



# **BUSINESS PAPER**

**Ordinary Council Meeting**

**19 November 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.

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

**COMMUNITY STRATEGIC PLAN**

Themes

**Agenda Section 16 ~ Our Community**

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- 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**

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- 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**

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- 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**

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- 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

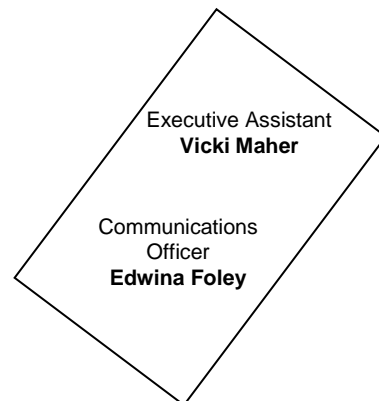
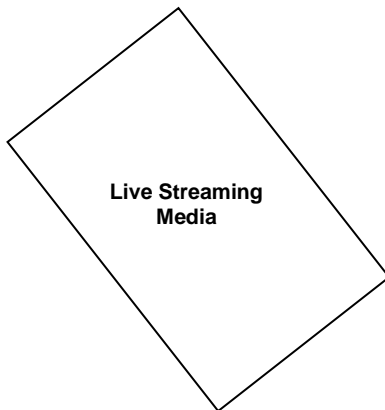
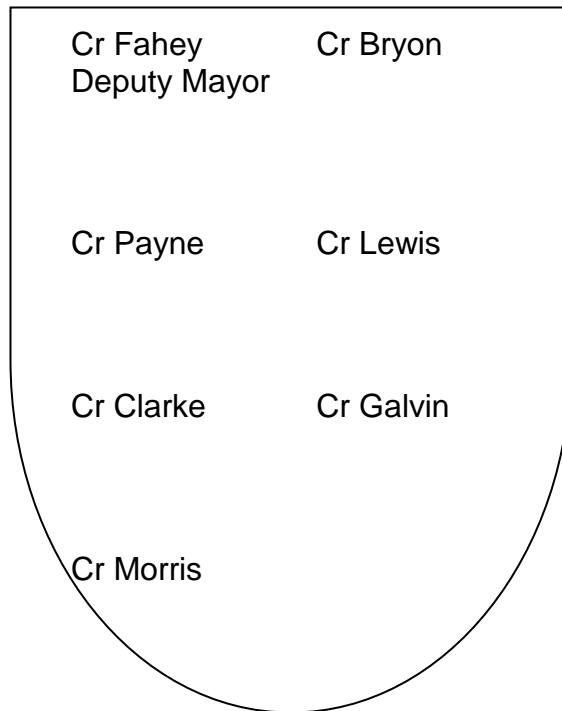
**Agenda Section 20 ~ Our Civic Leadership**

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- 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 <b>George Cowan</b>	<b>MAYOR</b> <b>Cr</b> <b>Kschenka</b>	Deputy General Manager Infrastructure <b>Julian Geddes</b>	Deputy General Manager Corporate & Community <b>Martin Hiscox</b>
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**Notice is hereby given that the Ordinary Meeting of the Narrandera  
Shire Council will be held in the Council Chambers on:  
Tuesday 19 November 2019 at 2pm**

**Order Of Business**

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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 - 22 October 2019



# **MINUTES**

**Ordinary Council Meeting**

**22 October 2019**

Unconfirmed



**MINUTES OF NARRANDERA SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS  
ON TUESDAY, 22 OCTOBER 2019 AT 2PM**

The Mayor declared the meeting opened at **2.09pm** and welcomed the Councillors, Staff, Media, those watching via Live Streaming 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 Tammy Galvin, Cr Tracey Lewis, Cr Barbara Bryon

**In Attendance**

George Cowan (General Manager), Martin Hiscox (Deputy General Manager Corporate & Community), Roger Evans (Interim Deputy General Manager Infrastructure), Edwina Foley (Communications Officer), Minute Taker Vicki Maher

**5 APOLOGIES**

Nil

**6 DECLARATIONS OF INTEREST**

Nil

**7 CONFIRMATION OF MINUTES**

**RESOLUTION 19/130**

Moved: Cr Kevin Morris

Seconded: Cr Narelle Payne

That the Minutes of the Ordinary Council Meeting held on 17 September 2019 be confirmed.

**CARRIED**

**8 MAYORAL REPORT**

**8.1 MAYORAL REPORT OCTOBER 2019**

**RESOLUTION 19/131**

Moved: Cr Neville Kschenka

Seconded: Cr Narelle Payne

That Council receive and note the Mayoral Report for October 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 - ECONOMIC TASKFORCE COMMITTEE (OPEN) 23 SEPTEMBER 2019****RESOLUTION 19/132**

Moved: Cr David Fahey OAM

Seconded: Cr Tracey Lewis

That Council:

1. Receive and note the Minutes of the Economic Taskforce Committee meeting held 23 September 2019, together with the updated Economic Development Strategy (non-confidential).

**CARRIED**

**13.2 MINUTES - AUSTRALIA DAY PLANNING COMMITTEE - 2 SEPTEMBER 2019****RESOLUTION 19/133**

Moved: Cr Narelle Payne

Seconded: Cr Tammy Galvin

That Council:

1. Received and note the Minutes of the Australia Day Planning Committee held on Monday 2 September 2019.

**CARRIED**

**13.3 MINUTES - YOUTH ADVISORY COUNCIL - 9 SEPTEMBER 2019****RESOLUTION 19/134**

Moved: Cr Tracey Lewis

Seconded: Cr Tammy Galvin

That Council:

1. Receive and note the Minutes from the Youth Advisory Council meeting held on the 9 September 2019.

**CARRIED**

**13.4 MINUTES - YOUTH ADVISORY COUNCIL - 14 OCTOBER 2019****RESOLUTION 19/135**

Moved: Cr Tracey Lewis

Seconded: Cr Jenny Clarke OAM

That Council:

1. Receive and note the Minutes of the Youth Advisory Council held on Monday 14 October 2019.

**CARRIED**

## **14 OUR COMMUNITY**

### **14.1 DOMESTIC VIOLENCE ADVISORY COMMITTEE NOMINEES**

#### **RESOLUTION 19/136**

Moved: Cr Barbara Bryon

Seconded: Cr Narelle Payne

That Council:

1. Endorse the nominations and appoint the nominees to the Domestic Violence Advisory Committee as detailed in the body of this report.

**CARRIED**

## **15 OUR ENVIRONMENT**

Nil

## **16 OUR ECONOMY**

### **16.1 PLANNING PROPOSAL CORRECTION OF CLAUSE 4.2C NARRANDERA LOCAL ENVIRONMENTAL PLAN 2013**

#### **RESOLUTION 19/137**

Moved: Cr David Fahey OAM

Seconded: Cr Tammy Galvin

That Council:

1. Agree to the draft planning proposal as attached and consent to staff progressing all stages of the planning proposal through to completion subject to a further report being provided in the event of any significant issues arising during agency consultation or if any objections are received from the community during the exhibition period.
2. Agree to staff having the error corrected through a more streamlined process should it become available.

**CARRIED**

At 2.20pm, Council's Senior Planner joined the meeting to answer questions from Councillors.

## 16.2 LOCAL STRATEGIC PLANNING STATEMENT CONSULTATION

### RESOLUTION 19/138

Moved: Cr David Fahey OAM

Seconded: Cr Narelle Payne

That Council:

1. Agree to staff commencing preliminary consultation regarding land use planning in our shire taking an information gathering approach.

**CARRIED**

## 16.3 COMMUNITY PARTICIPATION PLAN CONSULTATION

### RESOLUTION 19/139

Moved: Cr Tracey Lewis

Seconded: Cr Tammy Galvin

That Council:

1. Grant consent for the General Manager to place a Draft Community Participation Plan on public exhibition in accordance with requirements of the *Environmental Planning and Assessment Act 1979*.

**CARRIED**

## AMENDMENT

### MOTION

Moved: Cr Tracey Lewis

That Council:

1. Requires the Draft CCP to be reported to Council for consideration prior to public exhibition. This approach would allow councillors to review the draft and potentially seek changes prior to public exhibition. However, it would delay the process of completing the CPP and would result in the draft CPP being exhibited in the lead up to and around the Christmas/New Year period which is considered undesirable due to the community's preference to focus on personal matters at this time of year.

The Motion lapsed for want of a Seconder and the original Motion was Carried.

At 2.35pm, Council's Senior Planner left the meeting.

## 17 OUR INFRASTRUCTURE

Nil

**18 OUR CIVIC LEADERSHIP****18.1 RESIGNATION OF YOUTH ADVISORY COUNCILLOR****RESOLUTION 19/140**

Moved: Cr Tracey Lewis

Seconded: Cr Jenny Clarke OAM

That Council:

1. Accept the resignation of Youth Advisory Council member Shakira Hocking.
2. Approve the request to complete a second round of recruitment for new members of the Youth Advisory Council, to commence in February 2020.

**CARRIED**

**18.2 CONSOLIDATION OF ALLOTMENTS - PROPERTIES STREET NUMBERED 4 & 6 TWYNAM STREET, NARRANDERA****RESOLUTION 19/141**

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

The Council:

1. Resolve to consolidate Lots 1 & 2 DP 264323 (street numbered 4 & 6 Twynam Street, Narrandera) into a single allotment;
2. Approval is given to affix the Common Seal of Council, if required, to this any other future documentation relating to this matter.

**CARRIED**

**19 STATUTORY AND COMPULSORY REPORTING – DEVELOPMENT SERVICES REPORTS****19.1 SEPTEMBER DEVELOPMENT SERVICES ACTIVITIES****RESOLUTION 19/142**

Moved: Cr Jenny Clarke OAM

Seconded: Cr Narelle Payne

That Council:

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

**CARRIED**

**20 STATUTORY AND COMPULSORY REPORTING – FINANCIAL / AUDIT REPORTS****20.1 SUBMISSIONS GENERAL PURPOSE FINANCIAL STATEMENTS AND AUDITORS REPORT****RESOLUTION 19/143**

Moved: Cr Barbara Bryon

Seconded: Cr Narelle Payne

That Council:

1. Note that no submissions were received in regard to the General Purpose Financial Statements and Auditors Report for the period ending 30 June 2019, concluding the 2018/2019 financial reporting process in accordance with the Local Government Act, 1993.

**CARRIED**

**20.2 SEPTEMBER STATEMENT OF BANK BALANCES****RESOLUTION 19/144**

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 30 September 2019.

**CARRIED**

**20.3 SEPTEMBER STATEMENT OF RATES AND RECEIPTS****RESOLUTION 19/145**

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 01 October 2019.

**CARRIED**

**20.4 SEPTEMBER INCOME STATEMENT****RESOLUTION 19/146**

Moved: Cr Tracey Lewis  
Seconded: Cr Tammy Galvin

That Council:

1. Receive and note the information contained in the Income Statement report for the period ending 30 September 2019.

**CARRIED**

## **20.5 SEPTEMBER STATEMENT OF INVESTMENTS**

### **RESOLUTION 19/147**

Moved: Cr David Fahey OAM  
Seconded: Cr Narelle Payne

That Council:

1. Receive and note the information contained in the Statement of Investments report as at 30 September 2019.

**CARRIED**

## **20.6 SEPTEMBER CAPITAL WORKS PROGRAM**

### **RESOLUTION 19/148**

Moved: Cr Narelle Payne  
Seconded: Cr Barbara Bryon

That Council:

1. Receive and note the information contained in the Capital Works report as at 30 September 2019.

**CARRIED**

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

Nil



## 22 CONFIDENTIAL BUSINESS PAPER REPORTS

### RESOLUTION 19/149

Moved: Cr Narelle Payne

Seconded: Cr David Fahey OAM

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 Notice of Motion - Parkside Cottage Museum

This matter is considered to be confidential under Section 10A(2) - c 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 information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

#### 22.2 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.

#### 22.3 Tender - Master Plan Upgrade - Lake Talbot Water Park

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

**CARRIED**

### 22.1 NOTICE OF MOTION - PARKSIDE COTTAGE MUSEUM

#### MOTION

Moved: Cr Barbara Bryon

Seconded: Cr Narelle Payne

That as a matter of urgency, Council investigates the economic feasibility of relocating the Parkside Cottage Museum, looking at the advantages and disadvantages of either remaining in the current venue or moving to a more suitable alternative.

1. Do a detailed assessment of the improvements needed for Parkside to continue in its current location as a suitable museum venue.
2. Investigate any alternate buildings and their suitability for use as a museum.
3. Draw up a comparative list of the costs involved in each scenario that is, moving the museum or remaining in situ.

**AMENDMENT PARKSIDE COTTAGE MUSEUM****RESOLUTION 19/150**

Moved: Cr David Fahey OAM

Seconded: Cr Tracey Lewis

That Council engage a consultant, in consultation with the Parkside Cottage Committee, to investigate alternate premises for purchase and report back to Council.

**CARRIED**

**22.2 ECONOMIC TASKFORCE STRATEGY UPDATE - CONFIDENTIAL****RESOLUTION 19/151**

Moved: Cr Jenny Clarke OAM

Seconded: Cr Tammy Galvin

That Council receive and note the Economic Development Strategy (confidential version) containing updates following the Economic Taskforce Committee meeting held **23 September** 2019.

**CARRIED**

**22.3 TENDER - MASTER PLAN UPGRADE - LAKE TALBOT WATER PARK****RESOLUTION 19/152**

Moved: Cr Narelle Payne

Seconded: Cr Tammy Galvin

That Council:

1. Accept the tender offer by Total Creations of \$4,228,810 + GST to design and construct the remaining stage 1 and 2 Lake Talbot Water Park master plan redevelopment activities, illustrated in Table 1 – Staff Recommended Total Creations Design and Construct tender offer.
2. Council proceed to design and construct activities in the 2019/20 capital works program.
3. Note that the Office of Local Government as required under the Ministers Capital Expenditure Guidelines has determined that Council has satisfactorily addressed the criteria required in the Guidelines.
4. Increase the external loan revenue component by \$673,701, as illustrated in Table 3 – Total Project Revenue Summary, to increase the project funding for the design and construction project to a total cost of \$4,805,701 as illustrated in Table 2 – Total Project Costs (Tendered Offer and Council Project Activities).
5. That the design of the Splash Park area be reviewed to incorporate a family friendly grassed area including BBQ facility and suitable furniture.
6. Approval is given to affix the Common Seal of Council, if required, to this and any future documentation necessary relating to this matter.

**CARRIED**

At 3:35 pm, Cr Tracey Lewis left the meeting.

At 3:39 pm, Cr Tracey Lewis returned to the meeting.

**RESOLUTION 19/153**

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

That Council moves out of Closed Council into Open Council and that the Mayor advises the resolutions of Closed Council.

**CARRIED**

**The Meeting closed at 3.46pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 19 November 2019.**

.....  
**GENERAL MANAGER**

.....  
**CHAIRPERSON**

Unconfirmed

## 8 MAYORAL REPORT

### 8.1 MAYORAL REPORT NOVEMBER 2019

**Document ID:** 439357  
**Author:** Mayor  
**Theme:** Our Civic Leadership  
**Attachments:** Nil

#### RECOMMENDATION

That Council:

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

#### BACKGROUND

Since submitting my last Mayor's Report that was presented to the Ordinary Council meeting of 17 September 2019, I have had the privilege to attend the following on behalf of our Council:-

##### Meetings with General Manager

I 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.

##### Media Interviews and Shire News Promotions

I have had Media interviews with Spirit FM 91.1, ABC Radio and Prime7 throughout the past month covering recent topics of interest and/or concern.

#### OCTOBER 2019

##### Wednesday 9

The General Manager and I met with the newly appointed Police Officer in Charge of the Narrandera Leeton area; Inspector Justin Cornes to discuss policing in Narrandera Shire and the spate of crime that had been occurring at the time. As reported at that time, several arrests were subsequently made.

A further meeting was held with Superintendent Craig Ireland, Inspector Cornes, Leeton Shire Mayor and General Manager and the General Manager NSC. At that meeting, latest crime statistics were presented and news of recent arrests was discussed.

##### Tuesday 15 & Wednesday 16

Together with Deputy Mayor Cr Fahey OAM, Cr Clarke OAM, General Manager George Cowan, I attended the 2019 Local Government NSW Annual Conference in Sydney. A separate report is provided to Council.



*The pull up banner in the OLG booth featured the Narrandera Shire Council Chambers building*

**Tuesday 22**

I chaired the monthly Councillors Briefing Session and Ordinary Council Meeting. Unconfirmed Minutes of the Council Meeting submitted for Council’s endorsement. It was a pleasure to have students and teachers from Barellan Central School visit Council and ask questions on matters that concerned them from in and around Barellan.

**Wednesday 23**

Cr Clarke and I, GM George Cowan and DGMCC Martin Hiscox, met with members of the Narrandera Probus Club to discuss the use of funds from the sale of Teloca House and the opportunities for the establishment of retirement units in Narrandera. A further meeting will be held in the future to report on findings from research undertaken by senior staff.

**Wednesday 23**

Council’s commitment to Small Business Month October comprised two events arranged by Council’s Economic Development Team in conjunction with the Narrandera Business Group. The first event, Narrandera Connected (2) was held at the TAFE CLC and approximately 30 people attended an interesting evening with three excellent guest speakers. I had the pleasure to welcome speakers and attendees and officially launch the event. Narrandera Business Group President, Ann Black, supported me with a message of welcome to those in attendance and thanked the guest speakers.



Peter Charker, Head Teacher Business (Leadership and Management) from TAFE NSW at Cootamundra, posed some challenging questions around expectations of management and what leadership looks like in today’s business environment.

Tracey Fletcher-Groeneweg, Council Relationships Manager for Service NSW presented slides and a short video on how Service NSW is making business easier.

Leah Walsh and Oumi Karenga-Hewitt from the Articulate Pear, a regional business that provides marketing and digital solutions for business, presented on the benefits to business of good connectivity with the internet, websites and various social media platforms. This amounted to an excellent spread

of good business information and those in attendance appreciated the extent of information provided.



Guests enjoyed canapes prepared and presented by the team from Yum Run with drinks served throughout the evening. Terrific sponsorship support was received from Narrandera Business Group, Service NSW and the Articulate Pear with TAFE CLC providing all facilities with excellent technology support. Attendees included fellow Councillors, GM George Cowan and EDM Peter Dale.



The second event was held at TAFE CLC on Monday 28 October. This was a Social Media Masterclass presented by qualified personnel from the BEC who outlined how social media and email marketing can be used to your best advantage in promoting yourself, your business, your next event or your latest products/services. Council and the Narrandera Business Group are also sponsors of this event as a component of Small Business Month October.

#### **Thursday 24**

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 regarding this segment held monthly at 8:30am, the Thursday following the monthly Council meeting.

#### **Friday 25**

I, along with GM George Cowan and his wife Shirley, accepted an invitation to attend the Southern Sports Academy Annual Presentations held at the Rules Club in Wagga. Narrandera Shire was represented by five (5) athletes; Charlotte Rainbird AFLW, Alice Langley AFLW, Lachlan Kerr Basketball, Heath Wasley-Reilly Basketball, Ben Graham Rugby. Other guests included Shire Mayors from the Region, Member for Wagga Dr Joe McGirr, and local Upper House representative the Hon. Wesley Fang MLC. My congratulations go to the young people from Narrandera for their great achievements in their particular field.

#### **Monday 28**

Fellow committee members and I attended the monthly Economic Taskforce meeting which I chaired. Minutes of the meeting together with the latest update to the Economic Development Strategy are presented to Council.

#### **Wednesday 30**

Held at Narrandera Golf Club, I attended the Shire Council Annual Staff Awards Breakfast along with Councillors Lewis, Clarke and Payne. I had the pleasure of presenting service awards to quite a number of people who have served in their position for many years, ranging from 10 to 50 years. On behalf of my fellow Councillors, my congratulations are extended to all the recipients.



*Graham Lawson – 10 yrs , Anne Hiscox – 10 yrs, Greg Lawrence – 10 yrs, Steve Gehringer – 40 yrs, Martin Simpson – 30 yrs, Helen Ryan – 10 yrs, Mayor Neville Kschenka, Wayne Hodge – 10 yrs, Rodney Magree – 15 yrs, Matthew Thornton – 15 yrs*

*Absent: Katie Grintell – 10 yrs, Harold Newman – 10 yrs, John Kelly – 20 yrs, Donald Bassett – 50 yrs*

**Wednesday 30**

I accepted an invitation to attend a rally in Wagga in support of a request for more Qualified Doctors in Hospitals in the region. Speakers included Helen Dalton MP Member for Murray, Joe McGirr MP Member for Wagga, Steph Cooke MP Member for Cootamundra and Shadow Minister for Health the Hon. Chris Bowen MP.

**NOVEMBER 2019**

**Tuesday 5, Wednesday 6 & Thursday 7**

After Council received notice of being a finalist in the National Street Art Awards for the Narrandera Water Tower Artwork, Cr Lewis and staff members Tiffany Thornton and Emily Currie and I travelled to Maroochydore Queensland to attend the Awards Seminar and Dinner. The awards ceremony followed a day of presentations and discussions on tourism and specifically “Grey Nomad” Tourism. Presenters included industry leaders and professionals from throughout Australia.

*All attendees at the awards had the opportunity to add some colour to the Annual Creative Artwork*



# And We Won

*Accepting the Award with our Artwork proudly displayed for all to see.*



The Water Tower Artwork was designed with extensive community input and painted by Apparition Media.

The project is situated on the highest point in Narrandera and offers visitors a stunning view of the township as well as the mural which covers all sides of the tower.

The mural was completed in June this year and it has already proven that it is significantly increasing the number of visitors to the town, with 40% of Narrandera visitors in September having visited our town specifically to see the mural. Pathways and parking cater for both visitors and long vehicles and there are more plans to further develop the entire hill park area. The first category winner to be announced was for the best “Mega Mural” and Narrandera Shire was chosen by the panel. This was a “great achievement” by all concerned and we were all proud to be representing our Shire. The win will see even more traveller visit Narrandera in the future.

*Apparition Media’s Tristian Minter, Narrandera Shire Council’s Tourism & Economic Development Coordinator; Tiffany Thornton, Mayor Cr Neville Kschenka (holding award), Cr Tracey Lewis and Project & Asset Engineer; Emily Currie*



## Friday 8

Accepted an invitation to lay a wreath on behalf of Narrandera Shire Council at the RSL Life Care Teloca House Remembrance Day Ceremony. Narrandera RSL Sub Branch representative Mr Peter Simpson conducted the ceremony and Mr Neville Wortlehook was the guest speaker. They were assisted by Joan Graham and Mary Sutcliffe, with Miranda Tait from Leeton on trumpet. Despite inclement weather, the residents and staff appreciated the moving ceremony.



**Saturday 9**

Together with Crs Clarke, Bryon and Payne and GM George Cowan and Mrs Cowan, I attended the event to celebrate the turning on of the new Narrandera Golf Club watering system made possible by Stronger Country Community Fund Round 2 State Government Grant facilitated by Narrandera Shire Council. Speakers were Club President Mr Jeff Ormond, myself and Steph Cooke MP, who unveiled a commemorative plaque, assisted by Mr Osmond and Mr Noel Crichton who had provided invaluable assistance in ensuring the Grant application ticked all the boxes. My congratulations go to all concerned, including the hard working Club volunteers and staff, and Council Staff.

We were also shown the computerised control system that enables the operator to program various sprinklers to suit any situation. Once the course returns to its former glory, it will attract golf enthusiasts from far and wide to experience this great course.

**Monday 11**

Met with a member of Narrandera Community and Friends to discuss various matters and opportunities in Narrandera.

**11am 11 November**



The General Manager and I attended the Remembrance Day ceremony in the Memorial Gardens in Narrandera where we laid wreaths on behalf of Narrandera Shire Council.

Narrandera was fortunate to have a Cataphalt Party from the RAAF present, led by Flight Lieutenant Belinda Collage who was also the guest speaker. The Captains from Narrandera High School also spoke and Mr Mick Batchelor attended in full uniform mounted on a light horse. A fly over was also made by a vintage aircraft.

It was pleasing to see a good number of people there to remember and honour fallen from all conflicts.

Congratulations to the Parks and Gardens Team for the preparation of the Gardens, which received several favourable comments.

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

*Until next time, Mayor Kschenka*

**RECOMMENDATION**

That Council:

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

**8.2 MAYORAL REPORT LGNSW ANNUAL CONFERENCE****Document ID:** 443748**Author:** Mayor**Theme:** Our Civic Leadership**Attachments:** Nil**RECOMMENDATION**

That Council:

1. Receive and note the information within the LGNSW Annual Conference report.

**BACKGROUND**

The Local Government NSW State Conference was held at Warwick Farm Sydney from Monday 14 to Wednesday 16 October 2019.

The Deputy Mayor and GM attended the Monday events and Cr Clarke and I arrived on Tuesday.

Almost 130 Motions were submitted by member councils. These were debated and voted on throughout Tuesday. Narrandera Shire had only one voting delegate which was myself.

Many focused around drought and one was "That LGNSW lobbies the NSW and Federal Governments to provide funding to assist communities to deal with the effects of drought locally and that funding be set aside to assist the community to recover from the drought after the immediate effects have diminished and that recovery coordinators be appointed through the JO's to facilitate recovery". It should be noted Motions are then forwarded to the Governments for consideration.

In line with this, another Motion was in brief "That LGNSW calls on the NSW Government to develop, in consultation with local government and communities:"

1. A comprehensive, integrated and funded emergency plan to address the immediate water supply crisis afflicting NSW towns and communities and a disaster recovery plan for when the drought breaks.
2. Long term (30-40 years) water supply strategies for catchments throughout the State that mitigate the risks from future droughts and the predicted impacts of climate change.

Waste and recycling was also at the forefront of debate and a Motion called on the NSW Government to reinvest the waste levy to fund regions of councils to develop regional waste plans, fund the delivery of priority infrastructure, increase Local and State Government use of recycled goods, fund and deliver state wide education campaigns, and work with the Federal Government to introduce producer responsibility schemes for soft plastics and other emerging problem wastes.

With regard to the rating system, Motions called on the Governments to make State and Federal owned land rateable as is required by private land owners and that that income be added to existing income for councils.

With regard to funding programs, Motions called on the Government to allow more time for preparation of applications and completion of projects.

Other motions were based around:

- **Procurement**

More flexibility around the existing requirement to obtain best value and incorporate local values, such as “buy local”.

- **Development**

Tighter and more effective regulation of private certifiers by the State Government’s Building Regulators.

That LGNSW lobby the NSW State Government to increase council’s legislative powers to manage derelict sites.

- **Roads**

That LGNSW lobbies the NSW Government to commit to ensuring that councils affected by the Regional Roads Reclassification Review have their RMCC contracts retained in any proposed transfer where those roads are currently managed by council.

Fast tracking of the implementation of the NSW Government’s election promise to establish a \$500 million Fixing Local and Rural Roads and \$500m fixing Country Bridges Programs.

Ensure RMS criteria for 50k zones are uniformly and appropriately applied across NSW without variation in order to preserve their value as a road trauma reduction tool in built up areas only.

- **Crown lands**

That LGNSW calls on the NSW Government to provide increased assistance to councils to enable them to effectively perform their new roles and responsibilities under the Crown Lands Management Act (2016).

Other Motions included requests around encouraging safe removal and disposal of asbestos building materials by removing the waste levy on asbestos.

Review the Voluntary House Raising Scheme total funding pool available for NSW per annum with attention to reinstating a local allocation approach based on priority versus a single state-wide funding pool and, removing financial barriers impeding landholder access to funding noting the substantial expense that a landholder must incur to satisfy the mandatory eligibility requirements for funding.

With regard to solar farm regulation, request that State Government liaise with the Federal Government and local Councils to have a more strategic approach to the approval of large scale Solar Farms and their impact on farm land.

Lobby the NSW Government to request that NSW National Parks and Wildlife Service, NSW Forestry Corporation and NSW Local Land Services to undertake and increased level of park and forest fire management activities, including increased hazard reduction burns and increased numbers of dams and water infrastructure points for firefighting purposes in the future.

That a joint task force representing local, State and Federal Governments be formed to formulate a model for improving the provision of medical services in rural and regional areas, and funding financial relocation packages for the engagement of doctors in rural towns.

That LGNSW lobbies the NSW Government to devise a museum strategy for NSW with sufficient resources to ensure cultural heritage led vibrancy, collection care and local storytelling initiatives are supported, developed and maintained for communities throughout the State.

A Motion by Wagga City Council to advocate for the removal of the requirement for local Councils to make announcements in local newspapers was LOST.

Sustained support for Joint Organisations including continued investment in JO operating costs in order that the State Government initiative can continue to operate sustainably.

Local Government election costs were discussed and a Motion including opposition to the privatisation to reduce the cost of elections and proposed increased costs to councils for elections was CARRIED.

Day three was MC'd by journalist Ellen Fanning and LGNSW President Linda Scott gave a presentation on Waste Disposal and the message that came through continually was that waste is a product, not a problem. It was stated that there has been a 70% increase in the waste levee in the last 10 years but little investment by the Government which should be leading the way. The Prime Minister has stated he wants Governments to do more and LGNSW is campaigning to have change.

The Government will be asked to educate, innovate and invest, create a demand for waste for recycling, change regulations, promote the use of recycled products in procurement, and establish recycling hubs. Recycling creates three times as many jobs as landfill.

Linda Scott outlined lobbying and achievements over the last year including:

Visiting local councils,	Library funding	Water policies
Cost shifting	Taking back roads	Drought assistance
TCorp loans rate variation	Recycling	Planning reform
Superannuation for Councillors	Electoral expenditure	No more forced Mergers
Mandatory Planning Panel	Free Legal advice	Code of Conduct training
Extra time for Asbestos Testing	WHS	Elected Member Training
Appointment of a Local Government Minister		

Presentations were also made on replacing sand with glass in road construction, street furniture and technology including Wi-Fi and smart sensor data collection.

**RECOMMENDATION**

That Council:

1. Receive and note the information within the LGNSW Annual Conference report.

**9 QUESTION WITH NOTICE**

Nil

**10 NOTICES OF RESCISSION**

Nil

**11 NOTICES OF MOTION****11.1 NOTICE OF MOTION NARRANDERA FOOD WASTE****Document ID: 442060****Author: Cr David Fahey****Theme: Our Environment****Attachments:**

- 1. Final Dissertation Food Waste David Fahey.pdf (under separate cover)**
- 2. Food Waste Collection Manual.pdf (under separate cover)**

I, Councillor David Fahey, hereby submit the following Notice of Motion to the Narrandera Shire Council's Ordinary Meeting of Council be held on 19 November 2019.

**MOTION**

That Council:

1. Receive and note the attached dissertation - Desirability of Food Waste Management in Non-metropolitan Local Government: An Exploratory Case Study of Narrandera Shire Council, New South Wales, Australia
2. Begin consultation with citizens in regard to introducing a green waste bin service and access the NSW EPA Waste Less, Recycle More grant funding to instigate a program and infrastructure if needed
3. Also include consultation on the reduction of the general waste bin to 120 litres
4. Consider a trial run in a designated area for food waste collection
5. Investigate if it has the capacity to compost at the Narrandera landfill site or offer the waste to another entity
6. Consider an educational promotion on the reduction of food waste
7. Conduct a cost benefit analysis of composting at the Narrandera landfill site that may be beneficial to residents and the council in supplying quality compost for home or public space use.
8. Review its handling of green waste to exclude contaminants
9. Cease using chipped green waste to cover cells at the Narrandera landfill site
10. Utilise the Food and Garden Organics Best Practice Collection Manual prepared by the Department of Sustainability, Environment, Water, Population and Communities (copy attached)

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

Our Environment

**Strategy**

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

**Action**

Choose an item.

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

**Financial Implications**

Funding can be sourced from NSC Waste Reserve and NSW EPA Waste Less, Recycle More grant.

**RECOMMENDATION**

That Council:

1. Receive and note the attached dissertation - Desirability of Food Waste Management in Non-metropolitan Local Government: An Exploratory Case Study of Narrandera Shire Council, New South Wales, Australia
2. Begin consultation with citizens in regard to introducing a green waste bin service and access the NSW EPA Waste Less, Recycle More grant funding to instigate a program and infrastructure if needed
3. Also include consultation on the reduction of the general waste bin to 120 litres
4. Consider a trial run in a designated area for food waste collection
5. Investigate if it has the capacity to compost at the Narrandera landfill site or offer the waste to another entity
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8. Review its handling of green waste to exclude contaminants
9. Cease using chipped green waste to cover cells at the Narrandera landfill site
10. Utilise the Food and Garden Organics Best Practice Collection Manual prepared by the Department of Sustainability, Environment, Water, Population and Communities (copy attached)

**12 COUNCILLOR REPORTS**

Nil



**13 COMMITTEE REPORTS****13.1 MINUTES - ECONOMIC TASKFORCE COMMITTEE (OPEN) 28 OCTOBER 2019****Document ID: 441174****Author: Executive Assistant****Authoriser: General Manager****Theme: Our Economy****Attachments:**

- 1. 2019-10-28 Economic Taskforce Committee - Minutes.pdf**
- 2. 2019-10-28 Economic Development Strategy (Open).docx**

**RECOMMENDATION**

That Council:

1. Receive and note the Minutes of the Economic Taskforce Committee meeting held **28 October** 2019, together with the updated Economic Development Strategy (non-confidential).

**RECOMMENDATION**

That Council:

1. Receive and note the Minutes of the Economic Taskforce Committee meeting held **28 October** 2019, together with the updated Economic Development Strategy (non-confidential).

**MINUTES OF NARRANDERA SHIRE COUNCIL  
ECONOMIC TASKFORCE COMMITTEE  
HELD AT THE COUNCIL CHAMBERS  
ON MONDAY, 28 OCTOBER 2019 AT 10.30AM**

Meeting commenced at 10.36am

**1 PRESENT**

Cr Neville Kschenka, Cr David Fahey OAM, Cr Jenny Clarke OAM, GM George Cowan, EDM Peter Dale, Minute Taker Vicki Maher

**2 APOLOGIES**

**COMMITTEE RESOLUTION**

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

That apologies from Cr Kevin Morris be received and accepted.

**CARRIED**

**3 DECLARATIONS OF PECUNIARY INTEREST**

Nil

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**COMMITTEE RESOLUTION**

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

That the minutes of the Economic Taskforce Committee held on 23 September 2019 be confirmed.

**CARRIED**

**5 BUSINESS ARISING FROM PREVIOUS MINUTES**

**5.1 ITEM UPDATES**

**COMMITTEE RESOLUTION**

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

- Brewery Flat Visitors Survey Box looking to be installed and running before christmas.
- Memorial Gardens Light Tree schedule of use to be reviewed.
- Main Canal fence upgrade not Murrumbidgee Irrigation responsibility, Council to

source grant funding.

**CARRIED**

## **6 REPORTS**

### **6.1 CLEAN ENERGY COUNCIL BRIEFING**

#### **COMMITTEE RESOLUTION**

Moved: Cr Jenny Clarke OAM

Seconded: Cr David Fahey OAM

That the Economic Taskforce Committee:

1. Receive and note the information provided in the Clean Energy Council Briefing report.

**CARRIED**

### **6.2 ECONOMIC DEVELOPMENT STRATEGY**

#### **COMMITTEE RESOLUTION**

Moved: Cr David Fahey OAM

Seconded: Cr Jenny Clarke OAM

That the Economic Taskforce Committee:

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

**CARRIED**

## **7 GENERAL BUSINESS**

1. Public Art Policy
2. Disability Access in CBD
3. Opportune time to incorporate Smart Poles in Bolton Street upgrade
4. NBN Forum in Grong Grong for residents and surrounding community to lodge complaints
5. Make further enquiries to fast-food outlets to establish in Narrandera
6. No further updates on proposed Chamber of Commerce
7. Meeting being arranged with a group of shire farmers concerning the drought and how can Council assist

8. Will be running the Christmas Promotion again this year as last years concept was very successful.

**8 NEXT MEETING**

Monday 25 November 2019 – 10.30am – Council Chambers

**9 MEETING CLOSE**

The Meeting closed at 11.45am

The minutes of this meeting were confirmed at the Economic Taskforce Committee held on 25 November 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
<b>1.1</b>	<b>Be a proactive, supportive and coordinated Council</b>	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 <sup>th</sup> 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	<b>Continue to build partnerships and strategic alliances</b>	1.2.1	Strengthen relationships with Government Agencies, regional organisations and service providers through: <ul style="list-style-type: none"> <li>• Active participation in regional programs, forums and workshops.</li> <li>• Briefing and updating these organisations on the Shire's needs and priorities.</li> <li>• Advocating strongly for improved facilities, infrastructure and services.</li> <li>• Ensuring that the Shire's priorities and projects are recognised in regional plans and strategies.</li> </ul>	<ul style="list-style-type: none"> <li>• ED participates in RDA Riverina forums, RAMROC, Destination Riverina Murray and Thrive meetings.</li> <li>• EDM attended Economic Development Officers Forum in Temora-27/9. Various speakers and networking.</li> <li>• Shire's priorities contained in Western Riverina Regional Economic Development Strategy (REDS) officially completed as at February 2019.</li> <li>• 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.</li> <li>• Forum formulates and endorses a 3 point action plan for positive outcome.</li> <li>• 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.</li> </ul>
		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"> <li>• Narrandera and Leeton representatives noted above agree to the strategic alliance between Narrandera and Leeton being called 'The Narrandera/Tocumwal Rail Line &amp; Intermodal Support Alliance.'</li> <li>• Council provided letter of support for Wagga Wagga City Council's bid for the Qantas Cadet Training facility.</li> <li>• Working relationships with Western Riverina Councils known as Functional Economic Regions</li> </ul>
1.3	<b>Engage pro-actively with local businesses and business / industry organisations</b>	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  17/9 Visit to Glendale completed
		1.3.2	Encourage and facilitate opportunities for professional development, networking and innovation.	EDM attends Narrandera Business Group. Attended Narrandera Business Group meeting 14 October Planning progressed for Small Business Month October with arrangements in place and invitations issued for Narrandera

Strategies		Key Actions		Progress
				<p>Connected (2) on 23 October at TAFE CLC.                      Sponsorships received from Service NSW, Business Group, TAFE and Articulate Pear.                      Workshop planned for 28 October at TAFE CLC to be delivered by BEC. NSC and Narrandera Business Group jointly sponsor Social Media Connectivity.</p>
		1.3.3	Establish effective networks and communication channels.	Bi monthly newsletter for business prepared and circulated by EDM since start of 2019.
		1.3.4	Support business groups and networks.	<p>Ongoing. Arrange business breakfast with CEO of Tomra James Dorney 6 Sept in conjunction with Narrandera Business Group. 34 people attend successful breakfast. Involve Business Group in Small Business Month October event planned for 23 October at TAFE CLC-Narrandera Connected (2)                      Acting Secretary for Narrandera Business Group upon resignation of Secretary until new Secretary appointed...Josie Marks appointed Secretary on 14 October 2019</p>
		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.	<p>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.                      Klaus Baumgartel contacts all people on EOI list to ensure they have direct registration particulars for Avonlie Solar.                      Organised Steering Committee for Central West Lifestyle Magazine project.                      Mr Rick Shaw of Finley is working with regional EPCs to mobilise service providers to take advantage of work at the various solar farms, including those proposed for Narrandera</p>
<b>1.4</b>	<b>Build a strong, positive profile for Narrandera Shire</b>	1.4.1	Implement the branding strategy and signage strategy.	<p>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.                      All 6 signs installed as at 16 September.                      3 signs installed at prominent locations promoting the Easter</p>

Strategies		Key Actions		Progress
				Rod Run Show and Shine
		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 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	<b>Continue to improve presentation – creating positive first impressions</b>	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	<b>Enhance lifestyle</b>	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 vibrant program of events and activities.	Express support for possible future Annual General Meeting of NSW National Party in Narrandera in 2020. Arrange 2 events for Small Business Month October in conjunction with Narrandera Business Group
2.3	<b>Advocate for the retention and expansion of facilities and services</b>	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 Meeting with Dr and Mrs Romeo held and support expressed for Alliance meeting.
		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	<b>Encourage and</b>	2.4.1	Explore opportunities for providing information,	Liaise with RDA skilled migration unit.

Strategies		Key Actions		Progress
	<b>support opportunities for community development</b>		activities and programs that will help new residents and people on temporary work visas assimilate into the community.	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.
<b>2.5</b>	<b>Attract new residents</b>	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
<b>3.1</b>	<b>Encourage and nurture business start-ups</b>	3.1.1	Provide access to information and business advisory services.	<ul style="list-style-type: none"> <li>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</li> </ul>

Strategies		Key Actions		Progress
				<p>advised to Service NSW when scope of works agreed between parties.</p> <ul style="list-style-type: none"> <li>• Draft lease received from Service NSW-under review by staff.</li> <li>• Lease signed, building renovations almost complete and fit out as at 19 June 2019.</li> <li>• Facility opened to public on 9 August</li> </ul>
		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).	<p>Discussions commenced with Narrandera Business Group in preparation for Small Business Month October 2019.</p> <p>Arrangements underway for joint venture with TAFE, Narrandera Business Group for Narrandera Connected (2) event on 23 October featuring business speakers and hospitality.</p> <p>BEC presenting Social Media Connectivity workshop on 28 October. NSC and Narrandera Business Group sponsoring as a Small Business Month October event.</p> <p><b>Confidential Statement Removed</b></p>
3.2	Support and nurture existing businesses	3.2.1	Provide access to information, advice and leverage opportunities for information sharing.	<p>Distribute information cards for NSW Business Connect eg through Business Group and at NSC front counter</p> <p>Refer public enquiries to Remplan Community and Economic profile</p>
		3.2.2	Encourage and support 'buy local' initiatives.	<p>Installation of new RVM at Narrandera Landfill will provide vouchers redeemable at Coles Narrandera.</p>
		3.2.3	Raise awareness of business advisory and support services and encourage businesses to participate in business and skills development programs.	<p>ED maintains a business distribution list and uses it to share information re opportunities for businesses in the Shire.</p>

Strategies		Key Actions		Progress
		3.2.4	Facilitate opportunities for professional development, networking and innovation.	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>CEO of Tomra/Cleanaway to attend and address a business breakfast on 6 September. Joint venture Council and Narrandera Business Group.</li> <li>CEO of TOMRA/Cleanaway addresses a business breakfast with 34 in attendance on 6 September.</li> <li>TOMRA/Cleanaway and Council join to manage a stand at Narrandera Show with information on the Return and Earn program and the RVM.</li> <li>Preparation of site progressing at Narrandera Landfill entrance to accommodate the RVM.</li> </ul>
		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 Narrandera to feature in November 2019 Country Change program.
		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

Strategies		Key Actions		Progress
		3.2.9	Work with major project proponents to identify the goods and services required and provide introductions to local businesses.	Narrandera Shire. Refer to Klaus Baumgartel, Regional Manager Database provided to Reach Solar and their EPC. Database provided to Siemens/Gamesa the EPC for Avonlie Solar at Sandigo. Siemens Gamesa provide direct email contact address for expressions of interest from businesses wanting to register to provide their services to solar farm construction.
		3.2.10	Encourage and assist businesses to prepare for the NBN and embrace digital / on-line business and marketing opportunities.	<ul style="list-style-type: none"> <li>Local businesses were offered the opportunity to attend Digital Ready Course and free face to face merchandising consult during 2017.</li> <li>GM provide report on meeting with NBN.</li> <li>Met with Field Solutions personnel together with NSC IT personnel to discuss range of their alternative telecommunications and digital services.</li> <li>Partner with BEC Small Business Advisory Service to present a Digital and Online Marketing workshop on 6 December.</li> <li>NSC and Narrandera Business Group sponsor the BEC Social Media Masterclass on 28 October with approx. 25 attending at TAFE CLC.</li> </ul>
		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	<b>Strengthen and grow key sectors</b>	3.3.1	<b>Agriculture and Agri Business</b>	
			<ul style="list-style-type: none"> <li>Develop a producer data base and establish networks and communication channels.</li> </ul>	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

Strategies		Key Actions		Progress
				<p>reviewed by staff. Avonlie scheduled to provide notice to proceed in March 2019 with commercial operation May 2020.</p> <p>Avonlie awarded Development Consent on 8 August 2019.</p> <p>Council representatives meet with Jacobs Consulting appointed by Siemens/Gamesa, the EPC for Avonlie Solar, to review the Accommodation and Employment Strategy. Updates strategy presented for review to solar reference group.</p> <p><b>Accommodation and Employment Strategy reviewed and completed.</b></p>
			<ul style="list-style-type: none"> <li>• Continue to advocate for water security.</li> </ul>	Ongoing
			<ul style="list-style-type: none"> <li>• Encourage and support adoption of new activities and technologies, sustainable land management practices, and innovative business models.</li> </ul>	EV fast charger installed January 2019
			<ul style="list-style-type: none"> <li>• Advocate for and assist producers to develop strategies to address labour and skills shortages and develop the local workforce.</li> </ul>	<p>EDM attended Workforce Futures Forum presented by RDA Riverina in Griffith on 10 May.</p> <p>Piggery Forum held in Narrandera addressed by industry experts on 30 August. 45 people present.</p> <p>Explore possible opportunities for the pig industry resulting from the African Swine Fever sweeping China and other Asian countries.</p> <p>Advice received from DPI International Engagement Division that Australia does not have a pork export arrangement with China.</p>
			<ul style="list-style-type: none"> <li>• Explore opportunities for and encourage development of new processing and value-adding opportunities and utilisation of waste products.</li> </ul>	Ongoing. <b>Confidential Statement Removed</b>
	3.3.2	<b>Aquaculture</b>		
			<ul style="list-style-type: none"> <li>• Support the expansion of the aquaculture industry within the Shire.</li> </ul>	<b>Confidential Statement Removed</b>
			<ul style="list-style-type: none"> <li>• Build skills and knowledge about the industry within Council and the local community.</li> </ul>	Ongoing
			<ul style="list-style-type: none"> <li>• Explore the possibility of positioning the Narrandera Fisheries Research Centre as a</li> </ul>	Under consideration Meet with Manager Narrandera Fisheries and

Strategies		Key Actions		Progress
			Centre of Excellence for the Murray Cod industry.	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	<b>Retail &amp; Wholesale</b>	
			<ul style="list-style-type: none"> <li>Position and promote Narrandera as a lifestyle centre.</li> </ul>	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"> <li>Encourage and facilitate training (customer service, merchandise display, e.commerce etc)</li> </ul>	Ongoing
			<ul style="list-style-type: none"> <li>Encourage development of and participation in cooperative marketing and promotional campaigns.</li> </ul>	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. <b>Country Change program launched by RDA.</b>
		3.3.4	<b>Tourism / Visitor Economy</b>	
			<ul style="list-style-type: none"> <li>Continue to develop products, experiences and activities, including events.</li> </ul>	Ongoing
			<ul style="list-style-type: none"> <li>Continue to improve infrastructure, facilities and services for visitors</li> </ul>	<b>Awaiting outcome of 'Playground on the Murrumbidgee' funding application under NSW funding program.</b>
			<ul style="list-style-type: none"> <li>Update and improve information and promotional collateral.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li><b>Purchased promotional backpacks for insertion of information on Narrandera supported by vouchers redeemable at local businesses. Backpacks to be distributed F.O.C from time to time by V.I.C. staff to visiting caravanners and campers at Brewery Flats. Survey box to be installed on amenities block at Brewery Flats for survey collection.</b></li> </ul>
			<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>

Strategies		Key Actions		Progress
			opportunities.	
		3.3.5	<b>Transport and Logistics</b> <ul style="list-style-type: none"> <li>Leverage off Narrandera’s strategic location to position and develop the Shire as a road transport hub.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>
		3.3.6	<b>Health Care &amp; Social Assistance</b> <ul style="list-style-type: none"> <li>Advocate for continued improvements in health, aged care and social assistance services, programs and facilities.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Meeting with Dr Romeo and Liz completed.</li> </ul>
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.
		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



Strategies		Key Actions		Progress
				<p>Destination NSW to attract conferences to Narrandera.</p> <p>Facilitated Bee Forum 17/7/19. Ref 1.2.1</p> <p>Participated in Service NSW Regional Engagement Forum August 2019</p> <p>Participated in Ernst Young Inland Rail Regional Opportunities Forum 12 August.</p> <p>Participated in Dept of Infrastructure, Transport, Cities and Regional Development Forum at Wagga Wagga on 9 Oct 2019 on Inland Rail—Inland Rail Interface Improvement Plan.</p>
		3.4.4	Explore opportunities to leverage off Council's Sister City programs.	<p>Current relationship with Urumqi is problematic given ongoing serious ethnic unrest in that city and its region, Xinjiang.</p> <p>As at November no response to August 2018 Communication to Chinese Ambassador seeking support for relationship with Urumqi.</p> <p>Feb 2019 still no communications from Chinese Ambassador</p>
		3.4.5	<p>Investigate the potential of emerging / new activities:</p> <ul style="list-style-type: none"> <li>• Government and service sector</li> <li>• Intensive agriculture</li> <li>• Niche / boutique agriculture and agri-businesses</li> <li>• Manufacturing – value-adding and processing</li> <li>• Renewable energy and use of waste products</li> </ul>	<p>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.</p> <p>Ongoing development with 3 renewable energy companies developing major solar farms in the Shire.</p> <p>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 of 330KV line S.A to NSW. As at 19 June 2019.</p> <p>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.</p> <p>Contact made with Clean Energy Council and Meeting arranged with key personnel.</p>

Strategies		Key Actions		Progress
				Met with CEC representatives in Melbourne (see separate report).
		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
<b>Land &amp; Premises</b>				
<b>4.1</b>	<b>Ensure sufficient supply of land and premises to facilitate and support growth</b>	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
<b>4.2</b>	<b>Facilitate further development of the Red Hill Industrial Estate</b>	4.2.1	Retain general / heavy industry zoning and preserve buffer areas around the Estate.	Buffers are noted as an important selling point in our Redhill Marketing and Communications Strategy.
		4.2.2	Develop a sales policy for Council-owned land in the Estate that provides incentives for developers, fosters a quick development timeline, and discourages land banking.	Under consideration
		4.2.3	Formulate and implement a marketing plan for the Estate that includes quality promotional material and supporting information, as well as conceptual subdivision layouts and servicing plans.	Current. See earlier comments. New bright ‘for sale’ signs and 3mx2m billboard erected on Red Hill Industrial Estate. Gateway entrance poles and banners installed. Promotional flyer provided to real estate agents who

Strategies		Key Actions		Progress
		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.	have listed Red Hill Industrial Estate for sale. 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. Power extension negotiated with Essential Energy to service proposed RVM at Landfill site. Power to site in progress. Low voltage completed.
		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 and facilities to	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. Construction commences June 2019

Strategies		Key Actions		Progress
	<b>support the road transport sector.</b>			
4.7	<b>Continue to improve rail infrastructure</b>	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	<b>Plan for freight infrastructure to meet growing demand</b>	4.8.1	Liaise with local producers (eg Agri Australis, Proten, Grants Sawmilling, Hutchins Bros Engineering) to determine likely future freight transport requirements.	Discussions with Patersons transport re local/regional freight task. Consider in context of Lycopodium report. Document remains confidential to Council. Participate in forums on Inland Rail presented by CSIRO and Ernst Young and Dept of Infrastructure, Transport, Cities and Regional Development. Highlight Narrandera's industries as potential freight

Strategies		Key Actions		Progress
		4.8.2	Advocate to have the Narrandera-Tocumwal rail corridor recognised as strategic infrastructure and protected and preserved for future use.	<b>sources.</b> Finalised
		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
<b>4.9</b>	<b>Retain commercial air services to Narrandera</b>	4.9.1	Continue to upgrade the Narrandera – Leeton Airport to ensure on-going compliance.	Give consideration to future proofing the airport infrastructure with possible aircraft type obsolescence. Potential development opportunity with Wagner Group interest in freight opportunities. Assess potential producers and processors, types of exports and tonnages and frequency of export for advice to Wagners. Advice again provided to Wagners on export task potential from Narrandera-Leeton airport, as at February 2019. John Wagner advised of KPMG study, as advised by DPC. Contacted Deputy Chair of Rex The Hon John Sharp to 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.  <b>Confidential Statement Removed</b>
		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.
<b>4.1</b>	<b>Diversify and improve</b>	4.10.1	Monitor demand for motel and hotel accommodation and, when needed, advocate for	Tourism activities will now be reported to Council via this Strategic Plan Report.

Strategies		Key Actions		Progress
	<b>accommodation available in the Shire</b>		the development of new accommodation within the Shire.	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 <sup>st</sup> draft of accommodation and employment strategy which is to be reviewed by Solar Reference Group. Strategy reviewed by Solar farm Reference Group and submitted to Jacobs. <b>Accommodation and Employment Strategy finalised.</b>
		4.10.3	Undertake a review of camping areas and facilities in the Shire to maximise economic benefits.	For consideration. <b>Survey box with forms to be installed on amenities block at Brewery Flats and complimentary branded information bag with information and vouchers to be distributed to campers/travellers from time to time. Ref.3.3.4</b>
<b>4.1 1</b>	<b>Grow the local workforce, ensuring that it is aligned with local and regional industry needs</b>	4.11.1	Profile and articulate existing and future local and regional workforce requirements and jobs and skills gaps.	Refer 4.10.2
		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

Strategies		Key Actions		Progress
		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.	Use event opportunities to promote TAFE and its services and courses and to utilise TAFE Narrandera Connected Learning centre e.g. Small Business Month October events
		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.	For consideration
		4.11.10	Develop and implement programs to welcome and orientate new employees and integrate them into the community.	For consideration

**13.2 MINUTES - KOALA REGENERATION COMMITTEE - 10 OCTOBER 2019**

**Document ID: 442705**

**Author: Visitor Services Officer**

**Authoriser: General Manager**

**Attachments: 1. Koala Regeneration Committee Minutes - 10 October 2019**

**RECOMMENDATION**

That Council:

1. Note and receive the Minutes of the Koala Regeneration Committee held on Thursday 10 October 2019.



**MINUTES OF NARRANDERA SHIRE COUNCIL  
KOALA REGENERATION COMMITTEE  
HELD AT THE NARRANDERA SHIRE LIBRARY  
ON THURSDAY, 10 OCTOBER 2019 AT 4:40PM**

**1 PRESENT**

Cr Jenny Clarke OAM, Mrs Betty Bradney, Mr Bob Manning, Mr Geoff Sullivan, Ms Kimberley Beattie, Mr Roy Wade, Ms Christine Sercombe, Ms Lorna Quilter, Ms Caitlin Headon (NPWS), Mrs Lindsay Hayes, Mr Warwick Bradney (observer)

**2 APOLOGIES**

Mrs Nella Smith, Ms Toneale O'Connell (EVSTL)

**3 DECLARATIONS OF PECUNIARY INTEREST**

Nil

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**COMMITTEE RESOLUTION**

Moved: Ms Lorna Quilter

Seconded: Cr Jenny Clarke OAM

That the minutes of the Koala Regeneration Committee held on 22 August 2019 be confirmed.

**CARRIED**

**5 BUSINESS ARISING FROM PREVIOUS MINUTES**

**MOTION**

**RE. ITEM 6.1 IN THE MINUTES FROM THE MEETING HELD 22 AUGUST 2019**

Moved: Ms Lorna Quilter

Seconded: Cr Jenny Clarke OAM

The committee requests that a representative from Narrandera Shire Council meet with the committee to discuss the Section355 Terms Of Reference pertaining to committee roles, and that the roles of secretary, deputy chair and treasurer be reinstated.

**CARRIED**

**MOTION****RE. ITEM 6.2 IN THE MINUTES FROM THE MEETING HELD 22 AUGUST 2019**

Moved: Mr Bob Manning

Seconded: Mrs Lindsay Hayes

That Ms Kimberley Beattie, Ms Caitlin Headon, and Mr Ian Davidson be congratulated on the successful organisation and running of the 2019 Annual Narrandera Koala Count.

**CARRIED**

**6 REPORTS****6.1 2019 KOALA COUNT WRAP-UP****COMMITTEE RESOLUTION**

Moved: Mr Bob Manning

Seconded: Ms Christine Sercombe

That the committee discuss:

- Success of the 2019 annual koala count
- Lessons learned
- Pre-planning for 2020 koala count
- Permanently marking the koala count zones – committee decided to investigate reusable temporary signage rather than permanent options.

**CARRIED**

**6.2 MARKETING AND TOURISM****RECOMMENDATION**

That the committee discuss:

- Progress on design and printing of fliers and other marketing material for future koala counts
- Potential for development of interpretive signage within the Narrandera Flora and Fauna Reserve

Discussion deferred to next meeting to be held on 5 December 2019.

**6.3 ENVIRONMENTAL WATER FOR HORSESHOE LAGOON**

**COMMITTEE RESOLUTION**

Moved: Mr Bob Manning

Seconded: Cr Jenny Clarke OAM

That the committee discuss the proposal from Environmental Water Managers from OEH to put environmental water into Horseshoe Lagoon.

Outcome: The committee is in favour of the project if it goes ahead.

**CARRIED**

**7 CORRESPONDENCE**

Incoming: Request from Wagga Wagga City Library for koala images for a display.

**8 NEXT MEETING**

Thursday 5 December - 4:30pm - Narrandera Shire Library

**9 MEETING CLOSE**

The Meeting closed at 5:50pm.

The minutes of this meeting were confirmed at the Koala Regeneration Committee held on .



.....  
**CHAIRPERSON**

**13.3 MINUTES - PARKS AND GARDENS ADVISORY COMMITTEE - 24 OCTOBER 2019**

**Document ID: 443409**

**Author: Administration Officer**

**Authoriser: Deputy General Manager Infrastructure**

**Attachments: 1. Parks and Gardens Advisory Committee Minutes - 24 October 2019**

**RECOMMENDATION**

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



# **MINUTES**

## **Parks and Gardens Advisory Committee Meeting**

**24 October 2019**

**MINUTES OF NARRANDERA SHIRE COUNCIL  
PARKS AND GARDENS ADVISORY COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBERS  
ON THURSDAY, 24 OCTOBER 2019 AT 3.30PM**

**1 PRESENT**

Cr Jenny Clarke OAM, Mrs Betty Bradney, Member Peter Connell, Member Annette Crowe, Member Roger Evans, Member Mathew Thornton

**2 APOLOGIES**

Cr Neville Kschenka, Gwen Nielson

**3 BUSINESS ARISING FROM PREVIOUS MINUTES**

Power Pole Narrandera Park - This has been reported to Essential Energy but will need to be followed up.

BBQ area - Roger has brought it up with the WHS Officer and he has looked into it.

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**COMMITTEE RECOMMENDATION**

Moved: Mrs Betty Bradney  
Seconded: Member Roger Evans

That the minutes of the Parks and Gardens Advisory Committee Meeting held on 24 July 2019 be confirmed.

**5 REPORTS**

**5.1 HANKINSON PARK UPDATE**

**RECOMMENDATION**

Moved: Member Mrs Annette Crowe  
Seconded: Member Mrs Betty Bradney

The Committee:

1. Receive an update on the progress of Hankinson Park

- The area between the gardens was excavated last week
- Milestone due on the 1/11/19 is for 50 % spent, paving or stencil crete, lighting and plants
- Light options
- Member David Farley has enlisted local suppliers
- Roger Evans suggested up lighting of the Toulouse urn – solar lights
- Member Annette Crowe enquired if we needed lights and Roger Evans said that it was encapsulated as part of the grant
- Member Annette Crowe suggested one heritage style solar powered light that blends in
- Roger Evans advised that what he needs from the Committee to decide on what style lighting and that options are to be emailed out to the Committee to decide.
- Roger Evans said that we should take into account the electrical contractors opinion.
- Member Annette Crowe need to move a motion to send out options for lighting to Committee members to be voted on
- Mathew Thornton advised that plants have been ordered but Shady Gum Nursery is having trouble getting hold of the great eastern camellia. Shady Gum nursery have another option in a different variety of camellia.
- Group discussion on another camellia may not be as suitable for the area.
- Matt Thornton passed on Shady Gums opinion is that the great eastern camellia may not work in this area anymore due to the original ones were grown on river water.
- Member Betty Bradney advised that they will work
- Note Member Betty Bradney advised that Member David Farley should agree with the selection because he won the camellia awards with a great eastern camellia.
- Need to try find another source to get the camellia
- Roger Evans advised we have left the grasses and the larger cotton lavenders in and Member Annette Crowe advised that it would be good to use what we have there.
- Toulouse urn Roger Evans advised the Committee needs to come up with the inscription of the plaque Member Betty Bradney suggested “in memory of Hankinson and his wife and his generosity to the town”

The Committee held an onsite meeting on Wednesday 6 November 2019 to discuss a number of amendments to the Hankinson park plan. Three Committee members attended with written correspondence received from Member Gwen Nielson agreeing to the committee’s recommendations. The Committee raised and agreed to the following actions to take place:

- The Committee agreed to purchase and plant 6 advanced camellias. Member David Farley was able to find six 2 metre Camellias. The Committee agreed to proceed with the purchase of the camellias from an external supplier that is not local. The Open Space and Recreation Manger advised that Council were still required to seek three quotes and advised the Committee that he would still give the local supplier an

opportunity to quote. Council have since received written correspondence that the local supplier declined to quote on the camellias.

- The Committee agreed to select park bench's identical to those already newly established and installed in East Street.
- The Committee agreed to accepting the donations to pay for the two park benches , plus the attachment of a small plaque recognising the donors
- The Committee agreed to remove all residual old plantings from the garden and replace with new as recommended by Narrandera Shire Council Management.
- The Committee agreed to installing the feature lighting to illuminate the Tousle Urn, with the condition that it be soft lighting.

## 5.2 GARDEN AWARDS

### RECOMMENDATION

The Committee:

1. Receive an update on the Garden Awards

Moved: Member Mrs Jenny Clarke

Seconded: Member Mrs Betty Bradney

- Judging has been completed and the awards have been given to Council
- Committee advised that next year it should be earlier so the awards can be completed before the open garden so people can see what the award winning gardens will look like depending on the season

## 6 GENERAL BUSINESS

- Cemetery - Member Peter Connell does not approve of the new trees planted at the Cemetery at the end of each row. Member Annette Crowe and Member Cr Jenny Clarke disagree with this statement saying that Council have received a lot of positive feedback about the new works that have been carried out at the cemetery. Roger Evans advised that the landscaping of the Cemetery is part of grant funding and everyone has been very complimentary of the area. Member Anette Crowe advised it adds to the tranquillity of the area. Roger Evans advised these chancicleer pear trees have been very successful in the past which is the reason why we have selected this species for the area. Mathew Thornton advised we have also planted these trees in root guards to push the tree roots down as to not disturb concrete or graves in the areas.



- Member Peter Connell finds the amount of ornaments offensive at the Cemetery especially on some of the graves that are covered in them. Member Cr Jenny Clarke advised that it is a very sensitive issue and we need to tread carefully on the subject, Member Annette Crowe agreed. Member Peter Connell advised that Narrandera needs a Policy regarding this. Roger Evans said we are currently doing a Cemetery review and we are looking into all of these issues. Head stones need to be approved by Council and a review of the previous Policy and a look at our ageing cemetery will also be included as part of the review. Waggas approach was not good regarding their approach to removing excess ornaments from graves.
- Member Peter Connell thinks that headstones should be only one sided and there should not be any writing on the back facing the other persons grave.
- Member Peter Connell is wondering what the scope of entitlements were of this Committee is and how long has the Committee existed. Member Cr Jenny Clarke advised about 12 months ago she put a motion forward at Council to re-create the Committee that hadn't been around since 2007 and this is the Committees third meeting.
- Member Betty Bradney would like to let Council know that there is a fox in the common at the moment. Roger said that we should trap the fox to get it out of the common. Member Betty Bradney asked if there was still any horses in the common. Roger Evans advised they have been removed.
- Member Annette Crowe - Is there any development in the minor irrigation jobs in the pocket parks. Roger Evans advised not at the moment.
- Member Annette Crowe - Will there be any trees planted this year? Roger advised that due to the season we have a small amount of trees committed this year and then the possibility of more when it cools down depending on the season. Councils focus at the moment is Remembrance Day and preparations for Christmas.
- Member Cr Jenny Clarke - Is the lions BBQ being removed soon – Roger Evans advised a letter to the lions club has been sent advising them of the upcoming removal and they are happy with that all they want is the lions club plaque off it.
- Member Betty Bradney - The trees in Victoria Avenue need watering. Roger Evans advised Council are putting in an irrigation system in the whole of Victoria Avenue, we are working on a mass deal with contractors we also need to work out driveways to the houses and maybe have one that services a few houses rather than individual driveways. The objection is to have all of Victoria Avenue on irrigation to benefit the property owners and beautify the area. Member Annette Crowe advised that she would like everything done possible to preserve the life of the plain trees in town.

## **7 NEXT MEETING**

TBA

## **8 MEETING CLOSE**

**Meeting Closed at 4.45pm**



**14 OUR COMMUNITY****14.1 REQUEST FOR SPONSORSHIP SOUTHERN SPORTS ACADEMY****Document ID: 443976****Author: Executive Assistant****Authoriser: General Manager****Theme: Our Community****Attachments: Nil****RECOMMENDATION**

That Council:

1. That Council endorse sponsorship to Southern Sports Academy of \$200 per athlete enrolled from Narrandera Shire.
2. That Council endorse reducing the 2019-2020 General Manager and Mayoral Donations Pool by \$1,000 resulting in a balance of \$2,631.

**PURPOSE**

The purpose of this report is for Councils endorsement of sponsorship to Southern Sports Academy.

**SUMMARY**

Southern Sports Academy (SSA) has approached Council to make a financial contribution toward the operation of the Academy for the current financial year. The Academy requests a contribution of \$200 per athlete. There are five (5) athletes within the Shire who attend the Academy for Basketball, Rugby and AFLW.

Sufficient funds remain in the GM & Mayoral Donations Pool to make the donation of \$1,000.

**BACKGROUND**

The SSA assists in the area of Our Community by providing young athletes from Southern NSW with cutting edge development programs designed to assist them in their pursuit of higher level sporting achievements.

The athletes develop greater proficiency in the skills of their chosen sport but they are also provided with life skills to manage their time allowing for a balance between sport and other activities. The SSA assists the development of people who will become the next generation of coaches and administrators in their chosen sport.

Council has supported the SSA for many years and recently on 24 October, the Mayor and General Manager attended the Southern Sports Academy Annual Presentations held at the Rules Club in Wagga. Narrandera Shire was represented by five (5) athletes; Sharlet Rainbird AFLW, Alice Langley AFLW, Lachlan Kerr Basketball, Heath Wasley-Reilly Basketball, Ben Graham Rugby.

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

Our Community

**Strategy**

1.2 - To advocate for quality educational and cultural opportunities

**Action**

3.2.1 - Strategic advocacy to support population retention with particular focus on the youth of our Shire

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

Nil

**Financial**

\$1,000 from the GM & Mayor Donations Pool resulting in a balance of \$2,631

**Legal / Statutory**

Nil

**Community Engagement / Communication**

By discussing this matter in Open Council

**Human Resources / Industrial Relations (if applicable)**

N/A

**RISKS**

An increased number of Councils decline to provide assistance, putting at risk the sustainability of the Academy into the future

**OPTIONS**

The options available to Council are:

**Option 1**

That Council approve the request, thus reducing the 2019-2020 GM & Mayoral Donations Pool by \$1,000

**Option 2**

That Council consider an alternate sponsorship value greater or less than \$200 per student (\$1,000)

**Option 3**

That Council decline the request.

**RECOMMENDATION**

That Council:

1. That Council endorse sponsorship to Southern Sports Academy of \$200 per athlete enrolled from Narrandera Shire.
2. That Council endorse reducing the 2019-2020 General Manager and Mayoral Donations Pool by \$1,000 resulting in a balance of \$2,631.

**14.2 REQUEST TO WAIVE FEES GRONG GRONG OVER 50'S CLUB**

**Document ID:** 443894  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Theme:** Our Community  
**Attachments:** Nil

**RECOMMENDATION**

That Council:

1. Receive and note the request from the Grong Grong Over 50's Group seeking to be exempt of fees for use of the Grong Grong Hall Supper Room only.
2. Consider the options provided.

**PURPOSE**

The purpose of this report is for Council to consider waiving venue hire fees for use of the Grong Grong Hall Supper Room in exchange of a donation from the club at the end of the financial year.

**SUMMARY**

Council received correspondence from the Grong Grong Over 50s Club requesting to be exempt of the venue hire for use of the Hall.

The Club, with only (8) members, use the Supper Room for up to four (4) hours once a fortnight, 16/18 times a year. Based on the venue hire listed in Council's 2019/20 Fees & Charges, the Supper Room only at \$50 per use, equates to \$800/900.

25-6-2019

Date: \_\_\_\_\_  
Page: \_\_\_\_\_

Dear Madam

I am writing in request of the Grong Grong over 50 Club. Over the use of the use of the supper room at the grong grong hall. As we are only a small group of eight. Can we be exempt from the charge of \$44 dollars a day. As we only use it for roughly four hours once a fortnight for 16 or 18 times a year. In exchange for a donation at the end of year.

Signed.

**BACKGROUND**

The Grong Grong Over 50s Club have used the room for many years. To contribute to the facilities running costs, the club have made a donation to Council of up to \$200 at the end of each year.

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

Our Community

**Strategy**

2.2 - To effectively manage and beautify our public spaces

**Action**

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

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

CS20 Financial Assistance Policy

**Financial**

Venue Hire at \$50 totalling up to \$900

**Legal / Statutory**

Section 356 of the Local Government Act, 1993

**Community Engagement / Communication**

By discussing this matter in Open Council

**Human Resources / Industrial Relations (if applicable)**

Nil

**RISKS**

Nil

**OPTIONS**

The options available to Council are:

**Option 1**

That Council approve the request for exemption of fees, noting that as in past years practice, a donation of \$200 from the Grong Grong Over 50s Club be paid to Council by 30 June 2020.

**Option 2**

That Council consider an alternate Venue Hire Fee to apply.

**Option 3**

That Council decline the request.

**RECOMMENDATION**

That Council:

1. Receive and note the request from the Grong Grong Over 50's Group seeking to be exempt of fees for use of the Grong Grong Hall Supper Room only.
2. Consider the options provided.



### 14.3 REQUEST FOR FINANCIAL ASSISTANCE - NARRANDERA BUSINESS GROUP

**Document ID:** 441444

**Author:** Events and Visitor Services Team Leader

**Authoriser:** General Manager

**Theme:** Our Economy

**Attachments:** 1. 2019-8-12 Letter - Narrandera Business Group.pdf

#### RECOMMENDATION

That Council:

1. Approves 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 provided by Council for the Narrandera Christmas Fair 2019 event.

#### SUMMARY

Narrandera Business Fair is an event held in Narrandera that promotes local businesses over the Christmas period. The event will be on 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 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 Narrandera Business Group Committee is seeking Council's agreement to cover the costs of road closures for the 2019 event.

#### BACKGROUND

The draft program for the 2019 event includes:

- Street stalls, Fusion Games, Extended trading hours for local businesses, Rotary Spin Wheel, BBQs and Entertainment.

A request from the Narrandera Business Group (attached) for assistance from Council has been received, including:

- 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 - \$1196.86 (CR18/264)
- 2015 - \$1,000 (CR 15/271)
- 2016 – \$1,000 (CR 16/225)

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

### **Theme**

Our Economy

### **Strategy**

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

### **Action**

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

## **ISSUES AND IMPLICATIONS**

### **Policy**

Narrandera Shire Council Event Policy (ES230)

### **Financial**

\$14,160 allocated in the 2018-2019 Events Activities and Promotional Expense budget.

### **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 later this month. The Narrandera Business Group committee will notify residents and businesses affected by the road closure, as well as emergency services.

Staff has liaised with the event organiser in relation to the 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 for the event has been submitted by the Narrandera Business Group for the Narrandera Christmas Fair Event 2018 and public liability insurance has been 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: 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 2: Decline the financial assistance request

Council does nothing and 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 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. Approves 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](mailto: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 ~~30<sup>th</sup>~~ November 2019.

*FRIDAY 29<sup>th</sup>*

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*

**14.4 POLICY REVIEW CS240 RELATED PARTY DISCLOSURE****Document ID: 443950****Author: Governance and Engagement Manager****Authoriser: Deputy General Manager Corporate and Community****Theme: Our Community****Attachments: 1. Policy CS240 Related Party Disclosure****RECOMMENDATION**

That Council:

1. Adopt the draft policy CS100 Procurement 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 ES240 Related Party Disclosure.

**SUMMARY**

Policy ES240 Related Party Disclosure was first adopted in February 2017 and last reviewed February 2018. Next review was scheduled for December 2019.

Following revision the policy it has been determined that no amendments are required to the existing policy to meet Council's commitments under Australian Accounting Standard AASB 124 - Related Party Disclosures.

**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**

Revision of Policy ES240 Related Party Disclosure.

**Financial**

NA

**Legal / Statutory**

Compliance with Australian Accounting Standard AASB 124 - Related Party Disclosures.

**Community Engagement / Communication**

Community consultation is not required as the policy is unchanged and its application is to Councillors and Senior Staff who are determined as Key Management Personnel (KMP)

**Human Resources / Industrial Relations**

KMP's have received training on the implementation of the policy.

**RISKS**

Noncompliance with the accounting standard will lead to adverse audit outcomes and the potential qualification of Councils financial statements.

**OPTIONS**

Adopt the Policy ES240 Related Party Disclosure as attached

Adopt the Policy ES240 Related Party Disclosure with amendments

Refer the Policy ES240 Related Party Disclosure back to staff for further development

**CONCLUSION**

Adopt the Policy ES240 Related Party Disclosure as attached

**RECOMMENDATION**

That Council:

1. Adopt the draft policy CS100 Procurement for public exhibition. If no public submissions received this policy is to be deemed adopted.

# RELATED PARTY DISCLOSURE

## POLICY NUMBER CS240



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



## POLICY NAME

<b>Policy No:</b>	<b>CS240</b>
<b>Policy Title:</b>	<b>Related Party Disclosures</b>
<b>Section Responsible:</b>	<b>Finance</b>
<b>Minute No:</b>	<b>17/106</b>
<b>File No:</b>	<b>20118</b>
<b>Next Review Date:</b>	<b>December 2019</b>

### Objective

The purpose of this policy is to define the parameters for Related Party Transactions and the level of disclosure and reporting required for Council to achieve compliance with the Australian Accounting Standard AASB 124 - Related Party Disclosures.

This policy is to provide guidance for determining who are the related parties of Council, what equates to related party transactions and how to record and report them.

### Policy Statement

Related Party relationships are a normal feature of commerce and business. For example, entities frequently carry on parts of their activities through subsidiaries, joint ventures and associates. In those circumstances, there is the possibility of the entity having the ability to affect the financial and operating policies of Council through the presence of control, joint control or significant influence. Councils are required to prepare financial statements annually and these must be prepared in compliance with the Local Government Act, the Local Government Code of Accounting Practice and Financial Reporting and Australian Accounting Standards. AASB 124 – Related Party Disclosures has been amended to include Public Sector entities from 1 July 2016.

A related Party relationship could influence the normal business operations of Council. In some instances, Council may enter into transactions with a Related Party that unrelated parties would not. For example, goods are supplied to Council on terms that might not be offered to other customers. Also, transactions between Related Parties may not be made on the same terms as between unrelated parties.

The normal business operations of Council may be affected by a Related Party relationship even if Related Party Transactions do not occur. The mere existence of the relationship may be sufficient to affect the transactions of the Council with other parties. Alternatively, one party may refrain from trading with Council because of the significant influence of another—for example, a local supplier may be instructed by its parent not to engage in supplying goods to Council.

For these reasons, knowledge of Council's transactions and outstanding balances (including commitments and relationships with Related Parties) may affect assessments



of Council's operations by users of financial statements, including assessments of the risks and opportunities facing the Council.

### **Scope**

This policy shall be applied by Narrandera Shire Council and its auditors in:

- a) identifying related party relationships and transactions;
- b) identifying outstanding balances between Council and its related parties;
- c) identifying the circumstances in which disclosure of the items in paragraphs (a) and (b) are required; and
- d) determining the disclosures to be made about the items in (a) and (b).

This policy applies to all Councillors, managers, officers, employees, consultants and contractors of Narrandera Shire Council.

### **Definitions**

#### **AASB 124**

means the Australian Accounting Standards Board, Related Party Disclosures Standard.

#### ***Arms Length Transaction***

is a transaction between two related parties that is conducted as if they were unrelated, so that there is no question of conflict of interest.

#### ***Close members of the family of a person–***

are those family members who may be expected to influence, or be influenced by, that person in their dealings with the Council and include:

- (a) that person's children and spouse or domestic partner;
- (b) children of that person's spouse or domestic partner; and
- (c) dependants of that person or that person's spouse or domestic partner.

#### **Control**

is the power to govern the financial and operating policies of any entity so as to obtain benefits from its activities.

#### ***Entity–***

can include a body corporate, a partnership or a trust, incorporated association, or unincorporated group or body.

#### **Joint Control**

is the contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

#### ***Key Management Personnel(KMP)***

are people that have authority and responsibility for planning, directing and controlling the activities of the entity, either directly or indirectly (taken from AASB 124).

KMP's for the Council are considered to include:

- Councillors (including the Mayor);
- General Manager ;

- Senior Executive Officers (members of the Executive Leadership Team)

**Material (materiality)**

means the assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis an entity's financial statements. For the purpose of this policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.

**Normal Terms and Conditions**

are standard rules governing transactions between Council and all external bodies. These can be governed by policies, legislation or accepted business practices.

**Ordinary Citizen Transaction –**

means a transaction that an ordinary citizen of the community would undertake in the ordinary course of business with Council. Transactions that are made on an arm's length basis between the Council and key management personnel and their close family members that an ordinary citizen of the community would transact with the Council.

**Possible (Possibly) Close members of the family of a person –**

are those family members who could be expected to influence, or be influenced by, that person in their dealings with the Council and include:

- (a) that person's brothers' and sisters';
- (b) aunts', uncles', and cousins' of that person's spouse or domestic partner;
- (c) dependants of those persons' or that person's spouse or domestic partner as stated in (b); and
- (d) that person's or that person's spouse or domestic partners', parents' and grandparents'.

**Related parties**

means a person or entity that is related to the entity that is preparing its financial statements (taken from AASB 124).

For the purposes of this Policy, related parties of Council are:

- a) Entities related to Council;
- b) Key Management Personnel (KMP) of Council
- c) Close family members of KMP;
- d) Possible close family members of KMP's; and
- e) Entities or persons that are controlled or jointly controlled by KMP, or their close family members, or their possible close family members.

**Related Party Transaction –**

is a transfer of resources, services or obligations between a Council and a related party, regardless of whether a price is charged.

Examples of related party transactions are:

- (a) purchases or sales of goods;
- (b) purchases or sales of property and other assets;
- (c) rendering or receiving of services;
- (d) rendering or receiving of goods;
- (e) leases;

- (f) transfers under licence agreements;
- (g) transfers under finance arrangements (example, loans);

*Note: Financial arrangements are subject to the Statutory Bodies Financial Arrangements Act 1982*

- (h) provision of guarantees (given or received);

*Note: Guarantees are financial arrangements that are subject to the Statutory Bodies Financial Arrangements Act 1982.*

- (i) commitments to do something if a particular event occurs or does not occur in the future;
- (j) settlement of liabilities on behalf of Council or by Council on behalf of that related party.

**Significant(significance) –**

means likely to influence the decisions that users of the Council's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Council and related party outside a public service provider/ taxpayer relationship.

**Content**

**1. Identifying related parties and transactions**

**1.1. Entities related to Council**

These are entities that are controlled by Council, jointly controlled by Council or over which Council has significant influence. Payments to these entities will be identified through Council's accounts payable system, with non-monetary transactions reviewed through Council's document management system.

**1.2. Key Management Personnel (KMP)**

Key management personnel have been defined for this policy as Councillors, the General Manager, and Executive Team members.

All key management personnel are responsible for self-assessing their own related parties and close family members on an annual basis. All related parties must be included in the self - assessment. Key management personnel are responsible for keeping the General Manager updated when any changes to those related parties occur outside of those times.

Self-assessment will be recorded on the Related Party Declaration form.

Transactions with related parties will be identified through Council's accounts payable, accounts receivable, applications, payroll and document management systems.

**1.3. Close family members of KMP**

Close family members are people who can be expected to influence or be influenced by key management personnel.

Key management personnel will identify close family members (see definitions) through the self-assessment process.

Transactions with those applicable close family members will be identified through Council's accounts payable, accounts receivable, applications, payroll and document management systems.

**1.4. Entities controlled or jointly controlled by close family members of KMP**

Key management personnel will identify all entities that are controlled or jointly controlled by close family members through the self-assessment process.

Transactions with those applicable entities will be identified through Council's accounts payable, accounts receivable, applications, payroll and document management systems.

**1.5. Types of related party transactions that are to be included.**

The types of transactions that need to be captured for analysis to be included in the related party disclosure are as follows:

- Grants and subsidy payments made to associated entities of Council
- Non-monetary transactions between Council and associated entities of Council
- Other goods and services provided by Council to associated entities of Council
- Compensation made to key management personnel
- Fees and charges charged to related parties
- Infrastructure contributions and application fees from related parties
- Purchase of materials and services from related parties
- Employee expenses for close family members of key management personnel

**2. Assessment of Related Party Transactions****2.1. Materiality**

Once the related party transactions have been identified they will be analyzed by Council's Finance Manager and those found to be of a material nature will be disclosed in the financial statements.

**2.2. Ordinary Citizen Transactions**

Ordinary citizen transactions (see definitions) are those transactions that are made on an arm's length basis between Council and related parties that an ordinary citizen of the community would transact with the Council. Examples of these are rates payments for properties owned by the related party.

Council will identify all transactions between Council and related parties. Any that are deemed to be ordinary citizen transactions will not be required to be disclosed in the annual financial statement.

Transactions between Council and related parties that would normally be considered to be ordinary citizen transactions but where the terms and conditions differ from normal practice will not be considered to be an ordinary citizen transaction for the purposes of this policy. These will be disclosed in Council's annual financial statements in the related party disclosure.

**2.3. Identification of all related party transactions**

Capture of all related party transactions will be done to allow a full assessment of related party transactions that are included in the related party disclosure. This will also allow Council's external auditors to perform a full analysis of the entire process that results in the related party transaction disclosure.

**2.4. Privacy**

Council's Finance Manager will endeavour to ensure that only those staff and external auditors that are involved in preparing the related party disclosure will have access to the Related Party Declarations and related party transactions.

Access to information held will be determined under the Government Information (Public Access) Act 2009.

Information collected by the Auditor General in the conduct of the audit of Councils financial reports will be *excluded information* as defined in Schedule 2(2) Government Information (Public Access) Act 2009.

### 3. Related Party Transaction Disclosure

#### 3.1. Scope

Council must disclose all material and significant Related Party Transactions in its annual financial statements and include the following detail:

- (i) The nature of the related party relationship; and
- (ii) Relevant information about the transactions including:
  - a) The amount of the transaction;
  - b) The amount of outstanding balances, including commitments, and
    - Their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in the settlement; and
    - Details of any guarantee given or received
  - c) Provision for doubtful debts related to the amount of outstanding balances; and
  - d) The expense recognised during the period in respect of bad or doubtful debts due from related parties.

#### 3.2. Materiality and Significance

The following matters must be considered in determining the materiality and significance of any related party transactions:

- Significance of transaction in terms of size;
- Whether the transaction was carried out on non-market terms;
- Whether the transaction is outside normal day-to-day business operations, such as the purchase and sale of assets;
- Whether the transaction is disclosed to regulatory or supervisory authorities;
- Whether the transaction has been reported to senior management; and
- Whether the transaction was subject to Council approval.

Regard must also be given for transactions that are collectively, but not individually significant.

Disclosures that Related Party Transactions were made on terms equivalent to those that prevail in arm's length transactions can only be made if such terms can be substantiated.

All transactions involving Related Parties will be captured and reviewed to determine materiality or otherwise of such transactions, if the transactions are Ordinary Citizen Transactions (OCTs), and to determine the significance of each of the transactions.

### Roles and Responsibilities

#### Key Management Personnel

Key Management Personnel are responsible for self-assessing their own related parties and close family members on an annual basis. All related parties must be included in the self - assessment. Key management personnel are responsible for

keeping the General Manager updated when any changes to those related parties occur outside of those times.

#### **Finance Manager**

Will establish processes to identify and extract related party transactions from Councils systems.

Identify related entities such as joint ventures and maintain a register of KMP self-assessment declarations.

Apply the Materiality and Significance criteria when determining transactions to be disclosed in Councils financial statements.

#### **Audit**

Will confirm Council's systems for identification, disclosure and reporting achieve compliance with the Australian Accounting Standard AASB 124 - Related Party Disclosures.

#### **Related Legislation**

- Local Government Act 1993
- Local Government (General ) Regulation 2005
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards :-
  - AASB 124 Related Party Disclosures
  - AASB 10 Consolidated Financial Statements
  - AASB 11 Joint Arrangements
  - AASB 128 Investments in Associates and Joint Ventures

#### **Related Council Policies**

- Code of Conduct
- Procurement
- Fraud and Corruption Prevention

#### **Acknowledgements**

The development of this policy has been informed by the following:-

- AASB 124 Related Party Disclosures
- Southern Downs Regional Council – Related Party Disclosure Policy
- Gladstone Regional Council – Related Party Disclosure Policy
- Tablelands Regional Council – Related Party Disclosure Policy
- NSW Audit Office – Checklist to identify KMP Related Party Transactions

#### **Variation**

Council reserves the right to vary the terms and conditions of this policy, subject to a report to Council

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#### **Policy History**

Endorsed by Internal Audit, Risk & Improvement Committee 8-3-2017

Adopted by ELT 28-2-2017

Adopted by Council 21-3-2017

Endorsed by ELT 15-01-2018

Adopted by Council      20-02-2018



Signed:                    George Cowan, General Manager

Date:

**15 OUR ENVIRONMENT**

Nil

**16 OUR ECONOMY**

Nil

**17 OUR INFRASTRUCTURE**

Nil



**18 OUR CIVIC LEADERSHIP****18.1 POLICY REVIEW CS100 PROCUREMENT****Document ID: 443949****Author: Governance and Engagement Manager****Authoriser: Deputy General Manager Corporate and Community****Theme: Our Civic Leadership****Attachments: 1. Revised Policy CS100 Procurement****RECOMMENDATION**

That Council:

1. Adopt the draft policy CS100 Procurement for public exhibition.
2. Following the exhibition period that the submission received from Cr Fahey OAM be considered along with any other submissions which may be received.

**PURPOSE**

The purpose of this report is to review policy CS100 – Procurement.

**SUMMARY**

The Procurement Policy CS100 has been reviewed with only minor amendments made. The policy is to give high level guidance as to how Council undertakes procurement. Detailed instructions are contained within the Procurement Procedures document.

Please note a submission has been received from Cr Fahey OAM following the October 2019 briefing session, the submission from Cr Fahey OAM will be considered along with any other submissions received following the exhibition period with a report to be submitted to a future Council meeting.

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

Our Civic Leadership

**Strategy**

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

**Action**

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

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

Review CS100

**Financial**

Procurement limits are contained in the procurement procedures and delegations

**Legal / Statutory**

Compliance with the Local Government Act and Regulations

**Community Engagement / Communication**

NA

**Human Resources / Industrial Relations (if applicable)**

Policy and procedures are to be communicated to staff to ensure legislative compliance.

**RISKS**

Policy purpose is to control risks around ethics, value for money, Workplace Health and Safety and tendering

**OPTIONS**

Adopt the revised policy as presented

Adopt the revised policy with amendment

Refer the revised policy back to staff for further revision

**CONCLUSION**

That Council adopt the draft policy CS100 – Procurement for the purpose of public exhibition.

**RECOMMENDATION**

That Council:

1. Adopt the draft policy CS100 Procurement for public exhibition.
2. Following the exhibition period that the submission received from Cr Fahey OAM be considered along with any other submissions which may be received.

# PROCUREMENT

## CS100



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

## PROCUREMENT



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<b>Policy No:</b>	<b>CS100</b>
<b>Policy Title:</b>	<b>Procurement</b>
<b>Section Responsible:</b>	<b>Corporate Services</b>
<b>Minute No:</b>	<b>12/183</b>
<b>MagiQ No:</b>	<b>8346</b>
<b>Next Review Date:</b>	<b>September 2021</b>

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### Principles

There are five principles that should be considered when purchasing goods and Services for the Council and they are:

1. Open and effective competition.
2. Value for money.
3. Enhancement of the capabilities of local business and industry.
4. Environmental protection.
5. Ethical behaviour and fair dealing.

When taking into account these principles one MUST ensure that the Council is able to function efficiently and effectively in its day-to-day operations.

These five principles and their intents are defined as follows:

#### 1. Open and Effective Competition

The purpose of this principle is to:

1. Instil confidence in the public about the cost-effectiveness of Local Government Procurements.
2. Maximise the prospect of obtaining the most cost-effective outcome from invitations to suppliers.
3. Ensure suppliers are given a reasonable opportunity to do business with local government.

#### 2. Value for Money

Goods or services being procured should represent the best return and performance for the money spent from a "total costs of ownership" or "whole-of-life costs" perspective.

#### 3. Enhancing the Capabilities of Local Business and Industry

The purpose of this principle is to enhance the opportunity for suppliers of goods and services to be considered for Council business on the basis of merit and value for money.

**4. Environmental Protection**

Purchasing is to be consistent with Council's commitment to sustainable development, by promoting purchasing practices which conserve resources, save energy, minimise waste, protect human health and maintain environmental quality and safety.

**5. Ethical Behaviour and Fair Dealing**

This principle is to ensure that officers with purchasing responsibilities;

1. Behave with impartiality, fairness, independence, openness, integrity and professionalism in their dealings with suppliers' representatives.
2. Advance the interests of Council in all transactions with suppliers' representatives in accordance with Council policy.
3. Attain a high level of credibility with suppliers' representatives.

**Objective**

1. To ensure Council at all times complies with the NSW Local Government Act 1993. Local Government (General) Regulation 2005 and other relevant legislation in relation to the procurement of goods and services.
2. To clearly define a procurement framework, responsibilities and procedures for guidance of all Council Officers.
3. To ensure that Council's procurement policies, practices and procedures are of best practice and meet the highest level of public accountability.

**Policy Statement**

Narrandera Shire Council is committed to obtaining the best possible value and reliable product and/or service for the Shire through the implementation and management of, transparent and ethical procurement system.

**Definition**

Procurement

The process of procurement usually consists of the following steps:

1. Define the need and specification.
2. Determine the procurement method.
3. Obtain the appropriate approval (if new expenditure or outside budget limits).
4. Identify reputable suppliers or approved contractors relevant to the purchase.
5. Invite quotations or use direct purchasing (pursuant to the prescribed category).
6. Evaluate responses and make a recommendation.
7. Obtain approval for the decision or act under delegated authority.
8. Monitor the performance of the supplier or provider.
9. Check that what was delivered is what was ordered and is fit for purpose.

**Legislative Framework**

The procurement of goods and services by Council must be undertaken and conducted in consideration (where applicable) with some, or all of the following:

1. NSW Local Government Act 1993.

2. NSW (General) Regulation 2005.
3. Competition and Consumer Act 2010.
4. Occupational **Work** Health and Safety Act 2000 **2011**.
5. Government Information (Public Access) Act 2009.
6. Privacy and Personal Information Protection Act 1998.
7. State Records Act 1998.
8. Electronic Transaction Act 2000.
9. Goods and Services Tax Act 1999.

#### **Standards**

1. Purchases are within budgets and delegations.
2. Purchase orders completed with exact details of requirements.
3. Invoices passed for payment in a timely manner.
4. Negotiations are undertaken when-ever possible to obtain best price and best value.
5. Ethical Behaviour and Fair Dealing are always displayed when purchasing.

#### **Purchasing Thresholds**

Council's Purchasing Manual shall set purchasing limits which initiate incrementing quotation and authorisation processes as the purchase value increases until reaching the statutory tendering trigger value.

#### **Tendering**

Section 55 of the Local Government Act 1993, in conjunction with the Local Government (General) Regulation 2005, provides the legislative framework that promotes the consistent use of good practice standards in local government tendering in a manner that is clear, consistent and readily accessible to all persons.

The practice of tendering is grounded in the understanding that it provides a mechanism to "test the market". It provides an understanding of what the market expects and what can be expected of the market. This testing process is therefore designed to increase efficiency by ensuring that decisions are made with satisfactory knowledge of market conditions and expectations.

Tendering also provides another benefit, in that it provides a level of procedural transparency. Where the proper checks and balances are put into place, the tendering process can act to facilitate the auditing of decisions. The open and public nature of the tendering process instils a high level of accountability onto the decision makers and promotes a greater degree of procedural fairness in the decision making process.

Essential Elements of Tendering ~~will be~~ **are** set out in Council's Procurement Manual.

Standards for documentation and record keeping ~~will be~~ **are** set out in Council's Procurement Manual.

#### **WHS Issues**

Council as an employer must adhere to Workplace Health and Safety regulations to ensure their staffs are operating in a safe workplace environment.

In regards to non-urgent procurement, if any doubt concerning safety exists when considering the procurement of any goods and / or services, these should be referred to the council's ~~Risk Assessment~~ **WHS & Risk** Officer in the first instance or to the council WHS Committee for analysis and comment.

#### **Schedule of Rates and Pre-Qualification of Contractors**

Every second year expressions of Interest (EOI) will be publicly advertised in advance of the forthcoming financial year calling for fixed rates from contractors for a period of two years for work, plant hire and projects (under the threshold as prescribed by the Local Government (General) Regulation) 2005.

Contractors are to be pre-qualified and appear in council's Approved Contractors Register prior to being engaged for work on a council worksite. For qualification contractors will supply council copies of all relevant insurances, required licences and other documents as deemed necessary.

#### **Government Negotiated Contracts and LGP Contracts**

Council has the ability to access these contracts to purchase its goods and services at the agreed rates from the contracted suppliers if council considers such purchases offer the best value for money. Council is not bound to purchase from contracted suppliers if better terms can be negotiated from elsewhere.

#### **Variation**

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

#### **Policy History**

Adopted	18 July 1998
Reviewed	16 August 2005
Amended	12 December 2006
Reviewed/Amended	21 April 2009
Reviewed/Amended	17 April 2012
Reviewed and Adopted	19 June 2012
Reviewed by ELT	16 September 2019

**18.2 2018-2019 ANNUAL REPORT FOR THE YEAR ENDING 30 JUNE 2019****Document ID: 442186****Author: Governance and Engagement Manager****Authoriser: Deputy General Manager Corporate and Community****Theme: Our Civic Leadership****Attachments:**

1. **2018-2019 Annual Report.pdf (under separate cover)**
2. **Appendix A - GIPA Annual Report.pdf (under separate cover)**
3. **Appendix B - Public Interest Disclosures Annual Report.pdf (under separate cover)**
4. **Appendix C - 2018-2019 Audited Annual Financial Statements.pdf (under separate cover)**
5. **Appendix D - Disability Inclusion Action Plan Annual Report.pdf (under separate cover)**
6. **Appendix E - Delivery Program Annual Report.pdf (under separate cover)**

**RECOMMENDATION**

That Council:

1. Adopt the 2018-2019 Annual Report as presented and publish the document to the community; also advise the Office of Local Government of the URL of the document within Council's website.

**PURPOSE**

The purpose of this report is for Council to adopt the Annual Report for the 2018-2019 reporting year ending 30 June 2019.

**SUMMARY**

Council's Annual Report for 2018-2019 has been prepared in accordance with Sections 406 & 428 of the Local Government Act, 1993 also Regulation 217 of the Local Government (General) Regulation, 2005 and the Integrated Planning and Reporting Guidelines for local government in NSW issued by the Office of Local Government during March 2013.

**BACKGROUND**

The Annual Report is one of the key reports of accountability between Council as a community leader and its residents, the document provides updated information on the implementation of the four year Delivery Program incorporating the annual Operational Plan. As a statutory report it also details how Council has performed over the past financial year as a business entity.

Highlights for the reporting year are:



- In the Mayoral message Cr Kschenka has praised two of the signature events held within the Shire being the 'The Good Old Days' held at Barellan and the Narrandera Rod Run with both events achieving a record number of participants and spectators. Whilst acknowledging the serious impact of the current drought Cr Kshenka also noted the intense community spirit that was generated through the installation of the stunning LED Christmas tree at the Memorial Gardens in Narrandera for Christmas 2018 and again for Anzac Day 2019 where there was a cascade of handmade poppies installed from the façade of the clock tower at the Council Administration Centre;
- Cr Kschenka also highlighted the large number of successful grant funding opportunities across the reporting year which saw a large number of planned projects come to fruition including the Barellan Sportsground change rooms, enhancements to Marie Bashir Park; the water tower art trail; community hall improvements at Barellan, Grong Grong, Sandigo and Binya; entrance beautification works at the Lake Talbot Water Park and to the Narrandera Cemetery; the Narrandera CBD entrance at the intersection of East Street and Whitton Street; and partial funding toward the Youth Space at the Narrandera Shire Library;
- The General Manager, George Cowan commented on Council's strong financial position as at 30 June and apart from many successful grant funding opportunities Council also applied for funding under the NSW Safe and Secure Water Program which co-funds eligible water and sewer projects in regional NSW through improvements to public health, water security, environmental outcomes and/or social benefits. For Narrandera Shire two projects were successful and were announced after the 30 June being the South West Narrandera Sewer Expansion which is for the identification of options to connect a large number of existing septic systems to the existing Narrandera sewer reticulation network, funding for this study is \$480,000. The other exciting project announcement was the Barellan Sewer Scheme where \$4.87 million dollars has been secured to design and construct a reticulated sewerage system for the village of Barellan.
- Across the past 5 years Council has taken a proactive approach within its governance structure by initiating an Audit, Risk and Improvement Committee, even though it is not yet a requirement under the *Local Government Act 1993* (the Act). The committee is responsible for assisting Council by overseeing Council's risk management framework and works very closely with the internal auditor – audits undertaken during the reporting year include a legislative compliance audit, records and document management audit, development assessment audit with the environmental compliance audit to be completed later in the 2019 calendar year.
- Section 355 of the Act allows Council to delegate some of its functions to committees and Council has a number of groups that are active within the community such as the Arts and Cultural Committee, Audit, Risk and Improvement Committee, Bettering Barellan Committee, Grong Grong Community Committee, Koala Regeneration Committee, Narrandera-Leeton Council Airport Management Committee, Narrandera Railway Station Management Committee and the Australia Day Planning Committee. Council also has a number of advisory groups, however they do not have any delegations and include the Lake Talbot Environs Advisory, Narrandera Stadium Advisory, Parks and Gardens Advisory and the Sports Facility Advisory. Nominations

are called when necessary to fill vacancies within these groups and any persons who have a strong interest in any of these functions of Council are encouraged to apply.

- Councillor expenses for the reporting year totalled \$171,303.89 with \$8,471.46 expended on professional development with a number of Councillors attending either workshops, conferences or undertaking tertiary studies so to collectively acquire and maintain the skills necessary to perform their roles.
- The audited financial statements for the year ending 30 June 2019 show that Council mostly meets or exceeds the benchmarks established by New South Wales Treasury Corporation. Successful grant funding opportunities has meant that some benchmarks were not attained such as Own Source Operating Revenue Ratio where the income received from external sources reduced the ratio of revenue that Council was able to self-generate, similarly the Buildings and Infrastructure Renewals Ratio was not attained as the higher than expected grant funding received resulted in a large amount of building and infrastructure renewals to be completed by 30 June 2019:
  - Operating performance ratio measuring operating expenditure against operating revenue – benchmark was >0.00%, Council attained 5.64%
  - Own source operating revenue ratio measuring reliance on operating grants and contributions – benchmark was > 60.00%, Council attained 51.35%
  - Unrestricted current ratio measuring ability to satisfy obligations in the short term – benchmark was > 1.5x, Council attained 6.63x
  - Debt service cover ratio measuring the availability of cash to service loans – benchmark was > 2x, Council attained 0.00x
  - Rates and annual charges overdue measuring the impact of overdue rates and charges – benchmark was < 10.00%, Council attained 7.81%
  - Cash expense cover ratio measuring the number of months a Council can pay immediate expenses – benchmark was > 3mths, Council attained 19.34mths
  - Buildings and infrastructure renewals ratio measuring the rate at which assets are being renewed against the rate at which they are depreciating – benchmark was >=100.00%, Council attained 66.81%
  - Infrastructure backlog ratio measuring the backlog against the total value of infrastructure – benchmark was < 2.00%, Council attained 1.27%
  - Asset maintenance ratio measuring actual versus required annual asset maintenance – benchmark was > 100.00%, Council attained 208.37%.
- For the reporting year there were three contracts awarded that were in excess of \$150,000 and they were \$216,450 for the upgrade to the skate park at Marie Bashir Park, \$1,284,344 for the supply and installation of new water slides at Lake Talbot Water Park and \$410,000 for the new lower concourse amenities/change rooms/parents room at Lake Talbot Water Park.
- During the reporting year Council has a capital works budget of \$16.468 Million dollars and as at 30 June 2019 – 66% of works were completed, 19% of works were

carried over to the 2019-2020 financial year, 9% of works were deferred with 6% of works cancelled.

- The largest area of expenditure for the reporting year was transport and communication with 48% of the total capital expenditure allocated to Council's road program, the greatest area of expenditure was the Flood Damage Restoration Program at 21% followed by the Roads to Recovery Program at 18%, the Rural/Unsealed Roads Expenses 13%, the Rural Local Roads Capital expenses 11% and the Urban Maintenance and Ancillary Roadworks at 10%.
- April 2019 saw the appointment of the new Community Liaison Officer whose first task was to form the Youth Advisory Council where the youth of the community aged between 12 and 21 years of age can be represented in the decision making of Council by providing suggestions and recommendations on issues affecting them and their peers. The Youth Advisory Council was announced during Local Government Week held early August 2019 with the inaugural members being Wesley Bamblett, Isabella Beaumont, Kayleigh Cassidy, Mia Geddes, Shakira Hocking, Braden Lyons and Abigail Pettigrew.
- As part of its Road Safety Program the opportunity was provided to community members aged between 17 and 25 to complete Responsible Service of Alcohol qualification where 50% of the course fee was subsidised. The program was the ideal opportunity for this age group to not only seek employment but to also be educated on the effects of alcohol given that vehicle crash data shows that 50 percent of the 17 to 25 age group were statistically involved in vehicle crash events for the years 2013 to 2017.
- Council continues to assist eligible members from both Narrandera Shire and Leeton Shire communities with its Commonwealth Home Support Programs that are aimed at assisting the frail aged members of our community to remain safely in their own homes. For the 2018-2019 reporting year Council provided services such as Community Transport, Social Support, Flexible Respite, Home Modifications and Maintenance to over 573 individual clients aged 65 years and older or 50 years and over for Aboriginal and Torres Strait Islanders.
- Community transport continues to be a valuable service for members of the Narrandera Shire and Leeton Shire communities with 14,478 trips provided to residents travelling 275,905 kilometres, at present the service has over 1,000 active clients. Many of the clients use the service on a regular basis as their sole means of transport. These services would not be possible without the incredible generosity of the 37 volunteer drivers who worked a staggering 10,604 hours.
- The Narrandera Arts and Community Centre hosted a number of events and civic functions across the reporting year including:
  1. Murru - (*Aboriginal Arts exhibition*)
  2. Fragments - (*Curated exhibition*)
  3. What happens if..... - (*NACNet*)
  4. Near and Far: Yearning/Community/Connections - (*Curated exhibition*)
  5. Jerilderie Show and Shine Art Exhibition - (*Art exhibition*).

- Council continued to support community organisations and schools across the Shire also contributing to a number of special projects and commemorative events. A total of \$20,370.26 was expended with some of the recipients being the Binya Hall Committee \$1,850.00, the Grong Grong Earth Park \$1,640.00, Narrandera Junior Rugby League \$1,850.00; commemorative events include a plaque for the centenary of the Binya Public School and a memorial plaque for the Late Jennifer O'Brien within the Memorial Gardens at Narrandera.
- The reporting year saw a large amount of grant funding from both the Federal Government and the NSW State Government for projects across the Shire; projects include the partial funding of the Barellan Sportsground Change Rooms by the Stronger Country Communities Fund (SCCF) \$269,000, enhancements to Marie Bashir Park partially funded by the SCCF \$404,000. Another funding source was the Drought Communities Programme (DCP) with \$1 Million dollars expended on projects such as the Art on the Water Tower at Narrandera, Community Hall improvements at Barellan, Grong Grong, Sandigo and Binya, an entrance upgrade to the Lake Talbot Water Park also partial funding of the Youth Space at the Narrandera Shire Library.
- Council recognises the value of its staff and for the reporting year expended a total of \$88,717 on staff training and development. Apart from Workplace Health and Safety training and other essential training a number of staff undertook tertiary studies and were awarded Certificate IV in Planning, Advanced Diploma in Record Keeping, Certificate III in Civil Construction Plant Operations and Certificate III in Customer Engagement.
- Economic Development has been and will continue to be a key focus area for Council with one of the opportunities actively pursued across recent few years being the Narrandera to Tocumwal Rail Line; unfortunately in February 2019 Transport NSW advised through a confidential document that the proposal would not provide economic benefits that outweigh the initial upfront construction and ongoing operational costs.
- Service NSW agreed to open its 103<sup>rd</sup> service centre in Narrandera during the reporting year at 4 Twynam Street, Narrandera, the service centre allows community members face-to-face access to services such as those from the Roads and Maritime Services, NSW Births, Deaths and Marriages as well as access to a wide range of other NSW State Government Services such as the 'Easy to do Business' program which aims to assist small business operators establish a restaurant or a coffee shop.
- October 2018 was NSW Small Business Month with Council initiating a partnership with the NSW Business Connect Bus to visit a number of locations across the Shire so that specialist business advisors and specialist mental health counsellors could be made available to offer support and guidance to individuals affected by the current drought. Other events held during October 2018 was the launch of 'Narrandera Connected' at the new TAFE NSW Connected Learning Centre also 'Narrandera Activated' aimed at providing information, support and new ideas to the local business community.
- Central West Lifestyle Magazine for its winter 2019 edition showcased Narrandera Shire to its many readers; this stunning publication showcased our signature events, our history, our economy and captured many recollections, memories, stories and aspirations of some of our local living treasures.

- Our Shire has been the focus for several major solar farm developments as a result of increased interest in the renewable energy sector, three major developments have been granted development consent from the NSW State Government as State Significant Developments. One of the developments is proposed for the south western corner of the Shire with the other two developments located in the southern quarter of the Shire.
- Council supported a number of events financially during the reporting year but also supports events in other ways such as offering advocacy and advice relating to logistics and marketing opportunities also by preparing and actioning traffic management plans. Events where assistance with traffic management was provided include Rockin on East, Barellan 'Good Old Days', Ian Lucas Memorial Ride, Narrandera John O'Brien Bush Festival, Narrandera Rod Run and ANZAC Day.
- Stormwater management is also a focus area for Council with continued improvements to the stormwater sediment pond adjacent to the intersection of Cadell Street and Larmer Streets in Narrandera, improvements include the installation of a litter boom to collect floating debris before it enters the siphon and then the Narrandera Wetlands also an electrical submersible pump to better manage stormwater during times of flood.
- Apart from physical stormwater management tasks, extensive modelling work has also been undertaken to identify potential flood prevention works for the west Narrandera catchment area including the augmentation of the existing detention basin also the scoping of additional detention basins and enlarged drainage pipelines.
- Council continues to progress Flood Risk Management Plans for both Barellan and Narrandera with separate consultants engaged to analyse the different catchment areas to identify the potential impact of future significant flood events; the consultants are using sophisticated two dimensional modelling techniques and the latest light detection and ranging mapping information to develop these plans. This work is substantially funded by the NSW Office of Environment and Heritage and is essential in identifying physical structures and developing strategic plans to manage future flood events.

## **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**

Nil

**Legal / Statutory**

Local Government Act, 1993

Local Government (General) Regulation, 2005

Integrated Planning and Reporting Guidelines published March 2013

**Community Engagement / Communication**

By publishing the 2018-2019 report in both traditional print media also using digital and social media to provide accountability and transparency

**Human Resources / Industrial Relations (if applicable)**

Nil

**RISKS**

There are no perceived risk associated with the adoption and publication of the 2018-2019 Annual Report however should the Annual Report not be adopted Council would be in breach of the Act by not providing a statutory document to the Office of Local Government.

**OPTIONS**

1. Endorse the 2018-2019 Annual Report as presented and publish the document to the community and advise the Office of Local Government of the URL of the document within Council's website;
2. Require amendments to the 2018-2019 Annual Report before endorsement.

**CONCLUSION**

The reporting year 2018-2019 has again been extremely very busy with many projects completed or substantially completed; the recommendation is that Council adopt the 2018-2019 Annual Report as presented and publish the document to the community.

**RECOMMENDATION**

That Council:

1. Adopt the 2018-2019 Annual Report as presented and publish the document to the community; also advise the Office of Local Government of the URL of the document within Council's website.

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

**19.1 OCTOBER DEVELOPMENT SERVICES ACTIVITIES**

**Document ID:** 443958  
**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 October 2019.

**PURPOSE**

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

**BACKGROUND**

**Development & Complying Development Applications**

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

<b>Stage Reached</b>	<b>Number</b>
Lodged	4
Stop-the-Clock / Under Referral / Awaiting Information	8
Under Assessment	5
Determined	3

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

Development Type	2019/2020			
	October 2019		Year to Date	
	Number	Value \$	Number	Value \$
Residential	2	\$ 39,000	7	\$ 144,668
Industrial			1	\$ 1,000
Commercial	1	\$ -	1	\$ -
Rural Residential			1	\$ 120,000
Subdivisions			2	\$ 1,200
Other			2	\$ 180,000
<b>TOTAL</b>	<b>3</b>	<b>\$ 39,000</b>	<b>14</b>	<b>\$ 446,868</b>

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 October 2019.

No	Lot	Sec	DP/SP	Address	Development Type	Class	Type	STC	ACTIVE Business Days
DA-12-12-12 Pt 2	7, 8, 9 1	- -	9309 1136517	96-100 Twynam St Narrandera	Increase in parking	-	L	-	22
DA-9-19-20	2	73	758757	19 Frank St Narrandera	Shed	-	L	-	20
DA-11-19-20	2	74	758757	19 Adams St Narrandera	Shed	-	L	-	12

Type explanation

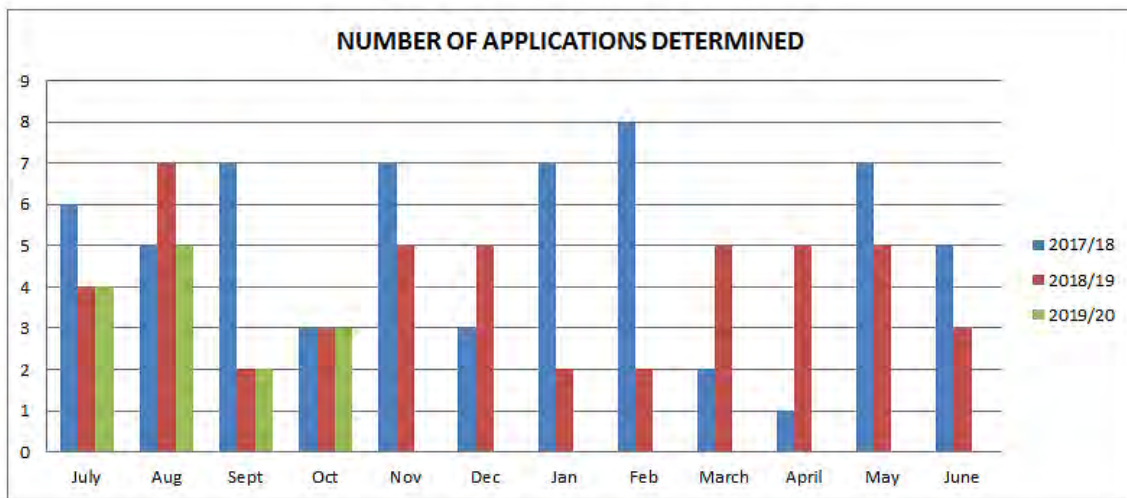
Local (L)	Merit based assessment where development consent is required. Target determination time of 40 business days.
Integrated (I)	Merit based assessment where approval from other authorities, such as RMS, RFS, DPI, is required in addition to development consent. The referral process extends the target 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

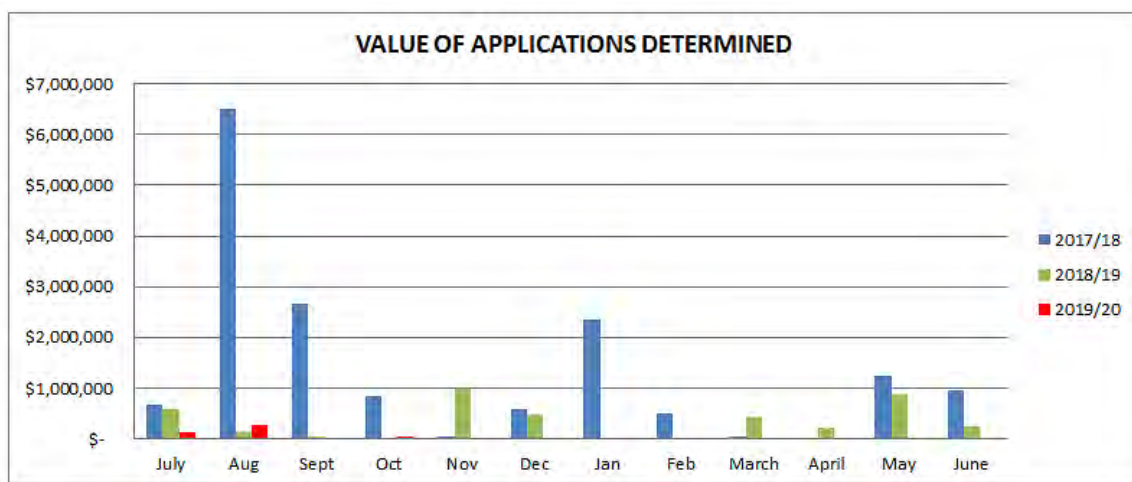


2014/15	Narrandera Shire Council average	43 days
2015/16	Narrandera Shire Council average	35 days
2016/17	Narrandera Shire Council average	26 days
2017/18	Narrandera Shire Council average	27 days
2018/19	Narrandera Shire Council average	38 days
2019/20	Narrandera Shire Council average - YTD	27 days

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 October 2019 is detailed in the following table:

Certificate Type	Number Issued
Construction Certificates	2
Building Certificates	-
Subdivision Certificates	-
Occupation Certificates	2
Compliance Certificates	-
Section 10.7 (previously 149) Certificates	47
Swimming Pool Compliance Certificates	1
On-Site Septic Management System Certificates	-

**RECOMMENDATION**

That Council:

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

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

**20.1 SEPTEMBER 2019 QUARTERLY BUDGET REVIEW**

**Document ID:** 438023  
**Author:** Senior Finance Officer  
**Authoriser:** Deputy General Manager Corporate and Community  
**Theme:** Statutory and Compulsory Reporting – Financial / Audit  
**Attachments:** 1. Quarterly Budget Review September 2019.pdf  
 2. Reserves Reconciliation 30-6-2020.pdf

**RECOMMENDATION**

That Council

1. Receive, note and adopt the information and variations contained in the September Quarterly Review.

**PURPOSE**

The purpose of this report is to present Council’s September Quarterly Budget Review Statement.

**SUMMARY**

The General Fund forecast net operating result from continuing operations after the quarter is a deficit of \$1,771,000 compared to the original budget forecast result of a surplus of \$1,341,000. This is shown on page 8 of the attachment.

The General Fund forecast net operating result before grants and contributions provided for capital after the quarter is a deficit of (\$3,308,000) compared to original budget forecast of a surplus of (\$209,000). This is a result of carrying forward Stronger Country Community projects and transferring out the Financial Assistance Grant (FAG) that was received in advance last financial year.

Below is a table that outlines each of Council Fund’s operating position before capital grants.

<b>Operating Position before Capital Grants</b>		
<b>Fund</b>	<b>Original</b>	<b>Sep</b>
	<b>(\$000's)</b>	<b>(\$000's)</b>
General	209	(3,308)
Water	480	480
Sewer	280	280
<b>Consolidated</b>	<b>969</b>	<b>(2,548)</b>

**BACKGROUND**

Council in accordance with the Local Government Financial Regulations is required to prepare a Quarterly Budget Review Statement (QBRs).

The Financial Regulations mandate a minimum of six statements that must be produced. These are a Statement by the Responsible Accounting Officer, Income & Expenses Statement, Capital Budget Statement, Cash & Investments Position Statement, Key Performance Indicators and a Statement of Contracts and Other Expenses.

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

Nil

## **ISSUES AND IMPLICATIONS**

### **Policy**

Nil

### **Financial**

Council's short term Financial position (the level of working capital) is satisfactory as at 30 September 2019.

### **Legal / Statutory**

To comply with Local Government Regulations 2005 Part 9 Division 3 Clause 203.

### **Community Engagement / Communication**

N/A

### **Human Resources / Industrial Relations (if applicable)**

N/A

## **RISKS**

N/A

*Significant variations during the September quarter are detailed below by Activity.*

## **INCOME**

### **Rates & Annual Charges**

- The Rates and Annual Charges have been levied and resulted in an overall budget decrease of \$6,000.

### **User Charges & Fees**

- NOOSH Service income has decreased \$63,000 due to the closure of the centre.
- Social Support Vehicle revenue has been increased \$11,000 for the sale of one vehicle.
- Youth Excursion revenue has been increased \$2,500, this was not known at the time of budgeting.
- The budget has been increased \$7,500 for Home Modifications full cost income and funding growth.

- Social support (\$2,500) and Community Transport (\$5,000) budgets have increased for higher than anticipated full recovery costs.

### **Grants & Contributions - Operating**

- Roads and Maritime Services have approved funding for Road Safety Projects including NSW Bike week with an increase of \$8,000 to the budget.
- Library will receive an additional \$48,000 of grant funding to the budgeted income.
- Flood Study grant revenue has been increased \$78,000 for the Barellan Levee Options.

### **Grants & Contributions - Capital**

- Funding for the Cycleway has not been approved by Roads and Maritime Services, income has decreased \$25,500.
- The Narrandera Truck Wash income increased \$424,000 for future grants and contributions to be received from Restart NSW \$276,000, Roads and Maritime Services \$138,000 and Menzplant \$10,000.
- Roads and Maritime Services have approved funding for the Walking Communities programs, budgeted revenue increased \$6,000

The total increase in income for the September budget review is \$500,000

## **EXPENDITURE**

### **Employee Costs**

- NOOSH Wages decreased \$76,000 due to the closure of the centre on 30 June 2019.
- Library Casual Salaries increased \$19,000 to correct a calculation error.
- Social Support Wages and Salaries have been increased \$31,000 with savings in Social Support Vehicle Replacement and income received from the sale of one vehicle.

### **Materials & Contracts**

- Flood Study for the Barellan Levee options has been increased to \$92,500 with \$14,500 being transferred from Barellan Stormwater Reserves.
- NOOSH Administration charges decreased \$16,300 due to the centres closure.
- Additional grant funding for the Library Special Projects has increased the budget \$11,000.
- Road Safety Officer Projects have increased \$8,000 due to additional grant funding.
- The Social Support Vehicle Replacement was less than anticipated (\$17,300); the savings have been reallocated to Employee Costs.

**Legal Costs**

- General Legal expenses have been increased by \$2,000 for legal advice received.

**Other Expenses**

- The budget for Integrated Planning Expenses has been increased \$35,000 for the 2020 community survey.
- Shire valuation fees were less than expected, decreasing the budget \$6,000.
- Community Transport telephone expenses increased \$5,000 due to higher service usage.
- Electricity expenses for the airport increased \$5,000 due to changes in flight times.

**Capital Expenditure**

- The budget for the Narrandera Landfill Reverse Vending machine increased \$113,151.00 due to power being required on site (\$90,000). This will be transferred from the Domestic Waste Reserve.
- The Narrandera Business Centre Master Plan budget (\$1,668,109) has been transferred to reserves until procurement is complete and the commencement date is confirmed.
- The Narrandera Truck Wash budget has increased \$34,394 from savings in the Library Youth Room project and decreased \$60,000 as the contribution from downer will not be received.
- Grant funding for the Cycleway project was unsuccessful decreasing the budget \$25,500.
- Walking Communities grant funding has been successful, increasing the budget \$6,000
- Other plant capital expenses increased \$15,801 for the purchase of road condition evaluation equipment; this was transferred from the Rural Roads budget.

The total increase in Operating expenditure for the general fund is \$92,000.

The Water fund operating expenditure has been amended according to actual costs with employee costs increasing \$7,000 and materials and Contracts decreasing \$7,000. The capital expenditure budget increased \$8,000 for McGilvray Road Water Main (truck wash connection) and decreased \$8,000 for Water Main Replacements.

The Sewer Fund operating expenditure has been adjusted to reflect actual costs with employee costs decreasing \$3,000 and materials and contracts increasing \$3,000.

**CONCLUSION**

It will be recommended that Council Receive, note and adopt the September Quarterly review in accordance with the Local Government Financial Regulations.

**RECOMMENDATION**

That Council

1. Receive, note and adopt the information and variations contained in the September Quarterly Review.



Narrandera Shire Council

**Quarterly Budget Review Statement**  
for the period 01/07/19 to 30/09/19

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Narrandera Shire Council

**Quarterly Budget Review Statement**  
for the period 01/07/19 to 30/09/19**Report by Responsible Accounting Officer**

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

**30 September 2019**

It is my opinion that the Quarterly Budget Review Statement for Narrandera Shire Council for the quarter ended 30/09/19 indicates that Council's projected financial position at 30/6/20 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:

 (OCMC Acting)

date: 05/11/2019

Martin Hiscox  
Responsible Accounting Officer

Narrandera Shire Council

**Quarterly Budget Review Statement**

Page 3

for the period 01/07/19 to 30/09/19

**Income & Expenses Budget Review Statement**

Budget review for the quarter ended 30 September 2019

**Income & Expenses - Council Consolidated**

(\$000's)	Original Budget 2019/20	Approved Changes		Revised Budget 2019/20	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs					
<b>Income</b>								
Rates and Annual Charges	7,715	-	-	7,715	(6)		7,709	7,932
User Charges and Fees	3,346	-	-	3,346	(33)		3,313	315
Interest and Investment Revenues	633	-	-	633	-		633	(98)
Other Revenues	659	-	-	659	-		659	43
Grants & Contributions - Operating	6,941	(2,507)	-	4,434	134		4,568	1,221
Grants & Contributions - Capital	2,660	-	-	2,660	405		3,065	(97)
Net gain from disposal of assets	92	-	-	92	-		92	24
Share of Interests in Joint Ventures	-	-	-	-	-		-	-
<b>Total Income from Continuing Operations</b>	<b>22,046</b>	<b>(2,507)</b>	<b>-</b>	<b>19,539</b>	<b>500</b>		<b>20,039</b>	<b>9,340</b>
<b>Expenses</b>								
Employee Costs	7,542	-	-	7,542	(23)		7,519	1,710
Borrowing Costs	7	16	-	23	-		23	-
Materials & Contracts	4,114	997	-	5,111	70		5,181	1,259
Depreciation	4,917	-	-	4,917	-		4,917	1
Legal Costs	54	-	-	54	2		56	4
Consultants	-	-	-	-	-		-	-
Other Expenses	1,783	-	-	1,783	43		1,826	755
Interest & Investment Losses	-	-	-	-	-		-	-
Net Loss from disposal of assets	-	-	-	-	-		-	-
Share of interests in Joint Ventures	-	-	-	-	-		-	-
<b>Total Expenses from Continuing Operations</b>	<b>18,417</b>	<b>1,013</b>	<b>-</b>	<b>19,430</b>	<b>92</b>		<b>19,522</b>	<b>3,729</b>
<b>Net Operating Result from Continuing Operation</b>	<b>3,629</b>	<b>(3,520)</b>	<b>-</b>	<b>109</b>	<b>408</b>		<b>517</b>	<b>5,611</b>
Discontinued Operations - Surplus/(Deficit)				-			-	
<b>Net Operating Result from All Operations</b>	<b>3,629</b>	<b>(3,520)</b>	<b>-</b>	<b>109</b>	<b>408</b>		<b>517</b>	<b>5,611</b>
<b>Net Operating Result before Capital Items</b>	<b>969</b>	<b>(3,520)</b>	<b>-</b>	<b>(2,551)</b>	<b>3</b>		<b>(2,548)</b>	<b>5,708</b>

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 30/09/2019 and should be read in conjunction with the total QBRs report

Narrandera Shire Council

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**Quarterly Budget Review Statement**  
 for the period 01/07/19 to 30/09/19

**Income & Expenses Budget Review Statement**

Budget review for the quarter ended 30 September 2019

**Income & Expenses - General Fund**

(\$000's)	Original Budget 2019/20	Approved Changes		Revised Budget 2019/20	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRS					
<b>Income</b>								
Rates and Annual Charges	5,748	-	-	5,748	(6)		5,742	5,881
User Charges and Fees	1,849	-	-	1,849	(33)		1,816	326
Interest and Investment Revenues	414	-	-	414	-		414	(30)
Other Revenues	659	-	-	659	-		659	42
Grants & Contributions - Operating	6,898	(2,507)	-	4,391	134		4,525	1,221
Grants & Contributions - Capital	1,132	-	-	1,132	405		1,537	(97)
Net gain from disposal of assets	92	-	-	92	-		92	24
Share of Interests in Joint Ventures	-	-	-	-	-		-	-
<b>Total Income from Continuing Operations</b>	<b>16,792</b>	<b>(2,507)</b>	<b>-</b>	<b>14,285</b>	<b>500</b>		<b>14,785</b>	<b>7,367</b>
<b>Expenses</b>								
Employee Costs	6,242	-	-	6,242	(27)		6,215	1,570
Borrowing Costs	7	16	-	23	-		23	-
Materials & Contracts	3,627	997	-	4,624	74		4,698	1,082
Depreciation	4,098	-	-	4,098	-		4,098	1
Legal Costs	54	-	-	54	2		56	4
Consultants	-	-	-	-	-		-	-
Other Expenses	1,423	-	-	1,423	43		1,466	701
Interest & Investment Losses	-	-	-	-	-		-	-
Net Loss from disposal of assets	-	-	-	-	-		-	-
Share of interests in Joint Ventures	-	-	-	-	-		-	-
<b>Total Expenses from Continuing Operations</b>	<b>15,451</b>	<b>1,013</b>	<b>-</b>	<b>16,464</b>	<b>92</b>		<b>16,556</b>	<b>3,358</b>
<b>Net Operating Result from Continuing Operations</b>	<b>1,341</b>	<b>(3,520)</b>	<b>-</b>	<b>(2,179)</b>	<b>408</b>		<b>(1,771)</b>	<b>4,009</b>
Discontinued Operations - Surplus/(Deficit)				-			-	
<b>Net Operating Result from All Operations</b>	<b>1,341</b>	<b>(3,520)</b>	<b>-</b>	<b>(2,179)</b>	<b>408</b>		<b>(1,771)</b>	<b>4,009</b>
<b>Net Operating Result before Capital Items</b>	<b>209</b>	<b>(3,520)</b>	<b>-</b>	<b>(3,311)</b>	<b>3</b>		<b>(3,308)</b>	<b>4,106</b>

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 30/09/2019 and should be read in conjunction with the total QBRS report

Narrandera Shire Council

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**Quarterly Budget Review Statement**  
 for the period 01/07/19 to 30/09/19

**Income & Expenses Budget Review Statement**

Budget review for the quarter ended 30 September 2019

**Income & Expenses - Water Fund**

(\$000's)	Original Budget 2019/20	Approved Changes		Revised Budget 2019/20	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRS					
<b>Income</b>								
Rates and Annual Charges	728	-	-	728	-		728	751
User Charges and Fees	1,339	-	-	1,339	-		1,339	2
Interest and Investment Revenues	204	-	-	204	-		204	(67)
Other Revenues	-	-	-	-	-		-	-
Grants & Contributions - Operating	23	-	-	23	-		23	-
Grants & Contributions - Capital	770	-	-	770	-		770	-
Net gain from disposal of assets	-	-	-	-	-		-	-
Share of Interests in Joint Ventures	-	-	-	-	-		-	-
<b>Total Income from Continuing Operations</b>	<b>3,064</b>	<b>-</b>	<b>-</b>	<b>3,064</b>	<b>-</b>		<b>3,064</b>	<b>686</b>
<b>Expenses</b>								
Employee Costs	795	-	-	795	7		802	76
Borrowing Costs	-	-	-	-	-		-	-
Materials & Contracts	253	-	-	253	(7)		246	78
Depreciation	511	-	-	511	-		511	-
Legal Costs	-	-	-	-	-		-	-
Consultants	-	-	-	-	-		-	-
Other Expenses	255	-	-	255	-		255	19
Interest & Investment Losses	-	-	-	-	-		-	-
Net Loss from disposal of assets	-	-	-	-	-		-	-
Share of interests in Joint Ventures	-	-	-	-	-		-	-
<b>Total Expenses from Continuing Operations</b>	<b>1,814</b>	<b>-</b>	<b>-</b>	<b>1,814</b>	<b>-</b>		<b>1,814</b>	<b>173</b>
<b>Net Operating Result from Continuing Operation</b>	<b>1,250</b>	<b>-</b>	<b>-</b>	<b>1,250</b>	<b>-</b>		<b>1,250</b>	<b>513</b>
Discontinued Operations - Surplus/(Deficit)				-			-	
<b>Net Operating Result from All Operations</b>	<b>1,250</b>	<b>-</b>	<b>-</b>	<b>1,250</b>	<b>-</b>		<b>1,250</b>	<b>513</b>
<b>Net Operating Result before Capital Items</b>	<b>480</b>	<b>-</b>	<b>-</b>	<b>480</b>	<b>-</b>		<b>480</b>	<b>513</b>

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 30/09/2019 and should be read in conjunction with the total QBRS report

Narrandera Shire Council

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**Quarterly Budget Review Statement**  
 for the period 01/07/19 to 30/09/19

**Income & Expenses Budget Review Statement**

Budget review for the quarter ended 30 September 2019

**Income & Expenses - Sewer Fund**

(\$000's)	Original Budget 2019/20	Approved Changes		Revised Budget 2019/20	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRS					
<b>Income</b>								
Rates and Annual Charges	1,239	-	-	1,239	-		1,239	1,300
User Charges and Fees	158	-	-	158	-		158	(13)
Interest and Investment Revenues	15	-	-	15	-		15	(1)
Other Revenues	-	-	-	-	-		-	1
Grants & Contributions - Operating	20	-	-	20	-		20	-
Grants & Contributions - Capital	758	-	-	758	-		758	-
Net gain from disposal of assets	-	-	-	-	-		-	-
Share of Interests in Joint Ventures	-	-	-	-	-		-	-
<b>Total Income from Continuing Operations</b>	<b>2,190</b>	<b>-</b>	<b>-</b>	<b>2,190</b>	<b>-</b>		<b>2,190</b>	<b>1,287</b>
<b>Expenses</b>								
Employee Costs	505	-	-	505	(3)		502	64
Borrowing Costs	-	-	-	-	-		-	-
Materials & Contracts	234	-	-	234	3		237	99
Depreciation	308	-	-	308	-		308	-
Legal Costs	-	-	-	-	-		-	-
Consultants	-	-	-	-	-		-	-
Other Expenses	105	-	-	105	-		105	35
Interest & Investment Losses	-	-	-	-	-		-	-
Net Loss from disposal of assets	-	-	-	-	-		-	-
Share of interests in Joint Ventures	-	-	-	-	-		-	-
<b>Total Expenses from Continuing Operations</b>	<b>1,152</b>	<b>-</b>	<b>-</b>	<b>1,152</b>	<b>-</b>		<b>1,152</b>	<b>198</b>
<b>Net Operating Result from Continuing Operations</b>	<b>1,038</b>	<b>-</b>	<b>-</b>	<b>1,038</b>	<b>-</b>		<b>1,038</b>	<b>1,089</b>
Discontinued Operations - Surplus/(Deficit)				-			-	
<b>Net Operating Result from All Operations</b>	<b>1,038</b>	<b>-</b>	<b>-</b>	<b>1,038</b>	<b>-</b>		<b>1,038</b>	<b>1,089</b>
<b>Net Operating Result before Capital Items</b>	<b>280</b>	<b>-</b>	<b>-</b>	<b>280</b>	<b>-</b>		<b>280</b>	<b>1,089</b>

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 30/09/2019 and should be read in conjunction with the total QBRS report

**Narrandera Shire Council**

**Consolidated Income Statement**

for the period ending 30 September 2019

	Original Budget	Actual YTD
<b>Income from Continuing Operations</b>		
<i>Revenue:</i>		
Rates and Annual Charges	7,715	7,932
User Charges and Fees	3,346	315
Interest and Investment Revenues	633	(98)
Other Revenues	659	43
Grants & Contributions provided for Operating Purposes	6,941	1,221
Grants & Contributions provided for Capital Purposes	2,660	(97)
<i>Other Income:</i>		
Net gains from the disposal of assets	92	24
Net Share of interests in Joint Ventures & Associated Entities using the Equity Method	-	-
<b>Total Income from Continuing Operations</b>	<b>22,046</b>	<b>9,340</b>
<b>Expenses from Continuing Operations</b>		
Employee Benefits & On-Costs	7,542	1,710
Borrowing Costs	7	-
Materials & Contracts	4,114	1,259
Depreciation & Amortisation	4,917	1
Legal Costs	54	4
Other Expenses	1,783	755
Interest & Investment Losses	-	-
Net Losses from the Disposal of Assets	-	-
Net Share of interests in Joint Ventures & Associated	-	-
<b>Total Expenses from Continuing Operations</b>	<b>18,417</b>	<b>3,729</b>
<b>Operating Result from Continuing Operations</b>	<b>3,629</b>	<b>5,611</b>
<b>Discontinued Operations</b>		
Net Profit/(Loss) from Discontinued Operations	-	-
<b>Net Operating Result for the Year</b>	<b>3,629</b>	<b>5,611</b>
Net Operating Result attributable to Council	3,629	5,611
Net Operating Result attributable to Minority Interests	-	-
<b>Net Operating Result for the year before Grants and Contributions provided for Capital Purposes</b>	<b>969</b>	<b>5,708</b>

**Narrandera Shire Council**

**General Fund Income Statement**

for the period ending 30 September 2019

	Original Budget	Actual YTD
<b>Income from Continuing Operations</b>		
<i>Revenue:</i>		
Rates and Annual Charges	5,748	5,881
User Charges and Fees	1,849	326
Interest and Investment Revenues	414	(30)
Other Revenues	659	42
Grants & Contributions provided for Operating Purposes	6,898	1,221
Grants & Contributions provided for Capital Purposes	1,132	(97)
<i>Other Income:</i>		
Net gains from the disposal of assets	92	24
Net Share of interests in Joint Ventures & Associated Entities using the Equity Method	-	-
<b>Total Income from Continuing Operations</b>	<b>16,792</b>	<b>7,367</b>
<b>Expenses from Continuing Operations</b>		
Employee Benefits & On-Costs	6,242	1,570
Borrowing Costs	7	-
Materials & Contracts	3,627	1,082
Depreciation & Amortisation	4,098	1
Legal Costs	54	4
Other Expenses	1,423	701
Interest & Investment Losses	-	-
Net Losses from the Disposal of Assets	-	-
Net Share of interests in Joint Ventures & Associated	-	-
<b>Total Expenses from Continuing Operations</b>	<b>15,451</b>	<b>3,358</b>
<b>Operating Result from Continuing Operations</b>	<b>1,341</b>	<b>4,009</b>
<b>Discontinued Operations</b>		
Net Profit/(Loss) from Discontinued Operations	-	-
<b>Net Operating Result for the Year</b>	<b>1,341</b>	<b>4,009</b>
Net Operating Result attributable to Council	1,341	4,009
Net Operating Result attributable to Minority Interests	-	-
<b>Net Operating Result for the year before Grants and Contributions provided for Capital Purposes</b>	<b>209</b>	<b>4,106</b>



**Narrandera Shire Council**

**Water Fund Income Statement**

for the period ending 30 September 2019

	Original Budget	Actual YTD
<b>Income from Continuing Operations</b>		
<i>Revenue:</i>		
Rates and Annual Charges	728	751
User Charges and Fees	1,339	2
Interest and Investment Revenues	204	(67)
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	-	-
<b>Total Income from Continuing Operations</b>	<b>3,064</b>	<b>686</b>
<b>Expenses from Continuing Operations</b>		
Employee Benefits & On-Costs	795	76
Borrowing Costs	-	-
Materials & Contracts	253	78
Depreciation & Amortisation	511	-
Legal Costs	-	-
Other Expenses	254	19
Interest & Investment Losses	-	-
Net Losses from the Disposal of Assets	-	-
Net Share of interests in Joint Ventures & Associated	-	-
<b>Total Expenses from Continuing Operations</b>	<b>1,813</b>	<b>173</b>
<b>Operating Result from Continuing Operations</b>	<b>1,251</b>	<b>513</b>
<b>Discontinued Operations</b>		
Net Profit/(Loss) from Discontinued Operations	-	-
<b>Net Operating Result for the Year</b>	<b>1,251</b>	<b>513</b>
Net Operating Result attributable to Council	1,251	513
Net Operating Result attributable to Minority Interests	-	-
<b>Net Operating Result for the year before Grants and Contributions provided for Capital Purposes</b>	<b>481</b>	<b>513</b>

**Narrandera Shire Council**

**Sewer Fund Income Statement**

for the period ending 30 September 2019

	Original Budget	Actual YTD
<b>Income from Continuing Operations</b>		
<i>Revenue:</i>		
Rates and Annual Charges	1,239	1,300
User Charges and Fees	158	(13)
Interest and Investment Revenues	15	(1)
Other Revenues	-	1
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	-	-
<b>Total Income from Continuing Operations</b>	<b>2,190</b>	<b>1,287</b>
<b>Expenses from Continuing Operations</b>		
Employee Benefits & On-Costs	505	64
Borrowing Costs	-	-
Materials & Contracts	234	99
Depreciation & Amortisation	308	-
Legal Costs	-	-
Other Expenses	105	35
Interest & Investment Losses	-	-
Net Losses from the Disposal of Assets	-	-
Net Share of interests in Joint Ventures & Associated	-	-
<b>Total Expenses from Continuing Operations</b>	<b>1,152</b>	<b>198</b>
<b>Operating Result from Continuing Operations</b>	<b>1,038</b>	<b>1,089</b>
<b>Discontinued Operations</b>		
Net Profit/(Loss) from Discontinued Operations	-	-
<b>Net Operating Result for the Year</b>	<b>1,038</b>	<b>1,089</b>
Net Operating Result attributable to Council	1,038	1,089
Net Operating Result attributable to Minority Interests	-	-
<b>Net Operating Result for the year before Grants and Contributions provided for Capital Purposes</b>	<b>280</b>	<b>1,089</b>

Narrandera Shire Council

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**Quarterly Budget Review Statement**  
 for the period 01/07/19 to 30/09/19

**Capital Budget Review Statement**

Budget review for the quarter ended 30 September 2019

**Capital Budget - Council Consolidated**

(\$000's)	Original Budget 2019/20	Approved Changes		Revised Budget 2019/20	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs					
<b>Capital Expenditure</b>								
New Assets								
- Plant & Equipment	1,468	-	-	1,468	16		1,484	297
- Land & Buildings	76	224	-	300	(34)		266	134
- Office Equipment	30	17	-	47	-		47	-
- Other Structures	565	362	-	927	113		1,040	42
- Roads, Bridges, Footpaths	269	596	-	865	(45)		820	195
- Recreational	-	155	-	155	-		155	-
- Drainage	104	4	-	108	-		108	4
- Water	1,125	281	-	1,406	8		1,414	36
- Sewer	1,000	163	-	1,163	-		1,163	4
- Pool	-	46	-	46	-		46	6
- Other	-	-	-	-	-		-	-
Renewal Assets (Replacement)								
- Plant & Equipment	-	-	-	-	-		-	-
- Land & Buildings	205	34	-	239	-		239	7
- Office Equipment	195	150	-	345	-		345	1
- Other Structures	658	78	-	736	-		736	42
- Roads, Bridges, Footpaths	4,276	1,737	-	6,013	(1,668)		4,345	394
- Recreational	15	-	-	15	-		15	-
- Water	350	261	-	611	(8)		603	148
- Sewer	400	16	-	416	-		416	19
- Drainage	-	42	-	42	-		42	2
- Library	30	-	-	30	-		30	2
- Pool	2,058	1,603	-	3,661	-		3,661	597
- Other	-	-	-	-	-		-	-
<b>Total Capital Expenditure</b>	<b>12,824</b>	<b>5,769</b>	<b>-</b>	<b>18,593</b>	<b>(1,618)</b>		<b>16,975</b>	<b>1,930</b>

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 30/09/2019 and should be read in conjunction with the total QBRs report

					Page 12		
<b>Capital Funding</b>							
Rates & Other Untied Funding	2,603	690	-	3,293	(34)	3,259	18
Capital Grants & Contributions	3,162	2,731	-	5,893	(45)	5,848	673
Reserves:							
- External Resrtictions/Reserves	2,113	893	-	3,006	113	3,119	233
- Internal Restrictions/Reserves	4,696	1,455	-	6,151	(1,652)	4,499	1,006
New Loans	250	-	-	250		250	-
Receipts from Sale of Assets							
- Plant & Equipment	-	-	-	-	-	-	-
- Land & Buildings	-	-	-	-	-	-	-
<b>Total Capital Funding</b>	<b>12,824</b>	<b>5,769</b>	<b>-</b>	<b>18,593</b>	<b>(1,618)</b>	<b>16,975</b>	<b>1,930</b>
<b>Net Capital Funding - Surplus/(Deficit)</b>	<b>12,824</b>	<b>5,769</b>	<b>-</b>	<b>18,593</b>	<b>(1,618)</b>	<b>16,975</b>	<b>-</b>

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 30/09/2019 and should be read in conjunction with the total QBRS report

Narrandera Shire Council

**Quarterly Budget Review Statement**

for the period 01/07/19 to 30/09/19

**Cash & Investments Budget Review Statement**

Budget review for the quarter ended 30 September 2019

**Cash & Investments - Council Consolidated**

(\$000's)	Original Budget 2019/20	Budgeted Transfer	Approved Changes		Revised Budget 2019/20	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
			Carry Forwards	Other than by QBRS					
<b>Externally Restricted <sup>(1)</sup></b>									
Developer Contributions	169	12	(42)	-	139	-		139	139
Specific Purpose Unexpended Grants	1,117	-	(495)	-	622	-		622	622
Water Supplies	7,666	316	(542)	-	7,440	-		7,440	7,440
Sewerage Service	554	196	(179)	-	571	-		571	571
Domestic Waste Management	2,736	(277)	(66)	-	2,393	(113)		2,280	2,280
Stormwater Management	511	(75)	(45)	-	391	(14)		377	-
Crown Lands	232	25	(30)	-	227	-		227	227
Unspent Internal Loan	-	-	-	-	-	-		-	-
<b>Total Externally Restricted</b>	<b>12,985</b>	<b>197</b>	<b>(1,399)</b>	<b>-</b>	<b>11,783</b>	<b>(127)</b>		<b>11,656</b>	<b>11,279</b>
<small>(1) Funds that must be spent for a specific purpose</small>									
<b>Internally Restricted <sup>(2)</sup></b>									
Employee Leave Entitlements	1,230	-	-	-	1,230	-		1,230	1,230
Construction of Buildings	377	-	-	-	377	-		377	377
Replacement - Plant & Vehicles	342	(169)	-	1,250	1,423	-		1,423	1,423
Office Equipment	514	(78)	(30)	-	406	-		406	406
Carried Over Works	729	-	(699)	-	30	-		30	30
Other	5,425	(3,146)	(1,398)	-	881	1,668		2,549	2,549
Building Maintenance & Repair	156	-	(50)	-	106	-		106	106
Community Activities	366	-	-	-	366	-		366	366
Property Development	141	-	(8)	-	133	-		133	133
Financial Assistance Grant	2,507	-	(2,507)	-	-	-		-	-
<b>Total Internally Restricted</b>	<b>11,787</b>	<b>(3,393)</b>	<b>(4,692)</b>	<b>1,250</b>	<b>4,952</b>	<b>1,668</b>		<b>6,620</b>	<b>6,620</b>
<small>(2) Funds that Council has earmarked for a specific purpose</small>									
<b>Unrestricted (ie. available after the above Restrictic</b>	<b>155</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>155</b>	<b>-</b>		<b>155</b>	<b>7,029</b>
<b>Total Cash &amp; Investments</b>	<b>24,927</b>	<b>(3,196)</b>	<b>(6,091)</b>	<b>1,250</b>	<b>16,890</b>	<b>1,541</b>		<b>18,431</b>	<b>24,928</b>

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 30/09/2019 and should be read in conjunction with the total QBRS report

Narrandera Shire Council

**Quarterly Budget Review Statement**

for the period 01/07/19 to 30/09/19

**Contracts Budget Review Statement**

Budget review for the quarter ended 30 September 2019

**Part A - Contracts Listing** - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
Water Modelling Solutions	Barellan Levee Options Feasibility Assessment	95,930	23/09/19	30/06/2020	Y	

**Notes:**

1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser.
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
3. Contracts for employment are not required to be included.

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 30/09/2019 and should be read in conjunction with the total QBRS report

Narrandera Shire Council

**Quarterly Budget Review Statement**  
for the period 01/07/19 to 30/09/19

**Consultancy & Legal Expenses Budget Review Statement**

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	39,161	Y
Legal Fees	4,390	Y

**Definition of a consultant:**

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

**Comments**

Expenditure included in the above YTD figure but not budgeted includes:

**Details**

Legal Fees		
Debt Recovery Legal Fees		\$0
General Legal Expenses		\$3,056
Lease & Licence Agreements Legal Exp		\$0
Other Legal Expenses		\$1,334

Consultant Fees			
Kim Biggs Consulting	Museum Advisor		\$4,221
Fitzgerald & Associates	Audit Fees		\$509
John Stuart Associates	Accounting		\$31,007
EDM Group	Town Planning		\$3,424

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**CASH - RESERVE BALANCES 30-JUNE-2020**

CLASS OF RESERVE	Balance 30 Jun 2019	Budgeted Movement 19/20	Other	Carry over	Sept	Net Transfer	Balance 30 Jun 2020
<b>External Restrictions (Note 6 order)</b>							
<b>Water Fund</b>							
Asset Replacement	\$ 6,816,617.42	\$ 296,056.00	\$ -	\$ -	\$ -	\$ 296,056.00	\$ 7,112,673.42
Carry Over Works	\$ 542,298.00	\$ -	\$ -	-\$ 542,298.00	\$ -	-\$ 542,298.00	\$ -
Section 64	\$ 306,833.26	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 20,000.00	\$ 333,097.54
<b>Sewer Fund</b>							
Asset Replacement	\$ 307,556.50	\$ 187,849.00	\$ -	\$ -	\$ -	\$ 187,849.00	\$ 495,405.50
Carry Over Works	\$ 178,698.00	\$ -	\$ -	-\$ 178,698.00	\$ -	-\$ 178,698.00	\$ -
Section 64	\$ 67,889.18	\$ 8,000.00	\$ -	\$ -	\$ -	\$ 8,000.00	\$ 77,343.70
<b>General Fund - External Restrictions</b>							
Specific Purpose Unexpended Grants (from separate sheet)	\$ 1,014,442.74	\$ -	\$ -	-\$ 392,149.00	\$ -	-\$ 392,149.00	\$ 622,293.74
RMS Contributions	\$ 101,050.00	\$ -	\$ -	-\$ 101,050.00	\$ -	-\$ 101,050.00	\$ -
Other Contributions	\$ 1,950.00	\$ -	\$ -	-\$ 1,950.00	\$ -	-\$ 1,950.00	\$ -
Developer Contributions	\$ 168,698.46	\$ 11,500.00	\$ -	-\$ 42,000.00	\$ -	-\$ 30,500.00	\$ 140,847.26
Unspent Internal Loans	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Domestic Waste Management	\$ 2,736,099.05	-\$ 276,580.00	\$ -	-\$ 66,146.00	-\$ 112,563.40	-\$ 455,289.40	\$ 2,280,809.65
Stormwater	\$ 511,372.44	-\$ 74,764.00	\$ -	-\$ 45,392.00	-\$ 14,500.00	-\$ 134,656.00	\$ 376,716.44
Crown Reserves	\$ 231,797.61	\$ 24,650.00	\$ -	-\$ 29,880.00	\$ -	-\$ 5,230.00	\$ 226,567.61
<b>Total External Restrictions</b>	<b>\$ 12,985,302.66</b>	<b>\$ 196,711.00</b>	<b>\$ -</b>	<b>-\$ 1,399,563.00</b>	<b>-\$ 127,063.40</b>	<b>-\$ 1,329,915.40</b>	<b>\$ 11,665,754.86</b>
<b>Internal Restrictions (Note 6 order)</b>							
Plant and vehicle replacement	\$ 342,589.40	-\$ 169,407.00	\$ 1,250,000.00	\$ -	\$ -	\$ 1,080,593.00	\$ 1,423,182.40
Employee Leave Entitlements	\$ 1,229,888.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,229,888.00
Carry over works	\$ 728,751.00	\$ -	\$ -	-\$ 698,973.00	\$ -	-\$ 698,973.00	\$ 29,778.00
Building Maintenance & Repair	\$ 155,570.00	\$ -	\$ -	-\$ 50,363.00	\$ -	-\$ 50,363.00	\$ 105,207.00
Community Activities	\$ 365,707.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 365,707.50
Construction of Buildings	\$ 376,621.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 376,621.00
Office Equipment	\$ 513,788.40	-\$ 77,500.00	\$ -	-\$ 30,243.00	\$ -	-\$ 107,743.00	\$ 406,045.40
Property Development	\$ 140,603.00	\$ -	\$ -	-\$ 8,360.00	\$ -	-\$ 8,360.00	\$ 132,243.00
Other	\$ 5,238,874.32	-\$ 3,146,109.00	\$ -	-\$ 1,397,485.00	\$ 1,668,109.00	-\$ 2,875,485.00	\$ 2,363,389.32
Insurance Claims	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Quarry	\$ 18,992.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,992.00
Recreational Facilities	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
Roads Refurbishment	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00
Financial Assistance Grant	\$ 2,507,426.00	\$ -	\$ -	-\$ 2,507,426.00	\$ -	-\$ 2,507,426.00	\$ -
Bonds, Retentions & Trusts	\$ 142,613.86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 142,613.86
<b>Total Internal Restrictions</b>	<b>\$11,786,424.48</b>	<b>-\$ 3,393,016.00</b>	<b>\$ 1,250,000.00</b>	<b>-\$ 4,692,850.00</b>	<b>\$ 1,668,109.00</b>	<b>-\$ 5,167,757.00</b>	<b>\$ 6,618,667.48</b>
<b>Total Restrictions</b>	<b>\$ 24,771,727.14</b>	<b>-\$ 3,196,305.00</b>	<b>\$ 1,250,000.00</b>	<b>-\$ 6,092,413.00</b>	<b>\$ 1,541,045.60</b>	<b>-\$ 6,497,672.40</b>	<b>\$ 18,284,422.34</b>



**20.2 OCTOBER INCOME STATEMENT****Document ID:** 441645**Author:** Costing Officer**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Statutory and Compulsory Reporting – Financial / Audit**Attachments:** 1. **October 2019 Income Statement.pdf****RECOMMENDATION**

That Council:

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

**PURPOSE**

The purpose of this report is to present Council with the Statement of Income for the period ending 31 October 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 has been calculated to September.

**Interest and Investment Revenue**

Interest revenue is showing at the end of October a negative amount of \$64,000, 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 October as a negative amount of \$140,000, this is due to the reversal of accrued grants and contributions 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 October 2019.

## Narrandera Shire Council

## General Fund Income Statement

for the period ending 31 October 2019

	Original Budget	Actual YTD
<b>Income from Continuing Operations</b>		
<b>Revenue:</b>		
Rates and Annual Charges	5,748	5,881
User Charges and Fees	1,849	560
Interest and Investment Revenues	414	(41)
Other Revenues	659	152
Grants & Contributions provided for Operating Purposes	6,898	1,398
Grants & Contributions provided for Capital Purposes	1,132	(140)
<b>Other Income:</b>		
Net gains from the disposal of assets	92	24
Net Share of interests in Joint Ventures & Associated Entities using the Equity Method	-	-
<b>Total Income from Continuing Operations</b>	<b>16,792</b>	<b>7,834</b>
<b>Expenses from Continuing Operations</b>		
Employee Benefits & On-Costs	6,242	2,284
Borrowing Costs	7	-
Materials & Contracts	3,627	1,399
Depreciation & Amortisation	4,098	1,025
Legal Costs	54	8
Other Expenses	1,423	792
Interest & Investment Losses	-	-
Net Losses from the Disposal of Assets	-	-
Net Share of interests in Joint Ventures & Associated	-	-
<b>Total Expenses from Continuing Operations</b>	<b>15,451</b>	<b>5,508</b>
<b>Operating Result from Continuing Operations</b>	<b>1,341</b>	<b>2,327</b>
<b>Discontinued Operations</b>		
Net Profit/(Loss) from Discontinued Operations	-	-
<b>Net Operating Result for the Year</b>	<b>1,341</b>	<b>2,327</b>
Net Operating Result attributable to Council	1,341	2,327
Net Operating Result attributable to Minority Interests	-	-
<b>Net Operating Result for the year before Grants and Contributions provided for Capital Purposes</b>	<b>209</b>	<b>2,467</b>

**Narrandera Shire Council**

**Water Fund Income Statement**

for the period ending 31 October 2019

	Original Budget	Actual YTD
<b>Income from Continuing Operations</b>		
<i>Revenue:</i>		
Rates and Annual Charges	728	751
User Charges and Fees	1,339	454
Interest and Investment Revenues	204	(27)
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	-	-
<b>Total Income from Continuing Operations</b>	<b>3,064</b>	<b>1,178</b>
<b>Expenses from Continuing Operations</b>		
Employee Benefits & On-Costs	795	103
Borrowing Costs	-	-
Materials & Contracts	253	110
Depreciation & Amortisation	511	128
Legal Costs	-	-
Other Expenses	254	40
Interest & Investment Losses	-	-
Net Losses from the Disposal of Assets	-	-
Net Share of interests in Joint Ventures & Associated	-	-
<b>Total Expenses from Continuing Operations</b>	<b>1,813</b>	<b>381</b>
<b>Operating Result from Continuing Operations</b>	<b>1,251</b>	<b>797</b>
<b>Discontinued Operations</b>		
Net Profit/(Loss) from Discontinued Operations	-	-
<b>Net Operating Result for the Year</b>	<b>1,251</b>	<b>797</b>
Net Operating Result attributable to Council	1,251	797
Net Operating Result attributable to Minority Interests	-	-
<b>Net Operating Result for the year before Grants and Contributions provided for Capital Purposes</b>	<b>481</b>	<b>797</b>

**Narrandera Shire Council**

**Sewer Fund Income Statement**

for the period ending 31 October 2019

	Original Budget	Actual YTD
<b>Income from Continuing Operations</b>		
<i>Revenue:</i>		
Rates and Annual Charges	1,239	1,299
User Charges and Fees	158	34
Interest and Investment Revenues	15	4
Other Revenues	-	2
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	-	-
<b>Total Income from Continuing Operations</b>	<b>2,190</b>	<b>1,339</b>
<b>Expenses from Continuing Operations</b>		
Employee Benefits & On-Costs	505	84
Borrowing Costs	-	-
Materials & Contracts	234	111
Depreciation & Amortisation	308	77
Legal Costs	-	-
Other Expenses	105	61
Interest & Investment Losses	-	-
Net Losses from the Disposal of Assets	-	-
Net Share of interests in Joint Ventures & Associated	-	-
<b>Total Expenses from Continuing Operations</b>	<b>1,152</b>	<b>333</b>
<b>Operating Result from Continuing Operations</b>	<b>1,038</b>	<b>1,006</b>
<b>Discontinued Operations</b>		
Net Profit/(Loss) from Discontinued Operations	-	-
<b>Net Operating Result for the Year</b>	<b>1,038</b>	<b>1,006</b>
Net Operating Result attributable to Council	1,038	1,006
Net Operating Result attributable to Minority Interests	-	-
<b>Net Operating Result for the year before Grants and Contributions provided for Capital Purposes</b>	<b>280</b>	<b>1,006</b>

**Narrandera Shire Council**

**Consolidated Income Statement**

for the period ending 31 October 2019

	Original Budget	Actual YTD
<b>Income from Continuing Operations</b>		
<i>Revenue:</i>		
Rates and Annual Charges	7,715	7,931
User Charges and Fees	3,346	1,048
Interest and Investment Revenues	633	(64)
Other Revenues	659	154
Grants & Contributions provided for Operating Purposes	6,941	1,398
Grants & Contributions provided for Capital Purposes	2,660	(140)
<i>Other Income:</i>		
Net gains from the disposal of assets	92	24
Net Share of interests in Joint Ventures & Associated Entities using the Equity Method	-	-
<b>Total Income from Continuing Operations</b>	<b>22,046</b>	<b>10,351</b>
<b>Expenses from Continuing Operations</b>		
Employee Benefits & On-Costs	7,542	2,471
Borrowing Costs	7	-
Materials & Contracts	4,114	1,620
Depreciation & Amortisation	4,917	1,230
Legal Costs	54	8
Other Expenses	1,783	893
Interest & Investment Losses	-	-
Net Losses from the Disposal of Assets	-	-
Net Share of interests in Joint Ventures & Associated	-	-
<b>Total Expenses from Continuing Operations</b>	<b>18,417</b>	<b>6,222</b>
<b>Operating Result from Continuing Operations</b>	<b>3,629</b>	<b>4,130</b>
<b>Discontinued Operations</b>		
Net Profit/(Loss) from Discontinued Operations	-	-
<b>Net Operating Result for the Year</b>	<b>3,629</b>	<b>4,130</b>
Net Operating Result attributable to Council	3,629	4,130
Net Operating Result attributable to Minority Interests	-	-
<b>Net Operating Result for the year before Grants and Contributions provided for Capital Purposes</b>	<b>969</b>	<b>4,270</b>



**20.3 OCTOBER STATEMENT OF BANK BALANCES**

**Document ID:** 442044  
**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 October 2019

**PURPOSE**

The purpose of this report is so that Council is aware of the amount of funds held in its operating account

**BACKGROUND**

Opening Cashbook Balance	1,016,997.20
Plus Receipt	3,073,006.62
Less Payments	3,717,584.92
Current Cashbook Balance	<u>372,418.90</u>
Statement Summary	
Opening Statement Balance	1,010,297.19
Plus Receipts	3,037,344.83
Less Payments	3,723,943.50
Current Statement Balance	<u>323,698.72</u>
Plus Unpresented Receipts	48,914.64
Less Unpresented Payments	194.46
Reconciliation Balance	<u>372,418.90</u>
GL BALANCE	<u>372,418.90</u>
Unpaid Creditors	158,595.35
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 October 2019

**20.4 OCTOBER STATEMENT OF RATES AND RECEIPTS**

**Document ID:** 442209  
**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 31 October 2019.

**RATES & CHARGES**

Arrears as at 01.07.2019	657,495.63
19/20 Rate levies & supplementary levies (excl. postponed amounts)	<u>7,939,289.79</u>
	8,596,785.42
Less Pensioner rebates	<u>208,132.17</u>
<b>NET BALANCE</b>	<b>8,388,653.25</b>
Less receipts to 31.10.2019	<u>3,139,699.52</u>
	<u><u>5,248,953.73</u></u>

**Actual % Rate Collection to Net Balance as at 31.10.2019** = **37.43%**

**Comparative % Collection to Net Balance as at 31.10.2018** = **36.17%**

**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>488,240.96</u>
<b>NET BALANCE</b>	<b>715,620.07</b>
Less receipts to 31.10.2019	<u>144,632.51</u>
	<u><u>570,987.56</u></u>

**PURPOSE**

The purpose of this report is to present the Statement of Rates and Receipts as at 31 October 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 31 October 2019.

**20.5 OCTOBER STATEMENT OF INVESTMENTS**

**Document ID:** 442088  
**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 October 2019.

**PURPOSE**

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

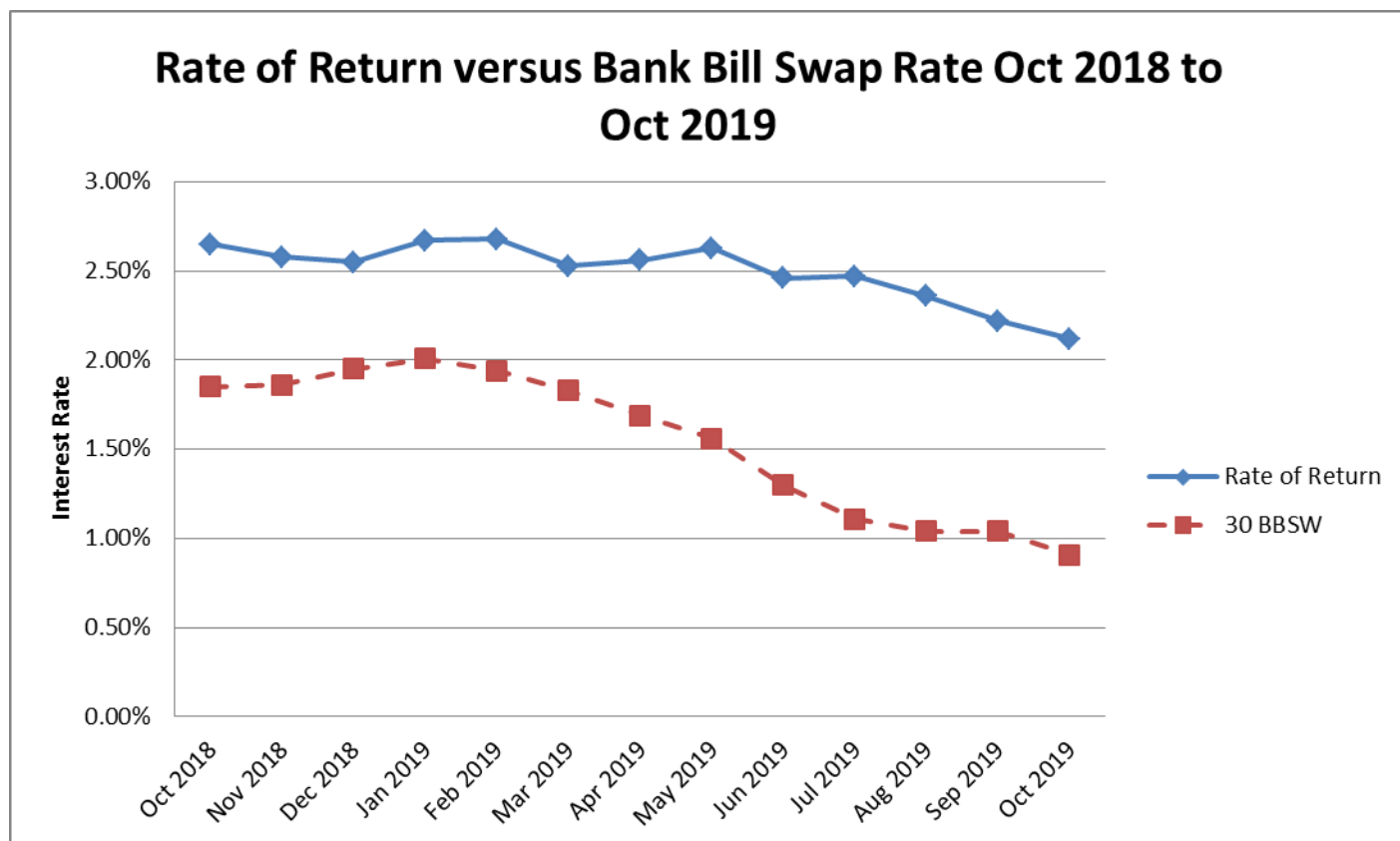
**SUMMARY**

<b>Fund Balance (GL)</b>	
GENERAL	14,201,299.74
WATER	7,740,799.92
SEWERAGE	861,534.60
TRUST	97,013.19
	<u>22,900,647.45</u>

**BACKGROUND**

<b>Council Funds</b>				
<b>Banking Authority</b>	<b>Amount</b>	<b>%</b>	<b>Yield</b>	<b>Due Date</b>
<b>Direct Investments A to BBB-</b>				
Bendigo Bank	750,000.00	3.29%	2.65%	14 Nov 2019
Bendigo Bank	1,000,000.00	4.39%	2.60%	27 Nov 2019
Bendigo Bank	1,000,000.00	4.39%	2.75%	3 Dec 2019
Elders Rural Bank	1,000,000.00	4.39%	2.70%	18 Feb 2020
Elders Rural Bank	1,000,000.00	4.39%	2.51%	18 Apr 2020
IMB	1,000,000.00	4.39%	1.55%	22 May 2020
	<b>5,750,000.00</b>	<b>25.24%</b>		
<b>Direct Investments AA- to A</b>				

<b>Direct Investments AAA to AA-</b>				
NAB Cashmaximiser	2,053,634.26	9.01%	1.00%	31 Oct 2019
NAB	1,000,000.00	4.39%	2.75%	11 Nov 2019
NAB	1,000,000.00	4.39%	1.83%	29 Nov 2019
NAB	1,000,000.00	4.39%	2.09%	9 Jan 2020
NAB	1,000,000.00	4.39%	1.70%	8 Jun 2020
St George	1,000,000.00	4.39%	2.75%	13 Dec 2019
St George	1,000,000.00	4.39%	2.75%	10 Jan 2020
St George	1,000,000.00	4.39%	2.25%	22 Feb 2020
St George	1,000,000.00	4.39%	2.25%	22 Feb 2020
St George	750,000.00	3.29%	2.52%	20 Mar 2020
St George	1,000,000.00	4.39%	2.00%	12 Apr 2020
St George	1,000,000.00	4.39%	2.60%	23 Apr 2020
St George	750,000.00	3.29%	1.78%	4 Jun 2020
St George	1,000,000.00	4.39%	1.70%	10 Sep 2020
Suncorp	1,000,000.00	4.39%	2.70%	3 Dec 2019
Suncorp	1,000,000.00	4.39%	1.60%	1 May 2020
Suncorp	500,000.00	2.19%	1.63%	13 Jul 2020
	<b>17,053,634.26</b>	<b>74.85%</b>		
Council Funds	<b>22,803,634.26</b>	<b>100%</b>		
<b>Monthly Investment Performance</b>				
Period Ending	Investments	Weighted Average	BBSW 30 day rate	Variance
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%
Sep 2019	23,803,509.00	2.22%	1.040%	1.18%
Oct 2019	22,803,634.26	2.12%	0.910%	1.21%
<b>Trust Funds</b>				
Banking Authority	Amount	%	Yield	Due Date
<b>Direct Investments AAA to AA-</b>				
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	<b>97,013.19</b>			



Individual Limits					
Institution	Rating		Amount Invested	Council %	
Bendigo Bank	BBB+	A2	\$ 2,781,328.46	12.2%	Max 20%
Elders Rural Bank	BBB+	A2	\$ 2,000,000.00	8.7%	Max 20%
IMB	BBB	A2	\$ 1,000,000.00	4.4%	Max 20%
NAB	AA-	A1+	\$ 6,119,318.99	26.7%	Max 35%
Suncorp	A+	A1	\$ 2,500,000.00	10.9%	Max 25%
StGeorge	AA	A1+	\$ 8,500,000.00	37.1%	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 are outside of council’s policy with St George Bank holding 37.1%. This due to funds being withdrawn for capital project expenses, however it is anticipated this will be corrected in November when funds become available.

**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 1.00% to 0.75%. 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 October 2019.



**20.6 OCTOBER CAPITAL WORKS PROGRAM**

**Document ID:** 442251  
**Author:** Payroll and Finance Officer  
**Authoriser:** Deputy General Manager Corporate and Community  
**Theme:** Statutory and Compulsory Reporting – Financial / Audit  
**Attachments:** 1. Capital Expenditure October 2019.pdf  
2. Capital Works Program October 2019.pdf  
3. Operating Expenditure October 2019.pdf

**RECOMMENDATION**

That Council:

1. Receive and note the information contained in the Capital Works report as at 31 October 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 October 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 awaiting staff content contribution and further assessment of Magiq connection. Anticipated release date is January.

Quotes are being finalised 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.

The equipment for the upgrade to the phone system has arrived and will be installed and configured over the next couple of weeks.

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.

The CCTV Review project is ongoing.

Quotations will be sought in November for the Barellan and Grong Grong Cemetery furniture replacement.

Narrandera Cemetery improvements are complete, waiting on final invoices.

Quotes for the Barellan Cemetery entrance gate are being developed, to commence in December.

Planning and design has commenced for the Barellan Rural Fire Service Station amenities. RFS to confirm the construction start date.

**Environment**

Design and planning has commenced for the cattery holding system at the pound and the external fence at the Narrandera waste facility.

Procurement has been completed for the new cell at Narrandera Landfill. Quotes are currently being assessed.

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

The recycle vending machine site has been cleared with water supply and fencing procurement completed. The high voltage electricity supply quotes have also been received and assessed for this project. The internal electrical work has been received and is under review.

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 November for the Larmer Street flood mitigation works.

Volume calculations have been completed for the Narrandera west drainage improvements, awaiting soil investigation and fencing. Work to commence in November.

Work is being scheduled for the drainage improvement at Driscoll Road.

The Barellan Stormwater Design is to be completed by February.

The Narrandera Truck Wash holding pond, crossing of high pressure gas line and irrigation procurement are complete. High voltage infrastructure installed. Road work completed ready for sealing and hotmix. Oil separator and compressor installed. Electrical connection deferred to 29 November due to business objection which will delay finalisation of project.

**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 has been assembled; 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 been accepted at the October meeting. Contract documents are to be finalised.

Civil work is now complete for the Lake Talbot Pool replacement of slides, slides and towers erected, landscaping is underway with plumbing and electrical to be completed for commissioning. Completion date is 5 November.

The Lake Talbot pool pedestrian path, landscaping and irrigation are complete. The remaining funds will be re-allocated to other projects in the December Quarterly Budget Review.

The final fit out and tidying up are being completed for the Lake Talbot Pool change rooms at pool deck level, completion date 5 November 2019.

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

The first draft report has been received from the consultant, and the project team is reviewing the report for the Lake Talbot deepening project. \$10,000 needed for additional core samples.

Quotations are still being sought for the Aquatic Weed Harvester.

Development of quote documentation commenced for the upgrade of the filtration system and waste water irrigation at the Borellan pool. Works are scheduled to commence in March 2020.

New play equipment has been installed as part of the Borellan Playground upgrades, November completion date.

No quotes were received for the Narrandera Sportsground drainages and soak. Project requires re-quoting and potential project carryover.

Quotations are being sought in November for Victoria Avenue stage 2. A street meeting is to be held after quotations are received to discuss the project and driveway access. Installation is expected to commence February 2020.

The project scope being determined for Brewery Flats landscaping, furniture replacement, paintings etc.

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

Quotations have been sought early September with installation expected November for the Narrandera Stadium foam guards.

Narrandera Sportsground drainage project works will commence in conjunction with the levelling and resurfacing of the Henry Mathieson Oval.

Quotes being sought during November for the Pocket park upgrades, Marie Bashir Park Up Lighting adventure playground, drinking fountains and bottle fillers.

Marie Bashir Park Playground upgrades will be installed in March.

Narrandera Sportsground Play Equipment has been installed, soft fall and edging to be completed late November.

The Mobile Stage for the Marie Bashir Park has arrived, staff has been inducted and conditions of use to be developed.

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

Hankinson Park irrigation system complete, concrete installed, stencilcrete and toulouse to be completed.

Flag Poles for Festive Flags project, banner purchases to commence.

Design and planning has commenced for the Festive Mega Tree (star) inclusion. Installation scheduled for mid-November.

Planning has commenced, electrical design finalised and the storm water to be reviewed for the Narrandera Business centre masterplan (NBCMP) Bolton Street upgrade. The budget has been revised in September QBR as project will not be completed in the 2019-2020 financial year.

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, 6 Victoria Square and Chambers.

Tobacconist Shop works of hot water system and hand basin to be completed in November.

Narrandera Museum and 4 Victoria are being reviewed.

Work has commenced at Twynam Street shops.

The Narrandera Museum project is being reviewed.

The shade structure on the south side of the infant's pool at Barellan Pool and the Barellan Pool Marine Carpet replacement are complete.

### **Transport & Communication**

The works schedule for Transport & Communication is as follows in monthly order:

November – Paynters Siding Road, Bulloak Tank Road and Old Wagga Road

January 2020 – Cove Road, Pamandi Road, Lismoyle Road, Males Road and Landervale Road,

February 2020 – Centenary Road and Urban Reseals

March – Yalgogorin Road, Manderlay Road culvert, Kamarah Road Upgrade, Dows Road, Boree Road and McKenzies Road culvert

May 2020 – Hulmes Road

Rural Roads reseals, urban laneways and Kerb and gutter replacement to be scheduled.

Urban Roads Construction dependent on external funding, consultants to be engaged.

Erigolia Road widening is dependent on grant funding.

Brewarrina Bridge retrofitting is awaiting feedback from consultant.

Leeton Shire Council is nearing completion of their works for the Fixing Country Roads – Colinroobie Road joint project.

Design has commenced for Fixing Country Roads Project at Canola Way.

Negotiations have commenced with Goldenfield's Water to approve of an appropriate site to improve water haulage.

Investigations have commenced for the Innovation for rural infrastructure management, works will be incorporated with Resheet and seal works.

Stage 2 of AMS Implementation – Road condition survey is to be completed by December 2019. Confirm database is to commence development for the pavement management system (a system that predicts future maintenance requirements of the road network).

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 for footpath works.

Concept design for PAMP (Active transport - 100% RMS Funding) for Cadell Street has been submitted to RMS for review and feedback. This will provide safe pedestrian access at the Cadell and Twynam Street intersection.

Procurement is underway with prices already sought for the Drone Survey and inspection.

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

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.

Procurement and delivery is underway for Plant Vehicle Replacements.

Weir Road, Settlers Road, Paintings Bridge Road, Elwin Street Footpath, Other plant capital, Flood damage restoration works, Strontian Road, Cypress Road and Devlins Bridge Road have been completed.

### **Economic Affairs**

The design and planning is being scheduled for the following projects: 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 parking.

Fabrication will be done in November for the banner poles for Leeton Road.

Red Hill landscape signage to be completed in December.

A promotion and marketing tourism video commenced for the Branding Strategy with expected completion date in November.

Gateway/Entrance signs have been completed.

### **Water Supplies**

Water Main Replacements at Mitchell Street will be completed in November, Dalgetty St scheduled to begin February and Audley Street to follow.

The hydrant and valve replacement program is being developed with work to begin in November and anticipated completion in February.

Service replacements will be completed as required.

Software upgrades for the SCADA and Instrumentation upgrades (online chlorine analysers), to be completed in the second half of the financial year.

Awaiting outcome of IWCM options assessment and grant funding approval for the water treatment plant (WTP) filter upgrade including energy efficiency.

The Barellan sewer project has commenced in October, community engagement in November and completion in 2022.

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

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.

Register is complete for the backflow prevention register. Inspections are in progress.

Preliminary investigations are complete for the aerator gas scrubbing, works 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 November for additional pump and control for the North Zone Pressure Pump project for low pressure issues.

The low level chlorinator project will be completed in November.

The Data entry and document control, Network Hydraulic Modelling Software training and Main Street Water Main replacement have been completed.

**Sewerage Supplies**

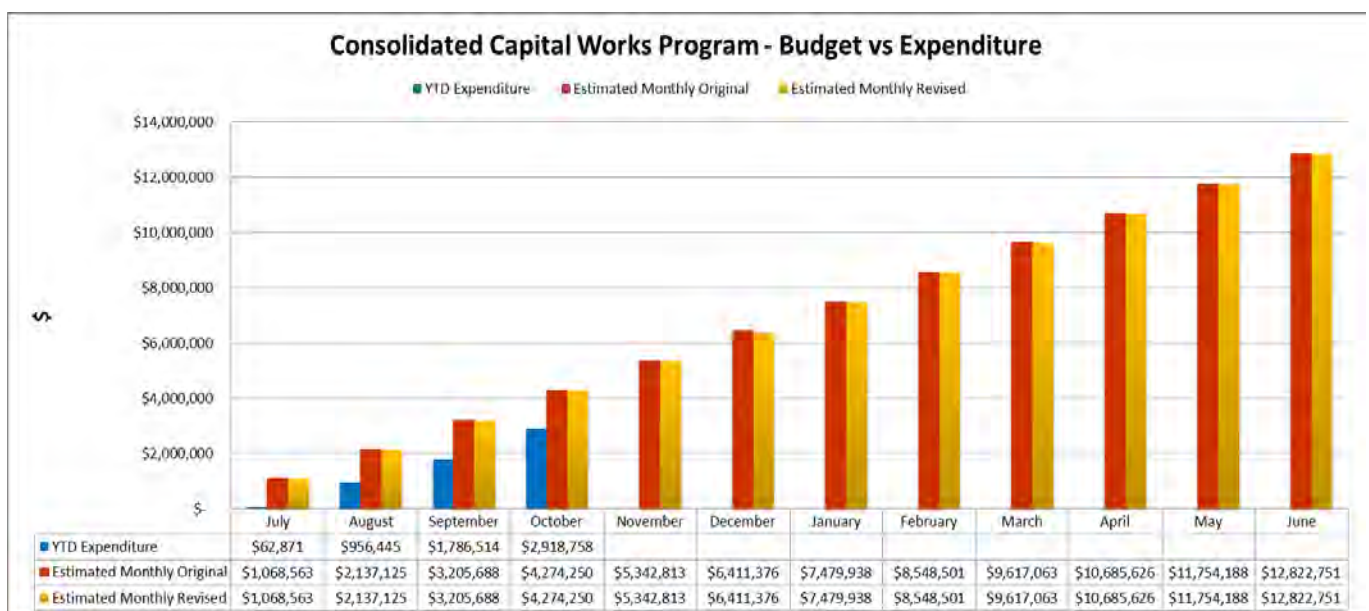
Manhole replacements and EPA – Primary filter will be scheduled on appointment of an engineer.

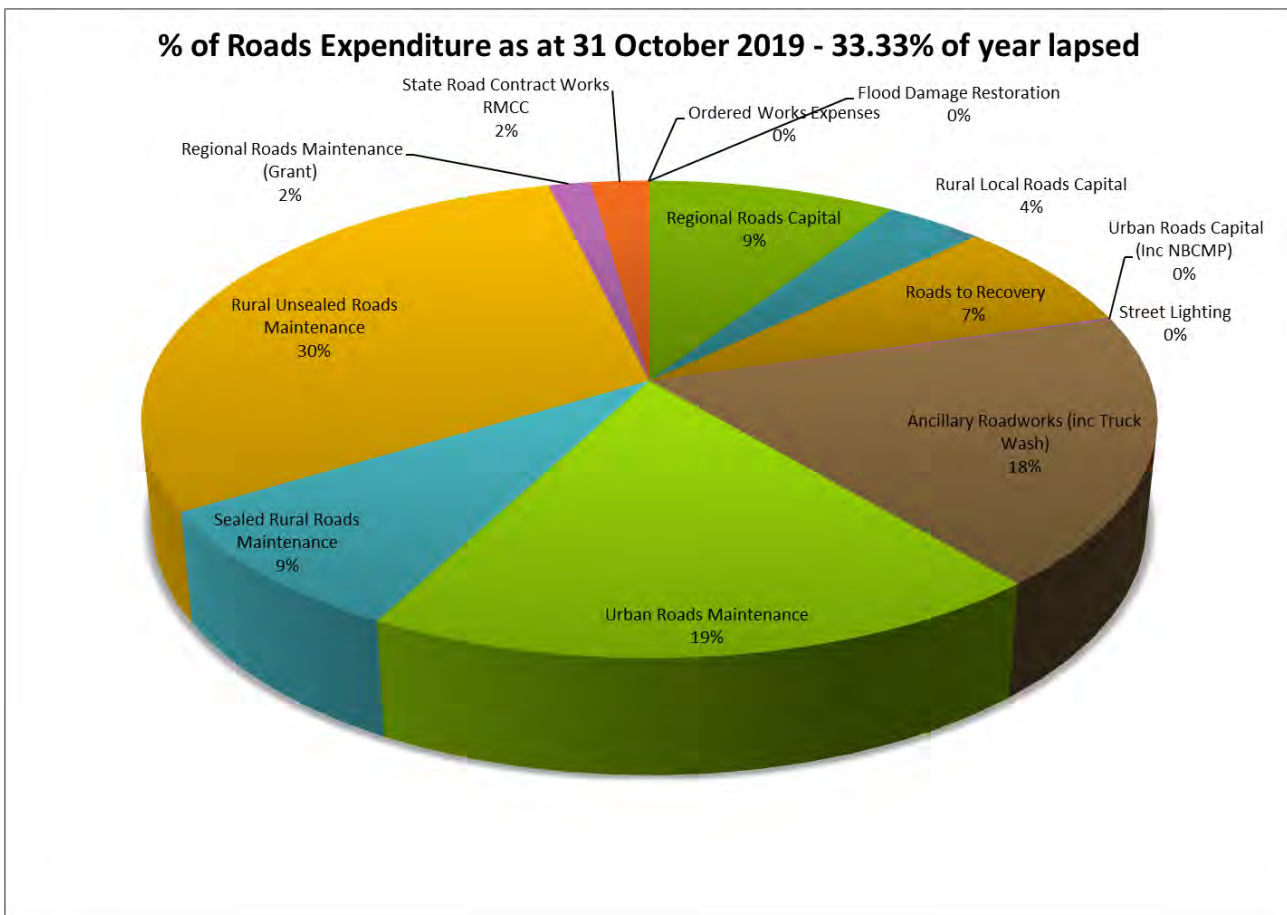
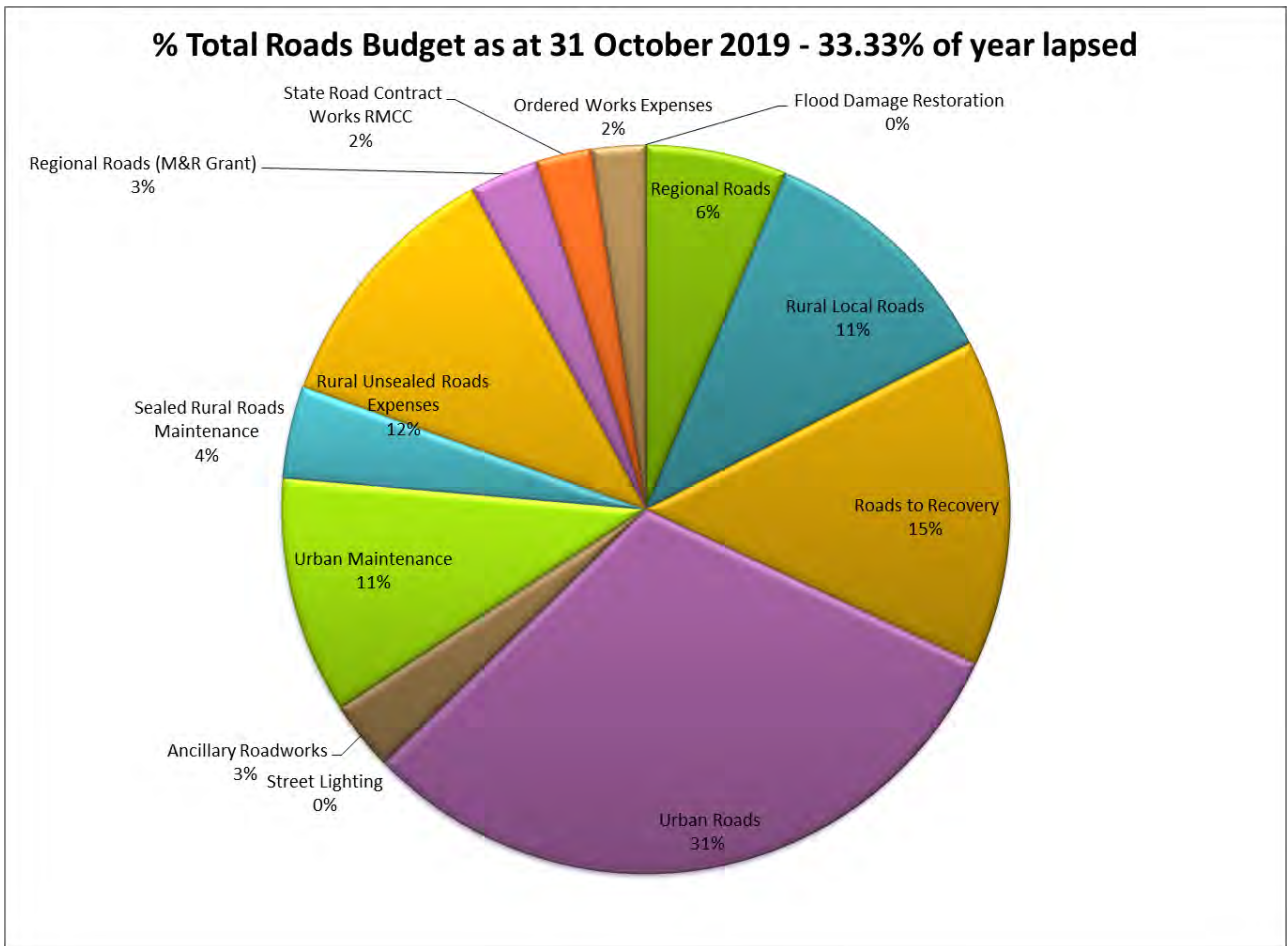
Sewer main replacements and sewer service replacements will be conducted when required.

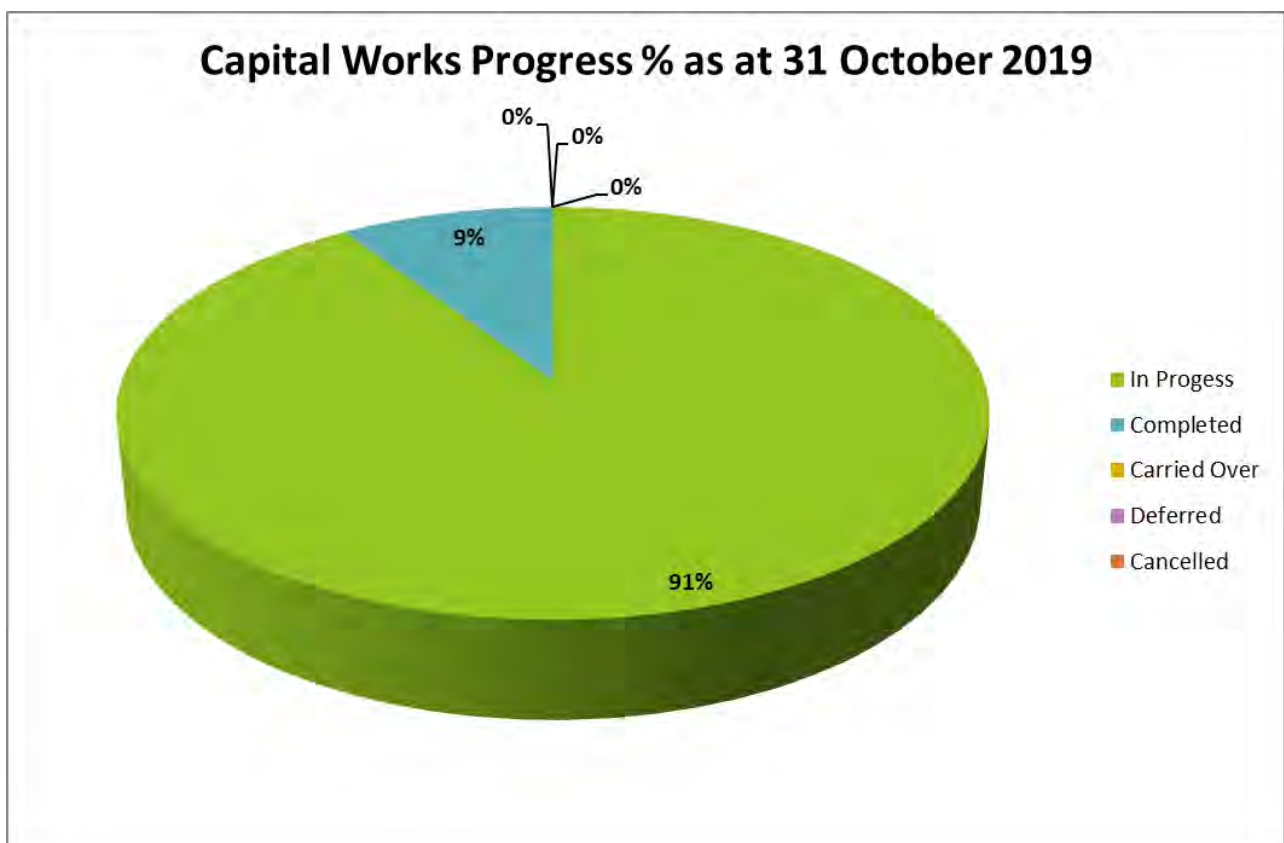
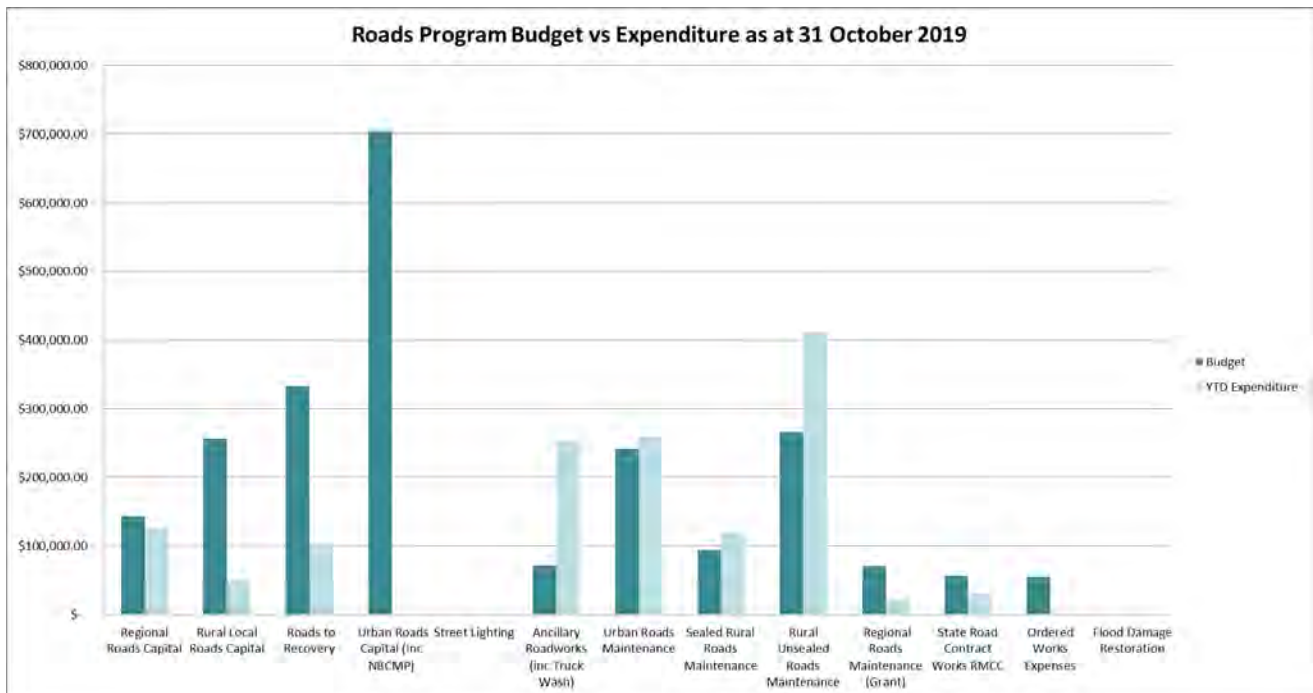
The scope is to be developed in the second half of the year for the Sewer Pump station 3 (SPS3) replacement.

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

The PS1 cracking investigation project is complete.







**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 October 2019.

Capital Expenditure as at 31 October 2019

	Sum of Proposed Budget	Sum of Carryover	Sum of Budget	Sum of YTD Expenditure	Sum of Balance
<b>Administration</b>					
Information Technology	\$ 225,000.00	\$ 166,990.00	\$ 391,990.00	\$ 21,298.02	\$ 370,691.98
<b>Public Order &amp; Safety</b>					
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	\$ 673.75	\$ 59,326.25
<b>Environment</b>					
Narrandera Landfill	\$ 390,000.00	\$ 66,146.00	\$ 456,146.00	\$ 53,801.06	\$ 402,344.94
Stormwater	\$ 103,560.00	\$ 45,392.00	\$ 148,952.00	\$ 9,327.19	\$ 139,624.81
<b>Housing &amp; Community Amenities</b>					
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	\$ 5,480.00	\$ 66,052.00
<b>Recreation &amp; Culture</b>					
Barellan Pool	\$ 159,000.00		\$ 159,000.00	\$ 2,324.81	\$ 156,675.19
Lake Talbot Pool	\$ 1,898,500.00	\$ 1,644,520.00	\$ 3,543,020.00	\$ 1,350,758.36	\$ 2,192,261.64
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	\$ 138,852.81	\$ 114,622.19
Marie Bashir Park	\$ 83,000.00	\$ 115,710.00	\$ 198,710.00	\$ 10,656.69	\$ 188,053.31
Narrandera Memorial Park	\$ 83,500.00	\$ 66,680.00	\$ 150,180.00	\$ 12,962.04	\$ 137,217.96
Narrandera Sports Stadium	\$ 5,000.00		\$ 5,000.00	\$ -	\$ 5,000.00
Narrandera Sportsground	\$ 170,000.00	\$ 24,600.00	\$ 194,600.00	\$ 28,722.00	\$ 165,878.00
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	\$ 26,099.14	\$ 5,806.86
<b>Transport &amp; Communication</b>					
Ancillary Roadworks	\$ 213,719.00	\$ 587,304.00	\$ 801,023.00	\$ 252,206.25	\$ 548,816.75
Regional Roads	\$ 430,600.00	\$ 375,218.00	\$ 805,818.00	\$ 127,036.67	\$ 403,563.33
Roads to Recovery	\$ 997,362.00		\$ 997,362.00	\$ 104,030.04	\$ 1,254,806.71
Rural Roads	\$ 769,050.00	\$ 1,173,462.00	\$ 1,942,512.00	\$ 50,361.82	\$ 2,493,980.86

Capital Expenditure as at 31 October 2019

Urban Roads	\$ 2,113,984.00	\$ 191,801.00	\$ 2,305,785.00	\$ 1,750.55	\$ 2,510,159.45
Flood Damage	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Economic Affairs</b>					
Airport	\$ 420,000.00	\$ -	\$ 420,000.00	\$ 7,821.71	\$ 412,178.29
Buildings	\$ 235,600.00	\$ 33,725.00	\$ 269,325.00	\$ 8,975.76	\$ 260,349.24
Plant	\$ 1,468,380.00	\$ -	\$ 1,468,380.00	\$ 432,337.05	\$ 1,036,042.95
Tourist Park	\$ 20,000.00	\$ 18,209.00	\$ 38,209.00	\$ -	\$ 38,209.00
Economic Development	\$ -	\$ 3,800.00	\$ 3,800.00	\$ -	\$ 3,800.00
<b>Water Supplies</b>					
Water	\$ 1,475,000.00	\$ 542,298.00	\$ 2,017,298.00	\$ 246,516.71	\$ 1,770,781.29
<b>Sewer Supplies</b>					
Sewer	\$ 1,400,000.00	\$ 171,967.00	\$ 1,571,967.00	\$ 26,765.28	\$ 1,545,201.72
<b>Grand Total</b>	<b>\$ 12,822,751.00</b>	<b>\$ 5,722,639.00</b>	<b>\$ 18,545,390.00</b>	<b>\$ 2,918,757.71</b>	<b>\$ 16,520,844.72</b>

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2019-20 - as at 31/10/19



Project	Resp.	Job Number	Status	Proposed Budget	Carryover	Other	Sept	Commitment	Budget	YTD Expenditure	Balance	%	Comments	Date WAE Sent	Capitalised
1 Council Chambers Building Works	WM	4100-1004-0000	A						\$0.00	\$1,254.55	-\$1,254.55	#DIV/0!			
2 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.		
3 Website revamp	CO	4400-1007-0000	A		\$70,000.00				\$70,000.00	\$80.25	\$69,919.75	0%	Waiting on staff contribution for content and confirmation further assessment of MagiQ connection. Aim for release January		
4 MS Exchange Replacements	IT	4400-1014-0000	A		\$28,000.00				\$28,000.00	\$0.00	\$28,000.00	0%	Finalising new quotes		
5 MS Office Replacement	IT	4400-1015-0000	A		\$34,595.00				\$34,595.00	\$0.00	\$34,595.00	0%	Finalising new quotes		
6 Council email archiving	IT	4400-1017-0000	A		\$17,000.00				\$17,000.00	\$0.00	\$17,000.00	0%	Finalising new quotes		
7 Software Licencing	IT	4400-1019-0000	A	10,000					\$10,000.00	\$0.00	\$10,000.00	0%	Will review throughout the year		
8 Network Penetration Testing	IT	4400-1020-0000	A	10,000				\$1,650.00	\$10,000.00	\$0.00	\$10,000.00	0%	Will commence in March		
9 Replace Virtualising Hardware & Software	IT	4400-1021-0000	A	95,000					\$95,000.00	\$0.00	\$95,000.00	0%	Organising information for quotes		
10 Upgrade Phone System	IT	4400-1022-0000	A	60,000				\$27,145.45	\$60,000.00	\$21,217.77	\$38,782.23	35%	Equipment has arrived and will be installed and configured over the next couple of weeks		
11 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		
12 IT Review	IT	4400-1024-0000	A	5,000					\$5,000.00	\$0.00	\$5,000.00	0%	Will commence in February		
13 Photocopier Replacement	IT	4400-1025-0000	A	15,000					\$15,000.00	\$0.00	\$15,000.00	0%	Will commence in February		
14 Pound - Cattery Holding System	MDE	5100-1001-0000	A	6,000					\$6,000.00	\$0.00	\$6,000.00	2%	Design planning has commenced		
15 CCTV camera positioned outside Beta 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		
16 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		
17 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		
18 Barellan RFS Station Amenities	WM	5300-1005-0000	A	60,000					\$60,000.00	\$673.75	\$59,326.25	1%	Planning and design underway. Waiting on advice from RFS for construction start date.		
19 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		
20 Recycle Vending Machines	MPA	5600-1008-0000	A		\$56,849.00			\$65,868.67	\$56,849.00	\$47,455.86	\$9,393.14	83%	Site cleared. Water supply and fencing procurement completed. HV Electricity supply quotes received and assessed. Internal electrical work received and under review.		
21 Narrandera Landfill New Cell	MDE	5600-1009-0000	A	40,000				\$62,242.00	\$40,000.00	\$5,323.78	\$34,676.22	13%	Procurement completed. Currently assessing quotes.		
22 Ndra Landfill Masterplan improvement works - possibility of grant funding in future	MDE	5600-1010-0000	A	330,000					\$330,000.00	\$1,021.42	\$328,978.58	0%	Project scope being determined		
23 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		
24 Laimers St Flood Mitigation Works	MPA	5700-1004-0000	A		\$3,639.00			\$136.36	\$3,639.00	\$2,408.10	\$1,230.90	66%	Finalise installation of pump to be completed November		
25 Narrandera West Drainage Improvements Construction for retention basin adjacent to Cemetery	MPA	5700-1005-0000	A		\$41,753.00				\$41,753.00	\$2,172.51	\$39,580.49	5%	Volume calculations have been completed. Awaiting soil investigation and fencing. Works to commence November.		
26 Siphon Retaining Wall Renewal	MPA	5700-1006-0000	A	28,560				\$1,138.64	\$28,560.00	\$4,033.35	\$24,526.65	14%	Design and planning completed, procurement underway.		
27 Drainage Improvement Driscoll Rd Extension of existing stormwater opposite Patersons Road in Red Hill Industrial Estate	MPA	5700-1007-0000	A	75,000				\$1,818.18	\$75,000.00	\$713.23	\$74,286.77	1%	Scheduling works underway.		
28 Narrandera Cemetery Improvements	OSR	0800-1004-0000	A		\$71,532.00			\$29,463.64	\$71,532.00	\$5,480.00	\$66,052.00	8%	Works completed. Awaiting invoices.		
29 Barellan Cemetery Entrance gates	OSR	0800-1005-0000	A		\$8,000.00				\$8,000.00	\$0.00	\$8,000.00	0%	Developing quotations spec to commence December		
30 Barellan Cemetery Furniture	OSR	0800-1008-0000	A	2,800					\$2,800.00	\$0.00	\$2,800.00	0%	Quotations to be sought November		
31 GG Cemetery Furniture	OSR	0800-1009-0000	A	5,000					\$5,000.00	\$0.00	\$5,000.00	0%	Quotations to be sought November		
32 Narrandera Library - Building of Youth Room	CDM	7700-1003-0000	A		\$223,779.00			\$1,581.82	\$223,779.00	\$134,168.96	\$89,610.04	60%	Building completed, furniture assembled, external painting, irrigation and driveway still to be completed.		
33 Book & Resources annual replacement	CDM	7700-1005-0000	A	29,696					\$29,696.00	\$4,683.85	\$25,012.15	16%	Purchasing is on track. Resource orders in process and supplier visit booked.		
34 LT Pool- Detailed Design of Master Plan Works, Filtration & Splash Park	MPA	7800-1005-0000	A		\$30,007.00			\$8,988.64	\$30,007.00	\$7,379.17	\$22,627.83	25%	Project now forms part of the Lake Talbot pool filtration project. Budget will be moved in Dec QBR - see item 38		
35 Lake Talbot Pool Replacement of Slides	MPA	7800-1010-0000	A		\$1,147,504.00			\$10,582.80	\$1,147,504.00	\$936,607.65	\$210,896.35	82%	Civil work completed. Slides and towers erected. Landscaping underway. Plumbing and electrical to be completed for commissioning. New complete date of 5th November		
36 LT Pool - Pedestrian Path	MPA	7800-1011-0000	F		\$11,671.00			\$867.73	\$11,671.00	\$3,847.00	\$7,824.00	33%	Landscaping and irrigation completed. Final invoices to come in Project completed. Remaining funds to be reallocated in Dec QBR	5/11/2019	
37 Lake Talbot Pool - Change Rooms pool deck level	MPA	7800-1012-0000	A		\$455,338.00			\$25,819.65	\$455,338.00	\$399,856.83	\$55,481.17	88%	Final fitout and tidying up being completed. Time extension granted until 5 November		
38 Lake Talbot Pool Masterplan - Renew Filtration	MPA	7800-1015-0000	A	1,573,500					\$1,573,500.00	\$2,136.14	\$1,571,363.86	0%	Tender accepted at October meeting. Contract documents to be finalised		
39 Lake Talbot Pool Masterplan - Water Play Park	MPA	7800-1016-0000	A	325,000					\$325,000.00	\$931.57	\$324,068.43	0%	Tender accepted at October meeting. Contract documents to be finalised		
40 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.	8/09/2019	
41 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		
42 Brin Pool Replace Marmé Carpet	MPA	7900-1008-0000	F	4,000					\$4,000.00	\$2,374.31	\$1,625.69	58%	Project complete. Invoice to be received.	5/11/2019	

Project	Resp.	Job Number	Status	Proposed Budget	Carryover	Other	Sept	Commitment	Budget	YTD Expenditure	Balance	%	Comments	Date WAE Sent	Capitalised
43 Narrandera Sportsground Play Equipment	OSR	0200-1016-0000	A		\$24,600.00				\$24,600.00	\$28,722.00	-\$4,122.00	117%	Play equipment has been installed, softfall and edging to be completed late November.		
44 Ndra Sportsground drainages and soaks	OSR	0200-1019-0000	A	160,000					\$160,000.00	\$0.00	\$160,000.00	0%	No quotes received. Requoting and potential project carryover.		
45 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.		
46 HM Oval Level and Resurface	OSR	0200-1021-0000	A	25,000					\$25,000.00	\$0.00	\$25,000.00	0%	Works to commence in conjunction with Narrandera sportsground drainage project. Potential carryover.		
47 SCC - Marie Bashir Park - Mobile Stage	OSR	0300-1009-0000	A		\$95,710.00				\$95,710.00	\$10,656.69	\$85,053.31	11%	Stage has arrived. Staff have been inducted. Conditions of use to be developed.		
48 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		
49 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		
50 Barellan Playground Upgrades	OSR	0300-1023-0000	A		\$30,000.00				\$30,000.00	\$25,415.00	\$4,585.00	85%	Play equipment has been installed, softfall and edging to be completed late November.		
51 Hankinson Park Development	OSR	0300-1025-0000	A		\$66,680.00			\$7,578.45	\$66,680.00	\$12,006.42	\$54,673.58	18%	Irrigation system completed, concrete installed, stencilcrete to be completed. Toulouse to be installed.		
52 MBP Up Lighting adventure playground	OSR	0300-1036-0000	A	15,000					\$15,000.00	\$0.00	\$15,000.00	0%	Quotations to be sought November		
53 MBP Drinking fountains/ bottle fillers	OSR	0300-1037-0000	A	8,000					\$8,000.00	\$0.00	\$8,000.00	0%	Quotations to be sought November		
54 Pocket park upgrades	OSR	0300-1038-0000	A	50,000					\$50,000.00	\$0.00	\$50,000.00	0%	Quotations to be received November for park strategy, is number one priority		
55 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		
56 Victoria Ave stage 2 - level, irrigation, formalise driveways, curb	OSR	0300-1040-0000	A	80,000					\$80,000.00	\$0.00	\$80,000.00	0%	Quotations sought by November, street meeting to be held after quotations received to discuss project and driveway access. Installation expected to commence February 2020.		
57 Festive Mega Tree (Star) Inclusion	MPA	0300-1041-0000	A	3,500				\$6.91	\$3,500.00	\$953.62	\$2,546.38	27%	Design and planning has commenced. Installation of star is scheduled for mid November.		
58 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.		
59 Ndra Stadium Foam Guards	OSR	0400-1003-0000	A	5,000					\$5,000.00	\$0.00	\$5,000.00	0%	Quotations have been sought early September. Installation October/November		
60 Lake Taibol 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. Project Team reviewing the report. \$10,000 needed for additional core samples.		
61 Aquatic Weed Harvester	OSR	0600-1008-0000	A		\$130,000.00				\$130,000.00	\$0.00	\$130,000.00	0%	Quotations still being sought.		
62 LT Rec Seating and Shelter Revamp Rotary Lookout	OSR	0600-1009-0000	A	10,000					\$10,000.00	\$0.00	\$10,000.00	0%	Design and quotation January.		
63 Flood Damage Remediation Works	WM	0004-0003-0000	F						\$0.00	\$0.00	\$0.00	0%	All works have been completed. Budget adjustment to be made in quarterly review.	21/10/2019	
64 Flood Damage Causeway Works	WM	0004-0004-0000	A					\$7,177.28	\$0.00	\$0.00	\$0.00	0%			
65 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	\$0.00	\$125,050.00	0%			
67 Intersections Upgrade Local & Reg. Rts	WM	0006-1023-0000	A						\$0.00	\$0.00	\$90,000.00	0%	Relying on successful external funding		
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	\$0.00	\$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%	Negotiations started with Goldenfields Water to approve an appropriate site.		
74 Innovation for Rural Infrastructure Mgmt	WM	0008-1020-0000	A						\$0.00	\$0.00	\$16,075.00	0%	Works to be incorporated in conjunction with resheet and seal works.		
75 Urban K&S 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 following footpath inspection in November/December.		
77 NBCMP (Bolton street upgrade)	MPA	0006-1017-0000	A	1,668,109	\$188,040.00				\$1,856,149.00	\$1,177.36	\$1,854,971.64	0%	Planning commenced. Electrical design to be finalised and storm water to be reviewed. Budget revised down in September QBR, revised as project will not be completed in 2019-20 financial year		
78 Rural Sealed Roads Construction	WM	N/A	A	268,050					\$268,050.00	\$0.00	\$250,354.42	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						\$0.00	\$1,276.30	\$5,745.50	18%	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 Yalgoggin Road 0.262	WM	0010-1113-0000	A						\$0.00	\$1,759.50	\$10,240.50	15%	Start March		
85 Davison Bridge Road 3.02-5.5 km	WM	0010-1114-0000	F					\$700.00	\$0.00	\$14,659.58	-\$96,743.42	13%	Completed	5/11/2019	
86 PCR - Colmroobie Leeton Road	WM	0012-1023-0000	A		\$1,173,462.00			\$15,801.00	\$1,173,462.00	\$32,554.10	\$1,140,907.90	3%	Joint fixing country roads project with Leeton Shire budget allocation is approx 50/50 split. Leeton nearing completion of their works.		
87 Roads Resheeting - (Unsealed rural roads resheeting)	WM	N/A	A	354,425					\$354,425.00	\$0.00	\$351,476.26	0%			
88 Dows Road 4.08-5.6 km	WM	0012-1024-0000	A						\$0.00	\$0.00	\$36,480.00	0%	Start early March		
89 Erigolia Road Widening 0-11.95 km	WM	0012-1025-0000	A						\$0.00	\$112.14	\$97,680.86	0%	Dependent on successful grant funding		
90 Pamandi Road 6.74-8.5 km	WM	0012-1026-0000	A						\$0.00	\$0.00	\$40,152.00	0%	Start early next year		

Project	Resp.	Job Number	Status	Proposed Budget	Carryover	Other	Sept	Commitment	Budget	YTD Expenditure	Balance	%	Comments	Date WAE Sent	Capitalised
91 Brewarrina Bridge Retrofitting	WM	0012-1027-0000	A	-					\$0.00	\$0.00	\$80,000.00	0%	To be scheduled, awaiting feedback from Consultant		
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	\$2,948.74	\$97,051.26	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		\$377,602.75	0%			
97 Urban Roads reseat 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	\$388.57	109,971.43	0%	Start early January		
99 Lisnoyie Road 1.56-3.31 km	WM	0014-1123-0000	A	-					\$0.00	\$181.18	30,443.82	1%	Start mid January		
100 Miles Road 0-1 km	WM	0014-1124-0000	A	-					\$0.00	\$0.00	43,250.00	0%	Start late January		
101 Boree Road 5-6.7 km	WM	0014-1125-0000	A	-					\$0.00	\$0.00	70,550.00	0%	Start early March		
102 Wer Road 0-1.79 km	WM	0014-1126-0000	F	-					\$0.00	\$77,515.35	3,230.35	104%	Completed	23/10/2019	
103 McKenzies Road Culvert 2.5 km	WM	0014-1127-0000	A	-					\$0.00	\$94.94	6,785.56	1%	Start March		
104 Old Wagga Road 29.39-31.05 km	WM	0014-1128-0000	A	-					\$0.00	\$1,615.01	70,612.49	2%	Start late November		
105 Stronilan Road Widening 10.58-15.64	WM	0014-1129-0000	F	-				\$27,672.73	\$0.00	\$74,510.56	2,854.44	97%	Completed	5/11/2019	
106 Paintings Bridge Road 11.67-13 km	WM	0014-1130-0000	F	-					\$0.00	\$16,092.04	8,029.04	129%	Completed	23/10/2019	
107 Paintings Bridge Road 13-14 km	WM	0014-1131-0000	F	-					\$0.00	\$64,731.84	17,231.84	136%	Completed	23/10/2019	
108 Settlers Road 0.72-3 km	WM	0014-1132-0000	F	-					\$0.00	\$101,676.26	14,603.74	87%	Completed	23/10/2019	
109 Paynters Siding Road 6-7-8 km	WM	0014-1133-0000	A	-					\$0.00	\$8,996.25	30,003.75	23%	To be completed November		
110 Cypress Road 1.4-2.45	WM	0014-1134-0000	F	-				\$18,591.95	\$0.00	\$2,498.55	29,001.45	8%	Completed	5/11/2019	
111 Hulmeys Road 4.9-8.0	WM	0014-1135-0000	A	-				\$1,363.64	\$0.00	\$377.05	53,872.95	1%	Start mid May		
112 Bullock Tank Road 11-12 km	WM	0014-1136-0000	A	-					\$0.00	\$0.00	49,250.00	0%	Commenced in November		
113 Old Wagga Road 10.62-13.5 km	WM	0014-1137-0000	A	-					\$0.00	\$1,081.55	75,094.35	1%	Works commenced		
114 McGivary Road	WM	0014-1138-0000	A	-					\$0.00	\$14,285.28	55,713.72	20%	Works commenced		
115 Regional Roads Capital Works (Capital Component of Block Grant)	WM	0013-0000-0000	A	260,400					\$260,400.00	\$122,726.00	\$137,674.00	47%	Contribution to Cowabbie Creek culvert		
116 Repair Grant (with 50 % contribution from Block Grant)	WM	0015-0001-0000	A	170,200					\$170,200.00	\$1,361.93	\$168,838.07	1%	To be scheduled		
117 Narrandera Truck Wash	MPA	0030-1009-0000	A	-	\$492,360.00			\$179,956.68	\$492,360.00	\$235,451.91	\$256,408.09	48%	Holding pond completed. High voltage infrastructure installed. Electrical connection deferred to 29 November due to business objection. Irrigation procurement completed. Crossing of high pressure gas line completed. Road work completed ready for sealing and hotmix. Oil separator and compressor installed. Electrical connection will delay finalisation of project.		
118 Footpath - Erwin Street	MPA	0030-1016-0000	F	-	\$4,868.00				\$4,868.00	\$0.00	\$4,868.00	0%	Project completed budget reallocated in September QBR.	9/09/2019	
119 Stage 2 of AMS Implementation - Road condition survey	MPA	0030-1010-0000	A	-	\$94,944.00				\$94,944.00	\$13,298.32	\$81,645.68	14%	Update Confirm data base to commence development pavement management system (a system that predicts future maintenance requirements of the road network). Road condition assessment to be completed by December 2019		
120 Shared Cycleway (Active Transport - 50/50 Funding) Marie Baxin Park	MPA	0030-1011-0000	A	51,000					\$51,000.00	\$0.00	\$51,000.00	0%	RMS funding not provided, project removed in September QBR. Pamp Plan priorities being reviewed to determine reallocation recommendations for footpath work		
121 PAMP - (Active Transport - 100% RMS Funding) - Cadell Street	MPA	0030-1013-0000	A	121,820					\$121,820.00	\$2,956.02	\$118,863.98	2%	Concept design submitted to RMS for review and feedback		
122 Drone Purchase for Survey / Inspection	MPA	0030-1019-0000	A	7,899					\$7,899.00	\$0.00	\$7,899.00	0%	Procurement underway, prices sort.		
123 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		
124 Blenner Peles Leeton Road	OSR	0030-1017-0000	A	15,000					\$15,000.00	\$0.00	\$15,000.00	0%	Fabrication in November.		
125 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		
126 Arts Centre Building Works	WM	8307-1001-0000	A	-	\$4,614.00				\$4,614.00	\$0.00	\$4,614.00	0%	To be scheduled		
127 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		
128 Gateway/Entrance signs	EDM	8700-1003-0000	F	-	\$30,861.00				\$30,861.00	\$34,075.11	\$3,214.11	110%	Completed	23/10/2019	
129 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		
130 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		
131 Building renewal and upgrades	WM	9300-1004-0000	A	13,200					\$13,200.00	\$0.00	\$13,200.00	0%	Works commenced		
132 Upgrading Twynham Street Shops	WM	9300-1005-0000	A	6,700					\$6,700.00	\$3,920.24	\$2,779.76	59%	Works commenced		
133 Airport Terminal Building	WM	9300-1014-0000	A	20,000					\$20,000.00	\$3,212.69	\$16,787.31	16%	Upgrade female toilet to be scheduled		
134 Council Chambers Building Upgrades	WM	9300-1015-0000	A	21,000					\$21,000.00	\$238.02	\$20,761.98	1%	To be scheduled		
135 16 Kiesing Drive	WM	9300-1009-0000	A	2,500	\$7,656.00				\$10,156.00	\$0.00	\$10,156.00	0%	Pergola and irrigation to be scheduled		
136 Mandarav Road House	WM	9300-1017-0000	A	20,000					\$20,000.00	\$0.00	\$20,000.00	0%	New double garage to be scheduled		
137 Community Hall Bareilly	WM	8301-1001-0000	A	1,000	\$21,455.00				\$22,455.00	\$350.26	\$22,104.74	2%	Assessing options for the septic tank upgrade and a new sewer line.		
138 Community Hall Grng Grng	WM	9300-1019-0000	A	2,000					\$2,000.00	\$0.00	\$2,000.00	0%	Disabled access to be scheduled		
139 Tobaccoist Shop	WM	9300-1020-0000	A	2,700					\$2,700.00	\$0.00	\$2,700.00	0%	Hot water system and handbasin to be completed November.		
140 6 Victoria Square	WM	9300-1021-0000	A	4,500					\$4,500.00	\$0.00	\$4,500.00	0%	Paint western side internal wall to be scheduled		
141 4 Victoria Square	WM	9300-1022-0000	A	6,000					\$6,000.00	\$0.00	\$6,000.00	0%	Air conditioning to common areas to be determined		
142 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		
143 Provision of off street staff/liner 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		
144 Narrandera Museum	WM	9300-1013-0000	A	57,000					\$57,000.00	\$0.00	\$57,000.00	0%	Ext. paint, disabled ramp, public toilets to be determined. Project to be revised.		
145 Airport Runway resealing & re-marking	TAE	9400-1010-0000	A	410,000					\$410,000.00	\$911.75	\$409,088.25	0%	Works planned for week 14 - 20 March 2020.		

Project	Resp.	Job Number	Status	Proposed Budget	Carryover	Other	Sept	Commitment	Budget	YTD Expenditure	Balance	%	Comments	Date WAE Sent	Capitalised
146 Airport Ongoing small outside improvements including flood gate repairs	TAE	9400-1011-0000	A	10,000				\$3,000.00	\$10,000.00	\$6,909.96	\$3,090.04	69%	Ongoing through the year expect to complete by Dec 19.		
147 Light Veh/Cars	PWM	9500-1000-0000	A	352,680				\$36,793.18	\$352,680.00	\$201,875.49	\$150,804.51	57%	5 vehicles delivered, 2 ordered and 5 yet to order		
148 Trucks & Trailers	PWM	9500-1001-0000	A	722,000				\$79,250.00	\$722,000.00	\$208,494.20	\$513,505.80	29%	2 Vehicles delivered, 2 on order and 2 to be ordered		
149 Heavy Plant	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		
150 Other Plant Capital	PWM	9500-1003-0000	A	20,000				\$400.00	\$20,000.00	\$21,967.36	-\$1,967.36	110%	Purchases completed		
151 Water Main Replacements	WSE	2900-1001-0000	A		\$128,503.00	-\$8,000.00		\$14,489.92	\$128,503.00	\$72,143.92	\$56,359.08	56%	Mitchell Street started September completion due 28 November.		
152 SCADA and instrumentation upgrades (online chlorine analysers)	WSE	2900-1005-0000	A	50,000					\$99,451.00	\$207.79	\$99,243.21	0%	Budget for purchase of software, purchase to be completed second half of year		
153 Network Hydraulic Modelling Software	WSE	2900-1007-0000	F		\$33,510.00			\$8,000.00	\$33,510.00	\$6,000.00	\$27,510.00	18%	Project completed - awaiting invoices	5/11/2019	
154 Main Street Water Main Replacement	WSE	2900-1009-0000	A			\$55,204.00		\$30.99	\$55,204.00	\$34,321.43	\$20,882.57	62%	Works completed minor maintenance required		
155 Flow meters on all inlet and outlets Reservoirs	WSE	2900-1022-0000	A			\$58,422.00		\$3,471.65	\$58,422.00	\$4,509.80	\$53,912.20	8%	Flow meters purchased, install to be confirmed		
156 Backflow prevention register	WSE	2900-1023-0000	A			\$11,225.00			\$11,225.00	\$509.56	\$10,715.44	5%	Register complete, inspections in progress		
157 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		
158 Data entry and document control system	WSE	2900-1025-0000	A			\$6,307.00			\$6,307.00	\$6,297.07	\$9.93	100%	Completed. Budget to be adjusted in QBR.		
159 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		
160 Network Design and Planning review (reservoirs and zoning)	WSE	2900-1028-0000	A			\$23,127.00			\$23,127.00	\$3,550.00	\$19,577.00	15%	To begin October and ongoing for remainder of the year		
161 WTP Filter/Upgrade design	WSE	2900-1038-0000	A			\$76,625.00		\$545.45	\$76,625.00	\$12,001.91	\$64,623.09	16%	Finalisation of issues paper through IWCM		
162 Non Return Valve Bore 4	WSE	2900-1042-0000	A			\$2,500.00			\$2,500.00	\$0.00	\$2,500.00	0%	To be scheduled		
163 North Zone Pressure Pump - low pressure issues	WSE	2900-1051-0000	A			\$43,924.00			\$43,924.00	\$394.32	\$43,529.68	1%	Project quotes to be sourced in November for additional pump and control		
164 Low Level Chlorinator	WSE	2900-1052-0000	A			\$17,372.00			\$8,738.09	\$17,372.00	\$6,164.24	35%	Project 90% complete, purchasing chlorine analyser. To be completed November.		
165 Water Main Replacements	WSE	2900-1056-0000	A	250,000				\$8,326.47	\$250,000.00	\$68,479.32	\$181,520.68	27%	Dalgetty St scheduled to begin 10 February. Audley Street to be undertaken after Dalgetty St.		
166 Hydrant and Valve replacements	WSE	2900-1057-0000	A	50,000					\$50,000.00	\$843.60	\$49,156.40	2%	Program has been developed. Works to begin in November anticipated completion February.		
167 Services Replacements	WSE	2900-1011-0000	A	50,000					\$50,000.00	\$20,543.43	\$29,456.57	41%	As required.		
168 Water Main Mosivray Road	WSE	2900-1055-0000	F			\$8,000.00			\$0.00	\$6,379.87	-\$1,620.13	WDIR/01	Project completed	5/11/2019	
169 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.		
170 High and Low Level reservoir fencing	WSE	2900-1061-0000	A	75,000					\$75,000.00	\$4,221.85	\$70,778.15	6%	Pending decision on WTP upgrade.		
171 Investigate PS1 Tracing	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	17/09/2019	
172 Privacy filter - EPA	WSE	3900-1016-0000	A			\$120,000.00			\$120,000.00	\$0.00	\$120,000.00	0%	To be scheduled on appointment of engineer		
173 Manhole Replacements	WSE	3900-1021-0000	A	50,000		\$11,911.00			\$61,911.00	\$1,366.59	\$60,544.41	2%	To be scheduled on appointment of engineer		
175 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		\$3,862.00		\$5,253.39	\$103,862.00	\$15,368.37	\$88,493.63	15%	As required.		
177 Sewer Main Replacements	WSE	3900-1030-0000	A	50,000				\$31.82	\$50,000.00	\$1,806.70	\$48,193.30	4%	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 Barrilant Sewer	WSE	3900-1032-0000	A	1,000,000					\$1,000,000.00	\$7,291.04	\$992,706.96	1%	Project commenced October 2019, completion 2022. Community engagement in November.		
180 CCTV Review	IT	5200-1001-0000	A	30,000		\$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 commenced. Expected completion end of November.		
182 Urban Roads Maintenance	WM	0001-0001-0000	O	\$723,500.00				\$3,375.39	\$723,500.00	\$259,894.45	\$464,105.55	36%	Ongoing works		
183 Sealed Rural Roads Maintenance	WM	0002-0001-0000	O	\$281,700.00				\$1,993.57	\$281,700.00	\$118,988.48	\$162,711.52	42%	Ongoing works		
184 Rural Unsealed Roads Expenses	WM	0003-0001-0000	O	\$797,880.00				\$1,166.36	\$797,880.00	\$412,238.41	\$385,641.59	52%	Ongoing works		
185 Regional Roads (M&F Grant)	WM	0005-0000-0000	O	\$210,000.00					\$210,000.00	\$21,619.72	\$188,380.28	10%	Ongoing Works		
186 State Road Contract Works RMCC	WM	0004-0002-0000	O	\$170,500.00				\$146.62	\$170,500.00	\$29,981.71	\$140,518.29	18%	Ongoing Works		
187 Ordered Works Expenses - MR 80	WM	0004-0005-0000	O	\$82,000.00					\$82,000.00	\$0.00	\$82,000.00	0%	Proposal submitted to RMS for approval		
188 Ordered Works Expenses - MR 84	WM	0004-0006-0000	O	\$82,000.00					\$82,000.00	\$0.00	\$82,000.00	0%	Proposal submitted to RMS for approval		
189 Noxious Weeds Expenses	OSR	5900-0000-0000	O	\$161,554.00					\$161,554.00	\$35,751.49	\$125,802.51	22%	On-going Operating Costs		
190 Public Toilets Expenses	OSR	6620-0000-0000	O	\$62,274.00					\$62,274.00	\$33,082.08	\$29,191.92	53%	On-going Operating Costs		
191 Cemetery Expenses	OSR	0800-0000-0000	O	\$114,603.00					\$114,603.00	\$50,084.06	\$64,518.94	44%	On-going Operating Costs		
192 Sports Ground Expenses	OSR	0200-0000-0000	O	\$230,943.00					\$230,943.00	\$83,150.62	\$147,792.38	36%	On-going Operating Costs		
193 Parks Expenses	OSR	0300-0000-0000	O	\$554,270.00					\$554,270.00	\$150,214.05	\$404,055.95	27%	On-going Operating Costs		
194 Lawn Areas	OSR	0300-0000-0000	O	\$22,750.00					\$22,750.00	\$11,450.16	\$11,299.84	50%	On-going Operating Costs		
195 East Street - Street Scaping	OSR	0300-0041-0000	O	\$17,000.00					\$17,000.00	\$2,672.50	\$14,327.50	16%	On-going Operating Costs		
196 Street Trees	OSR	0500-0001-0000	O	\$196,500.00				\$1,810.00	\$196,500.00	\$48,207.18	\$148,292.82	25%	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	\$32,177.83	\$86,944.17	27%	On-going Operating Costs		
199 Bores Expenses	WSE	2300-0001-0000	O	\$56,000.00				\$840.00	\$56,000.00	\$8,060.73	\$47,939.27	14%	On-going Operating Costs		
200 Pump Station Expenses	WSE	2300-0002-0000	O	\$79,000.00				\$304.55	\$79,000.00	\$47,851.77	\$31,148.23	61%	On-going Operating Costs		
201 Mains Expenses	WSE	2100-0003-0000	O	\$300,000.00					\$300,000.00	\$92,563.41	\$207,436.59	31%	On-going Operating Costs		
202 Recycled Water	WSE	2200-0004-0000	O	\$48,000.00				\$288.18	\$48,000.00	\$3,066.45	\$44,933.55	6%	On-going Operating Costs		
203 Reservoirs Expenses	WSE	2400-0005-0000	O	\$61,500.00					\$61,500.00	\$8,481.00	\$53,019.00	6%	On-going Operating Costs		
204 Water Supply Licence	WSE	2000-0032-0000	O	\$30,500.00					\$30,500.00	\$3,982.25	\$26,517.75	13%	Water Licence costs		



Project	Resp.	Job Number	Status	Proposed Budget	Carryover	Other	Sept	Commitment	Budget	YTD Expenditure	Balance	%	Comments	Date WAE Sent	Capitalised
205 Chlorine & Chemicals Expenses	WSE	2700-0033-0000	0	\$30,000.00				\$531.79	\$30,000.00	\$6,411.38	\$23,588.62	21%	On-going Operating Costs		
206 Meter Reading Expenses	WSE	2000-0014-0000	0	\$10,000.00					\$10,000.00	\$7,831.97	\$2,168.03	78%	On-going Operating Costs		
207 Telemetry System Maintenance	WSE	2000-0040-0000	0	\$11,500.00				\$8,181.82	\$11,500.00	\$0.00	\$11,500.00	0%	On-going Operating Costs		
208 Pump Stations Electricity Expenses	WSE	2300-0023-0000	0	\$250,000.00				\$2,803.55	\$250,000.00	\$35,967.16	\$214,032.84	14%	On-going Operating Costs		
209 Pump Station Expenses	WSE	3200-0002-0000	0	\$64,000.00				\$5,763.64	\$64,000.00	\$35,616.11	\$28,383.89	56%	On-going Operating Costs		
210 Maint Expenses	WSE	3100-0003-0000	0	\$205,000.00				\$4,323.27	\$205,000.00	\$54,871.46	\$150,128.54	26%	On-going Operating Costs		
211 Treatment Works Expenses	WSE	3400-0006-0000	0	\$200,000.00				\$29,097.43	\$200,000.00	\$69,087.28	\$130,912.72	35%	On-going Operating Costs		
212 Sewer Heating & Electricity	WSE	3300-0023-0000	0	\$90,000.00				\$1,056.22	\$90,000.00	\$49,967.10	\$40,032.90	56%	On-going Operating Costs		
213 Telemetry System Maintenance	WSE	3000-0040-0000	0	\$7,500.00					\$7,500.00	\$0.00	\$7,500.00	0%	On-going Operating Costs		

17,885,347

\$902,217.71 \$23,490,006.00



Key Operational as at 31 October 2019

Row Labels	Sum of Proposed Budget	Sum of Carryover	Sum of Budget	Sum of YTD Expenditure	Sum of Balance
<b>Economic Affairs</b>					
Economic Development	\$ -	\$ 2,350.00	\$ 2,350.00	\$ -	\$ 2,350.00
<b>Housing &amp; Community Amenities</b>					
Noxious Weeds	\$ 161,554.00		\$ 161,554.00	\$ 35,751.49	\$ 125,802.51
Public Toilets	\$ 62,274.00		\$ 62,274.00	\$ 32,690.99	\$ 29,583.01
Cemetery Expenses	\$ 114,603.00		\$ 114,603.00	\$ 50,084.06	\$ 64,518.94
<b>Recreation &amp; Culture</b>					
Sports Ground Expenses	\$ 230,943.00		\$ 230,943.00	\$ 83,150.62	\$ 147,792.38
Parks Expenses	\$ 554,270.00		\$ 554,270.00	\$ 150,118.74	\$ 404,151.26
Lawn Areas	\$ 22,750.00		\$ 22,750.00	\$ 11,450.16	\$ 11,299.84
Lake Talbot Expenses	\$ 24,000.00		\$ 24,000.00	\$ -	\$ 24,000.00
Sports Stadium Expenses	\$ 119,122.00		\$ 119,122.00	\$ 32,177.83	\$ 86,944.17
Street Scaping	\$ 17,000.00		\$ 17,000.00	\$ 2,672.50	\$ 14,327.50
Street Trees	\$ 196,500.00		\$ 196,500.00	\$ 48,207.18	\$ 148,292.82
<b>Transport &amp; Communication</b>					
Ordered Works	\$ 164,000.00		\$ 164,000.00	\$ -	\$ 164,000.00
Regional Roads	\$ 210,000.00		\$ 210,000.00	\$ 21,619.72	\$ 188,380.28
State Roads	\$ 170,500.00		\$ 170,500.00	\$ 29,981.71	\$ 140,518.29
Urban Roads	\$ 723,500.00		\$ 723,500.00	\$ 259,323.09	\$ 464,176.91
Sealed Rural Roads	\$ 281,700.00		\$ 281,700.00	\$ 118,943.07	\$ 162,756.93
Unsealed Rural Roads	\$ 797,880.00		\$ 797,880.00	\$ 412,165.68	\$ 385,714.32
<b>Water Supplies</b>					
Water	\$ 876,500.00		\$ 876,500.00	\$ 209,179.76	\$ 667,320.24
<b>Sewer Supplies</b>					
Sewer	\$ 566,500.00		\$ 566,500.00	\$ 208,991.95	\$ 357,508.05
<b>Grand Total</b>	<b>\$ 5,293,596.00</b>	<b>\$ 2,350.00</b>	<b>\$ 5,295,946.00</b>	<b>\$ 1,706,508.55</b>	<b>\$ 3,589,437.45</b>

**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 Economic Development Strategy at 28 October 2019**

This matter is considered to be confidential under Section 10A(2) - c 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 information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

**22.2 Sale of Shares**

This matter is considered to be confidential under Section 10A(2) - di 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.

**22.3 Water Licence**

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

**RETURN TO PUBLIC MEETING**

*At this point, members of the Gallery and Press may return to the Chambers for the conclusion of the meeting.*