



BUSINESS PAPER

Ordinary Council Meeting

17 September 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.

Contact	Phone	Email
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

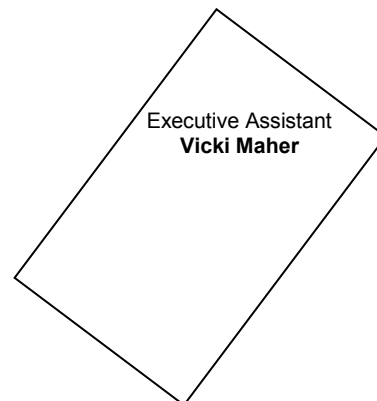
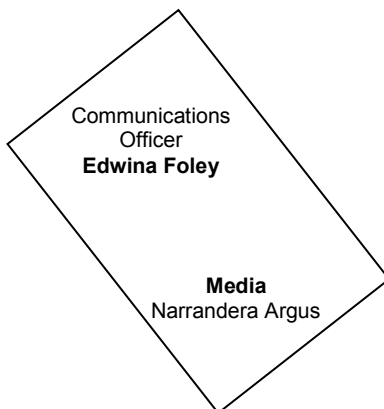
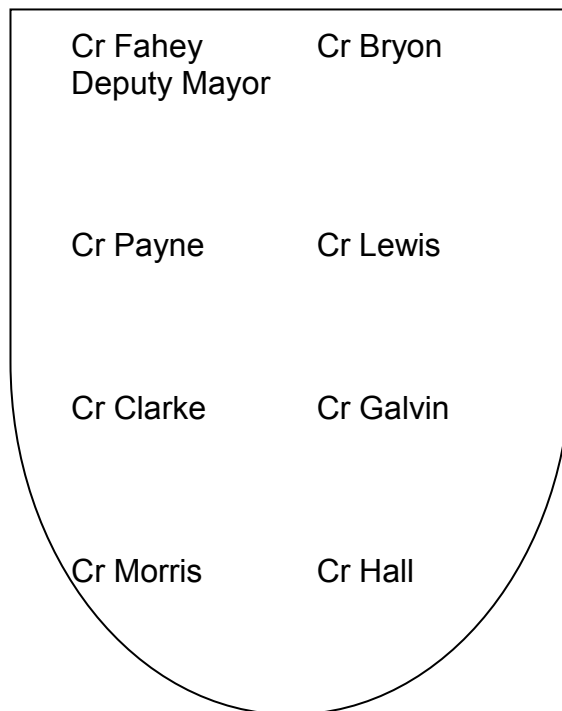
- 4.1 To have an improved and adequately maintained road network
- 4.2 To improve, maintain and value-add to our public and recreational infrastructure
- 4.3 To improve and enhance our water and sewer networks
- 4.4 To have a say when planning for new facilities or refurbishing existing facilities

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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**Notice is hereby given that the Ordinary Meeting of the Narrandera
Shire Council will be held in the Council Chambers on:
Tuesday 17 September 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 CONFIRMATION OF MINUTES**

Ordinary Council Meeting - 20 August 2019



MINUTES

Ordinary Council Meeting

20 August 2019

**MINUTES OF NARRANDERA SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS
ON TUESDAY, 20 AUGUST 2019 AT 2PM**

The Mayor declared the meeting opened at **2pm** 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 Jenny Clarke OAM, Cr Kevin Morris, Cr Wesley Hall, Cr Tammy Galvin, Cr Tracey Lewis, Cr Barbara Bryon, Minute Taker Vicki Maher

In Attendance

George Cowan (General Manager), Julian Geddes (Deputy General Manager Infrastructure), Martin Hiscox (Deputy General Manager Corporate & Community), Edwina Foley (Communications Officer)

5 APOLOGIES

Nil

6 DECLARATIONS OF INTEREST

Cr Tracey Lewis declared a Non Pecuniary Non Significant Interest in Item 14.5 under the Local Government Act as Chairperson at current Committee and will remain and take part in discussion and voting.

7 CONFIRMATION OF MINUTES**RESOLUTION 19/097**

Moved: Cr Narelle Payne

Seconded: Cr Barbara Bryon

That the minutes of the Ordinary Council Meeting held on 16 July 2019 be confirmed.

CARRIED**8 MAYORAL REPORT****8.1 MAYORAL REPORT AUGUST 2019****RESOLUTION 19/098**

Moved: Cr Neville Kschenka

Seconded: Cr Jenny Clarke OAM

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

CARRIED**9 QUESTION WITH NOTICE**

Nil

10 NOTICES OF RESCISSION

Nil

11 NOTICES OF MOTION

Nil

12 COUNCILLOR REPORTS

Nil

13 COMMITTEE REPORTS**13.1 MINUTES - AUSTRALIA DAY PLANNING COMMITTEE - 14 JANUARY 2019****RESOLUTION 19/099**

Moved: Cr Narelle Payne

Seconded: Cr Tammy Galvin

1. That the Minutes of the Australia Day Planning Committee held on Monday 14 January 2019 be received and noted.

CARRIED

13.2 MINUTES - NARRANDERA - LEETON SHIRE COUNCILS JOINT AIRPORT MANAGEMENT COMMITTEE - 19 JULY 2019**RESOLUTION 19/100**

Moved: Cr Jenny Clarke OAM

Seconded: Cr Tammy Galvin

1. That the Minutes of the Narrandera - Leeton Shire Councils Joint Airport Management Committee held on Friday 19 July 2019 be received and noted.

CARRIED

13.3 MINUTES - ECONOMIC TASKFORCE (OPEN) 22 JULY**RESOLUTION 19/101**

Moved: Cr David Fahey OAM

Seconded: Cr Barbara Bryon

That Council receive and note the Minutes of the Economic Taskforce Committee meeting held 22 July 2019, together with the updated Economic Development Strategy (non-confidential).

CARRIED

13.4 MINUTES - PARKS AND GARDENS ADVISORY COMMITTEE - 24 JULY 2019**RESOLUTION 19/102**

Moved: Cr Jenny Clarke OAM

Seconded: Cr Narelle Payne

1. That the Minutes of the Parks and Gardens Advisory Committee held on Wednesday 24 July 2019 be received and noted.

CARRIED**13.5 MINUTES - AUDIT RISK IMPROVEMENT - 3 JULY 2019****RESOLUTION 19/103**

Moved: Cr Narelle Payne

Seconded: Cr Barbara Bryon

That the Council:

1. That the Minutes from the Audit, Risk and Improvement Committee meeting held on the 3 July 2019 be received and noted.

CARRIED**13.6 MINUTES - GRONG GRONG COMMUNITY - 8 AUGUST 2019****RESOLUTION 19/104**

Moved: Cr Barbara Bryon

Seconded: Cr Jenny Clarke OAM

That Council:

1. Receive and note the Minutes of the Grong Grong Community Committee meeting held on Thursday 8 August 2019.
2. Investigate that the Working with Children, National Criminal Check & Employment status are legal requirements by Local Government for volunteers.
 - a) Make an amendment to the form – to add Drivers Licence as an alternative identification.
3. Provide an explanation to the Committees request that all the funds granted to Grong Grong Hall by the Drought Funding round are to be spent on the Grong Grong Hall. The Committee would also like a response from Council as to the reasons why some of the funds were not spent on the Hall.

CARRIED**13.7 MINUTES - AUDIT, RISK AND IMPROVEMENT COMMITTEE - 14 AUGUST 2019****RESOLUTION 19/105**

Moved: Cr Narelle Payne

Seconded: Cr David Fahey OAM

That Council:

1. Note and receive the Minutes of the Audit, Risk and Improvement Committee held on Wednesday 14 August 2019 be received and noted.
2. That pursuant to the provisions of Section 413 of the Local Government Act 1993, Council declares that it has prepared the General Purpose Financial Statements for the 2018/2019 financial year ending 30 June 2019 and has formed an opinion, based on the advice of Council officers, that these reports;
 - (a) Have been prepared in accordance with;
 - (i) The Local Government Act 1993 (as amended) and the Regulations made thereunder;
 - (ii) The Australian Accounting Standards and professional pronouncements; and
 - (iii) The Local Government Code of Accounting Practice and Financial Reporting.
 - (b) Present fairly the operating result and financial position of the Narrandera Shire Council for the year ended 30 June 2019; and
 - (c) Accords with Council's accounting and other records and policies.
3. That the Special Purpose Financial Statements have been drawn up in accordance with the Local Government Code of Accounting Practice and Financial Reporting.
4. That the General and Special Purpose Financial Statements be certified by the Mayor, Deputy Mayor, General Manager and Responsible Accounting Officer, in accordance with Section 413(2)(c) of the Local Government Act.
5. That pursuant to the provisions of Section 413 of the Local Government Act 1993, Council declares that the Financial Statements (including General Purpose and Special Purpose Reports) for the year ending 30 June 2019 be referred for audit.

CARRIED

14 OUR COMMUNITY

14.1 AMENDMENT TO TERMS OF REFERENCE - GRONG GRONG COMMUNITY COMMITTEE

RESOLUTION 19/106

Moved: Cr Barbara Bryon

Seconded: Cr Tammy Galvin

That Council adopted the revised Terms of Reference for the Grong Grong Community Committee.

CARRIED

14.2 ROAD SAFETY ACTION PLAN 2019-2021 AND LOCAL GOVERNMENT ROAD SAFETY PROJECT FUNDING

RESOLUTION 19/107

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

That Council:

1. adopts the Road Safety Action Plan 2019-2021;
2. accepts Roads and Maritime Services (RMS) 2019-2020 funding of \$24,190 from the Local Government Road Safety Program and endorses the projects approved by RMS;
3. reallocates RMS funding from existing budget projects to the RMS approved projects;
4. approves the changes to be included in the next Quarterly Budget Review.

CARRIED

14.3 REQUEST FOR FINANCIAL ASSISTANCE - NARRANDERA CRC CHURCH

RESOLUTION 19/108

Moved: Cr Barbara Bryon

Seconded: Cr Tammy Galvin

That Council:

1. Approves the request for \$1,324.50 from the Narrandera CRC Church 2019 50th Anniversary Street Party event from the Events Activities and Promotion Expense budget.

CARRIED

14.4 APPLICATION TO WAIVER FEES - GOLDEN BOOT TOUCH FOOTBALL CARNIVAL

RESOLUTION 19/109

Moved: Cr Narelle Payne

Seconded: Cr Tammy Galvin

That Council:

1. Approve the request to fund the ground hire charge of \$461.00 for use of the Narrandera Sportsground for the 2019 Police Charity Golden Boot Touch Football Carnival from the Mayor and General Manager Financial Assistance funding.

CARRIED

14.5 DOMESTIC VIOLENCE ADVISORY COMMITTEE - FORMATION OF**RESOLUTION 19/110**

Moved: Cr Tracey Lewis

Seconded: Cr Tammy Galvin

That Council:-

1. Adopt the attached Terms of Reference and establish a Domestic Violence Advisory Committee.
2. Commence recruitment to appoint a minimum of four (4) community members to the committee.
3. In the Terms of Reference, to section 6 "Nominations of interest advertised via social media, print Media" include Community Radio.
3. Appoint a Councillor as Councils delegate to the committee.

Following acceptance of nominations, Cr Tracey Lewis and Cr Barbara Bryon were appointed as Council Delegates to the Committee.

CARRIED

15 OUR ENVIRONMENT

Nil

16 OUR ECONOMY

Nil

17 OUR INFRASTRUCTURE**MOTION****RESOLUTION 19/111**

Moved: Cr David Fahey OAM

Seconded: Cr Narelle Payne

That Council move into Committee of the Whole for discussion on projects for Round 3 of the Stronger Country Communities Fund.

CARRIED

RESUMPTION OF STANDING ORDERS

RESOLUTION 19/112

Moved: Cr David Fahey OAM
Seconded: Cr Jenny Clarke OAM

A motion was moved that Council resume standing orders.

CARRIED

17.1 STRONGER COUNTRY COMMUNITIES ROUND 3**RESOLUTION 19/113**

Moved: Cr David Fahey OAM
Seconded: Cr Narelle Payne

1. That Council

(a) Nominate the following projects for further development as part of round three of Stronger Country Communities Fund:

1. Solar heating Lake Talbot Olympic Pool and new water slides \$335k
2. North Narrandera Park Development \$400k
3. Community Halls Project – Grong Grong, Sandigo, Binya and Barellan \$100k
4. Youth Council \$50k
5. Narrandera Parkside Cottage Museum \$50k
6. Barellan Footpath \$120k

Total of \$1,055,000k

(b) Consider supporting community based applications that are on land either owned or licenced by council and result in a council asset once more details of those applications are available.

CARRIED

17.2 NARRANDERA TRUCKWASH**RESOLUTION 19/114**

Moved: Cr Jenny Clarke OAM
Seconded: Cr Tammy Galvin

That Council:

1. Note the report on the Narrandera Truck wash.
2. Increase the Narrandera truck wash budget to \$687,000.
3. Fund the additional budget from savings in completed capital works projects that were funded from revenue.

CARRIED

18 OUR CIVIC LEADERSHIP**18.1 PECUNIARY INTEREST RETURNS****RESOLUTION 19/115**

Moved: Cr David Fahey OAM

Seconded: Cr Narelle Payne

That Council:

1. Acknowledge the requirement to publish the Pecuniary Interest Returns on the website of Council and commence this action with the returns to be completed and submitted to the General Manager by 30 September 2019.

CARRIED

18.2 2018-2022 DELIVERY PROGRAM - 30 JUNE 2019 QUARTERLY REVIEW**RESOLUTION 19/116**

Moved: Cr Tracey Lewis

Seconded: Cr Barbara Bryon

That Council:

1. Endorse the 2018-2022 Delivery Program quarterly review dated 30 June 2019 as presented and publish the report to the community.

CARRIED

18.3 DIVESTING OF COMMERCIAL PROPERTIES**RESOLUTION 19/117**

Moved: Cr Narelle Payne

Seconded: Cr Tammy Galvin

That Council:

1. Rescind Resolution 16/42 of the 16 February 2016 meeting;
2. Delegation be given to the Mayor and General Manager to action the sale of 4-6 Twynam Street, Narrandera and 8 Twynam Street, Narrandera and to negotiate on the behalf of Council to achieve the best possible sale price;
3. Affix the Common Seal of Council to any documents associated with this matter.

CARRIED

18.4 POLICY REVIEW - CS310 ACCESS TO COUNCIL INFORMATION POLICY.

RESOLUTION 19/118

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

That Council

1. Adopt the amended policy CS310 Access to Council Information as presented.

CARRIED

19 STATUTORY AND COMPULSORY REPORTING – DEVELOPMENT SERVICES REPORTS

19.1 JULY DEVELOPMENT SERVICES ACTIVITIES

RESOLUTION 19/119

Moved: Cr Narelle Payne

Seconded: Cr Barbara Bryon

That Council:

1. Receive and note the Development Services Activities Report for July 2019.

CARRIED

20 STATUTORY AND COMPULSORY REPORTING – FINANCIAL / AUDIT REPORTS

20.1 JULY STATEMENT OF RATES AND RECEIPTS

RESOLUTION 19/120

Moved: Cr Narelle Payne

Seconded: Cr Tammy Galvin

That Council:

1. Receive and note the information contained in the Statement of Rates and Receipts report as at 31 July 2019.

CARRIED

20.2 JULY STATEMENT OF INVESTMENTS

RESOLUTION 19/121

Moved: Cr Narelle Payne

Seconded: Cr Barbara Bryon

That Council:

1. Receive and note the information contained in the Statement of Investments report as at 31 July 2019.

CARRIED

20.3 JULY STATEMENT OF BANK BALANCES

RESOLUTION 19/122

Moved: Cr Narelle Payne

Seconded: Cr Tammy Galvin

That Council:

1. Receive and note the information contained in the Statement of Bank Balances report as at 31 July 2019

CARRIED

20.4 JULY INCOME STATEMENT

RESOLUTION 19/123

Moved: Cr Narelle Payne

Seconded: Cr Tammy Galvin

That Council

1. Receive and note the information contained in the Income Statement report for the period ending 31 July 2019.

CARRIED

20.5 JULY CAPITAL WORKS PROGRAM

RESOLUTION 19/124

Moved: Cr Tammy Galvin

Seconded: Cr Barbara Bryon

That Council

1. Receive and note the information contained in the Capital Works report as at 31 July 2019.

CARRIED**20.6 DRAFT COUNCIL FINANCIAL STATEMENTS 2018-2019 - REFERRAL FOR AUDIT****RESOLUTION 19/125**

Moved: Cr David Fahey OAM

Seconded: Cr Narelle Payne

1. That pursuant to the provisions of Section 413 of the Local Government Act 1993, Council hereby declares that it has prepared the General Purpose Financial Statements for the 2018/2019 financial year ending 30 June 2019 and has formed an opinion, based on the advice of Council officers, that these reports;
 - (a) Have been prepared in accordance with;
 - (i) The Local Government Act 1993 (as amended) and the Regulations made thereunder;
 - (ii) The Australian Accounting Standards and professional pronouncements; and
 - (iii) The Local Government Code of Accounting Practice and Financial Reporting.
 - (b) Present fairly the operating result and financial position of the Narrandera Shire Council for the year ended 30 June 2019; and
 - (c) Accords with Council's accounting and other records and policies.
2. That the Special Purpose Financial Statements have been drawn up in accordance with the Local Government Code of Accounting Practice and Financial Reporting.
3. That the General and Special Purpose Financial Statements be certified by the Mayor, Deputy Mayor, General Manager and Responsible Accounting Officer, in accordance with Section 413(2)(c) of the Local Government Act.
4. That pursuant to the provisions of Section 413 of the Local Government Act 1993, Council hereby declares that the Financial Statements (including General Purpose and Special Purpose Reports) for the year ending 30 June 2019 be referred for audit.
5. That Tuesday 17th September 2019 be fixed as the date for the public meeting to present the audited financial statements and auditor's reports for the year ended 30 June 2019, as required by Section 419 of the Local Government Act and that the Council's external auditors be present.
6. That the following net amounts be transferred to/(from) Internally Restricted Reserves;
7. That \$1,250 million is transferred to the plant reserve as at 29th July 2019 following the receipt of receivables outstanding at 30 June 2019.
8. That Council resolves to revote expenditure of \$6,782,137 for the projects and purpose listed as carryovers in the attached schedule, of which \$698,973 is funded from revenue.

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

Nil

22 CONFIDENTIAL BUSINESS PAPER REPORTS**RESOLUTION 19/126**

Moved: Cr Narelle Payne

Seconded: Cr Barbara Bryon

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

22.1 Economic Taskforce Strategy Update - Confidential

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**22.1 ECONOMIC TASKFORCE STRATEGY UPDATE - CONFIDENTIAL****RESOLUTION 19/127**

Moved: Cr David Fahey OAM

Seconded: Cr Narelle Payne

That Council:

1. Receive and note the Economic Development Strategy (confidential version) containing updates following the Economic Taskforce Committee meeting held 22 July 2019.

CARRIED**MOTION****RESOLUTION 19/128**

Moved: Cr Narelle Payne

Seconded: Cr Tracey Lewis

That Council:

1. Write to Federal and Local Members to lobby for an increase of Doctors for regional areas and seek a review of the support for overseas trained doctors.
2. Extend an invitation to Dr Joe Romeo and Mrs Liz Romeo to meet with Council.

CARRIED

RESOLUTION 19/129

Moved: Cr David Fahey OAM
Seconded: Cr Narelle Payne

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

CARRIED

The Meeting closed at 4.10pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 17 September 2019.

.....
GENERAL MANAGER

.....
CHAIRPERSON

Unconfirmed

8 MAYORAL REPORT

8.1 MAYORAL REPORT SEPTEMBER 2019

Document ID: 429798
Author: Mayor
Theme: Our Civic Leadership
Attachments: Nil

RECOMMENDATION

That Council:

1. Receive and note the Mayoral Report for September 2019.

BACKGROUND

Since submitting my last Mayor's Report that was presented to the Ordinary Council meeting of 20 August 2019, I have had the privilege to attend the following on behalf of our Council:-

Meetings with General Manager

Attended regular morning meetings with the General Manager George Cowan to discuss various matters. Deputy Mayor joins us at the Monday meeting prior to the monthly Council Meeting.

AUGUST 2019

Thursday 15

A tour of the Yanco Creek System was held in light of the proposed Sustainable Diversion Limit Adjustment Mechanism projects.

Participants included Steph Cooke MP, Member for Cootamundra, Justin Clancy MP Member for Albury, Shire Mayors Paul Maytom, Leeton; Pat Bourke, Federation; Ruth McCrae, Murrumbidgee; and myself; Wiradjuri Elders Michael Lyons and Clem Christian, YACTAC reps. President Bob Crawford, EO Tanya Thompson, Vice President Mark Weatherall and Environment Manager Dale McNeal, DPI Fisheries Manager Luke Pearce, Senior Environmental Water Manager James Maguire, and NSW DPIE Representatives David Leslie, David Clarke and Rod Hardwick. Jacki Kruger, GM Leeton Shire Council also attended. I was accompanied by DGMI Julian Geddes, and Cr Fahey joined the group on the second leg of the tour after the group enjoyed lunch and presentations at the Morundah Hotel.

At Yanco Weir we were shown the proposed height the weir would be raised to and the expected inundation that would occur as well as the location of a proposed regulator on the Yanco Creek offtake. We then travelled to Tarabah Weir to observe the effects that could occur there if the proposal comes to fruition. Yanco Creek and the adjoining systems have provided stock and domestic water for many properties and towns as well as providing a haven for species of fish, platypus and vegetation, some of which have apparently not survived in the Murrumbidgee River.



Saturday 17

Accepted an invitation to open the National Cavey Show held at the Narrandera Sports Stadium. Enthusiastic exhibitors came from all states of Australia and over 400 Cavies competed for the various awards. This was the 39th year the event has been held in Narrandera and Narrandera Shire Council provided sponsorship including the purchase once again of the 20 Year Perpetual Trophy. The organisers enjoy coming to Narrandera and Council conducted a survey to determine the financial benefit to the town.



Tuesday 20

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

Wednesday 21

Attended the Murrumbidgee District Police Awards at the Griffith Police Station. Representatives from Leeton and Griffith Councils as well as Police from the District were in attendance and awards including long service and exceptional service awards were presented.



Sergeant Jason Clarke, recipient of one of the Police District commander Commendation Awards.

Thursday 22

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.

Thursday 22

The GM and I attended a meeting at Narrandera Hospital chaired by Jill Ludford regarding opportunities to attract doctors to Narrandera. An invitation has been extended to the management of the Narrandera Medical Centre to discuss support for the program.

Monday 26

Together with fellow Committee members, I attended and chaired the August meeting of the Economic Taskforce Committee. Minutes of the meeting are provided to Council and include the Economic Strategy with recent updates.

Tuesday 27

Along with fellow Committee members, I attended and chaired the August meeting of the Aboriginal Elders Liaison Group in the Council Chambers. Included in discussions were the success of the NAIDOC week celebrations and plans for the Aboriginal Memorial Wall in Marie Bashir Park.

Wednesday 28

I accepted an invitation to attend a funding announcement by Member for Cootamundra Steph Cooke MP at the Narrandera NSW Fisheries Research Centre.

The NSW Government will provide \$4.3m dollars for the building of additional ponds required to accommodate native fish being relocated from several areas in the NSW and

beyond during an expected dry period, low water levels and warmer than usual temperatures, causing unfavourable conditions for the breeding and survival of fish.

This is a wonderful initiative and expected to provide some extra employment and opportunities for local contractors during the build stage.

Minister for Agriculture, the Hon Adam Marshall MP, attended to make the announcement, and Cr's Clarke and Payne also represented Council.

Wednesday 28

Attended the opening of the new NSW Service Centre located in Twynam St Narrandera that was Officially opened by Steph Cooke MP. The centre will provide additional services to those previously delivered at the RTA office in Adams Street. The services are now in the easily accessed premises in the CBD, which has been welcomed by many local people. Mr Michael Lyons provided the Welcome to Country at both of these events and impressed those in attendance with his Didgeridoo playing.

Wednesday 28

Following an invitation from Mr John Ingram, Director of the Narrandera Clontarf Foundation, I attended the opening of the Narrandera Branch at Narrandera High School. Steph Cooke MP conducted the Official Opening which was attended by Clontarf CEO Gerard Neesham, Narrandera High School staff and Acting Principal, Clontarf students and Narrandera Shire Councillors. This program has been very successful in instilling confidence in the young people who are part of the program to enable them to become important contributors to our community. I am very impressed by the work done locally led by John Ingram, Neville Bamblett, and nationally by Gerard Neesham.

Wednesday 28

Accepted an invitation to attend a Cannabinoid information session held at the EOC Building. Information was provided to those in attendance about how people might gain access to this treatment.

SEPTEMBER 2019

Tuesday 3

Chaired the September meeting of the Solar Farm Reference Group. It is important that businesses, service providers and those wishing to gain employment, make themselves aware of the opportunities provided by these large scale developments.

Wednesday 4

Together with the GM George Cowan and EDO Peter Dale, I met with representatives of Sydney Ports to receive an update on the latest developments, particularly in relation to the proposed Inland Rail Project and the access to Sydney Ports.

Friday 6

Along with other Councillors, EDO Peter Dale, GM George Cowan, Business Group President Ann Black, Coles Manager Mr Marc Flemming and business representatives, I

attended a Business Breakfast conducted in conjunction with the Narrandera Business Group (NBG) at the Narrandera Ex-Servicemen's Club.

CEO of Tomra Cleanaway Mr James Dorney gave a presentation on the Return and Earn facility being established at the Narrandera Landfill site which included interesting facts and figures on how waste will be reduced, how containers are recycled and the reduction in litter that has occurred since the introduction of the program. Residents will no longer need to travel out of town to redeem their containers and Coles Narrandera will accept vouchers from the Reverse Vending Machine (RVM).



George Cowan, General Manager NSC; Peter Dale, Economic Development Manager NSC; Cr Jenny Clarke, NSC; Marc Flemming, Manager Coles Narrandera; Mayor Neville Kschenka; James Dorney, CEO TOMRA/Cleanaway; Cr Narelle Payne, NSC.

Saturday 7

Attended the Narrandera Show Society Annual Show and was kindly invited by President Tony Andracchio to open the event. Despite the inclement weather and the Wagga Show being held on the same day, I believe the Show was a great success and provided another important event for residents and visitors to enjoy, and it adds to the wonderful lifestyle we enjoy in our Shire. Narrandera Shire Council also conducted a stall in the Main Hall in conjunction with Tomra Cleanaway to provide information about the impending Return and Earn Facility.

Sunday 8

Visited the site of the Annual Koala Spotting event conducted by National Parks and Wildlife and the Narrandera Koala Regeneration Committee at the Narrandera Flora and Fauna Reserve. Over 200 visitors took part as well as local people and this provides an opportunity to assess the health of the colony as well as the success of the Koalas breeding. Narrandera Rotary Club were in attendance to provide food and refreshments to participants.





Monday 9

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

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.

Until next time, Mayor Kschenka

<p>RECOMMENDATION</p> <p>That Council:</p> <ol style="list-style-type: none">1. Receive and note the Mayoral Report for September 2019.
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9 QUESTION WITH NOTICE

Nil

10 NOTICES OF RESCISSION

Nil

11 NOTICES OF MOTION

Nil

12 COUNCILLOR REPORTS

Nil

13 COMMITTEE REPORTS

13.1 MINUTES - LAKE TALBOT ENVIRONS ADVISORY COMMITTEE - 4 APRIL 2019

Document ID: 433774

Author: Administration Officer

Authoriser: Deputy General Manager Infrastructure

Attachments: 1. Lake Talbot Environs Advisory Committee Minutes - 4 April 2019

RECOMMENDATION

That Council:

1. Note and receive the Minutes of the Lake Talbot Environs Advisory Committee held on Thursday 4 April 2019.



MINUTES

Lake Talbot Environs Advisory Committee Meeting

4 April 2019

**MINUTES OF NARRANDERA SHIRE COUNCIL
LAKE TALBOT ENVIRONS ADVISORY COMMITTEE MEETING
HELD AT THE NARRANDERA EX-SERVICEMAN'S CLUB
ON THURSDAY, 4 APRIL 2019 AT 6.30PM**

1 PRESENT

Chairperson Rex Evans, Mr Jeff Kirk, Mr Ken Murphy, Mr Peter Beal, Ms Helen McDermott, DGMI Julian Geddes, Minute Taker Roger Evans,

2 APOLOGIES

Cr Narelle Payne, Cr Tracey Lewis, Mr Darren Knagge, Mr Vince Mercuri,

3 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RECOMMENDATION

Moved: Mr Ken Murphy
Seconded: Mr Jeff Kirk

That the minutes of the Lake Talbot Environs Advisory Committee Meeting held on 6 December 2018 be confirmed.

5 REPORTS

5.1 PARKING PROPOSAL FOR BOAT RAMP

The Committee discuss parking at the Boat Ramp and the issues arising this year.

The Deputy General Manager Infrastructure advised the Committees that the disabled parking and the 15 minute drop off area had been taken to the Traffic Committee with no issues but did advised that the areas will be subject to statutory restrictions with signage and fines associated with non-compliance.

The Committee discussed the possibility of adding a sign showing the pool car park area as an alternative parking area.

5.2 WEED HARVESTING

The Committee discuss provisions for weed harvesting.

The Deputy General Manager of Infrastructure discussed the previous years aquatic weed harvest and informed the Committee that Council recorded less weed growth this year than previous years and went onto to inform the Committee that Council were looking a a joint purchase with neighbouring Councils.

The Committee agreed the cost benefit of the purchase of a harvester far outweigh the hire of a machine yearly.

5.3 REPLACEMENT OF TYRE STEPS

The Committee were advised that no progress had been made on the removal of the tyre steps as staff have been addressing other priorities.

5.4 LAKE DEEPENING PROJECT

The Committee were informed that the subcommittee met and reviewed and expression of interest to engage a suitable consultant.

One response had been received with a proposal to address the address the proposal in three stages.

The Committee will arrange to meet with the consultant once they are engaged.

6 GENERAL BUSINESS

1. Mr Rex Evans raised his concerns with fishing and requested that signage be installed to limit fishing in the Ski area. The committee discussed having an exclusion area for fishing.

7 NEXT MEETING

TBA July 2019

8 MEETING CLOSE

Meeting Closed at 7:11pm

13.2 MINUTES - LAKE TALBOT ENVIRONS ADVISORY COMMITTEE - 6 AUGUST 2019

Document ID: 433976

Author: Administration Officer

Authoriser: Deputy General Manager Infrastructure

Attachments: 1. Lake Talbot Environs Advisory Committee Minutes - 6 August 2019

RECOMMENDATION

That Council:

1. Not and receive the Minutes of the Lake Talbot Environs Advisory Committee held on Tuesday 6 August 2019.



MINUTES

Lake Talbot Environs Advisory Committee Meeting

6 August 2019

**MINUTES OF NARRANDERA SHIRE COUNCIL
LAKE TALBOT ENVIRONS ADVISORY COMMITTEE MEETING
HELD AT THE EOC (EMERGENCY OPERATIONS CENTRE) - TWYNAM STREET
ON TUESDAY, 6 AUGUST 2019 AT 6.30PM**

1 PRESENT

Chairperson Rex Evans, Cr Narelle Payne, Mr Jeff Kirk, Mr Ken Murphy, Mr Darren Knagge, Mr Julian Geddes, Mr Chris Botfield Consultant, Access Environmental Planning

2 APOLOGIES

Mr Peter Beal, Ms Helen McDermott, Mr David Farley

3 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RECOMMENDATION

Moved: Cr Narelle Payne

Seconded: Mr Ken Murphy

That the minutes of the Lake Talbot Environs Advisory Committee Meeting held on 4 April 2019 be confirmed.

5 REPORTS

5.1 LAKE DEEPENING PROJECT

Mr Julian Geddes, Deputy General Manager Infrastructure introduced Mr Botfield, representative of Access Environmental Planning, to explain the company's progress with the initial investigations. It was also advised that Mr Botfield met with Committee and Council representatives earlier in the day and toured the lake and its environs.

Mr Botfield outlined the company's background and the investigations to date. At the conclusion of the discussion it was advised that several actions to be pursued, including mapping of the lake beds and test drilling of the lake bed.

Mr Botfield asked if some suggestions can be made in regards to a small pontoon on which to mount a portable drilling machine. It was also emphasised during the presentation for a number of possible offset areas which could be used for placement of excavated materials to provide a habitat for threaten species.

Discussions concluded on these matters and will be monitored as progress over the next few months.

6 GENERAL BUSINESS

1. Correspondence received from David Farley – defer until next meeting.

7 NEXT MEETING

TBA

8 MEETING CLOSE

Meeting Closed at 7.30pm

13.3 MINUTES - ECONOMIC TASKFORCE COMMITTEE (OPEN) - 26 AUGUST 2019**Document ID:** 433649**Author:** Executive Assistant**Authoriser:** General Manager**Theme:** Our Economy**Attachments:**

1. 2019-08-26 Economic Taskforce MINUTES (Open) Unconfirmed.pdf [↓](#)
2. 2019-08-26 Economic Development Strategy (Open).docx [↓](#)

RECOMMENDATION

That Council receive and note the:

1. Minutes of the Economic Taskforce Committee meeting held 26 August 2019
2. Updated Economic Development Strategy (open)

**MINUTES OF NARRANDERA SHIRE COUNCIL
ECONOMIC TASKFORCE COMMITTEE
HELD AT THE COUNCIL CHAMBERS
ON MONDAY, 26 AUGUST 2019 AT 10.30AM**

1 PRESENT

Cr Neville Kschenka, Cr David Fahey OAM, Cr Jenny Clarke OAM, Cr Kevin Morris, GM George Cowan, EDM Peter Dale, DGMI Julian Geddes, Minute Taker Vicki Maher

2 APOLOGIES

Nil

3 DECLARATIONS OF PECUNIARY INTEREST

Nil

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Cr Jenny Clarke OAM

Seconded: Cr Kevin Morris

That the minutes of the Economic Taskforce Committee held on 22 July 2019 be confirmed.

CARRIED

5 BUSINESS ARISING FROM PREVIOUS MINUTES

Item 5 – Progressing to secure an Information Box at Brewery Flat Camping Area.

Item 7.2 – No update at this stage.

6 REPORTS

6.1 ADDRESS BY MR DAVID FARLEY

RECOMMENDATION

That the Economic Taskforce Committee welcome Mr David Farley for discussion on matters of commercial interest to Narrandera.

Not attending, has declined invitation to attend at this stage.

6.2 ECONOMIC IMPACT AND SURVEY RESULTS FROM NATIONAL CAVY SHOW**COMMITTEE RESOLUTION**

Moved: Cr Jenny Clarke OAM

Seconded: Cr David Fahey OAM

That the Economic Taskforce Committee

1. Notes the report on outcomes from the 2019 Cavy Show and
2. Authorises staff to liaise with the organisers of 2020 Show to further develop outcomes for the participants and the local community.
3. That Council assist with promotion of the event.

CARRIED

6.3 ECONOMIC DEVELOPMENT STRATEGY**COMMITTEE RESOLUTION**

Moved: Cr Jenny Clarke OAM

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

7 GENERAL BUSINESS**MOTION 1****COMMITTEE RESOLUTION**

Moved: Cr Neville Kschenka

Seconded: Cr Jenny Clarke OAM

That the Committee authorise staff to advise Event Organisers of the opportunity to utilise and the running costs of the Memorial Gardens "Light Tree".

CARRIED

Updates provided on Service Station Developments.

8 NEXT MEETING

Monday 23 September 2019 – 10.30am – Council Chambers

9 MEETING CLOSE

The Meeting closed at 12pm.

The minutes of this meeting were confirmed at the Economic Taskforce Committee held on 23 September 2019.

.....
CHAIRPERSON

Unconfirmed

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

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

Strategies		Key Actions		Progress
1.1	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 2020.
		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. January 2019: REMPLAN introduces Business Analysis Model (BAM) Current data transferred from ABR and now available in Economy/Business tab in Remplan. Businesses within selected local geography reported to committee Survey of attendees at 39 th National Cavy Show to inform future event arrangements
		1.1.7	Include comprehensive information on economic development and business assistance on	Economic Development Department has contributed to planning of Council's Website upgrade.

Strategies		Key Actions		Progress
			Council's website.	Economic Development Strategy on Website. REX Community fare on website
1.2	Continue to build partnerships and strategic alliances	1.2.1	Strengthen relationships with Government Agencies, regional organisations and service providers through: <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. 	<ul style="list-style-type: none"> ED participates in RDA Riverina forums, RAMROC, Destination Riverina Murray and Thrive meetings. EDM attended Economic Development Officers Forum in Temora-27/9. Various speakers and networking. Shire's priorities contained in Western Riverina Regional Economic Development Strategy (REDS) officially completed as at February 2019. Council facilitated Bee Forum to address issues arising from any accidents and emergencies on our region's roads involving the transportation of live bees with the aim of identifying gaps, finding solutions and increasing preparedness. Forum formulates and endorses a 3 point action plan for positive outcome. DPI representative Daryl Cooper working with Apiarists to develop an Action List Protocol that can be used by all emergency services responding to a vehicle accident involving the transportation of live bees in hives.
		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.' Council provided letter of support for Wagga Wagga City Council's bid for the Qantas Cadet Training facility. Working relationships with Western Riverina Councils known as Functional Economic Regions
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.	Ongoing Arrangements progressing for visits to Glendale and Agri Australis hazelnut farm.
		1.3.2	Encourage and facilitate opportunities for professional development, networking and innovation.	EDM attends Narrandera Business Group. Attended Narrandera Business Group meeting 12 August
		1.3.3	Establish effective networks and communication	Bi monthly newsletter for business prepared and circulated by

Strategies		Key Actions		Progress
			channels.	EDM since start of 2019.
		1.3.4	Support business groups and networks.	Ongoing. Arrange business breakfast with CEO of Tomra James Dorney 6 Sept in conjunction with Narrandera Business Group. Involve Business Group in Small Business Month October event planned for 23 October at TAFE CLC-Narrandera Connected (2)
		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. Organise small taskforce from the community to address the goods and services audit for solar farm development. Organised Steering Committee for Central West Lifestyle Magazine project.
1.4	Build a strong, positive profile for Narrandera Shire	1.4.1	Implement the branding strategy and signage strategy.	Council agrees on style, wording and location of 6 new town entry sign at its 18 June 2019 meeting. Designs of signs agreed and signs ordered. Installation around end of August/early September
		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. EDM prepares media releases as appropriate as well as items for Council communique and newsletter.
		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 Government Small Business Digital taskforce Report March 2018. Review Business Listings category for new website. Prepare new list and content
		1.4.4	Effectively market and promote the Shire, to raise its profile and increase awareness of its strengths, assets and opportunities.	Ongoing. Progressive and targeted distribution of Winter Edition 2019 of Central West Lifestyle Magazine featuring Narrandera o people of influence in various organisations. Provide comment for NRMA Annual Report 2019 on invitation

Strategies		Key Actions		Progress
				from NRMA regarding installation of EV fast Charger at Narrandera
		1.4.5	Encourage the community to be advocates for the Shire, including speaking about the positives.	Ongoing
		1.4.6	Re-develop the Narrandera Visitor Information Centre as focal point for both tourism and economic development.	Awaiting response from 'Playground on the Murrumbidgee' NSW State Funding application

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

Initiative 2: Enhancing our Liveability

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

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

Strategies		Key Actions		Progress
2.1	Continue to improve presentation – creating positive first impressions	2.1.1	Implement the Narrandera CBD Masterplan – subject to funding and staging –further developing the town centre as an attractive place to shop and socialise, including provision of free public WIFI in main street.	Ongoing
		2.1.2	Develop attractive gateway arrival points and entry corridor to the Shire, Narrandera and villages.	Refer 1.4.1 for Town entry signage
		2.1.3	Improve the presentation of the Shire's industrial areas.	Ongoing. 4 new poles and banners erected at entry to Red Hill Industrial Estate at Cnr Driscoll Rd and Barellan Rd.
2.2	Enhance lifestyle	2.2.1	Continue to improve and expand recreation, sporting and leisure facilities within the Shire.	Ongoing
		2.2.2	Develop and diversify arts and cultural activities.	Ongoing
		2.2.3	Continue to develop and promote a dynamic and	Express support for possible future Annual General

Strategies		Key Actions		Progress
			vibrant program of events and activities.	Meeting of NSW National Party in Narrandera in 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.	Preparing for Health Alliance meeting to bring together primary health and aged care and associated agencies in Narrandera Shire. EDM to meet with Dr Romeo who is unavailable until end of July 2019. Requested meeting with Dr and Mrs Romeo
		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. EDM attended multicultural meeting in Leeton with all relevant agencies present to evaluate what services might be available to Narrandera residents as an outreach service. Focus on migrants and refugees.
		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.	Easter Rod Run and Shown N Shine a huge success. Council de-brief held with external group debrief to follow.
		2.4.3	Support community initiatives to develop, grow and enhance the liveability of the Shire.	ED Dept. continues to contribute to preparation of funding applications such as Stronger Country Communities, Fixing Country Roads Regional Growth Fund etc. Narrandera Imperials Football Netball Club has been invited to apply for funds to build a new Club House through the NSW Government's Regional Sports Infrastructure Fund. ED staff have assisted with preparation of the Business Case and other requirements where needed.
2.5	Attract new residents	2.5.1	Develop and implement a Resident Attraction and Retention Strategy.	Winter Edition 2019 of Central West Lifestyle Magazine highlights opportunities in Narrandera for new residents.

Initiative 3: Economic Growth and Diversification

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

Strategies		Key Actions		Progress
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. Draft lease received from Service NSW-under review by staff. Lease signed, building renovations almost complete and fit out as at 19 June 2019, Facility opens to public on 9 August
		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).	Discussions commenced with Narrandera Business Group in preparation for Small Business Month October 2019. Arrangements underway for joint venture with TAFE, Narrandera Business Group for Narrandera Connected(2) event on 23 October featuring business speakers and hospitality.
3.2	Support and nurture existing businesses	3.2.1	Provide access to information, advice and leverage opportunities for information sharing.	Distribute information cards for NSW Business Connect eg through Business Group and at NSC front counter Refer public enquiries to Remplan Community and Economic profile
		3.2.2	Encourage and support 'buy local' initiatives.	Installation of new RVM at Narrandera Landfill will provide vouchers redeemable at Coles Narrandera.
		3.2.3	Raise awareness of business advisory and support	ED maintains a business distribution list and uses it to

Strategies		Key Actions	Progress
		services and encourage businesses to participate in business and skills development programs.	share information re opportunities for businesses in the Shire.
	3.2.4	Facilitate opportunities for professional development, networking and innovation.	<ul style="list-style-type: none"> • Site at landfill confirmed as suitable for 4- point RVM kiosk. Site plans prepared and execution of licence agreement with Tomra/Cleanaway completed by Council. Site plans and construction plan and power supply design commenced. • Partnership with Tomra/Cleanaway and Council to mount a display in the Exhibition Hall at Narrandera Show on 7 September. This display will inform the public of the operational and container deposit requirements for the RVM. • CEO of Tomra/Cleanaway to attend and address a business breakfast on 6 September. Joint venture Council and Narrandera Business Group.
	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 opportunities to showcase, market and promote businesses products and services.	Ongoing
	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 Confidential Statement removed.
	3.2.10	Encourage and assist businesses to prepare for the	<ul style="list-style-type: none"> • Local businesses were offered the opportunity to

Strategies		Key Actions		Progress
			NBN and embrace digital / on-line business and marketing opportunities.	<p>attend Digital Ready Course and free face to face merchandising consult during 2017.</p> <ul style="list-style-type: none"> • 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. 	<p>Sandigo Solar farm. 2018-01-30 – Developers have met with Council on the proposal. Sandigo or Avonlie Solar project, an initiative of Renewable Energy Systems (RES), was explained during community consultation sessions. RES has proposed a \$250,000 community fund component as one of its initiatives. This proposal is currently being reviewed by staff. Avonlie scheduled to provide notice to proceed in March 2019 with commercial operation May 2020. Avonlie awarded Development Consent on 8 August 2019.</p>
			<ul style="list-style-type: none"> • Continue to advocate for water security. 	Ongoing
			<ul style="list-style-type: none"> • Encourage and support adoption of new activities and technologies, sustainable land management practices, and innovative business models. 	EV fast charger installed January 2019
			<ul style="list-style-type: none"> • Advocate for and assist producers to develop strategies to address labour and skills shortages and develop the local workforce. 	<p>EDM attended Workforce Futures Forum presented by RDA Riverina in Griffith on 10 May. Piggery Forum held in Narrandera addressed by industry experts on 30 August. 45 people present.</p>

Strategies		Key Actions		Progress
				Explore possible opportunities for the pig industry resulting from the African Swine Fever sweeping China and other Asian countries. Advice received from DPI International Engagement Division that Australia does not have a pork export arrangement with China.
			<ul style="list-style-type: none"> Explore opportunities for and encourage development of new processing and value-adding opportunities and utilisation of waste products. 	Ongoing
		3.3.2	Aquaculture	
			<ul style="list-style-type: none"> Support the expansion of the aquaculture industry within the Shire. 	Confidential Statement removed.
			<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. 	Confidential Statement removed. 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. 	Central West Lifestyle Magazine Winter Edition launched on 24 May 2019 and targeted distribution by Council to strategic individuals and organisations commenced.
			<ul style="list-style-type: none"> Encourage and facilitate training (customer service, merchandise display, e.commerce etc) 	Ongoing
			<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. Country Change program launched by RDA.
		3.3.4	Tourism / Visitor Economy	
			<ul style="list-style-type: none"> Continue to develop products, experiences and 	Ongoing

Strategies		Key Actions		Progress
			activities, including events.	
			<ul style="list-style-type: none"> Continue to improve infrastructure, facilities and services for visitors 	Awaiting outcome of 'Playground on the Murrumbidgee' funding application under NSW funding program.
			<ul style="list-style-type: none"> Update and improve information and promotional collateral. 	<ul style="list-style-type: none"> Ongoing
			<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"> Ongoing
		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"> Ongoing
		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"> Communicate with local health sector agencies to seek support for program initiated by the Gwydir Health Alliance. Proposal is to convene a meeting in Narrandera to form a local health alliance. Little indication of support and limited response to petition aimed at bringing shortages of rural doctors to the attention of Government. Plan for Health Alliance meeting after Easter 2019 break. Meet with Dr Romeo, obtain feedback from RAMJO Health Group to prepare for possible meeting in June/July. Awaiting a business appointment with Dr Romeo and Mrs Liz Romeo as at 19 August 2019.
3.4	Target and attract new businesses and activities	3.4.1	Investigate possible investment attraction incentives and formulate an Economic Development Assistance Policy that articulates the support that Council can offer new businesses and investors.	Red Hill Industrial Land for Sale Policy ES270 amended. EDM attends Direct Foreign Investment Training in Sydney presented by Andreas Dressler an international identity, formerly with KPMG for 23 years, who has extensive experience representing countries and large corporations seeking foreign investment opportunities. Arranged by DPC.

Strategies		Key Actions		Progress
		3.4.2	Produce information and promotional collateral – in both digital and print formats.	See above – collateral: Industry Prospectus, Redhill Prospectus, Lifestyle Insert, 4 Redhill Videos, billboard sign, Land For Sale signs.
		3.4.3	Participate in forums, expos, trade missions etc that have the potential to bring new businesses / investment into the Shire.	Ongoing EDM attends Direct Foreign Investment training in Sydney in March organised by DPC. Program emphasises the importance of thoroughly developing and communicating Narrandera's value proposition. Local forum organised July 2019 for hospitality/accommodation sector to exchange information and learn of assistance available through Destination NSW to attract conferences to Narrandera. Facilitated Bee Forum 17/7/19. Ref 1.2.1 Participated in Service NSW Regional Engagement Forum August 2019 Participated in Ernst Young Inland Rail Regional Opportunities Forum 12 August
		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. Wrote to Australian Renewable Energy Agency (ARENA) to seek opportunity to discuss Narrandera's unique position in the Renewables development in Australia-i.e 3 Solar Farms and TransGrid duplication

Strategies		Key Actions		Progress
				of 330KV line S.A to NSW. As at 19 June 2019, ARENA response from Alison Wiltshire, Director Business Development by phone 12/7/19 advising that this is not an issue for ARENA and we should contact Clean Energy Council and possibly Minister Taylor.
		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	Current. See earlier comments. New bright 'for sale' signs and 3mx2m billboard erected on Red Hill

Strategies		Key Actions		Progress
			and supporting information, as well as conceptual subdivision layouts and servicing plans.	Industrial Estate. Gateway entrance poles and banners installed. Promotional flyer provided to real estate agents who have listed Red Hill Industrial Estate for sale.
		4.2.4	Organise famils of the Estate (and Narrandera) for regional development agency (eg RDA, Industry NSW, BEC) staff and regularly update these agencies regarding the availability of commercial and industrial land and premises within Narrandera.	Under consideration.
		4.2.5	Advocate for Government Funding to assist in providing enabling infrastructure to facilitate subdivision and development.	ED Dept contributed to successful submission re Truckwash under Fixing Country Truckwash Grant.
4.3	Ensure that the power supply can accommodate growth	4.3.1	Advocate for on-going improvements in the power supply in Narrandera Shire.	Consideration being given as a component of the Smart Cities funding program.
		4.3.2	Advocate for and assist local businesses access grant funds for 'last mile' infrastructure.	For consideration
		4.3.3	Support the development of renewable / green energy producers within the Shire.	Ongoing
4.4	Improve telecommunications	4.4.1	Develop and implement a Digital Strategy in consultation with industry and community groups.	Monitor development of National Digital Strategy for compatibility. National Digital Strategy released December 2018. Under review.
4.5	Increase the capacity of the road network in the Shire to accommodate increased truck movements and higher productivity vehicles	4.5.1	Develop a Road Improvement Strategy, identifying strategically important production and freight routes within and through the Shire and the works required to remove 'pinch points' and expand capacity to accommodate HPVs.	Flood-proofing of Sturt Hwy at Gillenbah included in Regional Economic Development Strategy for Western Riverina.
		4.5.2	Advocate for the Shire's road needs to be included in regional and State freight and transport strategies.	Refer Draft NSW Ports and Freight Plan and Western Riverina REDS.
		4.5.3	Advocate for and seek funding to upgrade and maintain strategically important roads.	As above. Brought to attention of Federal Minister for Local Government the Hon Dr John McVeigh at a RAMROC Councils meeting held in Albury on 15 May
4.6	Provide infrastructure	4.6.1	Plan for improved infrastructure and/or facilities for trucks in Narrandera – Gillenbah and Barellan.	Truckwash to be constructed at Redhill. DA now in the planning system.

Strategies		Key Actions		Progress
	and facilities to support the road transport sector.			Construction commences June 2019
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. Executive summary from Transport NSW received Feb 2019. Localised and independent freight demand study under consideration in partnership with Leeton and Griffith. Consultant engaged and work commenced. Attend Port of Melbourne briefing on 15 April in Wagga. PoM announces \$300 million investment on Melbourne Port to bring 4 dual rail sidings onto the dock each to accommodate 600m trains that will be deconstructed from longer trains at outlying intermodals. This eliminates 'last mile' transfer costs from train to truck.
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 Paterson's 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

Strategies		Key Actions		Progress
				<p>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 attendance. Study completed and released to Council as a Confidential Report.</p> <p>Council to consider and review Executive Summary of the report that can be made available to the public, received Feb 2019.</p> <p>Independent freight demand study commenced in light of final Executive Summary received from NSW Transport.</p> <p>Discussions with Senior Executives from Sydney Ports on 18 June on opportunities for freight from this region into Port Botany and Port Kembla with excellent rail access.</p>
		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.	<p>Give consideration to future proofing the airport infrastructure with possible aircraft type obsolescence. Potential development opportunity with Wagner Group interest in freight opportunities.</p> <p>Assess potential producers and processors, types of exports and tonnages and frequency of export for advice to Wagners. Advice again provided to Wagners on export task potential from Narrandera-Leeton airport, as at February 2019.</p> <p>John Wagner advised of KPMG study, as advised by DPC.</p> <p>Contacted Deputy Chair of Rex The Hon John Sharp to</p>

Strategies		Key Actions		Progress
				determine Rex Airline future fleet requirements and operations. Fleet of SAAB 340s not expected to be replaced for 10-15 years. Discussions with Warrick Lodge of Rex (General Manager-Network Strategy) regarding upgrade to main runway to accommodate foreseen RPT traffic movements. Rex will assist in developing case for funding if required.
		4.9.2	Implement the Airport Strategic Plan.	Ongoing
		4.9.3	Build patronage on the route by diversifying the market base – eg through growing the conference, meetings and events markets.	Venue guide produced in 2017. Community fare agreement negotiated with Rex for the benefit of airline commuters out of Narrandera/Leeton Airport. Five (5) year agreement with Rex commencing 4 October 2018.
4.1 0	Diversify and improve accommodation available in the Shire	4.10.1	Monitor demand for motel and hotel accommodation and, when needed, advocate for the development of new accommodation within the Shire.	Tourism activities will now be reported to Council via this Strategic Plan Report. Barellan has gained recognition as an RV Friendly destination.
		4.10.2	Advocate for improved supply of rental housing and other accommodation for temporary and seasonal workers and position Narrandera as the accommodation hub to service the Narrandera – Leeton area.	EDM attends Workforce Futures Forum in Griffith on 10 May when discussion was held about overall accommodation shortages in the Western Riverina and consideration given to possible strategies to address. Discussions commenced with appointed EPC for RES Solar (Siemens/Gamesa) and their appointed consultants Jacobs to commence preparation of the Employment and accommodation strategy required as condition of consent. Met with Zara Durnan Senior Consultant for Jacobs on 20 August and discussed 1 st draft of accommodation and employment strategy which is to be reviewed by Solar Reference Group.
		4.10.3	Undertake a review of camping areas and facilities in the Shire to maximise economic benefits.	For consideration
4.1 1	Grow the local workforce, ensuring that it	4.11.1	Profile and articulate existing and future local and regional workforce requirements and jobs and skills gaps.	Refer 4.10.2

Strategies	Key Actions			Progress
<p>is aligned with local and regional industry needs</p>	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.	
	4.11.10	Develop and implement programs to welcome and orientate new employees and integrate them into the community.	For consideration	

13.4 MINUTES - ABORIGINAL ELDERS LIAISON - 27 AUGUST 2019

Document ID: 433987

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Aboriginal Elders Liaison Minutes - 27 August 2019

RECOMMENDATION

That Council:

1. Nota and receive the Minutes of the Aboriginal Elders Liaison held on Tuesday 27 August 2019.



MINUTES

Aboriginal Elders Liaison Meeting

27 August 2019

Unconfirmed

**MINUTES OF NARRANDERA SHIRE COUNCIL
ABORIGINAL ELDERS LIAISON MEETING
HELD AT THE EMERGENCY OPERATIONS CENTRE
ON TUESDAY, 27 AUGUST 2019 AT 1PM**

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 PRESENT

Chairperson Neville Kschenka, Cr Tracey Lewis, GM George Cowan, Ms Brenda Poole, Ms Cherry Johnson, Ms Colleen Ingram, Mr Dexter Briggs, Mrs Jennifer Johnson, Ms Joy Ingram, Mr Michael Lyons, Ms Raylene Williams, CSM Stacie Mohr, CLO Suzi Litchfield, Guests Mrs Railene Geddes, Mr Dean Ingram and Mr Neville Bamblett, Minute Taker Vicki Maher

4 APOLOGIES

COMMITTEE RESOLUTION

Moved: Ms Colleen Ingram
Seconded: Mr Dexter Briggs

That apologies from Mr David Ivanoff, Mr Hank Lyons, Mrs Jean Galluzzo, Mr Les Williams and Mr Ronny William be received and accepted.

CARRIED

5 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Ms Brenda Poole
Seconded: Ms Joy Ingram

That the minutes of the Aboriginal Elders Liaison Meeting held on 27 May 2019 be confirmed with updates on items addressed in following reports.

CARRIED

6 REPORTS

6.1 UPDATES ON PREVIOUS MATTERS

COMMITTEE RESOLUTION

Moved: Chairperson Neville Kschenka
Seconded: GM George Cowan

That the Aboriginal Elders Liaison Group receive and discuss updates from the previous meeting held 27 May 2019.

CARRIED

6.2. WIRADJURI HONOUR WALL IN MARIE BASHIR PARK

COMMITTEE RESOLUTION

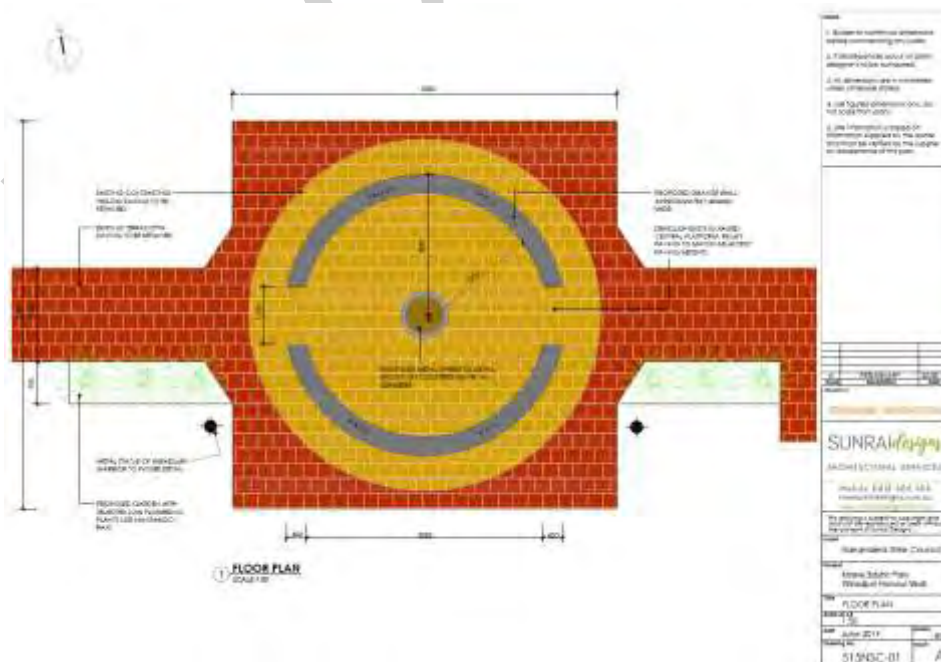
Moved: Ms Joy Ingram
Seconded: Ms Raylene Williams

That:

- 1. Committee endorse the concept designs as presented by the designer Mr Dean Ingram and Architect Railene Geddes.
2. The Warriors guarding the wall to be non-specific and portraying traditional Aboriginal males.
3. The three people represented on the back of Wall to are: 1. Thomas "Tiger" Lyons, 2. Thomas Edward "TL" Lyons, 3. William (Billy) Christopher Lyons (father and two sons (returned soldiers))

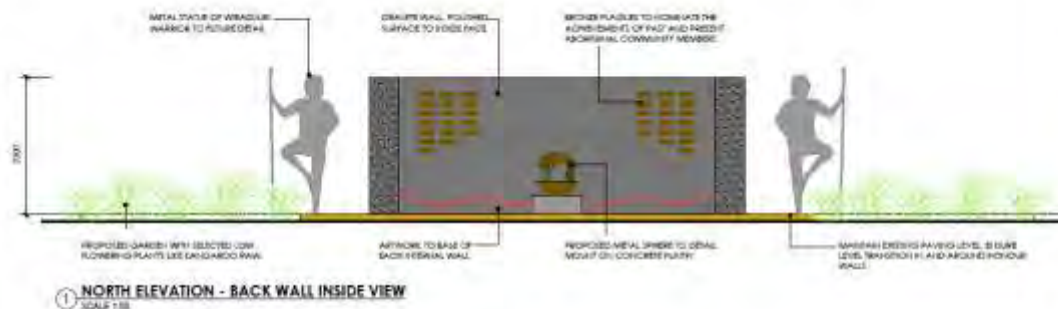
CARRIED

The below pictures are of Plans of the Aboriginal Wall shown and discussed at the meeting.

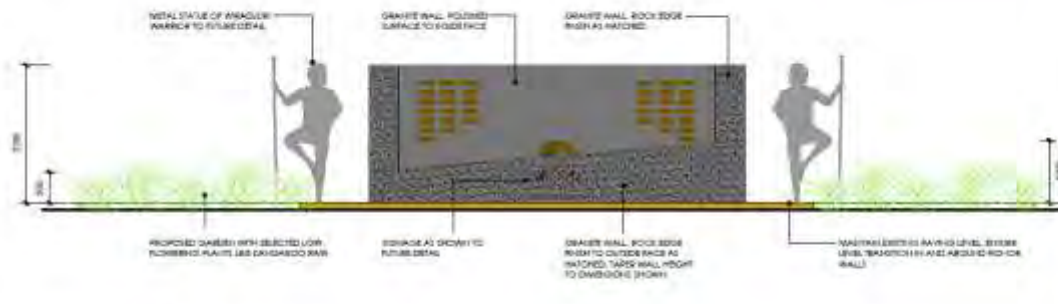


Plan from above

Elevation 1 Front



1 NORTH ELEVATION - BACK WALL INSIDE VIEW SCALE 1:50



2 NORTH ELEVATION SCALE 1:50

Notes:

1. Subject to confirm all dimensions before commencing any work.
2. If dimensions occur on plans, designer is to be contacted.
3. All dimensions are in millimetres unless otherwise stated.
4. Use figure dimensions only do not scale from plans.
5. Site information is basic information supplied by the owner and must be verified by the supplier on acceptance of this plan.

NO.	REVISION	DATE	BY

Prepared by: **SUNRAI designs** ARCHITECTURAL SERVICES
 Mobile: 0418 495 885
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Client: **Narrandera Shire Council**

Project: **Wattle Bush Park Warradjan Honour Wall**

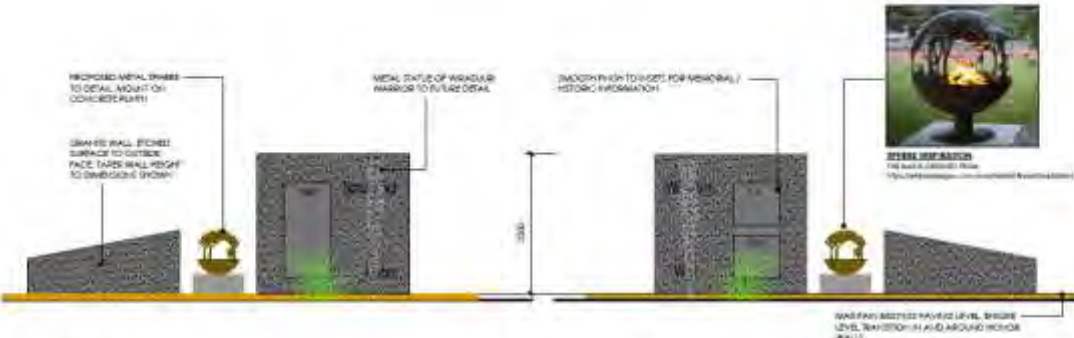
Title: **ELEVATION**

Issue No: **1.00**

Date: **June 2019** Drawn: **BC** Check: **A**

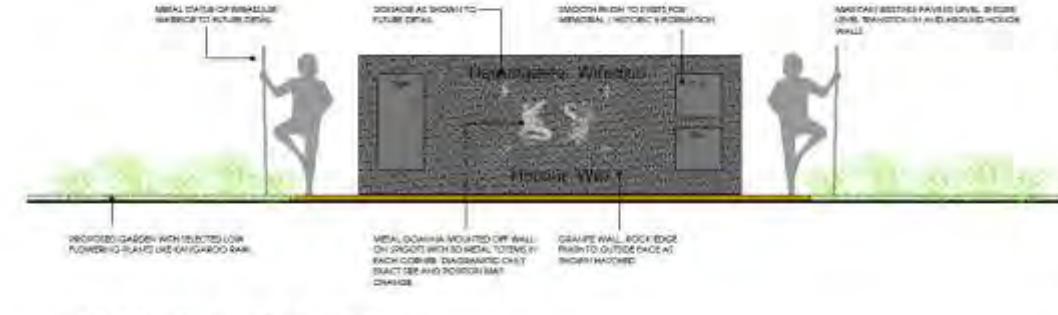
Drawing No: **515NSC-02**

Elevation 2 Back



1 WEST ELEVATION SCALE 1:50

2 EAST ELEVATION SCALE 1:50



3 SOUTH ELEVATION - BACK WALL BACK VIEW SCALE 1:50

Notes:

1. Subject to confirm all dimensions before commencing any work.
2. If dimensions occur on plans, designer is to be contacted.
3. All dimensions are in millimetres unless otherwise stated.
4. Use figure dimensions only do not scale from plans.
5. Site information is basic information supplied by the owner and must be verified by the supplier on acceptance of this plan.

NO.	REVISION	DATE	BY

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Client: **Narrandera Shire Council**

Project: **Wattle Bush Park Warradjan Honour Wall**

Title: **ELEVATION**

Issue No: **1.00**

Date: **June 2019** Drawn: **BC** Check: **A**

Drawing No: **515NSC-03**

6.3 LGAN Conference

The Local Government Aboriginal Network Conference 2018 was held in Narrabri and nominations for the 2019 event closed some time ago but the location has not been announced.

6.4 Town Entrance Signs

Following the submission of a Councillor sponsored Notice of Motion, the wording requested by the Elders group at the last meeting was agreed by Council and signs are being made. RMS approval has been obtained and the installation will occur in the near future.

6.5 ABORIGINAL FLAG

COMMITTEE RESOLUTION

Moved: GM George Cowan

Seconded: Cr Tracey Lewis

That:

1. The AELG Committee receive and note the update on flying the Aboriginal Flag from Council Administration Building.
2. A replacement Aboriginal Flag at Visitor Information Centre arranged, replacing the current one that is showing ware.

CARRIED

6.6 Aboriginal Artefacts

No action to date – needs further investigation and assistance by Elders on locations of Sacred Sites and Artefacts

6.7 KOORI / TOWN BEACH

COMMITTEE RESOLUTION

Moved: Ms Raylene Williams

Seconded: Ms Brenda Poole

1. That the Committee submit report to Council to agree to apply to Geographical Names Board for endorsement to change of name from Town Beach to Koori Beach.
2. That Council staff create a Master and Development Plan of the beach area.

CARRIED

6.8 Aboriginal Health Services

During the past several weeks, two open meetings have been held by Pathways Murrumbidgee to allow providers to present their programs to the Narrandera community. It appears the establishment of a Hub at the Lands Council building is progressing well.

6.9 School Based Trainees

Council remains open to any approaches from suitable applicants for school based traineeships and the Manager of HR Mr Michael Peiper, has been to the High School and presented options to the students. He has also met with Clontarf representatives to make sure their participants are aware of options available to them.

6.10 TAFE BUILDINGS

COMMITTEE RESOLUTION

Moved: Ms Colleen Ingram

Seconded: Mrs Jennifer Johnson

That Council's Community Liaison Officer meet with some members of the Aboriginal Elders Liaison Group to review needs for the use of spare rooms at the Narrandera Campus and refine a proposal to put forward to TAFE.

CARRIED

6.11 Aboriginal Ovens

No action to date – needs further investigation

7 GENERAL BUSINESS

7.1 COMMUNITY TRANSPORT

COMMITTEE RESOLUTION

Moved: Ms Joy Ingram

Seconded: Ms Colleen Ingram

The question was raised: "Is there an agreement between the Aboriginal community and Community Transport?" and the committee resolved:

1. That the Community Support Manager's information on some of the services provided be received and,
2. That the Community Support Manager, Community Liaison Officer and Colleen Ingram meet for discussion on services available and required by the Aboriginal community and,
3. That the outcome be returned to next Aboriginal Elders Liaison Group meeting.

CARRIED

7.2 Invitation to Elders

Mr Neville Bamblet, on behalf of the Clontarf Foundation, extended an Invitation to the Aboriginal Elders to attend the Official Opening of the Narrandera Clontarf Academy at the High School. The event is set for 12pm Wednesday 28 August.

8 NEXT MEETING

Tuesday 26 November 2019 – 12.30pm Lunch – 1pm Meeting – Council Chambers

9 MEETING CLOSE

Meeting Closed at 2.45pm

Unconfirmed

13.5 MINUTES - ARTS AND CULTURE COMMITTEE - 2 SEPTEMBER 2019**Document ID: 433674****Author: Senior Customer Service Administration Officer****Authoriser: Deputy General Manager Corporate and Community****Attachments: 1. Parkside Museum Update and Reports (under separate cover)****RECOMMENDATION**

That Council:

1. Receive and note the Minutes of the Arts and Culture Committee meeting held on the 2 September 2019.
2. Source a Draftsperson to draw up a detailed plan of the Parkside Museum including services to facilitate readiness for future grant opportunities.
3. Amend the published Fees & Charges from current admission fee to Entry by Donation for the Narrandera Parkside Cottage Museum.
4. Investigate the removal of the old clothesline located at the rear of the Parkside Museum.

Please note the following:

Item 2: Costs to cover the Draftsperson are to come from funds allocated to the Parkside Museum in the 2019-2020 Capital Works Expenses Program.

Item 3: The fees and charges for the Parkside Museum had been set by Council as part of the annual budget process where fees and charges for all Councils are adopted.

Section 377 of the Local Government Act 1993 (the Act) prescribes that Council may not delegate the making of a charge or fixing of a fee. Therefore the Committee must request Council to amend the fee and charges applicable to the Museum.

Fees allowing admission to any building or enclosure are set by resolution of Council under Section 608 of the Act.

As the 2019-2020 Operational Plan has commenced, Section 601F of the Act requires that public notice in accordance with Section 705 of the Act be given for at least 28 days of the fee proposed or changed service.

Should Council adopt recommendation 3, appropriate notice will be issued and a report on any submissions will be brought back to Council for adoption

**MINUTES OF NARRANDERA SHIRE COUNCIL
ARTS AND CULTURE COMMITTEE
HELD AT THE ARTS GALLERY
ON MONDAY, 2 SEPTEMBER 2019 AT 2:30PM**

1 PRESENT

Cr Tracey Lewis, Cr Barbara Bryon, Chairperson Tony Taylor, Member Sue Killham, Member Derek Motion, Member Lindee Russell, Member Julie Briggs,

2 APOLOGIES

Nil

3 DECLARATIONS OF PECUNIARY INTEREST

Nil

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Cr Tracey Lewis

Seconded: Cr Barbara Bryon

That the minutes of the Arts and Culture Committee held on 6 May 2019 be confirmed.

Note that Kathy Taylor was not present at last meeting.

CARRIED

5 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

6 REPORTS

6.1 ACTION LIST / KEY REGISTER

COMMITTEE RESOLUTION

Moved: Mr Tony Taylor

Seconded: Mr Derek Motion

The Committee:

1. Update action list and key register and delete completed tasks from list.

CARRIED

6.2 BUDGET

COMMITTEE RESOLUTION

Moved: Ms Lindee Russell

Seconded: Mr Tony Taylor

The Committee:

1. Receive and note the budget and actual figures as at 30 August 2019

CARRIED

6.3 NEW CODE OF MEETING PRACTICE

RECOMMENDATION

The Committee:

1. Note and receive the new Code of Meeting Practice as per Terms of Reference Section 3.
2. Committee Chairperson meet with the General Manager to discuss the code as it pertains to 355 Committees.

6.4 ENTRY KEYS FOR MUSEUM

COMMITTEE RESOLUTION

Moved: Cr Barbara Bryon

Seconded: Mr Tony Taylor

The Committee:

1. Discuss entry keys for the Narrandera Parkside Cottage Museum be available at Council for sign out by accredited museum volunteers to obtain access to the museum.

CARRIED

6.5 CAPITAL BUDGET AND GRANTS

COMMITTEE RESOLUTION

Moved: Cr Barbara Bryon

Seconded: Mr Tony Taylor

The Committee:

1. Discuss a 3 year capital budget plan for Narrandera Parkside Cottage Museum be drawn up in consultation with the Arts and Cultural Committee, Museum Volunteers and Council staff.
2. Investigate possible sources of grant funding available to the museum for both Capital Works and ongoing programs and initiatives.
3. Recommends Council source a Draftsperson to draw up a detailed plan of the Parkside Museum including services to facilitate readiness for future grant opportunities.

CARRIED

6.6 FEE STRUCTURE PARKSIDE MUSEUM

Tabled from section 6.7 – Trial run of donations rather than entry fees proved acceptable. There was no discernible difference between donations and door takings, but the volunteers found it much less arduous and the Committee less time consuming.

COMMITTEE RESOLUTION

Moved: Cr Barbara Bryon

Seconded: Mr Tony Taylor

The Committee:

1. Request that Council amend the published Fees & Charges from current admission fee to Entry by Donation for the Narrandera Parkside Cottage Museum.

CARRIED

6.7 UPDATE - PARKSIDE COTTAGE MUSEUM

COMMITTEE RESOLUTION

Moved: Cr Barbara Bryon

Seconded: Mr Tony Taylor

The Committee:

1. Receive and note an update on the Parkside Museum from Cr Barbara Bryon.
2. Receive and note Banking for the Museum.
3. Receive and note Museum Advisor report as well as Parkside Museum Significance Assessment.

CARRIED

Tabled request:

1. That the Council remove the old clothesline from the rear of the Museum.

Attachments

- 1 Parkside Museum Update and Reports

6.8 UPDATE - ARTS CENTRE

COMMITTEE RESOLUTION

Moved: Ms Julie Briggs

Seconded: Ms Lindee Russell

The Committee:

1. Receive and note an update on the Arts Centre.
2. Review the Narrandera Arts & Community Centre Prospectus.

CARRIED

Tabled at meeting

BOOKINGS AND EXHIBITIONS:

8th February – 31st May: What Happens If?

20th April CAD Factory Sue Rodgers Seminar – Music and Cognition

24th May: Central West Lifestyle Magazine Narrandera Winter Issue Launch

25th - 26th May: CAD Factory: Professor Clive Parkinson Mental Health and Art Seminar

30th May: NSW Public Libraries Association Meeting

31st May – 7th June: Western Riverina Arts Ros Lockhart Exhibition

11th July: Destination NSW Tourism Meeting

Future Bookings

4th November – 25th November: Cad Factory

Easel Exhibition – Local Artists

Craftsman Markets

Maintenance

- Items left in the centres back yard have been cleared.
- The centre is now on the Parks and Gardens mowing schedule.
- We have increased the number of tables available at the centre.
- A large donation of crockery and some cutlery was received from the Presbyterian Church upon their closure.
- Maintenance of the alarm system has been undertaken and no further problems have been noted
- A new projector stand for AV projection has been ordered.

7 CORRESPONDENCE

8 NEXT MEETING

TBA

9 MEETING CLOSE

The Meeting closed at 4:45pm.

The minutes of this meeting were confirmed at the Arts and Culture Committee held on .

.....
CHAIRPERSON

14 OUR COMMUNITY

14.1 MINUTES - BETTERING BARELLAN COMMITTEE - 21 AUGUST 2019

Document ID: 433034

Author: Senior Customer Service Administration Officer

Authoriser: Deputy General Manager Corporate and Community

Attachments: 1. Bettering Barellan Committee Minutes - 21 August 2019

RECOMMENDATION

The Council:

1. Receive and note the Minutes of the Bettering Barellan Committee meeting held on the 21 August 2019.
2. Receive and note the election of Cr Kevin Morris as the Chairperson.



MINUTES

Bettering Barellan Committee Meeting

21 August 2019

**MINUTES OF NARRANDERA SHIRE COUNCIL
BETTERING BARELLAN COMMITTEE MEETING
HELD AT THE BARELLAN MUSEUM
ON WEDNESDAY, 21 AUGUST 2019 AT 2:00PM**

1 PRESENT

Cr Kevin Morris, Member Donna Robertson, Member Heather White, Minute Taker
Melissa Gilmour,

2 APOLOGIES

COMMITTEE RESOLUTION

Moved: Member Donna Robertson
Seconded: Cr Kevin Morris

That apologies from Member Norma Zingle be received and accepted.

CARRIED

3 Business Arising from Previous Minutes
NIL

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Member Donna Robertson
Seconded: Member Heather White

That the minutes of the Bettering Barellan Committee Meeting held on 23 May 2019 be confirmed.

CARRIED

5 REPORTS

5.1 BUDGET

COMMITTEE RESOLUTION

Moved: Member Donna Robertson
Seconded: Member Heather White

The Committee:

1. Receive and note the budget and actual figures at 19 August 2019

CARRIED

5.2 NEW CODE OF MEETING PRACTICE

COMMITTEE RESOLUTION

Moved: Cr Kevin Morris

Seconded: Member Heather White

That the Committee:

1. Note and receive the new Code of Meeting Practice.

CARRIED

5.3 ACTION LIST / KEY REGISTER

COMMITTEE RESOLUTION

Moved: Cr Kevin Morris

Seconded: Member Donna Robertson

That the Committee:

1. Update action list and key register

Updates to Action List:

- Key Register updated
- GS & BD Electrics serviced Fire extinguishers at the Museum July 2019. Future invoices are to be directed to Council for payment.
- Next visit to the Museum from Advisor Kim Biggs is scheduled for 22/08/2019. Visits will be ongoing and co-ordinated with the Parkside Museum.

The following actions are to be removed from Action List:

- Hire Fees for Barellan Hall – completed
- 2019-2020 Budget – completed
- Deposit Books – completed
- Closing of Barellan Hall/Museum accounts – completed
- Museum Advisor, regular visits arranged – completed

The following actions to be added to Action List:

- Induction dates for volunteers to be finalised
- Booking Forms to be completed for the Barellan Hall
- Cheque for \$150 to be arranged by Council to used as a float for the Museum.

CARRIED

5.4 ELECTION OF CHAIRPERSON

COMMITTEE RESOLUTION

Moved: Member Heather White

Seconded: Member Donna Robertson

That the Committee:

1. Accept nominations and elect a chairperson

Nomination for Cr Kevin Morris put forward by Committee members Heather White and Nola Trembath.

Cr Kevin Morris accepted nomination and was voted as Committee Chair.

CARRIED

5.5 STRONGER COUNTRY COMMUNITIES ROUND 3

COMMITTEE RESOLUTION

Moved: Cr Kevin Morris

Seconded: Member Donna Robertson

The Committee:

1. Provide a priority list of projects for the Barellan Hall to be included in the Stronger Country Communities Round 3 for consideration.

Priority List for consideration for the Barellan Hall is as follows:

1. Refurbishment of the ladies and men's amenities
2. Disabled access ramp to the Hall to be made compliant

CARRIED

6 NEXT MEETING

TBA, in the new year

7 MEETING CLOSE

Meeting Closed at 2.55pm

14.2 REQUEST FOR FINANCIAL ASSISTANCE - NARRANDERA BUSINESS GROUP

Document ID: 432844

Author: Tourism & Economic Development Coordinator

Authoriser: General Manager

Theme: Our Community

Attachments: 1. 2019-8-12 Letter - Narrandera Business Group.pdf [↓](#)

RECOMMENDATION

That Council:

1. Approve the request for \$1169.86 from the Narrandera Business Group for the 2019 event from the Events Activities and Promotion Expense budget.

PURPOSE

The purpose of this report is for Council to consider a request from the Narrandera Business Group for \$1169.86 in financial assistance for traffic control and waste management to be provided by Council for the 2019 Narrandera Christmas Fun Fair event.

SUMMARY

Narrandera Business Christmas Fun Fair is an event held in Narrandera that promotes local businesses over the Christmas period. The event will be held Friday 29 November, from 5pm to 9pm. Many of the local business extend their trading hours to the benefit of the local economy.

The event is planned to be held on public roads and due to this there is a need to close roads for a period of time to ensure the safety of event patrons. Road closures are required to be undertaken by appropriately qualified people and can be either Council employees or a private traffic control company. Council has provided the Narrandera Business Group with a cost to provide road closure and traffic control services. The committee is seeking Council's agreement to cover the costs of road closures for the 2019 event.

BACKGROUND

A request from the Narrandera Business Group has been received (attached). The request includes:

Traffic Management for the road closures on Friday 29 November (5pm-9pm)

Waste Management for Friday 29 November (5pm-9pm)

Advertisement for the Road Closure in the Narrandera Argus newspaper

Council has previously financially supported this event:

2018 – \$1,169.86 (CR 18/264)

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

Nil

Policy

Narrandera Shire Council Event Policy (ES230)

Financial

Funding will be allocated from the 2019-2020 Events Activities and Promotional Expense budget. The following events will also have funds allocated:

- Australia Day 2020 Celebrations
- Local Government Week 2019
- Rockin' on East 2019

Legal / Statutory

Local Government Act 1993

Community Engagement / Communication

The Traffic Management Plan for the Narrandera Business Group Christmas Fair Event 2019 will be presented and endorsed by the Narrandera Traffic Management Committee. The Narrandera Business Group committee will notify residents and businesses affected by the road closure, as well as emergency services. Council staff liaised with event organisers in relation to this event and will continue to liaise with them in the lead up to the event.

Human Resources / Industrial Relations (if applicable)

Staff resources to implement:

- Advice and advocacy for event management
- Traffic Management

RISKS

An event risk assessment will need to be submitted by the Narrandera Business Group for the Narrandera Christmas Fair Event 2019 and public liability insurance will have to be secured for the event.

Should Council not provide the financial support requested, the components of the event requiring the traffic management may not proceed.

OPTIONS

Option 1

Decline the financial assistance request

Council does not support the Narrandera Business Group Christmas Fair Event 2019. The risk with this option is that the road closure may not be undertaken by appropriately qualified people, which may lead to high risk incidents or the components of the festival requiring the road closure don't happen resulting in lower attendance at the festival.

Option 2

Approve the funding request

Council supports the Narrandera Business Group Christmas Fair Event 2019, with the below activities:

- Traffic and Waste Management (Friday evening down East St, Narrandera), including advertising the road closure in the Narrandera Argus - \$1169.86
- Council would ask to be recognised as a sponsor for their contribution towards the festival and also request post event reporting with event attendee's numbers and post codes of event attendees.
- Total cost to Council is \$1169.86

Option 3

Amend the value for the funding request

CONCLUSION

The Narrandera Business Group has identified the costs which require support from Council to ensure their event remains viable. Council has supported the Narrandera Business Group in the past with assistance to ensure the event can go ahead as planned. Council will formalise any assistance with the Narrandera Business Group with an agreement.

RECOMMENDATION

That Council:

1. Approve the request for \$1169.86 from the Narrandera Business Group for the 2019 event from the Events Activities and Promotion Expense budget.

NARRANDERA BUSINESS GROUP INC.

ABN: 44 554 654 159

President: Ann Black

Phone: 0418 417 246

Secretary: Leanne Ivanoff 78 East Street, Narrandera NSW 2700

Email: narranderabusinessgroup@gmail.com



20/6/2019

Dear George

The Narrandera Business Group have requested street closure for the up and coming community Xmas Fun Fair on the ~~30th~~ November 2019.

FRIDAY 29th
We would like to formally request road closure of Bolton Street both the East and West sides by approximately 200 metres, for the duration of the event (5-9pm).

We would also like to tender a request for Narrandera Shire Council to waive the estimated costs of approximately \$1169.86 which is the fee to cover road closure set up, waste management, additional staffing and advertising.

Yours sincerely,

Ann Black

Ann Black
President, Narrandera Business Group.

9/9/19

14.3 POLICY REVIEW ES310 COMMUNITY ENGAGEMENT**Document ID:** 433128**Author:** Senior Customer Service Administration Officer**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Our Community**Attachments:** 1. Revised Policy ES310 Community Engagement [↓](#)**RECOMMENDATION**

That Council:

1. Adopt the revised Policy ES310 Community Engagement for the purposes of exhibition. If no submissions received this policy is to be deemed adopted.

PURPOSE

The purpose of this report is to review Policy ES310 Community Engagement

SUMMARY

Policy ES310 Community Engagement was adopted in December 2014 and is overdue for revision.

Following revision the policy has had minor amendments to reflect the responsibility moving from the previous Executive Officer position to the Governance and Engagement Manager. The policy has also been transferred to the current policy template.

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

Our Community

Strategy

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

Action

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

ISSUES AND IMPLICATIONS**Policy**

Revision of Policy ES310 Community Engagement

Financial

NA

Legal / Statutory

NA

Community Engagement / Communication

The revised policy will be placed on exhibition for comment prior to adoption

Human Resources / Industrial Relations

Once adopted managers will require training on the implementation of the policy.

RISKS

Inadequate consultation can limit an understanding of the communities needs and ideas along with potential positive and negative impacts of a proposal on the community.

OPTIONS

Adopt the revised Policy ES310 Community Engagement as attached

Adopt the revised Policy ES310 Community Engagement with amendments

Refer the revised Policy ES310 Community Engagement back to staff for further development

CONCLUSION

Adopt the revised Policy ES310 Community Engagement as attached

RECOMMENDATION

That Council:

1. Adopt the revised Policy ES310 Community Engagement for the purposes of exhibition. If no submissions received this policy is to be deemed adopted.

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Chambers: 141 East Street Narrandera, NSW, 2700 **Phone:** 02 6959 5510
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Policy No: ES310

Policy Title: Community Engagement

Section Responsible: Governance & Engagement

Minute No:

MagiQ Document No:

Next Review Date: September 2021

Objective

Narrandera Shire Council is committed to informing the community about Council decisions, and engaging with residents during the development of plans, policies and projects that have the potential to affect the Narrandera Shire community. Community engagement will be undertaken in a planned manner.

The purpose of community engagement is to work with identified groups of people or individuals that may be affected by a particular decision or activity. The engagement process works collaboratively to identify and consider issues affecting the individuals or groups before decisions are made.

Community engagement ranges from informing the public (e.g. sending letters to residents affected by road works in their street) through to involving people in establishing local priorities (e.g. the Community Strategic Plan).

Scope (who does the policy apply to?)

The Community Engagement Policy is to be read in conjunction with the Community Engagement Procedure.

Managers are to ensure all strategic planning and major projects, programs and new initiatives are assessed using the Community Engagement Procedure to determine the level of community engagement required.

This process is to be used when planning the year's works program, service programs and exhibition scheduling. This is to be undertaken for less significant projects where risks are identified and/or where there is a requirement to assess and understand community needs.

Definitions

IAP2 International Association of Public Participation

'Public participation' means to involve those who are affected by a decision in the decision-making process. It promotes sustainable decisions by providing participants with the information they need to be involved in a meaningful way, and it communicates to participants how their input affects the decision. (source: IAP2 - Australasia)

Content

The Community Engagement Policy establishes the importance of community consultation and identifies relevant reference documentation.

Community engagement is also referred to as 'public participation'.

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Roles and Responsibilities

Governance & Engagement Manager

Related Legislation/Guidelines/Narrandera Policies and Associated Procedures

- The Community Engagement Policy is to be read in conjunction with the Community Engagement Procedure, and is based on IAP2 guidelines. (Attachment 1)
- The Media and Communications Policy

Policy History

Endorsed by relevant Committees (name) and date

Adopted by ELT 30 June 2014

Adopted by Council 10 December 2014

Reviewed

Amended

Signed: General Manager

Date:

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Attachment 1

PROCEDURE NAME	Community Engagement
DIVISION	Corporate & Community

PURPOSE

The Community Engagement Procedure is to support the Community Engagement Policy and provides step by step direction to determine the level and type of community engagement to be undertaken by Narrandera Shire staff.

SCOPE

The Procedure applies to all Council staff.

Managers are to ensure all strategic planning and major projects, programs and new initiatives are assessed using the procedure to determine whether community engagement is required.

The Community Engagement Procedure should be used for:

- planning the year's works program,
- one-off projects,
- service programs or service reviews,
- reviews of policies, procedures and strategies,
- exhibition scheduling,
- or less significant projects where risks are identified and community needs must be understood.

DEFINITIONS

IAP2 International Association of Public Participation

'Public participation' means to involve those who are affected by a decision in the decision-making process. It promotes sustainable decisions by providing participants with the information they need to be involved in a meaningful way, and it communicates to participants how their input affects the decision (source: IAP2 - Australasia).

REFERENCES

The Community Engagement Procedure is to be read in conjunction with the Community Engagement Policy, and is based on IAP2 guidelines.

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ACTIVITY

Step 1

Please list all of the individuals and groups potentially affected by this project / program (i.e. the stakeholders). Consider each of these stakeholders as you answer the questions in Step 2.

Step 2

Please answer the following questions and add up the total score.

Please indicate either 1 – 5 from the scale below:

← 1	2	3	4	5 →
Not applicable to my project	No	I don't know	Maybe	Yes

Question	Response from scale	Comment
1	Do you need to understand the community's needs and / or ideas?	
2	Does the project / program have the potential to impact on Council's reputation, positively or negatively?	If yes, how?
3	Is there a potential for community interest?	
4	Has this issue / project been controversial in the past?	If yes, how?
5	Does this issue or physical location have a history or sensitivity?	If yes, what history?
6	Is there a likelihood of a particular group being interested in the matter?	If yes, name group(s)
7	Is there a potential impact on vulnerable or minority groups?	If yes, what is this impact?
8	Is there a regulatory requirement for community engagement on this matter?	If yes, which legislation and sections?
9	Does the project / program have potential financial implications that may impact on stakeholders ?	If yes, estimate the \$\$\$ impact.
10	Does the project / program have potential financial implications that may impact on Council ?	If yes, estimate the \$\$\$ impact.
11	Is there potential disruption for stakeholders?	
12	Is there potential for stakeholders to perceive that they will be disadvantaged by this project/initiative?	

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13	Will stakeholders have additional obligations /responsibilities as a result of this project/initiative?		
14	Is there political interest at local, state or federal level?		
15	Has there been media interest so far?		
16	Is there a key motivational driver for this project?		If yes, please name
17	Has there already been interest in this project so far?		If yes, please comment
TOTAL			
Note: Does the project meet the criteria for a Division of Local Government (DLG) Capital Expenditure review? (cost is > 10% of annual rates revenue)		If yes, the DLG requires evidence of community engagement, regardless of score above.	

Step 3

Discuss your responses with your colleagues and Deputy GM to determine whether community engagement may be required, and if so, the level of engagement necessary (as identified through the IAP2 Spectrum of Public Participation).

SCORE	ACTION
<40	Consider any questions that scored a '5', and assess level of engagement required, (consult IAP2 Spectrum of Public Participation). Present your responses to Step 1, 2 and 3 to your Manager and Deputy GM for sign off, action and / or filing in Magiq
40-50	Community / stakeholder engagement may be required. Consider any questions that scored a '5', and assess level of engagement required, (consult IAP2 Spectrum of Public Participation in the Procedure). Discuss with Deputy GM to determine engagement type.
50+	Community / stakeholder engagement is required. Discuss with colleagues to determine engagement type. (consult IAP2 Spectrum of Public Participation in the Procedure). Provide this recommendation to your Manager for approval, and advise the Deputy GM.

Use the Community / Stakeholder Engagement template to develop your plan.

RELEVANT LEGISLATION, GUIDELINES and POLICIES

- Community Engagement Policy
- Community / Stakeholder Engagement Plan Template

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AUTHORISATION

Status	Committee	Include date approved or not required
	ELT	Date approved
	Council	14 October 2014
Owner	Governance & Engagement Manager	
History	Revision of policy	
Register	This procedure is included in the Internal Policy and Procedure Register	
Last issued	December 2014	Review 2021 or As Required
Magiq REFERENCE -		

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Name of Community / Stakeholder Engagement Plan

Prepared by:
General Manager

Prepared:
Approved by ELT: 30 June 2014
Adopted by Council: ***** 2014

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BASELINE DATA

Community / Stakeholder Engagement Outcome
 (What do you need to achieve? - identify specific goals)

Project Overview
 Insert Text

Scope and Timeline
 Insert Text

Summary of stakeholders and issues

Stakeholder groups	Issues they will be concerned about

Process

Process Steps	Comments
1. Brief outline of the engagement	Insert Text
2. Gather information – how?	Insert Text
3. Establish decision criteria (if appropriate)	Insert Text
4. Develop and evaluate options (if appropriate)	Insert Text
5. Make recommendation (if appropriate)	Insert Text
6. Inform stakeholders of outcome following Management and/or Council decision	Insert Text

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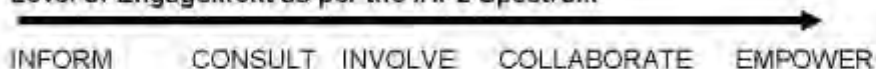


Community Engagement Process – Level of engagement

The level of community engagement may vary at each step. The level of engagement is identified and the process summarised below.

Decision Process Steps					
Step 1 Outline of engagement	Step 2 Gather Information	Step 3 Establish Decision Criteria (if appropriate)	Step 4 Develop and evaluate options (if appropriate)	Step 5 Make recommendation (if appropriate)	Step 6 Inform stakeholders of outcome
Insert text relative to spectrum	Insert text relative to spectrum	Insert text relative to spectrum	Insert text relative to spectrum	Insert text relative to spectrum	Insert text relative to spectrum

Level of Engagement as per the IAP2 Spectrum



INFORM

- Sharing information between council, community members, community groups and agencies to come to a mutual understanding on an issue. Everyone is informed and able to take responsibility for their own decisions and actions.

CONSULT

- Sharing information, questions or positions to obtain ideas, feedback and knowledge or to assist stakeholders to have an understanding of objectives and expectations.

INVOLVE

- Building connected networks and relationships, ownership and trust through active involvement

COLLABORATE

- Partnering with community groups to support action, including developing alternatives and identifying a preferred solution.

EMPOWER

- Individuals and communities have capacity to understand risk, accept responsibility and implement initiatives.

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Information required by the community

Based on the engagement process, it is anticipated that the following information will be required by the community:

-

Input needed from the community

For community engagement to work effectively, Narrandera Shire Council requires input from the community, which can be provided in the following ways:

-

TECHNIQUES FOR THE LEVEL OF ENGAGEMENT CHOSEN AT EACH STEP

Detailed description of the techniques that may be used

As the information sought and the level of engagement desired will vary at different steps throughout the community engagement process, a range of techniques can be used.

Determine the most appropriate techniques for your engagement

Engagement name	Techniques that may be used	Communication Methods to be used at each stage
Gather information	Insert Text	
Establish decision criteria(if appropriate)	Insert Text	
Develop and evaluate options (if appropriate)	Insert Text	
Make recommendation (if appropriate)	Insert Text	
Inform stakeholders of outcome	Insert Text	

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Support Elements**Project Schedule**

Insert Text

Budget

Insert Text

Personnel Roles and Responsibilities

Insert Text

Operational Details

Insert Text

Communication Plan

A communications plan will need to accompany this engagement plan. This describes how information will be disseminated about the plan and for the various techniques.

Evaluation Plan for Community Engagement Process

A review will be undertaken at the conclusion of the community engagement process and should answer the following:

1. The process - Did we identify the correct stakeholders, were their needs met, were the correct techniques selected and were they implemented correctly?
2. The outcome – What was the result, were the public satisfied, what was their impact on the decision-making process, what was the program's overall value and what did we learn?

15 OUR ENVIRONMENT

Nil

16 OUR ECONOMY

16.1 UPDATE ON STRATEGIC PLANNING PROJECTS

Document ID: 433207

Author: Senior Planner

Authoriser: Deputy General Manager Infrastructure

Theme: Our Economy

Attachments: Nil

RECOMMENDATION

That Council

1. Note and receive the contents of this report.

PURPOSE

The purpose of this report is to provide Councillors with an update on strategic planning projects which are currently being undertaken by the Development and Environment section in addition to usual tasks including responses to enquiries, development assessment and planning compliance work.

SUMMARY

Staff are currently undertaking three key strategic planning tasks: creation of a Community Participation Plan, creation of a Local Strategic Planning Statement, and the review of *Narrandera Local Environmental Plan 2013*. There is an immediate need to work on all three of these tasks in order to comply with Council's obligations under the *Environmental Planning and Assessment Act 1979* (EP&A Act).

BACKGROUND

The Development and Environment Section is currently working on three core strategic planning tasks:

1. Drafting of a Community Participation Plan, which is a new requirement under the EP&A Act.
2. Drafting of a Local Strategic Planning Statement, which is a new requirement under the EP&A Act.
3. A review of *Narrandera Local Environmental Plan 2013* (NLEP) as agreed at the June 2019 Council meeting and required by the EP&A Act.

These three projects will also result in a need for progressive changes to Narrandera Development Control Plan 2013.

State Government has set a deadline for completion of the new Community Participation Plans by 1 December 2019. This document provides an opportunity to more clearly communicate and simplify opportunities for public involvement in planning processes from strategic planning through to development assessment. The introduction of this plan will require changes to the Development Control Plan also. Due to a combination of scheduled Council meeting dates, public exhibition requirements and staffing levels due to illness over winter, it will be difficult for this deadline to be met. Staff will continue to work on this

project to have it completed by December 1 2019 if at all possible, or as soon as possible thereafter. A draft will be sent to Councillors for review prior to it being placed on public exhibition. Councillors will be provided a copy of the final draft for review and adoption prior to it being published on the NSW Planning Portal.

A Local Strategic Planning Statement is a document which ordinarily moving forward will be reviewed in conjunction with the Community Strategic Plan. However, as it is a new requirement, State Government has set a deadline for completion of the first Local Strategic Planning Statement by June 2020.

The Local Strategic Planning Statement is an opportunity for Council to communicate its broad planning priorities. This can then be used to inform and support changes to planning controls and to support other matters, such as grant applications. In addition to identifying our local priorities, the document also needs to reference how Council may give effect to applicable parts of the Riverina Murray Regional Plan 2036.

Work is underway on the Local Strategic Planning Statement and a draft will be workshopped with Councillors prior to any public consultation. Some assistance is being provided by the Department of Planning and Industry and Environment. Staff are also working collaboratively with other local councils with shared interests, both informally and through RAMJO. Councillors should note, that while a Local Strategic Planning Statement will be completed in June next year, the document will almost immediately be under review by the new Council. This is in order to bring its regular review in line with the Community Strategic Plan, which will also allow for funding through the Delivery Program and Operational Plans where specific projects or staffing needs are identified.

Work being undertaken on the Local Strategic Planning Statement is delaying processes relating to the review of the NLEP. However, the work will be beneficial for the review of the NLEP, both now and in the future. Work relating to the review of the NLEP has commenced and will continue while being balanced with the need to meet other obligations for the creation of a Community Participation Plan, Local Strategic Planning Statement and general duties of the section such as development assessment, responding to enquiries and planning compliance.

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

Theme

Our Economy

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

5.1.7 - Planning instruments reflect the intent and direction of land use strategies and facilitate development and growth of the Shire

ISSUES AND IMPLICATIONS

Policy

The three separate strategic planning processes which are underway provide an opportunity to ensure that Council's planning requirements are more closely aligned with

current policy intent, to simplify processes and to open more opportunities for development.

Financial

Costs relating to the review of the NLEP were discussed in the June report.

Work on the Community Participation Plan and Local Strategic Planning Statement is being undertaken within the normal Development and Environment staffing budget. It is noted that this is redirecting some resources away from development assessment in order to meet our obligations under the EP&A Act. There will be associated costs related to public exhibition such as advertising and consultation costs.

Depending on the depth of feedback from Councillors and the community, some additional funds may be required in order to complete the Local Strategic Planning Statement by the June 2020 deadline.

Legal / Statutory

Council is required to prepare a Community Participation Plan and Local Strategic Planning Statement as well as to review the NLEP in order to meet its obligations under the EP&A Act.

Community Engagement / Communication

There will be multiple opportunities for community consultation throughout processes relating to all three of the documents discussed.

Human Resources / Industrial Relations (if applicable)

Nil

RISKS

While all reasonable efforts will be made, there is a risk that the 1 December 2019 deadline for the Community Participation Plan may not be met. While this is undesirable, the need to meet the deadline is being balanced with a desire to provide a quality outcome which simplifies processes for our community.

OPTIONS

That Councillors note the contents of this report.

CONCLUSION

There are a range of strategic planning projects currently underway in the Development and Environment section. These are ultimately anticipated to lead to controls which better facilitate desired development in our community. These projects are necessary in order to meet Council's obligations under the EP&A Act.

RECOMMENDATION

That Council

1. Note and receive the contents of this report.

17 OUR INFRASTRUCTURE

17.1 VOLUNTARY PLANNING AGREEMENT

Document ID: 434139

Author: Deputy General Manager Infrastructure

Authoriser: Deputy General Manager Infrastructure

Theme: Our Environment

Attachments:

1. Subsequent Phases - Voluntarily Planning Agreement (under separate cover) [⇒](#)
2. Phase One- Voluntary Planning Agreement (under separate cover) [⇒](#)

RECOMMENDATION

That Council:

1. Place on public exhibition for 28 Days the Voluntary Planning Agreement between Narrandera Shire Council and Yarrabee One PTY LTD.

PURPOSE

The purpose of this report is place on public exhibition the proposed Voluntary Planning Agreement (VPA) between Narrandera Shire Council and Yarrabee One PTY LTD in accordance with Section 25D of the Environmental Planning and Assessment Regulation 2000. The VPA is included separately as an attachment to this report.

SUMMARY

Narrandera Shire Council and Yarrabee One Pty LTD intend to enter in to a Voluntary Planning Agreement under Division 7.1 Subdivision 2 Section 7.4 of the Environmental Planning and Assessment Act 1979.

A planning agreement can be made under Section 7.4 of the Environmental Planning and Assessment Act 1979, and is a voluntary agreement between Council and a landowner, under which the developer may offer to dedicate land, carry out works, pay a monetary contribution or provide other material public benefit, or any combination of these, to be used towards a public purpose. This may be, instead of or in addition to Section 7.11 or 7.12 developer contributions.

The Act specifies that a public purpose includes the provision of public amenities or public services, the provision of affordable housing, the provision of transport or other infrastructure relating to the land.

The proposed VPA meets the requirements of the Act and in this instance is broken into project phases to align with the potential staging of the project.

The offer in the planning agreement is based on community enhancement contributions and a capital improvement contribution.

The VPA is being structured so the first project phase will be responsible for the annual community enhancement contributions for the entire project. The capital improvement contributions will be allocated per project phase.

BACKGROUND

Yarrabee Solar are the proponents of State Significant Development Application SSD-9273 that was determined on 20th December 2018 by The Department of Planning, Industry and Environment. The development is an electricity generation development consisting of solar generated power.

As part of the assessment of the development application Council sought agreement as to the provision of a VPA to form part of the determination to ensure adequate provision was made for developer contributions associated with the development.

The development application determination contains condition No 14 which states:

Prior to the commencement of construction, unless the Secretary agrees otherwise, the Applicant must enter into a VPA with Council in accordance with:

- (a) *Division 7.1 of Part 7 of the EP&A Act; and*
- (b) *The terms of the agreement between the Applicant and Narrandera Shire Council dated 4 December 2018, which are summarised in Appendix 3.*

Appendix 3 of the determination indicates the general terms of the applicants VPA offer

As follows:

Council	Payment Details
Narrandera Shire Council	<p>Lump sum payments of 0.1% of the capital investment value of the development stage, to be paid at the commencement of construction of each stage of the development.</p> <p>Additionally, an annual contribution of:</p> <ul style="list-style-type: none"> • \$40,000 per annum for community projects; and • \$10,000 per annum for miscellaneous road maintenance, <p>(adjusted annually to increase in CPI from the date of financial close of the first stage of the development) over the operational life of the development, commencing on the date which the development begin 'operation' and ceasing when the development is 'decommissioned' in accordance with the definitions within this consent.</p> <p>Furthermore, a lump sum payment of up to \$10,000 to contribute towards the preparation of the VPA.</p>

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

Theme

Our Environment

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**

Narrandera Shire Council does not have a Planning Agreements Policy however, has relied upon the provision of the Environmental Planning and Assessment Act 1979 and Environmental Planning and Assessment Regulations 2000.

Financial

The VPA provides an offer of monetary contributions in accordance with the Act for the provision of public infrastructure projects.

- \$40,000 per annum community enhancement contributions.
- \$10,000 per annum roads maintenance contribution.
- 0.1% capital improvement contribution.

The capital improvement contribution will be calculated as follows:

The EPC contract value for the first project phase (including the value of any free issue items) x 0.1%

The EPC contract value means the 'contract price' as defined in the EPC contract on the day Notice to Proceed is issued under the terms of EPC contract.

Legal / Statutory

Environmental Planning and Assessment Act 1979

Environmental Planning and Assessment Regulations 2000

Community Engagement / Communication

In accordance with Section 25D of the Environmental Planning and Assessment Regulation 2000 public notice must be given if a planning authority proposed to enter into a planning agreement. The planning agreement will be placed on public exhibition for 28 days.

Human Resources / Industrial Relations (if applicable)

Nil

RISKS

The VPA is a legally binding document and forms part of the conditions of SSD approval 9273. It is considered a low risk the VPA will not eventuate. The VPA is dependent on the development going ahead and financial close for each stage.

The structure of the VPA is split to cover the various stages of the development with the first stage meeting the entire contribution of the community enhancement contribution. This minimises council risk exposure if further stages are not proceeded with. The community infrastructure contribution is split between the stages of the development. This contribution (0.1% of EPC contract value) will not be realised unless the stage proceeds.

OPTIONS

Option 1 – Place the VPA on public exhibition in accordance with the requirements of the Act. The terms of the VPA have been largely agreed with the Applicant as part of the SSD application process. The structure of the VPA, terms and conditions are now available for public exhibition as a matter of due process.

Option 2 – Not place the VPA on public exhibition. Public exhibition is required under the Act and the VPA must be agreed prior to construction commencing as per the condition of the SSD Consent.

CONCLUSION

Council and Yarrabee Solar have undertaken extensive negotiation on the terms and format of a suitable VPA for the solar energy generating development in Narrandera Shire.

As part of the process and in accordance with the Act public notification must be given of Councils intent to enter into a VPA.

This report seeks council's endorsement to place the draft VPA on public exhibition for 28 days.

RECOMMENDATION

That Council:

1. Place on public exhibition for 28 Days the Voluntary Planning Agreement between Narrandera Shire Council and Yarrabee One PTY LTD.

18 OUR CIVIC LEADERSHIP**18.1 COUNCILLORS****Document ID: 433545****Author: General Manager****Authoriser: General Manager****Theme: Our Civic Leadership****Attachments: Nil****RECOMMENDATION**

That Council:

1. Note the resignation of Councillor Wesley Hall and write and thank him for his service to the council and the community and,
2. Resolve to request the Minister for Local Government to dispense with the need to fill the casual vacancy,
3. Appoint replacement Councillors delegates where considered necessary.

PURPOSE

The purpose of this report is advise Council of the resignation of Councillor Wesley Hall and seek determination of the need for an election to fill the casual vacancy.

SUMMARY

Councillor Wesley Hall resigned from Council on 21 August 2019 after having served as a councillor since his election in September 2008. He had served as Mayor for a year in 2009/2010.

His resignation creates a casual vacancy.

Councillor Hall was also the delegate or representative on a number of committees.

Floodplain Risk Management Committee – Narrandera (with Councillor Morris)

Floodplain Risk Management committee – Barellan (with Councillor Morris)

Audit Risk and Improvement Committee – together with Councillor Payne

Murray Darling Basin Association (Group 9) - together with Councillor Clarke

BACKGROUND

The resignation creates a casual vacancy and the provisions in the Local Government Act relating to the filling of that vacancy include the following...

292 When is a by-election to be held?

A by-election to fill a casual vacancy in the office of a councillor or a mayor elected by the electors of an area is to be held on a Saturday that:

- (a) falls not later than 3 months after the vacancy occurs, and*
- (b) is fixed by the general manager (in relation to an election administered by the general manager) or the Electoral Commissioner (in relation to an election administered by the Electoral Commissioner).*

294 Dispensing with by-elections

(1) This section applies if a casual vacancy occurs in the office of a councillor, including a mayor elected by the electors of an area, within 18 months before the date specified for the next ordinary election of the councillors for the area.

(2) If such a casual vacancy occurs in the office of a councillor (but not the office of a mayor elected by the electors), the Minister may, on the application of the council:

- (a) order that the vacancy not be filled, or***
- (b) order the holding on a stated day of a by-election to fill the vacancy and revoke any earlier order made under paragraph (a).***

The next election for Local Government in NSW is currently set for September 2020, well within the 18 months referred to above. It would seem appropriate that Council lodge an application with the Minister for Local Government for an order that the vacancy not be filled.

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****Financial**

The cost of a bi-election would be substantial estimated in the order of \$50k whereas if no election is held there would actually be a saving in Councillor fees and associated expenses

Legal / Statutory

Referred to above

Community Engagement / Communication

Should Council elect to make application to the Minister for dispensing with the need to fill the vacancy there would still be eight councillors to effectively represent the interests of residents

Human Resources / Industrial Relations (if applicable)

N/A

RISKS

N/A

OPTIONS

Council has at least two options.

Firstly Council resolve to seek the Minister for Local Government approval to dispense with the need for a Bi-election or

Seek to proceed with a bi-election. The cost of a bi-election would be substantial

CONCLUSION

It is appropriate for the Council to note the resignation of Councillor Hall, recognise his service to the Council and the community and seek Ministerial approval to not fill the casual vacancy created.

RECOMMENDATION

That Council:

1. Note the resignation of Councillor Wesley Hall and write and thank him for his service to the council and the community and,
2. Resolve to request the Minister for Local Government to dispense with the need to fill the casual vacancy,
3. Appoint replacement Councillors delegates where considered necessary.

18.2 AUDIT RISK AND IMPROVEMENT**Document ID:** 433707**Author:** General Manager**Authoriser:** General Manager**Theme:** Our Civic Leadership**Attachments:** 1. **2019-09-17 REVIEWING September 2019 Audit Risk and Improvement Committee Charter.docx** [↓](#)**RECOMMENDATION**

That Council:

1. Note the resignation of Councillor Hall from the AR&IC and not replace him.
2. Appoint the four (4) nominations as independent members of the committee.
3. Amend the AR&IC Charter to accommodate the appointments accordingly.

PURPOSE

The purpose of this report is to seek Council endorsement of proposed changes to the Audit Risk and Improvement Committee (AR&IC) charter and committee membership.

SUMMARY

This report outlines proposed changes to the membership of the AR&IC and its charter

BACKGROUND

The existing AR&IC charter was adopted by Council in 2018 and made provision for a committee comprised of a councillor and two independent external members, notwithstanding at the time the committee actually had a make-up of two councillors and one external member.

Council has recently advertised seeking nominations for new members to join an expanded committee and four (4) nominations have been received..

The nominations that have been received are from...

Mr John Batchelor

Mr Phil Lines

Mr Cameron Lander and

Mrs Gayle Murphy

It is recommended that all four nominations be approved and that the persons involved be offered membership on the basis of the current arrangement which provides out of pocket expense only.

Whilst that process has been underway, Councillor Hall has resigned from Council creating a further change. It is recommended that he not be replaced. This would create a committee of six (6) which may seem somewhat large but under the circumstances of the approaching local government elections quite appropriate.

The attached committee charter has been updated to reflect the changes and is submitted for adoption

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

Audit Risk and Improvement Committee Charter which is recommended for review. It should also be noted that the Office of Local Government has recently issued a circular (19-20) and comprehensive discussion paper outlining the proposed legislative framework for Audit Risk and Improvement Committees and risk management activities of Councils which if implemented will change the landscape for Councils management of these matters considerably.

Financial

Having a six member committee will marginally increase costs but the current budget amounts can be amended to accommodate that increase without great pain.

Legal / Statutory

The AR&IC has a basis for its existence and role in the legislation and is strongly supported by the NSW Auditor General

Community Engagement / Communication

The positions on the committee have been advertised and residents have had the opportunity to nominate

Human Resources / Industrial Relations (if applicable)

N/A

RISKS

Not appointing any new members would place the AR&IC at risk

OPTIONS

Council has the option of appointing all four nominations to the committee or a number of those nominations

CONCLUSION

Following the resignation of Councillor Hall and the receipt of four nominations from members of the public, it is appropriate and timely to make appointments to the AR&IC and to amend the committee charter to accommodate those appointments.

RECOMMENDATION

That Council:

1. Note the resignation of Councillor Hall from the AR&IC and not replace him.
2. Appoint the four (4) nominations as independent members of the committee.
3. Amend the AR&IC Charter to accommodate the appointments accordingly.

**AUDIT, RISK and IMPROVEMENT
COMMITTEE CHARTER**



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1. INTRODUCTION

Good corporate governance at Narrandera Shire Council ("Council") ensures and promotes effective and efficient delivery of services to the community, underpinned by honesty, integrity and transparency.

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

This Charter is based on the guidelines issued by the Office of Local Government (OLG) in accordance with s.23A of the Local Government Act 1993 (the Act). The Charter is also aligned with best practice, intended to add value and drive effective local government; through openness, transparency and accountability. The Committee assists Council to deliver on its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

2. COMMITTEE OBJECTIVES

The objective of the Committee is to provide independent assurance and assistance to the Council on risk management, control, governance, internal audits, organisational performance and external accountability responsibilities.

The Committee's objectives are supported by obligations under s428A of the Act, for keeping under review the following aspects of the Council's operations:

- compliance,
- risk management,
- fraud control,
- financial management,
- governance,
- implementation of the strategic plan, delivery program and strategies,
- service reviews,
- collection of performance measurement data by the council, and
- any other matters prescribed by the regulations.

Under the Act the Committee is also to provide information to the Council for the purpose of improving the Council's performance of its functions.

3. AUTHORITY

The Committee is established in accordance with Council's authority granted by s. 355(d) of the Act. The Committee has no executive powers, except those expressly provided by the Council. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Council and the General Manager as defined by the Act.

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The Council authorises the Committee as a whole (but not individual members of the Committee) within the scope of its role and responsibilities, to:

- Obtain any information it needs from any employee or external party (subject to their legal obligations to protect information).
- Discuss any matters with the internal or external auditor and/or other external parties (subject to confidentiality considerations).
- Request the attendance of any employee at Committee meetings.
- Request – via the General Manager – any external legal or other professional advice considered necessary to meet its responsibilities.

This Charter will be reviewed and adopted at least once by each term of Council at an open meeting of Council.

4. COMPOSITION AND TENURE

A. MEMBERS (VOTING)

The Committee will consist of up to ~~three~~ **six** voting members.

- A Councillor;
- ~~Two~~ **Up to 5** independent External Members (one of whom to be the Chairperson)

If any voting is needed at a Committee meeting, it is to be by open means (such as by voice or by show of hands).

The members of the Committee, taken collectively, will have a broad range of skills and experience relevant to their responsibilities as outlined in this Charter. At least one member of the Committee shall have accounting or related financial management experience, with understanding of accounting and auditing standards in a public sector environment.

i. Councillors

The Councillor member of the Committee will be appointed by resolution of the Council, as part of the annual committee selection process. The Mayor will not be appointed as the Councillor member. The Council may also resolve to appoint an alternate Councillor member to the Committee to attend meetings in the absence of the Councillor member. The alternate Councillor member will have the same voting rights as the Councillor member being replaced.

ii. Independent External Members

~~Two~~ **Up to six** external members will be appointed, by resolution of the Council, for a term of three years or such additional time as determined by Council, provided that the external members shall retire on a rotation basis in the interests of continuity and succession. The independent external members can also be removed by resolution of Council. In this regard, written notice shall be provided to the member of Council's intention and an opportunity provided – upon request from the member - to be heard at a Council meeting that is open to the public.

Expressions of Interest as an independent member of the Committee are to be invited by public advertisement and/or written invitation from persons eligible to be members of the Committee as outlined by this Charter. Any such nominations will be received and reviewed by a panel comprising an existing or outgoing independent Committee member, the Mayor and the General Manager who will prepare a report for Council's consideration.

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The recruitment of those members of the Committee is to be based on merit, and it is important that the selection process used is transparent and accountable. Committee members must decline any request to act as referee to any applicants for vacant positions on the Committee.

Once the independent external member(s) is/are appointed, they will receive a letter of appointment clearly detailing the terms of their appointment and allowance details (as determined in Narrandera Shire’s Councillors Payment of Expenses and Provision of Facilities Policy), as well as a copy of this Charter.

As the Committee members are formally appointed by Council, any changes in membership will be subject to Council’s approval. If and only if any special circumstances exist especially in respect of the collective skills and knowledge of the Committee, Narrandera Council may consider and by a resolution vary the above composition of Committee membership.

If for any reason a vacancy in the Committee membership occurs, the position(s) shall be filled in accordance with this Charter.

iii. The Chair

The Chairperson will be elected by the majority of the Committee’s voting members and must be one of the independent external members. Whenever the voting on a motion put to a meeting of the Committee is equal, the Chair of the Committee is to have a casting vote as well as an original vote.

If the elected Chair is not present at a meeting of the Committee, the first business of that meeting is for the Committee’s voting members to elect a Chair from the independent external members present.

B. ATTENDEES (NON-VOTING)

Meetings of the Committee may, at the discretion of the Committee and with the consent of the General Manager, be attended by the following individuals;

- Mayor – as ex officio,
- General Manager or nominated delegate,
- ,
- Other Council employees (for specific agenda items), including the ~~Chief Financial Officer, Chief Operating Officer~~ **Finance Manager, Deputy General Manager Corporate & Community** or nominated delegates
- Internal Auditor or nominated delegate (for specific agenda items), and
- External Auditor or nominated delegate (for specific agenda items).

5. ROLE

In addition to the Committee’s objectives as outlined in section 2 the Committee has a number of key responsibilities consistent with those outlined in the OLG model charter for Audit Committees as set out in the *Internal Audit Guidelines* issued by the OLG. These include;

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A. RISK MANAGEMENT

Risk management is an essential part of effective corporate governance. It is defined as “the culture, processes and structures that are directed towards realising potential opportunities whilst managing adverse effects.”(*Risk Management – Principles and Guidelines*” ISO 31000:2009(E)). Enterprise Risk Management is the holistic management of all risks within Council, not just insurable risks or work health and safety.

The Committee is responsible for:

- Reviewing whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud;
- Reviewing whether a sound and effective approach exists for developing strategic risk management plans for major projects or undertakings;
- Reviewing the risks, progress, controls, finances and performance surrounding those major projects;
- Reviewing the impact of the risk management framework on its control environment and insurance arrangements;
- Reviewing whether a sound and effective approach exists for establishing business continuity planning arrangements, including whether plans have been tested periodically;
- Reviewing whether a sound and effective approach has been established in relation to technological related risks issues that present a threat to the operations of Council, and
- Considering, and recommending to the General Manager, improvements in relation to Council risk management approaches, activities, systems and processes

B. CONTROL FRAMEWORK

The Committee is responsible for:

- Reviewing whether management has adequate internal controls in place, including over external parties such as contractors and advisors;
- Reviewing whether management has in place relevant policies and procedures, and these are periodically reviewed and updated;
- Reviewing whether appropriate policies and procedures are in place, including for the management and exercise of delegations;
- Progressively reviewing whether appropriate processes are in place to assess compliance with policies and procedures; and
- Reviewing whether management has taken steps to embed a culture which is committed to ethical and lawful behaviour.

C. EXTERNAL ACCOUNTABILITY

The Committee is responsible for:

- Establishing that the annual financial statements are in accordance with applicable Australian Accounting Standards and are supported by appropriate management sign-off on the statements and the adequacy of internal controls;
- Reviewing the external audit opinion, including whether appropriate action has been taken in response to audit recommendations and adjustments;
- Considering contentious financial reporting matters in conjunction with Council’s management and external auditors;

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- Reviewing the processes in place designed to ensure financial information included in the annual report is consistent with the signed financial statements;
- Satisfying itself there are appropriate mechanisms in place to review and implement, where appropriate, relevant State Audit Office and Government reports and recommendations;
- Satisfying itself there is a performance management framework linked to organisational objectives and outcomes; and
- Reviewing information on performance of Council against the objectives/actions/indicators documented in the strategic plan, delivery program and operational plan.

D. LEGISLATIVE COMPLIANCE

The Committee is responsible for:

- Determining whether management has appropriately considered legal and compliance risks as part of risk assessment and management arrangements; and
- Reviewing the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated government policies.

E. INTERNAL AUDIT

The Committee is responsible for:

- Acting as a forum for communication between the Council, General Manager, Senior Management, Internal Audit and External Audit;
- Reviewing the resourcing for internal audit and Internal Audit Plan, ensure the plan has considered the Risk Management Plan, and approve the plan;
- Considering and advising Council on the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved Internal Audit Plan;
- Reviewing all audit reports and consider significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of better practices;
- Monitoring the implementation of internal audit recommendations by management;
- Periodically reviewing the Internal Audit Charter and
- Periodically reviewing the performance of Internal Audit.

F. EXTERNAL AUDIT

The Committee is responsible for:

- Providing input and feedback on the financial statement and performance audit coverage proposed by external audit, and provide feedback on the external audit services provided;
- Reviewing all external plans and reports in respect of planned or completed external audits, and monitor the implementation of audit recommendations by management; and
- Considering significant issues raised in relevant external audit reports and better practice guides, and ensure appropriate action is taken.

6. COMMITTEE RESPONSIBILITIES

In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for financial and other reporting, internal controls, compliance with laws, ethical behaviour, the management of Council, risk management and organisational improvements, rests with the elected Council and the General Manager in accordance with the Act.

Members of the Committees must not act in a way that contravenes the Act in this regard, members

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are required to comply with Council’s adopted Code of Conduct and Code of Meeting Practice, any other relevant Acts, as well as any other relevant policies and procedures of the Council.

The General Manager will ensure that adequate resources are available to allow for the proper functioning of the Committee. The Committee may also, at Council’s expense, request the General Manager to obtain such legal, accounting or other professional advice as it reasonably considers necessary for the performance of its duties. The General Manager will give appropriate consideration to all such requests.

All members of the Committee are expected to:

- Have a high level of personal integrity and ethics, as well as acting honestly and in good faith;
- Perform their duties in a manner that engenders public trust in the integrity, objectivity, and impartiality of the Committee;
- Comply with this Charter;
- Have strong interpersonal skills;
- Have strong skills in oral and written communication;
- Broadly be aware of and understand the relevant legislative and regulatory requirements appropriate to Narrandera Shire Council, particularly as these pertain to individual matters under consideration by the Committee;
- Contribute the time needed to study and understand the papers provided, and to devote to their responsibilities as a Committee Member;
- Apply good analytical skills, objectivity and with good judgment;
- Express opinions frankly and ask questions that go to the fundamental core of issues;
- Have an understanding of management principles required recognising and evaluating the materiality and significance of deviations from good business practices;
- Have recent and relevant knowledge and experience in areas such as;
 - Accounting or related Financial management
 - Risk management experience
 - Auditing experience in a public sector environment
 - Performance improvement
 - The local government framework
 - Council services, activities and operations
 - Governance, risk and compliance
 - Community services.

7. REPORTING

Committee proceedings and recommendations will be provided for consideration by the Council in accordance with legislative provisions). At the last Committee meeting prior to 30 June each year, the Internal Auditor will provide a report to the Committee outlining the approved internal audit plan of work for that financial year showing the current status of each audit.

The Committee will provide an annual report on internal audit, risk management and internal control to Council at the conclusion of each financial year. The report will summarise the Committee’s activities for the past year, along with the strategic internal audit plan for the forward period (covering the following year and an indicative plan for the further two out years) Council may request the Chair of the Committee to address Council and to answer any enquiries about the operation of the Committee.

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Some or all of the Committee's annual report will form part of Council's Annual Report.

The Committee may also report more regularly to Council on the internal audit function, on the management of risk and on internal controls as and when required. The Committee may also make recommendations to Council and the General Manager.

8. ADMINISTRATIVE ARRANGEMENTS

A. MEETINGS OF THE COMMITTEE

The Committee is bound by Council's Code of Conduct and Code of Meeting Practice. All Committee meetings must be run fairly and the procedures used should ensure effective decision making and not be used for personal or political advantage. All matters should be considered consistently, fairly, promptly, and on their individual merits.

A forward meeting plan for the coming year, including meeting dates and agenda items, will be agreed by the Committee each year. The forward meeting plan will cover all Committee responsibilities as detailed in this Charter.

The Committee will meet at least four times per year and at least once each quarter. Additional meetings will be convened as required which may include to review and endorse the annual financial reports and external audit opinion.

The need for any additional meetings will be determined by the Chair or by resolution of the Committee. Such resolutions do not bind the Council to commit additional resources to the conduct of those meetings unless the General Manager or the Council, by resolution, agrees to those additional meetings. Meetings of the Committee are closed to the public.

B. ATTENDANCE AT MEETINGS AND QUORUMS

The quorum for a meeting of the Committee will be the majority of the voting members of the Committee, including at least one independent member. If it is determined two days prior to the Committee meeting that a quorum will not be achieved, the committee meeting is to be reconvened to a later date. If for any reason a quorum is not present within half an hour of the scheduled commencement of the meeting, the meeting shall be rescheduled.

A Committee member will be deemed to have relinquished their membership of the Committee if they do not attend two consecutive meetings of the Committee without notice or satisfactory (as determined by the Chair – or in the case of the Chair the majority of the Committee) explanation.

The Committee will meet separately with the Internal Auditor and/or External Auditor(s) in the absence of management on at least one occasion per year.

The Committee may also request any other Council Official to participate in meetings should the Committee deem this necessary. All employees of Council are subject to the direction of the General

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Manager and not the Committee or any of its members. In this regard, all correspondence or contact with staff is to be through the Chair of the Committee addressed to the General Manager.

C. SECRETARIAT

The General Manager is to ensure adequate administrative support to the Committee is provided, including preparation and distribution of the agenda and supporting papers for each meeting at least one week before the meeting, and ensuring minutes of the meetings are prepared, maintained, approved and distributed as required.

D. AGENDAS, MINUTES, INTERNAL AUDIT REPORTS AND SUPPORTING PAPERS

The agenda for meetings of the Committee will be agreed by the Chair (in consultation with the General Manager and the Internal Auditor) at least one week before a meeting. The agenda must specify the time and place at which, and the date on which, the meeting is to be held and the business proposed to be transacted at the meeting. If a Committee member wishes to raise an urgent/late item that is not on the agenda, the Chair shall determine the appropriate manner for dealing with the matter in accordance with Council's adopted Code of Meeting Practice.

All Councillors shall receive a copy of the agenda for each meeting. External audit should also be provided with the meeting papers.

Full and accurate minutes of the proceedings of Committee meetings will be maintained by Council management in accordance with the Code of Meeting Practice required of Council Committees. In particular, the following matters should be recorded (at a minimum) in the minutes:

- a date and time of meetings, attendees and any apologies;
- the endorsement (or otherwise) of the minutes from previous the meeting;
- whether there was business arising from previous minutes;
- notation of reports or correspondence;
- motions moved and resolutions agreed;
- Committee recommendations;
- items of general business **not provided in meeting code**; and
- the time meeting closed, date and venue for next meeting.

Minutes shall be approved by the Chair and circulated to all Committee members within three weeks of the meeting being held and are to be confirmed at the next Committee meeting. The minutes of each meeting shall also be reported to Council as part of the next available meeting cycle.

All Committee agendas and minutes (once approved) are to be recorded in Council's electronic document management system.

E. PRIVACY AND CONFLICTS OF INTEREST

The Committee Charter will comply with Council policies and the Act in relation to confidentiality, privacy and reporting. Members of the Committee will not disclose matters dealt with by the Committee to third parties except with the express approval of the Committee.

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A conflict of interest exists where a reasonable and informed person would perceive that members of the Committee could be influenced by a private interest when carrying out their public duty. All members of the Committee must avoid or appropriately manage any conflict of interests. The onus is on members of the Committee to identify a conflict of interest and take appropriate action to manage the conflict in favour of their public duty. All members of the Committee must always comply with Council's Code of Conduct.

Committee members, attendees, invitees, observers and Council Officials must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted and be dealt with in accordance with Council's adopted Code of Conduct.

Where Committee members, attendees, invitees, observers or Council Officials at Committee meetings are deemed by the Chair (or in the case of the Chair by the majority of the Committee) to have a real or perceived conflict of interest, they will be excused from Committee deliberations on the issue where the conflict of interest may exist in accordance with Council's adopted Code of Conduct.

F. HEALTH AND SAFETY

Council is responsible for providing a safe work environment and gives priority to the health, safety and welfare of Council Officials and of Committee members. Committee members should protect their safety and that of others in the work environment and public areas as required. All safety concerns should be reported immediately to Council Officials.

G. PUBLIC COMMENT AND MEDIA STATEMENTS

All public comments and media statements representing Narrandera Shire Council must be approved by the General Manager.

H. TRAINING

It is a condition of Committee membership that all members undertake Code of Conduct and Protected Disclosure training. The General Manager will ensure that all new Committee members receive all relevant information, training and briefings on their appointment to assist them to meet their Committee responsibilities.

I. ASSESSMENT ARRANGEMENTS

The Chairperson with the support of Council management will initiate a review of the performance of the Committee on an annual basis. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), having regard to the objectives and responsibilities identified in this Charter. Appropriate input may be sought from Council's Senior Management and any other relevant stakeholders, as determined by the Chair.

The review will also consider and report to Council on this Charter and it is to be included in the Committee's annual report to Council.

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9. AUTHORISATION

Owner	Directorate	Executive Services
	Responsible Officer	
Authorisation	Adopted Council – Resolution 18/047 RESOLUTION 18/047 Moved: Cr Wesley Hall Seconded: Cr Narelle Payne 1. That the Minutes of the Audit, Risk and Improvement Committee held on Wednesday 7 March 2018 be received and noted. 2. That Council adopt the Audit, Improvement and Risk Committee Charter. 3. That Council endorse the allocation of \$2,000 to extend the current engagement of Internal Auditor to perform a risk based strategic internal audit plan for the next 12 months 2018-19 and indicatively for the following two out-years 2019-2021 (and to advance drafting of the AR&IC annual report 2017-18). CARRIED	
Review Date	August 2021 – or sooner if new OLG or Audit Office best practice models are promulgated	
Register	MagiQ record number - 386521	
Record of Amendments		

19 STATUTORY AND COMPULSORY REPORTING – DEVELOPMENT SERVICES REPORTS

19.1 AUGUST DEVELOPMENT SERVICES ACTIVITIES

Document ID: 433399

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 August 2019.

PURPOSE

The purpose of this report is to inform Council of Development Applications and other development services provided during August as at 31 August 2019.

BACKGROUND

Development & Complying Development Applications

A summary of Development & Complying Development Applications processed during August 2019 detailed in the following table:

Stage Reached	Number
Lodged	2
Stop-the-Clock / Under Referral / Awaiting Information	8
Under Assessment	1
Determined	5

The value of Development & Complying Development Applications approved by Council during August 2019 is detailed in the following table:

Development Type	2019/2020			
	August 2019		Year to Date	
	Number	Value \$	Number	Value \$
Residential	2	\$ 42,244	4	\$ 87,244
Industrial			1	\$ 1,000
Commercial			0	\$ -
Rural Residential			1	\$ 120,000
Subdivisions	1	\$ 1,200	1	\$ 1,200
Other	1	\$ 80,000	2	\$ 180,000
TOTAL	4	\$ 123,444	9	\$ 389,444

Under the provisions of section 4.59 of the Environmental Planning and Assessment Act Narrandera Shire Council consented to the following development applications, applications for modification of development consents and complying development certificate applications during August 2019.

No	Lot	Sec	DP/SP	Address	Development Type	Classes	Type	STC	ACTIVE Business Days
DA-038-18-19	27	-	750898	160 Cuddell Rd Euroley	Farm Shed	7b	L	Y	43
DA-056-18-19	3	-	624855	105 Irrigation Way Narrandera	Change of use - vehicle repair station	6	I		50
DA-002-19-20	2	-	601595	35 Bolton St Narrandera	Internal building renovations	9b	L		33
DA-004-19-20	B	-	317746	27 Peters St Narrandera	Shed and decks	10a	L		32
DA-005-19-20	56	-	748411	43-45 Boundary Rd Narrandera	Shed relocation	10a	L		27

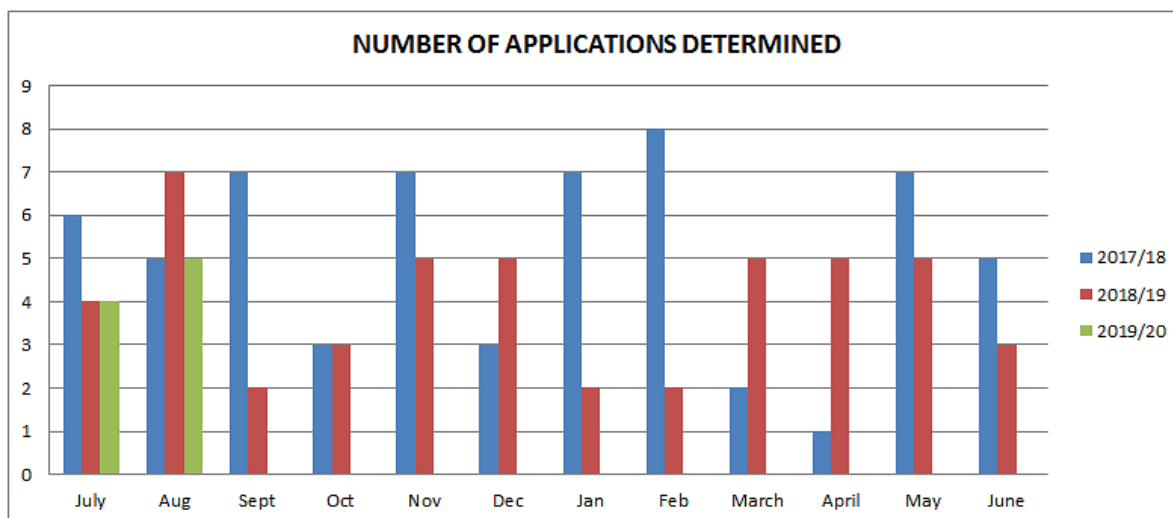
Type explanation

Local (L)	Merit based assessment where development consent is required. Target determination time of 40 business days.
Integrated (I)	Merit based assessment where approval from other authorities, such as RMS, RFS, DPI, is required in addition to development consent. The referral process extends the target determination time to 60 business days.
Modification (M)	Revision of previously approved application. No target determination time.
Stop the Clock (STC)	Calculation of active days stops while additional information required to complete the assessment is obtained from the applicant.
Complying (C)	Fast track approval process without the need for a full development application, if specific criteria are met. Target 10 to 20 business days.

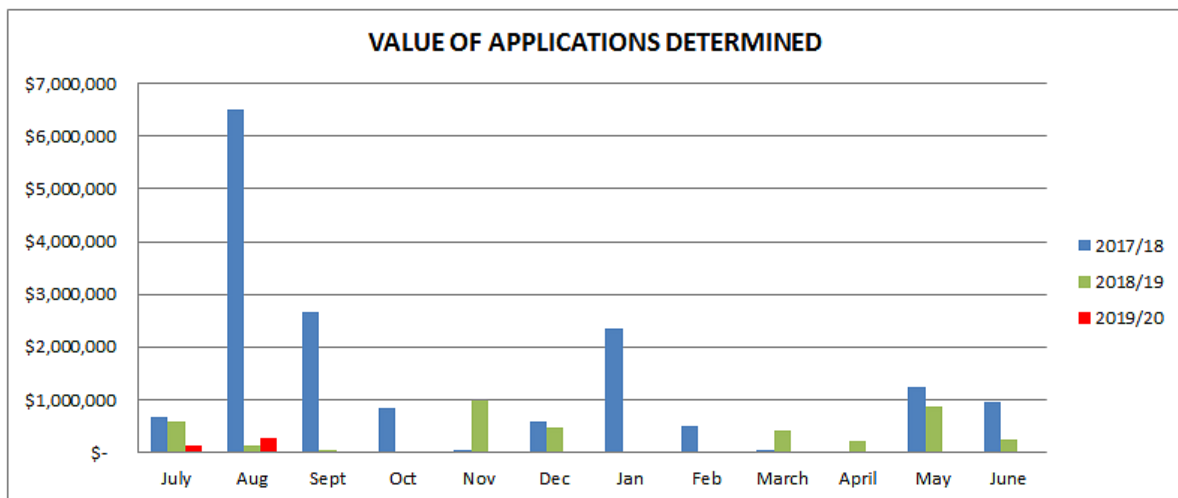
Comparison determination times

2014/15	Narrandera Shire Council average	43 days
2015/16	Narrandera Shire Council average	35 days
2016/17	Narrandera Shire Council average	26 days
2017/18	Narrandera Shire Council average	27 days
2018/19	Narrandera Shire Council average	38 days
2019/20	Narrandera Shire Council average - YTD	32 days

This graph details the comparative number of Development & Complying Development Applications determined by month since 2017/18.



This graph details the comparative value of Development & Complying Development Applications determined by month since 2017/18.



Certificates Issued

A summary of other development services activities undertaken during August 2019 is detailed in the following table:

Certificate Type	Number Issued
Construction Certificates	
Building Certificates	2
Subdivision Certificates	
Occupation Certificates	5
Compliance Certificates	
Section 10.7 (previously 149) Certificates	
Swimming Pool Compliance Certificates	1
On-Site Septic Management System Certificates	

RECOMMENDATION

That Council:

1. Receive and note the Development Services Activities Report for August 2019.

20 STATUTORY AND COMPULSORY REPORTING – FINANCIAL / AUDIT REPORTS**20.1 POLICY REVIEW ES40 GIFTS BENEFITS & HOSPITALITY****Document ID:** 433049**Author:** Senior Customer Service Administration Officer**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Statutory and Compulsory Reporting – Financial / Audit**Attachments:**
1. [Exisiting Policy ES40](#) 
2. [Revised Policy ES40](#) **RECOMMENDATION**

That Council:

1. Adopt the draft policy ES40 Gifts, Benefits & Hospitality for public exhibition. If no public submissions received this policy is to be deemed adopted.

PURPOSE

The purpose of this report is to review Policy ES40 Gifts, Benefits & Hospitality

SUMMARY

Policy ES40 Gifts, Benefits & Hospitality is given direction from Councils Code of Conduct. Council has now adopted a revised Code of Conduct utilising the 2018 Model Code of Conduct prescribed by the Office of Local Government. Policy ES40 has been revised to reflect the provisions of the new code. The policy has also been transferred to the current policy template.

Amendments to the policy are minor to reflect changes in the staff structure and the 2018 Model Code of Conduct

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

Choose an item.

ISSUES AND IMPLICATIONS**Policy**

Revise Policy ES40 Gifts, Benefits & Hospitality to reflect the adoption of the 2018 Model Code of Conduct.

Financial

NA

Legal / Statutory

Compliance with the Local Government Act 1993

Community Engagement / Communication

The revised policy will be placed on exhibition for comment prior to its adoption. The exhibition period also increases the public awareness of councils controls around gifts, benefits & hospitality.

Human Resources / Industrial Relations

Staff and Councillors will require training on the revised policy in conjunction with training on the revised Code of Conduct.

RISKS

Inadequate controls around gifts, benefits and hospitality can see council exposed to perceptions of potential corruption.

OPTIONS

Adopt Policy ES40 Gifts, Benefits & Hospitality as attached

Adopt Policy ES40 Gifts, Benefits & Hospitality with amendments

Refer Policy ES40 Gifts, Benefits & Hospitality back to staff for further development.

CONCLUSION

Adopt Policy ES40 Gifts, Benefits & Hospitality as attached

RECOMMENDATION

That Council:

1. Adopt the draft policy ES40 Gifts, Benefits & Hospitality for public exhibition. If no public submissions received this policy is to be deemed adopted.

GIFTS BENEFITS AND HOSPITALITY

ES40



NARRANDERA SHIRE COUNCIL POLICY

Narrandera Shire Council
141 East Street
NARRANDERA NSW 2700
Tel: 02 6959 5510 Fax: 02 6959 1884
Email: council@narrandera.nsw.gov.au

GIFTS, BENEFITS AND HOSPITALITY

Policy No:	ES40
Policy Title:	Gifts, Benefits and Hospitality
Section Responsible:	Executive Services
Minute No:	15/257
MagiQ No:	8363
Next Review Date:	As required

Introduction

The Narrandera Shire Council recognises that staff members and Councillors will on occasion receive offers of gifts, benefits and hospitality. Further instances may arise whereby; staff and Councillors may offer gifts, benefits and hospitality. This document aims to provide a policy on what is acceptable regarding the giving or receiving of gifts, benefits and hospitality. The procedures associated with this policy are included as annexure A and should be read in conjunction with this policy.

Policy Statement

This policy supports Council's Code of Conduct in regard to managing offers of gifts or benefits and is designed to appropriately guide whether an offer of a gift or benefit should be refused or accepted and if accepted how to manage that acceptance.

Fundamental to this policy is the "Gifts and Benefits Declaration Form" and the "Gifts and Benefits Register" for the declaration and recording of the management of offers of gifts or benefits.

As a general principle, individuals covered by this policy should not accept any gifts or benefits that give rise to a real or perceived influence in relation to their decision making role. The acceptance or refusal of gifts or benefits must be properly managed to ensure that they are not provided as a "gift of influence" where there is an intention by the donor to receive favourable treatment. Equally important is how gifts or benefits are perceived, regardless of the type or value.

Gifts or benefits may be offered for a variety of reasons including:

- (a) Gifts of influence (inappropriate offers)
- (b) Gifts of gratitude (appreciation / gratitude)
- (c) Token gifts
- (d) Ceremonial gifts
- (e) Cultural gifts (Sister City or overseas delegations)

Purpose

The purpose of this policy is to:

- Ensure individuals covered by this policy are made aware of their obligations and responsibilities concerning the management of offers of gifts or benefits; and
- Provide guidance in identifying, assessing and managing offers of gifts or benefits to ensure that they do not constitute, or may be perceived to constitute, corrupt conduct.
- Provide a transparent and accountable process for gifts acceptance that promotes public confidence in Narrandera Shire Council.

Scope of the Policy

The Gifts and Benefits Policy supports Council's Code of Conduct and provides procedures and direction of managing Gifts and Benefits.

This policy is applicable to the Mayor and Councillors, staff of Narrandera Shire Council (permanent, temporary and casual employees), volunteers, work experience persons, delegates of Council, members of Council committees and contractors.

For the purposes of this policy, a reference to a gift or benefit does not include a political donation or contribution to an election fund that is subject to the provision of the relevant election funding legislation.

Legislation

- Local Government Act 1993
- Crimes Act 1900(NSW)
- Independent Commission Against Corruption 1998

Related Documents

- Code of Conduct
- Conflict of Interest
- Statement of Business Ethics
- Protected Public Interest Disclosures Policy
- Fraud detection and management
- Gifts and benefits guidelines as annexed to this policy
- Managing Gifts and Benefits in the Public Sector Toolkit (ICAC)

Responsibilities

Staff and Councillors should not provide, demand or invite any gift, benefit or hospitality for themselves, for anyone else, or for the Council, in connection with their Council work or public duties. Hospitality and catering associated with Mayoral Receptions, meetings and official functions, and the like, are not subject to this policy.

Token or non-token gifts, benefits or hospitality must not be accepted or provided, if there is a perception or a fair observer might perceive that the gift is designed to influence the Councillor, Staff member or other person to act in a partial manner. Gifts, benefits and hospitality may only be provided or accepted if they are not likely to be perceived to be compromising Councillors, staff or the Council.

Councillors and staff should, in the first instance, decline or return any gift, benefit or hospitality of a non-token nature. If refusal of the gift, benefit or hospitality has the potential to damage Council's relationship with the provider, then it may be accepted. However, it must be reported immediately. In the case of staff it should be reported to the relevant Director/Manager. With regard to Councillors, it should be reported to the Chief Executive Officer, Director Corporate Services or Executive Officer. In such circumstances, the gift or benefit becomes the property of Council for use as is determined by the Mayor in consultation with the Chief Executive Officer.

Gifts, benefits or hospitality that may be considered non-token, whether they are given, accepted or declined must be recorded in the Gifts and Benefits Register. Failure to record the declaration in the register is a direct breach of this policy. (A value item of \$50 could be considered a guide in this instance).

Procurement, Contracts and Tendering – If staff are involved in corporate purchasing or procurement they must not accept any form of non token gift, benefit or hospitality from suppliers or potential suppliers. If any gift, benefit or hospitality is offered, it must be declared in writing to your Managers or Director and also in the Gifts and Benefits Register.

Policy Guidelines

1. Inappropriate offers (bribes)

1.1.1 Individuals covered by this policy must avoid situations giving rise to the appearance that a person or body, through the provision of gifts or benefits (including hospitality) of any kind, is attempting to secure favourable treatment from Council or the individual acting on Council's behalf.

Individuals covered by this policy must not:

- (a) seek or accept a bribe or other improper inducement;
- (b) seek gifts or benefits of any kind;
- (c) accept any gift or benefit that may create a sense of obligation or may be perceived to be intended or likely to influence the carrying out your public duty;
- (d) accept any gift or benefit of more than token value;
- (e) accept an offer of cash or a cash-like gift, regardless of the amount.

1.1.2 Individuals covered by this policy must take all reasonable steps to ensure that immediate family members do not receive gifts or benefits that give rise to the appearance of being an attempt to secure favourable treatment. Immediate family members ordinarily include parents, spouses, children and siblings.

- 1.1.3 Individuals covered by this policy must not use their position to influence other Council officials in the performance of their public or professional duties to obtain a private benefit for yourself or for somebody else. A Councillor will not be in breach of this clause where they seek to influence other Council officials through the appropriate exercise of their representative functions.
- 1.1.4 Individuals covered by this policy must not take advantage (or seek to take advantage) of status or position with, or functions performed for Council in order to obtain a private benefit.
- 1.1.5 Individuals covered by this policy must never accept any offer of a gift or benefit which could be considered to be intended to influence behaviour or show favour (or not show favour) to any person in relation to official duties.
- 1.1.6 If offered a bribe, the incident must be immediately reported to the Chief Executive Officer /or Executive Officer, and where appropriate, to the Deputy General Manager. The Independent Commission Against Corruption (ICAC) and, where relevant, the police, must be informed immediately by the Chief Executive Officer.
- 1.1.7 Soliciting personal gifts or benefits is strictly prohibited. Any individual covered by this policy who becomes aware that another individual covered by this policy is soliciting gifts or benefits, must report the matter to the Chief Executive Officer and/or Executive Officer who will take appropriate steps to investigate the matter and will notify the ICAC.
- 1.2 Gifts of appreciation/gratitude
- 1.2.1 Token gifts (nominal value)**
- (a) Gifts of gratitude where the value is less than \$50 may be accepted or declined. The acceptance or refusal of token gifts must be declared and recorded in the Gifts and Benefits Register.
- (b) A gift may be offered to an individual in appreciation of a specific task or for exemplary performance of duties. Gifts offered for speaking at official functions would be considered gifts of gratitude. These are generally of a token nature.
- (c) Council's Code of Conduct – Part 5 - Personal Benefit, point 5.3 defines "token gifts and benefits" as:
- (i) Free or subsidised meals, beverages or refreshments provided in conjunction with:
- the discussion of official business;
 - council work-related events such as training, education sessions, workshops;
 - conferences;
 - council functions or events; or

- social functions organised by groups, such as Council committees and community organisations.
- (ii) Invitations to and attendance at local social, cultural or sporting events;
- (iii) Gifts of single bottles of reasonably priced alcohol to individual council officials at end of year functions, public occasions or in recognition of work done (such as providing a lecture/training session/address);
- (iv) Ties, scarves, coasters, tie pins, diaries, chocolates or flowers;
- (v) Prizes of token value.

It may be difficult to determine the true value of a gift or benefit and whether it is above or below the token value of \$50. Individuals covered by this policy must complete the Gifts and Benefits Declaration Form, whenever a gift is offered, regardless of whether it is of token value or not.

1.2.2 Non-token gifts (gifts and benefits of value)

- (a) Gifts of gratitude where the value exceeds \$50 SHOULD NOT be accepted. Refer to 1.7 for possible exceptions
- (b) Council's Code of Conduct – Part 5 - Personal Benefit, point 5.4 defines gifts and benefits of value as having more than a token value to include, but not being limited to:
- Tickets to major sporting events (such as state or international cricket matches or matches in other national sporting codes [including the NRL, AFL, FFA, NBL] (Where Council is the host and has a sponsorship Agreement for the event this situation may be exempt) ;
 - Corporate hospitality as a corporate facility at major sporting events (Where Council is the host and has a sponsorship Agreement for the event this situation may be exempt);
 - Discounted products for personal use;
 - The frequent use of facilities such as gyms, use of holiday homes;
 - Free or discounted travel.

These types of gifts ARE TO BE REFUSED.

1.2.3 Gifts of money and cash-like gifts (e.g. Gift Vouchers) (regardless of the amount) MUST NEVER be accepted.

1.2.4 All offers (refused or accepted) of non-token gifts or benefits MUST BE disclosed by completing the Gifts and Benefits Declaration Form and recorded in the Gifts and Benefits Register.

1.3 Cumulative gifts

1.3.1 A series of small gifts, which individually fall under the nominal value of \$50, may have an aggregate which exceeds the nominal value in any six month period.

Such gifts, while seemingly modest, may pose a risk or apparent compromise, in the same vein as accepting one gift or benefit which alone exceeds the nominal value.

- 1.3.2 Where a series of gifts is received as described in Section 1.2.1, in any six month period, the gifts must be declared. Where the gift giving continues, gifts must be declined. Such gifts should be declared and the matter raised with your Manager/Director and the Manager Executive Services and in the case of Councillors or other Council officials, with the General Manager.

1.4 Hospitality and work-related functions

- 1.4.1 Hospitality often forms part of a work-related function, such as morning/afternoon tea at a meeting, a modest lunch offered to a working group, a networking function, etc. Such hospitality is acceptable. A useful guide of what would be acceptable hospitality is the type of hospitality which Council would provide to its business associates. Refer to Section 1.2.1 (c)(i).
- 1.4.2 Hospitality that extends beyond that described in Section 1.2.1(c)(i) needs to be given careful consideration before accepting. The following should be considered:
- (a) Is it likely that, by accepting the hospitality, the Council official may be perceived to show favouritism to the host in some way in the future (e.g. procurement process, development application)?
 - (b) Is there a business rationale for attending the function/accepting the hospitality?
 - (c) Is the value of the hospitality at a reasonable level?
 - (d) Will there be a number of other clients/representatives from other councils attending the function?
 - (e) Is the hospitality being offered by a service provider where the tender is due for renewal in the next six months or during the tender process?

1.5 Hospitality should only be accepted where:

- 1.5.1 There is a strong business reason for attending the function/accepting the hospitality.
- 1.5.2 The estimated value of the hospitality is at a reasonable level, i.e. not at a "silver service" restaurant or similar.
- 1.5.3 Other clients will be attending the function, e.g. an end of year event hosted by a contractor for a range of clients.
- 1.5.4 Where there is a business reason for accepting hospitality that is considered more than a token value, then Council should pay the expenses rather than have the event organisers cover the expense.

1.6 Prizes

- 1.6.1 A Council official may receive a prize through the completion of a survey or a purchase incentive scheme. As the Council official is working in their official capacity in these circumstances, the receipt of such gifts or prizes also falls within this policy.
- 1.6.2 Prizes that are won as a result of a purchase incentive scheme or the completion of a survey will become the property of Council.
- 1.6.3 The gift/prize should be declared using the Gifts and Benefits Declaration Form and the item handed to the Chief Executive Officer or Executive Officer to become the property of Council.

1.7 Accepting Gifts

- 1.7.1 A gift or benefit offered that is more than of a token nature SHOULD NOT be accepted. These guidelines acknowledge that it is not always possible and set out points of consideration with regard to gifts and benefits.
- 1.7.2 Consideration should be given to not only the value of the gift but also the intent of the gift or benefit being offered.
- 1.7.3 Christmas, culture or tradition should never be used as an excuse to accept inappropriate gifts and benefits.
- 1.7.4 There may be circumstances where a gift that falls outside of what is acceptable under this policy, is accepted. Such circumstances may include:
 - (a) A wrapped gift that the recipient does not open in the presence of the gift giver;
 - (b) Gifts accepted for cultural, protocol or other reasons, where returning it would be inappropriate;
 - (c) Anonymous gifts received through the mail or left without a return address;
 - (d) A gift received in a public forum where attempts to refuse or return it would cause significant embarrassment.

These gifts become the property of Narrandera Shire Council and must be declared using the Gifts and Benefits Declaration Form and surrendered to the Chief Executive Officer or Executive Officer.

- 1.7.5 Any frequent user points accrued as a result of Council purchases will remain the property of Council and may be used to reduce future costs to Council.

1.8 Disposal of gifts

- 1.8.1 When a gift is received which is above the token limit, the recipient must complete a Gifts and Benefits Declaration Form and present the item to the Chief Executive Officer or Executive Officer who will determine the appropriate means of disposing of the gift. The disposal of gifts will be dictated by the nature of the gift.

Some options include:

- (a) Returning the gift to the giver with an explanation.
- (b) Gifts received from visiting delegations or gifts personalised to Narrandera Shire Council will be kept at the Council office and displayed or stored appropriately.
- (c) Perishable gifts such as flowers can be displayed in public areas such as customer service front counter, in the Library etc.
- (d) Perishable food items may be shared amongst staff in the work location.
- (e) Gifts that can be used for work purposes may be shared amongst all staff or a group of staff to use in the workplace. Such items will become an asset for Council.
- (f) Gifts may be donated to an appropriate charity or community group determined by the Chief Executive Officer;
- (g) The Chief Executive Officer can auction or raffle the item with proceeds being donated to a charity nominated by the Chief executive Officer.

1.9 Giving of gifts

- 1.9.1 In circumstances where it is appropriate for Council officials to give a gift or benefit (for example when receiving overseas visitors), these gifts and benefits should be of token value in accordance with this policy.

2. Responsibility / Accountability

- 2.1.1 All Council officials are responsible for complying with this policy.
- 2.1.2 All Managers/Directors are responsible for providing advice to staff on the provisions of this policy.
- 2.1.3 Council's Chief executive Officer, Executive Officer and Deputy General Managers are responsible for advising Council officials on the provisions of this policy.
- 2.1.3 Council's Executive Officer is responsible for maintaining the Gifts and Benefits Register.
- 2.1.4 Council's Public Officer is responsible for facilitating public access to the Gifts and Benefits Register.

Annexure 'A'

Gifts, Benefits and Hospitality Procedures

Councillors and staff must declare gifts, benefits or hospitality of a token or non-token nature, whether provided, accepted or declined.

A gifts and benefits declaration form must be completed and forwarded by staff member or Councillor to the Chief Executive Officer's Office for recording in the Gift Register File.

The gift and benefits declaration form will incorporate the following information in relation to the gift, benefit or hospitality:

- Name;
- Position;
- Department;
- Date Gift/Benefit received on;
- Gift/Benefit received from;
- Description of the Gift/Benefit;
- Estimated value;
- Gift/Benefit accept yes or no;
- How was gift dealt with?
- If surrendered, who was gift/benefit surrendered to?
- Declaration.

If a Councillor or staff member is uncertain about whether a gift, benefit or hospitality is non-token, they should discuss it with the Chief Executive Officer or Mayor (in the case of Councillors). Councillors and staff should err on the side of caution and if in doubt complete a declaration.

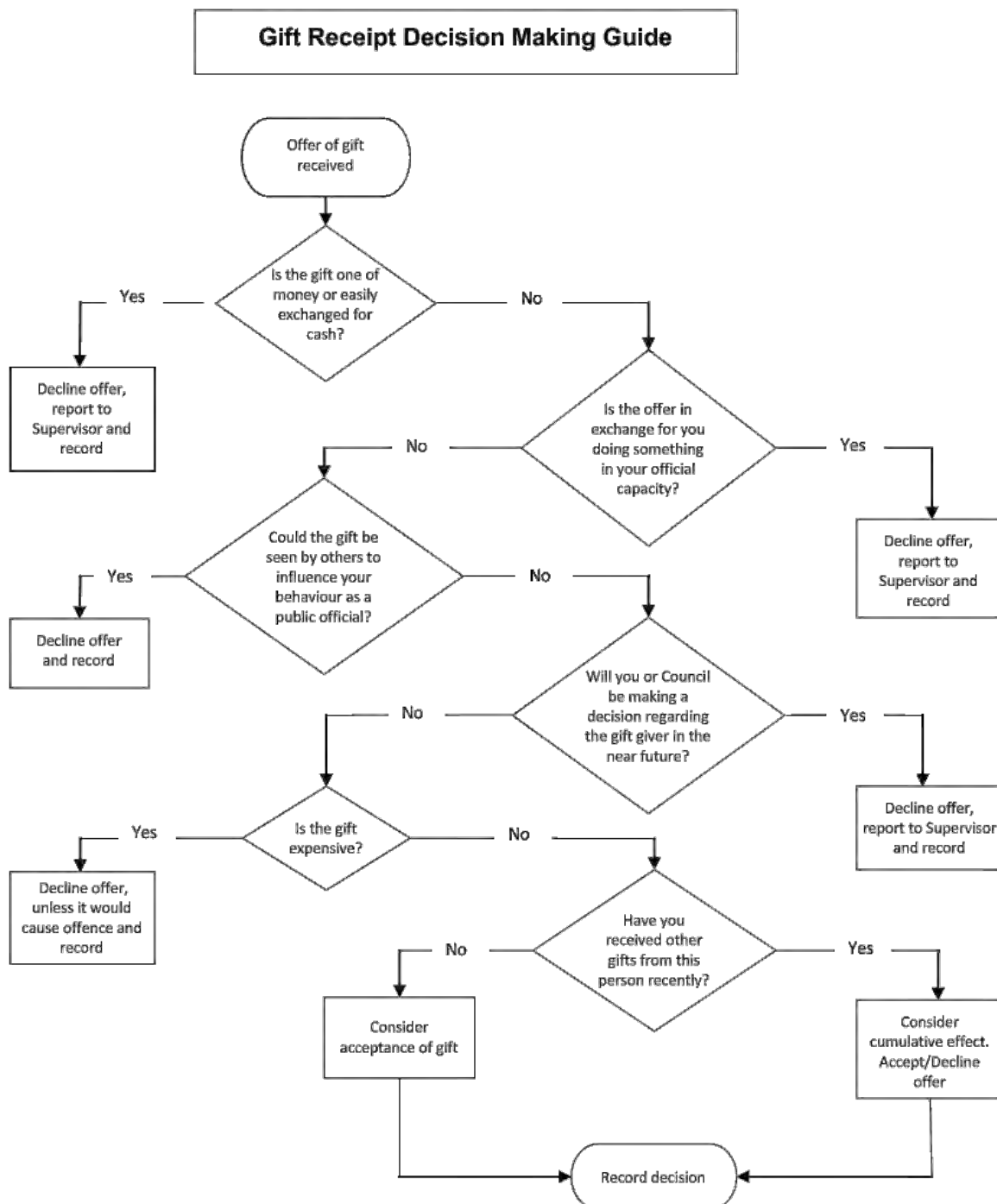
Definitions:

Benefit	A non-tangible item of value (for example, preferential treatment or access to information etc.) that a person or organisation confers on another. Examples include: <ul style="list-style-type: none"> • Free or discounted travel • Use of facilities such as a holiday home or gymnasium • Tickets to events
Bribery	Receiving or offering any undue reward by, or to, any person in public office in order to influence his or her behavior in that office, and to incline that person to act contrary to the known rules of honesty and integrity.
Council	Means Narrandera Shire Council
Council Official	An individual who carries out public official functions or acts in the capacity of a public official. These include Councillors, members of staff, members of Council committees, <i>volunteers</i> , conduct reviewers and delegates of Council.
Corruption	The abuse of public office for private or personal advantage.
Cumulative Gifts	A series of small gifts, each of which is minimal value, may have an aggregate value that exceeds Council's stipulated nominal value. Such circumstances need to be treated in the same way as gifts which exceed nominal value.
Delegate of Council	A person or body, and the individual members of that body, to whom a function of Council has been delegated.
Relative(s)	Shall mean, but not be limited to a partner, parent, grandparent, brother, sister, uncle, aunt, nephew, niece or an adopted child of the person.
Gift	Means an item of value (e.g. hospitality, travel, commodity, property etc.) which one person or organisation presents to another
Cash – like gift	Includes, but is not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internal credit, memberships or entitlements to discounts.
Gift of influence	A gift that is intended to generally ingratiate the giver with the recipient for favourable treatment in the future.
Gift of gratitude	A gift offered to an individual or agency in appreciation of performing specific tasks or for exemplary performance of duties.

Token Gifts	<p>Items of minimal value that are given in gratitude for services provided such as speaking at a conference or training seminar. Examples include:</p> <ul style="list-style-type: none"> • Modest bottle of wine • Chocolates • Ties/scarves • Stationery – pens or diaries • Coffee mugs, coasters, cuff links –tie pins • Clothing – caps T –shirts, Polos etc.
Token Value	<p>Means the monetary limit of the value of gifts or benefits that may be accepted. This value is \$50 and therefore any gift or benefit valued at \$50 and less is considered to be of token value in accordance with this policy. The intent of the donor however, must also be considered when deciding whether to accept a token value gift or benefit.</p>
Ceremonial Gift	<p>An official gift from one agency to another agency e.g. commemorative plaque from an overseas delegation. Such gifts are often provided to a host agency when conducting official business with delegates from another organisation.</p>
Gifts and Benefits	<p>In accordance with the Model Code of Conduct for Local Councils in NSW (March 2013) there are two types of gifts and benefits, these include:</p> <ul style="list-style-type: none"> (a) Token Gifts and Benefits (b) Gifts and Benefits of value <p>Benefit means a non-tangible item of value (eg. preferential treatment or access to confidential information) that one person or organisation confers on another.</p>
Gifts and Benefits Register	<p>An official agency record that details gifts and benefits received by staff and how they were managed.</p>
Hospitality	<p>Means the provision of meals, refreshments or other forms of entertainment.</p>
ICAC	<p>Means Independent Commission Against Corruption.</p>
Staff	<p>Means all persons employed by Council other than Councillors.</p>

Policy Implementation Guidelines Flow Chart

This policy will be implemented using Council's Gifts and Benefits Procedure.
Guidance on decision-making is provided below:



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

Policy History

Adopted	17 January 2006
Reviewed	15 July 2008
Amended	9 December 2008
Reviewed & Amended	18 February 2014
Reviewed & Adopted	17 November 2015



Signed: Chief Executive Officer

Date: 18 November 2015

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Policy No: ES40

Policy Title: Gifts Benefits and Hospitality

Section Responsible: Governance

Minute No:

MagiQ Document No:

Next Review Date: September 2021

Objective

The Narrandera Shire Council recognises that staff members and Councillors will on occasion receive offers of gifts, benefits and hospitality. Further instances may arise whereby, staff and Councillors may offer gifts, benefits and hospitality. This document aims to provide a policy on what is acceptable regarding the giving or receiving of gifts, benefits and hospitality. The procedures associated with this policy are included as annexure A and should be read in conjunction with this policy.

Policy Statement

This policy supports Council's Code of Conduct in regard to managing offers of gifts or benefits and is designed to appropriately guide whether an offer of a gift or benefit should be refused or accepted and if accepted how to manage that acceptance.

Fundamental to this policy is the "Gifts and Benefits Declaration Form" and the "Gifts and Benefits Register" for the declaration and recording of the management of offers of gifts or benefits.

As a general principle, individuals covered by this policy should not accept any gifts or benefits that give rise to a real or perceived influence in relation to their decision making role. The acceptance or refusal of gifts or benefits must be properly managed to ensure that they are not provided as a "gift of influence" where there is an intention by the donor to receive favourable treatment. Equally important is how gifts or benefits are perceived, regardless of the type or value.

Gifts or benefits may be offered for a variety of reasons including:

- a) Gifts of influence (inappropriate offers)
- b) Gifts of gratitude (appreciation / gratitude)
- c) Token gifts
- d) Ceremonial gifts
- e) Cultural gifts (Sister City or overseas delegations)

Purpose

The purpose of this policy is to:

- Ensure individuals covered by this policy are made aware of their obligations and responsibilities concerning the management of offers of gifts or benefits; and
- Provide guidance in identifying, assessing and managing offers of gifts or benefits to ensure that they do not constitute, or may be perceived to constitute, corrupt conduct.
- Provide a transparent and accountable process for gifts acceptance that promotes public confidence in Narrandera Shire Council.

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**Scope**

The Gifts and Benefits Policy supports Council's Code of Conduct and provides procedures and direction of managing Gifts and Benefits.

This policy is applicable to the Mayor and Councillors, staff of Narrandera Shire Council (permanent, temporary and casual employees), volunteers, work experience persons, delegates of Council, members of Council committees and contractors.

For the purposes of this policy, a reference to a gift or benefit does not include a political donation or contribution to an election fund that is subject to the provision of the relevant election funding legislation.

Responsibilities

Staff and Councillors should not provide, demand or invite any gift, benefit or hospitality for themselves, for anyone else, or for the Council, in connection with their Council work or public duties. Hospitality and catering associated with Mayoral Receptions, meetings and official functions, and the like, are not subject to this policy.

Token or non-token gifts, benefits or hospitality must not be accepted or provided, if there is a perception or a fair observer might perceive that the gift is designed to influence the Councillor, Staff member or other person to act in a partial manner. Gifts, benefits and hospitality may only be provided or accepted if they are not likely to be perceived to be compromising Councillors, staff or the Council.

Councillors and staff should, in the first instance, decline or return any gift, benefit or hospitality of a non-token nature. If refusal of the gift, benefit or hospitality has the potential to damage Council's relationship with the provider, then it may be accepted. However, it must be reported immediately. In the case of staff it should be reported to the relevant Deputy General Manager or Manager. With regard to Councillors, it should be reported to the General Manager, Deputy General Manager Corporate Services or Governance and Engagement Manager. In such circumstances, the gift or benefit becomes the property of Council for use as is determined by the Mayor in consultation with the General Manager.

Gifts, benefits or hospitality that may be considered non-token, whether they are given, accepted or declined must be recorded in the Gifts and Benefits Register. Failure to record the declaration in the register is a direct breach of this policy. (A value item of \$50 could be considered a guide in this instance).

Procurement, Contracts and Tendering – If staff are involved in corporate purchasing or procurement they must not accept any form of non token gift, benefit or hospitality from suppliers or potential suppliers. If any gift, benefit or hospitality is offered, it must be declared in writing to your Manager or Deputy General Manager and also in the Gifts and Benefits Register.

Policy Guidelines**1. Inappropriate offers (bribes)**

1.1.1 Individuals covered by this policy must avoid situations giving rise to the appearance that a person or body, through the provision of gifts or benefits (including hospitality) of any kind, is

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attempting to secure favourable treatment from Council or the individual acting on Council's behalf.

Individuals covered by this policy must not:

- a) seek or accept a bribe or other improper inducement;
- b) seek gifts or benefits of any kind;
- c) accept any gift or benefit that may create a sense of obligation or may be perceived to be intended or likely to influence the carrying out your public duty;
- d) accept any gift or benefit of more than token value;
- e) accept an offer of cash or a cash-like gift, regardless of the amount.

Council's Code of Conduct – Part 6 - Personal Benefit, point 6.13 defines "Cash like gifts" for the purposes of 1.1.1 (e) above as:

"cash-like gifts" include but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.

1.1.2 Individuals covered by this policy must take all reasonable steps to ensure that immediate family members do not receive gifts or benefits that give rise to the appearance of being an attempt to secure favourable treatment. Immediate family members ordinarily include parents, spouses, children and siblings.

1.1.3 Individuals covered by this policy must not use their position to influence other Council officials in the performance of their public or professional duties to obtain a private benefit for yourself or for somebody else. A Councillor will not be in breach of this clause where they seek to influence other Council officials through the appropriate exercise of their representative functions.

1.1.4 Individuals covered by this policy must not take advantage (or seek to take advantage) of status or position with, or functions performed for Council in order to obtain a private benefit.

1.1.5 Individuals covered by this policy must never accept any offer of a gift or benefit which could be considered to be intended to influence behaviour or show favour (or not show favour) to any person in relation to official duties.

1.1.6 If offered a bribe, the incident must be immediately reported to the General Manager or Governance and Engagement Manager, and where appropriate, to the Deputy General Manager. The Independent Commission Against Corruption (ICAC) and, where relevant, the police, must be informed immediately by the General Manager.

1.1.7 Soliciting personal gifts or benefits is strictly prohibited. Any individual covered by this policy who becomes aware that another individual covered by this policy is soliciting gifts or benefits, must report the matter to the General Manager and/or Governance and Engagement Manager who will take appropriate steps to investigate the matter and will notify the ICAC.

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- 1.1.8 Council's Code of Conduct – Part 6 - Personal Benefit, point 6.2 excludes the following as a gift or benefit for the purpose of this policy:-

"A reference to a gift or benefit in this Part does not include:

- a) *a political donation for the purposes of the Electoral Funding Act 2018*
- b) *a gift provided to the council as part of a cultural exchange or sister-city relationship that is not converted for the personal use or enjoyment of any individual council official or someone personally associated with them*
- c) *attendance by a council official at a work-related event or function for the purposes of performing their official duties, or*
- d) *free or subsidised meals, beverages or refreshments of token value provided to council officials in conjunction with the performance of their official duties such as, but not limited to:*
 - i) *the discussion of official business*
 - ii) *work-related events such as council-sponsored or community events, training, education sessions or workshops*
 - iii) *conferences*
 - iv) *council functions or events*
 - v) *social functions organised by groups, such as council committees and community organisations."*

1.2 Gifts of appreciation/gratitude

1.2.1 Token gifts (nominal value)

- a) Gifts of gratitude where the value is less than \$50 may be accepted or declined. The acceptance or refusal of token gifts must be declared and recorded in the Gifts and Benefits Register.
- b) A gift may be offered to an individual in appreciation of a specific task or for exemplary performance of duties. Gifts offered for speaking at official functions would be considered gifts of gratitude. These are generally of a token nature.
- c) Council's Code of Conduct – Part 6 - Personal Benefit, point 6.8 defines "token gifts and benefits" as:

"Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$50. They include, but are not limited to:

- a) *invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed \$50*
- b) *gifts of alcohol that do not exceed a value of \$50*
- c) *ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like*
- d) *prizes or awards that do not exceed \$50 in value."*

It may be difficult to determine the true value of a gift or benefit and whether it is above or below the token value of \$50. Individuals covered by this policy must complete the Gifts and Benefits Declaration Form, whenever a gift is offered, regardless of whether it is of token value or not.

1.2.2 Non-token gifts (gifts and benefits of value)

- a) Gifts of gratitude where the value exceeds \$50 SHOULD NOT be accepted. Refer to 1.7 for possible exceptions

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- b) Council's Code of Conduct – Part 6 - Personal Benefit, points 6.9 to 6.12 defines gifts and benefits of value as having more than a token value
9. *Gifts or benefits that exceed \$50 in value are gifts or benefits of more than token value and must not be accepted.*
 10. *Gifts and benefits of more than token value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting codes) with a ticket value that exceeds \$50, corporate hospitality at a corporate facility at major sporting events, free or discounted products or services for personal use provided on terms that are not available to the general public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.*
 11. *Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person associated with that person or organisation within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organisation, or a person associated with that person or organisation, during the same 12-month period would exceed \$50 in value.*
 12. *For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.*

1.3 Hospitality and work-related functions

1.3.1 Hospitality often forms part of a work-related function, such as morning/afternoon tea at a meeting, a modest lunch offered to a working group, a networking function, etc. Such hospitality is acceptable see 1.1.8 above.

1.3.2 Hospitality that extends beyond that described in Section 1.1.8 needs to be given careful consideration before accepting. The following should be considered:

- a) Is it likely that, by accepting the hospitality, the Council official may be perceived to show favouritism to the host in some way in the future (e.g. procurement process, development application)?
- b) Is there a business rationale for attending the function/accepting the hospitality?
- c) Is the value of the hospitality at a reasonable level?
- d) Will there be a number of other clients/representatives from other councils attending the function?
- e) Is the hospitality being offered by a service provider where the tender is due for renewal in the next six months or during the tender process?

1.4 Hospitality should only be accepted where:

1.4.1 There is a strong business reason for attending the function/accepting the hospitality

1.4.2 The estimated value of the hospitality is at a reasonable level, i.e. not at a "silver service" restaurant or similar

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1.4.3 Other clients will be attending the function, e.g. an end of year event hosted by a contractor for a range of clients.

1.4.4 Where there is a business reason for accepting hospitality that is considered more than a token value, then Council should pay the expenses rather than have the event organisers cover the expense.

1.5 Prizes

1.5.1 A Council official may receive a prize through the completion of a survey or a purchase incentive scheme. As the Council official is working in their official capacity in these circumstances, the receipt of such gifts or prizes also falls within this policy.

1.5.2 Prizes that are won as a result of a purchase incentive scheme or the completion of a survey will become the property of Council.

1.5.3 The gift/prize should be declared using the Gifts and Benefits Declaration Form and the item handed to the General Manager or Governance and Engagement Manager to become the property of Council.

1.6 Accepting Gifts

1.6.1 A gift or benefit offered that is more than of a token nature SHOULD NOT be accepted. These guidelines acknowledge that it is not always possible and set out points of consideration with regard to gifts and benefits.

1.6.2 Consideration should be given to not only the value of the gift but also the intent of the gift or benefit being offered.

1.6.3 Christmas, culture or tradition should never be used as an excuse to accept inappropriate gifts and benefits.

1.6.4 There may be circumstances where a gift that falls outside of what is acceptable under this policy, is accepted. Such circumstances may include:

- (a) A wrapped gift that the recipient does not open in the presence of the gift giver;
- (b) Gifts accepted for cultural, protocol or other reasons, where returning it would be inappropriate;
- (c) Anonymous gifts received through the mail or left without a return address;
- (d) A gift received in a public forum where attempts to refuse or return it would cause significant embarrassment.

These gifts become the property of Narrandera Shire Council and must be declared using the Gifts and Benefits Declaration Form and surrendered to the General Manager or Governance and Engagement Manager.

1.6.5 Any frequent flyer or reward program points accrued as a result of Council purchases will remain the property of Council and may be used to reduce future costs to Council.

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**1.7 Disposal of gifts**

1.7.1 When a gift is received which is above the token limit, the recipient must complete a Gifts and Benefits Declaration Form and present the item to the General Manager or Governance and Engagement Manager, who will determine the appropriate means of disposing of the gift. The disposal of gifts will be dictated by the nature of the gift.

Some options include:

- (a) Returning the gift to the giver with an explanation.
- (b) Gifts received from visiting delegations or gifts personalised to Narrandera Shire Council will be kept at the Council office and displayed or stored appropriately.
- (c) Perishable gifts such as flowers can be displayed in public areas such as customer service front counter, in the Library etc.
- (d) Perishable food items may be shared amongst staff in the work location.
- (e) Gifts that can be used for work purposes may be shared amongst all staff or a group of staff to use in the workplace. Such items will become an asset for Council.
- (f) Gifts may be donated to an appropriate charity or community group determined by the General Manager.
- (g) The General Manager, can auction or raffle the item with proceeds being donated to a charity nominated by the General Manager.

1.8 Giving of gifts

1.8.1 In circumstances where it is appropriate for Council officials to give a gift or benefit (for example when receiving overseas visitors), these gifts and benefits should be of token value in accordance with this policy.

2. Responsibility / Accountability

- 2.1.1 All Council officials are responsible for complying with this policy.
- 2.1.2 All Managers are responsible for providing advice to staff on the provisions of this policy.
- 2.1.3 Council's General Manager, Governance & Engagement Manager and Deputy General Managers are responsible for advising Council officials on the provisions of this policy.
- 2.1.3 The Senior Customer Service - Administration Officer is responsible for maintaining the Gifts and Benefits Register.
- 2.1.4 Council's Public Officer is responsible for facilitating public access to the Gifts and Benefits Register.

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Definitions

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Bribery	Receiving or offering any undue reward by, or to, any person in public office in order to influence his or her behavior in that office, and to incline that person to act contrary to the known rules of honesty and integrity.
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Delegate of Council	A person or body, and the individual members of that body, to whom a function of Council has been delegated.
Relative(s)	Shall mean, but not be limited to a partner, parent, grandparent, brother, sister, uncle, aunt, nephew, niece or an adopted child of the person.
Gift	Means an item of value (e.g. hospitality, travel, commodity, property etc.) which one person or organisation presents to another
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Gift of influence	A gift that is intended to generally ingratiate the giver with the recipient for favourable treatment in the future.
Gift of gratitude	A gift offered to an individual or agency in appreciation of performing specific tasks or for exemplary performance of duties.

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Token Gifts	<p>Items of minimal value that are given in gratitude for services provided such as speaking at a conference or training seminar. Examples include:</p> <ul style="list-style-type: none"> • Modest bottle of wine • Chocolates • Ties/scarves • Stationery – pens or diaries • Coffee mugs, coasters, cuff links—tie pins • Clothing – caps T –shirts, Polos etc.
Token Value	<p>Means the monetary limit of the value of gifts or benefits that may be accepted. This value is \$50 and therefore any gift or benefit valued at \$50 and less is considered to be of token value in accordance with this policy. The intent of the donor however, must also be considered when deciding whether to accept a token value gift or benefit.</p>
Ceremonial Gift	<p>An official gift from one agency to another agency e.g. commemorative plaque from an overseas delegation. Such gifts are often provided to a host agency when conducting official business with delegates from another organisation.</p>
Gifts and Benefits	<p>In accordance with the Model Code of Conduct for Local Councils in NSW (2018) there are two types of gifts and benefits, these include:</p> <ul style="list-style-type: none"> (a) Token Gifts and Benefits (b) Gifts and Benefits of value <p>Benefit means a non-tangible item of value (eg preferential treatment or access to confidential information) that one person or organisation confers on another.</p>
Gifts and Benefits Register	<p>An official agency record that details gifts and benefits received by staff and how they were managed.</p>
Hospitality	<p>Means the provision of meals, refreshments or other forms of entertainment.</p>
ICAC	<p>Means Independent Commission Against Corruption.</p>
Staff	<p>Means all persons employed by Council other than Councillors.</p>



Policy Implementation Guidelines Flow Chart

This policy will be implemented using Council's Gifts and Benefits Procedure. Guidance on decision-making is provided below.



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Related Legislation/Guidelines/Narrandera Policies and Associated Procedures

- **Legislation**
 - Local Government Act 1993
 - Crimes Act 1900(NSW)
 - Independent Commission Against Corruption 1998

- **Related Documents**
 - Code of Conduct
 - Conflict of Interest
 - Statement of Business Ethics
 - Protected Public Interest Disclosures Policy
 - Fraud detection and management
 - Gifts and benefits guidelines as annexed to this policy
 - Managing Gifts and Benefits in the Public Sector Toolkit (ICAC)

Policy History

Endorsed by relevant Committees (name) and date
 Adopted by ELT
 Adopted by Council 17 January 2006
 Reviewed 15 July 2008
 Amended 9 December 2008
 Reviewed & Amended 18 February 2014
 Reviewed & Amended 17 November 2015
 Reviewed & Amended

Signed: General Manager

Date:

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Annexure 'A'

Gifts, Benefits and Hospitality Procedures

Councillors and staff must declare gifts, benefits or hospitality of a token or non-token nature, whether provided, accepted or declined.

A gifts and benefits declaration form must be completed and forwarded by staff member or Councillor to the General Managers Officer's Office for signature and subsequent recording in the Gift Register.

The gift and benefits declaration form will incorporate the following information in relation to the gift, benefit or hospitality:

- Name;
- Position;
- Department;
- Date Gift/Benefit received on;
- Gift/Benefit received from;
- Description of the Gift/Benefit;
- Estimated value;
- Gift/Benefit accept yes or no;
- How was gift dealt with?
- If surrendered, who was gift/benefit surrendered to?
- Declaration;

If a Councillor or staff member is uncertain about whether a gift, benefit or hospitality is non-token, they should discuss it with the General Manager or Mayor (in the case of Councillors). Councillors and staff should err on the side of caution and if in doubt complete a declaration.

20.2 AUDIT REPORT - 2018 / 2019 GENERAL PURPOSE FINANCIAL STATEMENTS

Document ID: 433054

Author: Senior Finance Officer

Authoriser: Deputy General Manager Corporate and Community

Theme: Statutory and Compulsory Reporting – Financial / Audit

Attachments:

1. 2018-2019 General Purpose Financial Statements.pdf (under separate cover) [⇒](#)
2. 2018-2019 Special Purpose Financial Statements.pdf (under separate cover) [⇒](#)
3. 2018-2019 Special Schedules.pdf (under separate cover) [⇒](#)

RECOMMENDATION

That Council:

1. Adopt the 2018/2019 Financial Statement and Auditors Report as presented and note the advertisement advising the public that the reports are available for viewing and comment.

PURPOSE

The purpose of this report is to inform the Council and the Community that the Council's Annual Financial Reports for the year ending 30 June 2019 have been completed and audited. The financial reports and auditors reports can now be presented to the public and adopted by Council.

SUMMARY

Financial reports and Auditors reports can be adopted by Council and open for public submissions.

BACKGROUND

Council's General Purpose Financial Statements for 2018/2019 have been audited by the NSW Auditor General.

As the Audit Office does not have the capacity to undertake audits of all councils across the State it has contracted accounting firms to perform much of the audit for the Audit Office. In Narrandera Council's case Crowe Horwath were contracted to undertake the audit. The 2018/2019 audit has been completed and the Audit Office has submitted their statutory reports being the Audit Opinion and Report on the Conduct of the Audit. The Auditor Generals reports accompany the General Purpose Financial Reports which are available to Councillors and the public.

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

Theme

Our Civic Leadership

Strategy

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

Action

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

ISSUES AND IMPLICATIONS**Policy****Nil****Financial**

Council has been assessed favourably against industry financial benchmarks

Legal / Statutory

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

Community Engagement / Communication

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

Human Resources / Industrial Relations

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

Council this year moved the 2019-20 budget process forward adopting its budget in May. This facilitated the adoption of the 2018/2019 financial statements at this September meeting where the 2017/2018 financial statements were adopted at the November meeting.

RISKS

N/A

OPTIONS

In accordance with Section 418(2) of the Local Government Act, 1993 Council is required to present its audited reports no later than 5 weeks after the Auditor's reports are given to the Council. This means the reports must be presented at the September meeting. Crowe Horwath will attend the Council meeting to formally present the audit report and to respond to any questions. Dannielle MacKenzie has indicated that she will be representing Crowe Horwath at this meeting. At the time of producing this report it is not known if an Audit Office representative will accompany Dannielle MacKenzie to the meeting.

Council as required has placed an advertisement notifying the public of the presentation of Financial Statements and Auditors Reports at this meeting. Members of the public may make a submission in writing to Council with respect to the Audited Financial Statements

or the Auditors Report. Submissions close on Tuesday 24 September. Any submissions received will be considered at the following meeting of Council.

CONCLUSION

That Council adopt the 2018/2019 Financial Statement and Auditors Report as presented and note the advertisement advising the public that the reports are available for viewing and comment.

RECOMMENDATION

That Council:

1. Adopt the 2018/2019 Financial Statement and Auditors Report as presented and note the advertisement advising the public that the reports are available for viewing and comment.

20.3 AUGUST INCOME STATEMENT**Document ID:** 432830**Author:** Costing Officer**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Statutory and Compulsory Reporting – Financial / Audit**Attachments:** 1. August Income Statement 2019.pdf [↓](#)**RECOMMENDATION**

That Council

1. Receive and note the information contained in the Income Statement report for the period ending 31 August 2019.

PURPOSE

The purpose of this report is to present Council with the Statement of Income for the period ending 31 August 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 21 May 2019. 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 2019/2020 were issued on 3 July.

Depreciation

Depreciation is run on a quarterly basis and will be calculated in September.

Interest and Investment Revenue

Interest revenue is showing at the end of August a negative amount of \$118,000, this is due to the reversal of accrued interest for the 2018/2019 financial year.

Grants and Contributions provided for Capital purposes

Grants and Contributions provided for capital purposes is showing at the end of August as a negative amount of \$270,000, this is due to the reversal of accrued grants and contributions for the 2018/2019 financial year.

Other Revenues

Other Revenues is showing at the end of August as a negative amount of \$27,000, this is due to the reversal of accrued other revenues for the 2018/2019 financial year.

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 August 2019.

Narrandera Shire Council

General Fund Income Statement

for the period ending 31 August 2019

	Original Budget	Actual YTD
Income from Continuing Operations		
<i>Revenue:</i>		
Rates and Annual Charges	5,748	5,880
User Charges and Fees	1,849	246
Interest and Investment Revenues	414	(118)
Other Revenues	659	(27)
Grants & Contributions provided for Operating Purposes	6,898	1,216
Grants & Contributions provided for Capital Purposes	1,132	(270)
<i>Other Income:</i>		
Net gains from the disposal of assets	92	-
Net Share of interests in Joint Ventures & Associated Entities using the Equity Method	-	-
Total Income from Continuing Operations	16,792	6,927
Expenses from Continuing Operations		
Employee Benefits & On-Costs	6,242	943
Borrowing Costs	7	-
Materials & Contracts	3,627	826
Depreciation & Amortisation	4,098	-
Legal Costs	54	4
Other Expenses	1,423	587
Interest & Investment Losses	-	-
Net Losses from the Disposal of Assets	-	-
Net Share of interests in Joint Ventures & Associated	-	-
Total Expenses from Continuing Operations	15,451	2,360
Operating Result from Continuing Operations	1,341	4,567
Discontinued Operations		
Net Profit/(Loss) from Discontinued Operations	-	-
Net Operating Result for the Year	1,341	4,567
Net Operating Result attributable to Council	1,341	4,567
Net Operating Result attributable to Minority Interests	-	-
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	209	4,837

Narrandera Shire Council

Water Fund Income Statement

for the period ending 31 August 2019

	Original Budget	Actual YTD
Income from Continuing Operations		
<i>Revenue:</i>		
Rates and Annual Charges	728	752
User Charges and Fees	1,339	1
Interest and Investment Revenues	204	(94)
Other Revenues	-	-
Grants & Contributions provided for Operating Purposes	23	-
Grants & Contributions provided for Capital Purposes	770	-
<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	3,064	659
Expenses from Continuing Operations		
Employee Benefits & On-Costs	795	39
Borrowing Costs	-	-
Materials & Contracts	253	64
Depreciation & Amortisation	511	-
Legal Costs	-	4
Other Expenses	254	8
Interest & Investment Losses	-	-
Net Losses from the Disposal of Assets	-	-
Net Share of interests in Joint Ventures & Associated	-	-
Total Expenses from Continuing Operations	1,813	115
Operating Result from Continuing Operations	1,251	544
Discontinued Operations		
Net Profit/(Loss) from Discontinued Operations	-	-
Net Operating Result for the Year	1,251	544
Net Operating Result attributable to Council	1,251	544
Net Operating Result attributable to Minority Interests	-	-
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	481	544

Narrandera Shire Council

Sewer Fund Income Statement

for the period ending 31 August 2019

	Original Budget	Actual YTD
Income from Continuing Operations		
<i>Revenue:</i>		
Rates and Annual Charges	1,239	1,299
User Charges and Fees	158	(13)
Interest and Investment Revenues	15	(4)
Other Revenues	-	-
Grants & Contributions provided for Operating Purposes	20	-
Grants & Contributions provided for Capital Purposes	758	-
<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	2,190	1,282
Expenses from Continuing Operations		
Employee Benefits & On-Costs	505	37
Borrowing Costs	-	-
Materials & Contracts	234	76
Depreciation & Amortisation	308	-
Legal Costs	-	4
Other Expenses	105	29
Interest & Investment Losses	-	-
Net Losses from the Disposal of Assets	-	-
Net Share of interests in Joint Ventures & Associated	-	-
Total Expenses from Continuing Operations	1,152	146
Operating Result from Continuing Operations	1,038	1,136
Discontinued Operations		
Net Profit/(Loss) from Discontinued Operations	-	-
Net Operating Result for the Year	1,038	1,136
Net Operating Result attributable to Council	1,038	1,136
Net Operating Result attributable to Minority Interests	-	-
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	280	1,136

Narrandera Shire Council

Consolidated Income Statement

for the period ending 31 August 2019

	Original Budget	Actual YTD
Income from Continuing Operations		
<i>Revenue:</i>		
Rates and Annual Charges	7,715	7,931
User Charges and Fees	3,346	234
Interest and Investment Revenues	633	(216)
Other Revenues	659	(27)
Grants & Contributions provided for Operating Purposes	6,941	1,216
Grants & Contributions provided for Capital Purposes	2,660	(270)
<i>Other Income:</i>		
Net gains from the disposal of assets	92	-
Net Share of interests in Joint Ventures & Associated Entities using the Equity Method	-	-
Total Income from Continuing Operations	22,046	8,868
Expenses from Continuing Operations		
Employee Benefits & On-Costs	7,542	1,019
Borrowing Costs	7	-
Materials & Contracts	4,114	966
Depreciation & Amortisation	4,917	-
Legal Costs	54	12
Other Expenses	1,782	624
Interest & Investment Losses	-	-
Net Losses from the Disposal of Assets	-	-
Net Share of interests in Joint Ventures & Associated	-	-
Total Expenses from Continuing Operations	18,416	2,621
Operating Result from Continuing Operations	3,630	6,247
Discontinued Operations		
Net Profit/(Loss) from Discontinued Operations	-	-
Net Operating Result for the Year	3,630	6,247
Net Operating Result attributable to Council	3,630	6,247
Net Operating Result attributable to Minority Interests	-	-
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	970	6,517

20.4 AUGUST STATEMENT OF BANK BALANCES

Document ID: 432883

Author: Costing Officer

Authoriser: Deputy General Manager Corporate and Community

Theme: Statutory and Compulsory Reporting – Financial / Audit

Attachments: Nil

RECOMMENDATION

That Council:

1. Receive and note the information contained in the Statement of Bank Balances report as at 31 August 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	441,229.79
Plus Receipt	4,247,709.04
Less Payments	2,895,738.75
Current Cashbook Balance	<u>1,793,200.08</u>
Statement Summary	
Opening Statement Balance	378,176.39
Plus Receipts	3,983,508.40
Less Payments	2,975,455.57
Current Statement Balance	<u>1,386,229.22</u>
Plus Unpresented Receipts	407,073.61
Less Unpresented Payments	102.75
Reconciliation Balance	<u>1,793,200.08</u>
GL BALANCE	<u>1,793,200.08</u>
Unpaid Creditors	96,755.33
Overdraft Limit arranged with Bank 01/01/1989	350,000.00

RECOMMENDATION

That Council:

1. Receive and note the information contained in the Statement of Bank Balances report as at 31 August 2019.

20.5 AUGUST STATEMENT OF INVESTMENTS

Document ID: 433022
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 August 2019.

PURPOSE

The purpose of this report is to enable Council to track the progress of its investments.

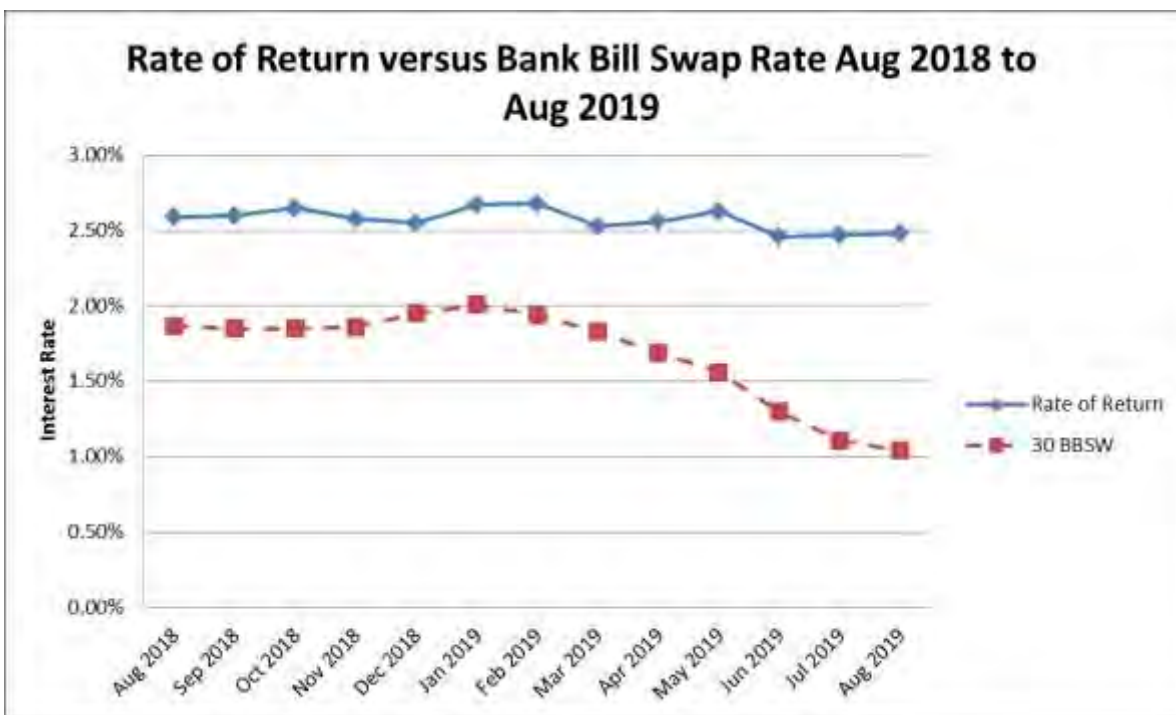
SUMMARY

Fund Balance (GL)	
GENERAL	15,713,908.44
WATER	7,814,576.71
SEWERAGE	844,911.44
TRUST	97,013.19
	<u>24,470,409.78</u>

BACKGROUND

Council Funds				
Banking Authority	Amount	%	Yield	Due Date
Direct Investments A to BBB-				
Bendigo Bank	750,000.00	3.08%	2.65%	14 Nov 2019
Bendigo Bank	1,000,000.00	4.10%	2.60%	27 Nov 2019
Bendigo Bank	1,000,000.00	4.10%	2.75%	3 Dec 2019
Elders Rural Bank	1,000,000.00	4.10%	2.70%	18 Feb 2020
Elders Rural Bank	1,000,000.00	4.10%	2.51%	18 Apr 2020
IMB	1,000,000.00	4.10%	2.75%	20 Sep 2019
IMB	1,000,000.00	4.10%	1.55%	22 May 2020
	6,750,000.00	27.68%		
Direct Investments AA- to A				

Direct Investments AAA to AA-				
NAB Cashmaximiser	1,873,396.59	7.69%	1.00%	31 Aug 2019
NAB	1,000,000.00	4.10%	2.75%	12 Sep 2019
NAB	1,000,000.00	4.10%	2.75%	2 Oct 2019
NAB	1,000,000.00	4.10%	2.75%	14 Oct 2019
NAB	1,000,000.00	4.10%	2.75%	11 Nov 2019
NAB	1,000,000.00	4.10%	2.09%	9 Jan 2020
NAB	1,000,000.00	4.10%	1.83%	29 Nov 2019
St George	1,000,000.00	4.10%	2.75%	10 Sep 2019
St George	1,000,000.00	4.10%	2.75%	13 Dec 2019
St George	1,000,000.00	4.10%	2.75%	10 Jan 2020
St George	1,000,000.00	4.10%	2.25%	22 Feb 2020
St George	1,000,000.00	4.10%	2.25%	22 Feb 2020
St George	750,000.00	3.08%	2.52%	20 Mar 2020
St George	1,000,000.00	4.10%	2.60%	23 Apr 2020
St George	1,000,000.00	4.10%	2.00%	12 Apr 2020
Suncorp	1,000,000.00	4.10%	2.07%	16 Sep 2019
Suncorp	1,000,000.00	4.10%	2.70%	3 Dec 2019
	17,623,396.59	72.27%		
Council Funds	24,373,396.59	100%		
Monthly Investment Performance				
Period Ending	Investments	Weighted Average	BBSW 30 day rate	Variance
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%
Apr 2019	24,302,368.60	2.56%	1.690%	0.87%
May 2019	23,722,659.37	2.63%	1.560%	1.07%
Jun 2019	24,673,011.70	2.46%	1.300%	1.16%
Jul 2019	24,573,234.96	2.47%	1.110%	1.36%
Aug 2019	24,373,396.59	2.36%	1.040%	1.32%
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			



Individual Limits					
Institution	Rating		Amount Invested	Council %	
Bendigo Bank	BBB+	A2	\$ 2,781,328.46	11.4%	Max 20%
Elders Rural Bank	BBB+	A2	\$ 2,000,000.00	8.2%	Max 20%
IMB	BBB	A2	\$ 2,000,000.00	8.2%	Max 20%
NAB	AA-	A1+	\$ 7,939,081.32	32.4%	Max 35%
Suncorp	A+	A1	\$ 2,000,000.00	8.2%	Max 25%
StGeorge	AA	A1+	\$ 7,750,000.00	31.7%	Max 35%
Macquarie Bank	A-	A1	\$ -	0.0%	Max 25%
Commonwealth Bank	AA-	A1+	\$ -	0.0%	Max 35%

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

The investments listed above have been made in accordance with the Local Government Act, the Regulations and Council’s Investment Policy.

ISSUES AND IMPLICATIONS

Policy

N/A

Financial

N/A

Legal / Statutory

Compliance with Clause 212 Local Government Regulation 2005

Community Engagement / Communication

N/A

Human Resources / Industrial Relations (if applicable)

N/A

RISKS

The Reserve bank has announced a further reduction to the reference rate from 1.25% to 1.00% with further possible reductions to occur. This presents a risk to the return received on investments placed in 2019/20, this will be reviewed and adjusted accordingly in the September 2019/20 budget review.

RECOMMENDATION

That Council:

1. Receive and note the information contained in the Statement of Investments report as at 31 August 2019.

20.6 AUGUST STATEMENT OF RATES AND RECEIPTS

Document ID: 433279

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 03 September 2019.

RATES & CHARGES

Arrears as at 01.07.2019	657,495.63
19/20 Rate levies & supplementary levies (excl. postponed amounts)	<u>7,932,146.88</u>
	8,589,642.51
Less Pensioner rebates	<u>208,643.17</u>
NET BALANCE	8,380,999.34
Less receipts to 03.09.2019	<u>2,690,460.47</u>
	<u><u>5,690,538.87</u></u>

Actual % Rate Collection to Net Balance as at 03.09.2019 = 32.10%

Comparative % Collection to Net Balance as at 31.08.2018 = 30.19%

Anticipated % Collection Rate as at 30.06.2020 = 94.00%

WATER CONSUMPTION / SEWER USAGE CHARGES

Arrears as at 01.07.2019	227,379.11
19/20 Water / Sewer usage charges, supplementary levies & interest	<u>-11,228.89</u>
NET BALANCE	216,150.22
Less receipts to 03.09.2019	<u>76,209.42</u>
	<u><u>139,940.80</u></u>

PURPOSE

The purpose of this report is to present the Statement of Rates and Receipts as at 03 September 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 03 September 2019.

20.7 AUGUST CAPITAL WORKS PROGRAM**Document ID:** 433234**Author:** Senior Finance Officer**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Statutory and Compulsory Reporting – Financial / Audit**Attachments:**

1. Capital Works Program August 2019.pdf [↓](#)
2. Capital Expenditure August 2019.pdf [↓](#)
3. Operating Expenditure August 2019.pdf [↓](#)

RECOMMENDATION

That Council:

1. Receive and note the information contained in the Capital Works report as at 31 August 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 August 2019.

BACKGROUND

Works listed in the attachment are for works against new budgeted projects for the 2019/2020 year. Key Operational expenses are also included in this report and have been highlighted separately.

Progress to date in each area**Administration**

The Trim EDMS is awaiting final actions from MagiQ before approval is received from the Records Officer.

The Website revamp is waiting on staff contribution for content and confirmation of Magiq connection.

Quotes are being organised for the MS Exchange replacements, MS Office replacement and Council email archiving.

Software Licencing will be reviewed throughout the year.

The Network penetration testing will commence in March 2020.

Replacement of the Virtualising hardware and software will commence in October. The business continuity site will be reviewed as part of the Virtualising upgrade.

Upgrade to phone system is ordered and currently awaiting equipment and installation dates.

The IT review and photocopier replacement will commence in February 2020.

Housing & Community Amenities

CCTV cameras which will be positioned outside Betta Electrical store and the Post Office in East Street will commence in January 2020.

The wireless links for the main street CCTV system will commence in January 2020.

Quotations will be sent in late September for the Barellan and Grong Grong Cemetery furniture replacement.

Concrete beams installed, site to be levelled and turfed for the Narrandera Cemetery improvements in early October.

Development quotations expected to commence in November for the Barellan Cemetery entrance gate.

Environment

The design and planning has commenced for the cattery holding system at the pound, the external fence at Narrandera waste facility and the new cell at Narrandera Landfill.

The project scope is being determined for the Narrandera Landfill masterplan improvements and operational control room.

Site location, planning and design are complete for the recycle vending machine. Earthworks have commenced, quotes under review and internal electricity scope is being developed.

The design and planning has been completed with procurement underway for the siphon retaining wall renewal.

Finalisation of the pump installation is to be completed in October for the Larmer Street flood mitigation works.

Construction drawings and quantities for retention basin for quotation are being prepared, for the Narrandera west drainage improvements.

Drainage improvement at Driscoll Road will commence planning for the extension of existing stormwater.

The Barellan Stormwater Design is to be completed by February.

The Narrandera Truck Wash concrete wash bay and settlement pits are complete, shed procurement has commenced and electricity to be connected by the end of October.

Recreation & Culture

Purchasing is on track for the book and resources annual replacement. Resource orders are being processed and a supplier visit is booked.

The building of the Youth Room at the Narrandera Library is complete. Furniture assembly, external painting, irrigation and driveway are still to be completed.

Lake Talbot Pool Masterplan renewal of the filtration and the water play park tender has closed with submissions being assessed. A report will be presented to Council at the October meeting.

Contractor is on site for the Lake Talbot Pool replacement of slides. Open slide has been delivered, concrete piers under construction, racer slide expected to arrive early-September with expected completion date late-October.

The Lake Talbot pool pedestrian path planting is 90% complete and the irrigation system is to be installed by the contractor.

The Lake Talbot Pool change rooms at pool deck level are on track for late-October completion. The block work and roof has been installed.

The Lake Talbot Tourist park fire service design and planning is to be scheduled.

The first draft report has been received from the consultant for the Lake Talbot deepening project.

Quotations are to be developed early October for the Aquatic Weed Harvester with demonstration to take place in December prior to purchase.

Development of the tender documents have commenced for the upgrade of the filtration system and waste water irrigation for the Barellan pool. Works are scheduled to commence in March 2020.

A contractor is being organised for the replacement of the marine carpet at Barellan pool. These works will be completed prior to the swimming season.

The shade structure on the south side of the infant's pool at Barellan Pool is complete.

New play equipment is being installed mid-October as part of the Barellan Playground upgrades.

The project scope is being determined for the Narrandera Sportsground Building upgrade and quotes to be received for drainages and soak with works planned for late November.

The project scope is being determined for Victoria avenue stage 2, Brewery Flats landscaping, furniture replacement, paintings etc.

Design and quotation planned for October for the Lake Talbot recreation seating and the shelter revamp.

Quotations are being sought September with installation expected in November for the Narrandera Stadium foam guards.

Works are expected to commence in November for the levelling and resurfacing of the Henry Mathieson Oval.

Quotes expected to be received early October and installation late November for the Marie Bashir Park Up Lighting adventure playground, drinking fountains and bottle fillers.

Quotations being sought for Pocket park upgrades.

The toddlers play equipment is to be installed in March for the MBP Playground upgrades.

Installation expected mid-October for Narrandera Sportsground Play Equipment

Delivery is expected in September for the Mobile Stage in the Marie Bashir Park, funded by Stronger Country Communities Grant.

The design of the new Wiradjuri Wall is now in consultation with local Elders.

Hankinson Park development continues with irrigation system completed, plantings to be ordered mid-September and Toulouse has been ordered.

Banner purchases for Flag Poles for Festive Flags project to commence.

Design and planning has commenced for the Festive Mega Tree (star) inclusion.

Electrical design has been finalised and the storm water to be reviewed for the Narrandera Business centre masterplan (NBCMP) Bolton Street upgrade. Project due to commence January 2020.

Building works to be scheduled for the Arts Centre, Airport Terminal, Council Chambers, 16 Kiesling Drive, Manderlay Road house, Community Hall Barellan, Community Hall Grong Grong, Tobacconist Shop, 6 Victoria Square, 4 Victoria Square, Chambers storage, Twynam Street shops and the Museum.

Transport & Communication

RMS funding not provided for shared cycleway at Marie Bashir Park. The project will be cancelled in the Quarterly Budget Review. PAMP plan priorities are being reviewed to determine reallocation recommendations.

Design and planning for PAMP (Active transport - 100% RMS Funding) for Cadell Street has commenced, this will provide safe pedestrian access at the Cadell and Twynam Street intersection.

Procurement is to commence in September for the Drone Survey and inspection.

Audley Street footpath design and planning is scheduled for the southern side between Cadell and East Streets.

Elwin Street Footpath has been completed.

Airport runway resealing and re-marking works are planned for March 2020.

Airport airside improvements including flood gate repairs are expected to be completed by December 2019.

Rural Sealed roads construction for Devlins Bridge Road will start late November, Cove Road will begin mid-January 2020 and Centenary Road will commence in late February 2020.

The culvert in Manderlay Road, Brookong Street, and Yalgogorin Road will start in March.

Unsealed rural roads resheeting for Pamandi Road will commence mid-December, Kamarah Road upgrade late March 2020 and Dows Road early April 2020.

The Roads to Recovery Grant Program includes:

Weir Road and Settlers Road will commence in September.

Strontian Road widening and Cypress Road will commence in October.

Paynters Siding Road will commence in November.

Bulloak Tank Road and Old Wagga Road will commence in December.

Old Wagga Road will commence in late January 2020.

Boree Road and McKenzies Road culvert will commence in March 2020.

Lismoyle Road and Males Road will commence in April 2020.

Landervale Road and Hulmes road will commence in May 2020.

Paintings Bridge Road seal work only will commence in the warmer weather.

Gravel haulage has commenced for Paintings Bridge Road

Flood damage restoration works – Donaldson Road to be completed September.

Urban Roads Construction – Project scope is being determined and consultants to be engaged.

Urban reseals to be scheduled with work to be undertaken February/March. Urban laneways upgrade, footpath replacement and kerb and gutter replacement to be scheduled.

Unsealed rural roads resheeting – Erigolia Road widening, Brewarinna Bridge retrofitting is awaiting feedback from consultant.

The design is being undertaken for the Fixing Country Roads Project at Canola Way.

Twelve light vehicles, trucks, trailers and heavy plant have been ordered with five already delivered and seven still to order. Purchases are complete for other plant.

Economic Affairs

The design and planning is being scheduled for the following projects: banner poles Leeton Road, design of the pedestrian bridge from Brewery Flat to East Street, Lake Talbot tourist park internal road improvements and the provision of off-street staff and fleet parking.

Red Hill landscape signage to be completed by end of December.

Gateway/Entrance signs to be completed by end of September.

Water Supplies

The water main replacements program for Mitchell Street beginning September and completion is due early November. When further programs are developed, Dalgetty and Audley Streets will be first projects to be undertaken.

The hydrant and valve replacement program is being developed with work to begin in October.

Service replacements will be completed as required.

Additional quotes are being sourced for the software upgrades for the SCADA and Instrumentation upgrades (online chlorine analysers), to be completed in second half of the financial year.

Awaiting for finalisation of issues paper through IWCM Options assessment and Grant funding approval for the Water treatment plant (WTP) filter upgrade including energy efficiency. Awaiting outcome of IWCM options assessment and grant funding approval for the Barellan Sewer upgrade.

The high and low level reservoir fencing project is pending the decision on the WTP upgrade.

The Network Hydraulic Modelling Software training and Main Street Water Main replacement will be completed in September.

Flow meters on inlet and outlet reservoirs have been purchased with installation to be confirmed.

Clean water strategy is being developed and the reservoir cleaning and structural assessment project will be scheduled following the adoption of the strategy.

Data entry and document control system in progress.

Preliminary investigations completed for the aerator gas scrubbing and works are to be scheduled.

Network design and planning review (reservoir and zoning) is to begin in October and will be ongoing for the remainder of the year.

Non return valve bore 4 project is to be scheduled.

Project quotes to be sourced in October for additional pump and control for the North Zone Pressure Pump project for low pressure issues.

The low level chlorinator project is 90% complete, purchasing chlorine analyser, to be completed October.

The Water Treatment Plant filter/upgrade including energy efficiency is awaiting outcome of IWCM options assessment and grant funding approval.

Sewerage Supplies

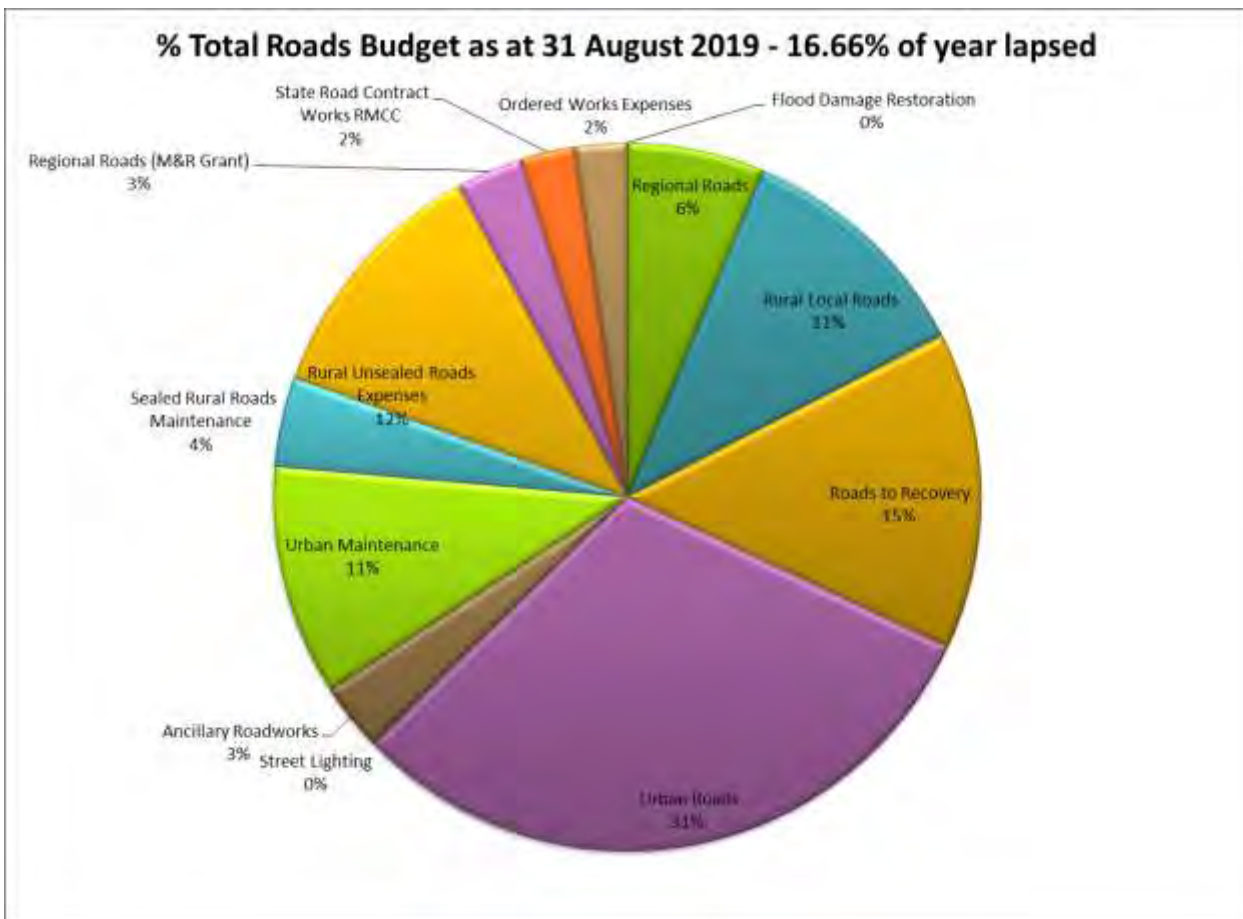
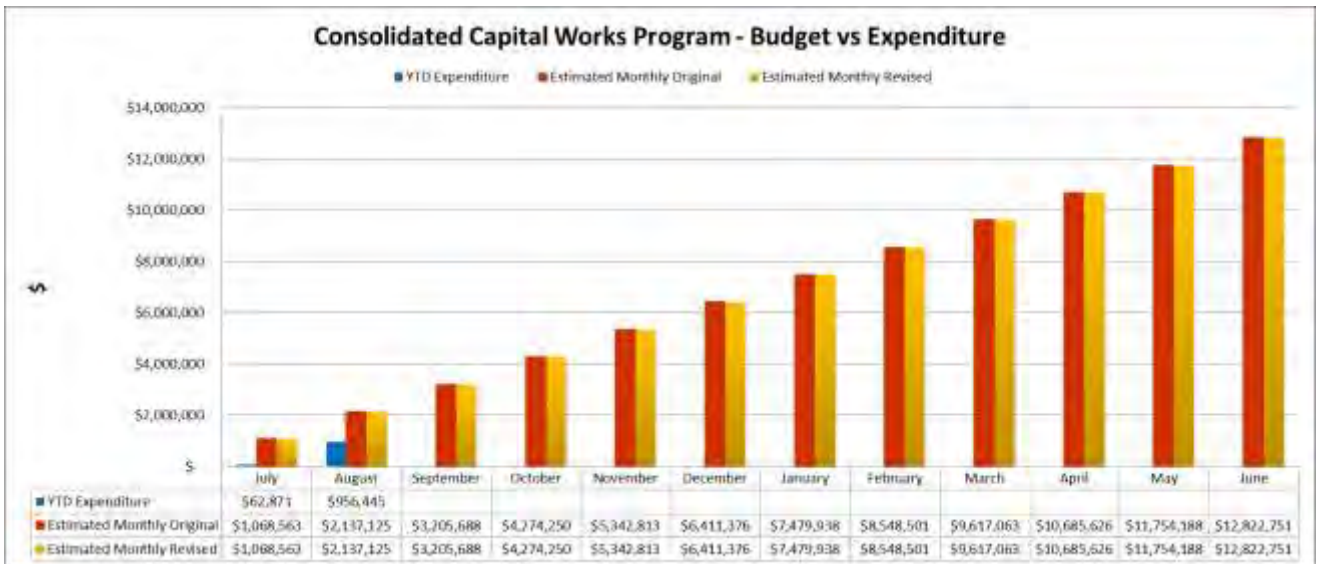
The Manhole replacements and Sewer service replacements will be completed as required.

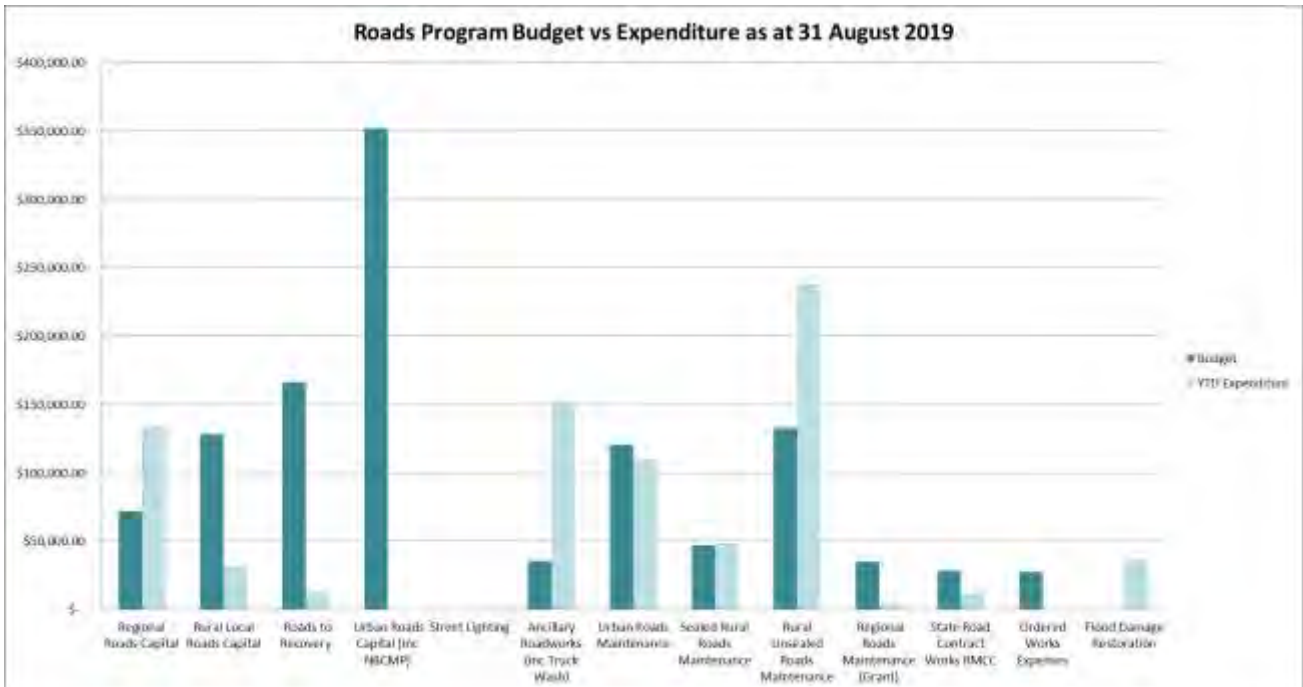
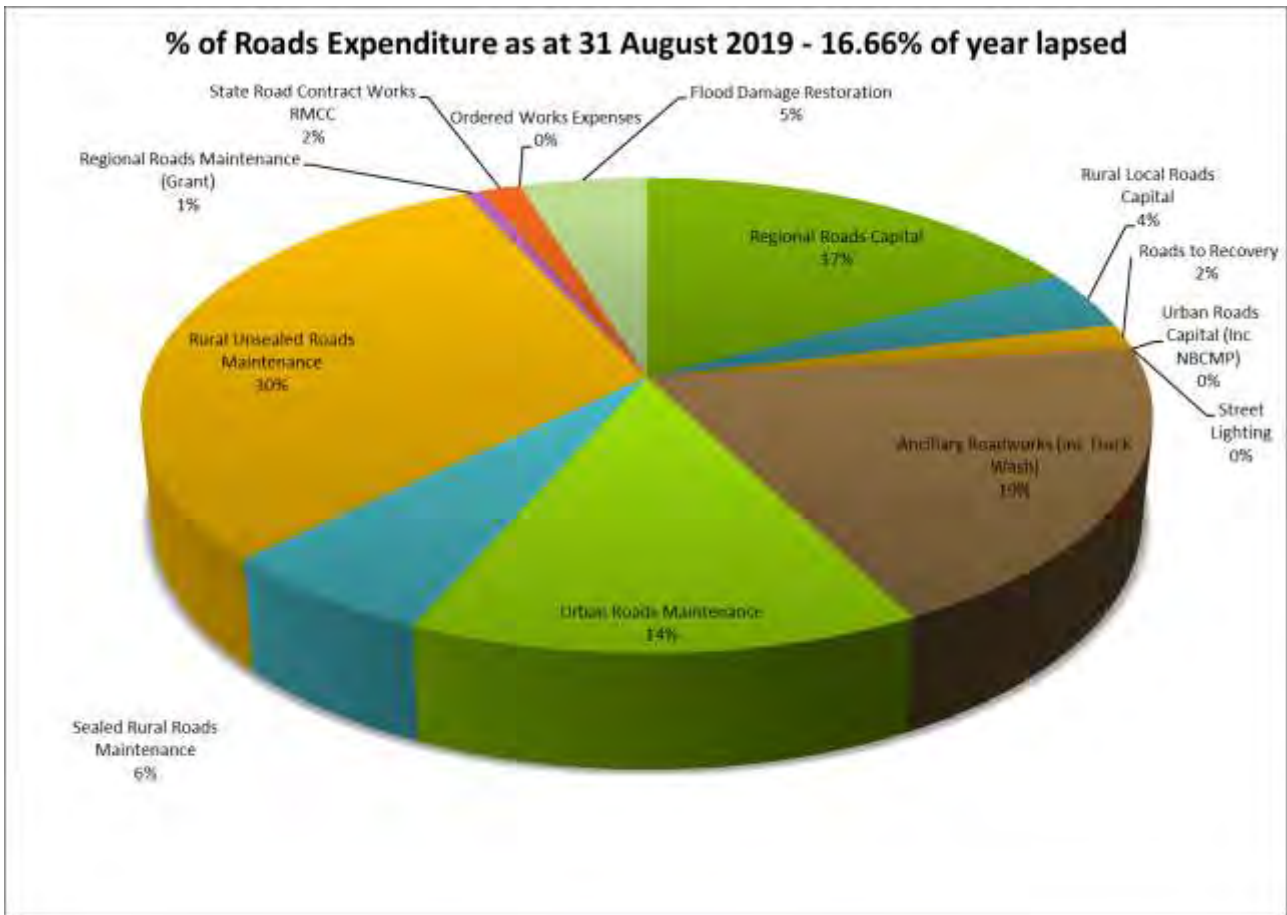
The scope is to be developed in the second half of the year for the Sewer Pump station 3 (SPS3) replacement.

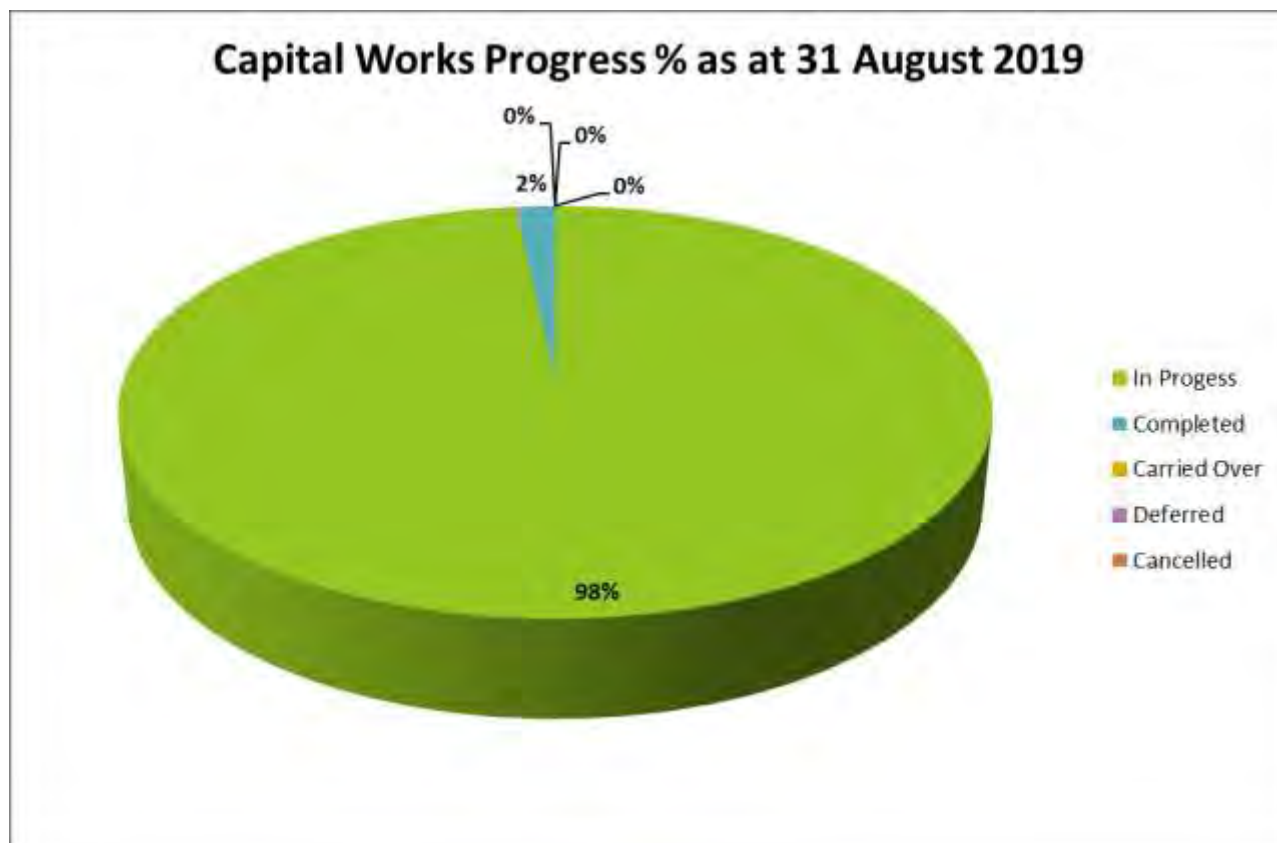
The PS1 cracking investigation project is completed.

The primary filter – EPA project is to be scheduled.

Flow meters for pump stations 2, 3 and 4 have been purchased with installation to be confirmed.







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 August 2019.

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2019-20 - as at 31/08/19

Capital Projects	Cancelled	Complete	Unrealised Grants
Projects Not Capitalised	Deferred	Carryover	Key Operational

16.66 % of year elapsed

Project	Resp.	Job Number	Status	Proposed Budget	Carryover	Commitment	Budget	YTD Expenditure	Balance	%	Comments	Date WAE Sent	Capitalised
1 TRIM EDMS	IT	4200-1001-0000	A	-	\$17,395.00	\$16,500.00	\$17,395.00	\$0.00	\$17,395.00	0%	Awaiting final actions from MagiQ before approval from Records Officer.		
2 Website revamp	CO	4400-1007-0000	A	-	\$70,000.00		\$70,000.00	\$0.00	\$70,000.00	0%	Waiting on staff contribution for content and confirmation further assessment of MagiQ connection. Aim for release October		
3 MS Exchange Replacements	IT	4400-1014-0000	A	-	\$28,000.00		\$28,000.00	\$0.00	\$28,000.00	0%	Organising new quotes		
4 MS Office Replacement	IT	4400-1015-0000	A	-	\$34,595.00		\$34,595.00	\$0.00	\$34,595.00	0%	Organising new quotes		
5 Council email archiving	IT	4400-1017-0000	A	-	\$17,000.00		\$17,000.00	\$0.00	\$17,000.00	0%	Organising new quotes		
6 Software Licencing	IT	4400-1019-0000	A	10,000			\$10,000.00	\$0.00	\$10,000.00	0%	Will review throughout the year		
7 Network Penetration Testing	IT	4400-1020-0000	A	10,000			\$10,000.00	\$0.00	\$10,000.00	0%	Will commence in March		
8 Replace Virtualising Hardware & Software	IT	4400-1021-0000	A	95,000			\$95,000.00	\$0.00	\$95,000.00	0%	Will commence in October		
9 Upgrade Phone System	IT	4400-1022-0000	A	60,000		\$45,820.70	\$60,000.00	\$640.00	\$59,360.00	1%	Ordered and currently awaiting equipment and installation dates		
10 Business Continuity Site	IT	4400-1023-0000	A	30,000			\$30,000.00	\$0.00	\$30,000.00	0%	Will be reviewed as part of the Virtualising upgrade		
11 IT Review	IT	4400-1024-0000	A	5,000			\$5,000.00	\$0.00	\$5,000.00	0%	Will commence in February		
12 Photocopier Replacement	IT	4400-1025-0000	A	15,000			\$15,000.00	\$0.00	\$15,000.00	0%	Will commence in February		
13 Pound - Cattery Holding System	MDE	5100-1001-0000	A	6,000			\$6,000.00	\$0.00	\$6,000.00	2%	Design planning has commenced		
14 CCTV camera positioned outside Betta Electrical Store in East Street	IT	5200-1004-0000	A	5,000			\$5,000.00	\$0.00	\$5,000.00	0%	Will commence in January		
15 Wireless Links for Main Street CCTV System	IT	5200-1005-0000	A	8,000			\$8,000.00	\$0.00	\$8,000.00	0%	Will commence in January		
16 CCTV camera positioned outside Post Office in East Street	IT	5200-1006-0000	A	5,000			\$5,000.00	\$0.00	\$5,000.00	0%	Will commence in January		
17 Barellan RFS Station Amenities	WM	5300-1005-0000	A	60,000			\$60,000.00	\$0.00	\$60,000.00	0%	Planning and design underway. Waiting on advice from RFS for construction start date.		
18 Narrandera Waste Facility - external fence	MDE	5600-1006-0000	A	-	\$9,297.00		\$9,297.00	\$0.00	\$9,297.00	0%	Design and planning has commenced		
19 Recycle Vending Machine	DGMI	5600-1008-0000	A	-	\$56,849.00	\$9,454.76	\$56,849.00	\$4,929.86	\$51,919.14	9%	Site location, slab and parking design completed. Earthworks commenced. Quotes under review. Internal electricity scope being developed.		
20 Narrandera Landfill New Cell	MDE	5600-1009-0000	A	40,000		\$587.36	\$40,000.00	\$2,242.65	\$37,757.35	6%	Design and planning has commenced		
21 Ndra Landfill Masterplan improvement works - possibility of grant funding in future	MDE	5600-1010-0000	A	330,000			\$330,000.00	\$0.00	\$330,000.00	0%	Project scope being determined		
22 Ndra Landfill Operational control room (transportable, dust-free - replace carriage)	MDE	5600-1011-0000	A	20,000			\$20,000.00	\$0.00	\$20,000.00	0%	Project scope being determined		
23 Larmers St Flood Mitigation Works	MPA	5700-1004-0000	A	-	\$3,639.00	\$248.79	\$3,639.00	\$2,156.68	\$1,482.32	59%	Finalise installation of pump to be completed October		
24 Narrandera West Drainage Improvements	MPA	5700-1005-0000	A	-	\$41,753.00	\$1,243.92	\$41,753.00	\$0.00	\$41,753.00	0%	Construction for retention basin adjacent to Cemetery		
25 Siphon Retaining Wall Renewal	MPA	5700-1006-0000	A	28,560		\$3,012.01	\$28,560.00	\$901.83	\$27,658.17	3%	Design and planning completed, procurement underway.		
26 Drainage Improvement Driscoll Rd	MPA	5700-1007-0000	A	75,000			\$75,000.00	\$279.89	\$74,720.11	0%	Extension of existing stormwater opposite Patersons Road in Red Hill Industrial Estate. Concrete beams installed, site to be levelled and turfed early October.		
27 Narrandera Cemetery Improvements	OSR	0800-1004-0000	A	-	\$71,532.00		\$71,532.00	\$0.00	\$71,532.00	0%	Developing quotations expect to commence November		
28 Barellan Cemetery Entrance gate	OSR	0800-1005-0000	A	-	\$8,000.00		\$8,000.00	\$0.00	\$8,000.00	0%	Quotations to be sent late September		
29 Barellan Cemetery Furniture	OSR	0800-1008-0000	A	2,800			\$2,800.00	\$0.00	\$2,800.00	0%	Quotations to be sent late September		
30 GG Cemetery Furniture	OSR	0800-1009-0000	A	5,000			\$5,000.00	\$0.00	\$5,000.00	0%	Quotations to be sent late September		
31 Narrandera Library - Building of Youth Room	CDM	7700-1003-0000	A	-	\$223,779.00	\$30,970.56	\$223,779.00	\$71,945.73	\$151,833.27	32%	Building completed, furniture to be assembled, external painting, irrigation and driveway still to be completed.		
32 Book & Resources annual replacement	CDM	7700-1005-0000	A	29,696			\$29,696.00	\$300.83	\$29,395.17	1%	Purchasing is on track. Resource orders in process and supplier visit booked.		
33 LT Pool - Detailed Design of Master Plan Works, Filtration & Splash Park	MPA	7800-1005-0000	A	-	\$30,007.00	\$9,001.79	\$30,007.00	\$3,683.65	\$26,323.35	12%	Project now forms part of the Lake Talbot pool filtration project - see item 37.		
34 Lake Talbot Pool Replacement of Slides	MPA	7800-1010-0000	A	-	\$1,147,504.00	\$970,315.51	\$1,147,504.00	\$56,940.50	\$1,090,563.50	5%	Contractor on site. Open slide has been delivered. Concrete piers under construction. Racer slide expected to arrive week of 9th Sept. On track for completion 30 October.		
35 LT Pool - Pedestrian Path	MPA	7800-1011-0000	A	-	\$11,671.00		\$11,671.00	\$1,062.37	\$10,608.63	9%	Planting 90% complete. Irrigation system to be installed by contractor		
36 Lake Talbot Pool - Change Rooms pool deck level	MPA	7800-1012-0000	A	-	\$455,338.00	\$269,531.20	\$455,338.00	\$151,644.68	\$303,693.32	33%	Block work and roof installed. On track for completion 30 October.		
37 Lake Talbot Pool Masterplan - Renew Filtration	MPA	7800-1015-0000	A	1,573,500			\$1,573,500.00	\$934.13	\$1,572,565.87	0%	Tender closed and submission being assessed. Report to October 2019 Council meeting		
38 Lake Talbot Pool Masterplan - Water Play Park	MPA	7800-1016-0000	A	325,000			\$325,000.00	\$311.36	\$324,688.64	0%	Tender closed and submission being assessed. Report to October 2019 Council meeting		
39 Barellan Pool - Shade Structure South Side Infants Pool	MPA	7900-1006-0000	F	-	\$4,200.00		\$4,200.00	\$4,176.00	\$24.00	99%	Project complete.		
40 Brin Pool Upgrade Filtration system / Waste water irrigation	MPA	7900-1007-0000	A	155,000			\$155,000.00	\$0.00	\$155,000.00	0%	Development of quote documentation commenced works scheduled to commence end of March 2020		

Project	Resp.	Job Number	Status	Proposed Budget	Carryover	Commitment	Budget	YTD Expenditure	Balance	%	Comments	Date WAE Sent	Capitalised
41 Brin Pool Replace Marine Carpet	MPA	7900-1008-0000	A	4,000			\$4,000.00	\$0.00	\$4,000.00	0%	Organising contractor to be completed before pool opens.		
42 Narrandera Sportsground Play Equipment	OSR	0200-1016-0000	A	-	\$24,600.00	\$27,682.73	\$24,600.00	\$0.00	\$24,600.00	0%	Installation mid October		
43 Ndra Sportsground drainages and soak	OSR	0200-1019-0000	A	160,000			\$160,000.00	\$0.00	\$160,000.00	0%	Quotes to be received October, planning works for late November		
44 Ndra Sportsground Building upgrades (old Kiosk etc)	OSR	0200-1020-0000	A	10,000			\$10,000.00	\$0.00	\$10,000.00	0%	Project scope being determined.		
45 HM Oval Level and Resurface	OSR	0200-1021-0000	A	25,000			\$25,000.00	\$0.00	\$25,000.00	0%	Works to commence November		
46 SCC - Marie Bashir Park - Mobile Stage	OSR	0300-1009-0000	A	-	\$95,710.00	\$95,851.10	\$95,710.00	\$5,161.93	\$90,548.07	5%	Delivery expected in September		
47 Flag Poles for Festive Flags	OSR	0300-1012-0000	A	-	\$1,906.00		\$1,906.00	\$684.14	\$1,221.86	36%	Budget allocation for banner purchases		
48 Completion of Wiradjuri wall	OSR	0300-1022-0000	A	-	\$20,000.00		\$20,000.00	\$0.00	\$20,000.00	0%	Design of new Wiradjuri Wall in consultation with local Elders		
49 Barellan Playground Upgrades	OSR	0300-1023-0000	A	-	\$30,000.00	\$25,415.00	\$30,000.00	\$0.00	\$30,000.00	0%	Installation mid October		
50 Hankinson Park Development	OSR	0300-1025-0000	A	-	\$66,680.00	\$4,090.91	\$66,680.00	\$1,871.13	\$64,808.87	3%	Irrigation system completed, plantings to be ordered mid September, Toulouse has been ordered.		
51 MBP Up Lighting adventure playground	OSR	0300-1036-0000	A	15,000			\$15,000.00	\$0.00	\$15,000.00	0%	Early October quotations to be received, installation late November		
52 MBP Drinking fountains/ bottle fillers	OSR	0300-1037-0000	A	8,000			\$8,000.00	\$0.00	\$8,000.00	0%	Quotations received mid September, installation mid November		
53 MBP Pocket park upgrades	OSR	0300-1038-0000	A	50,000			\$50,000.00	\$0.00	\$50,000.00	0%	Quotations for park strategy, Shady Street Park irrigation system, irrigation system upgrades other areas		
54 MBP Narrandera Playgrounds Upgrades	OSR	0300-1039-0000	A	10,000			\$10,000.00	\$0.00	\$10,000.00	0%	Toddlers play equipment to be installed March		
55 Victoria Ave stage 2 - level, irrigate, formalise driveways, curb	OSR	0300-1040-0000	A	80,000			\$80,000.00	\$0.00	\$80,000.00	0%	Project scope being determined.		
56 Festive Mega Tree (Star) inclusion	MPA	0300-1041-0000	A	3,500		\$129.53	\$3,900.00	\$64.76	\$3,435.24	2%	Design and planning has commenced		
57 Brewery Flats landscaping, furniture replacement, painting etc.	OSR	0300-1042-0000	A	5,000			\$5,000.00	\$0.00	\$5,000.00	0%	Project scope being determined.		
58 Lake Talbot deepening project	OSR	0600-1007-0000	A	-	\$24,600.00		\$24,600.00	\$0.00	\$24,600.00	0%	First draft report received by consultant		
59 Aquatic Weed Harvester	OSR	0600-1008-0000	A	-	\$130,000.00		\$130,000.00	\$0.00	\$130,000.00	0%	Quotations to be developed early October, demonstrations to take place December prior to purchase.		
60 LT Rec Seating and Shelter Revamp	OSR	0600-1009-0000	A	10,000			\$10,000.00	\$0.00	\$10,000.00	0%	Design and quotation October, construction expected December.		
61 Ndra Stadium Foam Guards	OSR	0400-1003-0000	A	5,000			\$5,000.00	\$0.00	\$5,000.00	0%	Quotations sought early September. Installation October/November		
62 Flood Damage Restoration Works	WM	0004-0003-0000	A	-		\$1,231.82	\$0.00	\$37,065.54	-\$37,065.54	0%	Last remaining road, Donaldson Road to be completed September. Budget adjustment to be made in quarterly review.		
63 Flood Damage Causeway Works	WM	0004-0004-0000	A	-			\$0.00	\$0.00	\$0.00	0%			
64 Barellan Stormwater Design	MPA	0006-1012-0000	A	-	\$3,761.00		\$3,761.00	\$373.19	\$3,387.81	10%	Budget for design work only. To be completed by February.		
66 Urban Roads Construction	WM	N/A	A	125,050			\$125,050.00		\$125,050.00	0%			
67 Intersections Upgrade Local & Reg. Rds	WM	0006-1023-0000	A	-			\$0.00	\$0.00	\$90,000.00	0%	Project scope to be determined		
68 Culvert/bridge assessment works	WM	0006-1024-0000	A	-			\$0.00	\$0.00	\$35,050.00	0%	Consultant to be engaged		
69 Urban Roads Construction - Laneways	WM	0006-1021-0000	A	38,950			\$38,950.00	\$0.00	\$38,950.00	0%	to be scheduled		
70 Urban Reseals	WM	0007-1000-0000	A	114,800			\$114,800.00	\$0.00	\$114,800.00	0%	to be scheduled works to be undertaken February/March		
71 Urban Pavement Rehabilitation	WM	N/A	A	126,075			\$126,075.00		\$126,075.00	0%			
72 Urban Laneways Upgrade-additional	WM	0008-1017-0000	A	-			\$0.00	\$0.00	\$50,000.00	0%	to be scheduled		
73 Improvement of water haulage	WM	0008-1019-0000	A	-			\$0.00	\$0.00	\$15,000.00	0%	Investigations started to source additional water supplies for rural road works		
74 Innovation for Rural infrastructure Mgmt	WM	0008-1020-0000	A	-			\$0.00	\$0.00	\$16,075.00	0%	Investigations to do with dust suppression technology on rural roads		
75 Urban K&G Replacement	WM	0008-1018-0000	A	15,000			\$15,000.00	\$0.00	\$15,000.00	0%	to be scheduled from asset management plan		
76 Urban Footpath Replacement	WM	0006-1022-0000	A	10,000			\$10,000.00	\$0.00	\$10,000.00	0%	to be scheduled from asset management plan		
77 NBCMP (Bolton street upgrade)	MPA	0006-1017-0000	A	1,668,109	\$188,040.00		\$1,856,149.00	\$67.54	\$1,856,081.46	0%	Planning commenced. Electrical design to be finalised and storm water to be reviewed.		
78 Rural Sealed Roads Construction	WM	N/A	A	268,050			\$268,050.00		\$268,050.00	0%			
79 Cove Road 1.1-3.3 km	WM	0010-1108-0000	A	-			\$0.00	\$0.00	\$38,500.00	0%	Start mid January		
80 Culvert Manderlay Road 9.27 km	WM	0010-1109-0000	A	-		\$1,227.27	\$0.00	\$0.00	\$7,022.00	0%	Start March		
81 Culvert Manderlay Road 7.78 km	WM	0010-1110-0000	A	-			\$0.00	\$0.00	\$6,500.00	0%	Start March		
82 Culvert Brookong St 0.0 km	WM	0010-1111-0000	A	-			\$0.00	\$0.00	\$6,500.00	0%	Start March		
83 Centenary Road 4.16 km- 9.11 km	WM	0010-1112-0000	A	-			\$0.00	\$0.00	\$86,625.00	0%	Start late February		
84 Culvert Yalgogorin Road 0.262	WM	0010-1113-0000	A	-		\$1,598.18	\$0.00	\$0.00	\$12,000.00	0%	Start March		
85 Devlins Bridge Road 3.03-5.5 km	WM	0010-1114-0000	A	-			\$0.00	\$0.00	\$110,903.00	0%	Start late November		
87 FCR - Collinroobie Leeton Road	WM	0012-1023-0000	A	-	\$1,173,462.00	\$16,754.85	\$1,173,462.00	\$31,587.00	\$1,141,875.00	3%	Joint fixing country roads project with Leeton Shire budget allocation is approx 50/50 split		
86 Roads Resheeting - (Unsealed rural roads resheeting)	WM	N/A	A	354,425			\$354,425.00		\$351,495.31	0%			
88 Dows Road 4.08-5.6 km	WM	0012-1024-0000	A	-			\$0.00	\$0.00	\$36,480.00	0%	Start early April		
89 Ergolia Road Widening 0-11.95 km	WM	0012-1025-0000	A	-		\$112.15	\$0.00	\$0.00	\$97,793.00	0%	To be scheduled		
90 Pamandi Road 6.74-8.5 km	WM	0012-1026-0000	A	-			\$0.00	\$0.00	\$40,152.00	0%	Start mid December		
91 Brewarrina Bridge Retrofitting	WM	0012-1027-0000	A	-			\$0.00	\$0.00	\$80,000.00	0%	To be scheduled, awaiting feedback from Consultant		

	Project	Resp.	Job Number	Status	Proposed Budget	Carryover	Commitment	Budget	YTD Expenditure	Balance	%	Comments	Date WAE Sent	Capitalised
92	Kamarah Road Upgrade	WM	0012-1028-0000	A	-			\$0.00	\$0.00	\$100,000.00	0%	Start late March		
93	FCR - Regional Roads - Canola Way	WM	0013-1243-0000	A	-	\$375,218.00	\$13,495.59	\$375,218.00	\$2,929.69	\$97,070.31	3%	Design being undertaken		
94	Rural Roads Reseals	WM	0002-1000-0000	A	146,575			\$146,575.00	\$0.00	\$146,575.00	0%	To be scheduled		
95	Roads to Recovery (25 % of R2R proposed to expend in Urban Area) Grant (Roads)	WM	N/A	A	250,000			\$250,000.00		\$250,000.00	0%			
96	Roads to Recovery (75 % of R2R proposed to expend on Rural Area) Grant (Roads)	WM	N/A	A	747,362			\$747,362.00		\$733,665.44	0%			
97	Urban Roads reseal from R2R	WM	0014-1100-0000	A	-			\$0.00	\$0.00	-	0%			
98	Landervale Road 10-12.48 km	WM	0014-1122-0000	A	-			\$0.00	\$0.00	118,792.00	0%	Start early may		
99	Lismoyle Road 1.56-3.31 km	WM	0014-1123-0000	A	-		\$388.54	\$0.00	\$0.00	49,175.00	0%	Start mid April		
100	Males Road 0-1 km	WM	0014-1124-0000	A	-		\$181.17	\$0.00	\$0.00	44,900.00	0%	Start late April		
101	Boree Road 5-6.7 km	WM	0014-1125-0000	A	-			\$0.00	\$0.00	76,330.00	0%	Start early March		
102	Weir Road 0-1.79 km	WM	0014-1126-0000	A	-			\$0.00	\$0.00	80,371.00	0%	Start early September		
103	McKenzies Road Culvert 2.5 km	WM	0014-1127-0000	A	-			\$0.00	\$0.00	6,773.00	0%	Start March		
104	Old Wagga Road 29.39-31.06 km	WM	0014-1128-0000	A	-		\$94.92	\$0.00	\$0.00	74,983.00	0%	Start late January		
105	Strontian Road Widening 10.58-15.64	WM	0014-1129-0000	A	-			\$0.00	\$0.00	89,562.00	0%	Start mid October		
106	Paintings Bridge Road 11.67-13 km	WM	0014-1130-0000	A	-		\$5,205.28	\$0.00	\$6,302.75	28,543.25	18%	Road works complete, seal early September		
107	Paintings Bridge Road 13-14 km	WM	0014-1131-0000	A	-		\$14,135.28	\$0.00	\$7,393.81	41,606.19	15%	Seal early September		
108	Settlers Road 0.72-3 km	WM	0014-1132-0000	A	-		\$17,368.29	\$0.00	\$0.00	116,052.00	0%	Works Commenced		
109	Paynters Siding Road 6.7-8 km	WM	0014-1133-0000	A	-			\$0.00	\$0.00	39,000.00	0%	Start early November		
110	Cypress Road 1.4 -2.45	WM	0014-1134-0000	A	-			\$0.00	\$0.00	31,500.00	0%	Start late October		
111	Hulmes Road 4.9- 8.0	WM	0014-1135-0000	A	-		\$377.04	\$0.00	\$0.00	54,250.00	0%	Start mid may		
112	Bullock Tank Road 11-12 km	WM	0014-1136-0000	A	-			\$0.00	\$0.00	50,900.00	0%	Start late December		
113	Old Wagga Road 10.62- 13.5 km	WM	0014-1137-0000	A	-			\$0.00	\$0.00	80,928.00	0%	Start mid December		
114	Regional Roads Capital Works (Capital Component of Block Grant)	WM	0013-0000-0000	A	260,400			\$260,400.00	\$131,503.47	\$128,896.53	51%	Contribution to Cowabbie Creek culvert		
115	Repair Grant (with 50 % contribution from Block Grant)	WM	0015-0001-0000	A	170,200			\$170,200.00	\$0.00	\$170,200.00	0%	To be scheduled		
116	Narrandera Truck Wash	MPA	0030-1009-0000	A	-	\$492,360.00	\$76,529.87	\$492,360.00	\$151,129.40	\$341,230.60	31%	Concrete washbay and settlement pits completed. Shed procurement commenced. Electricity to be connected by end of October		
117	Footpath - Elwin Street	MPA	0030-1016-0000	F	-	\$4,868.00	\$147.85	\$4,868.00	\$0.00	\$4,868.00	0%	Project completed budget to be reallocated		
118	Stage 2 of AMS Implementation - Road condition survey	MPA	0030-1010-0000	A	-	\$94,944.00	\$10,215.00	\$94,944.00	\$772.79	\$94,171.21	1%	Update Confirm data base to commence development pavement management system (a system that predicts future maintenance requirements of the road network)		
119	Shared Cycleway (Active Transport - 50/50 Funding) Marie Bashir Park	MPA	0030-1012-0000	A	51,000			\$51,000.00	\$0.01	\$50,999.99	0%	RMS funding not provided, project to be removed in QBR. Pamp Plan priorities being reviewed to determine reallocation recommendations for footpath work		
120	PAMP - (Active Transport - 100% RMS Funding) - Cadell Street	MPA	0030-1013-0000	A	121,820		\$188.99	\$121,820.00	\$0.00	\$121,820.00	0%	Design and planning commenced to provide safe pedestrian access across Cadell St at Twynam intersection.		
121	Drone Purchase for Survey / Inspection	MPA	0030-1016-0000	A	7,899			\$7,899.00	\$0.00	\$7,899.00	0%	Procurement to commence in September		
122	Footpath - Audley Street	MPA	0030-1020-0000	A	16,000			\$16,000.00	\$0.00	\$16,000.00	0%	Design and planning to be scheduled for southern side between Cadell and East Streets		
123	Banner Poles Leeton Road	OSR	0030-1017-0000	A	15,000			\$15,000.00	\$0.00	\$15,000.00	0%	Design and planning to be scheduled		
124	Design Pedestrian bridge Brewery Flat to East St	MPA	0030-1018-0000	A	18,000			\$18,000.00	\$0.00	\$18,000.00	0%	Design and planning to be scheduled		
125	Arts Centre Building Works	WM	8307-1001-0000	A	-	\$4,614.00		\$4,614.00	\$0.00	\$4,614.00	0%	To be scheduled		
126	Red Hill Signage	EDM	8500-1001-0000	A	-	\$3,800.00		\$3,800.00	\$0.00	\$3,800.00	0%	Landscaping signage to be completed by end of December		
127	Gateway/Entrance signs	EDM	8700-1003-0000	A	-	\$30,861.00		\$30,861.00	\$27,027.00	\$3,834.00	88%	To be completed by end of September		
128	Lake Talbot Tourist Park fire service design	MPA	8900-1005-0000	A	-	\$18,209.00		\$18,209.00	\$0.00	\$18,209.00	0%	Design and planning to be scheduled		
129	LT Tourist park internal road improvements	MPA	8900-1006-0000	A	20,000			\$20,000.00	\$0.00	\$20,000.00	0%	Design and planning to be scheduled		
130	Building renewal and upgrades	WM	9300-1004-0000	A	13,200			\$13,200.00	\$0.00	\$13,200.00	0%	To be scheduled		
131	Airport Terminal Building	WM	9300-1014-0000	A	20,000		\$224.55	\$20,000.00	\$2,480.00	\$17,520.00	12%	To be scheduled		
132	Council Chambers upgrade of storage facility	WM	9300-1015-0000	A	21,000			\$21,000.00	\$0.00	\$21,000.00	0%	To be scheduled		
133	16 Kiesling Drive	WM	9300-1009-0000	A	2,500	\$7,656.00		\$10,156.00	\$0.00	\$10,156.00	0%	To be scheduled		
134	Manderlay Road House	WM	9300-1017-0000	A	20,000			\$20,000.00	\$0.00	\$20,000.00	0%	To be scheduled		
135	Community Hall Barellan	WM	9300-1018-0000	A	1,000	\$21,455.00		\$22,455.00	\$0.00	\$22,455.00	0%	To be scheduled		
136	Community Hall Grng Grng	WM	9300-1019-0000	A	2,000			\$2,000.00	\$0.00	\$2,000.00	0%	To be scheduled		
137	Tobacconist Shop	WM	9300-1020-0000	A	2,700			\$2,700.00	\$0.00	\$2,700.00	0%	To be scheduled		
138	6 Victoria Square	WM	9300-1021-0000	A	4,500			\$4,500.00	\$0.00	\$4,500.00	0%	To be scheduled		
139	4 Victoria Square	WM	9300-1022-0000	A	6,000			\$6,000.00	\$0.00	\$6,000.00	0%	To be scheduled		
140	Council Chambers upgrade of storage facility	WM	9300-1010-0000	A	9,000			\$9,000.00	\$0.00	\$9,000.00	0%	To be scheduled		
141	Upgrading Twynam Street Shops	WM	9300-1011-0000	A	6,700		\$250.00	\$6,700.00	\$196.61	\$6,503.39	3%	To be scheduled		
142	Provision of off street staff/fleet parking for Chambers	MPA	9300-1012-0000	A	70,000			\$70,000.00	\$0.00	\$70,000.00	0%	Design and planning to be scheduled		
143	Museum - Ext. paint, disabled ramp, public toilets	WM	9300-1013-0000	A	57,000			\$57,000.00	\$0.00	\$57,000.00	0%	To be scheduled		
144	Airport Runway resealing & re-marking	TAE	9400-1010-0000	A	410,000			\$410,000.00	\$0.00	\$410,000.00	0%	Works planned for week 14 - 20 March 2020.		
145	Airport Ongoing small inside improvements including flood gate repairs	TAE	9400-1011-0000	A	10,000			\$10,000.00	\$4,348.60	\$5,651.40	43%	Ongoing through the year expect to complete by Dec 19.		
146	Light Vehicles	PWM	9500-1000-0000	A	352,680		\$132,383.26	\$352,680.00	\$112,135.74	\$240,544.26	32%	5 vehicles delivered, 2 ordered and 5 yet to order		

Project	Resp.	Job Number	Status	Proposed Budget	Carryover	Commitment	Budget	YTD Expenditure	Balance	%	Comments	Date WAE Sent	Capitalised
147 Trucks & Trailers	PWM	9500-1001-0000	A	722,000		\$204,869.09	\$722,000.00	\$0.00	\$722,000.00	0%	4 vehicles ordered and 2 yet to order		
148 Heavy Plant Sales	PWM	9500-1002-0000	A	373,700		\$145,454.55	\$373,700.00	\$0.00	\$373,700.00	0%	1 vehicles ordered and 5 yet to order		
149 Other Plant Capital	PWM	9500-1003-0000	A	20,000		\$400.00	\$20,000.00	\$21,967.36	-\$1,967.36	110%	Purchases completed		
150 Water Main Replacements	WSE	2900-1001-0000	A	-	\$128,503.00	\$3,148.49	\$128,503.00	\$636.51	\$127,866.49	0%	Mitchell Street beginning September completion due 1 November. Budget for purchase of software, purchase to be completed second half of year		
151 SCADA and Instrumentation upgrades (online chlorine analysers)	WSE	2900-1005-0000	A	50,000	\$49,451.00	\$207.79	\$99,451.00	\$0.00	\$99,451.00	0%			
152 Network Hydraulic Modelling Software	WSE	2900-1007-0000	A	-	\$33,510.00	\$8,000.00	\$33,510.00	\$0.00	\$33,510.00	0%	Training will be completed September, then project completed		
153 Main Street Water Main Replacement	WSE	2900-1009-0000	A	-	\$55,204.00	\$30.99	\$55,204.00	\$36,378.69	\$18,825.31	66%	To be completed in September		
154 Flow meters on all inlet and outlets Reservoirs	WSE	2900-1022-0000	A	-	\$58,422.00	\$4,325.94	\$58,422.00	\$3,509.85	\$54,912.15	6%	Flow meters purchased, install to be confirmed		
155 Backflow prevention register	WSE	2900-1023-0000	A	-	\$13,375.00		\$13,375.00	\$509.56	\$12,865.44	4%	Register complete, inspections in progress		
156 Reservoir cleaning and structural assessment	WSE	2900-1024-0000	A	-	\$16,128.00		\$16,128.00	\$0.00	\$16,128.00	0%	Clean water strategy being developed and reservoir cleaning to be scheduled following adoption of the strategy		
157 Data entry and document control system	WSE	2900-1025-0000	A	-	\$4,157.00		\$4,157.00	\$2,587.53	\$1,569.47	62%	In progress		
158 Aerator gas scrubbing	WSE	2900-1027-0000	A	-	\$20,000.00		\$20,000.00	\$0.00	\$20,000.00	0%	Preliminary investigations completed. Works to be scheduled		
159 Network Design and Planning review (reservoirs and zoning)	WSE	2900-1028-0000	A	-	\$23,127.00		\$23,127.00	\$0.00	\$23,127.00	0%	To begin October and ongoing for remainder of the year		
160 WTP filter/Upgrade design	WSE	2900-1038-0000	A	-	\$76,625.00	\$3,169.79	\$76,625.00	\$618.94	\$76,006.06	1%	Finalisation of issues paper through ICWM		
161 Non Return Valve Bore A	WSE	2900-1042-0000	A	-	\$2,500.00		\$2,500.00	\$0.00	\$2,500.00	0%	To be scheduled		
162 North Zone Pressure Pump - low pressure issues	WSE	2900-1051-0000	A	-	\$43,924.00		\$43,924.00	\$202.23	\$43,721.77	0%	Project quotes to be sourced in October for additional pump and control		
163 Low Level Chlorinator	WSE	2900-1052-0000	A	-	\$17,372.00	\$8,732.00	\$17,372.00	\$1,073.82	\$16,298.18	6%	Project 90% complete, purchasing chlorine analyser. To be completed October.		
164 Water Main Replacements	WSE	2900-1056-0000	A	250,000		\$5,962.94	\$250,000.00	\$37,882.47	\$212,117.53	15%	Program being developed Dalgetty and Audley Streets first projects to be undertaken		
165 Hydrant and Valve replacements	WSE	2900-1057-0000	A	50,000			\$50,000.00	\$7,870.28	\$42,129.72	16%	Program being developed. Works to begin in October.		
166 Services Replacements	WSE	2900-1058-0000	A	50,000		\$665.79	\$50,000.00	\$6,801.71	\$43,198.29	14%	As required.		
168 WTP filter/Upgrade - including energy efficiency	WSE	2900-1060-0000	A	1,000,000			\$1,000,000.00	\$0.00	\$1,000,000.00	0%	Awaiting outcome of IWCM options assessment and grant funding approval.		
169 High and Low Level reservoir fencing	WSE	2900-1061-0000	A	75,000			\$75,000.00	\$0.00	\$75,000.00	0%	Pending decision on WTP upgrade.		
170 Investigate P51 Cracking	WSE	3900-1010-0000	F	-	\$6,731.00		\$6,731.00	\$0.00	\$6,731.00	0%	Project completed. Budget to be returned to reserves.		
171 Primary filter - EPA	WSE	3900-1016-0000	A	-	\$120,000.00		\$120,000.00	\$0.00	\$120,000.00	0%	To be scheduled		
172 Manhole Replacements	WSE	3900-1021-0000	A	-			\$50,000.00	\$1,368.59	\$48,631.41	3%	Program being developed		
173 Sewer Service Replacements	WSE	3900-1022-0000	A	-	\$3,862.00	\$2,185.45	\$3,862.00	\$854.45	\$3,007.55	22%	Roll over into current year.		
174 Flow meters for Pump Stations 2, 3, 4	WSE	3900-1025-0000	A	-	\$36,194.00	\$1,090.91	\$36,194.00	\$0.00	\$36,194.00	0%	Flow meters purchased, install to be confirmed		
176 Sewer Service Replacements	WSE	3900-1029-0000	A	100,000		\$188.39	\$100,000.00	\$11,631.61	\$88,368.39	12%	As required.		
177 Sewer Main Replacements	WSE	3900-1030-0000	A	50,000		\$363.64	\$50,000.00	\$1,482.29	\$48,517.71	3%	As required.		
178 SPS3 Replacement	WSE	3900-1031-0000	A	200,000			\$200,000.00	\$0.00	\$200,000.00	0%	Scope to be developed second half of year		
179 Barellan Sewer	WSE	3900-1032-0000	A	1,000,000		\$167.29	\$1,000,000.00	\$0.00	\$1,000,000.00	0%	Awaiting outcome of IWCM options assessment and grant funding approval.		
180 CCTV Review	IT	5200-1001-0000	A	\$0.00	\$5,000.00		\$5,000.00	\$0.00	\$5,000.00	2%	Ongoing works		
181 Branding Strategy	EDM	8750-0127-0000	O	\$0.00	\$2,350.00		\$2,350.00	\$0.00	\$2,350.00	0%	Promotion and marketing tourism video to commence October.		
182 Urban Roads Maintenance	WM	0001-0001-0000	O	\$723,500.00		\$25,056.74	\$723,500.00	\$110,008.71	\$613,491.29	15%	Ongoing works		
183 Sealed Rural Roads Maintenance	WM	0002-0001-0000	O	\$281,700.00		\$11,246.73	\$281,700.00	\$48,313.91	\$233,386.09	17%	Ongoing works		
184 Rural Unsealed Roads Expenses	WM	0003-0001-0000	O	\$797,880.00		\$43,885.00	\$797,880.00	\$237,808.01	\$560,071.99	30%	Ongoing works		
185 Regional Roads (M&R Grant)	WM	0005-0000-0000	O	\$210,000.00			\$210,000.00	\$5,037.81	\$204,962.19	2%	Ongoing Works		
186 State Road Contract Works RMCC	WM	0004-0002-0000	O	\$170,500.00		\$5,689.11	\$170,500.00	\$11,663.94	\$158,836.06	7%	Ongoing Works		
187 Ordered Works Expenses - MR B0	WM	0004-0005-0000	O	\$82,000.00			\$82,000.00	\$0.00	\$82,000.00	0%	Works to be confirmed with RMS		
188 Ordered Works Expenses - MR B4	WM	0004-0006-0000	O	\$82,000.00			\$82,000.00	\$0.00	\$82,000.00	0%	Works to be confirmed with RMS		
189 Noxious Weeds Expenses	OSR	5900-0000-0000	O	\$161,554.00			\$161,554.00	\$11,065.35	\$150,488.65	7%	On-going Operating Costs		
190 Public Toilets Expenses	OSR	6620-0000-0000	O	\$62,274.00			\$62,274.00	\$2,634.47	\$59,639.53	4%	On-going Operating Costs		
191 Cemetery Expenses	OSR	0800-0000-0000	O	\$114,603.00			\$114,603.00	\$25,835.75	\$88,767.25	23%	On-going Operating Costs		
192 Sports Ground Expenses	OSR	0200-0000-0000	O	\$230,943.00			\$230,943.00	\$50,999.08	\$179,943.92	22%	On-going Operating Costs		
193 Parks Expenses	OSR	0300-0000-0000	O	\$554,270.00			\$554,270.00	\$82,243.28	\$472,026.72	15%	On-going Operating Costs		
194 Lawn Areas	OSR	0300-0040-0000	O	\$22,750.00		\$1,797.41	\$22,750.00	\$1,293.00	\$21,457.00	6%	On-going Operating Costs		
195 East Street - Street Scaping	OSR	0300-0041-0000	O	\$17,000.00		\$207.52	\$17,000.00	\$1,588.18	\$15,411.82	9%	On-going Operating Costs		
196 Street Trees	OSR	0500-0001-0000	O	\$196,500.00		\$7,465.65	\$196,500.00	\$22,232.17	\$174,267.83	11%	On-going Operating Costs		
197 Lake Talbot Expenses	OSR	0600-0000-0000	O	\$24,000.00			\$24,000.00	\$0.00	\$24,000.00	0%	On-going Operating Costs		
198 Sports Stadium Expenses	OSR	0400-0000-0000	O	\$119,122.00			\$119,122.00	\$14,626.29	\$104,495.71	12%	On-going Operating Costs		
199 Bores Expenses	WSE	2300-0001-0000	O	\$56,000.00		\$1,380.05	\$56,000.00	\$3,064.55	\$52,935.45	5%	On-going Operating Costs		

Capital Expenditure as at 31 August 2019

	Sum of Proposed Budget	Sum of Carryover	Sum of Budget	Sum of YTD Expenditure	Sum of Balance
Administration					
Information Technology	\$ 225,000.00	\$ 166,990.00	\$ 391,990.00	\$ 640.00	\$ 391,350.00
Public Order & Safety					
Pound	\$ 6,000.00		\$ 6,000.00	\$ -	\$ 6,000.00
Security Cameras	\$ 18,000.00	\$ 5,000.00	\$ 23,000.00	\$ -	\$ 23,000.00
Rural Fire Service	\$ 60,000.00		\$ 60,000.00	\$ -	\$ 60,000.00
Environment					
Narrandera Landfill	\$ 390,000.00	\$ 66,146.00	\$ 456,146.00	\$ 7,172.51	\$ 448,973.49
Stormwater	\$ 103,560.00	\$ 45,392.00	\$ 148,952.00	\$ 3,338.40	\$ 145,613.60
Housing & Community Amenities					
Barellan Cemetery	\$ 2,800.00	\$ 8,000.00	\$ 10,800.00	\$ -	\$ 10,800.00
Grong Grong Cemetery	\$ 5,000.00		\$ 5,000.00	\$ -	\$ 5,000.00
Narrandera Cemetery	\$ -	\$ 71,532.00	\$ 71,532.00	\$ -	\$ 71,532.00
Recreation & Culture					
Barellan Pool	\$ 159,000.00		\$ 159,000.00	\$ -	\$ 159,000.00
Lake Talbot Pool	\$ 1,898,500.00	\$ 1,644,520.00	\$ 3,543,020.00	\$ 214,576.69	\$ 3,328,443.31
Lake Talbot Recreation Area	\$ 10,000.00	\$ 154,600.00	\$ 164,600.00	\$ -	\$ 164,600.00
Library	\$ 29,696.00	\$ 223,779.00	\$ 253,475.00	\$ 72,246.56	\$ 181,228.44
Marie Bashir Park	\$ 83,000.00	\$ 115,710.00	\$ 198,710.00	\$ 5,161.93	\$ 193,548.07
Narrandera Memorial Park	\$ 83,500.00	\$ 66,680.00	\$ 150,180.00	\$ 1,935.89	\$ 148,244.11
Narrandera Sports Stadium	\$ 5,000.00		\$ 5,000.00	\$ -	\$ 5,000.00
Narrandera Sportsground	\$ 170,000.00	\$ 24,600.00	\$ 194,600.00	\$ -	\$ 194,600.00
Henry Mathieson Oval	\$ 25,000.00		\$ 25,000.00	\$ -	\$ 25,000.00
Brewery Flats	\$ 5,000.00		\$ 5,000.00	\$ -	\$ 5,000.00
Barellan Park	\$ -	\$ 31,906.00	\$ 31,906.00	\$ 684.14	\$ 31,221.86
Transport & Communication					
Ancillary Roadworks	\$ 213,719.00	\$ 587,304.00	\$ 801,023.00	\$ 151,902.20	\$ 649,120.80
Regional Roads	\$ 430,600.00	\$ 375,218.00	\$ 805,818.00	\$ 134,433.16	\$ 396,166.84
Roads to Recovery	\$ 997,362.00		\$ 997,362.00	\$ 13,696.56	\$ 1,967,330.88
Rural Roads	\$ 769,050.00	\$ 1,173,462.00	\$ 1,942,512.00	\$ 68,652.54	\$ 2,493,404.77
Urban Roads	\$ 2,113,984.00	\$ 191,801.00	\$ 2,305,785.00	\$ 440.73	\$ 2,511,469.27

Capital Expenditure as at 31 August 2019

Economic Affairs					
Airport	\$ 420,000.00		\$ 420,000.00	\$ 4,348.60	\$ 415,651.40
Buildings	\$ 235,600.00	\$ 33,725.00	\$ 269,325.00	\$ 6,553.89	\$ 262,771.11
Plant	\$ 1,468,380.00		\$ 1,468,380.00	\$ 134,103.10	\$ 1,334,276.90
Tourist Park	\$ 20,000.00	\$ 18,209.00	\$ 38,209.00	\$ -	\$ 38,209.00
Economic Development	\$ -	\$ 34,661.00	\$ 34,661.00	\$ 27,027.00	\$ 7,634.00
Water Supplies					
Water	\$ 1,475,000.00	\$ 542,298.00	\$ 2,017,298.00	\$ 98,021.38	\$ 1,919,276.62
Sewer Supplies					
Sewer	\$ 1,350,000.00	\$ 160,056.00	\$ 1,560,056.00	\$ 15,336.94	\$ 1,544,719.06
Grand Total	\$ 12,772,751.00	\$ 5,741,589.00	\$ 18,564,340.00	\$ 960,272.22	\$ 19,138,185.53

Key Operational as at 31 August 2019

Row Labels	Sum of Proposed Budget	Sum of Carryover	Sum of Budget	Sum of YTD Expenditure	Sum of Balance
Economic Affairs					
Economic Development	\$ -	\$ 2,350.00	\$ 2,350.00	\$ -	\$ 2,350.00
Housing & Community Amenities					
Noxious Weeds	\$ 161,554.00		\$ 161,554.00	\$ 11,065.35	\$ 150,488.65
Public Toilets	\$ 62,274.00		\$ 62,274.00	\$ 2,634.47	\$ 59,639.53
Cemetery Expenses	\$ 114,603.00		\$ 114,603.00	\$ 25,835.75	\$ 88,767.25
Recreation & Culture					
Sports Ground Expenses	\$ 230,943.00		\$ 230,943.00	\$ 50,999.08	\$ 179,943.92
Parks Expenses	\$ 554,270.00		\$ 554,270.00	\$ 82,243.28	\$ 472,026.72
Lawn Areas	\$ 22,750.00		\$ 22,750.00	\$ 1,293.00	\$ 21,457.00
Lake Talbot Expenses	\$ 24,000.00		\$ 24,000.00	\$ -	\$ 24,000.00
Sports Stadium Expenses	\$ 119,122.00		\$ 119,122.00	\$ 14,626.29	\$ 104,495.71
Street Scaping	\$ 17,000.00		\$ 17,000.00	\$ 1,588.18	\$ 15,411.82
Street Trees	\$ 196,500.00		\$ 196,500.00	\$ 22,232.17	\$ 174,267.83
Transport & Communication					
Ordered Works	\$ 164,000.00		\$ 164,000.00	\$ -	\$ 164,000.00
Regional Roads	\$ 210,000.00		\$ 210,000.00	\$ 5,037.81	\$ 204,962.19
State Roads	\$ 170,500.00		\$ 170,500.00	\$ 11,663.94	\$ 158,836.06
Urban Roads	\$ 723,500.00		\$ 723,500.00	\$ 110,008.71	\$ 613,491.29
Sealed Rural Roads	\$ 281,700.00		\$ 281,700.00	\$ 48,313.91	\$ 233,386.09
Unsealed Rural Roads	\$ 797,880.00		\$ 797,880.00	\$ 237,808.01	\$ 560,071.99
Water Supplies					
Water	\$ 876,500.00		\$ 876,500.00	\$ 72,612.64	\$ 803,887.36
Sewer Supplies					
Sewer	\$ 566,500.00		\$ 566,500.00	\$ 99,456.17	\$ 467,043.83
Grand Total	\$ 5,293,596.00	\$ 2,350.00	\$ 5,295,946.00	\$ 797,418.76	\$ 4,498,527.24

21 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.

22 CONFIDENTIAL BUSINESS PAPER REPORTS**RECOMMENDATION**

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

22.1 Mayoral Report - GM Annual Review

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

22.2 Economic Development Strategy

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.