



BUSINESS PAPER

Ordinary Council Meeting

21 March 2023

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 in which I am officially involved?
- 2 Is my official role one of influence or perceived influence over the matter?
- 3 Do my private interests conflict with my official role?

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

AGENCY ADVICE

Officers of the following agencies are available during office hours to discuss the obligations placed on Councillors, officers and community committee members by various pieces of legislation, regulation and codes.

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

COMMUNITY STRATEGIC PLAN THEMES

Section 16 Our Community

- 1.1 To live in an inclusive, healthy and tolerant community with a positive attitude toward others.
- 1.2 Work together to advocate for quality health, education, youth and social services.
- 1.3 To feel connected and safe.

Section 17 Our Environment

- 2.1 To value, care for and protect our natural environment.
- 2.2 Enhance our public spaces to enrich our community.
- 2.3 Maximise greater re-use of resources to increase sustainability within our community

Section 18 Our Economy

- 3.1 Create strong conditions for investment and job creation through quality infrastructure and proactive business support.
- 3.2 Encourage new housing supply to meet the needs of the community.

Section 19 Our Infrastructure

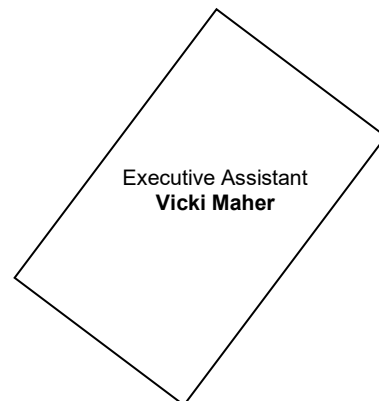
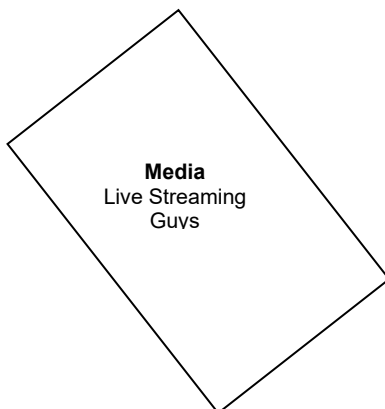
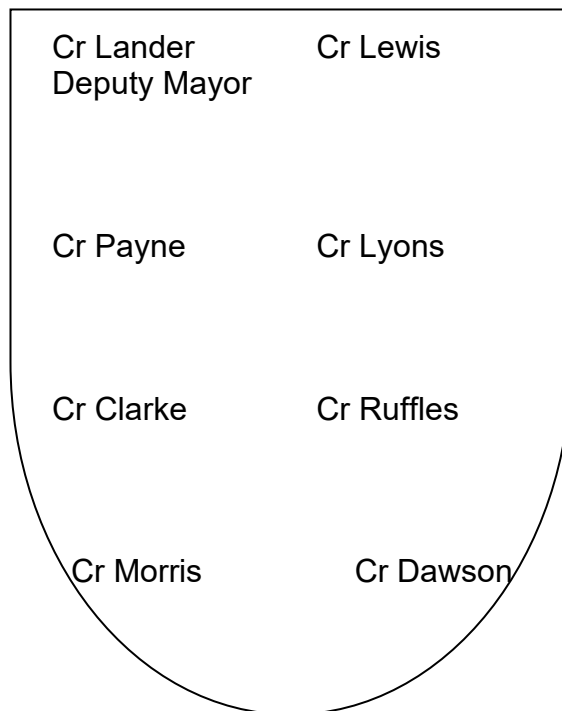
- 4.1 To have an improved and appropriately maintained road network.
- 4.2 Actively investigate opportunities to enhance our potable water quality.
- 4.3 To improve, maintain and value-add to our essential public and recreational infrastructure.

Section 20 Our Leadership

- 5.1 Have a Council that provides leadership through actions and effective communication.
- 5.2 Promote a community spirit that encourages volunteerism and values effective partnerships.

SEATING

General Manager George Cowan	MAYOR Cr Kschenka	Deputy General Manager Infrastructure Shane Wilson	Deputy General Manager Corporate & Community Martin Hiscox
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	Nil	
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	Nil	
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	Nil	
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	Nil	
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- 1 ACKNOWLEDGEMENT OF COUNTRY**
- 2 HOUSE KEEPING**
- 3 DISCLOSURE OF POLITICAL DONATIONS**
- 4 REQUEST TO ATTEND BY AUDIO-VISUAL LINK**

PRESENT

- 5 APOLOGIES**
- 6 DECLARATIONS OF INTEREST**
- 7 CONFIRMATION OF MINUTES**

Ordinary Council Meeting - 21 February 2023



MINUTES

Ordinary Council Meeting

21 February 2023

Unconfirmed

**MINUTES OF NARRANDERA SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS
ON TUESDAY, 21 FEBRUARY 2023 AT 2PM**

The Mayor declared the Public Forum opened at 1.35pm and welcomed the Councillors, Staff, Media, Members of the Gallery and those following on the 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.

PUBLIC FORUM

Mr Mayor conducted a Citizenship Ceremony for Cecilia McLellan of Norway, which is the last step in becoming an Australian Citizen.

Following this, the Mayor presented Certificates and Prizes for Council's 2022 Christmas Decorations Awards to:

- Best Grong Grong House – Amanda Ferrari & Mark Tilyard
- Best Narrandera House – Cameron Hillsley
- Best Street – Dalgetty Street Narrandera – presented to Alison Quince
- Best Barellan House – Kellie & Carl Kenmir
- Best Business – Terry White Chemist Narrandera.

Mr Mayor then welcomed guests via virtual link for a presentation regarding Special Rates Valuations:

- Tim Fleming; Senior Managing Valuer and
- Marilyn Baker; Managing Valuer (Valuation NSW)
- Vince Graham and
- Bill Dean; Contract Valuer (Opteon Property Group)

Community member Mr Bob Manning, then spoke "For" Item 13.2 Economic Taskforce Committee Minutes Attachment 3 Economic Stimulus Projects, Sub Item 7 Independent Living Village Concept, Cnr Elwin and Crescent Streets Narrandera, seeking a "push on" of this project to keep it moving to fruition.

The Mayor declared the Ordinary Council Meeting opened at **2.58pm**.

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 Council's website or from the Customer Service Centre and must be lodged in accordance with the Act.

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

REQUEST TO ATTEND BY AUDIO-VISUAL LINK

No requests to join via audio-visual link in February.

4 PRESENT

Cr Neville Kschenka, Cr Cameron Lander, Cr Jenny Clarke OAM, Cr Kevin Morris, Cr Peter Dawson, Cr Sue Ruffles, Cr Braden Lyons

In Attendance

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

5 APOLOGIES

RESOLUTION 23/001

Moved: Cr Cameron Lander

Seconded: Cr Jenny Clarke OAM

That apologies from Cr Narelle Payne be received and accepted.

CARRIED

6 DECLARATIONS OF INTEREST

Nil

7 CONFIRMATION OF MINUTES

RESOLUTION 23/002

Moved: Cr Cameron Lander

Seconded: Cr Sue Ruffles

That the minutes of the Ordinary Council Meeting held on 14 December 2022 be

confirmed.

CARRIED

8 MAYORAL REPORT

20.1 MAYOR REPORT - DECEMBER 2022 & JANUARY/FEBRUARY 2023

RESOLUTION 23/003

Moved: Cr Neville Kschenka

Seconded: Cr Cameron Lander

That Council:

1. Receive and note the Mayoral Report for December 2022 and January / February 2023.

CARRIED

MINUTE SILENCE

The Mayor led a Minute Silence in honour of two residents in our Shire who had passed recently;

Raylene Williams and Albert Pope.

Raylene was a member of the Aboriginal Elders Liaison Committee and Albert was a past Council employee of 27 years.

9 QUESTION WITH NOTICE

Nil

10 NOTICES OF RESCISSION

Nil

11 NOTICES OF MOTION

Nil

12 COUNCILLOR REPORTS

Nil

13 COMMITTEE REPORTS**13.1 ECONOMIC TASKFORCE COMMITTEE - MINUTES - 6 DECEMBER 2022****RESOLUTION 23/004**

Moved: Cr Cameron Lander

Seconded: Cr Sue Ruffles

That Council receives and notes the:

1. Minutes of the Economic Taskforce Committee meeting held 6 December 2022.
2. Tourism Stimulus Projects (non-confidential) as at December 2022.
3. Economic Stimulus Projects (non-confidential) as at December 2022.
4. Economic Development Strategy (non-confidential) as at December 2022.

CARRIED

13.2 ECONOMIC TASKFORCE COMMITTEE - MINUTES - 7 FEBRUARY 2023**RESOLUTION 23/005**

Moved: Cr Cameron Lander

Seconded: Cr Braden Lyons

Cr Tracey Lewis

That Council:

1. Receives and notes for the Economic Taskforce Committee meeting held 6 February 2023 the non-confidential:
 - a. Discussion Notes
 - b. Stimulus Projects – Tourism
 - c. Stimulus Projects – Economic
 - d. Economic Development Strategy.
2. Endorses the Deputy Mayor and Economic Development Manager to the committee as voting delegates, updating the members in the Terms of Reference to Mayor, Deputy Mayor, Economic Development Manager and three (3) Councillor delegates.

CARRIED

13.3 AUSTRALIA DAY PLANNING ADVISORY COMMITTEE - MINUTES - 1 FEBRUARY 2023**RESOLUTION 23/006**

Moved: Cr Sue Ruffles
Seconded: Cr Braden Lyons

That Council:

1. Receives and notes the Minutes of the Australia Day Planning Advisory Committee held on Wednesday 1 February 2023.

CARRIED

13.4 ABORIGINAL ELDERS LIAISON - MINUTES - 6 FEBRUARY 2023

RESOLUTION 23/007

Moved: Cr Braden Lyons
Seconded: Cr Sue Ruffles

Cr Tracey Lewis

That Council:

1. Receives and notes the Discussion Notes Minutes of the Aboriginal Elders Liaison held on Monday 6 February 2023.

CARRIED

13.5 NHAG NARRANDERA HEALTH ADVISORY GROUP - MINUTES - 2 DECEMBER 2022

RESOLUTION 23/008

Moved: Cr Cameron Lander
Seconded: Cr Jenny Clarke OAM

That Council:

1. Receives and notes the Minutes of the NHAG Narrandera Health Advisory Group held on Friday 2 December 2022.

CARRIED

14 PROCUREMENT

14.1 WESTERN RIVERINA LIBRARIES LIBRARY MANAGEMENT SYSTEM REVIEW

RESOLUTION 23/009

Moved: Cr Tracey Lewis

Seconded: Cr Cameron Lander

That Council:

1. Receives and notes the information contained in the Western Riverina Libraries – Library Management System Review Report.
2. Endorses the selection by the Western Riverina Libraries Committee of Spydus by Civica as replacement for the existing Libero system.

CARRIED

14.2 TENDER - T22-23-02 DESIGN AND CONSTRUCT LANDERVALE FIRE STATION

RESOLUTION 23/010

Moved: Cr Cameron Lander

Seconded: Cr Kevin Morris

That Council:

1. Authorises the General Manager to award the tender for the Design and Construction of the new Landervale Fire Station in accordance with Section 55 of the Local Government Act 1993, upon confirmation of funding from the NSW Rural Fire Service.

CARRIED

15 DEVELOPMENT APPLICATION

Nil

16 OUR COMMUNITY

16.1 RE-ESTABLISHMENT OF AN ALCOHOL-FREE ZONE

RESOLUTION 23/011

Moved: Cr Tracey Lewis

Seconded: Cr Cameron Lander

That Council:

1. Adopts the proposal for re-establishment of an Alcohol-Free Zone in East Street and surrounds as shown on Attachment 1 for a further four-year period of 27 February 2023 until 26 February 2027 in accordance with Section 644B of the Local Government Act 1993.

CARRIED

17 OUR ENVIRONMENT

Nil

18 OUR ECONOMY

Nil

19 OUR INFRASTRUCTURE**19.1 BARELLAN SEWER UPDATE AND TENDERING METHOD****RESOLUTION 23/012**

Moved: Cr Kevin Morris

Seconded: Cr Tracey Lewis

That Council:

1. Receives the information contained in this report, and
2. Approves the tender to be called via the open tender method for the construction of the Barellan Sewer in accordance with Clause 166 Local Government (General) Regulation 2021 and Section 55 of the Local Government Act 1993.

CARRIED**20 OUR LEADERSHIP***Item has been considered at another section.***20.2 DOMESTIC VIOLENCE ADVISORY COMMITTEE****RESOLUTION 23/013**

Moved: Cr Cameron Lander

Seconded: Cr Sue Ruffles

That Council:

1. Resolves to discontinue the Domestic Violence Advisory Committee.

LOST

20.3 RISK MANAGEMENT AND INTERNAL AUDIT FOR LOCAL GOVERNMENT IN NSW

RESOLUTION 23/014

Moved: Cr Cameron Lander

Seconded: Cr Jenny Clarke OAM

That Council:

1. Adopts the Terms of Reference and Internal Audit Charter as presented, which will then be reported to the next Audit, Risk and Improvement Committee meeting to be held 8 March 2023.
2. Support the appointment of a non-voting Council member to the new Audit, Risk and Improvement Committee.
3. Supports the payment of out-of-pocket expenses only to the chairperson and independent members.

CARRIED

21 POLICY

21.1 POLICY REVIEW - POL006 RISK MANAGEMENT POLICY 2023

RESOLUTION 23/015

Moved: Cr Cameron Lander

Seconded: Cr Kevin Morris

That Council:

1. Receives the revised POL006 Risk Management Policy.
2. Endorses POL006 Risk Management Policy to be presented to the Audit Risk and Improvement Committee in March 2023 for comment.

CARRIED

21.2 POLICY REVIEW - POL134 WORK HEALTH SAFETY**RESOLUTION 23/016**

Moved: Cr Sue Ruffles

Seconded: Cr Tracey Lewis

That Council:

1. Adopts the revised POL134 WHS Policy.

CARRIED

21.3 POLICY DRAFT - POL161 COUNCIL DEVELOPMENT APPLICATION - CONFLICT OF INTEREST POLICY**RESOLUTION 23/017**

Moved: Cr Cameron Lander

Seconded: Cr Kevin Morris

That Council:

1. Receives and endorses the new draft POL161 Council Development Application - Conflict of Interest Policy for the purpose of public exhibition.
2. Deems POL161 Council Development Application - Conflict of Interest Policy as adopted should no submissions be received from the community at the conclusion of the exhibition period.

CARRIED

22 STATUTORY AND COMPULSORY REPORTING – DEVELOPMENT SERVICES REPORTS**22.1 DEVELOPMENT & ENVIRONMENT SERVICES ACTIVITIES - DECEMBER 2022 & JANUARY 2023****RESOLUTION 23/018**

Moved: Cr Peter Dawson

Seconded: Cr Tracey Lewis

That Council:

1. Receives and notes the Development Services Activities Report for December 2022 and January 2023.

CARRIED

23 STATUTORY AND COMPULSORY REPORTING – FINANCIAL / AUDIT REPORTS**23.1 INCOME STATEMENT - DECEMBER 2022****RESOLUTION 23/019**

Moved: Cr Cameron Lander
Seconded: Cr Tracey Lewis

That Council:

1. Receives and notes the information contained in the Income Statement report for the period ending 31 December 2022.

CARRIED

23.2 STATEMENT OF RATES AND RECEIPTS - DECEMBER 2022**RESOLUTION 23/020**

Moved: Cr Peter Dawson
Seconded: Cr Cameron Lander

That Council:

1. Receives and notes the information contained in the Statement of Rates and Receipts report as at 31 December 2022.

CARRIED

23.3 STATEMENT OF BANK BALANCES - DECEMBER 2022**RESOLUTION 23/021**

Moved: Cr Tracey Lewis
Seconded: Cr Sue Ruffles

That Council:

1. Receives and notes the information contained in the Statement of Bank Balances report as of 31 December 2022.

CARRIED

23.4 STATEMENT OF INVESTMENTS - DECEMBER 2022**RESOLUTION 23/022**

Moved: Cr Braden Lyons

Seconded: Cr Cameron Lander

That Council:

1. Receives and notes the report indicating Council's Fund Management position.
2. Notes the Certificate of the Responsible Accounting Officer and adopts the report as at 31 December 2022.

CARRIED

23.5 CAPITAL WORKS PROGRAM - JANUARY 2023**RESOLUTION 23/023**

Moved: Cr Sue Ruffles

Seconded: Cr Tracey Lewis

That Council:

1. Receives and notes the information contained in the Capital Works report as at 31 January 2023.

CARRIED

23.6 STATEMENT OF RATES AND RECEIPTS - JANUARY 2023**RESOLUTION 23/024**

Moved: Cr Cameron Lander

Seconded: Cr Tracey Lewis

That Council:

1. Receives and notes the information contained in the Statement of Rates and Receipts report as at 31 January 2023.

CARRIED

23.7 STATEMENT OF BANK BALANCES - JANUARY 2023**RESOLUTION 23/025**

Moved: Cr Kevin Morris

Seconded: Cr Braden Lyons

That Council:

1. Receives and notes the information contained in the Statement of Bank Balances report as of 31 January 2023.

CARRIED

23.8 INCOME STATEMENT - JANUARY 2023**RESOLUTION 23/026**

Moved: Cr Cameron Lander

Seconded: Cr Tracey Lewis

That Council:

1. Receives and notes the information contained in the Income Statement report for the period ending 31 January 2023.

CARRIED

23.9 STATEMENT OF INVESTMENTS - JANUARY 2023**RESOLUTION 23/027**

Moved: Cr Peter Dawson

Seconded: Cr Kevin Morris

That Council:

1. Receives and notes the report indicating Council's Fund Management position.
2. Notes the Certificate of the Responsible Accounting Officer and adopts the report as at 31 January 2023.

CARRIED

23.10 QUARTERLY BUDGET REVIEW - DECEMBER 2022**RESOLUTION 23/028**

Moved: Cr Cameron Lander

Seconded: Cr Braden Lyons

That Council:

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

CARRIED

24 STATUTORY AND COMPULSORY REPORTING – OTHER REPORTS

Nil

25 CONFIDENTIAL BUSINESS PAPER REPORTS**RESOLUTION 23/029**

Moved: Cr Tracey Lewis

Seconded: Cr Jenny Clarke OAM

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

25.1 Mayoral Report - General Manager 2022/23 Annual Review

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

CARRIED

At this point, time being 4pm, Staff left the meeting for consideration and voting on Item 25.1.

25.1 MAYORAL REPORT - GENERAL MANAGER 2022/23 ANNUAL REVIEW

RESOLUTION 23/030

Moved: Cr Tracey Lewis

Seconded: Cr Cameron Lander

That Council:

1. Endorses the General Manager Performance Review Committee’s annual performance appraisal as More Than Satisfactory.
2. Discusses the three options of a performance recognition, those being:
 - a. A monetary increase to the General Manager’s remuneration @ 3% of his existing Total Remuneration Package (TRP) valued at approximately \$9,000.
 - b. Provide solar panels to the General Manager’s existing accommodation (Council owned house) which would require quotations but should be in the vicinity of \$6,000 to \$8,000.
 - c. Facilitate and promote the nomination of a Public Service Medal (PSM) for the General Manager with little to no monetary cost.

CARRIED

At this point, time being 4.05pm, Staff rejoined the meeting.

26 OPEN COUNCIL

RESOLUTION 23/031

Moved: Cr Tracey Lewis

Seconded: Cr Cameron Lander

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 4.07pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 21 March 2023.

.....
GENERAL MANAGER

.....
CHAIRPERSON

Unconfirmed

8 MAYORAL REPORT

8.1 MAYORAL REPORT - FEBRUARY / MARCH 2023

Document ID: 655767
Author: Mayor
Authoriser: General Manager
Theme: Our Leadership
Attachments: Nil

RECOMMENDATION

That Council:

1. Receives and notes the Mayoral Report for February/March 2023.

BACKGROUND

Since submitting my last Mayor's Report that was presented to the Ordinary Council meeting of 21 February 2023, I attended the following on behalf of our Council:

Meetings with General Manager: Attended regular Monday, and unscheduled, meetings with the General Manager (GM) George Cowan to discuss various matters. The Deputy Mayor, Cr Cameron Lander, is also invited to attend the Monday prior to Ordinary Council meetings.

All Councillors have the opportunity to attend a weekly Zoom meeting with the General Manager.

Annual Listening Posts: Together with fellow Councillors, GM and senior staff, I attended the annual Shire Council Listening Post sessions held at Sandigo, Grong Grong, Barellan and Narrandera.

These community sessions provide opportunities to meet with residents and find out what current issues are causing concern, what projects, repair works and road maintenance that constituents wish to see undertaken and gain feedback on current projects. The Narrandera session was live streamed on Facebook, receiving questions online from community members.

My thanks to those Councillors, staff and residents who were able to attend these important community sessions.

FEBRUARY 2023

Tuesday 21: I chaired the monthly Councillors Briefing Session and Ordinary Council meeting. Unconfirmed Minutes of the Council meeting are submitted for Council's endorsement.

The Public Forum was very full, and I had the privilege of conducting the Citizenship Ceremony for Cecilie McLellan (Doctor).



[pictured are Cecilie and Mayor]

Following this, I presented awards for the 2022 Council Christmas Competition. Winners unable to attend the presentation were Kellie and Carl Kenmir - Best Barellan and Amanda Ferrari and Mark Tilyard - Best Grong Grong.

My congratulations to Cecilie and all award recipients.



Best Narrandera - Cameron Hillsley



Best Street - Dalgety (presented to Alison Quince)



Best Business - Terry White Chemist

At the conclusion of the awards presentation, representatives from Valuation NSW and Opteon Property Group joined the forum via audio visual link to present information regarding the special rate variation (SRV).

Local shire resident, Bob Manning, then gave an address to Council regarding local housing.

Wednesday 22: After accepting an invitation, my wife Carmel and I attended Rotary's annual New Citizens Welcome Dinner held at the Narrandera Golf Club. This event is a great initiative by the Rotary Club to enable club members and guests to meet new residents and make them welcome. Thanks go to the hardworking Rotary members, not just for staging this event but also for the work they do for the community throughout the year.



[Mayor, new residents: Tania Maddison, Principal Narrandera High School; Catherine Webber, maths teacher Narrandera High School; Alan and Melanie; Ted Sutherland; Rotary President Jenny Clarke; Father Stephen Onyekwere, Administrator St Mel's Parish; and missing from photo Sally Miller]

Thursday 23: After receiving an invitation from Kurrajong to attend the Official Opening of the new Narrandera facility, I attended the ceremony with Deputy Mayor Cr Cameron Lander and Councillors, GM George Cowan, Deputy General Managers Martin Hiscox and Shane Wilson, and Home and Community Care Staff. The ceremony concluded with the official opening, of which I had the privilege of being involved. My congratulations and thanks go to Kurrajong for providing this very worthwhile facility for the residents of Narrandera and surrounds, who can take advantage of the services the facility provides.



[Mayor and Kurrajong's CEO]

Saturday 25: My wife Carmel and I joined GM George Cowan and his wife Shirley, at the Retirement Dinner for Emil and Heather White, who are retiring from managing the Barellan Pool for over 50+ years. Special guests included the Hon. Steph Cooke MP and former Olympian, Dawn Fraser.

My thanks to the community members who came together to make the event such a success, especially the volunteers who organised the catering and decorations for the hall. Heather and Emil's service to the community extends beyond their work at the swimming pool and I wish them all the very best in their much-deserved retirement.



[GM George Cowan, Heather White, Steph Cooke MP, Shirley Cowan, Dawn Fraser, Carmel Kschenka, Mayor]



[Emil and Heather White with Steph Cooke MP]

Tuesday 28: The GM and I attended our regular segment on the local Community Radio, 91.1 Spirit FM, where we advise listeners on outcomes of agenda items from the Council meeting, as well as providing any updates on current projects.

MARCH 2023

Thursday 9: Hosted a visit from Kurrajong Narrandera and Leeton Gralee School. The visitors sat in the gallery and at the Councillors’ table. I explained the role of councils, as well as that of the State and Federal Governments. We conducted a mock election of Mayor and Deputy Mayor. There were many great questions, including: how councillors become councillors, who is responsible for roads and how they are maintained, as well as about other facilities in town, recreation, and safety. The residents and carers enjoyed the experience of seeing all aspects of our wonderful building and learning of our Council procedures and responsibilities.

Some of the improvements and facilities they thought would be good in the town were:

1. Pedestrian crossing in East Street from IGA Supermarket to Coroco Furniture, with vision impaired notches
2. More disability parking spaces in top of East Street area
3. Footpaths near Kurrajong need some work
4. A Ferris wheel and splash pad in Marie Bashir Park
5. More/new parks - enjoyable for people with a disability
6. A quiet area marquee with seating and sensory items set up at town fairs/main street events like the Easter Rod Run, providing a quiet place for people with autism and ADHD to feel safe but still see festivities
7. Pioneer Hall – clean floors.



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:

Receives and notes the Mayoral Report for February/March 2023.

9 QUESTION WITH NOTICE

Nil

10 NOTICES OF RESCISSION

Nil

11 NOTICES OF MOTION

Nil

12 COUNCILLOR REPORTS

12.1 CR CLARKE - ATTENDANCE AT THE 78TH MURRAY DARLING ASSOCIATION NATIONAL CONFERENCE 2022

Document ID: 661844
Author: Councillor
Authoriser: General Manager
Theme: Our Leadership
Attachments: Nil

RECOMMENDATION

That Council:

1. Receives and notes information provided in the report; 78th Murray Darling Association National Conference 2022.

PURPOSE

The purpose of this report is to provide Council with information following my attendance at the 78th Murray Darling Association National Conference 2022.

SUMMARY

The 78th Murray Darling Association National Conference was held from Sunday 18 to Tuesday 20 September 2022 with the Annual General Meeting (AGM) the following day on Wednesday 21 September 2022. As Council’s Delegate to the MDA Region 9, I appreciated the opportunity to attend this conference.

During the AGM, Paul Maytom was given Life Member of the Murray-Darling Basin Association in recognition of his many years as Chair of R9.

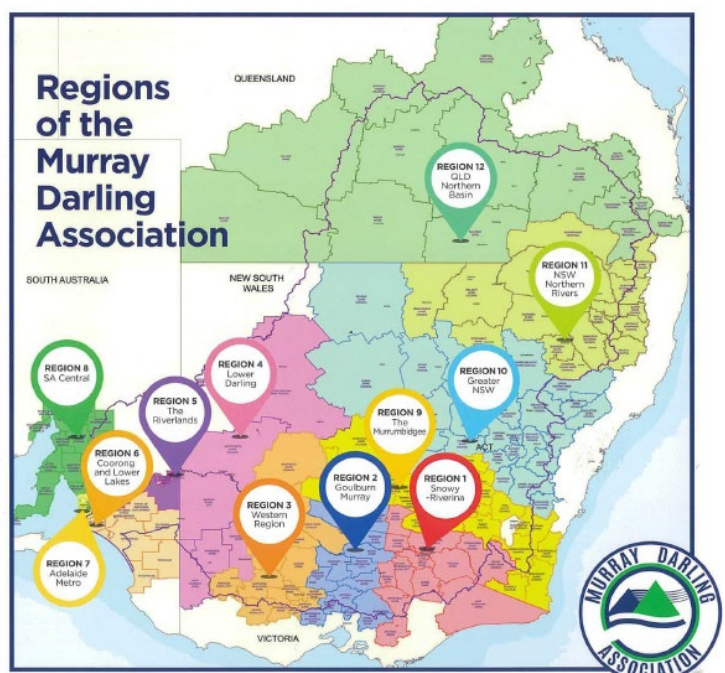
BACKGROUND

The Murray Darling Association is made up of 12 Regions across NSW, Queensland, Victoria, and South Australia.

We are members of Region 9 which consists of 16 Shire Councils.

REGION NINE

- ▣ Griffith City Council
- ▣ Hay Shire Council
- ▣ Hilltops Shire Council
- ▣ Leeton Shire Council
- ▣ Lockhart Shire Council
- ▣ Murrumbidgee Shire Council
- ▣ Narrandera Shire Council
- ▣ Wagga Wagga City Council
- ▣ Coolamon Shire Council
- ▣ Cootamundra-Gundagai Shire Council
- ▣ Junee Shire Council
- ▣ Queanbeyan-Palerang Council
- ▣ Snowy Valleys Council
- ▣ Temora Shire Council
- ▣ Weddin Shire Council
- ▣ Yass Valley Council



Bringing together delegates from across the corners of the Murray-Darling Basin, the MDA's National Conference featured an overarching theme of Economics, Dams, and Infrastructure.

The MDA's 78th Conference explored many themes including Water Use, Water Security, Tourism, Algae/Bushfires and the effect on the Murray-Darling Basin and Climate Change.

This year's conference featured an incredible line-up of guest speakers, including:

Tanya Plibersek MP	Minister for the Environment and Water
Senator Perin Davey	Shadow Water Minister, Deputy Leader of the National Party
Sam Birrell MP	Federal member for Nicholls
Andrew McConville	CEO Murray-Darling Basin Authority
Hon Troy Grant	Inspector-General of Water Compliance
Dr Claire Naughtin	Research Consultant CSIRO
Dr Naomi Boxall	Circular Economy Proto Mission co-lead CSIRO
Alex Cooke	Mission Lead CSIRO
Hilary Johnson	Interim Commonwealth Environmental Water Holder
Prof. Jamie Pittock	ANU, Wentworth Group of Concerned Scientists
Prof. Max Finlayson	CSU
Murray Jones	GM Earth Science Labs Global
Dr David Hammond	
Dr Fred Singleton	
CEO Rod Knight	CEO, Water Stewardship Asia Pacific
GM Yvette Myhill	GM, Destination Riverina Murray
Prof. Michael Stewardson	CEO, One Basin CRC
Michael Pisasale	Water Policy Manager, Murray Irrigation
Mr Greg Ryan	Society President, Albury & District Historical Society

More detailed information on the conference, including Presentations and a full listing of Motions and Minutes, can be found by visiting the 78th Murray Darling Association Nation Conference Website - <https://www.mda.asn.au/events/2022-albury.aspx>

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

Theme

2 - Our Environment

Strategy

2.1 - To value, care for and protect our natural environment.

Action

2.1.2 - Key environmentally sensitive areas under the control of Council are managed with environmental awareness and sensitivity.

Financial

- Council has an annual budget for Councillor delegates to attend annual conferences

RECOMMENDATION

That Council:

1. Receives and notes information provided in the report; 78th Murray Darling Association National Conference 2022.

12.2 CR LEWIS - ATTENDANCE AT NSW PUBLIC LIBRARIES ASSOCIATION ANNUAL CONFERENCE - SWITCH 2022

Document ID: 661845
Author: Councillor
Authoriser: General Manager
Theme: Our Leadership
Attachments: Nil

RECOMMENDATION

That Council:

1. Receives and notes information provided in the report; NSW Public Libraries Association Annual Conference - Switch 2022.

PURPOSE

The purpose of this report is to provide Council with information following my attendance at the NSW Public Libraries Association – Switch 2022 Annual Conference.

SUMMARY

NSWPLA Annual Conference, (Switch 2022), was held Tuesday 8 to Friday 11 November 2022 in Albury. I had the opportunity to attend with Council’s Community Development/Library Manager, Sue Killham.

This was a very enjoyable and informative conference that offered time for valuable networking with the many representatives from organisations and councils.

Presentations at the four-day event were:

Annie Hensley	Collaboration, Convergence, Codesign - changing models of public library design
Ashleigh Gray	Batyr
Cameron Morley	Increased NSW Funding for Public Libraries
Jack Goodman	FOLA Presentation
Jan Richards	NSWPLA Awards 2022
Kay Pisel	Colin Mills Scholarship - Newcastle Libraries Memory Room Project
Michael Campbell	Literacy Programs
Rebecca Saunders	How to STAND OUT and make an IMPACT with video
Awards Presented	IIOs and Multicultural Award
Lorraine Finlay & Hugh Kingsley	What have Human Rights got to do with Public Libraries

Panel Sessions for Reading and Literacy Framework were facilitated by Anita Planchon and Josephine Gaskell.

Panel Sessions for Reading and Writing Festivals were facilitated by Ann-Maree Ellis, Jasmine Vidler, and Michelle Maunder.

More detailed information on the conference and presentations can be found at the NSWPLA SWITCH2022 Website - <https://nswpla.org.au>

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

Theme

5 - Our Leadership

Strategy

5.1 - Have a Council that provides leadership through actions and effective communication.

Action

5.1.3 - Gauge customer and resident satisfaction with services and operations.

Financial

- Council has an annual budget for Councillor delegates to attend annual conferences

RECOMMENDATION

That Council:

1. Receives and notes information provided in the report; NSW Public Libraries Association Annual Conference - Switch 2022.

13 COMMITTEE REPORTS

13.1 YOUTH ADVISORY COUNCIL - MINUTES - 13 FEBRUARY 2023

Document ID: 661980

Author: Community Support Manager

Authoriser: Deputy General Manager Corporate and Community

Attachments: 1. Youth Advisory Council Minutes - 13 February 2023

RECOMMENDATION

That Council:

1. Receives and notes the Minutes of the Youth Advisory Council held on Monday 13 February 2023.



MINUTES

Youth Advisory Council Meeting

13 February 2023

**MINUTES OF NARRANDERA SHIRE COUNCIL
YOUTH ADVISORY COUNCIL MEETING
HELD AT THE YOUTH SPACE
ON MONDAY, 13 FEBRUARY 2023 AT 4.30PM**

1 PRESENT

Mayor Wesley Bamblett, Cr Alyssa Sanders, Cr Memphis Singh, Cr Mikalie Vearing, Cr Ruby Hewitt, CLO Suzanne Litchfield, CSM Stacie Mohr, Observer Braden Lyons

2 APOLOGIES

Nil

3 BUSINESS ARISING FROM PREVIOUS MINUTES

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Cr Mikalie Vearing
Seconded: Cr Ruby Hewitt

That the minutes of the Youth Advisory Council Meeting held on 14 November 2022 be confirmed.

CARRIED

5 REPORTS

5.1 LOCAL GOVERNMENT RECOVERY GRANTS PROGRAM

COMMITTEE RESOLUTION

Moved: Deputy Mayor Madeline Fraser
Seconded: Cr Memphis Singh

The Youth Council:

1. Endorse the inclusion of the Where to From Here? project in Council's application under the Local Government Recovery Grants Program

CARRIED

5.2 ROAR - REACH OUT AND RELAX PROGRAM

COMMITTEE RESOLUTION

Moved: Cr Alex Luck

Seconded: Cr Ruby Hewitt

The Youth Council:

1. Extend an invitation to the Youth Liaison/Community Engagement Officer for Intereach to attend a meeting with the Youth Council
2. Endorse the ROAR – Reach Out and Relax program, presented by Intereach for inclusion in the upcoming Youth Week 2023 activities

CARRIED

5.3 2023 YOUTH ADVISORY COUNCIL MEETING DATES

COMMITTEE RESOLUTION

Moved: Cr Mikalie Vearing

Seconded: Cr Harrison Rowe

The Youth Council:

1. Endorse the schedule of Youth Advisory Council meeting dates for the 2023 calendar year

CARRIED

5.4 2023 FOOD TRAILER SCHEDULE

COMMITTEE RESOLUTION

Moved: Cr Ruby Hewitt

Seconded: Cr Mikalie Vearing

The Youth Council:

1. Endorse the following dates for the 2023 Food Trailer Schedule:
 - Lions Club Markets 19 March 2023
 - Shady Gum Christmas Markets 3 December 2023
2. Endorse the following improvements to the food trailer for 2023:
 - Menu change to a more simplified option
 - Investigate the purchase of new equipment
3. Endorse the purchase of a screen and projector to provide ongoing movie nights as well as utilise the Youth Space for regular movie viewings
4. Establish a scholarship fund from the profits of the food trailer to help assist school leavers moving on to tertiary education and provide a report to the April Council meeting for consideration

CARRIED

5.5 YOUTH COUNCIL 2023

COMMITTEE RESOLUTION

Moved: Cr Memphis Singh

Seconded: Cr Alyssa Sanders

The Youth Council:

1. Endorse the inclusion of the Youth Expo in the Narrandera Shire Council 2023 Youth Week activities, in partnership with Service NSW and Intereach

CARRIED

5.6 ITEMS FOR BRIEF DISCUSSION

COMMITTEE RESOLUTION

Moved: Cr Ruby Hewitt

Seconded: Mayor Wesley Bamblett

The Youth Council:

1. Endorse the inclusion of the Careers Expo aimed at Youth in the 13 March 2023 business paper
2. Request the Slime Run remain a standalone event, to be held in the September school holidays

CARRIED

5.7 EVENTS ATTENDED BY YOUTH COUNCIL

COMMITTEE RESOLUTION

Moved: Cr Ruby Hewitt

Seconded: Cr Mikalie Vearing

The Youth Council:

1. Receive and note the update from the events attended by the Youth Council in January 2023

CARRIED

5.8 UPDATE FROM LISTENING POSTS

COMMITTEE RESOLUTION

Moved: Cr Memphis Singh

Seconded: Cr Ruby Hewitt

The Youth Council:

1. Receive and note the update from the Listening Posts as presented by attendees
2. Host a series of youth focussed Listening Posts hosted and facilitated by the Youth Council and present the ideas to Councillors and members of the Council senior staff at the 18 April 2023 Briefing Session.

CARRIED

5.9 BLUE TREE PROJECT

COMMITTEE RESOLUTION

Moved: Cr Alyssa Sanders

Seconded: Cr Memphis Singh

The Youth Council:

1. Recommend Blue Tree Project be completed during Mental Health Awareness Week 17 May 2023
3. Extend an invitation other services and schools to partner with Council to complete the project

CARRIED

At 5.35pm, Deputy Mayor Madeline Fraser left the meeting.

At 5.47pm, Cr Harrison Rowe left the meeting.

At 5.47pm, Cr Alex Luck left the meeting.

5.10 ACTIVE YOUTH FESTIVAL

COMMITTEE RESOLUTION

Moved: Cr Ruby Hewitt

Seconded: Cr Mikalie Vearing

The Youth Council:

1. Receive and note the upcoming Active Youth Festival to be held on 18 February 2023

CARRIED

6 GENERAL BUSINESS

7 NEXT MEETING

4.30pm Monday 13 March 2023 at the Youth Space

8 MEETING CLOSE

Meeting Closed at 6.10pm

13.2 TRAFFIC COMMITTEE - MINUTES - 27 FEBRUARY 2023

Document ID: 661065

Author: Traffic Airport Engineer

Authoriser: Deputy General Manager Infrastructure

Attachments: 1. Traffic Committee Minutes - 27 February 2023

RECOMMENDATION

That Council:

1. Receives and notes the Minutes of the Traffic Committee held on Monday 27 February 2023.

**MINUTES OF NARRANDERA SHIRE COUNCIL
TRAFFIC
HELD AT THE COUNCIL CHAMBERS
ON MONDAY, 27 FEBRUARY 2023 AT 1.30PM**

1 PRESENT

Mr Paul Matheson Transport for NSW Representative, Sgt Adam Cooper NSW Police Representative (via Teams for initial part of the meeting), Mrs Morna Knight Member for Cootamundra Representative, DGMI Shane Wilson (chairperson), WM Matt Vogele (observer), Minute Taker Andrew Pearson (observer)

2 APOLOGIES

Nil

3 DECLARATIONS OF PECUNIARY INTEREST

Nil

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Mrs Morna Knight Member for Cootamundra Representative
Seconded: DGMI Shane Wilson

That the minutes of the Traffic held on 17 March 2021 be confirmed.

CARRIED

5 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

6 REPORTS

6.1 EASTER ROD RUN - EAST STREET

RECOMMENDATION

That the Traffic Committee endorse the Easter Rod Run - East Street Cruising on Saturday of the Easter Long-weekend subject to the following conditions:

- The event is to be conducted as per the location and times that are stipulated in the application documents.
- A certified and approved Traffic Guidance Scheme plan be implemented by authorised personnel from Narrandera Shire Council.
- Event organisers and participants obey all Police directions if an officer/s is required to act in any situation.
- Event organisers and participants obey all Narrandera Shire Council employees overseeing traffic arrangements if an officer/s is required to act in any situation.
- Event organisers provide Council a copy of a certificate of currency for a public liability insurance policy, to a minimum value of \$20 million.
- Failure to comply with any condition immediately voids approval for the event and traffic regulation and restriction will apply from that time.
- That approval for this event be granted for a period of three years (2023 – 2025) unless significant changes to the events traffic arrangements occurs.
- Should significant traffic changes occur these will then be referred to the Traffic Committee for review and approval.

ENDORSED BY THE TRAFFIC COMMITTEE

6.2 NARRANDERA BIDGEE BOXING - TOWN 2 BEACH

RECOMMENDATION

That the Traffic Committee endorse the Narrandera Bidgee Boxing – Town 2 Beach Run, Walk or Ride Community Event on or around Saturday 23 April 2023 subject to the following conditions:

- The event is to be conducted as per the location and times that are stipulated in the application documents.
- A certified and approved Traffic Guidance Scheme plan be implemented by authorised personnel from Narrandera Shire Council.
- Event organisers and participants obey all Police directions if an officer/s is required to act in any situation.
- Event organisers and participants obey all Narrandera Shire Council employees overseeing traffic arrangements if an officer/s is required to act in any situation.
- Event organisers provide Council a copy of a certificate of currency for a public liability insurance policy, to a minimum value of \$20 million.
- Failure to comply with any condition immediately voids approval for the event and traffic regulation and restriction will apply from that time.
- That approval for this event be granted for a period of three years (2023 – 2025) unless significant changes to the events traffic arrangements occurs.
- Should significant traffic changes occur these will then be referred to the Traffic Committee for review and approval.

ENDORSED BY THE TRAFFIC COMMITTEE

6.3 ANZAC DAY 2023

RECOMMENDATION

That the Traffic Committee endorse the annual Anzac Day March on Tuesday 25 April 2023 subject to the following conditions:

- The event is to be conducted as per the location and times that are stipulated in the application documents.
- A certified and approved Traffic Guidance Scheme plan be implemented by authorised personnel from Narrandera Shire Council.
- Event organisers and participants obey all Police directions if an officer/s is required to act in any situation.
- Event organisers and participants obey all Narrandera Shire Council employees overseeing traffic arrangements if an officer/s is required to act in any situation.
- Event organisers provide Council a copy of a certificate of currency for a public liability insurance policy, to a minimum value of \$20 million.
- Failure to comply with any condition immediately voids approval for the event and traffic regulation and restriction will apply from that time.
- That approval for this event be granted for a period of three years (2023 – 2025) unless significant changes to the events traffic arrangements occurs.
- Should significant traffic changes occur these will then be referred to the Traffic Committee for review and approval.

ENDORSED BY THE TRAFFIC COMMITTEE

6.4 REQUEST FOR ADDITIONAL ACCESSIBLE PARKING SPACE

RECOMMENDATION

That Council note the Traffic Committee's concurrence to install, and modify where required, accessible parking spaces at the following location:

1. Victoria Square, Council Chambers vicinity.

ENDORSED BY THE TRAFFIC COMMITTEE

Note – TFNSW representative to clarify correct approval process through TFNSW.

6.5 GENERAL BUSINESS

RECOMMENDATION

That this item is received, and the information noted.

ENDORSED BY THE TRAFFIC COMMITTEE

7 GENERAL BUSINESS

Speed Zoning

The TFNSW representative advised that they will soon review the speed zoning process and advise Council. It was noted that speed zoning requests, reviews are the sole responsibility of TFNSW.

Council staff agreed to defer any planned speed zone requests until this revised process has been advised by TFNSW.

Newell Highway and Gawnes Road Intersection

General discussion in relation to a proposed bus stop at this location. Given the posted speed limit of the Newell Highway and truck movements to and from Grong Grong and Nullong Road grain facilities consensus among the Traffic Committee was that this is not a suitable location.

Narrandera East Infants School

The Traffic Committee were advised that a School bus operator had commented to Council staff that the length of the existing bus zone in Elizabeth Street was insufficient for the number of buses that pick up / drop off. Whilst times are staggered onsite observations confirm some buses que in the existing No Stopping zone for a brief period of time.

In conjunction with this the TFNSW representative advised the Traffic Committee that he had received a request in relation to the School's current internal pick up / drop of location ingress and egress via Gordon Street.

Consensus among the Traffic Committee was that it was the School's responsibility to manage their internal pick up / drop of location.

It was further agreed that the TFNSW would provide a contact point in TFNSW for both the School and Council to have dialogue regarding any proposed amendments to existing traffic conditions.

Main Road 80 and Knight Drive intersection

The Member for Cootamundra representative requested consideration of large intersection ahead signage in both directions at this intersection along with revised linemarking. It was agreed that this would be investigated.

Matters raised by Chairperson

1. Advised of pending major drainage works impacting Cadell Street, Bolton Street, Twynam Street and Adams Street.
2. Raised the need for TFNSW to continue progressing improvements works at the intersection of Main Road 80 and Karrawatha Drive and Irrigation Canal bridge.
3. Advised that Council had submitted a submission to the parliamentary enquiry regarding major flood heights at Gillenbah.
4. Advised that Council is currently preparing a Active Transport Plan.

8 CORRESPONDENCE

Nil

9 NEXT MEETING

TBA tentatively planned for June 2023

10 MEETING CLOSE

The Meeting closed at 2.31pm

The minutes of this meeting were confirmed at the Traffic held on.

.....
CHAIRPERSON

Unconfirmed

13.3 GRONG GRONG COMMUNITY ADVISORY COMMITTEE - MINUTES - 27 FEBRUARY 2023

Document ID: 661518

Author: Senior Customer Service Administration Officer

Authoriser: Deputy General Manager Corporate and Community

Attachments: 1. Grong Grong Community Advisory Committee Minutes - 27 February 2023

RECOMMENDATION

That Council:

1. Receives and notes the Minutes of the Grong Grong Community Advisory Committee held on Monday 27 February 2023.



MINUTES

Grong Grong Community Committee Meeting

27 February 2023

**MINUTES OF NARRANDERA SHIRE COUNCIL
GRONG GRONG COMMUNITY COMMITTEE MEETING
HELD AT THE GRONG GRONG HALL
ON MONDAY, 27 FEBRUARY 2023 AT 6:13PM**

1 PRESENT

Chairperson Reiner Meier, Members Bob Manning, Gemma Purcell, Kerryn Cassidy, Leonard O'Reilly, Cr Peter Dawson, CDM Sue Killham, Minute Taker Mel Gilmour

2 APOLOGIES

COMMITTEE RESOLUTION

Moved: Member Bob Manning
Seconded: Member Leonard O'Reilly

That apologies from Member Jean Batchelor be received and accepted.

CARRIED

3 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Member Leonard O'Reilly
Seconded: Member Gemma Purcell

That the minutes of the Grong Grong Community Committee Meeting held on 31 October 2022 be confirmed.

CARRIED

5 REPORTS

5.1 REVENUE & EXPENDITURE BUDGET 2022-23

COMMITTEE RESOLUTION

Moved: Member Bob Manning
Seconded: Member Kerryn Cassidy

The Committee:

1. Acknowledges the 2022-23 Budget Report as of February 2023.

CARRIED

5.2 MANAGER OF ASSETS AND PROJECTS

COMMITTEE RESOLUTION

Moved: Member Bob Manning

Seconded: Member Kerryn Cassidy

That Committee:

1. Note the Grong Grong Hall maintenance and improvement works programmed by the Projects and Assets Manager.

CARRIED

6 GENERAL BUSINESS

Kerryn Cassidy– Enquired about camping at the Sportsground for the upcoming Ian Lucas Memorial event. CDM to follow up and report back to the Committee with findings.

Bob Manning – there is a picture of a Light Horseman that is currently located at the Parkside Cottage Museum that may be of a past resident of Grong Grong. This is to be investigated and if there is relevance to the Grong Grong community, the committee may wish to approach Parkside to borrow the picture for display during events.

Bob Manning– No smoke detectors have been located in the hall and the committee would like to know if there is a safety requirement for some to be installed. CDM to follow up and report back to the committee.

Gemma Purcell – Raised several concerns and would like her objection noted regarding the approved project, Awning construction, located at the back of the Hall from the latest round of “Local Roads & Community Infrastructure Rd2”,

- The construction will severely impact the natural light coming through the windows located at the eastern end of the Supper Room.
- The proposed structure not sympathetic to the existing style and structure of the current building.
- Funds could have been used in other areas of the Hall for example the Museum or Library
- The Committee would like to see the full costings for the project and if there are residual funds can these be used elsewhere within the Hall?
- More consultation and time to be given to the residents for future grants to be able to organise community meetings to consider ideas that fit within the scope of a grant.

7 NEXT MEETING

Monday 22 May 2023 at 6pm.

8 MEETING CLOSE

Meeting Closed at 7:49pm

13.4 AUDIT, RISK AND IMPROVEMENT S355 COMMITTEE - MINUTES - 8 MARCH 2023**Document ID: 662017****Author: Senior Customer Service Administration Officer****Authoriser: Deputy General Manager Corporate and Community****Attachments: 1. Audit, Risk and Improvement S355 Committee Minutes - 8 March 2023****RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Audit, Risk and Improvement S355 Committee held on Wednesday 8 March 2023, noting the following Committee Resolutions,

6.4 RISK MANAGEMENT AND INTERNAL AUDIT FOR LOCAL GOVERNMENT IN NSW**COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy

Seconded: Cr Cameron Lander

That the Audit, Risk and Improvement Committee:

1. Supports the attached Terms of Reference and Internal Audit Charter adopted by Council 21 February 2023; and
2. Suggests that a remuneration payment be offered to the ARIC voting members as 75% of the Councillors monthly fee for attendance at the ARIC meetings held in that month, with the option for members to opt out of payment effective from implementation.
3. Supports the implementation of the new changes as soon as convenient.

CARRIED**6.6 PROVISION OF INTERNAL AUDIT SERVICES FROM 1 OCTOBER 2023****COMMITTEE RESOLUTION**

Moved: Cr Cameron Lander

Seconded: Mrs Gayle Murphy

That the Audit, Risk and Improvement Committee:

1. Authorise the Chairperson to progress a Request for Quotation for the provision of internal audit services concluding 30 September 2026 by the 30 June 2023; and
2. Following the closing date that the Chairperson assess the submissions and make a recommendation for appointment to the ARIC extra ordinary meeting proposed for 9

August 2023.

CARRIED

**MINUTES OF NARRANDERA SHIRE COUNCIL
AUDIT, RISK AND IMPROVEMENT COMMITTEE
HELD AT THE COUNCIL CHAMBERS OR BY ZOOM TECHNOLOGY
ON WEDNESDAY, 8 MARCH 2023 AT 10.00AM**

1 PRESENT

Mrs Gayle Murphy, Cr Cameron Lander, Martin Hiscox DGMCC, Minute Taker Mel Gilmour

Attendance via audio visual Chairperson John Batchelor, Phil Swaffield and George Cowan GM

Dannielle MacKenzie joined the meeting Via audio visual at 10:12am

Invitation extended to NSW Audit Office and Crowe Australasia but all members not able to attend

2 APOLOGIES

COMMITTEE RESOLUTION

Moved: Cr Cameron Lander

Seconded: Mrs Gayle Murphy

That apologies from Observer Craig Taylor be received and accepted.

CARRIED

3 DECLARATIONS OF PECUNIARY INTEREST

Member Gayle Murphy is a member of the NSW Health, Pathology, Finance and Performance Committee and would like this acknowledged for all meeting attendances.

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Cr Cameron Lander

Seconded: Mrs Gayle Murphy

That the minutes of the Audit, Risk and Improvement Committee held on 23 November 2022 be confirmed.

CARRIED

5 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

6 REPORTS

6.1 INVITATIONS TO EXTERNAL PARTIES

COMMITTEE RESOLUTION

Moved: Cr Cameron Lander

Seconded: Mrs Gayle Murphy

That the Audit, Risk and Improvement Committee:

1. Support the invitations extended to the NSW Audit Office, Crowe Australasia also the National Audits Group for the purpose of providing updates, guidance, support and explanation of items contained within the agenda.

CARRIED

6.2 INTERNAL AUDIT REPORTS

COMMITTEE RESOLUTION

Moved: Mrs Gayle Murphy

Seconded: Cr Cameron Lander

That the Audit, Risk and Improvement Committee:

1. Note the status of the Fleet Management and Financial Grants Management internal audit referred to in this report; and
2. Where the internal audit recommendation is rated as medium or above that they be included on the ARIC Internal Recommendations and Action register for monitoring purposes.

CARRIED

Phill Swaffield left the meeting 10:51am

6.3 GENERAL MANAGER'S REPORT

COMMITTEE RESOLUTION

Moved: Cr Cameron Lander

Seconded: Mrs Gayle Murphy

That the Audit, Risk and Improvement Committee:

1. Receive and note the report by the General Manager.

CARRIED

6.4 RISK MANAGEMENT AND INTERNAL AUDIT FOR LOCAL GOVERNMENT IN NSW

COMMITTEE RESOLUTION

Moved: Mrs Gayle Murphy

Seconded: Cr Cameron Lander

That the Audit, Risk and Improvement Committee:

1. Supports the attached Terms of Reference and Internal Audit Charter adopted by Council 21 February 2023; and
2. Suggests that a remuneration payment be offered to the ARIC voting members as 75% of the Councillors monthly fee for attendance at the ARIC meetings held in that month, with the option for members to opt out of payment effective from implementation.
3. Supports the implementation of the new changes as soon as convenient.

CARRIED

Dannielle left the meeting 11:20am

6.5 MONITORING OF AUDIT RECOMMENDATIONS AND ACTIONS

COMMITTEE RESOLUTION

Moved: Mrs Gayle Murphy

Seconded: Cr Cameron Lander

That the Audit, Risk and Improvement Committee:

1. Review and support the comments against each line item in the attached Audit Recommendations and Actions document; and
2. Where the line item has been completed or no further action is required that the line item be removed from viewing within the document but retained within the document dataset for future reference.

CARRIED

6.6 PROVISION OF INTERNAL AUDIT SERVICES FROM 1 OCTOBER 2023**COMMITTEE RESOLUTION**

Moved: Cr Cameron Lander

Seconded: Mrs Gayle Murphy

That the Audit, Risk and Improvement Committee:

1. Authorise the Chairperson to progress a Request for Quotation for the provision of internal audit services concluding 30 September 2026 by the 30 June 2023; and
2. Following the closing date that the Chairperson assess the submissions and make a recommendation for appointment to the ARIC extra ordinary meeting proposed for 9 August 2023.

CARRIED

6.7 FINANCIAL BALANCE OF INTERNAL AUDIT FUNCTION**COMMITTEE RESOLUTION**

Moved: Cr Cameron Lander

Seconded: Mrs Gayle Murphy

That the Audit, Risk and Improvement Committee:

1. Acknowledge that on 23 February 2023 the Internal Audit function had an unexpended financial balance of \$65,603.

CARRIED

6.8 AMENDMENT TO THE NOVEMBER 2023 MEETING DATE**COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy

Seconded: Cr Cameron Lander

That the Audit, Risk and Improvement Committee:

1. Amend the date of the final meeting for the 2023 calendar year from Wednesday 22 November 2023 to Wednesday 29 November 2023.

CARRIED

6.9 POLICY REVIEW - POL006 RISK MANAGEMENT POLICY 2023

COMMITTEE RESOLUTION

Moved: Mrs Gayle Murphy

Seconded: Cr Cameron Lander

That ARIC:

1. Receives and notes the revised POL006 Risk Management Policy.
2. Endorse POL006 Risk Management Policy with any noted changes to be presented to Council in April 2023 for adoption.

CARRIED

6.10 ANNUAL AUDIT ENGAGEMENT PLAN - EXTERNAL AUDIT

COMMITTEE RESOLUTION

Moved: Mrs Gayle Murphy

Seconded: Cr Cameron Lander

That the Audit, Risk and Improvement Committee:

1. Acknowledge the Annual Engagement Plan prepared by the NSW Audit Office

CARRIED

7 NEXT MEETING

5 July 2023

8 MEETING CLOSE

The Meeting closed at 12:34pm.

The minutes of this meeting were confirmed at the Audit, Risk and Improvement Committee held on 5 July 2023.

.....
CHAIRPERSON

14 PROCUREMENT

14.1 T-22-23-04 SOLAR POWER DESIGN & CONSTRUCT PROJECT

Document ID: 661850

Author: Deputy General Manager Infrastructure

Authoriser: Deputy General Manager Infrastructure

Theme: Procurement

Attachments: 1. T-22-23-04 Solar Tender Combined Assessment - Confidential

RECOMMENDATION

That Council:

1. Accepts the tender by Energus of \$443,550 ex GST to undertake the Narrandera Solar Power Design & Construct project in accordance with Section 55 of the Local Government Act 1993.

PURPOSE

The purpose of this report is for Council to consider the tender for the Narrandera Solar Power Design & Construct project.

SUMMARY

Council adopted a Climate Action Strategy (Council Operations) in late 2020, in which several energy reduction projects were identified. Council is now actively implementing the actions of the plan and called tenders for the design and construction of seven behind-the-meter photovoltaic technology (PV) solar systems.

Tenders were called and seven (7) companies submitted proposals for the project.

BACKGROUND

Council adopted a Climate Action Strategy (Council Operations) in late 2020, in which several energy reduction projects were identified. The implementation of the actions is now commencing, of which the first stage is the combining of metering at some sites and the and installation of behind-the-meter photovoltaic technology (PV) solar systems with some battery storage, at others.

The first sites for these installations are tabled below.

Site details	Mounting method	Behind-the-meter solar system
Lake Talbot Water Park	Carport system in the northern carpark	74.7kW
Narrandera STP	Ground mount system	80.6kw
Sewer Pump Station No 1 Larmer Street	Ground mount system	10.3kw
Depot – Narrandera	Roof mount	25.5kW
Truck Washbay	Roof mount	25.1 kW with 25 kWh battery
Sports Stadium	Roof mount	14.7 kW with 15 kWh battery

Council Chambers	Roof mount	9.7 kW
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Tender Process

Evaluation of the tender involved the assessment of aspects such as price, capability and experience in relevant works, quality of components to be used and benefit to local community. There was no mandatory inspection required with the tender, however three of the seven companies undertook a detailed inspection of all sites.

The evaluation team used the criteria schedule and weighting outlined in Table 1 to assess and select the preferred tender.

Table 1 – Evaluation Criteria and Weighting

Evaluation Criteria Elements	Weighting
Price	50%
Capability and experience in relevant works	20%
Quality of components to be used	20%
Benefit to Local Community	10%

Tender Assessment

There were seven tenders received, of which six were assessed as being conforming. Table 2 below lists the tenders and the tendered price ex GST.

Tenders Received	Fixed Price – ex GST
Agile Energy	\$408,292.00
Cleantech Energy Solutions	\$596,661.54
Energus	\$443,550.00
Inspire Energy	Non-conforming
RIC Electronics	\$597,782.56
Solar Professionals	\$516,183.56
TODEA Solar	\$470,939.00

The tender panel assessed all tenders as detailed within the attached Tender Evaluation Matrix, with respondents being assessed using the criteria and weighting in Table 1.

The final tender evaluation combined weighted scores are listed in Table 3. (Please note the higher the score the more compliant (value for money) to the specifications and evaluation criteria).

Table 3 – Final weighted evaluation scores

Conforming Tenders					
Agile Energy	Cleantech Energy Solutions	Energus	RIC Electronics	Solar Professionals	TODEA Solar

2.25	2.85	4.60	2.30	3.40	3.40
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The tender panel recommendation is to accept the Energus tendered offer which scored the highest overall. Energus is a highly experienced solar company with the abilities required to ensure quality delivery of this project. They demonstrated a clear understanding of the project and undertook an arranged site inspection of all sites to determine the specific requirements for each. Tender price is within the pretender estimate budget for the project. The referee comments confirmed they were very professional, good to work with and had no hidden costs.

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

Theme

Procurement

Strategy

N/A

Action

N/A

ISSUES AND IMPLICATIONS

Policy

- Council Procurement Policy and Tendering Guidelines

Financial

- The recommended successful tender is within the current budget allocation for the Narrandera Solar Power Design & Construct project.
- The installation of the seven PV systems is estimated to provide an annual cost saving of \$63,158 to Council and a reduction of 162.48 CO₂ emissions into the environment.

Legal / Statutory

- Local Government Act 1993
- Local Government (General) Regulations 2005

RISKS

- Delay in awarding the tender will result in all tenders falling out of validity and the project being delayed beyond the tight timeline.
- Selecting another tenderer will result in the need to find additional project funds, which will also impact the project delivery and timeline.

OPTIONS

1. Accept the tendered offer by Energus for the Narrandera Solar Power Design & Construct project.

2. Resolve to not accept any tenders. This will result in the actions identified within the adopted Climate Action Strategy (Council Operations) not being achieved.
3. Resolve to select another tender and, if higher than the allocated fund, determine from where the additional funds would be allocated.

CONCLUSION

That Council accepts the tender as presented in this report.

RECOMMENDATION

That Council:

Accepts the tender by Energus of \$443,550 ex GST to undertake the Narrandera Solar Power Design & Construct project in accordance with Section 55 of the Local Government Act 1993.

15 DEVELOPMENT APPLICATION

Nil

16 OUR COMMUNITY

Nil

17 OUR ENVIRONMENT

Nil

18 OUR ECONOMY

Nil

19 OUR INFRASTRUCTURE

Nil

20 OUR LEADERSHIP**20.1 DELIVERY PROGRAM 2022-2026 HALF-YEARLY PERFORMANCE REVIEW - 31 DECEMBER 2022****Document ID: 661580****Author: Governance and Engagement Manager****Authoriser: Deputy General Manager Corporate and Community****Theme: Our Leadership****Attachments: 1. Delivery Program Half-Year Review - 31 December 2022 (under separate cover)****RECOMMENDATION**

That Council:

1. Adopts the Delivery Program 2022-2026 half-year performance review as at 31 December 2022 as presented and publishes the document to the community via Council's website.

PURPOSE

The purpose of this report is for Council to adopt the Delivery Program 2022-2026 half-year performance review as at 31 December 2022.

SUMMARY

The attached half-year performance review contains updated actions at 31 December 2022 from the Delivery Program 2022-2026.

The Executive Leadership Team endorsed this half-year report at its meeting 28 February 2023.

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 horizon. Supporting the CSP are several strategic documents, including a Resourcing Strategy, Delivery Program, an Operational Plan and Asset Management Plans. 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.

This report provides action statements and percentage completion indicators for those strategies contained within the Delivery Program 2022-2026 from 1 July 2022 to 31 December 2022.

There are 69 actions contained within the Delivery Program 2022-2026, with the status of these actions as at 31 December 2022 being:

- two actions or 2.89% have been completed
- 18 actions or 26.08% have an ongoing commitment

- 49 actions or 71.03% are progressing

Generally at 1 July each year the action status for each line item is reset to zero with each six-monthly reporting period measured according to progress or completion. There are some line items, however, such as communication and animal registration where there is an ongoing commitment.

Key points from the 1 July 2022 to 31 December 2022 reporting period are:

- Council has commenced construction of the new Wiradjuri Honour Wall in Marie Bashir Park. This project is a memorial wall to the Wiradjuri people of the Narrungdera nation. The project consists of curved concrete walls with granite etched inlays and a central metal sphere feature. This project is funded by Local Roads & Community Infrastructure Grant and Narrandera Shire Council.
- The Narrandera Shire Council Aboriginal Elders Liaison Group held three meetings during the reporting period. During these meetings the committee discussed various matters of importance including finalising the wording for the Wiradjuri Honour Wall, NAIDOC Week 2022, maintenance and name change for Koori Beach which included a visit from Crown Lands to discuss the scope of works Council can carry out at Koori Beach. Other items included education, teaching traditional language and services available from Landcare and Service NSW.
- Narrandera Shire Council Youth Advisory Committee (YAC) currently has 10 active members ranging in age from 12 to 19 years old. During this term the YAC has been successful in receiving funding under the school holiday program for 'winter break funding' and 'spring into action' which facilitated activities in Marie Bashir Park, a bus trip to ice-skating, a movie night, a paint and Picasso event and a slime run held in October. Headspace has attended each 'boredom busters' day held by the YAC. Through partnership with Local Health Advisory Committee, the YAC will be participating in the 'blue tree project' which is a mental health initiative to raise awareness and start a conversation around mental health matters.
- Council continues to utilise various channels to communicate Council activity to the community. For the past quarter, ten media releases were distributed through regional and local media with the Communications Officer assisting with 40 media enquiries. The website engaged with 13,359 different users through 26,305 sessions over the quarter, with the top three engaged pages being the home page (10,370), road closures (due to the floods) (7,586) and the contact us page (1,745).
- Council continues to maintain strong links with the Charles Sturt University Vet School, in particular Dr Jo Connolly. Dr Connolly worked with the NSW National Parks and Wildlife team to conduct research on Narrandera's koala colony conducted 26-30 June 2022. Two representatives of NSW National Parks and Wildlife made a presentation to the October 2022 Council briefing on the findings of their research. Currently awaiting specific genetic results from Elspeth McLennan from Uni of Sydney. Overall, the population of koalas has been observed as being generally healthy and is breeding. The digital presentation from NSW Parks and Wildlife team has been obtained and will be presented to the Koala Regeneration Committee when established.
- The Narrandera Local Housing & Employment Zone Land Strategy was adopted by Council at the December 2022 Council meeting. The identified actions are now being considered, with the planning proposals for the identified Employment Zone Land to be undertaken in early 2023.

- Council has applied under Fixing Local Roads Round 4 for the widening and safety improvements to the Old Wagga Road between Elizabeth Street and Ridgeview Road. Council is awaiting notification whether the application was successful. Council applied for and received \$534,331 for road repairs under the Fixing Local Roads Pothole Repair Round of funding. Council was also successful in securing \$1,923,604 for flood recovery works resulting from storm events in January 2022. Additional funding applications will be submitted for damage caused by the more recent flooding events. Council also received an additional \$102,470 in funding under the Regional Roads Repair Program for rehabilitation works to the Barellan Road.
- Council has completed 12.6 kilometres of scheduled gravel resheet works (approximately 50% of scheduled works) and 275 kilometres of maintenance grading (approximately 68% of scheduled works). In addition, Council has undertaken temporary repairs to 17.3 kilometres of road network as part of emergency works resulting from recent heavy rains and flooding events.
- The 'My Water Portal' is scheduled to go live in February 2023. This allows property owners and tenants to monitor water usage and receive alerts when possible water leaks are occurring.
- A consultant has been engaged to develop a masterplan for Marie Bashir Park including revitalisation of the 'Adventure Playground'.

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

Theme

5 - Our Leadership

Strategy

5.1 - Have a Council that provides leadership through actions and effective communication.

Action

5.1.2 - Support ethical, transparent and accountable corporate governance.

ISSUES AND IMPLICATIONS

Policy

- Nil

Financial

- Nil

Legal / Statutory

- *Local Government Act 1993*
- *Local Government (General) Regulation 2021*
- Integrated Planning and Reporting Guidelines published September 2021

Community Engagement / Communication

- Achieved by discussing the 31 December 2022 half-year review of the Delivery Program 2022-2026 in the Ordinary Business Paper

Human Resources / Industrial Relations (if applicable)

- Nil

RISKS

- Nil

OPTIONS

That Council:

1. Endorses the 31 December 2022 half-year performance review of the Delivery Program 2022-2026 as presented and publishes the document to the community using Council's website.
2. Does not endorse the 31 December 2022 half-year performance review of the Delivery Program 2022-2026 as presented and requires identified amendments to be made before publishing the document to Council's website.

CONCLUSION

The attached half-year performance review at 31 December 2022 contains a comprehensive update of actions from the Delivery Program 2022-2026.

It will be recommended that Council adopts the Delivery Program 2022-2026 performance review dated 31 December 2022 as presented and publishes the document to council's website.

RECOMMENDATION

That Council:

Adopts the Delivery Program 2022-2026 half-year performance review as at 31 December 2022 as presented and publishes the document to the community via Council's website.

21 POLICY**21.1 POLICY REVIEW - POL004 BUDGET DEVELOPMENT AND MANAGEMENT POLICY****Document ID: 660647****Author: Finance Manager****Authoriser: Deputy General Manager Corporate and Community****Theme: Policy****Attachments: 1. POL004 Budget Development and Management Policy****RECOMMENDATION**

That Council:

1. Reviews and endorses policy POL004 Budget Development and Management Policy for the purpose of public exhibition.
2. Following 28 days public exhibition, if no submissions received, deem this policy as adopted.

PURPOSE

The purpose of this report is to provide Council with the new Budget Development and Management Policy.

SUMMARY

The intent of this policy is to:

- To set the framework and reporting requirements of Council's budget process to maximise its financial performance.
- To provide transparency and define principles to guide decision making for everyone involved in budget and financial management.
- Support transparency and accuracy in all of Council's financial activities to endure compliance with financial reporting requirements.
- Comply with Acts, regulations and financial management principles outlined in Part 3 Division 1 of the Local Government Act 1993 (the Act).

BACKGROUND

Policy POL004 Budget Development and Management Policy is a new policy. The date scheduled for the next review is February 2024.

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

Policy

Strategy

5.1 - Have a Council that provides leadership through actions and effective communication.

Action

5.1.2 - Support ethical, transparent and accountable corporate governance.

ISSUES AND IMPLICATIONS**Policy**

- Budget Development and Management Policy

Financial

- Operate in a financially responsible manner for Council and ratepayers.

Legal / Statutory

- Compliance with the Local Government Act and Regulations.

Community Engagement / Communication

- Policy to be placed on exhibition for a period of 28 days for community consultation.

Human Resources / Industrial Relations (if applicable)

- N/A

RISKS

Council's financial sustainability is at risk if appropriate guidelines and principles are not implemented for the appropriate management of community funds.

OPTIONS

1. Adopt POL004 Budget Development and Management Policy to be placed on exhibition.
2. Request staff to review and amend the policy prior to returning to Council for consideration.

CONCLUSION

That Council endorses policy POL004 Budget Development and Management Policy as presented for the purpose of public exhibition for a period of 28 days seeking community comment. Should no submissions be received at the conclusion of the exhibition period, Budget Development and Management Policy as presented be deemed adopted.

RECOMMENDATION

That Council:

1. Reviews and endorses policy POL004 Budget Development and Management Policy for the purpose of public exhibition.
2. Following 28 days public exhibition, if no submissions received, deem this policy as adopted.



Budget Development and Management Policy 202X

POL004



NARRANDERA SHIRE COUNCIL

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

Phone: 02 6959 5510
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Policy No: POL004
Policy Title: Budget Development and Management Policy
Section Responsible: Finance
Minute No/Ref: XXXXXXX
Doc ID: 637257

1. INTENT

Narrandera Shire Council is committed to sound budget management practices and transparency in the development and presentation of financial information to the community. This policy outlines how Council meets its responsibility of sound financial management to remain financially sustainable and comply with statutory obligations.

2. SCOPE

The policy relates to all Council's budgeted revenue and expenditure and applies to councillors and all staff involved in the financial management of Councils resources.

3. OBJECTIVE

The policy goals include:

- To set the framework and reporting requirements of Council's budget process to maximise its financial performance.
- To provide transparency and define principles to guide decision making for everyone involved in budget and financial management.
- Support transparency and accuracy in all of Councils financial activities to ensure compliance with financial reporting requirements.
- Comply with Acts, regulations and financial management principles outlined in Part 3 Division 1 of the Local Government Act 1993 (the Act).

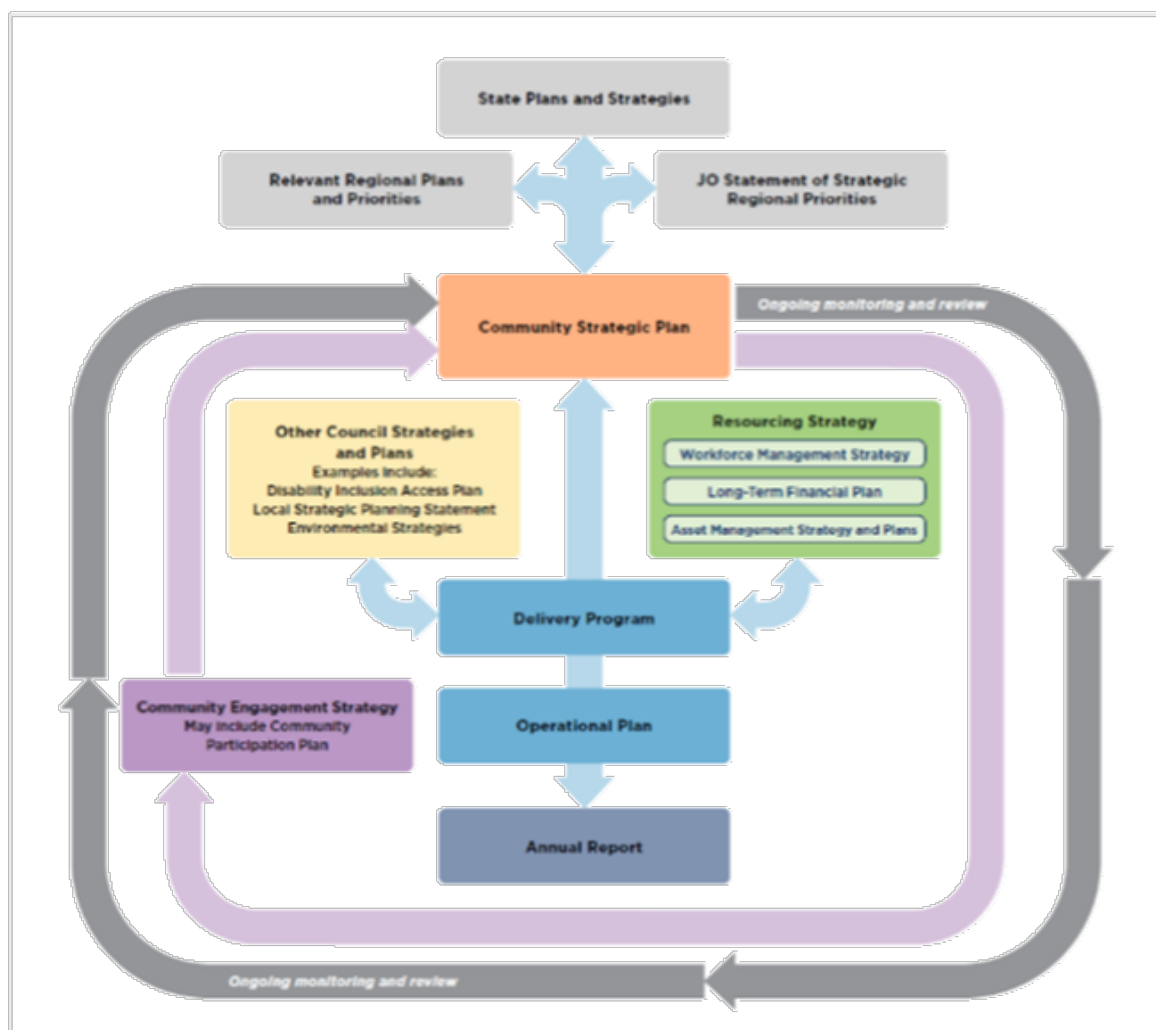
4. POLICY STATEMENT

Narrandera Shire Council is the custodian of significant community assets. These assets have an enormous impact on the delivery of programs, services, and projects therefore it is crucial that they are well managed.

To ensure best practice financial management and statutory compliance, Council is committed to:

- Sound budget management practices.
- Comprehensive systems, processes, and controls embedded into the organisation with a view to maintain financial sustainability.
- Financial risks are monitored and managed prudently, eg: financial viability, current and future liabilities.
- Open and transparent communication with the community and councillors in the development, presentation, and reporting of financial information.
- Providing economically and socially sustainable services to the community.

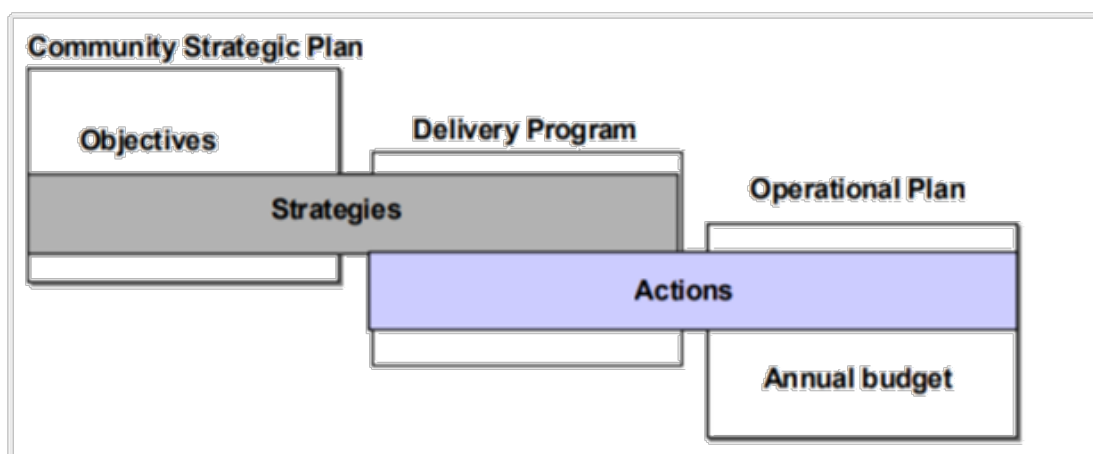
The integrated Planning and Resource framework comprises the Community Strategic Plan, Resourcing Strategy, Delivery Program, Operation Plan and Annual Report. The below diagram depicts the framework relationships, details of each can be found in the definitions.



Preparation of Resourcing Strategies (Asset Management, Long Term Financial Plan, Workforce Plan and Delivery Program) is a critical component of Council's forward planning for service delivery and responsible financial management. It is a four-year plan that outlines Council's objectives and strategies for implementation of its vision for the period of the plan.

The Operational plan provides a financial plan to implement the Resourcing Strategies for the year ahead which can be monitored to ensure that Council operates within its financial capacity and remains financially healthy.

The below diagram depicts the relationship between the Community Strategic Plan, Delivery Plan and Operation Plan.



5. PROVISIONS

5.1 BUDGET PRINCIPLES

To ensure that Council remains financially sustainable the following principles apply:

5.1.1 General financial principles

Sustainable budgeting

- Council will implement a sustainable financial strategy that:
 - Caters for short and long term
 - Factors in community expectations
 - Is linked to the Delivery Plan
 - Is committed to achieving an annual surplus to contribute to capital projects.

Cash management

- Council will manage cash to ensure sufficient levels to meet its requirements and will:
 - Maintain sufficient cash to meet day to day operational needs and avoid the use of overdraft facilities.

- Maintain sufficient cash to fund all externally and internally restricted cash, current liabilities, and a minimum unrestricted cash amount of \$200,000 on balance day.

Financial control

- Council commits to ensuring that financial and other resources under its control will be used only for approved purposes and within Council's strategic framework with all risks to Council's finances are properly managed.

Strategy

- Council will maintain a strategic approach to the delivery of all council services and capital works programs. The budget will respond to the strategic agenda of the Council and provide a foundation for moving forward over the ensuing 10-year period.
- Consider private/public partnerships, shared services, and collaborative projects where appropriate.

5.1.2 Revenue principles

Rates and charges revenue

- Council will:
 - Review rates annually following the announcement of the rate peg set by the Independent Pricing and Remuneration Tribunal (IPART).
 - Consider making an application for a higher rate peg should there not be sufficient income to fund the Operational plan, Long Term Financial Plan and/or meet current expenditure commitments.
 - Rating will be applied as equitably as is practical and will comply with the Department of Local Government *Council Rating and Revenue Raising Manual*.
 - Where it is possible to identify the direct benefit of a service, charges should reflect the cost of the service to reduce rate subsidies.
 - Ensure the restriction of funds where a special rate or charge has been levied (Waste, Stormwater, Water, Sewer).
 - Council will consider pricing and contracts to deliver waste services that:
 - Reduce waste to landfill
 - Increase reuse of resources through recycling and avoidance initiatives
 - Encourage community understanding of waste management
 - Are in line with legislative requirements and best practices
 - Are cost neutral through appropriate fees and charges and rating strategies.

User fees

- Council will set fees and charges having regard for:
 - Pricing principles (profit, break even, subsidy)
 - Marketplace competition

- User capacity to pay
- Equity between services
- Community service benefit
- Benchmarking of similar services.
- Costs will include:
 - Overheads
 - Identification of service subsidy.
- Council will:
 - Increase fees based on cost increases
 - Consider pricing to encourage behaviour changes
 - Advocate for statutory fees not governed by Council to be increased appropriately.

Grant revenue

- Council supports funding from other levels of government and will seek to maximise all appropriate external funding opportunities.
- Council opposes cost shifting, and where cost shifting occurs, Council will communicate to its community the impact of these cost impositions.
- Council will only accept external funding if consistent with the Council Plan.
- Council will avoid distortion of priorities due to the availability of external funding.
- Funds received from other levels of government would be expected to meet full direct and indirect costs.
- Where Council chooses to subsidise a funded service, the contribution should not outweigh the community benefit.

Borrowing

- Borrowing will not be used to fund ongoing operations.
- Borrowings are appropriate for funding large capital works where the benefits are provided to future generations.
- Debt servicing costs are funded from future revenue streams, impacts on future budgets and rate increases will be reviewed.
- Operating surpluses and excess cash held will be utilised to minimise future borrowings.
- Council will maintain its debt at levels that are sustainable, with:
 - Indebtedness <60% of rate revenue
 - Debt servicing costs <5% of total revenue (excluding capital revenue).

5.1.3 Asset management principles

- Council will acquire and dispose of assets in the best interest of the community.
- When disposals occur Council will ensure that there is a clear Council or community need, a thorough community and financial assessment is undertaken, and sales of property will not be used to fund operational expenditure.
- Council will ensure that regular reviews of asset rationalisation is conducted.

Asset renewal

- Council will provide well maintained community assets that are fit for purpose, provide best possible community benefit and within the financial capacity of the Council.
- Council will provide for ongoing asset maintenance and renewal for existing assets by:
 - Basing maintenance and renewal on condition rating and interventions set by asset management strategies
 - Anticipating and managing risks of asset failure
 - Committing to increasing expenditure on renewal to sustainably manage assets
 - Ensuring appropriate expenditure is provided for compliance and safety regulations.

New asset

- Council will ensure that community has access to infrastructure that meets its needs with regards to current and future needs.
- Construction and acquisition of new assets must:
 - Remain within the limitation of Council's financial and resource capabilities
 - Provide clear tangible benefits
 - Consider both current and future generations
 - Consider asset substitution as a source of funding new assets
 - Consider consolidation of services where appropriate
 - Undertake financial analysis about resultant additional operational maintenance and renewal costs
 - Consider full life cycle costs and replacement implications.

5.1.4 Service delivery principle

Expenditure review principle

- Council will review levels of expenditure.
- Ongoing service reviews will assess service in accordance with:
 - Demonstrated community needs
 - Stakeholder views
 - Access, equity of need and benefit to the community
 - Community expectation of service level and quality
 - Legislative imperatives
 - Identification of alternative providers, both public and private
 - Council's capacity to provide the service and funding availability
 - Other budget priorities.

5.2 OPERATIONAL PLAN

In accordance with Section 201 of the *Local Government Regulation (2021)* Council must adopt a budget at the commencement of each financial year, referred to as the original

budget. Council's budget provides the authority for the expenditure of funds in each financial year. Furthermore, in accordance with Section 203 Council may, by resolution, amend the budget for a financial at any time before the end of the financial year through a budget review.

The Operational Plan will be developed in aggregation with the 10-year Long-Term Financial Plan (LTFP). The Budget documents will comply with the requirements of the Act, Code and regulations, comprising:

- Budgeted Income Statement
- Budgeted Balance Sheet
- Budgeted Cash Flow
- Budgeted Equity Statement
- Capital investment activities
- Revenue Policy
- Fees and Charges

5.2.1 Budget parameters

Council is committed to maintaining a balanced or surplus budget position that is financially sustainable in the longer term. As such, it will reflect the financial sustainability measures outlined in the Policy Statement.

To ensure Council is meeting financial targets the following financial indicators will be reported in the annual budget, quarterly budget review statements and financial statements.

Performance Measure	Purpose of Performance Measure	Benchmark
Operating performance ratio	Measures council's achievement of containing operating expenditure within operating revenue	> 0.00%
Own source operating revenue ratio	Measures fiscal flexibility, it is the degree of reliance on external funding sources such as grants and contributions	> 60.00%
Unrestricted current ratio	Assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council	> 1.50%
Debt service cover ratio	Measure the availability of operating cash to service debt including interest, principle and lease payments	>2.00x
Rates and annual charges outstanding percentage	Assesses the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts	<10.00%
Cash expense cover ratio	Indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow	>3.00 months

Major components of the budget:

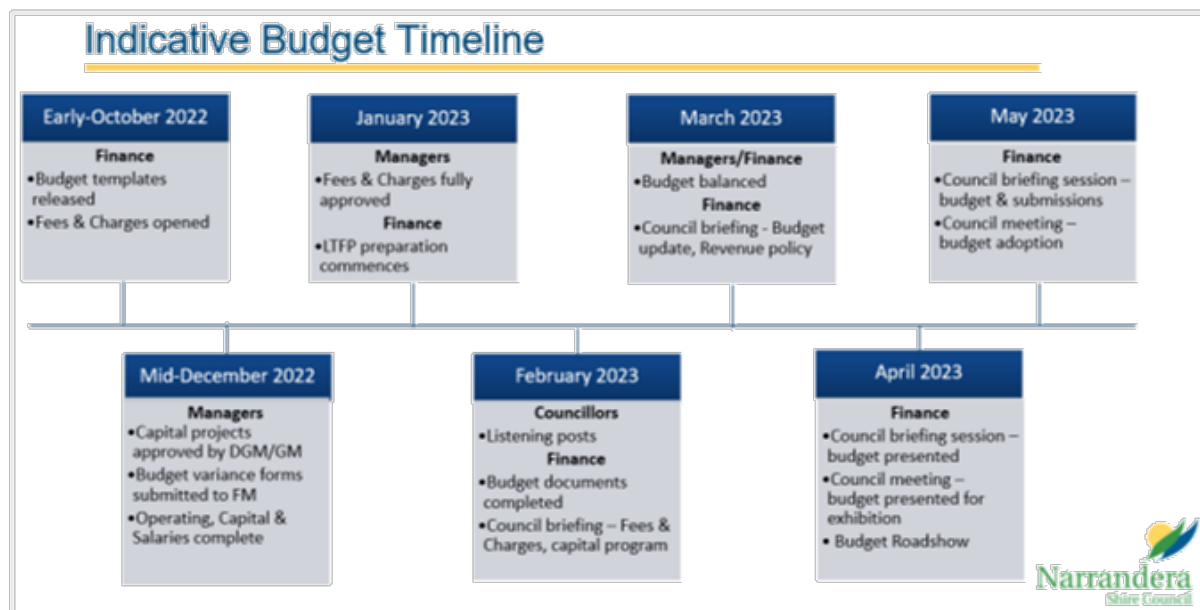
- Operating Income – rates and annual charges, user charges and fees, grants and contributions, interest and investment income, other revenues and other income.
- Operating Expenses – employee costs, materials and services, borrowing costs and depreciation.
- Capital – asset replacement and new assets.
- Loan repayments, reserve transactions and cash position.

5.2.2 Budget process and timeline

The budget process to which Council must comply to is outlined in Chapter 13 Part 2 of the Act. The operational plan must be adopted annually by 30 June.

Council will maintain a strategic approach to the delivery of services and capital works to ensure that the budget enables the objectives and strategies of the Delivery Plan. The Budget will be developed by management based on agreed service levels as set by Council in accordance with Councils budget principles 5.1.2.

The indicative timeline of the process is presented below.



5.2.3 New budget initiatives

New initiatives will be evaluated individually based on priority, merits, Council strategy and in accordance with the below weighting.



- Delivery Plan – Addresses an area of improvement identified by the community
- Risk – Budget initiative mitigates an identified risk to Council
- Financial – Budget initiative will improve Councils financial position
- Reason – The underlying purpose for undertaking the new initiative
- Benefit – Benefit to the community and/or Council

5.2.4 Community engagement and reporting

Throughout the budget process Council will be honest and accountable meeting the community expectations of transparency and openness.

Council will place on 28-day exhibition the strategic documents identified in 5.2 for community consultation. The budget will be prepared in consultation with:

- Ordinary meetings and Strategic workshops of Council;
- Informed by the Delivery program;
- Tours, inspections and listening posts;
- Community surveys, service requests and submissions to the budget .

Comprehensive information will be available as advertised annually each year on Council's website and at the Council chambers.

5.3 BUDGET REVIEWS AND REPORTING

5.3.1 Budget monitoring

Council is committed to ensuring that community resources under its control are used for approved purposes and that all risks to Council finances are properly managed.

In accordance with clause 202 of the Regulation (2021) a monthly report will be prepared for circulation to all Managers responsible for budgets. The report will provide all projects and activities under the officer's responsibility, along with current budget and year to date actuals to the end of the reporting period. Management is responsible for the ongoing monitoring of budgets and shall check each item, reporting any concerns and/or anomalies immediately to Finance.

A monthly income statement and capital works report shall be presented to the Ordinary Council meeting for information, this will be in addition to Quarterly Budget Review Statements. The report shall compare the actual income and expenditure against the current budget including a detailed analysis of capital projects. Any material variances are to be reported to Council at its next ordinary meeting.

5.3.2 Budget reviews

Quarterly Budget Review Statements (QBRS) shall be prepared in accordance with Clause 203 (1)(2)(3), no later than 2 months after the reporting date in the prescribed format. The Quarterly periods reflecting the periods ending 30 September, 31 December, and 31 March. The QBRS is composed of, but not limited to, the following components:

- Responsible accounting officer statement on Council's financial position at the end of the year based on the information in the QBRS
- Budget Review Income and Expenses Statement reported by fund
- Budget Review Capital Budget
- Budget Review Cash and Investment position
- Budget Review Key Performance Indicators
- Budget Review Contracts and Other Expenses
- Council report detailing reasons for the reported adjustments

Whilst not legislated, to ensure transparent and accountable financial reporting Council will conduct a June budget review to balance actual expenditure to voted budgets and the results reported to the Executive Leadership Team. Significant variations to budget will be reported to Council through the Financial reports.

5.3.3 Budget variances

Over the budget year managers can review and request variances to the original budget. Any information that affects the budget is to be incorporated into a future budget review as soon as practical after the information is known.

Council approval must be sought and obtained before commitments and/or expenditure is made outside of approved budget limits. When requesting a budget variation for a new

initiative or additional expenditure to the budget, managers must identify the source of funding in the following in order of preference:

- Grant or external contribution directly related to the expenditure
- Reduced expenditure or increased revenue within the budget holder's responsibility in which the expenditure is to be incurred.
- Reduced expenditure or increased revenue within the same directorate in which the expenditure is to be incurred.
- Reduced expenditure or increased revenue within another directorate.
- New loans or existing cash reserves, this option is to only be used once all the above options have been exhausted.

Where it becomes apparent that operational expenditure will exceed the approved budget and funding source cannot be obtained a report shall be prepared to Council within 60 days including detailed information on the history, cause and the financial and strategic implications.

In accordance with Council's project management manual, where it becomes apparent that the actual expenditure of a capital project will exceed the approved budget a report shall be prepared to the next Executive Leadership Team meeting including detailed reasons for the over-expenditure. The approved minutes of the meeting are to be provided to the Finance department along with a budget variance request for inclusion in the next quarterly budget review.

If all quarterly budget review opportunities have passed for the financial year (May-June) then a report shall be prepared to Council by the project manager to approve the budget variation where:

- The project will incur over-expenditure to the approved budget more than \$50,000 or 20% (whichever is greater).

5.4 CARRYOVERS AND REVOTES

In accordance with Clause 211 (3), approved expenditure and money voted by Council lapses at the end of the financial year unless one of the following applies in which case the funds shall be carried forward:

- a. *work carried out or started, or contracted to be carried out, for the council, or*
- b. *any service provided, or contracted to be provided, for the council, or*
- c. *goods or materials provided, or contracted to be provided, for the council, or*
- d. *facilities provided or started, or contracted to be provided, for the council,*

Before the end of the year concerned, or to the payment of remuneration to members of the council's staff.

Where the project does not meet one of the above items Council is required to revote the budget monies. In consideration of revotes the following applies:

- Annually at the March QBR specific individual projects that have not commenced (operating and capital) and it is unlikely to be completed in the reporting year the budget is removed and included (if appropriate) in the future financial year's budget at the time of its adoption.
- Requests must be for existing and not new projects.
- Reasons for why the project has not been completed in the current financial year and an estimated timeframe for the project completion must be provided.
- Individual requests must be greater than \$4,000 unless grant funded or the direct result of a Council decision.
- Budgets for routine operational expenditure will not be carried forward to the next financial year.
- Budgets carried over or revoted in a previous year will not be brought forward for a second year.

Annually a revote and carry forward report will be prepared and reported to Council no later than 2 months after the financial year.

6. DEFINITIONS

- **Annual budget:** Council's statement of intended expenses, revenue and capital expenditure that give rise to its operational plan for the reporting period and the cash inflows and outflows associated with intended operating, investing and financing activities with a projected financial position at the end of the reporting period.
- **Annual report:** reports the progress of activities and achievements to the community against the against the Delivery program.
- **Asset management plan:** provides a clear direction for asset management and defines key principles that underpin asset management for the council.
- **Carryover:** The bringing forward of expenditure into the next reporting period for projects commenced and in progress at the end of the reporting period.
- **Code:** The *Local Government of Accounting Practice and Financial Reporting* published by the Department, as in force from time to time.
- **Community strategic plan:** The Community Strategy Plan describes the community's vision and aspirations for a period of ten of or more years.
- **Council:** the council of an area and includes the administrator
- **Debt:** arising from a loan of money or arising from the supply of goods or services
- **Delivery program:** is a four-year plan that turns the strategic goals found in the Community Strategic Plan into actions. It is the point where a council makes a commitment to the Community Strategic Plan, and act upon those issues that are within its area of responsibility
- **Financial indicators:** The financial measures or ratios used in the operational plan, annual reports and other internal and external reports to guide or assess the financial performance and position of Council.

- **Financial risk:** the possibility of losing money in a business venture or investment. Risk types include credit risk, liquidity risk, and operational risk.
- **Financial sustainability:** occurs when expenditure, revenue raising and service level decisions are made such that planned long term service and infrastructure levels and standards can be achieved without unplanned increases in rates or disruptive cuts to services.
- **Grant:** sum of money given by a government or other organisation for a particular purpose.
- **Independent Pricing and Remuneration Tribunal (IPART):** an independent authority established under the Independent Pricing and Regulatory Tribunal Act 1992.
- **Long term financial planning:** prepared for a minimum of ten years and updated annually as part of the development of the Operational Plan. It is a decision-making tool that enables council to model different financial scenarios when they are making significant financial decisions.
- **Operational plan:** annual document outlining the actions Council will undertake for the financial year in accordance with the adopted budget.
- **Original budget:** the budget adopted by Council by 30 June annually for the upcoming financial year. Presentation is based on the Primary statements and Local Government Code of Accounting Practice and Financial Reporting.
- **Quarter:** the period of 3 months ending on 30 September, 31 December, 31 March or 30 June.
- **Responsible accounting officer:** a member of the staff of the council designated by the general manager, or if no such member has been designated, the general manager
- **Revised budget:** the adopted original budget plus any approved amendments.
- **Revote:** request for Council to approve by a new vote expenditure.
- **Workforce management plan:** prepared for a minimum of four years that addresses the human resourcing requirements for council to implement the Delivery Program. This will align long-term council strategies with the human resources required to deliver these strategies.

7. ROLES AND RESPONSIBILITIES

7.1 STAFF

- Responsible for complying with Council policies, procedures and delegations.

7.2 DEPUTY GENERAL MANAGER / MANAGER

- Responsible for assisting with the development of the annual budget, monitoring actual expenditure against budget and requesting adjustments as required during the reporting period.

7.3 GENERAL MANAGER

- Overall responsibility for presenting a budget that enables the objectives and strategies of the Delivery Plan and based on the agreed service levels established by Council

7.4 COUNCIL

- Responsible for setting service levels and adopting an annual budget that is financially responsible and aligns with the Delivery Plan.

8. RELATED LEGISLATION

- Local Government Act, 1993
- Local Government (General) Regulations, 2021
- Local Government Code of Accounting Practice

9. RELATED POLICIES AND DOCUMENTS

- Asset management Policy TS20
- Borrowing and Loans Policy 2022 POL011
- Community Engagement Policy ES310
- Delegations Policy ES290
- Fraud and Corruption Prevention Policy 2021 POL007
- Integrated Planning and Reporting Framework – Frequently Asked Questions
- Legislative Compliance Policy 2021 POL022
- Project Management Policy TS310
- Quarterly Budget Review Statement for NSW Local Government
- Statement of Business Ethics Policy 2022 POL061

10. VARIATION

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

11. PREVIOUS VERSIONS

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

- Not applicable.

POLICY HISTORY

Responsible Officer	Finance Manager		
Approved by	General Manager		
Approval Date	DD Month 202Y		
GM Signature <i>(Authorised staff to insert signature)</i>			
Next Review	24 February 2025		
Version Number	Endorsed by ELT	Endorsed by Council	Date signed by GM
1 Adopted	24/01/2023	DD/MM/YYYY	DD/MM/YYYY
2 Reviewed	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY

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12. Acknowledgement of Training Received

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

21.2 POLICY REVIEW - POL014 WATER AND WASTEWATER CHARGES - UNDETECTED LEAKS POLICY**Document ID: 660613****Author: Finance Manager****Authoriser: Deputy General Manager Corporate and Community****Theme: Policy****Attachments: 1. POL014 Undetected Leak Policy****RECOMMENDATION**

That Council:

1. Reviews and endorses POL014 Water and Wastewater Charges – Undetected Leaks Policy as presented for the purpose of public exhibition seeking community comment for a period of 28 days.
2. Deems POL014 Water and Wastewater Charges – Undetected Leaks Policy as adopted should no submissions be received from the community at the conclusion of the exhibition period.

PURPOSE

The purpose of this report is to Provide Council with the scheduled revision of its Water and Wastewater Charges – Undetected Leaks Policy.

SUMMARY

The intent of this policy is to:

- provide clear guidelines and procedures for assessing significantly high-water charges resulting from undetected water leaks
- provide some form of financial relief to property owners when water is lost due to an undetected leak, whilst demonstrating to property owners that they have a responsibility for maintaining their private water infrastructure and services
- provide a consistent and fair approach in dealing with requests for financial relief when water is lost due to an undetected leak.

BACKGROUND

Policy POL014 Water and Wastewater Charges – Undetected Leaks was adopted in January 2021 and subsequent reviewed in December 2022. The date scheduled for the next review is November 2024.

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

Policy

Strategy

N/A

Action

N/A

ISSUES AND IMPLICATIONS**Policy**

- Revision of Policy POL014 Water and Wastewater Charges – Undetected Leaks Policy

Financial

- Operate in a financially responsible manner for Council and ratepayers

Legal / Statutory

- Compliance with the Local Government Act, 1993

Community Engagement / Communication

- Exhibition prior to implementation

Human Resources / Industrial Relations

- N/A

RISKS

Scheduled review of the policy reduces risk by ensuring that the policy continues to comply with the governing legislation.

OPTIONS

1. Adopt POL014 Water and Wastewater Charges – Undetected Leaks Policy to be placed on exhibition
2. Request staff to review and amend the policy prior to returning to Council for consideration.

CONCLUSION

That Council endorses policy POL014 Water and Wastewater Charges – Undetected Leaks Policy as presented for the purpose of Public Exhibition for a period of 28 days seeking community comment. Should no submissions be received at the conclusion of the exhibition period, deems adopted the Water and Wastewater Charges – Undetected Leaks Policy.

RECOMMENDATION

That Council:

1. Reviews and endorses POL014 Water and Wastewater Charges – Undetected Leaks Policy as presented for the purpose of public exhibition seeking community comment for a period of 28 days.
2. Deems POL014 Water and Wastewater Charges – Undetected Leaks Policy as adopted should no submissions be received from the community at the conclusion of the exhibition period.



Water and Wastewater Charges Undetected Leak Policy 202X

POL014



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Policy No:	POL014
Policy Title:	Water and Wastewater Charges – Undetected Leak Policy
Section Responsible:	Finance
Minute No:	XXXXX
Doc ID:	532239

1. INTENT

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

2. SCOPE

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

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

Council utilises smart meter technology to record water consumption usage, including alert notifications for suspected water leaks. The technology includes a customer access interface and can be used as a control method to monitor use.

3. OBJECTIVE

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

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

4. POLICY STATEMENT

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

5. PROVISIONS

5.1 APPLICATION

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

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

5.2 ELIGIBILITY

5.2.1 Eligible claims

A complying claim must meet the following criteria:

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

5.2.2 Ineligible claims

The following claims will not be eligible for assistance.

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

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

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

5.3 ASSESSMENT

5.3.1 Authority to assess and approve claims

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

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

5.3.2 Eligible periods

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

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

5.4 ASSISTANCE

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

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

5.4.1 Water consumption charges

The limit to which Council will provide assistance:

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

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

5.4.2 Sewer treatment and trade waste charges

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

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

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

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

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

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

- A 50% reduction of the estimated leak volume for complying claims. For premises using a dedicated sewer discharge meter, the reduction is calculated according to the difference between the averaged sewer discharge for the previous three equivalent billing periods and the discharge recorded on the water account issued immediately after the repairs being completed, multiplied by the sewer treatment unit rate per

kilolitre or trade waste unit rate per kilolitre (whichever is applicable) as adopted in Council's Annual Fees and Charges.

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

If the balance of the account payable is determined to be excessive and is likely to be a financial burden on the ratepayer that cannot be reconciled with payment arrangements or other such agreement, the matter will be referred to Council for determination of the write-off amount under the *Local Government Act 1993* and *Local Government (General) Regulation 2021*.

5.5 REPORTING

Section 607 of the Local Government Act 1993 refers to the write-off of rates, charges or interest. Section 131 of the Local Government (General) Regulation 2021 determines that a write-off of rates or charges may be undertaken if there is an error in the assessment, if the amount is not lawfully recoverable, as a result of a decision of a court, or if the council or general manager believes on reasonable grounds that an attempt to recover the amount would not be cost effective.

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

6. DEFINITIONS

- **Significant leak**
The water consumption on the water notice issued immediately prior to or immediately after the repair being completed is 1.5 times greater than the previous three equivalent billing periods average consumption
- **Undetected leak**
Occurring within pipeline breaks or connections in the ground, under slabs or within walls, etc. and are clearly not visible to the owner

7. ROLES AND RESPONSIBILITIES

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

8. RELATED LEGISLATION

- AS/NZS 3500 Plumbing and Drainage Standards

- Local Government Act 1993
- Local Government (General) Regulations 2021

9. RELATED POLICIES AND DOCUMENTS

- NSC Debt Recovery Policy – POL017
- NSC Fraud & Corruption Prevention Policy – POL007
- NSC Financial Assistance Program – POL008
- NSC Liquid Trade Waste Policy – TS300
- NSC Water Supply – House Service Connections – TS100
- NSC Water Connection TS260
- NSC Rates and Charges Financial Hardship Policy – POL019
- NSC Revenue Policy
- Fees and Charges

10. VARIATION

Council reserves the right to review, vary or revoke this policy in accordance with legislation, regulation and award changes, where applicable. Council may also make 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:

- Not applicable.

POLICY HISTORY

Responsible Officer	Finance Manager		
Approved by	General Manager		
Approval Date	DD Month 202Y		
GM Signature <i>(Authorised staff to insert signature)</i>			
Next Review	24 November 2024		
Version Number	Endorsed by ELT	Resolved by Council	Date signed by GM
1 Adopted	24/11/2020	9/12/2020	13/01/2021
2 Reviewed	13/12/2022	DD/MM/YYYY	DD/MM/YYYY

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12. Acknowledgement of Training Received

I hereby acknowledge that I have received, read and understood a copy of Council's Water and Wastewater Charges – Undetected Leak Policy.	
Employee Name	
Position Title	
Signature	
Date	

21.3 POLICY REVIEW - POL032 VERBAL ADVICE

Document ID: 661208

Author: Executive Assistant

Authoriser: General Manager

Theme: Policy

Attachments: 1. UNDER REVIEW POL032 Verbal Advice

RECOMMENDATION

That Council:

1. Adopts policy POL032 Verbal Advice as presented.

PURPOSE

The purpose of this report is to present policy POL032 Verbal Advice, to Council for adoption.

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

Theme

Policy

Strategy

N/A

Action

N/A

ISSUES AND IMPLICATIONS

Policy

- POL032 Verbal Advice

Financial

- N/A

Legal / Statutory

- NA

Human Resources / Industrial Relations (if applicable)

- N/A

RISKS

N/A

OPTIONS

1. Adopt POL132 Verbal Advice Policy.
2. Refer POL132 Verbal Advice Policy back to staff for further amendment and to be returned to Council for further review.

CONCLUSION

That Council adopts POL132 Verbal Advice Policy as presented.

RECOMMENDATION

That Council:

Adopts policy POL032 Verbal Advice as presented.



Verbal Advice 202X

POL032



NARRANDERA SHIRE COUNCIL

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Policy No: POL032
Policy Title: Verbal Advice Policy
Section Responsible: Executive Services
Minute No/Ref: XXXXXXX
Doc ID: 8369

1. POLICY STATEMENT

It is the practice of the Narrandera Shire Council to keep its staff well informed on all Council matters, and to encourage them to be as helpful as possible in managing public enquiries within their skill and knowledge."

A firm decision on which the enquirer may act, however, can only be given following a written enquiry and such decision being conveyed in writing to the enquirer.

Enquirers should not rely on any advice given orally.

2. 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.

3. 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:

- ES100 Verbal Advice Policy 2009.

POLICY HISTORY

Responsible Officer	General Manager		
Approved by	General Manager		
Approval Date			
GM Signature <i>(Authorised staff to insert signature)</i>			
Next Review	1 February 2033		
Version Number	Endorsed by ELT	Resolved by Council	Date signed by GM
1 Adopted	-	17/02/2009	17/02/2009
2 Reviewed	22/12/2020	16/03/2021	3/05/2021
3 Reviewed	14/02/2023	DD/MM/YYYY	DD/MM/YYYY

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21.4 POLICY REVIEW - POL037 PUBLIC INTEREST DISCLOSURES INTERNAL REPORTING**Document ID:** 661212**Author:** Executive Assistant**Authoriser:** General Manager**Theme:** Policy**Attachments:** 1. UNDER REVIEW POL037 Public Interest Disclosures Internal Reporting**RECOMMENDATION**

That Council:

1. Adopts revised POL037 Public Interest Disclosures Internal Reporting Policy as presented.

PURPOSE

The purpose of this report is to present POL037 Public Interest Disclosures Internal Reporting Policy to Council for adoption.

SUMMARY

This policy, and the associated procedure, are based on the NSW Ombudsman's Guidelines July 2013.

The policy applies to all Council officers, Councillors, members of staff including permanent and temporary employees, full-time, part-time, and casual employees, consultants, volunteers, individual contractors working for Council and external members of Council committees.

It is designed to complement normal communication channels between supervisors and staff. It is not intended that all issues must be raised as public interest disclosures, rather that an option to do so is clearly available.

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

Policy

Strategy

N/A

Action

N/A

ISSUES AND IMPLICATIONS**Policy**

- POL037 Public Interest Disclosures Internal Reporting

Financial

- N/A

Legal / Statutory

- Government Information (Public Access) Act 2009
- Independent Commission Against Corruption Act 1988
- Local Government Act 1993
- Ombudsman Act 1974
- Public Interest Disclosure Act 1994

Human Resources / Industrial Relations (if applicable)

- N/A

RISKS

N/A

OPTIONS

1. Adopt POL037 Public Interest Disclosures Internal Reporting Policy.
2. Refer POL037 Public Interest Disclosures Internal Reporting Policy back to staff for further amendment and to be returned to Council for further review.

CONCLUSION

That Council adopts POL037 Public Interest Disclosures Internal Reporting Policy as presented.

RECOMMENDATION

That Council:

Adopts revised POL037 Public Interest Disclosures Internal Reporting Policy as presented.



Public Interest Disclosures Internal Reporting 202X

POL037



NARRANDERA SHIRE COUNCIL

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Policy No: POL037
Policy Title: Public Interest Disclosures Internal Reporting Policy
Section Responsible: Executive Services
Minute No/Ref: XXXXXX
Doc ID: 8374

1. INTENT

Narrandera Shire Council is committed to protecting staff who report wrongdoing in the workplace. Some reports of wrongdoing may be classified as "protected disclosures" under the Public Disclosures Act 1994 (PID Act). This policy specifically addresses those types of reports.

Other reports of wrongdoing may not meet the definition of "protected disclosures", however Narrandera Shire Council supports and encourages such reports as Council does not condone or tolerate wrongdoing in the workplace.

In addition to this policy, staff and Councillors should refer to Council's Code of Conduct, Business Ethics, Complaints Management, Grievance and Dispute Handling, Disciplinary, Volunteers, EEO, WHS Policies as these set out expected and required standards of conduct and behaviour. External references include Ombudsman Act, Public Interest Disclosure Act, 1994, ICAC Act 1988, GIPA 2009 AND Local Government Act, 1993.

The purpose of the PID Act is:

- To encourage and facilitate the disclosure, in the public interest, of corrupt conduct, maladministration and serious and substantial waste in the public sector; and
- To ensure that any public official who wishes to make a disclosure receives legal protection from reprisals, and that the matters in any disclosure are properly investigated.

The purpose of this policy is to establish an internal reporting system for staff and councillors to report wrongdoing without fear of reprisal. The policy sets out who wrongdoing in Narrandera Shire Council can be reported to, what can be reported and how reports of wrongdoing will be dealt with by Narrandera Shire Council.

This policy is designed to complement normal communication channels between supervisors and staff. Staff are encouraged to raise matters of concern at any time with their supervisors, but also have the option of making a report about a public interest issue in accordance with this policy and the Public Interest Disclosures Act 1994 (PID Act).

The internal reporting system established under this policy is not intended to be used for staff grievances, which should be raised through the Grievance and Dispute Handling, a copy of which is available on the Intranet. If a staff member makes a report under this policy which is substantially a grievance, the matter will be referred to Human Resources.

2. SCOPE

This policy will apply to:

- both council staff and councillors
- permanent employees, whether full-time or part-time
- temporary or casual employees
- consultants
- individual contractors working for Narrandera Shire Council
- employees of contractors providing services to Narrandera Shire Council
- other people who perform council official functions whose conduct and activities could be investigated by an investigating authority, including volunteers.

The policy also applies to public officials of another council or public authority who report wrongdoing relating to Narrandera Shire Council.

3. OBJECTIVE

For Council to be able to deal effectively with reports of wrongdoing, it must have the right culture. Narrandera Shire Council will:

- create a climate of trust, where staff/Councillors are comfortable and confident about reporting wrongdoing.
- encourage staff/Councillors to come forward if they have witnessed what they consider to be wrongdoing within the Council.
- keep the identity of the staff/Councillor member disclosing wrongdoing confidential, wherever possible and appropriate.
- protect staff/Councillors who make disclosures from any adverse action motivated by their report.
- deal with reports thoroughly and impartially and if some form of wrongdoing has been found, take appropriate action to rectify it.
- keep complainants who make reports informed of their progress and the outcome.

- encourage staff/Councillors to report wrongdoing within the Council but respecting any decision to disclose wrongdoing outside the Council – provided that disclosure outside the Council is made in accordance with the provisions of the PID Act.
- ensure managers and supervisors at all levels in the Council understand the benefits of reporting wrongdoing, are familiar with this policy, and aware of the needs of those who report wrongdoing.
- provide adequate resources, both financial and human, to:
 - encourage reports of wrongdoing
 - protect and support those who make them
 - provide training about how to make reports and the benefits of internal reports to the council and the public interest generally
 - properly assess and investigate or otherwise deal with allegations
 - properly manage any workplace issues that the allegations identify or create
 - correct any problem that is identified
- reassess/review the policy every two (2) years to ensure it is still relevant and effective. The council has an internal reporting policy.

4. POLICY STATEMENT

This policy and the associated procedure are based on the NSW Ombudsman's Guidelines July 2013. The policy applies to all Council Officers, Councillors, members of staff including permanent and temporary employees, full-time, part-time and casual employees, consultants, volunteers, individual contractors working for Council and external members of Council Committees.

It is designed to complement normal communication channels between supervisors and staff. It is not intended that all issues must be raised as public interest disclosures rather than an option to do so is clearly available.

5. PROVISIONS

5.1 WHAT SHOULD BE REPORTED

Council staff should report any wrongdoing they see within Narrandera Shire Council. Reports about the five categories of serious wrongdoing – corrupt conduct, maladministration, serious and substantial waste of public money, breach of the GIPA Act, and local government pecuniary interest contravention, which otherwise meet the criteria of a public interest disclosure – will be dealt with under the PID Act as protected disclosures and according to this policy. See below for details about these types of conduct. More information about what can be said under PID Act can be found in the NSW Ombudsman's Guidelines B2: What should be reported?

All other wrongdoing or suspected wrongdoing should be reported to a supervisor, or other senior manager, to be dealt with in line with the relevant policies. This might include:

- harassment or unlawful discrimination
- practices that endanger the health or safety of staff or the public.

Even if these reports are not dealt with as public interest disclosures, the [name of council] recognises such reports may raise important issues. We will respond to all reports and make every attempt to protect the staff member making the report from reprisal.

All Human Resources and Work Health and Safety policies can be located on the Policy Register and in MagiQ.

5.1.1 Corrupt conduct

Corrupt conduct is the dishonest or partial exercise of official functions by a public official. For example, this could include:

- the improper use of knowledge, power or position for personal gain or the advantage of others.
- acting dishonestly or unfairly, or breaching public trust.
- a council official being influenced by a member of the public influencing or trying to use their position in a way that is dishonest, biased or breaches public trust.

For more information about corrupt conduct, see the NSW Ombudsman's guideline on [what can be reported](#).

5.1.2 Maladministration

Maladministration is conduct that involves action or inaction of a serious nature that is contrary to law, unreasonable, unjust, oppressive or improperly discriminatory or based wholly or partly on improper motives. For example, this could include:

- making a decision and/or taking action that is unlawful
- refusing to grant someone a licence for reasons that are not related to the merits of their application.

For more information about maladministration, see the NSW Ombudsman's guideline on [what can be reported](#).

5.1.3 Serious and substantial waste in local government

Serious and substantial waste is the uneconomical, inefficient, or ineffective use of resources that could result in the loss or wastage of local government money. This includes all revenue, loans and other money collected, received, or held by, for or on account of the Council. For example, this could include:

- not following a competitive tendering process for a largescale contract.
- having poor or no processes in place for a system involving large amounts of public funds.

For more information about serious and substantial waste, see the NSW Ombudsman's guideline on [what can be reported](#).

5.1.4 Breach of the GIPA Act

A breach of the Government Information (Public Access) Act 2009 (GIPA Act) is a failure to properly fulfil functions under the GIPA Act. For example, this could include:

- destroying, concealing or altering records to prevent them from being released.
- knowingly making decisions that are contrary to the legislation.
- directing another person to make a decision that is contrary to the legislation.

For more information about government information contravention, see the NSW Ombudsman's guideline on [what can be reported](#).

5.1.5 Local government pecuniary interest contravention

A local government pecuniary interest contravention is a failure to comply with requirements under the Local Government Act 1993 relating to the management of pecuniary interests. These include obligations to lodge disclosure of interests returns, disclose pecuniary interests at council and council committee meetings and leave the meeting while the matter is being discussed. A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. For example, this could include:

- a senior council staff member recommending a family member for a council contract and not declaring the relationship.
- a councillor participating in consideration of a DA for a property in which they or their family have an interest.

5.1.6 Other wrongdoing

Although reports about the previous four categories of conduct can attract the specific protections of the PID Act, you should report all activities or incidents that you believe are wrong. For example, these could include:

- harassment or unlawful discrimination
- reprisal action against a person who has reported wrongdoing
- practices that endanger the health or safety of staff or the public.

These types of issues should be reported to a supervisor, in line with Narrandera Shire's policies.

Even if these reports are not dealt with as protected disclosures, Narrandera Shire Council will consider each matter and make every attempt to protect the staff member making the report from any form of reprisal.

5.2 WHEN WILL A REPORT BE PROTECTED?

Narrandera Shire Council will support any member of staff who report wrongdoing. For a report to be considered a protected disclosure, it has to meet all of the requirements under the PID Act. These requirements are:

- The person making the disclosure must honestly believe on reasonable grounds that the information shows or tends to show wrongdoing.
- The report has to be made to one or more of the following:
- a position nominated in this policy – see section 9 (b), (c) & (d) below
 - the General Manager (GM)
 - one of the investigating authorities nominated in the PID Act – see section 10 below

Reports by staff and Councillors will not be considered to be protected disclosures if they:

- mostly question the merits of government policy, including the policy of the governing body of the Council.
- are made with the sole or substantial motive of avoiding dismissal or other disciplinary action.

5.3 ASSESSMENT OF REPORTS

All reports will be promptly and thoroughly assessed to determine what action will be taken to deal with the report and whether or not the report will be treated as a public interest disclosure.

The disclosures coordinator is responsible for assessing reports, in consultation with the GM where appropriate. All reports will be assessed on the information available to the disclosures coordinator at the time. It is up to the **disclosures coordinator** to decide whether an investigation should be carried out and how that investigation should be carried out. In assessing a report the disclosures coordinator may decide that the report should be referred elsewhere or that no action should be taken on the report.

5.4 WHEN WILL A REPORT BE TREATED AS A PUBLIC INTEREST DISCLOSURE?

Narrandera Shire Council will treat a report as a public interest disclosure if it meets the criteria of a public interest disclosure under the PID Act. These requirements are:

- the report must be about one of the following five categories of serious wrongdoing – corrupt conduct, maladministration, serious and substantial waste of public money, breach of the GIPA Act, or local government pecuniary interest contravention
- the person making the disclosure must honestly believe on reasonable grounds that the information shows or tends to show wrongdoing
- the report has to be made to either the GM or, for reports about the GM the Mayor, a position nominated in this policy (see section 8), an investigating authority or in limited circumstances to an MP or journalist (see section 9).

Reports by staff are not public interest disclosures if they:

- mostly question the merits of government policy (see section 17)
- are made with the sole or substantial motive of avoiding dismissal or other disciplinary action (see section 18).

5.5 HOW TO MAKE A REPORT

Staff can report wrongdoing in writing or verbally. Staff are encouraged to make a report in writing as this can help to avoid any confusion or misinterpretation.

If a report is made verbally, the person receiving the report must make a comprehensive record of the disclosure and ask the person making the disclosure to sign this record. The staff member should keep a copy of this record.

If you are concerned about being seen making a report, ask to meet in a discreet location away from the workplace.

5.6 CAN A REPORT BE ANONYMOUS?

There will be some situations where a Council staff member may not want to identify themselves when making a report. Although these reports will still be dealt with by Narrandera Shire Council it is best if the staff member identifies themselves. This allows Council to provide the staff member with any necessary protection and support, as well as feedback about the outcome of any investigation into the allegations.

It is important to realise that an anonymous disclosure may not prevent a person from being identified. If Council's Disclosure Officers do not know who made the report, it is very difficult for them to prevent any reprisal action.

5.7 MAINTAINING CONFIDENTIALITY

Narrandera Shire Council realises reporters may want their identity and the fact they have made a report to remain confidential. This can help to prevent any action being taken against them for reporting wrongdoing.

Where possible and appropriate we will take steps to keep your identity, and the fact you have reported wrongdoing, confidential. We will discuss with you whether it is possible to keep your identity confidential.

If confidentiality cannot be maintained, we will develop a plan to support and protect you from reprisal in consultation with you.

If you report wrongdoing, it is important that you only discuss your report with those responsible for dealing with it. This will include the disclosures coordinator and the GM, or in the case of a report about the GM, the disclosures coordinator and the Mayor. The fewer people who know about your report, before and after you make it, the more likely it will be that we can protect you from any reprisal.

Any staff or councillors involved in the investigation or handling of a report, including witnesses, are also required to maintain confidentiality and not disclose information about the process or allegations to any person except for those people responsible for handling the report.

5.8 WHO CAN RECEIVE A REPORT WITHIN NARRANDERA SHIRE COUNCIL?

Council staff are encouraged to report general wrongdoing to their supervisor. However, the PID Act requires that – for a report to be a protected disclosure – it must be made to a public official in accordance with the Council's disclosure procedures. For Narrandera Shire Council, this means this policy and any supporting procedures.

Any Council supervisor who receives a report that they believe may be a protected disclosure must refer the staff member making the report to one of the positions listed below.

If you are Council staff and your report involves a Councillor, you should make it to the GM or the Mayor. If you are a Councillor and your report is about another Councillor, you should make it to the GM or the Mayor.

The following positions are the only staff within Narrandera Shire Council who can receive a protected disclosure.

5.8.1 General Manager

Wrongdoing can be directly reported to the GM. The GM is responsible for:

- deciding if a report is a protected disclosure
- determining what needs to be done next, including referring it to other authorities
- deciding what needs to be done to correct the problem that has been identified.

The GM must make sure there are systems in place in Narrandera Shire Council to support and protect staff who report wrongdoing. The GM is also responsible for referring actual or suspected corrupt conduct to the Independent Commission against Corruption. The GM can be contacted on telephone 6959 5500.

5.8.2 Mayor

If a member of staff or a Councillor is making a report about the GM, the report should be made to the Mayor. The Mayor is responsible for:

- deciding if a report is a protected disclosure.
- determining what needs to be done next, including referring it to other authorities.
- deciding what needs to be done to correct the problem that has been identified.

The Mayor must make sure there are systems in place in Narrandera Shire Council to support and protect staff who report wrongdoing. The Mayor can be contacted on telephone 6959 5500 through the GM's Executive Assistant.

If the report is about the GM, the Mayor is also responsible for referring actual or suspected corrupt conduct to the Independent Commission against Corruption.

5.8.3 Disclosures Coordinator

The Disclosures Coordinator has a central role in dealing with reports made by staff. The Disclosures Coordinator receives them, assesses them, and refers them to the people within Narrandera Shire Council who can deal with them appropriately.

The Disclosures Coordinator is the Deputy General Manager Corporate and Community (DGMCC) who can be contacted on telephone 6959 5511.

5.8.4 Disclosures Officers

Disclosures Officers work with the Disclosures Coordinator, and are responsible for receiving, forwarding and/or dealing with reports made in accordance with this policy.

The Disclosures Officers are the Governance and Engagement Manager and Human Resources Manager who can be contacted on telephone 6959 5541 and 6959 5535.

5.9 WHO CAN RECEIVE A REPORT OUTSIDE NARRANDERA SHIRE COUNCIL?

Staff are encouraged to report wrongdoing within Narrandera Shire Council, but internal reporting is not the only option. The guidance below provides details on how a report can still be a protected disclosure.

Members of Council staff can choose to make their report to an investigating authority either initially, or at any stage after an initial report to Narrandera Shire Council. If the report is about the GM or the Mayor, the staff member should consider making it to an investigating authority.

Members of Council staff can also choose to make a report to a Member of Parliament or a journalist, but only in limited circumstances.

5.9.1 Investigating authorities

The PID Act lists a number of investigating authorities in NSW that staff can report wrongdoing to and the categories of wrongdoing each authority can deal with.

In relation to Council, these authorities are:

- the Independent Commission Against Corruption (ICAC) — for corrupt conduct
- the Ombudsman — for maladministration
- the Information Commissioner — for disclosures about a breach of the GIPA Act.
- the Office of Local Government – for disclosures about local council.

Members of Council staff should contact the relevant authority for advice about how to make a disclosure to them. Contact details for each investigating authority are provided at the end of this policy.

Members of Council staff should be aware that it is very likely the investigating authority will discuss the case with the Council. Council will make every effort to assist and cooperate with the investigating authority to ensure the matter is dealt with appropriately

and there is a satisfactory outcome. Council will also provide appropriate support and assistance to staff who report wrongdoing to an investigating authority.

5.9.2 Members of Parliament or journalists

To have the protections of the PID Act, Council staff reporting wrongdoing to a Member of Parliament (MP) or a journalist must have already made substantially the same report to one of the following:

- the GM
- a person nominated in this policy, including the Mayor for reports about the GM.
- an investigating authority in accordance with the PID Act.

Also, Narrandera Shire Council or investigating authority that received the report must have either:

- decided not to investigate the matter
- decided to investigate the matter, but not completed the investigation within six months of the original report
- investigated the matter but not recommended any action as a result
- not informed the person who made the report, within six months of the report being made, whether the matter will be investigated.

Most importantly – to be protected under the PID Act – if you report wrongdoing to an MP or a journalist you will need to be able to prove that you have reasonable grounds for believing that the disclosure is substantially true and that it is in fact substantially true.

If a member of Council staff reports wrongdoing to a person or an organisation that is not listed above, you will not be protected under the PID Act. This may mean Council staff will be in breach of legal obligations or Narrandera Shire Council's Code of Conduct – by, for example, disclosing confidential information.

For more information about reporting wrongdoing outside the Council contact the Disclosures Coordinator or the NSW Ombudsman's Public Interest Disclosures Unit. Their contact details are provided at the end of this policy.

5.9.3 Other external reporting

If you report wrongdoing to a person or authority that is not listed above, or make a report to an MP or journalist without following the steps outlined above, you will not be protected under the PID Act. This may mean you will be in breach of legal obligations or our code of conduct – by, for example, disclosing confidential information.

For more information about reporting wrongdoing outside Narrandera Shire Council, contact the disclosures coordinator or the NSW Ombudsman's Public Interest Disclosures Unit. Their contact details are provided at the end of this policy.

5.10 FEEDBACK TO COUNCIL STAFF WHO REPORT WRONGDOING

Council staff who report wrongdoing will be told what is happening in response to their report.

5.10.1 Acknowledgement

When you make a report, you will be given:

- an acknowledgement that a disclosure has been received
- the timeframe for when they will receive further updates
- the name and contact details of the people who can tell them what is happening or handle any concerns you may have.

This information will be given to member of Council staff within two working days from the date the report is made.

After a decision is made about how a report will be dealt with, Council staff will be given:

- information about the action that will be taken in response to your report
- likely timeframes for any investigation or other actions.
- information about the resources available within Council to handle any concerns Council staff may have
- information about external agencies and services Council staff can access for support.

This information will be given to you within 10 working days from when you made the report. We will also advise you if we decide to treat your report as a public interest disclosure and provide you with a copy of this policy at that time, as required by the PID Act.

Please note, if you make a report which meets the requirements of the PID Act but the report was made under a statutory or legal obligation or incidental to the performance of your day to day functions, you will not receive an acknowledgement letter or copy of this policy.

5.10.2 Progress updates

During any investigation, Council staff making a disclosure will be given:

- information on the ongoing nature of the investigation.
- information about the progress of the investigation and reasons for any delay.
- Advice of any decision by Narrandera Shire Council not to proceed with the matter.
- advice if the identity of any member of Council staff needs to be disclosed for the purposes of investigating the matter, and an opportunity to talk about this.

5.10.3 Feedback

At the end of any investigation, Council staff will be given:

- enough information to show that adequate and appropriate action was taken and/or is proposed to be taken in response to their disclosure and any problem that was identified
- advice about whether the staff member will be involved as a witness in any further matters, such as disciplinary or criminal proceedings.

5.11 MANAGING THE RISK OF REPRISAL AND WORKPLACE CONFLICT

When a staff member or councillor reports wrongdoing, Narrandera Shire Council will undertake a thorough risk assessment to identify the risk to you of detrimental action in reprisal for reporting, as well as indirect but related risks of workplace conflict or difficulties. The risk assessment will also identify strategies to deal with those risks and determine the level of protection and support that is appropriate.

Depending on the circumstances, Narrandera Shire Council may:

- relocate the reporter or the staff member who is the subject of the allegation within the current workplace
- transfer the reporter or the staff member who is the subject of the allegation to another position for which they are qualified
- grant the reporter or the staff member who is the subject of the allegation leave of absence during the investigation of the disclosure.

These courses of action are not punishment and will only be taken in consultation with the reporter.

5.12 PROTECTION AGAINST REPRISALS

The PID Act provides protection for people reporting wrongdoing by imposing penalties on anyone who takes detrimental action substantially in reprisal for them making the protected disclosure.

The Council will not tolerate any reprisal action against Council staff who report wrongdoing. The criminal penalties that can be imposed include imprisonment or fines. Detrimental action is also misconduct that justifies disciplinary action. Council staff who takes detrimental action against someone who has made a disclosure can also be required to pay damages for any loss suffered by that person.

Detrimental action means action causing, comprising or involving any of the following:

- injury, damage or loss
- intimidation or harassment
- discrimination, disadvantage or adverse treatment in relation to employment
- dismissal from, or prejudice in, employment

- disciplinary proceedings.

A person who is found to have committed a reprisal offence may face criminal penalties such as imprisonment and/or fines, and may be required to pay the victim damages for any loss suffered as a result of the detrimental action. Taking detrimental action in reprisal is also a breach of the council's code of conduct which may result in disciplinary action. In the case of councillors, such disciplinary action may be taken under the misconduct provisions of the Local Government Act 1993 and may include suspension or disqualification from civic office.

It is important for staff and councillors to understand the nature and limitations of the protection provided by the PID Act. The PID Act protects reporters from detrimental action being taken against them because they have made, or are believed to have made, a public interest disclosure. It does not protect reporters from disciplinary or other management action where Narrandera Shire Council has reasonable grounds to take such action.

5.12.1 Responding to reprisals

If you believe that detrimental action has been or is being taken against you or someone else in reprisal for reporting wrongdoing, you should tell your supervisor, the disclosures coordinator or the GM immediately. In the case of an allegation of reprisal by the GM, you can alternatively report this to the Mayor.

All supervisors must notify the disclosures coordinator or the GM if they suspect that reprisal against a staff member is occurring or has occurred, or if any such allegations are made to them. In the case of an allegation of reprisal by the GM, the Mayor can alternatively be notified.

If Narrandera Shire Council becomes aware of or suspects that reprisal is being or has been taken against a person who has made a disclosure, Narrandera Shire Council will:

- assess the allegation of reprisal to decide whether the report should be treated as a public interest disclosure and whether the matter warrants investigation or if other action should be taken to resolve the issue
- if the reprisal allegation warrants investigation, ensure this is conducted by a senior and experienced member of staff
- if it is established that reprisal is occurring against someone who has made a report, take all steps possible to stop that activity and protect the reporter
- take appropriate disciplinary action against anyone proven to have taken or threatened any action in reprisal for making a disclosure
- refer any breach of Part 8 of the council's code of conduct (reprisal action) by a councillor or the GM to the Office of Local Government.
- refer any evidence of an offence under section 20 of the PID Act to the ICAC or NSW Police Force.

If you allege reprisal, you will be kept informed of the progress and outcome of any investigation or other action taken in response to your allegation.

If you have reported wrongdoing and are experiencing reprisal which you believe is not being dealt with effectively, contact the Office of Local Government, the Ombudsman or the ICAC (depending on the type of wrongdoing you reported). Contact details for these investigating authorities are included at the end of this policy.

5.12.2 Protection against legal action

If you make a disclosure in accordance with the PID Act, you will not be subject to any liability and no action, claim or demand can be taken against you for making the disclosure. You will not have breached any confidentiality or secrecy obligations and you will have the defence of absolute privilege in defamation.

5.13 SUPPORT FOR THOSE REPORTING WRONGDOING

Narrandera Shire Council will make sure that Council staff who have reported wrongdoing, regardless of whether they have made a protected disclosure, are provided with access to any professional support they may need as a result of the reporting process – such as stress management, counselling services, legal or career advice.

Council has staff who will support those who report wrongdoing. They are responsible for initiating and coordinating support, particularly to those who are suffering any form of reprisal. Council's Human Resources Manager can be contacted on telephone **6959 5535**.

All supervisors must notify the Disclosures Coordinator if they believe a staff member is suffering any detrimental action as a result of disclosing wrongdoing.

5.14 SANCTIONS FOR MAKING FALSE OR MISLEADING DISCLOSURES

It is important that all Council staff and councillors are aware that it is a criminal offence under the PID Act to wilfully make a false or misleading statement when reporting wrongdoing. Narrandera Shire Council will not support staff or councillors who wilfully make false or misleading reports. Such conduct may also be a breach of the code of conduct resulting in disciplinary action. In the case of councillors, disciplinary action may be taken under the misconduct provisions of the Local Government Act 1993 and may include suspension or disqualification from civic office.

5.15 THE RIGHTS OF THE PERSONS WHO ARE THE SUBJECT OF A REPORT

Narrandera Shire Council is committed to ensuring staff or councillors who are the subject of a report of wrongdoing are treated fairly and reasonably. This includes keeping the identity of any person the subject of a report confidential, where this is practical and appropriate.

If you are the subject of the report, you will be advised of the allegations made against you at an appropriate time and before any adverse findings. At this time you will be:

- advised of the details of the allegation
- advised of your rights and obligations under the relevant related policies and procedures

- kept informed about the progress of any investigation
- given a reasonable opportunity to respond to any allegation made against you
- told the outcome of any investigation, including any decision made about whether or not further action will be taken against you.

Where the reported allegations against the subject officer are clearly wrong, or have been investigated and unsubstantiated, the subject officer will be supported by Narrandera Shire Council. The fact of the allegations and any investigation will be kept confidential unless otherwise agreed to by the subject officer.

6. DEFINITIONS

- GM: General Manager
- DGMCC: Deputy General Manager Corporate & Community
- NSC: Narrandera Shire Council

6.1 ROLES AND RESPONSIBILITIES

6.1.1 Staff and Councillors

Staff and councillors play an important role in contributing to a workplace where known or suspected wrongdoing is reported and dealt with appropriately. All council staff and councillors are obliged to:

- report all known or suspected wrongdoing and support those who have made reports of wrongdoing
- if requested, assist those dealing with the report, including supplying information on request, cooperating with any investigation, and maintaining confidentiality
- treat any staff member or person dealing with a report of wrongdoing with courtesy and respect
- respect the rights of any person the subject of reports.

Staff and councillors must not:

- make false or misleading reports of wrongdoing.
- victimise or harass anyone who has made a report.

Additionally, the behaviour of all council staff and councillors involved in the internal reporting process must adhere to Narrandera Shire Council's code of conduct. A breach of the code could result in disciplinary action.

6.1.2 The role of Narrandera Shire Council

Narrandera Shire Council has a responsibility to establish and maintain a working environment that encourages staff and councillors to report wrongdoing and supports them when they do. This includes keeping the identity of reporters confidential where practical

and appropriate, and taking steps to protect reporters from reprisal and manage workplace conflict.

Narrandera Shire Council will assess all reports of wrongdoing it receives from staff and councillors and deal with them appropriately. Once wrongdoing has been reported, Narrandera Shire Council takes 'ownership' of the matter. This means it is up to us to decide whether a report should be investigated, and if so, how it should be investigated and by whom. Narrandera Shire Council will deal with all reports of wrongdoing fairly and reasonably and respect the rights of any person the subject of a report.

Narrandera Shire Council must report on our obligations under the PID Act and statistical information about public interest disclosures in our annual report and to the NSW Ombudsman every six months.

To ensure Narrandera Shire Council complies with the PID Act and deals with all reports of wrongdoing properly, all staff and councillors with roles outlined below and elsewhere in this policy will receive training on their responsibilities.

6.1.3 General Manager

The GM has ultimate responsibility for maintaining the internal reporting system and workplace reporting culture and ensuring Narrandera Shire Council complies with the PID Act. The GM can receive reports from staff and councillors and has a responsibility to:

- assess reports received by or referred to them, to determine whether or not the report should be treated as a public interest disclosure, and to decide how the report will be dealt with.
- deal with reports made under the council's code of conduct in accordance with the council's adopted code of conduct procedures.
- ensure there are strategies in place to support reporters, protect reporters from reprisal and manage workplace conflict that may arise in relation to a report.
- make decisions following any investigation or appoint an appropriate decision-maker.
- take appropriate remedial action where wrongdoing is substantiated or systemic problems are identified.
- refer actual or suspected corrupt conduct to the Independent Commission Against Corruption (ICAC).
- refer any evidence of a reprisal offence under section 20 of the PID Act to the Commissioner of Police or the ICAC.

6.1.4 Disclosures Coordinator

The disclosures coordinator, being the DGMCC, has a central role in Narrandera Shire Council's internal reporting system. The disclosures coordinator can receive and assess reports and is the primary point of contact in Narrandera Shire Council for the reporter.

The disclosures coordinator has a responsibility to:

- assess reports to determine whether or not a report should be treated as a public interest disclosure, and to decide how each report will be dealt with (either under delegation or in consultation with the GM).
- deal with reports made under the council's code of conduct in accordance with the council's adopted code of conduct procedures.
- coordinate Narrandera Shire Council's response to a report.
- acknowledge reports and provide updates and feedback to the reporter.
- assess whether it is possible and appropriate to keep the reporter's identity confidential.
- assess the risk of reprisal and workplace conflict related to or likely to arise out of a report and develop strategies to manage any risk identified.
- where required, provide or coordinate support to staff involved in the reporting or investigation process, including protecting the interests of any officer the subject of a report.
- ensure Narrandera Shire Council complies with the PID Act.
- provide six-monthly reports to the NSW Ombudsman in accordance with section 6CA of the PID Act.

6.1.5 Disclosures Officers

Disclosures officers, who are the Governance and Engagement Manager and Human Resources Manager, are additional points of contact within the internal reporting system. They can provide advice about the system and the internal reporting policy, receive reports of wrongdoing and assist staff and councillors to make reports.

Disclosures officers have a responsibility to:

- document in writing any reports received verbally, and have the document signed and dated by the reporter.
- make arrangements to ensure reporters can make reports privately and discreetly when requested, if necessary, away from the workplace.
- discuss with the reporter any concerns they may have about reprisal or workplace conflict.
- carry out preliminary assessment and forward reports to the disclosure's coordinator or GM for full assessment.

6.1.6 Mayor

The Mayor can receive reports from staff and councillors about the GM. Where the Mayor receives such reports, the Mayor has a responsibility to:

- assess the reports to determine whether or not they should be treated as a public interest disclosure, and to decide how they will be dealt with.
- deal with reports made under the council's code of conduct in accordance with the council's adopted code of conduct procedures.

- refer reports to an investigating authority, where appropriate.
- liaise with the disclosures coordinator to ensure there are strategies in place to support reporters, protect reporters from reprisal and manage workplace conflict that may arise in relation to a report.
- refer actual or suspected corrupt conduct to the ICAC.
- refer any evidence of a reprisal offence under section 20 of the PID Act to the Commissioner of Police or the ICAC.

6.1.7 Supervisors and line managers

Supervisors and line managers play an important role in managing the immediate workplace of those involved in or affected by the internal reporting process. Supervisors and line managers should be aware of the internal reporting policy and are responsible for creating a local work environment where staff are comfortable and confident about reporting wrongdoing. They have a responsibility to:

- encourage staff to report known or suspected wrongdoing within the organisation and support staff when they do.
- identify reports made to them in the course of their work which could be public interest disclosures and assist the staff member to make the report to an officer authorised to receive public interest disclosures under this policy.
- implement local management strategies, in consultation with the disclosures coordinator, to minimise the risk of reprisal or workplace conflict in relation to a report.
- notify the disclosures coordinator or GM immediately if they believe a staff member is being subjected to reprisal as a result of reporting wrongdoing, or in the case of suspected reprisal by the GM, notify the Mayor.

7. RELATED LEGISLATION

- Government Information (Public Access) Act 2009
- Independent Commission Against Corruption Act 1988
- Local Government Act 1993
- Ombudsman Act 1974
- Public Interest Disclosure Act 1994

8. RELATED POLICIES AND DOCUMENTS

- NSC Code of Conduct
- Complaints Management Policy
- Disciplinary Policy
- Equal Employment Opportunity Policy
- Grievance Handling

- Statement of Business Ethics Policy
- Volunteer Policy
- Work Health Safety Policy

8.1 MORE INFORMATION

Members of Council staff and Councillors can access further advice and guidance from the disclosures coordinator and the NSW Ombudsman’s website at www.ombo.nsw.gov.au.

8.2 RESOURCES

The contact details for external investigating authorities that members of Council staff can make a protected disclosure to or seek advice from are listed below.

For disclosures about corrupt conduct

Independent Commission Against Corruption (ICAC)

Phone: 02 8281 5999

Toll free: 1800 463 909

Tel. typewriter (TTY): 02 8281 5773

Facsimile: 02 9264 5364

Email: icac@icac.nsw.gov.au

Web: www.icac.nsw.gov.au

Address: Level 21, 133 Castlereagh Street,
Sydney NSW 2000

For disclosures about maladministration

NSW Ombudsman

Phone: 02 9286 1000

Toll free (outside Sydney metro): 1800 451 524

Tel. typewriter (TTY): 02 9264 8050

Facsimile: 02 9283 2911

Email: nswombo@ombo.nsw.gov.au

Web: www.ombo.nsw.gov.au

Address: Level 24, 580 George Street, Sydney NSW 2000

For disclosures about serious and substantial waste

Auditor-General of the NSW Audit Office

Phone: 02 9275 7100

Facsimile: 02 9275 7200

Email: mail@audit.nsw.gov.au

Web: www.audit.nsw.gov.au

Address: Level 15, 1 Margaret Street, Sydney NSW 2000

For disclosures about local councils:

Office of Local Government in the Department of Premier and Cabinet

Phone: 02 4428 4100

Tel. typewriter (TTY): 02 4428 4209

Facsimile: 02 4428 4199

Email: dlg@dlg.nsw.gov.au

Web: www.dlg.nsw.gov.au

Address: 5 O’Keefe Avenue, Nowra, NSW 2541

For disclosures about breaches of the GIPA Act:
 Information Commissioner
 Toll free: 1800 472 679
 Facsimile: 02 8114 3756
 EMAIL: ipcino@ipc.nsw.gov.au
 Web: www.ipc.nsw.gov.au
 Address: Level 11, 1 Castlereagh Street, Sydney NSW 2000

9. 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.

For any advice or guidance about this review, contact the NSW Ombudsman's Public Interest Disclosures Unit.

10. 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:

- ES150 Public Interest Disclosures Internal Reporting Policy (2011-2020)
- ES150 Protected Disclosures Policy (2009-2011)
- S5100 Protected Disclosures Policy (2007-2009)
- P5200 Protected Disclosures Policy (1997-2007)

POLICY HISTORY

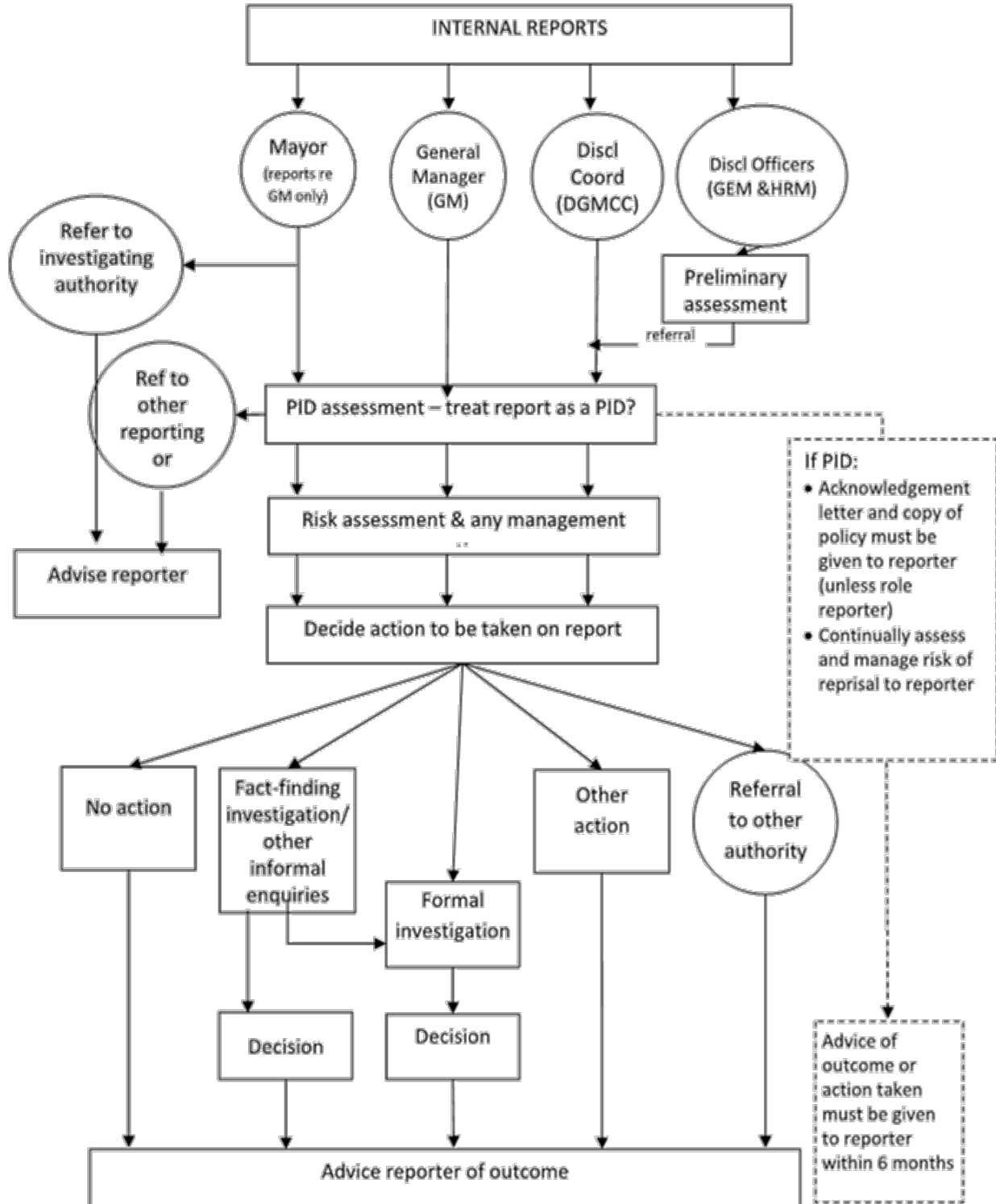
Responsible Officer	General Manager		
Approved by	General Manager		
Approval Date			
GM Signature (Authorised staff to insert signature)			
Next Review	1 February 2025		
Version Number	Endorsed by ELT	Endorsed by Council	Date signed by GM
1 Adopted	-	-	29/04/1997
2 Reviewed	-	-	25/03/2002
3 Reviewed	17/07/2007	24/07/2007	24/07/2007

4 Reviewed	-	21/04/2009	21/04/2009
5 Reviewed	-	23/08/2011	23/08/2011
6 Reviewed	24/11/2014	10/12/2014	16/12/2014
7 Reviewed	8/12/2020	16/03/2021	3/05/2021
8 Reviewed	14/02/2023	DD/MM/YYYY	DD/MM/YYYY

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Attachment A

INTERNAL REPORTING (PROTECTED DISCLOSURES) SYSTEM



Attachment B**SUMMARY OF NARRANDERA SHIRE COUNCIL'S ETHICAL GOVERNANCE – INTERNAL REPORTING (PROTECTED DISCLOSURES) POLICY**

Narrandera Shire Council does not tolerate corrupt conduct, maladministration or serious and substantial waste of public money.

Council is committed to the aims and objectives of the Public Interest Disclosures Act 1994. Council appreciates the value and importance of contributions from members of Council staff so as to improve administrative and management practices. Accordingly, Council strongly supports disclosures being made by members of Council staff which disclose corrupt conduct, maladministration, or serious and substantial waste.

1. What is Protected Disclosure?

Protection is available under the Public Interest Disclosures Act to public officials who voluntarily disclose information which shows or tends to show corruption, maladministration or serious and substantial waste of public money by a public authority or public official (refer to Policy for a more detailed description of these areas).

2. Who can receive a Protected Disclosure?

To be protected by the Public Interest Disclosures Act, a disclosure must be made by a member of Council staff or by a Councillor or a Council Contractor to the:

- *Disclosures Co-ordinator:*
Deputy GM Corporate & Community – Ph 6959 5511
- *Disclosures Officers:*
Governance and Engagement Manager – Ph 6959 5541
Human Resources Manager – Ph 6959 5535

General Manager – 6959 5500

Mayor – 6959 5500

NSW Ombudsman – Ph 9826 1000

Division of Local Government – Ph 4428 4100

Independent Commission Against Corruption – Ph 8281 5999

Information Commissioner Ph 1800 472 679

3. What protection is available?

The Public Interest Disclosures Act provides protection by imposing penalties, including fines and imprisonments, on persons who take detrimental action against another person in reprisal for a protected disclosure. Detrimental action means action causing, comprising or involving any of the following:

- Injury, damage or loss
- Intimidation or harassment

- Discrimination, disadvantage or adverse treatment in relation to employment or disciplinary proceedings.

A disclosure is not protected if:

- It is made frivolously or vexatiously (although all disclosures must be investigated);
- It is made to avoid disciplinary action; or
- It primarily questions the merits of a government policy.

4. What happens to the information provided?

The flowchart attached to this information sheet shows how a protected disclosure is dealt with after it has been made under the Internal Reporting Policy of Council. The flowchart provides and understanding of each step in the process.

The disclosure will be assessed by a Senior Officer of Council to determine whether it appears that the Public Interest Disclosures Act applies to the disclosure, and the appropriate action to be taken.

The disclosure may be internally investigated by a Senior Officer, or referred to ICAC, the NSW Ombudsman, the NSW Police, the Information Commissioner or the Division of Local Government (as appropriate) for investigation or other action.

The GM will determine the appropriate action to be taken as a consequence of any investigation that may be undertaken as a result of a disclosure. Any person who makes a disclosure will be notified within six months of the disclosure being made about the action taken or proposed in respect of his or her disclosure.

Any person who makes a disclosure and any Officer the subject of a disclosure will be advised of the outcome of any internal investigation.

5. Confidentiality

The identity of any person making a disclosure will be kept confidential by the member of Council staff responsible for dealing with the disclosure, except under the following circumstances:

- Where the person, himself or herself, discloses the information: or
- The person consents (in writing) to the release of his or her name: or
- It is essential, having regard to the principles of natural justice, that the identifying information should be disclosed to a person whom the disclosures concerns; or
- It is necessary to do so to investigate the matter effectively; or
- Release of the information is necessary in the public interest.

Decisions about fairness, effective investigation and public interest will be made by the Disclosure Coordinator, GM or Mayor, as appropriate. In all cases, the person who made the disclosure will be consulted about the matter.

Attachment C

Internal Report Form

Details of reporter <i>(You can make an anonymous report by leaving this section blank)</i>		
Name:		
Position:		
Division/Unit:		Preferred method of contact
Telephone:		<input type="checkbox"/> Telephone
Email:		<input type="checkbox"/> Email
Postal address:		<input type="checkbox"/> Post
Details of the wrongdoing being reported		
Description:		
<ul style="list-style-type: none"> • <i>What happened?</i> • <i>Where did this happen?</i> • <i>When did this happen?</i> • <i>Is it still happening?</i> • <i>[Attach an additional page if required]</i> 		
How did you become aware of this?		
Name and position of people involved in the wrongdoing:	Name	Position
Attach any additional relevant information or indicate where supporting evidence may be found:	Supporting evidence	Attached
		<input type="checkbox"/>
		<input type="checkbox"/>
Name and position of other people who may have additional information:	Name	Position
Statement		
I honestly believe that the above information shows or tends to show wrongdoing.		Date report submitted <i>(Essential information)</i>
Signature of reporter <i>(Do not sign if you want to make an anonymous report)</i>		

11. ACKNOWLEDGEMENT OF TRAINING RECEIVED

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

21.5 POLICY REVIEW - POL146 CATEGORISATION OF LAND AS FARMLAND FOR RATING**Document ID:** 660593**Author:** Finance Manager**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Policy**Attachments:** 1. **UNDER REVIEW POL146 Categorisation Land Farmland Rating****RECOMMENDATION**

That Council:

1. Reviews and endorses POL146 Categorisation of Land as Farmland for Rating Policy as presented for the purpose of public exhibition seeking community comment for a period of 28 days.
2. Deems POL146 Categorisation of Land as Farmland for Rating Policy as adopted should no submissions be received from the community at the conclusion of the exhibition period.

PURPOSE

The purpose of this report is to review POL146 Categorisation of Land as Farmland for Rating Policy.

SUMMARY

The intent of the policy is to:

- ensure that rate assessments categorised as 'Farmland' comply with the provisions of section 515(1) of the Local Government Act 1993
- provide clear guidelines and procedures in relation to the assessment of rateable land parcels for categorisation as Farmland for rating purposes
- ensure that all farmland assessments are determined using consistent measures and criteria
- ensure that the guidelines and procedures are implemented efficiently and effectively.

This review has been completed with no change to the policy. Next review date is scheduled for February 2025.

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

Policy

Strategy

N/A

Action

N/A

ISSUES AND IMPLICATIONS**Policy**

- Review existing policy

Financial

- Ensuring accurate recovery of notional income based on rate classifications in accordance with the Local Government Act, 1993.

Legal / Statutory

- Compliance with the provisions of section 515(1) of the Local Government Act 1993

Community Engagement / Communication

- Consultation is not required as the policy has not changed, and the scope is linked to the Local Government Regulation

Human Resources / Industrial Relations

- NA

RISKS

Not undertaking a periodical review of the policy may see Council not having a policy that reflects the current legislative provisions and referencing to associated policies.

OPTIONS

1. Adopt the policy as presented
2. Adopt the policy as presented with amendments
3. Refer the policy back to the staff for further amendment.

CONCLUSION

That Council endorses POL146 Categorisation of Land as Farmland for Rating Policy as presented for the purpose of Public Exhibition for a period of 28 days seeking community comment. Should no submissions be received at the conclusion of the exhibition period, deems adopted the Categorisation of Land as Farmland for Rating Policy.

RECOMMENDATION

1. Reviews and endorses POL146 Categorisation of Land as Farmland for Rating Policy as presented for the purpose of public exhibition seeking community comment for a period of 28 days.
2. Deems POL146 Categorisation of Land as Farmland for Rating Policy as adopted should no submissions be received from the community at the conclusion of the exhibition period.



Categorisation of Land as Farmland for Rating Policy 202X

POL146



Policy No:	POL146
Policy Title:	Categorisation of Land as Farmland for Rating
Section Responsible:	Finance
Minute No:	XXXXXX
Doc ID:	524411

1. INTENT

To ensure that rate assessments categorised as 'Farmland' comply with the provisions of section 515(1) of the Local Government Act 1993.

2. SCOPE

This policy applies to rate assessments within the Narrandera Shire proposed to be classified as 'Farmland' under Section 515 of the Local Government Act 1993.

3. OBJECTIVE

- To provide clear guidelines and procedures in relation to the assessment of rateable land parcels for categorisation as Farmland for rating purposes
- To ensure that all farmland assessments are determined using consistent measures.
- To ensure that the guidelines and procedures are implemented efficiently and effectively.
- To ensure assessment of farmland rating applications are determined using consistent criteria.

4. POLICY STATEMENT

It is recommended by the Office of Local Government that councils have an internal set of guidelines as to what factors will be used in determining categorisation as farmland for rating purposes. This policy has been produced in response to this recommendation.

In relation to the determination of rateable land parcels for categorisation as Farmland for rating purposes, Chapter 15, Part 3 and Part 3A of the *Local Government Act 1993*, as amended, must apply.

For land to be categorised as farmland in terms of Section 515(1) of the *Local Government Act 1993*, as amended, it must be:

1. Land is to be categorised as "**farmland**" if it is a parcel of rateable land valued as one assessment and its dominant use is for farming (that is, the business or industry of grazing, animal feedlots, dairying, pig-farming, poultry farming, viticulture, orcharding, bee-keeping, horticulture, vegetable growing, the growing of crops of any kind, forestry

or aquaculture within the meaning of the Fisheries Management Act 1994 , or any combination of those businesses or industries) which

- (a) has a significant and substantial commercial purpose or character, and
- (b) is engaged in for the purpose of profit on a continuous or repetitive basis (whether or not a profit is actually made).

2. Land is not to be categorised as farmland if it is rural residential land.
3. The regulations may prescribe circumstances in which land is or is not to be categorised as farmland.

5. PROVISIONS

5.1 GUIDELINES

5.1.1 Dominant Use

When determining dominant use, the following attributes will be considered but not limited to:

- Total rateable area being used for farming operations
- Income derived from farmland operation
- Intensity of farming activity

5.1.2 Significant and Substantial Commercial Purpose or Character

The activity must show a degree of commercial purpose or character and independent viability and not be a hobby or interest.

Commercial is described as the “interchange of goods or commodities especially on a large scale” and Business as “the purchase and sale of goods and services in an attempt to make a profit”.

5.1.3 Purpose of Profit on a Continuous or Repetitive Basis

The entity must have completed at least one cycle of farming operation, seasonal fluctuations should not affect the outcome. Whether a profit is made or not is not irrelevant to the question of being engaged in for the purpose of profit on a continuous or repetitive basis.

5.2 ASSESSING APPLICATIONS

5.2.1 Criteria

When assessing applications, the following criteria will be considered when determining categorisation as farmland:

- Land use – type of farming being carried out
- Land capacity – carrying capacity and return per hectare
- Area

- Ongoing and repetitive basis – it would be expected the activity to have completed at least one cycle or be operating for at least one year.

5.2.2 Land Used in Conjunction with Other Properties

Under the Local Government Act 1993, to be categorised as farmland the land must be a parcel of rateable land valued as one assessment. However, where a parcel of rateable land valued as one assessment is used in conjunction with other parcels of rateable land, Council may consider the total of all the parcels as one holding for the purpose of this policy, providing that all the parcels are owned or leased by the same entity.

5.2.3 Leased Land

Full details of the lease must be supplied, including area leased and activities undertaken.

5.2.4 Farm Stays/B&Bs

Information is required on tourist accommodation regarding the number of available rooms and the frequency of occupation.

5.2.5 Timing

- A property owner/s may make an application for farmland rating at any time.
- The effective date for category change of successful applications will be the date that Council receives the application.

5.2.6 Assessment

- Assessment shall be carried out by Council staff in accordance with Council's Procedures for Assessing Farmland for Rating Purposes Applications.
- A site visit by Council officers may be conducted as part of the assessment.
- The initial assessment will be carried out by the Revenue Officer who will make a recommendation and report for approval by the Deputy General Manager Corporate & Community.
- If additional substantiating information cannot be supplied and eligibility for farmland categorisation is indeterminate, benefit of the doubt will be granted and the property will be rated as farmland.

5.2.7 Incomplete Applications

If an applicant refuses to complete an application form or to provide sufficient information to enable a determination of the categorisation, the property shall be considered ineligible for farmland rating.

5.2.8 Right of Appeal

Council must notify the applicant of its decision within 40 days after application is made as per Section 525 (6) of the Local Government Act 1993. Should the decision be made to not rate the property as farmland, reasons must be included in the notification.

If the applicant is dissatisfied with the decision, the applicant has 30 days to appeal. The applicant may request a review of the decision by submitting their request in writing to the General Manager outlining the reasons they believe a property should be categorised farmland.

If the applicant remains dissatisfied with the outcome of the review an appeal against the declaration of category under Section 526 (1) of the Local Government Act 1993 must be lodged with the Land and Environment Court within 30 days after the declaration is made by Council.

If an applicant chooses to appeal to the Land and Environment Court against the categorisation, Council may obtain an independent review of the application. Council may appointment an independent advisor with agricultural experience to inspect the property and provide a written report.

5.2.9 Reviews

- Where a property is sold, transferred, or subdivided the owners shall be required to complete an application for farmland rating for determination.
- Council may carry out reviews when deemed necessary.
- Properties included in a periodic review are to be assessed under the same criteria as new applications.

5.2.10 Confidentiality

All information supplied with or contained within an application shall be treated as strictly confidential.

6. DEFINITIONS

- **Rateable land** means land that is rateable to an ordinary rate or a special rate, or both.
- **Rural residential land** means land that
 - a. is the site of a dwelling, and
 - b. is not less than two (2) hectares and not more than 40 hectares in area, and
 - c. is either
 - i. not zoned or otherwise designated for use under an environmental planning instrument, or
 - ii. zoned or otherwise designated for use under such an instrument for non-urban purposes, and
 - d. does not have a significant and substantial commercial purpose or character.

7. ROLES AND RESPONSIBILITIES

7.1.1 Property Owner/s

1. Property owners wishing to change the rating category of their land to farmland shall submit an Application for Farmland Rating Category.

2. Property owners wishing to appeal the outcome of their application shall do so within required timeframes.

7.1.2 Council

1. Applications for Categorisation of Land as Farmland for Rating Purposes shall be assessed by the Revenue Officer in accordance with Council’s Procedures for Assessing Farmland for Rating Purposes Applications.
2. Assessments shall be reviewed by the Senior Finance Officer.
3. Recommendations for approval or rejection of an application shall be reviewed by the Deputy General Manager Corporate & Community prior to the applicant being notified of the determination.
4. Appeals by ratepayers dissatisfied by an initial determination shall be assessed by the Finance Manager.
5. Recommendations regarding appeal outcomes shall be reviewed by the General Manager.

8. RELATED LEGISLATION

- Local Government Act (NSW) 1993; sections 493, 515, 519-527.

9. RELATED DOCUMENTS

- Procedures for Assessing Farmland for Rating Purposes Applications

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

- Not applicable

POLICY HISTORY

Responsible Officer	Finance Manager
Approved by	General Manager
Approval Date	DD Month YYYY
GM Signature (Authorised staff to insert signature)	
Next Review	28 February 2025

Version Number	Endorsed by ELT	Endorsed by Council	Date signed by GM
1 Adopted	13 October 2020	20 October 2020	4 December 2020
2 Reviewed	14 February 2023	DD/MM/YYYY	DD/MM/YYYY

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21.6 POLICY REVIEW - POL049 OBTAINING LEGAL ADVICE

Document ID: 661219

Author: Executive Assistant

Authoriser: General Manager

Theme: Policy

Attachments: 1. UNDER REVIEW POL049 Obtaining Legal Advice

RECOMMENDATION

That Council:

1. Adopts POL049 Obtaining Legal Advice Policy as presented.

PURPOSE

The purpose of this report is to present POL049 Obtaining Legal Advice Policy to Council for adoption.

SUMMARY

Legal services obtained by Council generally relates to:

- Litigation –planning and other matters
- Advice in relation to the preparation of legal instruments
- Preparation of contracts and advice on other matters
- Conveyancing.

The legal advice is provided by law firms which have standing arrangements with Council and have the relevant expertise in the areas of law from which the advice is sought.

This policy does not apply in insurance matters where the insurer recommends and seeks to pursue a legal action.

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

Theme

Policy

Strategy

N/A

Action

N/A

ISSUES AND IMPLICATIONS

Policy

- POL049 Obtaining Legal Advice

Financial

- Fees incurred at the rates set by advisors.
- Council has a budget line-item for legal advice.

Legal / Statutory

- Local Government Act 1993
- Local Government (General) Regulation 2005

Human Resources / Industrial Relations (if applicable)

N/A

RISKS

N/A

OPTIONS

1. Adopt POL049 Obtaining Legal Advice Policy.
2. Refer POL049 Obtaining Legal Advice Policy back to staff for further amendment and to be returned to Council for further review.

CONCLUSION

That Council adopts POL049 Obtaining Legal Advice Policy as presented.

RECOMMENDATION

That Council:

Adopts POL049 Obtaining Legal Advice Policy as presented.



Obtaining Legal Advice Policy 202X

POL049



NARRANDERA SHIRE COUNCIL

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Phone: 02 6959 5510
Fax: 02 6959 1884



Policy No: POL049
Policy Title: Obtaining Legal Advice Policy
Section Responsible: Executive Services
Minute No/Ref: XXXXXXX
Doc ID: 8389

1. INTENT

The purpose of this policy is to provide guidelines for obtaining legal advice/service and to confirm who may give instructions for the purpose of obtaining legal advice.

2. SCOPE

Legal services obtained by Council generally relates to:

- Litigation – both planning matters and other matters.
- Advice in relation to the preparation of legal instruments.
- Preparation of contracts and advice on other matters.
- Conveyancing.

The legal advice is provided by law firms which have standing arrangements with Council and have the relevant expertise in the areas of law from which the advice is sought. This policy does not apply in insurance matters where the Insurer recommends and seeks to pursue a legal action.

3. OBJECTIVE

The policy acknowledges Council's resolution to be informed if/when legal advice/services are expected to exceed \$5,000.

4. POLICY STATEMENT

From time-to-time issues may arise about access to legal advice. This can relate to requests by Councillors as well as requests by Council staff. Legal advice attracts legal privilege, the effect of which is that the recipient of the advice is not required to disclose the advice to third parties.

5. PROVISIONS

5.1 AUTHORITY TO OBTAIN LEGAL SERVICES

The power to issue instructions to Council's solicitors to provide legal advice is with the General Manager. This has been given to the General Manager when Council delegated all of its powers to the General Manager, except for those powers which Council cannot delegate under the Act. In turn the General Manager has delegated powers to staff.

- Defending an action against Council by another party.
- Initiating prosecutions for day-to-day matters, for example, failure to pay a fine or over a contractual breach.
- Initiating legal action to protect an interest of Council, for example a rating matter. Point of principle matters may also involve a further appeal or defence to a higher court.
- Seeking legal advice on matters relating to litigation.
- Seeking legal advice on the prospects of potential litigation to further Council's interest.
- Seeking legal advice on the interpretations of laws, regulations, planning instruments, policies and provisions contained in contracts and leases.
- Drafting contracts, leases, agreements, deeds, licenses, MOU's and other instruments.
- Ad-hoc advice or guidance on whether contemporary issues may have legal implications; for example, reviewing draft documents prepared by Council, GIPAA, ICAC and Administrative Decision Tribunal (ADT) matters, Plans of Management etc.

5.2 REPORTING TO COUNCIL

The General Manager will report to Council at each Ordinary Meeting through the Income Statement Report the detail of the legal expenses and expenditure, including a breakdown of that expenditure from the commencement of the financial year period.

Additionally, the General Manager will advise Council of a legal action/service that is likely to exceed \$5000.

6. DEFINITIONS

- **NSC:** Narrandera Shire Council.

7. ROLES AND RESPONSIBILITIES

The role of the General Manager is to protect Council's legal interests. If relevant, and wherever possible, mediation should be exhausted before legal action is commenced. In all of the above situations, legal proceedings are not commenced without the concurrence of the General Manager, except in minor enforcement matters.

- Council may instruct its legal representatives, through the General Manager, at any time on any matter provided it is by formal resolution.

- The General Manager may instruct Council's legal representatives on all matters, consistent with Council decisions and policies. If the General Manager proposes to give instructions to commence legal proceedings (including an appeal), but excluding minor enforcement or prosecution matters, the General Manager shall consult the Council.
- The General Manager may instruct Council's legal representatives for day-to-day matters including the commencement of legal proceedings in minor enforcement or prosecution matters. This authority may be sub delegated to appropriate staff in accordance with the requirements of the General Manager.

8. RELATED LEGISLATION

- Local Government Act 1993
- Local Government (General) Regulation 2005

9. RELATED POLICIES AND DOCUMENTS

- CS330 Legislative Compliance Policy

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:

- ES280 Obtaining Legal Advice

POLICY HISTORY

Responsible Officer	General Manager		
Approved by	General Manager		
Approval Date			
GM Signature (Authorised staff to insert signature)			
Next Review	1 February 2025		
Version Number	Endorsed by ELT	Endorsed by Council	Date signed by GM

1 Adopted	-	15/05/2012	17/05/2012
2 Reviewed	22/12/2020	16/03/2021	3/05/2021
3 Reviewed	14/02/2023	DD/MM/YYYY	DD/MM/YYYY

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12. Acknowledgement of Training Received (if required)

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

21.7 POLICY REVIEW - POL051 COUNCILLOR ACCESS TO INFORMATION, INTERACTIONS WITH STAFF AND ACCESS TO COUNCIL PREMISES

Document ID: 661221

Author: Executive Assistant

Authoriser: General Manager

Theme: Policy

Attachments: 1. UNDER REVIEW POL051 Councillor Access Info Staff Premises

RECOMMENDATION

That Council:

1. Adopts POL051 Councillor Access to Information, Interactions with Staff and Access to Council Premises Policy as presented.

PURPOSE

The purpose of this report is to present policy POL051 Councillor Access to Information, Interactions with Staff and Access to Council Premises, to Council for adoption.

SUMMARY

Councillors must have access to information and staff to ensure the smooth functioning of the Council.

This policy establishes the protocols to be followed so that access to information and staff is facilitated through appropriate internal channels or legally available channels.

The policy provides direction on Councillors' rights of access to the Council Administration Centre.

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

Theme

Policy

Strategy

N/A

Action

N/A

ISSUES AND IMPLICATIONS

Policy

- POL051 Councillor Access to Information, Interactions with Staff and Access to Council Premises

Financial

- N/A

Legal / Statutory

- Local Government Act 1993
- Local Government (Meeting) Regulations
- The Government Information (Public Access) Act 2009 (NSW)
- Privacy and Personal Information Protection Act 1998
- State Records Act 1996
- Environmental Planning and Assessment (EPA) Act 1979

Human Resources / Industrial Relations (if applicable)

- N/A

RISKS

N/A

OPTIONS

1. Adopt POL051 Councillor Access to Information, Interactions with Staff and Access to Council Premises.
2. Refer POL051 Councillor Access to Information, Interactions with Staff and Access to Council Premises Policy back to staff for further amendment and to be returned to Council for further review.

CONCLUSION

That Council adopts POL051 Councillor Access to Information, Interactions with Staff and Access to Council Premises Policy as presented.

RECOMMENDATION

That Council:

1. Adopts POL051 Councillor Access to Information, Interactions with Staff and Access to Council Premises Policy as presented.



Councillor Access to Information, Interactions with Staff and Access to Council Premises 202X

POL051



NARRANDERA SHIRE COUNCIL

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

Phone: 02 6959 5510
Fax: 02 6959 1884



Policy No:	POL051
Policy Title:	Councillor Access to Information, Interactions with Staff and Access to Council Premises Policy
Section Responsible:	Executive Services
Minute No:	XXXXXXX
Doc ID:	8362

1. INTENT

Councillors must have access to information and staff to ensure the smooth functioning of the Council. This policy establishes the protocols to be followed so that access to information and staff is facilitated through appropriate internal channels or legally available channels.

The policy provides direction on Councillors' rights of access to the Council Administration Centre.

2. SCOPE

This policy applies to:

- all Councillors of Narrandera Shire Council.
- all employees, contractors and volunteers working on behalf of the Narrandera Shire Council in whatever capacity.

3. OBJECTIVE

The objectives of this policy are to:

1. Provide a standard approach by which Councillors can access Council records.
2. Ensure accessibility to Councillors of all documents that are required by them to undertake their statutory responsibilities.
3. Ensure that Councillors receive accurate and timely advice to aid them in the performance of their civic responsibilities.
4. Facilitate the appropriate level of access to staff.
5. Facilitate a harmonious and respectful relationship between Councillors and staff considering the differing roles that they are required to undertake as defined in the Local Government Act.
6. Complement the Code of Meeting Practice, the Council's Code of Code of Conduct.

4. POLICY STATEMENT

Narrandera Shire Council is committed to:

- Cooperation and collaboration between Council staff and its elected members.
- On-going professional development of elected members.
- Clear distinction between enquiries of civic and personal nature.

5. PROVISIONS

5.1 COUNCILLOR ACCESS INFORMATION

Open Access Information – Section 6 (1) of the Government Information (Public Access) Act 2009 (GIPA) provides that the Council must make government information that is open access information publicly available. Open access information is made available through Council's website or it may be viewed by appointment during office hours. Appointments can be made through Executive Services.

The General Manager and the Public Officer are responsible for ensuring that members of the public and Councillors can gain access to the documents that are publicly available.

Rights of Access to Information: The General Manager must provide Councillors with information sufficient to enable them to carry out their civic office functions.

A Councillor may request the General Manager to provide them with access to a document or other record of Council relating to a matter which is, or is to be, or has been, under consideration of the Council. Councillors are entitled to access all files, records, or other documents where that document is identified as Open Access under GIPA or to a matter currently before the Council.

Councillors can request access to other documents of the Council by a GIPA application.

Information provided to a Councillor in the performance of their civic duties must also be available to any other Councillors who request it.

Councillors who have a personal (as distinct from civic) interest in a document of Council have the same rights as any other person. Councillors can request access to other documents of the Council by making an application under GIPA.

Refusal of Access to Documents – Where the General Manager and or Public Officer determine to refuse access to a document sought by a Councillor, they must act reasonably in reaching this decision, they must take into account whether or not the document sought is required for the Councillor to perform their civic duty. The General Manager or the Public Officer must then give the option of applying for the documents under the GIPA and if access is still refused must state the reasons for the decision (as specified under the provisions of GIPA). For example, Councillors will not be provided with access to staff records. Cases of any refusal will be based on the requirements of GIPA in consideration of overriding public interests against disclosure.

Responsibility/Accountability - Councillors must not release personal information about a third party except in accordance with the provisions of the Privacy and Personal Information Act. Information can be obtained in Council's privacy Management Plan and the Public Officer can also advise on this.

Regarding information obtained in the capacity as a Council Official, Councillors must:

- Only access Council information needed for Council business.
- Not use that Council information for private purposes.
- Not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for themselves, or any other person or body, from information to which they have by virtue of their office or position with Council; and
- Only release Council information in accordance with established Council policies and procedures and in compliance with relevant legislation.

Councillors and staff are responsible for ensuring that any breaches of this policy are reported to the General Manager.

Where the breach relates to the conduct of a Councillor, the General Manager is responsible for immediately reporting the matter to the Mayor and where the breach relates to the conduct of the Mayor, the General Manager is responsible for reporting this to Council.

Where the breach relates to the conduct of staff the General Manager is responsible for taking appropriate disciplinary action if the breach is proven.

Use and Security of Confidential Information – Councillors must maintain integrity and security of confidential documents or information in their possession, or for which they are responsible.

In addition to their general obligations relating to the use of Council information, Councillors must:

- Protect confidential information.
- Only use confidential information for the purpose it is intended to be used.
- Not use confidential information gained through their official position for the purpose of securing a private benefit for themselves or any person.
- Not use confidential information with the intention to cause harm or detriment to the Council or any other person or body; and
- Not disclose any information discussed during confidential session of a Council Meeting.

5.1.1 Right of Review

If a Councillor is concerned about any refusal to provide information, he/she should firstly raise the matter with the General Manager (or the Mayor if it was the General Manager who refused to provide the information) and refer to the Code of Conduct Policy.

For refusal of access under GIPA a Councillor may ask for an internal review or an external review by the Information Commissioner. For more information go to www.oic.nsw.gov.au.

5.2 INTERACTION BETWEEN COUNCILLORS AND STAFF

5.2.1 During meetings

interaction between Councillors and staff at Council meetings and committee meetings is regulated by:

- Section 360 of the Local Government Act
- Part 10 Sections 232 - 235 of the Local Government (General) Regulation
- Council's Code of Conduct
- Council's Code of Meeting Practice

Councillors at Council Meetings can ask questions of other Councillors by going through the Chair, ask questions of Council staff by going through the Chair and then the General Manager and bring forward Notices of Motion, Questions on Notice and matters of urgency where relevant notice has been provided and procedure followed.

As defined by Council's Code of Meeting Practice, at a Council Meeting, Councillors may put a question through the Chair to the General Manager to a member of staff to clarify a matter that is before the Council.

5.2.2 Outside of meetings

The General Manager is responsible to the Council for the performance of all staff and day to day management of Council. Therefore, it is appropriate that all requests for information and approaches to staff on matters not generally available to the public and which are outside the forum of Council and Committee meetings, be directed to the General Manager or to person(s) nominated by the General Manager.

Persons nominated by the General Manager include the Deputy General Managers. Only the General Manager and Deputy General Managers can provide advice to Councillors. The General Manager and/or Deputy General Managers may from time to time nominate another staff member to provide advice to Councillors.

Requests for actions, services or maintenance may be made by contacting the Customer Service Centre or in writing by completing a Councillor Request Form and submitting it to the Corporate Services section. Staff should ensure that all requests form part of Council records for as long as required.

When a detailed report is required, a Notice of Motion should be made to Council.

If a Councillor is concerned about any refusal to provide information, the matter should be raised with the General Manager. If the Councillor is still dissatisfied, they should request the information by way of a Question on Notice to the Council.

Councillors who have lodged a Development Application must not discuss their application with operational staff unless the Deputy General Manager Infrastructure or General Manager is present. All enquiries must be directed through the General Manager or Deputy General Managers. Discussions must be documented.

Councillors shall not approach operational members of staff directly for information or advice, other than public contact staff and then only for routine administrative matters.

The Mayor may communicate with Council staff while fulfilling the Mayor's responsibilities and the General Manager is responsible for keeping the Mayor informed of all matters relevant to those responsibilities.

Operational staff members will not approach Councillors directly on other than routine administrative matters. Any other contact with Councillors must be arranged through their Deputy General Manager or the General Manager.

Staff members will not lobby Councillors on policy issues.

Councillors must not attempt to direct or influence staff as to the performance of their work.

Councillors must not request staff to undertake work of a personal nature for them or any other person.

Councillors are encouraged to attend informal functions where staff are in attendance when the General Manager and Deputy General Managers are also in attendance. This is to facilitate positive relations between staff and Councillors. Examples include staff Christmas functions, staff award breakfast. All interactions at these informal functions must comply with this policy.

5.3 COUNCILLOR ACCESS TO COUNCIL OFFICES

As elected members of the Council, Councillors are entitled to have unimpeded access to all public areas, the Council Chamber, Mayor's Office, and meeting rooms.

Councillors who are not in pursuit of their civic duties only have the same rights of access to Council buildings and premises as any other member of the public. Appropriate protocols with respect to meeting WH&S requirements need to be followed in this instance with building entry sign-in being required as is the case for any other member of the public.

Councillors may not enter "staff only" areas unless with the permission of the General Manager or Deputy General Managers.

Appropriate interactions between Councillors and staff and vice versa are required to be respectful and courteous and in line with Council's Code of Conduct obligations.

6. DEFINITIONS

- **Councillors:** all elected representatives of Narrandera Shire Council as defined by the Local Government Act 1993.

- **The role of the Council:** is to determine the strategic direction and determine the policy framework of the Council. The Council has a statutory role as the consent authority under the Local Government Act and the Environmental Planning and Assessment Act.
- **The role and function of the General Manager:** is to effectively manage the organisation, direct staff and implement Council's policies and strategic objectives.
- **Statutory Provisions relating to Access to Council records:** are contained in the Local Government Act (LGA), the Government Information (Public Access) Act 2009 (NSW) and the Privacy and Personal Information Protection Act (PIPPA).
- **Council's Public Officer:** is the Deputy General Manager Corporate and Governance Officer in support.
- **Operational Staff:** are defined as any staff member below the level of Deputy General Manager.
- **Public Contact Staff:** Customer Service staff and Corporate Support staff.
- **Documents:** are files and correspondence; public registers; development and other applications.

7. ROLES AND RESPONSIBILITIES

- As above.

8. RELATED LEGISLATION

- Local Government Act 1993
- Local Government (Meeting) Regulations
- The Government Information (Public Access) Act 2009 (NSW)
- Privacy and Personal Information Protection Act 1998
- State Records Act 1996
- Environmental Planning and Assessment (EPA) Act 1979

9. RELATED POLICIES AND DOCUMENTS

- The Code of Conduct
- The Code of Meeting Practice
- Under Careful Consideration: Key Issues for Local Government (ICAC)
- Good Conduct & Administrative Practice-Guidelines for Councils (NSW Ombudsman)

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:

- ES30 Councillors Access to Information and Interactions with Staff and Access to Council Premises 2014.

POLICY HISTORY

Responsible Officer	General Manager		
Approved by	General Manager		
Approval Date			
GM Signature <i>(Authorised staff to insert signature)</i>			
Next Review	1 February 2025		
Version Number	Endorsed by ELT	Resolved by Council	Date signed by GM
1 Adopted	-	-	15/07/2008
2 Reviewed	-	-	9/12/2011
3 Reviewed	27/10/2014	18/11/2014	19/11/2014
4 Reviewed	28/07/2020	15/09/2020	4/12/2020
5 Reviewed	14/02/2023	DD/MM/YYYY	DD/MM/YYYY

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22 STATUTORY AND COMPULSORY REPORTING – DEVELOPMENT SERVICES REPORTS

22.1 DEVELOPMENT & ENVIRONMENT SERVICES ACTIVITIES - FEBRUARY 2023

Document ID: 661502

Author: Administration Assistant

Authoriser: Deputy General Manager Infrastructure

Theme: Statutory and Compulsory Reporting – Development Services

Attachments: Nil

RECOMMENDATION

That Council:

1. Receives and notes the Development Services Activities Report for February 2023

PURPOSE

The purpose of this report is to inform Council of Development Applications and other development services provided during February 2023.

BACKGROUND

Development & Complying Development Applications

A summary of Development & Complying Development Applications processed during February 2023 detailed in the following table:

Stage Reached	February
Lodged	4
Stop-the-Clock / Under Referral / Awaiting Information	-
Under Assessment	3
Determined	4

The value of Development and Complying Development Applications approved by Council during February 2023 is detailed in the following tables:

Development Type	2022/2023			
	February		Year to Date	
	Number	Value \$	Number	Value \$
Residential	4	\$ 616,640	22	\$ 3,524,265
Industrial			1	\$ 146,000
Commercial			14	\$ 5,171,265
Rural Residential			0	\$ -
Subdivisions			2	\$ -
Other			0	\$ -
TOTAL	4	\$ 616,640	39	\$ 8,841,530

Under the provisions of section 4.59 of the Environmental Planning and Assessment Act Narrandera Shire Council determined the following development applications, applications for modification of development consents and complying development certificate applications during February 2023.

February 2023

No	Type	Address	Development Type	Determination	STC / RFI Days	ACTIVE Business Days
031-22-23	L	67-73 Boundary Rd NARRANDERA	1 into 6 lot subdivision	Conditionally Approved	-	17
033-22-23	L	17 Hankinson St NARRANDERA	Shed	Conditionally Approved	-	12
034-22-23	L	78 Larmer St NARRANDERA	Dwelling alterations	Conditionally Approved	-	11
035-22-23	L	2 Crescent St NARRANDERA	Garage	Conditionally Approved	-	12

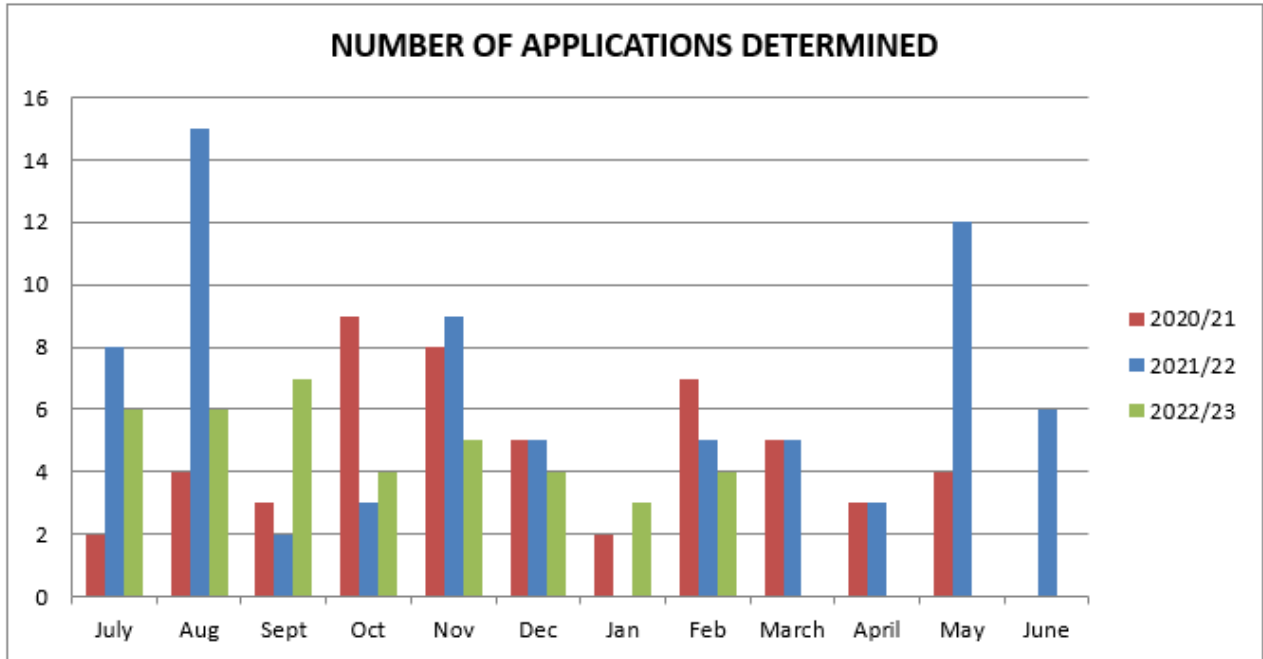
Type explanation

Local (L) – Delegated authority	Merit based assessment where development consent is required. Target determination time of 40 business days.
Council (L/C)	Local development determined by Council at an ordinary meeting.
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 (CDC)	Fast track approval process without the need for a full development application if specific criteria are met.

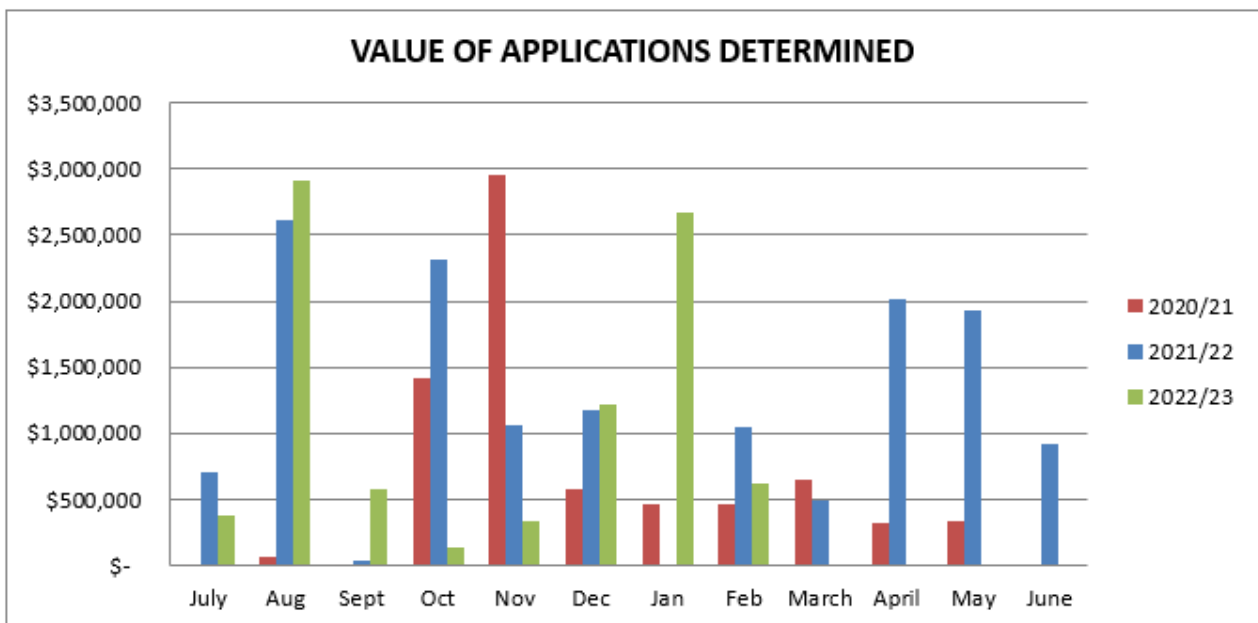
Comparison determination times

2020-21	Narrandera Shire Council average	30 days
2021-22	Narrandera Shire Council average	25 days
2022-23	Narrandera Shire Council average YTD	18.3 days

This graph details the comparative number of Development and Complying Development Applications determined by month since 2020-21.



This graph details the comparative value of Development & Complying Development Applications determined by month since 2020-21.



*2021/22 August figures exclude \$13,915,445 for 2 micro solar farms

Certificates Issued

A summary of other development services activities undertaken during February 2023 is detailed in the following table:

Certificate Type	February
Construction Certificates	1
Building Certificates	1
Subdivision Certificates	1
Occupation Certificates	1
Section 10.7 (previously 149) Certificates	22
Swimming Pool Compliance Certificates	1
On-Site Septic Management System Certificates	1
S68 Approvals	-

Construction Activities

A summary of Critical Stage building inspections undertaken during February 2023 is detailed in the following tables:

Building Surveyor Inspections	February
Critical Stage Inspections	7

Compliance Activities

A summary of compliance services activities undertaken during December 2022 and January 2023 is detailed in the following tables:

Companion Animal Activity – Dogs	February
Impounded	8
Returned	1
Rehomed	4

Companion Animal Activity – Cats	February
Impounded	6
Returned	-
Rehomed	1

Compliance Activity	February
Call outs	3
Infringement warnings/fines issued	-
Menacing/Dangerous dog incidents	-

RECOMMENDATION

That Council:

Receives and notes the Development Services Activities Report for February 2023

23 STATUTORY AND COMPULSORY REPORTING – FINANCIAL / AUDIT REPORTS**23.1 INCOME STATEMENT - FEBRUARY 2023****Document ID: 660583****Author: Finance Manager****Authoriser: Deputy General Manager Corporate and Community****Theme: Statutory and Compulsory Reporting – Financial / Audit****Attachments: 1. February 2023 Income Statement.pdf****RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the Income Statement report for the period ending 28 February 2023.

PURPOSE

The purpose of this report is to present Council with the Statement of Income for the period ending 28 February 2023.

SUMMARY

This report contains operating income and expenditure for Council's General, Water and Sewer Funds. This statement will differ from that in the Annual Financial Statements due to the accrual process and calculation of depreciation.

BACKGROUND**Adopted Budget**

The original budget was adopted by Council on 21 June 2022. 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 2022-23 were issued on 4 July 2022.

Depreciation

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

Major Variations to Budget

There are no major variations to budget evident.

CONCLUSION

Council receives and notes the information contained in the Income statement report for the period ending 28 February 2023.

RECOMMENDATION

That Council:

Receives and notes the information contained in the Income Statement report for the period ending 28 February 2023.

Narrandera Shire Council

Consolidated Income Statement
for the period ending 28 February 2023

	Original Budget	Dec Revised Budget	Actual YTD
Income from continuing operations			
Rates and annual charges	8,597	8,589	8,597
User charges and fees	3,213	4,033	2,131
Other revenues	721	941	800
Grants and contributions provided for operating purposes	7,643	4,079	5,947
Grants and contributions provided for capital purposes	7,739	20,131	3,106
Interest and investment revenue	228	604	57
Other income	225	225	134
Net gain from the disposal of assets	92	292	381
Total income from continuing operations	28,458	38,894	21,153
Expenses from continuing operations			
Employee benefits and on-costs	8,450	8,257	5,221
Materials and services	5,732	7,145	5,190
Borrowing costs	47	47	24
Depreciation and amortisation	6,117	6,117	3,059
Impairment of receivables	6	6	3
Other expenses	404	404	227
Net loss from the disposal of assets	-	-	-
Total expenses from continuing operations	20,756	21,976	13,724
Operating result from continuing operations	7,702	16,918	7,430
Operating result from discontinued operations	-	-	-
Net operating result for the year attributable to Council	7,702	16,918	7,430
Net operating result for the year before grants and contributions provided for capital purposes	(37)	(3,213)	4,324

Narrandera Shire Council

General Fund Income Statement
for the period ending 28 February 2023

	Original Budget	Dec Revised Budget	Actual YTD
Income from continuing operations			
Rates and annual charges	6,254	6,246	6,247
User charges and fees	1,615	2,435	1,320
Other revenues	721	941	800
Grants and contributions provided for operating purposes	7,643	4,079	5,947
Grants and contributions provided for capital purposes	4,671	15,426	3,065
Interest and investment revenue	136	395	45
Other Income	225	225	134
Net gain from the disposal of assets	92	292	381
Total income from continuing operations	21,357	30,039	17,939
Expenses from continuing operations			
Employee benefits and on-costs	7,769	7,547	4,760
Materials and services	3,753	5,203	4,089
Borrowing costs	8	8	4
Depreciation and amortisation	5,097	5,097	2,549
Impairment of receivables	6	6	3
Other expenses	404	404	227
Net loss from the disposal of assets	-	-	-
Total expenses from continuing operations	17,037	18,265	11,632
Operating result from continuing operations	4,320	11,774	6,308
Operating result from discontinued operations	-	-	-
Net operating result for the year attributable to Council	4,320	11,774	6,308
Net operating result for the year before grants and contributions provided for capital purposes	(351)	(3,652)	3,243

Narrandera Shire Council

Water Fund Income Statement
for the period ending 28 February 2023

	Original Budget	Dec Revised Budget	Actual YTD
Income from continuing operations			
Rates and annual charges	846	846	848
User charges and fees	1,421	1,421	741
Other revenues	-	-	-
Grants and contributions provided for operating purposes	-	-	-
Grants and contributions provided for capital purposes	10	118	20
Interest and investment revenue	76	146	5
Other income	-	-	-
Net gain from the disposal of assets	-	-	-
Total income from continuing operations	2,353	2,531	1,614
Expenses from continuing operations			
Employee benefits and on-costs	343	372	276
Materials and services	1,264	1,233	729
Borrowing costs	-	-	-
Depreciation and amortisation	667	667	334
Impairment of receivables	-	-	-
Other expenses	-	-	-
Net loss from the disposal of assets	-	-	-
Total expenses from continuing operations	2,274	2,272	1,339
Operating result from continuing operations	79	259	276
Operating result from discontinued operations	-	-	-
Net operating result for the year attributable to Council	79	259	276
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	69	141	256

Narrandera Shire Council

Sewer Fund Income Statement
for the period ending 28 February 2023

	Original Budget	Dec Revised Budget	Actual YTD
Income from continuing operations			
Rates and annual charges	1,497	1,497	1,502
User charges and fees	177	177	70
Other revenues	-	-	-
Grants and contributions provided for operating purposes	-	-	-
Grants and contributions provided for capital purposes	3,058	4,587	21
Interest and investment revenue	16	63	7
Other income	-	-	-
Net gain from the disposal of assets	-	-	-
Total income from continuing operations	4,748	6,324	1,600
Expenses from continuing operations			
Employee benefits and on-costs	338	338	185
Materials and services	715	709	372
Borrowing costs	39	39	20
Depreciation and amortisation	353	353	177
Impairment of receivables	-	-	-
Other expenses	-	-	-
Net loss from the disposal of assets	-	-	-
Total expenses from continuing operations	1,445	1,439	754
Operating result from continuing operations	3,303	4,885	847
Operating result from discontinued operations	-	-	-
Net operating result for the year attributable to Council	3,303	4,885	847
Net operating result for the year before grants and contributions provided for capital purposes	245	298	826

23.2 STATEMENT OF INVESTMENTS - FEBRUARY 2023

Document ID: 660762

Author: Finance Manager

Authoriser: Deputy General Manager Corporate and Community

Theme: Statutory and Compulsory Reporting – Financial / Audit

Attachments: Nil

RECOMMENDATION

That Council:

1. Receives and notes the report indicating Council’s Fund Management position.
2. Notes the Certificate of the Responsible Accounting Officer and adopts the report as at 28 February 2023.

PURPOSE

The purpose of this report is to present to Council the investments held as at 28 February 2023.

SUMMARY

<u>Fund Balance (GL)</u>	
General	18,993,919.08
Water	6,094,045.64
Sewerage	2,616,027.30
Trust	86,009.33
	27,790,001.35

BACKGROUND

The actual interest income to 28 February 2023 is \$357,682 and compares unfavourably with the budget for the month of \$368,600.

The income statement reports the actual cash received for the year and varies to the amount reported here.

Included in this report are the following items that highlight Council’s investment portfolio performance for the month and an update on the investment environment:

- a. Council’s investment for the month
- b. Application of Investment Funds
- c. Investment Portfolio Performance
- d. Investment Commentary
- e. Responsible Officer Certification

a. Council Investments

Council Term Deposits					
Borrower	Value	%	Yield	Rating	Maturity
Bendigo Bank	1,000,000.00	3.61%	4.00%	A-2	30 Jun 2023
National Australia Bank (On call)	2,203,992.02	7.96%	0.10%	A-1+	28 Feb 2023
National Australia Bank	1,000,000.00	3.61%	1.85%	A-1+	19 Apr 2023
National Australia Bank	1,000,000.00	3.61%	3.93%	A-1+	9 Aug 2023
National Australia Bank	1,000,000.00	3.61%	4.45%	A-1+	29 Sep 2023
National Australia Bank	1,000,000.00	3.61%	4.05%	A-1+	5 Oct 2023
National Australia Bank	1,000,000.00	3.61%	4.20%	A-1+	5 Dec 2023
National Australia Bank	1,000,000.00	3.61%	4.77%	A-1+	15 Jan 2024
Commonwealth Bank	1,000,000.00	3.61%	1.00%	A-1+	9 Mar 2023
Commonwealth Bank	1,000,000.00	3.61%	1.88%	A-1+	14 Apr 2023
Commonwealth Bank	1,000,000.00	3.61%	2.97%	A-1+	16 May 2023
Commonwealth Bank	750,000.00	2.71%	3.23%	A-1+	2 Jun 2023
Commonwealth Bank	1,000,000.00	3.61%	3.68%	A-1+	8 Jun 2023
Commonwealth Bank	1,000,000.00	3.61%	4.30%	A-1+	21 Jun 2023
Commonwealth Bank	1,000,000.00	3.61%	4.88%	A-1+	20 Dec 2023
Commonwealth Bank	1,000,000.00	3.61%	4.61%	A-1+	6 Feb 2024
Commonwealth Bank	1,000,000.00	3.61%	5.06%	A-1+	27 Feb 2024
Suncorp	1,000,000.00	3.61%	3.96%	A-1	26 Jul 2023
Westpac Bank	1,000,000.00	3.61%	1.10%	A-1+	16 Mar 2023
Westpac Bank	1,000,000.00	3.61%	1.88%	A-1+	12 Apr 2023
Westpac Bank	1,000,000.00	3.61%	2.87%	A-1+	26 May 2023
Westpac Bank	1,000,000.00	3.61%	4.11%	A-1+	25 Aug 2023
Westpac Bank	1,000,000.00	3.61%	4.17%	A-1+	1 Sep 2023
Westpac Bank	1,000,000.00	3.61%	4.28%	A-1+	23 Oct 2023
Westpac Bank	750,000.00	2.71%	4.18%	A-1+	5 Nov 2023
Westpac Bank	1,000,000.00	3.61%	4.36%	A-1+	22 Nov 2023
Westpac Bank	1,000,000.00	3.61%	4.78%	A-1+	8 Jan 2024
Total Council Funds	27,703,992.02	100%			
Trust Term Deposits					
Borrower	Value	%	Yield	Rating	Maturity
Bendigo Bank (Tourist)	32,499.57	32.38%	0.70%	A-2	21 Mar 2023
National Australia Bank (Art)	53,509.76	67.62%	3.70%	A-1+	2 Aug 2023
Total Trust Funds	86,009.33	100%			

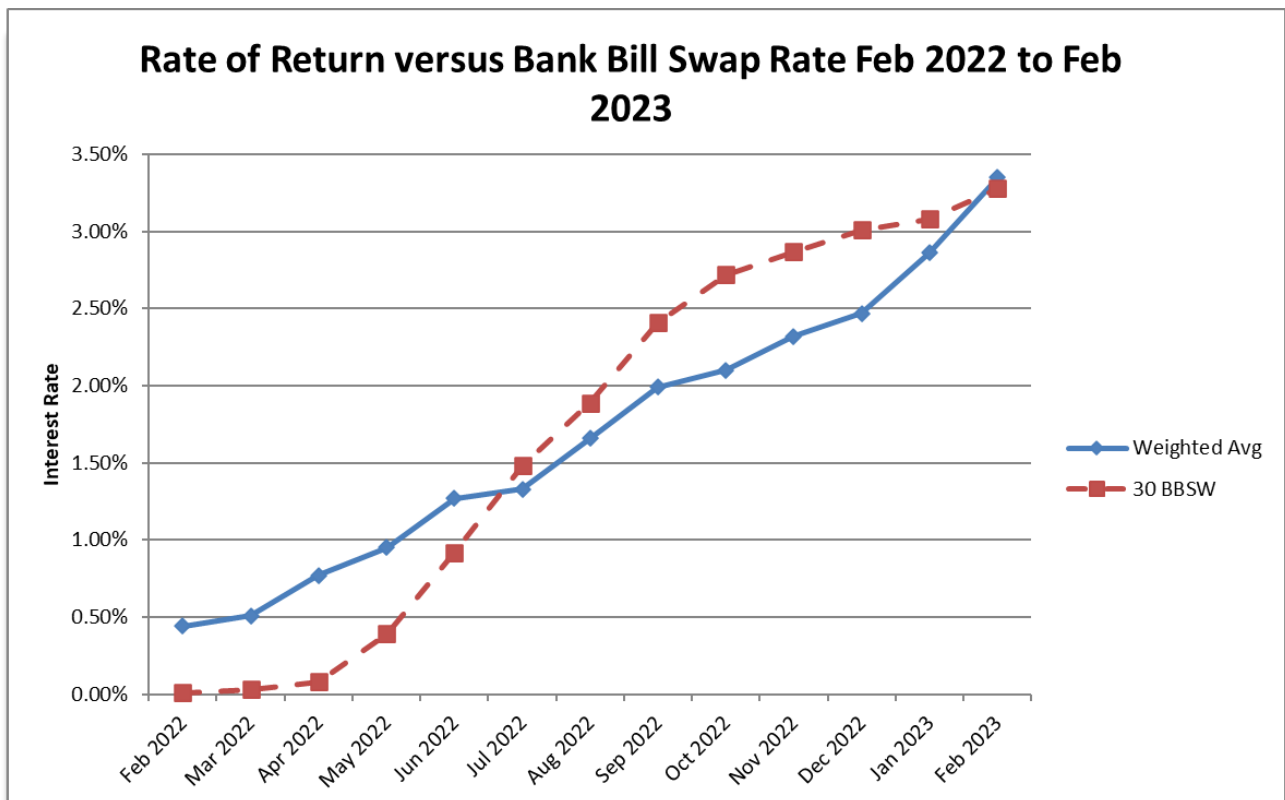
Individual Limits					
Institution	Rating		Value	Council %	
Bendigo Bank	BBB+	A2	\$ 1,032,499.57	3.7%	Max 10%
Elders Rural Bank	BBB+	A2	\$ -	0.0%	Max 10%
IMB	BBB	A3	\$ -	0.0%	Max 10%
NAB	AA-	A1+	\$ 8,257,501.78	29.7%	Max 35%
Suncorp	A+	A1	\$ 1,000,000.00	3.6%	Max 25%
StGeorge	AA	A1+	\$ -	0.0%	Max 35%
Macquarie Bank	A+	A1	\$ -	0.0%	Max 25%
Commonwealth Bank	AA-	A1+	\$ 8,750,000.00	31.5%	Max 35%
Westpac	AA-	A1+	\$ 8,750,000.00	31.5%	Max 35%
			\$ 27,790,001.35	100%	

b. Application of Investment Funds

Application of Restricted Funds		
Allocation	Description	\$'000
External Restrictions	Water Supply	\$ 6,173
	Sewer Supply	\$ 2,347
	Developer Contributions	\$ 768
	Domestic Waste	\$ 1,824
	Unexpended Grants	\$ 5,761
	Stormwater	\$ 574
	Crown Lands	\$ 263
Internally Restricted	Discretion of Council	\$ 9,868
Unrestricted	Allocated to current budget	\$ 212
Total		\$ 27,790

c. Investment Portfolio Performance

Monthly Investment Performance				
Period Ending	Investments	Weighted	BBSW 30	Variance
Feb 2022	23,869,784.73	0.44%	0.010%	0.43%
Mar 2022	24,219,795.30	0.51%	0.030%	0.48%
Apr 2022	28,623,267.10	0.77%	0.080%	0.69%
May 2022	28,623,284.37	0.95%	0.390%	0.56%
Jun 2022	28,893,424.59	1.27%	0.920%	0.35%
Jul 2022	27,153,758.44	1.33%	1.480%	-0.15%
Aug 2022	28,634,622.31	1.66%	1.890%	-0.23%
Sep 2022	27,735,436.96	1.99%	2.410%	-0.42%
Oct 2022	27,716,692.46	2.10%	2.720%	-0.62%
Nov 2022	26,517,775.04	2.32%	2.870%	-0.55%
Dec 2022	25,358,386.76	2.47%	3.010%	-0.54%
Jan 2023	25,258,754.16	2.86%	3.080%	-0.22%
Feb 2023	27,790,001.35	3.35%	3.280%	0.07%



d. Investment Commentary

The investment portfolio increased by \$2.531M for the month of February, with the next investment to reach maturity on 9 March 2023.

The investment portfolio is diversified across a range of institutions to minimise credit risk and reviewed on a regular basis to maximise investment performance. The range of investment types that Council holds includes term deposits and an on-call account.

Central banks and the market are at odds regarding projected interest rates. It appears the cash rate may be increased throughout 2023. Increasing rates will have a positive impact on returns from Council's portfolio. Changes in the market are based on predictions of continuation of increases in the core inflation rate.

e. Responsible Officer Certification

I hereby certify that the investments listed above have been made in accordance with section 625 of the Local Government Act 1993, clause 212 of the Local Government (General) Regulation 2021 and Council's POL025 Investment Policy.

Council's Investment Policy was reviewed and adopted on 22 February 2022.

RECOMMENDATION

That Council:

1. Receives and notes the report indicating Council's Fund Management position.
2. Notes the Certificate of the Responsible Accounting Officer and adopts the report as at 28 February 2023.

23.3 STATEMENT OF BANK BALANCES - FEBRUARY 2023

Document ID: 661109

Author: Costing Officer

Authoriser: Deputy General Manager Corporate and Community

Theme: Statutory and Compulsory Reporting – Financial / Audit

Attachments: Nil

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Statement of Bank Balances report as of 28 February 2023.

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	276,890.57
Plus Receipt	6,956,657.90
Less Payments	6,348,775.09
Current Cashbook Balance	<u>884,773.38</u>
Statement Summary	
Opening Statement Balance	255,919.78
Plus Receipts	6,465,973.02
Less Payments	6,290,473.65
Current Statement Balance	<u>431,419.15</u>
Plus Unpresented Receipts	520,504.85
Less Unpresented Payments	67,150.62
Reconciliation Balance	<u>884,773.38</u>
GL BALANCE	<u>884,773.38</u>
Unpaid Creditors	37,001.32
Overdraft Limit arranged with Bank 01/01/1989	350,000.00

CONCLUSION

This report is to make Council aware of the amount of funds held in its operating account.

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Statement of Bank Balances report as of 28 February 2023.

23.4 STATEMENT OF RATES AND RECEIPTS - FEBRUARY 2023

Document ID: 661391
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 02 March 2023.

PURPOSE

The purpose of this report is to present to Council the Statement of Rates and Receipts as at 02 March 2023.

SUMMARY

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

BACKGROUND

Rates and Charges

Arrears as at 01.07.2022	765,360.21
22/23 Rate levies & supplementary levies (excl. postponed amounts)	<u>8,713,304.98</u>
	9,478,665.19
Less Pensioner rebates	<u>204,539.08</u>
NET BALANCE	9,274,126.11
Less receipts to 02.03.2023	<u>6,625,614.51</u>
	<u><u>2,648,511.60</u></u>

Actual % Rate Collection to Net Balance as at 02.03.2023	=	<u>71.44%</u>
Comparative % Collection to Net Balance as at 28.02.2022	=	<u>71.38%</u>
Anticipated % Collection Rate as at 30.06.2023	=	<u>94.00%</u>

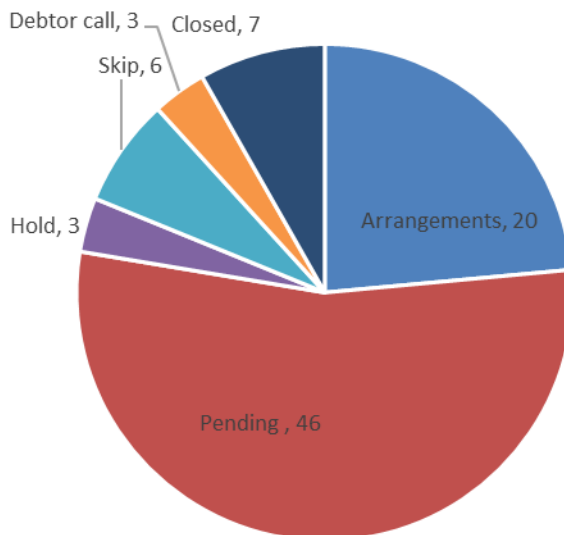
Water Consumption/Sewer Usage Charges

Arrears as at 01.07.2022	204,203.80
22/23 Water / Sewer usage charges, supplementary levies & interest	<u>791,434.28</u>
NET BALANCE	995,638.08
Less receipts to 02.03.2023	<u>763,259.82</u>
	<u><u>232,378.26</u></u>

OVERDUE RATES AND CHARGES

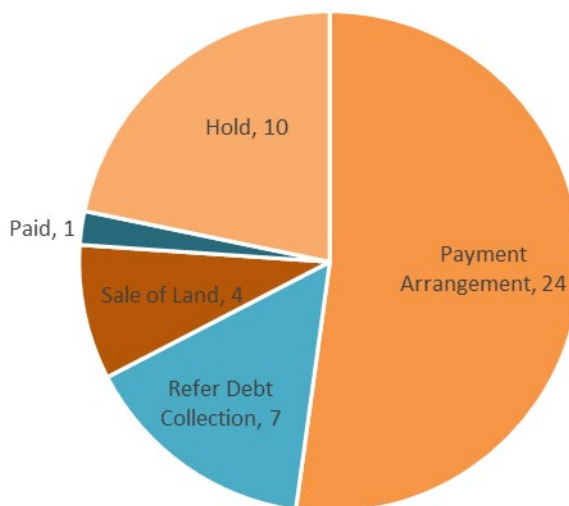
The table below provides information on the status of outstanding accounts under the management of Council’s debt recovery agency.

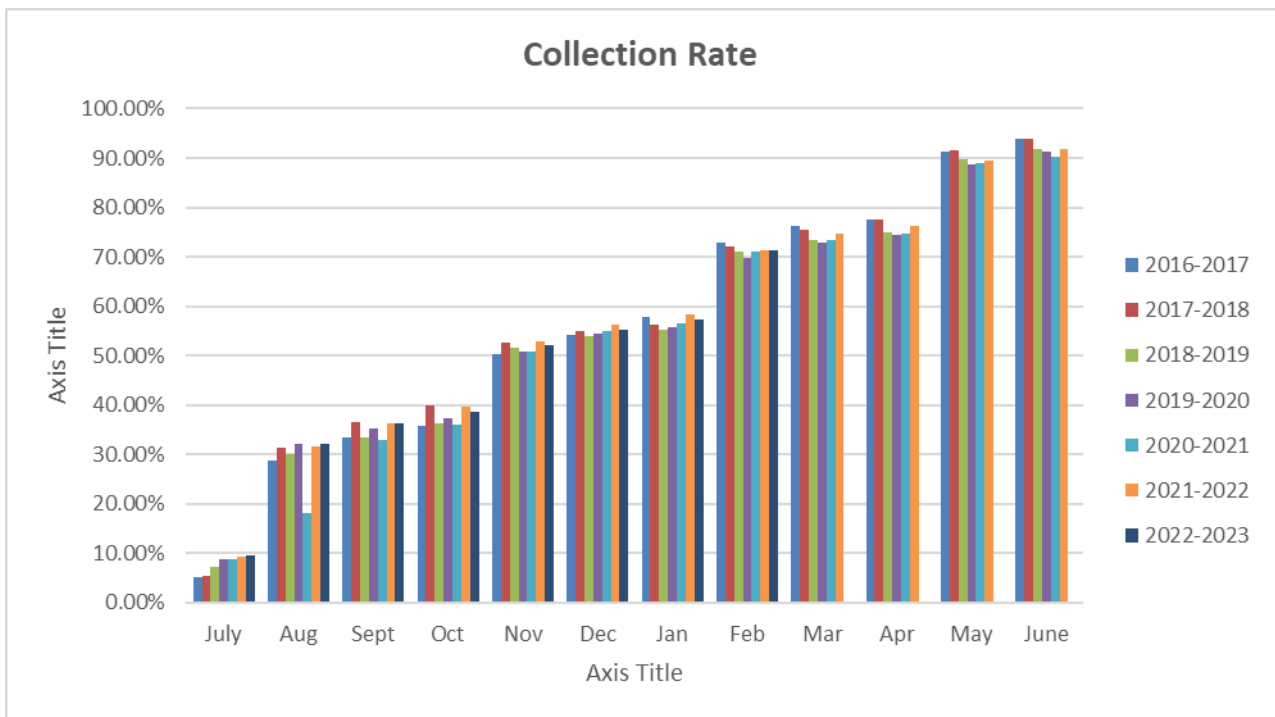
Debt Recovery Agency



The table below displays overdue accounts under review by Council staff, with the potential to be referred to Council’s debt recovery agency.

Narrandera Shire Council





RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Statement of Rates and Receipts report as at 02 March 2023.

23.5 CAPITAL WORKS PROGRAM - FEBRUARY 2023**Document ID: 661726****Author: Finance Manager****Authoriser: Deputy General Manager Corporate and Community****Theme: Statutory and Compulsory Reporting – Financial / Audit****Attachments:**

1. February 2023 Capital Program
2. February 2023 Capital Expenditure
3. February 2023 Operational Expenditure

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Capital Works report as at 28 February 2023.

PURPOSE

The purpose of this report is to enable Council to track the progress of capital works programs for the period ending 28 February 2023.

BACKGROUND

Works listed in the attachment are for works against new budgeted projects for the 2022-23 financial 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:

- Software Licencing, Integrated Software System and the CCTV System for the Main Street will be reviewed throughout the year.
- A replacement UPS for the server room is being organised for the Sophos Intercept X project.
- Alternative quotes are being investigated for the Data Safe Projects.
- A new 100” TV has been procured and local contractor engaged for installation of new cabling for the Chamber projector upgrade.
- Switches have been procured for the replacement of Network Switches project, anticipated delivery date May 2023.
- The installation of two cameras at Marie Bashir Park Grandstand will commence in February 2023.
- The GDA Dataset Transition and GIS Imagery projects will commence in March 2023.
- The Councillor iPad Project and the Replacement of Desktops and Laptops will commence in April 2023.

- Completed projects: Firewall Replacement, Disaster Recovery Planning and Secure Wireless Network.

Environment

- Tender prices for the Landervale Fire Shed are higher than the budget allocation; the available budget is being reviewed by RFS.
- Stormwater Improvement project has been delayed due to wet weather; works are to be re-scheduled.
- The design of transfer area is underway for the Masterplan Works Stage 1.
- New security fencing with CCTV will commence in 2023.
- Consultants have been engaged with detailed design underway for the Urban Stormwater Upgrade.
- The Drainage Improvement Works at Driscoll Road have commenced.
- The project scope of works for the Waste Depot Improvement at Barellan is being reviewed prior to the detailed design and procurement.

Housing & Community Amenities

- Draft plans have been received and are under review for the Cemetery Management Plans and Mapping software project.
- Furniture for the Narrandera Cemetery is to be ordered at the completion of the Cemetery Master Plan 2023.
- Completed works: Grong Grong Cemetery furniture.

Recreation & Culture

- Procurement commenced in November for the Kidz Zone Library Grant project.
- The Book and Resources Annual replacement procurement is ongoing.
- Narrandera Sportsground drainages and soak works are nearing completion, electrical work to be undertaken.
- Procurement has commenced for the Narrandera Tennis Courts Access Upgrades.
- Quotations are being evaluated for the Narrandera Park Irrigation Management System.
- Barellan Sportsground sealing parking area and driveway works are to be undertaken at the completion of the netball court upgrade.
- Demolition is complete for the Lake Talbot Water Park Additional/Remedial works. Procurement of further works is underway.
- The grant application was successful for the Lake Talbot Recreation Viewing Platform, Rotary Lookout and Lake Talbot Recreation Area Improvements, recreational seating and shelter revamp and toilet block landscaping projects. Works are being scoped.
- Narrandera Memorial Gardens lawn area and garden beds concept design is under development.
- Festoon renewal has been completed for the Festive Light Upgrade and Renewal, with further scope to be determined.
- The system is currently being commissioned for the Biosecurity Mapping System.
- The first site meeting is complete, with the masterplan being prepared for consultation for the Marie Bashir Park Adventure Playground Upgrades.

- The Adventure Playground Inclusive Spaces project is to be incorporated with the Marie Bashir Park Adventure Playground masterplan.
- The following projects are grant dependent: Marie Bashir Park seating and BBQ areas including two shelters, Marie Bashir Park Furniture, Grong Grong Park Furniture, Brewery Flats Landscaping, Furniture, painting, etc.
- Grants have been sought (unsuccessfully) for designs and approval documents for the Lake Talbot Deepening Works.
- Discussions to be undertaken with community user groups for the Grong Grong Earth Park – RMS funding.
- Completed Works: Narrandera Sportsground Clubrooms Stage 2, Renewal of BBQ Elements, shade structures and seating works located on the plant room at Lake Talbot Pool, Narrandera Park Oval Grandstand upgrade, Barellan Playground upgrades and festive decorations project, Barellan Park BBQ, Remote Signage and replacement of café furniture at Barellan Pool.

Playground on the Murrumbidgee

- Construction is underway for the Destination & Discovery Hub, with building at lock-up stage.
- Procurement for new signage is proceeding for the extension of Bike and Hike Trails, with installation to be undertaken when access to all sites is available.
- Bridge has been installed for the pedestrian bridge which will connect Brewery Flat to East Street, with approaches being constructed.
- Base footings are complete for the Elevated Walk, Viewing Platform, deck, and pedestrian access, with Sky Walk to be installed in March.
- Completed works: Northbank Walking Track.

Local Roads and Community Infrastructure Round 1

- Completed works: Kiesling Lane Beautification Project.

Local Roads and Community Infrastructure Round 2

- Installation of the Barellan Pump Track is complete, landscaping to commence late-March.
- The concrete base is complete for the Wiradjuri Memorial Wall Stage 1, with stone and artwork to occur early 2023.
- Works are being planned for the Narrandera Flora and Fauna Reserve.
- Completed works: Barellan Cemetery Toilet.

Local Roads and Community Infrastructure Round 3

- Typical design is to be prepared for the North Narrandera bicycle and walking paths at Racecourse Road and Watermain street, with procurement to commence in March.
- Demolition of the former Narrandera Sportsground clubhouse and changerooms is complete. Fabrication of the new building has commenced.
- Tender has been awarded for the Barellan Sportsground Spectator Pavilion.
- Consultant has been engaged with concept designs being developed for the Narrandera Pump Track.

- Fencing quotes for the Henry Mathieson Oval off-leash dog area are currently being evaluated, with works scheduled for March 2023.
- Procurement is complete with works to commence for the Grong Grong Community Improvement Project.
- The Narrandera Business Centre Master Plan (NBCMP) – Consultants have been engaged for East Street between Twynam and Bolton Streets to review the existing master plan and report to April Council meeting. The Bolton Street project has been deferred due to funding reallocation.
- Completed Works: Barellan Hall toilet upgrade.

Stronger Country Community Funding Round 4

- The revised design has been completed for the Barellan Netball Courts. Quotations are being reviewed.
- The water refill stations along the walk and cycle paths in five locations have an expected completion date of March.
- Completed works: Lake Talbot Water Park entrance upgrade and fencing and Narrandera Sportsground changeroom facilities upgrade and Narrandera Sports Stadium.

Stronger Country Community Funding Round 5

- Scope is to be determined for the Community Safety upgrade program.
- The project is being scoped for the Recreation Upgrade at Narrandera Water Tower.

Transport & Communication

- Works are to be scheduled for Urban Roads Construction – Laneways, Urban Pavement Rehabilitation.
- Urban Kerb & Gutter Replacement and Urban Footpath Replacement works to commence on East Street near the new Kurrajong building.
- The Urban Footpath Additional funds requested – to Railway overpass design is to be undertaken in conjunction with north Narrandera footpath project.
- Urban Roads Construction project funds are to be reallocated to Urban roads construction laneways in the March QBR.
- Procurement has commenced for the culvert widening at Erigolia Road. Successful grant funding under Remote Roads Upgrade Pilot Program.
- Urban Reseals are scheduled to go to tender in March 2023. Racecourse Road and East Street (Audley to Larmer) projects are on-hold to determine if they are still the highest priority.
- Rural Road reseals is scheduled to go to tender in March 2023.
- Roads Resheeting – (Unsealed Rural Roads) funding is complimenting the Natural disaster projects with remaining works to be determined.
- Funding has been approved for Flood Damage Repairs (AGRN1001) for the January 2022 event, with works to be undertaken over the next 18months.
- Emergency works are still being completed for the Flood Damage repairs (AGRN1034) September 2022 event. Long term repairs are being scoped.
- Works are to be undertaken with the flood repairs for the Roads to Recovery project – Curtis Road – Gravel re-sheet.

- Works to be scheduled for MR370 (to Lockhart) and MR596 Back Yamma Road (south-west of Morundah). MR7608 (Barellan Road) works are to be completed in the third quarter.
- Works have commenced and are to be completed in the third quarter for the Repair Grant with 50% contribution Block Grant. RR7608 – Barellan Road CH4.46 to 6.15.
- Emergency Drainage works are continuing between other projects.
- Water realignment and stormwater is nearing completion for the new road at Red Hill Industrial Estate. Kerb and road to be completed.
- Completed Works: Rural Road Reseals at Syme and Arrambee Roads. SZI Adams and Douglas Streets and Mulga Street, Barellan. Roads to Recovery projects – Kangaroo Plains, Murrell Creek, The Gap, Stradbroke, Euratha Roads Gravel re-sheet and Willans Lane as part of the Laneway Upgrade, Heavy patch works - MR243 (Canola Way Grong Grong-Coolamon), Manderlay Road and Active Transport - Walking (Mulga Street Barellan)

Fixing Local Roads

- Works on the Brewarrana Bridge Retrofitting is being planned with materials being purchased.
- Narrandera Bus Route – Minor additional signage works are required for Pamandi Road. Works are scheduled for March for the section at Cowabbie Road reseal.
- Completed works: Mejum Park Road and Brookong Street.

Fixing Country Bridges

- Works are being scheduled with external contractors being sought for Mollys Bridge and Somerset Bridge.

Economic Affairs

- Preparation for procurement is underway for the Light Vehicles, Trucks and Trailers, Heavy Plant Sales. New pump has been purchased during the flood and minor plant as needed for other plant Capital.
- Building Renewal and Upgrades annual program is underway.
- Scope is to be determined for the design of additions for the Administration building.
- Quotations have been received and are under review for the Works depot new vehicle storage shed.
- Final scope is to be determined for the Quarry Communications Tower Static Line Replace and Structural Inspection; procurement is to proceed in March.
- The Airport committee during the October meeting elected not to pursue any additional capital works for the Airport Terminal this financial year other than the Parallel taxiway; Project deferred.
- Extension has been confirmed to April 2024 for the Airport taxiway. Alternate pavement design is now complete. Drainage works are scheduled to start prior to EOFY.
- Awaiting on a visit for maintenance checks and adjustments for the Security and Wildlife Perimeter fencing at the airport. Expected to be completed April.
- Waiting on construction and delivery of the new building at the works depot.
- Works are to be scheduled for the Council Chambers cleanout of storage facility.

- Tender has been called for the Solar Panels, with report to go to March Council meeting.
- Lake Talbot Tourist Park Power Sites project was an unrealised grant and the Council funds have been relocated back to the source.

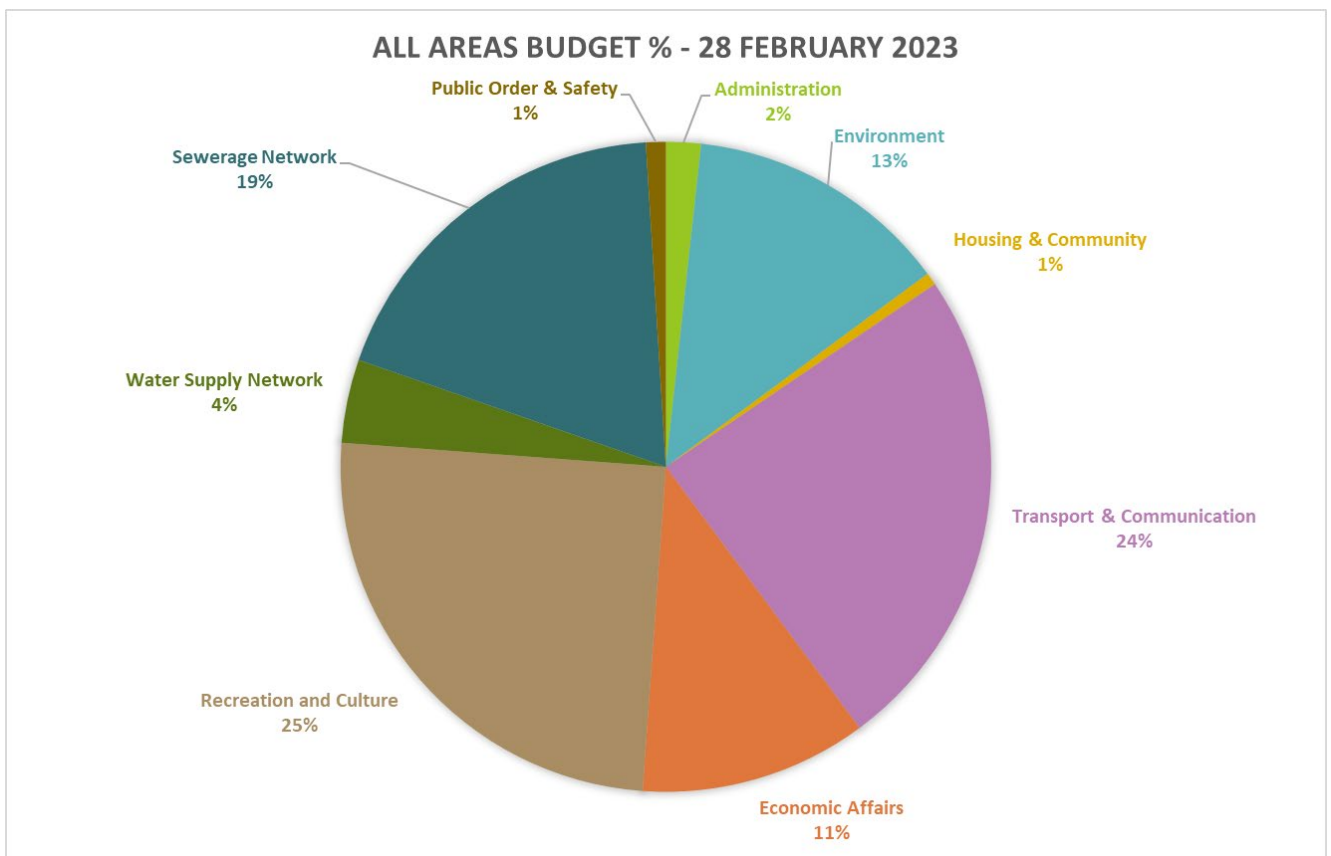
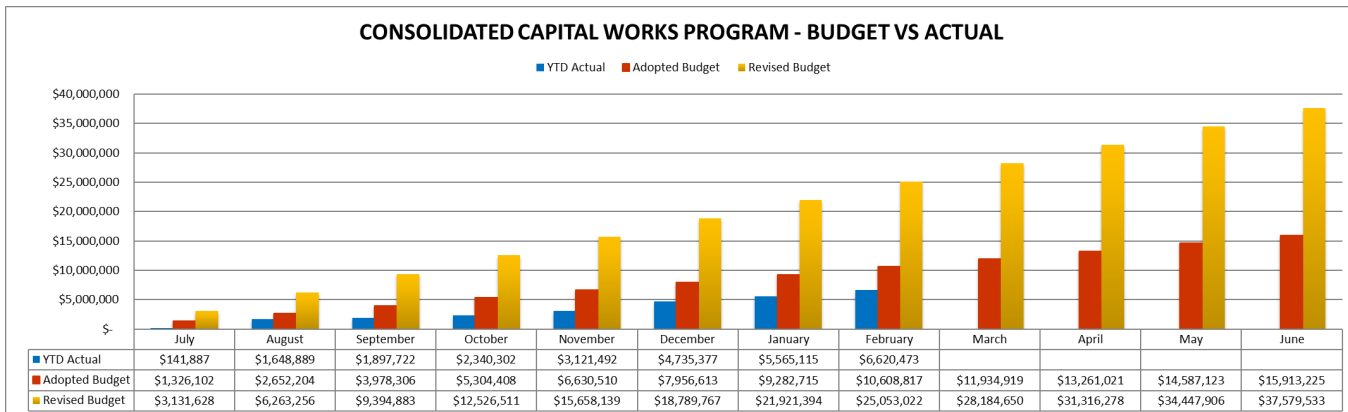
Water Supplies

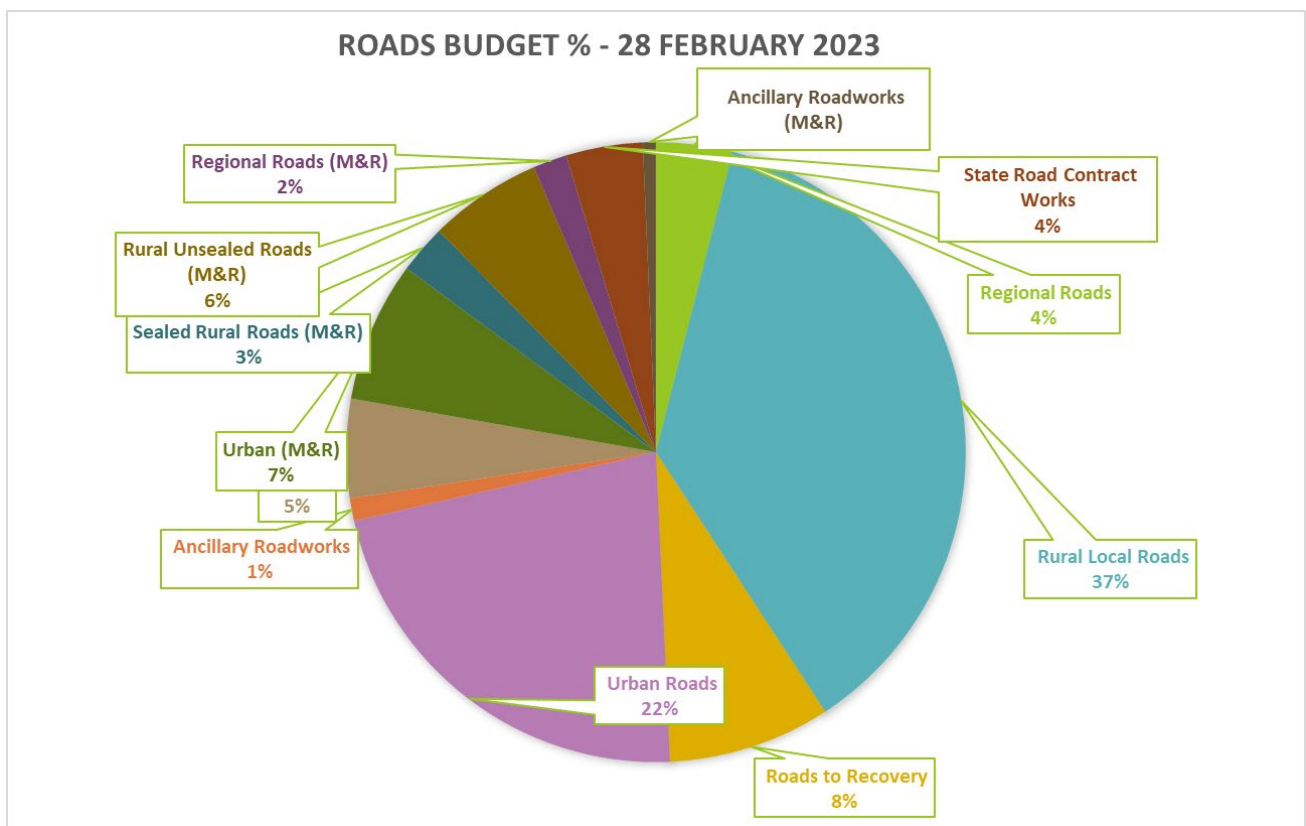
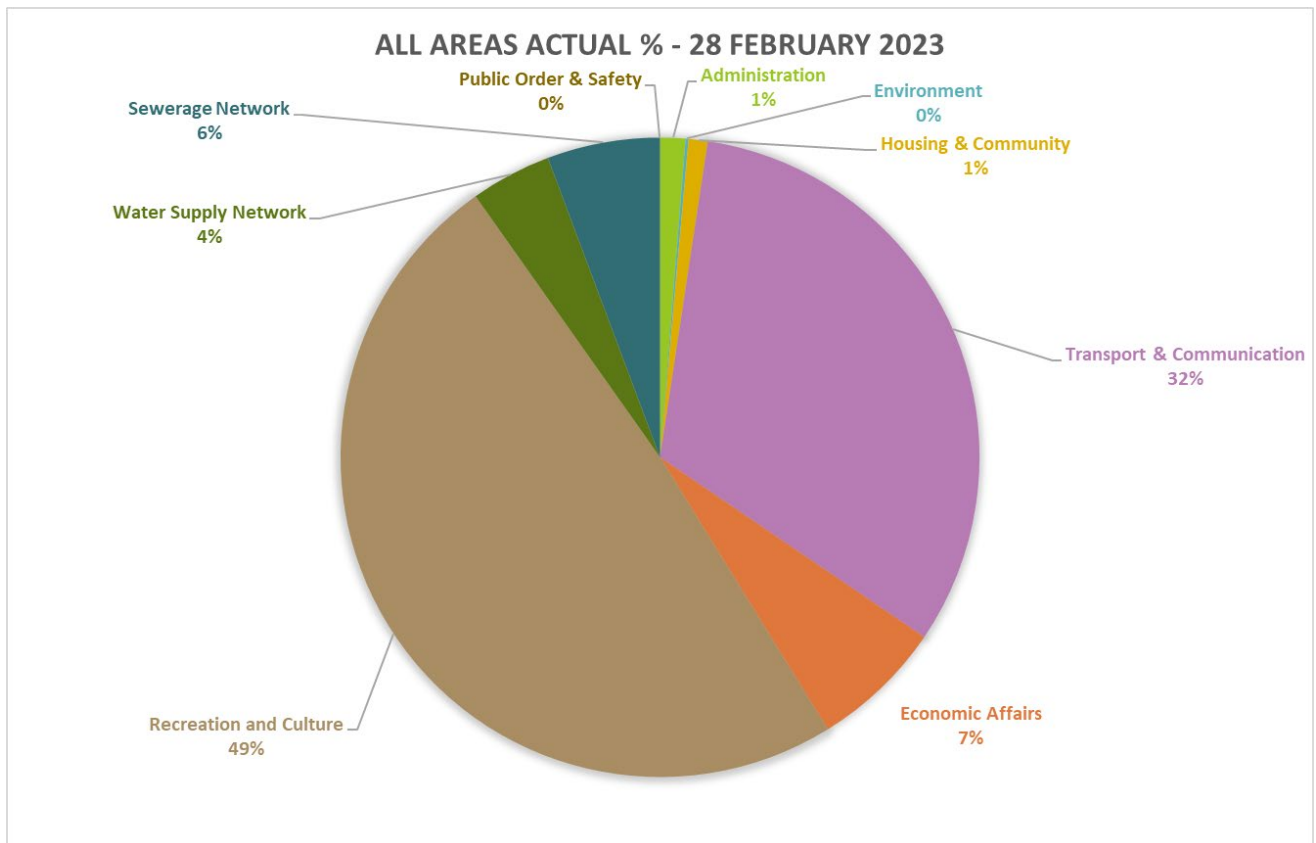
- Service replacements will be performed as required.
- Works are expected to commence in March for the Watermain replacements at Grosvenor Street.
- Hydrant and Valve replacements program is being developed.
- The Water Treatment Plant (WTP) filter upgrade design is to be completed in conjunction with the scoping study.
- Funding deed has been finalised and the project is underway for the Water Treatment Plant (WTP) scoping study.
- The hydraulic model is complete for the North Zone Pressure Pump to fix low pressure issues, with specifications being developed.
- Procurement is underway for the Pine Hill Reservoir fencing and demolition.
- Pine Hill Pumps replacement works are to be programmed.
- Department of Planning, Industry and Environment (DPIE) concurrence for Groundwater Study has been provided for the Integrated Water Cycle Management (IWCM) Additional Works. Consultants have been engaged with the study report pending.
- Site survey has been completed for the Gordon Street fencing with procurement underway.
- Works to commence in April for the cul-de-sac Ring Mains.
- Tenders are being sought for the Telemetry Software and Hardware Upgrade, with works to commence in June.
- Installation is to be completed in March for the Bulk Water Filling Stations.
- Tender has been called for the Solar project with report to go to March Council meeting.
- The Household Filter Project is ongoing.
- Completed Projects: King Street watermain replacement, Taggle Software and Implementation, and Pine Hill Reservoir Upgrade.

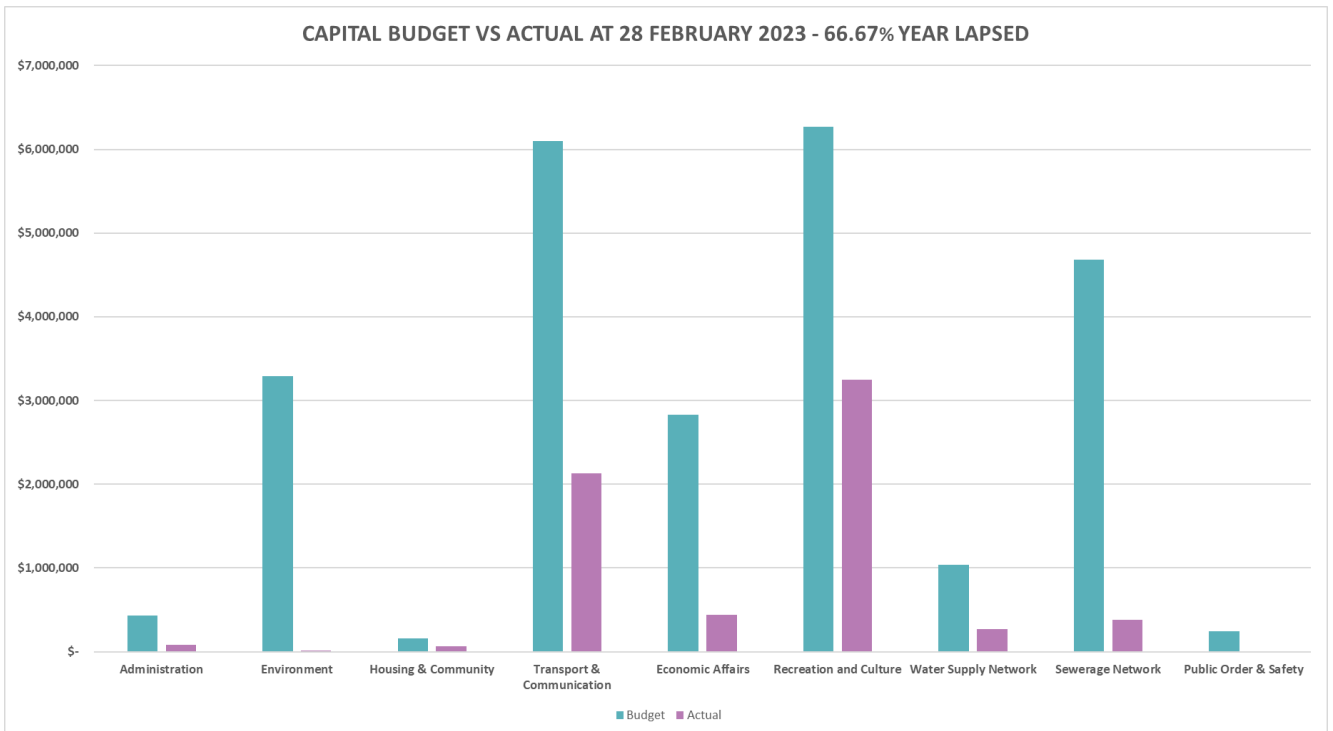
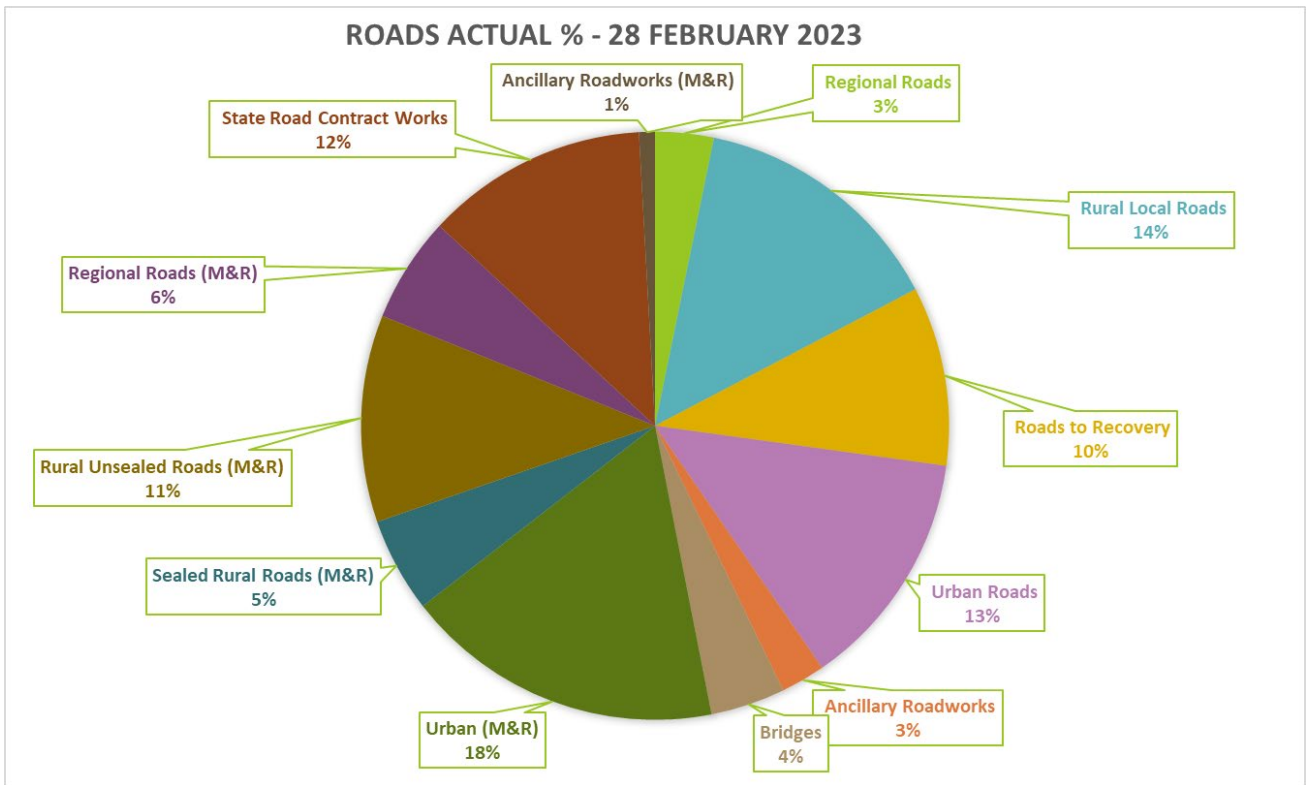
Sewerage Supplies

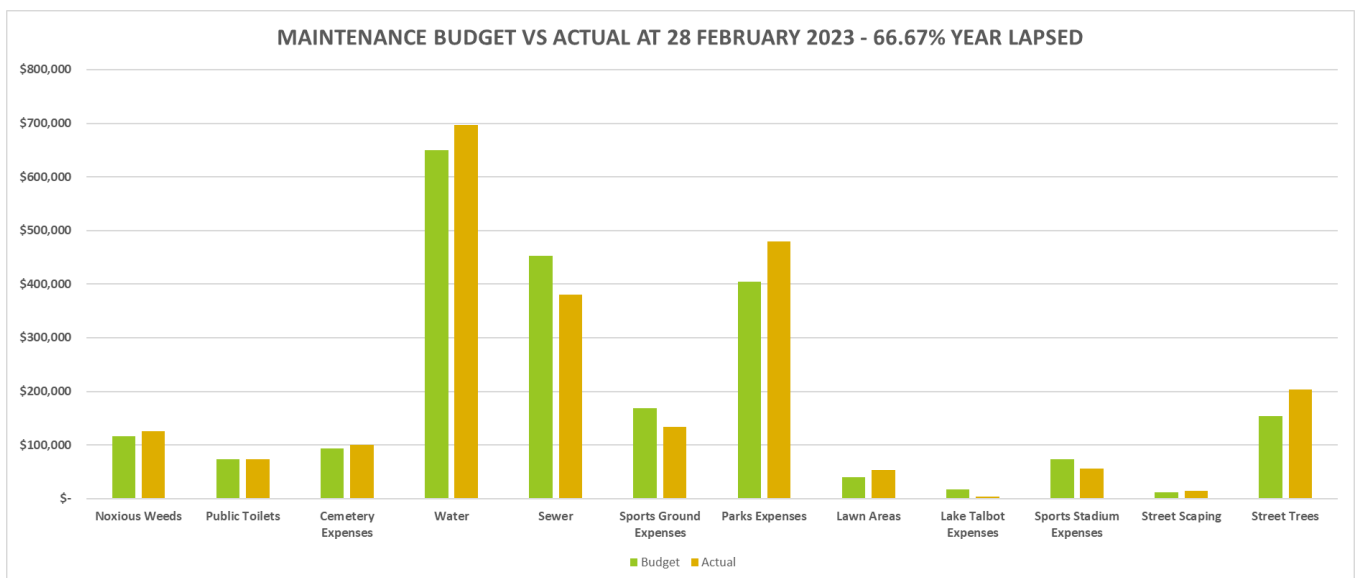
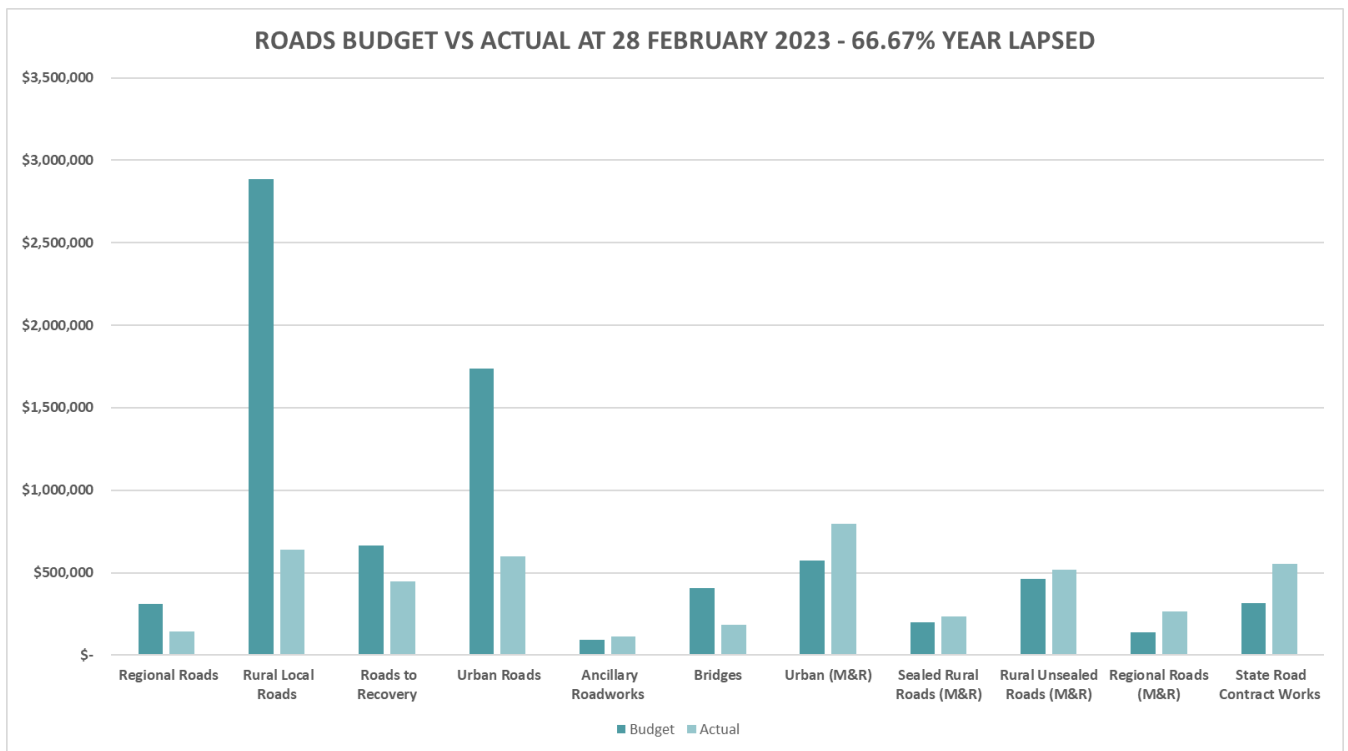
- Design review is underway for the Barellan Sewer, with construction to begin in the second half of 2023.
- Quotes have been received for the Primary Filter which are outside of the budget. Project has been delayed pending grant funding.
- Quotes for the Flow Meters for Pump Stations 2,3 and 4 have been received outside of budget. A review of the scope is being undertaken.
- The Sewer Main relines are to commence in May 2023.
- Tenders are being sought for the Telemetry Hardware and Software Upgrades. Works are to commence in June.

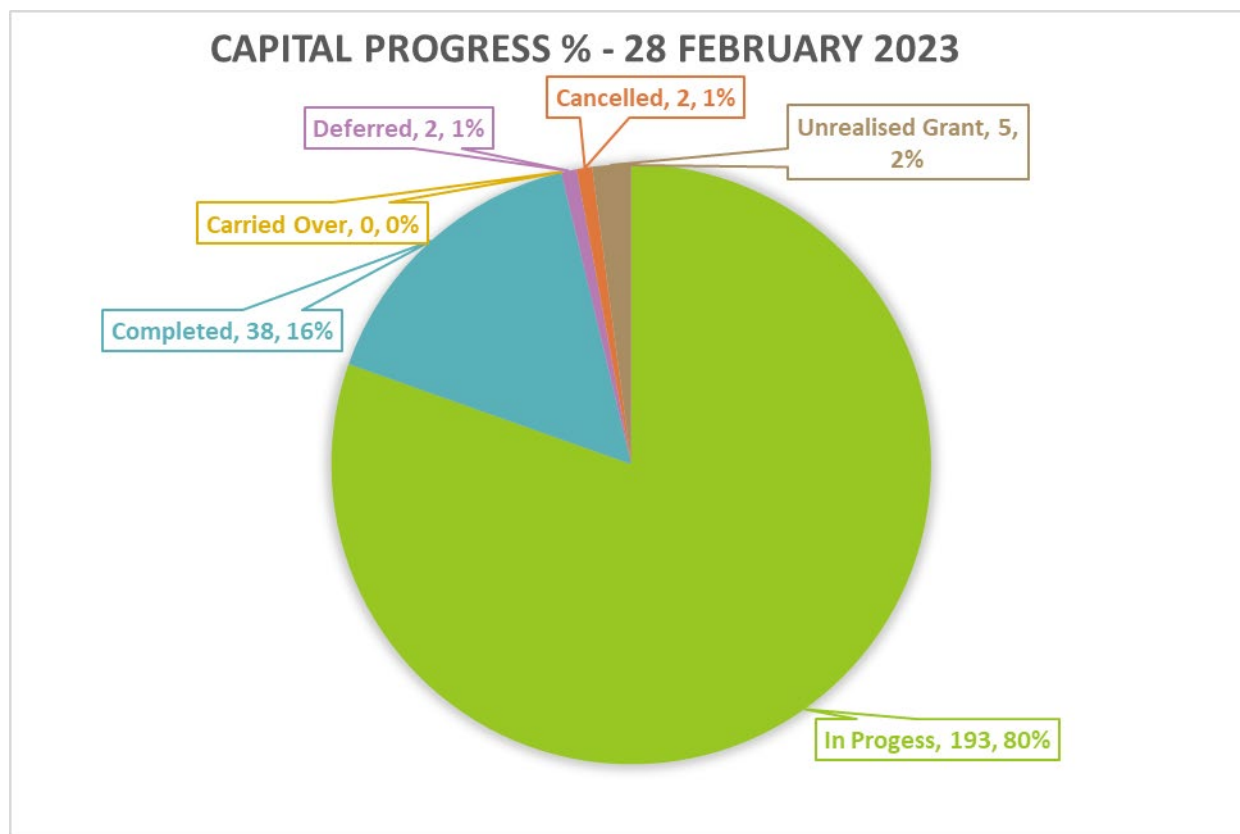
- Tender has been called for the Solar project with report to go to March Council meeting.
- Completed Projects: Narrandera West Sewer Extension.











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.
- **Balance:** Amount of unspent funds including commitments 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.

CONCLUSION

That Council receives and notes the information contained in this report.

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Capital Works report as at 28 February 2023.

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2022-23 - as at February 2023

Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

66.67%

Project	Resp.	Job Number	GL Number	Rate	Adopted Budget	Committed	Revised Budget	22-23 Expenditure	Balance	%	Comments
1 Councillor iPad Project	IT	4400-1001-0000	0214-4200-0000	A	20,000		20,000	\$0.00	\$20,000.00	0%	Will commence in April.
2 Sophos Intercept X	IT	4400-1002-0000	0214-4200-0000	A	15,000	\$662	12,902	\$7,489.42	\$4,750.67	63%	Started organising replacement UPS for server room.
3 Data Safe	IT	4400-1003-0000	0214-4100-0000	A	2,000		2,000	\$0.00	\$2,000.00	0%	Investigating alternatives for quotes.
4 GDA Dataset Transition	IT	4400-1004-0000	0214-4100-0000	A	5,000		5,000	\$0.00	\$5,000.00	0%	Will commence in March.
5 Chamber projector upgrade	IT	4400-1005-0000	0214-4100-0000	A	10,000	\$6,558	10,000	\$2,238.65	\$1,203.62	88%	New 100" TV has been delivered and awaiting local contractor for installation of new cabling.
6 Replace Desktops/Laptops	IT	4400-1034-0000	0214-4200-0000	A	25,000	\$1,437	25,000	\$5,719.44	\$17,843.51	29%	Will commence in April.
7 Software Licencing	IT	4400-1035-0000	0214-4200-0000	A	10,000	\$640	10,000	\$2,675.00	\$6,685.00	33%	Will review throughout the year.
8 Replace Firewall	IT	4400-1037-0000	0214-4200-0000	F	-		26,031	\$26,030.97	\$0.03	100%	Completed. Awaiting final invoice.
9 Secure Wireless Network	IT	4400-1038-0000	0214-4200-0000	F	-		5,766	\$5,765.50	\$0.00	100%	Completed. Adjustment in December QBR
10 Replace Network Switches	IT	4400-1039-0000	0214-4200-0000	A	10,000	\$7,716	40,000	\$15,994.91	\$16,289.09	59%	Several switches on back order until May.
11 Disaster Recovery Planning	IT	4400-1040-0000	0214-4100-0000	F	-		5,460	\$1,942.50	\$3,517.50	36%	Completed.
12 Integrated Software System	IT	4400-1042-0000	0214-4200-0000	A	400,000		420,000	\$5,220.00	\$414,780.00	1%	Will review throughout the year.
13 GIS Imagery	IT	4400-1043-0000	0214-4100-0000	A	-		10,000	\$0.00	\$10,000.00	0%	Will commence in March.
14 Two Cameras at Marie Bashir Park Grandstand	IT	5200-1002-0000	0311-4200-0000	A	4,000		4,000	\$1,112.22	\$2,887.78	28%	Will commence in February.
15 CCTV system for the Main Street	IT	5200-1007-0000	0311-4200-0000	A	54,866	\$378	54,866	\$10,268.04	\$44,219.60	19%	Will review throughout the year.
16 Landervale Fire Shed	DGMI	5300-1001-0000	0312-4100-0000	A	-		370,000	\$0.00	\$370,000.00	0%	Tender prices high, RFS reviewing available budget.
17 New security fencing and CCTV	MDE	5600-1001-0000	0512-4100-0000	A	150,000	\$3,671	150,000	\$0.00	\$146,329.09	2%	Works to commence in 2023
18 Masterplan works stage 1	MDE	5600-1010-0000	0512-4100-0000	A	187,000	\$29,653	321,804	\$7,300.00	\$284,851.18	11%	Design of transfer area underway.
19 Barellan Waste Depot Improvement Works	MDE	5600-1012-0000	0512-4100-0000	A	-	\$4,091	87,000	\$691.61	\$82,217.48	5%	The project scope of works are being reviewed, prior to the detailed design and procurement.
20 Stormwater improvement Works	PAM	5700-1001-0000	0513-4200-0000	A	100,000		100,000	\$0.00	\$100,000.00	0%	Works were delayed due to weather. Works to be re-scheduled.
21 Urban Stormwater Upgrade	DGMI	5700-1002-0000	0513-4200-0000	A	4,000,000	\$246,612	4,250,000	\$0.00	\$4,003,387.94	6%	Consultants engaged with detailed design underway.
22 Drainage Improvement Driscoll Rd	PAM	5700-1007-0000	0513-4100-0000	A	-	\$15,573	33,172	\$1,927.53	\$15,671.34	53%	Construction works have commenced
23 GG Cemetery Furniture	OSR	0800-1009-0000	0713-4102-0000	F	-		3,834	\$3,128.00	\$706.00	82%	Works complete.
24 Narrandera Cemetery Furniture	OSR	0800-1011-0000	0713-4100-0000	A	5,000		5,000	\$0.00	\$5,000.00	0%	To be ordered at the completion of the Cemetery master plan 2023.
25 Cemetery management plans and mapping software	OSR	0800-1012-0000	0713-4200-0000	A	140,000	\$38,182	140,000	\$0.00	\$101,818.18	27%	First draft of Cemetery PoM received and currently under review.
26 Narrandera Library - Kid Zone Library Grant	CDM	7700-1001-0000	0810-4100-0000	A	-		35,523	\$10,130.40	\$25,392.60	29%	Procurement to commence in November.
27 Narrandera Library - Book & Resources annual replacement	CDM	7700-1005-0000	0810-4200-0000	A	31,514		31,514	\$6,138.64	\$25,375.36	19%	Procurement ongoing.
28 Lake Talbot Pool Renewal of BBQ Elements	PAM	7800-1001-0000	0812-4200-0000	F	6,000		7,229	\$7,228.99	\$0.01	100%	Completed.
29 Lake Talbot Additional/Remedial Works	PAM	7800-1006-0000	0812-4200-0000	A	-	\$28,650	71,984	\$24,779.15	\$18,554.81	74%	Procurement of further works underway / Demolition of old plant room completed
30 Lake Talbot Pool Install shade structures and seating located on Plant Room	PAM	7800-1007-0000	0812-4100-0000	F	-		28,841	\$28,748.00	\$93.00	100%	Completed.
31 Barellan Pool Replace Café Furniture	PAM	7900-1001-0000	0813-4200-0000	F	2,500		2,500	\$2,272.73	\$227.27	91%	Completed.
32 Ndra Sportsground Drainage & Soak	DGMI	0200-1019-0000	0815-4200-0000	A	-	\$850	100,000	\$51,344.05	\$47,806.03	52%	Works nearing completion, electrical work to be undertaken.
33 Ndra Sportsground Clubrooms - Stage 2	DGMI	0200-1021-0000	0815-4200-0000	F	-		18,821	\$25,022.05	-\$6,201.34	133%	Completed.
34 Ndra Park Oval Grandstand upgrade	PAM	0200-1027-0000	0815-4204-0000	F	-		36,803	\$36,803.40	\$0.00	100%	Completed.
35 Ndra Tennis Courts Access Upgrades	PAM	0200-1028-0000	0815-4201-0000	A	-	\$140	-	\$210.60	-\$351.00	#DIV/0!	Procurement process underway
36 Ndra Park Irrigation Management System	OSR	0300-1001-0000	0816-4100-0000	A	125,000		250,000	\$0.00	\$250,000.00	0%	Quotations currently being evaluated for supply and install and also supply
37 Narrandera Playgrounds Upgrades incl. masterplan	OSR	0300-1004-0000	0816-4200-0000	A	10,000		10,000	\$0.00	\$10,000.00	0%	currently reviewing draft for infants area for community engagement
38 Barellan Playground Upgrades and festive decorations	OSR	0300-1006-0000	0816-4201-0000	F	13,000		12,801	\$1,548.50	\$11,252.45	12%	Completed.
39 Barellan Parks BBQ replacement	OSR	0300-1007-0000	0816-4201-0000	F	8,000		9,473	\$9,472.73	\$0.00	100%	Completed.
40 Ndra Memorial Park lawn areas & garden beds	OSR	0300-1008-0000	0816-4103-0000	A	20,000		20,000	\$0.00	\$20,000.00	0%	Working on concept landscape design for east end memorial gardens
41 Festive Light Upgrade / Renewal	PAM	0300-1009-0000	0816-4103-0000	A	14,200		14,200	\$5,402.74	\$8,797.26	38%	Festoon renewal completed - Further Scope to be determined
42 LT Rec Area Improvements	OSR	0600-1002-0000	0818-4100-0000	A	12,000		12,000	\$0.00	\$12,000.00	0%	grant successful works being scoped.
43 LT Rec Seating and Shelter Revamp	OSR	0600-1009-0000	0818-4200-0000	A	-		10,000	\$0.00	\$10,000.00	0%	grant successful works being scoped.
44 LT Rec Toilet block landscaping	OSR	0600-1011-0000	0818-4100-0000	A	-		20,000	\$130.12	\$19,869.88	1%	grant successful works being scoped.
241 LT Rec Viewing Platform from lookout	OSR	0600-1001-0000	0818-4200-0000	A	68,000		68,000	\$0.00	\$68,000.00	0%	grant successful works being scoped.
45 New Scoreboards - Narrandera Stadium	OSR	0400-1001-0000	0820-4100-0000	A	-	\$10,973	16,000	\$0.00	\$5,027.27		
46 POM - Destination & Discovery Hub	DGMI	0300-1059-0000	0816-4207-0000	A	-	\$483,931	2,318,986	\$1,848,679.83	-\$13,624.02	101%	Construction underway, with building at lock up stage.
47 POM - Extension of Bike & Hike Trails	DGMI	0300-1060-0000	0816-4207-0000	A	-	\$16,244	61,810	\$0.00	\$45,566.72	26%	Procurement for new signage complete, with installation to be undertaken when access to all sites are available.

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66.67%

	Project	Resp.	Job Number	GL Number	cat	Adopted Budget	Committed	Revised Budget	22-23 Expenditure	Balance	%	Comments
48	POM - Northbank Walking Track	WM	0300-1066-0000	0816-4207-0000	F	-	-	-	\$0.00	\$0.00	#DIV/0!	Completed.
49	POM - Design Pedestrian bridge Brewery Flat to East St	DGMI	0300-1067-0000	0816-4207-0000	A	-	\$21,947	355,909	\$333,466.45	\$495.68	100%	Bridge installed with approaches being constructed.
50	POM - Elevated Walk, Viewing Platform, Deck & Pedestrian Access	DGMI	0300-1072-0000	0816-4207-0000	A	-	\$314,800	810,455	\$250,921.11	\$244,733.89	70%	Base footings complete, with sky walk to be installed in March.
51	Biosecurity Mapping System	OSR	0300-1070-0000	0816-4100-0000	A	23,060	\$9,676	23,060	\$11,860.00	\$1,523.64	93%	System currently being commissioned.
52	Remote Signage	OSR	0300-1071-0000	0816-4100-0000	F	7,500	-	9,527	\$9,527.00	\$0.00	100%	Completed.
53	LCRI - Kiesling Lane Beautification	OSR	0300-1078-0000	0816-4208-0000	F	-	-	4,361	\$2,257.20	\$2,104.29	52%	Completed.
54	Laneway Upgrade - Drain and seal a selected laneway.	WM	0300-1085-0000	0816-4208-0000	F	-	-	21,054	-	\$1,431.13	93%	Completed.
55	Willans Lane	WM	0300-1085-0003	0816-4208-0000	F	-	-	-	\$19,622.99	-	-	Completed.
56	LCRI R2 - Barellan Pump Track	OSR	0300-1089-0000	0816-4208-0000	A	-	\$762	52,012	\$42,014.93	\$9,234.64	82%	Installation complete. Landscaping to commence late March to April
57	LCRI R2 - MBP Wiradjuri Memorial Wall Stage 1	DGMI	0300-1091-0000	0816-4208-0000	A	-	\$29,791	236,860	\$141,052.25	\$66,016.85	72%	Concrete base complete, with stone and artwork to occur early 2023.
58	LCRI R2 - Brln Cemetery - Toilet	PAM	0300-1094-0000	0816-4208-0000	F	-	-	20,378	\$96.98	\$20,281.00	0%	Works Complete, remaining funds to be reallocated in March QBR.
59	LCRI R2 - Ndra Flora and Fauna reserve - Upgrade carpark & entrance	DGMI	0300-1095-0000	0816-4208-0000	A	-	-	54,975	\$5.00	\$54,970.00	0%	Works being planned.
60	CRIP Upgrade Lake Talbot Reserve - Stairs, walking trails, BBQ Shelter and seating.	OSR	0300-1096-0000	0816-4210-0000	A	-	-	-	\$0.00	\$0.00	#DIV/0!	
61	ECP Adventure playground inclusive space	OSR	0300-1098-0000	0816-4100-0000	A	100,000	-	175,000	\$0.00	\$175,000.00	0%	To be incorporated with MBP playground Masterplan
62	LCRI 3 North Narrandera Footpaths (Racecourse Rd and Watermain St Bicycle and Walking Paths)	WM	0300-1099-0000	0816-4200-0000	A	-	-	290,000	\$0.00	\$290,000.00	0%	Typical design prepared with procurement to commence March.
63	LCRI 3 Narrandera Sportsground Spectator Pavilion	DGMI	0300-1015-0000	0816-4200-0000	A	-	\$95,455	200,000	\$59,530.38	\$45,014.22	77%	Demolition complete with the new building being fabricated.
64	LCRI 3 Narrandera Pump Track	OSR	0300-1016-0000	0816-4200-0000	A	-	-	200,000	\$210.57	\$199,789.43	0%	Consultant has been engaged and developing some concept plans to take to the community
65	LCRI 3 Barellan Hall Toilet upgrade	PAM	0300-1017-0000	0816-4200-0000	F	-	-	62,357	\$60,829.46	\$1,527.27	98%	Works complete. funds to be reallocated in March QBR
66	LCRI 3 Barellan Sportsground Spectator Pavilion	DGMI	0300-1018-0000	0816-4200-0000	A	-	\$89,161	130,000	\$1,052.78	\$39,786.50	69%	Tender awarded.
67	LCRI 3 Grong Grong Community Improvements	PAM	0300-1019-0000	0816-4200-0000	A	-	\$18,220	60,000	\$16,827.73	\$24,952.29	58%	Procurement complete, works to commence.
68	LCRI 3 HM Oval - Off leash dog area	OSR	0300-1020-0000	0816-4208-0000	A	40,000	-	100,000	\$0.00	\$100,000.00	0%	Fencing quotes currently being evaluated. Works scheduled to be completed by March 2023.
69	SCCF4 - Ndra Sportsground changeroom facilities upgrade	PAM	0300-1038-0000	0816-4211-0000	F	-	-	197,844	\$197,843.88	\$0.00	100%	Completed.
70	SCCF4 - Barellan Netball Courts	OSR	0200-1026-0000	0816-4211-0000	A	-	\$5,745	273,500	\$4,186.36	\$263,568.19	4%	Quotations above budget reducing scope to try and meet budget.
71	SCCF4 - Narrandera Sports Stadium	PAM	0300-1039-0000	0816-4211-0000	F	-	-	67,625	\$65,483.97	\$2,141.03	97%	Completed.
72	SCCF4 - Lake Talbot Water Park Entrance Upgrade / Fencing	PAM	0300-1040-0000	0816-4211-0000	F	-	-	15,622	\$15,621.80	\$0.00	100%	Works complete, funds to be reallocated in December QBR
73	SCCF4 - Water refill Stations along walk/cycle paths (Locations)	WSM	0300-1041-0000	0816-4211-0000	A	-	-	49,273	\$34,549.56	\$14,723.60	70%	Expected completion March
74	Solar Panels	DGMI	0300-1056-0000	0816-4212-0000	A	-	-	100,000	\$0.00	\$100,000.00	0%	Tender called report to March Council meeting.
75	LTTP Power sites	PAM	0300-1057-0000	0816-4212-0000	C	-	-	-	\$0.00	\$0.00	#DIV/0!	Unsuccessful grant, council funds returned to the source
76	SCCF5 - Community safety upgrade program (CCTV)	IT	0300-1042-0000	0816-4213-0000	A	-	-	249,597	\$0.00	\$249,597.00	-	Scope to be determined.
77	SCCF5 - Recreation Upgrade at Narrandera Water Tower	DGMI	0300-1043-0000	0816-4213-0000	A	-	-	660,000	\$0.00	\$660,000.00	-	Project being scoped.
78	Emergency Drainage Works - Urban Stormwater January Event	WM	0006-1001-0000	0910-4200-0000	A	-	-	106,293	\$0.00	\$106,292.68	0%	Works continuing between other projects,
79	New Road - Red Hill Industrial Estate	WM	0006-1013-0000	0910-4100-0000	A	-	\$52,885	780,000	\$567,474.16	\$159,641.27	80%	Water realignment and stormwater nearing completion, kerb and road to be completed
80	NBCMP	DGMI	0006-1017-0000	0910-4200-0000	A	-	-	1,158,856	-	\$1,088,060.86	6%	
81	Bolton Street	DGMI	0006-1017-0001	0910-4200-0000	D	-	-	-	\$3,290.00	-	-	project deferred due to funding reallocation
82	LCRI R3 East St between Twynam & Bolton	DGMI	0006-1017-0002	0910-4200-0000	A	-	\$67,505	-	\$0.00	-	-	Consultants engaged to review existing master plan. Report to April Council Meeting.
83	Urban Roads Construction	WM	N/A	0910-4200-0000	A	134,666	-	152,000	-	\$144,620.14	0%	QBR March trf to Urban roads construction laneways
84	Manderlay Road - Seal extension	WM	0006-1031-0000	0910-4200-0000	F	-	-	-	\$7,380.04	-	-	Completed.
85	Urban Roads Construction - Laneways	WM	N/A	0910-4100-0000	A	41,945	-	41,945	-	\$41,945.00	0%	works to be scheduled
86	Urban Reseals	WM	N/A	0910-4200-0000	N/A	123,627	-	123,627	-	\$123,627.00	0%	New data being reviewed to determine highest priority. Scheduled for Tender requests March

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66.67%

Project	Resp.	Job Number	GL Number	Rate	Adopted Budget	Committed	Revised Budget	22-23 Expenditure	Balance	%	Comments
87 Racecourse Rd	WM	0007-1016-0000	0910-4200-0000	A				\$0.00			Projects on hold to determine if still the highest priority
88 East Street (Audley to Larmer)	WM	0007-1017-0000	0910-4200-0000	A				\$0.00			Projects on hold to determine if still the highest priority
89 Urban Pavement Rehabilitation	WM	0008-1012-0000	0910-4200-0000	A	135,769		95,749	\$194.27	\$95,554.73	0%	works to be scheduled
90 Urban K&G Replacement	WM	0008-1018-0000	0910-4200-0000	A	16,153		16,153	\$0.00	\$16,153.00	0%	Works to commence on East St near Kurrajong new building.
91 Urban Footpath Replacement	WM	0008-1022-0000	0910-4200-0000	A	10,769		10,769	\$0.00	\$10,769.00	0%	Works to commence on East St near Kurrajong new building.
92 Urban Footpath Add. Funds requested - To railway overpass	WM	0008-1025-0000	0910-4200-0000	A	-		100,000	\$0.00	\$100,000.00	0%	Design is to be undertaken in conjunction with north narrandera footpath project.
93 RRUPP - Erigolia Road (Widening)	WM	0016-1003-0000	0911-4200-0000	A	231,786	\$2,818	1,102,138	\$27,194.96	\$1,072,124.86	3%	Procurement commenced for culvert widening.
94 Roads Resheeting - (Unsealed rural roads)	WM	N/A	0911-4200-0000	A	324,802		324,802		\$324,802.00	0%	Works complimenting Natural Disaster Funding projects with remaining works to be determined.
95 FLR - Brewarrana Bridge Retrofitting	WM	0012-1027-0000	0911-4200-0000	A	-	\$1,039	388,013	\$22,807.31	\$364,166.40	6%	Works being planned with materials being purchased.
96 FLR Narrandera Bus Route	WM	0010-1128-0000	0911-4200-0000	A	-		430,751		\$139,264.30	67%	
97 Pamandi Rd	WM	0010-1128-0001	0911-4200-0000	A	-			\$17,050.81			minor additional signage works needed
98 Cowabbie Rd	WM	0010-1128-0002	0911-4200-0000	A	-			\$5,927.79			Works to be scheduled March will be done with reseal program.
99 Brookong St	WM	0010-1128-0003	0911-4200-0000	F	-			\$1,101.45			Completed.
100 Mejum Park Rd	WM	0010-1128-0004	0911-4200-0000	F	-			\$267,406.29			Completed.
101 Rural Roads Reseals	WM	0002-1000-000	0911-4200-0000	A	157,845		183,951		\$183,340.78	0%	New data being reviewed to determine highest priority. Scheduled for Tender March.
102 Syme Road (New Seal)	WM	0002-1011-0000	0911-4200-0000	F	-			\$385.30			Completed.
103 Arrambee Road resheet & Seal	WM	0002-1012-0000	0911-4200-0000	F	-			\$224.98			Completed.
104 Flood Damage Repairs AGRN1001 (January 2022)	WM	0010-1001-0000	0911-4201-0000	A	-	\$119,493	1,900,000		\$1,706,209.59	10%	Funding approved with works to be undertaken over the next 18months.
105 Holloway Rd Culvert	WM	0010-1001-0001	0911-4201-0000	A	-			\$0.00			
106 Grong Grong River Road	WM	0010-1001-0002	0911-4201-0000	A	-			\$0.00			
107 Mejum Rd	WM	0010-1001-0003	0911-4201-0000	A	-			\$45,309.41			
108 Mannings Rd CH4.85-8.35	WM	0010-1001-0004	0911-4201-0000	A	-			\$10,506.59			
109 Middle Rd	WM	0010-1001-0005	0911-4201-0000	A	-			\$0.00			
110 Kingston Rd	WM	0010-1001-0006	0911-4201-0000	A	-			\$0.00			
111 Devlins Bridge Rd	WM	0010-1001-0007	0911-4201-0000	A	-			\$0.00			
112 Galore Park Rd CH0.20-0.40	WM	0010-1001-0008	0911-4201-0000	A	-			\$0.00			
113 Galore Forest Rd CH0.00-1.90	WM	0010-1001-0009	0911-4201-0000	A	-			\$0.00			
114 Higgins Rd	WM	0010-1001-0010	0911-4201-0000	A	-			\$67.01			
115 Jacksons Rd	WM	0010-1001-0011	0911-4201-0000	A	-			\$62.01			
116 Gepperts Rd	WM	0010-1001-0012	0911-4201-0000	A	-			\$62.01			
117 Mimosa Rd	WM	0010-1001-0013	0911-4201-0000	A	-			\$5,441.44			
118 The Gap Rd CH9.70-13.70	WM	0010-1001-0014	0911-4201-0000	A	-			\$2,940.59			
119 Lismoyle Rd	WM	0010-1001-0015	0911-4201-0000	A	-			\$9,783.53			
120 Strontian Rd	WM	0010-1001-0016	0911-4201-0000	A	-			\$124.82			
121 Hulmes Rd	WM	0010-1001-0017	0911-4201-0000	A	-			\$0.00			
122 Hewson Rd	WM	0010-1001-0018	0911-4201-0000	A	-			\$0.00			
123 Mannings Rd CH9.55-11.35	WM	0010-1001-0019	0911-4201-0000	A	-			\$0.00			
124 Galore Park Rd CH4.64-4.74	WM	0010-1001-0020	0911-4201-0000	A	-			\$0.00			
125 Galore Forest Rd CH3.70-4.50	WM	0010-1001-0021	0911-4201-0000	A	-			\$0.00			
126 The Gap Rd CH1.60-2.20	WM	0010-1001-0022	0911-4201-0000	A	-			\$0.00			
127 The Gap Rd CH2.60-3.40	WM	0010-1001-0023	0911-4201-0000	A	-			\$0.00			
128 The Gap Rd CH3.70-6.40	WM	0010-1001-0024	0911-4201-0000	A	-			\$0.00			
129 Flood Damage Repairs AGRN1034 (September 2022)	WM	0010-1034-0000	0911-4202-0000	A	-	\$29,127	-		-\$251,654.65	#DIV/0!	Emergency works still being completed - claim to be submitted for payment of all funds, with long term repairs being scoped.
130 Pinehope Rd	WM	0010-1034-0001	0911-4202-0000	A	-			\$2,636.92			
131 Angle Rd	WM	0010-1034-0002	0911-4202-0000	A	-			\$0.00			
132 Old Wagga Rd	WM	0010-1034-0003	0911-4202-0000	A	-			\$942.18			
133 Grong Grong River Road	WM	0010-1034-0004	0911-4202-0000	A	-			\$1,302.22			
134 Mejum Rd	WM	0010-1034-0005	0911-4202-0000	A	-			\$9,480.73			
135 Mannings Rd	WM	0010-1034-0006	0911-4202-0000	A	-			\$87.58			
136 Middle Rd	WM	0010-1034-0007	0911-4202-0000	A	-			\$290.06			

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137	Kingston Rd	WM	0010-1034-0008	0911-4202-0000	A	-			\$4,460.24			
138	Devilins Bridge Rd	WM	0010-1034-0009	0911-4202-0000	A	-			\$10,437.67			
139	Galore Park Rd	WM	0010-1034-0010	0911-4202-0000	A	-			\$2,934.15			
140	Galore Forest Rd	WM	0010-1034-0011	0911-4202-0000	A	-			\$17,042.21			
141	Jacksons Rd	WM	0010-1034-0012	0911-4202-0000	A	-			\$4,449.33			
142	Higgins Rd	WM	0010-1034-0013	0911-4202-0000	A	-			\$4,152.46			
143	Gepperts Rd	WM	0010-1034-0014	0911-4202-0000	A	-			\$963.66			
144	Mimosa Rd	WM	0010-1034-0015	0911-4202-0000	A	-			\$3,612.80			
145	The Gap Rd	WM	0010-1034-0016	0911-4202-0000	A	-			\$5,256.77			
146	Kangaroo Plains Rd	WM	0010-1034-0017	0911-4202-0000	A	-			\$2,139.95			
147	Lismoyle Rd	WM	0010-1034-0018	0911-4202-0000	A	-			\$0.00			
148	Strontian Rd	WM	0010-1034-0019	0911-4202-0000	A	-			\$26,633.78			
149	Hulmes Rd	WM	0010-1034-0020	0911-4202-0000	A	-			\$935.89			
150	Hewson Rd	WM	0010-1034-0021	0911-4202-0000	A	-			\$280.85			
151	Buckingbong Rd	WM	0010-1034-0022	0911-4202-0000	A	-			\$14,060.27			
152	Campbells Rd	WM	0010-1034-0023	0911-4202-0000	A	-			\$11,190.54			
153	Davis Rd	WM	0010-1034-0024	0911-4202-0000	A	-			\$274.10			
154	Jolleys Rd	WM	0010-1034-0025	0911-4202-0000	A	-			\$5,301.41			
155	Irons Rd	WM	0010-1034-0026	0911-4202-0000	A	-			\$13,836.15			
156	Mundurra Rd	WM	0010-1034-0027	0911-4202-0000	A	-			\$13,213.66			
157	Scotts Rd	WM	0010-1034-0028	0911-4202-0000	A	-			\$1,000.75			
158	Cheridool Rd	WM	0010-1034-0029	0911-4202-0000	A	-			\$6,491.25			
159	Sandy Creek Rd	WM	0010-1034-0030	0911-4202-0000	A	-			\$4,264.30			
160	Brobenah Hall Rd	WM	0010-1034-0031	0911-4202-0000	A	-			\$78.12			
161	Raes Lane	WM	0010-1034-0032	0911-4202-0000	A	-			\$1,766.63			
162	Bassett Rd	WM	0010-1034-0033	0911-4202-0000	A	-			\$0.00			
163	Norrison Rd	WM	0010-1034-0034	0911-4202-0000	A	-			\$749.54			
164	Owers Rd	WM	0010-1034-0035	0911-4202-0000	A	-			\$14,177.05			
165	Federal park Rd	WM	0010-1034-0036	0911-4202-0000	A	-			\$2,796.94			
166	Kywong Rd	WM	0010-1034-0037	0911-4202-0000	A	-			\$20,672.97			
167	Mitchell Rd	WM	0010-1034-0038	0911-4202-0000	A	-			\$6,528.81			
168	Tahmoor Rd	WM	0010-1034-0039	0911-4202-0000	A	-			\$223.10			
169	Buttons Rd	WM	0010-1034-0040	0911-4202-0000	A	-			\$0.00			
170	Windella Rd	WM	0010-1034-0041	0911-4202-0000	A	-			\$7,629.54			
171	Beechers Rd	WM	0010-1034-0042	0911-4202-0000	A	-			\$233.52			
172	Fixing Country Bridges	WM	N/A	0913-4200-0000	A	-		606,967		\$416,388.67	31%	
173	FCB - Molly's Bridge	WM	0017-1001-0000	0913-4200-0000	A	-	\$2,109		\$36,804.00			Works being scheduled, with external contractors being sought.
174	FCB - Somerset Bridge	WM	0017-1002-0000	0913-4200-0000	A	-	\$2,771		\$148,893.46			Works being scheduled, with external contractors being sought.
175	Roads to Recovery Grant	WM	N/A	0919-4200-0000	A	997,362		997,362		\$538,539.73	46%	Resheet work estimate of \$635,000. Remainder to be reseals
176	The Gap Rd (6.55 to 9.55) Resheeting	WM	0014-1188-0000	0919-4200-0000	F				\$205.77			Completed.
177	Stradbroke Road	WM	0014-1193-0000	0919-4200-0000	F				\$2,164.69			Completed.
178	Kangaroo Plains Rd - Gravel Resheet	WM	0014-1195-0000	0919-4200-0000	F				\$95,586.52			Completed.
179	Murrell Creek Rd - Gravel Resheet	WM	0014-1196-0000	0919-4200-0000	F				\$137,165.71			Completed.
180	Curtis Rd - Gravel resheet	WM	0014-1197-0000	0919-4200-0000	A				\$1,551.09			Works to be undertaken with flood repairs.
181	Euratha Rd - Gravel resheet	WM	0014-1198-0000	0919-4200-0000	F				\$152,565.38			Awaiting Gravel costings
182	Lismoyle Rd - Gravel Resheet	WM	0014-1199-0000	0919-4200-0000	A		\$7,062		\$32,766.74			
183	Mejum Rd - Gravel Resheet	WM	0014-1100-0000	0919-4200-0000	A		\$5,133		\$24,621.00			
184	Regional Roads (Capital Component of Block Grant)	WM	0015-0000-0000	0915-4200-0000	N/A	268,200		263,930		\$120,020.93	55%	
185	MR243 - Canola Way to (GG, Gainain, Matong & Coolamon)	WM	0015-0243-0000	0915-4200-0000	A		\$291		\$18,250.53			Heavy patch works complete.
186	MR370 - To Lockhart	WM	0015-0370-0000	0915-4200-0000	A		\$364		\$3,219.10			works to be scheduled
187	MR596 - Back Yamma Road (south-west of Morundah)	WM	0015-0596-0000	0915-4200-0000	A		\$364		\$3,673.63			works to be scheduled
188	MR7608 - Barellan Road	WM	0015-7608-0000	0915-4200-0000	A		\$2,003		\$115,744.06			works planned to be completed in third quarter.
189	Repair Grant 7608 - Barellan Road CH 4.46 to 6.15	WM	0015-9608-0000	0915-4200-0000	A	173,200	\$106,993	204,940	\$4,972.00	\$92,974.85	55%	Works commenced.

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2022-23 - as at February 2023

Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

66.67%

Project	Resp.	Job Number	GL Number	cat	Adopted Budget	Committed	Revised Budget	22-23 Expenditure	Balance	%	Comments
190 SZI - Adams and Douglas Streets	WM	0030-1024-0000	0920-4100-0000	F	-		55,180	\$55,179.81	\$0.18	100%	Completed.
191 SZI - Mulga St Barellan Refuge	WM	0030-1025-0000	0920-4100-0000	F	-		3,929	\$1,502.91	\$2,426.11	38%	Completed.
192 Active Transport - Cycling	PAM	0030-1001-0000	0920-4100-0000	C	50,000		-	\$0.00	\$0.00	0%	Grant Unsuccessful
193 Active Transport - Walking (Mulga St Barellan)	WM	0030-1003-0000	0920-4100-0000	F	50,000	\$26,744	80,000	\$54,003.72	-\$747.85	101%	Works Completed. Awaiting final costs.
194 Truck Wash - Purchase pump	PAM	0031-1001-0000	0921-4100-0000	A	-		-	\$17,597.17	-\$17,597.17	#DIV/0!	Complete - Funds to be allocated.
195 Light Vehicles	PWM	9500-1000-0001	1019-4200-0000	A	415,749		469,544	\$38,687.00	\$430,857.00	8%	Preparation for procurement underway.
196 Trucks & Trailers	PWM	9500-1001-0002	1019-4200-0000	A	109,500		109,500	\$66,397.48	\$43,102.52	61%	Preparation for procurement underway.
197 Heavy Plant Sales	PWM	9500-1002-0000	1019-4200-0000	A	783,800	\$31,864	783,800	\$149,470.50	\$602,465.86	23%	Preparation for procurement underway.
198 Other Plant Capital	PWM	9500-1003-0000	1019-4200-0000	A	20,000		20,000	\$53,795.45	-\$33,795.45	269%	New Pump purchased during flooding, minor plant as needs
199 Building renewal and upgrades	PAM	9300-1004-0000	1023-4200-0000	A	146,412	\$13,766	136,476	\$78,970.67	\$43,738.78	68%	Renewal program remains ontrack.
200 Design of additions for the Administration building	PAM	9300-1005-0000	1023-4200-0000	A	50,000		50,000	\$0.00	\$50,000.00	0%	Scope to be determined.
201 Works - New vehicle storage shed	DGMI	9300-1006-0000	1023-4100-0000	A	125,000	\$19,091	125,000	\$0.00	\$105,909.09	15%	Quotations received.
202 Council Chambers Cleanout of Storage Facility	PAM	9300-1015-0000	1023-4200-0000	A	-		5,709	\$0.00	\$5,709.14	0%	Works to be scheduled
203 New building at Depot	WM	9300-1029-0000	1023-4100-0000	A	-	\$96,923	139,483	\$8,315.77	\$34,244.36	75%	awaiting construction and delivery of office
204 Quarry Comms Tower Static Line Replace & Structural Inspection	PAM	9310-1001-0000	1023-4202-0000	A	20,000	\$4,910	20,000	\$0.00	\$15,090.00	25%	Structural inspection committed
205 Airport Terminal painting, Blinds and improvements	TAE	9400-1001-0000	1025-4200-0000	D	15,000		15,000	\$0.00	\$15,000.00	0%	Airport Committee 22 October elected not to have capital works for 22/23 other than the parallel taxiway suggest carry over into 23/24.
206 Airport Security & Wildlife Perimeter fencing	TAE	9400-1013-0000	1025-4100-0000	A	-		25,106	\$16,027.05	\$9,079.12	64%	Awaiting on a visit for some maintenance checks and adjustments, expected completion April 2023.
207 Airport Taxiway	TAE	9400-1014-0000	1025-4100-0000	A	-	\$3,960	2,175,326	\$13,936.78	\$2,157,429.22	1%	Extension confirmed to 30 April 2024. Alternate design now complete. Drainage works are scheduled to start prior to EOFY.
208 Services Replacements	WSM	2900-1011-0000	2000-4200-0000	A	20,000	\$3,200	60,000	\$60,332.58	-\$3,532.58	106%	As required
209 WTP filter/Upgrade design	WSM	2900-1038-0000	2000-4100-0000	A	-		41,912	-\$30.86	\$41,942.86	0%	Works to be completed in conjunction with scoping study.
210 North Zone Pressure Pump - low pressure issues	WSM	2900-1051-0000	2000-4200-0000	A	-		38,995	\$1,560.12	\$37,434.42	4%	Hydraulic model complete, specification being developed.
211 Water Main Replacements	WSM	2900-1056-0000	2000-4200-0000	N/A	300,000	\$3,440	340,090		\$241,188.28	29%	
212 King St Watermain Replacement	WSM	2900-1056-0007	2000-4200-0000	F				\$86,102.70			Completed.
213 Grosvenor St Watermain Replace	WSM	2900-1056-0008	2000-4200-0000	A				\$9,359.29			To commence in March.
214 Hydrant and Valve replacements	WSM	2900-1057-0000	2000-4200-0000	A	65,000	\$7,651	104,781	\$28,382.86	\$68,747.43	34%	Program being developed.
215 Pine Hill Reservoir Upgrade	WSM	2900-1062-0000	2000-4200-0000	F	-		15,242	\$9,831.05	\$5,410.58	65%	Completed.
216 Pine Hill reservoir fencing/ demolition	WSM	2900-1070-0000	2000-4200-0000	A	-		49,450	\$999.12	\$48,451.29	2%	Procurement underway.
217 Solar	DGMI	2900-1071-0000	2000-4100-0000	A	-		250,000	\$0.00	\$250,000.00	0%	Tender called report to March Council meeting.
218 IWCM Additional Works	WSM	2900-1072-0001	2000-4100-0000	A	-		130,774	\$0.00	\$130,774.00	0%	DPIE concurrence for Groundwater Study provided, consultants engaged. Study report pending.
219 WTP Scoping Study	WSM	2900-1072-0002	2000-4100-0000	A	-	\$73,112	150,000	\$0.00	\$76,888.18	49%	Funding deed finalised, project underway. Completion expected in June.
220 Taggle Software and implementation	WSM	2900-1073-0000	2000-4100-0000	F	-		17,014	\$17,013.73	-\$0.00	100%	Completed.
221 Household Filter Project	WSM	2900-1074-0000	2000-4100-0000	A	-		17,826	\$6,333.58	\$11,492.42	36%	Ongoing.
222 Gordon St fencing	WSM	2900-1075-0000	2000-4100-0000	A	-		30,781	\$3,622.88	\$27,158.38	12%	Site survey complete, procurement underway.
223 Cul-de-sac ring mains	WSM	2900-1076-0000	2000-4100-0000	A	-	\$2,200	100,584	\$3,564.02	\$94,820.14	6%	Works to be underway in April.
224 Telemetry software upgrade	WSM	2900-1078-0000	2000-4200-0000	A	-		26,993	\$26,564.63	\$428.62	98%	Tenders being sought, Works to commence in June
225 Telemetry hardware upgrade	WSM	2900-1079-0000	2000-4200-0000	A	-		149,646	\$0.00	\$149,645.65	0%	Tenders being sought, Works to commence in June
226 Pine Hill Pumps Replacement	WSM	2900-1080-0000	2000-4200-0000	A	-		28,661	\$2,260.40	\$26,400.82	8%	Works to be programmed.
227 Bulk Water Filling Station	WSM	2900-1083-0000	2000-4100-0000	A	-	\$7,960	8,193	\$14,801.63	-\$14,569.02	278%	Installation to be completed in March.
228 Primary Filter (sewer)	WSM	3900-1016-0000	3000-4100-0000	A	-		100,737	\$6,272.62	\$94,464.18	6%	Quotes have been received. Outside of budget, project delayed pending grant funding.
229 Flow meters for Pump Stations 2, 3, 4	WSM	3900-1025-0000	3000-4100-0000	A	-		35,456	\$0.00	\$35,455.78	0%	Quotes received outside of budget review of scope being undertaken.
230 Barellan Sewer	WSM	3900-1032-0000	3000-4100-0000	A	3,050,000	\$37,182	6,132,846	\$369,205.28	\$5,726,457.99	7%	Design review underway with construction tender to begin in second half of 2023.
231 Narrandera West Sewer Extension	WSM	3900-1033-0000	3000-4100-0000	F	-		11,526	\$102.73	\$11,422.98	1%	Complete - March QBR adjustment.
232 Sewer Main Relines	WSM	3900-1036-0000	3000-4200-0000	A	350,000	\$622	350,000	\$1,243.80	\$348,134.32	1%	To commence May.
233 Solar	DGMI	3900-1037-0000	3000-4100-0000	A	-		250,000	\$0.00	\$250,000.00	0%	Tender called report to March Council meeting.
234 Telemetry hardware upgrade	WSM	3900-1038-0000	3000-4200-0000	A	-		100,000	\$1,243.80	\$98,756.20	1%	Tenders being sought, Works to commence in June.
235 Telemetry software upgrade	WSM	3900-1039-0000	3000-4200-0000	A	-		40,000	\$0.00	\$40,000.00	0%	Tenders being sought, Works to commence in June.

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2022-23 - as at February 2023

Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

66.67%

Project	Resp.	Job Number	GL Number	Stat.	Adopted Budget	Committed	Revised Budget	22-23 Expenditure	Balance	%	Comments
Grant Dependant - Capital											
236	OSR	0200-1001-0000	0815-4102-0000	A	30,000		30,000	\$0.00	\$30,000.00	0%	Works to be undertaken at the completion of netball Court upgrade.
237	OSR	0300-1010-0000	0816-4100-0000	G	40,000		40,000	\$0.00	\$40,000.00	0%	Grant dependent
238	OSR	0300-1011-0000	0816-4100-0000	G	25,000		25,000	\$0.00	\$25,000.00	0%	Grant dependent (50/50)
239	OSR	0300-1013-0000	0816-4202-0000	G	5,000		5,000	\$0.00	\$5,000.00	0%	Grant dependent
240	OSR	0300-1014-0000	0816-4204-0000	G	8,000		8,000	\$0.00	\$8,000.00	0%	Grant dependent
242	OSR	0600-1010-0000	0818-4100-0000	G	2,000,000		2,000,000	\$0.00	\$2,000,000.00	0%	Grants sought for designs and approval documents.
Operational											
243	WM	0001-0005-0000	0910-2142-0000	O	-		93,050	\$0.00	\$93,050.00	0%	Ongoing operational costs
244	TAE	0001-0006-0000	0910-2142-0000	O	-		8,000	\$6,332.72	\$1,667.28	79%	Ongoing operational costs.
245	WM	0001-0007-0000	0910-2140-0000	O	-		-	\$237,285.17	-\$237,285.17	#DIV/0!	Claimable flood emergency works
246	WM	0001-0001-0000	0910-2100-0000	O	761,128	\$26,208	761,128	\$552,578.37	\$182,341.56	76%	Ongoing operational costs.
247	WM	0002-0001-0000	0911-2100-0000	O	299,366	\$25,997	299,366	\$236,017.36	\$37,351.67	88%	Ongoing operational costs.
248	WM	0003-0001-0000	0912-2100-0000	O	694,431	\$43,466	694,431	\$516,175.74	\$134,789.60	81%	Ongoing operational costs
249	WM	0005-0000-0000	0915-2100-0000	O	207,600		207,600	\$262,773.75	-\$55,173.75	127%	Ongoing operational costs
250	WM	0004-0002-0000	0916-2102-0000	O	179,132	\$4,468	470,870	\$554,341.30	-\$87,939.39	119%	Ongoing operational costs. Additional works approved due to extreme weather.
251	PAM	0030-0124-0000	0920-2142-0000	O	80,000		80,000	\$39,576.78	\$40,423.22	49%	Consultants engaged.
252	OSR	5900-0000-0000	0511-2100-0000	O	174,165		174,446	\$126,234.57	\$48,211.43	72%	Ongoing operational costs
253	OSR	6620-0000-0000	0710-2100-0000	O	40,035		110,411	\$72,885.82	\$37,525.18	66%	Ongoing operational costs
254	OSR	0800-0000-0000	0713-2100-0000	O	140,201		140,201	\$99,921.87	\$40,279.13	71%	Ongoing operational costs
255	OSR	0200-0000-0000	0815-2100-0000	O	258,383		252,709	\$133,486.41	\$119,222.59	53%	Ongoing operational costs
256	OSR	0300-0000-0000	0816-2100-0000	O	621,147		606,967	\$478,999.52	\$127,967.48	79%	Ongoing operational costs
257	OSR	0300-0040-0000	0816-2136-0000	O	41,004	\$3,264	59,293	\$53,708.14	\$2,321.04	96%	Ongoing operational costs
258	OSR	0300-0041-0000	0816-2136-0000	O	17,455	\$786	17,455	\$14,987.69	\$1,681.56	90%	Ongoing operational costs
259	OSR	0300-0106-0000	0816-2102-0000	A	-		8,531	\$0.00	\$8,531.36	0%	Discussions to be undertaken with community user group
260	OSR	0500-0001-0000	0816-2137-0000	O	231,547	\$12,273	231,547	\$202,840.56	\$16,433.68	93%	Ongoing operational costs (Emergency tree works due to storms included)
261	OSR	0600-0000-0000	0818-2100-0000	O	24,725		24,725	\$3,746.89	\$20,978.11	15%	Ongoing operational costs
262	OSR	0400-0000-0000	0820-2100-0000	O	126,378		110,631	\$55,962.27	\$54,668.73	51%	Ongoing operational costs
263	WSM	2300-0001-0000	2000-2000-0000	O	43,500	\$13,431	43,500	\$41,031.82	-\$10,963.12	125%	Ongoing operational costs - correcting journals to be processed.
264	WSM	2300-0002-0000	2000-2001-0000	O	129,800	\$13,128	143,800	\$123,470.98	\$7,200.98	95%	Ongoing operational costs - correcting journals to be processed.
265	WSM	2100-0003-0000	2000-2002-0000	O	339,200	\$15,651	315,200	\$232,269.52	\$67,279.48	79%	Ongoing operational costs
266	WSM	2200-0004-0000	2000-2003-0000	O	50,560	\$70	50,560	\$2,519.75	\$47,970.25	5%	Ongoing operational costs
267	WSM	2400-0005-0000	2000-2004-0000	O	27,300	\$5,288	37,300	\$33,048.97	-\$1,037.22	103%	Ongoing operational costs - correcting journals to be processed.
268	WSM	2000-0032-0000	2000-2005-0000	O	30,080		30,080	\$19,504.16	\$10,575.84	65%	Ongoing operational costs
269	WSM	2700-0033-0000	2000-2007-0000	O	23,000	\$3,310	23,000	\$22,165.17	-\$2,475.62	111%	Ongoing operational costs
270	WSM	2000-0014-0000	2000-2008-0000	O	28,710	\$69	28,710	\$51,564.08	-\$22,922.90	180%	Ongoing operational costs to be rectified with the introduction of the taggle software.
271	WSM	2000-0040-0000	2000-2009-0000	O	9,030	\$1,364	9,030	\$6,553.10	\$1,113.26	88%	Ongoing operational costs
272	WSM	2000-0042-0000	2000-2011-0000	O	75,000	\$164	75,000	\$1,254.47	\$73,581.63	2%	Procurement to begin in April 2023 for this years program.
273	WSM	2300-0023-0000	2000-2117-0000	O	218,225		218,225	\$163,615.61	\$54,609.39	75%	Ongoing operational costs
274	WSM	3200-0002-0000	3000-2001-0000	O	105,450	\$16,299	105,450	\$75,856.69	\$13,294.81	87%	Ongoing operational costs

Capital Expenditure as at 28 February 2023

	Sum of Adopted Budget	Sum of Revised Budget	Sum of 22-23 Expenditure	Sum of Committed	Sum of Balance
Administration					
Information Technology	\$ 555,866.00	\$ 651,024.50	\$ 84,456.65	\$ 17,391.05	\$ 549,176.80
Environment					
Stormwater	\$ 4,100,000.00	\$ 4,383,172.17	\$ 1,927.53	\$ 262,185.36	\$ 4,119,059.28
Narrandera Landfill	\$ 337,000.00	\$ 471,803.91	\$ 7,300.00	\$ 33,323.64	\$ 431,180.27
Barellan Waste	\$ -	\$ 87,000.00	\$ 691.61	\$ 4,090.91	\$ 82,217.48
Housing & Community Amenities					
Narrandera Cemetery	\$ 145,000.00	\$ 145,000.00	\$ -	\$ 38,181.82	\$ 106,818.18
Local Roads Comm. & Infrastructure	\$ -	\$ 82,734.71	\$ 60,926.44		\$ 21,808.27
Grong Grong Cemetery	\$ -	\$ 3,834.00	\$ 3,128.00		\$ 706.00
Transport & Communication					
Regional Roads	\$ 441,400.00	\$ 468,870.00	\$ 145,859.32	\$ 110,014.90	\$ 212,995.78
Rural Roads	\$ 714,433.00	\$ 4,329,654.20	\$ 638,924.40	\$ 152,476.52	\$ 3,538,253.28
Urban Roads	\$ 462,929.00	\$ 2,606,445.84	\$ 597,961.46	\$ 120,389.57	\$ 1,888,094.81
Roads To Recovery	\$ 997,362.00	\$ 997,362.00	\$ 446,626.90	\$ 12,195.37	\$ 538,539.73
Ancillary Roadworks	\$ 100,000.00	\$ 139,109.01	\$ 110,686.44	\$ 26,744.13	\$ 1,678.44
Bridges	\$ -	\$ 606,966.53	\$ 185,697.46	\$ 4,880.40	\$ 416,388.67
Economic Affairs					
Airport	\$ 15,000.00	\$ 2,215,432.17	\$ 29,963.83	\$ 3,960.00	\$ 2,181,508.34
Buildings	\$ 341,412.00	\$ 592,667.94	\$ 87,286.44	\$ 145,662.86	\$ 359,718.64
Plant	\$ 1,329,049.00	\$ 1,382,844.00	\$ 325,947.60	\$ 31,863.64	\$ 1,025,032.76
Local Roads Comm. & Infrastructure	\$ -	\$ 54,975.00	\$ 5.00		\$ 54,970.00
Recreation and Culture					
Lake Talbot Pool	\$ 6,000.00	\$ 108,054.24	\$ 60,756.14	\$ 28,650.28	\$ 18,647.82
Lake Talbot Recreation Area	\$ 2,080,000.00	\$ 2,110,000.00	\$ 130.12		\$ 2,109,869.88
Library	\$ 31,514.00	\$ 67,037.00	\$ 16,269.04		\$ 50,767.96
Marie Bashir Park	\$ 175,000.00	\$ 250,000.00	\$ -		\$ 250,000.00
Urban Roads	\$ -	\$ 290,000.00	\$ -		\$ 290,000.00
Barellan Park	\$ 21,000.00	\$ 22,273.68	\$ 11,021.23		\$ 11,252.45
Narrandera Parks	\$ 155,560.00	\$ 282,587.00	\$ 21,387.00	\$ 9,676.36	\$ 251,523.64
Barellan Pool	\$ 2,500.00	\$ 2,500.00	\$ 2,272.73		\$ 227.27
Ndra Memorial Park	\$ 34,200.00	\$ 34,200.00	\$ 5,402.74		\$ 28,797.26

Capital Expenditure as at 28 February 2023

Barellan Sportsground	\$ 30,000.00	\$ 30,000.00	\$ -	\$ 30,000.00
Narrandera Sportsground	\$ -	\$ 155,624.11	\$ 113,169.50	\$ 41,604.69
Grong Grong Park	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00
Brewery Flats	\$ 8,000.00	\$ 8,000.00	\$ -	\$ 8,000.00
Playground on the Murrumbidgee	\$ -	\$ 3,547,161.18	\$ 2,433,067.39	\$ 277,172.27
Local Roads Comm. & Infrastructure	\$ 40,000.00	\$ 983,233.07	\$ 262,945.84	\$ 486,898.22
Stronger Country Community Funding	\$ -	\$ 1,513,460.84	\$ 317,685.57	\$ 1,190,029.82
Narrandera Outdoor Courts	\$ -	\$ -	\$ 210.60	-\$ 351.00
Water Supply Network				
Water	\$ 385,000.00	\$ 1,560,942.28	\$ 270,697.73	\$ 1,192,681.47
Sewerage Network				
Sewer	\$ 3,400,000.00	\$ 7,020,563.95	\$ 378,068.23	\$ 6,604,691.45
Public Order & Safety				
Rural Fire Service	\$ -	\$ 370,000.00	\$ -	\$ 370,000.00
Grand Total	\$ 15,913,225.00	\$ 37,579,533.33	\$ 6,620,472.94	\$ 28,744,959.93

Key Operational as at 28 February 2023

Row Labels	Sum of Adopted Budget	Sum of Revised Budget	Sum of 22-23 Expenditure	Sum of Committed	Sum of Balance
Housing & Community Amenities					
Noxious Weeds	\$ 174,165.00	\$ 174,446.00	\$ 126,234.57		\$ 48,211.43
Public Toilets	\$ 40,035.00	\$ 110,411.00	\$ 72,885.82		\$ 37,525.18
Cemetery Expenses	\$ 140,201.00	\$ 140,201.00	\$ 99,921.87		\$ 40,279.13
Transport & Communication					
Regional Roads	\$ 207,600.00	\$ 207,600.00	\$ 262,773.75		-\$ 55,173.75
State Roads	\$ 179,132.00	\$ 470,870.00	\$ 554,341.30	\$ 4,468.09	-\$ 87,939.39
Urban Roads	\$ 761,128.00	\$ 862,178.00	\$ 796,196.26	\$ 26,208.07	\$ 39,773.67
Sealed Rural Roads	\$ 299,366.00	\$ 299,366.00	\$ 236,017.36	\$ 25,996.97	\$ 37,351.67
Unsealed Rural Roads	\$ 694,431.00	\$ 694,431.00	\$ 516,175.74	\$ 43,465.66	\$ 134,789.60
Ancillary Roadworks	\$ 80,000.00	\$ 80,000.00	\$ 39,576.78		\$ 40,423.22
Water Supplies					
Water	\$ 974,405.00	\$ 974,405.00	\$ 696,997.63	\$ 52,475.40	\$ 224,931.97
Sewer Supplies					
Sewer	\$ 679,842.00	\$ 679,842.00	\$ 379,663.15	\$ 56,752.56	\$ 243,426.29
Recreation and Culture					
Sports Ground Expenses	\$ 258,383.00	\$ 252,709.00	\$ 133,486.41		\$ 119,222.59
Parks Expenses	\$ 621,147.00	\$ 606,967.00	\$ 478,999.52		\$ 127,967.48
Lawn Areas	\$ 41,004.00	\$ 59,293.00	\$ 53,708.14	3263.82	\$ 2,321.04
Lake Talbot Expenses	\$ 24,725.00	\$ 24,725.00	\$ 3,746.89		\$ 20,978.11
Sports Stadium Expenses	\$ 126,378.00	\$ 110,631.00	\$ 55,962.27		\$ 54,668.73
Street Scaping	\$ 17,455.00	\$ 17,455.00	\$ 14,987.69	785.75	\$ 1,681.56
Street Trees	\$ 231,547.00	\$ 231,547.00	\$ 202,840.56	12272.76	\$ 16,433.68
Grand Total	\$ 5,550,944.00	\$ 5,997,077.00	\$ 4,724,515.71	\$ 225,689.08	\$ 1,046,872.21

24 STATUTORY AND COMPULSORY REPORTING – OTHER REPORTS

Nil

25 CONFIDENTIAL BUSINESS PAPER REPORTS

Nil