



# **BUSINESS PAPER**

**Ordinary Council Meeting**

**15 June 2021**

## 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

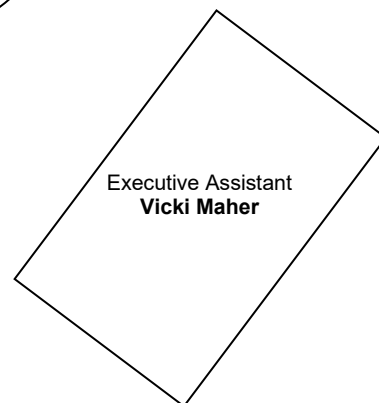
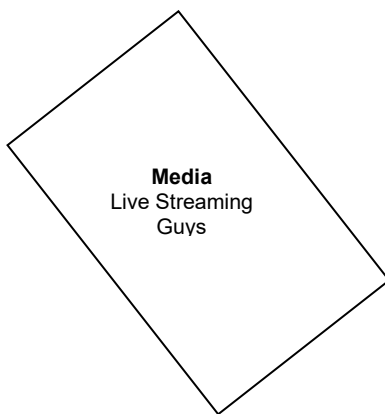
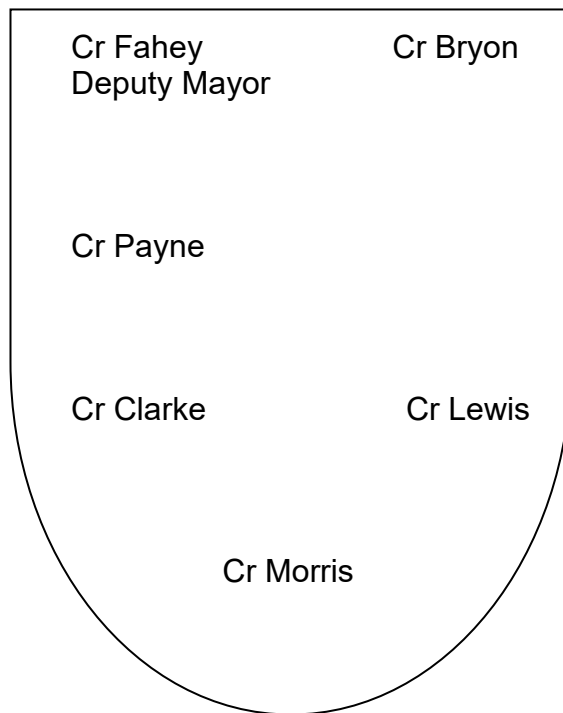
#### Agenda Section 20 ~ **Our Civic Leadership**

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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:  
Tuesday 15 June 2021 at 2pm**

**Order Of Business**

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	Nil	

- 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 - 18 May 2021

Extraordinary Council Meeting - 27 May 2021



# **MINUTES**

**Ordinary Council Meeting**

**18 May 2021**

Unconfirmed

**MINUTES OF NARRANDERA SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS  
ON TUESDAY, 18 MAY 2021 AT 2PM**

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

**1 ACKNOWLEDGEMENT OF COUNTRY**

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

**2 HOUSE KEEPING**

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

**3 DISCLOSURE OF POLITICAL DONATIONS**

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

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

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

**4 PRESENT**

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

**In Attendance**

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

**5 APOLOGIES**

Nil

**6 DECLARATIONS OF INTEREST**

Nil

**7 CONFIRMATION OF MINUTES**

**RESOLUTION 21/098**

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

That the minutes of the Ordinary Council Meeting held on 20 April 2021 be confirmed.

**CARRIED**

**8 MAYORAL REPORT**

**8.1 MAYORAL REPORT APRIL / MAY 2021**

**RESOLUTION 21/099**

Moved: Cr Neville Kschenka

Seconded: Cr Tracey Lewis

That Council

1. Receives and notes the Mayoral Report for April / May 2021.

**CARRIED**

**9 QUESTION WITH NOTICE**

Nil

**10 NOTICES OF RESCISSION**

Nil

**11 NOTICES OF MOTION**

Nil

**12 COUNCILLOR REPORTS**

Nil

**13 COMMITTEE REPORTS****13.1 MINUTES - ECONOMIC TASKFORCE COMMITTEE (OPEN) MAY 2021****RESOLUTION 21/100**

Moved: Cr David Fahey OAM

Seconded: Cr Jenny Clarke OAM

That Council receives and notes the:

1. Minutes of the Economic Taskforce Committee meeting held 4 May 2021
2. Economic Stimulus Projects - May 2021
3. Tourism Stimulus Project - May 2021
4. Economic Development Strategy (non-confidential) - May 2021.

**CARRIED**

**13.2 MINUTES - ABORIGINAL ELDERS LIAISON - 10 MAY 2021****RESOLUTION 21/101**

Moved: Cr Narelle Payne

Seconded: Cr Tracey Lewis

That Council:

1. Receives and notes the Minutes of the Aboriginal Elders Liaison held on Monday 10 May 2021.

**CARRIED**

**14 OUR COMMUNITY****14.1 DRAFT NARRANDERA SHIRE CULTURAL PLAN 2021-2031****RESOLUTION 21/102**

Moved: Cr Barbara Bryon

Seconded: Cr Narelle Payne

That Council:

1. Considers the submissions received for the draft Narrandera Shire Council Cultural Plan 2021-2031 and endorses the proposed amendments.
2. Adopts the Narrandera Shire Council Cultural Plan 2021-2031 with the inclusion of the amendment.

**CARRIED**

**15 OUR ENVIRONMENT****15.1 EPLANNING - NSW PLANNING PORTAL****RESOLUTION 21/103**

Moved: Cr Barbara Bryon

Seconded: Cr Narelle Payne

That Council:

1. Notes the report and changes to the lodgement method for all Development Applications (DAs), Construction Certificates (CCs) and Complying Development Applications (CDCs) as of 1 July 2021.

**CARRIED**

**16 OUR ECONOMY****16.1 MOUNTAIN BIKE PARK AT ROCKY WATERHOLES****RESOLUTION 21/104**

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

That Council:

1. Supports the reallocation of \$5,000 from savings in the Economic Development Wages budget and applies this amount to seed-funding the Narrandera Mountain Bike Trail project as outlined in this report.

**CARRIED**

**16.2 SALE OF LAND - RED HILL INDUSTRIAL ESTATE****RESOLUTION 21/105**

Moved: Cr Tracey Lewis

Seconded: Cr Barbara Bryon

That Council:

1. Accepts the offer to purchase 6,000 square metres of land at part Lot 7 DP 1208980 on corner of Driscoll Road and Paterson Place for \$10 per square metre plus GST;
2. Endorses the following conditions of sale for the purchase of the new allotment to be created:
  - a. Vendor at its own expense will subdivide the subject lot to provide a parcel of land as described being 6,000 sq metres on Corner Driscoll Road and Paterson Place (see sketch attached)



- b. Vendor at its own expense will engage a surveyor to survey the land and prepare a plan of subdivision and lodge such subdivision with NSW Land Registry Services
  - c. Vendor at its own expense will extend and seal Driscoll Road across the frontage of such subdivided land and complete with concrete kerb and gutter.
  - d. Purchaser to lodge development application with Council
  - e. Purchase is subject to purchaser obtaining development consent from Council for the construction of large vehicle storage facility on the site.
3. Authorise the Mayor and the General Manager to sign any documents on behalf of Council in relation to this matter;
  4. Authorise the placement of the Seal of Council on any documents relating to this matter.

**CARRIED**

## 17 OUR INFRASTRUCTURE

### 17.1 STRONGER COUNTRY COMMUNITIES FUND – ROUND FOUR

#### RESOLUTION 21/106

Moved: Cr Tracey Lewis

Seconded: Cr Narelle Payne

That Council:

1. Approves the projects listed in Table 1 of the report, to form the basis of the application to be submitted under Round Four of the Stronger Country Communities Fund.

**CARRIED**

Table 1

Project title	Description	Estimated Cost	Funding Stream
Narrandera Sportsground - Changeroom Facilities	Upgrade the existing changeroom amenities to meet women in sport requirements, including separate cubicles and clean modern amenities.	\$ 160,000	Female participation in sport
Barellan Netball Courts	Additional funding required for the Barellan netball courts project for replacement of the existing courts and improved drainage.	\$ 170,000	Female participation in sport
Narrandera Sports Stadium	Line the internal walls of the stadium with insulated lining panels for improved acoustics and thermal comfort.	\$ 65,000	Female participation in sport
Narrandera North - Footpaths	Construct footpath network north of the railway, 1930m to create a loop Racecourse Rd, Watermain St and Adams St.	\$ 290,000	Community amenity
Lake Talbot Water Park	Entrance upgrade (remove turnstile).	\$ 60,000	Community amenity

Water refill stations	Installation of water refill stations along walk/cycle paths (5 locations).	\$ 42,000	Community amenity
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**18 OUR CIVIC LEADERSHIP**

**18.1 AMENDMENT TO MAYOR DELEGATION**

**RESOLUTION 21/107**

Moved: Cr David Fahey OAM

Seconded: Cr Jenny Clarke OAM

That Council:

1. Adopts the amended Mayoral Delegation.

**CARRIED**

**18.2 POLICY REVIEW - POL018 WEBSITES POLICY**

**RESOLUTION 21/108**

Moved: Cr Narelle Payne

Seconded: Cr Barbara Bryon

That ELT:

1. Receive and note amendments to Policy POL018 (previously CS30) Websites Policy.

**CARRIED**

**18.3 POLICY REVIEW - POL147 COUNCILLOR RECORDS MANAGEMENT**

**RESOLUTION 21/109**

Moved: Cr Tracey Lewis

Seconded: Cr Barbara Bryon

That Council:

1. Reviews and endorses policy POL147 Councillor Records Management Policy as presented for the purpose of public exhibition seeking community comment for a period of 28 days.
2. Deems this policy as adopted should no submissions be received from the community at the conclusion of the exhibition period.

**CARRIED**

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

**19.1 APRIL 2021 DEVELOPMENT SERVICES ACTIVITIES**

**RESOLUTION 21/110**

Moved: Cr Barbara Bryon  
 Seconded: Cr Narelle Payne

That Council:

1. Receives and notes the Development Services Activities Report for April 2021.

**CARRIED**

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

**20.1 MARCH 2021 QUARTERLY BUDGET REVIEW**

**RESOLUTION 21/111**

Moved: Cr Narelle Payne  
 Seconded: Cr Barbara Bryon

That Council:

1. Receives, notes and adopts the information and variations contained in the March Quarterly Review.

**CARRIED**

**20.2 APRIL INCOME STATEMENT**

**RESOLUTION 21/112**

Moved: Cr Tracey Lewis  
 Seconded: Cr Barbara Bryon

That Council:

1. Receives and notes the information contained in the Income Statement report for the period ending 30 April 2021.

**CARRIED**

**20.3 APRIL STATEMENT OF INVESTMENTS****RESOLUTION 21/113**

Moved: Cr Narelle Payne

Seconded: Cr David Fahey OAM

That Council:

1. Receives and notes the information contained in the Statement of Investments report as at 30 April 2021.

**CARRIED**

**20.4 APRIL STATEMENT OF BANK BALANCES****RESOLUTION 21/114**

Moved: Cr Barbara Bryon

Seconded: Cr Narelle Payne

That Council:

1. Receives and notes the information contained in the Statement of Bank Balances report as of 30 April 2021.

**CARRIED**

**20.5 APRIL STATEMENT OF RATES AND RECEIPTS****RESOLUTION 21/115**

Moved: Cr Jenny Clarke OAM

Seconded: Cr Narelle Payne

That Council:

1. Receives and notes the information contained in the Statement of Rates and Receipts report as at 03 May 2021.

**CARRIED**

**20.6 APRIL CAPITAL WORKS PROGRAM****RESOLUTION 21/116**

Moved: Cr Tracey Lewis

Seconded: Cr David Fahey OAM

That Council:

1. Receives and notes the information contained in the Capital Works report as of 30 April 2021.

**CARRIED**

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

Nil

**22 CONFIDENTIAL BUSINESS PAPER REPORTS****RESOLUTION 21/117**

Moved: Cr David Fahey OAM

Seconded: Cr Narelle Payne

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

**22.1 Economic Development Strategy - May 2021**

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.

**CARRIED**

**22.1 ECONOMIC DEVELOPMENT STRATEGY - MAY 2021****RESOLUTION 21/118**

Moved: Cr David Fahey OAM

Seconded: Cr Tracey Lewis

That Council:

1. Receives and notes the Economic Development Strategy (confidential version) containing updates following the Economic Taskforce Committee meeting held 4 May 2021.

**CARRIED**

**23 OPEN COUNCIL**

**RESOLUTION 21/119**

Moved: Cr Tracey Lewis

Seconded: Cr Barbara Bryon

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

**CARRIED**

**The Meeting closed at 2.47pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 15 June 2021.**

.....  
**GENERAL MANAGER**

.....  
**CHAIRPERSON**

Unconfirmed



# **MINUTES**

**Extraordinary Council Meeting**

**27 May 2021**

Unconfirmed

**MINUTES OF NARRANDERA SHIRE COUNCIL  
EXTRAORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS  
ON THURSDAY, 27 MAY 2021 AT 10AM**

Meeting commenced at 10.15am

**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.*

The Mayor declared the meeting opened at **10am** and welcomed the Councillors, Staff, Media and Members of the Gallery.

**4 PRESENT**

Cr Neville Kschenka, Cr David Fahey OAM, Cr Narelle Payne, Cr Jenny Clarke OAM, Cr Kevin Morris, Cr Tracey Lewis

**In Attendance**

George Cowan (General Manager), Shane Wilson (Deputy General Manager Infrastructure), Martin Hiscox (Deputy General Manager Corporate & Community), Rebecca Best (Finance Manager), Karen Iannelli (Finance Officer) and Vicki Maher (Minute Taker)



**5 APOLOGIES**

**RESOLUTION 21/120**

Moved: Cr Jenny Clarke OAM

Seconded: Cr Narelle Payne

That apologies from Cr Barbara Bryon be received and accepted.

**CARRIED**

**6 DECLARATIONS OF INTEREST**

Nil

**7 PUBLIC FORUM**

Nil

**8 OUR CIVIC LEADERSHIP**

**SUSPENSION OF STANDING ORDERS**

**RESOLUTION 21/121**

Moved: Cr Jenny Clarke OAM

Seconded: Cr Narelle Payne

A motion was moved that Council suspend standing orders to discuss recommendations A to N in Committee of the Whole.

**CARRIED**

Discussion held on recommendations A to N.

**RESUMPTION OF STANDING ORDERS**

**RESOLUTION 21/122**

Moved: Cr Narelle Payne

Seconded: Cr David Fahey OAM

A motion was moved that Council resume standing orders.

**CARRIED**

## 8.1 ADOPTION OF 2021-2022 FINANCIAL YEAR STRATEGIC DOCUMENTS

### RESOLUTION 21/123

Moved: Cr David Fahey OAM

Seconded: Cr Narelle Payne

That Council:

1. Adopt the following recommendations:

- A. Receive and consider submissions received during the exhibition period noting that any amendments will be reflected in the Long-Term Financial Plan and Capital Works Program.
- B. Adopt the Delivery Program 2018-2022 as presented.
- C. Adopt the Operational Plan 2021-2022 as presented.
- D. Make the Ordinary Rates for the 2021-2022 financial year as presented.
- E. Adopt the maximum interest penalty rate on overdue rates and charges in accordance with Section 566 (3) of the Local Government Act, 1993 for the 2021-2022 financial year.
- F. Adopt the Waste Management Charges for Narrandera, Barellan and Grong Grong for the 2021-2022 financial year as presented.
- G. Adopt the Water Charges for the 2021-2022 financial year as presented.
- H. Adopt the Sewer Charges for the 2021-2022 financial year as presented.
- I. Adopt the Stormwater Management Charges for the 2021-2022 financial year as presented.
- J. Adopt the Fees and Charges for the 2021-2022 financial year as presented.
- K. Note that there is a proposed external borrowing of \$1,620,000 for the 2021-2022 financial year.
- L. Adopt the Long-Term Financial Plan 2021-2031 with the inclusion of an additional \$5,000 for the implementation of the Cultural Strategy.
- M. Adopt the Capital Works Program 2021-2025 as presented.
- N. Note the Anticipated Fit for the Future benchmarks for the 2021-2022 financial year as presented.

**CARRIED**

**The Meeting closed at 10.42am.**

**The minutes of this meeting were confirmed at the Ordinary Meeting of the Narrandera Shire Council held on 15 June 2021.**

.....  
**GENERAL MANAGER**

.....  
**CHAIRPERSON**

Unconfirmed

## 8 MAYORAL REPORT

### 8.1 MAYORAL REPORT MAY / JUNE 2021

**Document ID:** 558152  
**Author:** Mayor  
**Theme:** Our Civic Leadership  
**Attachments:** Nil

#### RECOMMENDATION

That Council:

1. Receives and notes the Mayoral Report for May / June 2021.

#### BACKGROUND

Since submitting my last Mayor's Report that was presented to the Ordinary Council meeting of 18 May 2021, 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 and Acting General Manager Martin Hiscox to discuss various matters. Deputy Mayor also attends these meetings.

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

##### Media Interviews

I had one media interview with Triple M, as well as our local Community Radio monthly segment, over the past month covering recent topics of interest and/or concern.

#### MAY 2021

##### Wednesday 12

Together with Councillors I attended the annual Staff Breakfast held at the Narrandera Ex-Servicemen's Club where I had the privilege of presenting some of the long service awards and my congratulations go to all the recipients. The guest speaker was Chelsea Pottenger who gave a great presentation about mental health matters.

With staff and Councillors I attended the Barellan public meeting to discuss the upcoming budget and hear any submissions.

##### Thursday 13

Attended the Narrandera Budget meeting held at the Emergency Services building accompanied by Councillors and staff.

**Monday 17**

Took part in an online discussion with Member for Cootamundra Steph Cooke MP and other mayors in her electorate to talk about concerns relating to youth suicide.

**Tuesday 18**

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

**Wednesday 19**

Together with fellow Councillors, General Manager George Cowan, and Council's Economic Development Manager Peter Dale, I met with the CEO of Argyle Housing, an organisation involved in providing/managing affordable and social housing, for preliminary discussions about potential development in the future.

Phone discussion with the Editor of the Narrandera Argus, our local newspaper concerning future operations.

**Thursday 20**

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

Together with fellow Councillors and the General Manager George Cowan, I attended the presentation of the new Rescue Squad truck at the Narrandera Rescue Squad shed on Irrigation Way. The afternoon involved the handing over of keys to the new truck worth \$380,000 by NSW Minister for Police and Emergency Services, the Hon. David Elliott MP, and joined by Local Member Steph Cooke MP. Volunteer Rescue Association representatives from Leeton, Coleambally, Corowa, Taree and Albury also joined our local Rescue Squad for the presentation. A very special certificate to honour 50 Years of Service was presented to Bryan (Wal) Lyngen. After joining the squad in 1970, Wal has devoted over 50 years to the VRA and played a big part in forming the Leeton, Binalong, Corowa, Coleambally and Balranald squads. Congratulations Wal on your achievements and, on behalf of our community, thank you.

**Friday 21**

Met with the Principal of Narrandera High School to discuss youth suicide awareness and prevention.

**Saturday 22**

Attended the Coffee with a Cop morning at the Emergency Operations Centre (EOC).

**Tuesday 25**

Together with the General Manager George Cowan, I met with a representative for Southern Highlands Rail for discussion on the rail link to Eden.

**Thursday 27**

I chaired the Extraordinary Council Meeting for adoption of the 2021-2022 Budget. Unconfirmed Minutes of the Council Meeting are submitted for Council's endorsement.

**Saturday 29**

I accepted an invitation from the Narrandera Lions Club for my wife Carmel and I to attend the Lions Changeover dinner for 2021 held at the Lazy Lizard Restaurant Narrandera.

I had the privilege of addressing the gathering of Lions Club members, visitors and senior Lions officials, including District Governor Gavin Ellis. I expressed our gratitude for the important volunteer work the members do over the year including the Christmas Lights tours, the Lions Train tours throughout the year for various parties, supporting the Show 'n' Shine event at Easter, Veterans Week and Australia Day festivities at the Golf Club including yabby races and fundraisers.

Congratulations to Lion Ros Davison as returning President and to members who received awards, including the converted Melvin Jones Fellowship award presented to Lion Glen Bartley. MC for the evening was Lion Graham Eipper.

**JUNE 2021****Wednesday 2**

Together with Council's Economic Development Manager Peter Dale and Deputy General Manager Martin Hiscox, I met with the CEO of Argyle Housing for further discussion on potential development in the future.

**Thursday 3**

I welcomed the Regional Development Australia-Riverina Committee to the regional outreach meeting held at the Community Arts Centre. During my welcome I outlined several of the key projects undertaken in Narrandera and expanded upon later in the meeting by Peter Dale Economic Development Manager in a power point presentation.

The meeting was one of the final meetings of the current committee which will soon end its term and be replaced by new members, although current Chairperson of the Committee Dianna Sommerville will have a continuing tenure.

**Thursday and Friday 3-4**

Travelled to Sydney to attend the LG Professionals Awards. It gives me great pleasure to say that Narrandera Shire Council was announced the winner of the 2021 NSW Local Government Professionals Award for 'Asset and Project' budget over \$1.5 million and population under 100,000 for the Lake Talbot Water Park redevelopment. This prestigious award acknowledges the significant works carried out at the facility. Congratulations to the many staff and contractors who worked on this fantastic project.

The General Manager George Cowan, DGMI Shane Wilson, Projects Engineer Mr Fred Hammer and Mark, Ray and Simon McLean of Total Creations also attended.

The Murrumbidgee Trails Tourist brochure was also recognised as a finalist in its category.



*Image – Mayor Neville Kschenka with Keith Rodwell, CEO of MAIA Financial (sponsors of the award)*

**Tuesday 8**

I attended the Local Emergency Management meeting at the EOC along with Cr Tracey Lewis.

\*\*\*\*\*

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

\*\*\*\*\*

*Until next time, Mayor Kschenk*

**RECOMMENDATION**

That Council:

1. Receives and notes the Mayoral Report for May / June 2021.

**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 - YOUTH ADVISORY COUNCIL - 24 MAY 2021**

**Document ID: 560605**

**Author: Community Support Manager**

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

**Attachments: 1. Youth Advisory Council Minutes - 24 May 2021**

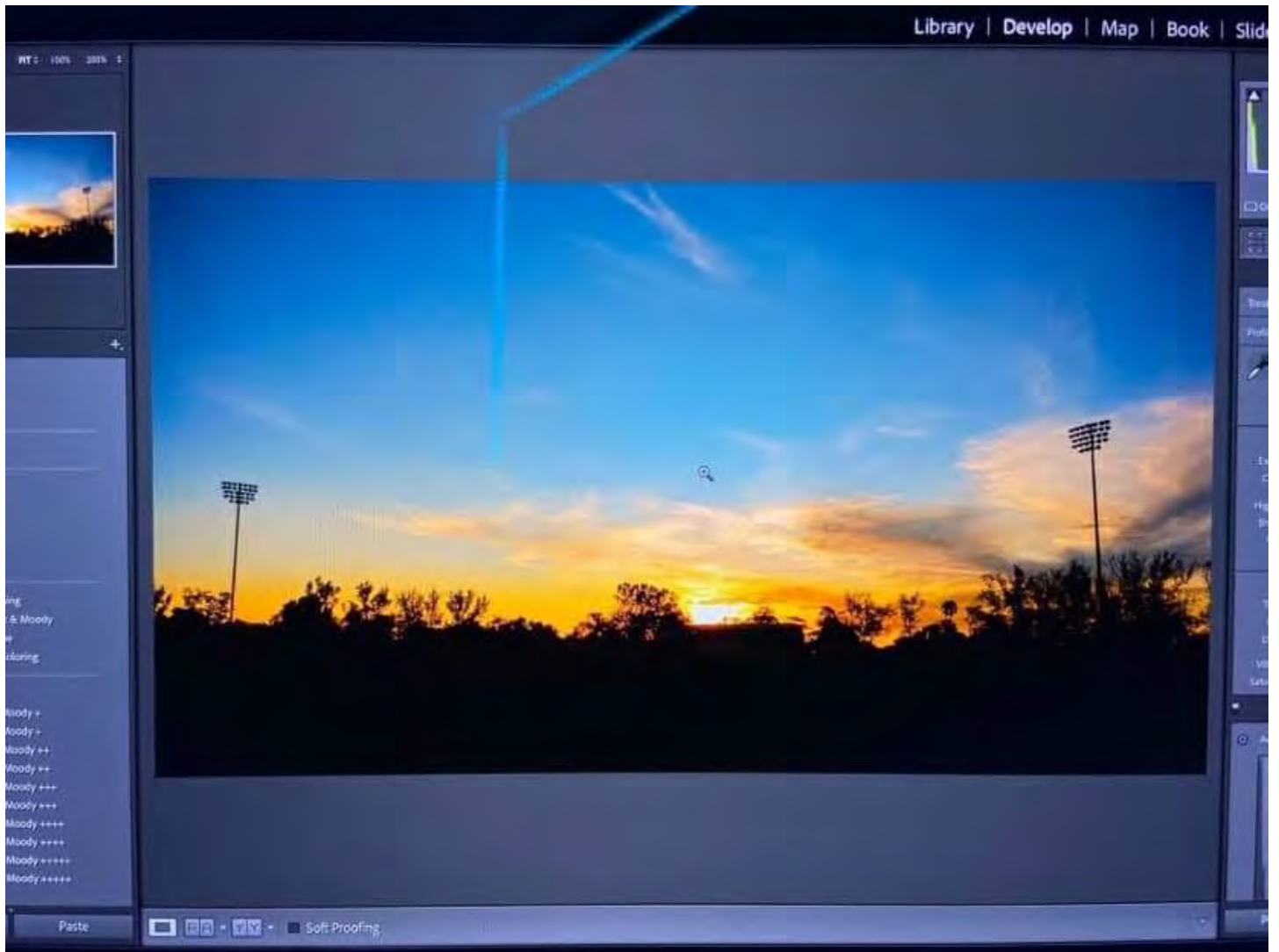
**RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Youth Advisory Council held on Monday 24 May 2021.



5.4 FOOD TRAILER PROJECT UPDATE



5.4 FOOD TRAILER PROJECT UPDATE



5.4 FOOD TRAILER PROJECT UPDATE



# **MINUTES**

## **Youth Advisory Council Meeting**

**24 May 2021**

**MINUTES OF NARRANDERA SHIRE COUNCIL  
YOUTH ADVISORY COUNCIL MEETING  
HELD AT THE NARRANDERA LIBRARY YOUTH SPACE  
ON MONDAY, 24 MAY 2021 AT 3.45PM**

**1 PRESENT**

Mayor Braden Lyons, Deputy Mayor Wesley Bamblett, Cr Madeline Fraser, Cr Memphis Singh, Observers CLO Suzanne Litchfield, CSM Stacie Mohr

**2 APOLOGIES**

**COMMITTEE RESOLUTION**

Moved: Cr Madeline Fraser

Seconded: Deputy Mayor Wesley Bamblett

That apologies from Cr Alyssa Sanders be received and accepted.

**CARRIED**

**3 BUSINESS ARISING FROM PREVIOUS MINUTES**

- Invitation to Rachael James to be resent
- Letter to Headspace and the Narrandera High school to be drafted and to include an invitation to the next meeting

**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 8 March 2021 be confirmed.

**CARRIED**

## **5 REPORTS**

### **5.1 UPDATES FROM PREVIOUS MEETINGS**

#### **COMMITTEE RESOLUTION**

Moved: Cr Memphis Singh

Seconded: Cr Madeline Fraser

The Youth Council

1. Receive and note the updated Actions from the previous meeting, held 8 March 2021.

**CARRIED**

### **5.2 LEADERS FROM THE PUBLIC SCHOOL**

#### **COMMITTEE RESOLUTION**

Moved: Deputy Mayor Wesley Bamblett

Seconded: Cr Madeline Fraser

The Youth Council

1. Welcome the visiting students from the Narrandera Public School leadership group.
2. Recommends the Narrandera Public School Parliament request to hold a meeting in the Council Chambers during Local Government Week.

**CARRIED**

### **5.3 YOUTH WEEK ACTIVITIES**

#### **COMMITTEE RESOLUTION**

Moved: Cr Madeline Fraser

Seconded: Cr Memphis Singh

The Youth Council

1. Receive and note the report from Youth Week 2021
2. Endorse the use of remaining funding to be used to facilitate four Work Ready Workshops aimed at high school students.

**CARRIED**

## **5.4 FOOD TRAILER PROJECT UPDATE**

### **COMMITTEE RESOLUTION**

Moved: Cr Memphis Singh

Seconded: Deputy Mayor Wesley Bamblett

The Youth Council

1. Receive and note the update from Fran McDonald on the graphic design to be used on the exterior of the Food Trailer Project
2. Recommend the images of the sportsground to be used on the front of the food trailer and images of the Cad Factory performance and the East Street festoon lights replace two pool pictures located at the bottom of the trailer

**CARRIED**

## **6 NEXT MEETING**

To be held on Tuesday 15 June 2021 (due to public holiday) at 3.30 at the Library Youth Space

## **7 MEETING CLOSE**

**Meeting Closed at 16.18pm**



**13.2 MINUTES - PARKS AND GARDENS ADVISORY COMMITTEE - 3 JUNE 2021****Document ID: 561863****Author: Open Space and Recreation Manager****Authoriser: Deputy General Manager Infrastructure****Attachments: 1. Parks and Gardens Advisory Committee Minutes - 3 June 2021****RECOMMENDATION**

That Council:

1. Receive and note the Minutes of the Parks and Gardens Advisory Committee held on Thursday 3 June 2021.



# **MINUTES**

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

**3 June 2021**

**MINUTES OF NARRANDERA SHIRE COUNCIL  
PARKS AND GARDENS ADVISORY COMMITTEE MEETING  
HELD AT THE EOC  
ON THURSDAY, 3 JUNE 2021 AT 10AM**

**1 PRESENT**

Chairperson John Sullivan, Cr Jenny Clarke, Cr Narelle Payne, Ms Annette Crowe, Mrs Betty Bradney, Mr David Farley, Mr Peter Connell, Observers Roger Evans, Cr Barbara Bryon

**2 APOLOGIES**

**COMMITTEE RECOMMENDATION**

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

That apologies from Cr Neville Kschenka, Cr Tracey Lewis and DGMI Shane Wilson be received and accepted.

**3 BUSINESS ARISING FROM PREVIOUS MINUTES**

- The Committee discussed the current health of the Camellias at Hankinson Park. The Open Space and Recreation Manager informed the Committee that a PH Test had been conducted on the site along with a control test conducted on the adjacent soil in the park. The PH was results were recorded at 6.5 which is common for the region. The preferred PH range for camellias is between 6 to 6.5.
- The Open Space and Recreation Manager informed the Committee that the irrigation system to the camellias had been modified and the camellias had been fertilised also explaining that care should be taken not to over fertilise them.
- The camellias will be reassessed late in August 2021 to determine if they will be replaced with a more appropriate species.
- The Chairperson expressed that he would like more detail to be recorded in the Minutes as some of the items raised by the members were recorded as no action recommended without an explanation of what the item was.
- Hankinson Park rock and signage - The Committee discussed the rock sign for Hankinson Park. The OSRM will discuss the selection and the placement of the rock and the wording for the plaque with the DGMI.

## **4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

### **COMMITTEE RECOMMENDATION**

Moved: Cr Jenny Clarke OAM

Seconded: Cr Narelle Payne

That the minutes of the Parks and Gardens Advisory Committee Meeting held on 1 March 2021 be confirmed.

## **5 REPORTS**

### **5.1 GARDEN COMPETITION**

#### **COMMITTEE RECOMMENDATION**

Moved: Cr Narelle Payne

Seconded: Mr David Farley

The Committee:

1. To discuss the terms of reference of the upcoming event and form a Recommendation for the upcoming Council meeting.

The Committee recommend that the Garden awards will consist of:

- Narrandera best street, best side by side gardens, champion garden (large and small), highly commended
- Barellan best garden and highly commended
- Binya best garden
- Grong Grong best garden.
- The prizes will consist of a certificate and a voucher from local businesses which is to be for gardening.

### **5.2 UPDATE OF NARRANDERA DESTINATION AND DISCOVERY HUB**

#### **COMMITTEE RECOMMENDATION**

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

That the Committee:

1. Endorse the update of the project, provided by Senior Project & Asset Engineer, Emily Currie.

### **5.3 WIRADJURI WALL**

#### **RECOMMENDATION**

That the Committee

1. Note the update below provided by the DGMI.

The Committee discussed the full support of the project and with the absence of the DGMI an update will be provided at the next meeting.

### **5.4 SPONSORSHIP OF NARRANDERA SHIRE GARDENS AND PARKS**

#### **RECOMMENDATION**

That the Committee consider the proposal prepared by Mr David Farley.

The Committee discussed potential community groups assisting with parks maintenance of some areas along with organisations sponsoring materials for parks attendance. Sponsorship of structure like seating was also discussed. The Committee discussed the benefits and possible future implications with increased areas of management and potential impacts on future operational budgets. The Committee agreed that the proposal should be discussed at the next meeting.

## **6 GENERAL BUSINESS**

1. Mr Peter Connell expressed his concern with some trees adjacent to a footpath. The trees are not owned or managed by Council. The OSRM will inspect the trees.
2. Mr Peter Connell informed the Committee that the men's shed may assist with some future projects or services.
3. The Chairpersons suggested that the East Street trees (Claret ash) should be pruned more uniformly.

## **7 NEXT MEETING**

Thursday 5 August 2021, 10.00am

## **8 MEETING CLOSE**

**Meeting Closed at 11:20**

**14 OUR COMMUNITY****14.1 BUILDING BETTER REGIONS FUND 6****Document ID: 560221****Author: General Manager****Authoriser: General Manager****Theme: Our Community****Attachments: Nil****RECOMMENDATION**

That Council:

1. Determines if any projects should be progressed for inclusion in the Building Better Regions Fund Round 6.
2. Supports the preparation and lodgement of applications relating to the AAPA project and the upgrade of the Narrandera Business Centre.
3. Identifies any other projects which should be considered for inclusion in this or future programs.

**PURPOSE**

The purpose of this report is to allow Council to consider appropriate projects for inclusion in submissions for the BBR grant program.

**SUMMARY**

The Federal Government has announced the establishment of a further round of the Building Better Regions Grant program. No details are available at this time in relation to grant guidelines and or timing of applications.

It is prudent to identify suitable projects for possible inclusion in grant applications and put in place action to develop any applications considered appropriate.

**BACKGROUND**

Over recent years Council has lodged a number of applications for funding under the Building Better Regions grant program, with mixed results.

We currently have two applications under consideration in Round 5 of the program:

- An application for further redevelopment of the Lake Talbot Caravan Park, and
- An application to progress the installation of energy cost saving upgrades of Council facilities.

There are a number of projects that could be considered for inclusion in Round 6 applications. At this early stage I believe we should assume that the criteria for the grants will be similar to past programs and include the level of co-funding and job creation. On that basis there are at least three projects that could be considered.

- Council is in mature discussions with AAPA and Rex relating to the establishment of a pilot training academy at Narrandera Airport. Whilst such an academy will be built and owned and operated by AAPA it will require servicing – water, sewerage, power and technology.
- An application for the upgrade of the Narrandera Business Centre was lodged with the NSW Government at the end of 2020 and Council has been advised that the application was unsuccessful. All the preparatory work has been done and an application for this project could be included.
- Council recently called for expressions of interest from suitable applicants for the development of an Independent Living Village on Council-owned land in Elwin Street, Narrandera. No proposals have emerged at this stage however it is assumed that any development on the site will require the construction of associated infrastructure – levelling, water, sewerage, power, technology, roading and establishment of any public areas.
- At the April meeting, Council received a presentation for a group looking to establish a biking facility at Narrandera. A report has been prepared to be considered by Council's next meeting to fund a feasibility study which could provide the information necessary to facilitate a grant application for construction.
- Some time ago Council and staff compiled a list of projects which could be the subject of future grant applications. Whilst most projects were relatively modest and perhaps not of a character to generate economic activity, the list included a number of projects that could be considered – further works at the LTWP, deepening Lake Talbot, lookout viewing area, Narrandera beaches upgrades, Barellan pool works. It is available on the hub as an attachment to the February briefing session.

## **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**

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

## **ISSUES AND IMPLICATIONS**

### **Policy**

- Narrandera Shire Economic Development Strategy
- Narrandera Shire Community Strategic Plan

### **Financial**

- Typically, we can expect any grant submission made to require at least a 50% contribution from Council. With the exception of the Narrandera Business Centre upgrade there are no budget allocations currently identified for these projects.

**Legal / Statutory**

- N/A

**Community Engagement / Communication**

- There has been limited community consultation in relation to the above projects, but all would require more formal consultation.

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

- N/A

**RISKS**

There are numerous risks associated with each of the projects identified above and these should be discussed in any feasibility work commissioned.

**OPTIONS**

Two options are relevant.

- Option 1 is to identify suitable projects and progress them to shovel ready stage or
- Option 2 is to not prepare any applications.

**CONCLUSION**

It is appropriate for the Council to discuss and determine a suitable response to the Building Better Regions Funding opportunity.

**RECOMMENDATION**

That Council:

1. Determines if any projects should be progressed for inclusion in the Building Better Regions Fund Round 6.
2. Supports the preparation and lodgement of applications relating to the AAPA project and the upgrade of the Narrandera Business Centre.
3. Identifies any other projects which should be considered for inclusion in this or future programs.



**15      OUR ENVIRONMENT**

Nil

**16 OUR ECONOMY****16.1 SPECTRUM SPATIAL IMPLEMENTATION****Document ID: 559630****Author: Information Technology Manager****Authoriser: Deputy General Manager Corporate and Community****Theme: Our Infrastructure****Attachments: Nil****RECOMMENDATION**

That Council:

1. Approves the reallocation of \$10,000 from savings in the IT NBN Router budget and \$5000 from savings in the IT Software Licensing budget and applies the combined amount to funding the implementation of MapInfo Spectrum Spatial Analyst map viewer software.

**PURPOSE**

The purpose of this report is to request approval from Council for the reallocation of funds from underspent budget items NBN Router with 4G backup and Software Licensing GL 0214-4200-0000 to fund the implementation of MapInfo Spectrum Spatial Analyst map viewer software.

**SUMMARY**

This report contains information on the necessities to implement the MapInfo Spectrum Spatial Analyst map viewer software for the continued mapping operations of the different sections of Council. To achieve this in a professional and acceptable way, Council requires the use of a specialist consultant firm.

**BACKGROUND**

Council currently operates two map viewing applications: MapInfo Exponare installed in 2010 and MapInfo Spectrum Spatial Analyst installed in 2018.

MapInfo Exponare is the original map viewing software used by Council, but it is no longer actively developed or supported by the supplier. Exponare is installed on a server using a legacy version of Microsoft Windows which requires decommissioning as noted in the current internal audit review.

MapInfo Spectrum Spatial Analyst is the current map viewing software from MapInfo which was installed in 2018 to replace Exponare. Due to difficulties integrating the platform with Council's property system, exacerbated by several internal staff changes and supplier restructures, Spectrum Spatial Analyst was not able to be fully implemented. Council has been maintaining both applications.

The benefits of completing the implementation of MapInfo Spectrum Spatial Analyst are: standardising one application across the organisation, reduced maintenance, improved functionality included in the new application, more options for integration and mobile use in the future, and decommissioning of the old server to complete the internal audit actions. The implementation project will also include an upgrade of Spectrum Spatial Analyst to the

current version and installation on a current version of Windows server with training for the associated staff.

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

### **Theme**

Our Infrastructure

### **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**

5.1.3 - As an organisation the information management capability meets the needs of the users and the community

## **ISSUES AND IMPLICATIONS**

### **Policy**

- N/A

### **Financial**

- The report envisages reallocation of savings from the underspent IT budget items NBN Router with 4G backup and Software Licensing to fund the implementation of Spectrum Spatial Analyst map viewer software.

### **Legal / Statutory**

- N/A

### **Community Engagement / Communication**

- N/A

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

- N/A

## **RISKS**

- MapInfo Exponare failing and staff not being able to access corporate data due a lack of supplier support.
- Cyber security incident from a legacy version of Microsoft Windows Server.
- Mismatched spatial data between the two map viewing software applications.

## **OPTIONS**

1. Council agrees to a reallocation of funds in the sum of \$15,000 to enable a specialist to be engaged to complete an implementation of MapInfo Spectrum Spatial Analyst map viewer software.

2. Council declines a reallocation of funds in the sum of \$15,000 to enable a specialist to be engaged to complete an implementation of MapInfo Spectrum Spatial Analyst map viewer software.

## **CONCLUSION**

The ability to view and process current mapping data is an important function of most sections of Council. The implementation of MapInfo Spectrum Spatial Analyst map viewing software should provide staff with reliable access to important mapping data for the foreseeable future.

## **RECOMMENDATION**

That Council:

1. Approves the reallocation of \$10,000 from savings in the IT NBN Router budget and \$5000 from savings in the IT Software Licensing budget and applies the combined amount to funding the implementation of MapInfo Spectrum Spatial Analyst map viewer software.

**17 OUR INFRASTRUCTURE****17.1 MAJOR GRANT PROJECT UPDATE****Document ID: 560253****Author: Deputy General Manager Infrastructure****Authoriser: Deputy General Manager Infrastructure****Theme: Our Infrastructure****Attachments: Nil****RECOMMENDATION**

That Council:

1. Receives and notes the report.

**PURPOSE**

The purpose of this report is to update Council on the Narrandera Sports Stadium amenities upgrade, Narrandera Destination Discovery Hub, Kamarah Road upgrade works and the Narrandera Sportsground clubhouse and changeroom project.

**SUMMARY****1. Narrandera Sports Stadium Amenities Upgrade**

The stadium upgrade project is progressing well and is on track for completion by the end of June. The extent of works includes the design, supply, installation of all components for the Narrandera Stadium changeroom refurbishment and foyer floor upgrade.

Temporary toilets have been installed and connected to ensure user satisfaction whilst the refurbishment is under way. With the demolition of both male and female toilets completed, the plumbing and electrical has been 'roughed in' and frames for the new accessible toilet also completed. All items, colours and finishes have now been chosen, with the plumber due to begin fitting off all tapware week commencing 31 May 2021. This will be closely followed by the tiler.



When completed, the work will not only include the refurbishment of both changerooms and the provision of an accessible toilet, but also provide new flooring to the foyer, office and kiosk areas. The work is partly funded by the Drought Communities Program.

## 2. Narrandera Destination Discovery Hub

Studio S2 Architects, Amy & Dan Smedley, visited Narrandera in April as part of developing a 'brand' or feel for the Narrandera Destination & Discovery Hub that reflects Narrandera.

They reviewed and modified the original concept design and presented their concepts to Council in May. While the intent and spaces within the building have remained the same, this new design connects to the park using views through the building and by positioning office areas to the southern side of the building.

Their design is a mixture of natural and contemporary finishes to reflect the natural setting of the river county and also the playful features of Narrandera, such as the festoon lighting and Lake Talbot Water Park. The building brand is 'Choose your own adventure' reflecting Council's vision for visitors to experience a taste of what is on offer and then choosing to experience more.

The architects are now in the design development phase, where they will take the concept plans and work with engineers to develop the detailed construction drawings.

Running parallel to the building design is developing the content for the Discovery Hub. This will involve input from the community to identify stories of Narrandera Shire that the community wants to share. These stories will cover Narrandera Shire's history, people and environment and aim to be engaging and entice visitors to stay longer and learn more.



**3. Kamarah Road Upgrade**

Works are nearing completion for the realignment on the southern end of Kamarah Road, with blasting having been undertaken onsite. This project was funded under the Heavy Vehicle Safety & Productivity Program Round 6 and Council.

Works are scheduled to be completed mid-June subject to favourable weather conditions.







**4. Narrandera Sportsground Clubhouse and Changerooms**

The new \$1,696,500 (ex GST) Narrandera Sportsground Facility project is taking shape with the framing of both levels now completed and roof on. Plumbing and electrical works are well underway, prior to the lining on the internal and external walls in the coming weeks. The project is progressing well and tracking for an opening in late August 2021.







## **BACKGROUND**

The projects detailed within the report are a snapshot of the current project portfolio, with some 25 projects underway or yet to be commenced.

## **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

### **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.

**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 RED HILL INDUSTRIAL ESTATE - EXTENSION OF DRISCOLL ROAD**

**Document ID:** 560254  
**Author:** Deputy General Manager Infrastructure  
**Authoriser:** Deputy General Manager Infrastructure  
**Theme:** Our Infrastructure  
**Attachments:** Nil

**RECOMMENDATION**

That Council:

1. Allocates \$175,000 from the Property Development Reserve for the required construction of the western end of Driscoll Road,
2. The proceeds from the sales of the two lots be transferred back into the Property Development Reserve.

**PURPOSE**

The purpose of this report is to obtain Council's approval to transfer reserved funds to allow for the extension of Driscoll Road and to undertake site preparation to one lot to facilitate the obligations for the sale of two lots of land within the Red Hill Industrial Estate as previously resolved by Council.

**SUMMARY**

Council has resolved to sell two lots of land on the western end of Driscoll Road and agreed to extend the sealed road, kerb and gutter to the Driscoll Road frontages and undertake site preparation to one lot at no cost to the purchasers.

These works have now been costed at \$225,361 (based on worst case scenario with no design yet to be undertaken) with the funds required to be allocated from the internally restricted Property Development Reserve. Once sold, the proceeds from the sales are to be transferred back into the reserves.

**BACKGROUND**

The previous resolutions agreed to develop the roadway frontage of the new lots, however in review and to future proof the development, it is suggested that the opportunity should be taken to seal to the end of the existing road reserve. This will reduce the future costs of such works should further sales occur on the western side to the estate.

The required works have been estimated at \$225,361 for the required works for an industrial road, 300mm pavement, two coat seal, concrete kerb, stormwater and two commercial driveways. Allowance has also been made for the clearing of the southern lot as per the previous resolution.

It is anticipated, if funded, that these works will commence this month with some initial earth works, prior to the design and detailed work to occur early in the new financial year.



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

**Theme**

Our Infrastructure

**Strategy**

4.1 - To have an improved and adequately maintained road network

**Action**

4.1.2 - Road assets are managed in accordance with the road service review and asset management plans

**ISSUES AND IMPLICATIONS**

**Policy**

- N/A

**Financial**

- Funds to a total of \$225,361 are required for the identified works, with \$50,361 to be allocated from existing 2020/2021 fund and the balance of \$175,000 to be allocated from the internally restricted Property Development Reserve. Once sold, the proceeds from the sales to be transferred back into the reserves.

**Legal / Statutory**

- N/A

**Community Engagement / Communication**

- N/A

**RISKS**

That the current sales would not be permitted to proceed if the works are not undertaken.

**OPTIONS**

1. Support the recommendation as detailed within the report.
2. Nominate an alternate funding source for the required allocation.
3. Refuse to support the allocation of funds and accept that the sales are not likely to proceed.

**CONCLUSION**

Given that Council has previously resolved to proceed with the sales with the inclusion of the road works, there is little choice but to accept the recommendation as reported.

**RECOMMENDATION**

That Council:

1. Allocates \$175,000 from the Property Development Reserve for the required construction of the western end of Driscoll Road,
2. The proceeds from the sales of the two lots be transferred back into the Property Development Reserve.

**18 OUR CIVIC LEADERSHIP****18.1 2018-2022 DELIVERY PROGRAM - 31 MARCH 2021 QUARTERLY REVIEW****Document ID: 558372****Author: Governance and Engagement Manager****Authoriser: Deputy General Manager Corporate and Community****Theme: Our Civic Leadership****Attachments: 1. 31 March 2021 - Quarterly Performance Reporting.pdf** [↓](#)**RECOMMENDATION**

That Council:

1. Endorses the 2018-2022 Delivery Program quarterly review dated 31 March 2021 as presented and publish the report to the community using the Council website.

**PURPOSE**

The purpose of this report is for Council to endorse the 2018-2022 Delivery Program quarterly review as of 31 March 2021.

**SUMMARY**

The attached quarterly review contains updated actions as of 31 March 2021 from the 2018-2022 Delivery Program.

**BACKGROUND**

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

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

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

There are 60 actions contained within the 2018-2022 Delivery Program, with the status of these actions as of 31 March 2021 being:

- 4 actions or 6.7% have been completed
- 21 actions or 35.0% have an ongoing commitment
- 35 actions or 58.3% are progressing.

Generally, commencing 1 July each year the action status for each line item resets to zero with each quarter measured according to completion, however there are some actions such as communication where there is an ongoing commitment with other line items such

as annual companion animal registration statistics progressing across the 4 reporting quarters.

Highlights of the 31 March 2021 reporting quarter:

- Council has engaged the community through many broadcasting channels. The Mayor and General Manager conducted monthly radio interviews with Narrandera Community Radio, Triple M Griffith and ABC Riverina. This quarter Council posted 17 videos, 14 status updates, two shared videos, 95 photo posts and 30 posts with links - a total of 158 posts on Facebook. The top engaged post was about the 2021 Show 'n' Shine with 11,540 Reach, 20,671 Impressions and 1,177 Engaged Users. The website, including all 375 pages ever created, has been viewed a total of 26,905 times this quarter with news and media collectively viewed 463 times for the news page and 28 media releases. Council released two print and digital newsletters, 12 print advertisements and one radio advertisement.
- Council published one community newsletter online, also in the Narrandera Argus. This quarter Council conducted face-to-face Listening Posts at Sandigo, Grong Grong, Barellan, Binya and Narrandera, and the Narrandera session was also 'Live Streamed'. Council conducted the 2021 Community Survey which saw 255 Narrandera Shire Council residents answer a series of questions regarding satisfaction of Council services, the statistical mean rating has increased from 3.19 out of 5 in 2016 to 3.24 in 2021. A public survey was conducted for Narrandera Shire Organics Waste Collection and feedback was also sought for the Adverse Event Plan, Draft Waste Facility Long Term Management Plan, Climate Action Strategy, Narrandera Sportsground facility Licence and the Third Artwork Installation on the Water Tower.
- The General Manager had one further meeting with the executive of Murrumbidgee Health to discuss Aboriginal men's health.
- The Narrandera Interagency continues to meet via Zoom, with new members attending regularly. The Aboriginal Elders Liaison Committee continues to meet quarterly to discuss important issues surrounding the Aboriginal community, including upcoming Council projects. From these meetings, a committee has been formed to commence preparations for the 2021 NAIDOC Celebrations to be held in July.
- The quarter began with the very successful LCAIN - Walk in Art Exhibition co-ordinated by Cr Lewis where 46 local artists filled the gallery with their work and attracted a record number of visitors for the centre. Due to its success and positive community feedback, the exhibition was extended from its original date concluding in January 2021. NACNET with the Arts and Cultural Committee has a range of grant funded workshops and exhibitions scheduled for the centre in the first half of 2021. The program launch garnered around 50 attendees, with the first weekend of classes fully subscribed and very successful. The project will be ongoing with events each month until the end of June 2021.
- The Draft Cultural Plan has been completed and presented to Council. Council has endorsed the plan and it will be placed on exhibition for a period of 28 days. Following exhibition any comments from the community, feedback or concerns will be considered and, if appropriate, the plan will be amended to reflect that input before final adoption.
- Quarterly meeting held with senior NSW Police to discuss crime rates and staffing issues across the Shire. The General Manager, acting on a Council resolution, wrote to the local member seeking a meeting for the Mayor and the General Manager with



the Minister to discuss the need for improved police business accommodation in Narrandera.

- A total of 85 high risk target inspection sites (including kilometres of roadside verge and other sites) were assessed since December 2020 with a total of 32 private property inspection also completed. Verbal advice only was given for general weeds, with one written general biosecurity direction issued. One Boneseed Plant was detected and removed from the Binya high risk site.
- Council's Climate Action Strategy has now been adopted and Council has applied for grant funding to assist with the implementation of the short and medium term actions identified. These actions include 270KW behind the meter solar upgrades across eight sites and changing all Council streetlights to LED. This work includes some energy efficiency projects including power correction technology.
- Stage 3 of the Victoria Avenue reuse irrigation project commenced during April 2021 with the final two lawn areas having a reuse irrigation system installed to complete the irrigation of the entire Avenue. Council continues to use reuse water at three sporting fields, three recreational parks, two lawn sections at the Narrandera Cemetery and the lawn areas along Victoria Avenue, Narrandera.
- Senior Directors of Reach have reaffirmed that construction of the Yarrabee Park Solar Farm is anticipated to commence late 2021. Directors advise that they are considering holding a further community meeting to update the community on progress with the project. RES representatives have reaffirmed that Avonlie Solar Farm at Sandigo is scheduled for construction commencement in mid-2021.
- The Australian Airline Pilot Academy continues to use Narrandera/Leeton airport with growing frequency of training flights with both on-ground and in air operations. Advice on funding for the parallel taxiway is pending.
- Land at the Red Hill Industrial Estate has been assessed and a preliminary draft plan prepared for possible subdivision of further land in Paterson Place. Council Policy POL048 has been updated to include an incentive for purchasers of land at the Industrial Estate with the approval by Council on 16 March 2021.
- The Narrandera Youth Advisory Council has held two formal meetings and three informal meetings during the reporting period. During these meetings, members continued to move forward on the Food Trailer project and continued their efforts to improve access to mental health services within the Shire. The Youth Advisory Council approved the Draft Youth Strategy, commenced work on Youth Week preparations and also submissions to Council for the Water Tower Artwork Project. The Community Liaison Officer continues to provide support to the Narrandera High School Girls Group each week, creating fun activities and programs for participants to learn and enjoy.
- Micromex Research finalised the 2021 Community Survey with Mark Mitchell of Micromex Research presenting the report to Council and the community at the 20 April 2021 Council meeting. Key findings include: the statistical 'mean' rating of overall satisfaction in 2016 was 3.19 out of 5 with the 2021 survey showing a slight increase of 3.24 which is comparable to the regional benchmark of 3.35. On a percentage basis the 2021 survey shows that 10% of persons surveyed are very satisfied with the performance of Council compared to a regional benchmark of 8%. The top five areas for more investment by Council include: Narrandera Town water supply, both unsealed and sealed roads, youth services, and services and activities for older residents and persons with a disability.



- The proposed Customer Service Charter was endorsed by the Executive Leadership Team and presented to the 20 April 2021 Council meeting.
- Council received 12 development applications during this reporting quarter with a total of 46 Development Applications received this financial year. For the same reporting quarter in 2019-2020 there were 22 Development Applications lodged and in 2018-2019 there were 27 Development Applications lodged.
- During this reporting quarter the average Development Application assessment timeframe was 33 days compared to the statutory 40-day timeframe.

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

### **Theme**

Our Civic Leadership

### **Strategy**

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

### **Action**

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

## **ISSUES AND IMPLICATIONS**

- There are no perceived issues or implications.

### **Policy**

- N/A

### **Financial**

- N/A

### **Legal / Statutory**

- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- Integrated Planning and Reporting Guidelines published March 2013.

### **Community Engagement / Communication**

- Achieved by discussing the 31 March 2021 quarterly Delivery Program report in an open forum of Council and the placement of the report on Council's website following endorsement.

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

- N/A

**RISKS**

Nil.

**OPTIONS**

That Council:

1. Endorses the 31 March 2021 quarterly review of the 2018-2022 Delivery Program as presented and progress the report to the 15 June 2021 Council meeting: or
2. Does not endorse the 31 March 2021 quarterly review of the 2018-2022 Delivery Program as presented and requires identified amendments to be made before progressing the report to the 15 June 2021 Council meeting.

**CONCLUSION**

The attached quarterly review as of 31 March 2021 contains a comprehensive update of actions from the 2018-2022 Delivery Program.

It will be recommended that Council endorses the 2018-2022 Delivery Program quarterly review dated 31 March 2021 as presented.

**RECOMMENDATION**

That Council:

1. Endorses the 2018-2022 Delivery Program quarterly review dated 31 March 2021 as presented and publish the report to the community using the Council website.



**2018-2022 Delivery Program**  
**Quarterly Delivery Program Review**  
**Quarter 3 of the 2020-2021 reporting year as at**  
**31 March 2021**

**THEME 1 - OUR COMMUNITY**

**STRATEGY 1 - TO LIVE IN AN INCLUSIVE, TOLERANT AND HEALTHY COMMUNITY WHICH DEMONSTRATES A POSITIVE ATTITUDE**

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
<p>ACTION 1 - Develop relationships with both local and regional communities fostering a healthy and community attitude</p>	<p>The number of items broadcast for each reporting period with cumulative totals combined along with available web page and Facebook statistics. In 2020 the community survey will measure success since the 2016 survey.</p>	<p>Regular media items broadcast to the community.</p>	<p>Q3 - As of 31 March 2021 - Council has engaged the community through many broadcasting channels. The Mayor and General Manager conducted monthly radio interviews with Narrandera Community Radio, Triple M Griffith and ABC Riverina. This quarter Council posted 17 videos, 14 status updates, 2 shared videos, 95 photo posts and 30 posts with links - a total of 158 posts on Facebook. The top engaged post was about the 2021 Show 'n' Shine with 11,540 Reach, 20,671 Impressions and 1,177 Engaged Users. The website, including all 375 pages ever created, has been viewed a total of 26,905 times this quarter with news and media collectively viewed 463 times for the news page and 28 media releases. Council released 2 print and digital newsletters, 12 print advertisements and 1 radio advertisement.</p>	<p>Communications Officer</p>	<p>Ongoing commitment</p>	<p>100%</p>

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 1 - Develop relationships with both local and regional communities fostering a healthy and community attitude	Details of engagement opportunities for each reporting period with cumulative totals.	Number of formal Councillor and Senior Staff engagement opportunities.	Q3 - As of 31 March 2021 - Council published one community newsletter online also in the Narrandera Argus. This quarter Council conducted face-to-face Listening Posts at Sandigo, Grong Grong, Barellan, Binya and Narrandera, Narrandera was also 'Live Streamed'. Council conducted the 2021 Community Survey which saw 255 Narrandera Shire Council residents answer a series of questions regarding satisfaction of Council services, the statistical mean rating has increased from 3.19 out of 5 in 2016 to 3.24 in 2021. A public survey was also conducted for Narrandera Shire Organics Waste Collection - feedback was also sought for the Adverse Event Plan, Draft Waste Facility Long Term Management Plan, Climate Action Strategy, Narrandera Sportsground facility Licence and the Third Artwork Installation on the Water Tower.	Communications Officer	Ongoing commitment	100%
ACTION 1 - Develop relationships with both local and regional communities fostering a healthy	Proactive committees with meetings conducted as per terms of reference and held as scheduled. Minutes of	Proactive S.355 Committees with the monitoring of outcomes achieved and compliance with the Local	Q3 - As of 31 March 2021 - Conduct of meetings has been restricted due to COVID-19 gathering rules along with the closure of halls and museums. With the easing of restrictions Committees are returning to scheduled meetings with halls and the Narrandera Arts & Community Centre now open. The Parkside Museum Committee also the Arts and Community	Deputy GM Corporate & Community	Progressing	90%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
and community attitude	Committees made available to Council and the community.	Government Act, 1993.	Centre Advisory Committee have been formed and initial meetings held. While the Narrandera Parkside remains closed the Committee have been active preparing for a staged reopening in 2021. Staff are commencing a report on the committee structure and effectiveness in conjunction with the end of term for the current Council.			
ACTION 2 - Continue with strategic advocacy for the delivery of integrated health and wellbeing programs	Details of advocacy efforts during the reporting period and outcomes.	Details of the number of meetings held and details of outcomes from these meetings.	Q3 - As of 31 March 2021 - The General Manager had one further meeting with the executive of Murrumbidgee Health to discuss Aboriginal men's health.	General Manager	Progressing	75%
ACTION 3 - Continue positive interactions with the Narrandera Interagency also the Aboriginal representative bodies within the community	Number of meetings attended and outcomes from the meetings.	Where possible attend meetings with the outcome being stronger links for inclusiveness in service planning and delivery.	Q3 - As of 31 March 2021 - The Narrandera Interagency continues to meet via Zoom with new members attending regularly. The Aboriginal Elders Liaison Committee continue to meet quarterly to discuss important issues surrounding the Aboriginal community, including upcoming Council projects. From these meetings a Committee has been formed to commence preparations for the 2021 NAIDOC Celebrations to be held in July.	Community Support Manager	Ongoing commitment	75%



ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 4 - Implementation and monitoring of the Positive Aging Strategy & Disability Inclusion Action Plan	Details of progressive achievements measured against the relevant plan.	Documented achievements arising from both the Positive Aging Strategy and the Disability Inclusion Action Plan.	Q3 - As of 31 March 2021 - The Narrandera Shire Library continue to offer activities catering to the needs of the senior community members and those living with a disability including movie days for seniors and mobile library services as well as offering a space for the Kurrajong participants to socialise. The Library continues to host the Knattering Knitters and offers volunteer opportunities as well. Bidgee Boxing and Trinity Yoga continue to offer low impact exercise classes and Third Year Yoga. The Community Transport and Home Support Programs along with Meals on Wheels and other community organisations continue to offer services such as meal delivery, social support and transport to ensure senior residents and those living with a disability are well supported.	Community Support Manager	Ongoing commitment	75%
ACTION 5 - Transport options are available to identified members of the community	The number of clients provided with community transport during the reporting period.	Details of the number of clients utilising the service and cumulative totals categorised as Aged, Transport Disadvantaged and Aboriginal.	Q3 - As of 31 March 2021 - Narrandera Leeton Community Transport provided 2,646 trips to residents of the Narrandera and Leeton Shires during the reporting period. Of these trips 1,286 trips were delivered to clients aged 65 years or older, or 50 years for Aboriginal and Torres Strait Islander, a total of 951 trips were delivered to those who are transport disadvantaged. The remainder of the trips were delivered	Community Support Manager	Ongoing commitment	100%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
			through non-emergency health related transport, to NDIS participants and through brokerage agreements. A total of 456 trips were provided to those who identify as Aboriginal and Torres Strait Islander.			
ACTION 6 - Information about community services that are accessible within the Shire to be broadcast through various means	The currency and accuracy of information available to the community also the number of website page hits and Facebook page likes.	Current information delivered through traditional print material and also Council social media opportunities.	Q3 - As of 31 March 2021 - The various Community Services pages on the Council website received 552 page views, the most popular being Wiradjuri People with 171 views, followed by the Community page with 100 views. The 122 Community Services related posts on Council's Facebook page engaged with 12,162 users during this reporting period. Posts about the 'Show and Shine' and Australia Day Awards were the most viewed posts.	Community Support Manager	Ongoing commitment	50%
ACTION 7 - Where possible ensure socially disadvantaged members of the community have access to or are advised of how services can reduce their isolation	The number of persons that have been assisted with social support during the reporting period who may have been referred through the My Aged Care portal or NDIS planners.	Through other activities of Council such as Ageing, Disability and Home Care identify members of the community where social isolation may be an issue.	Q3 - As of 31 March 2021 - The Narrandera Leeton Social Support program provided 273 hours of Social Support and 30 hours of Flexible Respite to individual clients aged 65 years and over or 50 years and over for Aboriginal and Torres Strait Islander. All clients are referred through the MyAgedCare Portal. An additional 24 hours of Social Support was provided to National Disability Insurance Scheme participants. Social Support is an individualised service aimed	Community Support Manager	Ongoing commitment	75%



ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
			at reducing social isolation amongst vulnerable members of the community. Activities include assisting with shopping and errands, home visits, outings and over the phone support.			

**STRATEGY 2 - TO ADVOCATE FOR QUALITY EDUCATIONAL AND CULTURAL OPPORTUNITIES**

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 1 - Continued strategic advocacy for strengthening of the Narrandera centres of learning	When required details of advocacy efforts.	Outcomes of advocacy efforts for Narrandera TAFE as well as early childhood centres to secondary schools.	Q3 - As of 31 March 2021 - Efforts had been focused on recruitment of trainees and organising work experience for students.	General Manager	Progressing	75%
ACTION 2 - Develop a Narrandera Shire Cultural Plan to increase community participation in the Arts and cultural activities	Details of events held at the centre including type of event and attendance statistics.	Increased usage and patronage of the Narrandera Arts and Community Centre.	Q3 - As of 31 March 2021 - The quarter began with the very successful LCAIN - Walk in Art Exhibition co-ordinated by Cr Lewis where 46 local artists filled the Gallery with their work and garnered a record number of visitors for the centre. Due to its success and positive community feedback the exhibition was extended from its original date concluding in January 2021. NACNET with the Arts and Cultural Committee have a range of grant funded workshops and exhibitions scheduled for the centre in the first half of 2021. The program launch garnered around 50 attendees and the first weekend of classes were fully subscribed and were very successful. The project will be ongoing with events each month until the end of June 2021.	Community Development (including Library) Manager	Progressing	75%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
<p>ACTION 2 - Develop a Narrandera Shire Cultural Plan to increase community participation in the Arts and cultural activities</p>	<p>Regular review of strategies and target groups in response to event statistics.</p>	<p>Events that cater for a wide spectrum of the community, making the Arts accessible and increasing community involvement.</p>	<p>Q3 - As of 31 March 2021 - The Draft Cultural Plan has been completed and presented to Council. Council has endorsed the plan and it will now be placed on exhibition for a period of 28 days. Following exhibition any comments from the community, feedback or concerns will be considered and if appropriate the plan will be amended to reflect that input before final adoption at Council's May 2021 meeting.</p>	<p>Community Development (including Library) Manager</p>	<p>Progressing</p>	<p>90%</p>

**STRATEGY 3 - TO FEEL CONNECTED AND SAFE**

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 1 - Strategic advocacy for an enhanced Police presence, at the very least the maintenance of current levels	Number of advocacy interactions and outcomes.	Details on the number of advocacy meetings held with decision makers.	Q3 - As of 31 March 2021 - Quarterly meeting held with senior Police to discuss crime rates and staffing issues across the Shire. The General Manager acting on a council resolution wrote to the local member seeking a meeting for the Mayor and the General Manager with the Minister to discuss the need for improved Police business accommodation in Narrandera.	General Manager	Progressing	75%
ACTION 2 - Maintain and enhance the current network of CCTV cameras in key locations	Number of cameras within current network and a timeline for upgrade and/or the installation of new cameras; also ongoing statistical information on how many times the footage has been requested for viewing by NSW Police.	Maintain current CCTV cameras in working order and plan for enhancements so to assist the Police and the local community to discourage crime and anti-social behaviour.	Q3 - As of 31 March 2021 - Council continues to maintain the existing cameras in the CCTV system. During the reporting period Council received one request to view footage from the NSW Police.	Information Technology Manager	Ongoing commitment	100%

**THEME 2 - OUR ENVIRONMENT**

**STRATEGY 1 - TO VALUE, CARE FOR AND PROTECT OUR NATURAL ENVIRONMENT**

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 1 - Encourage and promote environmental awareness	Project delivery and works programs result in minimal environmental harm.	Council's key environmentally sensitive areas are managed to ensure those areas are protected and enhanced.	Q3 - As of 31 March 2021 - Council staff take measures to ensure minimal harm is caused to the environment through detailed project planning and addressing the compliance requirements through other agencies such as NSW Fisheries and the Environment Protection Authority. Consideration and assessment of all environmental factors are undertaken prior and during all projects.	Deputy GM Infrastructure	Ongoing commitment	100%
ACTION 1 - Encourage and promote environmental awareness	Statistical information on the number of inspections performed also a summary of the inspections results - are we being effective, are we achieving control.	Update on targeted 300 property inspections across the Shire for noxious weeds.	Q3 - As of 31 March 2021 - A total of 85 high risk target inspection sites (including kilometres of roadside verge and other sites) were assessed since December 2020 with a total of 32 private property inspection also completed. Verbal advice only was given for general weeds with one written general biosecurity direction issued. One Boneseed Plant was detected and removed from the Binya high risk site.	Open Space Recreation Manager	Progressing	75%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 1 - Encourage and promote environmental awareness	Works finalised against the schedule of works, progressive and comparative statistical data on trees removed, trees replaced and new plantings.	Update on programs for works originating from the 2nd generation Tree Audit with the aim to do the utmost to preserve and maintain our signature treescape.	Q3 - As of 31 March 2021 - A total of 10 trees have been removed for various reasons with no plantings taking place since December 2020.	Open Space Recreation Manager	Progressing	80%
ACTION 1 - Encourage and promote environmental awareness	Strategies and plans to preserve a unique feature of our native fauna.	Update on preservation measures to protect our unique koala population.	Q3 - As of 31 March 2021 - Council staff are working with a consultant to update the Plans of Management for Crown Land reserves for which Council is the land manager. The updated Plans of Management will build on the 2013 documents which already identify significant areas of flora and fauna assets.	Open Space Recreation Manager	Progressing	80%



**STRATEGY 2 - TO EFFECTIVELY MANAGE AND BEAUTIFY OUR PUBLIC SPACES**

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 1 - Focus on the Narrandera CBD Masterplan	Achieving project milestones.	Finalise design concepts, costings and identify funding opportunities for the Narrandera CBD upgrade.	Q3 - As of 31 March 2021 - Council is concentrating on grant funding based projects and has deferred progressing with action milestones to reconstruct Bolton Street, Narrandera (west of East Street) as per the adopted Masterplan Design. All funding for this project will be derived from the Narrandera Business Centre Masterplan funding reserves. A review of electrical and stormwater design for Bolton Street, Narrandera will be the first activity to be undertaken when the project recommences.	Projects and Assets Manager	Progressing	75%
ACTION 1 - Focus on the Narrandera CBD Masterplan	Spaces where the needs of the community as a whole are considered.	The needs of all members of the community are considered within designs such as pedestrian access, disabled parking and loading zones.	Q3 - As of 31 March 2021 - Stage 1 of the Narrandera CBD Master Plan comprising the upgrade of Bolton Street, Narrandera is in the detailed planning stage, however as a result of the large number of additional grant fund projects this has been delayed. A further grant application is being sort for additional upgrade works within East Street, Narrandera in accordance with the approved Master Plan, with the funding announcement not yet made.	Deputy GM Infrastructure	Ongoing commitment	70%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 2 - Develop a small parks strategy	Accessible parks that provide for local play, passive recreation, general open space and urban beautification within easy access of residents and visitors.	The needs of the community for parks and recreation opportunities are met through a hierarchy of parks.	Q3 - As of 31 March 2021 - The soft fall material has been replaced at two two playgrounds being the Shady Street park and the Noel Reid Park in Melbourne Street.	Open Space Recreation Manager	Progressing	75%



**STRATEGY 3 - TO LIVE IN A COMMUNITY WHERE THERE ARE SUSTAINABLE PRACTICES**

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 1 - Consider and where possible implement sustainable environmental practices	Progress of the Masterplan also statistical data on the tonnage of waste diverted from landfill by recycling and other waste diversion methods. Lobbying efforts for and promotion of a container deposit scheme facility for Narrandera.	Develop a Waste Management Masterplan to minimise waste to landfill and promoting recycling and resource recovery.	Q3 - As of 31 March 2021 - Residents continue to utilise the Container Recycling Centre (CRC) to dispose of oils, batteries, paints, gas bottles, toxic and hazardous chemicals, smoke alarms, fluorescent light and fire extinguishers. Sorted greenwaste, construction waste, steel, mattresses, paper & cardboard continue to be diverted from landfill to reuse areas. The Reverse Vending Machine (RVM) continues to be used to collect and recycle plastic, glass & aluminium single use drink containers. The Narrandera Landfill Draft Long Term Plan of Management has concluded its exhibition with only 1 submission received. Council resolved at its March 2021 meeting to adopt the Waste Facility - Long Term Management Plan.	Administration Assistant - Development and Environment	Progressing	75%
ACTION 1 - Consider and where possible implement sustainable environmental practices	Actions taken by Council to reduce its environmental footprint such as quantifiable billing trends.	Council continues to implement energy saving infrastructure at its facilities to reduce costs and CO2 emissions where economically viable.	Q3 - As of 31 March 2021 - Council's Climate Action Strategy has now been adopted and Council has applied for grant funding to assist with the implementation of the short- and medium-term actions identified - these actions include 270KW behind the meter solar upgrades at 8 sites & changing all Council streetlights to LED. This work includes some energy efficiency	Executive Engineer	Progressing	85%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
			projects including power correction technology.			
ACTION 1 - Consider and where possible implement sustainable environmental practices	Council managed parks and reserves to be watered with re-use or untreated water rather than potable water.	Initiate projects to water community parks and reserves with re-use or untreated water rather than potable water.	Q3 - As of 31 March 2021- Stage 3 of the Victoria Avenue reuse irrigation project will commence during April 2021 with the final two lawn areas having a reuse irrigation system installed to complete the irrigation of the entire Avenue. Council continues to use reuse water at three sporting fields, three recreational parks, two lawn sections at the Narrandera Cemetery and also the lawn areas along Victoria avenue, Narrandera.	Open Space Recreation Manager	Progressing	80%

**THEME 3 - OUR ECONOMY**

**STRATEGY 1 - TO ENCOURAGE NEW BUSINESS AND INDUSTRY THAT CAN BE SUSTAINED ALSO SUPPORT LOCAL BUSINESS AND INDUSTRY TO GROW AND PROSPER**

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
<p>ACTION 1 - Continued delivery of actions contained within the Economic Development Strategy</p>	<p>Information to Council and the community on efforts to encourage new business and industry but also support existing enterprises.</p>	<p>Report on actions and outcomes contained within the Economic Development Strategy (EDS).</p>	<p>Q3 - As of 31 March 2021 - Senior Directors of Reach have reaffirmed that construction of the Yarrabee Park Solar Farm is anticipated to commence late 2021 - Directors advise that they are considering holding a further community meeting to update the community on progress with the project. RES representatives have reaffirmed that Avonlie Solar Farm at Sandigo is scheduled for construction commencement in April 2021. The Australian Airline Pilot Academy continues to use Narrandera/Leeton airport with growing frequency of training flights with both on-ground and in air operations. Advice on funding for the parallel taxiway is pending. Land at the Red Hill Industrial Estate has been assessed and a preliminary draft plan prepared for possible subdivision of further land in Paterson Place. Council Policy POL048 has been updated to include an incentive for purchasers of land at the Industrial Estate with the approval by Council on 16 March 2021 to be submitted for Public Exhibition for 28 days.</p>	<p>Economic Development Manager</p>	<p>Progressing</p>	<p>75%</p>

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
<p>ACTION 1 - Continued delivery of actions contained within the Economic Development Strategy</p>	<p>Attend Narrandera Business Group Meetings; facilitate guest speakers at Business Group functions; provide information, advice and leverage opportunities for information sharing.</p>	<p>Support and nurture existing businesses - EDS 3.2</p>	<p>Q3 - As of 31 March 2021 - The Economic Development Manager attended Narrandera Business Group meetings in this quarter. The distribution of business recovery information relating to COVID-19 continues to those on the business database. The online initiative 'Narrandera Business as Usual' continues to be a great success. An independent survey of business providing the following benefits for Council was conducted during this reporting quarter:                      1) To quantify the impacts of COVID-19 pandemic on industry and employment;                      2) To understand the needs of the local business community;                      3) To provide an evidence base towards preparing and new economic development strategy.                      Results of this survey were reported to Council at its 16 March 2021 briefing session.                      Significant business activity in February/March with several new businesses commencing.                      The Reverse Vending Machine attracted a Tidy Towns Award recognising social, economic and environmental positive outcomes.</p>	<p>Economic Development Manager</p>	<p>Ongoing commitment</p>	<p>100%</p>

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 1 - Continued delivery of actions contained within the Economic Development Strategy	Facilitate an industry specific forum to inform landholders and investors of opportunities in the Shire for the pig and chicken industry.	Strengthen and grow key sectors; explore new development opportunities for processing and value-adding opportunities also use of waste products - EDS 3.3.	Q3 - As of 31 March 2021 - The current situation in the porcine industry previously discussed with Mark Wood (Adviser to Minister Mark Coulton) during a visit to the Minister in Canberra in February 2020. Mr Wood has an extensive background in trade and investment and has lived and worked internationally; Mr Wood was adamant that at that time there were no current opportunities for the growth in the industry in Australia despite the African Swine fever epidemic in China and South East Asia generally decimating pig herds where pigs are being euthanased as a disease control measure. No further action to be taken in researching the pig industry also there are no current opportunities in the chicken industry.	Economic Development Manager	Completed	100%
ACTION 1 - Continued delivery of actions contained within the Economic Development Strategy	Review sales policy for Council owned land in the Industrial Estate to address incentives for developers; enhance appearance of the Estate with	Facilitate further development of the Red Hill Industrial Estate - EDS 4.2.	Q3 - As of 31 March 2021 - The policy on sale of Industrial land at Red Hill Estate POL048 was endorsed by Council at it's 16 March 2021 meeting seeking community comment for 28 days - this Policy provides for incentives for purchasers commencing site development within a nominated timeframe. Draft allotments have been drawn for further allotments within Paterson Place to enable prospective purchasers to identify preferred sites. Significant business activity during February	Economic Development Manager	Progressing	90%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
	signage, flags and landscaping including 'gateway' treatment.		and March 2021 with 2 Hotels changing ownership also new or reinvigorated businesses such as a new special homemaker also fashion outlet, relocated drapery, new café, new gym, new ownership of clothing store.			



**STRATEGY 2 - POPULATION GROWTH, RETENTION AND IDENTIFY NEEDS FOR OUR YOUTH**

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 1 - Strategic advocacy to support population retention with particular focus on the youth of our Shire	Youth projects and engagement opportunities.	Report on the outcomes achieved by the Youth Development Officer.	Q3 - As of 31 March 2021 - The Narrandera Youth Advisory Council have held two formal meetings and three informal meetings during the reporting period. During these meetings members continued to move forward on the Food Trailer project and continued their efforts to improve access to mental health services within the Shire. The Youth Advisory Council also approved the Draft Youth Strategy and commenced work on Youth Week preparations also making submissions to Council for the Water Tower Artwork Project. The Community Liaison Officer continues to provide support to the Narrandera High School Girls Group each week, creating fun activities and programs for participants to learn and enjoy.	Community Support Manager	Ongoing commitment	75%
ACTION 2 - Strategic advocacy for diverse housing options	Enhanced accommodation options that may be made available to members of the community.	When opportunities arise advocate for accommodation options that align with our population demographics.	Q3 - As of 31 March 2021 - Council continues to increase support services available to residents of the Shire. The newly formed Domestic Violence Committee held a meeting and invited member for Cootamundra Steph Cooke to discuss the work she is doing to raise awareness of Family and Domestic Violence, specifically Coercive Control. The two residential aged care facilities at	Community Support Manager	Ongoing commitment	75%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
			<p>Narrandera continue to provide both long term and short term care for those living with a disability as well as frail aged community members who can no longer live safely at home. Narrandera Home Modifications and Maintenance continues to support residents with lawn mowing services and safety related home modifications. Council continues to seek Expressions of Interest on the proposed Independent Living Village.</p>			



**THEME 4 - OUR INFRASTRUCTURE**

**STRATEGY 1 - TO HAVE AN IMPROVED AND ADEQUATELY MAINTAINED ROAD NETWORK**

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 1 - Through advocacy seek funding commitments for identified roadway projects and strategies	Advocacy efforts and the reporting of successful outcomes using a timeline.	Secure funding from each of the transport strategy funding streams.	Q3 - As of 31 March 2021 - During the reporting quarter Council submitted no further applications for grant funding. Still awaiting notification on school buses routes under the Fixing Local Roads Program - Round 2 and construction of a new taxiway at the Narrandera-Leeton Airport funding under the Regional Airports Program Round 2.	Works Manager	Progressing	75%
ACTION 2 - Road assets are managed in accordance with the road service review and asset management plans	Strategic mapping of reseal, re-sheeting or grading works made available to the community also details of works undertaken during the reporting period.	The road service review and asset management plans are to be consulted when planning for works.	Q3 - As of 31 March 2021 - The following works have been completed for the reporting period; 10.7 km of reseals, 6.0 kilometres of new sealing works and 24 kilometres of maintenance grading works.	Works Manager	Progressing	75%
ACTION 3 - Maintain the condition rating of the road network	A complete and reliable asset management plan.	Maintain the road network in accordance with	Q3 - As of 31 March 2021 - No further condition data was collected was across the road network during the current reporting period.	Works Manager	Progressing	75%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
across the Shire in accordance with agreed service levels		adopted levels of service.				

**STRATEGY 2 - TO IMPROVE, MAINTAIN AND VALUE-ADD TO OUR ESSENTIAL PUBLIC AND RECREATIONAL INFRASTRUCTURE**

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 1 - Plan and source funding for redevelopment of or the construction of key facilities and infrastructure	Availability of accurate and relevant data for all classes of assets.	Implementation of an asset management system.	Q3 - As of 31 March 2021 - Staff have finalised reviewing the draft building and other structures revaluation report and have requested that the Consultants prepare the final report. Projects are progressing as scheduled on all Stronger Country Community and Drought Communities Program funded projects. The Lake Talbot Water Park - redevelopment project in conjunction with the Lake Talbot Tourist (LTTP) Park Levelled sites and unit conversion projects have been completed. Staff have completed submissions from 2 grant projects under the Building Better Regions program for the upgrade of the powered sites at the LTTP and energy efficiency project looking the install 270 KW of solar power panels at various Council sites.	Projects and Assets Manager	Progressing	45%
ACTION 1 - Plan and source funding for redevelopment of or the construction of key	Completion of projects identified within projected timeframe and budget.	Preparation of future plans for the renewal or replacement of assets.	Q3 - As of 31 March 2021 - Works are completed with the redevelopment of the Lake Talbot Water Park which is funded under the Playground on the Murrumbidgee Program with a project budget of \$5.8 Million dollars. All other	Projects and Assets Manager	Progressing	75%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
facilities and infrastructure			projects that form part of the Playground on the Murrumbidgee are also on track. The Lake Talbot Tourist Park works such as the levelling of sites were completed mid December in time for the holiday period and the unit conversions at the same location were completed in time for Easter Holidays . The entrance beautification at the LTWP entrance were completed in December that included the installation of new retaining walls and construction of a new entrance landscaping and signage.			
ACTION 1 - Plan and source funding for redevelopment of or the construction of key facilities and infrastructure	Details of applications submitted and the outcome.	Funding opportunities to replace key facilities and infrastructure.	Q3 - As of 31 March 2021 - There were no new applications submitted during the reporting period, however work progresses on the South West Narrandera Sewer Extension Study worth \$48,000 and the Barellan Sewer Scheme worth \$4.87 million dollars.	Water Sewer Manager	Ongoing commitment	100%
ACTION 2 - Continuation and monitoring of the Integrated Water Cycle Management Plan (IWCMP).	Reporting of milestones achieved within the IWCMP.	Implement IWCMP; report on direct actions derived from the IWCMP with relevant timeline and Key Performance Indicators.	Q3 - As of 30 March 2021 - The Integrated Water Cycle Management options study additional options study is underway with an expected completion in May 2021. A 30-year asset replacement program and asset management plan is currently being developed by Public Works NSW.	Water Sewer Manager	Progressing	80%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 3 - An ongoing program of capital works for both water and sewer operations of Council	Progress of proposed works followed by the completion of projects within budget and effectiveness measured by a timeline.	Ongoing 10 year Capital Works Program within funding.	Q3 - As of 30 March 2021 - Capital works program is on schedule. Major works for rest of 2020-2021 financial year include Adams Street and King Street watermain replacement, sewer mains replacement program, Pine Hill water reservoir construction also the Barellan sewer design.	Water Sewer Manager	Progressing	75%

**THEME 5 - OUR CIVIC LEADERSHIP**

**STRATEGY 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	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 1 - Accountable, transparent and ensure open communication between the community and Council	Delivery Program update report submitted to Council and community during September, December, March and June annually on outcomes achieved.	Continued three monthly reporting on measurables contained within the Delivery Program.	Q3 - As of 31 March 2021 - The reporting on measurables within in the adopted Delivery Program continues on a three-monthly basis.	Governance & Engagement Manager	Completed	100%
ACTION 1 - Accountable, transparent and ensure open communication between the community and Council	Scheduled for early 2020 and will inform Council of the views of the community against industry benchmarks.	Undertake a second Community Survey early 2020.	Q3 - As of 31 March 2021 - Micromex Research have now finalised the 2021 Community Survey with Mark Mitchell of Micromex Research to present the report to Council and the community at the 20 April 2021 Council meeting. Key findings include: the statistical 'mean' rating of overall satisfaction in 2016 was 3.19 out of 5 with the 2021 survey showing a slight increase of 3.24 which is comparable to the regional benchmark of 3.35. On a percentage basis the 2021 survey shows that 10% of persons surveyed are very satisfied with the performance of Council compared to a regional benchmark of 8%. The top 5 areas for more investment	Governance & Engagement Manager	Completed	100%



ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
			by Council include: Narrandera Town Water Supply, both Unsealed and Sealed Roads, Youth Services and Services and Activities for older residents and persons with a disability.			
ACTION 1 - Accountable, transparent and ensure open communication between the community and Council	Outcomes promised by Council in its Fit for the Future Improvement Plan.	Report on Fit for the Future strategies.	Q3 - As of 31 March 2021 - Council's general purpose financial reports for the year ending 30 June 2020 indicate that council has meet the majority of the Fit For The Future ratios. The Own Source Revenue ratio has been reduced due to Council's success in obtaining grant funding which is not categorised as own source revenue. This ratio was impacted in the same way during the 2018-2019 financial year. Council's Infrastructure Backlog rose as a result of the revaluation of the road network at 30 June 2020. This indicator will be reduced in the current year as the backlog calculation is aligned with Council's road network service levels.	Deputy GM Corporate & Community	Progressing	90%
ACTION 1 - Accountable, transparent and ensure open communication between the community and Council	Amendments to the Customer Service Charter to be made by 31 December 2018 also review the Customer Request System reporting to ensure requests are being dealt	Update the Customer Service Charter to include reference to AS/NZS 1002:2014 'Guidelines for complaint management	Q3 - As of 31 March 2021 - The proposed Customer Service Charter has been endorsed by the Executive Leadership Team, also endorsed by Council at its March 2021 briefing session. The proposed Customer Service Charter will now be presented to the 20 April 2021 Council meeting with a recommendation that it be adopted for the purpose of community consultation for a period of 28 days.	Governance & Engagement Manager	Progressing	80%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
	with as per the Charter and determine ways to gauge if the customer is happy with the outcome.	in organisations.				
ACTION 1 - Accountable, transparent and ensure open communication between the community and Council	Council to consider any requests in accordance with the Community Strategic Plan 2017-2030.	Where possible support community projects where groups or organisations have clear goals and outcomes.	Q3 - As of 31 March 2021 - Any requests for support are considered in accordance with strategic documents and budgetary constraints.	Governance & Engagement Manager	Completed	100%
ACTION 1 - Accountable, transparent and ensure open communication between the community and Council	Compliance with Australian Government Digital Service Standard also details of website content review and where possible details of	Ensure that the Council website is compliant with current industry standards.	Q3 - As of 31 March 2021 - Council's website remains compliant with the respective standards and is equipped with a compliance checking system before internal staff publish information. A website check for compatibility can be completed through WAVE Report <a href="https://wave.webaim.org/report#/https://www.narrandera.nsw.gov.au">https://wave.webaim.org/report#/https://www.narrandera.nsw.gov.au</a> , four minor contrast issues were identified such as the homepage image where symbols had little contrast to the background. During this quarter the website was viewed 28,464 times by 7,697 unique	Communications Officer	Ongoing	100%



ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
	website visits and pages most frequently visited.		users. The top 10 pages included the home page, Working at Council, Contact Us, Waste and Recycling, Impounded lot for sale, Lake Talbot Water Park, Search, Waste Depot Hours Reverted (media release) Pool Opening Dates and Fees (media release) and the Customer Service Officer Position.			
ACTION 1 - Accountable, transparent and ensure open communication between the community and Council	Revise Council's Procurement Policy by 31 December 2018.	Council's procurement provides best value and protects against fraud and corruption.	Q3 - As of 31 March 2021 - Council has adopted the revised Procurement Policy with the Procurement Manual still being reviewed to incorporate these changes and updated templates. The Deputy General Manager of Infrastructure has kindly provided a flow chart explaining the procurement process which will be incorporated into the manual.	Governance & Engagement Manager	Progressing	70%
ACTION 2 - A highly skilled and motivated workforce	Reviewed at least every 2 years or when there is legislative or award changes.	Ensure workforce policies remain current in a changing work environment.	Q3 - As of 31 March 2021 - The Human Resources team continues to review Council policies to ensure that they remain contemporary. During the 2020-2021 financial year the team have reviewed 18 policy documents and are currently in the process of revising 4 additional policy documents.	Human Resources Manager	Progressing	60%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 2 - A highly skilled and motivated workforce	Action recommendations within the Workforce Strategic Plan 2017-2021; report September annually on staff demographics in comparison to previous 3 years.	Develop and implement succession planning.	Q3 - As of 31 March 2021 - The Human Resources Team report monthly to the Executive Leadership Team (ELT) on staff demographics. Like many organisations Council has an aging workforce - one of the requirements of the Workforce Strategic Plan is to develop a succession plan to hopefully play some part in minimising the risks associated with the age of the workforce. The team Manager has provided a document to the Executive Leadership Team outlining a proposed succession plan for all critical positions in the organisation. This document has now been reviewed by the Deputy General Managers and is waiting formal adoption.	Human Resources Manager	Progressing	90%
ACTION 2 - A highly skilled and motivated workforce	Amendments are made as soon as possible; report September annually performance appraisal outcomes.	Implement approved revisions of the salary administration and Employee Performance Management System.	Q3 - As of 31 March 2021 - The Human Resources Team has been working toward assisting Managers and Supervisors in completing this year's Performance Appraisal process. The team has produced a checklist to assist in the face-to-face meeting process. If this process is followed then the appraisal process should be completed on time, allowing the team Manager to report outcomes to the Executive Leadership Team by the September meeting.	Human Resources Manager	Progressing	85%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 2 - A highly skilled and motivated workforce	Information presented is accurate, relevant and easy to read.	Identified Council staff to undertake training for excellent written communication and presentation skills.	Q3 - As of 31 March 2021- Analysis of training requests submitted in the 2019-2020 performance appraisal process indicated that two requests were received for report writing and/or formal presentation skills with both requests approved by the Executive Leadership Team - the HR team is currently negotiating with TAFE NSW to organise this training. Internal reminders to employees regarding the importance of accurate, relevant and easy to read documents are issued regularly. Reports are proofread before being included in the Council Business Paper.	Human Resources Manager	Ongoing	90%
ACTION 3 - As an organisation the information management capability meets the needs of the users and the community	Implement actions within the Information Management Strategy 2014-2019 also review and update the Information Strategy 2014-2019 during 2020.	Maintain an Information Management Strategy providing best value contemporary services.	Q3 - As of 30 March 2021 - The Information Management Strategy 2014-2019 continues to be reviewed each year as part of the capital works budget process to include suitable projects. The Information Management Strategy will be updated in 2021.	Information Technology Manager	Progressing	50%
ACTION 4 - Financial sustainability is critical with	Recommendations to maximise Council's	Monitor Council's financial situation and	Q3 - As of 31 March 2021 - Council's Revenue Officer closely monitors assessments which may become rateable during the financial year; this includes the sale of vacant Department of Housing land or land sold by	Finance Manager	Progressing	75%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
maximum rate revenue to be achieved and other income sources maximised	financial position.	progress against Fit for the Future benchmarks.	religious institutions or instances where Crown authorities that are currently non-rateable become rateable. The Finance Manager regularly reviews Investments in accordance with the Investment Policy and reports to Council on a monthly basis. The budget is reviewed on a quarterly basis and reported to Council with any variations that have been made during the reporting period.			
ACTION 4 - Financial sustainability is critical with maximum rate revenue to be achieved and other income sources maximised	Have systems in place that details grants applied for, and where successful that monies have been received, expended and acquitted in accordance with the funding body requirements.	Monitor the level of State and Federal Government grants payable to Council.	Q3 - As of 31 March 2021 - Council has developed a register that details the name of the Council officer who has applied for grant funding and from where the funding is being sourced. Should the funding be successful then the date and the amount of the funding received, the date of acquittal needs to be finalised and the actual date of acquittal are recorded. At present, the Finance Manager and the GIS Officer are currently undertaking a review of the register and an upgraded version will be available soon.	Finance Manager	Progressing	75%
ACTION 4 - Financial sustainability is critical with maximum rate revenue to be	Reported monthly to Council against a timeline.	Ensure that Council funds are invested in accordance with legislative provisions and income yield is	Q3 - As of 31 March 2021 - A monthly report detailing Council's invested monies is presented to each Council meeting. The report details all transactions that have taken place within the preceding month and gives a snapshot of the portfolio and credit limits to make sure that Council remains within the prescribed amount allowed for each institution. A report for local	Finance Manager	Progressing	75%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
achieved and other income sources maximised		maintained within Council's risk profile.	expenditure is also tabled in conjunction with the quarterly budget review.			
ACTION 5 - The community displays a high level of understanding and compliance with legislative in regard to the keeping of and control of companion animals and other animals	Updated statistics for each reporting period with cumulative totals also to be reported.	Number of dogs registered under the Companion Animals Act.	Q3 - As of 31 March 2021 - 11 dogs were registered for this reporting quarter.	Administration Assistant - Development and Environment	Ongoing	25%
ACTION 5 - The community displays a high level of understanding and compliance	Updated statistics for each reporting period with cumulative totals also to be reported.	Number of cats registered under the Companion Animals Act.	Q3 - As of 31 March 2021 - 5 cats were registered for this reporting quarter.	Administration Assistant - Development and Environment	Ongoing	25%



ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
with legislative in regard to the keeping of and control of companion animals and other animals						
ACTION 6 - The Narrandera Shire Local Environmental Plan 2013 (LEP) is reviewed within a 5-year cycle	Review the current LEP within the timeframe established by the Department of Planning and Environment.	Maintain the LEP to meet community aspirations, land needs and environmental outcomes.	Q3 - As of 31 March 2021 - Preparatory work has commenced to review the Local Environmental Plan (LEP). The first review will be a 'housekeeping' task to rectify any minor anomalies and omissions with a comprehensive review to align with the completion of the studies identified within the Local Strategic Planning Statements over the next four years. An initial discussion has been held with Department of Planning, Industry and Environment staff to discuss the pending update.	Deputy GM Infrastructure	Progressing	70%
ACTION 7 - Planning instruments reflect the intent and direction of land use strategies and facilitate development	Compliance with guidelines from the Department of Planning and Environment.	Documents are reviewed against intended outcomes.	Q3 - As of 31 March 2021 - The Community Participation Plan was adopted by Council in December 2019. The Draft Local Strategic Planning Statement was adopted by Council in August 2020 and preparatory work has commenced to review the Local Environmental Plan. Revisions and additions of other planning instruments are now being conducted.	Deputy GM Infrastructure	Ongoing	100%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
and growth of the Shire						
ACTION 8 - Development Applications received and assessed within statutory timeframes	The number of Development Applications received during the reporting period also financial year cumulative totals also provide comparative yearly data to paste 2 year's data.	Statistical data on Development Applications received, also comparing to previous years.	Q3 - As of 31 March 2021 - Council received 12 development applications during this reporting quarter with a total of 46 Development Applications received this financial year. For the same reporting quarter in 2019-2020 there were 22 Development Applications lodged and in 2018-2019 there were 27 Development Applications lodged.	Administration Assistant - Development and Environment	Ongoing	50%
ACTION 8 - Development Applications received and assessed within statutory timeframes	Comparison of assessment timeframe against Department of Planning & Environment averages.	Compliance with statutory timeframes for assessment.	Q3 - As of 31 March 2021 - During this reporting quarter the average Development Application assessment timeframe was 33 days compared to the statutory 40-day timeframe.	Administration Assistant - Development and Environment	Ongoing	50%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 9 - Maintain a strong voice in regional groups such as RAMROC, the proposed RAMJO also Destination NSW	Details of engagement opportunities.	Proactive engagement at appropriate forums and continued political lobbying with our partners.	Q3 - As of 31 March 2021 - The Mayor, Deputy Mayor and General Manager continue to represent Council on the Board and committees of RAMJO. The Adverse Event Management Plans and the Climate Action Strategy were placed on public display following preparation by RAMJO staff and Consultants.	General Manager	Progressing	75%



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

**19.1 MAY 2021 DEVELOPMENT SERVICES ACTIVITIES**

**Document ID: 560676**

**Author: Administration Assistant**

**Authoriser: Deputy General Manager Infrastructure**

**Theme: Statutory and Compulsory Reporting – Development Services**

**Attachments: Nil**

**RECOMMENDATION**

That Council:

1. Receive and notes the Development Services Activities Report for May 2021.

**PURPOSE**

The purpose of this report is to inform Council of Development Applications and other development services provided during May 2021 as of 31 May 2021.

**BACKGROUND**

**Development & Complying Development Applications**

A summary of Development & Complying Development Applications processed during May 2021 detailed in the following table:

<b>Stage Reached</b>	<b>Number</b>
Lodged	5
Stop-the-Clock / Under Referral / Awaiting Information	1
Under Assessment	9
Determined	4

The value of Development & Complying Development Applications approved by Council during May 2021 is detailed in the following table:

Development Type	2020/2021			
	May		Year to Date	
	Number	Value \$	Number	Value \$
Residential	2	\$ 41,200	37	\$ 3,674,438
Industrial			1	\$ 6,500
Commercial	2	\$ 300,000	10	\$ 3,618,000
Rural Residential			0	\$ -
Subdivisions			3	\$ -
Other			1	\$ -
<b>TOTAL</b>	<b>4</b>	<b>\$ 341,200</b>	<b>52</b>	<b>\$ 7,298,938</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 May 2021.

No	Lot	Sec	DP/SP	Address	Development Type	Type	STC / RFI Days	ACTIVE Business Days
051-20-21	195	-	660244	563 Pinehope Road GRONG GRONG	New fishponds and shed	L	-	30
053-20-21	12	-	2597	21 Grosvenor Street NARRANDERA	Relocated dwelling	L	-	30
056-20-21	1	-	555659	674 Old Wagga Road NARRANDERA	Forestry	L	-	16
057-20-21	12	-	237645	10 Gordon Street NARRANDERA	Roof replacement	L	-	23

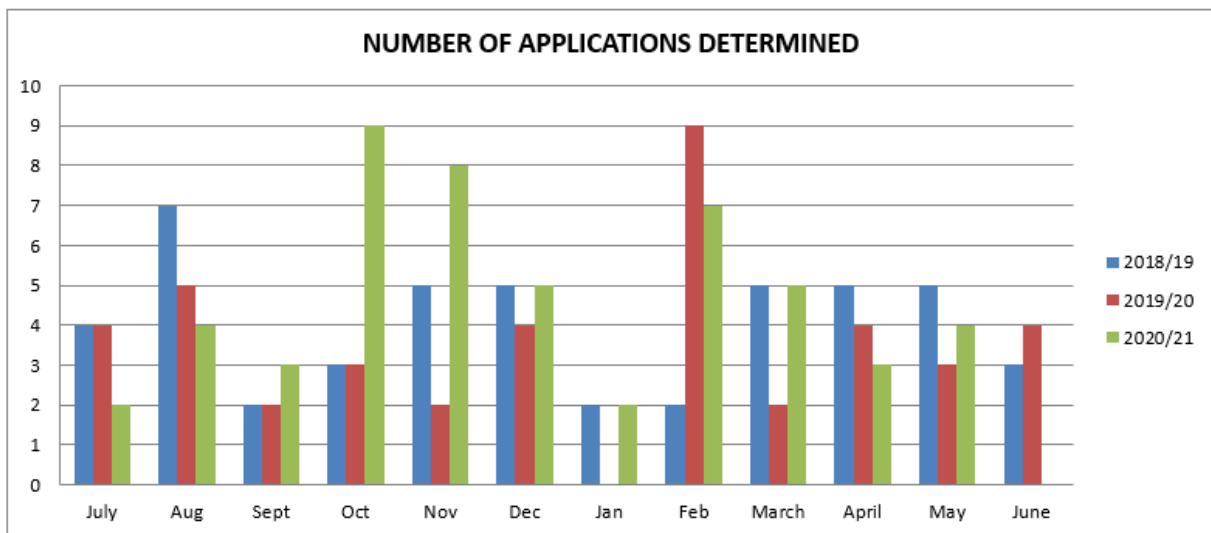
Type explanation

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.

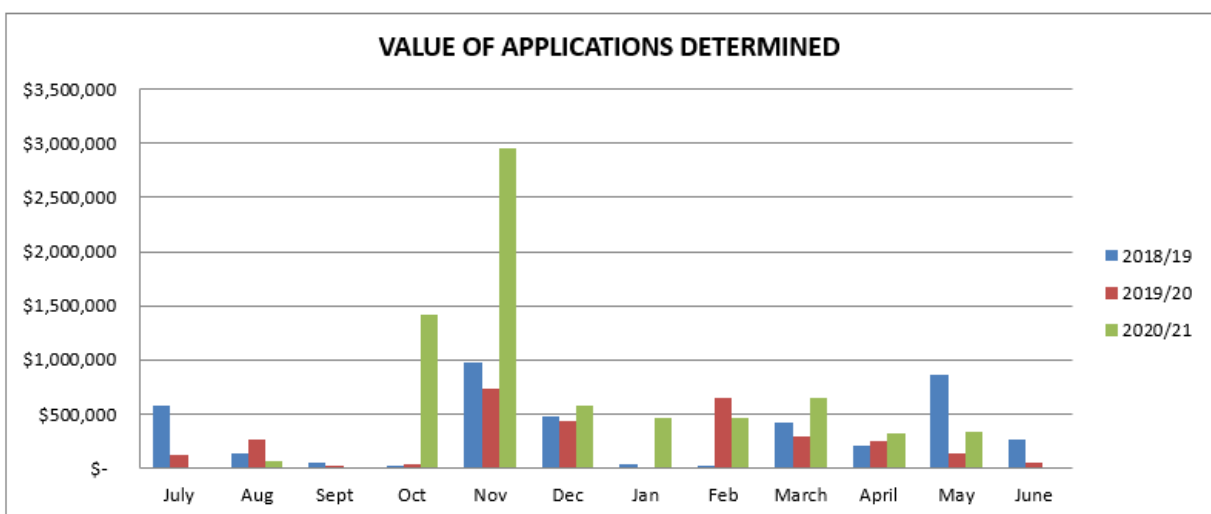
Comparison determination times

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	30 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 May 2021 is detailed in the following table:

<b>Certificate Type</b>	<b>Number Issued</b>
Construction Certificates	1
Building Certificates	1
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. Receive and notes the Development Services Activities Report for May 2021.

**20 STATUTORY AND COMPULSORY REPORTING – FINANCIAL / AUDIT REPORTS****20.1 POLICY REVIEW - POL058 BENEFITS AND HOSPITALITY POLICY****Document ID: 552620****Author: Deputy General Manager Corporate and Community****Authoriser: Deputy General Manager Corporate and Community****Theme: Our Civic Leadership****Attachments: 1. POL058 Gifts Benefits and Hospitality Policy [↓](#)****RECOMMENDATION**

That Council:

1. Reviews and endorses POL058 Gifts Benefits and Hospitality 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 review the Gifts Benefits and Hospitality Policy.

**SUMMARY**

Council's ES40 Gifts Benefits and Hospitality Policy was last reviewed in 2015. The policy has been transferred to the new policy format with minor changes to the titles of officers, for example CEO to GM. The only other change is the value of token gifts moving from \$50 to \$100. The value of \$100 is in line with the value for token gifts defined in the 2020 Model Code of Conduct.

**BACKGROUND**

Policy ES40 Gifts Benefits and Hospitality has been in place since 2015 and is scheduled for review.

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

Our Civic Leadership

**Strategy**

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

**Action**

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

## ISSUES AND IMPLICATIONS

### Policy

- Review Policy ES40 Gifts Benefits and Hospitality

### Financial

Operation of the Gifts Benefits and Hospitality policy protects council from the influence of schemes which may see council not receiving best value in its procurement processes.

### Legal / Statutory

The policy enforces compliance with:

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

### Community Engagement / Communication

- The revised policy will be placed on exhibition seeking community comment.

### Human Resources / Industrial Relations

The policy guides Councillors, staff and others in dealing with the offer of gifts or hospitality by:

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

## RISKS

Gifts or benefits may give rise to a real or perceived influence in relation to a decision-making role. The acceptance or refusal of gifts or benefits must be properly managed to ensure that they are not provided as a “gift of influence” where there is an intention by the donor to receive favourable treatment. Equally important is how gifts or benefits are perceived, regardless of the type or value.

## OPTIONS

- Endorse the revised policy POL058 Gifts Benefits and Hospitality as presented to be placed on public exhibition.
- Endorse the revised policy POL058 Gifts Benefits and Hospitality with further amendments to be placed on public exhibition.
- Return the policy to staff for further review and subsequent return to Council.

## CONCLUSION

That Council endorses the Gifts Benefits and Hospitality 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, Debt Recovery Policy as presented be deemed adopted.

**RECOMMENDATION**

That Council:

1. Reviews and endorses POL058 Gifts Benefits and Hospitality Policy for the purpose of public exhibition.
2. Following 28 days public exhibition, if no submissions received, deems this policy as adopted.

# Gifts Benefits and Hospitality Policy 202X POL058





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<b>Policy No:</b>	<b>POL058</b>
<b>Policy Title:</b>	<b>Gifts Benefits and Hospitality Policy</b>
<b>Section Responsible:</b>	<b>Governance</b>
<b>Minute No:</b>	
<b>Doc ID:</b>	<b>8363</b>

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### **1. INTENT**

The purpose of this policy is to:

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

### **2. SCOPE**

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

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

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

### **3. OBJECTIVE**

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

## 4. POLICY STATEMENT

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

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

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

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

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

## 5. PROVISIONS

### 5.1 INAPPROPRIATE OFFERS (BRIBES)

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

Individuals covered by this policy must not:

- a. seek or accept a bribe or other improper inducement
  - b. seek gifts or benefits of any kind
  - c. accept any gift or benefit that may create a sense of obligation or may be perceived to be intended or likely to influence the carrying out your public duty
  - d. accept any gift or benefit of more than token value
  - e. accept an offer of cash or a cash-like gift, regardless of the amount.
2. Individuals covered by this policy must take all reasonable steps to ensure that immediate family members do not receive gifts or benefits that give rise to the appearance of being an attempt to secure favourable treatment. Immediate family members ordinarily include parents, spouses, children and siblings.
  3. Individuals covered by this policy must not use their position to influence other Council officials in the performance of their public or professional duties to obtain a private benefit for yourself or for somebody else. A Councillor will not be in breach of

this clause where they seek to influence other Council officials through the appropriate exercise of their representative functions.

4. Individuals covered by this policy must not take advantage (or seek to take advantage) of status or position with, or functions performed for Council in order to obtain a private benefit.
5. Individuals covered by this policy must never accept any offer of a gift or benefit which could be considered to be intended to influence behaviour or show favour (or not show favour) to any person in relation to official duties.
6. If offered a bribe, the incident must be immediately reported to the **General Manager** and, where appropriate, to the **Deputy General Manager**. The Independent Commission Against Corruption (ICAC) and, where relevant, the police, must be informed immediately by the **General Manager**.
7. Soliciting personal gifts or benefits is strictly prohibited. Any individual covered by this policy who becomes aware that another individual covered by this policy is soliciting gifts or benefits, must report the matter to the **General Manager and/or Executive Officer** who will take appropriate steps to investigate the matter and will notify the ICAC.

## 5.2 GIFTS OF APPRECIATION/GRATITUDE

If a Councillor or staff member is uncertain about whether a gift, benefit or hospitality is non-token, they should discuss it with the **General Manager** or Mayor (in the case of Councillors).

### 5.2.1 Token gifts (nominal value)

It may be difficult to determine the true value of a gift or benefit and whether it is above or below the token value of **\$50** \$100. Individuals covered by this policy must complete the Gifts and Benefits Declaration Form whenever a gift is offered, regardless of whether it is of token value or not.

1. Gifts of gratitude where the value is less than **\$50** \$100 may be accepted or declined. The acceptance or refusal of token gifts must be declared and recorded in the Gifts and Benefits Register.
2. A gift may be offered to an individual in appreciation of a specific task or for exemplary performance of duties. Gifts offered for speaking at official functions would be considered gifts of gratitude. These are generally of a token nature.
3. Council's Code of Conduct – Personal Benefit, defines "token gifts and benefits" as:
  - a. Free or subsidised meals, beverages or refreshments provided in conjunction with:
    - o the discussion of official business
    - o Council work-related events such as training, education sessions, workshops
    - o conferences
    - o Council functions or events

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

### 5.2.2 Non-token gifts (gifts and benefits of value)

1. Gifts of gratitude where the value exceeds ~~\$50~~ \$100 SHOULD NOT be accepted. Refer to 5.5 for possible exceptions.
2. Council's Code of Conduct – Personal Benefit defines gifts and benefits of value as having more than a token value to include, but not being limited to:
  - a. Tickets to major sporting events (such as state or international cricket matches or matches in other national sporting codes including the NRL, AFL, FFA, NBL. Where Council is the host and has a sponsorship Agreement for the event this situation may be exempt
  - b. Corporate hospitality as a corporate facility at major sporting events (Where Council is the host and has a sponsorship Agreement for the event this situation may be exempt)
  - c. Discounted products for personal use
  - d. The frequent use of facilities such as gyms, use of holiday homes
  - e. Free or discounted travel.
3. Gifts of money and cash-like gifts, eg: gift vouchers, regardless of the amount MUST NEVER be accepted.
4. All refused or accepted offers of non-token gifts or benefits MUST BE disclosed by completing the Gifts and Benefits Declaration Form and recorded in the Gifts and Benefits Register.

### 5.2.3 Cumulative gifts

1. A series of small gifts, which individually fall under the nominal value of ~~\$50~~ \$100, may have an aggregate which exceeds the nominal value in any six-month period. Such gifts, while seemingly modest, may pose a risk or apparent compromise, in the same vein as accepting one gift or benefit which alone exceeds the nominal value.
2. Where a series of gifts as described in Section 5.2.1 is received in any six-month period, the gifts must be declared. Where the gift giving continues, gifts must be declined. Such gifts should be declared and the matter raised with the Manager/**Deputy General Manager** and, in the case of Councillors or other Council officials, with the **General Manager**.

## 5.3 HOSPITALITY AND WORK-RELATED FUNCTIONS

1. Hospitality often forms part of a work-related function, such as morning/afternoon tea at a meeting, a modest lunch offered to a working group, a networking function, etc. Such hospitality is acceptable. A useful guide of what would be acceptable

hospitality is the type of hospitality which Council would provide to its business associates. Refer to Section 5.2.1 3.a.

2. Hospitality that extends beyond that described in Section 5.2.1 3.a needs to be given careful consideration before accepting. The following should be considered:
  - a. Is it likely that, by accepting the hospitality, the Council official may be perceived to show favouritism to the host in some way in the future (eg: procurement process, development application)?
  - b. Is there a business rationale for attending the function/accepting the hospitality?
  - c. Is the value of the hospitality at a reasonable level?
  - d. Will there be a number of other clients/representatives from other councils attending the function?
  - e. Is the hospitality being offered by a service provider where the tender is due for renewal in the next six months or during the tender process?
3. Hospitality should only be accepted where:
  - a. There is a strong business reason for attending the function/accepting the hospitality.
  - b. The estimated value of the hospitality is at a reasonable level, ie: not at a “silver service” restaurant or similar.
  - c. Other clients will be attending the function, eg: an end of year event hosted by a contractor for a range of clients.
  - d. Where there is a business reason for accepting hospitality that is considered more than a token value, then Council should pay the expenses rather than have the event organisers cover the expense.

#### **5.4 PRIZES**

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

#### **5.5 ACCEPTING GIFTS**

1. A gift or benefit offered that is more than of a token nature SHOULD NOT be accepted. These guidelines acknowledge that it is not always possible and set out points of consideration with regard to gifts and benefits.
2. Consideration should be given to not only the value of the gift but also the intent of the gift or benefit being offered.
3. Christmas, culture or tradition should never be used as an excuse to accept inappropriate gifts and benefits.

4. There may be circumstances where a gift that falls outside of what is acceptable under this policy, is accepted. Such circumstances may include:
  - a. A wrapped gift that the recipient does not open in the presence of the gift giver
  - b. Gifts accepted for cultural, protocol or other reasons, where returning it would be inappropriate
  - c. Anonymous gifts received through the mail or left without a return address
  - d. A gift received in a public forum where attempts to refuse or return it would cause significant embarrassment.
5. These gifts become the property of Narrandera Shire Council and must be declared using the Gifts and Benefits Declaration Form and surrendered to the **General Manager or Executive Officer**.
6. Any frequent user points accrued as a result of Council purchases will remain the property of Council and may be used to reduce future costs to Council.

## 5.6 RECORDS

Councillors and staff must declare gifts, benefits or hospitality of a token or non-token nature, whether provided, accepted or declined. A gifts and benefits declaration form must be completed and forwarded by staff member or Councillor to the **General Manager's Deputy General Manager Corporate & Community** for recording in the Gift Register File.

Councillors and staff should err on the side of caution and, if in doubt, complete a declaration.

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

- Name
- Position
- Department
- Date gift/benefit received
- From whom the gift/benefit was received
- Description of the gift/benefit
- Estimated value
- Gift/benefit accepted yes/no
- How was gift dealt with?
- If surrendered, to whom was gift/benefit surrendered?
- Declaration

## 5.7 DISPOSAL OF GIFTS

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

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

## 5.8 GIVING OF GIFTS

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

## 6. DEFINITIONS

- **Benefit:** a non-tangible item of value (for example, preferential treatment or access to information etc) that a person or organisation confers on another. Examples include free or discounted travel, use of facilities such as a holiday home or gymnasium, tickets to events.
- **Bribery:** receiving or offering any undue reward by, or to, any person in public office in order to influence his or her behaviour in that office, and to incline that person to act contrary to the known rules of honesty and integrity.
- **Cash-like gift:** includes, but is not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internal credit, memberships or entitlements to discounts.
- **Ceremonial gift:** An official gift from one agency to another agency e.g. commemorative plaque from an overseas delegation. Such gifts are often provided to a host agency when conducting official business with delegates from another organisation.
- **Corruption:** the abuse of public office for private or personal advantage.
- **Council Official:** an individual who carries out public official functions or acts in the capacity of a public official. These include Councillors, members of staff, members of Council committees, volunteers, conduct reviewers and delegates of Council.
- **Council:** Narrandera Shire Council.
- **Cumulative Gifts:** a series of small gifts, each of which is minimal value, may have an aggregate value that exceeds Council's stipulated nominal value. Such

circumstances need to be treated in the same way as gifts which exceed nominal value.

- **Delegate of Council:** a person or body, and the individual members of that body, to whom a function of Council has been delegated.
- **Gift of gratitude:** A gift offered to an individual or agency in appreciation of performing specific tasks or for exemplary performance of duties.
- **Gift of influence:** A gift that is intended to generally ingratiate the giver with the recipient for favourable treatment in the future
- **Gift:** means an item of value (eg: hospitality, travel, commodity, property etc.) which one person or organisation presents to another
- **Gifts and benefits register:** an official agency record that details gifts and benefits received by staff and how they were managed.
- **Gifts and benefits:** in accordance with the Model Code of Conduct for Local Councils in NSW (March 2013) there are two types of gifts and benefits, these include:
  - Token gifts and benefits
  - Gifts and benefits of value
- **Hospitality:** means the provision of meals, refreshments or other forms of entertainment.
- **ICAC:** means Independent Commission Against Corruption.
- **NSC:** Narrandera Shire Council.
- **Relative/s:** shall mean, but not be limited to a partner, parent, grandparent, brother, sister, uncle, aunt, nephew, niece or an adopted child of the person.
- **Staff:** means all persons employed by Council other than Councillors.
- **Token gift:** Items of minimal value that are given in gratitude for services provided such as speaking at a conference or training seminar
- **Token value:** Means the monetary limit of the value of gifts or benefits that may be accepted. This value is ~~\$50~~ \$100 and therefore any gift or benefit valued at ~~\$50~~ \$100 and less is considered to be of token value in accordance with this policy. The intent of the donor however, must also be considered when deciding whether to accept a token value gift or benefit.

## 7. ROLES AND RESPONSIBILITIES

### 7.1.1 All Staff and Officials

All Council officials are responsible for complying with this policy.

- All Managers/Directors are responsible for providing advice to staff on the provisions of this policy.
- Council's **General Manager** and **Deputy General Managers** are responsible for advising Council officials on the provisions of this policy.



- Council's Senior Customer Service Administration Officer is responsible for maintaining the Gifts and Benefits Register.
- Council's Public Officer is responsible for facilitating public access to the Gifts and Benefits Register.

Councillors and staff should, in the first instance, decline or return any gift, benefit or hospitality of a non-token nature. If refusal of the gift, benefit or hospitality has the potential to damage Council's relationship with the provider, it may then be accepted, however it must be reported immediately.

- In the case of staff it should be reported to the relevant **Deputy General Manager**.
- With regard to Councillors, it should be reported to the **General Manager** or **Deputy General Manager** Corporate Services ~~or Executive Officer~~.

## **7.2 Procurement, Contracts and Tendering**

Staff involved in corporate purchasing or procurement **MUST NOT** accept any form of non token gift, benefit or hospitality from suppliers or potential suppliers. If any gift, benefit or hospitality is offered, it must be declared in writing to Managers or **Deputy General Manager** and also recorded in the Gifts and Benefits Register.

## **8. RELATED LEGISLATION**

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

## **9. RELATED POLICIES AND DOCUMENTS**

- Code of Conduct
- Conflict of Interest
- Fraud detection and management
- Managing Gifts and Benefits in the Public Sector Toolkit (ICAC)
- Policy Implementation Guidelines Flow Chart (attachment 1)
- Protected Public Interest Disclosures Policy
- Statement of Business Ethics

## **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:

- ES40 Gifts Benefits and Hospitality Policy

**POLICY HISTORY**

<b>Responsible Officer</b>	<b>Deputy General Manager Corporate &amp; Community</b>		
<b>Approved by</b>	<b>General Manager</b>		
<b>Approval Date</b>	<b>DD Month 202Y</b>		
<b>GM Signature (Authorised staff to insert signature)</b>			
<b>Next Review</b>	<b>1 March 2024</b>		
<b>Version Number</b>	<b>Endorsed by ELT</b>	<b>Endorsed by Council</b>	<b>Date signed by GM</b>
<b>1 Adopted</b>	12/12/2005	17/01/2006	17/01/2006
<b>2 Reviewed</b>	-	20/08/2013	9/12/2008
<b>3 Reviewed</b>	-	18/02/2014	18/02/2014
<b>4 Reviewed</b>	19/10/2015	17/11/2015	18/11/2015
<b>5 Reviewed</b>	13/04/2021	DD/MM/YYYY	DD/MM/YYYY
<b>6 Reviewed</b>	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY

**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.**

**Attachment 1: Policy Implementation Guidelines Flow Chart**

Guidance on decision-making is provided below:

### Gift Receipt Decision Making Guide



**12. Acknowledgement of Training Received**

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

**20.2 POLICY REVIEW - POL017 DEBT RECOVERY****Document ID:** 558130**Author:** Deputy General Manager Corporate and Community**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Statutory and Compulsory Reporting – Financial / Audit**Attachments:** 1. Revised policy POL017 Debt Recovery [↓](#)**RECOMMENDATION**

That Council:

1. Reviews and endorses POL017 Debt Recovery 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 for the review of Council's Debt Recovery Policy.

**SUMMARY**

Council's Debt Recovery Policy has been reviewed in accordance with the date scheduled in the policy register.

**BACKGROUND**

Policy CS290 Debt Recovery is scheduled for review in June 2021. The policy has been transferred to the current policy template and its number revised to POL017. There are minor changes to the policy. The largest change is to add a policy Intent which is in keeping with the new policy template. Changes are shown in red.

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

Our Civic Leadership

**Strategy**

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

**Action**

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

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

- Review policy CS290 Debt Recovery.

**Financial**

- Policy changes have no financial implications.

**Legal / Statutory**

- Policy determines how Council will utilise legal action to recover debts.

**Community Engagement / Communication**

- Policy to be placed on exhibition.

**Human Resources / Industrial Relations**

- N/A

**RISKS**

Failure to institute debt recovery action can impact Council's cash flow and allow debtors to accumulate debts which put them under financial pressure.

**OPTIONS**

1. Endorse the revised POL017 Debt Recovery Policy to be placed on exhibition.
2. Endorse the revised POL017 Debt Recovery Policy with further amendments to be placed on exhibition.
3. Return the policy to staff for further review and subsequent return to Council.

**CONCLUSION**

That Council endorses the Debt Recovery 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, Debt Recovery Policy as presented be deemed adopted.

**RECOMMENDATION**

That Council:

1. Reviews and endorses POL017 Debt Recovery Policy for the purpose of public exhibition.
2. Following 28 days public exhibition, if no submissions received, deems this policy as adopted.

# Debt Recovery Policy 2021

## POL017



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<b>Policy No:</b>	<b>POL017</b>
<b>Policy Title:</b>	<b>Debt Recovery Policy</b>
<b>Section Responsible:</b>	<b>Finance</b>
<b>Minute No:</b>	
<b>Doc ID:</b>	<b>403795</b>

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## 1. INTENT

The objective of this policy is to ensure monies owed to Council are recovered in a timely, efficient and effective manner in order to finance Council's operations and ensure effective cash flow management.

## 2. SCOPE

- This policy applies to all ratepayers, sundry debtors and account holders within the Narrandera Shire Council.
- This policy applies to Council staff with delegated responsibility for carrying out the procedures, and debt recovery agents who act on behalf of Council.

## 3. OBJECTIVE

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

## 4. POLICY STATEMENT

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

## 5. PROVISIONS



## **5.1 RATES AND ANNUAL CHARGES**

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

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

## **5.2 WATER AND SEWERAGE CHARGES**

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

## **5.3 SUNDRY DEBTORS**

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

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

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

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

## **5.4 INTEREST**

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

## **5.5 PAYMENT ARRANGEMENTS**

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

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

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

Where a debtor defaults on approved arrangements for payment and there has been no contact from the debtor to discuss the missed payments **within 30 days**, Council may recommence recovery action from the stage which had been reached prior to the last arrangement being negotiated.

## **5.6 Overdue Notice**

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

### **5.6.1 Reminder notices**

Within 14 days after the due date of payment for each rate instalment or water consumption account or combined water consumption/sewer usage account, a 'Reminder Notice' shall be issued to ratepayers with unpaid amounts.

### **5.6.2 Final notices**

Within 30 days after the due date of the payment for each rate instalment or water consumption account or combined water consumption/sewer usage account, a 'Final Notice' shall be issued to ratepayers with unpaid amounts after the issue of a 'Reminder Notice'.

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

## **5.7 FINANCIAL HARDSHIP**

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

## **5.8 MAKING CONTACT WITH THE ACCOUNT HOLDER**

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

## **5.9 RECOVERY ACTION**

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

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

arrange a meeting to discuss settlement of the outstanding debt. This may necessitate an after-hours phone call to the debtor.

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

### **5.10 INTENTION TO RESTRICT WATER SUPPLY NOTICE**

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

- The total overdue amount now payable, including interest.
- Notice that if the amount is not paid, or an arrangement for payment made within seven days, the water will be restricted without further notice.
- The cost of the water restrictor fee. **Which will be determined annually within Council's fees and charges.**
- Advice that nominal supply to the property will be reduced.

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

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

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

### **5.11 LEGAL ACTION**

When legal action commences, a Statement of Liquidated Claim (summons) will be issued and served. Where judgement is entered in Council's favour, Council will seek to recover

the judgement debt through appropriate recovery actions. Action to recover outstanding debts that will be considered, may include, but is not limited to:

- A garnishee of income
- Writ of execution on goods and chattels
- Examination notice
- Examination summons
- Service of a rent for rates notice where the property is tenanted.
- Sale of land for unpaid rates.

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

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

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

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

## **6. DEFINITIONS**

- **Debtor:** The person liable for payment of the debt.
- **NSC:** Narrandera Shire Council

## **7. ROLES AND RESPONSIBILITIES**

### **Staff / Rates Officer**

- Undertake debt recovery in accordance with this policy.

### **Deputy General Manager / Manager**

- Authorise legal action for debt recovery.

## **8. RELATED LEGISLATION**

- Local Government (General) Regulation 2005
- Local Government Act 1993
- Privacy and Personal Information Protection Act 1998 (NSW) (PPIP Act) Privacy and Personal Information Protection Regulation 2014

## **9. RELATED POLICIES AND DOCUMENTS**

- Application for Payment Arrangement Form

- Debt Collection Guideline for collectors and creditors ACCC/ASIC
- Delegations Register
- OLG Debt Management & Hardship Guidelines, November 2018 ISBN 978-1-922001-76-4
- Rates and Financial Hardship Policy
- Revenue Policy, contained within the Operational Plan

**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 charges 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:

- CS290 Debt Recovery Policy.

**POLICY HISTORY**

<b>Responsible Officer</b>	<b>Finance Manager</b>		
<b>Approved by</b>	<b>General Manager</b>		
<b>Approval Date</b>	<b>DD Month 202Y</b>		
<b>GM Signature</b> <i>(Authorised staff to insert signature)</i>			
<b>Next Review</b>	<b>1 April 2023</b>		
<b>Version Number</b>	<b>Endorsed by ELT</b>	<b>Endorsed by Council</b>	<b>Date signed by GM</b>
<b>1 Adopted</b>	29/01/2019	21/05/2019	3/06/2019
<b>2 Reviewed</b>	11/05/2021	DD/MM/YYYY	DD/MM/YYYY
<b>3 Reviewed</b>	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY

**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 POL017 Debt Recovery Policy.	
Employee Name	
Position Title	
Signature	
Date	

**20.3 DETERMINATIONS - LOCAL GOVERNMENT REMUNERATION TRIBUNAL****Document ID:** 560217**Author:** Deputy General Manager Corporate and Community**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Statutory and Compulsory Reporting - Other**Attachments:** Nil**RECOMMENDATION**

That Council:

1. Notes the determinations of the Local Government Remuneration Tribunal effective 1 July 2021.
  - (a) Council's categorisation remains as General Purpose / Non-Metropolitan / Rural
  - (b) Fees for Councillors & Mayors will increase by 2% for the year commencing 1 July 2021.

**PURPOSE**

The purpose of this report is to inform Council of the determinations made by the Local Government Remuneration Tribunal (the Tribunal) for the year commencing 1 July 2021.

**SUMMARY**

The Tribunal has made two determinations that will set the fees paid to the Mayor and Councillors for the year commencing 1 July 2021.

- Council's category for the purpose of setting fees will remain General Purpose / Non-Metropolitan / Rural.
- Fees for Councillors and Mayor will have a 2% increase over the previous year.

**BACKGROUND**

The Tribunal makes an annual determination as to the minimum and maximum annual fee to be paid to Councillors and Mayor in each category of council. The Tribunal is also required to determine the categories of councils and mayoral offices at least once every three (3) years.

Narrandera Shire Council remains categorised as General Purpose / Non-Metropolitan / Rural.

Councils categorised as Rural will typically have a residential population of less than 20,000. Other features may include:

- One or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre.
- A limited range of services, facilities and employment opportunities compared to Regional Rural councils.
- Local economies based on agriculture/resource industries.

Fees for Narrandera Shire from 1 July 2021 were determined by the Tribunal as follows:

Councillor Annual Fee		Mayor Additional Fee*	
Minimum	Maximum	Minimum	Maximum
\$9,370	\$12,400	\$9,980	\$27,060

\* The fee paid to the Mayor is in addition to the fee paid as a Councillor.

Council has policy CS270 Councillor Expenses and Facilities in place to set its fees as the maximum determined for the year.

**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**

- CS270 – Councillor Expenses & Facilities

**Financial**

- Council’s budget provides for the increase as determined by the Tribunal.

**Legal / Statutory**

- Compliance with the Local Government Act Section 241

**Community Engagement / Communication**

- The Tribunal’s annual report and its determinations are published on the Office of Local Government website.

**Human Resources / Industrial Relations**

- N/A

**RISKS**

Payment of fees within the parameters determined by the Tribunal is mandated by the Act. Non-compliance is a breach of the legislation.



**OPTIONS**

- Council notes the fee determined by the Tribunal resulting in a 2% increase of the current fee for the coming year.
- Council resolves to adopt a new fee between the minimum and maximum range determined by the Tribunal.

**CONCLUSION**

Council notes the fee determined by the Tribunal resulting in a 2% increase of the current fee for the coming year.

**RECOMMENDATION**

That Council:

1. Notes the determinations of the Local Government Remuneration Tribunal effective 1 July 2021.
  - (a) Council's categorisation remains as General Purpose / Non-Metropolitan / Rural
  - (b) Fees for Councillors & Mayors will increase by 2% for the year commencing 1 July 2021.

**20.4 MAY STATEMENT OF INVESTMENTS**

**Document ID:** 561079  
**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 31 May 2021.

**PURPOSE**

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

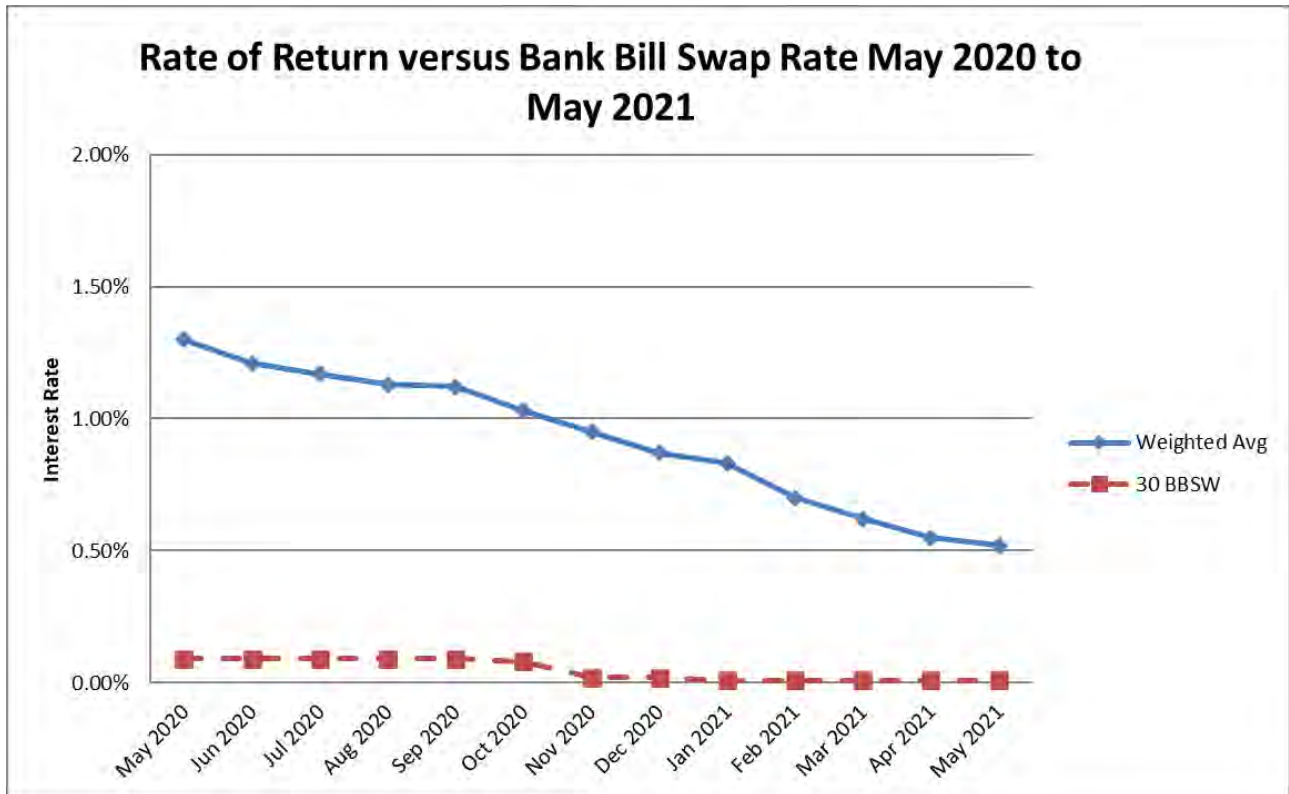
**SUMMARY**

<b>Fund Balance (GL)</b>	
General	13,358,257.57
Water	7,753,877.83
Sewerage	1,306,825.35
Trust	85,204.14
	<b>22,504,164.89</b>

**BACKGROUND**

<b>Council Funds</b>				
<b>Banking Authority</b>	<b>Amount</b>	<b>%</b>	<b>Yield</b>	<b>Due Date</b>
<b>Direct Investments A to BBB-</b>				
Elders Rural Bank	1,000,000.00	4.46%	1.51%	18 Oct 2021
Elders Rural Bank	1,000,000.00	4.46%	0.70%	18 Nov 2021
Elders Rural Bank	1,000,000.00	4.46%	0.30%	3 Dec 2021
Bendigo Bank	1,000,000.00	4.46%	0.80%	24 Jul 2021
Bendigo Bank	750,000.00	3.35%	0.78%	11 Aug 2021
Bendigo Bank	1,000,000.00	4.46%	0.50%	19 Aug 2021
Bendigo Bank	1,000,000.00	4.46%	0.50%	3 Dec 2021
<b>Direct Investments AA- to A</b>				
	<b>6,750,000.00</b>	<b>30.11%</b>		

<b>Direct Investments AAA to AA-</b>				
NAB Cashmaximiser	918,960.75	4.10%	0.10%	31 May 2021
NAB	1,000,000.00	4.46%	1.00%	8 Jun 2021
NAB	1,000,000.00	4.46%	0.85%	9 Aug 2021
NAB	1,000,000.00	4.46%	0.50%	30 Sep 2021
NAB	1,000,000.00	4.46%	0.50%	1 Oct 2021
NAB	1,000,000.00	4.46%	0.32%	24 Jan 2022
NAB	1,000,000.00	4.46%	0.35%	19 Apr 2022
St George	750,000.00	3.35%	1.12%	4 Jun 2021
St George	1,000,000.00	4.46%	0.92%	10 Jul 2021
St George	1,000,000.00	4.46%	0.75%	10 Sep 2021
St George	1,000,000.00	4.46%	0.60%	23 Nov 2021
CBA	1,000,000.00	4.46%	0.42%	24 Feb 2022
CBA	1,000,000.00	4.46%	0.42%	24 Feb 2022
CBA	1,000,000.00	4.46%	0.42%	16 Mar 2022
Westpac	1,000,000.00	4.46%	0.77%	1 Sep 2021
Westpac	1,000,000.00	4.46%	0.34%	26 May 2022
	<b>15,668,960.75</b>	<b>69.89%</b>		
Council Funds	<b>22,418,960.75</b>	<b>100%</b>		
<b>Monthly Investment Performance</b>				
Period Ending	Investments	Weighted Average	BBSW 30 day rate	Variance
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%	0.020%	0.93%
Dec 2020	26,009,696.10	0.87%	0.020%	0.85%
Jan 2021	24,259,702.13	0.83%	0.010%	0.82%
Feb 2021	24,659,709.71	0.70%	0.010%	0.69%
Mar 2021	23,659,720.19	0.62%	0.010%	0.61%
Apr 2021	23,668,951.65	0.55%	0.010%	0.54%
May 2021	22,418,960.75	0.52%	0.010%	0.52%
<b>Trust Funds</b>				
<b>Banking Authority</b>	<b>Amount</b>	<b>%</b>	<b>Yield</b>	<b>Due Date</b>
<i>Direct Investments AAA to AA-</i> 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%	21/03/2022
Trust Funds	<b>85,204.14</b>			



Individual Limits					
Institution	Rating		Amount Invested	Council %	
Bendigo Bank	BBB+	A2	\$ 3,782,050.56	16.8%	Max 20%
Elders Rural Bank	BBB+	A2	\$ 3,000,000.00	13.3%	Max 20%
IMB	BBB	A2	\$ -	0.0%	Max 20%
NAB	AA-	A1+	\$ 6,972,114.33	31.0%	Max 35%
Suncorp	A+	A1	\$ -	0.0%	Max 25%
StGeorge	AA	A1+	\$ 3,750,000.00	16.7%	Max 35%
Macquarie Bank	A-	A1	\$ -	0.0%	Max 25%
Commonwealth Bank	AA-	A1+	\$ 3,000,000.00	13.3%	Max 35%
Westpac	AA	A1+	\$ 2,000,000.00	8.9%	Max 35%

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

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

**ISSUES AND IMPLICATIONS**

**Policy**

- N/A

**Financial**

- N/A

**Legal / Statutory**

- Compliance with Clause 212 Local Government Regulation 2005

**Community Engagement / Communication**

- N/A

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

- N/A

**RISKS**

- The Reserve Bank has announced interest rates are anticipated to remain low for two years. This presents a risk to the return received on future investments placed.

**RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the Statement of Investments report as at 31 May 2021.

**20.5 MAY STATEMENT OF RATES AND RECEIPTS**

**Document ID: 561104**

**Author: Revenue 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 01 June 2021.

**RATES & CHARGES**

Arrears as at 01.07.2020	746,364.96
20/21 Rate levies & supplementary levies (excl. postponed amounts)	<u>8,263,611.50</u>
	9,009,976.46
Less Pensioner rebates	<u>210,717.21</u>
<b>NET BALANCE</b>	<b>8,799,259.25</b>
Less receipts to 01.06.2021	<u>7,815,940.17</u>
	<u><u>983,319.08</u></u>

**Actual % Rate Collection to Net Balance as at 01.06.2021 = 88.82%**

**Comparative % Collection to Net Balance as at 01.06.2020 = 88.81%**

**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>1,355,443.71</u>
<b>NET BALANCE</b>	<b>1,578,959.30</b>
Less receipts to 01.06.2021	<u>1,255,230.27</u>
	<u><u>323,729.03</u></u>

**PURPOSE**

The purpose of this report is to present the Statement of Rates and Receipts as at 01 June 2021.

**SUMMARY**

The Statement of Rates and Receipts are required to be submitted for Council's information each month under Statutory and Compulsory Reporting.

**RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the Statement of Rates and Receipts report as at 01 June 2021.

**20.6 MAY INCOME STATEMENT****Document ID:** 561069**Author:** Costing Officer**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Statutory and Compulsory Reporting – Financial / Audit**Attachments:** 1. [May 2021 Income Statement](#) [↓](#)**RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the Income Statement report for the period ending 31 May 2021.

**PURPOSE**

The purpose of this report is to present Council with the Statement of Income for the period ending 31 May 2021.

**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 March.

**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 31 May 2021.



**Narrandera Shire Council**

**Consolidated Income Statement**  
for the period ending 31 May 2021

	Original Budget	March Revised Budget	Actual YTD
<b>Income from continuing operations</b>			
Rates and annual charges	8,040	8,065	8,252
User charges and fees	3,309	3,372	2,712
Other revenues	550	570	475
Grants and contributions provided for operating purposes	7,475	5,440	5,213
Grants and contributions provided for capital purposes	13,416	13,898	7,799
Interest and investment revenue	361	279	179
Other income	235	261	235
Net gain from the disposal of assets	92	157	(94)
<b>Total income from continuing operations</b>	<b>33,478</b>	<b>32,042</b>	<b>24,771</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	8,307	8,351	6,670
Materials and services	3,892	4,444	3,974
Borrowing costs	6	10	13
Depreciation and amortisation	5,087	5,083	3,812
Other expenses	1,878	1,876	1,672
Net loss from the disposal of assets	-	-	-
<b>Total expenses from continuing operations</b>	<b>19,170</b>	<b>19,764</b>	<b>16,141</b>
<b>Operating result from continuing operations</b>	<b>14,308</b>	<b>12,278</b>	<b>8,630</b>
<b>Operating result from discontinued operations</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net operating result for the year attributable to Council</b>	<b>14,308</b>	<b>12,278</b>	<b>8,630</b>
<b>Net operating result for the year before grants and contributions provided for capital purposes</b>	<b>892</b>	<b>(1,620)</b>	<b>831</b>

**Narrandera Shire Council**

**General Fund Income Statement**  
for the period ending 31 May 2021

	Original Budget	March Revised Budget	Actual YTD
<b>Income from continuing operations</b>			
Rates and annual charges	5,928	5,931	6,055
User charges and fees	1,688	1,751	1,301
Other revenues	550	570	475
Grants and contributions provided for operating purposes	7,432	5,397	5,173
Grants and contributions provided for capital purposes	9,268	13,554	7,849
Interest and investment revenue	218	182	130
Other income	235	261	235
Net gain from the disposal of assets	92	157	(94)
<b>Total income from continuing operations</b>	<b>25,411</b>	<b>27,803</b>	<b>21,124</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	6,653	6,747	5,463
Materials and services	3,403	3,871	3,426
Borrowing costs	6	10	13
Depreciation and amortisation	4,265	4,261	3,196
Other expenses	1,459	1,492	1,331
Net loss from the disposal of assets	-	-	-
<b>Total expenses from continuing operations</b>	<b>15,786</b>	<b>16,381</b>	<b>13,429</b>
<b>Operating result from continuing operations</b>	<b>9,625</b>	<b>11,422</b>	<b>7,695</b>
<b>Operating result from discontinued operations</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net operating result for the year attributable to Council</b>	<b>9,625</b>	<b>11,422</b>	<b>7,695</b>
<b>Net operating result for the year before grants and contributions provided for capital purposes</b>	<b>357</b>	<b>(2,132)</b>	<b>(154)</b>

**Narrandera Shire Council**

**Water Fund Income Statement**  
for the period ending 31 May 2021

	Original Budget	March Revised Budget	Actual YTD
<b>Income from continuing operations</b>			
Rates and annual charges	756	766	792
User charges and fees	1,459	1,459	1,258
Other revenues	-	-	-
Grants and contributions provided for operating purposes	23	23	21
Grants and contributions provided for capital purposes	20	124	4
Interest and investment revenue	125	83	41
Other income	-	-	-
Net gain from the disposal of assets	-	-	-
<b>Total income from continuing operations</b>	<b>2,383</b>	<b>2,455</b>	<b>2,116</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	952	937	705
Materials and services	284	308	299
Borrowing costs	-	-	-
Depreciation and amortisation	510	510	383
Other expenses	261	251	247
Net loss from the disposal of assets	-	-	-
<b>Total expenses from continuing operations</b>	<b>2,007</b>	<b>2,006</b>	<b>1,634</b>
<b>Operating result from continuing operations</b>	<b>376</b>	<b>449</b>	<b>483</b>
<b>Operating result from discontinued operations</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net operating result for the year attributable to Council</b>	<b>376</b>	<b>449</b>	<b>483</b>
<b>Net Operating Result for the year before Grants and Contributions provided for Capital Purposes</b>	<b>356</b>	<b>325</b>	<b>479</b>

## Narrandera Shire Council

## Sewer Fund Income Statement

for the period ending 31 May 2021

	Original Budget	March Revised Budget	Actual YTD
<b>Income from continuing operations</b>			
Rates and annual charges	1,356	1,368	1,405
User charges and fees	162	162	153
Other revenues	-	-	-
Grants and contributions provided for operating purposes	20	20	19
Grants and contributions provided for capital purposes	4,128	220	(54)
Interest and investment revenue	18	14	8
Other income	-	-	-
Net gain from the disposal of assets	-	-	-
<b>Total income from continuing operations</b>	<b>5,684</b>	<b>1,784</b>	<b>1,531</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	702	667	502
Materials and services	205	265	249
Borrowing costs	-	-	-
Depreciation and amortisation	312	312	234
Other expenses	158	133	94
Net loss from the disposal of assets	-	-	-
<b>Total expenses from continuing operations</b>	<b>1,377</b>	<b>1,377</b>	<b>1,079</b>
<b>Operating result from continuing operations</b>	<b>4,307</b>	<b>407</b>	<b>452</b>
<b>Operating result from discontinued operations</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net operating result for the year attributable to Council</b>	<b>4,307</b>	<b>407</b>	<b>452</b>
<b>Net operating result for the year before grants and contributions provided for capital purposes</b>	<b>179</b>	<b>187</b>	<b>506</b>

**20.7 MAY STATEMENT OF BANK BALANCES**

**Document ID:** 561020  
**Author:** Casual Finance 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 31 May 2021.

**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	1,169,251.27
Plus Receipt	3,341,526.90
Less Payments	2,791,840.10
Current Cashbook Balance	<u>1,718,938.07</u>
Statement Summary	
Opening Statement Balance	1,151,919.87
Plus Receipts	2,876,569.96
Less Payments	2,791,888.60
Current Statement Balance	<u>1,236,601.23</u>
Plus Unpresented Receipts	493,232.29
Less Unpresented Payments	10,895.45
Reconciliation Balance	<u>1,718,938.07</u>
GL BALANCE	<u>1,718,938.07</u>
Unpaid Creditors	373,404.23
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 31 May 2021.

**20.8 MAY CAPITAL WORKS PROGRAM**

<b>Document ID:</b>	<b>560833</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. May 2021 Capital Program <a href="#">↓</a></b> <b>2. May 2021 Capital Expenditure <a href="#">↓</a></b> <b>3. May 2021 Operational Expenditure <a href="#">↓</a></b>

**RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the Capital Works report as of 31 May 2021.

**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 31 May 2021.

**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:

- Replace Desktops/Laptops commenced in May 2021.
- IT Review funds are being used to implement MS Teams.
- SQL Server Software Licenses have been purchased; IT Staff organising consulting for vendors to migrate applications.
- NBN Router with 4G backup is being reviewed.
- Quotes are being reviewed for the Azure Premium P1 Implementation.
- Quotes are being organised for the GDA and SSA.
- Software Licenses will be reviewed throughout the year and purchased if required.
- The Network Penetration Testing, Replace Virtualising Hardware & Software and the Business Continuity Site projects are complete.

**Public Order & Safety**

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

**Environment**

- The Penstock Gate actuator has been installed for the Larmer Street Flood Mitigation Works - Stage 2. Handrail procurement to be installed by the end of June.
- Narrandera West Drainage Improvements have been deferred until 2021-2022. Funds transferred back into Stormwater reserves.
- The survey is complete for Drainage Improvements Driscoll Road with the design to be finalised.
- Council adopted the Long-Term Plan of Management for the Narrandera Waste Facility Masterplan at its March 2021 meeting. Planning for the works has commenced with the preparation of survey and design plans for the operational and drop areas. It is expected that actual construction of the new fencing and civil work will commence shortly.

**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 June 2021.
- Narrandera Cemetery fence quotes have been received; to be installed in June 2021.

**Recreation & Culture**

- Lake Talbot Pool Masterplan works are complete with the pool opened to the public. Disabled Gate has been completed, with remaining signage pending completion. Remaining balance transferred to reserve for the Lake Talbot Water Park additional/remediation works 2021-22 project.
- Book & Resources annual replacement purchasing is on target.
- Design is being reviewed for the Narrandera Sportsground drainages and soak, works scheduled in 2021-2022.
- Works are advanced for the Narrandera Sportsground Clubrooms.
- The Narrandera Sportsground Grandstand improvements works consisting of the removal of the media box are to be completed in June.
- Concept designs were requested from the stadium committee and netball clubs for the Outdoor Court Furniture and shelters.
- Contractors have been engaged for the Henry Mathieson Oval perimeter fencing; works to commence in June 2021.
- Barellan Netball Courts design is under review by the football/netball club. Additional funds required with grant funding being sought.
- Marie Bashir Park drinking fountains/bottle fillers have been ordered.
- Other Town Park upgrades landscaping is scheduled for June 2021.
- Brewery Flats landscaping project has been cancelled due to grant funding for the area, with the funds transferred to reserve for future capital works.
- Consultant has commenced visual inspections for the Tree Audit.



- Specifications for the Biosecurity Mapping System are being developed; specialised companies are being engaged.
- Narrandera Victoria Avenue Stage 3 quotation specifications are complete. Quotations have been received and the contractor engaged, works to commence June 2021.
- Remote Signage is planned for June 2021.
- Works are underway for the Barellan Rural Fire Service Station amenities upgrade.
- Scope is being prepared for the Lake Talbot seating and shelter revamp.
- Marie Bashir Park Up Lighting Adventure Playground project has been deferred to 2021-2022.
- Completed projects include Barellan Playground upgrades, Barellan Christmas Tree, Pocket Park Upgrades, Victoria Avenue Stage 2, Barellan Pool Installation of Marine Carpet and The Barellan Pool Upgrade Filtration system.

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

- Henry Mathieson Oval Facilities improvement project: changerooms complete; kiosk upgrade has commenced and is on track for June completion.
- Narrandera Stadium Upgrade works have commenced.
- Council is working with RAMJO to deliver a joint Adverse Event Management Plan which has been adopted by Council.
- The Lake Talbot Pool Road beautification retaining wall installation and landscaping are complete, disabled carparking bays to be completed by end of June.
- Streetscape plan has been completed for the Grong Grong Improvement Projects; procurement for the trees have commenced.
- Completed projects include Sunsafe playgrounds, Barellan Improvements Project, Rural Assistance Program (Grong Grong, Sandigo and Barellan), Village Halls Improvement Project (Grong Grong Hall, Sandigo Hall, Barellan Hall, Binya Hall, Kamarah Hall)

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

- Graphic designer has been engaged to complete exterior artwork for the Youth Food Van; interior requirements are being finalised.
- Grant approval has been received for the Creating Future Farmers project.
- Completed projects include Barellan Hall, Sandigo Hall, Binya Hall, Kamarah Hall, Grong Grong Hall, Barellan Footpath project and Parkside Cottage Museum.

### **Playground on the Murrumbidgee**

- The concept design has been presented to Council for the Destination and Discovery Hub. Design has been approved and now progressing to the detailed design.
- The Northbank Walking Track – Bike and Hike trails project is planned for 2021-2022.
- Northbank Walking Track detailed survey is underway; engineering firm engaged to complete detailed design of walkway and kerb and gutter. Residents to be consulted with concept design.

- Community engagement is complete for the Northbank Bridge; expressions of interest are being prepared to design and construct.
- Contractor has been appointed for the Lake Talbot Tourist Park playground; works to commence in October-November 2021 as part of the LTTP upgrade to amenity block.
- Contractor has taken possession of the site for the Lake Talbot Tourist Park Amenity Block and Camp Kitchen; works to commence.
- Completed works are Lake Talbot Tourist Park level sites project and Lake Talbot Tourist Park family unit conversion project.
- Negotiations with John Holland Rail for the Railway Heritage Bridge are progressing well; stakeholder engagement has commenced.

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

- Contractors have been engaged for the Henry Mathieson Oval level slope and fencing; works to commence.
- Narrandera Stadium Upgrade Toilet Amenities works have commenced.
- Construction works have commenced for the Arts Centre Deck and Storage, expected completion by end of June.
- The Parks and Gardens Committee have determined the scope for the Kiesling Lane Beautification; costings being prepared.
- Water Tower Surrounds design has been completed; work has commenced.
- Secondary plantings are currently being sourced for the Tree Planting - All Towns project.
- The design for the Brewery Flat Improvements (fire pits, seating, shelters) has been completed; work has commenced.
- Weir Park Road gravel, re-sheet and seal works have commenced; awaiting final seal.
- Melbourne Street kerb and gutter works survey has been completed. Residents are to be consulted with the concept design. Request for quote has been sent out.
- Laneway Upgrades include King, Larmer and Hay Lanes. Works are yet to be scheduled for Arthur Lane; King and Hay Lanes works are complete.
- Urban Roads Construction Laneways works to be scheduled include Audley, Arthur and Peters Lanes.
- Designs are being undertaken for the Drainage Works (various). Brobenah Hall Road and Ridgeview Road to be undertaken by contractors. King Street culvert is complete.
- Glenmoor Road gravel sheeting works and Buckingbong Road safety upgrade works are complete.

### **Local Roads and Community Infrastructure Round 2**

- Wiradjuri Memorial Wall stage 1 grant confirmed. Planning is underway for the construction and installation of a Wiradjuri Aboriginal Memorial wall, including stonework, paving, fire pit and signage.

- Barellan Pump Track – awaiting confirmation of grant for the creation of a bike pump track or alike for the youth of Barellan.
- Awaiting confirmation of grant for the Grong Grong Village – a storage facility, toilet and associated equipment for Grong Grong residents to maintain trees and public areas.
- Narrandera Sportsground – awaiting confirmation of grant for a disabled spectator access area and installation of a digital scoreboard with video capability.
- Barellan Cemetery – awaiting confirmation of grant for the installation of an accessible unisex toilet at the cemetery, including onsite sewerage management system.
- Narrandera Flora and Fauna reserve – awaiting confirmation of grant for the upgrade of the carpark and entrance to the reserve.

### **Community Building Partnership**

- Quotes are being finalised with the funding body for the Art on the Water Tower Stage 2.

### **Crown Lands Infrastructure**

- Works to be scheduled in 2021-2022 to construct drainage and seal the remaining access road at Rocky Water Hole.

### **Transport & Communication**

- Works are being scheduled for: Urban Reseals (council funded), Urban Pavement Rehabilitation, Urban Kerb and Gutter Replacement, Improvement of water haulage, Culvert Manderlay Road, Culvert Brookong Street and Culvert Yalgogorin Road.
- Urban Footpath Replacement works to commence in June in the Grong Grong town centre.
- Works to commence in May/June for Arthur and Baylis street. Works have commenced for Box Street, awaiting final seal.
- Urban Roads Construction – Laneways project is being undertaken in conjunction with LRCI – Laneway upgrade.
- Works have commenced at River Street and Sawmill Road intersection for the Intersections Upgrade Local & Regional Roads, awaiting seal.
- Urban Laneways Upgrade – additional works scheduled for April to June.
- Works scheduled to commence include: Bandys and Williams Roads. Rosedale Road works have been transferred to Fixing Local Roads Round 2 Funding.
- HVSPP Kamarah Road works have commenced.
- Consultant has been engaged to undertake design and costings for the Brewarrana Bridge Retrofitting.
- Narrandera Business Centre Master Plan has been deferred to complete time sensitive grant projects.
- The Drone Purchase for Survey/Inspection and 12d software upgrade is complete. Procurement of the air band radio and protective case is pending. Training to be undertaken.

- Completed projects include: Broad, Douglas, Larmer, Bolton, Audley, Brookong Streets; Hulmes, Males, Holloway, Paynters Siding, Bells, Cowabbie, Kamarah, Kolkilbertoo, Back Dixonville, Booka, Cliffords, Pamandi, Cowabbie, Kamarah, Sandy Creek, Strontian, Brobenah Hall, Buckingham, Erigolia, Federal Park, Landervale, Pamandi, Stephenson, Merribee, Settlers, Birrego, Pattens, Davies, Axehandle, Telephone, Centenary, Audley, McLays, Euratha, Ellis, Beaumont, Jacksons Road and Borellan Golf Course Roads; Audley Street Footpath replacement; Fixing Local Roads Old Wagga and Paintings Bridge Roads; Fixing Country Roads Colinroobie Roads, Irrigation Way, Canola Way culvert project, Buckingham Road Guard railing, Borellan Stormwater Design and Borellan footpath.

### **Economic Affairs**

- Lake Talbot Tourist Park Fire Service design costings are being prepared; project has been deferred to 2021-2022.
- Economic Development project has been cancelled and funds transferred to reserves for future capital works.
- 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.
- Investigation and Design of off-street staff/fleet parking for the Chambers has been deferred, with priority being time sensitive grant projects.
- Works are to be scheduled for the Council Chambers cleanout of storage facility. Journals to correct costings required.
- Parkside Museum renewal works are underway. New flooring has been completed, external concrete paths and other works are being undertaken.
- Building Renewal and Upgrades portfolio procurement is scheduled and underway. Request for quotation for replacement of gutters and installation of gutter guards to be called and painting of internal wall of library to be committed. Procurement is underway to replace internal Library Automatic door.
- Climate Strategy has been adopted, grant funding to be sought.
- Main works are complete for the Runway, Taxiway and Apron resealing and re-marking, with additional roadworks being undertaken.
- Light Towers have been installed for the (3) Apron Flood Lights. Additional works being undertaken.
- Security and Wildlife Perimeter fencing field survey is complete; tender to be finalised. Works to commence this quarter.
- Design and costings are complete for the Airport Taxiway, grant submission.
- Banner Poles for Irrigation Way have been constructed with installation scheduled for June 2021.
- Replacement program for Light Vehicles is nearing completion with two on order, seven already arrived and three more to order.
- Trucks & Trailers Replacement program is nearing completion. A tipper has arrived, with another on order. The old unit to be transferred to waste. Jet patcher still to be purchased. Quotes are being sought for small tipper.

- Heavy Plant Purchases are planned to commence, with purchase of two tractors, reel mower, and slasher. The purchase of a grader has been deferred.
- Other Plant Capital Replacements will be undertaken as required.
- Completed projects include: Council Chambers Building Upgrades, 4 Victoria Square, Arts Centre Building Works and 16 Kiesling Drive.

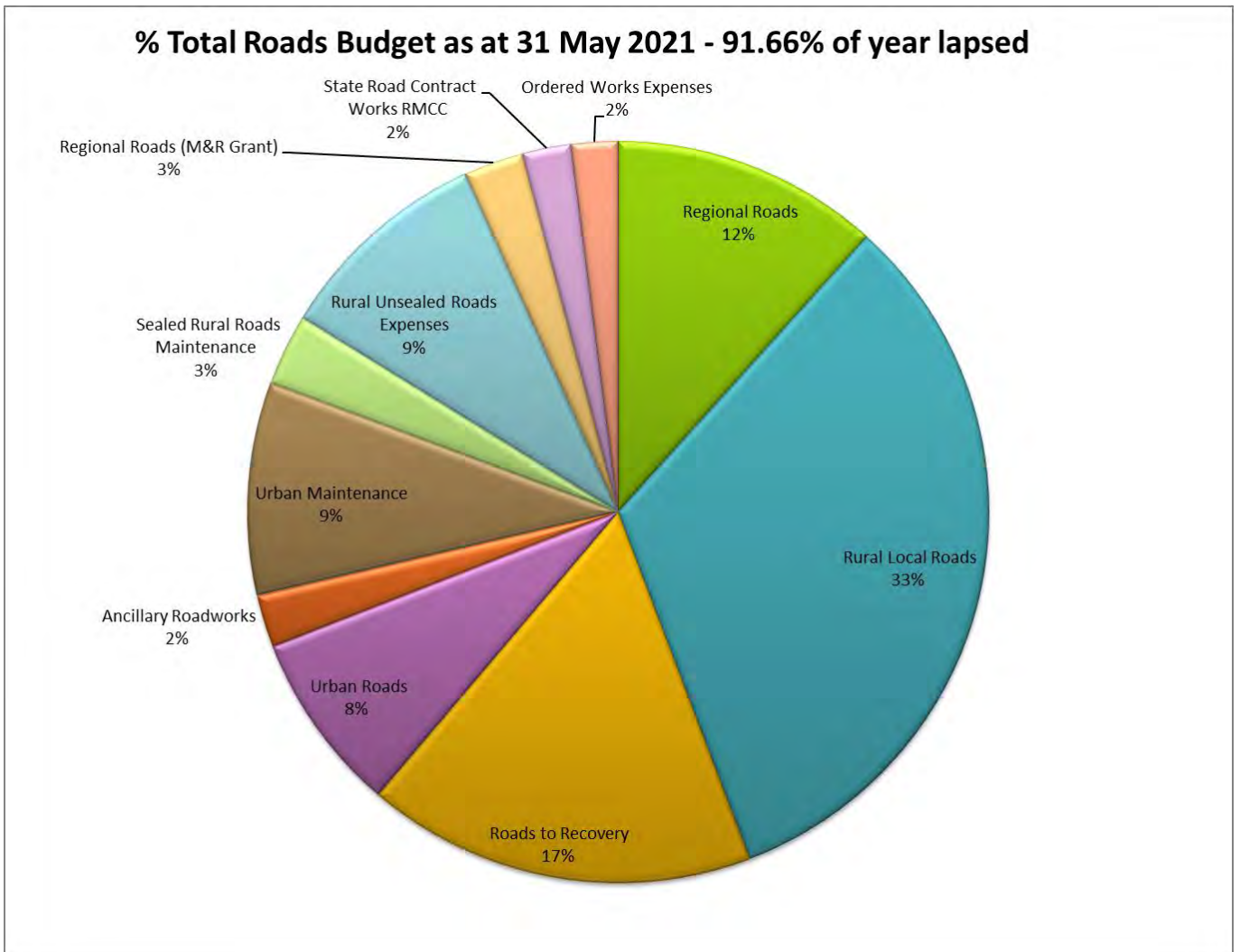
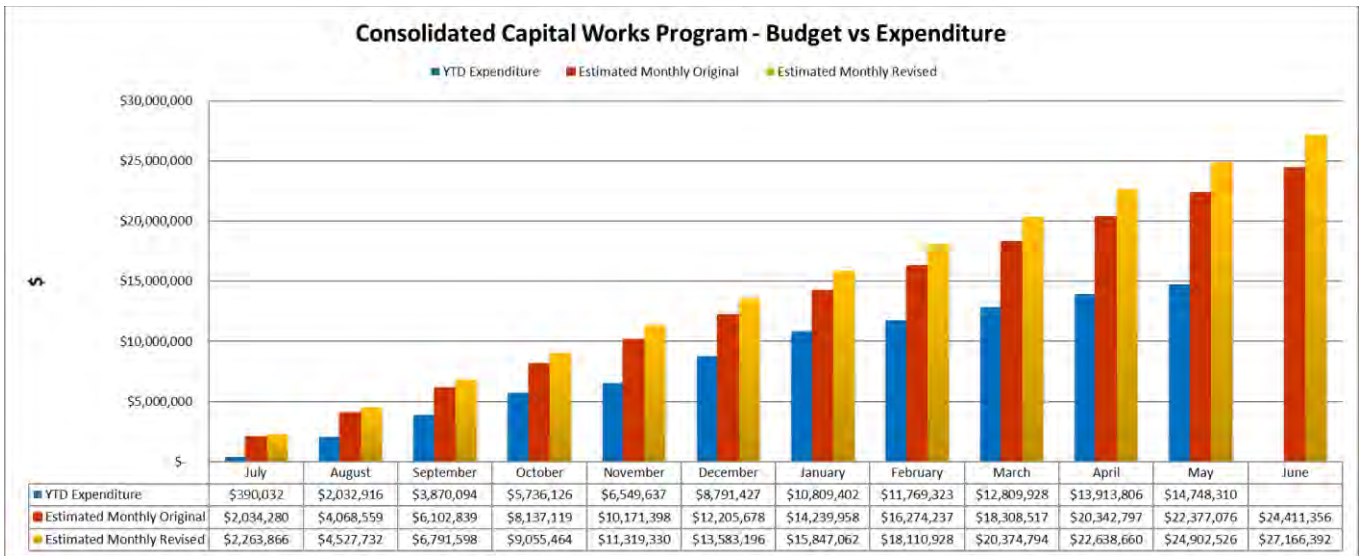
### **Water Supplies**

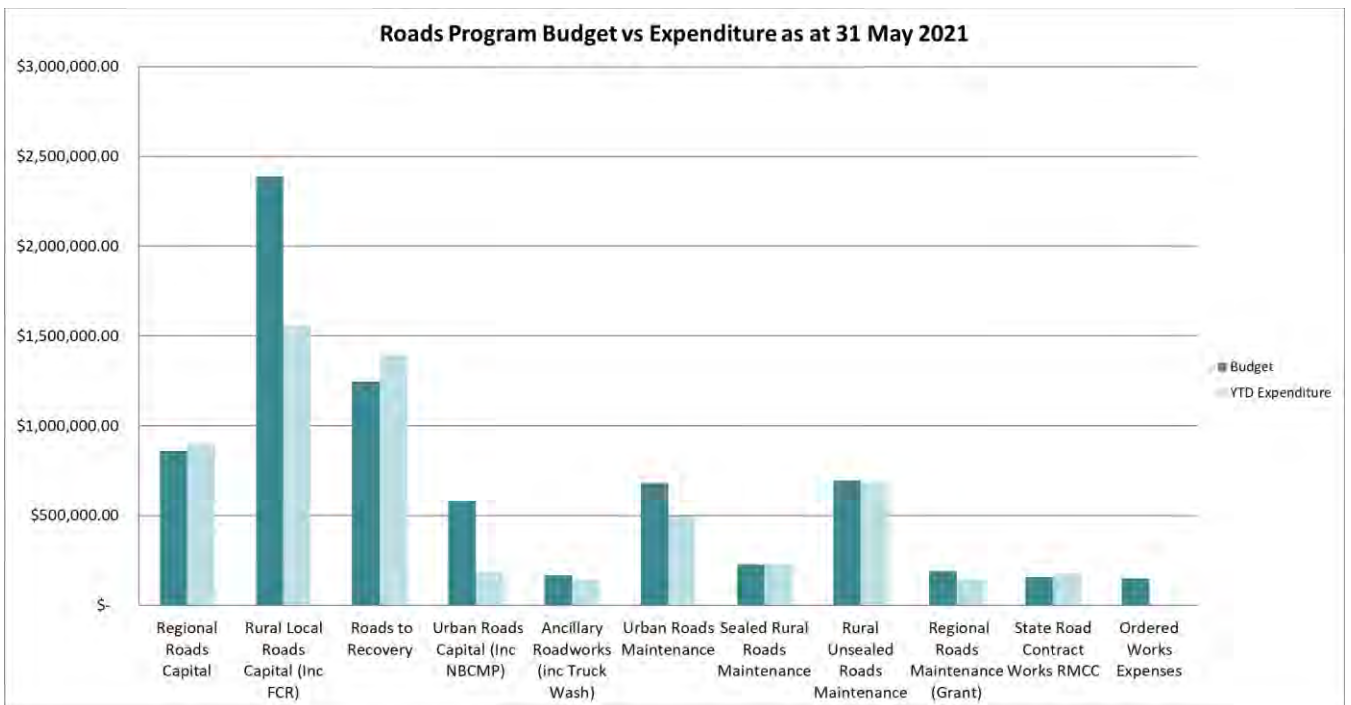
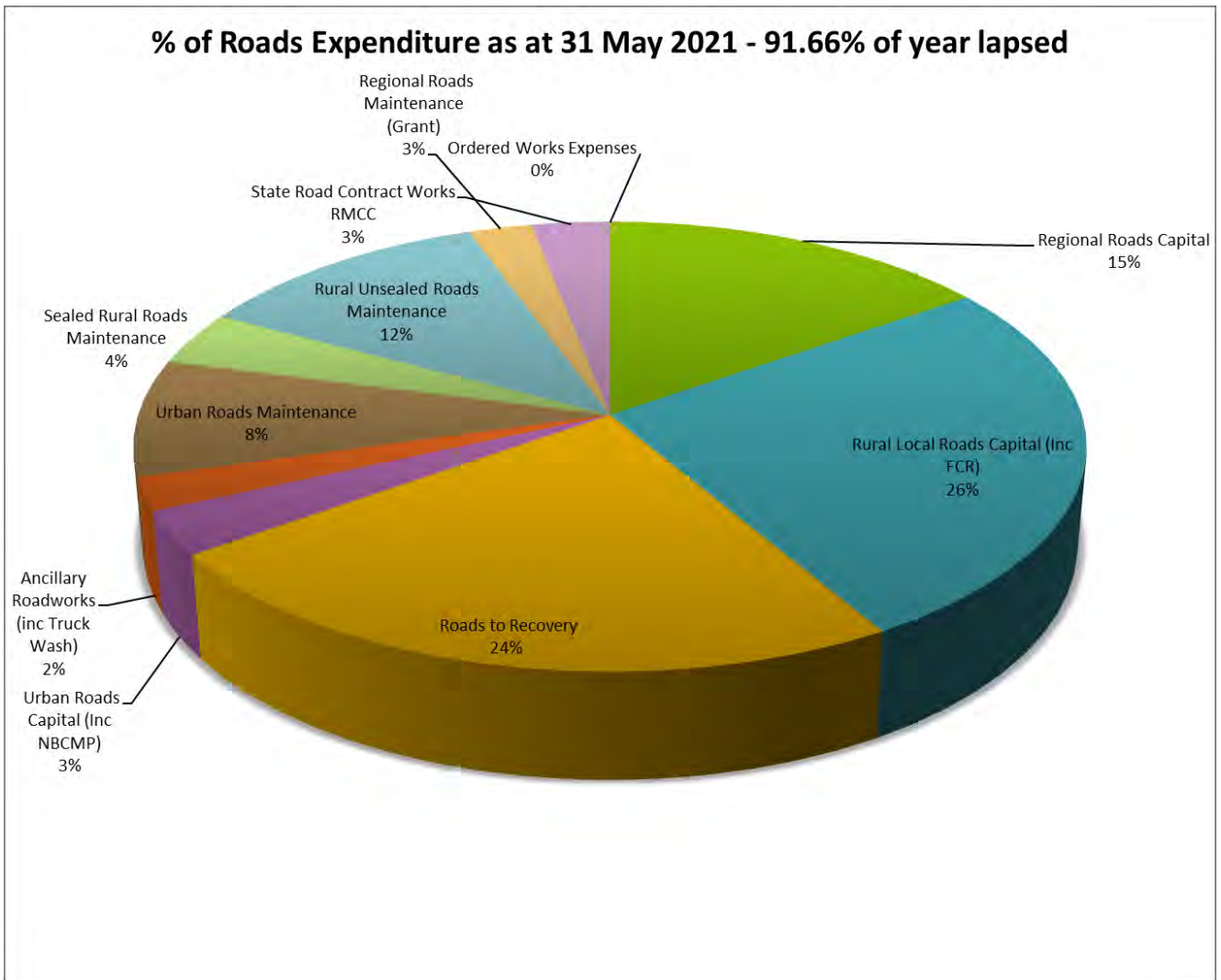
- Planning is underway for the Reservoir Cleaning and Structural Assessment. Procurement for a diving contractor has commenced. Reservoir external cleaning undertaken in preparation for mural painting.
- Aerator Gas Scrubbing works have been investigated. No further action at this stage. Remaining funds to be reallocated.
- Flow Meters on all inlet and outlets Reservoirs have been installed.
- 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 and Adams Street replacements to complete the project.
- Tender has been accepted for the Pine Hill Reservoir Upgrade and construction is being programmed.
- 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 design is underway and to be undertaken in June.
- IWCM Additional Works underway with Public Works. Completion is expected September 2021.
- Decommission Low Level reservoir is to be re-programmed following the outcome of the IWCM study.
- Taggle Software and Implementation is underway. Taggle is reviewing Council meter data. To be completed in September 2021.
- Installation of filters is scheduled for March-July for the Household Filter Project, additional invitations have been sent out.
- Additional testing of UVT and particle size is underway for the Primary filter - EPA project.
- Solar Panel funds to be held as co-contribution to Building Better Regions grant application.

### **Sewerage Supplies**

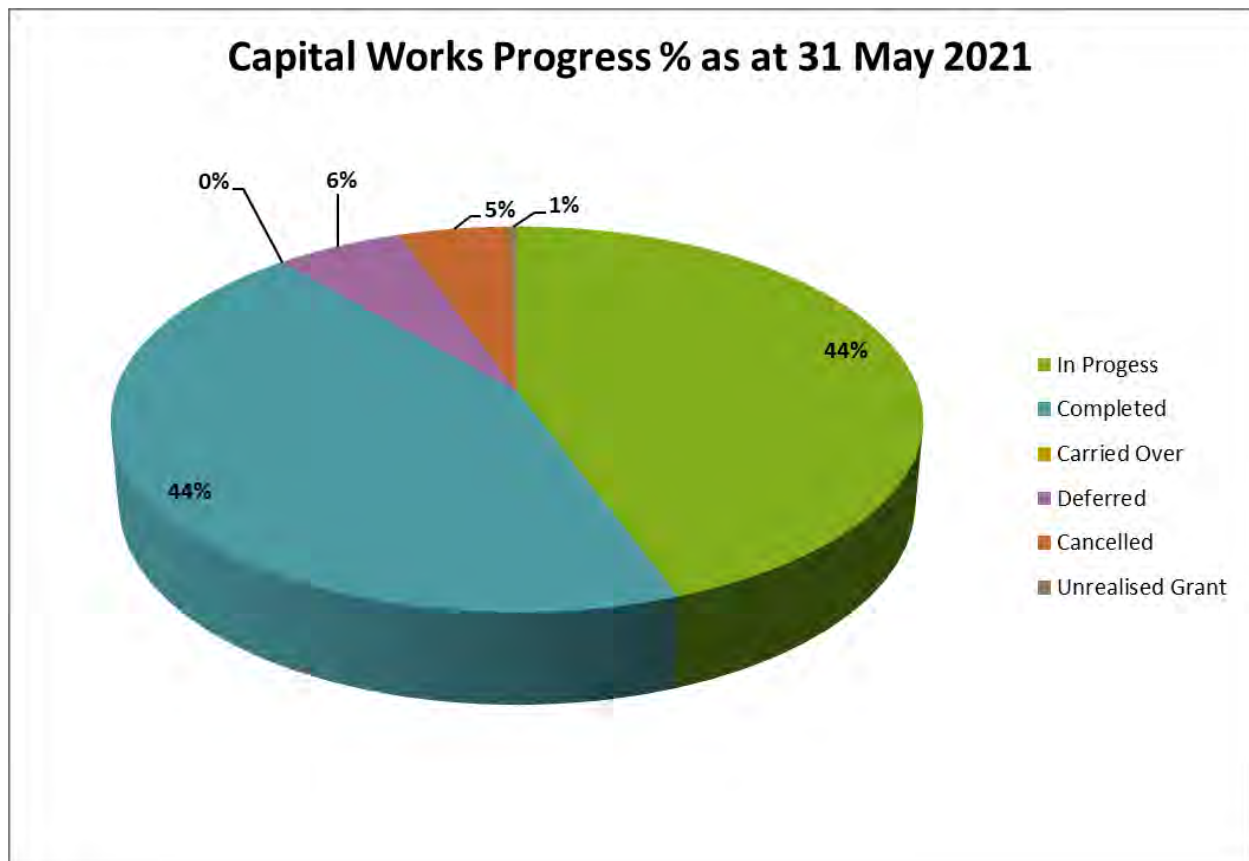
- The Manhole Replacement program is 90% complete.
- The Barellan Sewer design tender has been awarded and is underway with anticipated completion July 2021.
- Scoping is being undertaken for the Flow Meters for Sewer Pump Stations 2, 3 and 4.
- Solar Panel funds to be held as co-contribution to Building Better Regions grant application.

- Public consultation is underway for the Narrandera West sewer extension.
- The SPS3 Replacement and Sewer Main Relines are complete.









**TERMINOLOGY**

This report contains an explanation of terminology and headings used in the capital works report. Key terms and terminology are as follows:

**Ledger Number** - This is a reference number for staff to link the report to 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**

- N/A

**Financial**

- Advises 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 31 May 2021.

**KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 31/5/21**

Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

91.66%

Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
1 Network Penetration Testing	-		\$10,000	\$10,000.00	\$0.00	100%	Completed
2 IT Review	-	\$ 4,122.00	\$5,000	\$210.00	\$668.00	4%	Completed- awaiting final invoices.
3 Replace Desktops/Laptops	20,000		\$20,000	\$7,264.00	\$12,736.00	36%	Organising quotes
4 SQL Server Software Licenses	30,000		\$30,000	\$12,470.00	\$17,530.00	42%	Licenses purchasded. IT staff organising consulting for vendors to migrate applications.
5 Software Licencing	10,000		\$10,000	\$3,329.52	\$6,670.48	33%	Will be reviewed throughout the year.
6 NBN Router with 4G backup	\$10,000		\$10,000	\$0.00	\$10,000.00	0%	Report to council to reallocate for SSA implementation.
7 Replace Virtualising Hardware & Software	\$95,000		\$81,805	\$81,768.73	\$36.27	100%	Completed.
8 Business Continuity Site	\$30,000		\$37,195	\$37,195.00	\$0.00	100%	Completed.
9 Azure Premium P1 Implementation	\$15,000		\$15,000	\$0.00	\$15,000.00	0%	Ordered.
10 GDA and SSA Implementation	\$5,000		\$5,000	\$256.36	\$4,743.64	5%	Ordered. Report to next council meeting to combine budget for extra costs.
11 Repairs to Electricity Pole Depot	\$0		\$0	\$4,990.09	-\$4,990.09	#DIV/0!	
12 Pound: Cattery Holding System	\$6,000		\$10,000	\$226.88	\$9,773.12	2%	Project being scoped.
13 CCTV Combined	-		\$0	\$0.00	\$0.00	#DIV/0!	Organised quote but now no budget left.
14 Collnroobie Amenities Block	-		\$0	\$490.00	-\$490.00	#DIV/0!	
15 Barellan RFS Station Amenities	-		\$87,950	\$51,937.74	\$36,012.26	59%	Works underway.
16 Narrandera Waste Facility -External fence & improved public access	-		\$0	\$0.00	\$0.00	#DIV/0!	Council Adopted the Long term Plan of Management for the Narrandera Waste Facility at its March 2021 meeting. Planning for the works has commenced with the preparation of survey and design plans for the operational and drop areas. It is expected that actual construction of the new fencing and civil works will start shortly.
17 New Cell Narrandera Depot	-		\$17,149	\$16,721.99	\$427.01	98%	completed
18 Ndra Landfill Masterplan improvement works - possibility of grant	-		\$339,127	\$23,563.64	\$315,563.36	7%	Council Adopted the Long term Plan of Management for the Narrandera Waste Facility at its March 2021 meeting. Planning for the works has commenced with the preparation of survey and design plans for the operational and drop areas. It is expected that actual construction of the new fencing and civil works will start shortly.
19 Ndra Landfill Operational control room (transportable, dust-free)	-		\$0	\$0.00	\$0.00	#DIV/0!	Council Adopted the Long term Plan of Management for the Narrandera Waste Facility at its March 2021 meeting. Planning for the works has commenced with the preparation of survey and design plans for the operational and drop areas. It is expected that actual construction of the new fencing and civil works will start shortly.
20 Larmer St Flood Mitigation Works - Stage 2		\$ 4,920.91	\$32,000	\$22,228.05	\$4,851.04	69%	Penstock Gate actuator complete. Handrail procurement to be installed by end of June.
21 Narrandera West Drainage Improvements			\$1,967	\$2,346.27	-\$379.27	119%	Investigation and Design works deferred until 2021-22. Funds to be transferred back into Stormwater reserves.
22 Drainage Improvement Driscoll Rd			\$6,177	\$549.76	\$5,627.24	9%	Survey completed. Design to be finalised.
23 Barellan Cemetery Entrance gate			\$8,000	\$0.00	\$8,000.00	0%	Quotes and design in progress
24 GG Cemetery Furniture			\$3,834	\$0.00	\$3,834.00	0%	Furniture delivered, awaiting install June 2021
25 Ndra Cemetery Fencing (rear boundary)	\$25,000		\$25,000	\$0.00	\$25,000.00	0%	Quotes received to be installed June 2021
26 Book & Resources annual replacement	\$34,290	\$ 12,054.71	\$47,136	\$17,822.73	\$17,258.56	38%	Purchasing on target. Credit card purchases not yet registered.



**KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 31/5/21**

Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

91.66%

Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
27 LTP Masterplan - Water Play Park	\$3,950,772		\$4,578,198	\$4,575,301.68	\$2,896.57	100%	Total Creations and Services Works Completed - Pool open to the public. Disabled gate works contractor works completed, Signage still pending. Still waiting on some invoices for completed works. Remaining expenditure to be journaled to LTWP reserve. Adjustment in March QBR.
28 LTWP Additional/Remediation Remediation Works	\$0		\$69,510	\$69,509.75	\$0.00	100%	Works Deferred - To be included in 2021-22 Capital Works Program
29 Brln Pool Upgrade Filtration system / Waste water irrigation	-		\$49,254	\$42,503.91	\$6,750.09	86%	Works completed. Pool open to patrons
30 Brln Pool Installation of Marine Carpet	-		\$5,700	\$5,477.09	\$222.91	96%	Completed
31 Ndra Sportsground drainages and soak	-		\$5,000	\$0.00	\$5,000.00	0%	Design reviewed. Works to be done 21/22
32 HM Oval Level and Resurface	-		\$0	\$0.00	\$0.00	#DIV/0!	
33 Ndra Sportsground Clubrooms	-		\$1,911,277	\$738,306.59	\$1,172,970.41	39%	Contracts are now signed, with works underway.
34 Ndra Sportsground Grandstand improvements	\$12,000	\$ 1,184.55	\$12,000	\$0.00	\$10,815.45	0%	Works to be completed in June.
35 Outdoor Courts Furniture/Shelters	\$15,000		\$15,000	\$0.00	\$15,000.00	0%	Raised at the stadium committee netball clubs to bring back concept designs.
36 HM Oval - Perimeter Fencing	\$25,000		\$0	\$0.00	\$0.00	#DIV/0!	Procurement underway.
37 Barellan Netball Courts	-		\$103,500	\$0.00	\$103,500.00	0%	meeting with football/netball club to review designs. Additional funds required, grant being applied for.
38 Flag Poles for Festive Flags	-		\$0	\$2,256.59	-\$2,256.59	#DIV/0!	Reallocate funds to Brln playground upgrades
39 Completion of Wiradjuri wall	-		\$0	\$0.00	\$0.00	#DIV/0!	Detailed designs complete, additional funding being sort.
40 MBP Up Lighting adventure playground	-		\$0	\$0.00	\$0.00	#DIV/0!	Deferred until 2021-2022.
41 MBP Drinking fountains/ bottle fillers	-		\$8,000	\$0.00	\$8,000.00	0%	Bottle re-filler ordered
42 MBP Pocket park upgrades	-		\$0	\$0.00	\$0.00	#DIV/0!	Complete. Funds to be re-allocated
43 Brewery Flats landscaping, furniture replacement, painting etc.	-		\$0	\$0.00	\$0.00	#DIV/0!	Funds transferred to reserve for future capital works.
44 Other Town Park upgrades	\$20,000		\$20,000	\$0.00	\$20,000.00	0%	Landscaping works scheduled for June 2021
45 2020-25 Tree Audit	\$50,000		\$50,000	\$0.00	\$50,000.00	0%	Tree audit reviewed by the consultant. Visual inspections commenced.
46 Biosecurity Mapping System	\$30,000		\$30,000	\$6,940.00	\$23,060.00	23%	Developing specification and engaging specialised companies.
47 Remote Signage	\$7,500		\$7,500	\$0.00	\$7,500.00	0%	Scheduled for June 2021
48 Brln Playground Upgrades	\$5,000		\$6,222	\$6,272.73	-\$50.73	101%	Completed. Overspend to come from flag poles
49 Ndra Victoria Ave Stage 3 - Irrigation, Formalise driveways, Curb e	\$60,000	\$ 34,750.00	\$60,000	\$4,161.99	\$21,088.01	7%	Quotation Spec complete. Quotations received contractor engaged. Works to commence June 2021.
50 Festive Mega Tree (additional sequencing)	\$6,000		\$6,000	\$6,000.00	\$0.00	100%	Completed
51 DCF - Victoria Ave stage 2 - level, irrigate, formalise driveways, cu	-		\$93,982	\$93,982.14	-\$0.14	100%	Completed
52 DCF - Adverse Event Plan	-		\$25,000	\$25,000.00	\$0.00	100%	Council working with RAMJO to deliver plan. Draft plan has been adopted by Council.
53 DCF - Rural Assistance Program - Grong Grong Community Project	-		\$39,087	\$39,087.05	-\$0.05	100%	Project completed
54 DCF - Rural Assistance Program - Sandigo Community Project	-		\$31,421	\$31,420.74	\$0.26	100%	Project completed
55 DCF - Rural Assistance Program - Barellan Community Project	-		\$42,542	\$42,542.29	-\$0.29	100%	Project completed
56 DCF - Road beautification Project - Lake Talbot Water Park.	-		\$172,735	\$137,517.08	\$35,217.42	80%	Disabled carparking bays works to be completed by end of June.
57 DCF - Sunsafe playgrounds	-		\$90,600	\$88,200.00	\$2,400.00	97%	Project complete -overspend to be covered from savings in other grant funded projects. Committed order? Check with Paul for DCF
58 DCF - Barellan Improvements Project	-		\$68,242	\$68,241.71	\$0.29	100%	Complete
59 DCF - Grong Grong Improvement Project	-		\$590	\$590.00	\$0.00	100%	Street scape plan completed. Procurement of trees to commence.
60 DCF - Village Halls Improvement Project - Grong Grong Town Hall	-		\$350	\$350.26	-\$0.26	100%	Project completed.
61 DCF - Village Halls Improvement Project - Sandigo Hall	-		\$4,173	\$4,173.42	-\$0.42	100%	Project completed
62 DCF - Village Halls Improvement Project - Barellan Hall	-		\$25,747	\$25,746.67	\$0.33	100%	Project completed



**KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 31/5/21**

Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

91.66%

Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
63 DCF - Village Halls Improvement Project - Binya Hall	-		\$10,247	\$10,246.97	\$0.03	100%	Project completed
64 DCF - Village Halls Improvement Project - Kamarah Hall	-		\$12,832	\$12,831.59	\$0.41	100%	Project completed
65 DCF/LRCI - Narrandera Stadium Upgrade	-	\$ 3,447.80	\$207,407	\$22,690.52	\$181,268.68	11%	Works commenced.
66 DCF - Henry Mathieson Oval facilities Improvement Project	-	\$ 56,241.78	\$299,000	\$233,043.06	\$9,715.16	78%	Kiosk upgrade has commenced, to be completed in June 2021.
67 SCCF - Barellan Footpath Project	-		\$126,184	\$126,184.61	-\$0.61	100%	Completed
68 SCCF - Youth Food Van Project	-	\$ 571.82	\$50,000	\$40,000.40	\$9,427.78	80%	Graphic designer engage to complete exterior artwork, finalising interior requirements.
69 SCCF - Parkside Cottage Museum	-		\$48,182	\$48,181.82	\$0.18	100%	Completed - Overspend to be journaled to JC 9300-1013-0000
70 SCCF - Grong Grong Hall	-		\$19,283	\$35,114.71	-\$15,831.71	182%	Project completed. Adjustment in project costs to be included in March QBR
71 SCCF - Barellan Hall	-		\$19,361	\$12,337.39	\$7,023.61	64%	Project completed
72 SCCF - Sandigo Hall	-		\$19,203	\$14,692.75	\$4,510.25	77%	Project completed
73 SCCF - Binya Hall	-		\$19,070	\$17,058.41	\$2,011.59	89%	Project completed
74 SCCF - Kamarah Hall	\$0		\$11,029	\$9,312.91	\$1,716.09	84%	Project completed
75 SCCF - Creating Future Farmers	-		\$0	\$0.00	\$0.00	#DIV/0!	Grant approval received
76 POM - Destination & Discovery Hub	\$3,025,000	\$ 150,126.00	\$3,025,000	\$38,565.97	\$2,836,308.03	1%	Concept design presented to Council. Design approved and now progressing to detailed design.
77 POM - Northbank Walkway - Bike & Hike Trails	\$0		\$0	\$38.18	-\$38.18	#DIV/0!	Project planned for 2021-2022
78 POM - Railway Heritage Bridge	\$0		\$20,000	\$10,454.84	\$9,545.16	52%	Negotiations with John Holland Rail for the Railway Heritage bridge are progressing well; stakeholder engagement has commenced.
79 POM - LTP Upgrades to Family Unit	\$319,496		\$319,496	\$232,939.87	\$86,556.13	73%	Completed
80 POM - LTP Upgrades to Amenity block & Camp Kitchen	\$939,052	\$ 706,583.73	\$939,052	\$18,311.58	\$214,156.69	2%	Contractor has taken possession of site and works to commence.
81 POM - LTP Level Sites	\$156,711		\$156,711	\$128,459.22	\$28,251.78	82%	Contractors finished, sewer connection completed. Additional works being planned.
82 POM - LTP - Playground	\$0	\$ 51,960.00	\$0	\$377.64	-\$52,337.64	#DIV/0!	Procurement completed and contractor appointed. Works to commence in Oct Nov 2021 as part of the LTP Upgrades to amenity block project
83 POM - Northbank Walking Track	\$390,393	\$ 9,515.00	\$390,393	\$6,966.79	\$373,911.21	2%	Detailed survey underway. Engineering firm engaged to complete detailed design of walkway and kerb & gutter. Residents to be consulted with concept design.
84 POM - Northbank Bridge	\$0		\$20,000	\$1,381.55	\$18,618.45	7%	Community engagement completed. EOI for design and construction of bridge being prepared.
85 LRCI - Narrandera Stadium Heating	\$35,000		\$0	\$180.00	-\$180.00	#DIV/0!	Part of Narrandera stadium upgrade
86 LRCI - Narrandera Stadium Upgrade Toilet Amenities	\$80,000	\$ 149,975.14	\$0	\$180.00	-\$150,155.14	#DIV/0!	Part of Narrandera stadium upgrade
87 LRCI - Brewery Flat Improvements - Fire Pits, Seating, Shelters.	\$60,000	\$ 44,604.09	\$60,000	\$267.06	\$15,128.85	0%	Design completed Works commenced.
88 LRCI - Art Centre Storage - Deck and Storage at the rear of the Art	\$50,000	\$ 13,746.71	\$52,053	\$23,541.26	\$14,765.03	45%	Construction works well underway, expected to be completed by end June .
89 LRCI - Kiesling Lane Beautification	\$25,000		\$25,000	\$180.00	\$24,820.00	1%	Parks and Gardens committee have determined scope. Costings being prepared.
90 LRCI - Water Tower Surrounds - Tidy up and make usable (Garden	\$50,000	\$ 16,425.28	\$50,000	\$4,441.39	\$29,133.33	9%	Design complete works commencing.
91 LRCI - Tree planting - All towns (Subject to consultation)	\$120,000		\$120,000	\$44,148.34	\$75,851.66	37%	Secondary plantings currently being sourced
92 LRCI - Henry Mathieson Oval - Levelling Slope and fencing	\$80,000	\$ 77,825.00	\$80,000	\$180.00	\$1,995.00	0%	Contractors engaged, Works to commence in June 2021.
93 LRCI - Buckingbong Road - Safety upgrade (Guard Railing and assc	\$60,000		\$60,000	\$54,725.45	\$5,274.55	91%	Works Complete. Invoice pending
94 LRCI - Glenmoor Road Gravel Sheeting of 2.6km	\$87,000		\$87,000	\$62,443.78	\$24,556.22	72%	Work complete



**KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 31/5/21**

Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

91.66%

	Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
95	LRCI - Melbourne Street - Kerb & Gutter works, 390m to co-inside with the new footpath works on the southern side.	\$99,000	\$ 9,515.00	\$99,000	\$12,028.24	\$77,456.76	12%	Detailed survey completed. Residents to be consulted with concept design. RFQ sent out.
96	LRCI - Laneway Upgrade - Drain and seal a selected laneway.	\$41,363	\$ 9,749.88	\$41,363	\$23,015.04	\$8,598.08	56%	Works Commenced
97	LRCI - Hay Lane	\$0		\$0				Works complete.
98	LRCI Arthur Lane	\$0		\$0				Works not yet scheduled
99	LRCI - Drainage Works (Various) - New Culverts and causeways (Brobenah Road and Ridgeview Rd) and complete works to causeways constructed under flood recovery.	\$100,000	\$ 9,981.82	\$100,000	\$38,366.15	\$51,652.03	38%	See individual comments below
100	LRCI - Brobenah Hall Road	\$0		\$0				Works to be undertaken by contractors
101	LRCI - Ridgeview Road	\$0		\$0				Works to be undertaken by contractors
102	LRCI - King Street Culverts	\$0		\$0				Works Complete
103	LRCI - Weir Park Road - 1200m gravel Resheet and Otta seal	\$110,000	\$ 5,513.15	\$110,000	\$28,172.59	\$76,314.26	26%	Works commenced, awaiting final seal
104	Art on the Water Tower Stage 2	-	\$ 2,340.00	\$28,620	\$420.10	\$25,859.90	1%	Finalising quotes with funding body
105	LCRI R2 - Barellan Pump Track - Creation of a bike pump track or alike for the youth of Barellan.	-		\$160,000	\$0.00	\$160,000.00	0%	Awaiting confirmation of grant
106	LCRI R2 - Grong Grong Village - Storage facility, toilet, and associated equipment for Grong Grong residents to maintain trees and public areas.	-		\$110,000	\$1,800.00	\$108,200.00	2%	Awaiting confirmation of grant
107	LCRI R2 - Wiradjuri Memorial Wall Stage 1 - construct and install Wiradjuri Aboriginal memorial wall, including stonework, paving, fire pit and signage.	-		\$279,964	\$0.00	\$279,964.00	0%	Grant confirmed. Planning underway.
108	LCRI R2 - Narrandera Sportsground - Disabled spectator access areas.	-		\$40,000	\$0.00	\$40,000.00	0%	Awaiting confirmation of grant
109	LCRI R2 - Narrandera Sportsground - Installation of a digital scoreboard, with video capability.	-		\$120,000	\$0.00	\$120,000.00	0%	Awaiting confirmation of grant
110	LCRI R2 - Barellan Cemetery - Installation of an accessible unisex toilet at the cemetery, including onsite sewerage management system.	-		\$75,000	\$0.00	\$75,000.00	0%	Awaiting confirmation of grant
111	LCRI R2 - Narrandera Flora and Fauna reserve - Upgrade of the carpark and entrance to the reserve.	-		\$54,975	\$0.00	\$54,975.00	0%	Awaiting confirmation of grant
112	CRIF - Construct drainage and seal the remaining access road at Rocky Water Hole	-		\$88,092	\$1,656.10	\$86,435.90	2%	Works to be scheduled in new financial year
113	LT Rec Seating and Shelter Revamp	-		\$10,000	\$0.00	\$10,000.00	0%	Scope being prepared.
114	LT Deepening Works	\$400,000		\$0	\$0.00	\$0.00	#DIV/0!	Grant dependant.
115	NBCMP	-		\$0	\$0.00	\$0.00	#DIV/0!	Project deferred - Priority is the completed time sensitive grant projects first.
116	Barellan Stormwater Design	-		\$3,388	\$0.00	\$3,388.00	0%	Project Complete
117	<b>Urban Roads Construction</b>	<b>\$200,000</b>		<b>\$200,000</b>		<b>\$181,892.73</b>	<b>9%</b>	
118	Arthur St (Victoria to Audley) Extend to kerb	-		\$0	\$120.65			Works scheduled for May/June
119	Baylis St (Jonsen St to May St) Extend to kerb	-		\$0	\$0.00			Works scheduled for May/June
120	Box Street (Barellan)	-		\$0	\$4,881.33			Works commenced, awaiting final seal
121	Brookong St Grong Grong (Lachlan St to Willandra St)	-		\$0	\$13,105.29			Complete



**KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 31/5/21**

Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

91.66%

	Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
122	Urban Roads Construction - Laneways	-		\$34,105	\$0.00	\$34,105.00	0%	Project combined with LRCI - Laneway upgrade
123	Intersections Upgrade Local & Reg. Rds	-	\$ 8,107.96	\$15,718	\$14,287.53	-\$6,677.43	91%	Works commenced in River St/ Sawmill Road intersection, awaiting seal. Adjustments to be made at EOF year
124	Culvert/bridge assessment works	-		\$35,050	\$19,367.00	\$15,683.00	55%	Works complete, journals to be undertaken.
125	<b>Urban Roads Construction - Laneways</b>	<b>\$39,924</b>		<b>\$39,924</b>		<b>-\$54,370.12</b>	<b>53%</b>	
126	Kings Lane	-	\$ 15,714.32	\$0	\$19,432.83			Works complete
127	Audley Lane	-	\$ 676.18	\$0	\$611.85			Works yet to be scheduled
128	Peters Lane	-	\$ 676.18	\$0	\$546.70			Works yet to be scheduled
129	Jonsen Lane	-	\$ 676.18	\$0	\$472.19			Works to be scheduled.
130	Larmer Lane	-	\$ 21,794.76	\$0	\$33,692.93			Works complete
131	<b>Urban Reseals</b>	<b>\$100,000</b>		<b>\$57,282</b>		<b>\$0.00</b>	<b>73%</b>	
132	Urban Road Reseal Council fund	-		\$0	\$0.00			
133	Broad St	-		\$0	\$13,478.59			Work complete
134	Douglas St	-		\$0	\$16,980.52			Work complete
135	Larmer Street	-		\$0	\$11,079.58			Work complete
136	Bolton St	-		\$0	\$15,743.25			Work complete
137	Audley Street	-		\$0	\$4,545.45			
138	<b>Urban Pavement Rehabilitation</b>	<b>\$100,000</b>		<b>\$100,000</b>	<b>\$0.00</b>	<b>\$100,000.00</b>	<b>0%</b>	<b>Works yet to be scheduled</b>
139	Urban Laneways Upgrade-additional	-		\$46,953	\$18,472.10	\$28,480.90	39%	Works yet to be scheduled
140	Improvement of water haulage	-		\$15,000	\$0.00	\$15,000.00	0%	Works yet to be scheduled
141	Innovation for Rural infrastructure Mgmt	-		\$11,995	\$0.00	\$11,995.00	0%	Funds to be reallocated
142	Urban K&G Replacement	\$15,375		\$58,884	\$5,147.89	\$53,736.11	9%	Works yet to be scheduled
143	Urban Footpath Replacement	\$10,250	\$ 25.27	\$12,941	\$0.00	\$12,915.73	0%	Works to commence in June in the Grong Grong town centre.
144	<b>Roads to Recovery</b>	<b>\$1,470,045</b>		<b>\$1,360,045</b>		<b>-\$85,813.36</b>	<b>47%</b>	
145	Urban Road reseal from R2R	-		\$0	\$0.00			
146	Paynters Siding Road 6.7-8 km	-		\$0	\$4,940.22			Works complete
147	Hulmes Road 4.9km-8.0km	-		\$0	\$29,106.64			Completed
148	Males Rd Resheet 2.0-3.0km	-		\$0	\$44,540.10			Completed
149	Buckingbong Road	-		\$0	\$0.00			Works complete
150	Reseals	-		\$0	\$0.00			Works complete
151	Holloway Rd	-		\$0	\$33,252.11			Completed
152	Euratha Rd	-	\$ 2,160.00	\$0	\$39,300.18			Works complete
153	Buckingbong Road Guard railing	-	\$ 9,924.25	\$0	\$45,177.53			Works Complete
154	Paynters Siding Road	-		\$0	\$102,703.04			Completed
155	Brobenah Hall Rd	-		\$0	\$72,666.69			Completed
156	Buckingbong Rd	-		\$0	\$182,264.58			Completed
157	Erigolia Rd	-		\$0	\$40,497.25			Completed
158	Federal Park Rd	-		\$0	\$36,810.42			Completed
159	Landervale Rd	-		\$0	\$6,988.88			Completed
160	Pamandi Rd 1.7 - 5.4km	-		\$0	\$144,200.34			Completed
161	Stephensons Rd	-	\$ 4,583.18	\$0	\$18,790.21			Completed
162	Merribee Rd	-		\$0	\$90,448.33			Completed
163	Jacksons Rd	-		\$0	\$23,304.35			Completed
164	Ellis Rd	-	\$ 1,080.00	\$0	\$18,792.57			Completed



**KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 31/5/21**

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165	Williams Rd	-		\$0	\$283.78			Works to commence
166	Rosedale Rd	-		\$0	\$0.00			Works to transfer to FLR
167	Telephone Rd	-		\$0	\$11,088.22			Completed
168	Settlers Rd	-		\$0	\$25,369.70			Completed
169	Birrego Rd	-		\$0	\$12,549.78			Completed
170	Bandys Rd	-	\$ 9,657.95	\$0	\$20,484.97			Completed
171	Pattens Rd	-		\$0	\$15,451.17			Completed
172	Davies Rd	-		\$0	\$42,751.73			Completed
173	Axehandle Rd	-	\$ 1,275.00	\$0	\$12,056.97			Completed
174	Audley St	-		\$0	\$105,077.66			Completed
175	Bells Rd	-		\$0	\$50,832.34			Completed
176	Cowabbie Rd	-		\$0	\$60,489.39			Completed
177	Kamarah Rd	-		\$0	\$66,706.97			Completed
178	Kolkilbertoo Rd	-		\$0	\$46,592.74			Completed
179	Beaumont Rd	-		\$0	\$13,659.12			Completed
180	<b>Rural Sealed Roads Construction</b>	<b>\$350,000</b>		<b>\$240,000</b>		<b>\$54,808.93</b>	<b>61%</b>	
181	Centenary Road 4.16 km- 9.11 km	-		\$0	\$28,624.89			Completed
182	Back Dicksonville Rd	-		\$0	\$37,343.05			Completed
183	Booka Rd	-		\$0	\$31,999.36			Completed
184	Cliffords Rd	-		\$0	\$36,765.35			Completed
185	Pamandi Rd - Cowabbie causeway	-		\$0	\$36,057.24			Completed
186	Rosedale Rd	-		\$0	\$4,032.45			Works on hold pending FLR Round 2 funding
187	McLays Road	-		\$0	\$10,368.73			Completed
188	Culvert Manderlay Road 9.27 km	-		\$5,676	\$0.00	\$5,676.00	0%	Works yet to be scheduled
189	Culvert Manderlay Road 7.78 km	-		\$2,764	\$0.00	\$2,764.00	0%	Works yet to be scheduled
190	Culvert Brookong St 0.0 km	-		\$6,255	\$0.00	\$6,255.00	0%	Works yet to be scheduled
191	Culvert Yalgogorin Road 0.262	-		\$10,241	\$0.00	\$10,241.00	0%	Works yet to be scheduled
192	FLR - Old Wagga Rd	-		\$380,000	\$394,924.31	-\$14,924.31		Completed
193	FLR - Paintings Bridge Rd	-	\$ 14,069.91	\$540,000	\$481,504.56	\$44,425.53		Completed
194	<b>Roads Resheeting - (Unsealed)</b>	<b>\$340,000</b>		<b>\$206,934</b>	<b>\$0.00</b>	<b>\$206,934.47</b>	<b>307%</b>	
195	FCR - Colinroobie Leeton Road	-		\$21,981	\$36,904.48	-\$14,923.11	168%	Completed
196	FLR - Brewarrana Bridge Retrofitting	-	\$ 22,666.67	\$600,000	\$84,326.36	\$493,006.97	14%	Consultant engaged to undertake design and costings
197	HVSPK Kamarah Road	-	\$ 27,188.31	\$434,000	\$220,463.10	\$186,348.59	51%	Works Commenced
198	<b>Rural Roads Reseals</b>	<b>\$150,239</b>		<b>\$155,774</b>		<b>\$0.00</b>	<b>100%</b>	
199	Cowabbie Rd	-		\$0	\$25,541.14			Completed
200	Kamarah Rd	-		\$0	\$26,621.27			Completed
201	Sandy Creek Rd	-		\$0	\$26,723.15			Completed
202	Strontian Rd	-		\$0	\$53,949.60			Completed
203	Barellan Golf course Rd	-		\$0	\$22,939.00			Completed
204	<b>Regional Roads Capital Works (Capital Component of Block Grant)</b>	<b>\$265,200</b>		<b>\$83,002</b>	<b>\$70,662.01</b>	<b>\$12,339.99</b>	<b>85%</b>	
205	<b>Repair Grant (with 50 % contribution from Block Grant)</b>	<b>\$170,000</b>		<b>\$170,000</b>	<b>\$154,578.47</b>	<b>\$15,421.53</b>	<b>91%</b>	
206	FCR -Canola Way Culvert	-		\$683,218	\$676,063.54	\$7,154.46	99%	Completed
207	Active Transport - Cycling	\$198,100		\$550	\$550.00	\$0.43	100%	Completed
208	Active Transport - Walking (Barellan Footpaths)	\$66,000	\$ 6,436.36	\$52,115	\$20,840.61	\$24,838.03	40%	Completed



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209	Shared Cycleway (Active Transport - 50/50 Funding) Marie Bashir	-		\$5,000	\$5,000.00	\$0.00	100%	Budget for carry over funds to be allocated in QBR
210	PAMP (At 100% RMS Funding)	-		\$108,980	\$108,980.57	-\$0.57	100%	Carry over PAMP project completed - Funds for additional costs to be found from underspent transport projects.
211	Banner Poles Leeton Road	-		\$8,580	\$303.96	\$8,276.04	4%	Banners poles constructed installation June 2021
212	Drone Purchase for Survey / Inspection	-		\$5,899	\$2,914.55	\$2,984.45	49%	Procurement of air band radio and protective case pending. Drone and Upgrade of 12d Software completed. Training to be undertaken.
213	GPS Trip Meter Purchase	-		\$2,000	\$1,626.42	\$373.58	81%	Procurement underway.
214	Arts Centre Building Works	-		\$2,561	\$5,049.75	-\$2,488.75	197%	Chimney capping complete.
215	Red Hill Signage	-		\$3,700	\$0.00	\$3,700.00	0%	New subdivision proposal
216	Lake Talbot Tourist Park fire service upgrades	-		\$0	\$0.00	\$0.00	#DIV/0!	Project to be deferred.
217	Economic Development	10,000		\$888	\$888.41	-\$0.41	100%	AAPA at airport
218	Gateway/Entrance signs	\$20,000		\$20,000	\$2,796.48	\$17,203.52	14%	Additions to 6 entrance signs/landscape
219	16 Kiesling Drive Building Works	-		\$0	\$0.00	\$0.00	#DIV/0!	Patio Quote accepted - Installation complete.
220	Council Chambers Cleanout of Storage Facility	-	\$ 72.73	\$8,169	-\$1,108.83	\$9,205.10	-14%	Works are to be scheduled Journals to correct costings required
221	Investigation and Design of off street staff/fleet parking for Cham	-		\$0	\$920.46	-\$920.46	#DIV/0!	Project deferred - Priority is the completed time sensitive grant projects first.
222	Museum - Ext. paint, disabled ramp, public toilets	-	\$ 6,267.67	\$50,404	\$21,318.25	\$22,818.08	42%	New flooring and external concrete paths and other internal works being undertaken.
223	Council Chambers Building Upgrades	-		\$0	\$0.00	\$0.00	#DIV/0!	Completed
224	4 Victoria Square	-		\$0	\$0.00	\$0.00	#DIV/0!	Completed
225	Building renewal and upgrades in portfolio of Asset Manager	\$140,000	\$ 60,587.00	\$131,408	\$83,325.73	-\$12,504.73	63%	Works procurement and scheduled underway - RFQ to Replacement of Gutters and installation of gutter guards to be called and Painting of internal wall of library to be committed. Procurement underway to replace internal Library automatic door.
226	Solar Panels	\$ 100,000.00		\$0	\$0.00	\$0.00	#DIV/0!	Climate strategy on exhibition - Council to lodge a grant application and use current budget funds as a 50% contribution towards works. Adjustment in March QBR.
227	Purchase of Airport Hanger	\$0		\$50,000	\$50,000.00	\$0.00	100%	
228	Runway, Taxiway & Apron resealing & re-mark	\$950,000	\$ 145,055.76	\$950,000	\$605,393.84	\$199,550.40	64%	Main works complete, additional internal roadworks being undertaken.
229	Installation (3) Apron Flood Lights	\$120,000	\$ 18,660.01	\$120,000	\$92,174.21	\$9,165.78	77%	Light towers are complete, additional works being undertaken.
230	Security & Wildlife Perimeter fencing	\$437,550		\$437,550	\$17,545.77	\$420,004.23	4%	Field survey now completed, tender/quote to be finalised. Works to commence this quarter.
231	Airport Taxiway	-		\$0	\$0.00	\$0.00	#DIV/0!	Design and costings complete for grant submission
232	Light Vehicles	\$277,296		\$297,296	\$264,328.33	\$32,967.67	89%	12 Light vehicles to replace, 2 on order, 7 arrived and 3 to order
233	Trucks & Trailers	\$564,500		\$695,744	\$621,729.34	\$74,014.66	89%	Tipper arrived and another on order (old unit to be transferred to waste), quotes being sought for small tipper, jet patcher to be purchased
234	Heavy Plant Purchases	\$529,300	\$ 112,045.45	\$398,056	\$151,102.40	\$134,908.15	38%	Purchases planned for tractor x 2, reel mower, slasher, grader purchase deferred
235	Other Plant Capital	\$20,000		\$20,000	\$5,789.95	\$14,210.05	29%	Replacements undertaken as required.
236	Flow meters on all inlet and outlets Reservoirs	-		\$9,613	\$9,612.48	\$0.52	100%	Meters installed, possible reallocation of unspent funds.
237	Reservoir cleaning and structural assessment	-	\$ 9,259.00	\$16,128	\$0.00	\$6,869.00	0%	Procurement for a diving contractor began in May. Reservoir external cleaning undertaken in preparation for mural painting.
238	Aerator gas scrubbing	-		\$3,479	\$3,478.82	\$0.18	100%	Investigations completed. No further action at this stage. Remaining funds to be reallocated.



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239	WTP filter/Upgrade design	-		\$49,618	\$7,706.00	\$41,912.00	16%	No progress - IWCM additional works still underway with Public Works expected completion September 2021.
240	Non Return Valve Bore 4	-		\$0	\$6,394.99	-\$6,394.99	#DIV/0!	Journals to be processed, costing error.
241	North Zone Pressure Pump - low pressure issues	-		\$2,659	\$1,862.90	\$796.10	70%	Scope under development. Pump capacity upgrade for future development being investigated.
242	Water Main Replacements	250,000	\$ 21,977.21	\$356,647	\$359,584.15	-\$24,914.36	101%	
243	Hydrant and Valve replacements	50,000	\$ 2,312.73	\$103,477	\$101,094.60	\$69.67	98%	
244	Pine Hill Reservoir Upgrade	315,000	\$ 828,075.45	\$580,191	\$184,778.84	-\$432,663.29	32%	Tender accepted and construction being programmed.
245	Bore 5 Replacement	-		\$22,000	\$21,616.00	\$384.00	98%	
246	Services Replacements	\$50,000	\$ 4,423.05	\$50,000	\$63,975.95	-\$18,399.00	128%	Ongoing commitment - as needed
247	Fencing Bore 1	\$20,000		\$20,000	\$453.92	\$19,546.08	2%	Design underway. To be undertaken in June.
248	Fencing Bore 2	\$20,000		\$20,000	\$0.00	\$20,000.00	0%	Design underway. To be undertaken in June.
249	Decommission Low Level reservoir	\$200,000		\$0	\$0.00	\$0.00	#DIV/0!	To be re-programmed pending outcome of IWCM.
250	Solar	\$100,000		\$5,000	\$670.04	\$4,329.96	13%	Funds to be held as co-contribution to Better regions grant.
251	IWCM Additional Works	-		\$138,674	\$0.00	\$138,674.00	0%	Underway with Public Works. September completion expected.
252	Taggle Software & Implementation	-	\$ 36,381.82	\$60,000	\$782.09	\$22,836.09	1%	Project underway. Taggle reviewing Council meter data. To be completed in September.
253	Household Filter Project	-	\$ 2,272.73	\$100,000	\$37,043.86	\$60,683.41	37%	Filters to be installed throughout March - July. Additional invitations to be sent out.
254	Primary filter - EPA	-		\$118,240	\$780.88	\$117,459.12	1%	Additional testing of UVT and particle size underway.
255	Manhole Replacements	-		\$57,290	\$48,762.04	\$8,527.96	85%	Program 90% complete.
256	Flow meters for Sewer Pump Stations 2, 3, 4	-		\$35,653	\$197.22	\$35,455.78	1%	Scoping being undertaken.
257	Sewer Service Replacements	-		\$0	\$24,255.55	-\$24,255.55	#DIV/0!	
258	Sewer Main Replacements	-		\$0	\$603.20	-\$603.20	#DIV/0!	Journal costs to Sewer Main Relines
259	SPS3 Replacement	-	\$ 81.70	\$52,000	\$51,131.88	\$786.42	98%	Complete.
260	Barellan Sewer	\$5,490,000		\$155,000	\$36,834.37	\$118,165.63	24%	Design tender awarded and design underway. Design to be complete by July 2021.
261	Narrandera West Sewer Extension	-		\$33,205	\$16,693.26	\$16,511.74	50%	Report complete, Public consultation underway.
262	Sewer Main Relines	\$375,000	\$ 284,608.76	\$375,000	\$48,803.89	\$41,587.35	13%	Works Complete. Pending invoices
263	Solar	\$100,000		\$5,000	\$1,681.13	\$3,318.87	34%	Funds to be held as co-contribution to Better regions grant. Adjustment in March QBR.
264	Branding Strategy	-		\$2,350	\$1,069.09	\$1,280.91	45%	signage for Narrandera/decals
265	Independent Living Village	-		\$21,060	\$21,011.41	\$48.59	100%	Final payment due end of October.
266	Aust Airline Airport Academy	-		\$7,965	\$10.91	\$7,954.09	0%	Project opportunity.
267	CCTV Review	-		\$0	\$0.00	\$0.00	#DIV/0!	Organising Quotes
268	Grong Grong Earth Park - RMS	-	\$ 1,563.64	\$17,111	\$7,015.90	\$8,531.46	41%	Community Project.
269	Newell Hwy Contribution Grong Grong Reseal	-		\$93,050	\$0.00	\$93,050.00	0%	Inspection required
270	Newell Hwy Contribution Grong Grong town entrance signs	-		\$8,000	\$0.00	\$8,000.00	0%	Signs being confirmed.
271	Urban Roads Maintenance	\$641,600.00	\$ 32,427.19	\$641,600	\$496,720.79	\$112,452.02	77%	Ongoing operational costs
272	Sealed Rural Roads Maintenance	\$188,700.00	\$ 2,541.59	\$248,700	\$233,333.47	\$12,824.94	94%	Ongoing operational costs
273	Rural Unsealed Roads Expenses	\$817,800.00	\$ 33,515.96	\$757,800	\$686,369.00	\$37,915.04	91%	Ongoing operational costs
274	Regional Roads (M&R Grant)	\$207,600.00		\$207,600	\$149,314.74	\$58,285.26	72%	Ongoing operational costs
275	State Road Contract Works RMCC	\$170,500.00	\$ 3,921.59	\$170,500	\$179,479.89	-\$12,901.48	105%	Ongoing operational costs
276	Ordered Works Expenses - MR 80	\$82,000.00		\$82,000	\$0.00	\$82,000.00	0%	Ongoing operational costs



**KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 31/5/21**

Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

91.66%

	Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
277	Ordered Works Expenses - MR 84	\$82,000.00		\$82,000	\$1,011.47	\$80,988.53	1%	Ongoing operational costs
278	Noxious Weeds Expenses	\$158,711.00		\$158,711	\$159,297.91	-\$586.91	100%	Ongoing operational costs
279	Public Toilets Expenses	\$75,333.00		\$75,333	\$117,511.70	-\$42,178.70	156%	Ongoing operational costs
280	Cemetery Expenses	\$129,123.00		\$129,123	\$99,378.07	\$29,744.93	77%	Ongoing operational costs
281	Sports Ground Expenses	\$197,603.00		\$192,100	\$144,818.96	\$47,281.04	75%	Ongoing operational costs
282	Parks Expenses	\$531,552.00		\$531,552	\$529,927.83	\$1,624.17	100%	Ongoing operational costs
283	Lawn Areas	\$27,307.00		\$32,307	\$34,104.65	-\$1,797.65	106%	Ongoing operational costs
284	East Street - Street Scaping	\$17,000.00	\$ 181.82	\$17,000	\$11,548.73	\$5,269.45	68%	Ongoing operational costs
285	Street Trees	\$228,727.00	\$ 4,737.27	\$258,727	\$294,506.16	-\$40,516.43	114%	Ongoing operational costs
286	Lake Talbot Expenses	\$24,000.00		\$29,000	\$13,112.48	\$15,887.52	45%	Ongoing operational costs
287	Sports Stadium Expenses	\$100,671.00		\$100,671	\$80,375.10	\$20,295.90	80%	Ongoing operational costs
288	Bores Expenses	\$57,395.00		\$29,895	\$25,218.85	\$4,676.15	84%	Ongoing operational costs
289	Pump Station Expenses	\$86,900.00	\$ 178.17	\$119,400	\$112,890.55	\$6,331.28	95%	Ongoing operational costs
290	Mains Expenses	\$316,239.00	\$ 3,194.45	\$351,239	\$282,329.76	\$65,714.79	80%	Ongoing operational costs
291	Recycled Water	\$49,200.00	\$ 70.00	\$49,200	\$1,521.02	\$47,608.98	3%	Ongoing operational costs
292	Reservoirs Expenses	\$62,990.00		\$27,990	\$18,355.32	\$9,634.68	66%	Ongoing operational costs
293	Water Supply Licence	\$31,263.00		\$31,263	\$24,258.19	\$7,004.81	78%	Ongoing operational costs
294	Chlorine & Chemicals Expenses	\$30,750.00		\$30,750	\$20,185.76	\$10,564.24	66%	Ongoing operational costs
295	Meter Reading Expenses	\$10,250.00		\$20,250	\$29,112.81	-\$8,862.81	144%	Ongoing operational costs to be rectified with the introduction of the taggle software.
296	Telemetry System Maintenance	\$11,788.00		\$6,788	\$2,768.41	\$4,019.59	41%	Ongoing operational costs
297	Pump Stations Electricity Expenses	\$256,520.00		\$246,520	\$236,618.51	\$9,901.49	96%	Ongoing operational costs
298	Pump Station Expenses	\$69,162.00		\$99,162	\$86,668.27	\$12,493.73	87%	Ongoing operational costs
299	Mains Expenses	\$258,906.00	\$ 4,333.65	\$178,906	\$134,272.36	\$40,299.99	75%	Ongoing operational costs
300	Treatment Works Expenses	\$209,688.00	\$ 24,965.39	\$289,688	\$242,667.08	\$22,055.53	84%	Ongoing operational costs
301	Sewer Heating & Electricity	\$139,600.00		\$114,600	\$80,719.35	\$33,880.65	70%	Ongoing operational costs
302	Telemetry System Maintenance	\$7,000.00		\$7,000	\$704.63	\$6,295.37	10%	Ongoing operational costs



Capital Expenditure as at 31 May 2021

	Sum of Proposed Budget	Sum of Revised Budget	Sum of YTD Expenditure	Sum of Balance
<b>Administration</b>				
Information Technology	\$ 215,000.00	\$ 224,000.00	\$ 152,493.61	\$ 67,384.39
<b>Environment</b>				
Narrandera Landfill	\$ -	\$ 356,276.00	\$ 40,285.63	\$ 315,990.37
Stormwater	\$ -	\$ 40,144.00	\$ 25,124.08	\$ 10,099.01
<b>Housing &amp; Community Amenities</b>				
Barellan Cemetery	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00
Grong Grong Cemetery	\$ -	\$ 3,834.00	\$ -	\$ 3,834.00
Narrandera Cemetery	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 25,000.00
Local Roads Comm. & Infrastructure R2	\$ -	\$ 185,000.00	\$ 1,800.00	\$ 183,200.00
<b>Recreation &amp; Culture</b>				
Local Roads Comm. & Infrastructure R2	\$ -	\$ 439,964.00	\$ -	\$ 439,964.00
Community Building Partnership	\$ -	\$ 28,620.00	\$ 420.10	\$ 25,859.90
<b>Transport &amp; Communication</b>				
Ancillary Roadworks	\$ 264,100.00	\$ 183,124.43	\$ 140,216.11	\$ 36,471.96
Regional Roads	\$ 435,200.00	\$ 936,220.00	\$ 901,304.02	\$ 34,915.98
Roads to Recovery	\$ 1,470,045.00	\$ 1,360,045.00	\$ 1,394,367.40	-\$ 63,002.78
Rural Roads	\$ 840,239.00	\$ 2,603,626.00	\$ 1,558,270.22	\$ 981,430.89
Urban Roads	\$ 465,549.00	\$ 631,240.00	\$ 187,855.31	\$ 400,259.29
Local Roads Comm. & Infrastructure	\$ 497,363.00	\$ 497,363.00	\$ 218,751.25	\$ 243,851.90
Local Roads Comm. & Infrastructure R2	\$ -	\$ 160,000.00	\$ -	\$ 160,000.00
Crown Reserves Improvement Fund Program	\$ -	\$ 88,092.00	\$ 1,656.10	\$ 86,435.90
<b>Economic Affairs</b>				
Airport	\$ 1,507,550.00	\$ 1,507,550.00	\$ 715,113.82	\$ 628,720.41
Buildings	\$ 240,000.00	\$ 242,542.00	\$ 159,505.36	\$ 16,109.24
Plant	\$ 1,391,096.00	\$ 1,411,096.00	\$ 1,042,976.09	\$ 256,074.46
Tourist Park	\$ -	\$ -	\$ -	\$ -
Economic Development	\$ 30,000.00	\$ 24,588.00	\$ 3,684.89	\$ 20,903.11
Local Roads Comm. & Infrastructure R2	\$ -	\$ 54,975.00	\$ -	\$ 54,975.00
<b>Public Order and Safety</b>				
Pound	\$ 6,000.00	\$ 10,000.00	\$ 226.88	\$ 9,773.12

Capital Expenditure as at 31 May 2021

Security Cameras	\$ -	\$ -	\$ -	\$ -
Rural Fire Service	\$ -	\$ 87,950.00	\$ 52,427.74	\$ 35,522.26
<b>Recreation and Culture</b>				
Barellan Pool	\$ -	\$ 54,954.00	\$ 47,981.00	\$ 6,973.00
Lake Talbot Pool	\$ 3,950,772.00	\$ 4,647,708.00	\$ 4,644,811.43	\$ 2,896.57
Lake Talbot Recreation Area	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00
Library	\$ 34,290.00	\$ 47,136.00	\$ 17,822.73	\$ 17,258.56
Marie Bashir Park	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00
Narrandera Memorial Park	\$ 60,000.00	\$ 153,982.00	\$ 98,144.13	\$ 21,087.87
Narrandera Sportsground	\$ 27,000.00	\$ 1,943,277.00	\$ 738,306.59	\$ 1,203,785.86
Henry Mathieson Oval	\$ 25,000.00	\$ -	\$ -	\$ -
Brewery Flats	\$ -	\$ -	\$ -	\$ -
Noxious Weeds	\$ 30,000.00	\$ 30,000.00	\$ 6,940.00	\$ 23,060.00
Barellan Park	\$ -	\$ -	\$ 2,256.59	\$ 2,256.59
Drought Community Funding	\$ -	\$ 1,029,972.50	\$ 741,681.36	\$ 228,601.56
Stronger Country Community Funding	\$ -	\$ 312,312.00	\$ 302,883.00	\$ 8,857.18
Playground on the Murrumbidgee	\$ 4,830,652.00	\$ 4,870,652.00	\$ 437,495.64	\$ 3,514,971.63
Barellan Playground	\$ 5,000.00	\$ 6,222.00	\$ 6,272.73	\$ 50.73
Local Roads Comm. & Infrastructure	\$ 500,000.00	\$ 387,053.00	\$ 73,118.05	\$ 11,358.73
Narrandera Parks	\$ 83,500.00	\$ 83,500.00	\$ 6,000.00	\$ 77,500.00
Outdoor Courts	\$ -	\$ 103,500.00	\$ -	\$ 103,500.00
<b>Water Supply Network</b>				
Water	\$ 1,005,000.00	\$ 1,537,486.00	\$ 793,384.48	\$ 160,600.47
<b>Sewerage Network</b>				
Sewer	\$ 5,965,000.00	\$ 831,388.00	\$ 229,743.42	\$ 316,954.12
<b>Infrastructure</b>				
Engineering	\$ -	\$ -	\$ 4,990.09	\$ 4,990.09
<b>Grand Total</b>	<b>\$ 23,903,356.00</b>	<b>\$ 27,166,391.93</b>	<b>\$ 14,748,309.85</b>	<b>\$ 9,368,679.61</b>



Key Operational as at 31 May 2021

Row Labels	Sum of Proposed Budget	Sum of Revised Budget	Sum of YTD Expenditure	Sum of Balance
<b>Economic Affairs</b>				
Economic Development	\$ -	\$ 10,315.00	\$ 1,080.00	\$ 9,235.00
<b>Housing &amp; Community Amenities</b>				
Noxious Weeds	\$ 158,711.00	\$ 158,711.00	\$ 159,257.75	-\$ 546.75
Public Toilets	\$ 75,333.00	\$ 75,333.00	\$ 117,511.70	-\$ 42,178.70
Cemetery Expenses	\$ 129,123.00	\$ 129,123.00	\$ 99,378.07	\$ 29,744.93
<b>Recreation &amp; Culture</b>				
Sports Ground Expenses	\$ 197,603.00	\$ 192,100.00	\$ 144,818.96	\$ 47,281.04
Parks Expenses	\$ 531,552.00	\$ 548,663.00	\$ 536,943.73	\$ 10,155.63
Lawn Areas	\$ 27,307.00	\$ 32,307.00	\$ 34,104.65	-\$ 1,797.65
Lake Talbot Expenses	\$ 24,000.00	\$ 29,000.00	\$ 13,112.48	\$ 15,887.52
Sports Stadium Expenses	\$ 100,671.00	\$ 100,671.00	\$ 80,375.10	\$ 20,295.90
Street Scaping	\$ 17,000.00	\$ 17,000.00	\$ 11,548.73	\$ 5,269.45
Street Trees	\$ 228,727.00	\$ 258,727.00	\$ 294,506.16	-\$ 40,516.43
<b>Transport &amp; Communication</b>				
Ordered Works	\$ 164,000.00	\$ 164,000.00	\$ 1,011.47	\$ 162,988.53
Regional Roads	\$ 207,600.00	\$ 207,600.00	\$ 145,969.78	\$ 61,630.22
State Roads	\$ 170,500.00	\$ 170,500.00	\$ 179,357.89	-\$ 12,779.48
Urban Roads	\$ 641,600.00	\$ 742,650.00	\$ 496,160.69	\$ 214,062.12
Sealed Rural Roads	\$ 188,700.00	\$ 248,700.00	\$ 229,843.97	\$ 16,314.44
Unsealed Rural Roads	\$ 817,800.00	\$ 757,800.00	\$ 686,369.00	\$ 37,915.04
<b>Water Supplies</b>				
Water	\$ 913,295.00	\$ 913,295.00	\$ 753,259.18	\$ 156,593.20
<b>Sewer Supplies</b>				
Sewer	\$ 537,756.00	\$ 567,756.00	\$ 463,607.71	\$ 74,849.25
<b>Grand Total</b>	<b>\$ 5,131,278.00</b>	<b>\$ 5,324,251.00</b>	<b>\$ 4,448,217.02</b>	<b>\$ 764,403.26</b>

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

Nil

**22 CONFIDENTIAL BUSINESS PAPER REPORTS**

Nil