



# **BUSINESS PAPER**

**Ordinary Council Meeting**

**9 December 2020**

## ETHICAL DECISION MAKING & CONFLICT OF INTEREST

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

### ETHICAL DECISION MAKING

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

### CONFLICT OF INTEREST

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

### THE TEST FOR CONFLICT OF INTEREST

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

### IDENTIFYING PROBLEMS

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

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

### AGENCY ADVICE

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

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

## COMMUNITY STRATEGIC PLAN

### Themes

#### Agenda Section 16 ~ **Our Community**

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

#### Agenda Section 17 ~ **Our Environment**

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

#### Agenda Section 18 ~ **Our Economy**

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

#### Agenda Section 19 ~ **Our Infrastructure**

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

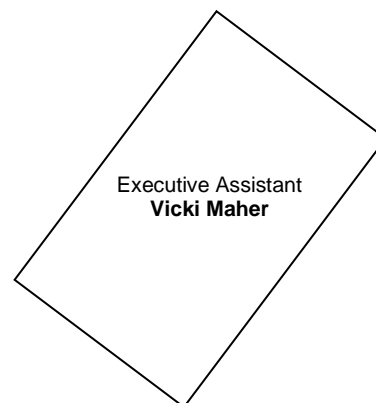
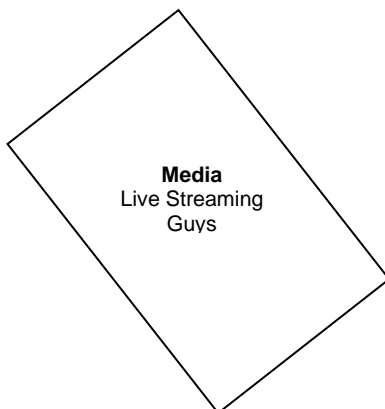
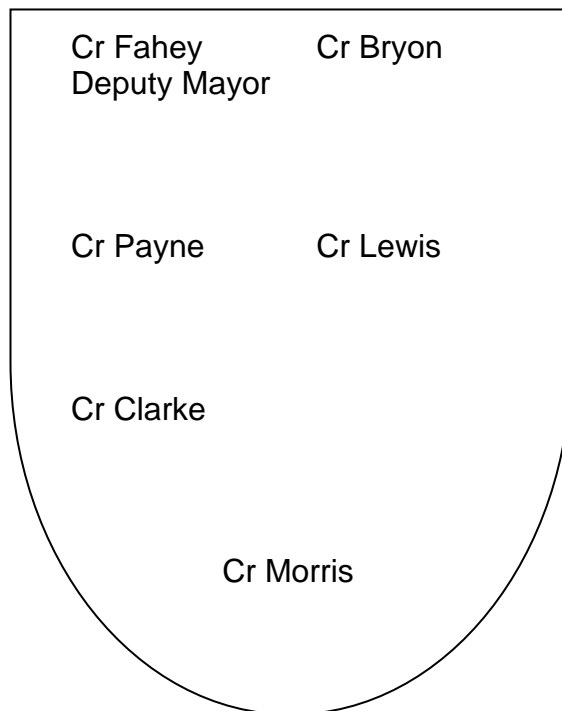
#### Agenda Section 20 ~ **Our Civic Leadership**

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

# SEATING

General Manager <b>George Cowan</b>	<b>MAYOR</b> <b>Cr</b> <b>Kschenka</b>	Deputy General Manager Infrastructure <b>Shane Wilson</b>	Deputy General Manager Corporate & Community <b>Martin Hiscox</b>
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**Notice is hereby given that the Ordinary Meeting of the Narrandera  
Shire Council will be held in the Council Chambers on:  
Wednesday 9 December 2020 at 2pm**

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- 1      **ACKNOWLEDGEMENT OF COUNTRY**
- 2      **HOUSE KEEPING**
- 3      **DISCLOSURE OF POLITICAL DONATIONS**
- 4      **PRESENT**
- 5      **APOLOGIES**
- 6      **DECLARATIONS OF INTEREST**
- 7      **CONFIRMATION OF MINUTES**

Ordinary Council Meeting - 17 November 2020



# **MINUTES**

**Ordinary Council Meeting**

**17 November 2020**

**MINUTES OF NARRANDERA SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS  
ON TUESDAY, 17 NOVEMBER 2020 AT 2PM**

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

**1 ACKNOWLEDGEMENT OF COUNTRY**

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

**2 HOUSE KEEPING**

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

**3 DISCLOSURE OF POLITICAL DONATIONS**

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

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

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

**4 PRESENT**

Cr Neville Kschenka, Cr David Fahey OAM, Cr Narelle Payne, Cr Jenny Clarke OAM, Cr Tracey Lewis, Cr Barbara Bryon

**In Attendance**

George Cowan (General Manager), Shane Wilson (Deputy General Manager Infrastructure), Martin Hiscox (Deputy General Manager Corporate & Community), Lauren Redden (Minute Taker)

## 5 APOLOGIES

### RESOLUTION 20/295

Moved: Cr Jenny Clarke OAM

Seconded: Cr Narelle Payne

That apologies from Cr Kevin Morris be received and accepted.

**CARRIED**

## 6 DECLARATIONS OF INTEREST

Cr Tracey Lewis declared a Pecuniary Interest in this Item 15.1 under the Local Government Act as *Secretary of Showground Land Management Committee* and will leave the meeting during discussion and voting.

Cr Tracey Lewis declared a Non Pecuniary Non Significant Interest in this Item 22.2 under the Local Government Act as *Son in law is a Projects Manager for Cardno* and will remain in the meeting during discussion and voting.

## 7 CONFIRMATION OF MINUTES

### RESOLUTION 20/296

Moved: Cr Narelle Payne

Seconded: Cr David Fahey OAM

That the minutes of the Ordinary Council Meeting held on 20 October 2020 be confirmed.

**CARRIED**

## 8 MAYORAL REPORT

### 8.1 MAYORAL REPORT OCTOBER / NOVEMBER 2020

### RESOLUTION 20/297

Moved: Cr Neville Kschenka

Seconded: Cr Narelle Payne

That Council:

1. Receive and note the Mayoral Report for October / November 2020.
2. Prepare and lodge a submission to the NSW Parliamentary Inquiry into Health Services in Rural NSW.
3. Seek resident input into that submission.

**CARRIED**

**9 QUESTION WITH NOTICE**

Nil

**10 NOTICES OF RESCISSION**

Nil

**11 NOTICES OF MOTION**

Nil

**12 COUNCILLOR REPORTS**

Nil

**13 COMMITTEE REPORTS****13.1 MINUTES - PARKSIDE COTTAGE MUSEUM COMMITTEE - 1 OCTOBER 2020****RESOLUTION 20/298**

Moved: Cr Barbara Bryon

Seconded: Cr Jenny Clarke OAM

That Council:

1. Receive and note the Minutes of the Parkside Cottage Museum Committee held on Thursday 1 October 2020;
2. Acknowledge that member Mr Steve Wicker was elected as Chairperson for 12 months from October 2020 to October 2021.

**CARRIED****13.2 MINUTES - ECONOMIC TASKFORCE COMMITTEE (OPEN) 3 NOVEMBER****RESOLUTION 20/299**

Moved: Cr David Fahey OAM

Seconded: Cr Tracey Lewis

That Council:

1. Receive and note the Minutes of the Economic Taskforce Committee meeting held 3 November 2020, together with the updated Economic Development Strategy (non-confidential).

**CARRIED**

**13.3 MINUTES - LAKE TALBOT ENVIRONS ADVISORY COMMITTEE - 28 OCTOBER 2020****RESOLUTION 20/300**

Moved: Cr Narelle Payne

Seconded: Cr Barbara Bryon

That Council:

1. Receive and note the Minutes of the Lake Talbot Environs Advisory Committee held on Wednesday 28 October 2020.

**CARRIED**

**13.4 MINUTES - GRONG GRONG COMMUNITY COMMITTEE - 21 OCTOBER 2020****RESOLUTION 20/301**

Moved: Cr Barbara Bryon

Seconded: Cr Tracey Lewis

That Council:

1. Note and receive the Minutes of the Grong Grong Community Committee held on Wednesday 21 October 2020.

**CARRIED**

**13.5 MINUTES - YOUTH ADVISORY COUNCIL - 12 OCTOBER 2020****RESOLUTION 20/302**

Moved: Cr Tracey Lewis

Seconded: Cr Narelle Payne

That Council:

1. Receive and note the Minutes of the Youth Advisory Council held on Monday 12 October 2020.

**CARRIED**



**14 OUR COMMUNITY****14.1 FINANCIAL ASSISTANCE TO NARRANDERA CANASSIST****RESOLUTION 20/303**

Moved: Cr Jenny Clarke OAM

Seconded: Cr Narelle Payne

That Council:

1. Endorses the provision of financial assistance to Narrandera CanAssist for the 2019-2020 financial year in the amount of \$289 funded by the Narrandera Leeton Community Transport service.
2. Continue to provide financial assistance to Narrandera CanAssist for the 2020-2021 financial year until Narrandera CanAssist can recommence fundraising activities.

**CARRIED**

**14.2 DOMESTIC VIOLENCE ADVISORY COMMITTEE NOMINATIONS****RESOLUTION 20/304**

Moved: Cr Tracey Lewis

Seconded: Cr Barbara Bryon

That Council:

1. Appoint the following community members to the Domestic Violence Advisory Committee:
  - Leigh Mathieson
  - Kristy McDuff
  - Sue Ruffles
  - Tiffany Thornton

**CARRIED**

**14.3 NARRANDERA SHIRE COUNCIL ADVERSE EVENT PLAN****RESOLUTION 20/305**

Moved: Cr Narelle Payne

Seconded: Cr Barbara Bryon

1. That Council endorse the Draft Narrandera Shire Council Adverse Event Plan to be placed on public exhibition, and
2. The policy be considered adopted should no objections be received during the exhibition period.

**CARRIED**

**14.4 PARKS AND GARDENS ADVISORY - MEMBERSHIP NOMINATION****RESOLUTION 20/306**

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

That Council:

1. Resolve to endorse John Sullivan as a community representative on the Parks and Gardens Committee.

**CARRIED**

**15 OUR ENVIRONMENT**

At 2:14 pm, Cr Tracey Lewis, after earlier declaring an Interest in Item 15.1, vacated the Chambers during discussions and voting on the matter.

## 15.1 REQUEST TO WAIVE DA FEES

### RESOLUTION 20/307

Moved: Cr David Fahey OAM

Seconded: Cr Jenny Clarke OAM

That Council

1. Waive all non-statutory fees for the reasons detailed in the report.

In Favour: Crs Neville Kschenka, David Fahey OAM, Narelle Payne, Jenny Clarke OAM and Barbara Bryon

Against: Nil

**CARRIED 5/0**

**CARRIED**

At 2:15 pm, Cr Tracey Lewis returned to the meeting.

## 16 OUR ECONOMY

### 16.1 REQUEST FOR FINANCIAL ASSISTANCE - COMMUNITY RADIO

#### RESOLUTION 20/308

Moved: Cr Jenny Clarke OAM

Seconded: Cr Barbara Bryon

That Council:

1. Approve the donation of \$3,840 to the Narrandera District Community Radio to assist with the impact of COVID-19 restrictions on local business.

**CARRIED**

### 16.2 NARRANDERA FLEXIBLE HOUSING DEVELOPMENT

#### RESOLUTION 20/309

Moved: Cr Jenny Clarke OAM

Seconded: Cr Tracey Lewis

That Council

1. Receives and notes the Design Report Oct 2020 from Noel Thomson Architects.
2. Endorses the concept plans and development plans attached hereto and noted as 2007-MP0;2007-MP1; 2007-MP2; 2007-MP3; 2007-MP4; 2007-MP5; 2007-MP6; 2007-MP7; 2007-MP8; 2007-CD1; 2007-CD2; 2007-CD3; 2007-CD4; 2007-CD5;

2007-CD6.

3. Notes the several concept options presented by Noel Thomson Architects and the marketing strategy for the options being Independent Living Village.
4. Adopts the marketing strategy as presented for the Architect's site option 3, Map Plan 2007-MP5, Independent Living Village with provision of an option for a community building and a mix of purchase/rental accommodation.
5. Allocates \$5,000 from Shire Property Reserve Fund to cover advertising costs and valuation fees as indicated in the marketing strategy attached hereto.

**CARRIED**

## **17 OUR INFRASTRUCTURE**

### **17.1 LOCAL ROADS & COMMUNITY INFRASTRUCTURE PROGRAM**

#### **RESOLUTION 20/310**

Moved: Cr David Fahey OAM

Seconded: Cr Narelle Payne

That Council:

1. Accepts the \$819,975 grant through the Local Roads and Community Infrastructure Program; and
2. Approves the community projects identified within Table 1 of the report.

**CARRIED**

### **17.2 PURCHASE OF WATER METER MANAGEMENT SOFTWARE**

#### **RESOLUTION 20/311**

Moved: Cr Tracey Lewis

Seconded: Cr Barbara Bryon

That Council:

1. That allocate \$60,000 from the internally restricted water reserve for the procurement and project management of Aqualus Water integrated meter data management software.

**CARRIED**

**18 OUR CIVIC LEADERSHIP****18.1 POLICY REVIEW - ES130 COUNCILLOR TRAINING DEVELOPMENT****RESOLUTION 20/312**

Moved: Cr Tracey Lewis

Seconded: Cr Narelle Payne

That Council:

1. Review and endorse Policy ES130 Councillor Training Development as presented for the purpose of public exhibition for a period of 28 days seeking community comment.
2. Should no submissions be received from the community at the conclusion of the exhibition, ES130 Councillor Training Development as presented be deemed as adopted.

**CARRIED**

**18.2 MILBRAE QUARRIES PTY LTD - RENEWAL OF LEASE OF LAND FOR PURPOSES OF A PRIVATE HANGAR AT THE NARRANDERA-LEETON AIRPORT****RESOLUTION 20/313**

Moved: Cr Tracey Lewis

Seconded: Cr Barbara Bryon

That Council:

1. Enter into a new lease agreement with Milbrae Quarries Pty Ltd for approximately 1,292 square metres of land located on Lot 1 DP 187822 (located west of the main passenger terminal) at the Narrandera-Leeton Airport concluding 31 August 2023.
2. Grant delegated authority to the Mayor and the General Manager to sign the lease agreement with Milbrae Quarries Pty Ltd on behalf of Council.
3. Authorise the placement of the Seal of Council to this lease document or any other document relating to this matter.

**CARRIED**

**18.3 MODEL CODE OF CONDUCT COMPLAINTS STATISTICS - 1 SEPTEMBER 2019 TO 31 AUGUST 2020****RESOLUTION 20/314**

Moved: Cr Barbara Bryon

Seconded: Cr Narelle Payne

That Council:

1. Note the Model Code of Conduct complaints statistics for the reporting year 1 September 2019 to 31 August 2020 and that the statistical return as presented is to be submitted to the Office of Local Government by 31 December 2020.

**CARRIED**

#### **18.4 STATE ELECTORAL BOUNDARIES**

##### **RESOLUTION 20/315**

Moved: Cr David Fahey OAM

Seconded: Cr Tracey Lewis

That Council:

1. Resolve to support the proposed draft electoral boundaries for the seat of Cootamundra and to advise the Electoral Commission accordingly.

**CARRIED**

#### **18.5 2018-2022 DELIVERY PROGRAM - 30 SEPTEMBER 2020 QUARTERLY REVIEW**

##### **RESOLUTION 20/316**

Moved: Cr Narelle Payne

Seconded: Cr Tracey Lewis

That Council:

1. Endorse the 2018-2022 Delivery Program quarterly review dated 30 September 2020 as presented and publish the report to the community using the website of Council.

**CARRIED**

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

##### **19.1 OCTOBER DEVELOPMENT SERVICES ACTIVITIES**

##### **RESOLUTION 20/317**

Moved: Cr Narelle Payne

Seconded: Cr Tracey Lewis

That Council:

1. Receive and note the Development Services Activities Report for October 2020.

**CARRIED****20 STATUTORY AND COMPULSORY REPORTING – FINANCIAL / AUDIT REPORTS****20.1 OCTOBER INCOME STATEMENT****RESOLUTION 20/318**

Moved: Cr Barbara Bryon  
Seconded: Cr Narelle Payne

That Council:

1. Receive and note the information contained in the Income Statement report for the period ending 31 October 2020.

**CARRIED****20.2 OCTOBER STATEMENT OF INVESTMENTS****RESOLUTION 20/319**

Moved: Cr Jenny Clarke OAM  
Seconded: Cr Barbara Bryon

That Council:

1. Receive and note the information contained in the Statement of Investments report as at 31 October 2020.

**CARRIED****20.3 OCTOBER CAPITAL WORKS PROGRAM****RESOLUTION 20/320**

Moved: Cr Narelle Payne  
Seconded: Cr Tracey Lewis

That Council:

1. Receive and note the information contained in the Capital Works report as of 31 October 2020.

**CARRIED**

**20.4 OCTOBER STATEMENT OF RATES AND RECEIPTS**

**RESOLUTION 20/321**

Moved: Cr Barbara Bryon  
 Seconded: Cr Narelle Payne

That Council:

1. Receive and note the information contained in the Statement of Rates and Receipts report as at 31 October 2020.

**CARRIED**

**20.5 OCTOBER STATEMENT OF BANK BALANCES**

**RESOLUTION 20/322**

Moved: Cr Narelle Payne  
 Seconded: Cr Barbara Bryon

That Council:

1. Receive and note the information contained in the Statement of Bank Balances report as of 31 October 2020.

**CARRIED**

**20.6 SEPTEMBER 2020 QUARTERLY BUDGET REVIEW**

**RESOLUTION 20/323**

Moved: Cr Narelle Payne  
 Seconded: Cr Tracey Lewis

That Council:

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

**CARRIED**

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

Nil



## 22 CONFIDENTIAL BUSINESS PAPER REPORTS

### RESOLUTION 20/324

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

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

#### 22.1 Economic Development Strategy at 3 November 2020

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

#### 22.2 T-19-20-2 Barellan Sewer Design Tender

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

**CARRIED**

## 22.1 ECONOMIC DEVELOPMENT STRATEGY AT 3 NOVEMBER 2020

### RESOLUTION 20/325

Moved: Cr Jenny Clarke OAM

Seconded: Cr Narelle Payne

1. That Council receive and note the Economic Development Strategy (confidential version) containing updates following the Economic Taskforce Committee meeting held 3 November 2020.

**CARRIED**

## 22.2 T-19-20-2 BARELLAN SEWER DESIGN TENDER

### RESOLUTION 20/326

Moved: Cr Barbara Bryon

Seconded: Cr Narelle Payne

That Council:

1. Approve Cardno (NSW/ACT) Pty Ltd as the preferred tenderer for the Barellan Sewer Design for a contract price of \$198,930 Ex GST.

**CARRIED**

**RESOLUTION 20/327**

Moved: Cr David Fahey OAM

Seconded: Cr Barbara Bryon

That Council moves out of Closed Council into Open Council.

**CARRIED**

**The Meeting closed at 2.49pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 9 December 2020.**

.....  
**GENERAL MANAGER**

.....  
**CHAIRPERSON**

UnConfirmed

**8 MAYORAL REPORT****8.1 MAYORAL REPORT NOVEMBER 2020****Document ID:** 532170**Author:** Mayor**Theme:** Our Civic Leadership**Attachments:** Nil**RECOMMENDATION**

That Council:

1. Receives and notes the Mayoral Report for November 2020.

**BACKGROUND**

Since submitting my last Mayor's Report that was presented to the Ordinary Council meeting of 17 November 2020, 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 also attends these meetings.

All Councillors and I attend a weekly Zoom meeting with the General Manager.

**Media Interviews**

I have had several media interviews with our local Community Radio 91.1, Triple M Griffith and Triple M Wagga throughout the past month covering recent topics of interest.

**NOVEMBER 2020****Monday 9**

I chaired the Australia Day Committee Meeting. Minutes of the meeting are further presented to Council.

**Monday 9**

It was my pleasure to attend the Raising of the Aboriginal Flag for NAIDOC week and enjoyed afternoon tea with members of the Aboriginal Elders Group, Councillors, along with community members, the General Manager and Council staff. This was a very important and emotional event for the community.

**Monday 9**

I attended the Business Group Meeting at the Ex-Servicemen's Club to discuss Council's involvement in their Christmas promotion. Council is once again conducting a town Christmas lights competition and shop window lighting competition. This year there is a new category for best farm mailbox which has created quite a deal of interest.

**Friday 13**

I was invited to the South West Slopes Fire Control Centre in Harden to attend the Cootamundra Electorate Summit for Mayors and General Managers hosted by Stephanie Cooke MP. We met with Deputy Premier John Barilaro and Ministers Pavey, Hancock, Hazzard, Toole, Taylor, and Mitchell. The Ministers made presentations via zoom and there was an opportunity for all Council representatives to ask questions regarding matters of concern. See below photo of the Mayors with Stephanie Cooke MP.

**Friday 13**

Whilst I was in Cootamundra, I asked the Deputy Mayor Councillor David Fahey OAM, accompanied by the General Manager, to represent Council at the annual meeting of RAMJO in Albury.

**Saturday 14**

I attended the NAIDOC week Community Day at Marie Bashir Park, hosted by the Elders Committee. I was invited to speak on behalf of the Council and congratulated the committee and organisers of the event on what was a great day for the community. I also joined in on a game of softball with members of the Clontarf and other community members.

**Monday 16**

Together with Councillor Clarke OAM, the General Manager and Council's Marketing and Tourism Team Leader Tiffany Thornton, I attended a meeting with members of the advocacy group to discuss the progress on the Independent Living Village project.

**Tuesday 17**

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

**Wednesday 18**

Together with Councillors and staff, I attended the launch of the new Murrumbidgee Trails magazine at the recently opened new Whitton Malthouse. I also took the opportunity to catch up with Mayors and representatives of the participating Councils, as well as

community members and business owners who contributed to the production of the magazine.

**Thursday 19**

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

**Monday 23**

The Deputy Mayor Councillor David Fahey OAM, General Manager and I joined the online Annual LG NSW Conference 2020 via zoom. Narrandera’s motion regarding the size of electorates in rural NSW was carried unopposed.

**Monday 23**

Together with the General Manager, I met with a local business owner to discuss opportunities for business.

**Monday 23**

I attended the signing of the contract for the new Sportsground facility with the contractor, members of the Narrandera Imperial Football and Netball Club and Council staff. This clubhouse will be an important facility for the whole community and is hoped to be completed by mid-2021.

\*\*\*\*\*

As this is my last Mayoral report for 2020, I would like to take the opportunity to extend my heartfelt gratitude to my fellow councillors and the staff for all your efforts and work over the past 12 months. It has been an interesting and challenging time but one that has also been very rewarding for Council and the community. I am sure that everyone is looking forward to a merry Christmas and a happy and successful 2021.

\*\*\*\*\*

*Until next time, Mayor Kschenk*

**RECOMMENDATION**

That Council:

- 1.Receives and notes the Mayoral Report for November 2020.

**9 QUESTION WITH NOTICE**

Nil

**10 NOTICES OF RESCISSION**

Nil

**11 NOTICES OF MOTION**

Nil

**12 COUNCILLOR REPORTS**

Nil

**13 COMMITTEE REPORTS****13.1 MINUTES - RAILWAY STATION MANAGEMENT COMMITTEE - 21 OCTOBER 2020****Document ID: 529844****Author: Senior Customer Service Administration Officer****Authoriser: Deputy General Manager Corporate and Community****Attachments: 1. Railway Station Management Committee Minutes - 21 October 2020****RECOMMENDATION**

That Council:

1. Acknowledges the Minutes of the Railway Station Management Committee held on Wednesday 21 October 2020; and
2. Considers the request from NACNET for the suspension of rental charges for the COVID-19 lock down period from 1 April 2020 to 31 August 2020 totalling \$550.
3. Notes that the next Committee meeting scheduled for November 2020 will now be an informal meeting of the members with a formal meeting to be scheduled early 2021.



**& Creative Network Inc**

**PO Box 177 Narrandera NSW 2700**

Thursday 15 October 2020

General Manager  
Narrandera Shire Council  
141 East Street  
Narrandera NSW 2700

Dear George,

RE: Rental of Railway Rooms

I write on behalf of the Narrandera Arts & Creative Network Committee (NACNet) with regard to rental arrangements for our organisation's use of what is known as the Refreshment Room at the Narrandera Rail Station. Historically we have received a hand-written invoice from the Railway Station Management Committee on a quarterly basis and in advance, but it is understood that arrangement has changed.

- i) Request an invoice for the period 1 January 2020 to 31 March 2020 – 9 weeks \$225
- ii) Request an invoice for the period 1 August 2020 to 31 December 2020 – 21 weeks \$525
- iii) Request waiving of the rent for the period 1 April to 31 August 2020 due to the room's unavailability due to Covid19 restrictions – 22 weeks \$550

Thank you for your assistance in this matter.

Yours sincerely,

**Chair**  
**Narrandera Arts & Creative Network**



**MINUTES OF NARRANDERA SHIRE COUNCIL  
RAILWAY STATION MANAGEMENT COMMITTEE  
HELD AT THE RAILWAY ROOMS  
ON WEDNESDAY, 21 OCTOBER 2020 AT 11:00AM**

**1 PRESENT**

Chairperson Josie Middleton, Member Tony Taylor, Member Bob Manning, Member Tony Andracchio, Observers CDM Sue Killham, Mel Gilmour Minute Taker

**2 APOLOGIES**

**COMMITTEE RESOLUTION**

Moved: Mr Tony Taylor

Seconded: Member Tony Andracchio

That apologies from Cr Barbara Bryon be received and accepted.

**CARRIED**

**3 DECLARATIONS OF PECUNIARY INTEREST**

Nil

**4 BUSINESS ARISING FROM PREVIOUS MINUTES**

Meeting scheduled for 24 June 2020 did not proceed due to COVID-19 restrictions

## **6 REPORTS**

### **6.1 ELECTION OF COMMITTEE CHAIRPERSON**

#### **COMMITTEE RESOLUTION**

Moved: Mr Tony Taylor

Seconded: Member Tony Andracchio

The Committee:

1. Elect a Chairperson for the upcoming 12 months.

Josie Middleton nominated by Tony Taylor for Chairperson.

Josie Middleton accepted nomination.

No other nominations received.

Josie Middleton to remain as Committee Chairperson for the next 12 months.

**CARRIED**

### **6.2 ACTION LIST / KEY REGISTER**

#### **COMMITTEE RESOLUTION**

Moved: Mr Tony Taylor

Seconded: Mr Bob Manning

The Committee:

1. Suspend the Action List until next scheduled meeting in November 2020.

**CARRIED**

### **6.3 REVENUE & EXPENDITURE BUDGET 2020-21**

#### **COMMITTEE RESOLUTION**

Moved: Mr Tony Taylor

Seconded: Member Tony Andracchio

The Committee:

1. Receive and note the budget and actual figures as of October 2020.

**CARRIED**

**6.4 RAILWAY CARETAKERS REPORT**

**COMMITTEE RESOLUTION**

Moved: Mr Tony Taylor

Seconded: Member Tony Andracchio

The Committee:

1. Receive and note Railway Caretakers report.

**CARRIED**

**6.5 NACNET RENT**

**COMMITTEE RESOLUTION**

Moved: Mr Bob Manning

Seconded: Mr Tony Taylor

The Committee:

1. Recommends Council consider the request from NACNET for suspension of rental charges for the COVID-19 lock out period ranging from 1 April 2020 to 31 August 2020 in the amount of \$550.

**CARRIED**

**7 NEXT MEETING**

November 2020, date and time to be advised

**8 MEETING CLOSE**

The Meeting closed at 10:55am.

**The minutes of this meeting were confirmed at the Railway Station Management Committee held on .**

.....  
**CHAIRPERSON**

**13.2 MINUTES - NARRANDERA FLOODPLAIN RISK MANAGEMENT COMMITTEE - 21 OCTOBER 2020**

**Document ID: 532531**

**Author: Executive Engineer**

**Authoriser: Deputy General Manager Infrastructure**

**Attachments: 1. Narrandera Floodplain Risk Management Committee Minutes - 21 October 2020**

**RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Narrandera Floodplain Risk Management Committee held on Wednesday 21 October 2020.

**MINUTES OF NARRANDERA SHIRE COUNCIL  
NARRANDERA FLOODPLAIN RISK MANAGEMENT COMMITTEE  
HELD AT THE COUNCIL CHAMBERS - ZOOM  
ON WEDNESDAY, 21 OCTOBER 2020 AT**

**1 PRESENT**

DGMI Shane Wilson, EE Ian Draper, PAM Fred Hammer, Mr Steve Manwaring, Mr Jody Rudd, Mr Noel Crichton, Mr Shane Clancy, Mr Peter Beal, Mr Fred Spain, Mr Craig McIntyre,

**2 APOLOGIES**

**COMMITTEE RESOLUTION**

Moved: EE Ian Draper

Seconded: Mr Fred Spain

That apologies from Cr Tracey Lewis, Cr Kevin Morris, Mr Craig Ronan and Mr Paul Moriarty be received and accepted.

**CARRIED**

**3 DECLARATIONS OF PECUNIARY INTEREST**

NIL

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**COMMITTEE RESOLUTION**

Moved: PAM Fred Hammer

Seconded: Mr Jody Rudd

That the minutes of the Narrandera Floodplain Risk Management Committee held on 22 July 2020 be confirmed.

**CARRIED**

**5 BUSINESS ARISING FROM PREVIOUS MINUTES**

NIL

## 6 REPORTS

### 6.1 REPORT ON THE INITIAL FINDINGS OF THE CANAL INVESTIGATION UPGRADE FROM PUBLIC WORKS ADVISORY

Fred Spain gave a presentation on Public Works Advisory's initial findings of the Canal Investigation which confirmed the use of poor quality embankment material and poor compaction. This has the potential for cracks to appear in the embankment making it vulnerable to piping failure.

Based on Public Works Advisory Methodology, using a visual audit and a geotechnical investigation into the level of compaction and soil type, the embankment did not meet Class 5 Levee classification for life protection. The recommendation was that the embankment should not be considered as an engineered levee.

The potential for loss of life and likely property damage was reviewed using methodology, recommended by the Dam Safety Committee, should the embankment fail. This resulted in a view that there was no potential loss of life and a possible property damage up to \$290,000 in the event of a 1% return frequency event (RFE).

Concerns were raised regarding the practical problems SES would face in implementing evacuation orders due to the different understanding between the public's perception based on historical performance and this embankment assessment.

To improve the reliability of early warning to the affected residents, a number of measures were discussed including, verification of floor levels, identification of the embankment profile and topping up any low spots, implementation of early warning systems including sand curtain intersection drains and piezometers.

Murrumbidgee Irrigation have a number of operations in place to manage the water levels in the canal using their regulators to minimise the risk of embankment failure. By monitoring these water levels during a river flood event, any breach in the Southern embankment can be identified and the Hay regulator gates opened to reduce the risk of flood waters flooding properties North of the canal.

The committee recognise and appreciate the cooperation of Murrumbidgee Irrigation in both their operations and access to carry out improvement works on the existing embankment.

Public works will now prepare a Consequence Management Plan, that will identify all the improvement works, operational procedures and protection mechanisms that will provide a greater level of confidence and assist SES in managing a future flood event, providing additional time to warn affected property owners.

Consultation with affected owners, advising them of the concerns and risk, will be carried out by Council as part of an education program prior to the next flood event.

This embankment is part of the Ultimate Flood Protection Scheme which includes a protection levee for Nullabooma, Narrandera Airport and Water pumping station at brewery flats. Council will request funding to carry out a separate feasibility assessment.

**COMMITTEE RESOLUTION**

Moved: PAM Fred Hammer  
Seconded: Mr Jody Rudd

1. That the committee note Public Works Advisory's presentation and advice downgrading from a formal levee to an embankment.
2. That the committee acknowledge the practical problems associated with the levee downgrade compared with public perception based on past performance during previous floods.
3. That Public Works Advisory prepare a Consequence Management Plan to include embankment improvements, early warning systems, operational procedures and survey of existing embankment and floor level of affected land occupants.
4. That the committee note Murrumbidgee Irrigation's cooperation and approval to carry out these embankment works, recognising their operations during a flood event.
5. That Council undertake targeted engagement with all affected properties.
6. That the Council apply for Grant funding to conduct a feasibility study for the Nullabooma, Airport and Pump station Levees

**.CARRIED**

**7 GENERAL BUSINESS**

NIL

**8 CORRESPONDENCE**

NIL

**9 NEXT MEETING**

To be advised

**10 MEETING CLOSE**

**The Meeting closed at 11:30am.**

**The minutes of this meeting were confirmed at the Narrandera Floodplain Risk Management Committee held on 21 October 2020.**

.....  
**CHAIRPERSON**

**13.3 MINUTES - AUDIT, RISK AND IMPROVEMENT COMMITTEE - 26 NOVEMBER 2020****Document ID: 533093****Author: Senior Customer Service Administration Officer****Authoriser: Deputy General Manager Corporate and Community****Attachments: 1. Audit, Risk and Improvement Committee Minutes - 26 November 2020****RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Audit, Risk and Improvement Committee held on Thursday 26 November 2020; and
2. Acknowledges the verbal notice of retirement received from the Chairperson, Mr Roger FitzGerald; and
3. Forwards correspondence to Mr FitzGerald thanking him for his voluntary service to the Committee following his appointment in August 2014 and election as Chairperson in 2015. Mr FitzGerald was an advocate for promoting best practice and continuous improvement through internal audits and was instrumental in expanding the Committee in 2019 with the recruitment of four new members.



**MINUTES OF NARRANDERA SHIRE COUNCIL  
AUDIT, RISK AND IMPROVEMENT COMMITTEE  
HELD AT THE ZOOM MEETING  
ON THURSDAY, 26 NOVEMBER 2020 AT 10:00AM**

**1 PRESENT**

Chair Roger FitzGerald, Mr Cameron Lander, Cr Narelle Payne, Mrs Gayle Murphy, Observer George Cowan, Observer Martin Hiscox, Observer Craig Taylor, Minute Taker Mel Gilmour

Phill Swaffield from the National Audits Group attended using Zoom at 10:00am

Danielle MacKenzie from Crowe Australasia attended using Zoom at 10:00am

**2 APOLOGIES**

**COMMITTEE RESOLUTION**

Moved: Cr Narelle Payne

Seconded: Mrs Gayle Murphy

That apologies from Mr John Batchelor and Mr Philip Lines be received and accepted.

**CARRIED**

**3 DECLARATIONS OF PECUNIARY INTEREST**

Nil

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**COMMITTEE RESOLUTION**

Moved: Cr Narelle Payne

Seconded: Mrs Gayle Murphy

That the minutes of the Audit, Risk and Improvement Committee held on 2 September 2020 be confirmed.

**CARRIED**

**5 BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

## **6 REPORTS**

### **6.1 INVITATIONS TO EXTERNAL PARTIES TO PARTICIPATE IN THE NOVEMBER 2020 MEETING**

#### **COMMITTEE RESOLUTION**

Moved: Cr Narelle Payne

Seconded: Mrs Gayle Murphy

That the Audit, Risk and Improvement Committee:

1. Note that invitations have been extended to external parties to participate in this meeting for the purpose of providing updates, guidance, support and explanation of items contained within this agenda and that the Committee agree for the external parties to participate in the meeting; also
2. Acknowledge the written information provided by the NSW Audit Office for this meeting.

**CARRIED**

Danielle MacKenzie left the meeting at 10:22am.

### **6.2 INTERNAL AUDIT - ENTERPRISE RISK MANAGEMENT FRAMEWORK**

#### **COMMITTEE RESOLUTION**

Moved: Chair Roger FitzGerald

Seconded: Cr Narelle Payne

That the Audit, Risk and Improvement Committee:

1. Receive the internal audit report from National Audits Group titled Enterprise Risk Management Framework and acknowledge the recommendations also management responses to the recommendations.
2. Place the recommendations into the Audit Recommendations and Actions document for the monitoring of progress.

**CARRIED**

Phil Swaffield left the meeting at 10:58am.

### **6.3 NSW AUDIT OFFICE FINDINGS ON THE USE OF CREDIT CARDS**

#### **COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy

Seconded: Cr Narelle Payne

That the Audit, Risk and Improvement Committee: -

1. Receive and acknowledge the NSW Audit Office findings on the use of credit cards in local government and note that Narrandera Shire Council is amending the current policy and practices to address the key findings contained within the report.

**CARRIED**

### **6.4 GENERAL MANAGERS REPORT TO ARIC**

#### **COMMITTEE RESOLUTION**

Moved: Mr Cameron Lander

Seconded: Mrs Gayle Murphy

That the Audit, Risk and Improvement Committee:

1. Note the contents of the report from the General Manager.

**CARRIED**

### **6.5 ENTERPRISE RISK REGISTER**

#### **COMMITTEE RESOLUTION**

Moved: Cr Narelle Payne

Seconded: Mr Cameron Lander

That the Audit, Risk and Improvement Committee:

1. Acknowledge the snapshot of key risks currently listed within Council's Enterprise Risk Register as presented.

**CARRIED**

## **6.6 LEGISLATIVE COMPLIANCE REGISTER - INCIDENTS AND MANAGEMENT RESPONSES**

### **COMMITTEE RESOLUTION**

Moved: Cr Narelle Payne

Seconded: Mrs Gayle Murphy

That the Audit, Risk and Improvement Committee:

1. Acknowledge the updated page titled Incidents and Management Responses contained within the Legislative Compliance Register at 10 November 2020.

**CARRIED**

## **6.7 MONITORING OF RECOMMENDATIONS AND ACTIONS**

### **COMMITTEE RESOLUTION**

Moved: Cr Narelle Payne

Seconded: Mrs Gayle Murphy

That the Audit, Risk and Improvement Committee:

1. Review and acknowledge the comments against each line item in the attached Audit Recommendations and Actions document; and
2. Where the line item has been completed or no further action is required agree that the line item be removed from the document.

**CARRIED**

## **6.8 FINANCIAL BALANCE OF INTERNAL AUDIT FUNCTION**

### **COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy

Seconded: Mr Cameron Lander

That the Audit, Risk and Improvement Committee:

1. Acknowledge that at 10 November 2020 the Internal Audit function has an unexpended financial balance of \$44,456.00.

**CARRIED**

## 6.9 2020-2021 BUDGET FOR INTERNAL AUDIT FUNCTIONS

### RECOMMENDATION

That the Audit, Risk and Improvement Committee:

1. Acknowledge that the budget allocation for internal audit functions for 2021-2022 is \$40,600 and that the Committee continue to hold meetings using Zoom technology as a way of constraining expenditure.

**The Committee discussed the Recommendation and decided not to put this item to the vote.**

## 6.10 AUDITED FINANCIAL STATEMENTS FOR 2019-2020

### COMMITTEE RESOLUTION

Moved: Cr Narelle Payne

Seconded: Mrs Gayle Murphy

That the Audit, Risk and Improvement Committee:

1. Receive and acknowledge the advice from the Office of Local Government that Narrandera Shire Council was the first general purpose Council in New South Wales to lodge audited 2019-2020 financial statements; and
2. Continue with its proactive support in the preparation of these annual statements.

**CARRIED**

Chairperson, Roger FitzGerald advised members that he was retiring from the Committee and commented that the recent recruitment of new members to the Committee would enable smooth succession in Committee membership.

Members took the opportunity to thank Roger FitzGerald for his service to the Committee and for the knowledge and experience he brought to the Committee.

Following rotation at recent meetings, election of the next independent Committee Chair would be undertaken as an early item of business at the next meeting.

## 7 NEXT MEETING

Members proposed that GEM propose the following dates to members being the 3 or 4 March 2021, following responses the meeting date will then be confirmed.

## 8 MEETING CLOSE

**The Meeting closed at 12:05pm.**

**The minutes of this meeting were confirmed at the Audit, Risk and Improvement Committee held on.**

.....

**CHAIRPERSON**

**13.4 MINUTES - PARKS AND GARDENS ADVISORY COMMITTEE - 25 NOVEMBER 2020****Document ID: 533125****Author: Administration Officer****Authoriser: Deputy General Manager Infrastructure****Attachments: 1. Parks and Gardens Advisory Committee Minutes - 25 November 2020****RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Parks and Gardens Advisory Committee held on Wednesday 25 November 2020.



# **MINUTES**

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

**25 November 2020**



**MINUTES OF NARRANDERA SHIRE COUNCIL  
PARKS AND GARDENS ADVISORY COMMITTEE MEETING  
HELD AT THE EMERGENCY OPERATIONS CENTRE  
ON WEDNESDAY, 25 NOVEMBER 2020 AT 10:30AM**

**1 PRESENT**

Mr John Sullivan, Ms Annette Crowe, Mrs Betty Bradney, Cr Jenny Clarke OAM, Cr Narelle Payne, Observers Shane Wilson DGMI, Matthew Thornton AOSRM, Mel Gilmour SCSAO, Minute Taker Amanda Pearson,

Note : DGMI Shane Wilson to act as Chairperson for the purpose of opening the meeting and for the election of new Committee Chairperson.

**2 APOLOGIES**

**COMMITTEE RESOLUTION**

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

That apologies from Mr David Farley and Mr Peter Connell be received and accepted.

**CARRIED**

**3 BUSINESS ARISING FROM PREVIOUS MINUTES**

In 5.2, paragraph 3 amend Minutes to include size of the stone.

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**COMMITTEE RESOLUTION**

Moved: Cr Jenny Clarke OAM

Seconded: Mrs Betty Bradney

That the minutes of the Parks and Gardens Advisory Committee Meeting held on 30 July 2020 be confirmed.

**CARRIED**

## **5 REPORTS**

### **5.1 ELECTION OF COMMITTEE CHAIRPERSON**

#### **COMMITTEE RESOLUTION**

Moved: Ms Annette Crowe

Seconded: Mrs Betty Bradney

The Committee:

1. Elect a Chairperson for the upcoming 12 months.

John Sullivan nominated by Annette Crowe for Chairperson

John Sullivan accepted nomination.

No other nominations received.

John Sullivan elected as Committee Chairperson for the next 12 months.

**CARRIED**

### **5.2 REVIEW TERMS OF REFERENCE**

#### **COMMITTEE RESOLUTION**

Moved: Cr Jenny Clarke OAM

Seconded: Cr Narelle Payne

That the Committee:

1. Review Terms of Reference for the Parks and Gardens Advisory Committee.

**CARRIED**

Note: DGMI Shane Wilson acting Chairperson declares the AGM closed at 10:41am and hands over to newly elected Chairperson John Sullivan to open the Ordinary meeting.

### **5.3 TREE WORKS**

#### **COMMITTEE RESOLUTION**

Moved: Cr Jenny Clarke OAM

Seconded: Cr Narelle Payne

That the Committee:

1. Receive a verbal update on tree remediation works or removals from acting OSRM Matthew Thornton.

**CARRIED**

## 5.4 NEW VISITOR CENTRE

### COMMITTEE RESOLUTION

Moved: Cr Jenny Clarke OAM

Seconded: Cr Narelle Payne

That the Committee:

1. Receive an update on the proposed new visitors centre plans for Marie Bashir Park

**CARRIED**

## 5.5 KIESLING LANE PROJECT

### COMMITTEE RESOLUTION

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

That the Committee:

1. Discuss the Kiesling Lane beautification project.

**CARRIED**

## 6 GENERAL BUSINESS

1. DGMI provided an update on the fig tree. It was advised that the motel owner had received a quote and report for the tree and he may seek Financial Assistance from Council.
2. DGMI provided an update on the Bolton Street project.
3. Cr Payne enquired about what type of trees are planted in Hankinson Park.
4. Ms Betty Bradney advised about the condition of the cameillas in Hankinson Park.
5. Ms Betty Bradney enquired about who is responsible for the Flora and Fauna Reserve as it is a fire risk.
6. Ms Annette Crowe advised on the condition of the tree at the corner of East and Twynam Street requested the services of an arborist to assess and report on the trees condition.

## 7 NEXT MEETING

February 2021 – Date to be advised

**8 MEETING CLOSE**

**Meeting Closed at 11.40am**

**13.5 MINUTES - YOUTH ADVISORY COUNCIL - 9 NOVEMBER 2020**

**Document ID: 533199**

**Author: Community Support Manager**

**Authoriser: Deputy General Manager Corporate and Community**

**Attachments: 1. Youth Advisory Council Minutes - 9 November 2020**

**RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Youth Advisory Council held on Monday 9 November 2020.



# **MINUTES**

## **Youth Advisory Council Meeting**

**9 November 2020**

**MINUTES OF NARRANDERA SHIRE COUNCIL  
YOUTH ADVISORY COUNCIL MEETING  
HELD AT THE LIBRARY YOUTH SPACE  
ON MONDAY, 9 NOVEMBER 2020 AT 3.45**

**1 PRESENT**

Mayor Braden Lyons, Deputy Mayor Wesley Bamblett, Cr Madeline Fraser, Observers Suzanne Litchfield, CSM Stacie Mohr, CO Edwina Foley,

**2 APOLOGIES**

**COMMITTEE RESOLUTION**

Moved: Deputy Mayor Wesley Bamblett

Seconded: Cr Madeline Fraser

That apologies from Cr Mia Briggs be received and accepted.

**CARRIED**

**3 BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**COMMITTEE RESOLUTION**

Moved: Cr Madeline Fraser

Seconded: Deputy Mayor Wesley Bamblett

That the minutes of the Youth Advisory Council Meeting held on 12 October 2020 be confirmed.

**CARRIED**

**5 REPORTS**

**5.1 INTERVIEW WITH IVY LONGMIRE**

**COMMITTEE RESOLUTION**

Moved: Cr Madeline Fraser

Seconded: Deputy Mayor Wesley Bamblett

The Youth Council

1. Provide a response to questions from Ivy Longmire from the Narrandera Argus

**CARRIED**

## 5.2 FOOD TRAILER PROJECT

### COMMITTEE RESOLUTION

Moved: Cr Madeline Fraser

Seconded: Deputy Mayor Wesley Bamblett

The Youth Council

1. Receive and note the update on the arrival of the Food Trailer
2. Select the artwork to be used on the exterior of the van

**CARRIED**

## 5.3 UPDATE FROM DEAN BESLEY

### COMMITTEE RESOLUTION

Moved: Deputy Mayor Wesley Bamblett

Seconded: Cr Madeline Fraser

The Youth Council

1. Receive and note letter of appreciation from Dean Besley

**CARRIED**

## 5.4 DRIVE-IN MOVIE NIGHT

### COMMITTEE RESOLUTION

Moved: Cr Madeline Fraser

Seconded: Deputy Mayor Wesley Bamblett

The Youth Council

1. Provide movie suggestions for the next Drive-In Movie Event

**CARRIED**

## 5.5 YOUTH COUNCIL FACEBOOK PAGE

### COMMITTEE RESOLUTION

Moved: Cr Madeline Fraser

Seconded: Deputy Mayor Wesley Bamblett

The Youth Council

1. Provide the CLO with responses for the Youth Council Facebook Page report

**CARRIED**



**6 NEXT MEETING**

14 December 2020 3.30pm

**7 MEETING CLOSE**

**Meeting Closed at 5.30pm**

**13.6 MINUTES - YOUTH ADVISORY COUNCIL - 23 NOVEMBER 2020**

**Document ID: 533202**

**Author: Community Support Manager**

**Authoriser: Deputy General Manager Corporate and Community**

**Attachments: 1. Youth Advisory Council Minutes - 23 November 2020**

**RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Extraordinary Youth Advisory Council held on Monday 23 November 2020.



# **MINUTES**

## **Youth Advisory Council Extraordinary Meeting**

**23 November 2020**

**MINUTES OF NARRANDERA SHIRE COUNCIL  
YOUTH ADVISORY COUNCIL EXTRAORDINARY MEETING  
HELD AT THE COUNCIL CHAMBERS  
ON MONDAY, 23 NOVEMBER 2020 AT 3.30**

**1 PRESENT**

Mayor Braden Lyons, Deputy Mayor Wesley Bamblett, Cr Madeline Fraser (via Phone),  
Observer Suzanne Litchfield, CSM Stacie Mohr,

**2 APOLOGIES**

**COMMITTEE RESOLUTION**

Moved: Deputy Mayor Wesley Bamblett

Seconded: Cr Madeline Fraser

That apologies from Cr Mia Briggs be received and accepted.

**CARRIED**

### **3 DECLARATIONS OF PECUNIARY INTEREST**

Nil

### **4 BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

### **5 REPORTS**

#### **5.1 NEW YOUTH ADVISORY COUNCIL MEMBERS**

##### **COMMITTEE RESOLUTION**

Moved: Cr Madeline Fraser

Seconded: Deputy Mayor Wesley Bamblett

The Youth Advisory Council

1. Accept the resignation of Member Kayleigh Cassidy
2. Endorse the nominations to the Youth Advisory Council from Alyssa Sanders and Memphis Singh
3. Appoint Alyssa Sanders and Memphis Singh to the Youth Advisory Council

**CARRIED**

#### **5.2 FOOD TRAILER PROJECT**

##### **COMMITTEE RESOLUTION**

Moved: Cr Madeline Fraser

Seconded: Deputy Mayor Wesley Bamblett

The Youth Advisory Council:

1. Finalise the concept design for the artwork to be displayed on the Food Trailer
2. Endorse Fran McDonald as the graphic designer for the project
3. Provide suggestions for the interior fit-out of the Food Trailer project
4. Select a time for an on-site inspection of the Food Trailer

**CARRIED**

**6 NEXT MEETING**

3.30pm on 14 December 2020 at the Youth Space

**7 MEETING CLOSE**

**The Meeting closed at 4.30.**

## 14 OUR COMMUNITY

### 14.1 COMMUNITY TRANSPORT SERVICE PROVIDER CONTRACT

**Document ID:** 533227

**Author:** Community Support Manager

**Authoriser:** Deputy General Manager Corporate and Community

**Theme:** Our Community

**Attachments:**

1. Attachment 1 - Community Transport Service Contract Guide
2. Attachment 2 - DRAFT CT Service Contract 01 Jan 2021 to 30 Jun 2022 (under separate cover)

#### RECOMMENDATION

That Council:

1. Approves the renewal of the Community Transport Service Contract dated 1 January 2021 to 30 June 2022
2. Authorises the General Manager to execute the contract with Transport for NSW and attach the Common Seal of Council.

#### PURPOSE

The purpose of this report is to endorse the renewal of the Community Transport Service Contract dated 1 January 2021 to 30 June 2022 and return to Transport for NSW (TfNSW) by the proposed date 18 December 2020 with the Common Seal of Council affixed.

#### SUMMARY

TfNSW was successful in obtaining an extension to the Commonwealth Home Support Programme (CHSP) funding until 30 June 2022. After extensive consultation with the sector, TfNSW has offered existing Community Transport Service Providers a new contract to reflect the changes requested by the sector. Proposed changes have also been made to reflect recent changes made by the Department of Health to the Commonwealth Home Support Programme Manual. Council's contract with TfNSW to provide Community Transport services will end on 31 December 2020. A renewal will be required to continue to provide Community Transport services to Narrandera and Leeton residents.

#### BACKGROUND

After receiving an extension to the CHSP funding until 30 June 2022, TfNSW sought feedback from the Community Transport sector on ways to streamline service delivery and eliminate red tape, while ensuring compliance with joint obligations to the Department of Health.

After a lengthy process, TfNSW provided the sector a Draft Community Transport Service Contract dated 1 January 2021 to 30 June 2022, with proposed changes to the following clauses to streamline service delivery:

- Clause 5: Dealing with Customer Complaints.
- Clause 10.3: Maximum Age of Assets. TfNSW has identified the maximum age for assets is 300,000kms or eight years (whichever is reached sooner) and has

determined that service providers must retain contract assets until this maximum age. TfNSW has received requests from the sector and the Community Transport Organisation, the peak body for Community Transport providers, to lower this maximum age, but a successful outcome has not been reached. All assets requiring replacement prior to meeting this maximum age will require written consent from TfNSW.

- Clause 10.4: New Contract Assets. Community Transport providers no longer need consent from TfNSW to replace vehicles once they have reached the maximum age of 300,000kms or eight years (whichever is reached sooner). This clause has been updated to reflect the changes to the Commonwealth Home Support Programme Manual 2020–2022, specifically that CHSP funding may not be used for the purchase of vehicles, instead vehicles must be leased. This change is effective immediately (prior to 1 January 2021).
- Clause 10.5: Asset Replacement Fund. There is no further need for the Asset Replacement Fund as all new contracted assets must be leased. TfNSW later provided further correspondence that stated Community Transport providers may retain current Asset Replacement Funds, with funds to be made available for service delivery and vehicle leasing expenditure. Although these changes have not been clearly identified in the draft contract, it is expected that these changes will be reflected in the final contract to be received on 7 December 2020. The balance of Council's Asset Replacement Fund at the end of the 2019/20 financial year was \$747,478.41. Should Council not proceed with the contract renewal, all funds will need to be returned to TfNSW.
- Clause 15: Safety Laws, Serious Incidents and Prosecutions and Investigations.
- Clause 16: Governance.
- Clause 22: Repayment of Funding. Service providers are currently required to return 100% of unspent funding at the end of each financial year. TfNSW now acknowledges that providers have an element of fixed administrative costs. To help service providers meet these costs Transport for NSW will allow service providers to retain 15% of unspent funding. This clause only applies to those providers who have not reached their yearly outputs. Providers that reach their outputs are exempt from the clause. Council has always exceeded its required outputs.

After feedback from the sector, the following changes have been proposed to the reporting schedule to eliminate red tape:

- Schedule 6: Insurance Schedule.
- Schedule 7: Reporting.
- Schedule: 8 Governance.
- Schedule 9: KPI'S.

Please see Attachment One, Community Transport Service Contract Guide for a detailed report on the above changes, including a brief explanation and rationale of each change.

Please see Attachment Two for a copy of the DRAFT Community Transport Service Contract 1 January 2021–30 June 2022. TfNSW will begin to issue the new contracts to Community Transport Service Providers from 7 December 2020. Council will be required to return the signed contracts to TfNSW by the proposed date 18 December 2020. Traditionally, the Community Transport Service Provider Contract is for a two-year period. TfNSW offered a six-month extension of the 2018-2020 contract to allow Community

Transport Service Providers the opportunity to provide feedback and negotiate the terms of the new contract. The new contract length will only be 18 months not two years.

Council's contract with TfNSW to provide Community Transport services will end on 31 December 2020. A renewal will be required to continue to provide Community Transport services to Narrandera and Leeton residents.

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

### **Theme**

Our Community

### **Strategy**

1.1 - To live in an inclusive, tolerant and healthy community which demonstrates a positive attitude

### **Action**

1.1.5 - Transport options are available to identified members of the community

## **ISSUES AND IMPLICATIONS**

### **Policy**

N/A

### **Financial**

TfNSW provides grant funding to Council for the provision of Community Transport services. The balance of Council's Asset Replacement Fund at the end of the 2019/20 financial year was \$747,478.41. Should Council not proceed with the contract renewal, all funds will need to be returned to TfNSW.

### **Legal / Statutory**

Local Government Act 1993

### **Community Engagement / Communication**

Nil

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

Council currently employs four part-time employees to provide administrative support and manage the Community Transport service. Council engages 25 volunteer drivers to provide Community Transport services to Narrandera and Leeton residents

### **RISKS**

Without the Community Transport service, vulnerable members of the Narrandera and Leeton communities will lose access to medical facilities, shopping and social outings, as Community Transport is often the only transport service available to them.



**OPTIONS**

1. Council endorses the renewal of the Community Transport Service Contract dated 1 January 2021 to 30 June 2022 and affix the Common Seal of Council, upon receipt of the contract on 7 December 2020.
2. Council does not endorse the renewal of the Community Transport Service Contract dated 1 January 2021 to 30 June 2022 and requests further amendments to the contract or withdraw as a provider

**CONCLUSION**

It is recommended that endorse the renewal of the Community Transport Service Contract dated 1 January 2021 to 30 June 2022 and affix the Common Seal of Council, upon receipt of the contract on 7 December 2020

**RECOMMENDATION**

That Council:

1. Approves the renewal of the Community Transport Service Contract dated 1 January 2021 to 30 June 2022
2. Authorises the General Manager to execute the contract with Transport for NSW and attach the Common Seal of Council.



CTSC 2021-2022 Guide		
Clause	Brief explanation of Material Change	Rationale
5 (Dealing with Customer Complaints)	The current complaints clause is not clear on the requirements for complaint management. This clause has been changed: 1. Providers must now have a Complaints Management procedure, 2. Staff must be trained in the procedure, 3. Resolution period of 30 business days.	Transport has removed some of the administrative burden from Providers in relation to Complaints Handling Procedures; 1. Providers no longer have to provide a complaints handling management procedure to all clients/passengers, 2. Transport have increased the period of time that Providers will have to close out any complaints received from 20 business days to 30 business days.
10.3 (Maximum Age of Assets)	1. All vehicle types now referred to as Assets to simplify the language. 2. Purchase Date has also been changed to Identification Date.	1. These changes were made to try and simplify the contract and remove repetition where possible. 2. It was also important for all parties to have a clear understanding of the terminology concerning Assets, such as clarifying the Identification Date. 3. There has been no change to the Maximum Age/Kilometres for vehicles used in delivery of services.
10.4 (New Contract Assets)  The sector proposed for Providers to have full control and autonomy of the management of their fleet, including the timely acquisition and disposal of Contract Assets.  The Sector proposed for Providers to be able to enter into a Lease in respect of a new Contract Asset to allow them flexibility to expand their overall fleet.	1. Contract Assets must be replaced once they reach the maximum age or kilometres specified in clause 10.3 (does not require TfNSW consent). 2. New Contract Assets must be acquired through leasing (per clause 10.6). 3. Sale proceeds of disposed Contract Assets that exceed \$5000 are to be returned to TfNSW.	1. Simplification and streamlining of contract. Replacement without TfNSW consent now allowed for both maximum age and maximum kilometres. 2. TfNSW is currently awaiting on advice from the Commonwealth pertaining to releasing a Contract Variation. 3. The variation will clearly outline the changes to the use of funding in relation to fleet management as required by the Commonwealth and it is anticipated that this variation will take effect immediately (prior to 1 January 2021). 4. The new contract, and clause 10.4 has been updated to reflect the changes in the CHSP Program Manual 2020-2022, specifically that CHSP funding may not be used to purchase vehicles (i.e. vehicles will need to be leased).
10.5 (Asset Replacement Fund)	1. The Asset Replacement Fund is discontinued. Unless otherwise directed, those Funds must be repaid to TfNSW upon provision of notice to do so.	1. This decision to use funding for leasing only is in accordance with the requirement of the Commonwealth. 2. No further need for Asset Replacement Fund as all new Contract Assets are to be leased. 3. Funds historically set aside/allocated for ARF contributions will instead be available for service delivery, including vehicle leasing expenditure. 4. Treatment of Asset Replacement Fund to be advised by TfNSW.
15 (Safety Laws, Serious Incidents And Prosecutions And Investigations)	Alignment of clause to TfNSW Serious Incident Guide requirements .	Since the commencement of the CTSC in 2016, TfNSW protocols have been updated to establish a uniform reporting of serious incidents across all transport modes.  Changes to reporting requirements will now be governed by the TfNSW Serious Incident Guide (as updated from time to time).  Transport has heard the sector and agrees that the requirement to report an incident/accident within the hour is challenging. All Providers will now have to comply with the TfNSW Serious Incident Guide and Transport has again tried to assist the Providers by way of supplying hyperlinks to the relevant information.

CTSC 2021-2022 Guide		
Clause	Brief explanation of Material Change	Rationale
16 (Governance)	Introduction of biannual governance meetings (refer Schedule 9 - Governance)	<p>Transport has initiated twice-yearly Governance meetings to work more closely with our Providers. Transport recognises that we both share the same customers. We're both aiming for the clients to value what we do individually and together, it makes sense for us to work together and collaborate to achieve our goals.</p> <p>The governance meetings provide the basis for ongoing collaboration in meeting our challenges and embracing opportunities through constructive conversations. We can be proactive in achieving better customer outcomes together and hear about your achievements and good news stories.</p>
<p>22 (Repayment of the Funding)</p> <p>The sector proposed for Providers to "carry over 12.5% of the Funding each financial year for general purposes" to support business continuity.</p> <p>The sector proposed for Providers to retain any remaining Asset Replacement Funds at the end of the term of the Contract to allow them to become more commercially viable in the future.</p>	<p>Currently, the CTSC does not directly link trip delivery performance to Funding and the Provider is required to return 100% of the unspent Funding.</p> <p>To improve the focus of the CTSC on service delivery:</p> <ol style="list-style-type: none"> <li>1. the Provider must notify TfNSW in writing of the number of Funded Trips not delivered by 31 August (date to align with KPI due date),</li> <li>2. Subject to clause 8.5(c), the Provider must return to TfNSW 85% of the per cost trip of each Funded Trip not delivered in accordance with clause 22.</li> </ol>	<p>TfNSW is contracted to deliver the trips specified in its contract with the Commonwealth. TfNSW are increasingly required to demonstrate to the Commonwealth that funds are being spent in a constructive and transparent manner to ensure value for money.</p> <p>TfNSW will proactively engage with Providers to discuss improvements to service delivery, including through the biannual Governance meetings.</p> <p>TfNSW acknowledges that Providers have an element of "fixed" administrative costs associated with undelivered trips. In line with the previous CTSC, these have been assessed as 15% of the per Funded Trip cost.</p>
<p>General Service Schedule (SYSTEMS AND EQUIPMENT INSTALLED AND SYSTEMS AND EQUIPMENT)</p> <p>The sector proposed for Providers to have the choice of adopting a "fit for purpose transport management solution" other than CTABS and report that it will result in performance optimisation and a reduction in administrative burden currently experienced by some Operators.</p>	<p>Clause 3 has been updated to accommodate alternate transport management solutions.</p>	<p>Providers have the choice of adopting an alternate transport management system other than CTABS.</p>
<p>Reporting Systems (General)</p> <p>The sector proposed for Providers to have the choice of adopting a "fit for purpose transport management system" other than CTABS and report that it will result in performance optimisation and a reduction in administrative burden currently experienced by some Operators.</p>	<p>New monthly reporting requirements have been introduced for Service Data. Providers will need to verify and upload all data each month.</p>	<p>Routematch currently submits monthly Service Data to TfNSW on behalf of Providers. To accommodate alternate transport management systems, providers will need to submit this data.</p> <p>TfNSW is currently building a data warehouse to house Community Transport data; this system is an Operator Data Interchange (ODIN) portal. The operator self-reporting interface specifications are in development. TfNSW will work with those Providers who opt out of CTABS to establish the mechanisms to facilitate the transfer of information.</p> <p>TfNSW will work with Routematch to facilitate this monthly reporting for those who retain CTABS.</p>



CTSC 2021-2022 Guide		
Clause	Brief explanation of Material Change	Rationale
Reporting Requirements (General)  The sector proposed for the reduction of reporting requirements to alleviate administrative burden for staff and to place more resources and focus on meeting customer needs.	<ol style="list-style-type: none"> <li>1. Clause 1.2 (l) to capture financial reporting requirements from NSW MoH.</li> <li>2. Replace Operational Budget by Asset Replacement Plan.</li> <li>3. Removed Customer Feedback Report.</li> <li>4. Removed Interim Financial Report.</li> <li>5. APSDR amended - added Total number of trips - direct and indirect and removed vouchers.</li> <li>6. New Governance Schedule.</li> </ol>	These changes have been adopted as a direct response to the Sector's request that TfNSW reduce the reporting requirements on Providers. Transport have revisited every report and administrative request and consulted where required with DoH, TfNSW Procurement Team, TfNSW Legal Team and TfNSW Senior Management Teams and have reduced the reporting requirements as much as possible while ensuring that we uphold all of the necessary requirements.
SCHEDULE 6 - INSURANCE SCHEDULE	Change in insurance requirements.	TfNSW to be included as an Insured Party in Table 1 Public Liability, to ensure compliance with Clause 2(c)(i).
SCHEDULE 7 - REPORTING	Change in reporting requirements Removal of some previous reporting requirements Additional financial reporting requirements	<ol style="list-style-type: none"> <li>1) Defined Terms added for clarity</li> <li>2) The new contractual arrangement in relation to CTABS and alternates is outlined,</li> <li>3) General Reporting requirements has significant change including;                             <ol style="list-style-type: none"> <li>a) Removal of the Operational Budget;</li> <li>b) Removal of the Interim Financial Report</li> <li>c) Removal of the Customer Feedback Report</li> <li>d) Removal of Asset Register</li> <li>e) The Safety Incident Reporting Protocol has been superseded by the Safety Incident Guide</li> <li>f) some areas of required reporting such as vouchers and unique clients has been removed and or reduced.</li> </ol> </li> </ol> <p>To provide improved overview of the financial viability of its contracted Providers, the TfNSW Financial Reporting Requirements will include financial data on the Provider as a whole, as well as on TfNSW-contracted funding and activities.</p>
SCHEDULE 8 - GOVERNANCE	New Defined Schedule	The information within this schedule defines contract governance requirements, including the frequency and the meeting actions and obligations of each party.
SCHEDULE 9 - KPI'S	<ol style="list-style-type: none"> <li>1) New KPI (#4)</li> <li>2) New defined terms added such as KPI termination event, major defects and preventable accidents,</li> <li>3) Dates adjusted to align with reporting timeframes.</li> </ol>	The significant change in this Schedule is the significant reduction in reporting obligations, these changes were made to; <ol style="list-style-type: none"> <li>1. update the language of the contract</li> <li>2. remove obsolete Terms and or Programs</li> <li>3. align due dates of reports to the body of the contract document and most importantly acknowledge the feedback from the Sector that the reporting obligations were too onerous.</li> </ol>
KPI 4 - Provider Trip Performance	New KPI to measure and track actual outputs against those specified in the Contract Funding Tables.	TfNSW is contracted to deliver the trips specified in its contract with the Commonwealth. TfNSW are increasingly required to demonstrate to the Commonwealth that funds are being spent in a constructive and transparent manner to ensure value for money. <p>TfNSW will proactively engage with Providers to discuss improvements to service delivery, including through the biannual Governance meetings.</p>

**15 OUR ENVIRONMENT****15.1 DRAFT NARRANDERA WASTE FACILITY LONG TERM PLAN OF MANAGEMENT****Document ID: 532978****Author: Manager Development & Planning****Authoriser: Deputy General Manager Infrastructure****Theme: Our Environment****Attachments: 1. Draft Narrandera Waste Facility Long Term Plan of Management (under separate cover)****RECOMMENDATION**

That Council:

1. Approves in-principle the Draft Narrandera Waste Facility Long Term Plan of Management and commences a public exhibition of the draft plan for twenty-eight (28) days.
2. Receives a further report following the exhibition period to consider submissions, operational strategies, staging, and budgets.

**PURPOSE**

The purpose of this report is to present to Council the Draft Narrandera Waste Facility Long Term Plan of Management (Draft LTPoM) for information and advice. It is proposed to provide a further detailed plan to Council for consideration after a period of public exhibition.

**SUMMARY**

A draft plan long term plan of management has been prepared that provides a new operational framework for the management of the Narrandera Waste Facility. This is in line with the 2021 Narrandera Shire Council Operational Plan performance target to develop a waste management masterplan to minimise waste to landfill.

**BACKGROUND**

In summary the Draft LTPoM aims to achieve the following objectives:

- Change the current landfill disposal practices to increase the life span of the Narrandera Waste Facility.
- Separation of the operational area from the public area to improve the safety of the site.
- Create a structured drop off zone and transfer station for public access to improve safety, permit greater resource recovery and create operational efficiencies.
- Establish a Buyback centre to permit the recycling of suitable items and reduce quantity of landfilling.

- Enhance staff resources to assist the public, reduce contamination of recyclables, capture mandatory reporting data, undertake fees and charges receipting and monitor drop off zones.
- Review current plant resources to ensure the use of the most appropriate and efficient machinery.

To achieve these objectives the Draft LTPoM proposes the following 7 separate milestones:

1. Complete the current landfill area.
2. Review current plant and determine suitability.
3. Develop drop off area and transfer station.
4. Establish Buyback Centre.
5. At completion of current landfill disposal area, commence landfilling to new design.
6. Rationalise waste disposal areas.
7. Complete housekeeping.

Following the public exhibition period staff will present a more detailed report for Council's consideration, which will detail the financial and operational changes needed for the total implementation of the plan.

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

### **Theme**

Our Environment

### **Strategy**

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

### **Action**

2.3.1 - Consider and where possible implement sustainable environmental practices

## **ISSUES AND IMPLICATIONS**

### **Policy**

Nil

### **Financial**

Council currently has funds within the General Fund Domestic Waste Management Reserve for the future capital upgrades at the facility.

### **Legal / Statutory**

The Narrandera Waste Facility is not an EPA licenced landfill as it falls under the threshold for licencing. However, the requirements of the Protection of the Environment Operations Act still apply to the management of the facility

Changes to the operation of the actual landfill cells will assist in reducing issues of litter, fire and leachate contamination, and the proposed resource recovery measures will assist in achieving recommended NSW resource recovery levels.

**Community Engagement / Communication**

It is proposed within this report that a minimum 28 day exhibition period be undertaken.

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

A review of staff resources has been recommended in the Draft LTPoM. The objective of this recommendation is to permit the plant operator to undertake the required actual landfill operational commitments without having to also manage the public attending the site.

**RISKS**

Nil. At this stage it is proposed to seek Council in principle support to place the Draft LTPoM on exhibition only and for the consideration of a future more detailed report.

**OPTIONS**

1. Resolve to adopt the proposed recommendation.
2. Resolve to provide in principle support for the Draft LTPoM and seek a further report to consider greater detail on the possible future operation and management of the Narrandera waste Facility without seeking public comment first.
3. Resolve not to provide in principle support for the Draft LTPoM. This would effectively prevent a review of current landfill operations at the Narrandera Waste Facility and result in the current operation standards being continued.

**CONCLUSION**

It is recommended that the Narrandera Waste Facility requires a major review of its management to ensure that future operations meet current landfill practises and resource recovery expectations, as well as maximising the available space for landfilling, creating a consistent and accepted operational plan usable into the future, and making a safer and more friendly facility for the Narrandera community.

**RECOMMENDATION**

That Council:

1. Approves in-principle the Draft Narrandera Waste Facility Long Term Plan of Management and commences a public exhibition of the draft plan for twenty-eight (28) days.
2. Receives a further report following the exhibition period to consider submissions, operational strategies, staging, and budgets.



**16 OUR ECONOMY**

**16.1 NARRANDERA HERITAGE FUND 2020-2021**

**Document ID: 532178**

**Author: Administration Assistant**

**Authoriser: Deputy General Manager Infrastructure**

**Theme: Our Environment**

**Attachments: Nil**

**RECOMMENDATION**

That Council:

1. Adopts the recommendation from Council’s Heritage Advisor’s report to fund three (3) projects for the amount of \$7,615 (inclusive of GST) from the Narrandera Council Local Heritage Fund.

**PURPOSE**

The purpose of this report is to advise Council that three (3) applications were received for project funding via the Narrandera Council Local Heritage Fund. The applications were reviewed by Council’s Heritage Advisor in accordance with the noted priorities in the fund guidelines.

**SUMMARY**

Council’s Heritage Advisor reviewed the three (3) applications received for the Narrandera Local Heritage Fund. In his report received 20 November 2020, funding was recommended for three (3) projects as follows:

No	Property	Proposed Works	Total Project Cost	Funding requested (inc GST)	Funding Recommended (inc GST)
2020/1	134-138 Larmer St NARRANDERA	Replacement of four windows at former Royal Hotel	\$ 5,000	\$ 2,500	\$ 2,500
2020/2	126-128 Larmer St NARRANDERA	Repairs to walls and ceiling, replacement of ceiling and repainting at Antiques Corner	\$ 4,500	\$ 3,500	\$ 2,250
2020/3	33-35 Douglas St NARRANDERA	Repairs to doors and windows and repainting at St John’s Uniting Church	\$ 5,730	\$ 2,865	\$ 2,865

**BACKGROUND**

Council has jointly funded the Local Heritage Fund in conjunction with the NSW Heritage Office for several years. The Local Heritage Fund assists with physical improvement of

heritage buildings on a co-contribution basis with applicants. Owners of significant buildings/items in Narrandera Shire are eligible to apply for funding.

The Narrandera Shire Local Heritage Fund (LHF) has an amount committed of \$11,000 (including GST). This comprises Narrandera Shire Council \$5,500 and NSW Heritage Office, Department Premier & Cabinet \$5,500.

Funded projects must be completed by 30 April 2021.

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

### **Theme**

Our Environment

### **Strategy**

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

### **Action**

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

## **ISSUES AND IMPLICATIONS**

### **Policy**

N/A

### **Financial**

Local Heritage Fund \$11,000 includes Council contribution \$5,500.

### **Legal / Statutory**

N/A

### **Community Engagement / Communication**

1. Advertising within local press.
2. Promotion on Council's website.

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

N/A

### **RISKS**

N/A

### **OPTIONS**

1. That Council approves funding for three (3) projects
2. That Council does not approve funding of any project.

**CONCLUSION**

The Narrandera Heritage Fund provides an opportunity for Council to work with the NSW Heritage Office to support ongoing improvement to environmental heritage within Narrandera Shire. Approval of funding through Narrandera Council Local Heritage Fund encourages property owners to investigate and plan for works that preserve the environmental heritage of their properties.

**RECOMMENDATION**

That Council:

1. Adopts the recommendation from Council's Heritage Advisor's report to fund three (3) projects for the amount of \$7,615 (inclusive of GST) from the Narrandera Council Local Heritage Fund.

## 17 OUR INFRASTRUCTURE

### 17.1 MAJOR GRANT PROJECT UPDATE

**Document ID:** 533054

**Author:** Project and Asset Engineer

**Authoriser:** Deputy General Manager Infrastructure

**Theme:** Our Infrastructure

**Attachments:** Nil

#### RECOMMENDATION

That Council:

1. Receive and note the report.

#### PURPOSE

The purpose of this report is to update Council on the Lake Talbot Water Park redevelopment, projects at the Lake Talbot Tourist Park and the Narrandera Sportsground Clubhouse and changeroom project.

#### SUMMARY

##### 1. Lake Talbot Water Park Redevelopment

Principal contractor, Total Creations & Services, are working with the pool operators to ensure the Olympic and Rampage pools will be opened on 12 December as part of Stage 1 opening. The kiosk, top toilets and slides will be available from Stage 1.

The new shade structure, between the Rampage pool and splash park, will be available to patrons from Stage 1. The large roof area will house the solar heating and will provide welcome shade in the heat of summer.

Work in the plant room is being finalised with the filters and pumps in place.



Accessibility into the pools has been improved, with a new universal access ramp into the Olympic Pool and zero entry into the Rampage pool.

Work is underway on the splash park with many of the play elements installed. The splash park floor will be covered with a rubber tile which will provide a softer surface for children using the area. The Splash park will be opened on 23 December as part of Stage 2.



The final stage will be the toddler pool, backwash facilities, chlorine tank and disabled access. Stage 3 is expected to be completed 23 January. At this time, the changerooms, at pool level, will be open to the public.

Due to the shorter season and staged opening, season passes have been reduced by 50% for the whole season and entry fees have been discounted by 50% until January 23 when the facility will be fully open.

## 2. Lake Talbot Tourist Park – Sites 41-52 Levelled

Work is completed on tiering grass sites 41-52 at the Lake Talbot Tourist Park. Local contractors FM Rural completed the project which included:

- new kerb
- tiering of the sites to create level areas for caravans and tents
- installing polypropylene pavers under the turf to stop compression of the grass by vehicles
- renewing the sewer and water lines and installation of new connection points





The sites will be open to patrons in mid-December to allow the turf to settle.



### 3. Lake Talbot Tourist Park – Unit Conversion

Local contractor PCR Building Services has been engaged to convert an unused amenity block into two two-bedroom family units. Demolition work has been completed, including bricking up windows and creating new openings. A new roof has been installed and a topping slab and external path have been constructed.

The project is due to be completed at the end of February 2021.



### 4. Lake Talbot Tourist Park – New Amenity Block and Camp Kitchen

Council has engaged an architect to finalise the detailed design and specifications. This new amenity block will replace the two existing amenity blocks and includes the following features:

- separate male and female toilets and showers
- family bathroom

- laundry
- universal access bathroom
- camp kitchen with deck overlooking a new playground, Lake Talbot, and Lake Talbot Water Park

The tender will be issued early 2021, with construction planned for mid-2021.

### 5. Narrandera Sportsground Clubhouse and Changerooms

Following the awarding of the contract to Bill Arnold Constructions for the new Narrandera Sportsground Facility, the final plans have been developed and works commenced onsite.

The new structure will feature two levels, with the ground floor offering changerooms for home and visitor teams, a warm-up space, an umpires' room, and a medical room for each team. The upper floor boasts an open clubroom with a kitchen, bar, outdoor servery, and a decking area looking out over the field.

This \$1,696,500 (ex GST) project due for completion in mid-2021 is proudly funded by the Australian Government, NSW Government, AFL Riverina, Narrandera Imperial Football and Netball Club and Narrandera Shire Council.



**BACKGROUND****Playground on the Murrumbidgee**

This project is funded by an \$8 million grant from the NSW Government under a Drought Stimulus program and a \$3.9m contribution from Council. It is made up of nine (9) different projects. Where possible the projects must use contractors and suppliers from the Narrandera LGA.

The aim of the project is to develop tourism products and supporting facilities for Narrandera. The total project value is \$11.9 million.

- Lake Talbot Water Park redevelopment
- Narrandera Destination and Discovery Hub
- Northbank walkway and canal bridge
- Bike and Hike extension
- Heritage railway bridge walkway
- Amenity block conversion to two family units (Lake Talbot Tourist Park)
- New amenity block and camp kitchen (Lake Talbot Tourist Park)
- Level sites 41-52 (Lake Talbot Tourist Park)
- New playground (Lake Talbot Tourist Park)

**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

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

N/A

**Financial**

N/A

**Legal / Statutory**

These grant programs required Council to enter into legal agreements with the funding bodies. These have been addressed in previous reports to Council.



**Community Engagement / Communication**

Where required, projects have communication and stakeholder engagement plans developed as part of the project planning process.

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

N/A

**RISKS**

There is inherent risk to Council in delivering multi-faceted infrastructure projects. Council staff will manage these risks by using sound Project Management methodology.

**CONCLUSION**

Council is implementing project management methodology, including stakeholder and communication plans, to manage project risk and ensure effective delivery of these infrastructure projects for the Narrandera Shire community.

**RECOMMENDATION**

That Council:

1. Receives and notes the report.

**17.2 SOUTH WEST NARRANDERA SEWER EXPANSION SCOPING STUDY****Document ID:** 533127**Author:** Water and Sewer Engineering Officer**Authoriser:** Deputy General Manager Infrastructure**Theme:** Our Infrastructure**Attachments:**

1. 2020-11-27 SW Narrandera Sewer Study Areas.pdf (under separate cover)
2. 2020-11-27 SW Narrandera Sewer Study Areas.pdf (under separate cover)
3. 2020-05-28 Building and Environmental Services Today - Phase 1 Report.docx (under separate cover)
4. South West Narrandera Sewer Expansion Scoping Study Report.pdf

**RECOMMENDATION**

That Council:

1. Approves the South West Narrandera Sewer Expansion Scoping Study and supplementary reports for the purpose of public exhibition.
2. Places the Scoping Study on public exhibition for a period of 28 days.
3. Consults with all identified properties and seek feedback on the proposed connection to a reticulated sewer scheme and associated charges.
4. Requires a further report be brought back to Council after the consultation period.

**PURPOSE**

The purpose of this report is brief Council on the findings of the South West Sewer Expansion Scoping Study, and to seek approval to place these findings on public exhibition.

**SUMMARY**

The South West Narrandera Sewer Expansion Scoping Study has found that many of the unsewered properties in the study area are unsuitable for the operation of onsite sewer management systems. Expansion of the sewer network is recommended to reduce the potential public health risk.

**BACKGROUND**

Council applied for funding under the NSW Government's Safe and Secure Water program to undertake a scoping study on the expansion of the sewer network in Narrandera to unserved areas in the southern and western sides of town. The study scope included areas west of the old Tocumwal Rail Line, properties on the southern side of the MIA Canal and west of the Newell Highway on both sides of the rail line.

This study was undertaken partially by Building and Environmental Services Today (BEST), and partially by Council staff.

BEST undertook a survey of all properties in the study area to determine their suitability for ongoing on-site sewer management systems (OSSMS). Geotechnical investigation was undertaken by McMahon Earth Science to assist in this determination.

The concept design was broken into four separate and independent reticulation zones: Irrigation Way (Area 1), River Street (Area 2), Townsend Street (Area 3), and Sugden Street (Area 4).

Investigation by BEST found that Areas 2, 3 and 4 were unsuited for operation of OSSMS. The public health risk posed by operation of OSSMS in these areas is significant.

Area 1 is suitable for continued operation of OSSMS provided planning controls are introduced such as minimum lot size of approximately 4,000 square metres, as well as introduction of OSSMS Policy.

Council staff used this information to undertake an options study to identify a suitable solution for servicing the properties identified unsuitable for OSSMS, and then to develop concept designs and project estimates.

Below is the breakdown of costs for each service area, including potential development which could be allowed with 1,000 square metre lots that have access to the sewer system.

Area	Existing Tenements	Potential Tenements	Capital Cost	Cost per Tenement
1	14	33	\$505,600.00	\$36,114.29
2	44	201	\$1,283,399.00	\$29,168.16
3	51	86	\$1,038,300.00	\$20,358.82
4	10	21	\$203,500.00	\$20,350.00

**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**

4.2.3 - An ongoing program of capital works for both water and sewer operations of Council

**ISSUES AND IMPLICATIONS**

**Policy**

There is no policy currently impacting this report, however it is recommended that a Council wide OSSMS Policy be created.

**Financial**

There are no financial impacts currently proposed; none of these works are likely to be viable without significant grant funding. Similar to the issues identified with the Barellan project, there would be a sewer rate chargeable to each property and removal cost for the OSSMS on homeowners. These matters would be addressed in further detail in future reports.

**Legal / Statutory**

Changes to zoning and an introduction of minimum lot sizes required in the Local Environmental Plan are proposed to be considered in a future review of the planning instrument.

**Community Engagement / Communication**

Study to be placed on public exhibition and initial consultation with affected homeowners to be undertaken to ensure they are aware of the study and its potential impacts.

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

N/A

**RISKS**

- Ongoing public health risk if OSSMS are not actively managed by Council through development and enforcement of an OSSMS Policy.
- Ongoing public health risk if operation of OSSMS in the unsuitable areas continues.
- Risks associated with large capital works projects will be identified as part of the funding process.

**OPTIONS**

1. Endorse the study for public exhibition for a period of 28 days and undertake initial landowner consultation, with continued efforts to secure funding if it is viewed favourably by the public.
5. Endorse the study for public exhibition for a period of 28 days, but do not seek further funding regardless of the public sentiment.
6. Do not put the study on public exhibition.

**CONCLUSION**

Expansion of the sewer network to unserviced properties to the south and west of Narrandera is necessary to reduce potential public health risks associated with operation of onsite sewer management systems. Cost estimates by staff show that the capital works required will be unlikely to proceed without securing additional funding.

A further report will be prepared for Council once the exhibition and consultation has been completed.

**RECOMMENDATION**

That Council:

1. Approves the South West Narrandera Sewer Expansion Scoping Study and supplementary reports for the purpose of public exhibition.
2. Places the Scoping Study on public exhibition for a period of 28 days.
3. Consults with all identified properties and seek feedback on the proposed connection to a reticulated sewer scheme and associated charges.
4. Requires a further report be brought back to Council after the consultation period.

**RESTART NSW SAFE AND SECURE WATER PROGRAM.**

**SOUTH WEST NARRANDERA SEWER EXPANSION – SCOPING STUDY.**

**BACKGROUND:**

In February, 2018 Council submitted an application to Restart NSW seeking funding support under the Safe and Secure Water Program to complete a feasibility study which would identify options to connect properties in south western Narrandera area, which currently operate on-site sewerage management systems, to extended sewerage reticulation infrastructure.

This application was successful and a grant of \$48,000 representing 75% of the estimated cost was approved on the basis that Council contributed an amount of \$16,000. The project cost plan is shown in the following table:

ITEM	DESCRIPTION	BUDGET ESTIMATE
1	Survey	\$14,850
2	Geotechnical Assessment	\$9,000
3	Draft Study and Report	\$11,500
4	Final Study and Report	\$22,250
5	Contingency	\$6,400
	TOTAL	\$64,000

A Consultant’s Brief was prepared prior to soliciting quotes for the study, and this was issued on the basis of categorising the work into three (3) phases:

- Phase 1            Survey and Information Collection
- Phase 2            Option Study and Report
- Phase 3            Concept Study and Report.

Seven (7) prospective Consultants were identified and quotation documents were forwarded to each. As a result, two (2) quotes were received for completion of all 3 phases and one (1) quote was received for completion of phase 1. The quotes for the total project (\$78,850 & \$135,000) exceeded the available budget and were discarded. The quote from Building and Environmental Services Today (\$24,269 including geotechnical) was accepted for completion of phase 1.

It was decided to complete phases 2 and 3 “in-house” if resources are available.

**DATA COLLECTION:**

A detailed map of the study area has been prepared, and this provides locations of all existing On-Site Sewerage Management Systems (OSSMS) which have been categorised as private or commercial operations. A Properties Summary Spreadsheet has also been prepared and this includes a very detailed matrix of land ownership, land use, suitability (or not) for connection to any future sewerage infrastructure, and properties which are capable of further subdivision. This spreadsheet shows that there are about 140 residences and 35 commercial developments within the study area.

This map also indicates areas that are not suited to future residential or commercial development because of physical constraints such as flood-prone land, cemetery, sewerage treatment plant, Dixonville brick pit site, Narrandera Wetlands.

**GEOTECHNICAL:**

A geotechnical survey was carried out by McMahon Earth Science, and the Land Capability Report provides analysis of soil samples taken from 16 sites within the study boundary. It also provides construction details and driller’s logs relating to eleven (11) registered bore sites within the study area.

This report indicates that the predominant soil classification within the study area is “sandy loam” with exception of two (2) sites which are classified as “loam” and one (1) site classified as “clay-loam”. The “loam” sites are both within flood liable land and can be associated with river terraces and historical silt deposit, whilst the “clay-loam” site is a small low-lying area adjacent to Irrigation Way near the bridge over the irrigation canal. The “sandy loam” classification which is predominant within the area is considered to be highly suitable for on-site disposal of sewer effluent by conventional trenching systems or by surface irrigation.

McMahon Earth Science carried out a modelling exercise and determined that areas required for above-ground effluent disposal ranged from 164 square metres for average sized dwellings to 299 square metres for large dwellings. Similarly, the length of absorption trenches would be 47 lineal metres for medium dwellings to 65 lineal metres for large dwellings. Note that these are generalised requirements and site-specific investigations should be carried out for any future installations.

**DEVELOPMENT POTENTIAL:**

Building and Environmental Services Today (BEST) carried out a hypothetical exercise to compare the number of additional allotments that could be created by subdivision or boundary adjustment using 1,000 square metres as a base area for lots connected to sewerage infrastructure and 4,000 square metres for OSSMS. The results are as follows:

AREA	LOCALITY	SEWERED ALLOTMENTS (1,000 m <sup>2</sup> )	OSSMS (4,000 m <sup>2</sup> )
1	Area bounded by River Street, Main Canal and Railway	542	125
2	Area east of River street to railway	63	6
3	Area east of railway (excluding flood-prone land	30	0
4	Area west of railway (excluding flood-prone land)	16	1

This exercise provides an insight into the possible “flow-on” benefit of extending sewerage infrastructure within the study area, particularly to the more densely populated sectors. For instance, it would provide landowners in these sectors opportunity for subdivision of land on a more economical basis than is available for allotments requiring OSSMS. In locations other than River Street/Main Canal/Railway, 109 smaller allotments (connected to sewerage infrastructure) can be created compared with 7 larger allotments serviced by OSSMS’s.

In reality, it is highly unlikely that creation of additional allotments to this extent will occur in the foreseeable future for a number of reasons, such as a desire of existing owners to live on larger allotments, costs involved in subdividing land and providing services, current need and market for additional building allotments within these areas, etc.

It is also noted that Council's Local Environmental Plan does not specify minimum lot areas within the bounds of this study area, but a minimum area of 4,000 square metres has been required, historically, to accept on-site disposal of effluent. Early town and village surveys in NSW created "grid" type allotments generally having an area of about 1,000 square metres and this type of allotment size is prevalent in older established parts of Narrandera. Under the de-facto minimum lot area requirement these existing OSSMS's would not be permissible.

### **EXISTING OSSMS's**

A visual inspection of 14 (10%) randomly selected OSSMS's which are operating within the study area was undertaken to assess the current level of performance. These inspections revealed the following results:

- Four (4) [30%] systems are operating within a high-risk category;
- Six (6) [40%] systems are operating within a medium-risk category; and
- Four (4) [30%] systems are operating within a low-risk category.

If these ratings are extrapolated across the whole study area, it would indicate that forty-two (42) occupied properties require urgent maintenance and fifty-six (56) properties require some form of maintenance or attention. This is a concerning revelation, but as the sample was only 10% of existing OSSMS's, it is considered that further investigation is warranted before any future plan of action is determined.

Problems noted during inspections include:

- Poorly maintained systems including irrigation of effluent above-ground without the presence of disinfection tablets in the aerated waste treatment system;
- Effluent being siphoned from the septic tank onto the ground surface bypassing any absorption trench;
- Broken septic tank lids providing access for vectors of disease such as flies, mosquitoes and/or vermin;
- Undersize land area available for subsoil disposal of effluent especially in relation to dwelling size and /or potential dwelling population;
- Insufficient access to septic tanks for maintenance purposes; and
- Play equipment located close to effluent ponding on the ground surface.

### **CONSTRAINTS:**

Notwithstanding that the geotechnical report prepared by McMahon Earth Science concluded that the predominant soil profile within the study area is satisfactory for operation of On-Site Sewerage Management Systems, a number of constraints will affect the operation of these systems in certain areas. These constraints have been identified as:



- ❖ Flood prone land;
- ❖ Groundwater vulnerable areas;
- ❖ Old brick pit site at Dixonville;
- ❖ Area required for future stormwater retention basin East of River Street;
- ❖ Cemetery site, Douglas Street;
- ❖ Electricity sub-station site, River/Redgum Street;
- ❖ Light industrial zone;
- ❖ High density area, Audley/Twynam Streets;
- ❖ Sewerage treatment plant site, Bamblett Street;
- ❖ Narrandera wetlands.

Flood Prone Land: A large section within the study area lies within the flood zone identified in maps included in Narrandera Local Environmental Plan 2013. The area considered to be a “constraint” to operation of OSSMS’s lies within the 1:100 year flood inundation limits. Any land-based sewerage disposal systems in this area will need to have suitable provisions for flood proofing if permitted to operate.

Groundwater Vulnerable Area: Maps included in Narrandera Local Environmental Plan 2013 identify most of the land situated south of the Main Canal as being vulnerable to groundwater contamination. Provisions of the LEP require Council to consider “the likelihood of groundwater contamination from the development (including from any on-site storage or disposal of solid or liquid waste and chemicals)” when assessing any application for development within this area. This is an important consideration as the very nature of effluent generated by OSSMS’s would preclude their operation within the groundwater vulnerable area because of contamination potential.

It should also be noted that there are seven (7) privately owned and registered groundwater bores within the study area as well as several Council-operated water supply bores; there may also be unregistered groundwater bores in existence, but this has not been substantiated.

Narrandera Development Control Plan 2013 requires separation of 250 metres between an area used for land application of effluent and any domestic groundwater well/bore used for human consumption (Cl.5.1.4 Table 1). This separation distance appears to be based on EPA document “Environment and Health Protection Guidelines – On-Site Sewage Management for Single Households – January 1998”. In comparison, Australian Standard 1547:2012 (Table R1) only requires a separation of between 15-50 metres depending on soil type.

As the surface area enclosed by a radial distance of 250 metres is 196,428 square metres, it is not possible to comply with requirements of the DCP and operate an OSSMS on the same allotment (4,000 sq. m.), or any adjacent allotment, that includes a domestic ground water well/bore.

Dixonville Brick Pit site: This is an old brick pit which has been used over the years for dumping of hard rubbish and has, more recently, been filled. It is located within Lot 7 DP6829.

Light Industrial Zone: The range of land uses “permitted with consent” under Narrandera Local Environmental Plan 2013 realises a potential for greases, oils, fats, hydrocarbons and other contaminants to be discharged to the ground surface by OSSMS’s with a potential to contaminate groundwater.

High Density Area: The area centred on Audley and Twynam Streets, west of the railway include numerous small-area allotments which are not suitable for OSSMS's because of their size.

**RETICULATED SEWER INFRASTRUCTURE:**

Further investigation has been carried out to determine the feasibility of extending reticulated sewerage infrastructure to service parts of the study area; this has required a variation of the boundaries of those areas defined earlier, and has also resulted in a need adjust numbers of existing and possible holdings.

**RIVER STREET AREA:**



This area is generally located east of River Street and west of the railway line; it includes the light industrial areas along Douglas Street, Bolton Street and Twynam Street. It also includes an area in Audley Street which consists of a number of smaller residential allotments.

The more densely populated section of Audley Street (between Irrigation Way and Sugden Street) is of some concern as most of these allotments only have an area of approximately 1,000 square metres which is far below Council's LEP requirement of 4,000 square metres for operation of OSSMS's. In addition to this, the rear boundaries of allotments on the southern side of the Street are located within

20-65 metres of the Main Canal which is in contravention to requirements of Council’s DCP which requires a separation distance of at least 100 metres between an effluent disposal area and any permanent surface water body including rivers, creeks and dams.

The previous comments relating to contamination of groundwater by industrial activities applies to the Douglas/Bolton/Twynam Streets section of this area and support the desirability of providing reticulated sewers.

The current “equivalent tenements” (ET) in this area is 44, with a prospect of increasing to 201 ET’s if fully developed; the “equivalent persons” (EP) for design purposes will be a maximum of 704.

Preliminary investigation indicates that It is possible to provide a gravity sewer network within this area with drainage to a low point at Audley/Sugden Streets. Installation of a pumping station at this point will allow transfer of effluent to the existing sewerage treatment plant.

A preliminary cost of providing this infrastructure is shown in the following table:

ITEM	ESTIMATED COST (NSW REFERENCE RATES MANUAL)
Reticulation Mains	\$749,600
Pumping Station	\$461,100
Rising Main	\$72,600
TOTAL	\$1,283,300
The capital cost is \$29,165 per ET based on current development, and \$6,385 per ET based on maximum future development (Note that these costs do not include Council’s connection charges, developer costs etc.)	
Estimated Annual Revenue: For 44 existing Equivalent Tenements (\$716.70) <span style="float: right;">\$31,535</span> For 201 possible Equivalent Tenements (\$716.70) <span style="float: right;">\$144,055</span>	
Note that cost estimates are based on the NSW Reference Rates Manual and revenue is based on Council’s current fees and charges.	



TOWNSEND STREET:



This area is bounded by the disused Narrandera-Jerilderie railway, Larmer Street and the Brewery Flat flood plain. There are currently 51 ET's in this area with a potential to increase to a total of 86, which would equate to 301 EP's which is adopted for design purposes.

The topography of within this area will allow most of it to be serviced by gravity sewers, but servicing the area south of Gundagai Street will require provision of a small pressurised system which can be directed to the gravity system for final disposal. The gravity reticulated system will drain to the western (unformed) end of Larmer Street where it will be pumped to the treatment plant.

A preliminary cost of providing this infrastructure is shown in the table:

ITEM	ESTIMATED COST (NSW REFERENCE RATES MANUAL)
Reticulation Mains	\$591,900
Pumping Station	\$347,200
Rising Main	\$62,000
Pressure Sewer System	\$37,200
TOTAL	\$1,038,300
The capital cost is \$20,360 per tenement based on existing development, or \$12,070 per tenement if the area is developed to its full potential. (Note that these costs do not include Council's connection charges, developer costs etc.)	
Estimated annual revenue:	
For 51 existing tenements (@ \$716.70)	\$36,550
For 86 possible tenements (@ \$716.70)	\$61,635

SUGDEN STREET AREA:



This area is generally located west of the disused Narrandera-Jerilderie railway line and is bounded by Hankinson and Acacia Streets. There are currently 10 existing tenements in the area with a potential to increase to a total of 21 tenements.

Whilst it would be possible to provide a gravity reticulation system in this area, the cost of installing a pumping station which would be required to transfer the wastewater to the treatment plant would be excessive when compared with installing a pressurised reticulation system throughout the whole area. A preliminary cost of providing a pressure reticulation system is shown in the following table

ITEM	ESTIMATED COST (NSW REFERENCE RATES MANUAL)
Pumps, tanks, reticulation and all equipment for 10 existing tenements only	\$203,500
The capital cost is \$20,350 per tenement for existing development (Note that these costs do not include Council's connection charges, developer costs etc.)	
Pumps, tanks, reticulation and all equipment for 21 existing and future tenements	\$291,500
The capital cost is \$13,880 per tenement for maximum development (Note that these costs do not include Council's connection charges, developer costs etc.)	
Estimated annual revenue:	
For 10 existing tenements (@ \$716.70)	\$7,170
For 21 possible tenements (@ \$716.70)	\$15,050

**IRRIGATION WAY:**

Whilst existing development within the area bounded by River Street and the Main Canal (Dixonville) suggests that larger lots are more favoured, it is possible to make provision for connection of properties fronting Irrigation Way to reticulated sewerage by constructing a pressurised system. Such a system would drain to Irrigation Way/River Street intersection where it would connect to a gravity link to the treatment plant.

A preliminary cost of providing such a system is shown in the following table:

ITEM	ESTIMATED COST (NSW REFERENCE RATES MANUAL)
Complete pressure sewer system including property connection, reticulation, pumps and all associated equipment	\$505,600
The capital cost is \$36,115 per tenement for existing development and \$15,320 per tenement for maximum development. (Note that these costs do not include Council’s connection charges, developer costs etc.)	
Estimated annual revenue:	
For 14 existing tenements (@ \$716.70)	\$10,035
For 33 possible tenements (@ \$716.70)	\$15,320

**CONCLUSIONS:**

1. Notwithstanding that the geotechnical report prepared by McMahon Earth Science indicates that soil profiles within the study area are conducive to operation of OSSMS’s, other constraints (e.g. floodprone land, groundwater vulnerable areas) indicate that reticulated sewerage is the more appropriate method of effluent disposal in part of the study area;
2. The area generally located between River Street and the Main Canal (Dixonville area) remain as large-lot development with OSSMS’s;
3. Council give consideration to implementing inspection of existing OSSMS’s and work with property owners to bring all up to a satisfactory standard;
4. Council take action to review requirements of Narrandera Development Control Plan 2013 to provide for more realistic separation distances between effluent disposal areas and groundwater bores;
5. Council seek financial assistance to provide reticulated sewers to River Street area and Townsend Street area;
6. Reticulated sewers not be provided in the Sugden Street area because of the unlikely requirement for infill development and potentially high operation costs;
7. Reticulated sewers not be provided along Irrigation Way because of the high allotment cost and potentially high operational costs.



**17.3 NARRANDERA CLIMATE ACTION STRATEGY****Document ID:** 533134**Author:** Executive Engineer**Authoriser:** Deputy General Manager Infrastructure**Theme:** Our Infrastructure**Attachments:** 1. Draft Narrandera Climate Action Strategy (under separate cover)**RECOMMENDATION**

That Council:

1. Endorses the draft Narrandera Climate Action Strategy for public exhibition.
2. Following 28 days public exhibition, if no unfavourable public submissions received, deems this policy as adopted.

**BACKGROUND**

Narrandera Shire Council recognises the economic and environmental benefits of reducing our grid energy dependency using renewable energy and increased efficiency.

In 2017 Council invested in several energy-saving projects including Solar PV installations on Council buildings, changing lights to LED, improving insulation and replacing old air conditioners with more efficient units.

In June 2019 Narrandera Shire Council was involved with the creation of an Energy Group amongst RAMJO Councils to identify the potential for energy savings and cost efficiency across the region. This led to increased bargaining power in energy saving certificates and the creation of an energy project map including collection of data, energy audit and project identification.

In June 2020 Council engaged 100% Renewables to prepare a Narrandera Shire Council Energy Strategy with the support of the Department of Primary Industries and Environment to provide Council with a path forward to prioritise further energy-saving measures.

**NARRANDERA CLIMATE ACTION STRATEGY**

The attached Draft Narrandera Climate Action Strategy has been prepared in response to a review of Council's operations and energy use and highlights energy efficiency and renewable energy goals.

The document has developed Efficiency, Renewable Energy and Emissions Reduction plans and breaks them down into short, medium and long term.

These plans include building Solar PV/battery systems behind the meter, power factor correction, combining NMI accounts to reduce peak demand and supply charges, changing our streetlights to LED, changes to operations and the installation of variable speed drives.

It is proposed that this draft strategic document be put on public exhibition for comment and input. Council has set aside funds in the 2020-2021 capital works program and



adoption of this strategy will enable Council to begin implementation of key energy saving measures to significantly reduce Council's operational costs and carbon footprint.

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

### **Theme**

Our Environment

### **Strategy**

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

### **Action**

2.1.1 - Encourage and promote environmental awareness

2.3.1 - Consider and where possible implement sustainable environmental practices

## **ISSUES AND IMPLICATIONS**

### **Policy**

N/A

### **Financial**

Council has allocated funds in the current budget to action this strategy and suitable works will be carried out according to the proposed plan priority.

### **Legal / Statutory**

N/A

### **Community Engagement / Communication**

This report recommends that the Narrandera Climate Action Strategy be put on public exhibition and the public be invited to comment.

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

N/A

## **RISKS**

Sustainable purchasing may preclude cheaper alternatives compared to other less environmentally favourable solutions.

Recommendations within this strategy are based on current legislation and energy sources which may vary in the future.

## **OPTIONS**

1. Council endorse the Narrandera Climate Action Strategy for public exhibition for 28 days and deem this strategy be adopted subject to community response.
2. Council endorse the Narrandera Climate Action Strategy for public exhibition for 28 days and authorise the Deputy General Manager to carry out energy saving works in the capital works program accordingly without further consultation.

**CONCLUSION**

Implementing the Narrandera Climate Action Strategy, saves costs, promotes efficient energy use, provides for a sustainable environment and will be a positive example for our community.

**RECOMMENDATION**

That Council:

1. Endorses the draft Narrandera Climate Action Strategy for public exhibition.
2. Following 28 days public exhibition, if no unfavourable public submissions received, deems this policy as adopted.

**18 OUR CIVIC LEADERSHIP****18.1 2019-2020 ANNUAL REPORT FOR THE YEAR ENDING 30 JUNE 2020****Document ID: 530742****Author: Governance and Engagement Manager****Authoriser: Deputy General Manager Corporate and Community****Theme: Our Civic Leadership**

**Attachments:**

- 1. Main Document - 2019-2020 Annual Report.pdf (under separate cover)**
- 2. Appendix A - GIPA Annual Report 2019-2020.pdf (under separate cover)**
- 3. Appendix B - Public Interest Disclosures Annual Report 2019-2020.pdf (under separate cover)**
- 4. Appendix C - Financial Statements 2019-2020.pdf (under separate cover)**
- 5. Appendix D - Disability Inclusion Action Plan 2019-2020.pdf (under separate cover)**
- 6. Appendix E - Delivery Program Annual Report 2019-2020.pdf (under separate cover)**

**RECOMMENDATION**

That Council:

1. Adopts the 2019-2020 Annual Report as presented and publishes the document to the community; and
2. Advises the Office of Local Government of the URL of the document within Council's website.

**PURPOSE**

The purpose of this report is for Council to adopt the Annual Report for the 2019-2020 reporting year as presented.

**SUMMARY**

Council's Annual Report for 2019-2020 has been prepared in accordance with Sections 406 & 428 of the *Local Government Act*, 1993 also Regulation 217 of the *Local Government (General) Regulation*, 2005 and the Integrated Planning and Reporting Guidelines for local government in NSW issued by the Office of Local Government during March 2013.

**BACKGROUND**

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

Highlights for the reporting year are:

- In the Mayoral message Cr Neville Kschenka acknowledged the prolonged effects of the recent drought on our Shire, then the impact of the COVID-19 pandemic. Mayor Kschenka acknowledged the assistance provided to our Shire by both the Federal and State Governments and outlined the measures by which Council assisted property owners. Government funding saw significant projects delivered such as the completion of Stage 1 of the Lake Talbot Water Park upgrade, co-ordinating the upgrade of community halls within the Shire and the completion of the Barellan Aged Care project. Remembering the bushfires that ravaged NSW at the commencement of 2020, Mayor Kschenka praised the efforts of those community members that volunteered to assist others.
- The General Manager, George Cowan commented on Council's strong financial position as at 30 June and how Council has committed to be more engaged with the community by launching a new website and using social media platforms such as Facebook, Instagram, while at the same retaining a connection using traditional print media and community radio. Monthly Council meetings are now live streamed, and members of the community are encouraged to observe the functions of Council. With assistance from both Federal and State Governments, a meeting and activity space known as the 'Youth Space' was constructed and launched at the Narrandera Shire Library. The 'Youth Space' assists the Narrandera Youth Advisory Council to engage with the younger demographics of the community. Council also invested heavily in the upgrade of Colinroobie Road, making it part of the heavy vehicle network, as well as rehabilitating other roadways across the Shire. Council delivered \$9 Million dollars in works to the Shire across the reporting year.
- Since 2014 Council has taken a proactive approach within its governance structure by initiating an Audit, Risk and Improvement Committee, even though it is not yet a requirement under the *Local Government Act 1993* (the Act). The committee is responsible for assisting Council by overseeing Council's risk management framework and works very closely with the internal auditor. Audits undertaken during the reporting year include Business Continuity Planning, Procurement and Environmental Compliance. The latter part of 2019 saw a change in membership of the Committee following the resignation of Cr Hall, with four independent community members appointed. All the new members have specialised knowledge that they willingly share with other members and Council staff.
- Section 355 of the Act allows Council to delegate some of its functions to committees and Council has a number of groups that are active within the community. These include the Arts and Cultural Committee, Audit, Risk and Improvement Committee, Bettering Barellan Committee, Grong Grong Community Committee, Koala Regeneration Committee, Narrandera-Leeton Council Airport Management Committee, Narrandera Railway Station Management Committee, and the Australia Day Planning Committee. Council also has advisory groups that do not have delegations. Groups include the Lake Talbot Environs Advisory, Narrandera Stadium Advisory, Parks and Gardens Advisory and the Sports Facilities Advisory. Nominations are called when necessary to fill vacancies within these groups and any persons who have a strong interest in any of these functions of Council are encouraged to apply.
- Councillor expenses for the reporting year totalled \$141,091 with \$7,273 expended on professional development with Councillors attending either workshops,

conferences or undertaking tertiary studies so to collectively acquire and maintain the skills necessary to perform their roles.

- The audited financial statements for the year ending 30 June 2020 show that Council meets or exceeds the benchmarks established by New South Wales Treasury Corporation, except for the Own Source Operating Revenue Ratio & Infrastructure Backlog Ratio. Successful grant funding revenue has impacted the Own Source Operating Revenue Ratio where the income received from external sources reduced the ratio against revenue that Council was able to generate from its own sources. Council revalued infrastructure assets during the year, revising asset condition and the cost of work to bring infrastructure to service level targets. This extended the cost of infrastructure backlog works.
  - Operating performance ratio measuring operating expenditure against operating revenue – benchmark was >0.00%, Council attained 8.62%
  - Own source operating revenue ratio measuring reliance on operating grants and contributions – benchmark was > 60.00%, Council attained 56.70%
  - Unrestricted current ratio measuring ability to satisfy obligations in the short term – benchmark was > 1.50x, Council attained 6.07x
  - Debt service cover ratio measuring the availability of cash to service loans – benchmark was > 2x, Council has immaterial external debt and hence does not report a ratio.
  - Rates and annual charges overdue measuring the impact of overdue rates and charges – benchmark was < 10.00%, Council attained 8.28%
  - Cash expense cover ratio measuring the number of months a Council can pay immediate expenses – benchmark was > 3mths, Council attained 20.77mths
  - Buildings and infrastructure renewals ratio measuring the rate at which assets are being renewed against the rate at which they are depreciating – benchmark was >=100.00%, Council attained 113.12%
  - Infrastructure backlog ratio measuring the backlog against the total value of infrastructure – benchmark was < 2.00%, Council attained 10.86%
  - Asset maintenance ratio measuring actual versus required annual asset maintenance – benchmark was > 100.00%, Council attained 208.37%.
- For the reporting year there was one contract awarded exceeding \$250,000 being Stages 1 and 2 of the Lake Talbot Water Park valued at \$5,751,592.
- During the reporting year Council has a capital works budget of \$12.825 Million dollars and as at 30 June 2020 – 30% of works were completed, 64% of works were identified as carry over to the 2020-2021 financial year, 9% of works were deferred with 2% of works cancelled.
- The largest area of expenditure for the reporting year was transport and communication with 35% of the total capital expenditure allocated to Council's road program, followed by recreation and culture at 19% then economic affairs at 17%.
- Within roads expenditure the largest area of spend was rural local roads 24%, roads to recovery programs 19% with regional roads programs and rural unsealed roads programs at 10% each.
- The Youth Advisory Council was successful with a funding application to Round 3 of the Stronger Country Communities funding for the purchase and fit out of a food

trailer, the Youth Advisory Council will use this project to provide work-ready skills to the youth of the community with any profits returned to youth programs. The Youth Advisory Council said farewell to Abigail Pettigrew and Mia Geddes and welcomed Madeline Fraser, Mia Briggs and Wesley Bamblett.

- This year Narrandera Shire Council supported NRMA Safer Driving - Wagga Wagga to provide the Safer Drivers Course locally for the first time, with the course held in October 2019 and March 2020. Previously, Narrandera learner drivers would have to travel to Wagga Wagga or Griffith to complete the course. Accessing the course was difficult for Narrandera residents and placed them at a disadvantage compared to learners in larger centres. Council provided a venue, promoted the course, and covered the travel costs of the course presenters to bring the course to Narrandera. The Safer Drivers Course helps young drivers on their L-plates prepare for driving solo when they graduate to provisional licences. The learner drivers who participated received 20 hours of logbook credit for completing the five-hour course.
- Helping Learner Drivers Become Safer Drivers (HLDBSD) workshops were held at the same time as the Safer Drivers Course. The HLDBSD workshop is for anyone supervising a learner driver, including parents, relatives, friends, and carers of the learner driver. The workshop helps these supervisors to feel confident and motivated to provide supervision for learner drivers. Having the Safer Drivers Course and the HLDBSD workshop starting at the same time at the same venue provided a unique opportunity for the learners and their supervising drivers.
- As part of its Road Safety Program the opportunity was provided to community members aged between 17 and 25 to complete Responsible Service of Alcohol qualification where 50% of the course fee was subsidised. The program was the ideal opportunity for this age group to not only seek employment, but to also be educated on the effects of alcohol given that vehicle crash data shows that 50 percent of the 17 to 25 age group were statistically involved in vehicle crash events for the years 2013 to 2017.
- The 2019-2020 reporting year has in effect been two very different years with the most significant changes to our Library Service being unplanned and predicated by a global pandemic. From early March 2020 library staff were making both operational and physical changes to service with gloves, antibacterial wipes and hand sanitiser becoming the new normal. Comfortable fabric seating was removed and replaced with furniture that could be cleansed by wiping. Signage changed with each new COVID-19 Order and social distancing became the new mantra. The library re-opened following a forced closure on 1 June 2020.
- While the library was in forced closure, services continued to operate as best they could by promoting Borrow Box, RB Digital and other online services. The Home Library Service was expanded by calling many clients who visit the Library but who were now part of the vulnerable demographic. As the closure period continued a "call and collect" service was also activated.
- Council continues to support the Aboriginal community through representation on relevant committees and administrative support for the Interagency Group, and also through an Aboriginal careers initiative with the placement of two staff within the operations of Council. The Mayor, General Manager and the Community Liaison Officer meet quarterly with the Aboriginal Elders Group to discuss matters of interest and concern within the community, these meetings give the Aboriginal community a platform to raise important issues with Council such as employment and education.

Unfortunately, due to COVID-19 restrictions, NAIDOC Week 2020 was postponed until November.

- In December 2019, Council began working on a Cultural Plan for Narrandera Shire. The purpose of the plan is to provide Narrandera Shire with the opportunity to take stock of its arts, cultural and heritage assets – to assess what it has, what residents want and most importantly, to envision what it wants to be. It will consider all the things that contribute to our lifestyle; history, heritage, language, the natural and built environment, technology, the arts, sport, and other recreational activities. It will be about what we do now and what we want to be able to do in the future.
- Council continues to assist eligible members from both Narrandera Shire and Leeton Shire communities with its Commonwealth Home Support Programs administering five services under the Commonwealth Home Support Program (CHSP) with four part time staff, one casual staff member, 39 volunteers and a fleet of 10 vehicles, providing service to both Narrandera and Leeton Shires.
- Community Transport did see a slight decline in service delivery due to COVID-19, in 2019-2020 Narrandera Leeton Community Transport still provided 10,498 trips to residents and travelled over 315,155 kilometres to provide services to over 1,000 active clients. Many of the clients use the service on a regular basis as their sole means of transport. Both the Narrandera and Leeton Community Transport rely on the incredible generosity of 37 volunteer drivers who worked a staggering 8,354 hours within the reporting period. Wheelchair accessible vehicles are located in both Narrandera and Leeton Council areas. Council has also increased its wheelchair accessible vehicles from three to four to accommodate the loss of the wheelchair accessible taxi in Leeton.
- The Commonwealth Home Support Programs, funded through the Commonwealth Government, are aimed at helping frail aged community members remain safely in their own homes. In the 2019-2020 reporting year Council provided services such as Community Transport, Social Support, Flexible Respite, Home Modifications and Maintenance to over 477 individual clients aged 65 years and older, or 50 years and over for Aboriginal and Torres Strait Islanders.
- The Narrandera Arts and Community Centre had limited events during the reporting year, primarily due to compulsory closures due to the COVID-19 pandemic. Prior to its closure, exhibitions were held by the CAD Factory and the centre was used as a venue for Destination NSW and a major promotional business function auspiced by Narrandera Rotary Club.
- Council supports two volunteer run museums: Narrandera Parkside Cottage Museum and the Barellan Museum. Both are operated by committees with the assistance of Council staff. Council also partners with Museums and Galleries NSW to fund a part-time museums' advisor to assist with the development and sustainability of the museums. This year a successful Stronger Country Communities funding application has meant that the Narrandera Parkside Cottage Museum will benefit from internal painting, the installation of CCTV and some new display cabinets.
- Council continues to support community organisations and schools across the Shire, also contributing to special projects and commemorative events. A total of \$35,497.98 was expended with some of the recipients being the Narrandera Golf Club \$24,026.98, Lions Club of Narrandera \$2,000, Earlies Rod and Custom Run \$2,000, Narrandera & District Community Radio Station \$1,200, Kidz Konnect Binya Public School \$1,000, with schools and TAFE NSW receiving \$1,126 for academic awards.

- Financial assistance was also provided to Narrandera CanAssist with Council absorbing \$289 in travel costs of CanAssist clients who had to attend medical appointments due to fundraising activities of CanAssist suspended due to the COVID-19 pandemic.
- Council recognises the value of its staff and for the reporting year expending a total of \$65,327.95 on staff training and development. Apart from Workplace Health and Safety training and other essential training, a number of staff undertook tertiary studies and were awarded a Diploma in Human Resources Management and Diploma in Local Government, Certificate IV in Work Health and Safety, Bachelor of Information Technology – Network Engineering and Certificate III in Horticulture.
- School based traineeships were supported with Riley Buchanan being a first year trainee in Open Space and Recreation, Cy Ramirez being a first year trainee in Human Resources and Visitor Information Services, Ned McLeod a second year trainee in Development and Environment with David Glasson a first year trainee in Workshop and Metal Fabrication.
- The Narrandera Shire Economic Development Strategy 2017-2020 was adopted in March 2017. The strategy was developed based on feedback collected via community consultation across the Shire and region. The strategy is structured to guide the direction of Council and the focus of Council's work over its three-year life by promoting job creation, facilitating business growth and diversifying and growing the economy to improve the wealth and wellbeing of the community. An update of the strategy is due to be developed for the three-year period 2021-2023 effective 30 June 2020. However, the impacts of the COVID-19 health emergency on all business and community activity has necessitated the development of a short-term strategy titled 'Narrandera Energised-Business Recovery Strategy 2020' and this is scheduled for adoption by Council in coming months.
- The Economic Development team once again supported Small Business Month October, a NSW Government initiative. The main function on 23 October 2019 was jointly presented by Narrandera Shire Council and the Narrandera Business Group. The function was branded, "Narrandera Connected (2)" following the theme of "Narrandera Connected" events commenced in 2018. The function comprised presentations from three key speakers including Peter Charker Head Teacher Business (Leadership and Management) from TAFE Cootamundra; Tracey Fletcher-Groenweg Council Relationships Manager from Service NSW; and from the Articulate Pear, Leah Walsh and Oumi Karenga-Hewitt who spoke on the use of digital tools and professional image to market your business. This topic fitted well with the environment of the Narrandera TAFE NSW Connected Learning Centre where the function was held. Networking followed the presentations and guests enjoyed canapes and drinks sponsored by the presenters, TAFE NSW and Council.
- Designs for six distinctive new town entry "Welcome to Narrandera" signs were approved by Council and local signwriters Narrandera Signs commissioned to construct the 3m x 2m structures. When completed, the signs were progressively erected at prime entry points to Narrandera township during this reporting period. The orange coloured signs with koala, lizard and leaf motifs were thoroughly considered by Councillors who also assisted in identifying appropriate locations for the signs. Feedback from the public on the signs has been very positive.
- Our Shire has been the focus for several major solar farm developments as a result of increased interest in the renewable energy sector. Three major developments were granted development consent from the NSW State Government as State



Significant Developments. One of the developments is proposed for the south western corner of the Shire with the other two developments located in the southern eastern quarter of the Shire.

- The long-awaited Reverse Vending Machine (RVM) was successfully installed adjacent to the internal entrance to Council's landfill site off Red Hill Road early February 2020. Significant works were required to ensure successful operation of the kiosk and to ensure early operation of the four receival units, a large commercial generator was installed while the mainline power was being connected. Early operational response has been very strong with Coles Narrandera reporting large weekly amounts of voucher redemptions. This means added shopper activity for Coles and reduces shopper drift away from Narrandera.
- The first meeting of the Narrandera Health Advisory Group was held in Narrandera Shire Council Chambers on 29 November 2019 to discuss the possibility of the formation of a health alliance for Narrandera Shire to monitor the provision of ongoing quality and consistency of healthcare within the Shire. Representatives of 10 health agencies across the Shire participated in the meeting to discuss the issue of doctor shortages in the Shire and resultant difficulties in providing medical services at Narrandera Hospital. The Narrandera meeting unanimously agreed to the formation of the Narrandera Health Advisory Group which would meet quarterly or as required. Unfortunately, the impact of the COVID-19 pandemic has placed the Group in recess to recognise the intense workload being experienced by all those in the health sector. Narrandera residents are being kept informed by regular and authenticated information via the Murrumbidgee Local Health District administration centre in Wagga Wagga.
- The Australian Airline Pilot Academy (AAPA) has established a satellite training facility at the Narrandera-Leeton Airport and has gained CASA approval to use the facilities at Narrandera-Leeton Airport and the airspace around Narrandera for flying training activities. Council has made the airport residence available to AAPA for a briefing centre for trainee pilots and their instructors and negotiations towards the higher objective are ongoing. The COVID-19 pandemic has slowed progress given parent group REX challenges with its airline operations.
- The Stronger Country Communities Fund (SCCF) was established by the NSW Government to help deliver local infrastructure projects to regional communities. The objective of the fund is to provide the kind of infrastructure that improves the lives of residents. Narrandera Shire Council was successful in its application for Round 2 for a total of 10 projects representing a total grant allocation of \$1,664,837. Some of the projects include Narrandera Bowling and Recreation Club – Stage 1 lighting update; Narrandera Golf Club – automation of water irrigation system; Hankinson Park redevelopment; Lake Talbot Water Park with three new water slides constructed and a new changeroom structure completed adjacent to the pool concourse; Barellan Aged Care Units were supported to construct residences 3, 4 & 5; the Red Hill truck wash facility; shade structures and marine carpet installed at the Barellan War Memorial Swimming Pool.
- Three potable water mains were replaced during the reporting year with 600 metres replaced in Dalgetty Street, 220 metres replaced in Bolton Street and 270 metres replaced in Mitchell Street.
- Stormwater management is also a focus area for Council with continued improvements to the stormwater siphon located south of Larmer Street, which is the main drainage outlet for Narrandera town. The existing headwall had failed due to

scouring from past flood events and the retaining wall was replaced using Gabions to stabilise the canal embankment. A bypass culvert with headwalls was also installed where the siphon drain entered the Wetlands, enabling town stormwater to bypass the wetlands when necessary to reduce the water level.

- Council has ordered a motorised penstock to replace the existing manual opening and closing of the flood gate. This takes advantage of the 3-phase power outlet which was brought under the channel to power a submersible pump.
- Following completion of the review of the Narrandera Flood Risk Management Plan and Study, several flood protection measures were identified. Council was successful in its application for funding to proceed with the feasibility and preliminary design of the North East Detention Basin which will intercept overland flows and prevent the flooding of approximately 80 houses within the Narrandera township. At the same time, Council was successful in its application for funding to engage specialist consultants to investigate the integrity of Murrumbidgee Irrigation's Southern Canal bank and to propose improvements to ensure that it can act as a suitable flood protection levee. This investigation will provide a benefit cost ratio and form the basis for a funding application to the Department of Primary Industry and Environments to ensure that the town is protected from the 1-in-100 year river flood event.
- Open Spaces & Recreation team planted 120 new trees across the reporting year, with another 150-200 replants scheduled for the 2020-21 financial year given favourable season conditions.
- The annual aquatic vegetation weed harvest of Lake Talbot took place in December 2019. The contractor noted that the amount of material removed was approximately 60% less than previous years, indicating that consistent maintenance activities like weed harvesting is having an impact on the regrowth period of the vegetation.

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

### **Theme**

Our Civic Leadership

### **Strategy**

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

### **Action**

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

## **ISSUES AND IMPLICATIONS**

### **Policy**

Nil

### **Financial**

Nil

**Legal / Statutory**

*Local Government Act, 1993*

*Local Government (General) Regulation, 2005*

Integrated Planning and Reporting Guidelines published March 2013

**Community Engagement / Communication**

By publishing the 2019-2020 Annual Report in the Ordinary section of the November 2020 meeting and by providing details on how to access the report remotely or in published format to provide accountability and transparency

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

Nil

**RISKS**

There is no perceived risks associated with the adoption and publication of the 2019-2020 Annual Report however should the Annual Report not be adopted by 31 December 2020 Council would be in breach of the Act by not providing a statutory document to the Office of Local Government.

**OPTIONS**

The options available to Council are:

1. Endorse the 2019-2020 Annual Report as presented and publish the document to the community and advise the Office of Local Government of the URL of the document within Council's website; or
2. Require identified amendments to the 2019-2020 Annual Report before publishing the document and providing the URL.

**CONCLUSION**

The attached Annual Report is not a document produced by a single person, rather it is a document that represents the cumulative efforts of many people from both within and external to the organisation.

The document presented for the 2019-2020 year highlights the achievements of both the community and Council.

The recommendation is for Council to adopt the 2019-2020 Annual Report as presented and publish the document to the community and provide the URL to the Office of Local Government.

**RECOMMENDATION**

That Council:

1. Adopts the 2019-2020 Annual Report as presented and publishes the document to the community; and
2. Advises the Office of Local Government of the URL of the document within Council's website.

**18.2 AGISTMENT PERMIT AGREEMENTS ON VACANT COUNCIL LANDS****Document ID: 530741****Author: Governance and Engagement Manager****Authoriser: Deputy General Manager Corporate and Community****Theme: Our Civic Leadership****Attachments:**

1. Driscoll Road - proposed Agistment Permit land.pdf (under separate cover)
2. Red Hill Road - proposed Agistment Permit land.pdf (under separate cover)
3. Agistment Permit 1 - Redacted EOI from Harold Newman.pdf (under separate cover)
4. Agistment Permit 2 - Redacted EOI from Harold Newman.pdf (under separate cover)
5. Agistment Permit 2 - Redacted EOI from Mr and Mrs Rowlands.pdf (under separate cover)

**RECOMMENDATION**

That Council:

1. Accepts the Expression of Interest received from Mr Harold Newman and enters into an agistment permit agreement for the area known as Agistment Permit 1 encompassing lands surrounding the Red Hill Industrial Estate comprising Part Lot 7 DP 1208980, Part Lot 1 DP 1011106 and Part Lot 12 DP 869904. The commencement date to be the date of execution by the Mayor and the General Manager; and
2. Accepts the Expression of Interest received from Mr Shane Rowlands & Mrs Sharyn Rowlands and enters into an agistment permit agreement for the area known as Agistment Permit 2 encompassing lands located east of the Narrandera Landfill site comprising Lot 2 DP 785518, Lot 272 DP 751719 and Lot 274 DP 751719. The commencement date to be the date of execution by the Mayor and the General Manager; and
3. Authorises the Mayor and the General Manager to sign these agistment permit agreements on behalf of Council.

**PURPOSE**

The purpose of this report seeks the endorsement of Council to enter into agistment permits over two vacant land holdings owned by Council.

**SUMMARY**

During October 2020, Council advertised seeking for expressions of interest from interested persons to hold agistment permits across two vacant land holdings of Council, the closing date was 30 October 2020.

Agistment Permit 1 encompasses most of the vacant land surrounding the Red Hill Industrial Estate with one submission received. Agistment Permit 2 encompasses land located east of the Narrandera landfill with two submissions received.

## **BACKGROUND**

The current agistment permit encompassing both areas of vacant land commenced 1 December 2015 and concludes 30 November 2020. Revenue from the current permit is \$1,483 + GST.

After noting that the current permit was about to expire the Executive Leadership Team agreed that the existing single permit should be returned to two permits due to their geographical separation and future management options:

**Agistment Permit 1** comprising 73.58 hectares of land located north of Driscoll Road and generally surrounding the Red Hill Industrial Estate received one submission from Mr Harold Newman, with Mr Newman offering to pay \$3,640 + GST for the initial 12-month period.

**Agistment Permit 2** comprising 47.82 hectares of land located east of the Narrandera landfill site received two submissions; the first submission was from Mr Harold Newman offering to pay \$2,360 + GST for the initial 12-month period; the second submission was received from Mr Shane Rowlands & Mrs Sharyn Rowlands offering to pay \$1,200 + GST for the initial 12-month period.

Locality maps and the three submissions are attached to this report.

The submissions from Mr Newman provide the best financial outcome for Council however the submission lacked information on how the land will be managed in accordance with the terms and conditions of the permit. However, the conditions of the agreement are such that Mr Newman will be obliged to manage any land in accordance with the agreement should Mr Newman be successful in attaining either agistment permit.

The submission from Mr & Mrs Rowlands shows a comprehensive understanding of Council's expectations in the management of its lands. Although financially the income for Agistment Permit 2 is \$1,160 + GST less than the highest price offered, it is believed that a wholistic approach to managing the land is an important factor for consideration.

Council may recall that Mr Newman was the former long-term lease holder for the land surrounding the Red Hill Industrial Estate, with the lease prematurely terminated on 29 September 2014 due an issue not associated with the management of the land but an issue related to a clause contained within the lease agreement.

All lands within the current permit are categorised as operational land, with Council having freehold title to all lands.

## **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

CS60 – Land Leases and Licences

### Financial

Agistment permit revenue will be received with the issuing of permits meaning that Council does not have to incur costs to manage the vacant lands.

### Legal / Statutory

*Local Government Act 1993*

### Community Engagement / Communication

Achieved by publicly advertising seeking Expressions of Interest both on Council's website and in the local newspaper.

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

Applicant Mr Harold Newman is a current staff member of Council.

## RISKS

There are not perceived risks as both agistment permits contain key clauses relating to the management of the land and there is a mechanism to terminate either of the permits if necessary.

## OPTIONS

The following options are available:

**Agistment Permit 1** – land adjacent to Red Hill Industrial Estate.

1. Agree to enter into an agistment permit agreement with Mr Harold Newman, or
2. Not agree to enter into an agistment permit agreement with Mr Harold Newman.

**Agistment Permit 2** – land located east of the Narrandera Landfill.

1. Agree to enter into an agistment permit agreement with Mr Harold Newman, or
2. Agree to enter into an agistment permit agreement with Mr Shane Rowlands & Mrs Sharyn Rowlands, or
3. Not agree to enter in to an agistment permit agreement with either party.

## CONCLUSION

The recommendation will be that Council agree to enter into an agistment permit agreement with Mr Newman for the land adjacent to the Red Hill Industrial Estate with Council to enter into an agistment permit agreement with Mr & Mrs Rowlands for the land located east of the Narrandera Landfill.

**RECOMMENDATION**

That Council:

1. Accepts the Expression of Interest received from Mr Harold Newman and enters into an agistment permit agreement for the area known as Agistment Permit 1 encompassing lands surrounding the Red Hill Industrial Estate comprising Part Lot 7 DP 1208980, Part Lot 1 DP 1011106 and Part Lot 12 DP 869904. The commencement date to be the date of execution by the Mayor and the General Manager; and
2. Accepts the Expression of Interest received from Mr Shane Rowlands & Mrs Sharyn Rowlands and enters into an agistment permit agreement for the area known as Agistment Permit 2 encompassing lands located east of the Narrandera Landfill site comprising Lot 2 DP 785518, Lot 272 DP 751719 and Lot 274 DP 751719. The commencement date to be the date of execution by the Mayor and the General Manager; and
3. Authorises the Mayor and the General Manager to sign these agistment permit agreements on behalf of Council.



### **18.3 PROPOSED NEW LICENCE AGREEMENT WITH NARRANDERA IMPERIAL FOOTBALL & NETBALL CLUB INCORPORATED - PART OF NEW STRUCTURE AT NARRANDERA SPORTSGROUND**

**Document ID:** 532407

**Author:** Governance and Engagement Manager

**Authoriser:** Deputy General Manager Corporate and Community

**Theme:** Our Civic Leadership

**Attachments:** 1. Proposed Licence Agreement with NIFNC - Version 7.pdf  
2. Letter of support - Golden Boot Touch Football.pdf

#### **RECOMMENDATION**

That Council:

1. Acknowledges the actions taken by the General Manager and staff to negotiate a proposed licence agreement with the Narrandera Imperial Football & Netball Club for use of designated areas within the new clubhouse and changerooms structure at the Narrandera Sportsground; and
2. Acknowledges that the proposed licence agreement as presented encompasses the expectations of Council on how the facility will be managed; the expectations of all users of Narrandera Sportsground to access the facility; at the same time providing the Narrandera Imperial Football & Netball Club with a venue to host Clubroom events; and
3. Endorses commencement of a community consultation process for the intention of entering into a licence agreement with the Narrandera Imperial Football & Netball Club Incorporated.

#### **PURPOSE**

The purpose of this report is to advise Council that following the presentation of an initial report to Council in regard to a proposed licence with the Narrandera Imperial Football & Netball Club Incorporated (NIFNC), the General Manager and key staff have engaged with the club and other users of the Narrandera Sportsground about the proposal.

The attached licence agreement is a culmination of the outcomes sought by Council as the owner of the Narrandera Sportsground, the NIFNC as the proposed Licensee of part of the new clubrooms and changeroom structure, and the suggestions received from other users of the Narrandera Sportsground.

#### **SUMMARY**

The NIFNC holds a 20-year licence over the existing clubhouse structure located towards the northern end of the Sportsground. The Club approached Council seeking to enter into a licence agreement for part of the new clubhouse structure and changerooms. The proposed licence agreement has been developed to benefit all proposed users of the new facility and the ground as a whole.

**BACKGROUND**

The NIFNC and Council entered into a 20-year licence agreement for the exclusive use of the existing clubhouse and non-exclusive use of some adjacent areas at the Narrandera Sportsground on 21 March 2016. The final licence agreement was the result of several years of discussion between both parties, extensive community consultation and an application to the Minister for Local Government seeking consent for the granting of the licence.

Following the announcement of funding for a new clubroom and changeroom facility at the Narrandera Sportsground in 2019, the NIFNC sought to progress a new licence agreement with a report presented to the April 2020 meeting with a recommendation to enter in to an 'agreement in principle' with the NIFNC. The recommendation was lost.

**18.5 NARRANDERA IMPERIAL FOOTBALL & NETBALL CLUB INCORPORATED - AGREEMENT IN PRINCIPLE TO NEGOTIATE A NEW LICENCE****RESOLUTION 20/091**

Moved: Cr Narelle Payne

Seconded: Cr Barbara Bryon

That Council:

1. Endorse actions to enter into an 'agreement in principle' with the Narrandera Imperial Football & Netball Club for a new licence for both exclusive and non-exclusive use of areas within and surrounding the proposed new clubhouse to be constructed at the Narrandera Sportsground;
2. Agree to action the preparation of the new licence agreement for the purpose of entering into formal discussions by both parties.

**LOST**

Subsequently the General Manager and staff have engaged with the users of the Narrandera Sportsground and the NIFNC to provide a foundation upon which to model a new licence agreement. Users of the ground were surveyed by telephone or by email, with most groups supporting the proposal or elements of the proposal and with one group not supporting the proposal in its entirety. The main concern centred around exclusivity by one group over other groups, also that Council must ensure there is equity for all users of the Narrandera Sportsground and its facilities both with the management of bookings and the use of facilities. Other users are looking for a simple process of booking the ground and facilities.

A letter of support from the organisers of the Golden Boot Touch Football challenge who were surveyed during the consultation process is attached.

For Council, the objective is that the new structure needs to be managed by a responsible entity who will act in the best interest of all users and the wider community and that management costs to Council are kept to a minimum.

After several rewrites, a licence document agreeable to both parties is attached for the consideration of Council.

Key points of the proposed licence:

- The terms 'exclusive use' and 'non-exclusive use' have been removed from the document; reference is now that the Licensor (Council) allows use of certain areas

with the Licensee (NIFNC) to not unreasonably withhold use of the areas held under licence by another party for an approved event.

- Where conflict arises, both the Licensor and the Licensee must attempt to resolve the matter mutually and amicably, with the Licensor acting as the mediator.
- Both the Licensor and the Licensee will keep each other informed of bookings for the ground and the new facility, prior to the event.
- The definition of a 'Clubroom Event' is more clearly defined and now includes the words 'any sporting related event'.
- A 'Third Party Function' authorised by the Licensee is now linked to the definition of a 'Clubroom Event' so the event must be sporting related.
- The NIFNC must submit to Council by 31 March annually a schedule of fees proposed to be charged by the NIFNC for use of the areas held under licence by a 'third party' where the NIFNC are the hosts for the event such as providing the service of alcohol.
- The term is for an initial 10 years, followed by a single option for a further five years (total 15 years including options).
- Proposed licence fee is \$1,875 per annum increased by a fixed 2% per annum on each anniversary date, with the licence fee to be reviewed in consultation with the Licensee prior to formalising the renewal of the future option. The proposed licence fee has been based on a square metre calculation of the current licence fee applied to the new area.
- The area is to be managed in accordance with the Notice of Determination of the Development Application numbered 019-2019-2020 dated 8 February 2020.
- Before occupation, a Schedule of Inclusions will be prepared for which the Licensee shall become responsible, such as maintenance, replacement, or restoration of items.
- The Licensee is to take out and maintain a current public risk policy of \$20 Million dollars.
- The Licence contains the provision for both the Licensor and the Licensee to mutually agree to any further conditions imposed.

Section 47 of the *Local Government Act*, 1993 requires that, before Council can grant a lease, licence or other estate in respect of Community Land exceeding five years, the proposal must be publicly advertised with Council obliged to consider any submissions made in regard to the proposal. It further requires that Council must apply to the Minister for consent where a submission is made objecting to the proposal.

In summary, should Council resolve to proceed with the proposed licence agreement as presented this does not preclude the licence from being further amended at the conclusion of the public consultation phase.

As part of the public consultation phase, Council is required to give notice of intention to the community, notices must be placed around the Narrandera Sportsground advising of the proposal, with notice to also be given to any person believed to be the owner or occupier of land in the vicinity of the Narrandera Sportsground. Any submissions or objections received must be presented to Council for consideration before progressing the licence agreement.

**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**

N/A

**Financial**

The proposed new licence agreement has an increased annual fee with a fixed percentage annual increase and a clause relating to the separate metering of utility services and payment of these services by the Licensee.

The proposed new licence will require the Licensee to maintain public liability cover with reasonable legal costs to be paid by the Licensee in preparing the new licence agreement.

The management of this new facility will come at a financial cost to the community. The creation of a lease agreement with the NIFNC ensures the management costs are reduced with some income received with the agreement also ensuring equity amongst users of the Narrandera Sportsground.

**Legal / Statutory**

*Local Government Act, 1993*

**Community Engagement / Communication**

By presenting this report in the Ordinary section of the December 2020 business paper then actioning greater community consultation as required by the *Local Government Act, 1993*.

**Human Resources / Industrial Relations**

Nil

**RISKS**

The perceived risks are that objections may be received during the consultation phase, with Council then required to seek consent from the Minister to approve the licence.

Objections received during the consultation phase may require amendments to be made to the proposed licence agreement, which may no longer be acceptable for both parties.

**OPTIONS**

The options available to Council are:

1. Agree to enter a new licence with the NIFNC for use of areas within the new Clubroom and changerooms structure at the Narrandera Sportsground and commence the public consultation process; or
2. Not agree to enter a new licence with the NIFNC and for the General Manager to investigate other options for the management of the new facility.

**CONCLUSION**

The General Manger and other staff have consulted with other users of the Narrandera Sportsground and believe that the proposed licence agreement addresses the issues of availability and equity.

The recommendation will be for Council to enter into a licence agreement with the Narrandera Imperial Football & Netball Club Incorporated for the use of designated areas within the new clubroom and changerooms structure and to commence the public consultation process.

**RECOMMENDATION**

That Council:

1. Acknowledges the actions taken by the General Manager and staff to negotiate a proposed licence agreement with the Narrandera Imperial Football & Netball Club for use of designated areas within the new clubhouse and changerooms structure at the Narrandera Sportsground; and
2. Acknowledges that the proposed licence agreement as presented encompasses the expectations of Council on how the facility will be managed; the expectations of all users of Narrandera Sportsground to access the facility; at the same time providing the Narrandera Imperial Football & Netball Club with a venue to host Clubroom events; and
3. Endorses commencement of a community consultation process for the intention of entering into a licence agreement with the Narrandera Imperial Football & Netball Club Incorporated.

**CLUBROOM LICENCE – VERSION 7**

**PARTIES**

**NARRANDERA SHIRE COUNCIL**  
*(Licensor)*

**AND**

**NARRANDERA IMPERIAL FOOTBALL & NETBALL CLUB INCORPORATED**  
**ABN 48 817 377 396**  
*(Licensee)*

**DATED**



Farrell Goode Pty Limited  
180 Hoskins Street Temora 2666 Telephone 02 6977 1155 Facsimile 02 6977 1133 DX 5495 Temora  
124 Main Street West Wyalong 2671 Telephone 02 6972 1155 Facsimile 02 6977 1133  
72 Ariah Street Ardlethan 2665 Telephone 02 6978 2191 Facsimile 02 6977 1133  
144 East Street Narrandera 2700 Telephone 02 6959 2288 Facsimile 02 6959 2679

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**THIS DEED** dated 2020

**PARTIES:** **NARRANDERA SHIRE COUNCIL** of 141 East Street, Narrandera, NSW 2700,  
(Licensor)

**NARRANDERA IMPERIAL FOOTBALL & NETBALL CLUB  
INCORPORATED ABN 48 817 377 396** of 2-32 Victoria Avenue Narrandera, NSW  
2700, (Licensee)

#### **INTRODUCTION**

- A. The Licensor is the owner of the Land known as “The Narrandera Sports Ground” being 2-32 Victoria Avenue Narrandera, comprised in certificate of title 2/1107557 (the Land).
- B. The Licensor and Licensee have an existing licence dated 21 March 2016. It is intended that this licence will be terminated.
- C. The Licensor intends to erect on the Land in the area shown on the plan attached and marked “Proposed clubrooms & changerooms” a two-storey structure with a lower floor containing two players change rooms and amenities, two umpire change rooms with amenities, one medical triage room and storage area. The upper floor will contain a club room/auditorium, drinks service area including cool room, food service including cool room, amenities, storage areas and a meeting room.
- D. The Licensor intends to allow the licensee to use the whole of the upper floor and one storage room located on the lower floor as designated by the Licensor (the licensed area).
- E. In consideration of the Licensee’s agreement to pay the Licence Fee annually and to observe and perform the Licensee’s obligations set out in this Licence, the Licensor agrees that the Licensee should be permitted to use the Licenced area in accordance with this Licence.

#### **IT IS AGREED**

##### **1. INTERPRETATION**

1.1. In this Deed, unless otherwise indicated by the context:

- (a) *Licence* means the licence granted pursuant to this Deed;
- (b) *Plan* means the plan annexed and marked ‘A’;
- (c) *Clubroom Event* means any sporting related event that the Licensee chooses and will include, but not be limited to meetings, social events, lectures and other match functions.
- (d) *Third Party Function* means a private function that is managed by a third party and authorised by the Licensee during which the Licenced area is used with the private function being in accordance with the definition of a Clubroom Event as detailed in Clause 1.1 (c).

1.2. In this Deed, unless otherwise indicated by the context:

- (a) words importing the singular include the plural and vice versa;



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- (b) headings are for convenience only and do not affect interpretation of this Deed;
- (c) a reference to a party to a document includes that party's legal personal representatives, successors and permitted assigns;
- (d) a reference to a body, whether statutory or not;
  - (i) which ceases to exist; or
  - (ii) whose powers or functions are transferred to another body;is a reference to the body which replaces it, or which substantially succeeds to its powers or functions.

## 2. LICENCE

- 2.1. The licence dated 21 March 2016 signed by the Licensor and Licensee whereby the Licensor allowed the Licensee to use certain rooms on the land is terminated 1 month from the date of this Licence agreement.
- 2.2. The Licensee will have a license to use the whole of the upper floor and one storage room located on the lower floor as designated by the Licensor (the licenced area).
- 2.3. This Licence does not confer upon the Licensee any estate or interest in the Licenced area, or the Land or any part of it and the legal possession and control of the Licenced area will at all times remain vested in the Licensor.

## 3. TERM

- 3.1. The commencement date will be the
- 3.2. The Licence will be for the Term of ten (10) years with one further option of an additional five (5) years. The maximum term under this licence agreement will be fifteen (15) years. The Licensee must, within three months of the end of this licence, serve on the Licensor notice that it wishes to exercise the option in this clause.
- 3.3. Should the Licensor permit the Licensee to continue to use the Licenced area after the expiration of the Term, such continued use will be upon the terms and conditions set out in this Deed as a licence from Month to Month at the Licence Fee determined by the Licensor and notified to the Licensee and payable in advance on the first of each month such licence being determinable by not less than one Month's notice in writing from either party to the other expiring on any day.

## 4. PAYMENT

The Licensee covenants with the Licensor to pay the annual Licence Fee of \$1,875.00 plus, GST per annum from the commencement date. The annual Licence fee for the second and subsequent years, shall be increased by 2% per year and is to be reviewed and determined by the Licensor in consultation with the Licensee prior to formalising the option for renewal. Where agreement cannot be reached then the Licensor is able to determine the new annual licence fee that will apply for the option period.

## 5. GAS AND ELECTRICITY CONSUMPTION

- 5.1 The Licensee will be responsible for all access and consumption charges of electricity, gas charges (either natural or bottle) and waste management charges charged on the licenced area.



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**6. LICENSEE'S COVENANTS**

The Licensee covenants with the Licensor:

- (a) To manage the Licenced Area in accordance with Notice of Determination of a Development Application numbered 019-2019-2020 dated 8 February 2020
- (b) the Licensee will not do or omit to do or permit or suffer to be done or omitted any act matter or thing which might in any way endanger the Land or any structures on the Land (including the Licenced area) or any person, equipment chattels or goods whether the property of the Licensor or not which may be upon the Land;
- (c) The Licensee shall be responsible for the repair or replacement, as the case may be, of any damaged building infrastructure or stolen items detailed in Schedule 'C'.
- (d) the Licensee is responsible for the maintenance, replacement or restoration of items listed in Schedule 'C' and any other equipment supplied to or installed into the Licenced Area and must adhere to the annual service requirements and provide the Licensor with copies of certification. The items in schedule "C" may be added to or amended by the Licensor by giving notice to the Licensee.
- (e) the Licensee, its servants, players, spectators or agents will not cause or permit excessive noise from the Licenced area;
- (f) the Licensee will not do omit to do or permit or suffer to be done any act matter or thing which will be or may become a nuisance or annoyance to the Licensor, other users of the Licenced area the occupants of the Land or the owners or occupiers of neighbouring premises;
- (g) the Licensee, its servants, players, spectators or agents will at all times when within the Licenced area observe and conform to all rules and regulations from time to time made by the Licensor in connection with the Land; and
- (h) the Licensee will not cause or permit any rubbish to be placed thrown or dropped in or about the Licenced area. The Licensee shall be responsible for the purchase or rental of waste receptacles at the Licenced area and the cost of the removal of the waste;
- (i) to be responsible for all maintenance and cleaning of the Licenced area and the area immediately surrounding the Licenced area. The licensee must decorate the inside and outside of the Licenced area in the last 3 months of the licence period (however it ends) – 'decorate' here means restoring the surfaces of the property in a style and to a standard of finish originally used e.g. by repainting. The painting must be in the colours as specified by the Licensor;
- (j) to comply with the Plan of Management of Narrandera Sports Ground issued by the Narrandera Shire Council;
- (k) to ensure anyone using the Licenced area does not use glass containers beyond the Licenced Area;
- (l) to issue the Licensor with a key and security alarm code to the Licenced area and to allow the Licensor and its representatives to access the Licenced area at all reasonable

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times and to make regular inspections of the Licenced area. In addition, the Licensor shall make annual inspections with notice of the Licenced area;

- (m) to not unreasonably withhold the use of the Licenced Area by a third party or Council as the Licensor for a Clubroom Event. The Licensee may recover a reasonable financial amount for utilities used by the third party. The Licensee shall have priority over any third party with respect to the Licenced area. The Licensee shall not unreasonably refuse the use of the Licenced Area to a third party.
- (n) The Licensee shall submit to the Licensor by the end of 31 March annually a schedule of fees proposed to be charged by the Licensee for use of the Clubroom by a third party for the coming financial year commencing 1 July for approval by the Licensor. The Licensee shall be responsible for invoicing and recovering payment for utilities from the third party; Where conflict arises both parties must attempt to mutually and amicably resolve the matter, however the Licensor will act as the mediator.
- (o) to notify the Licensor in writing prior to any Clubroom Event or Third Party Function.
- (p) The Licensor agrees to keep the Licensee informed of any events booked by the Licensor, prior to the Clubroom Event.
- (q) To obtain any consents or licences needed, comply with any conditions of consent, and keep current any licences or registrations needed for the use of the Licenced area.
- (r) It will comply with all relevant work, health, safety and welfare standards and regulations determined by the Licensor or as prescribed by the Workplace Health and Safety Act and any other relevant legislation.
- (s) The Licensee will comply with all the safety standards and requirements imposed by the Licensor or any statutory or other relevant authority from time to time and will apply for, obtain and maintain all registrations, licences, approvals and consents which are required by statute, regulations, by-laws or ordinances in order to enable it to comply with its obligations under this clause.
- (t) The Licensee will comply with any mutually agreed conditions imposed by the Licensor notified to the Licensee. Where agreement cannot be reached then the Licensor is able to impose conditions if they believe that they are necessary.

## 7. **INSURANCE AND RISK**

- 7.1. The Licensee, at its own expense, is to take out and keep current a public risk policy that provides for a minimum cover for each accident, claim or event of the amount of Twenty Million Dollars (\$20,000,000.00) or any reasonable higher amount that the Licensor notifies in relation to the Land. The cover provided under this policy must not be contributory with any policy taken out by the Licensor. The policy must note the Licensor as an interested party and must be with an insurance company approved by the Licensor. The Licensor will provide the Licensee with a copy of the public risk policy Certificate of Currency.
- 7.2. The Licensee unconditionally releases the Licensor from all claims, suits, demands, actions or proceedings (whether at law, in equity or arising under any statute) arising out of or in connection with an act, default or omission of the Licensee, Sub-Licensee or any of the Licensee's agents. The Licensee agrees not to sue or make any claim or demand against the Licensor in respect of matters covered by this release.

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7.3 (a) The Licensee indemnifies the Licensor from and against all actions, claims, costs, losses, expenses and damages (including the costs of defending or settling any action or claim) in respect of:

- (i) Loss of, loss of use of, or damage to property of the Licensor; or
- (ii) Personal injury (including death) or illness to any person or loss of, loss of use of, or damage to any property;

resulting from or by reason of anything done or omitted to be done by the Licensee, Sub-Licensee or any of the Licensee’s agents arising out of the Licensee, Sub-Licensee or Licensee’s agents’ activities undertaken at or near the Licenced area.

(b) The Licensee’s liability to indemnify the Licensor is reduced proportionally to the extent that a negligent act or omission of the Licensor or its employees has contributed to the injury, damage or loss.

7.4 The Licensee is responsible for pre and post inspections of the licensed area for the purpose of public liability and such inspections are to be evidenced by way of a completed inspection checklist which shall be made available for inspection by the Licensor upon request.

**8. LICENSOR’S COVENANTS**

8.1. The Licensor may in its sole discretion by written notice delivered to the Licensee limit the hours of operating of the Licenced area.

8.2. The Licensor will at all times during the continuance of this Licence (and any holding over period) retain possession of and full control over the Licenced area, and in particular, but not limited to, will at all times by itself its servants players, spectators and agents have full and free access thereto for such purposes as it may see fit. Notwithstanding this clause, the Licensor must not unreasonably interfere with the Licensee’s use and enjoyment of the Licenced Area.

**9. TERMINATION**

9.1. Upon expiry or earlier termination of this Licence or any holding over period, the Licensee will promptly remove the Licensee’s belongings from the Licenced area and in default the Licensor will be entitled to remove them and recover the cost of removal from the Licensee. Whatever the Licensor or any person authorised by it will do under this clause will be deemed to be done with the full authority of and as agent for and at the risk in all respects of the Licensee.

**10. DEFAULT**

If:

- (a) the Licence Fee or any part is in arrears for 28 days after the date on which the Licensor gives the Licensee written notice of the Licensee’s default in making payment on the due date; or
- (b) the Licensee fails to perform any other of the Licensee’s obligations under this Licence for 28 days after the Licensor gives the Licensee written notice of the Licensee’s default; or
- (c) if the Licensee defaults in the fulfilment of any covenant, condition or stipulation of the Licence to be performed and observed by the Licensee; or
- (d) the Licensee parts with possession of the Licenced area for any reason,

then and in any of such event the Licensor will be entitled by written notice to the Licensee to immediately terminate this Licence.

**11. ASSIGNMENT OR SUB-LICENSING**

- 11.1 The Licensee may sub-licence to a third party for a Third Party Function.
- 11.3 Should the Licensee sub-licence to a third party, the Licensee acknowledges that they are responsible to ensure that the sub-licensee complies with the covenants of this agreement.

**12. COSTS AND DISBURSEMENTS**

The Licensee must pay reasonable legal and other costs and disbursements of the Licensor incurred including the costs of preparation, negotiation and execution of this Licence or arising out of or associated with this Licence. The Licensee will pay all duty on this Deed.

**13. NOTICES**

- 13.1. A notice or other communication required or permitted to be given by one party to another must be in writing and:
  - (a) delivered personally;
  - (b) sent by pre-paid mail to the address of the addressee specified in this Deed; or
  - (c) sent by facsimile transmission to the facsimile number of the addressee with acknowledgment of receipt from the facsimile machine of the addressee.
  - (d) sent by email transmission to the email address of the addressee.
- 13.2. A notice or other communication is taken to have been given (unless otherwise proved):
  - (a) if mailed, on the second Business Day after posting; or
  - (b) if sent by facsimile or email before 4 pm on a Business Day at the place of receipt, on the day it is sent and otherwise on the next Business Day at the place of receipt.
- 13.3. A party may change its address for service by giving notice of that change in writing to the other parties.

**14. WAIVER OR VARIATION**

- 14.1. A party’s failure or delay to exercise a power or right does not operate as a waiver of that power or right.
- 14.2. The exercise of a power or right does not preclude:
  - (a) its future exercise; or
  - (b) the exercise of any other power or right.
- 14.3. The variation or waiver of a provision of this Deed or a party’s consent to a departure from a provision by another party will be ineffective unless in writing executed by the parties.

**15. COUNTERPARTS**

This Deed may be executed in any number of counterparts each of which will be an original but such counterparts together will constitute one and the same instrument and the date of the Deed will be the date on which it is executed by the last party.

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16. **WHOLE AGREEMENT**

In relation to the subject matter of this Deed:

- (a) this Deed is the whole agreement between the parties; and
- (b) this Deed supersedes all oral and written communications by or on behalf of any of the parties.

17. **SEVERANCE**

If any part of this Deed is invalid or unenforceable, this Deed does not include it. The remainder of this Deed continues in full force.

18. **NO MERGER**

Nothing in this Deed merges, extinguishes, postpones, lessens or otherwise prejudicially affects any right, power or remedy that a party may have against another party or any other person at any time.

19. **CONSENTS AND APPROVALS**

Where this Deed gives any party a right or power to consent or approve in relation to a matter under this Deed, that party may withhold any consent or approval or give consent or approval conditionally or unconditionally. The party seeking consent or approval must comply with any conditions the other party imposes on its consent or approval. Notwithstanding this clause, the party who holds such rights, must not unreasonably withhold such consent or approval or impose any unreasonable conditions.

**EXECUTED AS A DEED.**

**EXECUTED** for and on behalf of **NARRANDERA SHIRE COUNCIL** in accordance with Section 127(1) of the *Corporations Act 2001* by authority of the Directors:

.....  
Signature of Mayor

.....  
Signature of General Manager

.....  
Name of Mayor  
**EXECUTED** for and on behalf of **NARRANDERA IMPERIAL FOOTBALL & NETBALL CLUB INCORPORATED** **ABN 48 817 377 396** by the Committee:

.....  
Name of General Manager

.....  
Signature of Committee Member

.....  
Signature of Committee Member

.....  
Name of Committee Member

.....  
Name of Committee Member

1 June, 2020

Craig Taylor

Email - [craig.taylor@narrandera.nsw.gov.au](mailto:craig.taylor@narrandera.nsw.gov.au)

Governance and Engagement Manager

Narrandera Shire Council

Dear Craig

I write to you on behalf of the Golden Boot Touch Football carnival organising group. We wish to put forward our full support for the NIFNC to obtain a new licence for the new clubrooms, which we have been told will be similar to the existing licence they hold over the existing clubrooms. We are aware they hold exclusive rights over the licence at the existing clubrooms.

During the time I have been involved in organisation of the Golden Boot, we have held it at the Narrandera Sportsground. This is in large part due to the NIFNC committee ensuring the facilities, including the clubrooms, were available for use on the day by all participants. The NIFNC has always provided assistance to us when required. The ongoing support of the NIFNC is one of the reasons Narrandera is chosen for this event each year.

We are aware of the work the NIFNC committee have put into obtaining the grant funding over the past five years for the new clubrooms and look forward to using the new clubrooms into the future. We wish to continue our association with Narrandera Shire Council and NIFNC as managers of the facility.

Regards

Marc Lawrence

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**18.4 WATER AND WASTEWATER CHARGES – UNDETECTED LEAKS POLICY****Document ID: 532715****Author: Senior Finance Officer****Authoriser: Deputy General Manager Corporate and Community****Theme: Our Civic Leadership****Attachments:**

- 1. Water and Wastewater Charges - Undetected Leak Policy.docx**
- 2. FORM - Undetected Leak Rebate Application.docx**

**RECOMMENDATION**

That Council:

1. Reviews and endorses the Water and Wastewater Charges – Undetected Leaks Policy for the purpose of public exhibition.
2. Following 28 days public exhibition, if no submissions received, deems this policy as adopted.

**PURPOSE**

The purpose of this report is to present to Council the Water and Wastewater Charges – Undetected Leaks Policy and the Undetected Leak Rebate Application.

**SUMMARY**

The policy aims to provide clear guidelines and procedures for assessing request for financial assistance in the event of significantly high-water charges resulting from an undetected water leak. Undetected water leaks can be distressing to ratepayers and place a strain on Council resources.

Whilst Council is not legally nor morally responsible for these leaks, it does receive requests from ratepayers for assistance or consideration on these matters. As an act of good faith and in the interest of good public relations, the policy provides a means by which Council can issue assistance for high water consumption and treatment charges, whilst demonstrating to property owners that they have a responsibility for maintaining their private water infrastructure and services.

Subject to the provisions off this policy being met, the limit to which Council will provide assistance:

Water

- A 50% reduction - being the difference between the mean water consumption for the previous three equivalent billing periods and the consumption recorded on the water notice issued immediately after the repairs being completed, to the value of \$2,000.

## Wastewater

- A 100% reduction - of the estimated leak volume where an undetected leak has occurred and the water has not entered the sewerage system, to the value of \$2,000. For premises using Sewer Discharge Factors and Trade Waste Discharge Factors, the reduction is calculated according to the difference between the averaged water consumption for the previous three equivalent billing periods and the consumption recorded on the water account issued immediately after the repairs being completed, multiplied by the Sewer Discharge Factor or Trade Waste Discharge Factor (whichever is applicable) and then multiplied by the sewer treatment unit rate per kilolitre or trade waste unit rate per kilolitre (whichever is applicable) as adopted in Council's Annual Fees and Charges.
- A 50% reduction - of the estimated leak volume where an undetected leak has occurred and the water has entered the sewerage system, to the value of \$2,000. For premises using Sewer Discharge Factors and Trade Waste Discharge Factors, the reduction is calculated according to the difference between the averaged water consumption for the previous three equivalent billing periods and the consumption recorded on the water account issued immediately after the repairs being completed, multiplied by the Sewer Discharge Factor or Trade Waste Discharge Factor (whichever is applicable) as adopted in Council's Annual Fees and Charges.
- Properties where the payment of sewer treatment and trade waste treatment charges are applicable, using dedicated sewer discharge meter, and an undetected leak has occurred and the water has not entered the sewerage system, no reduction in sewer treatment or trade waste treatment charges are offered as the volume recorded is the volume discharged to the sewer.
- A 50% reduction of the estimated leak volume for premises using a dedicated sewer discharge meter whereby an undetected leak has occurred, and the water has entered the sewerage system to the value of \$2,000. The reduction is calculated according to the difference between the averaged sewer discharge for the previous three equivalent billing periods and the discharge recorded on the water account issued immediately after the repairs being completed, multiplied by the sewer treatment unit rate per kilolitre or trade waste unit rate per kilolitre (whichever is applicable) as adopted in Council's Annual Fees and Charges.

## **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**

Water and Wastewater Charges – Undetected Leaks Policy.

**Financial**

Operate in a financially responsible manner for Council and ratepayers.

**Legal / Statutory**

Compliance with the Local Government Act and Regulations.

**Community Engagement / Communication**

Policy placed on exhibition for a period of 28 days for community comment prior to adoption by Council.

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

N/A

**RISKS**

N/A

**OPTIONS**

1. Adopt Water and Wastewater Charges – Undetected Leaks Policy to be placed on exhibition.
2. Adopt Water and Wastewater Charges – Undetected Leaks Policy with further amendments to be placed on exhibition.
3. Return policy to staff for further review and subsequent return to Council.

**CONCLUSION**

That Council endorse Water and Wastewater Charges – Undetected Leaks Policy as presented for the purpose of Public Exhibition for a period of 28 days seeking community comment and should no submissions be received from the community at the conclusion of the exhibition period, Water and Wastewater Charges – Undetected Leaks Policy as presented be deemed adopted.

**RECOMMENDATION**

That Council:

1. Reviews and endorses the Water and Wastewater Charges – Undetected Leaks Policy for the purpose of public exhibition.
2. Following 28 days public exhibition, if no submissions received, deems this policy as adopted.

# Water and Wastewater Charges Undetected Leak Policy 202X POLXXX



**Policy No:** POLXXX

**Policy Title:** Water and Wastewater Charges – Undetected Leak Policy

**Section Responsible:** Finance

**Minute No:**

**Doc ID:** XXXXXXXX

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### 1. INTENT

This policy aims to provide a fair, equitable and accountable framework that meets the needs of ratepayers and Council in the event of an undetected water leak.

### 2. SCOPE

Narrandera Shire Council (NSC) provides potable water to the boundary of a property and is not responsible for leaking internal property pipes beyond the water meter. Water that has subsequently passed through a metered service connection becomes the responsibility of that property owner and any repairs will need to be arranged and payable by the property owner.

This policy is not intended to provide full compensation to customers for water consumption charges because of an undetected water leak on their property. However, as an act of good faith and in the interest of good public relations, Council provides a means by which some assistance for higher consumption and treatment charges can be obtained, subject to the provisions of this policy being met.

### 3. OBJECTIVE

To provide clear guidelines and procedures for assessing significantly high water charges resulting from undetected water leaks. In particular, the policy aims to:

- Provide some form of financial relief to property owners when water is lost due to an undetected leak, whilst demonstrating to property owners that they have a responsibility for maintaining their private water infrastructure and services; and
- Provide a consistent and fair approach in dealing with requests for financial relief when water is lost due to an undetected leak.

## 4. POLICY STATEMENT

Undetected water leaks result in higher than normal water consumption notices being issued to ratepayers. Given the nature of the undetected leak and unanticipated high-water consumption notice this can be distressing to ratepayers and place a strain on Council resources. Whilst Council is not legally or morally responsible for these leaks it does receive requests from ratepayers for assistance or consideration on these matters. This policy is designed to be a fair, equitable and accountable framework in the event of an undetected water leak.

## 5. PROVISIONS

### 5.1 APPLICATION

Claims for assistance under this policy must be made by application. Applications must include:

- A statutory declaration indicating that the abnormally high-water consumption was attributable to an undetected water leak, how they became aware of the leak and the date it was first identified.
- Supporting documentation that the water leak was repaired immediately (within 30 days of the notice being issued or after the customer learnt of its existence), including an invoice from a licensed plumber indicating the cause and location of the water leak, a full check of internal plumbing has been made to ensure no other leak exists, that the repair is in accordance with the Australian Standard AS/NZS 3500 and that internal plumbing is not defective and requiring replacement.
- Acknowledgement that subsequent claims within five years under this policy will not be accepted

### 5.2 ELIGIBILITY

#### 5.2.1 Eligible Claims

A complying claim must meet the following criteria:

- The claimant must be the owner/s of the property for which the application applies.
- Council must receive the claim within 30 days of the issue of the water notice.
- The claim must involve a **significant leak** at the property.
- The application must involve an **undetected leak** in a pipeline.

#### 5.2.2 Ineligible Claims

The following claims will not be eligible for assistance.

- Claims that are the result of a second occurrence at the same property and by the same owner, regardless of whether it is a related event or separate undetected leak within five years of the first leak occurrence being determined by Council. Sewer treatment and trade waste treatment charges where the leak has not been discharged to the sewer network are exempted from the five-year period.

- Claims that are the result of a leak from an appliance, pump, hot water system, pressure release or float valves, solar panels or pool heater, pool or pond lines or liners, taps, cisterns and other water fittings, etc where the leak would have been reasonably detectable.
- Claims that involve a leak caused directly by way of accidental or wilful damage.
- Claims that are due to a change in consumption pattern by the occupier of the property.
- Claims that do not contain the documentation or meet the terms of a complying claim.

Applications deemed ineligible will be liable for all consumption charges recorded through the water meter.

### **5.3 ASSESSMENT**

#### **5.3.1 Authority to assess and approve claims**

The Revenue Officer will initially assess for eligibility claims received under this Council. The Revenue Officer will then make a recommendation to the General Manager, who will approve the claim or otherwise.

Council will advise applicants in writing of the decision within 30 days of receipt of the application.

#### **5.3.2 Eligible periods**

Council will only consider adjustment to water notices issued for the billing periods immediately before and/or immediately after the leak has been detected and repaired.

It is at the discretion of the Revenue Officer to determine if an account warrants adjustment to more than one billing period where the applicant is unable to demonstrate definitively that a leak has occurred over more than one billing period.

### **5.4 ASSISTANCE**

Council will consider adjustments to water consumption charges for both residential and non-residential customers. Adjustments to sewer treatment and trade waste treatment charges are applicable to non-residential customers only.

Council will not waive interest charges accrued on unpaid water accounts that are subject to a claim under this policy.

#### **5.4.1 Water Consumption Charges**

The limit to which Council will provide assistance:

- A 50% reduction of the volume of the estimated leak. This is calculated as the difference between the mean water consumption for the previous three equivalent billing periods and the consumption recorded on the water notice issued immediately after the repairs being completed for complying claims.

- The maximum reduction that can be offered for water consumption charges, both for residential and non-residential is \$2,000.

#### **5.4.2 Sewer Treatment and Trade Waste Charges**

In respect of properties where the payment of sewer treatment and trade waste treatment charges are applicable, and an undetected leak has occurred and the water has not entered the sewerage system, the limit to which Council will provide assistance will be:

- A 100% reduction of the estimated leak volume for complying claims. For premises using Sewer Discharge Factors and Trade Waste Discharge Factors, the reduction is calculated according to the difference between the averaged water consumption for the previous three equivalent billing periods and the consumption recorded on the water account issued immediately after the repairs being completed, multiplied by the Sewer Discharge Factor or Trade Waste Discharge Factor (whichever is applicable) and then multiplied by the sewer treatment unit rate per kilolitre or trade waste unit rate per kilolitre (whichever is applicable) as adopted in Council's Annual Fees and Charges.

In respect of properties where the payment of sewer treatment and trade waste treatment charges are applicable, and an undetected leak has occurred and the water has entered the sewerage system, the limit to which Council will provide assistance will be:

- A 50% reduction of the estimated leak volume for complying claims. For premises using Sewer Discharge Factors and Trade Waste Discharge Factors, the reduction is calculated according to the difference between the averaged water consumption for the previous three equivalent billing periods and the consumption recorded on the water account issued immediately after the repairs being completed, multiplied by the Sewer Discharge Factor or Trade Waste Discharge Factor (whichever is applicable) as adopted in Council's Annual Fees and Charges.

In respect of properties where the payment of sewer treatment and trade waste treatment charges are applicable, using dedicated sewer discharge meter, and an undetected leak has occurred and the water has not entered the sewerage system, no reduction in sewer treatment or trade waste treatment charges are offered as the volume recorded is the volume discharged to the sewer.

In respect of properties where the payment of sewer treatment and trade waste treatment charges are applicable, using a dedicated sewer discharge meter, and an undetected leak has occurred and the water has entered the sewage system, the limit to which Council will provide assistance will be:

- A 50% reduction of the estimated leak volume for complying claims. For premises using a dedicated sewer discharge meter, the reduction is calculated according to the difference between the averaged sewer discharge for the previous three equivalent billing periods and the discharge recorded on the water account issued immediately after the repairs being completed, multiplied by the sewer treatment unit rate per kilolitre or trade waste unit rate per kilolitre (whichever is applicable) as adopted in Council's Annual Fees and Charges.

The maximum reduction that can be offered for sewer treatment and trade waste treatment charges for non-residential customers is \$2,000.

If the balance of the account payable is determined to be excessive and is likely to be a financial burden on the ratepayer that cannot be reconciled with payment arrangements or other such agreement, the matter will be referred to Council for determination of the write-off amount under the *Local Government Act 1993* and *Local Government (General) Regulation 2005*.

## 5.5 REPORTING

Section 607 of the Local Government Act 1993 refers to the write-off of rates, charges or interest. Section 131 of the Local Government (General) Regulation 2005 determines that a write-off of rates or charges may be undertaken if there is an error in the assessment, if the amount is not lawfully recoverable, as a result of a decision of a court, or if the council or general manager believes on reasonable grounds that an attempt to recover the amount would not be cost effective.

Approved claims will be processed as credit supplementary levies rather than write-offs in the Council's rating and charging system. That is – they are deemed to be incorrectly charged rather than waived. Notwithstanding this, the Revenue Officer will report to the Council all revenue foregone as a result of this policy no less than annually.

## 6. DEFINITIONS

- **Significant leak**

The water consumption on the water notice issued immediately prior to or immediately after the repair being completed is 1.5 times greater than the previous three equivalent billing periods average consumption

- **Undetected leak**

Occurring within pipeline breaks or connections in the ground, under slabs or within walls, etc. and are clearly not visible to the owner

## 7. ROLES AND RESPONSIBILITIES

- The Revenue Officer will initially assess for eligibility the claims received under this policy.
- The Revenue Officer will then make a recommendation to the General Manager, who will approve the claim or otherwise.
- Council will advise applicants in writing of the decision within 30 days of receipt of the application.

## 8. RELATED LEGISLATION

- AS/NZS 3500 Plumbing and Drainage
- Local Government Act 1993
- Local Government (General) Regulations 2005



**9. RELATED POLICIES AND DOCUMENTS**

- NSC Debt Recovery Policy – CS290
- NSC Fraud & Corruption Prevention Policy – CS180
- NSC Financial Assistance Program – CS20
- NSC Liquid Trade Waste Policy – TS300
- NSC Water Supply – House Service Connections – TS100
- NSC Water Connection TS260
- NSC Rates and Charges Financial Hardship Policy – CS340
- NSC Revenue Policy
- Fees and Charges

**10. VARIATION**

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

**11. PREVIOUS VERSIONS**

Reference to a superseded policy number and/or name is also considered a reference to the new policy number. This policy was previously named:

- Not applicable.

**POLICY HISTORY**

<b>Responsible Officer</b>	<b>Position Title</b>		
<b>Approved by</b>	<b>General Manager</b>		
<b>Approval Date</b>	<b>XX Month 202X</b>		
<b>GM Signature</b> <i>(Authorised staff to insert signature)</i>			
<b>Next Review</b>	<b>30 November 2022</b>		
<b>Version Number</b>	<b>Endorsed by ELT</b>	<b>Resolved by Council</b>	<b>Date signed by GM</b>
<b>1 Adopted</b>	XX Month 202X	XX Month 202X	XX Month 202X
<b>2 Reviewed</b>			

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

**12. Acknowledgement of Training Received (if required)**

I hereby acknowledge that I have received, read and understood a copy of Council's XXXXX Policy.	
Employee Name	
Position Title	
Signature	
Date	

# Confidential

## Undetected Leak Rebate Application



### Definition of an Undetected Leak

An undetected leak is where there is no visible sign of water loss and therefore the fault could not have been reasonably detected by the ratepayer prior to Council issuing an account.

Narrandera Shire Council offers an Undetected Leak Rebate to eligible customers to provide some relief for significantly higher water and sewerage usage accounts emanating from undetected water leaks. This rebate, an act of good faith and in the interest of good public relations, will offer:

- A 50% reduction (to the maximum of \$2,000) calculated according to the difference between the averaged water consumption for the previous corresponding three readings and the consumption recorded on the water usage account issued immediately prior to the repairs being completed, multiplied by the water consumption unit rate per kilolitre as adopted in Council's Annual Fees and Charges.
- A 100% reduction (to the maximum of \$2,000) for Sewer and Trade Waste Charges where water has not entered the sewerage system, calculated according to the difference between the averaged water consumption for the previous corresponding three readings and the consumption recorded on the water usage account issued immediately prior to the repairs being completed, multiplied by the Sewer Discharge or Trade Waste Discharge Factor (whichever is applicable) and then multiplied by the sewer treatment rate per kilolitre or trade waste unit rate per kilolitre (whichever is applicable) as per Council's Annual Fees and Charges
- A 50% reduction (to the maximum of \$2,000) for Sewer and Trade Waste Charges where water has entered the sewerage system, calculated according to the difference between the averaged water consumption for the previous corresponding three readings and the consumption recorded on the water usage account issued immediately prior to the repairs being completed, multiplied by the Sewer Discharge or Trade Waste Discharge Factor (whichever is applicable) and then multiplied by the sewer treatment rate per kilolitre or trade waste unit rate per kilolitre (whichever is applicable) as per Council's Annual Fees and Charges
- The maximum reduction that can be offered is \$2,000 for water consumption and \$2,000 for Sewer and Trade Waste charges.

Council will not waive interest charges accrued on unpaid water usage accounts that are subject to a claim under this policy.

Your application will be considered if:

- It involves significant leakage on property. A leak is determined to be significant if the water usage on the account issued immediately prior to the repairs being completed is 1.5 times greater than the previous 12 months daily consumption.
- Involve a leakage in pipelines, which are undetected.
- The application form is fully completed and supporting documentation attached.
- An application is received within 30 days of an account being issued.

Your application may be denied if:

- The result of a second occurrence at the same property and by the same owner, regardless of whether it is a related event or separate undetected leak.
- Involves a leak from an appliance, pump, hot water system, etc.
- Is due to a change in usage pattern by the occupants, including change of tenants, installation of water system and/or new plantings.
- Does not contain the documentation or meet the terms of a complying claim.

### Supporting Documentation from Licensed Plumber

In addition to this signed application form, Council requires a written statement and invoice from a licensed plumber including the following information:

- The plumber's name, company/business name, licence number, phone number and email address.
- The date the leak was identified and subsequently repaired.
- The meter reading as at the date of the repairs.
- The nature and location of the leak.
- A description of how the leak was detected.
- A description of where the water was going.

### Privacy information

Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10) The personal information that Council is collecting from you on this application form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 ('the Act'). The intended recipients of the personal information are officers within the Council and any person wishing to inspect the application in accordance with the Local Government Act 1993 or the Government Information (Public Access) Act 2009. The supply of the

information by you is not voluntary and if you cannot provide or do not wish to provide the information sought, the Council will be unable to process your application. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the legislation. Council is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed to Council by telephoning 02 6959 5510.

1. Applicant		
Name	<input type="checkbox"/> Property Owner	<input type="checkbox"/> Agent of Owner
Postal Address		
Town/Locality	State	Postcode
Email	Telephone	Mobile

2. Property Information (This information is noted on Council Rates Notices)		
Assessment No		
Street/Rural Address No	Street/Road Name	
Town/Locality	State	Postcode

3. Occupancy of Property		
Is the land vacant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does anyone reside on the property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

4. Undetected Leak Criteria		
The fault and water loss were both unable to be detected by visible inspection.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A licenced plumber has completed all repairs.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Application submitted within 30 days of the due date shown on the account.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A rebate has previously been granted to the current owner/s within the last five years.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The property is connected via a non-standard water service.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

5. Customer Acknowledgement	
I have read and understand that my application must address and meet all Undetected Leak Criteria to be assessed for a rebate.	<input type="checkbox"/>
I have attached supporting documentation from my licenced plumber as required.	<input type="checkbox"/>
I acknowledge that the rebate will apply to one billing period only, ie: the billing period for which the undetected leak commenced.	<input type="checkbox"/>
I have/will pay the undisputed component of my account by the due date shown on the account.	<input type="checkbox"/>
I understand that Council may inspect the site of the undetected leak to verify that the application and repairs meet the Undetected Leak Criteria and relevant plumbing standards.	<input type="checkbox"/>
I acknowledge that, if eligible for a rebate, it is a reduction based on high read less average of last three corresponding reads. This rebate will only be offered once.	<input type="checkbox"/>
I understand that this application will be assessed fairly and consistently by the authorised officer in accordance with Narrandera Shire Council's Undetected Leak Policy	<input type="checkbox"/>

6. Site Visit and Information Declaration	
I hereby consent to Council, or any person(s) authorised by Council, to enter onto the above property for the purpose of	

carrying out an inspection in connection with this application.

- I require to be present during the inspection.
- I do not require to be present during the inspection.

I hereby declare that the information contained in this application is true and correct and I have provided copies of all relevant documents as required.

**Applicant Signature**

Date

**9. Office Use Only**

MagiQ #

Date

**Initial assessment:** Assessed by

Date

Further information required

Yes

No

Inspection required

Yes

No

Inspection report MagiQ #

Date

**Read Data**

**High Read**

**Read Date**

**Average of last three corresponding reads**

Read Date

kL

Read Date

kL

Read Date

kL

**Calculation**

High Read – Average Read

kL

Amended Read x 50% (if applicable)

kL

**New Read for Undetected Leak Period**

kL

**Adjustment Required**

Original High Read – New Read

kL

**New Consumption Read**

kL

**New Value Adjustment**

**New Consumption Read x Current Rate**

\$

**Write Off Required**

**High Consumption – New Consumption**

\$

**Assessment comments**

**Decision**

Approved

Refused

**Reason for refusal**

Decision response sent to applicant

Officer name	Date	MagiQ #
<input type="checkbox"/> <b>Practical record updated</b>		
Officer name	Date	

**18.5 2021-2022 BUDGET TIMELINE****Document ID:** 532797**Author:** Senior Finance Officer**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Statutory and Compulsory Reporting – Financial / Audit**Attachments:** 1. 2021-2022 Budget timeline.pdf**RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the 2021-2022 Budget Timeline.

**PURPOSE**

The purpose of this report is to present Council with 2021-2022 Budget Timeline.

**SUMMARY**

This report contains the timeline for the 2021-2022 Budget for presentation, exhibition period and adoption by Council.

**BACKGROUND**

Council is required to have an operational plan, revenue policy, long term-financial plan and fees and charges that are adopted before the beginning of each financial year in accordance with the Local Government Act 1993.

Prior to adoption, Council must prepare these documents in draft format and give public notice that submissions can be made to Council at any time during the 28-day period of public exhibition. Upon closure of the exhibition period Council must consider any submission that have been made concerning the draft plan prior to adoption of these document. Details on the timeline to achieve this are providing in the attachment.

**RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the 2021-2022 Budget Timeline.



Timelines - Budget preparation and adoption 2021-2022



# EARLY DECEMBER 2020

Fees & Charges are now accessible via the portal. Managers are able to increase their fees either by a council wide indexation or CPI indexation.

Finance team will distribute templates for Operating Income and Expenditure, Salaries and 10-year Capital program.

Finance are available to provide assistance to staff on all documents

# JANUARY 2021

Finance are available to provide assistance to staff on all documents.

15<sup>th</sup> – Fees & Charges completed. Operating income and expenditure and Salaries template returned to Finance.

22<sup>nd</sup> – Proposed Capital and Operational Projects - Concept / Project Brief submissions to be completed in Project Management Control (PMC) software and *submitted to your sections Senior Manager (DGM or CEO)*. 10-year Capital program returned to Finance.

# FEBRUARY 2021

Finance Team prepare Long Term Financial Plan, Revenue Policy, 10-year Capital Works Program and Fees and Charges.

Proposed fees & charges scheduled for discussion at the Feb 2021 workshop to bring to Council's attention any new charges or items where there have been significant changes. Council feedback will be used in the draft fees & charges to be presented in the budget.

Proposed Water, Sewer & Garbage charges will also be provided to Council at the Feb 2021 workshop.

Councillor Road & Facility inspections. A listening post will be advised on a date decided in December

# MARCH 2021

Finance Team and Management balance Operating Budget

Finance Team and Management balance Capital Budget and Cash Flow

# APRIL 2021

Council workshop to review Draft Budget, Fees & Charges, Revenue Policy and operational plan

Council Meeting adopts Draft budget for exhibition along with fees & charges, revenue policy, operational plan, capital works and road's program.

The March quarterly budget review is also presented at the May Council meeting

Budget Roadshow – Council will confirm in December if this will go ahead

# 1<sup>ST</sup> JUNE 2021

Council workshop reviews budget submissions received during the exhibition period

Council meeting adopts the draft budget as exhibited or with amendments

**18.6 2021 COMMUNITY SURVEY PROJECT****Document ID:** 533139**Author:** Governance and Engagement Manager**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Our Civic Leadership**Attachments:** Nil**RECOMMENDATION**

That Council:

1. Acknowledges that the 2021 Community Survey will occur early February 2021 with Micromex Research engaged to undertaking this survey; and
2. A short media campaign advising the community of the pending survey will be actioned by the Communications Officer during January 2021.

**PURPOSE**

The purpose of this report is to advise Council of the timeline for the 2021 Community Survey project.

**SUMMARY**

At the 17 March 2020 meeting, Council resolved to engage Micromex Research to conduct the second community survey in April 2020. Unfortunately, due to the COVID-19 pandemic, it was necessary to postpone the survey. The survey has been rescheduled for February 2021.

**BACKGROUND**

In 2016 Micromex Research was engaged to undertake the first ever community survey with the results providing an indicative level of satisfaction on a number of key areas such as how Council interacts with the community, the level and quality of services that Council delivers to the community, and the level and quality of facilities that Council provides for the community.

The final report was presented to Council by Micromex Research in June 2016, with the information used to deliver the 2016 End of Term Report. It also provided valuable information for the development of the current Community Strategic Plan.

The survey is scheduled for early February 2021 and will comprise a telephone survey and potentially some face-to-face number harvesting; Council has also accepted the option for Micromex Research to also offer an online survey. The telephone survey will take about 15 minutes, with Council being consulted on the questions to ensure that they are relevant to the many groups that make up our Shire community.

It is intended that Council will use its social media platforms and media resources to inform the community of the survey timeframe and to allay concerns from community members who may dismiss a possible telephone call as a scam.



At this point in time the final report from Micromex Research will be received by the end of March 2021 with a presentation by Micromex Research to Council on the findings to be delivered at either the April 2021 or the May 2021 meeting.

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

### **Theme**

Our Civic Leadership

### **Strategy**

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

### **Action**

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

## **ISSUES AND IMPLICATIONS**

### **Policy**

N/A

### **Financial**

An amount of \$26,000 was carried over from the 2019-2020 financial year to the current 2020-2021 financial year to fund this project.

### **Legal / Statutory**

*Local Government Act 1993*

### **Community Engagement / Communication**

Achieved by presenting this report in an open forum of Council with Micromex Research to undertake community consultation in February 2021, with the results to be presented to Council shortly thereafter.

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

Nil

## **RISKS**

There are no perceived risks with this proposal.

## **OPTIONS**

The options available to Council are:

1. Proceed with the 2021 Community Survey; or
2. Not proceed with the 2021 Community Survey.

**CONCLUSION**

The 2021 Community Survey will provide valuable information for the development of the End of Term Report and also the third generation of Integrated Planning and Reporting suite of documents.

The recommendation will be for Council to acknowledge that the 2021 Community Survey will take place during February 2021, with Council to undertake a short media campaign during January 2021 advising that the survey is about to commence.

**RECOMMENDATION**

That Council:

1. Acknowledges that the 2021 Community Survey will occur early February 2021 with Micromex Research engaged to undertaking this survey; and
2. A short media campaign advising the community of the pending survey will be actioned by the Communications Officer during January 2021.

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

**19.1 NOVEMBER DEVELOPMENT SERVICES ACTIVITIES**

**Document ID:** 531681  
**Author:** Administration Assistant  
**Authoriser:** Deputy General Manager Infrastructure  
**Theme:** Statutory and Compulsory Reporting – Development Services  
**Attachments:** Nil

**RECOMMENDATION**

That Council:

1. Receives and notes the Development Services Activities Report for November 2020.

**PURPOSE**

The purpose of this report is to inform Council of Development Applications and other development services provided during November as of 30 November 2020.

**BACKGROUND**

**Development & Complying Development Applications**

A summary of Development & Complying Development Applications processed during November 2020 detailed in the following table:

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

The value of Development & Complying Development Applications approved by Council during November 2020 is detailed in the following table:

Development Type	2020/2021			
	November		Year to Date	
	Number	Value \$	Number	Value \$
Residential	6	\$ 299,758	21	\$ 1,708,841
Industrial			0	\$ -
Commercial	2	\$ 2,660,000	3	\$ 2,760,000
Rural Residential			0	\$ -
Subdivisions			2	\$ -
Other			0	\$ -
<b>TOTAL</b>	<b>8</b>	<b>\$ 2,959,758</b>	<b>26</b>	<b>\$ 4,468,841</b>

Under the provisions of section 4.59 of the Environmental Planning and Assessment Act Narrandera Shire Council consented to the following development applications, applications for modification of development consents and complying development certificate applications during November 2020.

No	Lot	Sec	DP/SP	Address	Development Type	Type	STC / RFI Days	ACTIVE Business Days
008-20/21	183	-	751719	91 Cliffords Road NARRANDERA	Change of use - home business	L	-	88*
018-20/21	15	-	750851	Gawnes Road GRONG GRONG	Solar farm 1.5MW	L	-	20
017-20/21	1	-	712332	11 Crescent Street NARRANDERA	3-bay shed	L	-	30
019-20/21	11	-	349667	41 Jonsen Street NARRANDERA	Inground fibreglass pool	L	-	25
021-20/21	1	-	1061206	1-48 Twynam Street NARRANDERA	Change of use – beauty services	L	-	24
024-20/21	250	-	751719	35-45 Elizabeth Street NARRANDERA	Amenities upgrade	L	-	2
013-20/21	7	J	2888	1 Willans Street NARRANDERA	Moveable dwelling - dual occupancy	L	-	93*
020-20/21	5	O	2597	12 Grosvenor Street NARRANDERA	Dwelling additions, demolition old shed, erection new shed	L	-	21

\*The Stop the Clock / Request for Further Information functionality was not utilised to reduce the number of days under assessment.

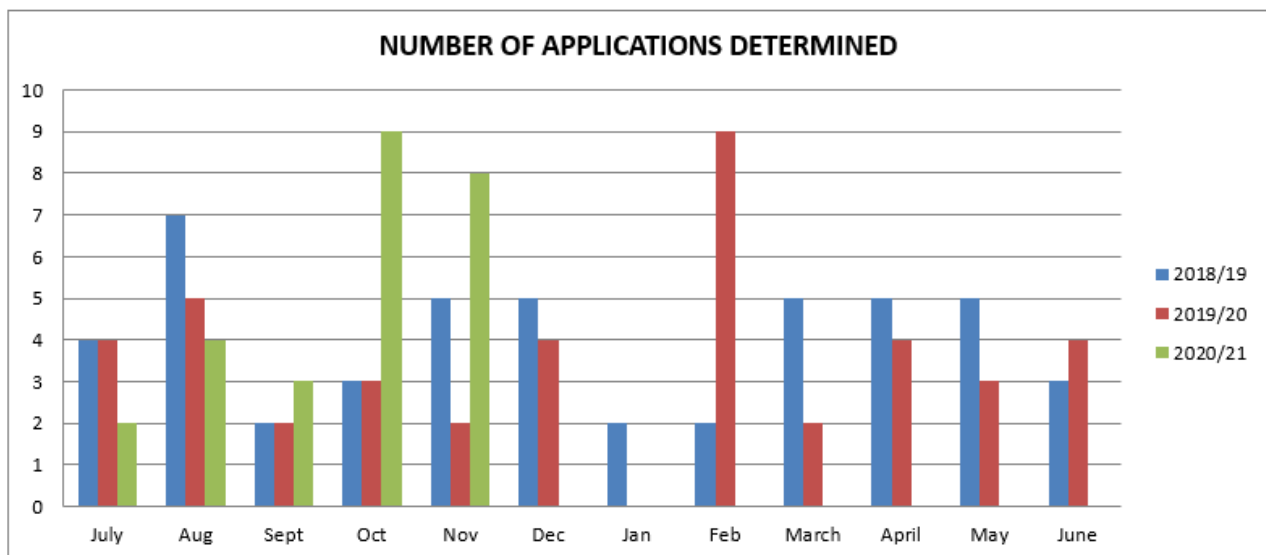
Type explanation

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.

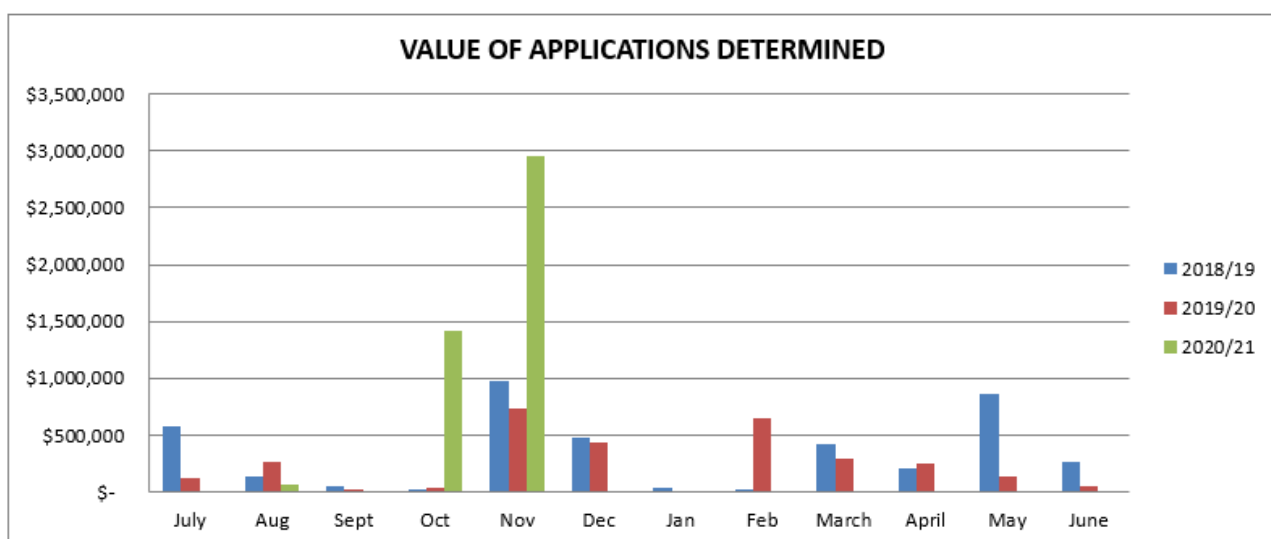
Comparison determination times

2014/15	Narrandera Shire Council average	42 days
2015/16	Narrandera Shire Council average	35 days
2016/17	Narrandera Shire Council average	26 days
2017/18	Narrandera Shire Council average	27 days
2018/19	Narrandera Shire Council average	38 days
2019/20	Narrandera Shire Council average	32 days
2020/21	Narrandera Shire Council average YTD	36 days

This graph details the comparative number of Development & Complying Development Applications determined by month since 2018/19.



This graph details the comparative value of Development & Complying Development Applications determined by month since 2018/19.



**Certificates Issued**

A summary of other development services activities undertaken during November 2020 is detailed in the following table:

<b>Certificate Type</b>	<b>Number Issued</b>
Construction Certificates	3
Building Certificates	-
Subdivision Certificates	1
Occupation Certificates	-
Compliance Certificates	-
Section 10.7 (previously 149) Certificates	52
Swimming Pool Compliance Certificates	1
On-Site Septic Management System Certificates	-

**RECOMMENDATION**

That Council:

1. Receives and notes the Development Services Activities Report for November 2020.

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

### **20.1 NOVEMBER INCOME STATEMENT**

**Document ID:** 531449

**Author:** Costing Officer

**Authoriser:** Deputy General Manager Corporate and Community

**Theme:** Statutory and Compulsory Reporting – Financial / Audit

**Attachments:** 1. November 2020 Income Statement.pdf

#### **RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the Income Statement report for the period ending 30 November 2020.

#### **PURPOSE**

The purpose of this report is to present Council with the Statement of Income for the period ending 30 November 2020.

#### **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 2 June 2020. 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 2020/2021 were issued on 1 July 2020.

##### **Depreciation**

Depreciation is run on a quarterly basis and has been calculated to September.

##### **Interest and Investment Revenue**

Interest revenue is showing at the end of November; a negative amount of \$14,000 due to the reversal of accrued interest for the 2019/2020 financial year.

##### **Major Variations to Budget**

There are no major variations to budget evident.



**RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the Income Statement report for the period ending 30 November 2020.

Narrandera Shire Council

General Fund Income Statement

for the period ending 30 November 2020

	Original Budget	Sept Revised Budget	Actual YTD
<b>Income from Continuing Operations</b>			
<i>Revenue:</i>			
Rates and Annual Charges	5,928	5,932	6,065
User Charges and Fees	1,720	1,721	552
Interest and Investment Revenues	218	218	4
Other Revenues	753	739	297
Grants & Contributions provided for Operating Purposes	7,432	5,475	1,701
Grants & Contributions provided for Capital Purposes	9,268	10,488	3,878
<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	-	-	-
<b>Total Income from Continuing Operations</b>	<b>25,411</b>	<b>24,665</b>	<b>12,497</b>
<b>Expenses from Continuing Operations</b>			
Employee Benefits & On-Costs	6,653	6,536	2,566
Borrowing Costs	6	14	-
Materials & Contracts	3,403	3,776	1,390
Depreciation & Amortisation	4,265	4,265	1,066
Other Expenses	1,459	1,505	809
Interest & Investment Losses	-	-	-
Net Losses from the Disposal of Assets	-	-	-
Net Share of interests in Joint Ventures & Associated	-	-	-
<b>Total Expenses from Continuing Operations</b>	<b>15,786</b>	<b>16,096</b>	<b>5,831</b>
<b>Operating Result from Continuing Operations</b>	<b>9,625</b>	<b>8,569</b>	<b>6,666</b>
<b>Discontinued Operations</b>			
Net Profit/(Loss) from Discontinued Operations	-	-	-
<b>Net Operating Result for the Year</b>	<b>9,625</b>	<b>8,569</b>	<b>6,666</b>
Net Operating Result attributable to Council	9,625	8,569	6,666
Net Operating Result attributable to Minority Interests	-	-	-
<b>Net Operating Result for the year before Grants and Contributions provided for Capital Purposes</b>	<b>357</b>	<b>(1,919)</b>	<b>2,788</b>

Narrandera Shire Council

Water Fund Income Statement

for the period ending 30 November 2020

	Original Budget	Sept Revised Budget	Actual YTD
<b>Income from Continuing Operations</b>			
<i>Revenue:</i>			
Rates and Annual Charges	756	766	792
User Charges and Fees	1,459	1,459	391
Interest and Investment Revenues	125	125	(17)
Other Revenues	-	-	-
Grants & Contributions provided for Operating Purposes	23	23	-
Grants & Contributions provided for Capital Purposes	20	20	4
<i>Other Income:</i>			
Net gains from the disposal of assets	-	-	-
Net Share of interests in Joint Ventures & Associated	-	-	-
Entities using the Equity Method	-	-	-
<b>Total Income from Continuing Operations</b>	<b>2,383</b>	<b>2,393</b>	<b>1,170</b>
<b>Expenses from Continuing Operations</b>			
Employee Benefits & On-Costs	952	952	260
Borrowing Costs	-	-	-
Materials & Contracts	284	284	161
Depreciation & Amortisation	510	510	128
Other Expenses	261	261	77
Interest & Investment Losses	-	-	-
Net Losses from the Disposal of Assets	-	-	-
Net Share of interests in Joint Ventures & Associated	-	-	-
<b>Total Expenses from Continuing Operations</b>	<b>2,007</b>	<b>2,007</b>	<b>626</b>
<b>Operating Result from Continuing Operations</b>	<b>376</b>	<b>386</b>	<b>545</b>
<b>Discontinued Operations</b>			
Net Profit/(Loss) from Discontinued Operations	-	-	-
<b>Net Operating Result for the Year</b>	<b>376</b>	<b>386</b>	<b>545</b>
Net Operating Result attributable to Council	376	386	545
Net Operating Result attributable to Minority Interests	-	-	-
<b>Net Operating Result for the year before Grants and Contributions provided for Capital Purposes</b>	<b>356</b>	<b>366</b>	<b>541</b>

Narrandera Shire Council

Sewer Fund Income Statement

for the period ending 30 November 2020

	Original Budget	Sept Revised Budget	Actual YTD
<b>Income from Continuing Operations</b>			
<i>Revenue:</i>			
Rates and Annual Charges	1,356	1,368	1,405
User Charges and Fees	162	162	54
Interest and Investment Revenues	18	18	(1)
Other Revenues	-	-	-
Grants & Contributions provided for Operating Purposes	20	20	-
Grants & Contributions provided for Capital Purposes	4,128	4,128	(54)
<i>Other Income:</i>			
Net gains from the disposal of assets	-	-	-
Net Share of interests in Joint Ventures & Associated	-	-	-
Entities using the Equity Method	-	-	-
<b>Total Income from Continuing Operations</b>	<b>5,684</b>	<b>5,696</b>	<b>1,404</b>
<b>Expenses from Continuing Operations</b>			
Employee Benefits & On-Costs	702	702	185
Borrowing Costs	-	-	-
Materials & Contracts	205	205	107
Depreciation & Amortisation	312	312	78
Other Expenses	158	158	39
Interest & Investment Losses	-	-	-
Net Losses from the Disposal of Assets	-	-	-
Net Share of interests in Joint Ventures & Associated	-	-	-
<b>Total Expenses from Continuing Operations</b>	<b>1,377</b>	<b>1,377</b>	<b>409</b>
<b>Operating Result from Continuing Operations</b>	<b>4,307</b>	<b>4,319</b>	<b>995</b>
<b>Discontinued Operations</b>			
Net Profit/(Loss) from Discontinued Operations	-	-	-
<b>Net Operating Result for the Year</b>	<b>4,307</b>	<b>4,319</b>	<b>995</b>
Net Operating Result attributable to Council	4,307	4,319	995
Net Operating Result attributable to Minority Interests	-	-	-
<b>Net Operating Result for the year before Grants and Contributions provided for Capital Purposes</b>	<b>179</b>	<b>191</b>	<b>1,049</b>

Narrandera Shire Council

Consolidated Income Statement

for the period ending 30 November 2020

	Original Budget	Sept Revised Budget	Actual YTD
<b>Income from Continuing Operations</b>			
<i>Revenue:</i>			
Rates and Annual Charges	8,040	8,066	8,262
User Charges and Fees	3,341	3,342	997
Interest and Investment Revenues	361	361	(14)
Other Revenues	753	739	297
Grants & Contributions provided for Operating Purposes	7,475	5,518	1,701
Grants & Contributions provided for Capital Purposes	13,416	14,636	3,828
<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	-	-	-
<b>Total Income from Continuing Operations</b>	<b>33,478</b>	<b>32,754</b>	<b>15,071</b>
<b>Expenses from Continuing Operations</b>			
Employee Benefits & On-Costs	8,307	8,190	3,011
Borrowing Costs	6	14	-
Materials & Contracts	3,892	4,265	1,658
Depreciation & Amortisation	5,087	5,087	1,272
Other Expenses	1,878	1,924	925
Interest & Investment Losses	-	-	-
Net Losses from the Disposal of Assets	-	-	-
Net Share of interests in Joint Ventures & Associated	-	-	-
<b>Total Expenses from Continuing Operations</b>	<b>19,170</b>	<b>19,480</b>	<b>6,866</b>
<b>Operating Result from Continuing Operations</b>	<b>14,308</b>	<b>13,274</b>	<b>8,205</b>
<b>Discontinued Operations</b>			
Net Profit/(Loss) from Discontinued Operations	-	-	-
<b>Net Operating Result for the Year</b>	<b>14,308</b>	<b>13,274</b>	<b>8,205</b>
Net Operating Result attributable to Council	14,308	13,274	8,205
Net Operating Result attributable to Minority Interests	-	-	-
<b>Net Operating Result for the year before Grants and Contributions provided for Capital Purposes</b>	<b>892</b>	<b>(1,362)</b>	<b>4,377</b>

**20.2 NOVEMBER STATEMENT OF INVESTMENTS**

**Document ID:** 531450  
**Author:** Costing Officer  
**Authoriser:** Deputy General Manager Corporate and Community  
**Theme:** Statutory and Compulsory Reporting – Financial / Audit  
**Attachments:** Nil

**RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the Statement of Investments report as at 30 November 2020.

**PURPOSE**

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

**SUMMARY**

<b><u>Fund Balance (GL)</u></b>	
General	18,696,837.23
Water	7,493,067.02
Sewerage	1,019,780.14
Trust	85,204.14
	<b>27,294,888.53</b>

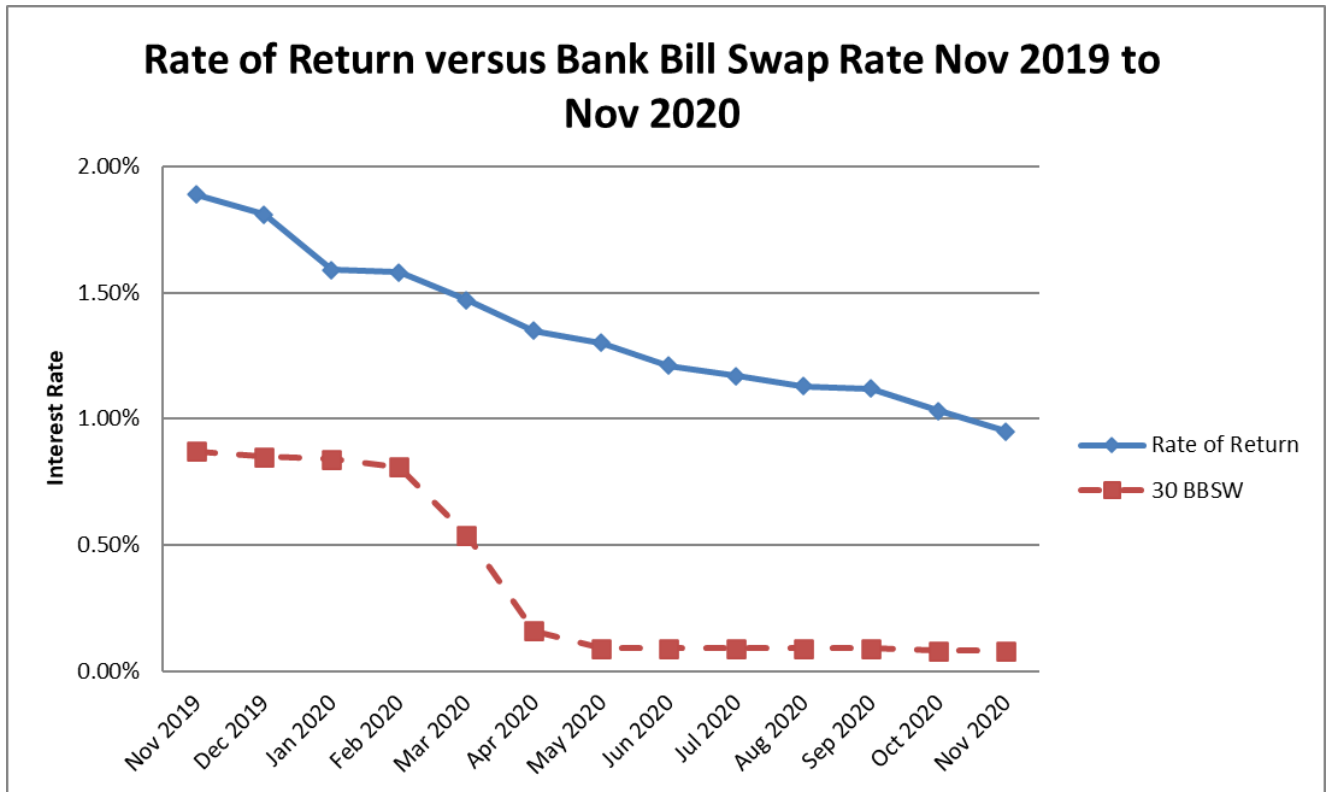
**BACKGROUND**

<b>Council Funds</b>				
<b>Banking Authority</b>	<b>Amount</b>	<b>%</b>	<b>Yield</b>	<b>Due Date</b>
<b><i>Direct Investments A to BBB-</i></b>				
Elders Rural Bank	1,000,000.00	3.68%	1.51%	18 Apr 2021
Elders Rural Bank	1,000,000.00	3.68%	1.25%	3 May 2021
Elders Rural Bank	1,000,000.00	3.68%	1.40%	26 May 2021
Elders Rural Bank	1,000,000.00	3.68%	0.70%	18 Nov 2021
Bendigo Bank	1,000,000.00	3.68%	1.50%	3 Dec 2020
Bendigo Bank	1,000,000.00	3.68%	0.80%	24 Jul 2021
Bendigo Bank	1,000,000.00	3.68%	0.78%	11 Aug 2021
Bendigo Bank	750,000.00	2.76%	0.50%	19 Aug 2021
<b><i>Direct Investments AA- to A</i></b>	<b>7,750,000.00</b>	<b>28.52%</b>		

<b>Direct Investments AAA to AA-</b>				
NAB Cashmaximiser	1,959,684.39	7.20%	0.10%	30 Nov 2020
NAB	1,000,000.00	3.68%	1.51%	4 Dec 2020
NAB	1,000,000.00	3.68%	1.33%	28 Dec 2020
NAB	1,000,000.00	3.68%	1.02%	23 Apr 2021
NAB	1,000,000.00	3.68%	1.00%	8 Jun 2021
NAB	1,000,000.00	3.68%	0.85%	9 Aug 2021
NAB	1,000,000.00	3.68%	0.50%	1 Oct 2021
St George	1,000,000.00	3.68%	0.60%	23 Nov 2021
St George	750,000.00	2.76%	1.25%	20 Jan 2021
St George	1,000,000.00	3.68%	1.48%	22 Feb 2021
St George	1,000,000.00	3.68%	1.48%	22 Feb 2021
St George	1,000,000.00	3.68%	1.27%	12 Mar 2021
St George	1,000,000.00	3.68%	1.15%	28 Mar 2021
St George	750,000.00	2.76%	1.12%	4 Jun 2021
St George	1,000,000.00	3.68%	0.92%	10 Jul 2021
St George	1,000,000.00	3.68%	0.75%	10 Sep 2021
Suncorp	1,000,000.00	3.68%	1.55%	18 Jan 2021
Westpac	1,000,000.00	3.68%	0.95%	26 May 2021
Westpac	1,000,000.00	3.68%	0.77%	1 Sep 2021
	<b>19,459,684.39</b>	<b>71.60%</b>		
Council Funds	<b>27,209,684.39</b>	<b>100%</b>		

<b>Monthly Investment Performance</b>				
Period Ending	Investments	Weighted Average	BBSW 30 day rate	Variance
Nov 2019	23,303,764.93	1.89%	0.870%	1.02%
Dec 2019	23,553,884.71	1.81%	0.850%	0.96%
Jan 2020	23,553,974.21	1.59%	0.840%	0.75%
Feb 2020	23,954,044.65	1.58%	0.810%	0.77%
Mar 2020	25,204,172.57	1.47%	0.540%	0.93%
Apr 2020	25,204,242.60	1.35%	0.160%	1.19%
May 2020	27,549,312.61	1.30%	0.090%	1.21%
Jun 2020	28,469,399.48	1.21%	0.090%	1.12%
Jul 2020	27,469,472.15	1.17%	0.090%	1.08%
Aug 2020	27,469,534.55	1.13%	0.090%	1.04%
Sep 2020	26,909,579.32	1.12%	0.090%	1.03%
Oct 2020	26,959,617.52	1.03%	0.080%	0.95%
Nov 2020	27,209,684.39	0.95%	0.080%	0.87%

<b>Trust Funds</b>				
Banking Authority	Amount	%	Yield	Due Date
<b>Direct Investments AAA to AA-</b>				
National Australia Bank (Art Trust)	53,153.58	67.62%	1.45%	2/08/2021
Bendigo Bank (Tourist Trust)	32,050.56	32.38%	1.10%	21/03/2021
Trust Funds	<b>85,204.14</b>			



Individual Limits					
Institution	Rating		Amount Invested	Council %	
Bendigo Bank	BBB+	A2	\$ 3,782,050.56	13.9%	<b>Max 20%</b>
Elders Rural Bank	BBB+	A2	\$ 4,000,000.00	14.7%	<b>Max 20%</b>
IMB	BBB	A2	\$ -	0.0%	<b>Max 20%</b>
NAB	AA-	A1+	\$ 8,012,837.97	29.4%	<b>Max 35%</b>
Suncorp	A+	A1	\$ 1,000,000.00	3.7%	<b>Max 25%</b>
St George	AA	A1+	\$ 8,500,000.00	31.1%	<b>Max 35%</b>
Macquarie Bank	A-	A1	\$ -	0.0%	<b>Max 25%</b>
Commonwealth Bank	AA-	A1+	\$ -	0.0%	<b>Max 35%</b>
Westpac	AA	A1+	\$ 2,000,000.00	7.3%	<b>Max 35%</b>

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

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

**ISSUES AND IMPLICATIONS**

**Policy**

N/A



**Financial**

N/A

**Legal / Statutory**

Compliance with Clause 212 Local Government Regulation 2005

**Community Engagement / Communication**

N/A

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

N/A

**RISKS**

The Reserve bank has announced interest rates could remain low for two years. This presents a risk to the return received on investments placed in 2020/21.

**RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the Statement of Investments report as at 30 November 2020.

**20.3 NOVEMBER CAPITAL WORKS PROGRAM**

<b>Document ID:</b>	<b>531451</b>
<b>Author:</b>	<b>Costing Officer</b>
<b>Authoriser:</b>	<b>Deputy General Manager Corporate and Community</b>
<b>Theme:</b>	<b>Statutory and Compulsory Reporting – Financial / Audit</b>
<b>Attachments:</b>	<b>1. November 2020 Capital Works Program.pdf</b> <b>2. November 2020 Capital Expenditure.pdf</b> <b>3. November 2020 Operational Expenditure.pdf</b>

**RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the Capital Works report as of 30 November 2020.

**PURPOSE**

The purpose of this report is to enable Council to track the progress of capital works programs. This report is for the period ending 30 November 2020.

**BACKGROUND**

Works listed in the attachment are for works against new budgeted projects for the 2020/2021 year. Key operational expenses are also included in this report and have been highlighted separately.

**PROGRESS TO DATE IN EACH AREA****Administration**

Administration projects are scheduled as follows:

- Azure Premium P1 Implementation and SQL Server Software Licenses (December 2020), IT Review (January 2021), NBN Router with 4G backup, (February 2021) and Replace Desktops/Laptops (May 2021).
- GDA and SSA Implementation has commenced and will continue throughout the year.
- Quotes have been accepted for the Business Continuity Site and Replace Virtualising Hardware & Software, and procurement will take place in December.
- Software Licenses will be reviewed throughout the year and purchased if required.
- The Network Penetration Testing has been completed and now awaiting final report.

**Public Order & Safety**

- Project is being scoped for the Pound Cattery Holding system.

**Environment**

- The Penstock Gate has been ordered and is currently being manufactured for the Larmer St Flood Mitigation Works - Stage 2.

- Narrandera West Drainage Improvements is awaiting land access approval from the Local Aboriginal Lands Council.
- The survey is complete for Drainage Improvements Driscoll Rd with the concept design pending.
- A long-term management masterplan draft is being presented at the December Council meeting for the Narrandera Waste Facility Masterplan and operational control room.
- Planning has commenced for the improvements to the public access and external fencing at the land fill.

### **Housing & Community Amenities**

- Quotes and design are in progress for the Barellan Cemetery entrance gate.
- Furniture has been delivered for the Grong Grong Cemetery, awaiting installation in February 2021
- Narrandera Cemetery fence is scheduled for February 2021.

### **Recreation & Culture**

- A Staged opening now determined for the Lake Talbot Pool Masterplan works with all works to be completed by 23 January 2021.
- The Barellan Pool Upgrade Filtration system works are complete. The pool is open to Patrons.
- Book & Resources annual replacement purchasing is on target.
- Second quotation sought for the Narrandera Sportsground drainages and soak. Project will only proceed with design phase due to being over budget.
- Henry Mathieson Oval Level and Resurface is scheduled for January/ February 2021.
- Contracts are now signed with works underway for the Narrandera Sportsground Clubrooms.
- Additional sequences are now available for the Festive Mega Tree.
- Quotations will be sought in January 2021 for the Outdoor Court Furniture.
- Barellan Netball Courts requires a re-design due to lack of fall. Quotations being sought.
- Quotations have been received for the Marie Bashir Park Drinking Fountains.
- Other Town Park upgrades landscaping is scheduled for March 2021.
- Design for the Brewery Flats landscaping and furniture replacement is under review.
- Project quote has been awarded to Wade Ryan for the 2020-25 Tree Audit; commencing December.
- Specifications for the Biosecurity Mapping System are being developed, specialised companies are being engaged.
- Narrandera Victoria Avenue Stage 3 project scope is under development.
- Remote Signage is planned for June 2021.
- Barellan Playground upgrades soft fall will be purchased prior to December 2020.

- Planning of the Barellan Rural Fire Service Station amenities upgrade is underway, waiting on advice from RFS for progress.
- Completed projects include Marie Bashir Park, Pocket Park Upgrades and Victoria Avenue Stage 2.

### **Drought Community Funding (Round 2)**

- The changerooms are nearing completion for the Henry Mathieson Oval Facilities improvement project. Kiosk upgrade design is complete, with quotations being sought.
- Narrandera Stadium Upgrade roof sheeting quotes have been awarded with works to be completed.
- Council is working with RAMJO to deliver a joint Adverse Event Management Plan. Draft has been adopted by Council.
- Grong Grong Rural Assistance community project is on track. Signposts are being powder coated, pads for the signs are complete, final artwork proof is underway.
- The disabled ramp for the Sandigo Rural Assistance Program has been constructed; tactile markers and painting to be completed weather permitting.
- Barellan Rural Assistance Program community project will involve repairs to the Tennis Court Clubhouse. The veranda has been repaired, awning windows installed, electrical work is complete, new bench tops installed. Internal and external painting to be completed.
- The Lake Talbot Pool Road beautification project retaining wall installation is underway, expected completion of works before the end of November. Entrance landscaping is nearing completion. Final item is to include images of the upgraded pool features onto the story board.
- Shade sails for the Sun Safe playgrounds are to be installed 25-28 November.
- Barellan Improvements project works are progressing with the changeroom demolished and irrigation tank installed. Shed and filter installed 25-29 November.
- Heating and cooling have been completed for the Binya Village Hall Improvements.
- Construction has commenced for the disabled access ramp for the Barellan Village Hall Improvements project, awaiting tiler.
- Street tree consultation with community representatives is in progress for the Grong Grong Improvements project. Tree audit street scape plan is to commence in December.
- Exterior painting for the Kamarah Village Hall Improvements is complete.
- Grong Grong and Sandigo Village Halls improvement projects are complete.

### **Stronger Country Communities (Round 3)**

- Works are scheduled to commence in November for the Barellan Footpath project.
- The Youth Food Van has been delivered, exterior artwork and interior fit out is being scoped.
- Interior painting and CCTV installation is complete at the Parkside Cottage Museum. Two display cabinets have been delivered with three more to arrive.

- Grong Grong Hall disabled ramp is complete; modifications to doors and kerb ramp to commence.
- Upgrades to the electrical wiring at Kamarah Hall has been scheduled for January.
- Completed projects include Barellan Hall, Sandigo Hall and Binya Hall.

### **Playground on the Murrumbidgee**

- Community consultation has been undertaken for the Narrandera Destination and Discovery Hub. Scope being prepared for detailed design.
- Northbank Walking Track initial community engagement is complete. Detailed survey is underway. Engineering firm engaged to complete detailed design of walkway and kerb and gutter. Project will be incorporated into Melbourne street kerb and gutter project. Bridge options are being investigated. Residents to be consulted with concept design.
- Paperwork has been lodged with John Holland Rail for the Railway Heritage Bridge. Stakeholder engagement has commenced.
- PCR Building has commenced works for the Lake Talbot Tourist Park family unit conversion. Project is on track, with demolition and new roof complete. Topping slab is underway. Due for completion in March 2021.
- Architect is adjusting plans for the Lake Talbot Tourist Park amenity block and camp kitchen. A successful onsite meeting was held with the lessee to confirm location and orientation of building to ensure it connects well to the playground, fire pit and overall site.
- FM Rural has completed works for the LTTP level sites project with only the sewer connection remaining for completion.
- Scope is being prepared for the Lake Talbot seating and shelter revamp.

### **Local Roads and Community Infrastructure**

- Options are being sought from company representatives for the Narrandera Stadium Heating.
- Narrandera Stadium Upgrade Toilet Amenities design is in progress with quoting being sent out early December. Remaining funds from the roof upgrade are to be transferred to the amenities upgrade.
- Costing and design works have commenced for the Arts Centre deck and storage.
- The Parks and Gardens committee to determine the scope for the Kiesling Lane Beautification.
- Designs are under review for the Water Tower Surrounds.
- Streetscape plans are being developed for the Tree Planting - All towns.
- The design for the Brewery Flat Improvements (fire pits, seating, shelters) is under review.
- Buckingbong Road safety upgrade design has commenced and is scheduled for December 2020 – January 2021.
- Glenmoor Road gravel sheeting works are scheduled for 2021.
- Quotations are being sought for the Henry Mathieson Oval level slope and fencing.

- Works to be scheduled include, Melbourne Street kerb and gutter works, Laneway Upgrade, and Weir Park road gravel re-sheet and Otta seal.
- Designs are being undertaken for the Drainage Works (various)

### **Transport & Communication**

- Works are being scheduled for Urban Roads Construction, Urban Reseals (council funded), Douglas Street, Urban Kerb and Gutter Replacement, Urban laneways upgrade-additional, Improvement of water haulage, Innovation for Rural Infrastructure Management, Urban Footpath Replacement, Culvert Manderlay Road, Culvert Brookong Street, Culvert Yalgogorin Road and Sandy Creek Road.
- Survey designs are being undertaken for the Urban Roads Construction – Laneways.
- Works scheduled to commence include: Brobenah Hall, Buckingbong, Erigolia, Federal Park, Paintings Bridge, Rosedale, Jackson, Telephone, Settlers, Birrego, Axehandle, Cowabbie, Kamarah, Strontian, Barellan Golf Course and Pamandi Roads; Cowabbie causeway and Broad Street.
- Works scheduled to commence in 2021 include: Euratha, Landervale, Stephenson, Beaumont, Ellis, Rosedale, Merribee, Bandys, Pattens, Davies Roads; and HVSPK Kamarah Road.
- Works have commenced for Roads to Recovery Reseals: Pamandi, Old Wagga and Landervale Roads.
- Design is underway for Buckingbong Road and Buckingbong Road Guard railing.
- Quotes are being sought for the Roads to Recovery Urban Reseals.
- Consultant has been engaged to undertake design and costings for the Brewarrana Bridge Retrofitting.
- Grant application was unsuccessful for the PAMP at 50% RMS Funding and Active Transport Cycling and Active Transport Walking programs.
- Narrandera Business Centre Master Plan has been deferred to complete time sensitive grant projects first.
- The completion of water modelling is to be scheduled for the Barellan Stormwater Design.
- The Drone Purchase for Survey/Inspection software upgrade is complete. Procurement for the air band radio and protective case is pending.
- Completed projects include: Hulmes, Males, Holloway, Paynters Siding, Back Dixonville, Booka and Cliffords Roads, Brookong Street, Audley Street Footpath replacement, Larmer Street Urban Reseals, Fixing Country Roads Collinroobie Leeton Road, and Canola Way culvert project.

### **Economic Affairs**

- Lake Talbot Tourist Park fire service design works to commence.
- Economic Development project scope includes the Australian Airport Pilot Academy.
- Red Hill Signage project scope includes the proposal of a new subdivision.
- Project scope for the gateway/entrance signs includes six entrance gate signs and landscaping.

- The design, supply and install quote for 16 Kiesling Drive patio has been accepted, with an anticipated completion date of mid-December.
- Investigation and Design of off-street staff/fleet parking for the Chambers has been deferred, with priority being time sensitive grant projects.
- The Council Chambers Cleanout of Storage Facility is scheduled for February 2021.
- Works are scheduled and underway for the Building Renewals and Upgrades. Replacement of Chambers' air conditioner units have been completed.
- Parkside Museum renewal works are underway. New flooring has been completed, external concrete paths and other works are being undertaken.
- Council Chambers Building Upgrades are continually being scoped and scheduled throughout the year.
- Call for quotes is underway for the external painting at 4 Victoria Square.
- Solar panel works to be determined following the completion of the energy audit.
- Work has commenced for the Runway, Taxiway and Apron resealing and re-marking. Line marking scheduled for February 2021 with an anticipated completion date April 2021.
- Trenching and cabling are complete for the installation of three apron flood lights, awaiting delivery of light towers expected January 2021. Project remains on target for completion by February 2021.
- Security and Wildlife Perimeter fencing field survey is complete, tender to be finalised.
- Consultant engaged to undertake design and costings for the Airport Taxiway.
- Banner Poles for the Leeton road have been constructed with installation scheduled for February 2021.
- Plant replacement program has not yet commenced.
- Completed works are: Arts Centre Building Works capping of chimneys.

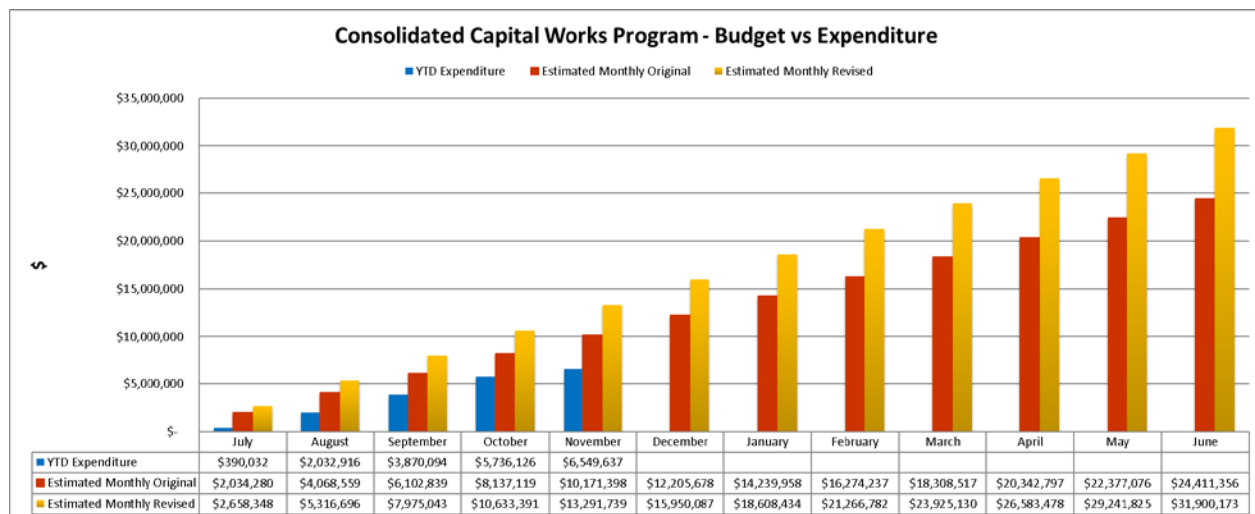
### **Water Supplies**

- Planning is underway for the Reservoir cleaning and structural assessment. Procurement for a diving contractor is to commence in January 2021.
- Aerator gas scrubbing works are progressing with a hydrogen sulphite monitor installed. The results from this will be used to make an informed decision regarding the technology required for the gas scrubbing.
- Project scope is under development for the North Zone Pressure Pump low pressure issues. Pump capacity upgrade for future development is being investigated.
- Water Main Replacement is complete for Dalgetty Street; planning is underway for King Street, work to commence in December.
- Pine Hill Reservoir upgrade and replacement design is complete. Requests for tender will commence in November 2020. Construction expected to begin in January 2021.
- The Hydrant and Valve replacements program is complete.
- Service replacements will be performed as required throughout the financial year.
- Fencing for Bore 1 and 2 is to be scheduled.

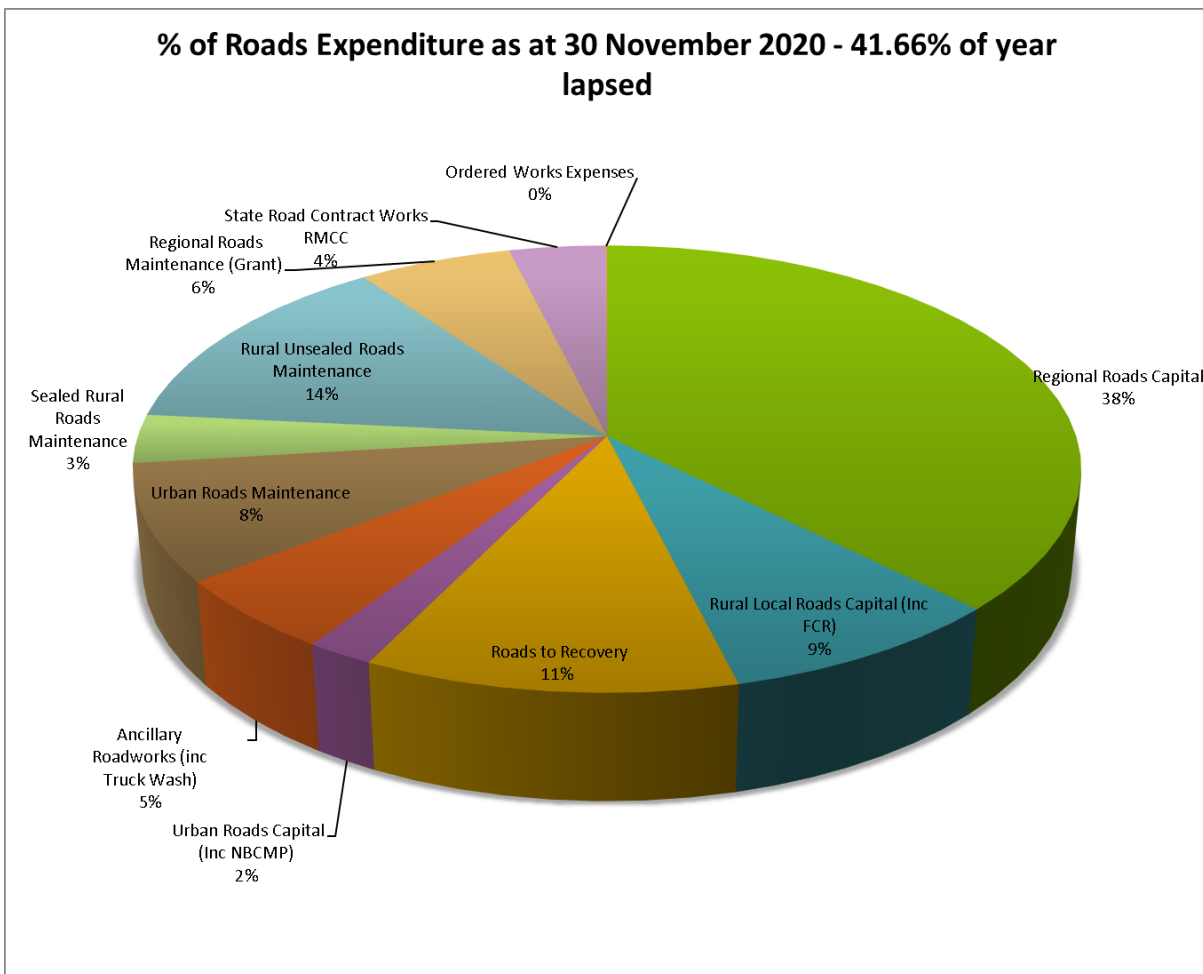
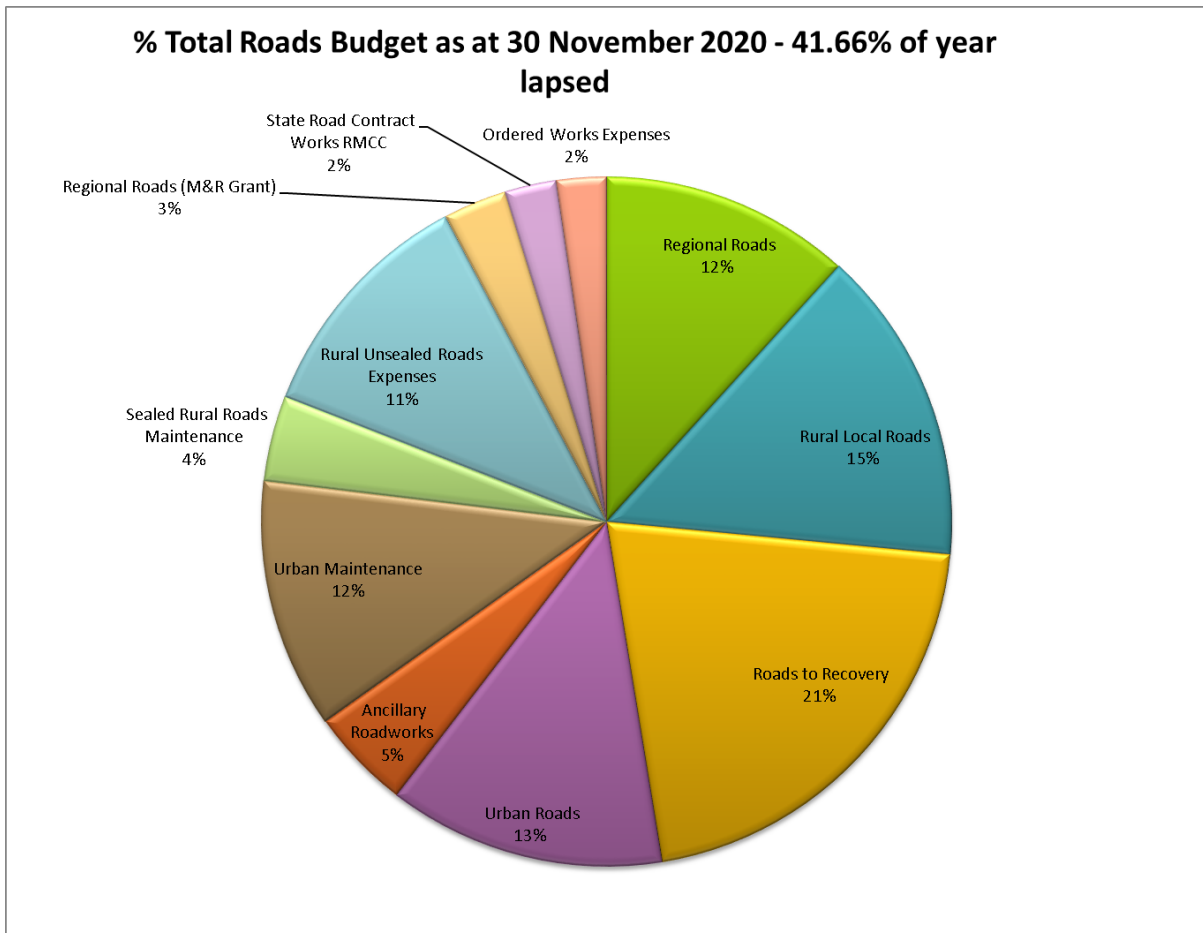
- Decommission Low Level reservoir is to be scheduled following the outcome of the IWCM study.
- Solar panel works to be determined following the completion of the energy audit.

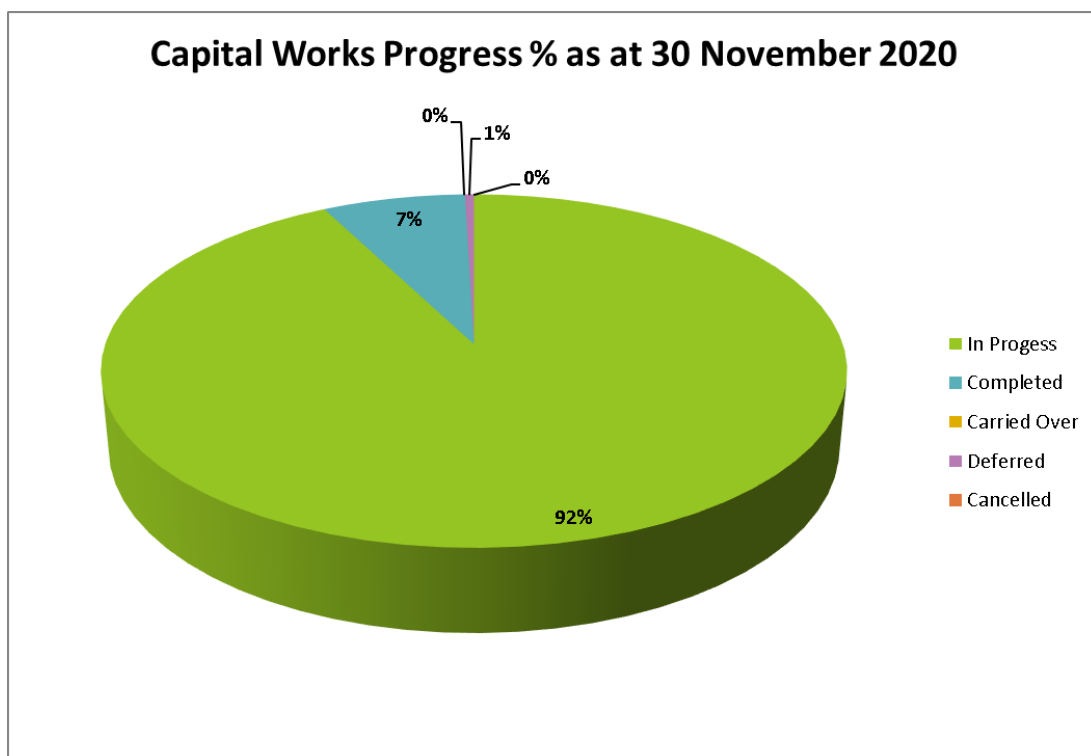
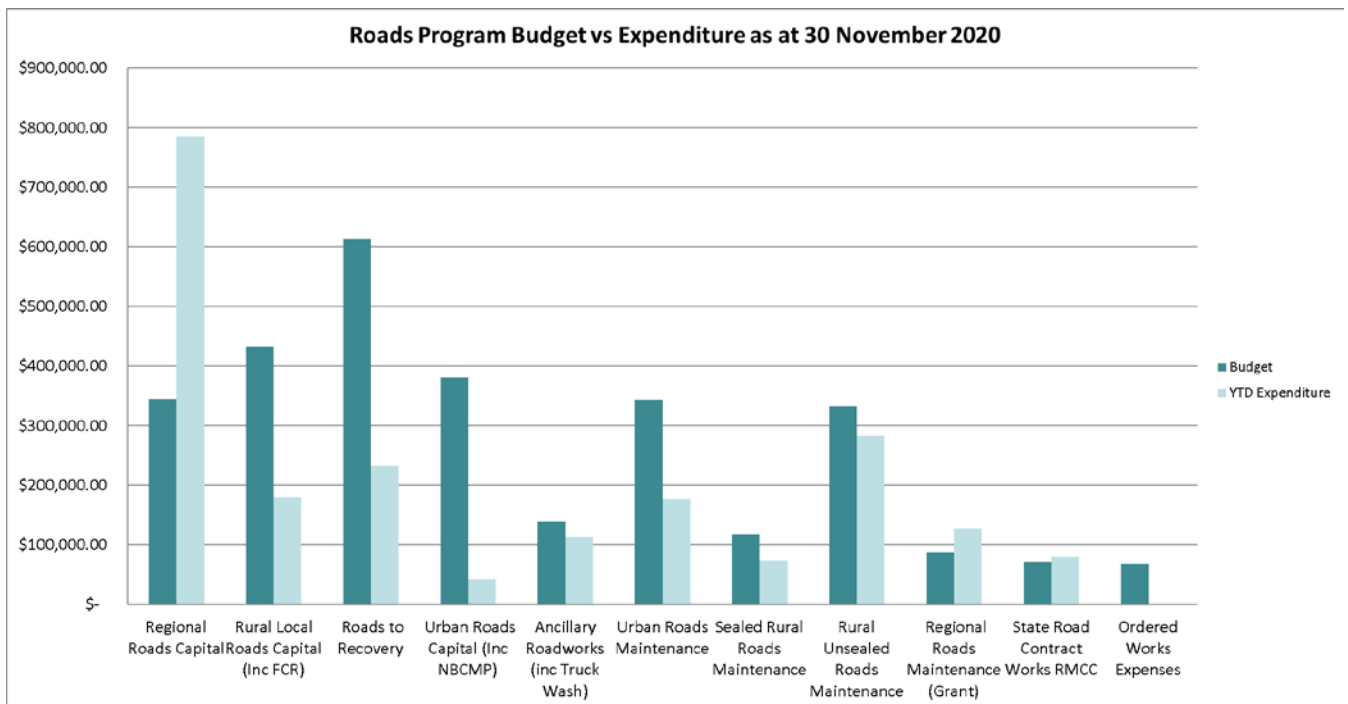
**Sewerage Supplies**

- Narrandera West Sewer Extension report is complete and will be reported to the December Council meeting for adoption.
- IWCM Additional Works are underway with public works, anticipated completion date December 2020.
- Additional testing of UVT and particle size is underway for the Primary filter – EPA.
- The Manhole replacement program is 80% complete.
- Refurbishment is underway for the SPS3 Replacement. New control panel and telemetry has been installed.
- The Barellan Sewer design tender has been awarded and is underway with anticipated completion July 2021.
- Sewer Main Relines program is being developed for tender in February.
- Scoping is being undertaken for the Flow meters for Sewer Pump Stations 2, 3 and 4.
- Solar panel works to be determined following the completion of the energy strategy.









**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 Council's accounting records.

Capital works are funded from several 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, Councils 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 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. Receives and notes the information contained in the Capital Works report as of 30 November 2020.

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 30/11/2020

Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

41.66%

Project	Proposed Budget	Carryover	Other	Sept	Dec	Mar	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
1 Network Penetration Testing	-	\$ 10,000						\$10,000	\$5,000.00	\$5,000.00	50%	Work has been completed and now waiting for final report.
2 IT Review	-	\$ 5,000						\$5,000	\$0.00	\$5,000.00	0%	will commence in January.
3 Replace Desktops/Laptops	20,000							\$20,000	\$1,434.00	\$18,566.00	7%	Will commence in May 2021
4 SQL Server Software Licenses	30,000							\$30,000	\$0.00	\$30,000.00	0%	Will commence in December 2020
5 Software Licencing	10,000							\$10,000	\$90.00	\$9,910.00	1%	Will be reviewed throughout the year.
6 NBN Router with 4G backup	\$10,000							\$10,000	\$0.00	\$10,000.00	0%	Will commence in February 2021
7 Replace Virtualising Hardware & Software	\$95,000							\$95,000	\$0.00	\$95,000.00	0%	Quotes accepted and will order in the next week.
8 Business Continuity Site	\$30,000							\$30,000	\$0.00	\$30,000.00	0%	Will be reviewed as part of the Virtualising Quote
9 Azure Premium P1 Implementation	\$15,000							\$15,000	\$0.00	\$15,000.00	0%	Will commence in December 2020
10 GDA and SSA Implementation	\$5,000							\$5,000	\$0.00	\$5,000.00	0%	Work has started and will continue throughout the year
11 Pound: Cattery Holding System	\$6,000	\$ 4,000					\$ 422.90	\$10,000	\$0.00	\$10,000.00	0%	Project being scoped.
12 CCTV Combined	-	\$ 15,000						\$15,000	\$0.00	\$15,000.00	0%	To be discussed with DGMI
13 Barellan RFS Station Amenities	-	\$ 87,950					\$ 56,009.09	\$87,950	\$26,343.19	\$61,606.81	30%	Works underway.
14 Narrandera Waste Facility -External fence & improved public access	-	\$ 9,297						\$9,297	\$0.00	\$9,297.00	0%	Long term/ management masterplan draft being presented at December council meeting.
15 Ndra Landfill Masterplan improvement works - possibility of grant	-	\$ 326,979					\$ 3,563.64	\$326,979	\$6,600.00	\$320,379.00	2%	planning has commenced
16 Ndra Landfill Operational control room (transportable, dust-free)	-	\$ 20,000						\$20,000	\$0.00	\$20,000.00	0%	planning has commenced, part of masterplan improvement project
17 Larmer St Flood Mitigation Works - Stage 2		\$ 21,810						\$21,810	\$10,069.06	\$11,740.94	46%	Penstock Gate ordered and is currently being manufactured
18 Narrandera West Drainage Improvements		\$ 29,967						\$29,967	\$1,061.52	\$28,905.48	4%	Waiting land access approval from Local Aboriginal Lands Council
19 Drainage Improvement Driscoll Rd	-	\$ 66,177						\$66,177	\$0.00	\$66,177.00	0%	Survey completed. Concept design pending
20 Barellan Cemetery Entrance gate	-	\$ 8,000						\$8,000	\$0.00	\$8,000.00	0%	Quotes and design in progress
21 GG Cemetery Furniture	-	\$ 3,834						\$3,834	\$0.00	\$3,834.00	0%	Furniture delivered, awaiting install february 2021
22 Ndra Cemetery Fencing (rear boundary)	\$25,000							\$25,000	\$0.00	\$25,000.00	0%	Scheduled for Feb 2021
23 Book & Resources annual replacement	\$34,290	\$ 12,846					\$ 569.72	\$47,136	\$4,318.85	\$42,817.15	9%	Purchasing on target. Credit card purchases not yet registered.
24 LTP Masterplan - Water Play Park	\$3,950,772	\$ 1,236,892					\$ 72,462.16	\$5,187,664	\$3,479,274.77	\$1,708,389.23	67%	Staged opening now determined with all works to be completed 23 January.
25 Brln Pool Upgrade Filtration system / Waste water irrigation	-	\$ 54,954						\$54,954	\$42,503.91	\$12,450.09	77%	Works completed. Pool open to patrons
26 Ndra Sportsground drainages and soak	-	\$ 100,000						\$100,000	\$0.00	\$100,000.00	0%	Second quotation sought, over budget will only proceed with the design phase
27 HM Oval Level and Resurface	-	\$ 25,000						\$25,000	\$0.00	\$25,000.00	0%	Jan-Feb 2021
28 Ndra Sportsground Clubrooms	-	\$ 1,911,277						\$1,911,277	\$22,410.00	\$1,888,867.00	1%	Contracts are now signed, with works underway.
29 Ndra Sportsground Grandstand improvements	\$12,000							\$12,000	\$0.00	\$12,000.00	0%	Works being scoped.
30 Outdoor Courts Furniture/Shelters	\$15,000							\$15,000	\$0.00	\$15,000.00	0%	Quotations being sought Jan 2021
31 HM Oval - Perimeter Fencing	\$25,000							\$25,000	\$0.00	\$25,000.00	0%	Quotations being sought
32 Barellan Netball Courts	-	\$ 103,500					\$ 3,645.45	\$103,500	\$0.00	\$103,500.00	0%	Re-design required due to lack of fall,Quotations being sought
33 Flag Poles for Festive Flags	-	\$ 1,222						\$1,222	\$0.00	\$1,222.00	0%	
34 Completion of Wiradjuri wall	-	\$ 19,964						\$19,964	\$0.00	\$19,964.00	0%	detailed designs complete, additional funding being sort.
35 MBP Up Lighting adventure playground	-	\$ 15,000						\$15,000	\$0.00	\$15,000.00	0%	deferred until 2021-2022
36 MBP Drinking fountains/ bottle fillers	-	\$ 8,000						\$8,000	\$0.00	\$8,000.00	0%	Quotation received
37 MBP Pocket park upgrades	-	\$ 28,121						\$28,121	\$0.00	\$28,121.00	0%	Complete. Funds to be re-allocated
38 Victoria Ave stage 2 - level, irrigate, formalise driveways, curb	-	\$ 74,542						\$74,542	\$93,982.14	-\$19,440.14	126%	Complete
39 Brewery Flats landscaping, furniture replacement, painting etc.	-	\$ 5,000						\$5,000	\$0.00	\$5,000.00	0%	Design under review
40 Other Town Park upgrades	\$20,000							\$20,000	\$0.00	\$20,000.00	0%	Landscaping works scheduled for March 2021
41 2020-25 Tree Audit	\$50,000						\$ 42,075.75	\$50,000	\$0.00	\$50,000.00	0%	Awarded to Wade Ryan commencing December.
42 Biosecurity Mapping System	\$30,000							\$30,000	\$0.00	\$30,000.00	0%	Developing specification and engaging specialised companies.
43 Remote Signage	\$7,500							\$7,500	\$0.00	\$7,500.00	0%	June 2021
44 Brln Playground Upgrades	\$5,000						\$ 3,136.36	\$5,000	\$0.00	\$5,000.00	0%	softfall purchased, to be completed in November.
45 Ndra Victoria Ave Stage 3 - Irrigation, Formalise driveways, Curb	\$60,000							\$60,000	\$0.00	\$60,000.00	0%	Developing scope
46 Stadium Upgrade	\$30,000							\$30,000	\$0.00	\$30,000.00	0%	Roof quotes awarded with works to be completed.
47 Festive Mega Tree (additional sequencing)	\$6,000							\$6,000	\$0.00	\$6,000.00	0%	Additional sequences available.
48 DCF - Adverse Event Plan	-	\$ 49,550						\$49,550	\$25,000.00	\$24,550.00	50%	Council working with RAMJO to deliver plan. Draft plan has been adopted by Council
49 DCF - Rural Assistance Program - Grong Grong Community Project	-	\$ 48,324					\$ 1,700.00	\$48,324	\$32,771.96	\$15,552.04	68%	Pads for signs completed. Sign posts at powder coaters. Final proof of artwork for signs underway. Project on track
50 DCF - Rural Assistance Program - Sandigo Community Project	-	\$ 47,550					\$ 500.00	\$47,550	\$30,678.31	\$16,871.69	65%	Disabled ramp constructed. Tactile markers and painting to be completed weather permitted.



KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 30/11/2020

Project	Proposed Budget	Carryover	Other	Sept	Dec	Mar	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
												41.66%
51 DCF - Rural Assistance Program - Barellan Community Project	-	\$ 48,402					\$ 39,970.00	\$48,402	\$2,518.35	\$45,883.65	5%	Tennis Court Clubhouse selected as community project. Verandah repaired, awning windows installed, electrical work completed, new bench tops installed. Internal and external painting to be completed
52 DCF - Road beautification Project - Lake Talbot Water Park.	-	\$ 150,000					\$ 59,213.18	\$150,000	\$73,515.45	\$76,484.55	49%	Retaining wall installation underway expected completion of works before the end of November. Landscaping of Entrance 95% completed, final item is to include images of upgraded pool features onto story board
53 DCF - Sunsafes playgrounds	-	\$ 80,000					\$ 78,000.00	\$80,000	\$0.00	\$80,000.00	0%	Shade sails to be installed November 25-28
54 DCF - Barellan Improvements Project	-	\$ 69,231					\$ 1,080.00	\$69,231	\$27,780.91	\$41,450.09	40%	Changeroom has been demolished, irrigation tank installed shed and filter installed November 25- 29
55 DCF - Grong Grong Improvement Project	-	\$ 6,468						\$6,468	\$590.00	\$5,878.00	9%	Street tree consultation with community representatives in progress tree audit street scape plan commenced December 2020.
56 DCF - Village Halls Improvement Project - Grong Grong Town Hall	-	\$ 18,232						\$18,232	\$161.55	\$18,070.45	1%	Completed
57 DCF - Village Halls Improvement Project - Sandigo Hall	-	\$ 5,691						\$5,691	\$3,984.71	\$1,706.29	70%	Completed.
58 DCF - Village Halls Improvement Project - Barellan Hall	-	\$ 29,018					\$ 25,396.31	\$29,018	\$107.70	\$28,910.30	0%	Disabled access ramp under construction. Waiting for tiler
59 DCF - Village Halls Improvement Project - Binya Hall	-	\$ 17,361					\$ 4,089.09	\$17,361	\$6,050.12	\$11,310.88	35%	Heating & cooling completed.
60 DCF - Village Halls Improvement Project - Kamarah Hall	-	\$ 28,675						\$28,675	\$12,642.88	\$16,032.12	44%	Exterior painting completed
61 DCF - Narrandera Stadium Upgrade	-	\$ 40,000					\$ 16,778.18	\$40,000	\$0.00	\$40,000.00	0%	Roof sheeting to be replaced November, remaining funds to be contributed to Stadium Upgrade amenities
62 DCF - Henry Mathieson Oval facilities Improvement Project	-	\$ 299,000					\$ 96,278.81	\$299,000	\$120,216.33	\$178,783.67	40%	Changeroom nearing completion, kiosk upgrade design complete, seeking quotations.
63 SCCF - Barellan Footpath Project	-	\$ 120,000						\$120,000	\$160.00	\$119,840.00	0%	Works scheduled to commence Nov
64 SCCF - Youth Food Van Project	-	\$ 50,000						\$50,000	\$21,821.25	\$28,178.75	44%	Trailer has been delivered. Working on exterior artwork and interior fit out
65 SCCF - Parkside Cottage Museum	-	\$ 48,182					\$ 16,825.58	\$48,182	\$40,029.33	\$8,152.67	83%	Interior painting completed. CCTV installed. Two display cabinets have been delivered. Three more to be delivered.
66 SCCF - Grong Grong Hall	-	\$ 19,283					\$ 6,888.64	\$19,283	\$21,863.90	-\$2,580.90	113%	Disabled ramp completed. Doors to be modified and kerb ramp to be constructed.
67 SCCF - Barellan Hall	-	\$ 19,361						\$19,361	\$11,677.34	\$7,683.66	60%	Repairs to ladies toilet ceiling, replace cisterns and repaint completed.
68 SCCF - Sandigo Hall	-	\$ 19,203						\$19,203	\$14,275.45	\$4,927.55	74%	Exterior painting completed
69 SCCF - Binya Hall	-	\$ 19,070						\$19,070	\$16,775.97	\$2,294.03	88%	New power & water and path to shed completed
70 SCCF - Kamarah Hall	\$0	\$ 11,029					\$ 7,706.00	\$11,029	\$1,324.47	\$9,704.53	12%	Restumping, repairs to doors, windows and gutter completed. Contractor organised to upgrade electrical wiring to make safe. To be undertaken in January.
71 POM - Destination & Discovery Hub	\$3,025,000						\$ 7,314.00	\$3,025,000	\$6,712.13	\$3,018,287.87	0%	Community consultation undertaken. Scope being prepared for detailed design.
72 POM - Northbank Walkway	\$0							\$0	\$38.18	-\$38.18	#DIV/0!	This JC is duplicated. See 300-1066-0 below
73 POM - Railway Heritage Bridge	\$0						\$ 11,700.64	\$0	\$4,294.84	-\$4,294.84	#DIV/0!	Negotiations with John Holland Rail for the Railway Heritage bridge are progressing well; stakeholder engagement has commenced.
74 POM - LTTP Upgrades to Family Unit	\$319,496						\$ 224,260.23	\$319,496	\$8,764.92	\$310,731.08	3%	Project on track. Demolition completed. New roof completed. Topping slab underway. Completion due March 2021.
75 POM - LTTP Upgrades to Amenity block & Camp Kitchen	\$939,052						\$ 4,772.73	\$939,052	\$698.14	\$938,353.86	0%	Successful onsite meeting held with lessee to confirm location and orientation of building to ensure it connects well to the playground and fire pit and overall site. Architect adjusting plans
76 POM - LTTP Level Sites	\$156,711						\$ 18,600.72	\$156,711	\$91,704.23	\$65,006.77	59%	Contractors finished, sewer connection to be completed. Final invoices to be submitted.
77 POM - Northbank Walking Track	\$390,393						\$ 9,515.00	\$390,393	\$2,508.32	\$387,884.68	1%	Detailed survey underway. Engineering firm engaged to completed detailed design of walkway and kerb & gutter. Residents to be consulted with concept design.
78 POM - Northbank Bridge	\$0							\$0	\$1,266.96	-\$1,266.96	#DIV/0!	Community engagement completed. EOI for design and construction of bridge being prepared.
79 LRCI - Narrandera Stadium Heating	\$35,000							\$35,000	\$0.00	\$35,000.00	0%	Seeking options from company representatives
80 LRCI - Narrandera Stadium Upgrade Toilet Amenities	\$80,000							\$80,000	\$0.00	\$80,000.00	0%	Quoting being sent out early December.
81 LRCI - Brewery Flat Improvements - Fire Pits, Seating, Shelters.	\$60,000							\$60,000	\$0.00	\$60,000.00	0%	Design under review
82 LRCI - Art Centre Storage - Deck and Storage at the rear of the Art	\$50,000							\$50,000	\$0.00	\$50,000.00	0%	Costing and design works have commenced
83 LRCI - Kiesling Lane Beautification	\$25,000							\$25,000	\$0.00	\$25,000.00	0%	Parks and Gardens committee to determine scope.
84 LRCI - Water Tower Surrounds - Tidy up and make usable (Garden	\$50,000							\$50,000	\$0.00	\$50,000.00	0%	Currently in design phase
85 LRCI - Tree planting - All towns (Subject to consultation)	\$120,000							\$120,000	\$11,912.17	\$108,087.83	10%	Street scape plans currently being developed

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 30/11/2020

Project	Proposed Budget	Carryover	Other	Sept	Dec	Mar	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments	41.66%	
													Complete Carryover	Unrealised Grant Key Operational
86 LRCI - Henry Mathieson Oval - Levelling Slope and fencing	\$80,000							\$80,000	\$0.00	\$80,000.00	0%	Fencing quotes being obtained.		
87 LRCI - Buckingbong Road - Safety upgrade (Guard Railing and assoc	\$60,000							\$60,000	\$0.00	\$60,000.00	0%	Design commenced. Works scheduled for Dec - Jan		
88 LRCI - Glenmoor Road Gravel Sheetting of 2.6km	\$87,000							\$87,000	\$890.80	\$86,109.20	1%	works scheduled for 2021		
89 LRCI - Melbourne Street - Kerb & Gutter works, 390m to co- inside with the new footpath works on the southern side.	\$99,000						\$ 16,515.00	\$99,000	\$1,298.24	\$97,701.76	1%	Detailed survey underway. Engineering firm engaged to completed detailed design of walkway and kerb & gutter. Residents to be consulted with concept design.		
90 LRCI - Laneway Upgrade - Drain and seal a selected laneway.	\$41,363							\$41,363	\$0.00	\$41,363.00	0%	Works yet to be scheduled		
91 LRCI - Drainage Works (Various) - New Culverts and causeways (Brobenah Road and Ridgeview Rd) and complete works to causeways constructed under flood recovery.	\$100,000							\$100,000	\$0.00	\$100,000.00	0%	Designs being undertaken.		
92 LRCI - Weir Park Road - 1200m gravel Resheet and Otta seal	\$110,000							\$110,000	\$0.00	\$110,000.00	0%	Works yet to be scheduled		
93 LT Rec Seating and Shelter Revamp	-	\$ 10,000						\$10,000	\$0.00	\$10,000.00	0%	Scope being prepared.		
94 LT Deepening Works	\$400,000							\$400,000	\$0.00	\$400,000.00	0%	Grant dependant.		
95 NBCMP	-	\$ 166,451						\$166,451	\$0.00	\$166,451.00	0%	Project deferred - Priority is the completed time sensitive grant projects first		
96 Barellan Stormwater Design	-	\$ 3,388						\$3,388	\$0.00	\$3,388.00	0%	Completion of water modelling to be scheduled		
97 Urban Roads Construction	\$200,000							\$200,000		\$186,894.71	7%			
98 Arthur St (Victoria to Audley) Extend to kerb	-							\$0	\$0.00			Works yet to be scheduled		
99 Baylis St (Jonsen St to May St) Extend to kerb	-							\$0	\$0.00			Works yet to be scheduled		
100 Box Street (Barellan)	-							\$0	\$0.00			Works yet to be scheduled		
101 Brookong St Grong Grong (Lachlan St to Willandra St)	-							\$0	\$13,105.29			Complete		
102 Urban Roads Construction - Laneways	-	\$ 34,105						\$34,105	\$0.00	\$34,105.00	0%	Survey designs being undertaken.		
103 Intersections Upgrade Local & Reg. Rds	-	\$ 90,000						\$90,000	\$0.00	\$90,000.00	0%	Works yet to be scheduled		
104 Culvert/bridge assessment works	-	\$ 35,050						\$35,050	\$19,367.00	\$15,683.00	55%	Council co-contribution to FLR - Brewarrana Bridge repairs		
105 Urban Roads Construction - Laneways	\$39,924							\$39,924		\$39,924.00	0%			
106 Prince Lane	-						\$ 676.18	\$0	\$0.00			Works yet to be scheduled		
107 Audley Lane	-						\$ 676.18	\$0	\$0.00			Works yet to be scheduled		
108 Peters Lane	-						\$ 676.18	\$0	\$0.00			Works yet to be scheduled		
109 Jonsen Lane	-						\$ 676.18	\$0	\$0.00			Works yet to be scheduled		
110 Urban Reseals	\$100,000							\$100,000		\$99,082.66	1%			
111 Urban Road Reseal Council fund	-							\$0	\$0.00			Works yet to be scheduled		
112 Broad St	-							\$0	\$0.00			Contractor engaged, works scheduled to commence		
113 Douglas St	-						\$ 12,040.00	\$0	\$671.86			Works yet to be scheduled		
114 Larmer Street	-						\$ 7,953.82	\$0	\$245.48			Works complete, invoices pending.		
115 Urban Pavement Rehabilitation	\$100,000							\$100,000	\$0.00	\$100,000.00	0%	Works yet to be scheduled		
116 Urban K&G Replacement	\$15,375							\$15,375	\$0.00	\$15,375.00	0%	Works yet to be scheduled		
117 Urban Footpath Replacement	\$10,250							\$10,250	\$8,868.84	\$1,381.16	87%	Works commenced on Audley Street completed		
118 Urban Laneways Upgrade-additional	-	\$ 46,953						\$46,953	\$0.01	\$46,952.99	0%	Works yet to be scheduled		
119 Improvement of water haulage	-	\$ 15,000						\$15,000	\$0.00	\$15,000.00	0%	Works yet to be scheduled		
120 Innovation for Rural infrastructure Mgmt	-	\$ 11,995						\$11,995	\$0.00	\$11,995.00	0%	Works yet to be scheduled		
121 Urban K&G Replacement	-	\$ 43,509						\$43,509	\$0.00	\$43,509.00	0%	Works yet to be scheduled		
122 Urban Footpath Replacement	-	\$ 2,691					\$ 275.27	\$2,691	\$0.00	\$2,691.00	0%	Works yet to be scheduled		
123 Roads to Recovery (25 % of R2R proposed to expend in Urban A	\$368,171							\$368,171		\$1,237,182.08	15%			
124 Roads to Recovery ( 75 % of R2R proposed to expend on Rural A	\$1,101,874							\$1,101,874						
125 Urban Road reseal from R2R	-							\$0	\$0.00			Currently seeking quotes		
126 Hulmes Road 4.9km-8.0km	-							\$0	\$29,106.64			Completed		
127 Males Rd Resheet 2.0-3.0km	-							\$0	\$44,540.10			Completed		
128 Buckingbong Road	-							\$0	\$0.00			Design being undertaken currently		
129 Reseals	-							\$0	\$0.00			Works Commenced		
130 Holloway Rd	-							\$0	\$33,252.11			Completed		
131 Euratha Rd	-							\$0	\$0.00			Works to commence 2021		
132 Buckingbong Road Guard railing	-						\$ 9,924.25	\$0	\$0.00			Design being undertaken currently		
133 Paynters Siding Road	-							\$0	\$102,554.59			Completed		
134 Brobenah Hall Rd	-						\$ 54,000.00	\$0	\$1,286.19			Contractor engaged, works scheduled to commence		
135 Buckingbong Rd	-						\$ 126,272.73	\$0	\$1,276.57			Contractor engaged, works scheduled to commence		
136 Erigolia Rd	-						\$ 33,163.64	\$0	\$1,324.89			Contractor engaged, works scheduled to commence		



KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 30/11/2020

Project	Proposed Budget	Carryover	Other	Sept	Dec	Mar	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments	41.66%	
													Complete Carryover	Unrealised Grant Key Operational
137 Federal Park Rd	-						\$ 28,800.00	\$0	\$4,239.02			Contractor engaged, works scheduled to commence		
138 Landervale Rd	-							\$0	\$1,032.26			Works to commence 2021		
139 Pamandi Rd 1.7 - 5.4km	-							\$0	\$14,250.55			Works Commenced		
<b>140 Rural Sealed Roads Construction</b>	<b>\$350,000</b>							\$350,000		\$194,095.15	45%			
141 Back Dicksonville Rd	-							\$0	\$37,343.05			Completed		
142 Booka Rd	-							\$0	\$31,999.36			Completed		
143 Cliffords Rd	-							\$0	\$40,366.89			Completed		
144 Pamandi Rd - Cowabbie causeway	-							\$0	\$18,496.06			Works scheduled to commence		
145 FLR - Old Wagga Rd	-							\$0	\$23,911.86			Preparation works commenced		
146 FLR - Paintings Bridge Rd	-							\$0	\$1,069.81			Works scheduled for Dec/Jan		
147 Rosedale Rd	-							\$0	\$2,717.82			Works scheduled for Jan		
148 Culvert Manderlay Road 9.27 km		\$ 5,676						\$5,676	\$0.00	\$5,676.00	0%	Works yet to be scheduled		
149 Culvert Manderlay Road 7.78 km		\$ 2,764						\$2,764	\$0.00	\$2,764.00	0%	Works yet to be scheduled		
150 Culvert Brookong St 0.0 km		\$ 6,255						\$6,255	\$0.00	\$6,255.00	0%	Works yet to be scheduled		
151 Culvert Yalgogorin Road 0.262		\$ 10,241						\$10,241	\$0.00	\$10,241.00	0%	Works yet to be scheduled		
<b>152 Roads Resheeting - (Unsealed)</b>	<b>\$340,000</b>							\$340,000		\$339,716.22	0%			
153 Stephensons Rd	-							\$0	\$0.00			Works to commence 2021		
154 Beaumont Rd	-							\$0	\$0.00			Works to commence 2021		
155 Jacksons Rd	-							\$0	\$0.00			Works to commence December		
156 Ellis Rd	-							\$0	\$0.00			Works to commence 2021		
157 Williams Rd	-							\$0	\$283.78					
158 Rosedale Rd	-							\$0	\$0.00			Works to commence January		
159 Telephone Rd	-							\$0	\$0.00			Works to commence December		
160 Settlers Rd	-							\$0	\$0.00			Works to commence December		
161 Birrego Rd	-							\$0	\$0.00			Works to commence December		
162 Merribee Rd	-							\$0	\$0.00			Works to commence 2021		
163 Bandys Rd	-							\$0	\$0.00			Works to commence 2021		
164 Pattens Rd	-							\$0	\$0.00			Works to commence 2021		
165 Davies Rd	-							\$0	\$0.00			Works to commence 2021		
166 Axehandle Rd	-							\$0	\$0.00			Works to commence December		
167 FCR - Colinroobie Leeton Road	-	\$ 4,451					\$ 2,784.09	\$4,451	\$21,981.37	-\$17,530.37	494%	Completed		
168 FLR - Brewarrana Bridge Retrofitting	-	\$ 80,000					\$ 6,984.85	\$80,000	\$0.00	\$80,000.00	0%	Consultant engaged to undertake design and costings		
169 HVSPK Kamarah Road	-	\$ 88,194						\$88,194	\$0.00	\$88,194.00	0%	Works scheduled for January		
<b>170 Rural Roads Reseals</b>	<b>\$150,239</b>							\$150,239		\$148,430.28	1%			
171 Cowabbie Rd	-						\$ 22,040.91	\$0	\$736.64			Contractor engaged, works scheduled to commence		
172 Kamarah Rd	-						\$ 26,116.36	\$0	\$0.00			Contractor engaged, works scheduled to commence		
173 Sandy Creek Rd	-						\$ 24,570.00	\$0	\$1,072.08			Works yet to be scheduled		
174 Strontian Rd	-						\$ 51,169.09	\$0	\$0.00			Contractor engaged, works scheduled to commence		
175 Barellan Golf course Rd	-						\$ 19,377.27	\$0	\$0.00			Contractor engaged, works scheduled to commence		
<b>176 Regional Roads Capital Works (Capital Component of Block Grant)</b>	<b>\$265,200</b>	\$ 15,802						\$281,002	\$36,176.25	\$244,825.75	13%			
<b>177 Repair Grant (with 50 % contribution from Block Grant)</b>	<b>\$170,000</b>							\$170,000	\$89,974.69	\$80,025.31	53%			
178 FCR - Canola Way Culvert	-	\$ 375,218					\$ 18,319.85	\$375,218	\$659,193.08	-\$283,975.08	176%	Works Complete. Additional funds to be sort from other projects.		
179 Active Transport - Cycling	\$198,100							\$198,100	\$0.00	\$198,100.00	0%	Grant unsuccessful.		
180 Active Transport - Walking	\$66,000							\$66,000	\$0.00	\$66,000.00	0%	Grant unsuccessful.		
181 PAMP (At 50/50 RMS Funding)	-							\$0	\$0.00	\$0.00	#DIV/0!	Grant unsuccessful.		
182 PAMP (At 100% RMS Funding)	-	\$ 34,780						\$34,780	\$108,980.57	-\$74,200.57	313%	Carry over PAMP project completed - Funds for additional costs to be found from underspent transport projects and be report in QBR by Works Manager		
183 Banner Poles Leeton Road	-	\$ 8,580						\$8,580	\$303.96	\$8,276.04	4%	Banners poles constructed installation february 2021		
184 Drone Purchase for Survey / Inspection	-	\$ 7,899						\$7,899	\$2,914.55	\$4,984.45	37%	Procurement of air band radio and protective case pending. Drone and Upgrade of 12d Software completed		
185 Driver Reviver Upgrade Program	\$18,000							\$18,000	\$0.00	\$18,000.00	0%	Transport for NSW did not fund program for 2020-21 project to be closed		
186 Arts Centre Building Works	-	\$ 4,614						\$4,614	\$961.07	\$3,652.93	21%	Chimney capping complete.		
187 Red Hill Signage	-	\$ 3,700						\$3,700	\$0.00	\$3,700.00	0%	New subdivision proposal		
188 Lake Talbot Tourist Park fire service upgrades	-	\$ 15,524						\$15,524	\$0.00	\$15,524.00	0%	Design work to commence.		
189 Economic Development	\$10,000							\$10,000	\$0.00	\$10,000.00	0%	AAPA at airport		
190 Gateway/Entrance signs	\$20,000							\$20,000	\$0.00	\$20,000.00	0%	Additions to 6 entrance signs/landscape		



KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 30/11/2020

Project	Proposed Budget	Carryover	Other	Sept	Dec	Mar	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments	41.66%		
													Complete Carryover	Unrealised Grant Key Operational	Cancelled Deferred
191 16 Kiesling Drive Building Works	-	\$ 5,250					\$ 15,381.82	\$5,250	\$1,709.09	\$3,540.91	33%	Patio Quote accepted - Installation to be completed by Mid December.			
192 Council Chambers Cleanout of Storage Facility	-	\$ 8,169						\$8,169	\$7,939.35	\$229.65	97%	Adjustment in project costs to be included in December QBR			
193 Investigation and Design of off street staff/fleet parking for Cham	-	\$ 20,000						\$20,000	\$0.00	\$20,000.00	0%	Works are scheduled for February 2021			
194 Museum - Ext. paint, disabled ramp, public toilets	-	\$ 50,404						\$50,404	\$2,466.81	\$47,937.19	5%	Project deferred - Priority is the completed time sensitive grant projects first			
195 Council Chambers Building Upgrades	-	\$ 20,120						\$20,120	\$0.00	\$20,120.00	0%	New flooring completed, external concrete paths and other works being undertaken.			
196 4 Victoria Square	-	\$ 3,096						\$3,096	\$0.00	\$3,096.00	0%	Works are continually being scoped and scheduled.			
197 Building renewal and upgrades in portfolio of Asset Manager	\$140,000	\$ 13,102					\$ 3,931.91	\$153,102	\$26,889.05	\$126,212.95	18%	Call for quotes underway for external painting			
198 Solar Panels	\$100,000							\$100,000	\$0.00	\$100,000.00	0%	Works procurement and scheduled underway - Replacement of Chambers A/C units completed. Work activities to replace taps with auto taps in high use building underway			
199 Runway, Taxiway & Apron resealing & re-mark	\$950,000						\$ 21,961.22	\$950,000	\$46,187.09	\$903,812.91	5%	Works to be determined following completion of energy Audit			
200 Installation (3) Apron Flood Lights	\$120,000						\$ 785.91	\$120,000	\$5,786.05	\$114,213.95	5%	Works occurred week 16 - 20 November second visit for line marking TBC but likely Feb 2021 on target to complete by April 2021.			
201 Security & Wildlife Perimeter fencing	\$437,550							\$437,550	\$7,025.40	\$430,524.60	2%	Trenching and cabling complete awaiting delivery of light towers expected January 2021, project remains on target for completion by February 2021.			
202 Airport Taxiway	-						\$ 87,985.00	\$0	\$5,320.00	-\$5,320.00	#DIV/0!	Field survey now completed, tender/quote to be finalised.			
203 Light Vehicles	\$277,296							\$277,296	\$100,572.40	\$176,723.60	36%	Consultant engaged to undertake design and costings.			
204 Trucks & Trailers	\$564,500							\$564,500	\$205,795.00	\$358,705.00	36%	Replacement program not commenced			
205 Heavy Plant Purchases	\$529,300						\$ 21,118.18	\$529,300	\$31,724.45	\$497,575.55	6%	Replacement program not commenced			
206 Other Plant Capital	\$20,000							\$20,000	\$3,046.50	\$16,953.50	15%	Replacement program not commenced			
207 Flow meters on all inlet and outlets Reservoirs	-	\$ 41,090						\$41,090	\$9,612.48	\$31,477.52	23%	Meters installed, possible reallocation of unspent funds.			
208 Reservoir cleaning and structural assessment	-	\$ 16,128						\$16,128	\$0.00	\$16,128.00	0%	Planning underway. Procurement for a diving contractor to begin in January			
209 Aerator gas scrubbing	-	\$ 18,962					\$ 2,067.03	\$18,962	\$1,805.38	\$17,156.62	10%	Hydrogen Sulphide monitor installed in September. After results are complete in December, decision will be made regarding gas scrubber technology.			
210 WTP filter/Upgrade design	-	\$ 49,618						\$49,618	\$0.00	\$49,618.00	0%	No progress - IWCM additional works still underway with Public Works expected completion December.			
211 North Zone Pressure Pump - low pressure issues	-	\$ 42,659						\$42,659	\$509.94	\$42,149.06	1%	Scope under development. Pump capacity upgrade for future development being investigated.			
212 Water Main Replacements	250,000	\$ 41,164					\$ 23,319.78	\$291,164	\$152,011.07	\$139,152.93	52%	Dalgetty Street Complete. King Street planning underway for December start.			
213 Pine Hill Reservoir Upgrade	-	\$ 65,191						\$65,191	\$128,175.84	-\$62,984.84	197%	Design and REF complete. Will be going to tender for construction in November.			
214 Hydrant and Valve replacements	\$50,000						\$ 7,278.09	\$50,000	\$48,490.04	\$1,509.96	97%	Completed			
215 Services Replacements	\$50,000						\$ 161.93	\$50,000	\$15,142.12	\$34,857.88	30%	Ongoing commitment - as needed			
216 Fencing Bore 1	\$20,000							\$20,000	\$0.00	\$20,000.00	0%	To be scheduled			
217 Fencing Bore 2	\$20,000							\$20,000	\$0.00	\$20,000.00	0%	To be scheduled			
218 Decommission Low Level reservoir	\$200,000							\$200,000	\$0.00	\$200,000.00	0%	To be programmed pending outcome of IWCM.			
219 Pine Hill reservoir replacement	\$315,000						\$ 838.36	\$315,000	\$13,563.71	\$301,436.29	4%	Design and REF complete. Will be going to tender for construction in November. Tender closes 26th November. Construction expected to begin in January.			
220 Solar	\$100,000							\$100,000	\$0.00	\$100,000.00	0%	Energy strategy to be completed first.			
221 IWCM Additional Works	-		\$ 138,674.00				\$ 126,067.27	\$138,674	\$0.00	\$138,674.00	0%	Underway with Public Works. December completion expected.			
222 Taggle Software & Implementation	-		\$ 60,000.00					\$60,000	#N/A	#N/A	#N/A				
223 Primary filter - EPA	-	\$ 118,240					\$ 1,096.09	\$118,240	\$780.88	\$117,459.12	1%	Addition testing of UVT and particle size underway.			
224 Manhole Replacements	-	\$ 57,290					\$ 359.09	\$57,290	\$42,525.56	\$14,764.44	74%	Program 80% complete.			
225 Flow meters for Sewer Pump Stations 2, 3, 4	-	\$ 35,653						\$35,653	\$197.22	\$35,455.78	1%	Scoping being undertaken.			
226 SPS3 Replacement	-	\$ 200,000					\$ 328.37	\$200,000	\$35,175.43	\$164,824.57	18%	Refurbishment underway. New control panel and telemetry installed.			
227 Narrandera West Sewer Extension	-	\$ 33,205						\$33,205	\$16,459.29	\$16,745.71	50%	Report complete, to be presented at the December council meeting for adoption.			

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 30/11/2020

Project	Proposed Budget	Carryover	Other	Sept	Dec	Mar	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
												41.66%
228 Barellan Sewer	\$5,490,000							\$5,490,000	\$0.00	\$5,490,000.00	0%	Design tender awarded and design underway. Design to be complete by July 2021.
229 Sewer Main Relines	\$375,000							\$375,000	\$0.00	\$375,000.00	0%	Program being developed for tendering in February
230 Solar	\$100,000							\$100,000	\$0.00	\$100,000.00	0%	Energy strategy to be completed first.
231 Branding Strategy	-	\$ 2,350						2,350	\$1,069.09	\$1,280.91	45%	signage for Narrandera/decals
232 Independent Living Village	-	\$ 30,060						30,060	\$17,210.00	\$12,850.00	57%	Final payment due end of October
233 Aust Airline Airport Academy	-	\$ 9,958						9,958	\$0.00	\$9,958.00	0%	Project opportunity
234 CCTV Review	-	\$ 5,000						5,000	\$0.00	\$5,000.00	0%	To be discussed with DGMI
235 Grong Grong Earth Park - RMS	-	\$ 17,111						17,111	\$0.00	\$17,111.00	0%	
236 Newell Hwy Contribution Grong Grong Reseal	-	\$ 93,050						93,050	\$0.00	\$93,050.00	0%	
237 Newell Hwy Contribution Grong Grong town entrance signs	-	\$ 8,000						8,000	\$0.00	\$8,000.00	0%	Unfamiliar with what is required at this stage.
238 Urban Roads Maintenance	\$723,500.00						\$ 3,885.11	723,500	\$176,351.14	\$547,148.86	24%	Ongoing operational costs
239 Sealed Rural Roads Maintenance	\$281,700.00						\$ 2,079.21	281,700	\$73,454.43	\$208,245.57	26%	Ongoing operational costs
240 Rural Unsealed Roads Expenses	\$797,880.00						\$ 6,407.78	797,880	\$283,351.06	\$514,528.94	36%	Ongoing operational costs
241 Regional Roads (M&R Grant)	\$210,000.00							210,000	\$126,315.83	\$83,684.17	60%	Ongoing operational costs
242 State Road Contract Works RMCC	\$170,500.00						\$ 714.42	170,500	\$79,380.37	\$91,119.63	47%	Ongoing operational costs
243 Ordered Works Expenses - MR 80	\$82,000.00							82,000	\$0.00	\$82,000.00	0%	Ongoing operational costs
244 Ordered Works Expenses - MR 84	\$82,000.00							82,000	\$1,011.47	\$80,988.53	1%	Ongoing operational costs
245 Noxious Weeds Expenses	\$161,554.00							161,554	\$65,284.74	\$96,269.26	40%	Ongoing operational costs
246 Public Toilets Expenses	\$62,274.00							62,274	\$53,490.48	\$8,783.52	86%	Ongoing operational costs
247 Cemetery Expenses	\$114,603.00							114,603	\$46,180.29	\$68,422.71	40%	Ongoing operational costs
248 Sports Ground Expenses	\$230,943.00							230,943	\$57,595.95	\$173,347.05	25%	Ongoing operational costs
249 Parks Expenses	\$554,270.00							554,270	\$234,309.41	\$319,960.59	42%	Ongoing operational costs
250 Lawn Areas	\$22,750.00							22,750	\$15,297.73	\$7,452.27	67%	Ongoing operational costs
251 East Street - Street Scaping	\$17,000.00							17,000	\$4,808.95	\$12,191.05	28%	Ongoing operational costs
252 Street Trees	\$196,500.00						\$ 1,810.00	196,500	\$148,745.63	\$47,754.37	76%	Ongoing operational costs
253 Lake Talbot Expenses	\$24,000.00							24,000	\$1,759.08	\$22,240.92	7%	Ongoing operational costs
254 Sports Stadium Expenses	\$119,122.00							119,122	\$35,349.89	\$83,772.11	30%	Ongoing operational costs
255 Bores Expenses	\$56,000.00						\$ 25,261.50	56,000	\$11,202.36	\$44,797.64	20%	Ongoing operational costs
256 Pump Station Expenses	\$79,000.00						\$ 8,990.36	79,000	\$50,096.60	\$28,903.40	63%	Ongoing operational costs
257 Mains Expenses	\$300,000.00						\$ 9,896.97	300,000	\$120,471.38	\$179,528.62	40%	Ongoing operational costs
258 Recycled Water	\$48,000.00						\$ 70.00	48,000	-\$889.53	\$48,889.53	-2%	Ongoing operational costs
259 Reservoirs Expenses	\$61,500.00						\$ 487.83	61,500	\$6,972.96	\$54,527.04	11%	Ongoing operational costs
260 Water Supply Licence	\$30,500.00							30,500	\$17,938.19	\$12,561.81	59%	Ongoing operational costs
261 Chlorine & Chemicals Expenses	\$30,000.00						\$ 7,419.09	30,000	\$5,867.16	\$24,132.84	20%	Ongoing operational costs
262 Meter Reading Expenses	\$10,000.00						\$ 2,951.82	10,000	\$13,439.62	-\$3,439.62	134%	Ongoing operational costs to be rectified with the introduction of the taggle software.
263 Telemetry System Maintenance	\$11,500.00						\$ 12,375.77	11,500	\$1,670.00	\$9,830.00	15%	Ongoing operational costs
264 Pump Stations Electricity Expenses	\$250,000.00							250,000	\$74,584.89	\$175,415.11	30%	Ongoing operational costs
265 Pump Station Expenses	\$64,000.00						\$ 3,158.90	64,000	\$24,173.67	\$39,826.33	38%	Ongoing operational costs
266 Mains Expenses	\$205,000.00						\$ 9,231.35	205,000	\$58,089.13	\$146,910.87	28%	Ongoing operational costs
267 Treatment Works Expenses	\$200,000.00						\$ 16,572.79	200,000	\$80,356.26	\$119,643.74	40%	Ongoing operational costs
268 Sewer Heating & Electricity	\$90,000.00							90,000	\$28,927.00	\$61,073.00	32%	Ongoing operational costs
269 Telemetry System Maintenance	\$7,500.00							7,500	\$145.93	\$7,354.07	2%	Ongoing operational costs



Capital Expenditure as at 30 November 2020

	Sum of Proposed Budget	Sum of Other	Sum of Carryover	Sum of Revised Budget	Sum of YTD Expenditure	Sum of Balance
<b>Administration</b>						
Information Technology	\$ 215,000.00		\$ 15,000.00	\$ 230,000.00	\$ 6,524.00	\$ 223,476.00
<b>Environment</b>						
Narrandera Landfill	\$ -		\$ 356,276.00	\$ 356,276.00	\$ 6,600.00	\$ 349,676.00
Stormwater	\$ -		\$ 117,954.00	\$ 117,954.00	\$ 11,130.58	\$ 106,823.42
<b>Housing &amp; Community Amenities</b>						
Barellan Cemetery	\$ -		\$ 8,000.00	\$ 8,000.00	\$ -	\$ 8,000.00
Grong Grong Cemetery	\$ -		\$ 3,834.00	\$ 3,834.00	\$ -	\$ 3,834.00
Narrandera Cemetery	\$ 25,000.00			\$ 25,000.00	\$ -	\$ 25,000.00
<b>Transport &amp; Communication</b>						
Ancillary Roadworks	\$ 282,100.00		\$ 51,259.00	\$ 333,359.00	\$ 112,199.08	\$ 221,159.92
Regional Roads	\$ 435,200.00		\$ 391,020.00	\$ 826,220.00	\$ 785,344.02	\$ 40,875.98
Roads to Recovery	\$ 1,470,045.00			\$ 1,470,045.00	\$ 232,862.92	\$ 1,237,182.08
Rural Roads	\$ 840,239.00		\$ 197,581.00	\$ 1,037,820.00	\$ 179,978.72	\$ 857,841.28
Urban Roads	\$ 465,549.00		\$ 449,142.00	\$ 914,691.00	\$ 42,258.48	\$ 872,432.52
Local Roads Comm. & Infrastructure	\$ 497,363.00			\$ 497,363.00	\$ 2,189.04	\$ 495,173.96
<b>Economic Affairs</b>						
Airport	\$ 1,507,550.00			\$ 1,507,550.00	\$ 64,318.54	\$ 1,443,231.46
Buildings	\$ 240,000.00		\$ 124,755.00	\$ 364,755.00	\$ 39,965.37	\$ 324,789.63
Plant	\$ 1,391,096.00			\$ 1,391,096.00	\$ 341,138.35	\$ 1,049,957.65
Tourist Park	\$ -		\$ 15,524.00	\$ 15,524.00	\$ -	\$ 15,524.00
Economic Development	\$ 30,000.00		\$ 3,700.00	\$ 33,700.00	\$ -	\$ 33,700.00
<b>Public Order and Safety</b>						
Pound	\$ 6,000.00		\$ 4,000.00	\$ 10,000.00	\$ -	\$ 10,000.00
Security Cameras	\$ -		\$ 15,000.00	\$ 15,000.00	\$ -	\$ 15,000.00
Rural Fire Service	\$ -		\$ 87,950.00	\$ 87,950.00	\$ 26,343.19	\$ 61,606.81
<b>Recreation and Culture</b>						
Barellan Pool	\$ -		\$ 54,954.00	\$ 54,954.00	\$ 42,503.91	\$ 12,450.09
Lake Talbot Pool	\$ 3,950,772.00		\$ 1,236,892.00	\$ 5,187,664.00	\$ 3,479,274.77	\$ 1,708,389.23
Lake Talbot Recreation Area	\$ 400,000.00		\$ 10,000.00	\$ 410,000.00	\$ -	\$ 410,000.00
Library	\$ 34,290.00		\$ 12,846.00	\$ 47,136.00	\$ 4,318.85	\$ 42,817.15

Capital Expenditure as at 30 November 2020

Marie Bashir Park	\$ -	\$ 71,085.00	\$ 71,085.00	\$ -	\$ 71,085.00
Narrandera Memorial Park	\$ 60,000.00	\$ 74,542.00	\$ 134,542.00	\$ 93,982.14	\$ 40,559.86
Narrandera Sports Stadium	\$ 30,000.00		\$ 30,000.00	\$ -	\$ 30,000.00
Narrandera Sportsground	\$ 27,000.00	\$ 2,011,277.00	\$ 2,038,277.00	\$ 22,410.00	\$ 2,015,867.00
Henry Mathieson Oval	\$ 25,000.00	\$ 25,000.00	\$ 50,000.00	\$ -	\$ 50,000.00
Brewery Flats	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00
Noxious Weeds	\$ 30,000.00		\$ 30,000.00	\$ -	\$ 30,000.00
Barellan Park	\$ -	\$ 1,222.00	\$ 1,222.00	\$ -	\$ 1,222.00
Drought Community Funding	\$ -	\$ 937,502.00	\$ 937,502.00	\$ 336,018.27	\$ 601,483.73
Stronger Country Community Funding	\$ -	\$ 306,128.00	\$ 306,128.00	\$ 127,927.71	\$ 178,200.29
Playground on the Murrumbidgee	\$ 4,830,652.00		\$ 4,830,652.00	\$ 115,987.72	\$ 4,714,664.28
Barellan Playground	\$ 5,000.00		\$ 5,000.00	\$ -	\$ 5,000.00
Local Roads Comm. & Infrastructure	\$ 500,000.00		\$ 500,000.00	\$ 11,912.17	\$ 488,087.83
Narrandera Parks	\$ 83,500.00		\$ 83,500.00	\$ -	\$ 83,500.00
Outdoor Courts	\$ -	\$ 103,500.00	\$ 103,500.00	\$ -	\$ 103,500.00
<b>Water Supply Network</b>					
Water	\$ 1,005,000.00	\$ 138,674.00	\$ 274,812.00	\$ 1,418,486.00	\$ 369,310.58
<b>Sewerage Network</b>					
Sewer	\$ 5,965,000.00	\$ 444,388.00	\$ 6,409,388.00	\$ 95,138.38	\$ 6,314,249.62
<b>Grand Total</b>	<b>\$ 24,351,356.00</b>	<b>\$ 138,674.00</b>	<b>\$ 7,410,143.00</b>	<b>\$ 31,900,173.00</b>	<b>\$ 6,549,636.79</b>

Key Operational as at 30 November 2020

Row Labels	Sum of Proposed Budget	Sum of Other	Sum of Carryover	Sum of Revised Budget	Sum of YTD Expenditure	Sum of Balance
<b>Economic Affairs</b>						
Economic Development	\$ -		\$ 42,368.00	\$ 42,368.00	\$ 18,279.09	\$ 24,088.91
<b>Housing &amp; Community Amenities</b>						
Noxious Weeds	\$ 161,554.00			\$ 161,554.00	\$ 65,284.74	\$ 96,269.26
Public Toilets	\$ 62,274.00			\$ 62,274.00	\$ 53,490.48	\$ 8,783.52
Cemetery Expenses	\$ 114,603.00			\$ 114,603.00	\$ 46,180.29	\$ 68,422.71
<b>Public Order &amp; Safety</b>						
Security Cameras	\$ -		\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00
<b>Recreation &amp; Culture</b>						
Sports Ground Expenses	\$ 230,943.00			\$ 230,943.00	\$ 57,595.95	\$ 173,347.05
Parks Expenses	\$ 554,270.00		\$ 17,111.00	\$ 571,381.00	\$ 234,309.41	\$ 337,071.59
Lawn Areas	\$ 22,750.00			\$ 22,750.00	\$ 15,297.73	\$ 7,452.27
Lake Talbot Expenses	\$ 24,000.00			\$ 24,000.00	\$ 1,759.08	\$ 22,240.92
Sports Stadium Expenses	\$ 119,122.00			\$ 119,122.00	\$ 35,349.89	\$ 83,772.11
Street Scaping	\$ 17,000.00			\$ 17,000.00	\$ 4,808.95	\$ 12,191.05
Street Trees	\$ 196,500.00			\$ 196,500.00	\$ 148,745.63	\$ 47,754.37
<b>Transport &amp; Communication</b>						
Ordered Works	\$ 164,000.00			\$ 164,000.00	\$ 1,011.47	\$ 162,988.53
Regional Roads	\$ 210,000.00			\$ 210,000.00	\$ 126,315.83	\$ 83,684.17
State Roads	\$ 170,500.00			\$ 170,500.00	\$ 79,380.37	\$ 91,119.63
Urban Roads	\$ 723,500.00		\$ 101,050.00	\$ 824,550.00	\$ 176,351.14	\$ 648,198.86
Sealed Rural Roads	\$ 281,700.00			\$ 281,700.00	\$ 73,454.43	\$ 208,245.57
Unsealed Rural Roads	\$ 797,880.00			\$ 797,880.00	\$ 283,351.06	\$ 514,528.94
<b>Water Supplies</b>						
Water	\$ 876,500.00			\$ 876,500.00	\$ 301,353.63	\$ 575,146.37
<b>Sewer Supplies</b>						
Sewer	\$ 469,000.00			\$ 469,000.00	\$ 162,619.06	\$ 306,380.94
<b>Grand Total</b>	<b>\$ 5,196,096.00</b>		<b>\$ 165,529.00</b>	<b>\$ 5,361,625.00</b>	<b>\$ 1,884,938.23</b>	<b>\$ 3,476,686.77</b>

**20.4 LOAN FUNDING****Document ID: 532780****Author: Senior Finance Officer****Authoriser: Deputy General Manager Corporate and Community****Theme: Our Civic Leadership****Attachments: 1. Loan Funding Total Costs.pdf - Confidential (under separate cover)****RECOMMENDATION**

That Council:

1. Receives and notes the loan funding options available to Council along with the associated costs.
2. Under Section 621 LG Act 1993 borrows \$550,000 for the Lake Talbot Pool refurbishment to be funded by the Commonwealth Bank on a 10-year term at 1.43% interest p.a. with quarterly payments of (\$14,782).
3. Calls for quotes in May 2021 for the Barellan Sewer project of \$1,370,000.
4. Acknowledges that the proposed loans are included in Council's Long-Term Financial Plan with provision to meet repayments.
5. Acknowledges that the proposed loans are within the 2020-21 loan borrowing request submitted to the Office of Local Government
6. Notifies the Director General (OLG) of the borrowings within seven days of Council borrowing money under the loan contract.
7. Notes under Local Government (General) Regulations 2005 Sec 229 – The repayment of money borrowed by Council and the payment of any interest on that money, is a charge on the income of Council.
8. Acknowledges that the proposed borrowing complies with the Ministerial Borrowing Order issued under Section 624 LG Act 1993.

**PURPOSE**

The purpose of this report is to present to Council a review of loan funding options available to Council for Capital projects adopted in the 2020/2021 Budget.

**SUMMARY**

This report contains information on the options available to Council for Loan Fund and the associated costs of obtaining this loan funding.

**BACKGROUND**

Loan borrowings provide an important source of funding for council works as an alternative to accumulated reserves where external grants or contributions are not available. The funds can be borrowed from both internal and external sources and there are several legislative requirements and financial principles that need to be

considered when determining if and how funds are to be borrowed and repaid. Council must:

- Ensure that all borrowings (both internal and external) are in accordance with legislative requirements.
- Minimise the cost of borrowings.
- Ensure the total amount of loan borrowings is sustainable in terms of ability to meet future repayments, budgetary obligations, and industry financial benchmarks.

Council, in accordance with CS230 Borrowing/Loans Policy, when sourcing external loans will assess Treasury Corporation facilities against commercial lenders where it will seek at least three written quotations and only use providers and funds allowed under the legislation and directions below.

Written quotes must include:

- Interest rate
- Term of the loan
- Repayment intervals (monthly, quarterly etc)
- Repayment instalment amount
- Any applicable fees

In considering loan terms Council will be guided by:

- The estimated economic life of the asset
- The minimisation of interest rate exposure
- Budgeting requirements

The adopted 2020/2021 budget has proposed external borrowings for the LT Pool (\$550,000) and Barellan Sewer (\$1,370,000). However, prior to quotation the capital works program was reviewed to determine the eligibility of additional capital projects to be loan funded for comparative purposes. During the review, two projects were identified being the LT Pool (\$1,450,000) internal loan from the waste reserve and the Airport works (\$376,888) funded from the Sale of Southern Phones internal reserve. This results in four different loan funding options requested for quotation.

Option	Amount	Project
1	\$ 550,000.00	LT Pool Ext loan only
	\$ 1,370,000.00	Barellan Sewer
2	\$ 2,000,000.00	LT Pool all loan funded
	\$ 1,370,000.00	Barellan Sewer
3	\$ 550,000.00	LT Pool Ext loan only
	\$ 1,370,000.00	Barellan Sewer
	\$ 376,888.00	Airport Runway, Taxiway & fencing
4	\$ 2,000,000.00	LT Pool all loan funded
	\$ 1,370,000.00	Barellan Sewer
	\$ 376,888.00	Airport Runway, Taxiway & fencing

Quotes were requested from the following funding providers: Treasury Corporation, Commonwealth Bank, Westpac Bank, National Australia Bank, Suncorp, St George Bank, Bendigo Bank, Elders Rural Bank and IMB, with quotes being received from Treasury Corporation, Commonwealth Bank, Westpac Bank, National Australia Bank, Bendigo Bank. Suncorp and Elders Rural bank do not provide commercial lending to government agencies.

The above table has been used as the basis when requesting quotes for loan funding, other requests made were to quote for one loan drawn down for the total amount, two separate loans drawn at December 20 and June 21 and a progressive draw down loan. The loan term was requested to be quoted on 10 years, 15 years, and 20 years with quarterly repayments. Information was also sought surrounding funding conditions

### **Treasury Corporation**

Treasury Corporation provides lending to NSW government entities that have been deemed as fit for the future, assessed as meeting the financial benchmarks set by the NSW government or submitted and had approved an improvement plan showing how they plan to meet the financial benchmarks set by the NSW Government. The minimum loan funding amount is \$1,000,000 and are available for approved infrastructure which form part of Council's annual capital expenditure programme. A loan facility will be provided for up to 100% of the cost of the individual project provided the annual overall borrowing programme does not exceed 80% of its annual capital expenditure. The minimum loan term is 3 years with no application, establishment, or ongoing fees. Loan types available include:

- Amortising Loan – fixed rate paid at regular quarterly or semi-annual instalments to a maximum term of 20 years. Each instalment includes a principal and interest component
- Principal paid at maturity – Fixed rate interest paid quarterly or semi-annually, and principle paid at maturity maximum loan term 10 years.

Loan facilities made available to Council by Treasury Corporation will fall under the Local Government Act 1993 No 30 Section 623 and Local Government (General) Regulation 2005 – Reg. 229 and will be entitled to the security of a charge over the income of the borrowing council. The loan agreement refers to the existence of this charge.

Treasury Corporation credit committee requires that a council can commit to their balanced investment framework as a loan condition. Council does not meet this criteria. Treasury Corporation does not expect council to dispose of investments but improve the investment rating as maturities fall due. Council must advise they are willing to comply with this framework before the credit process commences. The balanced portfolio guidelines in the BBB+ and below categories are as follows:

- Limit BBB+ investments to 30% (if no BBB exposure) or 20% (with 10% BBB exposure)
- Limit BBB- and below investments to 5% – with counterparty limits of 5% if the investments are with local ADIs, or \$250,000 for all other ADIs rated BBB- and below

The rating is based on S&P long term issuer debt ratings. Council can also request that the 5% from the BBB- and below category is included in the BBB+/BBB segment, provided Council is willing to have 0% investments in the BBB- and below space.



TCorp		Portfolio Limit	Counterparty Limit	Max Tenor
Core TCorpIM Funds***	Unrated	100%	100%	N/A
S&P Long Term**	S&P Short Term**	Portfolio Limit	Counterparty Limit	Max Tenor
AAA	A-1+	100%	100%	N/A
AA+ to AA-	A-1+	100%	100%	5 years
A+ to A	A-1	100%	30%	3 years
A-	A-2	40%	20%	3 years
BBB+	A-2	30%*	10%	3 years
BBB	A-3		5%	12 months
BBB- & below - local ADIs	A-3 & below - local ADIs	5%	5%	12 months
BBB- & below - other	A-3 & below - other		\$250k	12 months

Council’s investment framework is detailed in CS40 Investments Policy and is based on Treasury Corporations balanced investments framework. Furthermore, compliance within this framework is reported monthly to Council in the investment report.

Portfolio Credit Limits			
Long Term Credit Ratings	Short Term Credit Ratings	Direct Investments Maximum	TCorp Managed Funds Maximum
AAA	A-1+	100%	100%
AA	A-1	100%	100%
A	A-2*	30%	60%
BBB*	A-2*	30%	
Unrated*	Unrated*	0%	20%**

**Commercial Banks**

Loan funding provided by commercial banks do not require Council to meet the investment portfolio guidelines, fit for the future benchmarks and there is no set minimum funding amount. The ability for Council to meet financial benchmarks and obligations would be still be reviewed. There are no application, establishment, or ongoing fees for the providers, except for Bendigo Bank who charge a \$750 application fee and \$100 loan service fee. Loan types and terms available will vary from bank to bank and are outlined in the attachment. Loan facilities will fall under the Local Government Act 1993 No 30 Section 623 and Local Government (General) Regulation 2005 – Reg. 229 and will be entitled to the security of a charge over the income of the borrowing council.

After quotation was received, an analysis was performed on the total cost of the loan over the term as well as the quarterly payment amount required to ensure financial obligations can be met, these are outlined in the attached table.

It is recommended that Council externally loan fund \$550,000 for the Lake Talbot Pool from the Commonwealth Bank of Australia (December 2020) and call for quotes in May 2021 for the Barellan Sewer Project (\$1,370,000) when it is anticipated that the funds will be required. The recommendation is based on competitive rates being received from the Commonwealth Bank and Treasury Corporations \$1,000,000 minimum loan amount which would require Council to obtain loan funds that are not yet required for the Barellan Sewer Project, longer loan term and additional interest expenses. It is also recommended that Council continue with the use of an internal loan for the Lake Talbot Pool \$1,450,000 and internal restrictions (sale of Southern Phone) for the Airport Works project \$376,888 as funding these through an external loan would increase interest expenses, reduce profit and impact Council’s budgetary requirements for the next 10-15 years.

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

Our Civic Leadership

**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

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

CS230 Borrowing/Loans

**Financial**

Minimise the cost of borrowing whilst ensuring the total amount of the loan borrowing is sustainable in terms of ability to meet future repayments, budgetary obligations, and industry financial benchmarks.

**Legal / Statutory**

Compliance with the Local Government Act 1993 and Local Government Regulation 2005

**Community Engagement / Communication**

N/A

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

N/A

**RISKS**

N/A

**OPTIONS**

1. Approve \$550,000 for the Lake Talbot pool to be funded by the Commonwealth Bank on a 10-year term, with a call for quotes in May 2021 for the Barellan Sewer project of \$1,370,000
2. Request staff to re-review and return to Council.

**CONCLUSION**

Loan borrowings provide an important source of funding for council works as an alternative to accumulated reserves where external grants or contributions are not available. The review of loan funding options in this report provides a recommendation for the Airport project and Lake Talbot Pool (internal component) to remain funded from

internal funds with \$550,000 being funded from the Commonwealth Bank for the Lake Talbot Pool on a 10-year term and a call for quotes next year when funds are required for the Barellan Sewer project \$1,370,000.

**RECOMMENDATION**

That Council:

1. Receives and notes the loan funding options available to Council along with the associated costs.
2. Under Section 621 LG Act 1993 borrows \$550,000 for the Lake Talbot Pool refurbishment to be funded by the Commonwealth Bank on a 10-year term at 1.43% interest p.a. with quarterly payments of (\$14,782).
3. Calls for quotes in May 2021 for the Barellan Sewer project of \$1,370,000.
4. Acknowledges that the proposed loans are included in Council's Long-Term Financial Plan with provision to meet repayments.
5. Acknowledges that the proposed loans are within the 2020-21 loan borrowing request submitted to the Office of Local Government
6. Notifies the Director General (OLG) of the borrowings within seven days of Council borrowing money under the loan contract.
7. Notes under Local Government (General) Regulations 2005 Sec 229 – The repayment of money borrowed by Council and the payment of any interest on that money, is a charge on the income of Council.
8. Acknowledges that the proposed borrowing complies with the Ministerial Borrowing Order issued under Section 624 LG Act 1993.

**20.5 NOVEMBER STATEMENT OF BANK BALANCES**

**Document ID:** 532967  
**Author:** Costing Officer  
**Authoriser:** Deputy General Manager Corporate and Community  
**Theme:** Statutory and Compulsory Reporting – Financial / Audit  
**Attachments:** Nil

**RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the Statement of Bank Balances report as of 30 November 2020.

**PURPOSE**

The purpose of this report is to make Council aware of the amount of funds held in its operating account.

**BACKGROUND**

Opening Cashbook Balance	408,891.38
Plus Receipt	4,611,116.41
Less Payments	3,185,483.07
Current Cashbook Balance	<u>1,834,524.72</u>
Statement Summary	
Opening Statement Balance	357,880.05
Plus Receipts	4,166,668.91
Less Payments	3,186,105.01
Current Statement Balance	<u>1,338,443.95</u>
Plus Unpresented Receipts	496,605.19
Less Unpresented Payments	524.42
Reconciliation Balance	<u>1,834,524.72</u>
GL BALANCE	<u>1,834,524.72</u>
Unpaid Creditors	503,764.63
Overdraft Limit arranged with Bank 01/01/1989	350,000.00

**RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the Statement of Bank Balances report as of 30 November 2020.

**20.6 NOVEMBER STATEMENT OF RATES AND RECEIPTS**

**Document ID:** 532969  
**Author:** Costing Officer  
**Authoriser:** Deputy General Manager Corporate and Community  
**Theme:** Statutory and Compulsory Reporting – Financial / Audit  
**Attachments:** Nil

**RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the Statement of Rates and Receipts report as at 30 November 2020.

**RATES & CHARGES**

Arrears as at 01.07.2020	746,364.96
20/21 Rate levies & supplementary levies (excl. postponed amounts)	<u>8,256,607.70</u>
	9,002,972.66
Less Pensioner rebates	<u>208,322.69</u>
<b>NET BALANCE</b>	<b>8,794,649.97</b>
Less receipts to 30.11.2020	<u>4,463,061.91</u>
	<u><u>4,331,588.06</u></u>

**Actual % Rate Collection to Net Balance as at 30.11.2020** = **50.75%**

**Comparative % Collection to Net Balance as at 30.11.2019** = **50.77%**

**Anticipated % Collection Rate as at 30.06.2021** = **94.00%**

**WATER CONSUMPTION / SEWER USAGE CHARGES**

Arrears as at 01.07.2020	223,515.59
20/21 Water / Sewer usage charges, supplementary levies & interest	<u>439,104.22</u>
<b>NET BALANCE</b>	<b>662,619.81</b>
Less receipts to 30.11.20	<u>389,112.75</u>
	<u><u>273,507.06</u></u>

**PURPOSE**

The purpose of this report is to present the Statement of Rates and Receipts as at 30 November 2020.

**SUMMARY**

The Statement of Rates and Receipts are required to be submitted for Council's information each month under Statutory and Compulsory Reporting.

**RISKS**

The Local Government Act 1993 section 747B was amended in April 2020 changing the first quarterly instalment payment date from 31 August 2020 to 30 September 2020 to assist rate payers who may be facing financial difficulties during the COVID19 pandemic. This amendment, along with 0% interest to 31 December 2020, has the potential to impact the collection rate and cash flow of Council.

**RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the Statement of Rates and Receipts report as at 30 November 2020.

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

Nil



**PUBLIC MEETING CLOSES**

*At this point, members of the Gallery and Press are advised that Council will now move into Closed Session of Council for the consideration of the Confidential Items. They are asked to leave the Chambers and advised that they may return to the Chambers if they wish, upon resumption of Open Council.*

**22 CONFIDENTIAL BUSINESS PAPER REPORTS****RECOMMENDATION**

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

**22.1 Minutes - Australia Day Planning Committee - 23 November 2020**

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

**22.2 T-20-21-5 Pine Hill Reservoir Construction**

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

**RETURN TO PUBLIC MEETING**

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