



BUSINESS PAPER

Ordinary Council Meeting

21 May 2019

ETHICAL DECISION MAKING & CONFLICT OF INTEREST

A Guiding Checklist for Councillors, Officers & Community Committees

ETHICAL DECISION MAKING

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

CONFLICT OF INTEREST

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

THE TEST FOR CONFLICT OF INTEREST

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

IDENTIFYING PROBLEMS

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

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

AGENCY ADVICE

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

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

COMMUNITY STRATEGIC PLAN

Themes

Agenda Section 16 ~ Our Community

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

Agenda Section 17 ~ Our Environment

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

Agenda Section 18 ~ Our Economy

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

Agenda Section 19 ~ Our Infrastructure

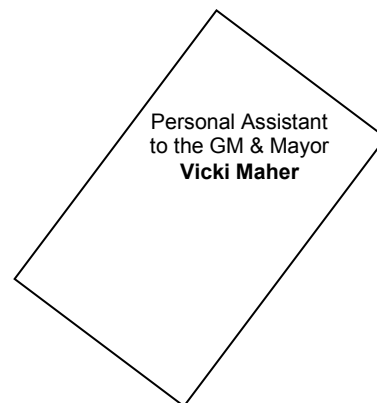
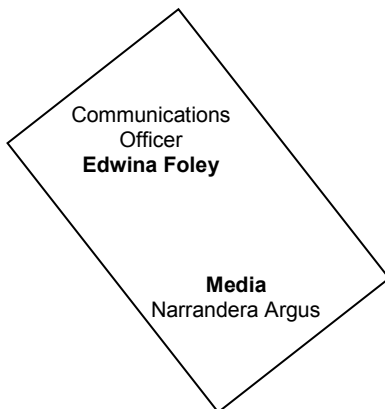
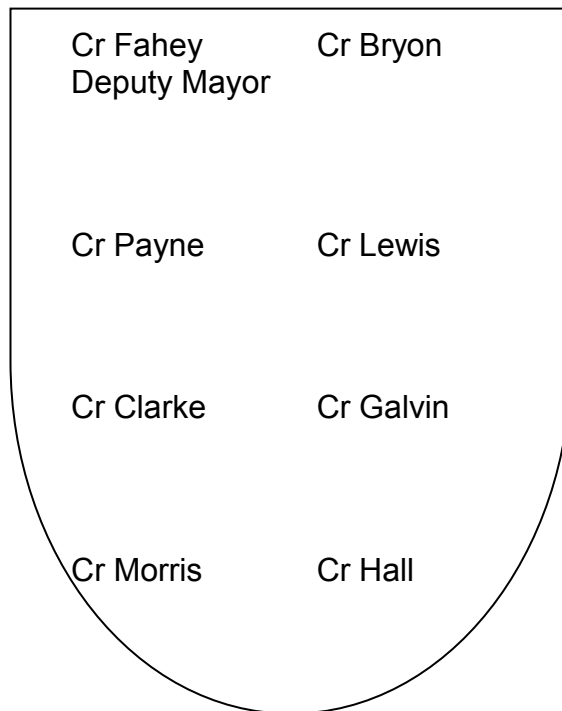
- 4.1 To have an improved and adequately maintained road network
- 4.2 To improve, maintain and value-add to our public and recreational infrastructure
- 4.3 To improve and enhance our water and sewer networks
- 4.4 To have a say when planning for new facilities or refurbishing existing facilities

Agenda Section 20 ~ Our Civic Leadership

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

SEATING

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

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

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

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

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

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

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

**Notice is hereby given that the Ordinary Meeting of the Narrandera
Shire Council will be held in the Council Chambers on:
Tuesday 21 May 2019 at 2pm**

Order Of Business

1	Acknowledgement of Country	9
2	House Keeping	9
3	Disclosure of Political Donations	9
4	Present	9
5	Apologies	9
6	Declarations of Interest	9
7	Public Question Time	9
	No Public Question Time	
8	Presentations by the Public	9
	Nil	
9	Presentations by Staff and Contractors	10
	9.1 Related Parties Disclosures.....	10
10	Confirmation of Minutes	11
	Ordinary Council Meeting - 16 April 2019	
11	Mayoral Report	26
	11.1 Mayoral Minute - Emergency Services Levy Increase	26
	11.2 Mayoral Report May 2019	30
12	Notices of Rescission	36
	12.1 Rescission Motion - Voluntary Purchase	36
	12.2 Rescission Motion - Narrandera Town Signs – Gateway Signs.....	37
13	Notices of Motion	40
	13.1 Notice of Motion - Narrandera Town Signs - Gateway Signs.....	40
	13.2 Notice of Motion - Information Forum for Council Election.....	42
	13.3 Notice of Motion - Henry Mathieson Oval	43
14	Councillor Reports	45
	Nil	
15	Committee Reports	46
	15.1 Minutes - Narrandera - Leeton Shire Councils Joint Airport Management Committee - 9 April 2019	46
16	Our Community	58
	Nil	
17	Our Environment	58

	Nil	
18	Our Economy	58
	Nil	
19	Our Infrastructure	58
	Nil	
20	Our Civic Leadership	59
20.1	2018-2022 Delivery Program - 31 March 2019 Quarterly Review.....	59
20.2	Code of Conduct.....	63
20.3	New Commercial Lease - 4-6 Twynam Street, Narrandera	66
20.4	Policy Review - CS270 Councillor Expenses & Facilities	69
20.5	Policy Review - CS50 Credit Card & Adoption of policy CS280 Fuel Cards	98
20.6	New Policies - Debt Recovery and Financial Hardship.....	111
20.7	Adoption of 2019-2020 Financial Year Strategic Documents	126
21	Statutory and Compulsory Reporting – Development Services Reports	142
21.1	April Development Services Activities.....	142
22	Statutory and Compulsory Reporting – Financial / Audit Reports	147
22.1	March 2019 Quarterly Budget Review	147
22.2	April Statement of Bank Balances	169
22.3	April Statement of Investments.....	171
22.4	April Income Statement	175
22.5	April Statement of Rates and Receipts	180
22.6	April Capital Works Program.....	182
23	Statutory and Compulsory Reporting – Other Reports	199
	Nil	
24.1	Lot 10 DP1202049 Sturt Highway TJ & KM Hands.....	200
24.2	Mayoral Report - GM Mid-Term Performance Review	200

- 1 ACKNOWLEDGEMENT OF COUNTRY**
- 2 HOUSE KEEPING**
- 3 DISCLOSURE OF POLITICAL DONATIONS**
- 4 PRESENT**
- 5 APOLOGIES**
- 6 DECLARATIONS OF INTEREST**
- 7 PUBLIC QUESTION TIME**
No Public Question Time
- 8 PRESENTATIONS BY THE PUBLIC**
Nil

9 PRESENTATIONS BY STAFF AND CONTRACTORS**9.1 RELATED PARTIES DISCLOSURES****Document ID: 414317****Author: Personal Assistant to General Manager and Mayor****Authoriser: General Manager****Theme: Our Civic Leadership****Attachments: Nil****PRESENTATION**

Council's Acting Finance Manager; Rebecca Best, will provide Councillors with a brief update on the Annual Financial Reporting Obligations AASB124 – Related Party Disclosures. Forms distributed to be completed and returned to Finance Department.

RECOMMENDATION

Council's Acting Finance Manager; Rebecca Best, will provide Councillors with a brief update on the Annual Financial Reporting Obligations AASB124 – Related Party Disclosures. Forms distributed to be completed and returned to Finance Department.

10 CONFIRMATION OF MINUTES

Ordinary Council Meeting - 16 April 2019



MINUTES

Ordinary Council Meeting

16 April 2019

**MINUTES OF NARRANDERA SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS
ON TUESDAY, 16 APRIL 2019 AT 2PM**

The Mayor declared the meeting opened at **2pm** and welcomed the Councillors, Staff, Media and Members of the Gallery.

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 HOUSE KEEPING

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

3 DISCLOSURE OF POLITICAL DONATIONS

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

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

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

4 PRESENT

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

In Attendance

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

5 APOLOGIES

Nil

6 DECLARATIONS OF INTEREST

Cr Wesley Hall declared a Non Significant Non Pecuniary Interest in Item 13.1 under the Local Government Act as External Accountant for Narrandera Golf Club will remain and take part in discussion and voting.

General Manager George Cowan declared a Non Significant Non Pecuniary Interest in Item 13.1 under the Local Government Act as Playing member of the Golf Club will remain and take part in discussion.

7 PUBLIC QUESTION TIME

Nil

8 PRESENTATIONS BY THE PUBLIC

Nil

9 PRESENTATIONS BY STAFF AND CONTRACTORS

Nil

10 CONFIRMATION OF MINUTES**RESOLUTION 19/047**

Moved: Cr Narelle Payne

Seconded: Cr Tracey Lewis

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

CARRIED**11 MAYORAL REPORT****11.1 MAYORAL REPORT APRIL 2019****RESOLUTION 19/048**

Moved: Cr Neville Kschenka

Seconded: Cr Narelle Payne

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

CARRIED

12 NOTICES OF RESCISSION

Nil

13 NOTICES OF MOTION**13.1 NOTICE OF MOTION - WATER ALLOCATIONS AND EFFICIENCIES****RESOLUTION 19/049**

Moved: Cr Wesley Hall

Seconded: Cr Narelle Payne

That Council:

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

And

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

CARRIED**14 COUNCILLOR REPORTS**

Nil

15 COMMITTEE REPORTS**15.1 MINUTES - LAKE TALBOT ENVIRONS ADVISORY COMMITTEE - 6 DECEMBER 2018****RESOLUTION 19/050**

Moved: Cr Narelle Payne

Seconded: Cr David Fahey OAM

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

CARRIED**15.2 MINUTES - ECONOMIC TASKFORCE COMMITTEE - 25 MARCH 2019****RESOLUTION 19/051**

Moved: Cr David Fahey OAM

Seconded: Cr Barbara Bryon

That Council

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

CARRIED**15.3 MINUTES - AUDIT, RISK AND IMPROVEMENT COMMITTEE - 6 MARCH 2019****RESOLUTION 19/052**

Moved: Cr Narelle Payne

Seconded: Cr Tammy Galvin

That Council

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

CARRIED

16 OUR COMMUNITY**16.1 AGED CARE QUALITY REVIEW****RESOLUTION 19/053**

Moved: Cr Barbara Bryon

Seconded: Cr Narelle Payne

That Council:

1. Note the conduct of the Australian Aged Care Quality and Safety review and the determination that the service has met all 18 Expected Outcomes of the three standards.
2. Letter of Congratulations from Council be forwarded to each department.

CARRIED

17 OUR ENVIRONMENT

Nil

18 OUR ECONOMY**18.1 INSTALLATION OF REVERSE VENDING MACHINE AT NARRANDERA LANDFILL SITE****RESOLUTION 19/054**

Moved: Cr David Fahey OAM

Seconded: Cr Narelle Payne

1. That

Council proceeds to enter into an appropriate agreement with Tomra/Cleanaway Joint Venture for the installation of a 4-deposit point, kiosk-style Reverse Vending Machine at a location adjacent to the main entrance of the Narrandera Landfill site and

- (a) Council prepares the chosen site to Tomra/Cleanaway specifications to accommodate the Reverse Vending Machine.
- (b) The cost of site preparation including connection of electricity and ongoing power use and parking, lighting and CCTV be met from Council's Waste reserves.

CARRIED

18.2 TOURISM AND ECONOMIC DEVELOPMENT QUARTERLY UPDATE**RESOLUTION 19/055**

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

Information item.

CARRIED

18.3 NARRANDERA TOWN SIGNS-GATEWAY SIGNS**RESOLUTION 19/056**

Moved: Cr Barbara Bryon

Seconded: Cr Narelle Payne

That Council:

1. Considers the attached designs, as amended and selects one design for application to the construction of 4 signs sized 3mx 1.8m each for erection at prominent gateway locations on the 4 main entry routes to Narrandera, supported by landscaped surrounds and flanking poles and banners for each sign.

Council endorsed Option on Page 91 Darker Orange, Koala up tree, add outline and block to Lizard, Narrandera to be reflective.

2. Locations for the signs to capture all incoming traffic on the entrance to town on the Newell Highway, (Narrandera side of Gillenbah where the existing tree sign is located), Newell Highway Northern approach, Irrigation Way (Narrandera side of Canal Bridge), Barellan Road town side of Red Hill Industrial Estate (at the location of the existing small sign).
3. Council to seek RMS approval for low level directional signage at the Newell Sturt intersection for Narrandera.
4. Incorporate Solar Lights within each signs landscaping at the cost of \$750+GST per sign.
5. Landscaping be designed to reflect the themes established by the design of the Cemetery and Lake Talbot Pool Complex entrances.

CARRIED

Cr Hall requested his vote be recorded as Against the Colour.

Cr Bryon requested her vote be recorded as Against points 2 and 4.

19 OUR INFRASTRUCTURE**19.1 RED HILL TRUCK WASH****RESOLUTION 19/057**

Moved: Cr Narelle Payne

Seconded: Cr Tammy Galvin

That Council

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

CARRIED

20 OUR CIVIC LEADERSHIP**20.1 MODEL CODE OF MEETING PRACTICE****RESOLUTION 19/058**

Moved: Cr David Fahey OAM

Seconded: Cr Barbara Bryon

That Council

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

CARRIED

20.2 POLICY REVIEW - COUNCILLOR EXPENSES & FACILITIES**RESOLUTION 19/059**

Moved: Cr Wesley Hall
Seconded: Cr Tracey Lewis

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

CARRIED

20.3 NEW POLICIES FOR DEBT RECOVERY AND FINANCIAL HARDSHIP

RESOLUTION 19/060

Moved: Cr Tracey Lewis
Seconded: Cr Narelle Payne

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

CARRIED

20.4 RENEWAL OF COMMERCIAL LEASE - 6 VICTORIA SQUARE, NARRANDERA

RESOLUTION 19/061

Moved: Cr Narelle Payne
Seconded: Cr David Fahey OAM

That Council

1. Endorse the new lease agreement with NSW Health Pathology for the premises know as 6 Victoria Square, Narrandera commencing 1 March 2019 for 3 years terminating 28 February 2022 with a single option to renew for a further 3 years (the total term of the lease plus the single option being 6 years).
2. Endorse the placement of the Seal of Council to the lease document and any other documents relating to this matter.

CARRIED

20.5 DRAFT 2019-2020 FINANCIAL YEAR STRATEGIC DOCUMENTS

RESOLUTION 19/062

Moved: Cr David Fahey OAM
Seconded: Cr Narelle Payne

That Council

1. adopt the following for the purpose of public exhibition for a period of 28 days:
 - (a) The unchanged Delivery Program 2018-2022;
 - (b) The draft Operational Plan 2019-2020 as presented;
 - (c) The maximum 2.7% rate pegging limit increase for permissible yield for the

2019-2020 ordinary rate;

- (d) The maximum interest penalty rate for 2019-2020 when determined and to be applied to overdue rates & charges;
- (e) The waste charges for Narrandera for 2019-2020 as presented;
- (f) The waste charges for Barellan for 2019-2020 as presented;
- (g) The waste charges for Grong Grong for 2019-2020 as presented;
- (h) The water charges for 2019-2020 as presented for both potable and non-potable water service access and consumption;
- (i) The sewer charges for 2019-2020 as presented for sewer service access, sewer usage and liquid trade waste and include a scenario with 5% increases for the next three (3) years and any shortfall necessary for Barellan sewerage to be included in loan borrowings.
- (j) The stormwater management charges for 2019-2020 as presented;
- (k) The schedule of fees and charges for 2019-2020 as presented;
- (l) The 2019-2029 Long Term Financial Plan as presented;
- (m) The 2019-2029 schedule of Capital Works as presented;
- (n) The 2019-2020 Fit For The Future benchmarks;
- (o) At the conclusion of the 28 day public exhibition period that Council further consider the strategic documents in conjunction with any community comments or submissions received at its May 2019 meeting.

CARRIED

20.6 RENEWAL OF LICENCE AGREEMENTS - NARRANDERA SALEYARDS 58 PINE HILL ROAD, NARRANDERA

RESOLUTION 19/063

Moved: Cr Jenny Clarke OAM

Seconded: Cr Barbara Bryon

That Council:

1. Endorse the new licence agreement with Elders Rural Services Australia Limited also the new licence agreement with Landmark Operations Limited for use of the Narrandera Saleyards located at 58 Pine Hill Road, Narrandera commencing 1 July 2019 for a period of 5 years terminating 30 June 2024;
2. Endorse the placement of the Seal of Council to each licence agreement and any other documents relating to this matter.

CARRIED

21 STATUTORY AND COMPULSORY REPORTING – DEVELOPMENT SERVICES REPORTS

21.1 MARCH DEVELOPMENT SERVICES ACTIVITIES

RESOLUTION 19/064

Moved: Cr Narelle Payne

Seconded: Cr Wesley Hall

That Council

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

CARRIED

22 STATUTORY AND COMPULSORY REPORTING – FINANCIAL / AUDIT REPORTS

22.1 MARCH INCOME STATEMENT

RESOLUTION 19/065

Moved: Cr Wesley Hall

Seconded: Cr Kevin Morris

That Council

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

CARRIED

22.2 MARCH CAPITAL WORKS PROGRAM

RESOLUTION 19/066

Moved: Cr Narelle Payne

Seconded: Cr David Fahey OAM

That Council

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

CARRIED

22.3 MARCH STATEMENT OF BANK BALANCES

RESOLUTION 19/067

Moved: Cr Wesley Hall

Seconded: Cr Tammy Galvin

That Council

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

CARRIED

22.4 MARCH STATEMENT OF RATES AND RECEIPTS

RESOLUTION 19/068

Moved: Cr Barbara Bryon

Seconded: Cr Wesley Hall

That Council:

1. Receive and note the information contained in the Statement of Rates and Receipts report as at 2 April 2019.

CARRIED

22.5 MARCH STATEMENT OF INVESTMENTS

RESOLUTION 19/069

Moved: Cr Narelle Payne

Seconded: Cr Tammy Galvin

That Council

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

CARRIED

23 STATUTORY AND COMPULSORY REPORTING – OTHER REPORTS

Nil

24 CONFIDENTIAL BUSINESS PAPER REPORTS**RESOLUTION 19/070**

Moved: Cr David Fahey OAM

Seconded: Cr Narelle Payne

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

24.1 Tender - Changeroom Construction - Lake Talbot Pool Complex

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

24.2 Economic Taskforce Strategy

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

CARRIED

24.1 TENDER - CHANGEROOM CONSTRUCTION - LAKE TALBOT POOL COMPLEX**RESOLUTION 19/071**

Moved: Cr Barbara Bryon

Seconded: Cr Narelle Payne

That Council:

1. Accept the renegotiated tender offer by Adaptive Interiors to construct the new Changeroom facility at Lake Talbot Swimming Pool Complex.
2. Release funds from the Lake Talbot Pool Master Plan Reserve to increase the project funding for the Changeroom construction project to a total cost of \$465,492 as illustrated in Table 5 – Total Project Costs (Tendered Offer and Council Project Activities).
3. Approval is given to affix the Common Seal of Council, if required, to this and any future documentation necessary relating to this matter.

CARRIED

24.2 ECONOMIC TASKFORCE STRATEGY

RESOLUTION 19/072

Moved: Cr David Fahey OAM

Seconded: Cr Barbara Bryon

That Council:

1. Receive and note the Economic Development Strategy 2019 (confidential version) containing updates following the Economic Taskforce Committee meeting held 25 March 2019.

CARRIED

25 RETURN TO OPEN COUNCIL

RESOLUTION 19/073

Moved: Cr David Fahey OAM

Seconded: Cr Narelle Payne

That Council moves out of Closed Council into Open Council.

CARRIED

The Mayor then read the resolutions endorsed in the Closed Session of Council.

The Meeting closed at 3.30pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 21 May 2019.

.....
GENERAL MANAGER

.....
CHAIRPERSON

11 MAYORAL REPORT**11.1 MAYORAL MINUTE - EMERGENCY SERVICES LEVY INCREASE****Document ID: 416746****Author: Mayor****Theme: Our Civic Leadership****Attachments: Nil****RECOMMENDATION**

That Council notes:

- (a) That last December, the NSW Government enacted laws to provide better workers compensation coverage for firefighters who are diagnosed with one of twelve specific work-related cancers.
 - (b) That in many areas of NSW, fire services are made up of elected and staff members of local government, and that local governments strongly support this expanded workers compensation scheme.
 - (c) That as a result of these changes, the State Government has decided to implement the new scheme by charging local governments an increased Emergency Services Levy, without consultation.
 - (d) That the expected increase in costs to local governments will be \$19m in the first year alone, and that there is little or no time to enshrine this charge in Council's 2019/2020 budgets.
 - (e) That Local Government NSW has long advocated for the Emergency Services Levy to be significantly modified to ensure it is transparent, equitable and accountable.
2. That this Council supports Local Government NSW's calls for:
 - (a) The NSW Government to cover the initial additional \$19m increase to local governments for the first year and,
 - (b) The NSW Government to work with NSW local governments to redesign the funding mechanism for the scheme to ensure fairness into the future.
 3. Requests that the General Manager liaise with Local Government NSW to provide information on:
 - (a) The impact on council budgets and
 - (b) Council advocacy actions undertaken.
 4. Requests that the Mayor
 - (a) Write to the NSW Premier and NSW Interim Opposition Leader, NSW Minister for Customer Services, NSW Minister for Emergency Services, Minister for Local Government and Shadow Minister for Local Government, and local state

member/s to:

- (i) Call upon the NSW Government to fund the 12 months of this extra cost rather than requiring councils to find the funds at short notice when budgets have already been allocated.
 - (ii) Explain how this sudden increase will impact council services / the local community.
 - (iii) Highlight that councils were not warned of the increased cost until May 2019, despite the new laws being passed in November 2018.
 - (iv) Explain that the poor planning and implementation of the increase is inconsistent with the Government's commitment to work in partnership with the sector.
 - (v) Ask the Government to work with local governments to redesign the implementation of the scheme to ensure it is fairer for councils and communities into the future.
- (b) Copy the above letter to Local Government NSW.

BACKGROUND

To Council

Each year, the NSW Government collects payments from councils and insurers to fund emergency services agencies in NSW, with councils required to pay 11.7 per cent of the budget required by NSW Emergency Services. These charges are embedded in council rates and insurance premiums.

From 1 July 2019 the NSW Government plans to collect an additional \$160 million (in 2019/20) from NSW councils, communities and those paying insurance premiums to provide better workers' compensation coverage for volunteer and career firefighters who are diagnosed with one of 12 specific work-related cancers.

Councils were sent bills with a letter from Revenue NSW in May 2019, saying NSW Council contributions will increase by \$19 million in 2019/20. The letter also foreshadowed increases in the following year, but not the amount.

Narrandera Shire Council received an invoice from Revenue NSW for \$250,000 for its emergency services levy contribution. This is \$45,600 more than last year's levy (a 22%) increase. Council had budgeted for a 2.4% increase of \$5000. This will mean council will need to find additional funds and/or cut planned initiatives or services.

Council supports career and volunteer firefighters in NSW – as it does all emergency services workers and volunteers. Indeed, many NSW council staff and Councillors are volunteers. We also support the Bill passed in November 2018 to address what was a workers' compensation shortfall.

However, the sector was at no point advised that it would be required to cover the cost via significant increases to the emergency services levy, or what this cost would be.

Proportional to council revenue, the extra \$40,500 council is being asked to pay is a large amount and the impact of this unplanned cost will certainly be felt by the community. The 2019/20 general rate cap allowed Council additional revenue of \$99,000. The unbudgeted

levy increase of \$40,500 consumes 40% of these funds leaving a balance of \$58,500 to address incremental cost increases across service delivery.

Local Government NSW is calling upon the NSW Government to fund the first 12 months of this extra cost and work with local governments to ensure the implementation of the funding mechanism is fairer into the future.

RECOMMENDATION

That Council notes:

- (a) That last December, the NSW Government enacted laws to provide better workers compensation coverage for firefighters who are diagnosed with one of twelve specific work-related cancers.
- (b) That in many areas of NSW, fire services are made up of elected and staff members of local government, and that local governments strongly support this expanded workers compensation scheme.
- (c) That as a result of these changes, the State Government has decided to implement the new scheme by charging local governments an increased Emergency Services Levy, without consultation.
- (d) That the expected increase in costs to local governments will be \$19m in the first year alone, and that there is little or no time to enshrine this charge in Council's 2019/2020 budgets.
- (e) That Local Government NSW has long advocated for the Emergency Services Levy to be significantly modified to ensure it is transparent, equitable and accountable.

5. That this Council supports Local Government NSW's calls for:

- (a) The NSW Government to cover the initial additional \$19m increase to local governments for the first year and,
- (b) The NSW Government to work with NSW local governments to redesign the funding mechanism for the scheme to ensure fairness into the future.

6. Requests that the General Manager liaise with Local Government NSW to provide information on:

- (a) The impact on council budgets and
- (b) Council advocacy actions undertaken.

7. Requests that the Mayor

- (a) Write to the NSW Premier and NSW Interim Opposition Leader, NSW Minister for Customer Services, NSW Minister for Emergency Services, Minister for Local Government and Shadow Minister for Local Government, and local state member/s to:

- (i) Call upon the NSW Government to fund the 12 months of this extra cost rather than requiring councils to find the funds at short notice when budgets have already been allocated.
 - (ii) Explain how this sudden increase will impact council services / the local community.
 - (iii) Highlight that councils were not warned of the increased cost until May 2019, despite the new laws being passed in November 2018.
 - (iv) Explain that the poor planning and implementation of the increase is inconsistent with the Government's commitment to work in partnership with the sector.
 - (v) Ask the Government to work with local governments to redesign the implementation of the scheme to ensure it is fairer for councils and communities into the future.
- (b) Copy the above letter to Local Government NSW.

11.2 MAYORAL REPORT MAY 2019

Document ID: 411200
Author: Mayor
Theme: Our Civic Leadership
Attachments: Nil

RECOMMENDATION

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

BACKGROUND

Since submitting my last Mayor's Report that was presented to the Ordinary Council meeting of 16 April 2019, I have had the privilege to attend the following on behalf of our Council:-

Meetings with General Manager

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

Media Interviews and Shire News Promotions

I have had numerous media interviews with Narrandera Argus, Radio 2 MMM Griffith, Prime7, Win News, ABC Radio and Flow FM throughout the past month covering recent topics of interest and/or concern.

APRIL 2019**Tuesday 16**

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

Thursday 18

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

Thursday 18

The GM and I met with a local resident, who was supported by Cr Hall, to discuss concerns about a development and other matters, including his relationship with Council.

Tuesday 23

After receiving an invitation, I had the pleasure of attending the Teloca House ANZAC Day Service. I also had the privilege of being the guest speaker and chose to speak about Dr Lethbridge's service in Cairo and France during WW1 and later in London where he assisted the wounded and amputees, and pioneered the design of some artificial limbs.

Thursday 25 April ANZAC Day

Along with the local community I attended the Narrandera ANZAC day Dawn Service, the War Grave Service and the Main Service at Memorial Gardens. The community turnout was impressive and it was great to see children and adults participating, and beautiful wreaths were laid. The General Manager and I laid a wreath together, on behalf of Council, at the 11am Service. Cr Morris also laid a wreath on behalf of Council at the Barellan Service.

Thank you to the Narrandera RSL for providing lunch and an opportunity to share the day with the special guests.



Anzac Day “is a time to honour the service and sacrifice of our original ANZACs, and the generations of Australian servicemen and women who have defended our values and freedoms, in wars, conflicts and peace keeping operations.”



A very impressive display of Hand Made Knitted Poppies draped from the Council Building Clock Tower. This was a fantastic project coordinated by Council’s Communications Officer; Edwina Foley and incorporated the help of the Knattering Knitters group, community members, parents and students after school to tie the poppies on the netting. Yarn by the River and Galvins Discount Variety Store assisted with yarn. *Thank you to Edwina and all who helped with this project. Well Done!!*

Friday 26

Met with GM to discuss various matters raised by community members during Easter and ANZAC Day events.

Friday 26

Together with the GM I met with a member of the Narrandera Community and Friends to provide an update on the progress of various projects and also their activities.

Saturday 27

Accompanied by the General Manager George Cowan, I attended the Barellan Sportsground Changeroom opening along with Local Member for Parliament; Steph Cooke, Paul Habel from AFL, Luke Olsen from Cricket Murrumbidgee Region. Cr's Morris, Payne and Clarke also attended, as did the project manager Mr Roger Evans and the DGMI Julian Geddes and their families. The facilities are first class and a tribute to the local community who worked hard to contribute to and lobby for the facility to come to fruition.



We took the opportunity to inspect the progress of the Aged Care Unit construction and the Police Station buildings.



Concerns about the condition of one of the Netball Courts were also raised and we took the opportunity to inspect that site with Steph Cooke MP as well.

Tuesday 30

My thanks to Deputy Mayor Cr David Fahey, for attending the Launch of the WR Connect Inter-Model at the Wumbulgal site between Leeton and Griffith, on my behalf The GM and Manager Economic Development also attended.

MAY 2019

Wednesday 1

Accompanied by the General Manager, I attended the Cowabbie Creek Media Event where Steph Cooke MP was present to announce the funding allocations for the upgrade of the Cowabbie Creek Culvert. This has been a long running project with multiple representations to government over the last few years and I am extremely pleased with the outcome that will benefit our local communities and passing travellers alike.

My Thanks go to the Councils in the region who supported our efforts over several years to bring this important project to fruition.



Thursday 2

Met with owners of a local business for discussion on various matters of concern.

Thursday 2

I had the pleasure of joining special guests Mr Tim Fisher AC, Deputy Prime Minister the Hon. Michael McCormack MP and parliamentary candidates from Wagga for the Official Opening of the Greens Gonyah Museum at Lockhart.

Thank you to Lockhart Shire Mayor Roger Schirmer for the invitation to this special event. The Greens Gonyah portion of the Museum consists of memorabilia donated by former Deputy Prime Minister the Hon. Tim Fischer AC, who was also formally a State MP representing Narrandera. The Hon. Wes Fang MLC, Joe McGirr MP; Member for Wagga and Kay Hull, former Federal Member, were also in attendance.

I received several positive comments about Narrandera Shire from various attendees and discussed some of our projects with the Deputy PM.



Mayor Kschenka, Deputy Prime Minister the Hon. Michael McCormack MP, Heather Trevaskis, president Greens Gonyah Museum at Lockhart

Tuesday 7

Together with General Manager George Cowan, Mayor Paul Maytom and General Manager Jackie Kruger from Leeton Shire Council, I met with Chief Inspector John Wadsworth and Superintendent Peter O'Brien to further discuss policing in the Shires. Positive news was received about coming staff appointments to both Narrandera and Leeton Shires and an official announcement is expected soon.

Wednesday 8

Attended RAMJO Mayors & GMs Group meeting at Jerilderie with the General Manager. Minutes of these meetings are provided to Councillors within the weekly information mail.

Friday 10

Along with Councillors Payne, Lewis and Clark, I attended the General Managers mid-term Performance Review. The Confidential report on the outcomes of the review is submitted to Council in closed session.

Sunday 12

Along with Councillors Lewis, Bryon, Payne, Clarke and Deputy Mayor David Fahey OAM, I attended a gathering of representatives of the Narrandera Eagles Club, Narrandera Rugby League

supporters, Mr Noel Crichton and community members to receive the announcement by Susan Ley MP of a \$1.4m grant opportunity towards funding to build new change rooms and club house at the Narrandera Sportsground. This will be an important improvement to the Riverina’s premier sports facility if the Government is re-elected.



Tuesday 14

Together with the General Manager, I attended the 3rd Cootamundra Summit after receiving an invitation to attend from our Local Member Steph Cooke. These Summits are an opportunity for all Mayors and General Managers within the electorate to gather and discuss current issues. Issues of relevance to this council on the agenda included funding priorities, regional roads, Stronger Country Communities funding, water and waste water applications, webcasting meetings, and the Emergency Services levy

I extend my gratitude once again and thank those Councillors who have attended various meetings throughout the past month, either on my behalf, or as elected committee members, I am extremely grateful to you all for this assistance.

Until next time, Mayor Kschenka

RECOMMENDATION

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

12 NOTICES OF RESCISSION

12.1 RESCISSION MOTION - VOLUNTARY PURCHASE

Document ID: 414091
Author: Cr Narelle Payne
Authoriser: General Manager
Theme: Our Environment
Attachments: Nil

I, Councillor Narelle Payne, hereby submit the following Rescission Motion to the Narrandera Shire Council’s Ordinary Meeting of Council be held on 21 May 2019.

RESCISSION MOTION
 That Council Rescind Motion 19.2 Part c) Measure 11 of the Review of Narrandera Floodplain Risk Management Study and Plan passed at the Ordinary Meeting held on 19 March 2019.

BACKGROUND

At Council’s Ordinary Meeting held Tuesday 19 March 2019, Item 19.2 Part c) Measure 11 - Review of Narrandera Floodplain Risk Management Study and Plan was resolved as:

c) Measure 11

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

This Motion was Lost. I would like to have this decision Rescinded, as several property owners have indicated that they want this property buy back as an option, and I believe that the Rescission still allows for minimising risk due to flooding.

Signature 1
 Cr Narelle Payne

Signature 2
 Cr Barbara Bryon

Signature 3
 Cr Tammy Galvin





RECOMMENDATION
 That Council Rescind Motion 19.2 Part c) Measure 11 of the Review of Narrandera Floodplain Risk Management Study and Plan passed at the Ordinary Meeting held on 19 March 2019.

12.2 RESCISSION MOTION - NARRANDERA TOWN SIGNS – GATEWAY SIGNS

Document ID: 415438
Author: Cr Barbara Bryon
Authoriser: General Manager
Theme: Our Economy
Attachments: Nil

I, Councillor Barbara Bryon, hereby submit the following Rescission Motion to the Narrandera Shire Council's Ordinary Meeting of Council be held on 21 May 2019.

RESCISSION MOTION

That Council Rescind Motion 19/056 Item 18.3 Narrandera Town Signs – Gateway Signs passed at the Ordinary Meeting held on 16 April 2019;

That Council:

1. Considers the attached designs, as amended and selects one design for application to the construction of 4 signs sized 3mx 1.8m each for erection at prominent gateway locations on the 4 main entry routes to Narrandera, supported by landscaped surrounds and flanking poles and banners for each sign.
Council endorsed Option on Page 91 Darker Orange, Koala up tree, add outline and block to Lizard, Narrandera to be reflective.
2. Locations for the signs to capture all incoming traffic on the entrance to town on the Newell Highway, (Narrandera side of Gillenbah where the existing tree sign is located), Newell Highway Northern approach, Irrigation Way (Narrandera side of Canal Bridge), Barellan Road town side of Red Hill Industrial Estate (at the location of the existing small sign).
3. Council to seek RMS approval for low level directional signage at the Newell Sturt intersection for Narrandera.
4. Incorporate Solar Lights within each signs landscaping at the cost of \$750+GST per sign.
5. Landscaping be designed to reflect the themes established by the design of the Cemetery and Lake Talbot Pool Complex entrances.

BACKGROUND

At Council's Ordinary Meeting held Tuesday 16 April 2019, Item 18.3 Narrandera Town Signs – Gateway Signs was **RECOMMENDED** as:

That Council

1. *Considers the attached designs, as amended and selects one design for application to the construction of 4 signs sized 3mx 1.8m each for erection at prominent gateway locations on the 4 main entry routes to Narrandera, supported by landscaped surrounds and flanking poles and banners for each sign.*

2. *Considers appropriate specific locations for the signs to capture all incoming traffic on the Sturt Highway entrances to town and Newell Highway and Irrigation Way entrances to Narrandera.*
3. *Considers if solar spotlights are to be provided for each sign at the cost of \$750+GST per sign.*

At the meeting, Item 18.3 Narrandera Town Signs – Gateway Signs was **RESOLVED** as:

That Council:

1. *Considers the attached designs, as amended and selects one design for application to the construction of 4 signs sized 3mx 1.8m each for erection at prominent gateway locations on the 4 main entry routes to Narrandera, supported by landscaped surrounds and flanking poles and banners for each sign.*

Council endorsed Option on Page 91 Darker Orange, Koala up tree, add outline and block to Lizard, Narrandera to be reflective.

2. *Locations for the signs to capture all incoming traffic on the entrance to town on the Newell Highway, (Narrandera side of Gillenbah where the existing tree sign is located), Newell Highway Northern approach, Irrigation Way (Narrandera side of Canal Bridge), Barellan Road town side of Red Hill Industrial Estate (at the location of the existing small sign).*
3. *Council to seek RMS approval for low level directional signage at the Newell Sturt intersection for Narrandera.*
4. *Incorporate Solar Lights within each signs landscaping at the cost of \$750+GST per sign.*
5. *Landscaping be designed to reflect the themes established by the design of the Cemetery and Lake Talbot Pool Complex entrances.*

GROUNDS FOR RESCISSION MOTION

The grounds for this Rescission Motion are as follows:

1. We have indicated we want ‘to capture all incoming traffic on the entrance to town on the Newell Highway. Therefore the sign should be on the Morundah side of Gillenbah.
2. We want ‘to capture all incoming traffic on the entrance to town on the Sturt Highway. Therefore there should be two signs: one on the eastern Sturt entrance and one on the western Sturt entrance.
3. We need to ‘capture’ the attention of travellers *before* they are actually *in* town, giving them time to decide to detour.
4. At this stage we do not have official signs on these highways indicating that travellers are approaching a town called Narrandera, let alone signs indicating the attractions we have to offer.

5. A town sign announcing that travellers are approaching a town rather than telling them where they are already would have more chance of attracting visitors. This surely is one of the aims of actually having town signs.

We the undersigned, seek consideration to a Notice of Motion following this Rescission Motion, in which Part 2 is amended to support clear placement of signs on all entrances to Narrandera and before entering Gillenbah.


Signature 1

Cr Barbara Bryon



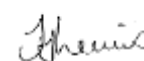
Signature 2

Cr Narelle Payne



Signature 3

Cr Tracey Lewis



RECOMMENDATION

That Council Rescind Motion 19/056 Item 18.3 Narrandera Town Signs – Gateway Signs passed at the Ordinary Meeting held on 16 April 2019;

That Council:

1. Considers the attached designs, as amended and selects one design for application to the construction of 4 signs sized 3mx 1.8m each for erection at prominent gateway locations on the 4 main entry routes to Narrandera, supported by landscaped surrounds and flanking poles and banners for each sign.
Council endorsed Option on Page 91 Darker Orange, Koala up tree, add outline and block to Lizard, Narrandera to be reflective.
2. Locations for the signs to capture all incoming traffic on the entrance to town on the Newell Highway, (Narrandera side of Gillenbah where the existing tree sign is located), Newell Highway Northern approach, Irrigation Way (Narrandera side of Canal Bridge), Barellan Road town side of Red Hill Industrial Estate (at the location of the existing small sign.
3. Council to seek RMS approval for low level directional signage at the Newell Sturt intersection for Narrandera.
4. Incorporate Solar Lights within each signs landscaping at the cost of \$750+GST per sign.
5. Landscaping be designed to reflect the themes established by the design of the Cemetery and Lake Talbot Pool Complex entrances.

13 NOTICES OF MOTION**13.1 NOTICE OF MOTION - NARRANDERA TOWN SIGNS - GATEWAY SIGNS****Document ID: 415457****Author: Cr Barbara Bryon****Theme: Our Economy****Attachments: Nil**

I, Councillor Barbara Bryon, hereby submit the following Notice of Motion to the Narrandera Shire Council's Ordinary Meeting of Council be held on 21 May 2019.

MOTION

That Council:

1. Considers the attached designs, as amended and selects one design for application to the construction of six (6) signs sized 3mx 1.8m each for erection at prominent gateway locations on the six (6) main entry routes to Narrandera, supported by landscaped surrounds and flanking poles and banners for each sign.
[As per Council's original motion endorsed 16 April, Option on Page 91 Darker Orange, Koala up tree, add outline and block to Lizard, Narrandera to be reflective]
2. Sign placements on all entrance roads to Narrandera at the appropriate distance out of town *before* travellers are actually *in* town, giving them time to decide to detour.
 - Sign 1 - Newell Highway - Morundah side of Gillenbah
 - Sign 2 - Newell Highway – Grong Grong side of Narrandera
 - Sign 3 - Sturt Highway - Hay side of Gillenbah
 - Sign 4 - Sturt Highway - Wagga side of Gillenbah
 - Sign 5 - Irrigation Way - Leeton Road
 - Sign 6 - Barellan Road - Barellan side of Red Hill Industrial Estate entrance.
3. Approve the removal of the existing Narrandera town signs.
4. Council to seek RMS approval for low level directional signage at the Newell Sturt intersection for Narrandera.
5. Incorporate Solar Lights within each signs landscaping at the cost of \$750+GST per sign.
6. Landscaping be designed to reflect the themes established by the design of the Narrandera Cemetery and Lake Talbot Water Park entrances.

 GROUNDS FOR NEW MOTION

The grounds for this New Motion are as follows:

1. We have indicated we want 'to capture all incoming traffic on the entrance to town on the Newell Highway. Therefore the sign should be on the Morundah side of Gillenbah.
2. We want 'to capture all incoming traffic on the entrance to town on the Sturt Highway. Therefore there should be two signs: one on the eastern Sturt entrance and one on the western Sturt entrance.
3. We need to 'capture' the attention of travellers *before* they are actually *in* town, giving them time to decide to detour.
4. At this stage we do not have official signs on these highways indicating that travellers are approaching a town called Narrandera, let alone signs indicating the attractions we have to offer.
5. A town sign announcing that travellers are approaching a town rather than telling them where they are already would have more chance of attracting visitors. This surely is one of the aims of actually having town signs.

RECOMMENDATION

That Council:

1. Considers the attached designs, as amended and selects one design for application to the construction of six (6) signs sized 3mx 1.8m each for erection at prominent gateway locations on the six (6) main entry routes to Narrandera, supported by landscaped surrounds and flanking poles and banners for each sign.
[As per Council's original motion endorsed 16 April, Option on Page 91 Darker Orange, Koala up tree, add outline and block to Lizard, Narrandera to be reflective]
2. Sign placements on all entrance roads to Narrandera at the appropriate distance out of town *before* travellers are actually *in* town, giving them time to decide to detour.
 - Sign 1 - Newell Highway - Morundah side of Gillenbah
 - Sign 2 - Newell Highway – Grong Grong side of Narrandera
 - Sign 3 - Sturt Highway - Hay side of Gillenbah
 - Sign 4 - Sturt Highway - Wagga side of Gillenbah
 - Sign 5 - Irrigation Way - Leeton Road
 - Sign 6 - Barellan Road - Barellan side of Red Hill Industrial Estate entrance.
3. Approve the removal of the existing Narrandera town signs.
4. Council to seek RMS approval for low level directional signage at the Newell Sturt intersection for Narrandera.
5. Incorporate Solar Lights within each signs landscaping at the cost of \$750+GST per sign.
6. Landscaping be designed to reflect the themes established by the design of the Narrandera Cemetery and Lake Talbot Water Park entrances.

13.2 NOTICE OF MOTION - INFORMATION FORUM FOR COUNCIL ELECTION

Document ID: 413300
Author: Cr Barbara Bryon
Theme: Our Civic Leadership
Attachments: Nil

I, Councillor Barbara Bryon, hereby submit the following Notice of Motion to the Narrandera Shire Council's Ordinary Meeting of Council be held on 21 May 2019.

MOTION

That Council:

1. Early in the coming financial year initiate the process of organising a Forum for those in our community who may be interested in standing for council election, to become aware of what is involved in being an elected councillor.
2. That this early Forum be followed by a workshop closer to the actual election next year.

RECOMMENDATION

That Council:

1. Early in the coming financial year initiate the process of organising a Forum for those in our community who may be interested in standing for council election, to become aware of what is involved in being an elected councillor.
2. That this early Forum be followed by a workshop closer to the actual election next year.

13.3 NOTICE OF MOTION - HENRY MATHIESON OVAL

Document ID: 415932
Author: Cr Tracey Lewis
Theme: Our Infrastructure
Attachments: Nil

I, Councillor Tracey Lewis, hereby submit the following Notice of Motion to the Narrandera Shire Council's Ordinary Meeting of Council be held on 21 May 2019.

MOTION

That Council review the Masterplan for Henry Mathieson Oval (HMO) following consultation with all users.

BACKGROUND**Henry Mathieson Oval**

Henry Mathieson Oval has over the years, not been utilised a lot except for Auskick in the winter months, little athletics and cricket in the summer months.

This year has seen a major change in the junior rugby league format where they are hosting at least eight (8) home games.

They train at HMO twice a week along with senior rugby league who also train twice a week.

In the past, little athletics have requested simple upgrades, like the long jump pit to be relocated as its position is considered unsafe. There is no fence to protect the young children from the road and it could be better supervised on the south side of the oval.

It is a fact that we constantly pour money, time and care into the Narrandera Sports Ground and have not really taken the time to go the extra mile on HMO.

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

Our Infrastructure

Strategy

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

Action

4.2.1 - Plan and source funding for redevelopment of or the construction of key facilities and infrastructure

RECOMMENDATION

That Council review the Masterplan for Henry Mathieson Oval (HMO) following consultation with all users.

14 COUNCILLOR REPORTS

Nil

15 COMMITTEE REPORTS

15.1 MINUTES - NARRANDERA - LEETON SHIRE COUNCILS JOINT AIRPORT MANAGEMENT COMMITTEE - 9 APRIL 2019

Document ID: 414047

Author: Administration Officer

Authoriser: Deputy General Manager Infrastructure

Attachments: 1. Narrandera - Leeton Shire Councils Joint Airport Management Committee Minutes - 9 April 2019

RECOMMENDATION

1. That the Minutes of the Narrandera - Leeton Shire Councils Joint Airport Management Committee held on Tuesday 9 April 2019 be received and noted.

**MINUTES OF NARRANDERA SHIRE COUNCIL
NARRANDERA - LEETON SHIRE COUNCILS JOINT AIRPORT MANAGEMENT
COMMITTEE
HELD AT THE COUNCIL CHAMBERS
ON TUESDAY, 9 APRIL 2019 AT 2PM**

1 PRESENT

Cr Neville Kschenka, DGMI Julian Geddes, WM Krishna Shrestha, Cr Peter Dale, Observer Bruce McBean, Observer Andrew Pearson, GM - Leeton Jackie Kruger, Cr Mayor – Leeton Paul Maytom, Cr - Leeton Paul Smith, Cr - Leeton Tony Reneker, EDO - Leeton Monica Armanini, Cr David Fahey OAM,

2 APOLOGIES

COMMITTEE RESOLUTION

Moved: Cr - Leeton Tony Reneker

Seconded: Cr David Fahey OAM

That apologies from Cr Jenny Clarke OAM and GM George Cowan be received and accepted.

That leave of absence from Cr Wesley Hall be received and accepted. **CARRIED**

3 DECLARATIONS OF PECUNIARY INTEREST

Nil

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Cr - Leeton Paul Smith

Seconded: Cr - Leeton Tony Reneker

That the minutes of the Narrandera - Leeton Shire Councils Joint Airport Management Committee held on 9 April 2018 be confirmed.

CARRIED

5 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

6 REPORTS

6.1 REVIEW OF AIRPORT OPERATIONAL AND CAPITAL WORKS 2018/19.

The purpose of this report was to provide an update in relation to operational and capital

works at Narrandera – Leeton Airport during 2018/19.

At the Narrandera – Leeton Airport Management Committee meeting held 9 April 2018 the following operational and capital works budget allocations were adopted.

Operational Expenses

\$200,700 (As of 15 March 2019 \$135,231 expended or 67% of original budget).

Operational budget remains on target with original estimate.

Capital Works

This year’s capital works program was based on the following:

<u>PROJECT</u>	<u>ESTIMATE</u>	<u>JUSTIFICATION</u>
Provision of additional CCTV security cameras. Cameras to cover terminal entry from carpark & external entry from toilet facilities & airside access gate.	\$15000 (50:50)	Identified in 2017 Office Transport Security. Provision of these cameras will rectify a deficiency identified by the OTS.

Project has now been completed within budget.

<u>PROJECT</u>	<u>ESTIMATE</u>	<u>JUSTIFICATION</u>
Provision of general aviation apron flood lighting to comply with CASA Manual of Standards 9.16.3.3	\$15000 (50:50)	Identified in 2017 independent electrical technical inspection.

Project is nearing completion and expected to be completed by early May 2019 noting some provisions for additional cabling & future lighting (if required) was undertaken at the same time whilst the trench was open.

<u>PROJECT</u>	<u>ESTIMATE</u>	<u>JUSTIFICATION</u>
Provision of emergency generator to comply with CASA Manual of Standards 9.1.9	\$5000 (50:50)	Identified in 2017 independent electrical technical inspection that standby power was not available as per MOS 9.1.9

Project is nearing completion and expected to be completed by early May 2019.

NSC’s DGMI then provided a general update on operational matters which included:

No further correspondence has been received in relation to deregulation of the Sydney – Narrandera / Leeton route.

Runway lighting improvements continue to receive positive comments and feedback from the aviation community.

The NSW Ambulance radio tower has been completed awaiting final commission.

No further correspondence in relation to Airport security, the continued operation of the SAAB 340 < 20,000 MTOW has not triggered security screening.

Air Services Australia ceased their operations effective 30 June 2018 and removed their NDB towers from the site.

Council staff continue to pursue Regional Express executives for a meeting later this year whilst still to be confirmed it is hoped that this will occur at the meeting of 19 July 2019.

One incident occurred where a Piper Warrior (Regional Express flight school) experienced landing gear failure and blew a tyre upon landing.

CASA undertook a surveillance audit of the Airport operations during December 2018.

Council staff have commenced preliminary planning and notification in relation to the planned runway reseal in March 2020.

Council staff have worked with the Bureau of Meteorology to install a ceilometer and visibility meter within the BOM site compound. All pilots are now able to activate the automatic weather station and receive current cloud and visibility conditions.

COMMITTEE RESOLUTION

Moved: Cr - Leeton Tony Reneker

Seconded: Cr - Leeton Paul Smith

That this item is received and the information noted.

CARRIED

6.2 PROPOSED 2019/20 AIRPORT BUDGET FEES, CHARGES & CAPITAL WORKS

The Narrandera – Leeton Airport Management Committee considered a report on proposed 2019/20 Airport budget fees, charges & capital works.

The proposed budget fees and charges are set out as follows:

<u>INCOME</u>	<u>PROJECTED 30 JUNE 2019</u>	<u>ESTIMATE 2019/20</u>	<u>ESTIMATE 2020/21</u>	<u>ESTIMATE 2021/22</u>
Regional Express	90000	91000	92300	93000
Other Fees & Charges	9500	10500	10600	10700
Contribution LSC	33667	34333	34367	34533
	133,176	135,833	137,267	138,233
<u>EXPENSES</u>				
Operational	201000	205000	206500	207800
Depreciation	90000	90000	90000	90000
	291,000	295,000	296,500	297,800
<u>OPERATING RESULT BEFORE CAPITAL</u>	-157,333	-159,167	-159,233	-159,567

It was noted that it is difficult to predict the effect the Rex promotional fare will have on passenger numbers along with additional weekend flights. Hence a conservative estimate of projected income has been allowed for in 2019/20.

OPERATIONAL CONTRIBUTIONS

Leeton Shire Council – One Third Net Operating less depreciation

	<u>PROJECTED 30 JUNE 2019</u>	<u>ESTIMATE 2019/20</u>	<u>ESTIMATE 2020/21</u>	<u>ESTIMATE 2021/22</u>
Leeton Shire Council	33667	34333	34367	34533

CAPITAL CONTRIBUTIONS

Funded 50:50 both Council's.

	<u>PROJECTED 30 JUNE 2019</u>	<u>ESTIMATE 2019/20</u>	<u>ESTIMATE 2020/21</u>	<u>ESTIMATE 2021/22</u>
Leeton Shire Council	17500	207500	150000	20000
Narrandera Shire Council	17500	207500	150000	20000

The next two years are projected as significant capital expenditure due to the reseal of the Runway 14/32 (2019/20) and Taxiway and Apron (2020/21). These works were preliminary listed for the past two years and identified during the recent CASA audit.

Narrandera Shire Council will continue to pursue grant funding opportunities for all proposed capital works over the next three years. During discussion it was recommended that both Council's approve the \$415k allocated for the runway resealing as a co-contribution (if required) to support grant opportunities that may arise during 2019/20 for runway pavement rehabilitation.

FEES & CHARGES 2019/20

<u>FEE / CHARGE</u>	<u>2019/20 BASE FEE</u>	<u>GST</u>	<u>2019/20 (ROUNDED)</u>
Passenger (pax) landing fees (per head) Regional Express	\$6.30	\$0.70	\$7.00 (per head)
Hanger rental single engine (per week)	\$25.00	\$2.50	\$27.50 (per week)
Private Leased Hanger Rental (per year)	\$1576.00	\$55.05	\$1631.05 (per year)
Itinerant aircraft landing fee >5700kg	\$10.80	\$1.20	\$12.00 (per tonne)

COMMITTEE RESOLUTION

Moved: Cr David Fahey OAM

Seconded: Cr - Leeton Tony Reneker

1. That the proposed 2019/20 Airport Budget Fees, Charges and Capital works be adopted.
2. That both Council's approve the \$415k (50:50) allocated for the runway resealing in 2019/20 as a co-contribution (if required) to grant opportunities that may arise during 2019/20 for runway pavement rehabilitation.

CARRIED

6.3 REGULAR PASSENGER TRANSPORT SURVEY

The Narrandera – Leeton Airport Management Committee were advised that a regular passenger transport survey was undertaken over a one week period 20 – 24 August 2018.

The survey was re-scoped from the original intention to focus on three (3) questions only:

- In which Shire do you live?
- On average how often do you travel per annum from Narrandera – Leeton Airport?
- Which of the following phrases best describes the exact nature of your trip?

During discussion it was suggested that further surveys be advertised through both Council's media sources and possibly survey monkey or similar to attract a wider cross section of both communities along with a re-scope of the questions to reflect current trends. Some general discussion than took place on the following aspects:

How could it be determined the number of residents from the Narrandera and Leeton communities that would still utilise Wagga or Griffith airports due to factors such as connecting flight times, security screening, additional carriers (Qantaslink) and flight fares.

Schedule of flight times from Narrandera – Leeton Airport.

Early indications that the Regional Express promo fare is having an increase in patronage.

COMMITTEE RESOLUTION

Moved: GM - Leeton Jackie Kruger

Seconded: EDO - Leeton Monica Armanini

That this item is received and the information noted.

CARRIED

6.4 PROPOSED REVIEW OF NARRANDERA - LEETON AIRPORT COMMITTEE STRUCTURE

The Narrandera – Leeton Airport Management Committee considered correspondence in relation to a proposal to amend the current structure of the Narrandera – Leeton Airport Committee to include two (2) community members with an aviation focus.

This matter was previously discussed in 2015 in which a proposal was considered to establish an Airport Advisory Committee where the actual joint Council committee would meet with regular users and tenants to discuss, plan and implement strategies in relation to the Airport.

At the time (2015) the response by regular users to form an Advisory Committee was limited and it was resolved that staff would make themselves available as / when required to meet with regular users and discuss issues and strategies in relation to the Airport.

During discussion at the meeting it was re-iterated that the current Memorandum of Understanding (MOU) between both Council's has an emphasis on the operation of regular passenger transport services. Similarly Leeton Shire Council had stated previously that their sole focus is on RPT services for the community they serve.

During discussion it was acknowledged that experienced aviation participants would be of some benefit however there would still be aspects such as landing fees and business

development which may conflict with their own aviation interests.

Secondly industrial air park development or similar is seen as being outside the scope of the current MOU and more of a Narrandera Shire Council focussed project with input where required from Leeton Shire Council and or local aviation enthusiasts along with airfield consultants with planning expertise.

For reasons outlined it was recommended that the existing Memorandum of Understanding between both Council's be retained in its current format.

Should in the future there be an identified need Narrandera Shire Council consider establishing a working group to discuss, plan and implement strategies in relation to the Airport and future expansion.

COMMITTEE RESOLUTION

Moved: GM - Leeton Jackie Kruger

Seconded: EDO - Leeton Monica Armanini

1. That the current Memorandum of Understanding between both Council's be retained in its current format.
2. Narrandera Shire Council consider establishing a working group to discuss, plan and implement strategies in relation to the Airport and future expansion as / when required.
3. That the Narrandera – Leeton Airport Management Committee schedule an onsite informal discussion with regular users of the Airport at a mutually convenient time.

CARRIED

6.5 CIVIL AVIATION SAFETY AUTHORITY AUDIT 3 - 5 DECEMBER 2018

The Narrandera – Leeton Airport Management Committee were advised that on the 3 – 5 December 2018 the Civil Aviation Safety Authority visited the Narrandera – Leeton Airport for the purposes of an audit.

The audit scope was over several areas including:

- Administration data and documents
- Administration personnel standards
- Aerodrome maintenance systems
- Drug and Alcohol management
- Safety risk management
- Aerodrome emergency response
- Equipment, personnel and aircraft movement control

Three (3) key findings were identified by the CASA audit team which included:

- Adequacy of existing apron flood lighting
- Renewal of pavements markings
- Planning for a runway reseal likely to occur in 2019/20

NSC's DGMI advised that Council staff were able to demonstrate that they had identified

these areas for improvement and had commenced with remarking of the runway centre lines with further works planned for the first three months of 2019.

LSC's General Manager requested that appreciation be conveyed to all staff involved in the CASA audit for their dedication and commitment.

This year (2019) brings new challenges with the implementation of a new CASA Manual of Standards which involve a twelve month transition phase for all Airport operators to review their current practices and ensure compliance with the updated Manual of Standards.

COMMITTEE RESOLUTION

Moved: GM - Leeton Jackie Kruger

Seconded: Cr Mayor - Leeton Maytom Paul

That this item is received and the information noted.

CARRIED

6.6 REGIONAL EXPRESS PROMOTIONAL FARE

The Narrandera – Leeton Airport Management Committee were provided with an update in relation to the Regional Express (Rex Promo) community fare scheme commenced which late in 2018.

The community fares shall be available;

- On 25% of total seats for sales outside of 30 days prior to departure, subject to the designated seats remaining available; and
- For all unsold seats within 24 hours to departure

Both Council's will together assist to promote awareness of the Rex Community fare within the local communities.

COMMITTEE RESOLUTION

Moved: GM - Leeton Jackie Kruger

Seconded: Cr David Fahey OAM

That this item is received and the information noted.

CARRIED

7 GENERAL BUSINESS

ITEM 1: PROPOSED MEETING WITH REGIONAL EXPRESS

Council staff advised that they continue to try and confirm Regional Express executive's availability to attend an Airport Committee meeting Friday 19 July at 1.00pm.

It is proposed that the format be similar to previous Regional Express visits where a short presentation is given followed by general discussion.

Comment was sought as to any particular areas that both Council's may want discussed at the meeting to allow this to be conveyed to Regional Express executives.

Secondly should Regional Express executives be unavailable for the planned July meeting it was proposed subject to availability to schedule a meeting during October 2019 exact date to be confirmed.

ITEM 2: GRANT FUNDING OPPORTUNITIES

Council staff advised that they continue to pursue opportunities for grant funding and have identified the Growing Local Economies grant fund as an opportunity to apply for funding to strengthen the existing runway pavements at the Airport.

The Growing Local Economies Fund is part of the NSW Government's commitment to regional growth and productivity in regional NSW. The objective of the fund is to support projects of economic significance in regional NSW which draw on the strengths or potential strengths of each functional economic region.

The recent announcement by the federal government of a \$100 million boost for regional airports is also seen as another grant funding opportunity.

Earlier in this report it was recommended that both Council's support (if required) the estimated \$415k (50:50) associated with the runway re-sealing as a co-contribution associated with any grant funding opportunities that may arise during 2019/20.

With the growing trend towards larger aircraft and the expected phase out of the SAAB 340 aircraft over the next 10 – 15 years it is seen as an opportunity to apply for significant grant funds along with a co-contribution to improve the existing pavements and facilities.

Should the grant application be unsuccessful it is still proposed to reseal the existing pavements over a two year period being main runway (2019/20) and taxiway, apron areas (2020/21).

ITEM 3: AIRPORT MASTER PLAN & BUSINESS CASE UPDATE

NSC's EDM advised that the Narrandera – Leeton Airport Management Committee that the NSW Government has engaged KPMG to complete a pre-feasibility study investigating options for improved international air freight connectivity in regional NSW.

This study will assess if a regional air freight supply chain is feasible and sustainable to become the fastest and most reliable way of getting fresh produce to international markets. The aim of the study will be to prioritise potential locations in regional NSW which could be new or existing airports.

Significant discussion was generated among the committee who were all of the opinion that this region was an ideal location for such a facility along with the diversification of produce in the area.

The potential opportunity of direct shipment to international markets was seen as a distinct advantage for this area's produce compared to shipment to cities such as Sydney, Melbourne or Canberra and onto international markets.

After further discussion the Narrandera – Leeton Airport Committee resolved the following:

That both Council's work collaboratively together to approach KPMG executives to gain a thorough understanding of their brief and opportunities for the establishment of such a facility in this region and suitability of Narrandera – Leeton Airport.

That both Council's EDM's consult with industry in the region to gain an understanding of their demand for produce being shipped direct to international markets from this region to strengthen a business case for this area to be prioritised as a potential location for air

freight connectivity.

ITEM 4: AIRPORT SECURITY UPDATE

A brief update was provided in relation to the current security classification for Narrandera - Leeton Airport. The airport is currently classed as a category six airport under the Transport Security Act. Characteristics of a category six security controlled airport include:

Serviced by aircraft with a MTOW of at least 5,700kg but less than 20,000kg that are undertaking open charter and RPT flights. These air services are not required to undergo security screening, except in the instance of increased threat specifically or to the network.

All enquiries and indications to date support that whilst aircraft is operating between 5,700kg but less than 20,000kg screening will not be required except in the instance of increased threat specifically or to the network.

Council does have the hand wand screening equipment and would be required to engage suitably trained contractors should short term or permanent screening is required. Other key longer term considerations would include:-

- Modifications to the terminal i.e. separation of screened & unscreened passengers
- Provision of a dedicated office space for security staff to undertake reporting and interviews
- Contract arrangements for security screening personal
- Purchase of baggage screening equipment unless funded by government agencies

ITEM 5: FREQUENCY OF AIRPORT MEETINGS

Some general discussion was held in relation to the frequency of airport meetings. The current MOU between both Council's references as a minimum meetings will be held three times in any given year. With one of the meetings dedicated to budget and forward planning deliberations and further meetings called on an as required basis.

It was acknowledged that these additional meetings have not occurred in recent years for varying reasons.

As a discussion point for the committee it was suggested that the following be trialled in 2019.

- 9 April 2019 meeting - focussed on budget and various updates.
- 19 July 2019 meeting – TBC Regional Express presentation, update of previous financial year (2018/19), grant opportunity funding and site visit.
- TBC October 2019 – Update on first quarter of 2019/20, early discussion re budget preparation for the following year and agree upon meeting dates for 2020.

It was noted that for varying reasons timing of proposed meetings may alter and or be postponed until a later date.

ITEM 6: TERMINAL MALE TOILETS

At the meeting held 9 April 2018 it was agreed to replace the cleaning basin in the male toilets with remaining capital works funds in the 2018/19 year. Council staff confirmed that the cleaning basin was replaced and has been regularly cleaned and maintained.

ITEM 7: RISK MANAGEMENT FRAMEWORK

General discussion took place on the risk management framework for the airport. As the operator of a certified airport Council is required to maintain a safety management system (SMS). The focus of the SMS is identifying, controlling and managing airside risk. It was acknowledged that there are currently minimal risk strategies for scenarios such as loss of RPT services, business development framework within the airport precinct etc.

This aspect was seen as an opportunity for further development and discussion at future Airport Committee meetings.

ITEM 8: VIABILITY OF DRAG RACING AT THE AIRPORT

Some general discussion took place in relation to previous reports regarding the viability of staging drag racing events at the airport. Events were previously held in the 1990's and early 2000's until advice was received from CASA and the Office of Transport Security recommending to Council that these events no longer be held due to aviation and security requirements.

The current Airport committee were advised of the following previous adopted recommendations:

Airport Committee meeting held 1 May 2009 recommendation.

"That the Narrandera – Leeton Airport Management Committee recommend that non aviation events held airside within the Airport precinct no longer be held".

Airport Committee meeting held 3 March 2014 recommendation.

"That the recommendation adopted by the Narrandera – Leeton Airport Management Committee at the meeting held 1 May 2009 that no aviation events held airside within the Airport precinct no longer be held remain current".

Since this time security requirements for airside access have continued to strengthen as an example all non Aviation Security Card holders are required to be issued with a Visitor Identification Card and all vehicles entering the airside environment are required to be screened and complete an authority to drive airside.

Notwithstanding recent additional Regional Express weekend flights mean the logistics of staging such an event with an estimated 3 – 5,000 people with limited trained staff an unrealistic option.

Events such as the Temora Air Show are able to be held because Temora is not a security controlled Airport and is an aviation related event.

COMMITTEE RESOLUTION

Moved: GM - Leeton Jackie Kruger

Seconded: EDO - Leeton Monica Armanini

1. That both Council's work collaboratively together to approach KPMG executives to gain a thorough understanding of their brief and opportunities for the establishment of air freight connectivity in this region to international markets and suitability of Narrandera – Leeton Airport.

2. That both Council's EDM's consult with industry in the region to gain an understanding of their demand for produce being shipped direct to international markets from this region to strengthen a business case for this area to be prioritised as a potential location for air freight connectivity.

CARRIED

8 CORRESPONDENCE

Nil

9 NEXT MEETING

Friday 19th July 2019, 1pm

9 MEETING CLOSE

The Meeting closed at 3.40pm.

The minutes of this meeting were confirmed by Chairperson on 12 April 2019.



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CHAIRPERSON

16 OUR COMMUNITY

Nil

17 OUR ENVIRONMENT

Nil

18 OUR ECONOMY

Nil

19 OUR INFRASTRUCTURE

Nil

20 OUR CIVIC LEADERSHIP**20.1 2018-2022 DELIVERY PROGRAM - 31 MARCH 2019 QUARTERLY REVIEW****Document ID:** 416038**Author:** Governance and Engagement Manager**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Our Civic Leadership**Attachments:** 1. **Delivery Program Review as at 31 March 2019.pdf (under separate cover)** [⇒](#)**RECOMMENDATION**

That Council

1. Endorse the 2018-2022 Delivery Program quarterly review dated 31 March 2019 as presented and publish the report to the community.

PURPOSE

The purpose of this report is for Council to endorse the 2018-2022 Delivery Program quarterly review as at 31 March 2019.

SUMMARY

The attached quarterly review contains updated actions as at 31 March 2019 from the 2018-2022 Delivery Program.

BACKGROUND

Section 402 of the Local Government Act, 1993 (the Act) requires that each local government area have a Community Strategic Plan (CSP) that contains the visions and aspirations of the community and Council for at least a 10 year period. Supporting the CSP are a number of strategic documents including a Resourcing Strategy, Delivery Program and Operational Plan. The Delivery Program contains the strategies, goals and actions to achieve the objectives contained within the CSP.

Section 404 of the Act requires the General Manager to provide regular reports to Council on the progress of actions within the Delivery Program, at least every six months. Narrandera Shire Council has chosen to monitor the progress of actions more frequently by reporting at the end of September, December, March and June annually.

The attached report provides action statements also percentage completion indicators for those strategies contained within the 2018-2022 Delivery Program.

In summary there are 60 actions contained within the 2018-2022 Delivery Program with the status of these actions as at 31 March 2019 being:-

- 44 actions or 73.33% are progressing;
- 15 actions or 25% have an ongoing commitment;
- 1 action or 1.67% has been completed.

Highlights of the 31 March 2019 reporting quarter are:

- Council continues to be proactive with media releases and Facebook posts broadcast to the community with 24 media releases published during the reporting period; Council's website www.narrandera.nsw.gov.au continues to be a growing point of reference with the media release page landing 142 views with the website as a whole landing 14,379 views;
- Engagement with the community has been a priority in recent months with Councillors and senior staff organising Listening Posts at Grong Grong, Binya, Sandigo and Narrandera where the community were invited to come along and discuss issues or promote ideas for Council to consider. Other areas where Council has been proactive include the Local Artist Workshops, Youth Group Workshops and Road Safety awareness, also the formation of a Solar Farm Reference Group which is able to act as a point of reference for the developers of the impending solar farm projects;
- Health for the community remains an important area of focus with the General Manager attending meetings with Murrumbidgee Local Health District lobbying for better and more accessible services, there was also a meeting with the Doctor supervising the Aboriginal Health Services in the Riverina to discuss outreach services for the Shire;
- The 2019 Seniors Festival was an outstanding success with Council partnering with Murrumbidgee Local Health District and the Narrandera Lions Club for an early morning Tai Chi class followed by a hearty breakfast at the Brewery Flat reserve. The Barellan War Memorial Swimming Pool was the focal point for Barellan with aqua aerobics and a morning tea. Keeping the seniors of our community technologically savvy is very important with the Narrandera Shire Library partnering with Telstra and the State Library of NSW to run ten (10) sessions where participants gained knowledge in computer use, internet usage, social media resources and cyber safety;
- Community safety remains a concern of Council with the Mayor and the General Manager meeting with senior Police representatives twice during the reporting period with approaches made to adjoining Council areas to gauge interest in establishing a regional lobby group;
- Action milestones are being achieved to reconstruct Bolton Street, Narrandera as per the adopted Masterplan, plans are also well advanced to commence works to redevelop the East Street, Narrandera gateway intersection with Whitton Street, Narrandera;
- Works on the roadway network across the Shire are progressing for the financial year with 17 kilometres of road seal completed using Otta seal, more than 500 kilometres of maintenance grading completed, approximately 80 kilometres of shoulder grading and table drain maintenance works have been completed with 28 kilometres of re-sheeting works completed;
- Investigations across the road network to determine the depth and composition of gravel beneath road surfaces has been completed, this information will be extremely beneficial in developing a 4 year roadway re-sheet and roadway re-surfacing program and will allow the creation of thematic mapping layers;
- Applications for grant funding have been submitted for the Barellan Sewer program also the Narrandera West Sewer program with outcomes reported in due course, scoping is also underway for a new water treatment plant;
- The audited general purpose financial statements as at 30 June 2018 indicate that Council has surpassed the NSW Local Government industry indicators for all financial benchmarks in both the General Fund and the Consolidated Fund with the exception of the Own Source Operating Revenue Ratio. The Consolidated ratio of 55% is below the benchmark of 60% however the ratio was impacted by Council achieving additional NSW State Government funding therefore reducing the ratio of own source funds to total operating revenue;

- Council's website redevelopment is due for completion by the end of August 2019 and will be built to the Federal Digital Services Standards which includes understanding the needs of the user, security, consistent and responsive design. The current website is increasingly becoming a point of reference with its 126 pages, the website has been viewed 14,911 times during the reporting period with the top 5 pages being the homepage with 2,315 views, positions vacant with 1,678 views, contact information 1,246 views, Lake Talbot Aquatic Park 1,207 views and the Business Papers & Minutes page being viewed 509 times;
- Compliance staff commenced a program of door-to-door compliance checks of companion animals within the Narrandera township during the reporting period, to date 326 residences have been visited will animals at each address scanned for microchip information which was then checked on the Companion Animals Register. Penalty Infringement Notices were not issued however information about the legal requirement to register companion animals was provided to the animal owner with the intent of checking the register and scheduling follow-up visits if necessary;
- For the reporting period 44 companion animals that were microchipped and registered were returned to their owners at no charge. A total of 63 dogs and 33 cats impounded during the reporting period were rehomed also 21 warnings and 12 Penalty Infringement Notices were issued;
- The Mayor and General Manager attend Riverina and Murray Joint Organisations (RAMJO) meetings and have proactively assisted in the development of the Statement of Regional Strategic Priorities co-ordinated through the Office of Local Government. The General Manager has been appointed as the co-ordinator of the RAMJO Energy sub-committee.

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

Theme

Our Civic Leadership

Strategy

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

Action

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

ISSUES AND IMPLICATIONS

There are no perceived issues or implications

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

Achieved by discussing the 31 March 2019 quarterly Delivery Program report in an open forum of Council and the placement of the report on Council's website following endorsement

Human Resources / Industrial Relations (if applicable)

Nil

RISKS

Nil

OPTIONS

1. Endorse the 31 March 2019 quarterly review of the 2018-2022 Delivery Program as presented and publish the report to the community; or
2. Not endorse the 31 March 2019 quarterly review of the 2018-2022 Delivery Program as presented and require identified amendments to be made prior to publishing the report to the community.

CONCLUSION

The attached quarterly review as at 31 March 2019 contains a comprehensive update of actions from the 2018-2022 Delivery Program.

It will be recommended that Council endorse the 2018-2022 Delivery Program quarterly review dated 31 March 2019 as presented and publish the report to the community.

RECOMMENDATION

That Council

1. Endorse the 2018-2022 Delivery Program quarterly review dated 31 March 2019 as presented and publish the report to the community.

20.2 CODE OF CONDUCT

Document ID: 407867

Author: General Manager

Authoriser: General Manager

Theme: Our Civic Leadership

Attachments:

1. 2019-05-21 Circular 18-44 COC.pdf (under separate cover) [⇒](#)
2. 2019-05-21 Model Code of Conduct -2018-FINAL.pdf (under separate cover) [⇒](#)
3. 2019-05-21 Model Code of Conduct Procedures-2018.pdf (under separate cover) [⇒](#)

RECOMMENDATION

1. That Council
 - (a) Adopt the Model Code of Conduct and Procedures for the Administration of the Model Code of Conduct.
 - (i) Notes Circular 18-44 information about the new Code of Conduct

PURPOSE

The purpose of this report is to allow Council to adopt the new Code of Conduct and procedures for the administration of the code.

SUMMARY

The 2018 Model Code of Conduct for Local Councils in NSW and the associated Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW were prescribed on 14 December 2018. Councils must adopt the new Model Code of Conduct and Procedures within 6 months of prescription, i.e., before the 14 June 2019

BACKGROUND

Council officials have been subject to code of conduct for many years and the Office of Local Government have developed and introduced a new code that applies to all Councils and officials.

Key changes embodied in the new code include:

- it incorporates the pecuniary interest provisions previously contained in the *Local Government Act 1993* and Regulation
- new standards relating to discrimination and harassment, bullying, work health and safety, behavior at meetings, access to information and maintenance of council records
- new rules governing the acceptance of gifts including mandatory reporting

- a new ongoing disclosure requirement for councillors and designated persons requiring disclosure of new interests in returns of interests within three months of becoming aware of them
- Councillors will be required to disclose in their returns of interests whether they are a property developer or a close associate of a property developer.

More detail on the changes is included in the attachments

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

The adoption of the new code and procedures is not optional. Training in the code will become available on line via LGNSW and will be included in the compulsory training for staff in 19/20.

Policy

The Code and procedures are issued by the OLG and are mandatory

Financial

There are no direct financial implications from the code apart from training expenses

Legal / Statutory

The code is issued as a direction by the Office of Local Government

Community Engagement / Communication

There has been no community consultation

Human Resources / Industrial Relations (if applicable)

N/A

RISKS

The risks to Council are posed by officials breaching the code

OPTIONS

Whilst there are no options available to Council in terms of the adoption of the Model Code, Council does have the option of adopting different Codes of Conduct for Staff and Councillors provided that both incorporate the minimum standards prescribed in the Model Code.

This option is not recommended

CONCLUSION

That Council adopt the new Code and Procedures.

RECOMMENDATION

1. That Council
 - (a) Adopt the Model Code of Conduct and Procedures for the Administration of the Model Code of Conduct.
 - (i) Notes Circular 18-44 information about the new Code of Conduct

20.3 NEW COMMERCIAL LEASE - 4-6 TWYNAM STREET, NARRANDERA**Document ID: 415521****Author: Deputy General Manager Infrastructure****Authoriser: Deputy General Manager Infrastructure****Theme:****Attachments: Nil****RECOMMENDATION**

1. That Council
 - (a) Endorse the new lease agreement with Property NSW for the premises 4-6 Twynam Street, Narrandera commencing on the completion of the building works and terminating three years later with a single option to renew for a further three years (the total term of the lease plus single option being six years).
 - (b) Endorse the placement of the Seal of Council to the lease document and any other documents relating to this matter.

PURPOSE

The purpose of this report is for Council to endorse the new commercial lease with Property NSW for the premises known as 4-6 Twynam St, Narrandera

SUMMARY

Narrandera Shire Council and Property NSW have are in the process of upgrading No. 4-6 Twynam St, Narrandera for the purposes of accommodating a Service NSW business. A commercial lease is required over the premises as part of the commercial arrangements of the tenancy. Due to the length of the lease, the lease will be registered on the title.

BACKGROUND

Service NSW is in the process of opening premises in Narrandera and Council has negotiated for these premises to be located in the Narrandera CBD, instead of the current location in Adams Street. The relocation required the upgrade of Council owned shops previously occupied by a branch of the NSW Electoral Commission in Twynam Street. A new commercial lease covering the occupation of the premises is required and forms the basis of this report.

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

Our Civic Leadership

Strategy

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

Action

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

ISSUES AND IMPLICATIONS

There are now perceived issues or implications with the proposed lease of 4-6 Twynam St. Council has certain obligations under the lease as the lessor that are standard items in Property NSW lease agreements. This largely extends to maintenance of the air conditioning system, maintaining a clean shop front and maintenance of the rear yard. To provide the required floor space 4 and 6 Twynam St have been converted to single premises and will need to be consolidated to a single title in due course.

Policy

N/A

Financial

As the lessor of the property there are standard clauses relating to outgoings such as rates and insurances and landlord obligations relating to building maintenance, plant and equipment (air conditioning), fire safety, hazardous substances (HAZMAT Report) and common areas.

As the building is having a significant capital upgrade and will be fully compliant when opened there will be no need for a further upgrades.

The new lease agreement is for an annual rent amount of \$45,000 (per annum plus GST).

Legal / Statutory

Local Government Act 1993

Real Property Act 1900.

Community Engagement / Communication

N/A – Commercial arrangement between Council and Property NSW

Human Resources / Industrial Relations (if applicable)

N/A

RISKS

There are no perceived risks with the new lease.

OPTIONS

The three available options are:

1. Endorse the proposed commercial lease with Property NSW;
2. Require amendments to the proposed commercial lease with Property NSW;
3. Not endorse the proposed commercial lease with Property NSW.

CONCLUSION

Narrandera Shire Council and Property NSW have undertaken significant upgrades to premises at 4-6 Twynam St, Narrandera for the purposes of facilitating a Service NSW business in the CBD of Narrandera. A three year lease with a three year option has been negotiated on commercial terms for endorsement by Council.

RECOMMENDATION

1. That Council
 - (a) Endorse the new lease agreement with Property NSW for the premises 4-6 Twynam Street, Narrandera commencing on the completion of the building works and terminating three years later with a single option to renew for a further three years (the total term of the lease plus single option being six years).
 - (b) Endorse the placement of the Seal of Council to the lease document and any other documents relating to this matter.

20.4 POLICY REVIEW - CS270 COUNCILLOR EXPENSES & FACILITIES**Document ID:** 415567**Author:** Deputy General Manager Corporate and Community**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Our Civic Leadership**Attachments:**

1. **ES70 Payment of Expenses and Provision of Facilities to Mayor and Councillors** [↓](#)
2. **Draft Policy CS270 Councillor Expenses & Facilities** [↓](#)

RECOMMENDATION

That Council

1. Adopt the draft policy CS270 Councillor Expenses & Facilities.

PURPOSE

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

SUMMARY

Attached is the revised draft policy CS270 Councillor Expenses & Facilities. The draft has been placed exhibition for public submissions. Council will consider any submissions received during the exhibition period prior to the adoption of the draft as the new policy. No submissions have been received. The new policy will be available on council's website. The policy will require review by the next Council within twelve months of its election in September 2020.

BACKGROUND

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

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

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

Our Civic Leadership

Strategy

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

Action

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

ISSUES AND IMPLICATIONS**Policy**

Review of ES70 Councillor Expenses & Facilities

Financial

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

Legal / Statutory

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

Community Engagement / Communication

The draft policy has been placed on exhibition with an invitation for community submissions to council.

Human Resources / Industrial Relations

Sets out funding for the mandated education and training of councillors

RISKS

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

OPTIONS

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

CONCLUSION

Adopt the draft policy CS270 Councillor Expenses & Facilities.

RECOMMENDATION

That Council

1. Adopt the draft policy CS270 Councillor Expenses & Facilities.

PAYMENT OF EXPENSES AND PROVISION OF FACILITIES TO MAYOR AND COUNCILLORS

ES70



NARRANDERA SHIRE COUNCIL POLICY

Narrandera Shire Council
141 East Street
NARRANDERA NSW 2700
Tel: 02 6959 5510 Fax: 02 6959 1884
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**Payment of Expenses and
Provision of Facilities to
Mayor and Councillors**

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

Purpose

The purposes of the policy are:

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

Scope

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

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



Legislative Provisions

PART 1 - Policy and Legislative Framework

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

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

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

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

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

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

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

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

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

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

Other Government Policy Provisions

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

Approval Arrangements

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

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

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

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

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

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

Private Benefit

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

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

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

Dispute Process

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

Allowances and Expenses

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

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

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

Relationship between Annual Fees and Expenses

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

Council has resolved that:

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



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

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

Administrator

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

Reimbursement and Reconciliation of Expenses

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

Payment in advance

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

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

Establishment of Monetary Limits and Standards

Accommodation

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

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

Sustenance

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

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

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

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

Childcare

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

Spouse and partner expenses

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

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

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

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

Incidental Expenses

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

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



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

Specific Expenses for Mayors and Councillors

Attendance at Seminars and Conferences

A. Local Government NSW Annual Conference

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

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

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

B. RAMROC Conferences

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

C. Other Conferences and Seminars

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

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

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

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



Training and Educational Expenses

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

Travel Arrangements and Expenses

Form of Travel

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

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

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

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

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

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

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

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

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

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

Gifts and Benefits

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

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

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

Insurance Expenses and Obligations

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

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

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

Legal Expenses and Obligations

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

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

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

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

PART 3 - Provision of Facilities**General Provisions**Provision of Facilities Generally

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

Provision of Equipment and Facilities for CouncillorsUse of Equipment and Facilities

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

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

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

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

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

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

Participation, Equity and Access

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

Acquisition and Return of Equipment and Facilities by Councillors

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

Provision of Additional Equipment and Facilities for Mayor

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

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

Ceremonial Mayoral Chains will be provided.

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

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

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

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



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

Related Legislation/ Guidelines/ Narrandera Policies and Associated Procedures

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

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



Policy History

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

JA Charlton

Signed Chief Executive Officer

Date: 15/12/2016

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Email: council@narrandera.nsw.gov.au **Fax:** 02 6959 1884



Policy No: CS270

Policy Title: Councillor Expenses & Facilities

Section Responsible: Corporate Services

Minute No:

MagiQ Document No:

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

Objective

The objectives of this policy are to:

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

Policy Statement

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

Scope

This policy applies to the Mayor and all Councillors.

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Definitions

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

Principles

Council commits to the following principles:

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

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Private or political benefit

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

Relationship between Annual Fees and Expenses

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

Council has resolved that:

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

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

Expenses

1. General expenses

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

2. Specific expenses

General travel arrangements and expenses

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

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

Interstate, overseas and long distance intrastate travel expenses

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

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

Narrandera Shire Council Policy
Councillor Expenses & Facilities

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

Travel expenses not paid by Council

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

Accommodation and meals

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

Refreshments for council related meetings

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

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

Professional development

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

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

Conferences and seminars

- 2.28. Council is committed to ensuring its councillors are up to date with contemporary issues facing council and the community, and local government in NSW.
- 2.29. Council will set aside a total amount of \$20,000 annually in its budget to facilitate councillor attendance at conferences and seminars. This allocation is for all councillors. The council will ensure that access to expenses relating to conferences and seminars is distributed equitably.
- 2.30. Approval to attend a conference or seminar is subject to a written request to the council. In assessing a councillor request, the general manager must consider factors including the:
- relevance of the topics and presenters to current council priorities and business and the exercise of the councillor's civic duties
 - cost of the conference or seminar in relation to the total remaining budget.
- 2.31. Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the council. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 2.15-2.18.
- 2.32. After returning from a conference, Councillors or a member of Council staff accompanying the Councillor/s, should provide a written report to Council on the aspects of the conference relevant to Council business and/or the local community. No written report is required for the Annual Conferences of the Local Government NSW.
- 2.33. Local Government NSW Annual Conference

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

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

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

Information and communications technology (ICT) expenses

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

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Special requirement and carer expenses

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

Home office expenses

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

3. Insurances and Councillor obligations

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

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

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

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

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

- 3.3. Councillor Liability.

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

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

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Email: council@narrandera.nsw.gov.au **Fax:** 02 6959 1884



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

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

4. Legal assistance

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

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

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

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

Narrandera Shire Council Policy
Councillor Expenses & Facilities

Chambers: 141 East Street Narrandera, NSW, 2700 **Phone:** 02 6959 5510
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- of legal proceedings initiated by a councillor under any circumstances
 - of a councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
 - for legal proceedings that do not involve a councillor performing their role as a councillor.
- 4.7. Councillors shall inform the Mayor and General Manager of their intention to lodge a claim for expenses relating to legal expenses.

Facilities

5. General facilities for all councillors

Facilities

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

Stationery

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

Administrative support

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

6. Additional facilities for the mayor

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

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

Processes

7. Approval, payment and reimbursement arrangements

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

Direct payment

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

Reimbursement

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

Notification

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

Reimbursement to council

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

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Timeframe for reimbursement

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

8. Disputes

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

9. Return or retention of facilities

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

10. Publication

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

11. Reporting

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

12. Auditing

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

13. Breaches

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

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Related Legislation/Guidelines/Narrandera Policies and Associated Procedures

Relevant legislation and guidance:

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

Related Council policies:

- Code of Conduct

Policy History

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

Authorised Staff to Insert GM Signature Here

Signed: General Manager

Date:

Chambers: 141 East Street Narrandera, NSW, 2700 **Phone:** 02 6959 5510
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Appendix 1 – Expense Summary

All monetary amounts are exclusive of GST.

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

20.5 POLICY REVIEW - CS50 CREDIT CARD & ADOPTION OF POLICY CS280 FUEL CARDS**Document ID:** 415762**Author:** Deputy General Manager Corporate and Community**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Our Civic Leadership**Attachments:** 1. [Draft Policy CS50 Credit Card](#) [↓](#)
2. [Draft Policy CS280 Fuel Card](#) [↓](#)**RECOMMENDATION**

That Council

1. Adopt the revised Policy CS50 as proposed and new policy CS280 Fuel Card.

PURPOSE

Review of Policy CS50 Credit Cards and adoption of new policy CS280 Fuel Card.

SUMMARY

Given recent events in NSW councils it was prudent to review this council's credit card policy to ensure best practice was being implemented in the use of credit cards.

This review has seen the policy amended to include a requirement to provide management with an annual report on the credit card register and utilisation by each cardholder.

The revised policy is attached with the amendment highlighted.

Council at its February 2019 meeting requested that policy CS50 be expanded to include Credit Cards and Fuel Cards. Rather than incorporate both card types into a single policy each card type has been given its own policy.

BACKGROUND

Investigations into potential misuse of credit cards at NSW councils has been the basis of bringing forward the review of this policy.

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

Our Civic Leadership

Strategy

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

Action

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

ISSUES AND IMPLICATIONS**Policy**

Review of CS50 Credit Cards. Adoption of policy CS280 Fuel Card.

Financial

Report shows cardholders credit limits and annual expenditure

Legal / Statutory

Compliance with the Local Government Act and Regulation

Community Engagement / Communication

Adopted policy is available on Council's webpage

Human Resources / Industrial Relations

Each Cardholder issued a card acknowledges conditions of using Council credit or fuel cards.

RISKS

Identify high use/risk cards for audit. Identify low utilisation cards that may not be required.

OPTIONS

Adopt the revised Policy CS50 and new policy CS280 as proposed

Adopt the revised Policy CS50 and new policy CS280 with revisions

Refer Policy CS50 and new policy CS280 back to staff for further revision

CONCLUSION

Adopt the revised Policy CS50 as proposed and new policy CS280 Fuel Card

RECOMMENDATION

That Council

1. Adopt the revised Policy CS50 as proposed and new policy CS280 Fuel Card.

CREDIT CARD

CS50



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

CREDIT CARD

Policy No: CS50
Policy Title: CREDIT CARD
Section Responsible: Corporate Services
Minute No:
MagiQ No:
Next Review Date: December 2021

Responsible Officer: Deputy General Manager Corporate and Community

Objective

To ensure that all purchases made on Corporate Credit Cards are properly accounted for and authorised by the appropriate Manager or Supervisor.

1. To provide an alternative payment mechanism for the purchase of Council goods and services.
2. To ensure that only goods and services obtained are paid for, disbursements have been made to the correct party and are properly classified and recorded in the financial records.
3. To prevent theft and misappropriation by ensuring invoices and related documentation are properly authorised and are bona fide.

Policy Statement

Narrandera Shire Council Credit Cards are to be used for official Council business only. Expenditure will be within a monthly credit limit and purchases *must* not exceed the Cardholders delegation for expenditure.

Credit Cards provide an option for purchasing and payment when access to Council's online purchasing system is not available. The use of Credit Cards is not intended to avoid the application of existing internal controls. Credit Card transactions are to be for "one off" purchases or payments where time is of the essence or Credit Card is the only accepted method of payment. Credit Cards provide flexibility to make purchases in the following circumstances.

- Outside business hours when a council purchase order cannot be obtained.
- When employees are working outside the Shire and purchase orders are not available.
- When Credit Card is the only acceptable means of payment such as online purchasing of travel and accommodation.

Credit Cards allow staff to process purchases in circumstances where the issue of a Council purchase order is not available or immediate settlement is required by the vendor.

Scope (who does the policy apply to?)

This policy applies to all staff that have been issued with a Narrandera Shire Council Credit Card.

Content

Only the General Manager can authorise the issue of a new card and the credit transaction limits to be applied. *Approval for issue of a credit card is to be directed by email to the GM or appropriate DGM*

The Cardholder must sign a "letter of acknowledgement and declaration" acknowledging their responsibilities to comply with the Narrandera Shire Council's guidelines when using their card (Attachment 1).

The Finance Manager must maintain a register of all cardholders (Attachment 2).

A Cardholder must return their card to the Finance Manager as soon as the Cardholder:

- Resigns;
- Retires;
- Is transferred or promoted to another position which does not require the use of their card; or
- Is instructed to do so

The Finance Manager must cut any cards no longer required in half and arrange cancellation of the card at the bank.

A Cardholder is responsible for all purchases on their card. The Credit Card is for use for official Council purposes only. Should a card holder inadvertently use a card for personal purposes such use should be reported immediately to the Finance Manager and arrangements made to reimburse Council. The card is not to be used for cash advances. All transactions by cardholders are to be performed in accordance with Council's bank's conditions of use.

If a Cardholder uses their card to make a purchase, the Cardholder must:

- Produce their card to the supplier of the goods or services to be purchased;
- Ensure the correct particulars are recorded on the sales voucher prior to authorising the voucher;
- Retain the copy of the sales voucher given by the supplier;
- Obtain and retain a tax invoice.

Where a purchase is made online or by telephone, a sales voucher and tax invoice shall be printed for retention or forwarded to Council by the vendor.

It is the cardholder's responsibility to ensure that all relevant paperwork and receipts are retained, allocated a job cost, reconciled with and attached to the monthly Credit Card Statement which is authorised by their signature. The cardholder shall ensure that their supervisor checks and signs the statement authorizing the expenditure prior to submission to the Finance Manager. For the card utilized by the GM the check and counter signature will be performed by the Mayor.

The Finance Manager must authorise the value and costing of transactions. Any transactions which are outside the Cardholder's authority are to be investigated by the Finance Manager immediately and reported to the General Manager if warranted.

A Cardholder must detail any disputed transaction in writing to the Finance Manager to be forwarded subsequently to the bank.

Lost or stolen cards are to be reported immediately to the Financial Institution issuing the card and to council's Finance Manager.

Compliance

Monthly review of credit card usage will be conducted by the Finance Department. Any suspicious transaction or other issues of concern identified through the review process must be reported to the General Manager within 10 working days. If the issue of concern relates to the GM, the matter must be reported to Council's Internal Auditor within 10 working days.

Following the monthly transaction review the Finance Manager or delegate conducting the review will sign and file a statement stating that the review was clear or any issues raised have been resolved or reported to the General Manager.

A breach of this policy may constitute a breach of Council's Code of Conduct and be resolved through Council's disciplinary process.

Failure to comply with this policy may result in the Cardholder losing the authority to have a Council authorised corporate Credit Card.

A single breach of the following will result in the confiscation of the corporate Credit Card (including but not limited to);

- Unauthorised purchases of goods;
- Obtaining cash advances;

Three breaches of the following will result in the confiscation of the corporate Credit Card (including but not limited to);

- Failure to authorise cost and attach invoices; or
- Failure to authorise statement.

The use and control of credit cards are the sole responsibility of the person whose name appears on the card and they are responsible for ensuring that the proper use of the card is maintained and can be accounted for under the provisions of this policy.

Roles and Responsibilities

Staff issued with a Corporate Credit Card hold a position of trust in regard to the use of public funds. Improper use of a Credit Card can bring an employee and consequently Council into disrepute. Improper use may render the card holder liable to disciplinary/legal action/criminal proceedings. It is the Cardholder's responsibility to ensure the card is used only for approved purchases that can be clearly demonstrated. Credit Cards are not to be transferred to other employees. Purchases on Credit Cards are not to exceed a staff member's financial delegation.

Reporting Annually

In July each year the Finance Manger will provide to the ELT a report on credit card usage for the past year. The report will set out each Cardholder recorded in the Credit Card Register in the past year and the amount expended during the year by each.

Related Legislation/Guidelines/Narrandera Policies and Associated Procedures

- Procurement Policy CS100 Magiq 8346
- Procurement Manual Magiq 26513
- Code of Conduct Magiq 26514
- Discipline Policy HRD003 Magiq 26510

Policy History

Endorsed by relevant Committees (name) and date
 Adopted by MANEX
 Adopted by Council 21 June 2005
 Amended 20 March 2007
 Amended 17 February 2009
 Amended 15 July 2014
 Adopted 19 August 2014
 Amended 18 August 2015
 Amended 12 September 2017
 Endorsed by ELT 15 May 2018
 Adopted by Council 15 May 2018



Signed: General Manager, George Cowan

Date: 15 May 2018

Attachment 1

**National Australia Bank Business Card Cardholder
Acknowledgment and Declaration**

To the Deputy General Manager Corporate and Community of Narrandera Shire Council

I, _____
(Cardholder's Full Name)

Acknowledge that I am to be issued a National Australia Bank Business Card ("the Card") for use on the Narrandera Shire Council's National Australia Bank Business Card account.

I:

- am aware of my responsibilities and duties as a National Australia Bank Business Cardholder under Narrandera Shire Council's operating procedures;
- acknowledge that my use of the card must be:
 - within the financial delegations given to me
 - for business use only
- am aware that transactions made with the card are subject to authorisation and auditing;
- undertake to return the card to Narrandera Shire Council's Finance Manager:
 - on request
 - prior to my assuming duties in another position that does not require the use of the card
 - on my resignation; or
 - on my retirement
- Undertake to advise National Australia Bank Customer Service Card Services by telephone on 1800 033 103 immediately I am aware that the card has been lost or stolen or that it has been misused. I will also advise Narrandera Shire Council's Finance Manager.

- Acknowledge that my monthly credit limit is \$_____ and the maximum transaction amount is \$_____.

Cardholder's Signature: _____ Date: _____
/ /

Witness's Signature: _____ Date: _____
/ /

Witness's Full Name (print): _____

Attachment 2

Example:

Narrandera Shire Council
Credit Card Register

Cardholders Name	Cardholder's Position	Approved by GM	Monthly Limit	Acknowledgement Received	Date Issued

Chambers: 141 East Street Narrandera, NSW, 2700 **Phone:** 02 6959 5510
Email: council@narrandera.nsw.gov.au **Fax:** 02 6959 1884



Policy No: CS280

Policy Title: Fuel Card

Section Responsible: Corporate Services

Minute No:

MagiQ Document No: 409140

Next Review Date: June 2021

Objective

- 1) To provide an alternative mechanism for the purchase of fuel for Council Supplied Vehicles and relevant associated parties (e.g. Rural Fire Service), when employees and associates are away from Narrandera. (Employees are required to refuel at Council's Works Depot when possible)
- 2) To ensure that only goods and services obtained are paid for, disbursements have been made to the correct party and are properly classified and recorded in the financial records.
- 3) To ensure that all fuel docketts are forwarded onto Council's Accounting Staff in a timely manner (Once a week).

Policy Statement

To ensure that all purchases made on Council's Fuel Cards are properly accounted for.

Scope

This policy applies to all Council employees and organisations associated with Council, issued with a Council Fuel Card.

Definitions

Nil

Content

Employees and associates driving a Council Supplied Vehicle, where required will be issued with a Council owned Fuel Card.

The employees and associates responsibilities are as follows:

- 1) Ensure that the fuel cards are only used for Unleaded and Diesel Fuel.
- 2) As a minimum employees and associates must provide the following information on the fuel card issue docket.
 - The current odometer reading on the vehicle.
 - The registration and/or plant number of the vehicle.
- 3) The fuel card docketts must be sent to Council's Accounting Staff in a timely manner. This is preferably the next working day. However, an acceptable time will be within 5 working days of returning to work. The fuel docket should have the plant number or job cost written on it and be signed by the employee or associate using the vehicle.

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Email: council@narrandera.nsw.gov.au **Fax:** 02 6959 1884



Accounting Staff will then verify that all fuel docketts have been received and will then process the fuel card statement for authorisation by the Finance Manager.

The Plant Manager will maintain a register of all employees and associates who have been issued with Council Fuel Cards.

All employees must ensure that they adhere to the requirements of the policy. Otherwise they may forfeit the use of the Fuel Card.

Community Transport & Home Support Vehicles

Staff and volunteers refueling vehicles in the Narrandera LGA will utilize fuel cards as determined in this policy with the exception that fuel card docketts will be submitted to the Narrandera Community Transport office for verification and authorization for payment by accounting staff.

Staff and volunteers refueling vehicles in the Leeton LGA will obtain fuel from the Golden Apple Store. As with fuel cards the issue dockett will indicate the vehicle registration/plant number, odometer reading and the drivers name and signature. Fuel docketts will be returned to the Narrandera Community Transport office for verification against the supplier statement and authorization for payment by accounting staff.

Roles and Responsibilities

- 1) Employees and associates are to use the fuel card for the purchase of fuel relating to Council business and for authorised private usage.
- 2) All employees and associates issued with a fuel card will be required to sign a document acknowledging their compliance with the fuel card policy once adopted by Council.
- 3) Annual reviews of the usage of the fuel card will be conducted by the Finance Manager. A report will be submitted to Senior Management Team annually detailing any issues on the use of the fuel cards over the past 12 months.
- 4) Where a card is lost, stolen or damaged the holder must notify the Plant Manager immediately. Steps will then be taken to rectify the situation. This may include cancelling the card and reissuing a new fuel card.
- 5) Inappropriate use of fuel cards will be referred to the Management Executive Team. Appropriate measures will be taken to ensure adherence to the Policy. These measures may include cancellation of the fuel card, or any other measures deemed necessary by the Management Executive Team. This could include disciplinary action.
- 6) It is the responsibility of the cardholder to return the fuel card to the Plant Manager on resignation from Council. Council's Accounting Officer will follow up on any cards that are not returned. The cards will be cancelled where this occurs.
- 7) Other methods of payment, such as cash are only to be used in exceptional circumstances. An example of this is where there are no service stations that accept a Council operated fuel card. The employee or associate must make every effort to seek out a service station that accepts a Council operated fuel card. In the case of using cash to pay for fuel purchases, the reimbursement of the fuel payment must be authorised by the Fleet Manager.

Related Legislation/Guidelines/Narrandera Policies and Associated Procedures

Narrandera Shire Council Policy
Fuel Card

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

Phone: 02 6959 5510
Fax: 02 6959 1884



-
- Procurement Policy CS100 Magiq 8346
 - Procurement Manual Magiq 26513
 - Code of Conduct Magiq 26514
 - Discipline Policy HRD003 Magiq 26510

Policy History

Adopted by ELT
Adopted by Council
Reviewed
Amended

Signed: General Manager

Date:

Chambers: 141 East Street Narrandera, NSW, 2700 **Phone:** 02 6959 5510
Email: council@narrandera.nsw.gov.au **Fax:** 02 6959 1884



NARRANDERA SHIRE COUNCIL
ACKNOWLEDGEMENT AND ACCEPTANCE OF
CONDITIONS OF USE OF COUNCIL FUEL CARD

CARDHOLDERS' RESPONSIBILITIES

Cardholders' must ensure that:

1. They have read and understand policy number "Fuel Card Policy". It is essential that each cardholder understands his or her responsibilities in relation to the correct use of the card.
2. Council Fuel Card is maintained in a secure manner and guarded against improper use.
3. Cards are only used for official business purposes and authorised private usage, as per Council's Unrestricted Motor Vehicle Lease Policy.
4. Cards are returned to the Finance Department upon termination of employment.

Acceptance of conditions:

I acknowledge and accept the above conditions and the conditions written in the Fuel Card Policy.

I have read and understand the correct procedures in the operation of the Council Fuel Card.

Signature

{

Date

{

20.6 NEW POLICIES - DEBT RECOVERY AND FINANCIAL HARDSHIP**Document ID:** 415661**Author:** Deputy General Manager Corporate and Community**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Our Civic Leadership**Attachments:**

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

RECOMMENDATION

That Council

1. Adopt the draft polices Debt Recovery and Rates & Charges Financial Hardship.

PURPOSE

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

SUMMARY

Draft policies were placed on exhibition for comment following Council's April meeting.

Policies to be adopted are:-

- Debt Recovery
- Rates and Charges Financial Hardship

BACKGROUND

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

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

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

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

Council at its meeting of 16th April, 2019 resolved that the draft policies be placed on exhibition for comment. One submission has been received and is attached. The submission seeks to improve the policies by making provision for Council to contact

debtors by telephone “out of hours” if necessary or “receive a visit from the Council”. The policies have had minor amendments to facilitate these suggestions. The submission’s intent is to enhance Council communication with debtors. Council in contacting debtors out of hours or conducting interviews outside Council offices must be aware of the contact provisions within the “Debt Collection Guidelines for collectors and creditors” issued by ACCC/ASIC and work within these guidelines.

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

Theme

Our Civic Leadership

Strategy

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

Action

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

ISSUES AND IMPLICATIONS

Policy

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

- Debt Recovery
- Rates and Charges Financial Hardship

Financial

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

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

Legal / Statutory

Compliance with section 23A Local Government Act 1993

Community Engagement / Communication

The policies have been placed on exhibition and submissions sought prior to Council considering the policies for adoption.

Human Resources / Industrial Relations

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

RISKS

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

OPTIONS

- Adopt the draft polices.
- Adopt the draft polices with amendments.
- Refer the polices back to Corporate Services for revision

CONCLUSION

Adopt the draft polices.

RECOMMENDATION

That Council

1. Adopt the draft polices Debt Recovery and Rates & Charges Financial Hardship.

DEBT RECOVERY AND HARDSHIP

CS170



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

**DEBT RECOVERY AND HARDSHIP**

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

Objective

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

Statement

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

- **REMINDER NOTICES**

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

- **FINAL NOTICES**

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

- **REFERRAL TO DEBT RECOVERY AGENCY**

Narrandera Shire Council Policy
Policy Name
Page 2 of 6

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

- **INTEREST**

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

- **ARRANGEMENTS**

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

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

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

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

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

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

- **SUNDRY DEBTORS**

- **REMINDER NOTICES AND FINAL NOTICES**

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

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

○ **REFERRAL TO DEBT RECOVERY AGENCY**

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

● **HARDSHIP**

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

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

• **DETERMINATION OF APPLICATIONS**

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

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

Legislation

Local Government Act 1993

Policy History

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



Signed: General Manager

Date: 20 November 2018

Chambers: 141 East Street Narrandera, NSW, 2700 **Phone:** 02 6959 5510
Email: council@narrandera.nsw.gov.au **Fax:** 02 6959 1884

**Policy No:CS290****Policy Title: Debt Recovery****Section Responsible: Corporate and Community****Minute No:****MagiQ Document No:****Next Review Date:** March 2023

Objective

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

Policy Statement

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

Scope (who does the policy apply to?)

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

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

Definitions

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

Content**Rates and Annual Charges**

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

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

Water and Sewerage Charges

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

Narrandera Shire Council Policy
Debt Recovery Policy

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Email: council@narrandera.nsw.gov.au **Fax:** 02 6959 1884



Sundry Debtors

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

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

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

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

Interest

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

Payment Arrangements

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

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

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

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

Overdue Notice

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

REMINDER NOTICES

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

FINAL NOTICES

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

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

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Email: council@narrandera.nsw.gov.au **Fax:** 02 6959 1884



Financial Hardship

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

Making Contact with the Account Holder

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

Recovery Action

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

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

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

Intention to Restrict Water Supply Notice

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

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

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

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

- The total overdue amount now payable, including the water restrictor fee,
- That the water has now been restricted,

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Email: council@narrandera.nsw.gov.au **Fax:** 02 6959 1884



- The supply will not be restored until the total amount outstanding is paid, or evidence of continued ongoing payments as per any agreed arrangement is seen,
- If full payment is being made, payment must be made directly to Council and before 1.00pm if same day restoration of supply is required,
- Caution needs to be exercised in the use of hot water systems,
- It is an offence to tamper with a meter or any device attached to a meter.

Legal Action

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

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

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

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

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

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

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

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

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

Phone: 02 6959 5510
Fax: 02 6959 1884



Policy History

Endorsed by relevant Committees (name) and date

Adopted by ELT

Adopted by Council

Reviewed

Amended

Authorised Staff to Insert CEO Signature Here

Signed: General Manager

Date:



Council Debt Recovery & Financial Hardship Policy

Mayor - Narrandera Shire Council

Through General Manager Mr G Cowan

SUBMISSION TO IMPROVE DOCUMENTS— Debt Recovery and Financial Hardship

The Debt Recovery draft policy document does not take heed of this generations current circumstances.

It does not give credance to the current circumstances of our Farmers in this Drought Declared Shire who are out working in the fields. The recent rain does not fill their pockets with money. They still have to get through this winter and may be late paying.

This Draft needs improvement to reflect State (DLG) guidelines for respect, fair and flexible treatment.

There is a need to respect, that Personal contact with Farming ratepayers can only be usually made after hours unless records indicate a Mobile number for contact. These days, normally all of the Household are out working or schooling during the day. Debt recovery contact apart from sending mailed notices need to allow for staff arrangements to make contact after hours. Accordingly please add to P151 Recovery Action 2. Regarding contact with debtor after 'telephone', "After hours if necessary".

The Council resolution, ref. Rates payment policy from its meeting on 19/3/19, inclusion on p155 is to be commended. By the Hardship applicant providing one of 4 Evidence statements, Council has recognized respect for an alternate independant financial advisor. This will minimize the Billing distress upon Farming people in particular. However the need to request the Ratepayer to attend an Interview to assist Council should be offset with the addition of " or receive a visit from Council " after the word 'interview'. Should someone be short of money in the north of the Shire it is unreasonable to request the person to attend the Council Office. Fuel costs are a great concern.

As an administrative matter also on p155 could you have the points after the 7th line down indented inward as they are sub points of the 'Evidence confirming etc.....one of the following forms."

Examples of the stress I have come across recently are farming people who have all Bills outstanding, depression, and a man who clears his mail but does not open it unless it is the Rego for his vehicle.

I stress these changes are submitted to improve this document :-

Yours Sincerely,

R. Manning

(e-mail: mcypress@bigpond.net.au)

14.5.2019

Assistant to the Rotary District Governor 9700. Working with Rotary D9700 to assist the Drought Community Support Initiative of the Australian Government.

20.7 ADOPTION OF 2019-2020 FINANCIAL YEAR STRATEGIC DOCUMENTS**Document ID:** 416060**Author:** Governance and Engagement Manager**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Our Civic Leadership

- Attachments:**
1. SUBMISSION - Cr Fahey OAM.pdf (under separate cover) [⇨](#)
 2. SUBMISSION - Barellan United Football and Netball Club.pdf (under separate cover) [⇨](#)
 3. SUBMISSION - L Jones.pdf (under separate cover) [⇨](#)
 4. SUBMISSION - S M and K L Menzies.pdf (under separate cover) [⇨](#)
 5. SUBMISSION - K Castle.pdf (under separate cover) [⇨](#)
 6. SUBMISSION - J and K Williams.pdf (under separate cover) [⇨](#)
 7. SUBMISSION - A J Milvain.pdf (under separate cover) [⇨](#)
 8. SUBMISSION - Barellan Aged Care Support Group.pdf (under separate cover) [⇨](#)
 9. PROPOSED - Unchanged Delivery Program 2018-2022.pdf (under separate cover) [⇨](#)
 10. PROPOSED - DRAFT Operational Plan 2019-2020.pdf (under separate cover) [⇨](#)
 11. PROPOSED - DRAFT Draft Revenue Policy 2019-2020.pdf (under separate cover) [⇨](#)
 12. PROPOSED - DRAFT Fees and Charges 2019-2020.pdf (under separate cover) [⇨](#)
 13. PROPOSED - Consolidated Statement 2019-2029.pdf (under separate cover) [⇨](#)
 14. PROPOSED - General Fund Recommended Scenario.pdf (under separate cover) [⇨](#)
 15. PROPOSED - Water Fund Recommended Scenario.pdf (under separate cover) [⇨](#)
 16. PROPOSED - Sewer Fund Recommended Scenario.pdf (under separate cover) [⇨](#)
 17. PROPOSED - Capital Works Program 2019-2023.pdf (under separate cover) [⇨](#)
 18. PROPOSED - Anticipated Fit for the Future Benchmarks 2019-2020.pdf (under separate cover) [⇨](#)
 19. PROPOSED - Cash Reserves Movement.pdf (under separate cover) [⇨](#)

RECOMMENDATION

That Council:

1. Adopt the following recommendations:
 - a) The unchanged Delivery Program 2018-2022 as presented;
 - b) The Operational Plan 2019-2020 as presented;
 - c) Make the Ordinary Rates for 2019-2020 as presented;

- d) Adopt the maximum Interest Penalty Rate for 2019-2020 of 7.5%;
- e) Adopt the Narrandera Waste Management charges for 2019-2020 as presented;
- f) Adopt the Barellan Waste Management charges for 2019-2020 as presented;
- g) Adopt the Grong Grong Waste Management charges for 2019-2020 as presented;
- h) Adopt the Water Charges for 2019-2020 as presented;
- i) Adopt the Sewer Charges for 2019-2020 as presented;
- j) Adopt the Stormwater Management Charges for 2019-2020 as presented;
- k) Adopt the Fees and Charges for 2019-2020 as presented;
- l) Note the proposed external borrowing of \$250,000 for the 2019-2020 financial year;
- m) Adopt the Long Term Financial Plan 2019-2029 as presented;
- n) Adopt the Capital Works Program 2019-2029 as presented;
- o) Note the internally restricted cash and projects to be performed in the 2019-2020 financial year;
- p) Note the Anticipated Fit for the Future benchmarks for the 2019-2020 financial year as presented;
- q) Note the amended Emergency Services Levy amount for the 2019-2020 financial year as presented.

PURPOSE

The purpose of this report is for Council to consider a number of strategic and operational documents following the statutory 28 day public exhibition period.

SUMMARY

Council is required by Sections 402, 403, 404, 405 and 406 of the Local Government Act, 1993 to operate in accordance with a number of strategic and operational plans. Those plans have been considered in draft by Council and exhibited to the public for a period of 28 days. The exhibition period has now concluded and these plans and the submissions received are now presented to Council for consideration and adoption.

BACKGROUND

At the meeting 16 April 2019, Council resolved to place on public exhibition for a period of 28 days (concluding 4.00pm Wednesday 15 May 2019) the following documents:

- DRAFT Unchanged Delivery Program 2018-2022
- DRAFT Operational Plan 2019-2020
- DRAFT Revenue Policy 2019-2020 incorporating proposed
 - Ordinary Rate
 - Interest penalty rate to be applied to overdue rates and charges
 - Waste Management Charges
 - Water Charges
 - Sewer Charges
 - Stormwater Management Charges
 - Fees and charges
 - Borrowings Proposed
- DRAFT Long Term Financial Plan 2019-2029
- DRAFT Capital Works Program
- DRAFT Transport Infrastructure Works
- ANTICIPATED Fit for the Future benchmarks 2019-2020.

The following report addresses any submissions received and details any amendments to the exhibition documents.

A. Delivery Program 2018-2022

There were no submissions received relating to the unchanged DRAFT Delivery Program 2018-2022.

RECOMMENDATION A:

That Council adopt the Delivery Program 2018-2022 as presented.

B. Operational Plan 2019-2020

There were no submissions received relating to the DRAFT Operational Plan 2019-2020.

RECOMMENDATION B:

That Council adopt the Operational Plan 2019-2020 as presented.

C. Revenue Policy 2019-2020 – Ordinary Rate

There were no submissions received relating to the DRAFT Ordinary Rates 2019-2020.

Council has historically adopted the maximum rate increase available under rate pegging legislation to remain financially viable.

The rate pegging limit for 2019-2020 has been set at 2.7% with the existing rate structure extended by 2.7% for the 2019-2020 ordinary rate, yielding approximately \$96,395 in additional rate revenue.

(The maximum rate pegging limit set by the Independent Pricing and Regulatory Tribunal (IPART) for 2019-2020 is 2.7% and the proposed ordinary rate reflects a 2.7% increase)

ORDINARY RATE YIELD

Comprising:

Minimum and Ad-Valorem (Minimum Rate or Cents in the \$) or Base Amount and Ad Valorem (Base Amount and Cents in the \$)

Rate Category	Sub-Category	Rate (cents) in \$	Minimum Rate	Base Amount	Estimated Yield
F	Farmland Ordinary Rate	0.557247	270.00		2,943,309
R	Residential Ordinary Rate	0.885864	270.00		238,660
R	Residential Narrandera	1.727223	470.00		1,261,729
R	Residential Barellan	2.22932		191.35	65,831
R	Residential Grong Grong	2.61859		146.17	19,092
B	Business Ordinary Rate	1.313749	270.00		70,583
B	Business Narrandera	2.582688	470.00		323,777
B	Business Barellan	1.86880		259.16	19,040
B	Business Grong Grong	2.16891		178.47	4,735
				Estimated Yield	\$4,946,756

RECOMMENDATION C:

That Council makes the following Ordinary Rates for the 2019-2020 financial year as presented in accordance with Sections 534, 535, 536, & 537 of the Local Government Act, 1993.

Ordinary Rate – minimum amount and ad valorem

1. An ad valorem rate on all rateable land categorised as farmland of 0.557247 cents in the dollar, provided that the minimum amount payable for this rate in respect of each separate assessment shall be the sum of \$270.00;
2. An ad valorem rate on all rateable land sub-categorised as residential ordinary of 0.885864 cents in the dollar, provided that the minimum amount payable for this rate in respect of each separate assessment shall be the sum of \$270.00;
3. An ad valorem rate on all rateable land sub-categorised as residential Narrandera of 1.727223 cents in the dollar, provided that the minimum amount payable for this rate in respect of each separate assessment shall be the sum of \$470.00
4. An ad valorem rate on all rateable land categorised as business ordinary of 1.313749 cents in the dollar, provided that the minimum amount payable for this rate in respect of each separate assessment shall be the sum of \$270.00
5. An ad valorem rate on all rateable land sub-categorised as business of Narrandera of 2.582688 in the dollar, provided that the minimum amount payable for this rate in respect of each assessment shall be the sum of \$470.00

Ordinary Rate – base amount and ad valorem

6. An ordinary rate on all rateable land sub-categorised as residential Barellan comprising
 - a) a base amount of \$191.35 estimated to realise 49% of the total yield of this rate, and
 - b) an ad valorem rate of 2.22932 cents in the dollar;
7. An ordinary rate on all rateable land sub-categorised as residential Grong Grong comprising

- a) a base amount of \$146.17 estimated to realise 49% of the total yield of this rate, and
- b) an ad valorem rate of 2.61859
- 8. An ordinary rate on all rateable land sub-categorised as business Barellan comprising
 - a) a base amount of \$259.16 estimated to realise 49% of the total yield of this rate, and
 - b) an ad valorem rate of \$1.86880 cents in the dollar;
- 9. An ordinary rate on all rateable land sub-categorised as business Grong Grong comprising
 - a) a base amount of \$178.47 estimated to realise 49% of the total yield of this rate, and
 - b) an ad valorem rate of 2.16891 cents in the dollar.

D. Revenue Policy – Interest Penalty Rate 2019-2020

There were no submissions received relating to the DRAFT Interest Penalty Rate for 2019-2020.

RECOMMENDATION D:

That Council adopt the maximum interest penalty rate of 7.5% on overdue rates and charges in accordance with Section 566 (3) of the Local Government Act, 1993 for the 2019-2020 financial year.

E, F & G Revenue Policy – Waste Management Charges 2019-2020

There were no submissions received relating to the DRAFT Waste Management Charges 2019-2020.

RECOMMENDATION E, F & G:

That Council makes the Waste Management Charges for Narrandera, Barellan and Grong Grong for the 2019-2020 financial year as presented.

Non-Domestic Waste Management (Section 496)

Narrandera	- Waste Collection (per 240L bin unit collected)	\$ 211.90 pa
	- Recycling Collection (per 240L bin unit collected)	\$ 80.50 pa
	- Availability Charge (per assessment)	\$ 50.00 pa
Barellan	- Waste Collection (per 240L bin unit collected)	\$ 211.90 pa
	- Recycling Collection (per 240L bin unit collected)	\$ 80.50 pa
	- Availability Charge (per assessment)	\$ 50.00 pa
Grong Grong	- Waste Collection (per 240L bin unit collected)	\$ 211.90 pa
	- Recycling Collection (per 240L bin unit collected)	\$ 80.50 pa
	- Availability Charge (per assessment)	\$ 50.00 pa

Non-Domestic Waste Management (Section 501)

Narrandera	- Waste Collection (per 240L bin unit collected)	\$ 211.90 pa
	- Waste Collection bi-weekly (per 240L bin unit collected)	\$ 423.00 pa
	- Recycling Collection (per 240L bin unit collected)	\$ 80.50 pa

	- Availability Charge (per assessment)	\$ 50.00 pa
Barellan	- Waste Collection (per 240L bin unit collected)	\$ 211.90 pa
	- Recycling Collection (per 240L bin unit collected)	\$ 80.50 pa
	- Availability Charge (per assessment)	\$ 50.00 pa
Grong Grong	- Waste Collection (per 240L bin unit collected)	\$ 211.90 pa
	- Recycling Collection (per 240L bin unit collected)	\$ 80.50 pa
	- Availability Charge (per assessment)	\$ 50.00 pa

H. Revenue Policy - Water Charges 2019-2020

There were no submissions received relating to the DRAFT Water Charges 2019-2020.

RECOMMENDATION H:

That Council makes the Water Charges for the 2019-2020 financial year as presented.

1. Levy \$1.10 per kilolitre of potable water measured as being consumed for the water consumption account payable 30 November 2019;
2. Levy \$1.13 per kilolitre of potable water measured as being consumed for the water consumption accounts payable 28 February 2020 and 31 May 2020;
3. Standard potable water access charges for 2019-2020 be increased and charged as follows:-

Water Access Charge 20mm	\$ 291.90
Water Access Charge 25mm	\$ 291.90
Water Access Charge 32mm	\$ 745.30
Water Access Charge 40mm	\$ 1,165.40
Water Access Charge 50mm	\$ 1,822.10
Water Access Charge 80mm	\$ 4,660.60
Water Access Charge 100mm	\$ 7,281.20
Water Access Charge Unmetered	\$ 291.90
Water Access Charge Strata	\$ 291.90

4. Levy 26 cents (\$0.26) per kilolitre of non-potable water measured as being consumed during off-peak periods and levy 56 cents (\$0.56) per kilolitre of non-potable water measured as being consumed during peak periods for the 2019-2020 financial year;
5. Standard non-potable water access charges be increased for 2019-2020 and charged as follows:-

Water Access Charge 20mm	\$ 129.80
Water Access Charge 25mm	\$ 129.80
Water Access Charge 32mm	\$ 332.50

Water Access Charge 40mm	\$ 519.20
Water Access Charge 50mm	\$ 812.00
Water Access Charge 80mm	\$ 2,120.80
Water Access Charge 100mm	\$ 3,312.30

I. Revenue Policy - Sewer Charges 2019-2020

There was 1 submission regarding the DRAFT Sewer Charges for 2019-2029 with a summary of the submission and a response provided below:

Submission Summary	Response
<p><i>Attachment 1</i></p> <p>The submission supports the proposed 10% increase in sewer charges for 2019-2020 by continuing to build on existing cash reserves to maintain and replace when necessary this vital piece of infrastructure</p>	<p>The proposed charges were modelled so to maintain the existing infrastructure only with any new infrastructure to be funded by loans, grant funding, future charge increases or a combination of two or more funding sources.</p>

RECOMMENDATION I:

That Council makes the Sewer Charges for the 2019-2020 financial year as presented.

1. The standard residential sewer access charge be increased by 10% (or \$59.20) to \$651.50;
2. Residential multiple occupancies be levied the standard residential sewer access charge of \$651.50 multiplied by the number of separate occupancies;
3. Non-residential multiple occupancies be levied the minimum non-residential sewer access charge of \$651.50 multiplied by the number of separate occupancies;
4. Non-residential sewer access charges calculated and levied as per industry standard formula with base charges as follows:-

Minimum charge	\$ 651.50
Unmetered premises	\$ 651.50
Sewer Access Charge 20mm water meter	\$ 472.20
Sewer Access Charge 25mm water meter	\$ 737.40
Sewer Access Charge 32mm water meter	\$ 1,208.60
Sewer Access Charge 40mm water meter	\$ 1,888.30
Sewer Access Charge 50mm water meter	\$ 2,950.50
Sewer Access Charge 80mm water meter	\$ 7,553.00
Sewer Access Charge 100mm water meter	\$11,804.40

5. The non-residential sewer usage charge be increased by 3.05% (or \$0.04) to \$1.35 per kilolitre of estimated sewage discharged to the sewer.

6. Liquid Trade Waste Fees and Charges as follows:-

Annual Trade Waste Fee	\$ 159.70
Annual Trade Waste Inspection Fee	\$ 92.60
Annual Trade Waste Charge per KL x discharge factor	\$ 1.26
Trade Waste – New Service	\$ 1,095.20
Trade Waste – Existing Service	\$ 1,095.20

Sewer discharge factors

The following sewer discharge factors shall apply to those non-residential assessments connected to the sewerage network.

Band A 0% discharge

(0% of water consumed discharged to the sewerage system)

Carpark with no amenities, vacant land

Band B 20% discharge

(20% of water consumed discharged to the sewerage system)

Education facility where water meter includes large area of sporting surface, caravan park where water meter includes large area of peripheral grounds, child care facility where water meter includes large area of recreational surface, showground where water meter includes large area of peripheral grounds, sporting club or facility where water meter includes large area of sporting surface, concrete batching plant, plant nursery

Band C 40% discharge

(40% of water consumed discharged to the sewerage system)

Education facility where water meter excludes large area of sporting surface, caravan park where water meter excludes large area of peripheral grounds, child care facility where water meter excludes large area of recreational surface, showground where water meter excludes large area of peripheral grounds

Band D 70% discharge

(70% of water consumed discharged to the sewerage system)

Aged care accommodation, assisted living accommodation, backpacker accommodation, bed & breakfast accommodation, emergency service property, guest house accommodation, health care facility, mixed commercial & residential property, motel, religious property

Band E 90% discharge

(90% of water consumed discharged to the sewerage system)

Abattoir, accountant, antique store, agricultural product retail centre, agricultural product processing and/or storage facility, amusement centre, animal or animal bi-product dealer and/or processing and/or storage facility, art gallery, automotive electrical workshop, automotive sales dealer, automotive spare parts retailer, bakery, bank, barber, beauty

salon, bituminous product storage and/or works depot, building supply depot, bus depot, butcher, cabinet maker, café, carwash, car detailing, cattery, charity outlet, chiropractor, coffee shop, commercial kitchen, community hall, craft store, delicatessen, dental surgery, dental technician, department store, drapery, dry cleaner, chemist, clothing store, community group meeting hall, community services centre, computer retailer and/or repairer, court house, dry cleaner, eatery, electrical goods retailer, electrical contractor, engineering workshop, fish shop, fish and chip shop, florist, fruit shop, funeral parlour, furniture store, general retail premises, general retail depot, general storage depot, general works premises, general workshop premises, gift store, grain depot, hairdresser, gunsmith, gym and/or sporting centre, hardware store, hotel, internet café, ironing service, jewellery store, juice bar, kennel, laboratory, landscape supplies, laundromat, legal practice, library, licensed club, lawn mower retailer and/or workshop, mechanical workshop, medical centre, group meeting hall, mortuary, motorcycle sales dealer and/or repairer, museum, music store, newsagent, nightclub, office, office and adjoining workshop, optometrist, panel beater, pathology centre, pawnbroker, pet store, petroleum storage facility, photographic processing, photographic studio, picture framing, pizzeria, police station, post office, printer, publisher, radiator repairer, restaurant, second-hand goods retailer, service station, scout or girl guide hall, sporting club or facility where water meter excludes large area of sporting surface, spray painter, supermarket, take-away food premises, tavern, telephone exchange, transport depot, travel agent, tyre retailer, veterinary surgery, video/dvd store, warehouse

(NOTE: The abovementioned non-residential activity list is not exhaustive and where a non-residential activity is being carried out on a property which is not listed above, an individual assessment shall be made to determine the most appropriate band for charging purposes)

J. Revenue Policy - Stormwater Management Charges

There were no submissions received relating to the DRAFT Stormwater Charges 2019-2020.

RECOMMENDATION J:

That Council makes the Stormwater Management Charges for the 2019-2020 financial year as presented.

Residential Stormwater Charge	\$25.00
Residential Strata Stormwater Charge	\$12.50
Non-residential Stormwater Charge	\$25.00 charged per 350m ² or part thereof of the total assessment area with the maximum charge capped at \$425.00pa
Non-residential Strata Stormwater Charge	\$12.50 charge per 350m ² or part thereof of

the total
assessment
area with the
maximum
charge capped
at \$212.50pa

K. Revenue Policy - Fees & Charges

There were no submissions received relating to the DRAFT Fees & Charges for 2019-2020.

RECOMMENDATION K:

That Council makes the Fees and Charges for the 2019-2020 financial year as presented.

L. Revenue Policy - Borrowings Proposed

General Fund

There are no proposed borrowings for the 2019-2020 financial year.

Water Fund

There are no proposed borrowings for the 2019-2020 financial year.

Sewer Fund

There is a proposed external borrowing of \$250,000 for the 2019-2020 financial year to fund the initial stages of the Barellan Sewer Project.

Future Trends

There is the potential for Council to take up future loans for long-term projects and the Capital works program for future years includes loan borrowings to fund the Lake Talbot water park upgrades. Strategic Business Plans for Council's Water & Sewerage operations provide for take up of loans for future capital works.

RECOMMENDATION L:

That Council note that there is a proposed external borrowing of \$250,000 for the 2019-2020 financial year.

M. Long Term Financial Plan 2019-2029

There were a number of submissions received during the exhibition period that have the potential to impact the DRAFT Long Term Financial 2019-2029. The submissions have been assessed and where possible will be accommodated within the proposed budget or listed for future consideration.

RECOMMENDATION M:

That Council adopt the Long Term Financial Plan 2019-2029 as presented.

N. Capital Works Program

There were 7 submissions regarding the DRAFT Capital Works Program 2019-2023 with a summary of each submission and a response provided below:

Submission summary	Response
<p>Attachment 2</p> <p>The Barellan United Football and Netball Club seeking an amount of \$110,000 to upgrade the netball facility at the Barellan Sportsground</p>	<p>Grant funding is currently being sourced from a number of providers, also any savings from the Barellan change rooms project may be allocated to this project as there was a financial contribution by the BUFNC toward the construction of the change rooms project.</p>
<p>Attachment 3</p> <p>A request has been received for the construction of amenities at Joe Babbs Park located at the intersection of Pine Hill Road, Narrandera and Old School Road, Narrandera</p>	<p>Council's current resources both financial and staffing would not accommodate another amenities building without sacrificing the current service standards.</p>
<p>Attachment 4</p> <p>Property owners adjacent to Weir Park Road, Narrandera are requesting that Otta Seal be placed from the intersection with Irrigation Way west along Weir Park Road</p>	<p>Weir Park road is a Class 7 road in Council's road classification serving only a few properties, therefore Otta sealing of this roadway is not a priority for the 2019-2020 budget. Council will ensure that the road surface is maintained in a reasonable condition through routine maintenance grading.</p> <p>At the same time Council will continue to lobby the RMS to seal the intersection of Weir Park Road and Irrigation Way.</p>
<p>Attachment 5</p> <p>Property owner adjacent to Settlers Road, Sandigo is seeking that the proposed re-sheeting and sealing off Settlers Road be increased from a width of 5.5 metres to 6.0 metres. The submission highlights that the roadway is used by residents, a school bus and vehicles accessing an intense hazelnut enterprise. The property owner believes that additional width could be achieved at minimal cost with savings made from reducing the crown of the road surface.</p>	<p>For the measured traffic volume on Settlers Road the proposed width of 5.5 metres meets the current Australian Standards for road width; bearing in mind that Council must develop a reseal program at least every 15 to 18 year intervals thereafter.</p> <p>Therefore based on maintaining a sustainable road network developed from the recent road service review, a least possible seal width has been determined based on the lower traffic volumes.</p> <p>However given that Settlers Road and Rosedale Road have the potential to serve the hazelnut enterprise, Council will work toward increasing the roadway gravel width to 7 m and the Otta seal width to 6 m.</p>

<p>Attachment 6</p> <p>Property owners adjacent to Settlers Road, Sandigo are seeking that the proposed re-sheeting and sealing off Settlers Road be increased from a width of 5.5 metres to 6.0 metres. The submission highlights that the roadway is used by residents, a school bus and vehicles accessing an intense hazelnut enterprise. The property owners believe that additional width could be achieved at minimal cost with savings made from reducing the crown of the road surface.</p>	<p>For the measured traffic volume on Settlers Road the proposed width of 5.5 metres meets the current Australian Standards for road width; bearing in mind that Council must develop a reseal program at least every 15 to 18 year intervals thereafter.</p> <p>Therefore based on maintaining a sustainable road network developed from the recent road service review, a least possible seal width has been determined based on the lower traffic volumes.</p> <p>However given that Settlers Road and Rosedale Road have the potential to serve the hazelnut enterprise, Council will work toward increasing the roadway gravel width to 7 m and the Otta seal width to 6 m.</p>
<p>Attachment 7</p> <p>Property owners adjacent to Settlers Road, Sandigo are seeking that the proposed re-sheeting and sealing off Settlers Road be increased from a width of 5.5 metres to 6.0 metres. The submission highlights that the roadway is used by residents, a school bus and vehicles accessing an intense hazelnut enterprise. The property owners believe that additional width could be achieved at minimal cost with savings made from reducing the crown of the road surface.</p>	<p>For the measured traffic volume on Settlers Road the proposed width of 5.5 metres meets the current Australian Standards for road width; bearing in mind that Council must develop a reseal program at least every 15 to 18 year intervals thereafter.</p> <p>Therefore based on maintaining a sustainable road network developed from the recent road service review, a least possible seal width has been determined based on the lower traffic volumes.</p> <p>However given that Settlers Road and Rosedale Road have the potential to serve the hazelnut enterprise, Council will work toward increasing the roadway gravel width to 7 m and the Otta seal width to 6 m.</p>
<p>Attachment 8</p> <p>The Barellan Aged Care Support Group are seeking the construction of a 1.5 metre wide footpath from the Community Health Centre located at 18 Bendee Street, Barellan westward along Bendee Street to the intersection of Boree Street connecting to existing footpath infrastructure. The total distance is estimated at 700 metres.</p>	<p>This submission will require further investigation. The construction of a footpath was raised during the recent 2018-2019 listening post, the current pedestrian plans for Barellan were developed with community input with this area not identified as a priority, however since the consultation the Aged Care units have been constructed.</p>

RECOMMENDATION N:

That Council adopt the Capital Works Program 2019-2029 as presented.

O. Internally Restricted Cash and Projects

Due to the extensive grant funding received during the current 2018-2019 financial year several projects have not commenced. The funds for these projects will be internally restricted and used to fund these projects in the 2019-2020 financial year. The projects are listed below.

General Fund

Project	Budget Amount
Audley St (Elizabeth to Frederica)	\$ 16,830.00
Adam St (Larmer to Audley)	\$ 16,804.00
Mason Ln (Drain Covering)	\$ 30,000.00
Laneway Improvements	\$ 33,366.00
King Ln (Cadell to Adam)	\$ 5,500.00
Bolton Ln (Beckham to Jellinbah)	\$ 5,500.00
Audley Ln (Midgeon to Roberts)	\$ 5,000.00
Council chamber sewer upgrade	\$ 14,919.00
MS Exchange Replacement	\$ 28,000.00
MS Office Replacement	\$ 35,000.00
Council email archiving	\$ 17,000.00
Wiradjuri wall	\$ 20,000.00
Stage 2 of AMS Implementation - Road condition survey	\$ 101,720.00
Aquatic weed Harvester	\$ 130,000.00
Total	\$ 459,639.00

Water & Sewer Fund

Project	Budget Amount
SCADA and Instrumentation upgrades (online chlorine analysers)	\$ 50,000.00
Network Design and Planning review (reservoirs and zoning)	\$ 25,000.00
North Zone Pressure Pump - low pressure issues	\$ 45,000.00
Primary filter - EPA	\$ 120,000.00
Total	\$ 240,000.00

RECOMMENDATION O:

That Council note the internally restricted cash and projects to be performed in the 2019-2020 financial year.

P. Anticipated Fit for the Future Benchmarks

There were no submissions received relating to the ANTICIPATED Fit for the Future benchmarks for 2019-2020.

RECOMMENDATION P:

That Council note the Anticipated Fit for the Future benchmarks for the 2019-2020 financial year as presented.

Q. Amendment to 2019-2020 Budget due to increased Emergency Services Levy

Notification of the annual Council contribution for the Emergency Services Levy was received 9 May 2019 which has resulted in an increase of 22% (\$45,579). The 2019-2020 budget has been adjusted accordingly with the initial proposed surplus of \$248,392 reduced to \$208,362.

RECOMMENDATION Q:

That Council note the amended Emergency Services Levy for the 2019-2020 financial year budget as presented.

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

Our Civic Leadership

Strategy

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

Action

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

ISSUES AND IMPLICATIONS**Policy**

Community Engagement Policy – ES310.

Financial

The proposed strategic documents and financial recommendations are critical foundational drivers of Council's proposed operations for 2019-2020.

Legal / Statutory

Local Government Act 1993

Integrated Planning and Reporting Reform 2009

Community Engagement / Communication

The placement of all documents on public exhibition for a 28 day period provides the community with the opportunity to make submissions to Council so that Council can consider community expectations and concerns when making an informed decision.

Human Resources / Industrial Relations (if applicable)

The proposed strategic documents and financial recommendations are critical foundations of Council's proposed operations for 2019-2020.

RISKS

That Council is not able to meet all of the expectations of the community.

OPTIONS

The options available to Council are:

1. Adopt the DRAFT strategic and financial documents as presented; or
2. Require amendments then adopt the strategic and financial documents.

CONCLUSION

Following extensive community consultation across a number of platforms the community has been provided with information on how Council intends to manage its strategic and operational functions; any submissions received have been included in this report so that Council is able to make an informed decision.

RECOMMENDATION

That Council:

1. Adopt the following recommendations:
 - a) The unchanged Delivery Program 2018-2022 as presented;
 - b) The Operational Plan 2019-2020 as presented;
 - c) Make the Ordinary Rates for 2019-2020 as presented;
 - d) Adopt the maximum Interest Penalty Rate for 2019-2020 of 7.5%;
 - e) Adopt the Narrandera Waste Management charges for 2019-2020 as presented;
 - f) Adopt the Barellan Waste Management charges for 2019-2020 as presented;
 - g) Adopt the Grong Grong Waste Management charges for 2019-2020 as presented;
 - h) Adopt the Water Charges for 2019-2020 as presented;
 - i) Adopt the Sewer Charges for 2019-2020 as presented;
 - j) Adopt the Stormwater Management Charges for 2019-2020 as presented;
 - k) Adopt the Fees and Charges for 2019-2020 as presented;
 - l) Note the proposed external borrowing of \$250,000 for the 2019-2020 financial year;
 - m) Adopt the Long Term Financial Plan 2019-2029 as presented;
 - n) Adopt the Capital Works Program 2019-2029 as presented;
 - o) Note the internally restricted cash and projects to be performed in the 2019-2020

financial year;

- p) Note the Anticipated Fit for the Future benchmarks for the 2019-2020 financial year as presented;
- q) Note the amended Emergency Services Levy amount for the 2019-2020 financial year as presented.

21 STATUTORY AND COMPULSORY REPORTING – DEVELOPMENT SERVICES REPORTS

21.1 APRIL DEVELOPMENT SERVICES ACTIVITIES

Document ID: 416435
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 April 2019.

PURPOSE

The purpose of this report is to inform Council of Development Applications and other development services provided during April as at 30 April 2019.

BACKGROUND

Development & Complying Development Applications

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

Stage Reached	Number
Lodged	6
Stop-the-Clock / Under Referral / Awaiting Information	8
Under Assessment	5
Determined	5

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

Development Type	2018/2019			
	April 2019		Year to Date	
	Number	Value \$	Number	Value \$
Residential	3	\$ 103,140	23	\$ 1,814,419
Industrial			0	\$ -
Commercial	1	\$ 100,000	7	\$ 837,000
Rural Residential			0	\$ -
Subdivisions	1	\$ -	6	\$ 17,000
Other			4	\$ 263,972
TOTAL	5	\$ 203,140	40	\$ 2,932,391

The following Development Applications were determined during April 2019.

No	Lot	Sec	DP/SP	Address	Development Type	Class	Type	STC	ACTIVE Business Days
DA-003-18-19	1, 2, 3, 4, 8, 9	-	444708 1208213	Elizabeth Street NARRANDERA	Subdivision (6-into-6 boundary realignment)	-	I	Y	46
DA-036-18-19	1	-	874450	21 Pethers Road GRONG GRONG	Farm shed	8	L	Y	39
DA-037-18-19	21	-	260110	18 Bells Road NARRANDERA	Dwelling extension	1a	L	-	74
DA-040-18-19	3	-	841979	71 Stony Road NARRANDERA	Shed	10a	L	-	65
DA-043-18-19	3	-	867120	10 Pirani Place NARRANDERA	Shed	10a	L	-	49

Notes: Active Business Days

- Calculation excludes closure period 21 December 2018-2 January 2019.
- Extended period of public exhibition 20 December-10 January as per amended Environmental Planning and Assessment Act 1979.
- Four weeks' leave taken by assessing officers during January 2019.

The following Complying Development Applications were determined during April 2019.

No	Lot	Sec	DP/SP	Address	Development Type	Class	Type	STC	ACTIVE Business Days

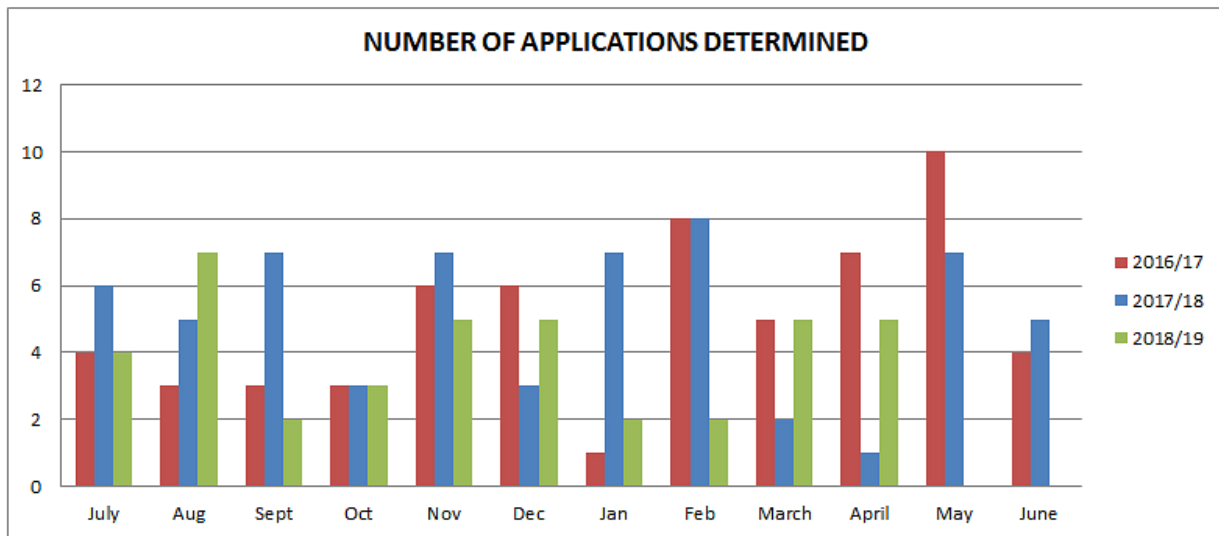
Type explanation

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

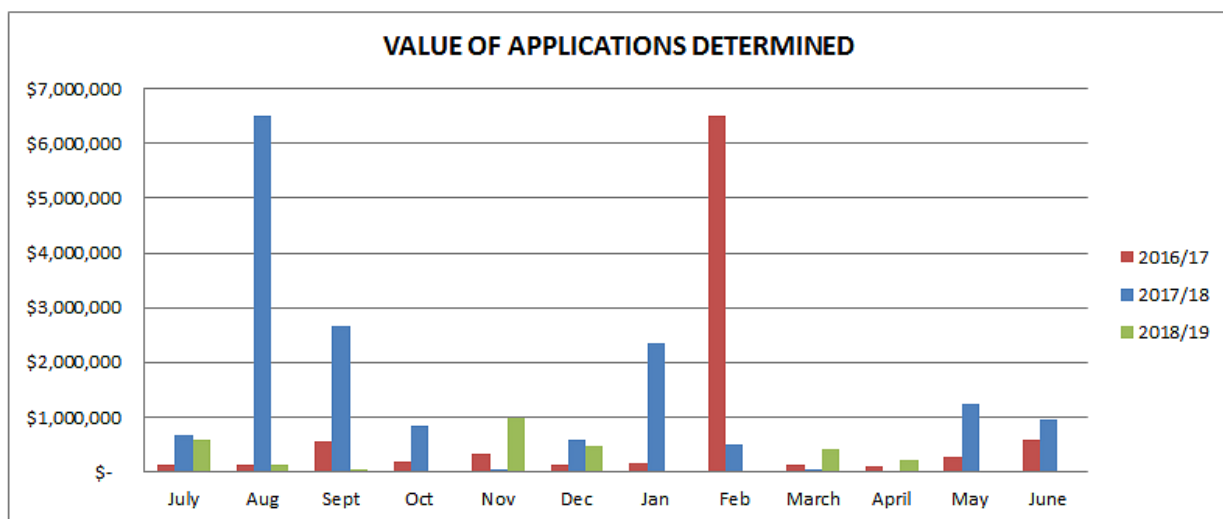
Comparison determination times

2014/15	Narrandera Shire Council average	43 days
2015/16	Narrandera Shire Council average	35 days
2016/17	Narrandera Shire Council average	26 days
2017/18	Narrandera Shire Council average	27 days
2018/19 YTD	Narrandera Shire Council average	34 days

This graph details the comparative number of Development & Complying Development Applications determined by month since 2016/17.



This graph details the comparative value of Development & Complying Development Applications determined by month since 2016/17.



Certificates Issued

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

Certificate Type	Number Issued
Construction Certificates	3
Building Certificates	-
Subdivision Certificates	1
Occupation Certificates	1
Compliance Certificates	-
Section 10.7 (previously 149) Certificates	33
Swimming Pool Compliance Certificates	-
On-Site Septic Management System Certificates	1

Narrandera Floodplain Risk Management and Plan

Throughout April, the Senior Planner allocated 70% of available hours to the Narrandera Floodplain Risk Management Plan and Study and related matters.

RECOMMENDATION

That Council

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

22 STATUTORY AND COMPULSORY REPORTING – FINANCIAL / AUDIT REPORTS

22.1 MARCH 2019 QUARTERLY BUDGET REVIEW

Document ID: 414789
Author: Senior Finance Officer
Authoriser: Deputy General Manager Corporate and Community
Theme: Statutory and Compulsory Reporting – Financial / Audit
Attachments: 1. [Quarterly Budget Review March 2019.pdf](#) ↓
 2. [16. Reserves Reconciliation 30-06-2019.pdf](#) ↓

RECOMMENDATION

That Council

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

PURPOSE

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

SUMMARY

The General Fund forecast net operating result from continuing operations after the quarter is a surplus of \$3,200,000 compared to the original budget forecast result of a surplus of \$6,245,000. 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 (\$2,404,000) compared to original budget forecast of a deficit of (\$22,000). This is a result of transferring out the Financial Assistance Grant (FAG) that was received in advance last financial year. The recent federal budget has provided for the FAG to be prepaid again in 2019. The deficit of \$2,404,000 will be reduced to the extent of this prepayment

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

Operating Position before Capital Grants		
Fund	Original	Mar
	(\$000's)	(\$000's)
General	(22)	(2,404)
Water	526	515
Sewer	242	250
Consolidated	737	(1,639)

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 31 March 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 March quarter are detailed below by Activity.

INCOME

User Charges & Fees

- Income for the Container Deposit Scheme revenue sharing agreement was increased by \$30,000. The income was not known at the time of budgeting.
- Narrandera Domestic Waste tip fee has been reduced \$10,000 due to income being lower than expected.
- Community Transport Revenues have been increased \$18,000 due to service growth
- Development Control Revenues are lower than expected and have been reduced by \$9,000.

Other Revenues

- Council received a larger rebate than anticipated from the workers compensation scheme. The budget for this was increased by \$12,000.
- Training & Incentive Revenues have been increased \$9,500. This amount was unknown at the time of budgeting.
- There has been higher than expected sales in scrap metal. The budget has been increased \$9,000 to bring the total income to be received for the year to \$31,000.

- Novated Lease Income has been increased \$15,500, this was not included in the original budget and is offset by the budget included in Other expenditure.
- The budget for RTA (Profit) Revenues increased by \$50,000 to bring the total income to be received for the year up to \$130,000.

Grants & Contributions - Operating

- The budget income for Cultural Contribution Revenues has been increased \$54,500. This reflects \$19,100 received from Museum and Galleries for the 2019 Program and \$35,400 contribution from Roads and Maritime Services for the Disabled toilet at Grong Grong Hall.
- Grong Grong Earth Park Operational Grants increased \$27,100 for the contribution received from Roads and Maritime Services.
- Regional Roads Grant Revenues has been increased \$10,000 to reflect the additional funding received.
- The budgeted income has been increased for the funding received for Domestic & Family Violence \$1,000, Tech Savvy Seniors \$2,300 and Country Arts Support Program \$3,000.

Grants & Contributions - Capital

- Rural Fire Service Reimbursable revenue has been increased \$55,000 for the reimbursement of Colinroobie Amenities and Sandigo Fire Shed.
- Developer Contributions has been increased \$8,000 due to higher than expected income received.
- The donation of the Lake Talbot Pool Chairlift provided a Non-Cash Capital Contribution increase of \$10,264.
- The AFL community clubrooms grant was not successful, the income has been decreased \$1,516,000.
- Grant income of \$17,600 has been received for the Narrandera Sportsground Playground Equipment.
- The Barellan Changerooms contribution income has been increased \$191,500 with \$166,500 received from Barellan Football club and \$25,000 from the Cricket Club.
- The budgeted income has been decreased for the Aquatic Weed harvester \$65,000 and Narrandera Business Centre Master Plan Stage 1 \$339,400 due to unsuccessful grant funding.
- Income of \$103,000 has been received from Roads and Maritime Services for the handover of Old Newell highway at Grong Grong to Narrandera Shire Council. The budget has been increased to reflect this.
- Restart funding has been received for the Fixing Country Roads Bridge Evaluation increasing the budget to \$160,400.
- Additional increase was received for the Regional Roads Repair Grant for \$19,000 and a reduction for the Regional Flood revenue for \$88,128.
- Grant funding was received for the Fixing Country Roads Cowabbie Creek program, increasing the budget to \$380,000.

The total decrease in income for the March budget review is \$849,000

EXPENDITURE

Employee Costs

- There was a budget reduction for Administration \$55,000, Finance \$30,000, Human Resources \$9,000, School based Apprentices \$16,000, Youth Worker \$36,000, Development & Compliance \$25,000, Marketing & Tourism \$14,000 and Carpenter Salaries \$4,000. This was due to position vacancies during the year.
- Infrastructure Salaries have been increased \$88,000 due to increased volume of grant applications being performed.
- Social Support Wages & Salaries have been increased \$10,000 due to quality audit.
- Library Expenditure has been increased \$15,000 for employee expenses and \$2,300 for the Tech Savvy Seniors Grant.

Materials & Contracts

- Chambers Cleaning Expenses has been increased \$10,000 to account for a CPI increase applied for 2017, 2018 and 2019.
- Finance Contractor Expenses have been increased \$28,000 for additional services required.
- HR Training Expenses have been increased \$7,000 for university fees that were unknown at the time of budgeting.
- Budget increases for the Depot Expenses \$8,000 and Ordinance Vehicle Operating Costs \$9,000 to reflect actual expenditure.
- Street Camera Expenses have been increased \$5,000 with funds being transferred from carry over works reserve.
- Waste Collection Expenses have been increased \$20,000 to account for the quarterly rise and fall costs.
- Additional advisor expenses have been required to assist with the Solar Farming agreement with the budget being increased \$8,000.
- The budget has been increased for the Museum Advisor Costs \$19,100, Grong Grong Earth Park \$27,100 and Country Arts Support Program \$3,000 due to funding received.
- Expenditure not required in this financial year and moved to reserves is \$10,000 John O'Brien Festival and \$20,000 Cultural Building Maintenance.
- Fuel Expenses \$35,000 and Tyre Expenses \$18,000 have been increased to reflect current costs.

Legal Costs

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

Other Expenses

- Insurance expenses have been increased by \$23,000 to accommodate for higher than expected premiums for property, plant and equipment.
- Rates & Water expenses have been increased by \$22,000 previously these costs were included in materials and contracts.
- Innovation Grant Funding was received in financial year 2017/18 with expenses occurred in current financial year. Budget has been increased \$6,000 for this expenditure.
- Novated Lease expenses have been increased \$15,500 to reflect income received and is offset under Other Revenues.

Capital Expenditure

- Rural Fire Service reimbursable capital has been increased \$55,000 for the Sandigo Fire Shed and Colinroobie amenities block.
- Transferred from Domestic Waste reserve is \$60,000 for the Recycle Vending Machine.

- Transferred to the Stormwater reserves is \$203,000 for the Larmer Street Flood Mitigation Works and Narrandera West Drainage improvement works. Report of proposed works will be provided to council once the analysis is complete.
- Procurement contract has been committed for the Driscoll Road lighting resulting in \$25,000 being placed back into revenue.
- Donation of Chair lift for Lake Talbot Pool Complex resulted in an increase of \$10,264 that was offset by Capital Income.
- Transferred from reserves is \$991,758 to increase the budget for the Change rooms \$67,373 and Replacement of Slide \$924,385.
- Narrandera Sportsground Play Equipment has been increased \$24,600 with \$17,600 received in grant funding and \$7,000 received from the Grong Grong Park Replacement project.
- The AFL community clubrooms grant funding was unsuccessful, \$263,000 has been placed back into reserves and \$1,517,000 grant funding has been decreased.
- Barellan Change rooms project has been increased \$136,000 from contributions received.
- Grant funding was unsuccessful for the Aquatic Weed Harvester \$130,000 and Narrandera Business Centre Master Plan \$339,400 and has been decreased.
- A total of \$86,860 has been transferred to reserves for savings in the buildings works as well as projects not being performed this financial year.
- Grant funding that has been received for Regional Roads has resulted in an increase of \$155,000 for Flood Damage works and \$380,000 for Fixing Country Roads Cowabbie Creek. Flood Damage restoration works has been decreased \$313,000.

The total increase in Operating expenditure for the general fund was \$160,000.

The Water fund operating income has been increased \$11,000 for Rates and Annual Charges and \$1,000 User Charges. Final billing of user charges in April anticipates an increase of \$230,000. Interest and investment income has been reduced by \$12,000, due to less than expected income. Operating expenditure has been amended according to actual costs with Meter reading costs increasing \$5,000, Materials and Contracts decreasing \$15,000 and Pump Station Electricity costs increasing \$10,000.

The Sewer Fund operating income budget has been adjusted with an increase of \$3,000 in Interest and Investment revenues and decrease of \$3,000 for Section 64 Sewer Contributions.

CONCLUSION

It will be recommended that Council Receive, note and adopt the March 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 March Quarterly Review.

Narrandera Shire Council

Quarterly Budget Review Statement
for the period 01/01/19 to 31/03/19

Table of Contents	page
1. Responsible Accounting Officer's Statement	2
2. Income & Expenses Budget Review Statements	3-6
Income Statement	
- Consolidated	7
- General Fund	8
- Water Fund	9
- Sewer Fund	10
3. Capital Budget Review Statement	11
4. Cash & Investments Budget Review Statement	13
5. Contracts & Other Expenses Budget Review Statement	14
6. Consultancy & Legal Expenses	15
7. Reserves Reconciliation	16

Narrandera Shire Council

Quarterly Budget Review Statement
for the period 01/01/19 to 31/03/19

Report by Responsible Accounting Officer

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

31 March 2019

It is my opinion that the Quarterly Budget Review Statement for Narrandera Shire Council for the quarter ended 31/03/19 indicates that Council's projected financial position at 30/6/19 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:



date:

7/5/19

Martin Hiscox
Responsible Accounting Officer

Narrandera Shire Council

Quarterly Budget Review Statement

Page 3

for the period 01/01/19 to 31/03/19

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 March 2019

Income & Expenses - Council Consolidated

(\$000's)	Original Budget 2018/19	Approved Changes				Revised Budget 2018/19	Variations for this Mar Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs					
Income										
Rates and Annual Charges	7,431	-	-	3	13	7,447	11		7,458	7,668
User Charges and Fees	3,073	156	-	(140)	(3)	3,086	30		3,116	2,163
Interest and Investment Revenues	623	-	-	-	-	623	(9)		614	204
Other Revenues	689	-	-	40	45	774	88		862	642
Grants & Contributions - Operating	6,414	(2,306)	-	213	1,277	5,598	98		5,696	3,776
Grants & Contributions - Capital	6,297	380	-	(145)	159	6,691	(1,067)		5,624	1,678
Net gain from disposal of assets	92	-	-	-	-	92	-		92	-
Share of Interests in Joint Ventures	-	-	-	-	-	-	-		-	-
Total Income from Continuing Operations	24,619	(1,770)	-	(29)	1,491	24,311	(849)		23,462	16,131
Expenses										
Employee Costs	4,136	-	-	170	(45)	4,261	(70)		4,191	5,343
Borrowing Costs	8	-	-	-	-	8	-		8	6
Materials & Contracts	6,956	72	-	(153)	1,639	8,514	152		8,666	3,368
Depreciation	4,880	-	-	-	(100)	4,780	-		4,780	3,586
Legal Costs	-	-	-	55	6	61	2		63	15
Consultants	-	-	-	-	-	-	-		-	-
Other Expenses	1,596	-	-	88	9	1,693	76		1,769	1,506
Interest & Investment Losses	-	-	-	-	-	-	-		-	-
Net Loss from disposal of assets	-	-	-	-	-	-	-		-	-
Share of interests in Joint Ventures	-	-	-	-	-	-	-		-	-
Total Expenses from Continuing Operations	17,576	72	-	160	1,509	19,317	160		19,477	13,824
Net Operating Result from Continuing Operation	7,043	(1,842)	-	(189)	(18)	4,994	(1,009)		3,985	2,307
Discontinued Operations - Surplus/(Deficit)	-	-	-	-	-	-	-		-	-
Net Operating Result from All Operations	7,043	(1,842)	-	(189)	(18)	4,994	(1,009)		3,985	2,307
Net Operating Result before Capital Items	746	(2,222)	-	(44)	(177)	(1,697)	58		(1,639)	629

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 31/03/2019 and should be read in conjunction with the total QBRs report

Narrandera Shire Council

Page 4
Quarterly Budget Review Statement
 for the period 01/01/19 to 31/03/19

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 March 2019

Income & Expenses - General Fund

(\$000's)	Original Budget 2018/19	Approved Changes				Revised Budget 2018/19	Variations for this Mar Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs					
Income										
Rates and Annual Charges	5,622			3		5,625		5,625	5,762	
User Charges and Fees	1,701	156		(140)	3	1,720	29	1,749	1,238	
Interest and Investment Revenues	400					400		400	148	
Other Revenues	886			40	44	770	88	858	640	
Grants & Contributions - Operating	6,371	(2,306)		213	1,277	5,555	98	5,653	3,734	
Grants & Contributions - Capital	6,267	380		(145)	166	6,668	(1,064)	5,604	1,667	
Net gain from disposal of assets	92					92		92	-	
Share of Interests in Joint Ventures	-					-		-	-	
Total Income from Continuing Operations	21,139	(1,770)	-	(29)	1,490	20,830	(849)	19,981	13,189	
Expenses										
Employee Costs	3,425			170	(48)	3,547	(75)	3,472	4,537	
Borrowing Costs	8					8		8	6	
Materials & Contracts	6,084	72		(153)	1,642	7,645	167	7,812	3,001	
Depreciation	4,103				(113)	3,990		3,990	2,993	
Legal Costs	-			55	6	61	2	63	15	
Consultants	-					-		-	-	
Other Expenses	1,274			88	8	1,370	66	1,436	1,215	
Interest & Investment Losses	-					-		-	-	
Net Loss from disposal of assets	-					-		-	-	
Share of interests in Joint Ventures	-					-		-	-	
Total Expenses from Continuing Operations	14,894	72	-	160	1,495	16,621	160	16,781	11,767	
Net Operating Result from Continuing Operatio	6,245	(1,842)	-	(189)	(5)	4,209	(1,009)	3,200	1,422	
Discontinued Operations - Surplus/(Deficit)						-		-		
Net Operating Result from All Operations	6,245	(1,842)	-	(189)	(5)	4,209	(1,009)	3,200	1,422	
Net Operating Result before Capital Items	(22)	(2,222)	-	(44)	(171)	(2,459)	55	(2,404)	(245)	

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 31/03/2019 and should be read in conjunction with the total QBRs report

Narrandera Shire Council

Page 5
Quarterly Budget Review Statement
 for the period 01/01/19 to 31/03/19

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 March 2019

Income & Expenses - Water Fund

(\$000's)	Original Budget 2018/19	Approved Changes				Revised Budget 2018/19	Variations for this Mar Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs					
Income										
Rates and Annual Charges	686				686	11		697	730	
User Charges and Fees	1,224				1,224	1		1,225	837	
Interest and Investment Revenues	216				216	(12)		204	48	
Other Revenues	-				-			-	-	
Grants & Contributions - Operating	23				23			23	22	
Grants & Contributions - Capital	15				15			15	10	
Net gain from disposal of assets	-				-			-	-	
Share of Interests in Joint Ventures	-				-			-	-	
Total Income from Continuing Operations	2,164	-	-	-	2,164	-		2,164	1,647	
Expenses										
Employee Costs	425			3	428	5		433	472	
Borrowing Costs	-				-			-	-	
Materials & Contracts	493			(3)	490	(15)		475	187	
Depreciation	477			11	488			488	366	
Legal Costs	-				-			-	-	
Consultants	-				-			-	-	
Other Expenses	228				228	10		238	227	
Interest & Investment Losses	-				-			-	-	
Net Loss from disposal of assets	-				-			-	-	
Share of interests in Joint Ventures	-				-			-	-	
Total Expenses from Continuing Operations	1,623	-	-	-	1,634	-		1,634	1,252	
Net Operating Result from Continuing Operatio	541	-	-	-	530	-		530	395	
Discontinued Operations - Surplus/(Deficit)										
Net Operating Result from All Operations	541	-	-	-	530	-		530	395	
Net Operating Result before Capital Items	526	-	-	-	515	-		515	385	

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 31/03/2019 and should be read in conjunction with the total QBRs report

Narrandera Shire Council

Page 6
Quarterly Budget Review Statement
 for the period 01/01/19 to 31/03/19

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 March 2019

Income & Expenses - Sewer Fund

(\$000's)	Original Budget 2018/19	Approved Changes				Revised Budget 2018/19	Variations for this Mar Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs					
Income										
Rates and Annual Charges	1,123			13	1,136			1,136	1,176	
User Charges and Fees	148			(6)	142			142	88	
Interest and Investment Revenues	7				7	3		10	8	
Other Revenues	3			1	4			4	2	
Grants & Contributions - Operating	20				20			20	20	
Grants & Contributions - Capital	15			(7)	8	(3)		5	1	
Net gain from disposal of assets	-				-			-	-	
Share of Interests in Joint Ventures	-				-			-	-	
Total Income from Continuing Operations	1,316	-	-	-	1,317	-		1,317	1,295	
Expenses										
Employee Costs	286				286			286	334	
Borrowing Costs	-				-			-	-	
Materials & Contracts	379				379			379	180	
Depreciation	300			2	302			302	227	
Legal Costs	-				-			-	-	
Consultants	-				-			-	-	
Other Expenses	94			1	95			95	64	
Interest & Investment Losses	-				-			-	-	
Net Loss from disposal of assets	-				-			-	-	
Share of interests in Joint Ventures	-				-			-	-	
Total Expenses from Continuing Operations	1,059	-	-	-	1,062	-		1,062	805	
Net Operating Result from Continuing Operatio	257	-	-	-	255	-		255	490	
Discontinued Operations - Surplus/(Deficit)										
Net Operating Result from All Operations	257	-	-	-	255	-		255	490	
Net Operating Result before Capital Items	242	-	-	-	247	3		250	489	

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 31/03/2019 and should be read in conjunction with the total QBRs report

Narrandera Shire Council

Page 7

Consolidated Income Statement
for the period ending 31 March 2019

	Original Budget	Mar Revised Budget	Actual YTD
Income from Continuing Operations			
<i>Revenue:</i>			
Rates and Annual Charges	7,431	7,458	7,668
User Charges and Fees	3,073	3,116	2,163
Interest and Investment Revenues	623	614	204
Other Revenues	689	862	642
Grants & Contributions provided for Operating Purposes	6,414	5,696	3,776
Grants & Contributions provided for Capital Purposes	6,297	5,624	1,678
<i>Other Income:</i>			
Net gains from the disposal of assets	92	92	-
Net Share of interests in Joint Ventures & Associated	-	-	-
Entities using the Equity Method	-	-	-
Total Income from Continuing Operations	24,619	23,462	16,131
Expenses from Continuing Operations			
Employee Benefits & On-Costs	4,136	4,191	5,343
Borrowing Costs	8	8	6
Materials & Contracts	6,956	8,666	3,368
Depreciation & Amortisation	4,880	4,780	3,585
Legal Costs	-	63	15
Other Expenses	1,605	1,769	1,506
Interest & Investment Losses	-	-	-
Net Losses from the Disposal of Assets	-	-	-
Net Share of interests in Joint Ventures & Associated	-	-	-
Total Expenses from Continuing Operations	17,585	19,477	13,823
Operating Result from Continuing Operations	7,034	3,985	2,308
Discontinued Operations			
Net Profit/(Loss) from Discontinued Operations	-	-	-
Net Operating Result for the Year	7,034	3,985	2,308
Net Operating Result attributable to Council	7,034	3,985	2,308
Net Operating Result attributable to Minority Interests	-	-	-
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	737	(1,639)	630

Narrandera Shire Council

Page 8

General Fund Income Statement
for the period ending 31 March 2019

	Original Budget	Mar Revised Budget	Actual YTD
Income from Continuing Operations			
<i>Revenue:</i>			
Rates and Annual Charges	5,622	5,625	5,762
User Charges and Fees	1,701	1,749	1,238
Interest and Investment Revenues	400	400	148
Other Revenues	686	858	640
Grants & Contributions provided for Operating Purposes	6,371	5,653	3,734
Grants & Contributions provided for Capital Purposes	6,267	5,604	1,667
<i>Other Income:</i>			
Net gains from the disposal of assets	92	92	-
Net Share of interests in Joint Ventures & Associated Entities using the Equity Method			
Total Income from Continuing Operations	21,139	19,981	13,189
Expenses from Continuing Operations			
Employee Benefits & On-Costs	3,425	3,472	4,537
Borrowing Costs	8	8	6
Materials & Contracts	6,084	7,812	3,001
Depreciation & Amortisation	4,103	3,990	2,993
Legal Costs	-	63	15
Other Expenses	1,274	1,436	1,215
Interest & Investment Losses	-	-	-
Net Losses from the Disposal of Assets	-	-	-
Net Share of interests in Joint Ventures & Associated	-	-	-
Total Expenses from Continuing Operations	14,894	16,781	11,767
Operating Result from Continuing Operations	6,245	3,200	1,423
Discontinued Operations			
Net Profit/(Loss) from Discontinued Operations	-	-	-
Net Operating Result for the Year	6,245	3,200	1,423
Net Operating Result attributable to Council	6,245	3,200	1,423
Net Operating Result attributable to Minority Interests	-	-	-
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	(22)	(2,404)	(245)

Narrandera Shire Council

Page 9

Water Fund Income Statement
for the period ending 31 March 2019

	Original Budget	Mar Revised Budget	Actual YTD
Income from Continuing Operations			
<i>Revenue:</i>			
Rates and Annual Charges	686	697	730
User Charges and Fees	1,224	1,225	837
Interest and Investment Revenues	216	204	48
Other Revenues	-	-	-
Grants & Contributions provided for Operating Purposes	23	23	22
Grants & Contributions provided for Capital Purposes	15	15	10
<i>Other Income:</i>			
Net gains from the disposal of assets	-	-	-
Net Share of interests in Joint Ventures & Associated Entities using the Equity Method	-	-	-
Total Income from Continuing Operations	2,164	2,164	1,647
Expenses from Continuing Operations			
Employee Benefits & On-Costs	425	433	472
Borrowing Costs	-	-	-
Materials & Contracts	493	475	187
Depreciation & Amortisation	477	488	366
Legal Costs	-	-	-
Other Expenses	228	238	227
Interest & Investment Losses	-	-	-
Net Losses from the Disposal of Assets	-	-	-
Net Share of interests in Joint Ventures & Associated Entities	-	-	-
Total Expenses from Continuing Operations	1,623	1,634	1,252
Operating Result from Continuing Operations	541	530	395
Discontinued Operations			
Net Profit/(Loss) from Discontinued Operations	-	-	-
Net Operating Result for the Year	541	530	395
Net Operating Result attributable to Council	541	530	395
Net Operating Result attributable to Minority Interests	-	-	-
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	526	515	385

Narrandera Shire Council

Page 10

Sewer Fund Income Statement
for the period ending 31 March 2019

	Original Budget	Mar Revised Budget	Actual YTD
Income from Continuing Operations			
<i>Revenue:</i>			
Rates and Annual Charges	1,123	1,136	1,176
User Charges and Fees	148	142	88
Interest and Investment Revenues	7	10	8
Other Revenues	3	4	2
Grants & Contributions provided for Operating Purposes	20	20	20
Grants & Contributions provided for Capital Purposes	15	5	1
<i>Other Income:</i>			
Net gains from the disposal of assets	-	-	-
Net Share of interests in Joint Ventures & Associated Entities using the Equity Method	-	-	-
Total Income from Continuing Operations	1,316	1,317	1,295
Expenses from Continuing Operations			
Employee Benefits & On-Costs	286	286	334
Borrowing Costs	-	-	-
Materials & Contracts	379	379	180
Depreciation & Amortisation	300	302	227
Legal Costs	-	-	-
Other Expenses	94	95	64
Interest & Investment Losses	-	-	-
Net Losses from the Disposal of Assets	-	-	-
Net Share of interests in Joint Ventures & Associated	-	-	-
Total Expenses from Continuing Operations	1,059	1,062	805
Operating Result from Continuing Operations	257	255	491
Discontinued Operations			
Net Profit/(Loss) from Discontinued Operations	-	-	-
Net Operating Result for the Year	257	255	491
Net Operating Result attributable to Council	257	255	491
Net Operating Result attributable to Minority Interests	-	-	-
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	242	250	490

Narrandera Shire Council

Page 11
Quarterly Budget Review Statement
 for the period 01/01/19 to 31/03/19

Capital Budget Review Statement

Budget review for the quarter ended 31 March 2019

Capital Budget - Council Consolidated

(\$000's)	Original Budget 2018/19	Approved Changes				Revised Budget 2018/19	Variations for this Mar Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs					
Capital Expenditure										
New Assets										
- Plant & Equipment	1,456					1,456		1,456	211	
- Land & Buildings	490	22		3	100	615	90	705	190	
- Office Equipment	59				(10)	49	(23)	26	1	
- Other Structures	122	219			155	496	105	601	252	
- Roads, Bridges, Footpaths	955	43		(144)	29	883	(25)	858	73	
- Recreational	160	47				207	(130)	77	47	
- Drainage	90	76				166	(25)	141	75	
- Water	501	99			91	691		691	343	
- Sewer	190					190		190	11	
- Pool	134	10				144	16	160	134	
- Other	-					-		-		
Renewal Assets (Replacement)										
- Plant & Equipment	11	10				21		21	15	
- Land & Buildings	3,514	527			(1,301)	2,740	(1,752)	988	598	
- Office Equipment	196	44			10	250	34	284	76	
- Other Structures	259	68		(38)		289	(87)	202	86	
- Roads, Bridges, Footpaths	4,668	25		257		4,950	(118)	4,832	1,851	
- Recreational	-	166			941	1,107		1,107	206	
- Water	925	200			(91)	1,034		1,034	450	
- Sewer	110					110		110	27	
- Drainage	222	(9)		33		246	(178)	68	24	
- Library	30					30		30	11	
- Pool	692	106			(20)	778	985	1,763	46	
- Other	-					-		-		
Total Capital Expenditure	14,784	1,653	-	111	(96)	16,452	(1,108)	15,344	4,727	
								5,023	454	
								3,650		

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 31/03/2019 and should be read in conjunction with the total QBRs report

						Page 12			
Capital Funding									
Rates & Other Untied Funding	1,712		3	(13)	-	(449)	1,253	765	
Capital Grants & Contributions	6,547	673	74	(205)	-	(1,453)	-	2,468	
Reserves:									
- External Resrtrictions/Reserves	3,193	357		100	7,089	(218)	(1,453)	1,040	
- Internal Restrictions/Reserves	3,332	623	34	22	-	1,012	5,023	454	
New Loans	-				3,650		3,650		
Receipts from Sale of Assets									
- Plant & Equipment	-				-		3,650		
- Land & Buildings	-				-		-		
Total Capital Funding	14,784	1,653	-	111	(96)	10,739	(1,108)	12,123	4,727
Net Capital Funding - Surplus/(Deficit)	14,784	1,653	-	111	(96)	10,739	(1,108)	-	-

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/03/2019 and should be read in conjunction with the total QBRS report

Narrandera Shire Council

Quarterly Budget Review Statement
for the period 01/01/19 to 31/03/19

Cash & Investments Budget Review Statement

Budget review for the quarter ended 31 March 2019

Cash & Investments - Council Consolidated

(\$000's)	Original Budget 2018/19	Budgeted Transfer	Approved Changes				Revised Budget 2018/19	Variations for this Mar Qtr	Notes	Projected Year End Result	Actual YTD figures
			Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs					
Externally Restricted ⁽¹⁾											
Developer Contributions	707	15	(248)			433			433	433	
Specific Purpose Unexpended Grants	1,115	(37)	(401)			677			677	677	
Water Supplies	7,511	(429)	(300)			6,741			6,741	6,741	
Sewerage Service	24	257				281			281	281	
Domestic Waste Management	2,698	155			3	2,856	(133)		2,723	2,723	
Stormwater Management	505	(336)			12	181	203		384	384	
Crown Lands	163	(62)			(6)	100	80		180	180	
Unspent Internal Loan	-					-			-	-	
Total Externally Restricted	12,723	(437)	(949)	-	9	(77)	11,269	150	11,419	11,419	
<small>(1) Funds that must be spent for a specific purpose</small>											
Internally Restricted ⁽²⁾											
Employee Leave Entitlements	1,330	(100)				1,230			1,230	1,230	
Construction of Buildings	383	(247)	(3)			380	(7)		373	373	
Replacement - Plant & Vehicles	965	(130)				835			835	835	
Office Equipment	516	(30)	(2)			484			484	484	
Carried Over Works	623	-	(477)		(33)	113	(5)		108	108	
Other	5,763	(710)			(19)	4,734	(719)		4,015	4,015	
Building Maintenance & Repair	72	(50)				22	120		142	142	
Community Activities	333	-				333			333	333	
Property Development	172	-				137		(35)	137	137	
Financial Assistance Grant	2,330	-	(2,330)			-			-	-	
Total Internally Restricted	12,487	(1,267)	(2,812)	-	(52)	(88)	8,268	(611)	7,657	7,657	
<small>(2) Funds that Council has earmarked for a specific purpose</small>											
Unrestricted (ie. available after the above Restricti	140	(754)	(683)	-	43	165	(1,089)	461		6,495	
Total Cash & Investments	25,350	(2,458)	(4,444)	-	-	-	18,448	-	18,448	25,571	

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 31/03/2019 and should be read in conjunction with the total QBRs report

Narrandera Shire Council

Quarterly Budget Review Statement

for the period 01/01/19 to 31/03/19

Contracts Budget Review Statement

Budget review for the quarter ended 31 March 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
Australian Waterslide & Leisure	Slide Replacement at Lake Talbot Pool Complex	1,284,344	01/04/19	31/10/2019	Y	
Australian Waterslide & Leisure	Construction of Changerooms at Lake Talbot Pool Complex	TBA	01/04/19	31/10/2020	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 31/03/2019 and should be read in conjunction with the total QBRS report

Narrandera Shire Council

Quarterly Budget Review Statement
for the period 01/01/19 to 31/03/19

Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	213,910	Y
Legal Fees	14,995	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		1,539
General Legal Expenses		3,672
Lease & Licence Agreements Legal Exp		250
Other Legal Expenses		9,534

Consultant Fees			
Kim Biggs Consulting	Museum Advisor		16,800
Fitzgerald & Associates	Audit Fees		1,682
John Stuart Associates	Accounting		77,572
Lyll & Associates	Floodplain Study		72,311
Robert Bailey Consulting	Landfill Guidance		5,386
Worksafely Consulting	Work Health Safety		4,851
Piccolo Consulting Engineers	LT Pool Design		7,211
Maskell & Associates	Plant Inspections		1,060
OzEnvironmental Pty Limited	Solar Farm Planning		16,340
EDM Group	Town Planning		10,697

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CASH - RESERVE BALANCES 30-JUNE-2019

CLASS OF RESERVE	Balance 30 Jun 2018	Budgeted Movement 18/19	Other	Carry over	Sept	Dec	March	Net Transfer	Balance 30 Jun 2019
External Restrictions (Note 6 order)									
Water Fund									
Asset Replacement	\$ 7,194,730.23	-\$ 429,522.00				-\$ 40,739.00		-\$ 470,261.00	\$ 6,724,469.23
Carry Over Works	\$ 299,597.00			-\$ 299,597.00				-\$ 299,597.00	\$ -
Section 64	\$ 286,984.98	\$ 15,000.00						\$ 15,000.00	\$ 301,984.98
Retention	\$ 17,035.18								\$ 17,035.18
Sewer Fund									
Asset Replacement	\$ 24,058.00	\$ 257,147.00						\$ 257,147.00	\$ 281,205.00
Section 64	\$ 61,413.24							\$ -	\$ 61,413.24
General Fund - External Restrictions									
Specific Purpose Unexpended Grants (from separate sheet)	\$ 1,114,651.69	-\$ 36,718.00		-400732				-\$ 437,450.00	\$ 677,201.69
Developer Contributions	\$ 359,135.65	\$ -	\$ -	-248527	\$ -	-\$ 40,696.87	\$ -	-\$ 289,223.87	\$ 77,094.50
Domestic Waste Management	\$ 2,697,592.42	\$ 155,378.00	\$ -	0	\$ 2,819.00	\$ -	-\$ 133,014.00	\$ 25,183.00	\$ 2,722,775.42
Stormwater	\$ 504,879.85	-\$ 336,268.00	\$ -	0	\$ 11,945.00	\$ -	\$ 203,000.00	-\$ 121,323.00	\$ 383,556.85
Crown Reserves	\$ 162,981.44	-\$ 62,301.00	\$ -	0	-\$ 5,850.00	\$ 4,850.00	\$ 80,000.00	\$ 16,699.00	\$ 179,680.44
Total External Restrictions	\$ 12,723,059.68	-\$ 437,284.00	\$ -	-\$ 948,856.00	\$ 8,914.00	-\$ 76,585.87	\$ 149,986.00	-\$ 1,303,825.87	\$ 11,426,416.53
Internal Restrictions (Note 6 order)									
Plant and vehicle replacement	\$ 964,852.94	-\$ 130,413.00	\$ -	0	\$ -	\$ -	\$ -	-\$ 130,413.00	\$ 834,439.94
Employee Leave Entitlements	\$ 1,329,888.00	-\$ 100,000.00	\$ -	0	\$ -	\$ -	\$ -	-\$ 100,000.00	\$ 1,229,888.00
Carry over works	\$ 1,305,962.00	\$ -	\$ -	-1160135	-\$ 33,541.00	\$ -	-\$ 5,000.00	-\$ 1,198,676.00	\$ 107,286.00
Building Maintenance & Repair	\$ 72,167.00	-\$ 50,363.00	\$ -	0	\$ -	\$ -	\$ 119,860.00	\$ 69,497.00	\$ 141,664.00
Community Activities	\$ 332,507.50	\$ -	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ 332,507.50
Construction of Buildings	\$ 383,506.00	-\$ 247,000.00	\$ -	-3490	\$ -	\$ 247,000.00	-\$ 6,800.00	-\$ 10,290.00	\$ 373,216.00
Office Equipment	\$ 516,272.40	-\$ 30,243.00	\$ -	-2484	\$ -	\$ -	\$ -	-\$ 32,727.00	\$ 483,545.40
Property Development	\$ 172,243.00	\$ -	\$ -	0	\$ -	-\$ 35,000.00	\$ -	-\$ 35,000.00	\$ 137,243.00
Other	\$ 5,607,052.00	-\$ 710,056.00	\$ -	0	-\$ 19,083.00	-\$ 300,000.00	-\$ 718,758.00	-\$ 1,747,897.00	\$ 3,859,155.00
Recreational Facilities	\$ 10,000.00	\$ -	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
Roads Refurbishment	\$ 15,000.00	\$ -	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00
Financial Assistance Grant	\$ 2,330,016.00	\$ -	\$ -	-2330016	\$ -	\$ -	\$ -	-\$ 2,330,016.00	\$ -
Bonds, Retentions & Trusts	\$ 124,694.27	\$ -	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ 124,694.27
Total Internal Restrictions	\$13,164,161.11	-\$ 1,268,075.00	\$ -	-\$ 3,496,125.00	-\$ 52,624.00	-\$ 88,000.00	-\$ 610,698.00	-\$ 5,515,522.00	\$ 7,648,639.11
Total Restrictions	\$ 25,887,220.79	-\$ 1,705,359.00	\$ -	-\$ 4,444,981.00	-\$ 43,710.00	-\$ 164,585.87	-\$ 460,712.00	-\$ 6,819,347.87	\$ 19,075,055.64

22.2 APRIL STATEMENT OF BANK BALANCES

Document ID: 414830
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 30 April 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	89,990.64
Plus Receipt	2,585,804.47
Less Payments	2,609,464.18
Current Cashbook Balance	<u>66,330.93</u>
Statement Summary	
Opening Statement Balance	79,998.24
Plus Receipts	2,590,651.34
Less Payments	2,599,077.94
Current Statement Balance	<u>71,571.64</u>
Plus Unpresented Receipts	20,039.36
Less Unpresented Payments	25,280.07
Reconciliation Balance	<u>66,330.93</u>
GL BALANCE	<u>66,330.93</u>
Unpaid Creditors	34,534.20
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 30 April 2019

22.3 APRIL STATEMENT OF INVESTMENTS

Document ID: 414893
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 30 April 2019.

PURPOSE

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

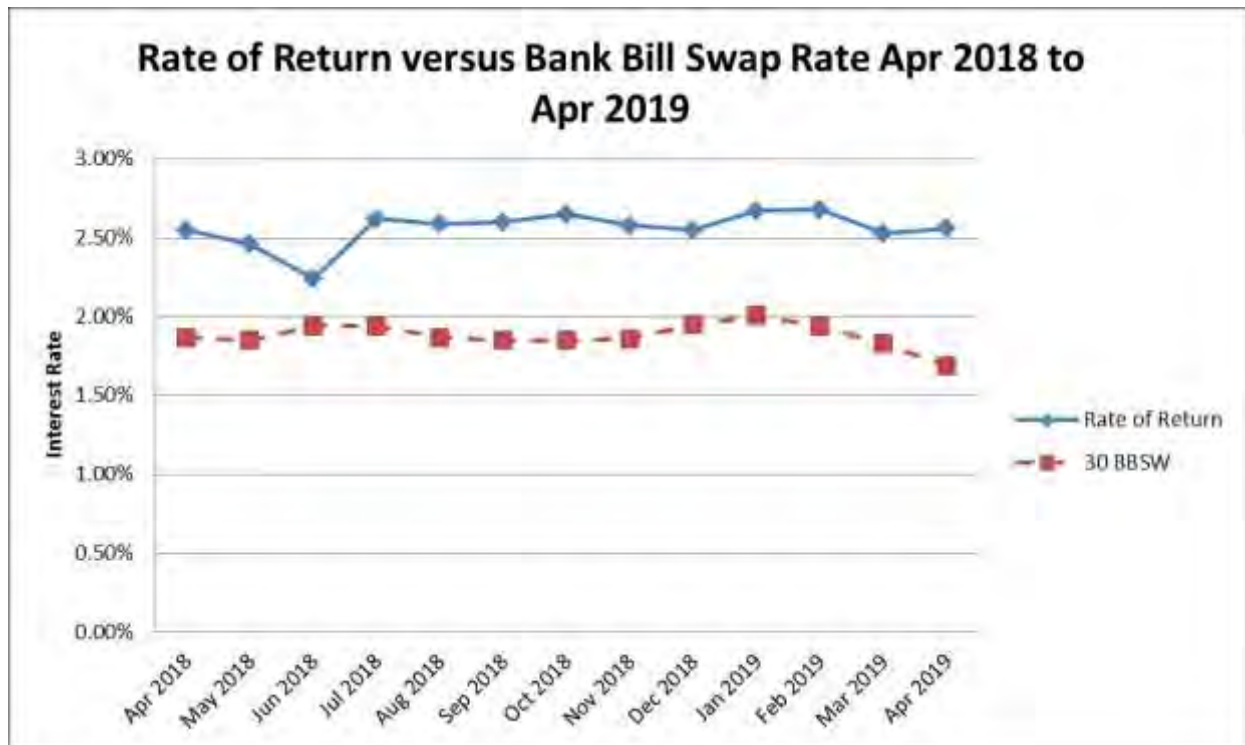
SUMMARY

Fund Balance (GL)	
GENERAL	16,232,431.42
WATER	7,629,862.59
SEWERAGE	440,074.59
TRUST	97,013.19
	<u>24,399,381.79</u>

BACKGROUND

Council Funds				
Banking Authority	Amount	%	Yield	Due Date
Direct Investments A to BBB-				
Bendigo Bank	500,000.00	2.06%	2.60%	13 May 2019
Bendigo Bank	750,000.00	3.09%	2.65%	14 Nov 2019
Bendigo Bank	1,000,000.00	4.11%	2.60%	27 Nov 2019
Bendigo Bank	1,000,000.00	4.11%	2.75%	3 Dec 2019
Elders Rural Bank	1,000,000.00	4.11%	2.70%	18 Feb 2020
Elders Rural Bank	1,000,000.00	4.11%	2.51%	18 Apr 2020
IMB	1,000,000.00	4.11%	2.75%	22 Aug 2019
IMB	1,000,000.00	4.11%	2.75%	20 Sep 2019
	7,250,000.00	29.81%		
Direct Investments AA- to A				

Direct Investments AAA to AA-				
NAB Cashmaximiser	552,368.60	2.27%	1.00%	30 Apr 2019
NAB	1,000,000.00	4.11%	2.70%	13 Jun 2019
NAB	1,000,000.00	4.11%	2.75%	1 Aug 2019
NAB	1,000,000.00	4.11%	2.75%	12 Sep 2019
NAB	1,000,000.00	4.11%	2.75%	14 Oct 2019
NAB	1,000,000.00	4.11%	2.75%	2 Oct 2019
NAB	1,000,000.00	4.11%	2.75%	11 Nov 2019
St George	750,000.00	3.09%	2.70%	12 May 2019
St George	1,000,000.00	4.11%	2.81%	22 Jun 2019
St George	1,000,000.00	4.11%	2.81%	22 Jun 2019
St George	1,000,000.00	4.11%	2.75%	10 Sep 2019
St George	1,000,000.00	4.11%	2.75%	13 Dec 2019
St George	1,000,000.00	4.11%	2.75%	10 Jan 2020
St George	1,000,000.00	4.11%	2.60%	23 Apr 2020
St George	750,000.00	3.09%	2.52%	20 Mar 2020
Suncorp	1,000,000.00	4.11%	2.75%	14 Jun 2019
Suncorp	1,000,000.00	4.11%	2.70%	3 Dec 2019
Commonw ealth Bank	1,000,000.00	4.11%	2.75%	7 Aug 2019
	17,052,368.60	65.99%		
Council Funds	24,302,368.60	96%		
Monthly Investment Performance				
Period Ending	Investments	Weighted Average	BBSW 30 day rate	Variance
Apr 2018	22,518,285.04	2.55%	1.870%	0.68%
May 2018	23,018,583.90	2.46%	1.850%	0.61%
Jun 2018	25,019,128.95	2.24%	1.940%	0.30%
Jul 2018	23,369,266.78	2.62%	1.940%	0.68%
Aug 2018	25,119,395.17	2.59%	1.870%	0.72%
Sep 2018	25,869,793.45	2.60%	1.850%	0.75%
Oct 2018	25,170,184.71	2.65%	1.850%	0.80%
Nov 2018	25,670,470.79	2.58%	1.860%	0.72%
Dec 2018	25,570,918.29	2.55%	1.950%	0.60%
Jan 2019	24,471,179.64	2.67%	2.010%	0.66%
Feb 2019	24,321,376.27	2.68%	1.940%	0.74%
Mar 2019	25,421,897.58	2.53%	1.830%	0.70%
Apr 2019	24,302,368.60	2.56%	1.690%	0.87%
Trust Funds				
Banking Authority	Amount	%	Yield	Due Date
Direct Investments AAA to AA-				
National Australia Bank (Art Trust)	65,684.73	67.62%	2.75%	22/11/2019
Bendigo Bank (Tourist Trust)	31,328.46	32.38%	2.30%	21/03/2020
Trust Funds	97,013.19			



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

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

ISSUES AND IMPLICATIONS

Policy

N/A

Financial

N/A

Legal / Statutory

Compliance with Clause 212 Local Government Regulation 2005

Community Engagement / Communication

N/A

Human Resources / Industrial Relations (if applicable)

N/A

RISKS

N/A

RECOMMENDATION

That Council

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

22.4 APRIL INCOME STATEMENT

Document ID: 415155

Author: Costing Officer

Authoriser: Deputy General Manager Corporate and Community

Theme: Statutory and Compulsory Reporting – Financial / Audit

Attachments: 1. [April Income Statement.pdf](#) 

RECOMMENDATION

That Council

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

PURPOSE

The purpose of this report is to present Council with the Statement of Income for the period ending 30 April 2019.

SUMMARY

This report contains operating income and expenditure for Council's General, Water and Sewer Funds. This statement will differ from that in the Annual Financial Statements due to the accrual process and calculation of depreciation.

BACKGROUND

Adopted Budget

The Original budget was adopted by Council on 19 June 2018. The budget will be reviewed at the end of each quarter during the year; subsequent reports will have the revised budget disclosed.

Rates & Annual charges

Rates & Charges are reported as fully received because revenue is accounted for once the Rates levy has been run. Rates notices for 2018/2019 were issued on 9 July.

Depreciation

Depreciation is run on a quarterly basis and has been calculated to March.

Major variations to budget

There are no major variations to budget, which are evident at this point in time.

RECOMMENDATION

That Council

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

Narrandera Shire Council

General Fund Income Statement
for the period ending 30 April 2019

	Original Budget	Dec Revised Budget	Actual YTD
Income from Continuing Operations			
<i>Revenue:</i>			
Rates and Annual Charges	5,622	5,625	5,763
User Charges and Fees	1,701	1,720	1,419
Interest and Investment Revenues	400	400	179
Other Revenues	686	770	692
Grants & Contributions provided for Operating Purposes	6,371	5,555	3,835
Grants & Contributions provided for Capital Purposes	6,267	6,668	1,972
<i>Other Income:</i>			
Net gains from the disposal of assets	92	92	12
Net Share of interests in Joint Ventures & Associated Entities using the Equity Method			
Total Income from Continuing Operations	21,139	20,830	13,872
Expenses from Continuing Operations			
Employee Benefits & On-Costs	3,425	3,547	5,116
Borrowing Costs	8	8	6
Materials & Contracts	6,084	7,645	3,636
Depreciation & Amortisation	4,103	3,990	2,992
Legal Costs	-	61	12
Other Expenses	1,274	1,370	1,259
Interest & Investment Losses	-	-	-
Net Losses from the Disposal of Assets	-	-	-
Net Share of interests in Joint Ventures & Associated	-	-	-
Total Expenses from Continuing Operations	14,894	16,621	13,021
Operating Result from Continuing Operations	6,245	4,209	851
Discontinued Operations			
Net Profit/(Loss) from Discontinued Operations	-	-	-
Net Operating Result for the Year	6,245	4,209	851
Net Operating Result attributable to Council	6,245	4,209	851
Net Operating Result attributable to Minority Interests	-	-	-
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	(22)	(2,459)	(1,121)

Narrandera Shire Council

Water Fund Income Statement

for the period ending 30 April 2019

	Original Budget	Dec Revised Budget	Actual YTD
Income from Continuing Operations			
<i>Revenue:</i>			
Rates and Annual Charges	686	686	730
User Charges and Fees	1,224	1,224	1,433
Interest and Investment Revenues	216	216	72
Other Revenues	-	-	-
Grants & Contributions provided for Operating Purposes	23	23	22
Grants & Contributions provided for Capital Purposes	15	15	10
<i>Other Income:</i>			
Net gains from the disposal of assets	-	-	-
Net Share of interests in Joint Ventures & Associated	-	-	-
Entities using the Equity Method	-	-	-
Total Income from Continuing Operations	2,164	2,164	2,267
Expenses from Continuing Operations			
Employee Benefits & On-Costs	425	428	499
Borrowing Costs	-	-	-
Materials & Contracts	493	490	199
Depreciation & Amortisation	477	488	366
Legal Costs	-	-	-
Other Expenses	228	228	175
Interest & Investment Losses	-	-	-
Net Losses from the Disposal of Assets	-	-	-
Net Share of interests in Joint Ventures & Associated	-	-	-
Total Expenses from Continuing Operations	1,623	1,634	1,239
Operating Result from Continuing Operations	541	530	1,028
Discontinued Operations			
Net Profit/(Loss) from Discontinued Operations	-	-	-
Net Operating Result for the Year	541	530	1,028
Net Operating Result attributable to Council	541	530	1,028
Net Operating Result attributable to Minority Interests	-	-	-
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	526	515	1,018

Narrandera Shire Council

Sewer Fund Income Statement
for the period ending 30 April 2019

	Original Budget	Dec Revised Budget	Actual YTD
Income from Continuing Operations			
<i>Revenue:</i>			
Rates and Annual Charges	1,123	1,136	1,175
User Charges and Fees	148	142	150
Interest and Investment Revenues	7	7	10
Other Revenues	3	4	3
Grants & Contributions provided for Operating Purposes	20	20	20
Grants & Contributions provided for Capital Purposes	15	8	3
<i>Other Income:</i>			
Net gains from the disposal of assets	-	-	-
Net Share of interests in Joint Ventures & Associated	-	-	-
Entities using the Equity Method	-	-	-
Total Income from Continuing Operations	1,316	1,317	1,361
Expenses from Continuing Operations			
Employee Benefits & On-Costs	286	286	355
Borrowing Costs	-	-	-
Materials & Contracts	379	379	197
Depreciation & Amortisation	300	302	227
Legal Costs	-	-	-
Other Expenses	94	95	64
Interest & Investment Losses	-	-	-
Net Losses from the Disposal of Assets	-	-	-
Net Share of interests in Joint Ventures & Associated	-	-	-
Total Expenses from Continuing Operations	1,059	1,062	843
Operating Result from Continuing Operations	257	255	519
Discontinued Operations			
Net Profit/(Loss) from Discontinued Operations	-	-	-
Net Operating Result for the Year	257	255	519
Net Operating Result attributable to Council	257	255	519
Net Operating Result attributable to Minority Interests	-	-	-
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	242	247	516

Narrandera Shire Council

Consolidated Income Statement
for the period ending 30 April 2019

	Original Budget	Dec Revised Budget	Actual YTD
Income from Continuing Operations			
<i>Revenue:</i>			
Rates and Annual Charges	7,431	7,447	7,668
User Charges and Fees	3,073	3,086	3,002
Interest and Investment Revenues	623	623	261
Other Revenues	689	774	695
Grants & Contributions provided for Operating Purposes	6,414	5,598	3,877
Grants & Contributions provided for Capital Purposes	6,297	6,691	1,985
<i>Other Income:</i>			
Net gains from the disposal of assets	92	92	12
Net Share of interests in Joint Ventures & Associated Entities using the Equity Method	-	-	-
Total Income from Continuing Operations	24,619	24,311	17,500
Expenses from Continuing Operations			
Employee Benefits & On-Costs	4,136	4,261	5,970
Borrowing Costs	8	8	6
Materials & Contracts	6,956	8,514	4,032
Depreciation & Amortisation	4,880	4,780	3,585
Legal Costs	-	61	12
Other Expenses	1,605	1,693	1,498
Interest & Investment Losses	-	-	-
Net Losses from the Disposal of Assets	-	-	-
Net Share of interests in Joint Ventures & Associated	-	-	-
Total Expenses from Continuing Operations	17,585	19,317	15,103
Operating Result from Continuing Operations	7,034	4,994	2,397
Discontinued Operations			
Net Profit/(Loss) from Discontinued Operations	-	-	-
Net Operating Result for the Year	7,034	4,994	2,397
Net Operating Result attributable to Council	7,034	4,994	2,397
Net Operating Result attributable to Minority Interests	-	-	-
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	737	(1,697)	412

22.5 APRIL STATEMENT OF RATES AND RECEIPTS

Document ID: 415400
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 06 May 2019.

RATES & CHARGES

Arrears as at 01.07.2018	474,384.75
18/19 Rate levies & supplementary levies (excl. postponed amounts)	<u>7,694,547.77</u>
	8,168,932.52
Less Pensioner rebates	<u>211,762.26</u>
NET BALANCE	7,957,170.26
Less receipts to 06.05.2019	<u>5,970,924.95</u>
	<u><u>1,986,245.31</u></u>

Actual % Rate Collection to Net Balance as at 06.05.2019 = **75.04%**

Comparative % Collection to Net Balance as at 01.05.2018 = **77.66%**

Anticipated % Collection Rate as at 30.06.2019 = **94.00%**

WATER CONSUMPTION / SEWER USAGE CHARGES

Arrears as at 01.07.2018	145,797.75
18/19 Water / Sewer usage charges, supplementary levies & interest	<u>1,561,469.64</u>
NET BALANCE	1,707,267.39
Less receipts to 06.05.2019	<u>982,627.09</u>
	<u><u>724,640.30</u></u>

PURPOSE

The purpose of this report is to present the Statement of Rates and Receipts as at 06 May 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 06 May 2019.

22.6 APRIL CAPITAL WORKS PROGRAM**Document ID:** 414293**Author:** Senior Finance Officer**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Statutory and Compulsory Reporting – Financial / Audit**Attachments:**

1. [Capital Expenditure April 2019.pdf](#) ↓
2. [Key Operating Expenditure April 2019.pdf](#) ↓
3. [18-19 Capital Works Program - April 18.pdf](#) ↓

RECOMMENDATION

That Council

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

BACKGROUND

Works listed in the attachment are for works against new budgeted projects for the 2018/2019 year.

There are quite a few projects that are grant funding dependant, where council have not been notified of successfully gaining the grant as yet. These are highlighted separately on the sheet.

There are also items that are listed as capital projects, but these will not be capitalised at the end of the year. These are also highlighted separately.

Key Operational expenses are also included in this report.

Progress to date in each area**Administration**

MagiQ is testing sample data prior to completing the migration for the TRIM EDMS Project.

The Desktops/Laptops replacements are ordered and awaiting final delivery.

The Website Revamp has started with designs for the new website underway, first site visits scheduled for May.

If the 2019/20 Capital works budget is approved at the May meeting the NBN Equipment upgrade will commence in the 2019/20 financial year.

The manager tablets will be reviewed and replaced with old councillor tables as required.

Quotes are being reviewed for the MS Exchange and MS Office replacement.

Options for the archiving of Council email will be dependent on the selected exchange.

Webcasting and video conferencing is being outsourced. Replacement microphones have been ordered and are being installed in May.

CCTV at NRMA charging station has been ordered and quotes are being organised for repairs on cameras.

(Infrastructure Admin) Asset Management System service provider is currently delivering the missing data from the data migration including missing GIS layers.

Narrandera Depot Building Works is 90% complete awaiting blinds to be installed.

The Server Backup System Replacement, Councillor Tablet Replacement and Relocation of the Fibre Optic from Teloca house are complete.

Housing & Community Amenities

Driscoll Road Street lighting construction to commence in May, and completed in June.

Narrandera Cemetery bins have been installed and more furniture is being sourced.

Narrandera Lawn Cemetery expansion will commence when cooler weather arrives.

Barellan Cemetery Entrance gate will be completed by June.

Narrandera West Drainage Improvements is waiting licensing to carry out works on Crown Land. No further works expected prior to June 30 while waiting for Crown Lands and Dam safety committee approval.

The two cameras at Marie Bashir Park, the Festoon lighting automation and switch board upgrade and the installation of the bins for the Barellan Cemetery are complete.

Environment

Quotes are being obtained and the public access work is underway for the Narrandera Waste facility.

The Larmer Street Flood Mitigation Works under boring to be completed in May. Orders have been placed for wiring and quotes called for pump. To be completed by June 30.

Barellan Stormwater Design project is likely to be deferred.

The consultant for the Narrandera Floodplain Risk Management Study is completing the final documentation for council handover. Applications for grants to OEH have been submitted.

Environmental consultant has been engaged for The Lake Talbot deepening project with works to be completed by the end of June.

Recreation & Culture

Book & Resource Annual Replacement purchasing is ongoing with purchasing trips planned.

Narrandera Library building of the youth room has commenced construction with an expected completion date of June 2019.

Emergency works have not been required for the Barellan or Lake Talbot Pool.

The Lake Talbot Pool pedestrian concrete path is complete and the landscaping design is being prepared for planting in Autumn, which includes the irrigation of garden beds.

The contract has been signed for the replacement of the Lake Talbot Pool Open water slide. Construction works are due to commence beginning of June. The change room contract is being finalised for signing, and works also due to commence beginning of June.

Rehabilitate Expansion Joints and Rampage floor lift and seal are to be reviewed at the end of the swimming season. This project will depend on the outcome of the tender for pool filtration and Splash Park as well as if the fix to Rampage pool floor was adequate. Not to be completed this year, any significant works to be completed as part of the pool masterplan works.

The tender documentation is being reviewed to issue for the Lake Talbot Pool Detailed Design of Master Plan Works. This will be undertaken once the change room and slide tenders have been finalised.

Marie Bashir Park Mobile Stage is under construction. Delivery date is expected to be June 2019.

Narrandera Sportsground South Toilet Block demolition is to commence in May.

Flag poles are ready to be installed at the Grong Grong entrance. Budget was adjusted in Quarterly review.

The Grong Grong Park and Barellan Playground replacements & shade structure quotes have been received and are under review. Work to be completed by end of June.

The Hankinson Park irrigation works have been completed. The garden design is being determined by the OSR Committee. This project forms part of the Stronger Country Communities Round 2 funding.

The initial costings for the Aquatic Weed Harvester have been investigated. Due to low weed growth in the lake during the past year, the need for a weed harvester will be reconsidered as part of a revote. It will be recommended as part of a report to Council in August to restrict Councils contributions to \$65,000 in the project.

The existing Wiradjuri wall has structural defects that need to be further investigated. A meeting has been held with local elders to decide options for completion.

The tanks have been ordered and casual staff have commenced works on the Tree Watering. This project includes irrigation works at the Cemetery and Marie Bashir Park. This is part of the Drought Community Funding.

The design brief is completed for the Lake Talbot Pool Entry. Procurement is underway for materials. This project forms part of the Drought Community Funding.

The CBD Gateway Project Manager has commenced. Procurement of materials and labour is underway. Work expected to commence in May. This project forms part of the Drought Community Funding.

Procurement has been complete for the Community Hall Improvement project. The shed slab has been poured at Binya and building work has been completed at Barellan Hall with painting to be completed and curtains being made. Ceiling insulation installed at Grong Grong Hall and installation of air-conditioners to be completed in May. Builder is booked in for ceiling repairs at Sandigo Hall. This project forms part of the Drought Community Funding.

Quotes have been received and being assessed for the Fencing to Sportsgrounds. This project forms part of the Drought Community Funding.

The Cemetery Beautification design is complete. Quotes being organised and work expected to be completed by 30 June. This project forms part of the Drought Community Funding.

The Art design has been completed and is ready to be installed from 20th May for the Art on the Water Tower project. The artwork will now extend to include the NE face of the tower increasing costs. This will be covered by savings in other Drought Projects. The roadworks and carpark have been completed, with footpath and viewing area scheduled for mid-May. The directional and interpretive signage is being prepared. This project forms part of the Drought Community Funding.

The Basketball pit at Marie Bashir Park, Christmas Light Display, Marie Bashir Park Boundary Running Fence and Running track, Barellan Pool roof insulation of the kiosk area, Barellan Cemetery Boundary Fence, Narrandera Sports Stadium exterior repainting, Victoria Ave Stage 1 irrigation, Narrandera Outdoor Netball Courts, Marie Bashir Park Seating and BBQ areas, Rocky Waterholes Toilet, Marie Bashir Park Skate Park Upgrade and Barellan Sportsground change room have been completed.

Transport & Communication

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

May 2019 – Mejum Road, Bulloak Tank Road, Mason Lane, Laneway Improvements, King Lane, Bolton Lane, Audley Lane, Males Lane, Showground Road, Brookong Street North, Lizard Drive, Beckham Street, Audley Street, and Kerb & Gutter Footpath renewals.

June 2019 – Adams Street.

Flood Damage works are progressing with highest priority. Several invoices are pending.

The culvert has been ordered for the RMS repair grant. Quotes are being received for gravel and guard rails.

Data migration and road pavement management system for the stage 2 of the AMS Implementation to commence in June.

The Truck Wash development is underway concrete design has been completed with procurement process for construction underway. Upgrade to electrical also out for quoting. Oil separator has been ordered. Work has commenced on aeration tanks.

Railway Bridge concept plans have been developed for consultation with Department of Planning & Environment Office of Environment/Heritage (OEH). Project forms part of the Environment Tourism Grant fund.

Projects that have been completed include: Centenary Road, Settlement Road, Semmler Road, Willows Road, Druces Road, Grong Grong River Road, Litchfields Lane, Pamandi Road, Old Wagga Rd, Landervale Road, Gawnes Road, Brewarrana Lane, Jolleys Road, Paynters Siding Road, Williams Road, Birrego Road, Lismoyle Road, Walkers Road, Irons Road, The Gap Road, Devlins Bridge Road, Settlers Road, Buckingbong Road, Audley Street footpath, Roads Hierarchy Review, Kennys Road, Ellis Road, Euratha Road, McKinnons Road, Orams Road, Killara Road, and Hulmes Road. Urban, Rural and Regional Roads reseal works are complete.

Economic Affairs

Barellan Community Hall main entrance and exit door is complete with the septic tank upgrade and gutter clean to be finalised.

The Gateway signs are progressing. Entrance shire boundary signs have been completed and installed.

The Red Hill Signage flagpoles have been fabricated and the new billboard has been installed.

The Lake Talbot Tourist Park fire service upgrade budget to be revised down in Quarterly Budget review, as will only cover design this financial year. Staff are reviewing Australian Standards to confirm requirements, before engaging specialist designer.

Council component of the building works are complete for the Upgrade of the Twynam street shops. Handover of the building to Property NSW for their fit out is due 14th May. Works are expected to take four weeks. Commercial lease report is being submitted to Council during May.

The airport emergency generator, airside improvements are expected to be completed in May 2019.

Orders have been issued for the Airport provision of apron flood lighting, completion targeted for May.

The Airport terminal building works are expected to be completed in May 2019.

The Airport Airside Beautification and improvements will be performed throughout the year as required.

The NRMA Charging Station, Visitor Information Centre Building works Airport cottage building works, Railway station building works, Terminal CCTV security upgrade, Grong Grong Community Hall building works and Manderlay Road Building Works are complete.

The Provision for off-street chambers staff parking has been postponed.

Water Supplies

The Water Main Replacements program includes: Riverine Street, Argyle Street, Whitton Street, Mitchell Street, Dalgetty Street and King Street. Riverine Street and Argyle St are complete. Mitchell Street to begin in June.

The schedule has been developed for the Hydrant and Valve replacements with construction work underway.

Project reference group meeting undertaken for the Integrated Water Cycle Management (IWCM) and development of options paper has commenced, which is 50% complete.

Air quality testing is to be undertaken in May for the Aerator gas scrubbing.

Water Treatment Plant Upgrade design is being performed in conjunction with the IWCM study. Detailed applications under the Safe and Secure Water Programme have been submitted on 1st April. Options assessment under ICWM submitted to Council. To be reviewed by Stakeholder reference group and Council.

Non Return Valve Bore 4 to commence in June 2019.

Network Design and Planning review will commence upon completion of the Hydraulic Modelling.

Rising Main Isolation is 80% complete.

Main Street Water Main Replacement is scheduled to begin in May 2019.

Installation has begun on first site and procurement underway for Flow meters on all inlet and outlet reservoirs.

Specifications are being finalised for the Reservoir cleaning and structural assessment. Vermin proofing completed.

The data entry and document control system has been developed and is currently being implemented.

Backflow prevention register is scheduled for May 2019.

The Low Level Chlorinator equipment is complete subject to final commissioning.

The North Zone Pressure Pump size will be informed by the Hydraulic modelling. The pumps will be replaced once the modelling is complete.

Pine Hill Pumps replacement is 90% complete. The pump has been installed and is currently awaiting delivery of the pump controller.

Procurement has commenced for the SCADA and Instrumentation upgrades. The project is to be completed over two years.

Service Replacements to be performed as needed.

Network Hydraulic modelling Software is complete and delivered. Training is being scheduled.

The Duplicate Rising Main from Plant, the Bore 3 well head replacements design, the Emergency response equipment and Pine Hill Reservoir Vermin Proofing has been completed.

Sewerage Supplies

Investigate PS1 Cracking is waiting cleaning for the structural inspection.

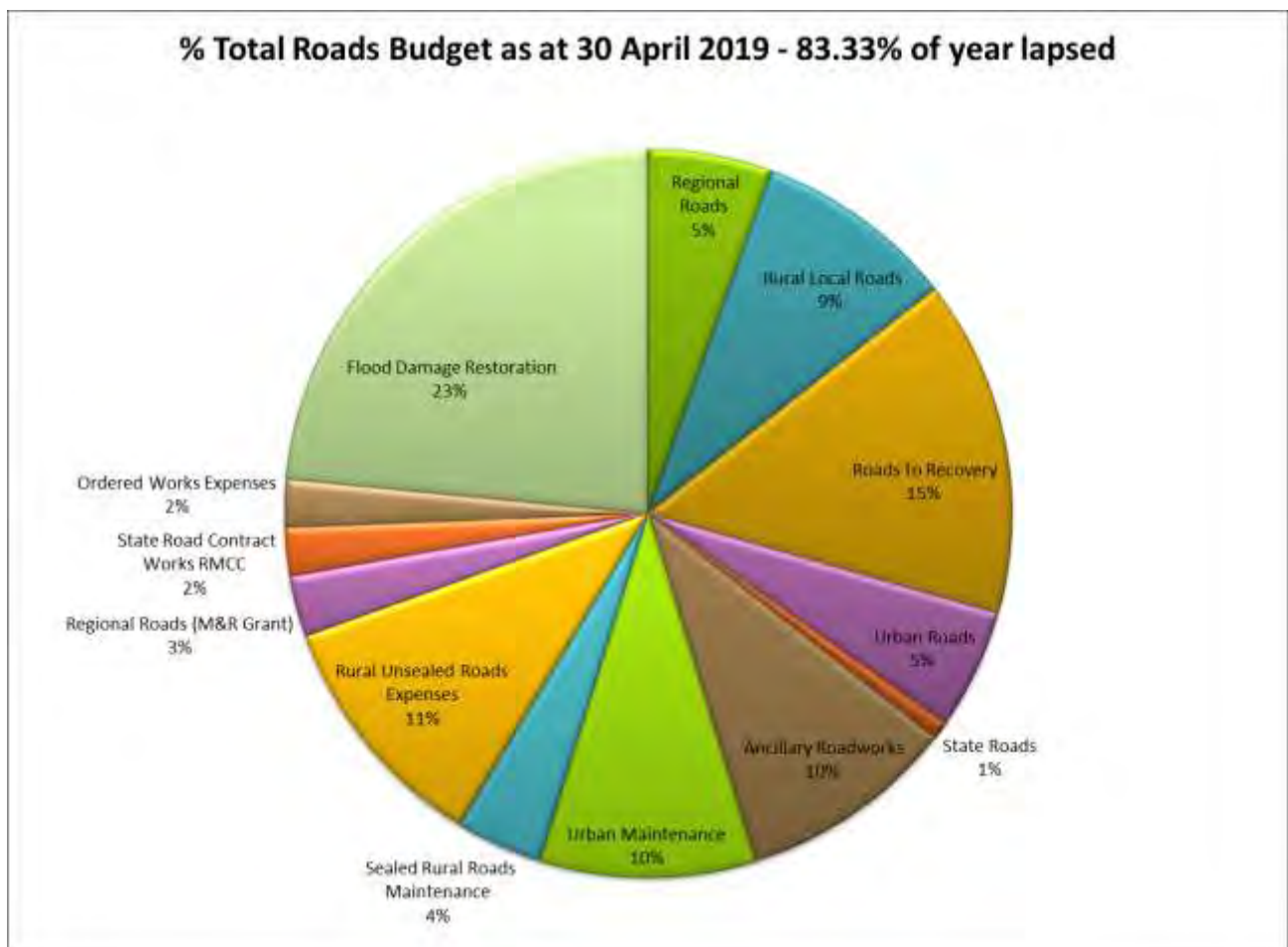
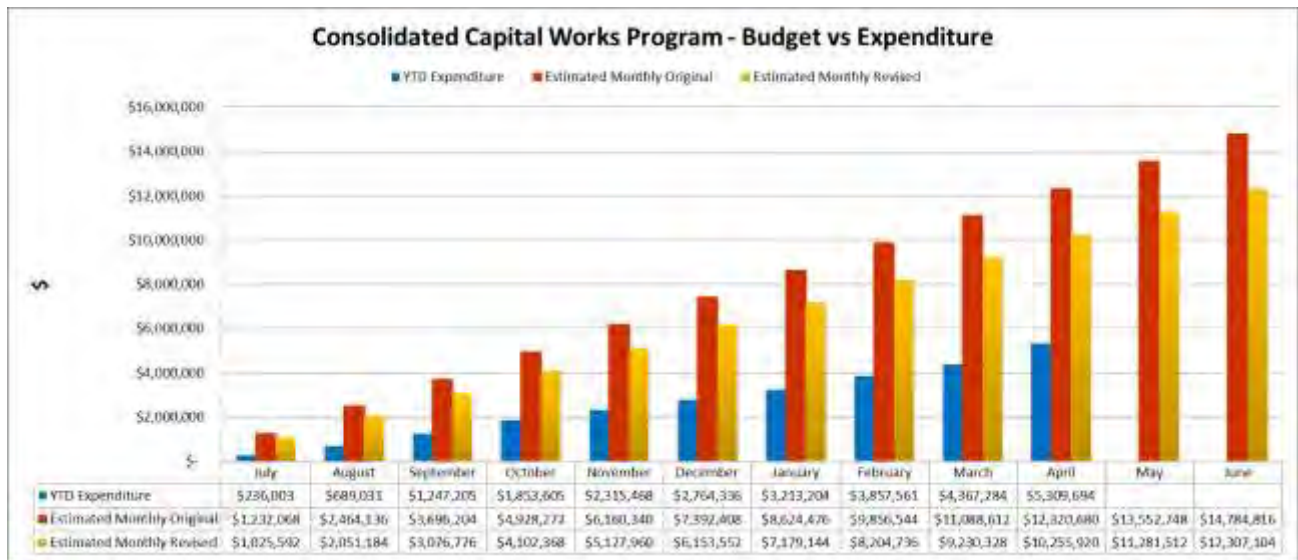
The Elwin Street Main Replacement design is complete and works to commence in May.

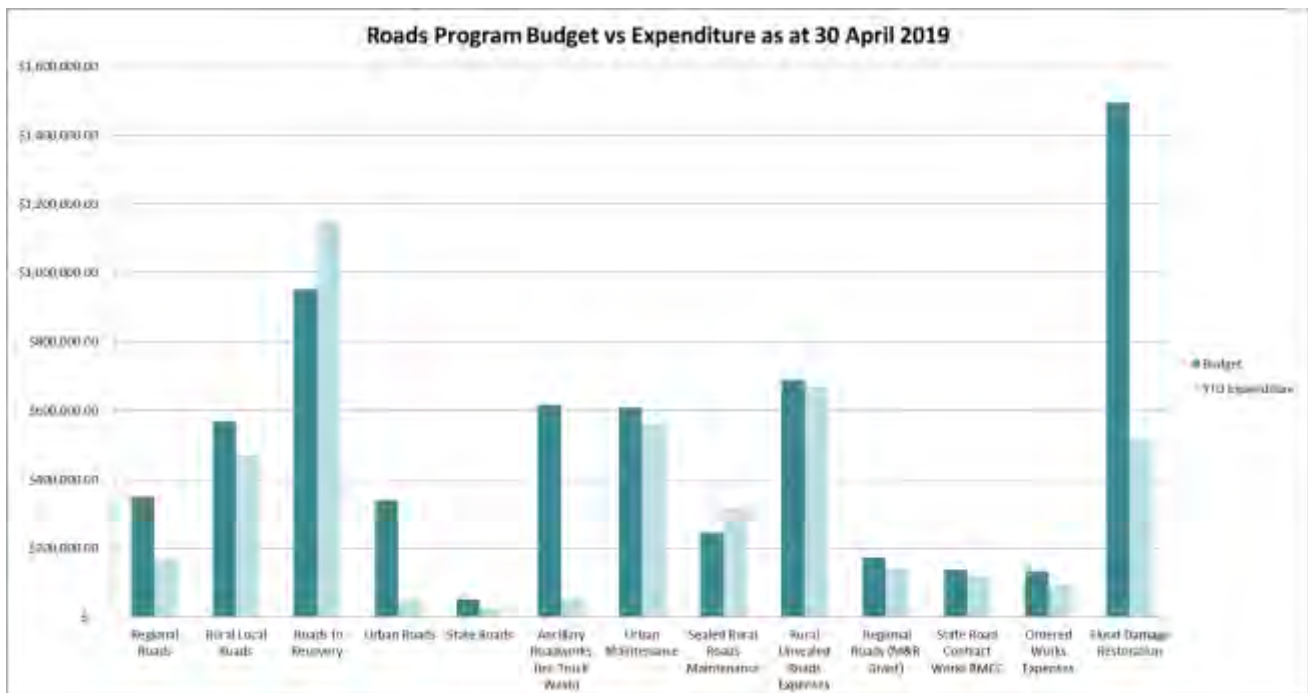
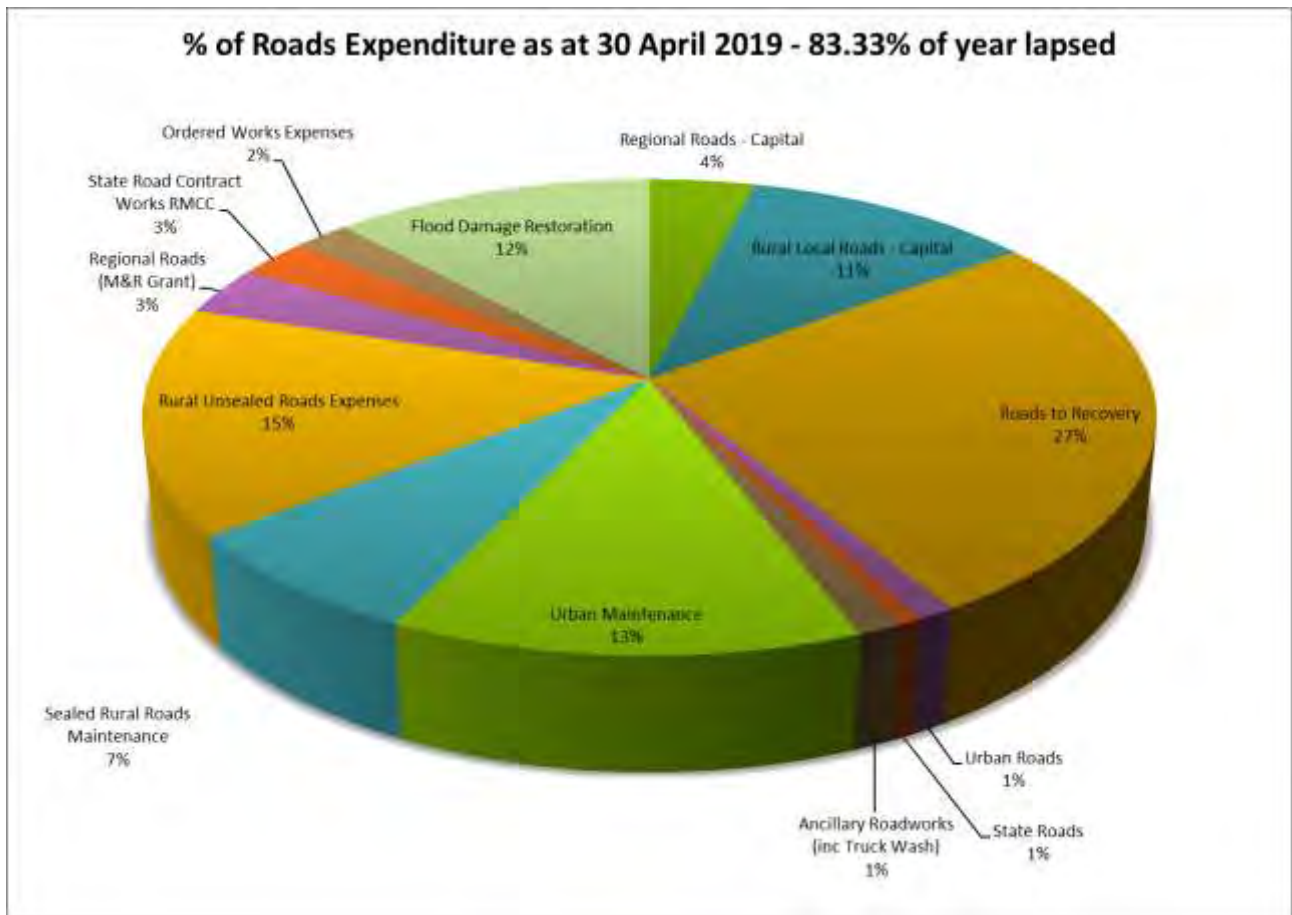
The effluent inlet quality is being monitored for the EPA Primary Filter.

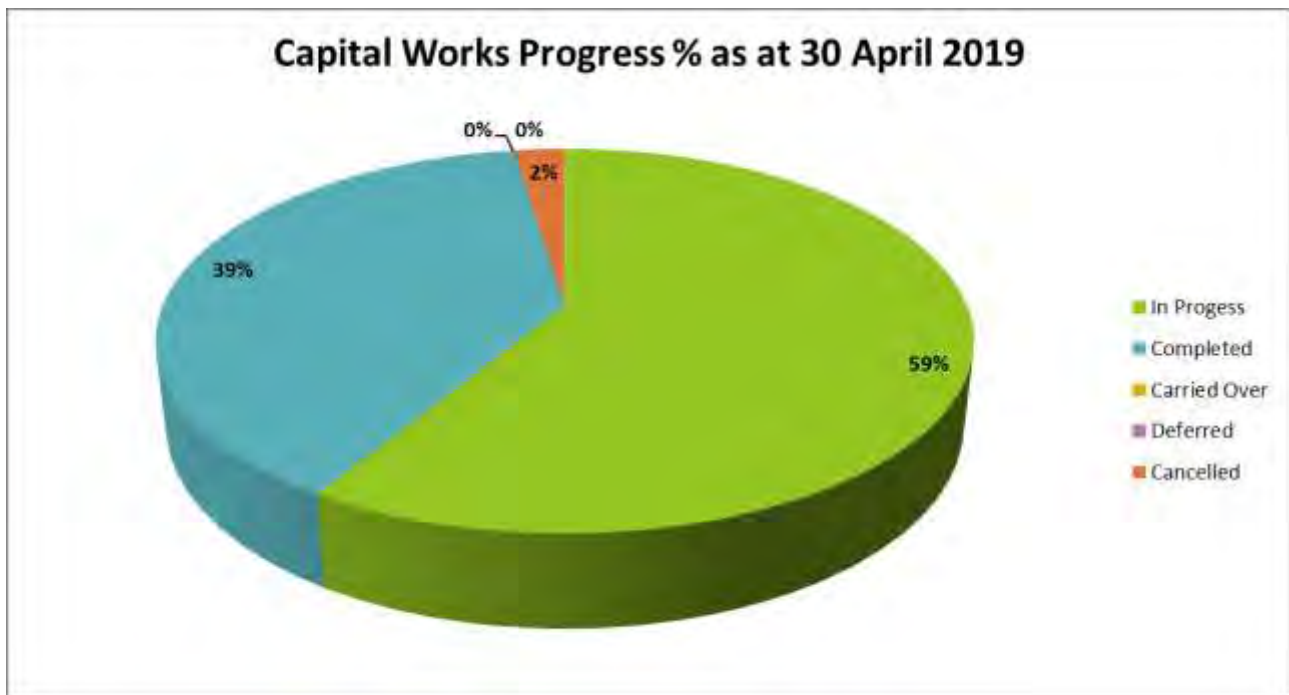
Investigation about the possible location of the flowmeters for Pump Station 2, 3, 4 have been done. Flowmeters will be procured within April and May, with installation in May and June.

Investigations have been completed for the SPS1 Emergency Bypass Pump. Quotes have been received; all quotes are above budgeted amount. Project to be reconsidered in the 2019/2020 financial year.

Manhole Replacements, Sewer Service Replacements and Sewer main Replacements will be performed as needed. Larmer Street line replacement is to be investigated.
 Maturation Pond Spillway Repair is complete with costings being finalised.







TERMINOLOGY

This report contains an explanation of terminology and headings used in the capital works report. Key terms and terminology are as follows:

Ledger Number - This is a reference number for staff to link the report to Councils accounting records.

Capital works are funded from a number of sources. Codes that denote revenue sources are:

- **Revenue** – Projects funded from revenue raised from Rates & Annual charges, User Fees and Other Revenue.
- **Reserve** – Jobs funded from Council’s reserves and unspent grants.
- **Grant & Contributions** - Funding from other Government departments, Council’s or organisations.

Budget – This is the total allocation to complete the project.

YTD Exp – Total expenditure allocated to project as of report date, including commitments.

Balance – Amount of unspent funds for each program at reporting date.

Graph – The graph at the top of the report displays the original budget adopted by Council, the revised budget and year to date expenditure, including commitments.

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

Theme

Our Infrastructure

Goal

To have an improved and adequately maintained road network

Strategy

56 - Commence identified actions from the Roads Review including implementation of an effective road hierarchy

Action

56.1 - Funding for and any identified projects and opportunities from the strategy to be included and considered by Council as part of the annual budget process

ISSUES AND IMPLICATIONS**Policy**

Nil

Financial

Advise Council of the current status of the Capital Works Program

Legal / Statutory

N/A

Community Engagement / Communication

N/A

Human Resources / Industrial Relations (if applicable)

N/A

RISKS

N/A

RECOMMENDATION

That Council

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

Capital Expenditure as at 30 April 2019

	Sum of Proposed Budget	Sum of Carryover	Sum of Sept	Sum of Dec	Sum of Commitments	Sum of Budget	Sum of YTD Expenditure	Sum of Balance
Administration								
Information Technology	\$ 255,000.00	\$ 41,367.00		\$ -	\$ 20,976.36	\$ 296,367.00	\$ 66,263.04	\$ 230,103.96
Infrastructure	\$ -	\$ 2,484.00			\$ 130.00	\$ 2,484.00	\$ -	\$ 2,484.00
Public Order & Safety								
Street Cameras	\$ 11,000.00	\$ 10,000.00			\$ 761.82	\$ 21,000.00	\$ 15,952.98	\$ 5,047.02
Environment								
Narrandera Landfill	\$ 45,000.00					\$ 45,000.00	\$ 27,339.59	\$ 17,660.41
Stormwater	\$ 312,000.00	\$ 66,355.00	\$ 33,541.00		\$ 10,847.90	\$ 411,896.00	\$ 99,147.26	\$ 312,748.74
Housing & Community Amenities								
Barellan Cemetery	\$ 24,000.00					\$ 24,000.00	\$ 7,838.00	\$ 16,162.00
Grong Grong Cemetery	\$ 2,000.00					\$ 2,000.00	\$ 1,531.25	\$ 468.75
Narrandera Cemetery	\$ 128,000.00					\$ 128,000.00	\$ 4,593.75	\$ 123,406.25
Recreation & Culture								
Barellan Park	\$ 15,000.00			\$ 11,822.00		\$ 26,822.00	\$ 7,212.75	\$ 19,609.25
Barellan Pool	\$ 17,500.00				\$ 8,976.00	\$ 17,500.00	\$ 4,702.61	\$ 12,797.39
Barellan Sportsground	\$ 102,000.00	\$ 395,136.00			\$ 185,339.05	\$ 497,136.00	\$ 383,498.78	\$ 113,637.22
Buildings	\$ -			\$ 120,053.00		\$ 120,053.00	\$ 8,864.93	\$ 111,188.07
Economic Development	\$ -			\$ 299,233.00		\$ 299,233.00	\$ 10.96	\$ 299,222.04
Grong Grong Park	\$ 30,000.00					\$ 30,000.00	\$ 277.44	\$ 29,722.56
Lake Talbot Pool	\$ 808,734.00	\$ 116,433.00		\$ 38,275.00	\$ 48,387.73	\$ 963,442.00	\$ 171,750.63	\$ 791,691.37
Lake Talbot Recreation Area	\$ 160,000.00	\$ 46,974.00			\$ 28,398.07	\$ 206,974.00	\$ 47,413.03	\$ 159,560.97
Library	\$ 344,696.00			\$ 100,000.00	\$ 129,859.76	\$ 444,696.00	\$ 116,823.56	\$ 327,872.44
Marie Bashir Park	\$ 50,000.00	\$ 378,530.00		\$ 99,296.87	\$ 91,135.00	\$ 527,826.87	\$ 395,832.46	\$ 131,994.41
Narrandera Cemetery	\$ -			\$ 47,250.00		\$ 47,250.00	\$ -	\$ 47,250.00
Narrandera Memorial Park	\$ 100,000.00			\$ 50,000.00	\$ 36,030.00	\$ 150,000.00	\$ 35,326.99	\$ 114,673.01
Narrandera Sports Stadium	\$ 30,000.00					\$ 30,000.00	\$ 28,059.00	\$ 1,941.00
Narrandera Sportsground	\$ 32,000.00	\$ 128,233.00	\$ 3,290.00	\$ 112,623.00		\$ 276,146.00	\$ 151,232.39	\$ 124,913.61
Other Structures	\$ -			\$ 270,144.00		\$ 270,144.00	\$ 26,297.73	\$ 243,846.27
Transport & Communication								
Ancillary Roadworks	\$ 707,720.00	\$ 30,316.00		\$ 35,000.00	\$ 71,469.95	\$ 773,036.00	\$ 54,495.25	\$ 718,540.75
Flood Damage	\$ 1,792,900.00				\$ 16,993.35	\$ 1,792,900.00	\$ 516,909.12	\$ 1,275,990.88
Regional Roads	\$ 420,000.00					\$ 420,000.00	\$ 169,839.23	\$ 250,160.77
Roads to Recovery	\$ 859,940.00	\$ 25,522.00	\$ 256,236.00		\$ 16,126.78	\$ 1,141,698.00	\$ 1,146,138.15	\$ 907,787.85
Rural Roads	\$ 682,000.00					\$ 682,000.00	\$ 468,139.62	\$ 213,860.38
State Roads	\$ 61,025.00				\$ 8,520.80	\$ 61,025.00	\$ 25,197.25	\$ 35,827.75
Urban Roads	\$ 955,564.00	\$ 12,417.00		-\$ 6,000.00	\$ 8,523.18	\$ 961,981.00	\$ 46,729.89	\$ 915,251.11

Capital Expenditure as at 30 April 2019

Economic Affairs																
Airport	\$	50,000.00	\$	7,406.00		\$	9,522.40	\$	57,406.00	\$	43,751.60	\$	13,654.40			
Buildings	\$	335,260.00			-\$	58,000.00	\$	29,343.19	\$	277,260.00	\$	123,641.14	\$	153,618.86		
Economic Development	\$	30,000.00	\$	74,261.00	-\$	38,000.00	\$	5,000.00		\$	71,261.00	\$	28,944.47	\$	42,316.53	
Plant	\$	1,456,544.00						\$	14,656.85	\$	1,456,544.00	\$	146,422.82	\$	1,310,121.18	
Tourist Park	\$	100,000.00						\$	322.78	\$	100,000.00	\$	-	\$	100,000.00	
Water Supplies																
Water	\$	1,385,000.00	\$	292,866.00		\$	90,543.54	\$	172,426.99	\$	1,768,409.54	\$	899,028.33	\$	869,381.21	
Sewer Supplies																
Sewer	\$	300,000.00	\$	6,731.00				\$	3,295.46	\$	306,731.00	\$	40,487.86	\$	266,243.14	
Governance																
Buildings	\$	-	\$	14,919.00					\$	14,919.00	\$	-	\$	14,919.00		
Grand Total	\$	11,602,883.00	\$	1,649,950.00	\$	255,067.00	\$	1,215,240.41	\$	912,043.42	\$	14,723,140.41	\$	5,309,693.86	\$	10,325,674.55

Key Operational as at 30 April 2019

Row Labels	Sum of Proposed Budget	Sum of Carryover	Sum of Sept	Sum of Commitments	Sum of Budget	Sum of YTD Expenditure	Sum of Balance
Economic Affairs							
Economic Development	\$ -	\$ 20,003.00	\$ 9,500.00	\$ 9,136.36	\$ 29,503.00	\$ 11,024.33	\$ 18,478.67
Transport & Communication							
Ordered Works	\$ 160,000.00			\$ 4,181.82	\$ 160,000.00	\$ 90,509.58	\$ 69,490.42
Regional Roads	\$ 207,000.00				\$ 207,000.00	\$ 142,727.41	\$ 64,272.59
State Roads	\$ 165,000.00			\$ 4,867.69	\$ 165,000.00	\$ 114,823.37	\$ 50,176.63
Urban Roads	\$ 730,250.00			\$ 8,984.24	\$ 730,250.00	\$ 559,116.05	\$ 171,133.95
Sealed Rural Roads	\$ 294,350.00			\$ 3,673.63	\$ 294,350.00	\$ 319,028.99	-\$ 24,678.99
Unsealed Rural Roads	\$ 827,200.00			\$ 10,015.43	\$ 827,200.00	\$ 668,941.00	\$ 158,259.00
Water Supplies							
Water	\$ 768,000.00			\$ 23,368.91	\$ 768,000.00	\$ 615,186.59	\$ 152,813.41
Sewer Supplies							
Sewer	\$ 402,000.00			\$ 36,435.08	\$ 402,000.00	\$ 332,187.38	\$ 69,812.62
Human Resources							
Human Resources	\$ -	\$ 7,280.00			\$ 7,280.00	\$ 5,170.00	\$ 2,110.00
Grand Total	\$ 3,553,800.00	\$ 27,283.00	\$ 9,500.00	\$ 100,663.16	\$ 3,590,583.00	\$ 2,858,714.70	\$ 731,868.30

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2018-19 - As at 30/04/19

Project	Status	Resp.	Job Number	Proposed	Capital Projects				Commitment	Budget	YTD	Unrealised Grants		Comments
					Cancelled	Carryover	Sept	Dec				Balance	%	
					Projects Not Capitalised				Key Operational Complete		83.33 % of year elapsed			
1 Council Chambers Sewer Upgrade	A	WM	4100-1002-0000	\$0.00		\$14,919.00			\$14,919.00	\$0.00	\$14,919.00	0%	Plumber engaged to assess solutions	
2 Council Chambers Building Works	A	WM	4100-1004-0000	\$27,600.00				\$3,975.91	\$27,600.00	\$8,327.23	\$19,272.77	30%	Air conditioner in stair well area complete; guttering, exhaust fan installation and minor work at corporate library progressing	
3 TRIM EDMS Project	A	IT	4200-1001-0000	\$0.00		\$17,395.00		\$16,500.00	\$17,395.00	\$0.00	\$17,395.00	0%	Retesting sample data with MagiQ before completing migration.	
4 Replace Desktops/Laptops	A	IT	4400-1001-0000	\$70,000.00					\$20,000.00	\$1,101.00	\$18,899.00	6%	Replacement computers are ordered and waiting for final part of the delivery.	
5 Councillor Tablet Replacement	F	IT	4400-1011-0000	\$10,500.00					\$20,500.00	\$19,919.04	\$580.96	97%	Project completed	
6 Website revamp	A	IT	4400-1007-0000	\$50,000.00		\$20,000.00			\$70,000.00	\$0.00	\$70,000.00	0%	designs for the new website underway first site visits scheduled for May.	
7 NBN Equipment	A	IT	4400-1008-0000	\$0.00		\$3,972.00			\$3,972.00	\$0.00	\$3,972.00	0%	if 19/20 Capital works budget is approved at the May meeting then these works to be done in 2019/2020.	
8 Manager Tablets	A	IT	4400-1013-0000	\$8,000.00					\$8,000.00	\$0.00	\$8,000.00	0%	Review as old councillor tablets are reallocated	
9 MS Exchange Replacement	A	IT	4400-1014-0000	\$28,000.00					\$28,000.00	\$0.00	\$28,000.00	0%	Reviewing Quotes.	
10 MS Office Replacement	A	IT	4400-1015-0000	\$35,000.00					\$35,000.00	\$405.00	\$34,595.00	1%	Reviewing Quotes	
11 Council email archiving	A	IT	4400-1017-0000	\$17,000.00					\$17,000.00	\$0.00	\$17,000.00	0%	Options will depend on the exchange replacement that is chosen	
12 Webcasting and Video Conferencing	A	IT	4400-1018-0000	\$42,000.00				\$4,476.36	\$32,000.00	\$1,115.00	\$30,885.00	3%	Council resolved to outsource the webcasting of the meetings. Replacement microphones have been ordered and plan to have installed in the next 2 weeks.	
13 Server Backup System Replacement	F	IT	4400-1012-0000	\$34,000.00					\$34,000.00	\$32,673.00	\$1,327.00	96%	Project completed - Job Closed	
14 Relocate Fibre Optic from Teloca House to EOC	F	IT	4400-1016-0000	\$10,500.00					\$10,500.00	\$11,090.00	-\$590.00	105%	Project completed - Job Closed	
15 Asset Management System	A	MPA	5000-1001-0000	\$0.00		\$2,484.00		\$130.00	\$2,484.00	\$0.00	\$2,484.00	0%	Service provider is currently delivering missing elements of initial data migration including missing GIS layers	
16 Narrandera Depot Building Works	A	WM	5000-1002-0000	\$9,000.00				\$1,163.85	\$9,000.00	\$10,623.63	-\$1,623.63	118%	Upgrades to staff areas. Works 90% complete blinds to be installed	
17 Festoon lighting automation and switch board upgrade	F	MPA	5050-1002-0000	\$20,825.00				\$2,540.00	\$20,825.00	\$18,641.36	\$2,183.64	90%	Work completed - Awaiting final invoices	
18 Driscoll Rd - street lighting	A	MPA	5050-1003-0000	\$40,200.00				\$5,980.80	\$40,200.00	\$6,555.89	\$33,644.11	16%	Construction to commence during May. To be completed by June.	
19 CCTV Camera Equipment Replacement	A	IT	5200-1002-0000	\$11,000.00				\$761.82	\$11,000.00	\$6,901.98	\$4,098.02	63%	Ordered CCTV at the NRMA charging station and organising quotes for other repairs on cameras	
20 2 Cameras Marie Bashir Park	F	IT	5200-1003-0000	\$0.00		\$10,000.00			\$10,000.00	\$9,051.00	\$949.00	91%	Project completed - Job Closed	
21 Narrandera Waste Facility - External fence & improved public access	A	MDE	5600-1006-0000	\$45,000.00					\$45,000.00	\$27,339.59	\$17,660.41	61%	12/18: Quotes being obtained. 1/19: Public access work underway	
22 Waste Depot Building Works	F	WM	5600-1007-0000	\$4,000.00					\$4,000.00	\$83.42	\$3,916.58	2%	Project Completed - Job Closed	
23 Narrandera Floodplain Risk Management Study	A	MPA	5700-1001-0000	\$0.00		\$75,854.00			\$75,854.00	\$67,340.79	\$8,513.21	89%	Consultant completing final documentation for handover to Council. Applications for grants to OEH submitted. Under boring to be completed in May. Orders have been placed for wiring and quotes called for pump. Completed by June 30	
24 Larmer St Flood Mitigation Works - Stage 2	A	MPA	5700-1004-0000	-\$90,000.00				\$10,847.90	\$90,000.00	\$7,509.92	\$82,490.08	5%	Basin locations confirmed. Awaiting license from Crown lands to carry out works on Crown land. No further works expected prior to June 30 while waiting for Crown Lands and Dam safety committee approval.	
25 Narrandera West Drainage Improvements	A	MPA	5700-1005-0000	\$222,000.00		-\$8,499.00	\$33,541.00		\$246,042.00	\$24,296.55	\$221,745.45	10%	Completed two bins. More furniture being sourced.	
26 Narrandera Cemetery Furniture	A	OSR	0800-1002-0000	\$8,000.00					\$8,000.00	\$4,593.75	\$3,406.25	57%	Expansion of lawn cemetery to be done when cooler weather arrives	
27 Narrandera Cemetery Improvements (Cemetery Review)	A	OSR	0800-1004-0000	\$120,000.00					\$120,000.00	\$0.00	\$120,000.00	0%	Will be completed by June	
28 Barellean Cemetery Entrance gate	A	OSR	0800-1005-0000	\$16,000.00					\$16,000.00	\$0.00	\$16,000.00	0%	Project completed - Job Closed	
29 Barellean Cemetery - Boundary fence	F	OSR	0800-1006-0000	\$8,000.00					\$8,000.00	\$7,838.00	\$162.00	98%	Resource purchasing is ongoing with purchasing trips planned.	
30 Narrandera Library Book & Resources annual replacement	A	CDM	7700-1002-0000	\$29,696.00				\$2,408.69	\$29,696.00	\$17,227.15	\$12,468.85	58%	Construction commenced due for completion end of June.	
31 Narrandera Library - Building of Youth Room	A	CDM	7700-1003-0000	\$315,000.00				\$100,000.00	\$127,451.07	\$415,000.00	\$99,596.41	\$315,403.59	24%	Light and fan sensor in toilets, electric hand dryer, external wall light
32 Narrandera Library Building Works	A	WM	7700-1004-0000	\$5,450.00					\$5,450.00	\$189.74	\$5,260.26	3%	Reviewing tender documentation in preparation for issue of tender. Tender advertising to be issued in June.	
33 Lake Talbot Pool - Detailed Design of Master Plan Works - Filtration & Splash Park Works	A	MPA	7800-1005-0000	\$0.00		\$93,490.00		\$33,718.18	\$93,490.00	\$37,947.99	\$55,542.01	41%	Will review at end of swimming season. Will depend on outcome of tender for pool filtration & splash park and also if fit to rampage pool floor was adequate. Not to be completed this year. Any significant works to be completed as part of the pool masterplan works.	
34 Lake Talbot Pool - Rehabilitate Expansion Joints & Rampage Floor Lift	A	MPA	7800-1006-0000	\$30,000.00		\$12,847.00			\$22,847.00	\$4,106.46	\$18,740.54	18%	Contract has been signed. Design and engineering has commenced. New slide installation estimated to commence in July.	
35 Lake Talbot Pool Replacement of Open Slide	A	MPA	7800-1010-0000	\$243,615.00				\$4,036.89	\$243,615.00	\$3,432.39	\$240,182.61	1%	Landscaping design being prepared by OSR team for planting in autumn. Includes irrigation of garden beds	
36 Lake Talbot Pool - Pedestrian path	A	MPA	7800-1011-0000	\$125,000.00		\$10,096.00		\$2,092.66	\$135,096.00	\$120,254.33	\$14,841.67	89%	Contract being finalised for signing. Construction works due to commence beginning of June.	
37 Lake Talbot Pool - Change Rooms pool deck level	A	MPA	7800-1012-0000	\$398,119.00				\$8,540.00	\$398,119.00	\$501.46	\$397,617.54	0%	Barellean Swim club received grant funding. Procurement underway with construction planned in June.	
39 Barellean Pool - Shade Structure South Side Infants Pool	A	MPA	7900-1006-0000	\$9,000.00				\$8,976.00	\$9,000.00	\$0.02	\$8,999.98	0%	Project completed - Job Closed	
40 Barellean Pool Insulate roof of kiosk area	F	MPA	7900-1005-0000	\$6,000.00					\$6,000.00	\$4,702.59	\$1,297.41	78%	Demolition expected to be undertaken May	
41 Narrandera Sportsground - South Toilet Block demolition	A	OSR	0200-1011-0000	\$10,000.00					\$10,000.00	\$402.41	\$9,597.59	4%	Completed - final invoices to come.	
42 Barellean Sportsground - Change room Upgrade	F	OSR	0200-1014-0000	\$102,000.00		\$395,136.00		\$185,339.05	\$497,136.00	\$383,498.78	\$113,637.22	77%	Completed	
43 Marie Bashir Park - Boundary Fence & Running Track	F	OSR	0200-1010-0000	\$10,000.00		\$128,233.00			\$145,211.00	\$135,538.51	\$10,272.49	93%	Project completed - Job Closed	
44 Narrandera outdoor netball courts - concreting of unsealed areas	F	OSR	0200-1013-0000	\$12,000.00					\$15,290.00	\$15,291.47	-\$1.47	100%	Stage under construction. Expected delivery in June.	
45 Marie Bashir Park - Mobile Stage	A	OSR	0300-1009-0000	\$0.00		\$180,000.00		\$91,135.00	\$180,000.00	\$60,963.18	\$119,036.82	34%	Poles ready to be installed at Grong Grong Entrance. Budget was adjusted in Quarterly review.	
46 Flag Poles for Festive Flags	A	OSR	0300-1012-0000	\$0.00				\$11,822.00	\$11,822.00	\$7,212.75	\$4,609.25	61%	Existing Wiradjuri wall has structural defects that need to be further investigated. Meeting has been held with local elders to decide options.	
47 Completion of Wiradjuri wall	A	OSR	0300-1022-0000	\$20,000.00					\$20,000.00	\$0.00	\$20,000.00	0%	Quotes received, under review. Works to be completed by end of June.	
48 Barellean Playground Upgrades	A	OSR	0300-1023-0000	\$15,000.00					\$15,000.00	\$0.00	\$15,000.00	0%	Irrigation works completed. Garden design being determined by OSR Committee. Project forms part of Stronger Country Community Round 2 funding.	
49 Grong Grong Park Playground replacements & shade structure	A	OSR	0300-1024-0000	\$30,000.00					\$30,000.00	\$277.44	\$29,722.56	1%	Tanks have been ordered. Casual has commenced. Project includes irrigation works at the cemetery and Marie Bashir Park	
50 Hankinson park upgrade	A	OSR	0300-1025-0000	\$30,000.00				\$50,000.00	\$20,700.00	\$80,000.00	\$1,031.59	\$78,968.41	1%	Design completed. Landscaper appointed. Procurement underway for items
51 Drought Community Funding - Tree Watering	A	OSR	0300-1028-0000	\$0.00				\$131,113.00	\$131,113.00	\$16,096.25	\$115,016.75	12%	Project Manager started. Procurement of materials and labour underway. Work expected to commence in of May.	
52 Drought Community Funding - Lake Talbot Pool Entry	A	MPA	0300-1029-0000	\$0.00				\$58,275.00	\$58,275.00	\$5,508.00	\$52,767.00	9%		
53 Drought Community Funding - CBD Gateway	A	MPA	0300-1030-0000	\$0.00				\$299,233.00	\$299,233.00	\$10.96	\$299,222.04	0%		

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2018-19 - As at 30/04/19

Project	Status	Resp.	Job Number	Proposed	Capital Projects				Commitment	Budget	YTD	Unrealised Grants		Comments
					Cancelled	Carryover	Sept	Dec				Balance	%	
					Projects Not Capitalised				Key Operational Complete		83.33 % of year elapsed			
54	Drought Community Funding - Comm Hall Improvements	A	MPA	0300-1031-0000	\$0.00				\$120,053.00	\$120,053.00	\$8,864.93	\$111,188.07	7%	Procurement complete. Shed slab poured at Binya, Building work complete at Barellan Hall with painting to be completed and curtains being made, ceiling insulation installed at Grong Grong Hall and installation of air-conditioners to be completed early May, builder booked in for ceiling repairs at Sandigo Hall.
55	Drought Community Funding - Fencing to Sportsgrounds	A	OSR	0300-1032-0000	\$0.00				\$105,045.00	\$105,045.00	\$0.00	\$105,045.00	0%	Quotes received and being assessed.
56	Drought Community Funding - Cemetery Beautification	A	OSR	0300-1033-0000	\$0.00				\$47,250.00	\$47,250.00	\$0.00	\$47,250.00	0%	Design completed. Quotes and works being organised for completion by 30 June.
57	Drought Community Funding - Art on Water Tower	A	MPA	0300-1034-0000	\$0.00				\$129,150.00	\$129,150.00	\$10,201.48	\$118,948.52	8%	Art work completed and ready to be installed from 20th May. A second artwork will now be done on the NE face of the tower increasing expenditure. This will be covered by savings in other Drought Projects. Road works and carpark completed. Footpath and viewing area scheduled mid May. Directional and interpretive signage being prepared.
58	Marie Bashir Park - Seating & BBQ Areas x 2	F	OSR	0300-1007-0000	\$0.00	\$32,994.00			\$38,600.00	\$71,594.00	\$72,917.54	\$1,323.54	102%	Completed
59	Victoria Ave stage 1 - Irrigation in front of Sportsground and stadium	F	OSR	0300-1026-0000	\$40,000.00			\$15,000.00	\$40,000.00	\$5,324.21	\$34,675.79		13%	Complete - savings to go towards extending the irrigation area within the sportsground Adjacent to argyle street. Awaiting final invoices.
60	Marie Bashir Park - Skate Park Upgrade	F	MPA	0300-1011-0000	\$0.00	\$165,536.00			\$40,696.87	\$206,232.87	\$206,232.87	\$0.00	100%	Project completed - Job Closed
61	Marie Bashir Park - Basketball Pit	F	OSR	0300-1021-0000	\$30,000.00				\$20,000.00	\$50,000.00	\$55,718.87	\$5,718.87	111%	Completed
62	Christmas Tree Lighting Project	F	OSR	0300-1027-0000	\$30,000.00			\$330.00	\$30,000.00	\$28,971.19	\$1,028.81		97%	Installation completed. Date to be set for Autumn/Winter storage
63	Narrandera Sports Stadium - Repainting exterior	F	OSR	0400-1002-0000	\$30,000.00				\$30,000.00	\$28,059.00	\$1,941.00		94%	Project Completed - Job Closed. Remaining funds will be used to paint the foyer inside the stadium.
64	Lake Talbot Recreation Area - Rocky Waterholes Toilet	F	MPA	0600-1005-0000	\$0.00	\$46,974.00			\$1,398.07	\$46,974.00	\$47,413.03	\$439.03	101%	Completed
65	Aquatic weed Harvester	A	OSR	0600-1008-0000	\$130,000.00				\$130,000.00	\$0.00	\$130,000.00		0%	Initial costings have been investigated, due to low weed growth in the lake during the past year, the need for a weed harvester will be reconsidered as part of a revote. It will be recommended as part of a report to Council in August to restrict Councils contribution to \$65K in the project.
66	Urban Roads Construction	N/A	WM	0006-1013-0000	\$0.00				\$0.00	\$0.00	\$0.00		0%	
67	Barellan Stormwater Design	A	MPA	0006-1012-0000	\$0.00	\$4,417.00				\$4,417.00	\$656.07	\$3,760.93	15%	Project likely to be deferred
68	NBCMP (Bolton Street upgrade)	A	MPA	0006-1017-0000	\$535,564.00			\$3,000.00	\$535,564.00	\$4,804.35	\$530,759.65		1%	Draft electrical design ready for Council staff to review. Watermain replacement has commenced.
69	Audley St (Elizabeth to Frederica)	A	WM	0006-1018-0000	\$16,830.00				\$16,830.00	\$0.00	\$16,830.00		0%	Commences in May 2019
70	Adam St (Larmer to Audley)	A	WM	0006-1019-0000	\$16,804.00				\$16,804.00	\$0.00	\$16,804.00		0%	Commences in June 2019
71	Mason Ln (Drain Covering)	A	WM	0006-1020-0000	\$30,000.00				\$30,000.00	\$0.00	\$30,000.00		0%	Commences in May 2019
72	Laneway Improvements	A	WM	0006-1021-0000	\$33,366.00				\$33,366.00	\$0.00	\$33,366.00		0%	Commences in May 2019
73	Kerb Gutter & Footpath Renewal	A	WM	0006-1022-0000	\$25,000.00			\$2,800.00	\$25,000.00	\$0.00	\$25,000.00		0%	Commences in May 2019
74	Roads Hierarchy Review	F	WM	0006-1010-0000	\$0.00	\$8,000.00				\$8,000.00	\$4,000.00	\$4,000.00	50%	Strategic network assessment has been completed - Job Closed
75	Urban Roads Construction - Laneways	N/A	WM	N/A	\$16,000.00				\$16,000.00	\$0.00	\$16,000.00		0%	
76	King Ln (Cadell to Adam)	A	WM	0009-1005-0000	\$0.00				\$0.00	\$0.00	\$0.00		#DIV/0!	Commences in May 2019
77	Bolton Ln (Beckham to Jellinbah)	A	WM	0009-1006-0000	\$0.00				\$0.00	\$0.00	-\$0.00		#DIV/0!	Commences in May 2019
78	Audley Ln (Midgeon to Roberts)	A	WM	0009-1007-0000	\$0.00				\$0.00	\$0.00	-\$0.00		#DIV/0!	Commences in May 2019
79	Urban Reseals	N/A	WM	N/A	\$112,000.00				\$112,000.00	\$0.00	\$112,000.00		0%	Project completed. Invoices pending
80	Larmer Street	F	WM	0007-1001-0000	\$0.00				\$0.00	\$0.00	\$0.00		#DIV/0!	
81	Douglas Street	F	WM	0007-1002-0000	\$0.00				\$0.00	\$0.00	\$0.00		#DIV/0!	
82	Crescent St - Elwin to Adams	F	WM	0007-1003-0000	\$0.00				\$0.00	\$0.00	\$0.00		#DIV/0!	
83	Crescent St - Whittion/Adams St Intersection	F	WM	0007-1004-0000	\$0.00				\$0.00	\$0.00	\$0.00		#DIV/0!	
84	Audley Street	F	WM	0007-1005-0000	\$0.00				\$0.00	\$0.00	\$0.00		#DIV/0!	
85	Wilton Street	F	WM	0007-1006-0000	\$0.00				\$0.00	\$0.00	\$0.00		#DIV/0!	
86	Jonsen Street	F	WM	0007-1007-0000	\$0.00				\$0.00	\$0.00	\$0.00		#DIV/0!	
87	Binya St (Grong Grong)	F	WM	0007-1008-0000	\$0.00				\$0.00	\$0.00	\$0.00		#DIV/0!	
88	Mulga St (Barellan)	F	WM	0007-1009-0000	\$0.00				\$0.00	\$14,341.42	-\$14,341.42		#DIV/0!	
89	Urban Pavement Rehabilitation	N/A	WM	N/A	\$0.00				\$0.00	\$0.00	\$0.00		0%	
90	Showground Road	A	WM	0008-1013-0000	\$36,000.00			\$2,723.18	\$36,000.00	\$0.00	\$36,000.00		0%	Commences in May 2019
91	Brookong St North	A	WM	0008-1014-0000	\$16,560.00				\$16,560.00	\$0.00	\$16,560.00		0%	Commences in May 2019
92	Lizard Drive	A	WM	0008-1015-0000	\$61,750.00				\$61,750.00	\$0.00	\$61,750.00		0%	Commences in May 2019
93	Beckham Street	A	WM	0008-1016-0000	\$8,690.00				\$8,690.00	\$0.00	\$8,690.00		0%	Commences in May 2019 shoulder sealing
94	Rural Roads Construction	N/A	WM	N/A	\$0.00				\$0.00	\$0.00	\$0.00		0%	
95	Killara Rd 0-2.07km	F	WM	0010-1101-0000	\$65,205.00				\$65,205.00	\$46,750.77	\$18,454.23		72%	Project completed
96	Grng Grng River Rd 5th 0-2km	F	WM	0010-1104-0000	\$34,220.00				\$34,220.00	\$36,286.15	-\$2,066.15		105%	Project Completed - Job Closed
97	Druces Rd 0-1km	F	WM	0010-1102-0000	\$15,750.00				\$15,750.00	\$25,499.29	-\$9,749.29		162%	Project Completed - Job Closed
98	Druces Rd 3.235-4.335km	F	WM	0010-1103-0000	\$17,325.00				\$17,325.00	\$24,208.04	-\$6,883.04		140%	Project Completed - Job Closed
99	Pamandi Rd 0-1.5km	F	WM	0010-1105-0000	\$45,000.00				\$45,000.00	\$38,288.87	\$6,711.13		85%	Project Completed - Job Closed
100	Settlers Rd 3-3.5km	F	WM	0010-1106-0000	\$27,000.00				\$27,000.00	\$26,541.54	\$458.46		98%	Project Completed - Job Closed
101	Litchfields Ln 1.5-3km	F	WM	0010-1107-0000	\$37,500.00				\$37,500.00	\$33,368.90	\$4,131.10		89%	Project Completed - Job Closed
102	Rural roads resheeting	N/A	WM	N/A	\$0.00				\$0.00	\$0.00	\$0.00		0%	
103	Euratha Rd 1.4-4.35km	F	WM	0012-1018-0000	\$88,500.00				\$88,500.00	\$106,491.59	-\$17,991.59		120%	Project completed
104	McKinnons Rd 0.8-1.5km	F	WM	0012-1019-0000	\$11,755.00				\$11,755.00	\$14,355.03	-\$2,600.03		122%	Project completed
105	Drams Rd 0-1.43km	F	WM	0012-1020-0000	\$25,025.00				\$25,025.00	\$29,632.55	-\$4,607.55		118%	Project completed
106	Old Wagga Rd 9.7-10.5km	F	WM	0012-1021-0000	\$43,200.00				\$43,200.00	\$22,764.51	\$20,435.49		52%	Project Completed - Job Closed
107	Buckinbong Rd 13.86-16.24km	F	WM	0012-1022-0000	\$128,520.00				\$128,520.00	\$64,452.38	\$64,067.62		50%	Project Completed - Job Closed
108	Rural Roads Reseals	N/A	WM	N/A	\$143,000.00				\$143,000.00	\$0.00	\$143,000.00		0%	All reseat works completed, invoices pending
109	Strontian Rd	F	WM	0002-1000-0000	\$0.00				\$0.00	\$0.00	\$0.00		#DIV/0!	Completed, awaiting invoices
110	Sandigo Rd	F	WM	0002-1000-0000	\$0.00				\$0.00	\$0.00	\$0.00		#DIV/0!	Completed, awaiting invoices
111	Sandy Creek Rd 1.8-3.2km	A	WM	0002-1000-0000	\$0.00				\$0.00	\$0.00	\$0.00		#DIV/0!	
112	Sandy Creek Rd 3.2-4.05km	A	WM	0002-1000-0000	\$0.00				\$0.00	\$0.00	\$0.00		#DIV/0!	
113	Back Morundah Rd	A	WM	0002-1000-0000	\$0.00				\$0.00	\$0.00	\$0.00		#DIV/0!	
114	Flood Damage Repairs	A	WM	0004-0003-0000	\$1,792,900.00				\$16,993.35	\$1,792,900.00	\$516,909.12	\$1,275,990.88	29%	Work progressing with highest priority. Several invoices pending.

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2018-19 - As at 30/04/19

Project	Status	Resp.	Job Number	Proposed	Capital Projects				Commitment	Budget	Unrealised Grants			Comments
					Carryover	Sept	Dec	YTD			Balance	%	83.33 % of year elapsed	
					Projects Not Capitalised						Key Operational			
					Cancelled						Complete			
L15 Roads to Recovery (R2R proposed to expend in Urban Area) Grant (N/A	WM	N/A	\$233,120.00					\$233,120.00	\$0.00	\$233,120.00	0%		
L16 Roads to Recovery (R2R proposed to expend on Rural Area) Grant (N/A	WM	N/A	\$626,820.00	\$25,522.00	\$256,236.00			\$908,578.00	\$0.00	\$908,578.00	0%	Budget Placeholder for all Roads to Recovery Jobs. See job cost items below for details	
L17 Hulmes Road	F	WM	0014-1079-0000	\$0.00					\$0.00	\$69,228.09	-\$15,738.09	#DIV/0!	Project completed	
L18 Urban Roads reseal from R2R	A	WM	0014-1100-0000	\$0.00					\$0.00	\$0.00	\$63,753.00	#DIV/0!	In Nov Council meeting, this budget is recommended to utilise as co-contribution for HVSP	
L19 Mejum Rd 0-1.56km	A	WM	0014-1106-0000	\$0.00				\$15,330.37	\$0.00	\$29,141.52	\$9,858.48	#DIV/0!	Schedule to complete in May	
L20 Willows Rd 3.5-4.5km	F	WM	0014-1108-0000	\$0.00					\$0.00	\$43,009.85	-\$1,009.85	#DIV/0!	Works Completed	
L21 Bullock Tank Rd 12.19-13.19km	A	WM	0014-1111-0000	\$0.00					\$0.00	\$0.00	\$30,000.00	#DIV/0!	Scheduled for May 2019	
L22 Males Ln 1.4-1.75km	A	WM	0014-1112-0000	\$0.00					\$0.00	\$0.00	\$8,575.00	#DIV/0!	Scheduled for May 2019	
L23 Kennys Rd 0-1.7km	F	WM	0014-1113-0000	\$0.00					\$0.00	\$32,626.73	\$9,023.27	#DIV/0!	Works completed	
L24 Ellis Rd 0-2.5km	F	WM	0014-1115-0000	\$0.00				\$312.00	\$0.00	\$105,855.57	-\$41,305.57	#DIV/0!	Works Completed	
L25 Old Wagga Rd 27.49-29.49km	F	WM	0014-1076-0000	\$0.00					\$0.00	\$47,808.55	-\$47,808.55	#DIV/0!	Project Completed - Job Closed, Carry Over from 17/18 - See line 90 for budget	
L26 Old Wagga Rd 21.00-21.81	F	WM	0014-1077-0000	\$0.00					\$0.00	\$45,075.93	-\$45,075.93	#DIV/0!	Project Completed - Job Closed, Carry Over from 17/18 - See line 90 for budget	
L27 Old Wagga Rd 9.11-10.10	F	WM	0014-1078-0000	\$0.00					\$0.00	\$69,199.42	-\$69,199.42	#DIV/0!	Project Completed - Job Closed, Carry Over from 17/18 - See line 90 for budget	
L28 Devils Bridge Rd 10.45-13.05km	F	WM	0014-1101-0000	\$0.00					\$0.00	\$80,011.09	-\$2,031.09	#DIV/0!	Project Completed - Job Closed	
L29 The Gap Rd 0-1km	F	WM	0014-1102-0000	\$0.00					\$0.00	\$54,140.15	-\$9,140.15	#DIV/0!	Project Completed - Job Closed	
L30 Brewarrang Ln 6.15-8.15km	F	WM	0014-1103-0000	\$0.00					\$0.00	\$33,422.85	\$1,577.15	#DIV/0!	Project Completed - Job Closed	
L31 Centenary Rd 7.11-9.12km	F	WM	0014-1104-0000	\$0.00					\$0.00	\$6,181.87	-\$6,181.87	#DIV/0!	Project Completed - Job Closed	
L32 Jolleys Rd 8.76-10.42km	F	WM	0014-1105-0000	\$0.00					\$0.00	\$25,119.19	\$3,930.81	#DIV/0!	Project Completed - Job Closed	
L33 Gawnes Rd 12-12.3km	F	WM	0014-1107-0000	\$0.00					\$0.00	\$8,393.37	-\$899.37	#DIV/0!	Project Completed - Job Closed	
L34 Landervale Rd 2-3.5km	F	WM	0014-1109-0000	\$0.00					\$0.00	\$37,484.74	\$25,535.26	#DIV/0!	Project Completed - Job Closed	
L35 Paynters siding Rd 4.8-6.06km	F	WM	0014-1110-0000	\$0.00					\$0.00	\$44,872.16	-\$13,372.16	#DIV/0!	Project Completed - Job Closed	
L36 Williams Rd 0-1.5km	F	WM	0014-1114-0000	\$0.00					\$0.00	\$42,658.81	\$2,341.19	#DIV/0!	Project Completed - Job Closed	
L37 Birrego Rd 0-0.4km	F	WM	0014-1116-0000	\$0.00					\$0.00	\$13,051.42	-\$3,084.42	#DIV/0!	Project Completed - Job Closed	
L38 Irons Rd 0-2.8km	F	WM	0014-1117-0000	\$0.00					\$0.00	\$135,877.57	-\$47,877.57	#DIV/0!	Project Completed - Job Closed	
L39 Settlement Rd 0-0.8km	F	WM	0014-1118-0000	\$0.00					\$0.00	\$22,361.84	-\$2,361.84	#DIV/0!	Project Completed - Job Closed	
L40 Walkers Rd 1.5-2.5km	F	WM	0014-1119-0000	\$0.00					\$0.00	\$19,475.82	-\$3,915.82	#DIV/0!	Project Completed - Job Closed	
L41 Semblers Rd 0-2km	F	WM	0014-1120-0000	\$0.00					\$0.00	\$52,699.06	\$7,300.94	#DIV/0!	Project Completed - Job Closed	
L42 Lismoye Rd 3.31-4.71km	F	WM	0014-1121-0000	\$0.00				-\$484.41	\$0.00	\$82,462.55	-\$18,462.55	#DIV/0!	Completed	
L43 Regional Roads Capital Works (Capital Component of Block Grant)	A	WM	0013-0000-0000	\$254,000.00					\$254,000.00	\$161,984.34	\$92,015.66	64%	All reseal works completed. Several invoices pending	
L44 Repair Grant (with 50 % contribution from Block Grant)	A	WM	0015-0001-0000	\$166,000.00					\$166,000.00	\$7,854.89	\$158,145.11	5%	Culvert of value \$ 124k ordered in May. Quotes are being received for gravel and guard rails.	
L45 Railway Bridge Structural Assessment	A	OGMI	0030-1008-0000	\$0.00	\$18,050.00				\$18,050.00	\$13,150.00	\$4,900.00	73%	Concept plans developed for consultation with Department of Planning & Environment/Heritage (OEH). Project forms part of Environment Tourism Grant fund.	
L46 Narrandera Truck Wash	A	MPA	0030-1009-0000	\$590,000.00	\$12,266.00		\$35,000.00	\$71,469.95	\$637,266.00	\$37,792.45	\$599,473.55	65%	Concrete design completed with procurement process for construction underway. Upgrade to electrical also out for quoting. Oil separator ordered. Work commenced on aeration tanks.	
L47 PAMP - (Active Transport - 50/50 RMS Funding) - Twynam St	A	MPA	0030-1012-0000	\$16,000.00					\$16,000.00	\$2,109.89	\$13,890.11	13%	RMS approved. Works commenced May.	
L48 Footpath - Elwin Street	F	MPA	0030-1016-0000	\$25,000.00					\$25,000.00	\$7,036.05	\$17,963.95	28%	Completed	
L49 Footpath - Audley Street	F	MPA	0030-1015-0000	\$22,000.00					\$16,000.00	\$19,892.00	\$108.00	99%	Project completed - Job Closed	
L50 Barellan Community Hall Building Works	A	WM	8300-1001-0000	\$27,950.00				\$454.55	\$27,950.00	\$10,476.34	\$17,473.66	37%	Main entrance, exit door complete; septic tank upgrade and gutter clean to be finalised.	
L51 Grong Grong Community Hall Building Works	F	WM	8300-1002-0000	\$9,000.00				\$912.41	\$9,000.00	\$43,037.20	-\$34,037.20	478%	Project Completed	
L52 Railway Station Building Works	F	WM	8300-1003-0000	\$1,750.00					\$1,750.00	\$1,834.07	-\$84.07	105%	Job completed	
L53 Red Hill Signage	A	EDM	8500-1001-0000	\$0.00	\$6,000.00				\$6,000.00	\$0.00	\$6,000.00	0%	Flagpoles are being fabricated. New billboard has been installed.	
L54 Arts Centre Building Works	A	WM	8650-1001-0000	\$5,000.00					\$5,000.00	\$331.77	\$4,668.23	7%	Need to be carried over for 19/20.	
L55 NRMA Charging Station	F	EDM	8600-1002-0000				\$5,000.00		\$5,000.00	\$1,606.11	\$3,393.89	32%	Completed	
L56 Gateway/Entrance signs	A	EDM	8700-1003-0000	\$30,000.00	\$68,261.00	-\$38,000.00			\$60,261.00	\$27,338.36	\$32,922.64	45%	Shire boundary signs completed and installed. Gateway signs progressing.	
L57 Visitor Information Centre Building Works	F	WM	8700-1004-0000	\$7,500.00					\$7,500.00	\$6,422.02	\$1,077.98	86%	Completed	
L58 Lake Talbot Tourist Park fire service upgrades details required	A	MPA	8900-1005-0000	\$100,000.00				\$322.78	\$100,000.00	\$0.00	\$100,000.00	0%	Budget to be revised down in QBR as will only cover design this financial year. Project Manager reviewing Australian Standards to confirm requirements before engaging specialist designer.	
L59 Building renewal and upgrades	N/A	WM	9300-1004-0000	\$68,660.00					\$68,660.00	\$0.00	\$68,660.00	0%	In the process of project schedule development	
L60 Upgrading Twynam Street Shops details required	A	OGMI	9300-1005-0000	\$60,000.00				\$18,738.17	\$60,000.00	\$11,536.46	\$48,463.54	19%	Councils component of the building works completed. Hand over the building to Property NSW for their fit out due 14 May. Works expected to take 4 weeks. Commercial lease report going to Council during May.	
L61 Provision of offstreet chambers staff parking	A	WM	9300-1006-0000	\$58,000.00				-\$58,000.00	\$0.00	\$0.00	\$0.00	#DIV/0!	Cancelled funds moved to B8Qs in QBRs	
L62 Airport Cottage Building Works	F	WM	9300-1007-0000	\$17,000.00					\$17,000.00	\$16,493.32	\$506.68	97%	Completed	
L63 16 Kiesling Drive Building Works	A	WM	9300-1009-0000	\$10,250.00					\$10,250.00	\$1,199.97	\$9,050.03	12%	Control system for irrigation; new clothes line; pergola at back of house with steel frame and sheets	
L64 Mandelay Road Building Works	F	WM	9300-1008-0000	\$13,100.00					\$13,100.00	\$7,481.05	\$5,618.95	57%	Completed	
L65 Airport Provision of emergency generator	A	TAE	9400-1005-0000	\$5,000.00					\$5,000.00	\$0.00	\$5,000.00	0%	Completion May 2019.	
L66 Airport Airside Improvements incl. flood gate repairs	A	TAE	9400-1006-0000	\$15,000.00				\$1,252.90	\$15,000.00	\$14,533.45	\$466.55	97%	Completion May 2019.	
L67 Airport Terminal building CCTV security upgrade	F	TAE	9400-1007-0000	\$15,000.00					\$15,000.00	\$14,335.06	\$664.94	96%	Completed	
L68 Airport Provision of apron flood lighting	A	TAE	9400-1008-0000	\$15,000.00				\$8,244.50	\$15,000.00	\$7,495.00	\$7,505.00	50%	Order issued completion targeted for May 2019.	
L69 Airport Terminal Building Works	A	WM	9400-1009-0000	\$11,000.00				\$4,098.30	\$11,000.00	\$5,604.92	\$5,395.08	51%	Work has commenced completion targeted for April 2019.	
L70 Airport Airside Beautification	F	TAE	9400-1004-0000	\$0.00	\$7,406.00			\$25.00	\$7,406.00	\$7,388.09	\$17.91	100%	Ongoing through the year as required.	
L71 Light Vehicles	A	PWM	9500-1001-0000	\$404,394.00					\$404,394.00	\$68,137.55	\$336,256.45	17%	Plant replacement schedule completed. Procurement underway.	
L72 Trucks & Trailers	A	PWM	9500-1001-0002	\$757,250.00					\$757,250.00	\$68,137.55	\$689,112.45	9%	Plant replacement schedule completed. Procurement underway.	
L73 Heavy Plant	A	PWM	9500-1002-0000	\$274,900.00					\$274,900.00	\$0.00	\$274,900.00	0%	Plant replacement schedule completed. Procurement to commence.	
L74 Other Plant Cap Expenses	A	PWM	9500-1003-0000	\$20,000.00				\$14,656.85	\$20,000.00	\$10,147.72	\$9,852.28	51%	Plant replacement schedule completed. Procurement underway.	
L75 Water Main Replacements	A	WSE	2900-1001-0000	\$250,000.00	\$127,094.00			\$30,179.31	\$377,094.00	\$230,093.32	\$147,000.68	61%	Program to include: Riverine St, Argyle St, Whitton St, Mitchell St, Daigetty St, King St. Riverine St and Argyle St complete. Mitchell Street to begin in June.	

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2018-19 - As at 30/04/19

Project	Status	Resp.	Job Number	Proposed	Capital Projects			Commitment	Budget	YTD	Unrealised Grants		%	Comments
					Cancelled	Carryover	Sept				Key Operational Complete	Balance		
83.33 % of year elapsed														
176	Hydrant and Valve replacements	A	WSE	2900-1004-0000	\$50,000.00				\$5,740.83	\$50,000.00	\$54,993.59	-\$4,993.59	110%	Schedule developed possibly 9 hydrants and 9 stop valves to be replaced. Onsite Investigation scoping underway. Construction work underway.
177	SCADA and Instrumentation upgrades (online chlorine analysers)	A	WSE	2900-1005-0000	\$50,000.00					\$50,000.00	\$549.04	\$49,450.96	1%	Replacement of radio telemetry with wireless internet and purchase of chlorine analyser. Procurement underway. Project is to be completed over two years.
178	Additional Taggle (recycled water, Gillenbah, east st) and Meter management software (miwater)	A	WSE	2900-1006-0000	\$17,500.00				\$13,636.36	\$17,500.00	\$0.00	\$17,500.00	0%	Order for additional taggles was placed in last financial year. Goldenfields to deliver required works including taggle replacement and data updates.
179	Emergency response equipment incl. pump and lighting	F	WSE	2900-1008-0000	\$25,000.00				\$4,218.18	\$25,000.00	\$21,521.51	\$3,478.49	86%	Complete
180	Main Street Water Main replacement	A	WSE	2900-1009-0000	\$300,000.00				\$80,876.44	\$300,000.00	\$28,571.40	\$271,428.60	10%	Water main replacement Bolton St in conjunction with Bolton St upgrade works. Scheduled to begin in May 2019.
181	Services Replacements	A	WSE	2900-1011-0000	\$50,000.00				\$2,846.76	\$50,000.00	\$71,594.33	-\$21,594.33	143%	Household service replacements as needed.
182	IWCM Study - (50/50 funding)	A	WSE	2900-1016-0000	\$0.00	\$49,213.00				\$49,213.00	\$43,721.00	\$5,492.00	89%	Project reference group meeting undertaken development of options paper has commenced 50% complete.
183	Flow meters on all Inlet and outlets Reservoirs	A	WSE	2900-1022-0000	\$95,000.00				\$18,186.03	\$95,000.00	\$12,670.42	\$82,329.58	13%	Procurement underway. Installation has begun on first site.
184	Aerator gas scrubbing	A	WSE	2900-1027-0000	\$20,000.00					\$20,000.00	\$0.00	\$20,000.00	0%	Air quality testing to be undertaken in May.
185	Network Design and Planning review (reservoirs and zoning)	A	WSE	2900-1028-0000	\$25,000.00					\$25,000.00	\$40.64	\$24,959.36	0%	To begin once Hydraulic Modelling is complete.
186	Rising Main Isolation	A	WSE	2900-1037-0000	\$0.00	\$8,600.00				\$8,600.00	\$8,452.88	\$147.12	98%	Project is to disconnect retic system from rising main. 80% Complete.
187	WTP filter/Upgrade design	A	WSE	2900-1038-0000	\$150,000.00	\$11,521.00			\$4,953.23	\$161,521.00	\$65,040.14	\$96,480.86	40%	Detailed applications under the Safe and Secure Water programme submitted 1 April. Options assessment under ICWM submitted to Council. To be reviewed by Stakeholder reference group and Council.
188	Non Return Valve Bore 4	A	WSE	2900-1042-0000	\$2,500.00					\$2,500.00	\$0.00	\$2,500.00	0%	To commence June 2019
189	Bore 3 well head replacement	F	WSE	2900-1043-0000	\$125,000.00	-\$12,065.00			\$1,795.36	\$137,065.00	\$41,595.51	\$95,469.49	30%	Complete
190	North Zone Pressure Pump - low pressure issues	A	WSE	2900-1051-0000	\$45,000.00				\$692.12	\$45,000.00	\$188.34	\$44,811.66	0%	Hydraulic modelling will inform pump size, pumps to be replaced once hydraulic modelling is complete.
191	Low Level Chlorinator	A	WSE	2900-1052-0000	\$50,000.00	\$46,108.00				\$96,108.00	\$67,739.76	\$28,368.24	70%	Awaiting final commissioning.
192	Pine Hill Pumps replacement	A	WSE	2900-1054-0000	\$25,000.00				\$170.14	\$25,000.00	\$35,822.16	-\$10,822.16	143%	Pump installed awaiting delivery of pump controller 90% complete
193	Duplicate Rising Main from Plant	F	WSE	2900-1015-0000	\$0.00			\$90,543.54		\$90,543.54	\$148,187.37	-\$57,643.83	164%	Completed. Budget to be adjusted in QBR.
194	Pine Hill Reserve Vermin Proofing	F	WSE	2900-1048-0000	\$0.00	\$8,265.00			-\$600.00	\$8,265.00	\$6,563.07	\$1,701.93	79%	Completed
195	Investigate PSI Cracking	A	WSE	3900-1010-0000	\$0.00	\$6,731.00				\$6,731.00	\$0.00	\$6,731.00	0%	Awaiting cleaning of the SPS for structural inspection.
196	Primary filter - EPA	A	WSE	3900-1016-0000	\$120,000.00					\$120,000.00	\$0.00	\$120,000.00	0%	Effluent inlet quality still being monitored
197	Manhole Replacements	A	WSE	3900-1021-0000	\$25,000.00					\$25,000.00	\$7,533.23	\$17,466.77	30%	As needed.
198	Sewer Service Replacements	A	WSE	3900-1022-0000	\$25,000.00				\$2,204.55	\$25,000.00	\$16,692.59	\$8,307.41	67%	As needed.
199	Sewer Main Replacements	A	WSE	3900-1023-0000	\$25,000.00					\$25,000.00	\$3,680.58	\$21,319.42	15%	As needed. Investigate replacement of Larmer St line.
200	Elwin Street Main Replacement	A	WSE	3900-1024-0000	\$15,000.00					\$15,000.00	\$104.85	\$14,895.15	1%	Design complete. Works to commence in May.
201	Flow meters for Pump Stations 2, 3, 4	A	WSE	3900-1025-0000	\$40,000.00				\$1,090.91	\$40,000.00	\$3,805.67	\$36,194.33	10%	Investigation about the possible location of the flow meters done. Flowmeters will be procured within April and May, with installation in May and June. Investigations completed. Quotes received, all quotes are above budgeted amount, to be reconsidered 2019/20.
202	SPS1 Emergency Bypass Pump	A	WSE	3900-1026-0000	\$30,000.00					\$30,000.00	\$6,816.48	\$23,183.52	23%	Project Completed - Job Closed
203	Maturation Pond Spillway Repair	F	WSE	3900-1027-0000	\$20,000.00					\$20,000.00	\$1,854.46	\$18,145.54	9%	Project Completed - Job Closed
204	Stage 2 of AMS Implementation - Road condition survey	A	MPA	0030-1010-0000	\$101,720.00					\$101,720.00	\$1,442.91	\$100,277.09	1%	Data migration and road pavement management system. To commence June. This will be completed after June as part of the grant requirements. Quote received was \$800. Remaining funds will be used for any additional work with the drought community projects.
205	Drought Community Funding - Auditing Requirements	A	MPA	0300-1035-0000	\$0.00			\$9,881.00		\$9,881.00	\$0.00	\$9,881.00	0%	
206	Lake Talbot deepening project.	A	OSR	0600-1007-0000	\$30,000.00				\$27,000.00	\$30,000.00	\$0.00	\$30,000.00	0%	Environment Consultant has been engaged with works to be completed by end of June.
207	Barellan Cemetery Bins	F	OSR	0800-1007-0000	\$2,000.00					\$2,000.00	\$1,531.25	\$468.75	77%	Bin has been installed. Completed
208	Lake Talbot Pool - Allowance for Emergency Works	A	MPA	7800-1008-0000	\$12,000.00					\$12,000.00	\$0.00	\$12,000.00	0%	No emergency works have been required to date.
209	Barellan Pool - Allowance for emergency works	A	MPA	7900-1004-0000	\$2,500.00					\$2,500.00	\$0.00	\$2,500.00	0%	No emergency works have been required to date.
210	Backflow prevention register	A	WSE	2900-1023-0000	\$15,000.00					\$15,000.00	\$0.00	\$15,000.00	0%	Scheduled for May 2019
211	Reservoir cleaning and structural assessment	A	WSE	2900-1024-0000	\$30,000.00					\$30,000.00	\$12,134.02	\$17,865.98	40%	Specifications of the structural assessment being finalised. Vermin proofing completed.
212	Data entry and document control system	A	WSE	2900-1025-0000	\$25,000.00			\$532.23		\$25,000.00	\$18,059.83	\$6,940.17	72%	System developed and being implemented.
213	Network Hydraulic Modelling Software	A	WSE	2900-1007-0000	\$35,000.00	\$30,000.00			\$8,000.00	\$65,000.00	\$31,490.00	\$33,510.00	48%	Completed and delivered. Training being scheduled.
214	Asset Management Data Migration	F	WSE	2900-1026-0000	\$40,500.00				\$20,625.00	\$40,500.00	\$19,200.39	\$21,299.61	47%	Data submitted to Pitney Bowes. Liaising with them to clean data as per software requirement.
215	Visitor Centre Redevelopment	C	EDM	8700-1001-0000	\$1,247,000.00	\$3,490.00		-\$1,330,490.00		\$0.00	\$6,885.00	\$6,885.00	#DIV/0!	Funding applications have been made through the Building Better Regions fund and Regional Environment Tourism fund Cancelled - RMS shared funding not provided - Council Funding to be reallocated to Elwin street Footpath Project as part of Quarterly Review
216	Shared Cycleway (Active Transport - 50/50 RMS Funding) MBP	C	MPA	0030-1011-0000	\$25,000.00					\$0.00	\$0.00	\$0.00	#DIV/0!	
217	Replace AFL Community Club Rooms	C	OSR	0200-1012-0000	\$1,780,000.00					\$1,780,000.00	\$0.00	\$1,780,000.00	0%	Unsuccessful. To be Adjusted in QBR.
218	PAMP - (Active Transport - 100% RMS Funding) -	C	MPA	0030-1013-0000	\$119,432.00					\$0.00	\$0.00	\$0.00	#DIV/0!	Funding not received - Cancelled
219	Marie Bashir Park - Repair and reinforce current seating.	C	OSR	0200-1015-0000	\$0.00					\$0.00	\$0.00	\$0.00	#DIV/0!	Cancelled - Project budget to cover BBQ area overruns at line 43 - list the transfer in the next capital works report.
220	Urban Roads Maintenance	O	WM	0001-0001-0000	\$730,250.00				\$8,984.24	\$730,250.00	\$559,116.05	\$171,133.95	77%	Ongoing works
221	Sealed Rural Roads Maintenance	O	WM	0002-0001-0000	\$294,350.00				\$3,673.63	\$294,350.00	\$319,028.99	-\$24,678.99	108%	Job cost is closed. Plants to be delivered to regional roads.
222	Rural Unsealed Roads Expenses	O	WM	0003-0001-0000	\$827,200.00				\$10,015.43	\$827,200.00	\$668,941.00	\$158,259.00	81%	Ongoing works
223	Regional Roads (M&R Grant)	O	WM	0005-0000-0000	\$207,000.00					\$207,000.00	\$142,727.41	\$64,272.59	69%	Ongoing Works
224	State Road Contract Works RMCC	O	WM	0004-0002-0000	\$165,000.00				\$4,867.69	\$165,000.00	\$114,823.37	\$50,176.63	70%	Ongoing Works
225	Ordered Works Expenses - MR 80	O	WM	0004-0005-0000	\$80,000.00					\$80,000.00	\$1,308.48	\$78,691.52	2%	In consultation with RMS in project development - tentative start during May
226	Ordered Works Expenses - MR 84	O	WM	0004-0006-0000	\$80,000.00				\$4,181.82	\$80,000.00	\$89,201.10	-\$9,201.10	112%	commence on 3th June.
227	The Voice Project	O	HR	4300-0030-0000	\$0.00					\$7,280.00	\$5,170.00	\$2,110.00	71%	Completed - Job Closed
228	John O'Brien Festival	O	EDM	8750-0126-0000	\$0.00		\$9,583.00			\$19,083.00	\$6,804.54	\$12,278.46	36%	Fund Allocation approved at October council meeting C-18/225
229	Branding Strategy	O	EDM	8750-0127-0000	\$0.00		\$10,420.00			\$9,136.36	\$10,420.00	\$4,219.79	40%	Ongoing

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2018-19 - As at 30/04/19

Project	Status	Resp.	Job Number	Proposed	Capital Projects				Budget	YTD	Balance	%	Comments	
					Carryover	Sept	Dec	Commitment						
330 Bores Expenses	O	WSE	2300-0001-0000	\$55,500.00					\$33,000.00	\$30,818.17	\$2,181.83	93%	On-going Operating Costs	
331 Pump Station Expenses	O	WSE	2300-0002-0000	\$52,500.00				\$2,134.72	\$75,000.00	\$80,506.50	-\$5,506.50	107%	On-going Operating Costs	
332 Mains Expenses	O	WSE	2100-0003-0000	\$275,000.00				\$13,846.66	\$275,000.00	\$202,901.91	\$72,098.09	74%	On-going Operating Costs	
333 Recycled Water	O	WSE	2200-0004-0000	\$52,500.00				\$233.64	\$52,500.00	\$5,236.48	\$47,263.52	10%	On-going Operating Costs	
334 Reservoirs Expenses	O	WSE	2400-0005-0000	\$56,500.00				\$622.50	\$54,000.00	\$14,758.89	\$39,241.11	27%	On-going Operating Costs	
335 Water Supply Licence	O	WSE	2000-0032-0000	\$30,000.00					\$30,000.00	\$20,483.39	\$9,516.61	68%	Water Licence costs	
336 Chlorine & Chemicals Expenses	O	WSE	2700-0033-0000	\$20,000.00				\$492.60	\$20,000.00	\$20,787.35	-\$787.35	104%	On-going Operating Costs	
337 Meter Reading Expenses	O	WSE	2000-0014-0000	\$4,500.00				\$2,500.00	\$1,493.34	\$9,491.23	-\$2,491.23	136%	On-going Operating Costs	
338 Telemetry System Maintenance	O	WSE	2000-0040-0000	\$6,500.00					\$4,545.45	\$6,842.53	\$1,657.47	75%	On-going Operating Costs	
339 Pump Stations Electricity Expenses	O	WSE	2300-0023-0000	\$215,000.00					\$215,000.00	\$225,360.14	-\$10,360.14	105%	On-going Operating Costs	
340 Pump Station Expenses	O	WSE	3200-0002-0000	\$55,000.00					\$52,500.00	\$64,432.72	-\$11,932.72	123%	On-going Operating Costs	
341 Mains Expenses	O	WSE	3100-0003-0000	\$132,000.00					\$10,000.00	\$9,146.12	\$142,000.00	\$107,177.19	75%	On-going Operating Costs
342 Treatment Works Expenses	O	WSE	3400-0006-0000	\$210,000.00					-\$5,000.00	\$21,121.85	\$205,000.00	\$160,550.17	78%	On-going Operating Costs
343 Telemetry System Maintenance	O	WSE	3000-0040-0000	\$5,000.00					\$2,500.00	\$27.30	\$2,472.70	1%	On-going Operating Costs	

83.33 % of year elapsed

23 STATUTORY AND COMPULSORY REPORTING – OTHER REPORTS

Nil

PUBLIC MEETING CLOSES

At this point, members of the Gallery and Press are advised that Council will now move into Closed Session of Council for the consideration of the Confidential Items. They are asked to leave the Chambers and advised that they may return to the Chambers if they wish, upon resumption of Open Council.

24 CONFIDENTIAL BUSINESS PAPER REPORTS**RECOMMENDATION**

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

24.1 Lot 10 DP1202049 Sturt Highway TJ & KM Hands

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

24.2 Mayoral Report - GM Mid-Term Performance Review

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

RETURN TO PUBLIC MEETING

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