improved financial sustainability of councils, including performance in managing outstanding rates and charges, and
- compliance with legislative requirements, including the *Local Government Act* and privacy laws.

1.4 Legal framework

The *Local Government Act* provides the legal framework for how councils set and levy rates and charges each year and recover debt from overdue rates and charges, including for waiving or reducing rates in cases of hardship. A best practice debt recovery summary flowchart is set out at **Appendix B**.

Rates and charges are set in a council's Revenue Policy as part of their Integrated Planning and Reporting requirements. Rates and charges are made by 1 August each year. Notices state rates owing, any arrears and interest, any postponed rates, amount due and date to pay. Notices also advise that interest accrues after the due date, at a daily rate set by council up to a cap set yearly under the *Local Government Act*.

Councils are permitted to agree to periodic payments of rates and charges, write off accrued interest and postpone rates payments. In extreme cases, councils may also sell land to recover unpaid rates and charges. Councils may also provide discount incentives for prompt payment in full, if desired.

Hardship provisions are stipulated to encourage councils to have fair and equitable policies in place to assess hardship claims, particularly for pensioners, and procedures that make it as easy as possible for ratepayers in hardship to pay.

The NSW Government encourages councils to incorporate modern and flexible periodic and electronic payment systems and other incentives to make it as easy as possible for ratepayers to pay promptly and to minimise the risk of debt.

Relevant legislative excerpts from the *Local Government Act* and a list of other relevant laws are at **Appendix C**.

1.5 Principles

The advice and options in this Guideline are based on best practice from across the local government sector, with reference to a set of guiding principles.

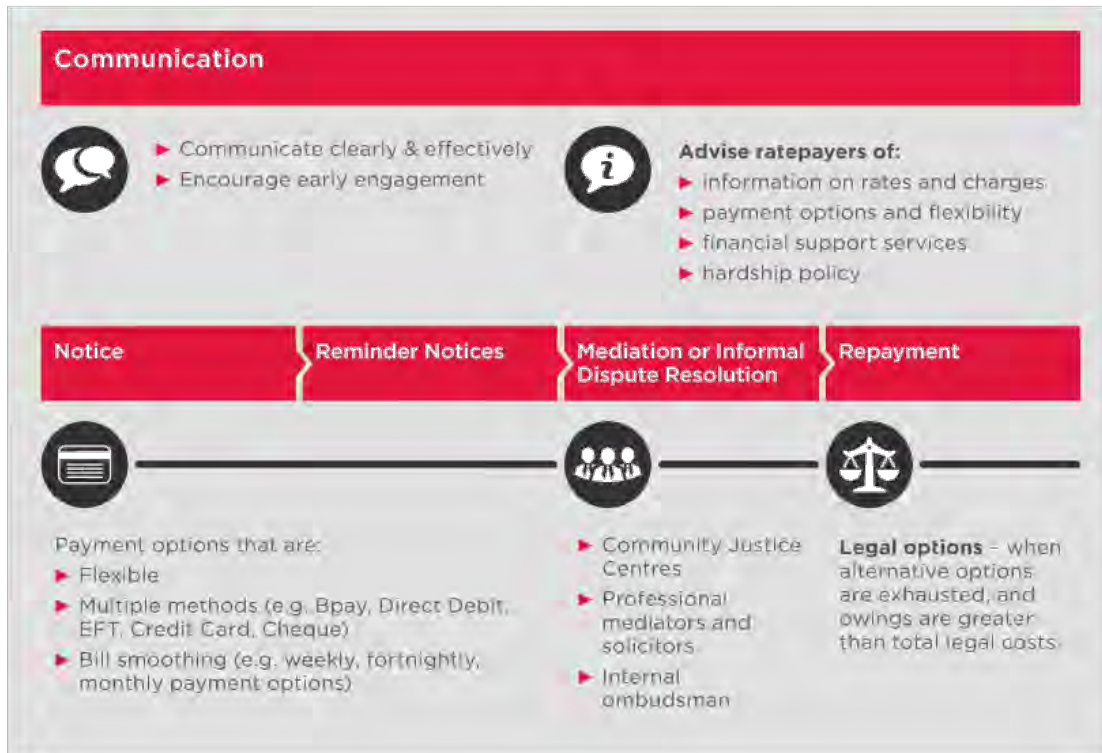
Councils should consider the following guiding principles in establishing or reviewing their own policies and practices to support effective debt management:

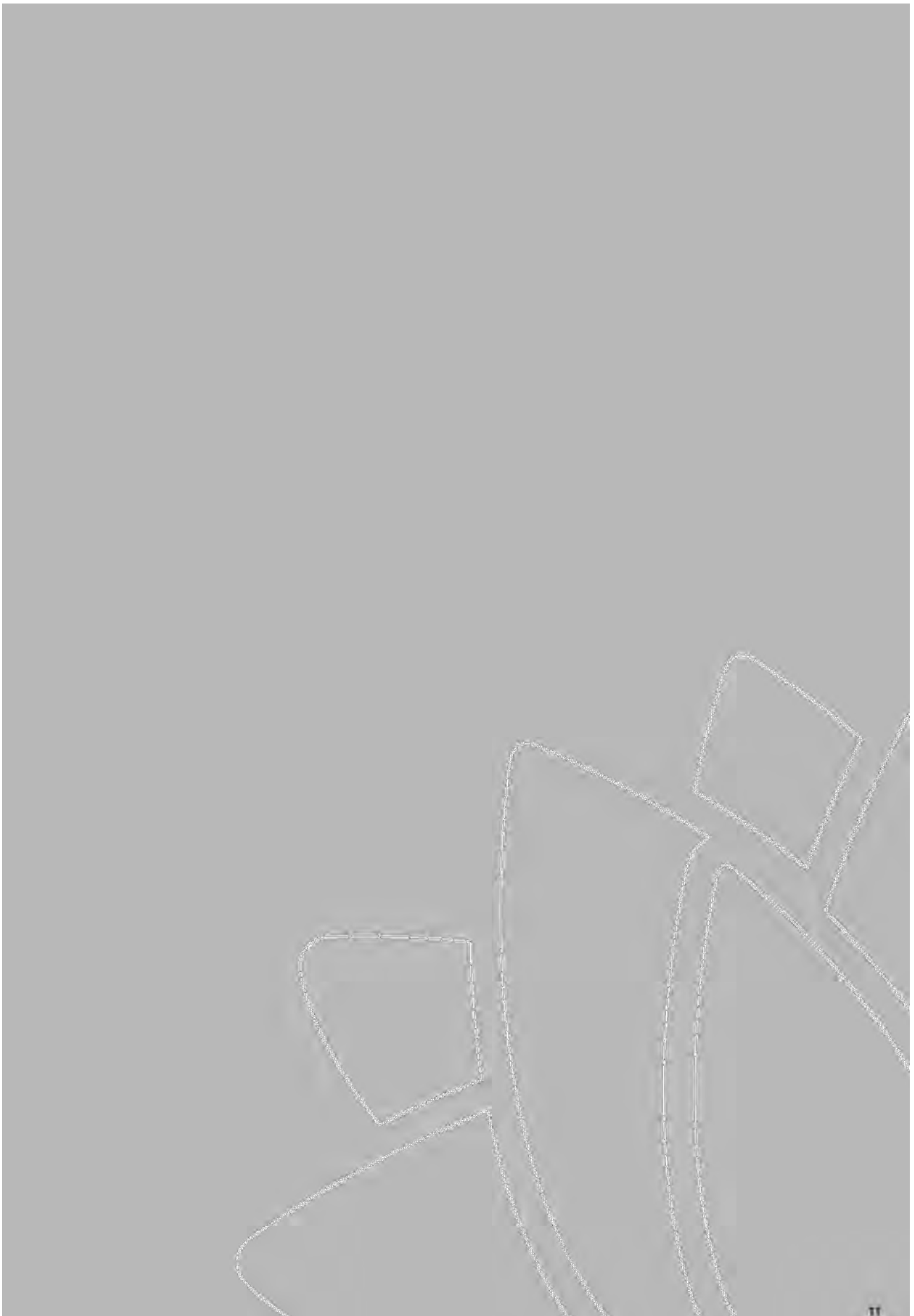
- **clear and accessible communication** – easy-to-understand information about rates and charges, how to pay, hardship, who to contact and the council’s approach to overdue rates and dealing with hardship claims
- **local flexibility** – providing payment options and processes that meet local needs and the special circumstances of those facing hardship

- **fair, equitable and respectful treatment** – of all ratepayers, including respectful communication with those facing hardship
- **a ‘stop the clock’ approach** – to suspend debt recovery, legal action and interest accrual while a ratepayer’s hardship application is awaiting determination, or while they are complying with an approved payment arrangement
- **informal action first** – timely action to prompt payments and communicate relevant information when following-up overdue amounts prior to taking formal action
- **minimise costs** – try to achieve payment without increasing ratepayer debts
- **maintain confidentiality and privacy** – information provided by applicants is treated confidentially and only used for appropriate purposes, such as to assess a hardship application
- **regular review of policies and procedures** – to identify good practice and areas for improvement, and
- **consistent debt management and hardship approaches and policies.**

1.6 Good practice summary flowchart

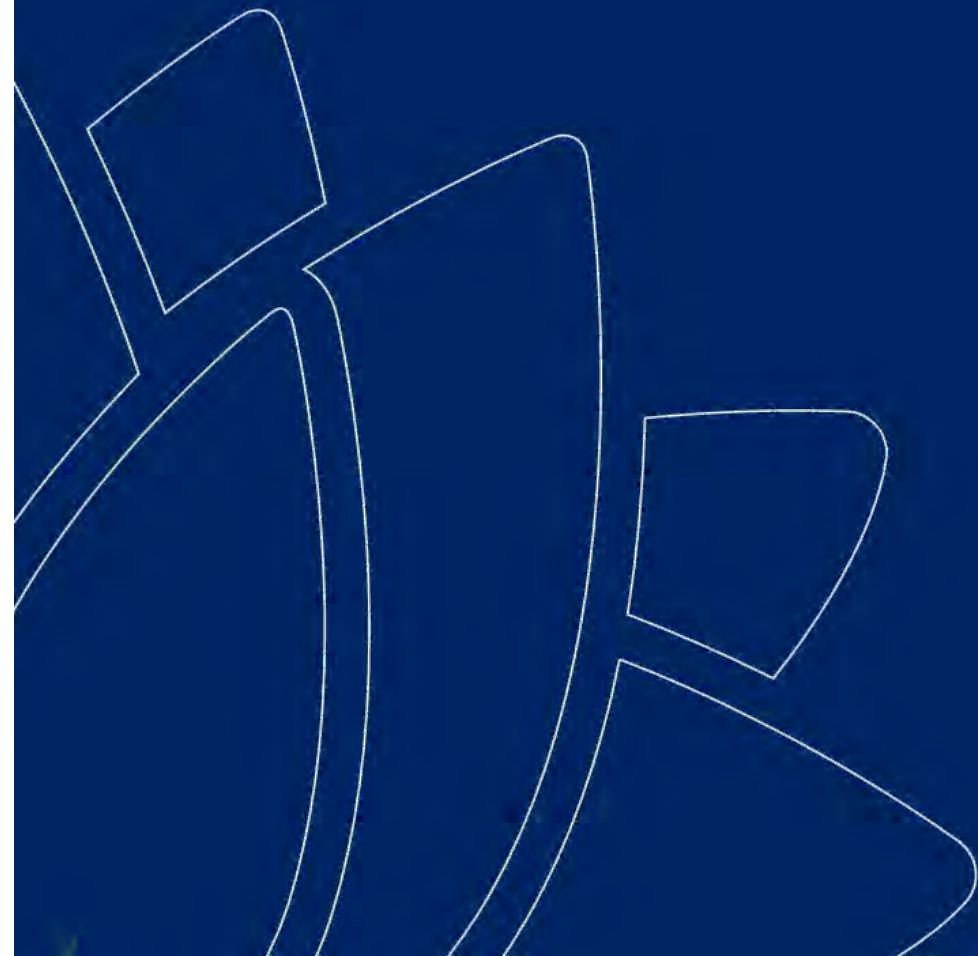
Figure 1 below summarises the good practice approaches to debt recovery and hardship taken by a number of NSW councils. These are further expanded on and explained in the following sections of the Guidelines.





Part 2:

Ensuring prompt payment



When ratepayers act and pay promptly, and when councils are fair and realistic, the need for debt management is reduced. Below are some practical ways that councils can assist ratepayers to act promptly to meet their financial commitments.

- translating material into other languages commonly used in their local area or including a list of local language services
- promoting flexible payment options in other communication materials, and
- improving access to policies, e.g. having key search terms to find them online (i.e. "debt recovery", "local government", "rates", "hardship").

Councils may also consider offering a discount on rates for ratepayers that promptly pay their rates in full under section 563 of the *Local Government Act*.

2.1 Information for ratepayers

Most ratepayers act responsibly if they are given enough information about the rates and charges they owe, as well as reasonable opportunity and flexibility to pay in an easy and timely way that takes their needs into account.

Councils should support this approach by ensuring that their policies and procedures:

- allow for alternative payment options including flexible payment arrangements before rates are due – for example, periodic payments (i.e. weekly, fortnightly, monthly or quarterly), and electronic payment options
- authorise council staff to make suitable payment arrangements with ratepayers that have not paid on time, such as a Time to Pay agreement
- include helpful information on rates notices to encourage ratepayers to contact council early if they may have difficulty paying, and
- encourage staff to refer ratepayers making enquiries to financial counsellors and other low cost support services.

Councils can take proactive steps to reduce overdue payments and support ratepayers experiencing hardship such as:

- promoting debt recovery and hardship policies
- developing clear, simple information, such as 'fact sheets' about rates and charges and options available to make sure they are paid on time

2.2 Rates and charges notices

Councils recover rates and charges owed by issuing a notice under section 546 of the *Local Government Act*. Information that must be included on rates and charges notices is listed in clause 127 of the *Local Government (General) Regulation 2005*.

Some ratepayers have difficulty navigating and understanding the complex and detailed information in rates notices. To support understanding and timely payments, councils should include in their policies and procedures how they will ensure notices have accurate, easy to understand and accessible information.

For example, while formatting is not prescribed, councils should design rates notices to be accessible and easy to understand. Councils with diverse communities should consider translating key information on rates notices into relevant languages.

Some important information to highlight prominently on, or with, notices includes:

- name of rateable person – every effort should be made to identify this
- the rate or charge amount due
- any outstanding rate or charge overdue and any interest charges
- when each payment is due
- payment options
- how to contact the council with any questions about the notice
- where to go for further information, such as a link to the council website, on:
 - a council's financial hardship policy
 - any English as a Second Language (ESL) services, and
 - local financial counselling services.

Good Practice Case Study

A number of councils are sending out a flyer with their rates notices to provide advice to ratepayers about what to do if they cannot pay on time.

2.3 Modern and flexible payment options

Ongoing advances in technology are making it easier than ever for councils to create easy payment options for ratepayers. Communities expect councils to provide modern and flexible options that support easy payment and take into account different needs and circumstances.

Electronic billing and payments

Electronic billing and payments help to make sure that bills are received and payments are made on time, including for ratepayers living or travelling outside the local government area, and allow ratepayers to schedule payments and avoid going in person to a council during regular work hours.

NSW council policies should enable ratepayers the opportunity to make payments electronically and enable ratepayers to enter into an agreement to receive their rates notices electronically (via email).

Periodic payments and payment smoothing

Most people need to budget in advance for significant annual expenses, such as rates, waste, water and sewerage charges, as well as other utilities and insurances.

Councils should provide flexible options to enable periodic payment as do most modern businesses and governments. This may include 'payment smoothing' to reduce the impact of large bills by spreading payments evenly out across the year.

Allowing ratepayers to make small, consistent payments helps councils obtain rates and charges on time and helps ratepayers manage their budget more easily. Councils should consider combining this with a direct debit option, potentially with a discount incentive, to create seamless, automatic payments.

Council should enable periodic payment options, including payment smoothing, to help ratepayers pay on time. This may be as frequently as monthly, fortnightly or weekly to balance convenience to ratepayers with what is practical for councils.

Section 564 of the *Local Government Act* enables councils to enter into agreements with ratepayers that allow periodic payments to be made, at the council's discretion.

Councils should consider preparing a template agreement to make it easier to provide this option to all ratepayers.

Centrepay

Centrepay is a voluntary way for people to pay bills directly from their Centrelink payments through regular automatic deductions.

Councils should consider using and promoting Centrepay to ratepayers as an easy way to pay rates and charges through regular deductions from Centrelink payments. There is no cost to the ratepayer and councils pay a small transaction fee based on an agreement negotiated with the Commonwealth Department of Human Services.

Benefits to councils include reduced administrative costs, a secure option that helps ratepayers on lower fixed incomes to automatically pay bills on time, and a reduced risk of overdue rates and charges and recovery costs. Further information is at: www.humanservices.gov.au/individuals/services/centrelink/centrepay

2.4 Contacting ratepayers, currency of contact details and privacy laws

Councils should include information in their policies and procedures about their approach to proactively contacting ratepayers to collect rates and charges and recover debt beyond the legal requirements to serve rates and charges notices under section 127 of the *Local Government (General) Regulation* (see **Appendix C**).

Policies and procedures should include information about:

- **reasonable and appropriate contact** – for the council to contact a ratepayer about rates and charges payments and any outstanding debt
- **ensuring contact details are current** – for what a council will do in this case, for example, if a rates notice is returned to the council
- **reasonable and appropriate follow-up** – to again contact a ratepayer
- **conduct towards a ratepayer** – in line with the law and the council's Code of Conduct and including respect and courtesy as well as protection from misleading, humiliating, intimidating, demeaning or abusive conduct
- **how information will be used and confidentiality and privacy will be maintained**, and
- **strategies for dealing with inappropriate behaviour from ratepayers** – potentially including training, escalation of matters to be handled by senior staff and ceasing contact in extreme situations.

Councils, or their debt recovery agent if this function is outsourced, should proactively update contact details and contact ratepayers about rates and charges owed, and outstanding debts while maintaining confidentiality and meeting privacy protection laws.

Councils should consider reviewing their Privacy Management Plans and Privacy Notification/Consent Forms to ensure they have resident and ratepayer permission to share personal information between internal business units of the council for general administrative purposes, including the collection of rates and charges.

Taking a proactive contact approach will help resolve payment issues and outstanding debt quickly and cheaply with little adverse impact on finances and ratepayers.

Appendix D to this Guideline provides further detail about best practice on contacting people to recover debt based on other relevant debt recovery guidelines.

2.5 Payments by pensioners

Under the *Local Government Act* eligible pensioners are currently entitled to a \$250 discount on their annual rates and domestic waste management service charges, as well as an \$87.50 discount on each of their annual water and sewerage charges in NSW, with the subsidy cost shared between the NSW Government (55%) and councils (45%).

Councils can choose to provide and meet further pensioner discounts on these rates and charges for hardship or in certain circumstances (s575).

The Local Government Act outlines separate requirements and flexibility for pensioners in relation to overdue rates and charges which councils must consider when adopting local debt management and hardship policies. Councils should balance the need to ensure financial sustainability with factors such as local socio-economic conditions and social justice principles.

Strategies councils should consider for pensioners include:

- working to achieve payment through informal means
- actively promoting flexible payment options, such as time to pay (s564)
- mandatory review before commencing legal action to recover debts
- deferring rates payments
- writing off debts (s582 and 583), and
- considering individual circumstances of pensioners.

These strategies are also relevant for other ratepayers.

Further information about pensioners is under **section 3.4** and **section 4** of these Guidelines.

2.6 Measuring council performance

Councils should monitor and report on their financial performance to ensure they are financially sustainable. This reporting provides each council with a means to check how they are going over time and identify areas where further attention is needed.

A key indicator of council financial performance is outstanding rates and charges. For this purpose, these payments are outstanding if they have been overdue for at least 30 days.

The local government performance indicator for outstanding rates and charges is presented as a ratio. This ratio reflects the impact of uncollected rates and charges on liquidity and the efficiency of council’s debt recovery practices by comparing outstanding amounts to the total amount of rates and charges levied by each council.

The Office of Local Government has set councils a performance benchmark of:

- less than 5% for councils in city and coastal areas, and
- less than 10% for other regional and rural areas.

In 2016-17, outstanding rates and charges for NSW councils ranged from 1.1% to 35.7%, with outstanding amounts owed ranging from \$140,000 to \$25.98 million. The figures clearly show that, while some councils are meeting their performance benchmark, others are not.

Councils should regularly check the total value of outstanding rates and charges as well as their performance against the State-wide performance indicator.

Part 3:

**Recovering debts fairly
and effectively**



Councils and communities rely on rates and charges to fund vital local services and facilities. Councils need effective debt recovery policies in place to recover rates and charges in a timely way to ensure they remain financially sustainable and able to continue to deliver quality services.

However, from time to time some ratepayers will face difficulties, such as loss of employment or illness, and councils need to take a fair and flexible approach to managing their debts.

To balance these considerations, councils should have policies that first seek to recover outstanding payments using a fair and effective process that promptly determines how each debt will be paid outside a formal court process. This minimises overall costs to the individual ratepayer, who may already be facing difficulties, and cost to the community.

Council Activity in the NSW Local Courts

In 2013 NSW councils filed 34,098 actions in the Local Court. Of these claims, around 95% were for unpaid rates and charges. The average claim was \$1,600 and over 80% were for less than \$2,000. Almost 70% of these matters settled, were paid or written off by councils prior to judgement.

In around 27% of these matters the ratepayer did not file a notice of defence in the court action. This means that these ratepayers were either not aware of the proceedings, did not understand the court process, were not willing to make a response to the claims, or were unable to seek representation.

3.1 Debt management options

Each council should determine how best to resource their debt collection and recovery role based on local circumstances and need.

While some councils undertake this role in-house, others engage professional businesses or debt recovery agents.

Agents acting on behalf of councils do so under express or implied authority. The council is ultimately liable for the agent's actions in recovering debt and the debt management process, as for any in-house debt recovery process.

Where councils choose to outsource debt collection and recovery, they should have appropriate contracts and operations in place that take into account **sections 2.4** and **3.2** of these Guidelines and the following principles:

- **contacting ratepayers** - this should require clear, fair and efficient processes to identify, locate and contact ratepayers to recover debt
- **provision of information and documents** - this should facilitate prompt and efficient processes for agents relaying requests to the council, and for councils to respond to those requests, and for collection activity to be suspended at times when it is arranged for the council to respond directly about account information or documents

- **conflicts of interest** - this should require any conflicts to be identified, declared and managed, including circumstances where the same business is performing other work for the council and/or is representing council in any subsequent legal action
- **personal conduct** - this should require agents to approach ratepayers with respect, courtesy and discretion
- **pensioners and others facing hardship** - this should set out special requirements for how these ratepayers are to be assessed and managed to meet council's legal obligations and policies
- **use of alternative resolution options** - this should set out the council's requirements around attempting to resolve matters informally before filing in court and/or to follow certain dispute resolution guidelines or procedures, and
- **confidentiality and privacy** - this should set out how personal information must be managed, including limiting provision and use of information.

3.2 Reminder notices and payment arrangements

Even councils that proactively use best practice to support ratepayers to pay rates and charges on time will have some outstanding payments to manage each year.

Councils are required to issue an annual rates and charges notice and reminders of each quarterly instalment one month prior to the relevant due date.

If a rates instalment is overdue, councils should issue ratepayers with a reminder notice, advising that full payment is required by a stipulated due date, unless a payment agreement has been made or a deferred payment has been approved.

Where contact details are out of date or rates notices are returned to the council, there is little advantage in issuing multiple reminder notices. In this case, councils should make attempts to obtain current ratepayer contact details. See **Appendix D** for information about how some councils achieve this.

Payment arrangements and repayment negotiations

Generally, if a ratepayer fails to meet two payment arrangements, councils issue a reminder notice advising that full payment is required within the date specified, after which debt recovery action will commence.

Councils are encouraged to work with ratepayers by taking a flexible and realistic approach, such as by:

- making reasonable allowances for ongoing living expenses
- considering if the ratepayer is on a fixed low income (for example a disability pension or other welfare payments) and prospects of future income, and
- any other debts owing to different creditors.

Under no circumstances should councils provide ratepayers with financial advice. Any repayment arrangement reached should be fully and accurately documented and a copy provided to the ratepayer.

Where this prompts a ratepayer to reveal financial or other difficulties preventing payment, councils should follow special policies and procedures to assess and deal with hardship, as discussed in **Section 4**.

Council policies and procedures should include information about how best to deal with non-payment.

*Councils should consider checking currency of contact details at the reminder notice stage, if they appear out of date, and how best to bring the notice to the ratepayer's attention (see also **section 2.4 and Appendix D**).*

Some councils offer prominent 'Change of Name' and 'Change of Address' services online for ratepayers and regularly undertake electronic ratepayer contact detail updates.

Councils should develop a template reminder notice for overdue payments including:

- amount owing and date on which payment was due
- any interest charges that apply, or will apply, under the Act
- advice that the ratepayer should contact council immediately to discuss an alternative payment arrangement if unable to pay in full
- contact details to discuss the debt
- advice that the council officer will be respectful, courteous and discreet when working with the ratepayer to resolve the matter
- notification that, if payment is not made, council will first seek resolution through internal dispute resolution but may need to resort to legal proceedings
- notification that all legal costs and expenses incurred in recovering rates will be charged against the property under the Act
- advice where to find further information about local support services, including free legal advice or financial counselling
- confirmation that council may agree to a payment arrangement before or after legal action has commenced but may continue legal action if the ratepayer does not comply with their arrangement with council, and
- notification, if relevant, that the ratepayer will be listed on the Credit Reference listing by credit bodies if payment is not made by a certain date.

If a ratepayer does not pay by the date on the reminder notice, council should consider issuing a final notice or letter of demand before taking legal action. Council should again try to find current contact details prior to sending the notice.

The final notice should repeat the reminder notice information, refer to the previous reminder notice and confirm that council will take further action without notice unless payment is made or the ratepayer negotiates an alternative arrangement with council.

3.3 Counselling, mediation and informal dispute resolution (IDR)

Local court data shows that councils file many claims for small debts at a much greater rate than State and Commonwealth governments, electricity and water providers combined. This results in unnecessary time, cost, use of court resources and stress on ratepayers. It can also indicate poor debt management practices.

Council should let ratepayers know about legal and financial counselling options, as well as any mediation or dispute resolution processes in place to help resolve issues.

Importantly, if a ratepayer is actively participating in a dispute resolution process, has made an application for financial hardship that has not yet been determined, or is complying with a payment arrangement made with a council in good faith, any action to sell the debt, retrieve the debt or start legal proceedings should be suspended (and then only be commenced if liability is confirmed).

Any business or agent acting on the council's behalf must also be aware of the council's policy in relation to mediation and dispute resolution. Further detail about different levels of mediation and dispute resolution is below.

Referring ratepayers to legal and financial advice

Councils can outline options for ratepayers to access support services to help resolve legal or financial issues and/or negotiate arrangements to manage debt. This will be mutually beneficial as it may result in an early agreement about payment arrangements.

Community legal centres and financial counsellors assist people resolve debt issues by providing free, tailored expert advice. Solicitors from these centres or Legal Aid can provide legal advice and assistance to ratepayers.

Financial counsellors provide a mix of social, financial and paralegal advice and advocacy on debt issues. Assistance can include:

- assessing whether or not the debt is legally owed
- advice around protected income and assets (in broad terms, where a ratepayer's sole income is social security and they have only basic household assets, a creditor may be unable to enforce a debt against them), and
- advice about budgets, options for reducing expenses and possible debt repayment strategies, and
- negotiating with other creditors to free up income that can assist people to pay rates and other essential charges.

Support services councils should refer ratepayers to

*www.moneysmart.gov.au/managing-your-money/managing-debts
Financial Advice, including financial counsellor search function*

*www.legalaid.nsw.gov.au/get-legal-help/find-a-service
Legal Aid service (Legal Advisers)*

*Community Legal Centres in different local government areas:
www.clcnsw.org.au/find_legal_help*

Mediation, negotiation and informal dispute resolution (IDR)

Mediation or informal dispute resolution is a quick, cheap, flexible and confidential process. It can help preserve business or personal relationships.

Mediation or informal dispute resolution is a key option to support councils to reach a payment arrangement with a ratepayer and many councils report high success rates using this. This should occur before any legal action is commenced. It may also occur during resolution of a legal claim or after a court has made a judgement.

Council policies should include Informal Dispute Resolution options. Timely mediation to resolve debt informally, prior to filing in court, benefits both councils and the ratepayers. It is effective and efficient best practice.

Options for mediation and informal dispute resolution differ across NSW and include:

- **Community Justice Centres** - these centres provide free, community mediation services and can assist with many disputes, including debts
- **Professional mediators and solicitors** - a list of people able to assist at cost is available through the Law Society of NSW and District Court of NSW - this is usually only appropriate for larger outstanding debts, and
- **Internal Ombudsmen.**

3.4 Specific considerations for pensioners

Where a ratepayer that owes council a debt for rates and charges is a pensioner, additional options for support and flexibility may exist.

Councils should bring these options to the attention of ratepayers as soon as possible to minimise further costs accruing to those ratepayers and should set out in their policies and procedures how pensioner matters will be handled and relevant factors to consider in assessing applications.

For further information about pensioners refer to **Section 4** of these Guidelines.

3.5 Water and sewerage charges

Like rates and waste charges, councils levy ratepayers for water and sewerage services council provides. To the extent possible, the overall debt collection and recovery process should be consistent with the recovery of rates and charges.

Also like for rates and waste charges, pensioners are eligible for a discount on their water and sewerage charges.

While some special considerations apply to collecting these charges and responding to overdue payments, councils should also ensure they have appropriate policies and procedures in place to manage non-payment for water and sewerage charges.

Notifying ratepayers and occupiers

Particular considerations that should be included as part of these policies will apply where council may consider restricting water supply due to non-payment.

Councils should be aware that:

- a decision to restrict water supply must be consistent with the *Local Government (General) Regulation* and allow sufficient water use to maintain personal hygiene
- if payment is not made after a reminder notice is issued, council may choose to issue a notice of Intention to Restrict Water Supply
- notices should advise what action will be taken and a time period set by council, together with other matters usually set out on a reminder notice for rates
- notices should be sent to the legal owner of the property affected at his or her last known address and a copy sent to the 'Occupier' at the property address
- if council receives no response to a Notice of Intention to Restrict, a further Water Restriction Notice should be served on the occupier, and, the property owner at their last known address. This further notice should state when service will be restricted, at least 7 days from the date of the notice
- arrangements for payment should not be entered into directly with tenants
- if payment is not received and a restrictor is installed, a notice should be given to the occupier advising that water supply has been restricted or, if that is not possible, left at the property address, and
- the final notice should state that water supply will not be restored until payment is made, including a reconnection fee.

- rates and charges in certain circumstances – clause 131 *Local Government (General) Regulation*
- accrued interest – s.567 *Local Government Act*
- pensioners' rates and charges – s.582 and 583 *Local Government Act*, and
- sundry fees and charges – s.610E, *Local Government Act* (after public notice).

Further information about the procedures for these actions is set out in the [Council Revenue and Rating Manual](#).

Bad debts may be written off by a General Manager with delegated authority. For example, an elected council may resolve that the General Manager can write off debts below a certain amount or in specific circumstances without council resolution in accordance with the *Local Government Act*, such as in cases where it is believed that an attempt to recover the amount would not be cost effective.

3.6 Writing off debt

If a debt cannot be recovered, or a council chooses not to take any further action, outstanding debts should be settled, where legally allowable.

One option is to reduce or write-off an outstanding debt. This can happen before, during or after any legal action is commenced, and may include:

3.7 External Dispute Resolution options

Businesses in many industries belong to an external dispute resolution (EDR) scheme. Specialist collection and debt purchasing agencies may also decide to join a scheme. At times, these schemes can help to resolve disputes that are unable to be resolved through the council's internal or informal dispute resolution processes.

Some councils are members of the Energy and Water Ombudsman scheme (EWON). Councils may wish to consider joining such a scheme for water charges. Further information is available at: www.ewon.com.au/.

The benefits of external review are that it provides an independent and transparent process to present a case, explain decisions and often resolve issues before the need for court action. It can also inform continual improvement in council policies and procedures.

Council policies should specify any circumstances in which outstanding payment issues are to be elevated to more formal dispute resolution processes.

3.8 Legal options

While there are a number of local government court claims for unpaid rates in NSW each year, only 0.1% go to a final hearing. Almost all disputes are resolved through negotiation or other informal dispute resolution processes prior to judgement, and this is often required before a claim can be heard.

Court claims dealing with unpaid rates and charges can waste time, resources and cause unnecessary stress to ratepayers. Excessive court claims by councils can be a sign of poor debt recovery practices.

Councils should take legal action in court as a last resort rather than a matter of practice. This should only occur if an informal payment arrangement with a ratepayer is not successful, a ratepayer breaches an existing payment arrangement or a ratepayer has a long history of not paying rates and charges.

In considering whether to commence legal proceedings, councils should also consider the amount of a debt, how overdue it is and action taken to date. Special considerations may apply if the ratepayer is a pensioner, has a mental illness, is in hardship or otherwise requires assistance to defend a legal claim.

Councils should develop and apply a set of principles or criteria as part of their policies to assist in their decision about whether to proceed with legal action. This could include whether the ratepayer has:

- attempted to contact council or make instalments
- previously failed to pay their rates
- complied with any alternative arrangements to make payments
- more than one rates instalment outstanding, and
- participated willingly in mediation or other attempts to settle the debt.

Filing in court

Only when other options are exhausted – and a council determines the next best option is to file in court – councils may use the NSW Department of Justice Online Registry to file forms including Statements of Claim and applications for default judgement. This may reduce the need to engage agents to file matters for councils. Further information is at: onlineregistry.lawlink.nsw.gov.au/content/.

NSW Government Civil Justice Strategy

The Department of Justice is developing a new Civil Justice Strategy that places a strong emphasis on dispute resolution prior to filing in court, particularly by State agencies and councils. This strategy recognises that more than 95% of court matters settle before final judgements and that the formal justice system should be involved in civil matters such as outstanding debts only where necessary.

Statements of Claim

Councils can recover debts in the Local Court for up to \$100,000. A flowchart of the debt recovery process is at **Appendix B**. The Small Claims Division handles debts up to \$10,000. This provides a lower cost process with less formality, less technicality in proceedings and fewer rules of evidence. Costs that can be awarded are therefore capped to a fixed amount. Most matters are usually dealt with by court assessors rather than magistrates.

Court orders and recovery action

The court may order that a ratepayer owes a council a debt. If not paid, the council or agent may take recovery action. This should only be authorised by a council officer with appropriate delegation. Council policies that contemplate legal action should provide guidance about how to choose an appropriate course of action such as an examination summons or garnishee order. Councils should only ever choose options that are commensurate with the nature of the debt owed.

Sale of land for unpaid rates

Under Chapter 17, Division 6 of the *Local Government Act*, councils are able to sell land to recover rates and charges in certain circumstances where the debts have been outstanding for more than five years. Councils should only resort to this option as a last resort, particularly where a ratepayer lives on the property and the debt owing is a small amount. Councils should be guided by sound policies and procedures if taking this action.

If a property is sold and the amount received by council is less than the outstanding rates and charges, the council should consider the debt paid in full as per Section 719 of the *Local Government Act*.

If the amount received is more than the amount outstanding, the council will hold the money for persons having estates or interests in the land immediately before the sale according to their respective estates and interests.

Section 720 of the *Local Government Act* provides for councils to pay the balance of the purchase money or any part of the balance to or among the persons who are, in its opinion, clearly entitled to it. Receipt by the person of any payment made under this section is an effectual discharge of the council's liability.

Part 4:

**Ensuring hardship is fairly
and effectively assessed**



Councils should act proactively, fairly, realistically and flexibly when they think a ratepayer may be experiencing hardship. They should also take into account the individual circumstances causing hardship. This will better ensure that the ratepayer is supported to meet their financial commitments.

Councils should ensure hardship information is easily accessible and understandable to ratepayers.

Councils should ensure that their hardship and debt management policies and procedures are integrated well, even if they are written as separate policies.

4.1 Understanding hardship

Hardship is difficulty in paying debts when repayment is due. Any person who cannot pay their rates or charges due to hardship can apply to council for assistance at any time. Ratepayers should be encouraged to seek assistance from the council as soon as practical. The council should then consider each case on its merits.

Short term hardship can arise from a temporary change in circumstances:

- Loss or change in income
- Illness
- Loss arising from an accident
- Natural disaster or emergency situation
- Death in the family
- Separation, divorce or other family crisis
- Family violence, and/or
- Some other temporary financial difficulty due to loss of income or increase in essential expenditure.

Many of the principles, policies and processes that apply to debt management, as outlined in the earlier sections of these Guidelines, also apply to hardship. Below is additional information that councils should take into account when preparing and implementing hardship policies and procedures.

Long term hardship can arise from any of the reasons listed above, or it can relate to the problem of managing living costs with a low or fixed income such as a pension or superannuation payment.

4.2 Clear and upfront communication with ratepayers about hardship

As for debt management generally, councils should adopt and widely communicate local hardship policies and procedures in an easy to understand and accessible format. This should include having fact sheets, forms and other information on the council's website.

Where possible, councils should include information about language services to support the hardship claim process.

Councils should additionally define and clearly communicate financial support contacts, or information about where contacts can be found, as part of their debt management and hardship communication strategies. Key contacts could include:

- Financial Counsellors Association
- Financial Rights Legal Centre
- Mortgage Hardship Service
- National Debt Helpline, and/or
- any other relevant services in the local area.

Councils should clearly communicate key sections of their debt management and hardship policy to ratepayers, including alternative payment options available to ratepayers (**section 2.3**), privacy provisions for ratepayers engaging with council (**section 2.4**), and arrangements for pensioners (**section 2.5** of this Guideline).

4.3 Assessing applications for hardship assistance

Councils should have information in their policies and procedures about how they will consistently assess hardship applications.

Resources, such as hardship factsheets and application forms, should be easily accessible on the council website to allow ratepayers to make an application. Information should include a contact point in the council for any queries a ratepayer has. Applications should be able to be submitted by the ratepayer or by another person on their behalf.

How applications may be assessed

As each local community is different, councils should develop a methodology for assessing hardship based on local circumstances.

Applications may be assessed by the council or a delegate (e.g. a Hardship Committee or council employee). Factors to be considered may include, but are not limited to, whether the ratepayer:

- has provided appropriate evidence of financial and/or other hardship
- receives Centrelink benefits
- receives other benefits (e.g. emergency relief funding)
- whether the applicant could be considered in acute financial hardship, for example, if an individual earns below 75% of the minimum weekly wage
- is experiencing domestic or family violence involving financial abuse
- has been referred by an accredited financial counsellor, welfare agency or legal assistance service, or
- has a payment history that indicates they have difficulty in meeting payments in the past.
- has appropriately completed a hardship application form (if required).

Councils may wish to consider best practice hardship processes of peer councils and/or talk to Legal Aid NSW or local financial support agencies when developing their hardship assessment processes.

Capacity to pay

An individual's capacity to pay should be assessed as part of this process. The payment amount and/or payment plan should take into account and reflect a ratepayer's personal circumstances including, but not limited to:

- the ratepayers total disposable income and current financial commitments
- the number of children and/or dependents of the ratepayer, and/or
- advice from an accredited financial counsellor.

Financial hardship and council assistance

There are several ways the council may help a ratepayer who is experiencing financial hardship including, but not limited to:

- a payment plan or agreement (s564 of the *Local Government Act*) so that rates and charges (whether overdue or not) are paid on a weekly, fortnightly or monthly basis
- interest may be waived or reduced for a set period of time
- a pensioner rebate (additional to the legislated rebate) may be given
- interest, rates or charges may be written off, waived, reduced, or deferred for eligible applicants (s564, s577, s601 *Local Government Act*).

When a payment plan is being arranged, the delegated council officer should work with the applicant to ensure the plan is realistic in terms of the applicant's capacity to pay.

When a payment plan is agreed the applicant should be given written notice of:

- how long the plan will last
- the amount of each instalment payable under the plan
- the due date of each instalment
- what action the council will take if the applicant misses a payment
- who to contact if the applicant's circumstances change, and
- details of any payment deferral options (e.g. s601, *Local Government Act*).

Penalty interest charges may normally be written off or reduced if:

- if the applicant complies with their payment plan, or
- if the applicant is a 'first time' defaulter with a good payment history and there are mitigating circumstances.

Hardship application decisions and appeals

The council, or delegate deciding hardship applications, should generally make a recommendation to the General Manager about whether or not to grant hardship. The General Manager would then make a decision.

The applicant should be informed of the General Manager's decision in writing within a reasonable timeframe after making the application (say 14 days) and should be given reasons for the decision.

If not satisfied with the outcome, the applicant should be able to appeal the decision, potentially to the elected council. Any hardship request considered by the elected council should be done at a closed meeting.

Length of payment arrangements

Any form of assistance provided under a local debt management and hardship policy may be for 6 months, 12 months, or a period agreed to between both parties. A further application for hardship consideration may be made after this period.

Cancelling hardship arrangements

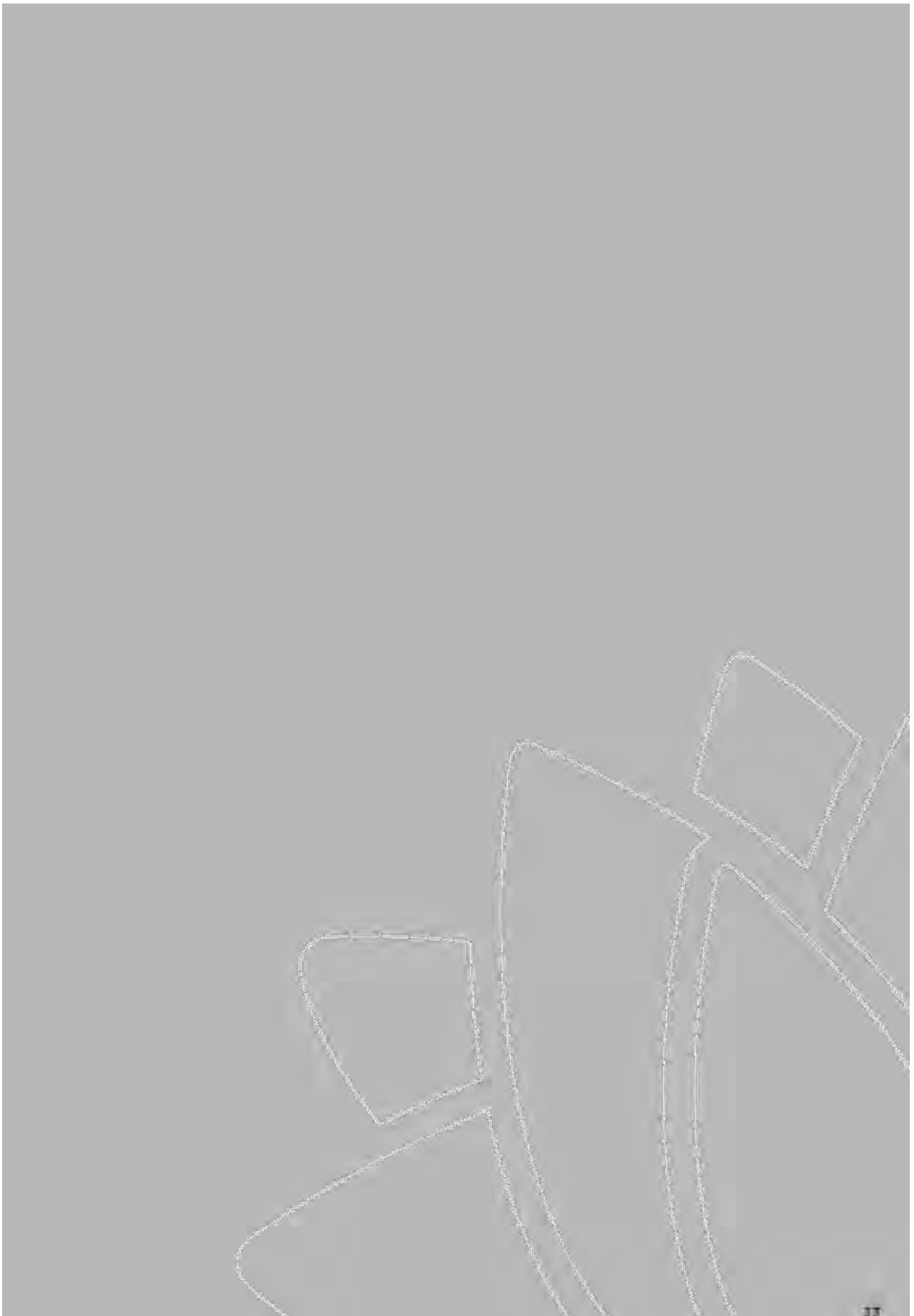
A hardship arrangement may be cancelled if the ratepayer:

- fails to comply with their payment plan
- no longer owns the land
- advises the council that financial hardship no longer applies, or
- provides false or misleading evidence of financial hardship to council.

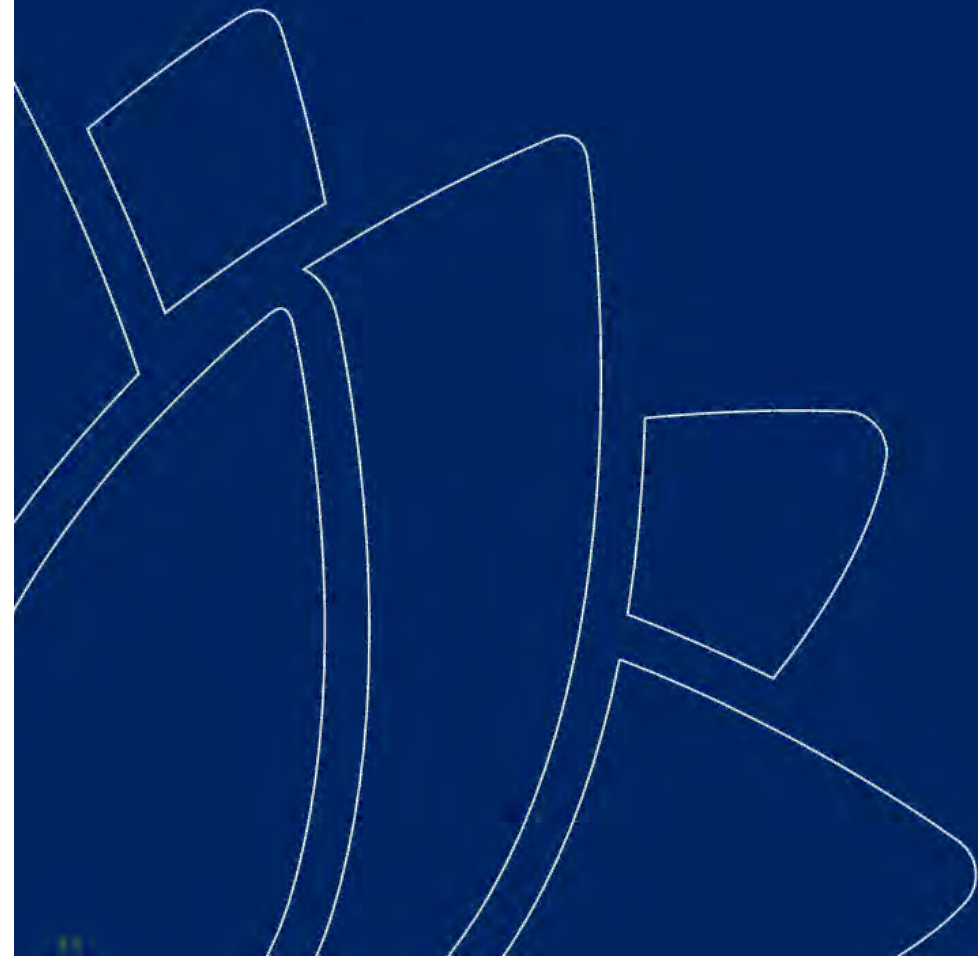
Where a ratepayer fails to comply with their payment plan or contact the council about failing to pay, council should send a reminder to make a payment or contact the council.

If the ratepayer does not respond within an appropriate timeframe, say ten business days, and the council determines the payment plan is unlikely to be met, the payment plan may be cancelled and this decision communicated to the ratepayer in writing. The ratepayer's debt would then become subject to the normal debt recovery processes of the council.

Relevant checklists are in **Appendices E and F**.



Appendices



Appendix A

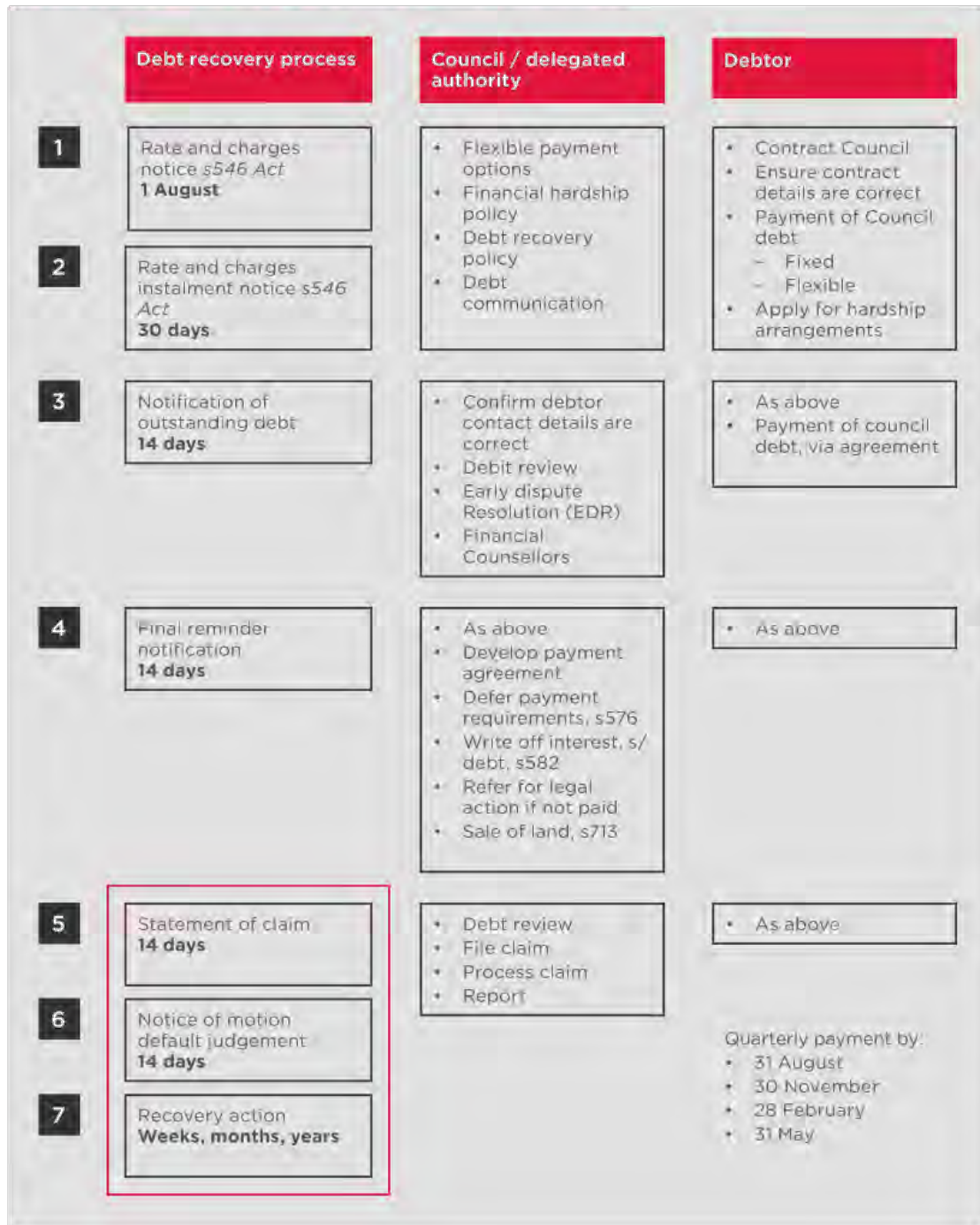
Definitions

Term	Definition
Agent	A person who has the express or implied authority to undertake collection activity on behalf of a council in circumstances where a debt has not been sold or assigned
Authorised representative	A person such as a financial counsellor, solicitor, financial advisor, carer, trustee or guardian who has been authorised by a ratepayer to act on their behalf
Capacity to pay	A payment amount or plan that takes account a ratepayer's personal circumstances including, but not limited to: a) total disposable income and current financial commitments b) number of children and/or other dependents of the ratepayer, or c) advice from an accredited financial counsellor
Costs	Amounts incurred by a council in recovering overdue debts (e.g. Court, interest and professional costs) which can be legally recovered from the ratepayer
The Council	The elected representatives, or councillors, who form the governing body of a local council.
Council policy	Policy created and approved by the General Manager of a council and/or the elected body
Credit listing	The listing of an unpaid debt on a person's credit report
Credit report	Any record or information that: <ul style="list-style-type: none"> • is being or has been prepared by a credit reporting agency • has any bearing on an individual's <ul style="list-style-type: none"> - eligibility to be provided with credit - history in relation to credit, or - capacity to repay credit, or • is used or has the capacity to be used as a factor in establishing an individual's eligibility for credit.
Debt collector	A person collecting a debt in the course of a business, including councils, agencies collecting a debt on a council's behalf and independent collection agencies
Debt Recovery Procedure	A council procedure that defines the processes to implement to meet the objectives of a council's debt recovery policy
Default Judgment	In cases where the ratepayer does not respond to a Summons issued to them, the Court may make a default judgment whereby it will make a decision without having the matter heard in Court
Financial counsellor	A person who provides information, support and advocacy to assist people in financial difficulty

Term	Definition
Garnishee	Legal document issued by the court ordering third parties who hold funds on behalf of the defendant (eg. an employer) to pay funds to a council. Garnishees can be issued against a defendant's wages, bank accounts or other third party holding funds on behalf of the defendant.
Hardship	Hardship is any situation where an individual is having difficulty paying legally owed debt. This can result from life changes (for example, because of illness, unemployment or changed financial circumstances) restricting the short-term capacity to pay
Judgment debt	A debt confirmed by an order or judgment of a court
Notice of Demand	Demand letter from a council or a council's legal recovery representative issued in accordance with the Australian Competition and Consumer Commission and the Australian Securities and Investments Commission guidelines
Penalty interest	Interest raised in accordance with the <i>Local Government Act</i> and as adopted by a council in its Revenue Policy
Pensioner	An eligible pensioner as defined in clause 134 of the <i>Local Government (General) Regulations 2005</i>
Rateable valuation	Land value used for rating purposes i.e. net of allowances allowed by the <i>Valuation of Land Act 1916</i> and s.585 <i>Local Government Act</i>
Reasonableness	Assessed according to an objective standard, taking into account all relevant circumstances
Rent for rates	Section 569 of the <i>Local Government Act</i> allows a council to order tenants of properties with overdue rates to pay rent to a council in lieu of unpaid rates, under specific circumstances
Sale of Land	In accordance with s713 of the <i>Local Government Act</i> , a council has the authority to sell land which has any unpaid rates or charges for more than 5 years, or 1 year for vacant land, where the owing debt exceeds the land valuation
Write off	The accounting procedure for cancelling a debt that is no longer collectable resulting in its removal from the ratepayer's balance sheet account

Appendix B

Debt recovery process flowchart



Note: Red indicates action referred to the NSW Local Courts, whereby rates, charges and fees remain unpaid after a final reminder notification.

Appendix C

Local Government Act and regulations – excerpts

The *Local Government Act 1993* (the Act) provides the legal framework for how councils in NSW may set and levy rates and charges and recover debt from overdue rates and charges. This is supported in provisions in the *Local Government (General) Regulation 2005*. Some relevant excerpts are set out in the tables below.

Councils must take a range of other laws into account when undertaking these activities. This Guideline does not capture all other legislation, in relation to which councils should take their own advice.

Local Government Act 1993

Section 546 How is a rate or charge levied?

- (1) A rate or charge is levied on the land specified in a rates and charges notice by the service of the notice.
- (2) The notice may be served at any time after 1 July in the year for which the rate or charge is made or in a subsequent year.
- (3) A notice that is required to effect an adjustment of rates or charges may be served in the year for which the rate or charge is made or a subsequent year.
- (4) The notice may include more than one rate, more than one charge and more than one parcel of land.
- (5) It is not necessary to specify the name of the rateable person or the person liable to pay the charge in the notice if the council does not know the person's name.

Section 562 Payment of rates and annual charges

- (1) Annual rates and charges may be paid in a single instalment or by quarterly instalments.
- (2) If payment is made by quarterly instalments, each instalment is to be a quarter of the rates or charges, disregarding any remainder, together, in the case of the first instalment, with the remainder. However, if the amount of an instalment, other than the first instalment, is not a multiple of 10 cents, the amount of each instalment in excess of a multiple of 10 cents is to be subtracted from that instalment and added to the first instalment.
- (3) Except as provided by subsection (4):
 - (a) if payment is made in a single instalment, the instalment is payable by 31 August, and
 - (b) if payment is made by quarterly instalments, the instalments are payable by 31 August, 30 November, 28 February and 31 May.
- (4) If the rates and charges notice is not served by 1 August:
 - (a) the single instalment (if payment is made in a single instalment), or
 - (b) the first 2 instalments (if payment is made by quarterly instalments),
 is or are payable by 30 November, or by the day that is 30 days after service of the notice, whichever is the later.
- (5) On or before 31 October, 31 January and 30 April, a council must send reminder notices (to be sent separately from the rates and charges notice) to each person whose rates and charges are being paid by quarterly instalments.

Section 563 Discount for prompt payment in full

A council may discount the amount of a rate or charge to such extent as it determines if the whole of the discounted amount of the rate or charge is paid by a date nominated by the council

Section 564 Agreement as to periodical payment of rates and charges

- (1) A council may accept payment of rates and charges due and payable by a person in accordance with an agreement made with the person.
- (2) The council may write off or reduce interest accrued on rates or charges if the person complies with the agreement.

Section 566 Accrual of interest on overdue rates and charges

- (1) Interest accrues on rates and charges that remain unpaid after they become due and payable.
- (2) Interest accrues on a daily basis.
- (3) The rate of interest is that set by the council but must not exceed the rate specified for the time being by the Minister by notice published in the Gazette.
- (4) Accrued interest is, for the purpose of its recovery, taken to be a rate or charge which is due and payable.
- (5) Interest continues to accrue on unpaid rates or charges even though judgment for payment of the rates or charges may have been obtained in a court. Interest is not payable on the judgment debt, despite any other Act.

Section 567 Writing off of accrued interest

The council may write off accrued interest on rates or charges payable by a person if, in its opinion:

- (a) the person was unable to pay the rates or charges when they became due and payable for reasons beyond the person's control, or
- (b) the person is unable to pay the accrued interest for reasons beyond the person's control, or
- (c) payment of the accrued interest would cause the person hardship.

Section 570 Transfer of land in payment of rates or charges

A council may accept a transfer of the land in respect of which rates or charges are or accrued interest is due and payable in full satisfaction of the rates, charges or accrued interest.

Section 577 Extension of concession to avoid hardship

(1) If a council considers it proper to do so to avoid hardship, the council may, by order, direct that:

(a) a person specified in the order:

(i) who occupies a dwelling as his or her sole or principal place of living, which dwelling is the sole or principal place of living of an eligible pensioner, and

(ii) who is jointly liable with that eligible pensioner or with that eligible pensioner and one or more other persons in respect of the land on which that dwelling is situated, and

(iii) in respect of whom a reduction of rates or charges would not, if that person were solely liable in respect of that land, be required to be made under this Division, or

(b) any person belonging to a class of persons specified in the order, being persons referred to in paragraph (a),

is, on and from the effective date of the order, taken, for the purposes of this Division, to be or to have been an eligible pensioner.

(2) If a council considers it proper to do so to avoid hardship, the council may, by order, direct that:

(a) an eligible pensioner specified in the order who, although not liable, or although liable jointly with one or more other persons, to do so, has, for such period as, in the opinion of the council, warrants the making of an order under this section in respect of that person, paid the whole of the rates or charges for the land on which that dwelling is situated or is, in the opinion of the council, likely to pay the whole of the rates or charges in circumstances that in the opinion of the council warrant the making of an order under this subsection, or

(b) any person belonging to a class of persons specified in the order being persons referred to in paragraph (a),

is, on and from the effective date of the order, taken, for the purposes of this Division, to be or to have been the person solely liable in respect of the land on which the dwelling is situated.

(3) An order under this section has effect according to its tenor.

Section 578 When does an order under sec 577 take effect?

(1) An order under section 577 takes effect (or is taken to take effect) on such date as is specified in the order (the effective date), being a date in the year commencing on 1 July during which the order is made, whether or not that date is before or after the date on which the order is made.

(2) If a council makes an order under section 577 that is taken to take effect on a date that is before the date of the making of the order, the council may, in that order or in a subsequent order, give such directions as to refunding any rates or charges that have been paid and the charging of interest on overdue rates or charges and as to such other matters as the council thinks fit.

(3) An order under subsection (2) has effect according to its tenor.

Section 579 When and how is an application made for the purposes of this Division?

- (1) An application under this Division is to be made within the time and in the manner prescribed by the regulations.
- (2) If no such regulations are in force, the application is to be made within the time and in the manner fixed by resolution of the council and, if an application is made for an order referred to in section 577, as the council may require.
- (3) If, pursuant to an application made under this Division, a reduced rate or charge applies, the council may, if the eligibility of the applicant for a reduction in a subsequent rate or charge is verified by the council as prescribed by the regulations, reduce the subsequent rate or charge without requiring a further application under this Division.

Section 580 Variation by regulation of amounts of reductions

The amount by which a rate or charge is to be reduced in accordance with this Division may be varied from time to time by the regulations.

Section 582 Abandonment of pensioners rates and charges

A council may waive or reduce rates, charges and interest due by any person prescribed by the regulations who is in receipt of a pension, benefit or allowance under the Social Security Act 1991 of the Commonwealth.

Section 583 Writing off of pensioners rates and charges

- (1) A council is to write off amounts of rates, charges and interest which are reduced or waived under this Division.
- (2) A council may not take proceedings to recover an amount so written off unless the amount has been written off because of a wilfully false statement in an application under this Division or except as provided by section 584.

Section 585 Who may apply for postponement of rates?

The rateable person for land described in any of the following paragraphs may apply to the council for a postponement of rates payable for the land in the current or following rating year (or in both years):

- (a) a parcel of land on which there is a single dwelling-house used or occupied as such and which is zoned or otherwise designated for use under an environmental planning instrument for the purposes of industry, commerce or the erection of residential flat buildings, not being land referred to in paragraph (b) or (c),
- (b) a parcel of land (which may comprise one or more lots or portions in a current plan) on which there is a single dwelling-house used or occupied as such and which is zoned or otherwise designated under an environmental planning instrument so as to permit its subdivision for residential purposes, not being land referred to in paragraph (c),
- (c) a parcel of rural land (which may comprise one or more lots or portions in a current plan) which is zoned or otherwise designated under an environmental planning instrument so as to permit its use otherwise than as rural land, or its subdivision into two or more lots or portions, one or more of which has an area of less than 40 hectares.

Section 595 Rates to be written off after 5 years

- (1) If 5 years have elapsed since the commencement of a rating year for which part of the rates levied on land have been postponed under this Division, the part postponed and any interest accrued on that part must be written off by the council.
 - (2) Nothing in this section affects the right of the council to recover rates and interest, even though they have been written off under this section, if it subsequently appears to the council that they should not have been written off.
-

Section 601 Hardship resulting from certain valuation changes

- (1) A ratepayer who, as a consequence of the making and levying of a rate on a valuation having a later base date than any valuation previously used by a council for the making and levying of a rate, suffers substantial hardship, may apply to the council for relief under this section.
- (2) The council has a discretion to waive, reduce or defer the payment of the whole or any part of the increase in the amount of the rate payable by the ratepayer in such circumstances, for such period and subject to such conditions as it thinks fit.
- (3) An applicant who is dissatisfied with a council's decision under this section may request the council to review its decision and the council, at its discretion, may do so.

Section 710 Service of notices on persons

- (1) A notice required by or under this Act to be served on a person may be served as provided by this section.
 - (2) The service may be:
 - (a) personal, or
 - (b) by delivering the notice at or on the premises at which the person to be served lives or carries on business, and leaving it with any person apparently above the age of 14 years resident or employed at the premises, or
 - (c) by posting the notice by prepaid letter addressed to the last known place of residence or business or post office box of the person to be served, or
 - (d) by transmitting the notice by facsimile transmission to a number specified by the person (on correspondence or otherwise) as a number to which facsimile transmissions to that person may be sent, or
 - (d1) by transmitting the notice by electronic mail to an email address specified by the person (on correspondence or otherwise) as an address to which electronic mail to that person may be transmitted, or
 - (e) by fixing the notice on any conspicuous part of the land, building or premises owned or occupied by the person, or
 - (f) in the case of an offence involving a vehicle, by attaching the notice to the vehicle, or
 - (g) if the person to be served maintains a box at a document exchange established in New South Wales, by depositing the notice in that box or leaving it at another such exchange for transmission to the first mentioned exchange for deposit in that box.
 - (2A) Subsection (2) (d1) does not authorise a notice to be transmitted to a person by electronic mail unless the person has requested the council, in writing, that notices of that kind be transmitted to the person by electronic mail, and has not subsequently withdrawn the request.
 - (2B) A person's request under subsection (2A) is taken to have been withdrawn in relation to a particular kind of notice only if the person has informed the council, in writing, that notices of that kind are no longer to be transmitted to the person by electronic mail.
 - (2C) While a person's request under subsection (2A) has effect in relation to a particular kind of notice, the address to which notices of that kind are to be transmitted is:
 - (a) the email address indicated in the request, or
 - (b) if the person subsequently directs the council, in writing, to transmit notices of that kind to a different email address, that different address.
-

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- (3) If a notice is deposited in a box, or left at a document exchange, service of the notice is, until the contrary is proved, taken to be effected 2 days after the day on which the notice is so deposited or left.
- (4) In addition to the means of service prescribed by subsection (2):
- (a) in any case where the person to be served is, or after inquiry appears to be, absent from New South Wales, the service may be on the agent of that person by any of the means prescribed by subsection (2) (a), (b), (c) or (d), and
- (b) in any case where the land, building or premises are unoccupied and the owner or the owner's address or place of residence is not known to the council, service by the council may be by advertisement in the approved form published in:
- (i) a newspaper circulating in the area or part of the area in which the land, building or premises are situated that is published in print form at intervals not exceeding 26 days, or
- (ii) a manner determined by the council having regard to the object of bringing notices to the attention of owners in cases of that kind, and
- (c) in the case of the service of a rates and charges notice, the service may be effected by delivering the notice to the premises at which the person to be served lives or carries on business and depositing it in a box or receptacle at, on or in the proximity of those premises that is provided, used or designed for the reception of letters addressed to that person.
- (5) The notice may be addressed by the description of "rateable person" or "owner" or "occupier" of the land, building or premises (naming or otherwise sufficiently indicating the same) in respect of which the notice is served, and without further name or description.
- (6) The notice may be wholly printed, wholly written or partly printed and partly written.
- (7) If a notice has been served by any of the means prescribed by this section, all inquiries required under this section are taken to have been made, and the service is conclusive evidence of them.
- (8) Proof by affidavit or orally that a notice has been posted, or its transmission by electronic mail has been initiated, in accordance with this section is conclusive evidence of service.
- (9) For the purposes of this section, a justice of the peace is authorised to take and receive an affidavit, whether any matter to which the affidavit relates is or is not pending in any court.
-

Section 713 Sale of land for unpaid rates and charges

- (1) For the purposes of this Division, a rate or charge is overdue if:
- (a) in the case of vacant land, it has remained unpaid for more than one year, or
 - (b) in the case of any other land, it has remained unpaid for more than 5 years, from the date on which it became payable.
- (2) A council may, in accordance with this Division:
- (a) sell any land (including vacant land) on which any rate or charge has remained unpaid for more than 5 years from the date on which it became payable, and
 - (b) sell any vacant land on which any rate or charge has remained unpaid for more than one year but not more than 5 years from the date on which it became payable, but only if:
 - (i) the council obtains a valuation of the land from the Valuer-General, and
 - (ii) the total amount of unpaid rates or charges on the land exceeds the valuation, and
 - (iii) the council sells the land within 6 months after the date when the council received the valuation.
- (3) The council must not sell any such land unless the general manager or the public officer certifies in writing:
- (a) what rates and charges (including overdue rates and charges) are payable on the land, and
 - (b) when each of those rates and charges was made and how it was levied, and
 - (c) when each of those rates and charges became payable, and
 - (d) what amounts are payable by way of overdue rates and charges on the land, and
 - (e) what amounts are payable by way of rates and charges (other than overdue rates and charges) on the land.
- (4) The council may, in the case of adjoining parcels of land (whether in the same or different ownerships) each of which may be sold under this Division:
- (a) sell them separately or as a single parcel and under whatever conditions of sale it considers proper, and
 - (b) do such things as it considers appropriate for the purpose of selling the land at its full value.
-

Local Government (General) Regulation 2005**cl.127 Rates and charges notices**

(1) A rates and charges notice must contain the following information:

- (a) the land to which it relates,
- (b) the land value of the land to which it relates and the base date of the general valuation from which the land value is derived,
- (c) particulars of each rate or charge levied on the land by the notice,
- (d) if the rate consists of a base amount to which an ad valorem amount is added, particulars of the base amount,
- (e) the date the notice is taken to have effect,
- (f) particulars of any outstanding arrears of rates and charges levied on the land and of any interest payable on those amounts,
- (g) the total amount due and the dates for payment of the rates or charges concerned,
- (h) the amounts payable for, and the due dates for payment of, instalments of rates or charges,
- (i) particulars of any waiver of an amount of special rate in consideration of payment of a lump sum,
- (j) a statement that concessions are available to eligible pensioners for any quarter in which they are eligible pensioners,
- (k) particulars of any concession extended in respect of payment of the rates,
- (l) particulars of any discount for prompt payment in full of a rate or charge,
- (m) particulars of any postponement of rates or postponed rates,
- (n) particulars of any option to pay a lump sum towards the capital cost of any works, services or facilities instead of a special rate in the notice,
- (o) a statement that if payment is not made on or before the due date or dates interest accrues on the overdue amount,
- (p) a statement as to how to make inquiries about the notice,
- (q) the text, or a summary, of the following provisions of the Act (if applicable):
 - (i) section 524 (Notice of change of category),
 - (ii) section 525 (Application for change of category),
 - (iii) section 526 (Appeal against declaration of category),
 - (iv) section 555 (What land is exempt from all rates?),
 - (v) section 556 (What land is exempt from all rates, other than water supply special rates and sewerage special rates?),
 - (vi) section 557 (What land is exempt from water supply special rates and sewerage special rates?),
 - (vii) section 562 (Payment of rates and annual charges),
 - (viii) section 563 (Discount for prompt payment in full),
 - (ix) section 564 (Agreement as to periodical payment of rates and charges),
 - (x) section 566 (Accrual of interest on overdue rates and charges) (xi) section 567 (Writing off of accrued interest), (xii) section 574 (Appeal on question of whether land is rateable or subject to a charge),

Appendix D

Best practice procedures for contacting ratepayers

Councils should contact ratepayers if they have not paid their rates after a reminder notice is issued, and potentially in other circumstances in which rates and charges are owed.

Council officers can contact local residents and ratepayers without breaching their obligation to protect their privacy.

The following is an overview of some issues and practical considerations when contacting ratepayers about outstanding debt. If there is any doubt, councils should seek and be guided by their own legal advice.

When can a ratepayer be contacted?

1. When you have a reasonable purpose for contacting a ratepayer

You must only contact a ratepayer for a *reasonable purpose* and only to the extent necessary. It may be necessary and reasonable if your purpose is to:

- make a demand for payment
- offer to work with the ratepayer to reach a flexible repayment arrangement
- accurately explain the consequences of non-payment, including any legal remedies available to the collector/creditor, and any service restrictions that may apply in the case of utilities
- make arrangements for repayment of a debt
- put a settlement proposal or alternative payment arrangement to the ratepayer
- review existing arrangements after an agreed period
- ascertain why earlier attempts to contact the ratepayer have not been responded to within a reasonable period, if this is the case
- ascertain why an agreed repayment arrangement has not been complied with, if this is the case

- investigate whether the ratepayer has changed their residential location without informing you, when there are grounds for believing this has occurred, or
- other similar purposes.

You may also contact a person at their request.

Whether or not a purpose is reasonable may depend on the personal circumstances of each ratepayer – e.g., if you know a person cannot make repayments (for example, because they are in jail) then continuing to contact them to demand payment is not reasonable or appropriate unless you know, or have good reason to think it is likely, that the ratepayer's financial situation has improved.

There may be circumstances where contact is made for a reasonable purpose, or contact is made initially for a reasonable purpose, and yet other relevant considerations mean the contact becomes unreasonable or unacceptable. Relevant considerations may include the ratepayer's mental illness or intellectual disability, or the ratepayer's incarceration.

If you make contact with a ratepayer in order to convey a demand for payment it may be contact for a reasonable purpose. However, if the ratepayer disputes liability and requests proof of a debt, and you continue to pursue that person without properly investigating the claims, then this will not be contact for a reasonable purpose.

2. It is necessary and reasonable to contact the ratepayer (again)

It is not acceptable to harass a ratepayer. Make a written record of all contact with ratepayers and check these records before contacting a ratepayer. For this purpose *contact* is interpreted widely and includes:

- telephone calls and text messages – whether or not the person receives the call if you leave a message;
- all written correspondence – for example, this includes letters, emails, text messages, faxes, social media, instant chats and other private messages; and
- face to face contact – including contact at their work, home or elsewhere.

Importantly, if you phone a ratepayer and leave a message on their voice mail, and you also send the ratepayer an email, and a text message, then you will have made three separate contacts with that person.

Once you have made contact, leave a reasonable interval before next contacting the ratepayer. Give the ratepayer time to respond to your previous communications, and/or to organise payments if this has been agreed.

If you have spoken to the ratepayer and it is understood that the ratepayer requires a few days to speak to third parties or consider options, then contacting the ratepayer on the following day may be considered unreasonable, even though it is within the recommended limits.

3. It is a reasonable time to contact the ratepayer, given their circumstances and reasonable wishes

The following table sets out general guidance on what may be a reasonable time to contact a ratepayer.

Type of contact	Day	Reasonable contact times
Contact by telephone	Monday to Friday	7:30am – 9pm
	Weekends	9am – 9pm
	National public holidays	No contact recommended
Face to face contact	Monday to Friday	9am – 9pm
	Weekends	9am – 9pm
	National public holidays	No contact recommended
All contact at the ratepayer’s workplace	Ratepayer’s normal working hours if known, or 9 am to 5 pm on weekdays	

There may be reasons why contact during the above times is unreasonable, or contact outside these times is reasonable. For example, a ratepayer may ask that contact be made at other or more restricted times for various reasons, such as, because he or she is a shift worker, is responsible for children, or caring for a family member. He or she may also not wish to be contacted when other family members are present. In these and other such cases, the reasonable wishes of the ratepayers should be respected, and contact limited to the times requested.

However, you may alter the time of contact if, after reasonable efforts over a reasonable period of time to contact the ratepayer during normal hours or at the times requested, you have not been able to do so.

Generally, you should not contact a ratepayer more than three times per week, or 10 times per month at most (when contact is actually made, as distinct from attempted contact) and only when it is necessary to do so. This does not apply to face-to-face contact – you should not make more than one face-to-face contact with a ratepayer per month.

Think carefully about where to contact a ratepayer. In general, face to face visits should be an option of last resort after less intrusive means have failed. Particular care should be taken in visiting a person’s home or workplace.

Ensure the person is the correct ratepayer before discussing their debt

Before discussing the reason for making contact or any other confidential information, make sure you are speaking to the correct ratepayer. It is important that you do not reveal directly or indirectly that the ratepayer has a debt to another person. Particular care should be taken when calling a ratepayer's workplace.

If the ratepayer has requested contact by a particular means (such as email) or specifically asked not to be contacted a certain way, adopt that preference and avoid contacting them by other channels as far as possible.

Rate payers have the right to have an authorised representative (such as a financial counsellor, financial advisor, community worker, solicitor, guardian or carer) represent them or advocate on their behalf. Where possible, it is helpful if this advice is provided formally to council, such as in writing, to ensure council does not inadvertently discuss private information with unauthorised individuals.

If you know, or should know, a ratepayer has chosen to have another person represent them, you should not contact the ratepayer directly unless:

- the ratepayer specifically requests direct communication with you
 - the representative does not consent to represent the ratepayer or tells you he or she does not have instructions from the ratepayer about their debt
 - the representative does not respond to your communications within a reasonable time (normally seven days) and you advise the representative in writing after the reasonable time has passed that if they do not respond within the next seven days, you will make direct contact with the ratepayer; and
 - you advised the ratepayer you require a written authority which states that you are only to communicate through his or her representative, and you do not receive this in a reasonable time (normally seven days).
- Note: that this does not apply where the ratepayer's representative is a solicitor.*

Further exceptions may apply where the representative is not a qualified legal practitioner, qualified accountant or a financial counsellor.

Provide the ratepayer with current information about their debt

Make sure the ratepayer is told what they owe, when it was due, any payments they have made and what the payment was for. He or she may then request further information or documents.

It is also important to make sure that the ratepayer has contact details for the person or team managing their debt for council, such as contact phone number, postal address and email address, and that this information is included in all written correspondence to them.

Conduct towards ratepayer must be respectful and appropriate at all times

A ratepayer approached about an outstanding debt is entitled to respect and courtesy at all times by a council, debt collector or any of their agents or representative.

Inappropriate conduct, as outlined below, is likely to breach the law and the council's Code of Conduct. Ratepayers should never be subjected to

- **abusive, offensive, obscene, discriminatory language or disrespectful or demeaning remarks** – about character, situation in life, financial position, physical appearance, intelligence or other characteristics or circumstances
- **embarrassment or humiliation** – for example, by sending open correspondence to the ratepayer via a shared post-box, posting messages in a public online forum, making employers or co-workers aware that the ratepayer is being pursued for a debt, or creating an impression that the ratepayer is under surveillance
- **aggressive, threatening or intimidating behaviour** – for example, by shouting at or continually interrupting the ratepayer, or by refusing to listen to what they say
- use, or threat of violence or physical force, or

- **misleading information** – about the nature or extent of a debt, consequences of non-payment, identity (for example, falsely stating you work for a solicitor, court or government agency), or action not legally permitted to take (for example, to seize goods).

Strategies for dealing with inappropriate behaviour by a ratepayer

Inappropriate behaviour by a ratepayer does not justify unprofessional conduct by the collector and council staff and agents should deal with this using strategies such as:

- ensuring appropriate training of staff
- attempting to defuse inappropriate behaviour and refocus discussion on the outstanding debt and arrangements for its repayment
- escalating the matter to a senior staff member who has authority and training to manage such situations
- attempts to propose a viable and achievable repayment arrangement, and
- in the event of violence or other extreme conduct, cease contact immediately and refer the matter to the police.

Ensuring contact details are up to date

Currency of contact details is a huge issue for collecting rates and charges. Many councils feel that there is little advantage in sending additional correspondence or notices requesting payment when the address is not current.

Council policies and procedures may specify what the council will do to keep contact details current. When rates and charges notices are returned to the council, some councils proactively check other business areas of the council for more recent contact details, send information to both postal and physical addresses (where known), use internet searches and databases to ascertain more recent contact details, contact real estate agencies, keep a return mail register and undertake other searches.

Keep accurate, up to date records and protect the ratepayer's privacy

You should ensure you maintain accurate, complete and up-to-date records of all communication with ratepayers, including the time, date and nature of calls, records of any face to face contact, all correspondence sent and all payments made.

Councils and other organisations acting on their behalf should always treat a ratepayer's personal information with respect and ensure that they meet the requirements of the *Privacy and Personal Information Protection Act 1998* (the PPIPA) and their Privacy Management Plan prepared under the Act. Personal information means information or an opinion, whether it is true or not, about an individual that can reasonably allow the individual to be identified.

Particular care should be taken in collecting information about the ratepayer and their financial circumstances as well as disclosing that information, whether directly or inadvertently, to other people. For example, telling a ratepayer's neighbour the reason for trying to find the ratepayer would inappropriately disclose personal information about the ratepayer, as would leaving messages with inappropriate detail that may be seen or accessed by other people.

Councils use *Privacy Notification/Consent Forms* to enable the collection and use of personal information from ratepayers. The information collected cannot be used or disclosed for a purpose other than that for which it was collected, unless the ratepayer has consented or another exception applies.

Councils may consider reviewing their Privacy Notification/Consent Forms to request consent from residents and ratepayers for their personal information to be shared between internal business units of the council for purposes specified in the consent form, including for general administrative purposes including the collection rates and charges.

Appendix E

Hardship checklist for local government staff

No	Proposed action by a council	Progress
1	Has the council undertaken a risk assessment of likely defaulting ratepayers to proactively manage financial hardship?	
2	Has the council publically advertised or contacted applicable ratepayer(s) to identify payment options of rates?	
3	Has the council identified if interpretative services are required for the ratepayer?	
4	Has the council referred the rate payer to a financial Counsellor?	
5	Has the council entered into mediation or Informal Dispute Resolution (IDR)?	
6	Has the council deferred payment of additional charges while the hardship application is being assessed?	
7	Has the council developed a payment schedule?	
8	Has the council exhausted all possible options to managed hardship and recover debt prior to referring to the local courts?	
9	Has council reviewed the progress of payment against the signed payment plan?	
10	Are there other options to recover the debt?	

Appendix F

Hardship assistance application checklist for ratepayers

No	Proposed action by ratepayer	Y / N
1	Have you read your council's debt management and/or hardship policies?	
2	Have you compiled the required information noted in the application form?	
3	Have you contacted the nominated council officer to discuss options for the payment of rates or charges?	
4	Have you contacted a financial advisor?	
5	Have you identified an acceptable payment plan?	
6	Have you discussed your options with your local council?	

Further information

Relevant agencies

NSW Office of Local Government

Physical Address 5 O'Keefe Avenue NOWRA NSW 2541
Telephone 02 4428 4100
Fax 02 4428 4199
TTY 02 4428 4209
Email olg@olg.nsw.gov.au
Postal Address Locked Bag 3015, NOWRA NSW 2541.
Website www.justice.nsw.gov.au

NSW Department of Justice

Physical Address Parramatta Justice Precinct, 160 Marsden Street
Telephone 02 8688 7777
Fax 02 8688 7980
Postal Address Locked Bag 5111, Parramatta NSW 2124.
Website www.justice.nsw.gov.au

NSW Online Registry

Telephone 1300 679 272 (Call Monday - Friday 8:30am - 4.30pm)
Website www.onlineregistry.lawlink.nsw.gov.au

Energy and Water Ombudsman

Physical Address Level 11, 133 Castlereagh Street, Sydney (please make an appointment)
Telephone 1800 246 545
Postal Address Reply Paid 86550, Sydney South NSW 1234.
Website www.ewon.com.au

Further guidance

Commonwealth of Australia (2007), *A guide for business: Debt Collection Guideline for collectors and creditors*, Australian Competition and Consumer Commission and Australian Securities and Investment Commission.

Revenue NSW, *Debt Recovery Guidelines - Responsible collection of State debts: Guidelines for Revenue NSW to collect State debt*





20.4 RENEWAL OF COMMERCIAL LEASE - 6 VICTORIA SQUARE, NARRANDERA**Document ID: 410973****Author: Governance and Engagement Manager****Authoriser: Deputy General Manager Corporate and Community****Theme: Our Civic Leadership****Attachments: Nil****RECOMMENDATION**

That Council

1. endorse the new lease agreement with NSW Health Pathology for the premises known as 6 Victoria Square, Narrandera commencing 1 March 2019 for 3 years terminating 28 February 2022 with a single option to renew for a further 3 years (the total term of the lease plus the single option being 6 years).
2. endorse the placement of the Seal of Council to the lease document and any other documents relating to this matter.

PURPOSE

The purpose of this report is for Council to endorse the new commercial lease with NSW Health Pathology for the commercial premises known as 6 Victoria Square, Narrandera.

SUMMARY

Internal reforms within the Murrumbidgee Local Health District and NSW Health Pathology has meant that there has been a delay in formalising a new lease for the premises known as 6 Victoria Square which expired 31 July 2017; the current tenure has been on a month to month basis with annual rental adjustments as per the expired lease.

BACKGROUND

Pathology services have been provided from this location since April 2004 through a number of different entities such as Greater Murray Area Health Service, Greater Southern Area Health Service and more recently Murrumbidgee Local Health District. Until 2014 the lease had been over part of the space of 6 Victoria Square with the more recent lease for the entire space having frontage to Victoria Square.

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

Our Civic Leadership

Strategy

5.1 - To have a Council that demonstrates effective management consistently, also a Council that communicates and engages well with the community and works collaboratively

Action

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

ISSUES AND IMPLICATIONS

There are no perceived issues or implications with the proposed lease of 6 Victoria Square however the proposed document has been forwarded to Farrell Goode Solicitors for perusal and comment.

Policy

N/A

Financial

As the lessor of the property there are the standard clauses relating the outgoings such as rates and charges also maintenance of the property, however there are clauses where the lessee are responsible for utility charges such as electricity, telephone and security alarm costs. The new lease agreement is for an annual rental amount of \$7,261.29 (plus GST) with 3% increase annually.

Legal / Statutory

Local Government Act 1993.

Real Property Act 1900.

Community Engagement / Communication

By discussing this new lease in an open forum of Council.

Human Resources / Industrial Relations (if applicable)

N/A

RISKS

There are not perceived risks with this new lease.

OPTIONS

The three options available are:

1. Endorse the proposed commercial lease with NSW Health Pathology;
2. Require amendments to the proposed commercial lease with NSW Health Pathology;
3. Not endorse the proposed commercial lease with NSW Health Pathology.

CONCLUSION

Pathology services have been provided from 6 Victoria Square, Narrandera since April 2004 and the recommendation to Council will be that the new lease be endorsed therefore retaining this essential service within the local community; also ensuring that a Council property remains tenanted.

RECOMMENDATION

That Council

1. endorse the new lease agreement with NSW Health Pathology for the premises know as 6 Victoria Square, Narrandera commencing 1 March 2019 for 3 years terminating 28 February 2022 with a single option to renew for a further 3 years (the total term of the lease plus the single option being 6 years).
2. endorse the placement of the Seal of Council to the lease document and any other documents relating to this matter.

20.5 DRAFT 2019-2020 FINANCIAL YEAR STRATEGIC DOCUMENTS**Document ID:** 411337**Author:** Governance and Engagement Manager**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Our Civic Leadership

- Attachments:**
1. **Unchanged - Delivery Program 2018-2022.pdf (under separate cover)** [⇒](#)
 2. **Draft Operational Plan 2019-2020.pdf (under separate cover)** [⇒](#)
 3. **General Fund Budget Summary 2019-2020.pdf (under separate cover)** [⇒](#)
 4. **Draft Capital Works 2019-2023.pdf (under separate cover)** [⇒](#)
 5. **Draft Revenue Policy 2019-2020.pdf (under separate cover)** [⇒](#)
 6. **Water and Sewer Cash Position Summary 2019-2029.pdf (under separate cover)** [⇒](#)
 7. **Sewer Fund Scenario Comparative Positions.pdf (under separate cover)** [⇒](#)
 8. **Draft Fees and Charges 2019-2020.pdf (under separate cover)** [⇒](#)
 9. **General Fund Optimistic Scenario.pdf (under separate cover)** [⇒](#)
 10. **General Fund Pessimistic Scenario.pdf (under separate cover)** [⇒](#)
 11. **General Fund Recommended Scenario.pdf (under separate cover)** [⇒](#)
 12. **Water Fund Optimistic Scenario.pdf (under separate cover)** [⇒](#)
 13. **Water Fund Pessimistic Scenario.pdf (under separate cover)** [⇒](#)
 14. **Water Fund Recommended Scenario.pdf (under separate cover)** [⇒](#)
 15. **Sewer Fund Optimistic Scenario.pdf (under separate cover)** [⇒](#)
 16. **Sewer Fund Pessimistic Scenario.pdf (under separate cover)** [⇒](#)
 17. **Sewer Fund Recommended Scenario.pdf (under separate cover)** [⇒](#)
 18. **Consolidated Statement 2019-2029.pdf (under separate cover)** [⇒](#)
 19. **Fit for the Future Benchmarks 2019-2020.pdf (under separate cover)** [⇒](#)

RECOMMENDATION

That Council

1. adopt the following for the purpose of public exhibition for a period of 28 days:
 - (a) The unchanged Delivery Program 2018-2022;
 - (b) The draft Operational Plan 2019-2020 as presented;
 - (c) The maximum 2.7% rate pegging limit increase for permissible yield for the

2019-2020 ordinary rate;

- (d) The maximum interest penalty rate for 2019-2020 when determined and to be applied to overdue rates & charges;
- (e) The waste charges for Narrandera for 2019-2020 as presented;
- (f) The waste charges for Barellan for 2019-2020 as presented;
- (g) The waste charges for Grong Grong for 2019-2020 as presented;
- (h) The water charges for 2019-2020 as presented for both potable and non-potable water service access and consumption;
- (i) The sewer charges for 2019-2020 as presented for sewer service access, sewer usage and liquid trade waste;
- (j) The stormwater management charges for 2019-2020 as presented;
- (k) The schedule of fees and charges for 2019-2020 as presented;
- (l) The 2019-2029 Long Term Financial Plan as presented;
- (m) The 2019-2029 schedule of Capital Works as presented;
- (n) The 2019-2020 Fit For The Future benchmarks;
- (o) At the conclusion of the 28 day public exhibition period that Council further consider the strategic documents in conjunction with any community comments or submissions received at its May 2019 meeting.

PURPOSE

The purpose of this report is for Council to adopt a number of strategic documents for the coming financial year such as the draft Operational Plan 2019-2020 also the draft Revenue Policy and the draft 2019-2020 fees and charges for the purpose of public exhibition for a period of 28 days commencing Wednesday 17 April 2019.

SUMMARY

The Integrated Planning and Reporting Framework of the Local Government Act 1993 requires Council to have a Community Strategic Plan (CSP) for a period of at least 10 years, a Delivery Program (DP) for a period of 4 years and an Operational Plan (OP) for each financial year.

Supporting these documents is a number of annual documents such as the Revenue Policy, Fees and Charges, General Fund financial predictions as well as financial predictions for both the water and sewer funds.

BACKGROUND

A. & B. DELIVERY PROGRAM 2018-2022 & OPERATIONAL PLAN 2019-2020 (Attachments 1 & 2)

Council adopted its Community Strategic Plan 2017-2030 (CSP) at its meeting 20 June 2017 with the CSP being the highest level of strategic planning by Council; all other plans developed by Council are to reflect the aspirations of the CSP and to support the CSP.

The current Delivery Program (DP) was rewritten and adopted by Council at its 19 June 2018 meeting and details the principal activities that Council will undertake to achieve the objectives established in the CSP; the performance targets and measureables are

reported to Council on a quarterly basis. Given that the Delivery Program was re-written and re-formatted from to the 2018-2019 financial year it is not proposed to make any amendments to the program.

The Operational Plan (OP) outlines the activities to be undertaken that year to achieve the commitments of the DP; again because the plan was created prior to the 2018-2019 financial year there are no proposed amendments apart from correcting a number of phrases and number of formatting changes.

Recommendation 1(a) & 1(b)

That Council adopt the unchanged Delivery Program 2018-2022 also the draft Operational Plan 2019-2020 as presented and they be approved for the purpose of public exhibition.

THE 2019-2020 FINANCIAL DOCUMENTS

Key elements of the General Fund budget:

Item	\$ positive/ (negative)
IPART Rate Cap 2.7% increase in general rate	\$ 96,000
Roads to Recovery Grant (balance of 2014-19 program)	\$ (62,000)
Financial Assistance Grant indexation	\$ 118,000
Parameters influencing the budget	
Local Government Award increase from 1 July 2019	2.5%
Operating Income	\$15,460,149
Operating Expenditure	\$15,411,229
Operating Surplus (deficit)	\$ 48,920

Capital Expenditure Items: -

Roads	\$ 4,325,243
Plant purchases	\$ 1,468,380
Recreation (Parks, Ovals, Library)	\$ 411,196
Lake Talbot Pool	\$ 1,898,500
Barellan Pool	\$ 159,000
Buildings renewal	\$ 235,900
Airport	\$ 420,000
Landfill	\$ 390,000
Stormwater drainage	\$ 103,560
Other	\$ 337,800
TOTAL	<u>\$ 9,749,579</u>

Attachment 3 General Fund Budget Summary 2019-2020 indicates the cash provided or (consumed) by each activity within the proposed 2019-2020 budget.

The following commentary is provided for items with material variations in the 2019-2020 budget:-

Governance

Webcasting costs to comply with new legislative requirements of \$12,000 also additional staff resources of \$24,000 for governance functions.

Council Chambers

Operating expenses have been increased slightly due to additional cleaning costs.

Corporate Services

Reduction in the financial reporting contractor fees of \$30,000.

IT Services

Website hosting of \$15,000 and additional salary expenses of \$35,000.

Community Services

The 2019-2020 Budget includes an allocation of funding for the employment of a Community Engagement Officer.

Development

Increased revenue from solar farm planning agreements \$450,000.

Swimming Pools

\$1,898,500 for asset renewal at Lake Talbot pool including replacement of the filtration system and a water park, these works totalling \$3.8 Million will be completed over 2 financial years once the pool closes at the end of the 2019-2020 season. Upgrading of the filtration system at Barellan pool \$155,000.

Parks, Reserves and Sportsgrounds

Total capital budget of \$411,196 including drainage improvements at Narrandera Sportsground, levelling of Henry Mathieson oval also stage 2 of Victoria Avenue irrigation and various upgrades to parks and reserves.

Street Trees

Expenditure has been increased by \$15,000 which will enable continuation of the program determined by the most recent street tree audit.

Roads budgets

Total budgeted operational and capital expenditure for roads has been increased by 2.5% from 2018-2019. An amount of \$800,000 for the Roads to Recovery program has been fully funded by the Federal Government.

PAMP Program

Programed expenditure of \$172,820 funded as follows – Council \$ 25,500 and RMS \$147,320

Plant Operation

Gross fleet replacements from the plant reserve are:-

Light vehicles	\$ 352,680
Trucks & Trailers	\$ 722,000
Heavy Plant	\$ 373,700
Other Plant	\$ 20,000

Aerodrome

Total capital expenditure of \$420,000 including reseal of the runway also airside beautification works of \$205,000 with Leeton Shire Council making a contribution.

General Purpose Revenue

Rates increase at 2.7% less amount over levied from 2018-2019 yields \$96,395.

Capital Works 2019-2023

Attachment 4 details the proposed capital works program for 2019-2023; each line item indicates the works to be carried out and the source of funding. Projects proposed in the draft four year capital works schedule.

Proposed Borrowings

There are no proposed borrowings for General fund in the 2019-2020 budget.

Key elements of the Water Fund budget:

The capital budget provides for the design of a water treatment plant in 2019-2020, to be constructed in 2020-2021 & 2021-2022 at a total cost of \$18 million, 75% being funded by grants. The upgrade will result in improved water quality also increased operational costs for future years. Asset renewals of \$5.565 million over 10 years are also included with \$825,000 for reticulation mains extensions.

Key elements of the Sewer Fund budget:

The sewer fund capital budget provides for \$4,575,000 in capital renewals over the 10 year period. The provision of sewer for Barellan Village at a total cost of \$6.5 million has been included in the capital program with design scheduled for 2019-2020 and construction in 2020-2021. Council's 25% share of the project of \$1,620,000 is proposed to be borrowed with repayments over 15 years.

Summary

The draft budget provides for the following results in the income statement before grants and contributions provided for capital purposes.

General Fund	\$ 48,920
Water Fund	\$ 480,064
Sewer Fund	<u>\$ 279,470</u>
Consolidated	<u>\$ 808,454</u>

The General Fund is forecast to have negative unrestricted cash flows while the water and sewer funds are forecasted to have nil cash result.

General Fund	\$(144,907)
Water Fund	\$ 0
Sewer Fund	<u>\$ 0</u>
Consolidated	<u>\$(144,907)</u>

Revenue Policy

The following areas are addressed as part of the revenue policy for 2019-2020

- Proposed rates
- Statement of proposed pricing policy
- Proposed Charges
- Statement of unit rates for private works
- Statement of borrowings proposed
- Schedule of proposed fees and charges

C: Rating (Attachment 5)

Council has historically adopted the maximum rate increase available under rate pegging legislation to remain financially viable.

The rate pegging limit for 2019-2020 has been set at 2.7%. Accordingly the existing rate structure has been extended by 2.7% for the 2019-2020 ordinary rate yielding approximately \$96,395 in additional rate revenue which includes adjustments from previous financial years.

Recommendation 1(c)

That Council adopt the maximum 2.7% rate pegging limit increase for permissible yield for the 2019-2020 ordinary rate and be approved for the purpose of public exhibition.

D: Extra Charges on Unpaid Rates (Attachment 5)

Council has yet to be advised of the maximum interest rate to be levied on overdue rates and charges for 2019-2020. Historically Council has adopted the maximum rate to avoid an accumulation of arrears of rates and charges. For the 2018-2019 financial year the maximum interest rate is 7.5%.

Recommendation 1(d)

That Council adopt the maximum interest rate prescribed when determined for 2019-2020 to be applied to overdue rates & charges.

E, F & G: Waste Management Charges (Attachment 5)

The Minister for Local Government does not set a limit on waste charges, but requires Council to levy a charge to operate waste services without cross subsidy with the ordinary rate.

The draft budget proposes a 2.7% (or \$1.30) increase in waste availability charges for Narrandera, Barellan and Grong Grong. Waste collection charges for Narrandera, Barellan & Grong Grong are proposed to increase by 3.0% (or \$6.30) with recycling charges for the three centres proposed to increase by 2.7% (or \$2.10).

Recommendation 1(e)

That Council adopt the waste charges for Narrandera for 2019-2020 as presented and be approved for the purpose of public exhibition:

Domestic Waste Management

Waste Collection (per 240L bin unit collected)	\$ 211.90 pa
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Recycling Collection (per 240L bin unit collected)	\$ 80.50 pa
Availability Charge (per assessment)	\$ 50.00 pa

Non Domestic Waste Management

Waste Collection (per 240L bin unit collected)	\$ 211.90 pa
Waste Collection bi-weekly (per 240L bin unit collected)	\$ 423.00 pa
Recycling Collection (per 240L bin unit collected)	\$ 80.50 pa
Availability Charge (per assessment)	\$ 50.00 pa

Recommendation 1(f)

That Council adopt the waste charges for Barellan for 2019-2020 as presented and be approved for the purpose of public exhibition:

Domestic Waste Management

Waste Collection (per 240L bin unit collected)	\$ 211.90 pa
Recycling Collection (per 240L bin unit collected)	\$ 80.50 pa
Availability Charge (per assessment)	\$ 50.00 pa

Non Domestic Waste Management

Waste Collection (per 240L bin unit collected)	\$211.90 pa
Recycling Collection (per 240L bin unit collected)	\$ 80.50 pa
Availability Charge (per assessment)	\$ 50.00 pa

Recommendation 1(g)

That Council adopt the waste charges for Grong Grong for 2019-2020 as presented and be approved for the purpose of public exhibition:

Domestic Waste Management

Waste Collection (per 240L bin unit collected)	\$ 211.90 pa
Recycling Collection (per 240L bin unit collected)	\$ 80.50 pa
Availability Charge (per assessment)	\$ 50.00 pa

Non Domestic Waste Management

Waste Collection (per 240L bin unit collected)	\$ 211.90 pa
Recycling Collection (per 240L bin unit collected)	\$ 80.50 pa
Availability Charge (per assessment)	\$ 50.00 pa

H: Water Fund (Attachment 5)

In accordance with direction from the Office of Local Government Council is continuing with 'best practice' water supply management, therefore it is proposed that access charges increase by 2.7% and that potable water consumption charges remain at \$1.10 per kilolitre for the first meter read and increase by 2.7% to \$1.13 for the second and third reads; increases are also proposed for the non-potable water supply.

NOTE: The proposed 2019-2020 non-potable water charges were modelled prior to the Notice of Motion submitted by Cr Hall, Council still has the opportunity to review

these charges at its May 2019 meeting should it wish to do so following the conclusion of the exhibition period.

Attachment 6 details the Water Fund and Sewer Fund cash position for the period 2019-2020 to 2028-2029.

Recommendation 1(h)

That Council adopt the water charges for 2019-2020 as presented for both potable and non-potable water service access and consumption charges and that they be approved for the purpose of public exhibition:

1. Levy \$1.10 per kilolitre of potable water measured as being consumed for the water consumption account payable 30 November 2019;
2. Increase the normal potable water consumption charge by 2.7% or 3 cents (\$0.03) per kilolitre to \$1.13 cents per kilolitre of water measured as being consumed for the water consumption accounts payable 28 February 2020 and 31 May 2020;

3. Standard potable water access charges for 2019-2020 increased and charged as follows:

Water Access Charge 20mm	\$ 291.90
Water Access Charge 25mm	\$ 291.90
Water Access Charge 32mm	\$ 745.30
Water Access Charge 40mm	\$ 1,165.40
Water Access Charge 50mm	\$ 1,822.10
Water Access Charge 80mm	\$ 4,660.60
Water Access Charge 100mm	\$ 7,281.20
Water Access Charge Unmetered	\$ 291.90
Water Access Charge Strata	\$ 291.90

4. Increase the non-potable water charge by 4.0% or 1 cent to 26 cents (\$0.26) per kilolitre of non-potable water measured as being consumed during off-peak periods and increase to 56 cents (\$0.56) per kilolitre of non-potable water measured as being consumed during peak periods for the 2019-2020 financial year;

5. Standard non-potable water access charges for 2019-2020 increased and charged as follows:

Water Access Charge 20mm	\$ 129.80
Water Access Charge 25mm	\$ 129.80
Water Access Charge 32mm	\$ 332.50
Water Access Charge 40mm	\$ 519.20
Water Access Charge 50mm	\$ 812.00
Water Access Charge 80mm	\$ 2,120.80
Water Access Charge 100mm	\$ 3,312.30

I: Sewer Fund (Attachment 5)

In accordance with direction from the Office of Local Government, Council is continuing with the staged implementation of “best practice” sewer services management.

The financial position of the fund has improved however it is still in an unsatisfactory financial position and therefore the budget has been framed so that it can return to a sustainable financial position over several years. It is therefore proposed that the sewer rate be increased by 10% per year for the next 2 years and 5% in year 3. If the rate is not increased there will be insufficient cash to fund its operation including the capital renewal program and the proposed capital works at Barellan. With these increases the rate will remain substantially lower than the average for councils a similar size to Narrandera.

Attachment 6 details the Water Fund and Sewer Fund cash position for the period 2019-2020 to 2028-2029.

Recommendation 1(i)

That Council adopt the sewer charges for 2019-2020 as presented for sewer service access, sewer usage and liquid trade waste and that they be approved for the purpose of public exhibition:

1. The standard residential sewer access charge be increased by 10% (or \$59.20) to \$651.50;
2. Residential multiple occupancies be levied the standard residential sewer access charge of \$651.50 multiplied by the number of separate occupancies;
3. Non-residential multiple occupancies be levied the minimum non-residential sewer access charge of \$651.50 multiplied by the number of separate occupancies;
4. Non-residential sewer access charges calculated and levied as per industry standard formula with base charges as follows:-

Minimum charge	\$ 651.50
Unmetered premises	\$ 651.50
Sewer Access Charge 20mm water meter	\$ 472.20
Sewer Access Charge 25mm water meter	\$ 737.40
Sewer Access Charge 32mm water meter	\$ 1,208.60
Sewer Access Charge 40mm water meter	\$ 1,888.30
Sewer Access Charge 50mm water meter	\$ 2,950.50
Sewer Access Charge 80mm water meter	\$ 7,553.00
Sewer Access Charge 100mm water meter	\$11,804.40

5. The non-residential sewer usage charge be increased by 3.0% (or \$0.04) to \$1.35 per kilolitre of estimated sewage discharged to the sewer.
6. Liquid Trade Waste Fees and Charges as follows:-

Annual Trade Waste Fee	\$ 159.70
Annual Trade Waste Inspection Fee	\$ 92.60
Annual Trade Waste Charge per KL x discharge factor	\$ 1.26
Trade Waste – new service	\$ 1,095.20
Trade Waste – existing service	\$ 1,095.20

Attachment 7 details the Sewer Fund scenario comparative positions for the period 2019-2020 to 2028-2029.

J: Stormwater Management Levy (Attachment 5)

The stormwater levy is a statutory charge and is therefore not able to be altered.

Both the Narrandera and Barellan residential stormwater charge remain unchanged at \$25.00 for 2019-2020.

Both the Narrandera and Barellan non-residential stormwater charge for properties with an assessment area equal to or less than 350m² remains unchanged at \$25.00

Both the Narrandera and Barellan non-residential assessments with an area of greater than 350m² an amount of \$25.00 shall be charged for each 350m² or part thereof capped at a maximum charge of \$425.00, remaining unchanged from 2018-2019.

Recommendation 1(j)

That Council adopt the stormwater management charges for 2019-2020 as presented and that they be approved for the purpose of public exhibition:

Residential Stormwater Charge	\$25.00
Residential Strata Stormwater Charge	\$12.50
Non-residential Stormwater Charge	\$25.00 charged per 350m ² or part thereof of total assessment area with the maximum charge capped at \$425.00pa
Non-residential Strata Stormwater Charge	\$12.50 charge per 350m ² or part thereof of total assessment area with the maximum charge capped at \$212.50pa

K: Fees and Charges (Attachment 8)

Fees and charges are subject to regulations on pricing policy. The schedule for fees and charges provides for the following code references.

- Code A Regulatory charges fixed by legislation
- B Regulatory charges not fixed by legislation
- C Full cost recovery charges plus commercial mark up
- D Full cost recovery charges

E Zero or partial cost recovery charges

Recommendation 1(k)

That Council adopt the schedule of fees and charges for 2019-2020 as presented and they be approved for the purpose of public exhibition.

L: Budget Component (Attachments 9 to 18)

The draft budget provides for the following results in the income statement before grants and contributions provided for capital purposes.

General Fund	(Attachments 9, 10 & 11)	\$ 48,920
	(Attachment 11 recommended)	
Water Fund	(Attachments 12, 13 & 14)	\$ 480,064
	(Attachment 14 recommended)	
Sewer Fund	(Attachments 15, 16 & 17)	<u>\$ 279,470</u>
	(Attachment 17 recommended)	
Consolidated	(Attachment 18)	<u>\$ 808,454</u>

The General Fund is forecast to have negative unrestricted cash flows while the water and sewer funds are forecasted to have nil cash result.

General Fund	\$ (144,907)
Water Fund	\$ 0
Sewer Fund	<u>\$ 0</u>
Consolidated	<u>\$ (144,907)</u>

Recommendation 1(l)

That Council adopt the 2019-2029 Long Term Financial Plan as presented and be approved for the purpose of public exhibition.

M: Asset Replacement – Capital Works (Attachment 4)

Council’s capital works for 2019-2020 continues to focus on roads with 44% of the capital works budget expended directly on roads and 15% on the replacement of plant items.

Major asset renewal programs for the Lake Talbot Swimming Pool and the Barellan War Memorial Swimming Pool along with general building renewals and renewals within the roads program see Council projected building and infrastructure renewal ration at 184% which is well above the 100% benchmark.

Recommendation 1(m)

That Council adopt the 2019-2029 schedule of Capital Works as presented and be approved for the purpose of public exhibition.

N: Fit for the Future Action Plan and Benchmarks (Attachment 19)

Based on the draft budget proposals it is anticipated that Council will continue to meet or exceed the Fit for the Future Benchmarks established by TCorp; a full overview is provided within the attachment.

Recommendation 1(n)

That Council note the 2019-2020 Fit for the Future benchmarks and be approved for the purpose of public exhibition.

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

Our Civic Leadership

Strategy

5.1 - To have a Council that demonstrates effective management consistently, also a Council that communicates and engages well with the community and works collaboratively

Action

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

ISSUES AND IMPLICATIONS**Policy**

Community Engagement Policy - ES310.

Financial

The Community Strategic Plan 2017-2030 and its supporting documents are significant drivers of human, financial and asset resources.

Legal / Statutory

Local Government Act 1993

Integrated Planning and Reporting Reform 2009

Community Engagement / Communication

The existing Community Strategic Plan 2017-2030, the Delivery Program 2018-2022 and the proposed Operational Plan 2019-2020 have been developed to respond to the priorities and challenges identified through extensive community and organisational consultation during 2017.

The strategic and financial documents subject to this report are to be placed on exhibition for community comment for 28 days, any comments received or submissions made will be presented to Council at its May 2019 meeting for consideration.

Human Resources / Industrial Relations (if applicable)

Council's suite of strategic documents is the drivers of human, financial and asset resources.

RISKS

That Council is not able to meet all of the expectation of the community.

OPTIONS

The options available to Council are:

- Adopt the draft strategic documents and financial document as presented prior to public exhibition for a period of 28 days; or
- Require amendment(s) to be made prior to public exhibition for a period of 28 days.

CONCLUSION

The draft Operational Plan 2019-2020 as presented and the financial documents has been prepared in accordance with the Local Government Act 1993, once adopted by Council the documents are to be publicly advertised for a period of 28 days for community comment.

Any submissions received will be considered at the May meeting of Council.

The recommendation will be for Council to adopt the draft Operational Plan 2019-2020 as presented and other financial documents for community comment.

RECOMMENDATION

That Council

1. adopt the following for the purpose of public exhibition for a period of 28 days:
 - (a) The unchanged Delivery Program 2018-2022;
 - (b) The draft Operational Plan 2019-2020 as presented;
 - (c) The maximum 2.7% rate pegging limit increase for permissible yield for the 2019-2020 ordinary rate;
 - (d) The maximum interest penalty rate for 2019-2020 when determined and to be applied to overdue rates & charges;
 - (e) The waste charges for Narrandera for 2019-2020 as presented;
 - (f) The waste charges for Barellan for 2019-2020 as presented;
 - (g) The waste charges for Grong Grong for 2019-2020 as presented;
 - (h) The water charges for 2019-2020 as presented for both potable and non-potable water service access and consumption;
 - (i) The sewer charges for 2019-2020 as presented for sewer service access, sewer usage and liquid trade waste;
 - (j) The stormwater management charges for 2019-2020 as presented;
 - (k) The schedule of fees and charges for 2019-2020 as presented;
 - (l) The 2019-2029 Long Term Financial Plan as presented;

- (m) The 2019-2029 schedule of Capital Works as presented;
- (n) The 2019-2020 Fit For The Future benchmarks;
- (o) At the conclusion of the 28 day public exhibition period that Council further consider the strategic documents in conjunction with any community comments or submissions received at its May 2019 meeting.

20.6 RENEWAL OF LICENCE AGREEMENTS - NARRANDERA SALEYARDS 58 PINE HILL ROAD, NARRANDERA**Document ID: 411548****Author: Governance and Engagement Manager****Authoriser: Deputy General Manager Corporate and Community****Theme: Our Civic Leadership****Attachments: Nil****RECOMMENDATION**

That Council:

1. Endorse the new licence agreement with Elders Rural Services Australia Limited also the new licence agreement with Landmark Operations Limited for use of the Narrandera Saleyards located at 58 Pine Hill Road, Narrandera commencing 1 July 2019 for a period of 5 years terminating 30 June 2024;
2. Endorse the placement of the Seal of Council to each licence agreement and any other documents relating to this matter.

PURPOSE

The purpose of this report is for Council to endorse the new licence agreements with both Elders Rural Services Australia Limited also Landmark Operations Limited for use of the Narrandera Saleyards located at 58 Pine Hill Road, Narrandera commencing 1 July 2019.

SUMMARY

Elders Rural Services Australia Limited and Landmark Operations Limited have existing licence agreements with Council for non-exclusive use of the Narrandera Saleyards expiring 30 June 2019, both parties have approached Council to negotiate and renew the licence agreements.

BACKGROUND

Both Elders and Landmark have managed the operations and maintained the Narrandera Saleyards since at least 2000, the conditions within the proposed licence agreements being very similar to the existing licences in that a privilege is granted to each licence holder to use the facility however the licence does not confer exclusive use of the facility as it may be necessary to issue additional licences at a later date.

A condition of granting the proposed licence agreements is that within 14 days of the commencement of the new licences the licensees must vote to appoint one or more of the licensees as a Manager or create a Managing Committee, this allows for the streamlining of any dealings between Council and the licence holders and is also a point of contact for arranging necessary repairs and maintenance and for apportioning of any amounts payable by the licensees.

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

Our Civic Leadership

Strategy

5.1 - To have a Council that demonstrates effective management consistently, also a Council that communicates and engages well with the community and works collaboratively

Action

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

ISSUES AND IMPLICATIONS

There are no perceived issues or implications with the proposed licence agreements. Council's Solicitor Farrell Goode Solicitors have amended the existing licence agreement to remove reference to any repealed Acts and to make it more contemporary.

Policy

Land Leases & Licences – CS60

Financial

The proposed licence agreements contain a number of standard clauses relating to the control of noxious weeds, the maintenance of a current public risk policy of \$20,000,000 for each licence holder, there are also measures to be taken to avoid contamination of the land. The annual licence fee will be \$50 plus GST with the licensees to observe and meet the expenses to upgrade the facility to where necessary to comply with relevant laws, rules, regulations, procedures and requirements to operate a livestock saleyard.

Legal / Statutory

Local Government Act 1993.

Biosecurity Act 2015.

Narrandera Shire Council Weeds Policy.

Community Engagement / Communication

By discussing the proposed licence agreements in an open forum of Council.

Human Resources / Industrial Relations (if applicable)

N/A

RISKS

There are no perceived risks with the issue of these new licence agreements.

OPTIONS

The three options available are:

1. Endorse the proposed licence agreements with Elders Rural Services Australia Limited and Landmark Operations Limited;
2. Require amendments to the proposed licence agreements with Elders Rural Services Australia Limited and Landmark Operations Limited;
3. Not endorse the proposed licence agreements with Elders Rural Services Australia Limited and Landmark Operations Limited.

CONCLUSION

Both Elders Rural Services Australia Limited and Landmark Operations Limited have been a party to an agreement with Council for use of the Narrandera Saleyards since at least 2000, the proposed licence agreements are very similar to the existing licence agreements and the recommendation will be for Council to endorse the new licence agreements.

RECOMMENDATION

That Council:

1. Endorse the new licence agreement with Elders Rural Services Australia Limited also the new licence agreement with Landmark Operations Limited for use of the Narrandera Saleyards located at 58 Pine Hill Road, Narrandera commencing 1 July 2019 for a period of 5 years terminating 30 June 2024;
2. Endorse the placement of the Seal of Council to each licence agreement and any other documents relating to this matter.

21 STATUTORY AND COMPULSORY REPORTING – DEVELOPMENT SERVICES REPORTS

21.1 MARCH DEVELOPMENT SERVICES ACTIVITIES

Document ID: 412258
Author: Manager Development and Environment
Authoriser: Deputy General Manager Infrastructure
Theme: Statutory and Compulsory Reporting – Development Services
Attachments: Nil

RECOMMENDATION

That Council

1. Receive and note the Development Services Activities Report for March 2019.

PURPOSE

The purpose of this report is to inform Council of Development Applications and other development services provided during March as at 31 March 2019.

BACKGROUND

Development & Complying Development Applications

A summary of Development & Complying Development Applications processed during March 2019 detailed in the following table:

Stage Reached	Number
Lodged	4
Stop-the-Clock / Under Referral / Awaiting Information	7
Under Assessment	8
Determined	5

The value of Development & Complying Development Applications approved by Council during March 2019 is detailed in the following table:

Development Type	2018/2019			
	March 2019		Year to Date	
	Number	Value \$	Number	Value \$
Residential	2	\$ 165,125	20	\$ 1,711,279
Industrial			0	\$ -
Commercial	2	\$ 45,000	6	\$ 737,000
Rural Residential			0	\$ -
Subdivisions			5	\$ 17,000
Other	1	\$ 210,000	4	\$ 263,972
TOTAL	5	\$ 420,125	35	\$ 2,729,251

The following Development Applications were determined during March 2019.

No	Lot	Sec	DP/SP	Address	Development Type	Class	Type	STC	ACTIVE Business Days
DA-027-18-19	1	-	191894	3980 Burley Griffin Way BARELLAN	Partial demolition and additions to community hall	9b	L	Y	33
DA-032-18-19	14	-	870450	89 Killen Road BINYA	Transportable rural workers' dwelling	1a	L		49
DA-035-18-19	B	-	311746	175 East Street NARRANDERA	Change of use (hairdresser)	6	L		46
DA-041-18-19	1	-	1244146	105 Weir Park Road NARRANDERA	Erection of fence	10b	L		32
DA-044-18-19	1, 2	-	264323	4-6 Twynam Street NARRANDERA	Internal modification	5	L		13

Notes: Active Business Days

- Calculation excludes closure period 21 December 2018-2 January 2019.
- Extended period of public exhibition 20 December-10 January as per amended Environmental Planning and Assessment Act 1979.
- Four weeks' leave taken by assessing officers during January 2019.

The following Complying Development Applications were determined during March 2019.

No	Lot	Sec	DP/SP	Address	Development Type	Class	Type	STC	ACTIVE Business Days

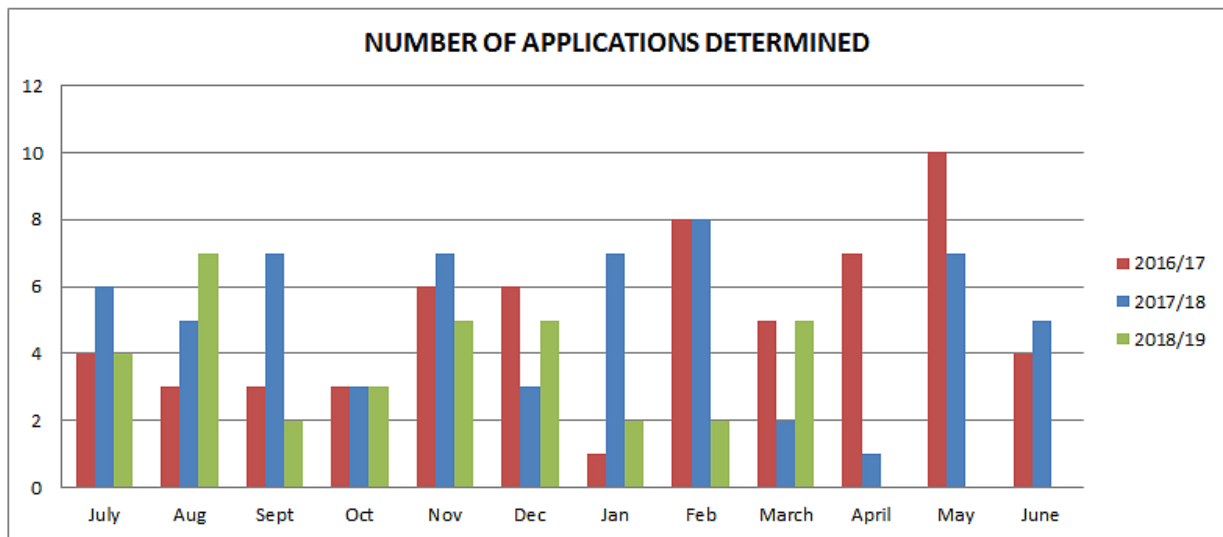
Type explanation

Local (L)	Merit based assessment where development consent is required. Target determination time of 40 business days.
Integrated (I)	Merit based assessment where approval from other authorities, such as RMS, RFS, DPI, is required in addition to development consent. The referral process extends the target determination time to 60 business days.
Modification (M)	Revision of previously approved application. No target determination time.
Stop the Clock (STC)	Calculation of active days stops while additional information required to complete the assessment is obtained from the applicant.
Complying (C)	Fast track approval process without the need for a full development application, if specific criteria are met. Target 10 to 20 business days.

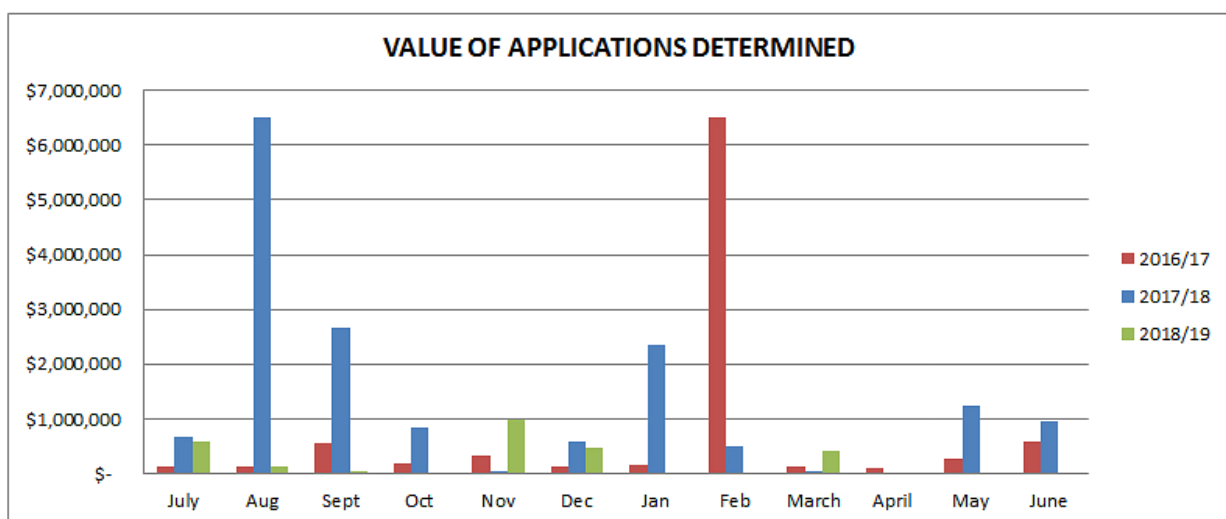
Comparison determination times

2014/15	Narrandera Shire Council average	43 days
2015/16	Narrandera Shire Council average	35 days
2016/17	Narrandera Shire Council average	26 days
2017/18	Narrandera Shire Council average	27 days
2018/19 YTD	Narrandera Shire Council average	32 days

This graph details the comparative number of Development & Complying Development Applications determined by month since 2016/17.



This graph details the comparative value of Development & Complying Development Applications determined by month since 2016/17.



Certificates Issued

A summary of other development services activities undertaken during March 2019 is detailed in the following table:

Certificate Type	Number Issued
Construction Certificates	1
Building Certificates	-
Subdivision Certificates	1
Occupation Certificates	1
Compliance Certificates	-
Section 10.7 (previously 149) Certificates	23
Swimming Pool Compliance Certificates	-
On-Site Septic Management System Certificates	1

Narrandera Floodplain Risk Management and Plan

Throughout March, the Senior Planner allocated 41% of available hours to the Narrandera Floodplain Risk Management Plan and Study activities.

RECOMMENDATION

That Council

Receive and note the Development Services Activities Report for March 2019.

22 STATUTORY AND COMPULSORY REPORTING – FINANCIAL / AUDIT REPORTS

22.1 MARCH INCOME STATEMENT

Document ID: 408711

Author: Costing Officer

Authoriser: Deputy General Manager Corporate and Community

Theme: Statutory and Compulsory Reporting – Financial / Audit

Attachments: 1. [March Income Statement.pdf](#) 

RECOMMENDATION

That Council

1. Receive and note the information contained in the Income Statement report for the period ending 31 March 2019.

PURPOSE

The purpose of this report is to present Council with the Statement of Income for the period ending 31 March 2019.

SUMMARY

This report contains operating income and expenditure for Council's General, Water and Sewer Funds. This statement will differ from that in the Annual Financial Statements due to the accrual process and calculation of depreciation.

BACKGROUND

Adopted Budget

The Original budget was adopted by Council on 19 June 2018. The budget will be reviewed at the end of each quarter during the year; subsequent reports will have the revised budget disclosed.

Rates & Annual charges

Rates & Charges are reported as fully received because revenue is accounted for once the Rates levy has been run. Rates notices for 2018/2019 were issued on 9 July.

Depreciation

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

Major variations to budget

There are no major variations to budget, which are evident at this point in time.

RECOMMENDATION

That Council

1. Receive and note the information contained in the Income Statement report for the period ending 31 March 2019.

Narrandera Shire Council

General Fund Income Statement

for the period ending 31 March 2019

	Original Budget	Revised Budget	Actual YTD
Income from Continuing Operations			
<i>Revenue:</i>			
Rates and Annual Charges	5,622	5,625	5,762
User Charges and Fees	1,701	1,720	1,238
Interest and Investment Revenues	400	400	148
Other Revenues	686	770	640
Grants & Contributions provided for Operating Purposes	6,371	5,555	3,734
Grants & Contributions provided for Capital Purposes	6,267	6,668	1,667
<i>Other Income:</i>			
Net gains from the disposal of assets	92	92	-
Net Share of interests in Joint Ventures & Associated Entities using the Equity Method	-	-	-
Total Income from Continuing Operations	21,139	20,830	13,189
Expenses from Continuing Operations			
Employee Benefits & On-Costs	3,425	3,547	4,537
Borrowing Costs	8	8	6
Materials & Contracts	6,084	7,645	3,001
Depreciation & Amortisation	4,103	3,990	2,993
Legal Costs	-	61	15
Other Expenses	1,274	1,370	1,215
Interest & Investment Losses	-	-	-
Net Losses from the Disposal of Assets	-	-	-
Net Share of interests in Joint Ventures & Associated	-	-	-
Total Expenses from Continuing Operations	14,894	16,621	11,767
Operating Result from Continuing Operations	6,245	4,209	1,423
Discontinued Operations			
Net Profit/(Loss) from Discontinued Operations	-	-	-
Net Operating Result for the Year	6,245	4,209	1,423
Net Operating Result attributable to Council	6,245	4,209	1,423
Net Operating Result attributable to Minority Interests	-	-	-
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	(22)	(2,459)	(245)

Narrandera Shire Council

Water Fund Income Statement

for the period ending 31 March 2019

	Original Budget	Revised Budget	Actual YTD
Income from Continuing Operations			
<i>Revenue:</i>			
Rates and Annual Charges	686	686	730
User Charges and Fees	1,224	1,224	837
Interest and Investment Revenues	216	216	48
Other Revenues	-	-	-
Grants & Contributions provided for Operating Purposes	23	23	22
Grants & Contributions provided for Capital Purposes	15	15	10
<i>Other Income:</i>			
Net gains from the disposal of assets	-	-	-
Net Share of interests in Joint Ventures & Associated Entities using the Equity Method	-	-	-
Total Income from Continuing Operations	2,164	2,164	1,647
Expenses from Continuing Operations			
Employee Benefits & On-Costs	425	428	472
Borrowing Costs	-	-	-
Materials & Contracts	493	490	187
Depreciation & Amortisation	477	488	366
Legal Costs	-	-	-
Other Expenses	228	228	227
Interest & Investment Losses	-	-	-
Net Losses from the Disposal of Assets	-	-	-
Net Share of interests in Joint Ventures & Associated	-	-	-
Total Expenses from Continuing Operations	1,623	1,634	1,252
Operating Result from Continuing Operations	541	530	395
Discontinued Operations			
Net Profit/(Loss) from Discontinued Operations	-	-	-
Net Operating Result for the Year	541	530	395
Net Operating Result attributable to Council	541	530	395
Net Operating Result attributable to Minority Interests	-	1	-
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	526	515	385

Narrandera Shire Council

Sewer Fund Income Statement

for the period ending 31 March 2019

	Original Budget	Revised Budget	Actual YTD
Income from Continuing Operations			
<i>Revenue:</i>			
Rates and Annual Charges	1,123	1,136	1,176
User Charges and Fees	148	142	88
Interest and Investment Revenues	7	7	8
Other Revenues	3	4	2
Grants & Contributions provided for Operating Purposes	20	20	20
Grants & Contributions provided for Capital Purposes	15	8	1
<i>Other Income:</i>			
Net gains from the disposal of assets	-	-	-
Net Share of interests in Joint Ventures & Associated Entities using the Equity Method	-	-	-
Total Income from Continuing Operations	1,316	1,317	1,295
Expenses from Continuing Operations			
Employee Benefits & On-Costs	286	286	334
Borrowing Costs	-	-	-
Materials & Contracts	379	379	180
Depreciation & Amortisation	300	302	227
Legal Costs	-	-	-
Other Expenses	94	95	64
Interest & Investment Losses	-	-	-
Net Losses from the Disposal of Assets	-	-	-
Net Share of interests in Joint Ventures & Associated	-	-	-
Total Expenses from Continuing Operations	1,059	1,062	805
Operating Result from Continuing Operations	257	255	491
Discontinued Operations			
Net Profit/(Loss) from Discontinued Operations	-	-	-
Net Operating Result for the Year	257	255	491
Net Operating Result attributable to Council	257	255	491
Net Operating Result attributable to Minority Interests	-	-	-
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	242	247	490

Narrandera Shire Council

Consolidated Income Statement

for the period ending 31 March 2019

	Original Budget	Revised Budget	Actual YTD
Income from Continuing Operations			
<i>Revenue:</i>			
Rates and Annual Charges	7,431	7,447	7,668
User Charges and Fees	3,073	3,086	2,163
Interest and Investment Revenues	623	623	204
Other Revenues	689	774	642
Grants & Contributions provided for Operating Purposes	6,414	5,598	3,776
Grants & Contributions provided for Capital Purposes	6,297	6,691	1,678
<i>Other Income:</i>			
Net gains from the disposal of assets	92	92	-
Net Share of interests in Joint Ventures & Associated Entities using the Equity Method	-	-	-
Total Income from Continuing Operations	24,619	24,311	16,131
Expenses from Continuing Operations			
Employee Benefits & On-Costs	4,136	4,261	5,343
Borrowing Costs	8	8	6
Materials & Contracts	6,956	8,514	3,368
Depreciation & Amortisation	4,880	4,780	3,585
Legal Costs	-	61	15
Other Expenses	1,605	1,693	1,506
Interest & Investment Losses	-	-	-
Net Losses from the Disposal of Assets	-	-	-
Net Share of interests in Joint Ventures & Associated	-	-	-
Total Expenses from Continuing Operations	17,585	19,317	13,823
Operating Result from Continuing Operations	7,034	4,994	2,308
Discontinued Operations			
Net Profit/(Loss) from Discontinued Operations	-	-	-
Net Operating Result for the Year	7,034	4,994	2,308
Net Operating Result attributable to Council	7,034	4,994	2,308
Net Operating Result attributable to Minority Interests	-	-	-
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	737	(1,697)	630

22.2 MARCH CAPITAL WORKS PROGRAM

Document ID: 408716

Author: Senior Finance Officer

Authoriser: Deputy General Manager Corporate and Community

Theme: Statutory and Compulsory Reporting – Financial / Audit

Attachments:

1. 18-19 Capital Works Program - March 19.pdf [↓](#)
2. Operating Expenditure Summary March 19.pdf [↓](#)
3. Capital Expenditure Summary March 19.pdf [↓](#)

RECOMMENDATION

That Council

1. Receive and note the information contained in the Capital Works report as at 31 March 2019.

PURPOSE

The purpose of this report is to enable Council to track the progress of the capital work programs. This report is for the period ending 31 March 2019.

BACKGROUND

Works listed in the attachment are for works against new budgeted projects for the 2018/2019 year.

There are quite a few projects that are grant funding dependant, where council have not been notified of successfully gaining the grant as yet. These are highlighted separately on the sheet.

There are also items that are listed as capital projects, but these will not be capitalised at the end of the year. These are also highlighted separately.

Key Operational expenses are also included in this report.

Progress to date in each area

Administration

MagiQ is testing sample data prior to completing the migration for the TRIM EDMS Project.

The replacement of the Desktops/Laptops will commence in April.

The Website Revamp project tender has been accepted and will commence in April. Design meetings are in the process of being organised.

The NBN Equipment upgrade is dependent upon the 19/20 Capital works budget for the phone system upgrade.

The manager tablets will be reviewed and replaced with old councillor tables as required.

Quotes are being organised for the MS Exchange and MS Office replacement.

Options for the archiving of Council email will be dependent on the selected exchange.

Webcasting and video conferencing is being outsourced. Prices are being sought to replace microphones.

Quotes being organised for CCTV at NRMA charging station and to replace the main street faulty pan tilt zoom option.

(Infrastructure Admin) Asset Management System service provider is currently delivering the missing data from the data migration.

Narrandera Depot Building Works is 90% complete awaiting blinds to be installed.

The Server Backup System Replacement, Councillor Tablet Replacement and Relocation of the Fibre Optic from Teloca house are complete.

Housing & Community Amenities

Driscoll Road street lighting procurement is underway and the design is awaiting approval from Essential Energy.

Narrandera Cemetery bins have been installed and more furniture is being sourced.

Narrandera Cemetery Improvements will commence when cooler weather arrives.

Barellan Cemetery Entrance gate will be completed by June.

The bins for the Barellan Cemetery have arrived and will be installed in April.

Narrandera West Drainage Improvements is waiting licensing to carry out works on Crown Land.

The 2 cameras at Marie Bashir Park and The Festoon lighting automation and switch board upgrade are complete.

Environment

Quotes are being obtained and the public access work is underway for the Narrandera Waste facility.

The Larmer Street Flood Mitigation Works are awaiting confirmation regarding the extent of works to be carried out at the wetlands. Quotes have been received for under boring to provide electricity to the siphon pump.

Barellan Stormwater Design modelling is planned for April.

The consultant for the Narrandera Floodplain Risk Management Study is completing the final documentation for council handover. Applications for grants to OEHL have been submitted.

Environmental consultant has been engaged for The Lake Talbot deepening project.

Recreation & Culture

Book & Resource Annual Replacement purchasing is ongoing with purchasing trips planned.

Narrandera Library building of the youth room has commenced construction with an expected completion date of June 2019.

Emergency works have not been required for the Barellan and Lake Talbot Pool.

The Lake Talbot Pool pedestrian concrete path is complete and the landscaping design is being prepared for planting in Autumn.

The Lake Talbot Pool Open water slide and Change rooms contract is being finalised for signing.

Rehabilitate Expansion Joints and Rampage floor lift and seal are to be reviewed at the end of the swimming season.

The tender documentation is being reviewed to issue for the Lake Talbot Pool Detailed Design of Master Plan Works. This will be undertaken once the change room and slide tenders have been finalised.

Marie Bashir Park Mobile Stage is under construction. Delivery date is expected to be June 2019.

Narrandera Sportsground South Toilet Block demolition is to commence in April.

The Barellan Sportsground Change room will be completed and available for use in April.

Flag poles are ready to be installed at the Grong Grong entrance.

The Grong Grong Park and Barellan Playground replacements & shade structure quotes have been received and are under review. Work to be completed by end of June.

The Hankinson Park irrigation system stage 1 has commenced and will be completed by the end of April. The garden design is being determined by the OSR Committee. This project forms part of the Stronger Country Communities Round 2 grant.

The Aquatic Weed Harvester project is to be completed in May.

Meeting has been held with local elders to decide options for the completion of the Wiradjuri wall.

The tanks have been ordered and casual staff have commenced works on the Tree Watering. This project forms part of the Drought Community Funding.

The design brief is completed for the Lake Talbot Pool Entry. Work is expected to be completed by 30 June. This project forms part of the Drought Community Funding.

The CBD Gateway project designs are complete. Work expected to be completed by 30 June. This project forms part of the Drought Community Funding.

The Community Hall Improvement quotes are being organised by the committees. This project forms part of the Drought Community Funding.

Quotes are being sought for the Fencing to Sportsgrounds. This project forms part of the Drought Community Funding.

The Cemetery Beautification design is complete. Quotes being organised and work expected to be completed by 30 June. This project forms part of the Drought Community Funding.

The artist for the Art on the Water Tower has been appointed. Workshops held at the end of March with youth and local artists. This project forms part of the Drought Community Funding.

The Basketball pit at Marie Bashir Park, Christmas Light Display, Marie Bashir Park Boundary Running Fence and Running track, Barellan Pool roof insulation of the kiosk area, Barellan Cemetery Boundary Fence, Narrandera Sports Stadium exterior repainting, Victoria Ave Stage 1 irrigation, Narrandera Outdoor Netball Courts, Marie Bashir Park Seating and BBQ areas, Rocky Waterholes Toilet and Marie Bashir Park Skate Park Upgrade are complete.

Transport & Communication

The works schedule for Transport & Communication is as follows in monthly order:

April 2019 - Mejum Road, Hulmes Road, Euratha Road, McKinnons Road, Orams Road, Bulloak Tank Road and Kerb & Gutter Footpath renewals

May 2019 – Mason Lane, Laneway Improvements, King Lane, Bolton Lane, Audley Lane, Males Lane, Showground Road, Brookong Street North, Lizard Drive, Beckham Street, Audley Street and Killara Road.

June 2019 – Adams Street.

Flood Damage works are progressing and scheduled for completion in June 2019. A small extension will be requested for the causeway works that was a late addition to the programme.

Urban, Rural and Regional Roads reseal works to be carried out from February to April 2019.

The RMS repair grant application has been submitted and scheduled to begin in May 2019.

Stage 2 of the AMS Implementation road condition survey is to commence in May.

The Truck Wash development is underway including concrete design of slab and silt pits as well as power to the site. Quotes for the oil separation system will be requested in April.

Railway Bridge concept plans have been developed and an initial meeting with the Office of Environment and Heritage has been undertaken. Council and Landcare will consult with neighbouring residence. The project forms part of the Environment Tourism Grant fund.

Projects that have been completed include: Centenary Road, Settlement Road, Semmler Road, Willows Road, Druces Road, Grong Grong River Road, Litchfields Lane, Pamandi Road, Old Wagga Rd, Landervale Road, Gawnes Road, Brewarrana Lane, Jolleys Road, Paynters Siding Road, Williams Road, Birrego Road, Lismoyle Road, Walkers Road, Irons Road, The Gap Road, Devlins Bridge Road, Settlers Road, Buckingbong Road, Audley Street footpath, Roads Hierarchy Review, Kennys Road and Ellis Road.

Economic Affairs

Barellan Community Hall main entrance and exit door is complete with the septic tank upgrade and gutter clean to be finalised.

Grong Grong Community Hall works is 90% complete. Replacement of two exit doors and repairs to the male toilets are yet to be completed.

The two security cameras for the Railway Station have been ordered.

The Gateway signs are progressing. Entrance shire boundary signs have been completed and installed.

The Red Hill Signage flagpoles have been fabricated and the new billboard has been installed.

The Lake Talbot Tourist Park fire service upgrade design is scheduled for the second half of the financial year.

Detailed construction plans have been provided by the tenant for the Upgrade of the Twynam street shops. Heads of agreement signed, lease being reviewed and quotes are being finalised for internal works.

The airport emergency generator, airside improvements are expected to be completed in May 2019.

The Airport provision of apron flood lighting scope of works is being prepared and expected to be completed in May.

The Airport terminal building works are expected to be completed in April 2019.

The Airport Airside Beautification and improvements will be performed throughout the year as required.

The NRMA Charging Station, Visitor Information Centre Building works, Airport cottage building works are complete, Terminal CCTV security upgrade and Manderlay Road Building Works are complete.

The Provision for off-street chambers staff parking has been postponed.

Water Supplies

The Water Main Replacements program includes: Riverine Street, Argyle Street, Whitton Street, Mitchell Street, Dalgetty Street and King Street. Riverine Street and Argyle St are complete. Mitchell Street to begin in April.

The schedule has been developed for the Hydrant and Valve replacements with construction work underway.

The Integrated Water Cycle Management (IWCM) is 50% complete.

Air quality testing is to be undertaken in April for the Aerator gas scrubbing.

Water Treatment Plant Upgrade design is being performed in conjunction with the IWCM study. Expression of Interest under the Safe and Secure Water Programme has been accepted. Detailed applications submitted on 1 April.

Non Return Valve Bore 4 to commence in May 2019.

Network Design and Planning review will commence upon completion of the Hydraulic Modelling.

Rising Main Isolation is 80% complete.

The Bore 3 well head replacements design is complete and works 90% completed.

Main Street Water Main Replacement is scheduled to begin in April 2019.

Flow meters on all inlet and outlet reservoirs will be procured within April.

The Emergency response equipment is awaiting delivery.

Specifications are being finalised for the Reservoir cleaning and structural assessment. Vermin proofing completed.

The data entry and document control system has been developed and is currently being implemented.

Backflow prevention register is scheduled for April 2019.

The Low Level Chlorinator equipment is complete subject to commission.

The North Zone Pressure Pump size will be informed by the Hydraulic modelling. The pumps will be replaced once the modelling is complete.

Pine Hill Pumps replacement is 90% complete. The pump has been installed and is currently awaiting delivery of the pump controller.

Procurement has commenced for the SCADA and Instrumentation upgrades. The project is to be completed over two years.

Service Replacements to be performed as needed.

Network Hydraulic modelling Software is complete and delivered. Training is being scheduled.

The Duplicate Rising Main from Plant and Pine Hill Reservoir Vermin Proofing has been completed.

Sewerage Supplies

Investigate PS1 Cracking is waiting cleaning for the structural inspection.

The Elwin Street Main Replacement design is complete and works to commence in the later part of the financial year.

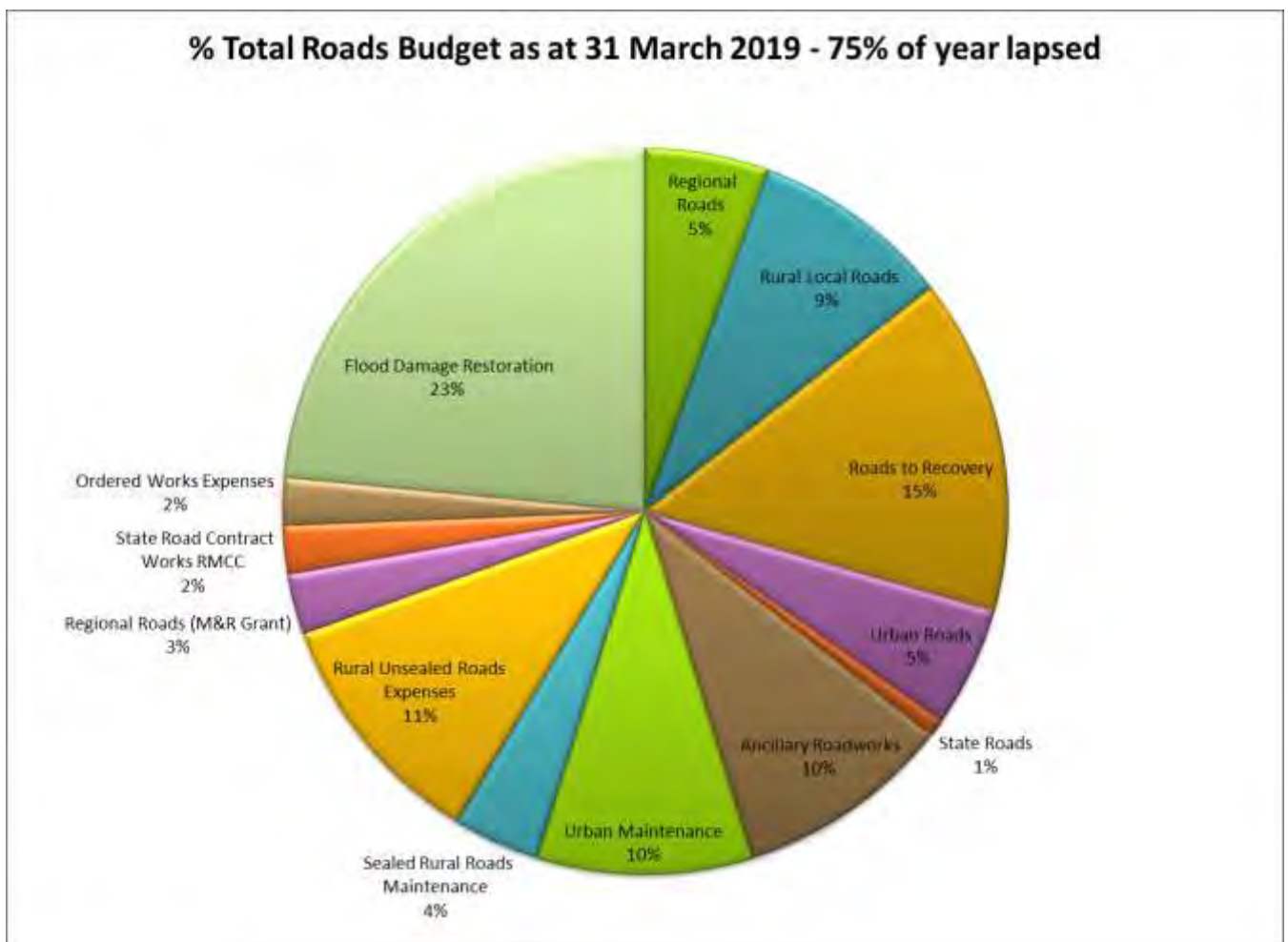
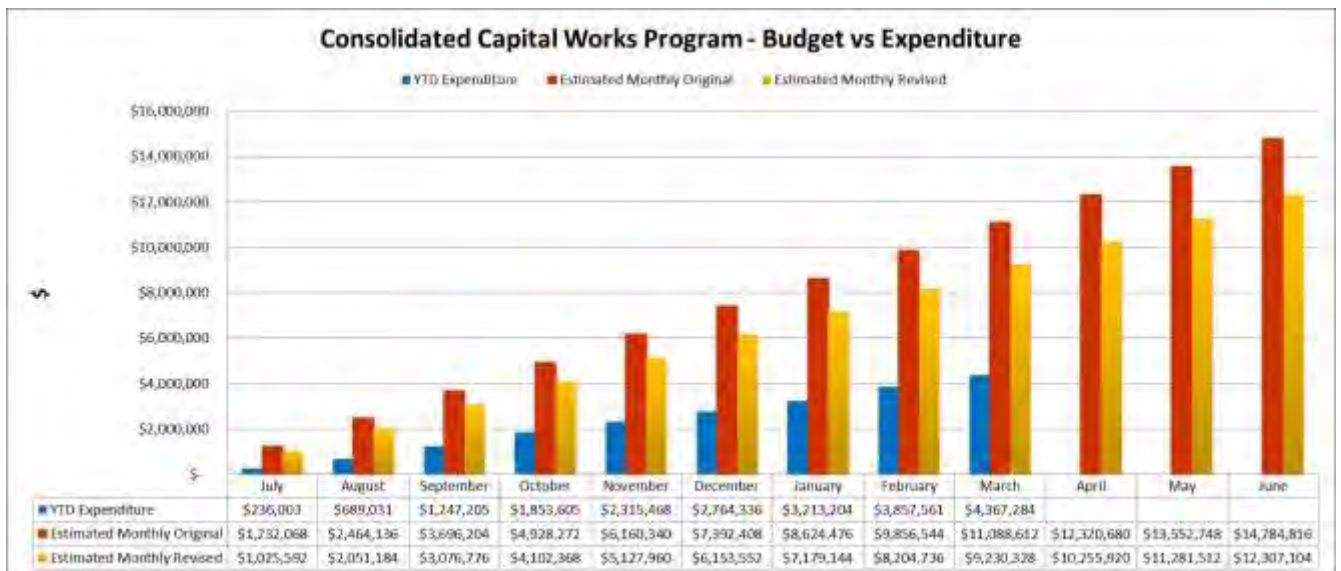
The effluent inlet quality is being monitored for the EPA Primary Filter.

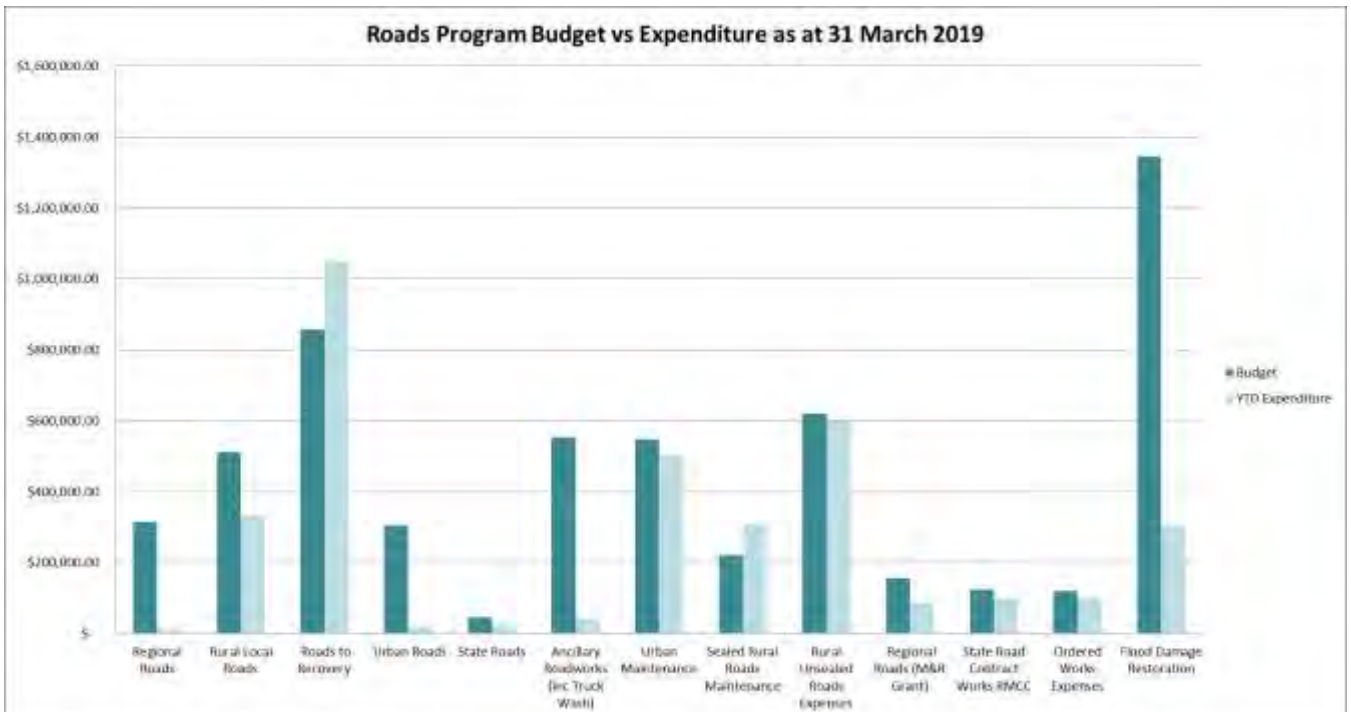
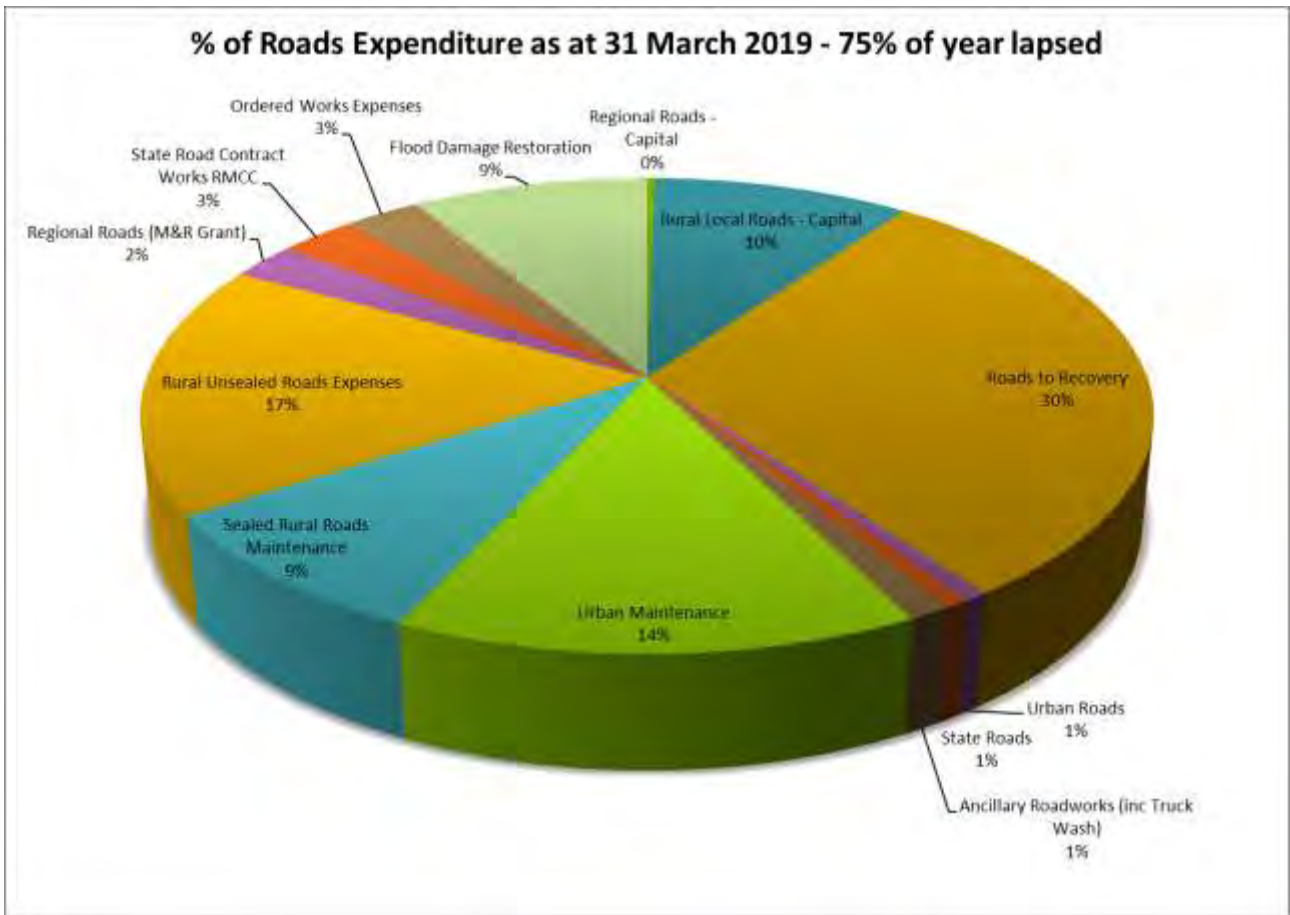
Flowmeters for Pump Station 2, 3, 4 will be procured in March.

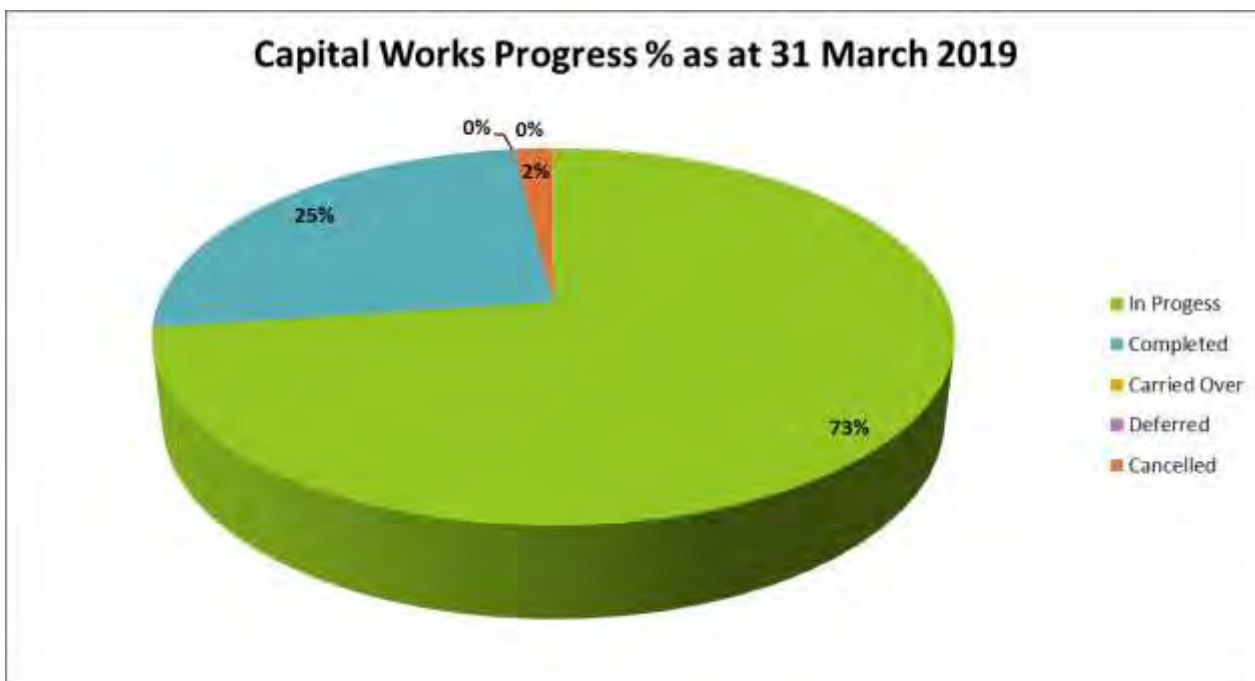
The design options are being considered for the SPS1 Emergency Bypass Pump. Flow meters will be procured in April.

Manhole Replacements, Sewer Service Replacements and Sewer main Replacements will be performed as needed. Larmer Street line replacement is to be investigated.

Maturation Pond Spillway Repair is complete with costings being finalised.







TERMINOLOGY

This report contains an explanation of terminology and headings used in the capital works report. Key terms and terminology are as follows:

Ledger Number - This is a reference number for staff to link the report to Councils accounting records.

Capital works are funded from a number of sources. Codes that denote revenue sources are:

- **Revenue** – Projects funded from revenue raised from Rates & Annual charges, User Fees and Other Revenue.
- **Reserve** – Jobs funded from Council’s reserves and unspent grants.
- **Grant & Contributions** - Funding from other Government departments, Council’s or organisations.

Budget – This is the total allocation to complete the project.

YTD Exp – Total expenditure allocated to project as of report date, including commitments.

Balance – Amount of unspent funds for each program at reporting date.

Graph – The graph at the top of the report displays the original budget adopted by Council, the revised budget and year to date expenditure, including commitments.

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

Theme

Our Infrastructure

Goal

To have an improved and adequately maintained road network

Strategy

56 - Commence identified actions from the Roads Review including implementation of an effective road hierarchy

Action

56.1 - Funding for and any identified projects and opportunities from the strategy to be included and considered by Council as part of the annual budget process

ISSUES AND IMPLICATIONS**Policy**

Nil

Financial

Advise Council of the current status of the Capital Works Program

Legal / Statutory

N/A

Community Engagement / Communication

N/A

Human Resources / Industrial Relations (if applicable)

N/A

RISKS

N/A

RECOMMENDATION

That Council

1. Receive and note the information contained in the Capital Works report as at 31 March 2019.

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2018-19 - As at 31/03/19

Project	Status	Resp.	Job Number	Proposed	Commitments	Budget	YTD	Unrealised Grants		Comments
								Balance	%	
								75.00 % of year elapsed		
								Key Operational Complete		
1 Council Chambers Sewer Upgrade	A	WM	4100-1002-0000	\$0.00		\$14,919.00	\$0.00	\$14,919.00	0%	Plumber engaged to assess solutions
2 Council Chambers Building Works	A	WM	4100-1004-0000	\$27,600.00		\$27,600.00	\$6,949.05	\$20,650.95	25%	Air conditioner in stair well area complete; guttering, exhaust fan installation and minor work at corporate library progressing
3 TRIM EDMS Project	A	IT	4200-1001-0000	\$0.00	\$16,500.00	\$17,395.00	\$0.00	\$17,395.00	0%	Testing sample data with MagiQ before completing migration.
4 Replace Desktops/Laptops	A	IT	4400-1001-0000	\$20,000.00		\$20,000.00	\$1,101.00	\$18,899.00	6%	Will commence in April
5 Councillor Tablet Replacement	A	IT	4400-1011-0000	\$10,500.00		\$20,500.00	\$19,919.04	\$580.96	97%	Project completed
6 Website revamp	A	IT	4400-1007-0000	\$50,000.00		\$70,000.00	\$0.00	\$70,000.00	0%	Tender accepted. Organising design Meetings
7 NBN Equipment	A	IT	4400-1008-0000	\$0.00		\$3,972.00	\$0.00	\$3,972.00	0%	Dependent upon the 19/20 Capital Works budget for the phone system upgrade.
8 Manager Tablets	A	IT	4400-1013-0000	\$8,000.00		\$8,000.00	\$0.00	\$8,000.00	0%	Review as old councillor tablets are reallocated
9 MS Exchange Replacement	A	IT	4400-1014-0000	\$28,000.00		\$28,000.00	\$0.00	\$28,000.00	0%	Organising Quotes.
10 MS Office Replacement	A	IT	4400-1015-0000	\$35,000.00		\$35,000.00	\$405.00	\$34,595.00	1%	Organising Quotes
11 Council email archiving	A	IT	4400-1017-0000	\$17,000.00		\$17,000.00	\$0.00	\$17,000.00	0%	Options will depend on the exchange replacement that is chosen
12 Webcasting and Video Conferencing	A	IT	4400-1018-0000	\$42,000.00		\$32,000.00	\$1,115.00	\$30,885.00	3%	Council resolved to outsource the webcasting of the meetings. Price being sought to replace microphones.
13 Server Backup System Replacement	F	IT	4400-1012-0000	\$34,000.00		\$34,000.00	\$32,673.00	\$1,327.00	96%	Project completed - Job Closed
14 Relocate Fibre Optic from Teloca House to EOC	F	IT	4400-1016-0000	\$10,500.00		\$10,500.00	\$11,050.00	-\$550.00	105%	Project completed - Job Closed
15 Asset Management System	A	MPA	5000-1001-0000	\$0.00	\$2,264.49	\$2,484.00	\$0.00	\$2,484.00	0%	Service provider is currently delivering missing elements of initial data migration including missing GIS layers
16 Narrandera Depot Building Works	A	WM	5000-1002-0000	\$9,000.00		\$9,000.00	\$11,127.49	-\$2,127.49	124%	Upgrades to staff areas. Works 90% complete blinds to be installed
17 Festoon lighting automation and switch board upgrade	F	MPA	5050-1002-0000	\$20,825.00	\$2,540.00	\$20,825.00	\$18,641.36	\$2,183.64	90%	Work completed. Awaiting final invoices
18 Driscoll Rd - street lighting	A	MPA	5050-1003-0000	\$40,200.00		\$40,200.00	\$4,393.24	\$35,806.76	11%	Procurement underway Electrical Design waiting on Essential energy approval
19 CCTV Camera Equipment Replacement	A	IT	5200-1002-0000	\$11,000.00		\$11,000.00	\$6,901.98	\$4,098.02	63%	Evaluating quotes for CCTV at the NRMA charging station and to replace faulty PTZ in Main Street
20 2 Cameras Marie Bashir Park	F	IT	5200-1003-0000	\$0.00		\$10,000.00	\$9,051.00	\$949.00	91%	Project completed - Job Closed
21 Narrandera Waste Facility -External fence & improved public access	A	MDE	5600-1006-0000	\$45,000.00	\$604.00	\$45,000.00	\$26,202.51	\$18,797.49	58%	12/18: Quotes being obtained. 1/19: Public access work underway
22 Waste Depot Building Works	F	WM	5600-1007-0000	\$4,000.00		\$4,000.00	\$83.42	\$3,916.58	2%	Project Completed - Job Closed
23 Narrandera Floodplain Risk Management Study	A	MPA	5700-1001-0000	\$0.00		\$75,854.00	\$67,037.03	\$8,816.97	88%	Consultant completing final documentation for handover to Council. Applications for grants to OEH submitted. Awaiting confirmation of extent of works to be carried out at the wetlands. Quotes received underboring to provide electricity to the pump site
24 Larmer St Flood Mitigation Works - Stage 2	A	MPA	5700-1004-0000	\$90,000.00	\$10,408.43	\$90,000.00	\$6,700.93	\$83,299.07	5%	Basin locations confirmed. Awaiting license from Crown lands to carry out works on Crown land.
25 Narrandera West Drainage improvements	A	MPA	5700-1005-0000	\$222,000.00		\$246,042.00	\$23,962.82	\$222,079.18	10%	Completed two bins. More furniture being sourced..
26 Narrandera Cemetery Furniture	A	OSR	0800-1002-0000	\$8,000.00		\$8,000.00	\$4,593.75	\$3,406.25	57%	Expansion of lawn cemetery to be done when cooler weather arrives
27 Narrandera Cemetery improvements (Cemetery Review)	A	OSR	0800-1004-0000	\$120,000.00		\$120,000.00	\$0.00	\$120,000.00	0%	Will be completed by June
28 Barellan Cemetery Entrance gate	A	OSR	0800-1005-0000	\$16,000.00		\$16,000.00	\$0.00	\$16,000.00	0%	Project completed - Job Closed
29 Barellan Cemetery - Boundary fence	F	OSR	0800-1006-0000	\$8,000.00		\$8,000.00	\$7,838.00	\$162.00	98%	Resource purchasing is ongoing with purchasing trips planned.
30 Narrandera Library Book & Resources annual replacement	A	CDM	7700-1002-0000	\$29,696.00	\$2,408.69	\$29,696.00	\$11,933.21	\$17,762.79	40%	Construction commenced due for completion end of June.
31 Narrandera Library - Building of Youth Room	A	CDM	7700-1003-0000	\$315,000.00	\$142,086.62	\$415,000.00	\$84,599.84	\$330,400.16	20%	Light and fan sensor in toilets, electric hand dryer, external wall light
32 Narrandera Library Building Works	A	WM	7700-1004-0000	\$5,450.00		\$5,450.00	\$189.74	\$5,260.26	3%	Reviewing tender documentation in preparation for issue of tender. Tender advertising to be issued in March
33 Lake Talbot Pool - Detailed Design of Master Plan Works - Filtration & Splash Park Works	A	MPA	7800-1005-0000	\$0.00	\$29,500.00	\$93,490.00	\$37,188.54	\$56,301.46	40%	Will review at end of swimming season. Will depend on outcome of tender for pool filtration & splash park and also if fix to rampage pool floor was adequate.
34 Lake Talbot Pool - Rehabilitate Expansion Joints & Rampage Floor Lift	A	MPA	7800-1006-0000	\$30,000.00		\$22,847.00	\$4,106.46	\$18,740.54	18%	Contract being finalised for signing
35 Lake Talbot Pool Replacement of Open Slide.	A	MPA	7800-1010-0000	\$243,615.00		\$243,615.00	\$151.88	\$243,463.12	0%	Landscaping design being prepared by OSR team for planting in autumn. Includes irrigation of garden beds
36 Lake Talbot Pool - Pedestrian path.	A	MPA	7800-1011-0000	\$125,000.00	\$2,092.66	\$135,096.00	\$120,254.33	\$14,841.67	89%	Contract being finalised for signing
37 Lake Talbot Pool - Change Rooms pool deck level.	A	MPA	7800-1012-0000	\$398,119.00	\$8,540.00	\$398,119.00	\$349.56	\$397,769.44	0%	Barellan Swim club received grant funding. Procurement underway with construction planned in April when pool closes.
39 Barellan Pool - Shade Structure South Side Infants Pool	A	MPA	7900-1006-0000	\$9,000.00	\$8,976.00	\$9,000.00	\$0.02	\$8,999.98	0%	Project completed - Job Closed
40 Barellan Pool Insulate roof of kiosk area.	F	MPA	7900-1005-0000	\$6,000.00		\$6,000.00	\$4,702.59	\$1,297.41	78%	Demolition expected to be undertaken April
41 Narrandera Sportsground - South Toilet Block demolition	A	OSR	0200-1011-0000	\$10,000.00		\$10,000.00	\$402.41	\$9,597.59	4%	Changerooms to be open on 13 April for use.
42 Barellan Sportsground - Change room Upgrade	A	OSR	0200-1014-0000	\$102,000.00	\$191,798.83	\$497,136.00	\$350,207.10	\$146,928.90	70%	Completed
43 Marie Bashir Park - Boundary Fence & Running Track	F	OSR	0200-1010-0000	\$10,000.00	\$345.45	\$145,811.00	\$135,538.51	\$10,272.49	93%	Project completed - Job Closed
44 Narrandera outdoor netball courts - concreting of unsealed areas	F	OSR	0200-1013-0000	\$12,000.00		\$15,290.00	\$15,291.47	-\$1.47	100%	Stage under construction. Expected delivery in June.
45 Marie Bashir Park - Mobile Stage	A	OSR	0300-1009-0000	\$0.00	\$91,135.00	\$180,000.00	\$60,963.18	\$119,036.82	34%	Poles ready to be installed at Grong Grong Entrance. Budget was adjusted in Quarterly review.
46 Flag Poles for Festive Flags	A	OSR	0300-1012-0000	\$0.00		\$11,822.00	\$7,212.75	\$4,609.25	61%	Existing Wiradjuri wall has structural defects that need to be further investigated. Meeting has been held with local elders to decide options.
47 Completion of Wiradjuri wall	A	OSR	0300-1022-0000	\$20,000.00		\$20,000.00	\$0.00	\$20,000.00	0%	Quotes received, under review. Works to be completed by end of June.
48 Barellan Playground Upgrades	A	OSR	0300-1023-0000	\$15,000.00		\$15,000.00	\$0.00	\$15,000.00	0%	

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2018-19 - As at 31/03/19

Project	Status	Resp.	Job Number	Proposed	Commitments	Budget	YTD	Unrealised Grants		Comments	
								Balance	%		
										75.00 % of year elapsed	
49	Grong Grong Park Playground replacements & shade structure	A	OSR	0300-1024-0000	\$30,000.00		\$30,000.00	\$162.28	\$29,837.72	1%	Quotes received, under review. Works to be completed by end of June.
50	Hankinson park upgrade	A	OSR	0300-1025-0000	\$30,000.00	\$20,794.55	\$80,000.00	\$910.29	\$79,089.71	1%	Works commenced on irrigation. Completion end of April. Garden design being determined by OSR Committee.
51	Drought Community Funding - Tree Watering	A	OSR	0300-1028-0000	\$0.00		\$131,113.00	\$5,323.34	\$125,789.66	4%	Tanks have been ordered. Casual has commenced.
52	Drought Community Funding - Lake Talbot Pool Entry	A	MPA	0300-1029-0000	\$0.00		\$58,275.00	\$0.00	\$58,275.00	0%	Designs completed, works to be completed by 30 June
53	Drought Community Funding - CBD Gateway	A	MPA	0300-1030-0000	\$0.00		\$299,233.00	\$0.00	\$299,233.00	0%	Designs completed, works to be completed by 30 June
54	Drought Community Funding - Comin Hall Improvements	A	MPA	0300-1031-0000	\$0.00		\$120,053.00	\$1,279.45	\$118,773.55	1%	Committees organising quotes.
55	Drought Community Funding - Fencing to Sportsgrounds	A	OSR	0300-1032-0000	\$0.00		\$105,045.00	\$0.00	\$105,045.00	0%	Quotes close week ending 5 April.
56	Drought Community Funding - Cemetery Beautification	A	OSR	0300-1033-0000	\$0.00		\$47,250.00	\$0.00	\$47,250.00	0%	Design completed. Quotes and works being organised for completion by 30 June.
57	Drought Community Funding - Art on Water Tower	A	MPA	0300-1034-0000	\$0.00		\$129,150.00	\$5,311.92	\$123,838.08	4%	Artist appointed. Workshops planned with youth and local artists at the end of March. DA being prepared.
58	Marie Bashir Park - Seating & BBQ Areas x 2	F	OSR	0300-1007-0000	\$0.00	\$2,298.00	\$71,594.00	\$70,619.54	\$974.46	99%	Completed
59	Victoria ave stage 1 - Irrigation in front of Sportsground and stadium	F	OSR	0300-1026-0000	\$40,000.00	\$15,000.00	\$40,000.00	\$5,324.21	\$34,675.79	13%	Complete - savings to go towards extending the irrigation area within the sportsground Adjacent to argyle street. Awaiting final invoices.
60	Marie Bashir Park - Skate Park Upgrade	F	MPA	0300-1011-0000	\$0.00		\$206,232.87	\$206,232.87	\$0.00	100%	Project completed - Job Closed
61	Marie Bashir Park - Basketball Pit	F	OSR	0300-1021-0000	\$30,000.00		\$50,000.00	\$55,718.87	-\$5,718.87	111%	Completed
62	Christmas Tree Lighting Project	F	OSR	0300-1027-0000	\$30,000.00	\$330.00	\$30,000.00	\$28,381.19	\$1,618.81	95%	Installation completed. Date to be set for Autumn/Winter storage
63	Narrandera Sports Stadium - Repainting exterior	F	OSR	0400-1002-0000	\$30,000.00		\$30,000.00	\$28,059.00	\$1,941.00	94%	Project Completed - Job Closed. Remaining funds will be used to paint the foyer inside the stadium.
64	Lake Talbot Recreation Area - Rocky Waterholes Toilet	F	MPA	0600-1005-0000	\$0.00	\$1,363.64	\$46,974.00	\$47,349.85	-\$375.85	101%	Completed
65	Aquatic weed Harvester	A	OSR	0600-1008-0000	\$130,000.00		\$130,000.00	\$0.00	\$130,000.00	0%	Completed prior to June.
66	Urban Roads Construction	N/A	WM	0006-1013-0000	\$0.00		\$0.00	\$0.00	\$0.00	0%	
67	Barellan Stormwater Design	A	MPA	0006-1012-0000	\$0.00		\$4,417.00	\$656.07	\$3,760.93	15%	Project likely to be deferred
68	Audley St (Elizabeth to Frederica)	A	WM	0006-1018-0000	\$16,830.00		\$16,830.00	\$0.00	\$16,830.00	0%	Commences in May 2019
69	Adam St (Larmer to Audley)	A	WM	0006-1019-0000	\$16,804.00		\$16,804.00	\$0.00	\$16,804.00	0%	Commences in June 2019
70	Mason Ln (Drain Covering)	A	WM	0006-1020-0000	\$30,000.00		\$30,000.00	\$0.00	\$30,000.00	0%	Commences in May 2019
71	Laneway Improvements	A	WM	0006-1021-0000	\$33,366.00		\$33,366.00	\$0.00	\$33,366.00	0%	Commences in May 2019
72	Kerb Gutter & Footpath Renewal	A	WM	0006-1022-0000	\$25,000.00		\$25,000.00	\$0.00	\$25,000.00	0%	Commences in April 2019
73	Roads Hierarchy Review	F	WM	0006-1010-0000	\$0.00		\$8,000.00	\$4,000.00	\$4,000.00	50%	Strategic network assessment has been completed - Job Closed
74	Urban Roads Construction - Laneways	N/A	WM	N/A	\$16,000.00		\$16,000.00	\$0.00	\$16,000.00	0%	
75	King Ln (Cadell to Adam)	A	WM	0009-1005-0000	\$0.00		\$0.00	\$0.00	\$0.00	#DIV/0!	Commences in May 2019
76	Bolton Ln (Beckham to Jellinbah)	A	WM	0009-1006-0000	\$0.00		\$0.00	\$0.00	-\$0.00	#DIV/0!	Commences in May 2019
77	Audley Ln (Midgeon to Roberts)	A	WM	0009-1007-0000	\$0.00		\$0.00	\$0.00	-\$0.00	#DIV/0!	Commences in May 2019
78	Urban Reseals	N/A	WM	N/A	\$112,000.00		\$112,000.00	\$0.00	\$112,000.00	0%	Commenced in February 2019. Locations marked. Works ordered. To be completed by Mid April.
79	Larmer Street	A	WM	0007-1001-0000	\$0.00		\$0.00	\$0.00	\$0.00	#DIV/0!	
80	Douglas Street	A	WM	0007-1002-0000	\$0.00		\$0.00	\$0.00	\$0.00	#DIV/0!	
81	Crescent St - Elwin to Adams	A	WM	0007-1003-0000	\$0.00		\$0.00	\$0.00	\$0.00	#DIV/0!	
82	Crescent St - Whitton/Adams St Intersection	A	WM	0007-1004-0000	\$0.00		\$0.00	\$0.00	\$0.00	#DIV/0!	
83	Audley Street	A	WM	0007-1005-0000	\$0.00		\$0.00	\$0.00	\$0.00	#DIV/0!	
84	Whitton Street	A	WM	0007-1006-0000	\$0.00		\$0.00	\$0.00	\$0.00	#DIV/0!	
85	Jonsen Street	A	WM	0007-1007-0000	\$0.00		\$0.00	\$0.00	\$0.00	#DIV/0!	
86	Binya St (Grong Grong)	A	WM	0007-1008-0000	\$0.00		\$0.00	\$0.00	\$0.00	#DIV/0!	
87	Mulga St (Barellan)	A	WM	0007-1009-0000	\$0.00		\$0.00	\$0.00	\$0.00	#DIV/0!	
88	Urban Pavement Rehabilitation	N/A	WM	N/A	\$0.00		\$0.00	\$0.00	\$0.00	0%	
89	Showground Road	A	WM	0008-1013-0000	\$36,000.00		\$36,000.00	\$0.00	\$36,000.00	0%	Commences in May 2019
90	Brookong St North	A	WM	0008-1014-0000	\$16,560.00		\$16,560.00	\$0.00	\$16,560.00	0%	Commences in May 2019
91	Lizard Drive	A	WM	0008-1015-0000	\$61,750.00		\$61,750.00	\$0.00	\$61,750.00	0%	Commences in May 2019
92	Beckham Street	A	WM	0008-1016-0000	\$8,690.00		\$8,690.00	\$0.00	\$8,690.00	0%	Commences in May 2019 shoulder sealing
93	Rural Roads Construction	N/A	WM	N/A	\$0.00		\$0.00	\$0.00	\$0.00	0%	
94	Killara Rd 0-2.07km	A	WM	0010-1101-0000	\$65,205.00		\$65,205.00	\$22,595.04	\$42,609.96	35%	Commence and complete in April 2019
95	Grng Grng River Rd Sth 0-2km	F	WM	0010-1104-0000	\$34,220.00		\$34,220.00	\$36,286.15	-\$2,066.15	106%	Project Completed - Job Closed
96	Druces Rd 0-1km	F	WM	0010-1102-0000	\$15,750.00		\$15,750.00	\$25,499.29	-\$9,749.29	162%	Project Completed - Job Closed
97	Druces Rd 3.235-4.335km	F	WM	0010-1103-0000	\$17,325.00		\$17,325.00	\$24,208.04	-\$6,883.04	140%	Project Completed - Job Closed
98	Pamandi Rd 0-1.5km	F	WM	0010-1105-0000	\$45,000.00		\$45,000.00	\$38,288.87	\$6,711.13	85%	Project Completed - Job Closed
99	Settlers Rd 3-3.5km	F	WM	0010-1106-0000	\$27,000.00		\$27,000.00	\$26,541.54	\$458.46	98%	Project Completed - Job Closed
100	Litchfields Ln 1.5-3km	F	WM	0010-1107-0000	\$37,500.00		\$37,500.00	\$33,368.90	\$4,131.10	89%	Project Completed - Job Closed
101	Rural roads reshooting	N/A	WM	N/A	\$0.00		\$0.00	\$0.00	\$0.00	0%	
102	Euratha Rd 1.4-4.35km	A	WM	0012-1018-0000	\$88,500.00	\$11,143.05	\$88,500.00	\$44,565.31	\$43,934.69	50%	Commences and complete in April 2019
103	McKinnons Rd 0.8-1.5km	A	WM	0012-1019-0000	\$11,755.00		\$11,755.00	\$14,355.03	-\$2,600.03	122%	Commences and complete in April 2019

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2018-19 - As at 31/03/19

Project	Status	Resp.	Job Number	Proposed	Commitments	Budget	YTD	Unrealised Grants		Comments
								Balance	%	
										75.00 % of year elapsed
										Key Operational Complete
104 Orams Rd 0-1.43km	A	WM	0012-1020-0000	\$25,025.00		\$25,025.00	\$29,632.55	-\$4,607.55	118%	Commences and complete in April 2019
105 Old Wagga Rd 9.7-10.5km	F	WM	0012-1021-0000	\$43,200.00		\$43,200.00	\$22,264.51	\$20,935.49	52%	Project Completed - Job Closed
106 Buckinbong Rd 13.86-16.24km	F	WM	0012-1022-0000	\$128,520.00		\$128,520.00	\$64,452.38	\$64,067.62	50%	Project Completed - Job Closed
107 Rural Roads Reseals	N/A	WM	N/A	\$143,000.00		\$143,000.00	\$0.00	\$143,000.00	0%	Reseal work to be carried out during February to April 2019
108 Strontian Rd	A	WM	0002-1000-0000	\$0.00		\$0.00	\$0.00	\$0.00	#DIV/0!	Completed, awaiting invoices
109 Sandigo Rd	A	WM	0002-1000-0000	\$0.00		\$0.00	\$0.00	\$0.00	#DIV/0!	Completed, awaiting invoices
110 Sandy Creek Rd 1.8-3.2km	A	WM	0002-1000-0000	\$0.00		\$0.00	\$0.00	\$0.00	#DIV/0!	
111 Sandy Creek Rd 3.2-4.05km	A	WM	0002-1000-0000	\$0.00		\$0.00	\$0.00	\$0.00	#DIV/0!	
112 Back Morundah Rd	A	WM	0002-1000-0000	\$0.00		\$0.00	\$0.00	\$0.00	#DIV/0!	
113 Flood Damage Repairs	A	WM	0004-0003-0000	\$1,792,900.00	\$50,703.69	\$1,792,900.00	\$388,646.45	\$1,404,253.55	22%	Work progressing. To be completed in June 2019
114 Roads to Recovery (R2R proposed to expend in Urban Area) Grant (N/A	WM	N/A	\$233,120.00		\$233,120.00	\$0.00	\$233,120.00	0%	
115 Roads to Recovery (R2R proposed to expend on Rural Area) Grant (N/A	WM	N/A	\$626,820.00		\$908,578.00	\$0.00	\$908,578.00	0%	Budget Placeholder for all Roads to Recovery Jobs. See job cost items below for details
116 Hulmes Road	A	WM	0014-1079-0000	\$0.00		\$0.00	\$65,228.09	-\$15,228.09	#DIV/0!	
117 Urban Roads reseal from R2R	A	WM	0014-1100-0000	\$0.00		\$0.00	\$0.00	\$63,753.00	#DIV/0!	In Nov Council meeting, this budget is recommended to utilise as co-contribution for HVSP
118 Mejum Rd 0-1.56km	A	WM	0014-1106-0000	\$0.00		\$0.00	\$5,527.80	\$33,472.20	#DIV/0!	Scheduled for March/April 2019
119 Willows Rd 3.5-4.5km	A	WM	0014-1108-0000	\$0.00		\$0.00	\$43,009.85	-\$1,009.85	#DIV/0!	Works Completed
120 Bulloak Tank Rd 12.19-13.19km	A	WM	0014-1111-0000	\$0.00		\$0.00	\$0.00	\$30,000.00	#DIV/0!	Scheduled for April/May 2019
121 Males Ln 1.4-1.75km	A	WM	0014-1112-0000	\$0.00		\$0.00	\$0.00	\$8,575.00	#DIV/0!	Scheduled for May 2019
122 Kennys Rd 0-1.7km	A	WM	0014-1113-0000	\$0.00		\$0.00	\$26,977.74	\$14,672.26	#DIV/0!	Works completed
123 Ellis Rd 0-2.5km	A	WM	0014-1115-0000	\$0.00	\$18,641.58	\$0.00	\$85,623.02	-\$23,123.02	#DIV/0!	Works Completed
124 Old Wagga Rd 27.49-29.49km	F	WM	0014-1076-0000	\$0.00		\$0.00	\$47,808.55	-\$47,808.55	#DIV/0!	Project Completed - Job Closed. Carry Over from 17/18 - See line 90 for budget
125 Old Wagga Rd 21.00-21.81	F	WM	0014-1077-0000	\$0.00		\$0.00	\$45,075.93	-\$45,075.93	#DIV/0!	Project Completed - Job Closed. Carry Over from 17/18 - See line 90 for budget
126 Old Wagga Rd 9.11-10.10	F	WM	0014-1078-0000	\$0.00		\$0.00	\$69,199.42	-\$69,199.42	#DIV/0!	Project Completed - Job Closed. Carry Over from 17/18 - See line 90 for budget
127 Devlins Bridge Rd 10.45-13.05km	F	WM	0014-1101-0000	\$0.00		\$0.00	\$80,011.09	-\$2,011.09	#DIV/0!	Project Completed - Job Closed
128 The Gap Rd 0-1km	F	WM	0014-1102-0000	\$0.00		\$0.00	\$54,140.15	-\$9,140.15	#DIV/0!	Project Completed - Job Closed
129 Brewarrana Ln 6.15-8.15km	F	WM	0014-1103-0000	\$0.00		\$0.00	\$33,422.85	\$1,577.15	#DIV/0!	Project Completed - Job Closed
130 Centenary Rd 7.11-9.12km	F	WM	0014-1104-0000	\$0.00		\$0.00	\$56,181.87	-\$56,181.87	#DIV/0!	Project Completed - Job Closed
131 Jolleys Rd 8.76-10.42km	F	WM	0014-1105-0000	\$0.00		\$0.00	\$25,119.19	\$3,930.81	#DIV/0!	Project Completed - Job Closed
132 Gawnes Rd 12-12.3km	F	WM	0014-1107-0000	\$0.00		\$0.00	\$8,393.37	-\$893.37	#DIV/0!	Project Completed - Job Closed
133 Landervale Rd 2-3.5km	F	WM	0014-1109-0000	\$0.00		\$0.00	\$37,464.74	\$25,535.26	#DIV/0!	Project Completed - Job Closed
134 Paynters siding Rd 4.8-6.06km	F	WM	0014-1110-0000	\$0.00		\$0.00	\$44,872.16	-\$13,372.16	#DIV/0!	Project Completed - Job Closed
135 Williams Rd 0-1.5km	F	WM	0014-1114-0000	\$0.00		\$0.00	\$42,658.81	\$2,341.19	#DIV/0!	Project Completed - Job Closed
136 Birrego Rd 0-0.4km	F	WM	0014-1116-0000	\$0.00		\$0.00	\$13,051.42	-\$1,051.42	#DIV/0!	Project Completed - Job Closed
137 Irons Rd 0-2.8km	F	WM	0014-1117-0000	\$0.00		\$0.00	\$135,877.57	-\$47,677.57	#DIV/0!	Project Completed - Job Closed
138 Settlement Rd 0-0.8km	F	WM	0014-1118-0000	\$0.00		\$0.00	\$22,361.84	-\$22,361.84	#DIV/0!	Project Completed - Job Closed
139 Walkers Rd 1.5-2.5km	F	WM	0014-1119-0000	\$0.00		\$0.00	\$19,475.82	-\$1,975.82	#DIV/0!	Project Completed - Job Closed
140 Semmlers Rd 0-2km	F	WM	0014-1120-0000	\$0.00		\$0.00	\$52,699.06	\$7,300.94	#DIV/0!	Project Completed - Job Closed
141 Lismoye Rd 3.31-4.71km	F	WM	0014-1121-0000	\$0.00	\$484.41	\$0.00	\$82,462.55	-\$19,462.55	#DIV/0!	Completed
142 Regional Roads Capital Works (Capital Component of Block Grant)	A	WM	0013-0000-0000	\$254,000.00		\$254,000.00	\$5,363.79	\$248,636.21	2%	Reseal work to be carried out during February to May 2019
143 Repair Grant (with 50 % contribution from Block Grant)	A	WM	0015-0001-0000	\$166,000.00		\$166,000.00	\$7,854.89	\$158,145.11	5%	Investigating options for grant funding to form part of Cowabbie Creek culvert works
144 Railway Bridge Structural Assessment	A	DGMI	0030-1008-0000	\$0.00		\$18,050.00	\$13,150.00	\$4,900.00	73%	Concept plans developed for consultation with Department of Planning & Environment/Heritage (OEH). Project forms part of Environment Tourism Grant fund.
145 Narrandera Truck Wash	A	MPA	0030-1009-0000	\$590,000.00	\$51,949.29	\$637,266.00	\$27,760.60	\$609,505.40	4%	Detailed design well underway including concrete design of slab and silt pits, extension of power supply to the site and storage dam. Quotes about to be called for the oil separation system.
146 PAMP - (Active Transport - 50/50 RMS Funding) - Twynam St	A	MPA	0030-1012-0000	\$16,000.00		\$16,000.00	\$1,930.75	\$14,069.25	12%	RMS approved. Works to commence April
147 Footpath - Elwin Street	A	MPA	0030-1016-0000	\$25,000.00		\$25,000.00	\$2,209.42	\$22,790.58	9%	Works to commence in April
148 Footpath - Audley Street	F	MPA	0030-1015-0000	\$22,000.00		\$16,000.00	\$15,892.00	\$108.00	99%	Project completed - Job Closed
149 Barellan Community Hall Building Works	A	WM	8300-1001-0000	\$27,950.00	\$454.55	\$27,950.00	\$10,296.46	\$17,653.54	37%	Main entrance, exit door complete; septic tank upgrade and gutter clean to be finalised.
150 Grong Grong Community Hall Building Works	A	WM	8300-1002-0000	\$9,000.00	\$912.41	\$9,000.00	\$42,695.70	-\$33,695.70	474%	New disabled toilet completed; replacement of 2 exit doors and repairs to men's toilet yet to be completed
151 Railway Station Building Works	A	WM	8300-1003-0000	\$1,750.00	\$1,746.36	\$1,750.00	\$52.80	\$1,697.20	3%	Security cameras (2) have been ordered
152 Red Hill Signage	A	EDM	8500-1001-0000	\$0.00		\$6,000.00	\$0.00	\$6,000.00	0%	Flagpoles are being fabricated. New billboard has been installed.
153 Arts Centre Building Works	A	WM	8650-1001-0000	\$5,000.00		\$5,000.00	\$331.77	\$4,668.23	7%	Investigate roof space for repair of rafters
154 NRMA Charging Station	F	EDM	8600-1002-0000	\$5,000.00		\$5,000.00	\$1,606.11	\$3,393.89	32%	Completed
155 Gateway/Entrance signs	A	EDM	8700-1003-0000	\$30,000.00		\$60,261.00	\$27,338.36	\$32,922.64	45%	Shire boundary signs completed and installed. Gateway signs progressing.
156 Visitor Information Centre Building Works	F	WM	8700-1004-0000	\$7,500.00		\$7,500.00	\$6,422.02	\$1,077.98	86%	Completed
157 Lake Talbot Tourist Park fire service upgrades details required	A	MPA	8900-1005-0000	\$100,000.00		\$100,000.00	\$0.00	\$100,000.00	0%	Programmed for second half of financial year
158 Building renewal and upgrades	N/A	WM	9300-1004-0000	\$68,660.00		\$68,660.00	\$0.00	\$68,660.00	0%	In the process of project schedule development
159 Upgrading Twynam Street Shops details required	A	DGMI	9300-1005-0000	\$60,000.00	\$1,842.73	\$60,000.00	\$6,287.92	\$53,712.08	10%	Heads of agreement between Council and Service NSW being has been signed off. Now finalising quotes for internal works.

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2018-19 - As at 31/03/19

Project	Status	Resp.	Job Number	Proposed	Commitments	Budget	YTD	Unrealised Grants		Comments
								Balance	%	
										75.00 % of year elapsed
160 Provision of offstreet chambers staff parking	A	WM	9300-1006-0000	\$58,000.00		\$0.00	\$0.00	\$0.00	#DIV/0!	Cancelled funds moved to BBQs in QBRs
161 Airport Cottage Building Works	A	WM	9300-1007-0000	\$17,000.00	\$1,998.18	\$17,000.00	\$16,493.32	\$506.68	97%	Completed
162 16 Kiesling Drive Building Works	A	WM	9300-1009-0000	\$10,250.00		\$10,250.00	\$1,199.97	\$9,050.03	12%	Control system for irrigation; new clothes line; pergola at back of house with steel frame and sheets
163 Mandelay Road Building Works	F	WM	9300-1008-0000	\$13,100.00		\$13,100.00	\$7,481.05	\$5,618.95	57%	Completed
164 Airport Provision of emergency generator	A	TAE	9400-1005-0000	\$5,000.00		\$5,000.00	\$0.00	\$5,000.00	0%	Completion May 2019.
165 Airport Airside Improvements incl. flood gate repairs	A	TAE	9400-1006-0000	\$15,000.00	\$9,252.90	\$15,000.00	\$6,533.45	\$8,466.55	44%	Completion May 2019.
166 Airport Terminal building CCTV security upgrade	A	TAE	9400-1007-0000	\$15,000.00	\$21.82	\$15,000.00	\$14,313.24	\$686.76	95%	Completed.
167 Airport Provision of apron flood lighting.	A	TAE	9400-1008-0000	\$15,000.00	\$16,489.00	\$15,000.00	\$0.00	\$15,000.00	0%	Order issued completion targeted for May 2019.
168 Airport Terminal Building Works	A	WM	9400-1009-0000	\$11,000.00	\$4,098.30	\$11,000.00	\$5,604.92	\$5,395.08	51%	Work has commenced completion targetd for April 2019.
169 Airport Airside Beautification	F	TAE	9400-1004-0000	\$0.00	\$1,825.00	\$7,406.00	\$5,482.51	\$1,923.49	74%	Ongoing through the year as required.
170 Light Vehicles	A	PWM	9500-1001-0000	\$404,394.00		\$404,394.00	\$68,137.55	\$336,256.45	17%	Plant replacement schedule completed. Procurement underway.
171 Trucks & Trailers	A	PWM	9500-1001-0002	\$757,250.00		\$757,250.00	\$68,137.55	\$689,112.45	9%	Plant replacement schedule completed. Procurement underway.
172 Heavy Plant	A	PWM	9500-1002-0000	\$274,900.00		\$274,900.00	\$0.00	\$274,900.00	0%	Plant replacement schedule completed. Procurement to commence.
173 Other Plant Cap Expenses	A	PWM	9500-1003-0000	\$20,000.00	\$7,188.64	\$20,000.00	\$10,147.72	\$9,852.28	51%	Plant replacement schedule completed. Procurement underway.
174 Water Main Replacements	A	WSE	2900-1001-0000	\$250,000.00	\$30,559.50	\$377,094.00	\$225,854.36	\$151,239.64	60%	Program to include: Riverine St, Argyle St, Whitton St, Mitchell St, Dalgetty St, King St. Riverine St and Argyle St complete. Mitchell Street to begin in April.
175 Hydrant and Valve replacements	A	WSE	2900-1004-0000	\$50,000.00	\$2,018.18	\$50,000.00	\$47,147.71	\$2,852.29	94%	Schedule developed possibly 9 hydrants and 9 stop valves to be replaced. Onsite investigation scoping underway. Construction work underway.
176 SCADA and Instrumentation upgrades (online chlorine analysers)	A	WSE	2900-1005-0000	\$50,000.00		\$50,000.00	\$549.04	\$49,450.96	1%	Replacement of radio telemetry with wireless internet and purchase of chlorine analyser. Procurement underway. Project is to be completed over two years.
177 Additional Taggle (recycled water, Gillenbah, east st) and Meter management software (miwater)	A	WSE	2900-1006-0000	\$17,500.00	\$13,636.36	\$17,500.00	\$0.00	\$17,500.00	0%	Order for additional taggles was placed in last financial year. Goldenfields to deliver required works including taggle replacement and data updates.
178 Emergency response equipment incl. pump and lighting	A	WSE	2900-1008-0000	\$25,000.00	\$4,218.18	\$25,000.00	\$21,521.51	\$3,478.49	86%	Emergency equipment trailer, signs, pump, lighting all ordered. Awaiting delivery.
179 Main Street Water Main replacement	A	WSE	2900-1009-0000	\$300,000.00	\$50,000.00	\$300,000.00	\$22,992.57	\$277,007.43	8%	Water main replacement Bolton St in conjunction with Bolton St upgrade works. Scheduled to begin in April 2019.
180 Services Replacements	A	WSE	2900-1011-0000	\$50,000.00	\$2,058.88	\$50,000.00	\$65,988.96	-\$15,988.96	132%	Household service replacements as needed.
181 IWCM Study - (50/50 funding)	A	WSE	2900-1016-0000	\$0.00		\$49,213.00	\$43,721.00	\$5,492.00	89%	Project reference group meeting undertaken development of options paper has commenced 50% complete.
182 Flow meters on all inlet and outlets Reservoirs	A	WSE	2900-1022-0000	\$95,000.00		\$95,000.00	\$12,544.41	\$82,455.59	13%	Investigation about the possible location of the flow meters done. Flowmeters will be procured within April.
183 Aerator gas scrubbing	A	WSE	2900-1027-0000	\$20,000.00		\$20,000.00	\$0.00	\$20,000.00	0%	Air quality testing to be undertaken in April.
184 Network Design and Planning review (reservoirs and zoning)	A	WSE	2900-1028-0000	\$25,000.00		\$25,000.00	\$40.64	\$24,959.36	0%	To begin once Hydraulic Modelling is complete.
185 Rising Main Isolation	A	WSE	2900-1037-0000	\$0.00		\$8,600.00	\$8,452.88	\$147.12	98%	Project is to disconnect retic system from rising main. 80% Complete.
186 WTP filter/Upgrade design	A	WSE	2900-1038-0000	\$150,000.00	\$1,537.35	\$161,521.00	\$57,794.90	\$103,726.10	36%	Detailed applications under the Safe and Secure Water programme submitted 1 April. Options assessment under IWCM submitted to Council. To be reviewed by Stakeholder reference group and Council.
187 Non Return Valve Bore 4	A	WSE	2900-1042-0000	\$2,500.00		\$2,500.00	\$0.00	\$2,500.00	0%	To commence May 2019
188 Bore 3 well head replacement	A	WSE	2900-1043-0000	\$125,000.00	\$3,658.50	\$137,065.00	\$39,119.84	\$97,945.16	29%	Design complete. Works 90% completed. Budget to be adjusted in QBR.
189 North Zone Pressure Pump - low pressure issues	A	WSE	2900-1051-0000	\$45,000.00		\$45,000.00	\$88.34	\$44,911.66	0%	Hydraulic modelling will inform pump size, pumps to be replaced once hydraulic modelling is complete.
190 Low Level Chlorinator	A	WSE	2900-1052-0000	\$50,000.00	\$69,370.00	\$96,108.00	\$2,353.43	\$93,754.57	2%	Complete subject to commission.
191 Pine Hill Pumps replacement	A	WSE	2900-1054-0000	\$25,000.00		\$25,000.00	\$33,672.81	-\$8,672.81	135%	Pump installed awaiting delivery of pump controller 90% complete
192 Duplicate Rising Main from Plant	F	WSE	2900-1015-0000	\$0.00		\$90,543.54	\$139,345.97	-\$48,802.43	154%	Completed. Budget to be adjusted in QBR.
193 Pine Hill Reserve Vermin Proofing	F	WSE	2900-1048-0000	\$0.00	\$600.00	\$8,265.00	\$6,563.07	\$1,701.93	79%	Completed
194 Investigate P51 Cracking	A	WSE	3900-1010-0000	\$0.00		\$6,731.00	\$0.00	\$6,731.00	0%	Awaiting cleaning of the SPS for structural inspection.
195 Primary filter - EPA	A	WSE	3900-1016-0000	\$120,000.00		\$120,000.00	\$0.00	\$120,000.00	0%	Effluent inlet quality still being monitored
196 Manhole Replacements	A	WSE	3900-1021-0000	\$25,000.00		\$25,000.00	\$7,533.23	\$17,466.77	30%	As needed.
197 Sewer Service Replacements	A	WSE	3900-1022-0000	\$25,000.00	\$2,181.82	\$25,000.00	\$14,652.59	\$10,347.41	59%	As needed.
198 Sewer Main Replacements	A	WSE	3900-1023-0000	\$25,000.00	\$142.23	\$25,000.00	\$3,318.35	\$21,681.65	13%	As needed. Investigate replacement of Larmer St line.
199 Elwin Street Main Replacement	A	WSE	3900-1024-0000	\$15,000.00		\$15,000.00	\$104.85	\$14,895.15	1%	Design complete. Works to commence in April.
200 Flow meters for Pump Stations 2, 3, 4	A	WSE	3900-1025-0000	\$40,000.00	\$1,090.91	\$40,000.00	\$3,805.67	\$36,194.33	10%	Investigation about the possible location of the flow meters done. Flowmeters will be procured within April.
201 SP51 Emergency Bypass Pump	A	WSE	3900-1026-0000	\$30,000.00		\$30,000.00	\$6,816.48	\$23,183.52	23%	Investigations completed. Quotes received, all quotes are above budgeted amount, to be reconsidered 2019/20.
202 Maturation Pond Spillway Repair	F	WSE	3900-1027-0000	\$20,000.00		\$20,000.00	\$1,854.46	\$18,145.54	9%	Project Completed - Job Closed
203 Stage 2 of AMS Implementation - Road condition survey	A	MPA	0030-1010-0000	\$101,720.00		\$101,720.00	\$1,063.21	\$100,656.79	1%	Data migration and road pavement management system. To commence in May.
204 Drought Community Funding - Auditing Requirements	A	MPA	0300-1035-0000	\$0.00		\$9,881.00	\$0.00	\$9,881.00	0%	This will be completed after June as part of the grant requirements. Quote received was \$800. Remaining funds will be used for any additional work with the drought community projects.

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2018-19 - As at 31/03/19

Project	Status	Resp.	Job Number	Proposed	Commitments	Budget	YTD	Unrealised Grants		Comments
								Balance	%	
								Key Operational Complete	75.00 % of year elapsed	
205 Lake Talbot deepening project.	A	OSR	0600-1007-0000	\$30,000.00		\$30,000.00	\$0.00	\$30,000.00	0%	Environment Consultant has been engaged
206 Barellan Cemetery Bins	A	OSR	0800-1007-0000	\$2,000.00		\$2,000.00	\$1,531.25	\$468.75	77%	Bin has been installed. Completed
207 Lake Talbot Pool - Allowance for Emergency Works	A	MPA	7800-1008-0000	\$12,000.00		\$12,000.00	\$0.00	\$12,000.00	0%	No emergency works have been required to date.
208 Barellan Pool - Allowance for emergency works	A	MPA	7900-1004-0000	\$2,500.00		\$2,500.00	\$0.00	\$2,500.00	0%	No emergency works have been required to date.
209 Backflow prevention register	A	WSE	2900-1023-0000	\$15,000.00		\$15,000.00	\$0.00	\$15,000.00	0%	Scheduled for April 2019
210 Reservoir cleaning and structural assessment	A	WSE	2900-1024-0000	\$30,000.00		\$30,000.00	\$12,020.38	\$17,979.62	40%	Specifications of the structural assessment being finalised. Vermin proofing completed.
211 Data entry and document control system	A	WSE	2900-1025-0000	\$25,000.00		\$25,000.00	\$17,486.64	\$7,513.36	70%	System developed and being implemented.
212 Network Hydraulic Modelling Software	A	WSE	2900-1007-0000	\$35,000.00	\$10,880.00	\$65,000.00	\$26,594.00	\$38,406.00	41%	Completed and delivered. Training being scheduled.
213 Asset Management Data Migration	F	WSE	2900-1026-0000	\$40,500.00	\$20,625.00	\$40,500.00	\$19,200.39	\$21,299.61	47%	Data submitted to Pitney Bowes. Liaising with them to clean data as per software requirement.
214 Visitor Centre Redevelopment	G	EDM	8700-1001-0000	\$1,247,000.00		\$0.00	\$6,885.00	-\$6,885.00	#DIV/0!	Funding applications have been made through the Building Better Regions fund and Regional Environment Tourism fund
215 NBCMP	G	MPA	0006-1017-0000	\$535,564.00	\$3,000.00	\$535,564.00	\$4,738.44	\$530,825.56	1%	Council staff currently preparing project plan for the construction of Bolton St, from Cadell St to East S. Meeting with electrical designer for street light and electrical design
216 Shared Cycleway (Active Transport - 50/50 RMS Funding) MBP	C	MPA	0030-1011-0000	\$25,000.00		\$0.00	\$0.00	\$0.00	#DIV/0!	Cancelled - RMS shared funding not provided - Council Funding to be reallocated to Elwin street Footpath Project as part of Quarterly Review
217 Replace AFL Community Club Rooms	C	OSR	0200-1012-0000	\$1,780,000.00		\$1,780,000.00	\$0.00	\$1,780,000.00	0%	Unsuccessful. To be Adjusted in QBR.
218 PAMP - (Active Transport - 100% RMS Funding) -	C	MPA	0030-1013-0000	\$119,432.00		\$0.00	\$0.00	\$0.00	#DIV/0!	Funding not received - Cancelled
219 Marie Bashir Park - Repair and reinforce current seating.	C	OSR	0200-1015-0000	\$0.00		\$0.00	\$0.00	\$0.00	#DIV/0!	Cancelled - Project budget to cover BBQ area overruns at line 43 - list the transfer in the next capital works report.
220 Urban Roads Maintenance	O	WM	0001-0001-0000	\$730,250.00	\$2,958.31	\$730,250.00	\$527,189.66	\$203,060.34	72%	Ongoing works
221 Sealed Rural Roads Maintenance	O	WM	0002-0001-0000	\$294,350.00	\$4,695.60	\$294,350.00	\$311,275.94	-\$16,925.94	106%	Ongoing works
222 Rural Unsealed Roads Expenses	O	WM	0003-0001-0000	\$827,200.00	\$2,616.36	\$827,200.00	\$636,590.64	\$190,609.36	77%	Ongoing works
223 Regional Roads (M&R Grant)	O	WM	0005-0000-0000	\$207,000.00		\$207,000.00	\$98,917.86	\$108,082.14	48%	Ongoing Works
224 State Road Contract Works RMCC	O	WM	0004-0002-0000	\$165,000.00	\$638.00	\$165,000.00	\$101,570.51	\$63,429.49	62%	Ongoing Works
225 Ordered Works Expenses - MR 80	O	WM	0004-0005-0000	\$80,000.00		\$80,000.00	\$1,308.48	\$78,691.52	2%	In consultation with RMS in project development - tentative start during May
226 Ordered Works Expenses - MR 84	O	WM	0004-0006-0000	\$80,000.00	\$4,181.82	\$80,000.00	\$100,801.10	-\$20,801.10	126%	First round of heavy patching completed. Additional works agreed/approved by RMS
227 The Voice Project	O	HR	4500-0030-0000	\$0.00		\$7,280.00	\$5,170.00	\$2,110.00	71%	Completed - Job Closed
228 John O'Brien Festival	O	EDM	8750-0126-0000	\$0.00	\$12.68	\$19,083.00	\$5,904.54	\$13,178.46	31%	Fund Allocation approved at October council meeting C-18/225
229 Branding Strategy	O	EDM	8750-0127-0000	\$0.00		\$10,420.00	\$4,219.79	\$6,200.21	40%	Ongoing
230 Bores Expenses	O	WSE	2300-0001-0000	\$55,500.00		\$33,000.00	\$30,078.48	\$2,921.52	91%	On-going Operating Costs
231 Pump Station Expenses	O	WSE	2300-0002-0000	\$52,500.00	\$829.06	\$75,000.00	\$75,383.27	-\$383.27	101%	On-going Operating Costs
232 Mains Expenses	O	WSE	2100-0003-0000	\$275,000.00	\$5,795.69	\$275,000.00	\$189,649.35	\$85,350.65	69%	On-going Operating Costs
233 Recycled Water	O	WSE	2200-0004-0000	\$52,500.00	\$233.64	\$52,500.00	\$5,236.48	\$47,263.52	10%	On-going Operating Costs
234 Reservoirs Expenses	O	WSE	2400-0005-0000	\$56,500.00		\$54,000.00	\$14,258.05	\$39,741.95	26%	On-going Operating Costs
235 Water Supply Licence	O	WSE	2000-0032-0000	\$30,000.00		\$30,000.00	\$20,483.39	\$9,516.61	68%	Water Licence costs
237 Chlorine & Chemicals Expenses	O	WSE	2700-0033-0000	\$20,000.00	\$492.60	\$20,000.00	\$20,251.69	-\$251.69	101%	On-going Operating Costs
238 Meter Reading Expenses	O	WSE	2000-0014-0000	\$4,500.00		\$7,000.00	\$8,552.37	-\$1,552.37	122%	On-going Operating Costs
239 Telemetry System Maintenance	O	WSE	2000-0040-0000	\$6,500.00	\$4,545.45	\$6,500.00	\$4,842.53	\$1,657.47	75%	On-going Operating Costs
240 Pump Stations Electricity Expenses	O	WSE	2300-0023-0000	\$215,000.00		\$215,000.00	\$224,062.94	-\$9,062.94	104%	On-going Operating Costs
241 Pump Station Expenses	O	WSE	3200-0002-0000	\$55,000.00	\$4,228.18	\$52,500.00	\$61,944.95	-\$9,444.95	118%	On-going Operating Costs
242 Mains Expenses	O	WSE	3100-0003-0000	\$132,000.00	\$5,428.20	\$142,000.00	\$99,946.62	\$42,053.38	70%	On-going Operating Costs
243 Treatment Works Expenses	O	WSE	3400-0006-0000	\$210,000.00	\$13,171.73	\$205,000.00	\$150,121.61	\$54,878.39	73%	On-going Operating Costs
244 Telemetry System Maintenance	O	WSE	3000-0040-0000	\$5,000.00		\$2,500.00	\$27.30	\$2,472.70	1%	On-going Operating Costs

Key Operational as at 31 March 2019

Row Labels	Sum of Proposed Budget	Sum of Carryover	Sum of Sept	Sum of Commitments	Sum of Budget	Sum of YTD Expenditure	Sum of Balance
Economic Affairs							
Economic Development	\$ -	\$ 20,003.00	\$ 9,500.00	\$ 12.68	\$ 29,503.00	\$ 6,274.33	\$ 23,228.67
Transport & Communication							
Ordered Works	\$ 160,000.00			\$ 4,181.82	\$ 160,000.00	\$ 102,087.78	\$ 57,912.22
Regional Roads	\$ 207,000.00				\$ 207,000.00	\$ 86,140.34	\$ 120,859.66
State Roads	\$ 165,000.00			\$ 638.00	\$ 165,000.00	\$ 97,487.99	\$ 67,512.01
Urban Roads	\$ 730,250.00			\$ 2,958.31	\$ 730,250.00	\$ 502,634.45	\$ 227,615.55
Sealed Rural Roads	\$ 294,350.00			\$ 4,695.60	\$ 294,350.00	\$ 308,067.91	-\$ 13,717.91
Unsealed Rural Roads	\$ 827,200.00			\$ 2,616.36	\$ 827,200.00	\$ 597,815.10	\$ 229,384.90
Water Supplies							
Water	\$ 768,000.00			\$ 11,896.44	\$ 768,000.00	\$ 576,310.21	\$ 191,689.79
Sewer Supplies							
Sewer	\$ 402,000.00			\$ 22,828.11	\$ 402,000.00	\$ 301,457.08	\$ 100,542.92
Human Resources							
Human Resources	\$ -	\$ 7,280.00			\$ 7,280.00	\$ 5,170.00	\$ 2,110.00
Grand Total	\$ 3,553,800.00	\$ 27,283.00	\$ 9,500.00	\$ 49,827.32	\$ 3,590,583.00	\$ 2,583,445.19	\$ 1,007,137.81

Capital Expenditure as at 31 March 2019

	Sum of Proposed Budget	Sum of Carryover	Sum of Sept	Sum of Dec	Sum of Commitments	Sum of Budget	Sum of YTD Expenditure	Sum of Balance
Administration								
Information Technology	\$ 255,000.00	\$ 41,367.00		\$ -	\$ 16,500.00	\$ 296,367.00	\$ 66,263.04	\$ 230,103.96
Infrastructure	\$ -	\$ 2,484.00			\$ 2,264.49	\$ 2,484.00	\$ -	\$ 2,484.00
Public Order & Safety								
Street Cameras	\$ 11,000.00	\$ 10,000.00				\$ 21,000.00	\$ 15,952.98	\$ 5,047.02
Environment								
Narrandera Landfill	\$ 45,000.00				\$ 604.00	\$ 45,000.00	\$ 26,202.51	\$ 18,797.49
Stormwater	\$ 312,000.00	\$ 66,355.00	\$ 33,541.00		\$ 10,408.43	\$ 411,896.00	\$ 97,700.78	\$ 314,195.22
Housing & Community Amenities								
Barellan Cemetery	\$ 24,000.00					\$ 24,000.00	\$ 7,838.00	\$ 16,162.00
Grong Grong Cemetery	\$ 2,000.00					\$ 2,000.00	\$ 1,531.25	\$ 468.75
Narrandera Cemetery	\$ 128,000.00					\$ 128,000.00	\$ 4,593.75	\$ 123,406.25
Recreation & Culture								
Barellan Park	\$ 15,000.00			\$ 11,822.00		\$ 26,822.00	\$ 7,212.75	\$ 19,609.25
Barellan Pool	\$ 17,500.00				\$ 8,976.00	\$ 17,500.00	\$ 4,702.61	\$ 12,797.39
Barellan Sportsground	\$ 102,000.00	\$ 395,136.00			\$ 191,798.83	\$ 497,136.00	\$ 350,207.10	\$ 146,928.90
Buildings	\$ -			\$ 120,053.00		\$ 120,053.00	\$ 1,279.45	\$ 118,773.55
Economic Development	\$ -			\$ 299,233.00		\$ 299,233.00	\$ -	\$ 299,233.00
Grong Grong Park	\$ 30,000.00					\$ 30,000.00	\$ 162.28	\$ 29,837.72
Lake Talbot Pool	\$ 808,734.00	\$ 116,433.00		\$ 38,275.00	\$ 40,132.66	\$ 963,442.00	\$ 162,050.77	\$ 801,391.23
Lake Talbot Recreation Area	\$ 160,000.00	\$ 46,974.00			\$ 1,363.64	\$ 206,974.00	\$ 47,349.85	\$ 159,624.15
Library	\$ 344,696.00			\$ 100,000.00	\$ 144,495.31	\$ 444,696.00	\$ 96,533.05	\$ 348,162.95
Marie Bashir Park	\$ 50,000.00	\$ 378,530.00		\$ 99,296.87	\$ 93,433.00	\$ 527,826.87	\$ 393,534.46	\$ 134,292.41
Narrandera Cemetery	\$ -			\$ 47,250.00		\$ 47,250.00	\$ -	\$ 47,250.00
Narrandera Memorial Park	\$ 100,000.00			\$ 50,000.00	\$ 36,124.55	\$ 150,000.00	\$ 34,615.69	\$ 115,384.31
Narrandera Sports Stadium	\$ 30,000.00					\$ 30,000.00	\$ 28,059.00	\$ 1,941.00
Narrandera Sportsground	\$ 32,000.00	\$ 128,233.00	\$ 3,290.00	\$ 112,623.00	\$ 345.45	\$ 276,146.00	\$ 151,232.39	\$ 124,913.61
Other Structures	\$ -			\$ 270,144.00		\$ 270,144.00	\$ 10,635.26	\$ 259,508.74
Transport & Communication								
Ancillary Roadworks	\$ 707,720.00	\$ 30,316.00		\$ 35,000.00	\$ 51,949.29	\$ 773,036.00	\$ 43,904.56	\$ 729,131.44
Flood Damage	\$ 1,792,900.00				\$ 50,703.69	\$ 1,792,900.00	\$ 388,646.45	\$ 1,404,253.55
Regional Roads	\$ 420,000.00					\$ 420,000.00	\$ 13,218.68	\$ 406,781.32
Roads to Recovery	\$ 859,940.00	\$ 25,522.00	\$ 256,236.00		\$ 19,125.99	\$ 1,141,698.00	\$ 1,096,642.89	\$ 957,283.11
Rural Roads	\$ 682,000.00				\$ 11,143.05	\$ 682,000.00	\$ 382,057.61	\$ 299,942.39
State Roads	\$ 61,025.00				\$ 2,540.00	\$ 61,025.00	\$ 23,034.60	\$ 37,990.40
Urban Roads	\$ 420,000.00	\$ 12,417.00		-\$ 6,000.00		\$ 426,417.00	\$ 22,757.49	\$ 403,659.51

Capital Expenditure as at 31 March 2019

Economic Affairs																
Airport	\$	50,000.00	\$	7,406.00		\$	27,588.72	\$	57,406.00	\$	26,329.20	\$	31,076.80			
Buildings	\$	335,260.00			-\$	58,000.00	\$	11,052.53	\$	277,260.00	\$	115,215.63	\$	162,044.37		
Economic Development	\$	30,000.00	\$	74,261.00	-\$	38,000.00	\$	5,000.00		\$	71,261.00	\$	28,944.47	\$	42,316.53	
Plant	\$	1,456,544.00					\$	7,188.64	\$	1,456,544.00	\$	146,422.82	\$	1,310,121.18		
Tourist Park	\$	100,000.00							\$	100,000.00	\$	-	\$	100,000.00		
Water Supplies																
Water	\$	1,385,000.00	\$	292,866.00		\$	90,543.54	\$	188,536.95	\$	1,768,409.54	\$	783,852.46	\$	984,557.08	
Sewer Supplies																
Sewer	\$	300,000.00	\$	6,731.00			\$	3,414.96	\$	306,731.00	\$	38,085.63	\$	268,645.37		
Governance																
Buildings	\$	-	\$	14,919.00					\$	14,919.00	\$	-	\$	14,919.00		
Grand Total	\$	11,067,319.00	\$	1,649,950.00	\$	255,067.00	\$	1,215,240.41	\$	919,690.18	\$	14,187,576.41	\$	4,616,769.46	\$	10,483,034.95

22.3 MARCH STATEMENT OF BANK BALANCES

Document ID: 411362
Author: Costing Officer
Authoriser: Deputy General Manager Corporate and Community
Theme: Statutory and Compulsory Reporting – Financial / Audit
Attachments: Nil

RECOMMENDATION

That Council

1. Receive and note the information contained in the Statement of Bank Balances report as at 31 March 2019

PURPOSE

The purpose of this report is so that Council is aware of the amount of funds held in its operating account

BACKGROUND

Opening Cashbook Balance	1,814,103.15
Plus Receipt	1,516,183.46
Less Payments	3,240,295.97
Current Cashbook Balance	<u>89,990.64</u>
Statement Summary	
Opening Statement Balance	1,590,841.19
Plus Receipts	1,930,475.51
Less Payments	3,441,318.46
Current Statement Balance	<u>79,998.24</u>
Plus Unpresented Receipts	24,954.54
Less Unpresented Payments	14,962.14
Reconciliation Balance	<u>89,990.64</u>
GL BALANCE	<u>89,990.64</u>
Unpaid Creditors	62,508.83
Overdraft Limit arranged with Bank 01/01/1989	350,000.00

RECOMMENDATION

That Council

1. Receive and note the information contained in the Statement of Bank Balances report as at 31 March 2019

22.4 MARCH STATEMENT OF RATES AND RECEIPTS

Document ID: 411755
Author: Revenue Officer
Authoriser: Deputy General Manager Corporate and Community
Theme: Statutory and Compulsory Reporting – Financial / Audit
Attachments: Nil

RECOMMENDATION

That Council:

1. Receive and note the information contained in the Statement of Rates and Receipts report as at 02 April 2019.

RATES & CHARGES

Arrears as at 01.07.2018	474,384.75
18/19 Rate levies & supplementary levies (excl. postponed amounts)	7,691,611.72
	<u>8,165,996.47</u>
Less Pensioner rebates	210,899.00
NET BALANCE	<u>7,955,097.47</u>
Less receipts to 02.04.2019	5,828,549.68
	<u><u>2,126,547.79</u></u>

Actual % Rate Collection to Net Balance as at 02.04.2019 = **73.27%**

Comparative % Collection to Net Balance as at 01.04.2018 = **75.43%**

Anticipated % Collection Rate as at 30.06.2019 = **94.00%**

WATER CONSUMPTION / SEWER USAGE CHARGES

Arrears as at 01.07.2018	145,797.75
18/19 Water / Sewer usage charges, supplementary levies & interest	905,215.77
NET BALANCE	<u>1,051,013.52</u>
Less receipts to 02.04.2019	902,266.69
	<u><u>148,746.83</u></u>

PURPOSE

The purpose of this report is to present the Statement of Rates and Receipts as at 02 April 2019.

SUMMARY

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

RECOMMENDATION

That Council:

1. Receive and note the information contained in the Statement of Rates and Receipts report as at 02 April 2019.

22.5 MARCH STATEMENT OF INVESTMENTS

Document ID: 411764
Author: Payroll and Finance Officer
Authoriser: Deputy General Manager Corporate and Community
Theme: Statutory and Compulsory Reporting – Financial / Audit
Attachments: Nil

RECOMMENDATION

That Council

1. Receive and note the information contained in the Statement of Investments report as at 31 March 2019.

PURPOSE

The purpose of this report is to enable Council to track the progress of its investments.

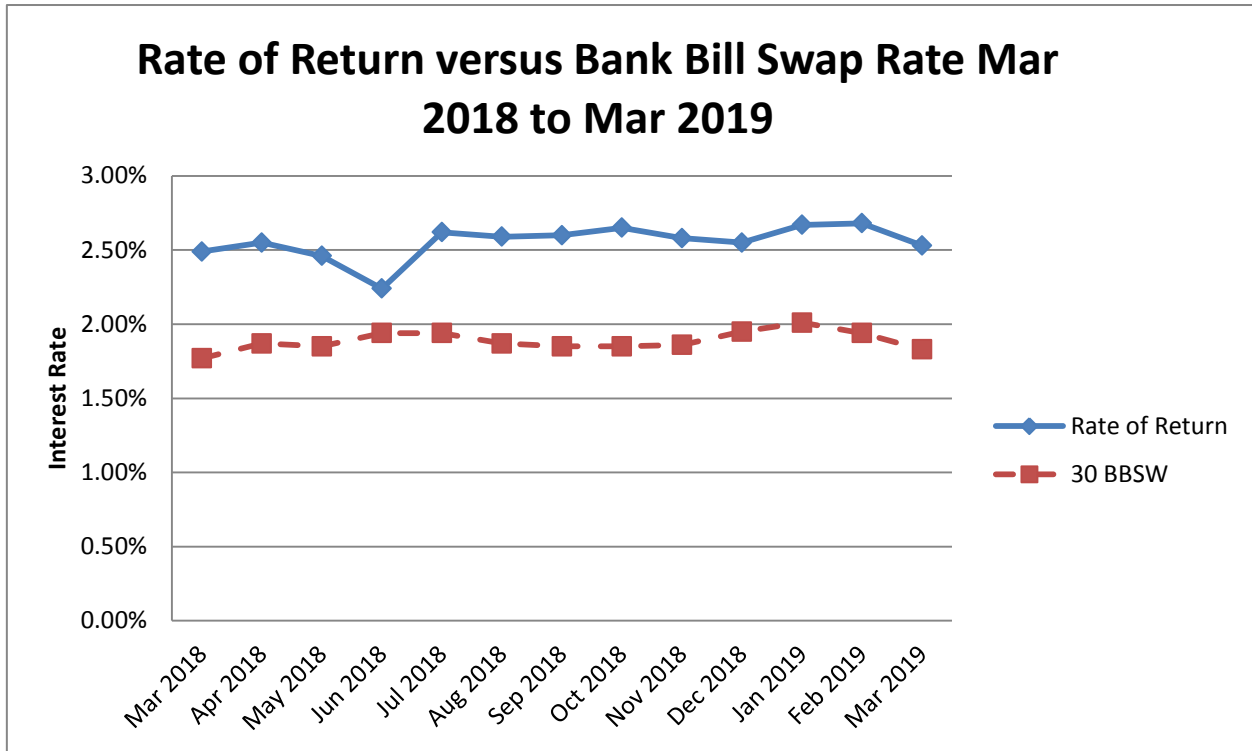
SUMMARY

Fund Balance (GL)	
GENERAL	17,237,818.92
WATER	7,724,787.83
SEWERAGE	459,290.83
TRUST	97,013.19
	<u>25,518,910.77</u>

BACKGROUND

Council Funds				
Banking Authority	Amount	%	Yield	Due Date
Direct Investments A to BBB-				
Bendigo Bank	500,000.00	1.97%	2.60%	13 May 2019
Bendigo Bank	750,000.00	2.95%	2.65%	14 Nov 2019
Bendigo Bank	1,000,000.00	3.93%	2.75%	3 Dec 2019
Bendigo Bank	1,000,000.00	3.93%	2.60%	27 Nov 2019
Elders Rural Bank	1,000,000.00	3.93%	2.60%	18 Apr 2019
Elders Rural Bank	1,000,000.00	3.93%	2.70%	18 Feb 2020
IMB	1,000,000.00	3.93%	2.75%	22 Aug 2019
IMB	1,000,000.00	3.93%	2.75%	20 Oct 2019
	7,250,000.00	28.50%		
Direct Investments AA- to A				

Direct Investments AAA to AA-				
Commonwealth Bank	1,000,000.00	3.93%	2.75%	7 Aug 2019
NAB Cashmaximiser	1,671,897.58	6.58%	1.00%	28 Feb 2019
NAB	1,000,000.00	3.93%	2.70%	13 Jun 2019
NAB	1,000,000.00	3.93%	2.75%	1 Aug 2019
NAB	1,000,000.00	3.93%	2.75%	12 Sep 2019
NAB	1,000,000.00	3.93%	2.75%	14 Oct 2019
NAB	1,000,000.00	3.93%	2.75%	2 Oct 2019
NAB	1,000,000.00	3.93%	2.75%	9 Nov 2019
St George	1,000,000.00	3.93%	2.70%	23 Apr 2019
St George	750,000.00	2.95%	2.70%	12 May 2019
St George	1,000,000.00	3.93%	2.81%	22 Jun 2019
St George	1,000,000.00	3.93%	2.81%	22 Jun 2019
St George	1,000,000.00	3.93%	2.75%	10 Sep 2019
St George	1,000,000.00	3.93%	2.75%	13 Dec 2019
St George	1,000,000.00	3.93%	2.75%	10 Jan 2020
Suncorp	1,000,000.00	3.93%	2.75%	14 Jun 2019
Suncorp	1,000,000.00	3.93%	2.70%	3 Dec 2019
St George	750,000.00	2.95%	2.52%	20 Mar 2020
	18,171,897.58	71.43%		
Council Funds	25,421,897.58	100%		
Monthly Investment Performance				
Period Ending	Investments	Weighted Average	BBSW 30 day rate	Variance
Mar 2018	23,317,826.55	2.49%	1.770%	0.72%
Apr 2018	22,518,285.04	2.55%	1.870%	0.68%
May 2018	23,018,583.90	2.46%	1.850%	0.61%
Jun 2018	25,019,128.95	2.24%	1.940%	0.30%
Jul 2018	23,369,266.78	2.62%	1.940%	0.68%
Aug 2018	25,119,395.17	2.59%	1.870%	0.72%
Sep 2018	25,869,793.45	2.60%	1.850%	0.75%
Oct 2018	25,170,184.71	2.65%	1.850%	0.80%
Nov 2018	25,670,470.79	2.58%	1.860%	0.72%
Dec 2018	25,570,918.29	2.55%	1.950%	0.60%
Jan 2019	24,471,179.64	2.67%	2.010%	0.66%
Feb 2019	24,321,376.27	2.68%	1.940%	0.74%
Mar 2019	25,421,897.58	2.53%	1.830%	0.70%
Trust Funds				
Banking Authority	Amount	%	Yield	Due Date
Direct Investments AAA to AA-				
National Australia Bank (Art Trust)	65,684.73	67.62%	2.75%	22/11/2019
Bendigo Bank (Tourist Trust)	31,328.46	32.38%	2.30%	21/03/2020
Trust Funds	97,013.19			



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

The investments listed above have been made in accordance with the Local Government Act, the Regulations and Council’s Investment Policy.

ISSUES AND IMPLICATIONS

Policy

N/A

Financial

N/A

Legal / Statutory

Compliance with Clause 212 Local Government Regulation 2005

Community Engagement / Communication

N/A

Human Resources / Industrial Relations (if applicable)

N/A

RISKS

N/A

RECOMMENDATION

That Council

1. Receive and note the information contained in the Statement of Investments report as at 31 March 2019.

23 STATUTORY AND COMPULSORY REPORTING – OTHER REPORTS

Nil

PUBLIC MEETING CLOSES

At this point, members of the Gallery and Press are advised that Council will now move into Closed Session of Council for the consideration of the Confidential Items. They are asked to leave the Chambers and advised that they may return to the Chambers if they wish, upon resumption of Open Council.

24 CONFIDENTIAL BUSINESS PAPER REPORTS**RECOMMENDATION**

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

24.1 Tender - Changeroom Construction - Lake Talbot Pool Complex

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

24.2 Economic Taskforce Strategy

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

RETURN TO PUBLIC MEETING

At this point, members of the Gallery and Press may return to the Chambers for the conclusion of the meeting.