



# **BUSINESS PAPER**

**Ordinary Council Meeting**

**19 March 2024**

## 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	<a href="mailto:council@narrandera.nsw.gov.au">council@narrandera.nsw.gov.au</a>
Department of Local Government	02 4428 4100	<a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
ICAC Toll free	02 8281 5999 1800 463 909	<a href="mailto:icac@icac.nsw.gov.au">icac@icac.nsw.gov.au</a>
NSW Ombudsman Toll Free	02 8286 1000 1800 451 524	<a href="mailto:nswombo@ombo.nsw.gov.au">nswombo@ombo.nsw.gov.au</a>

## 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.

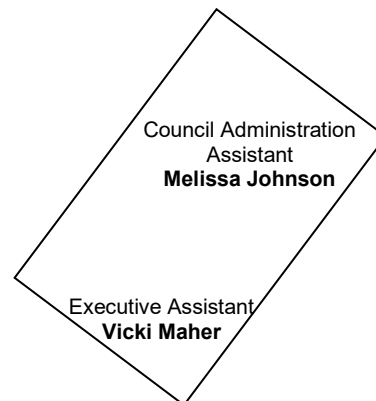
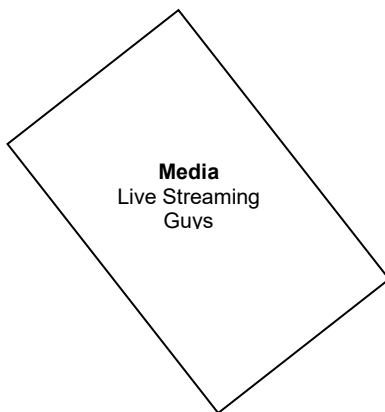
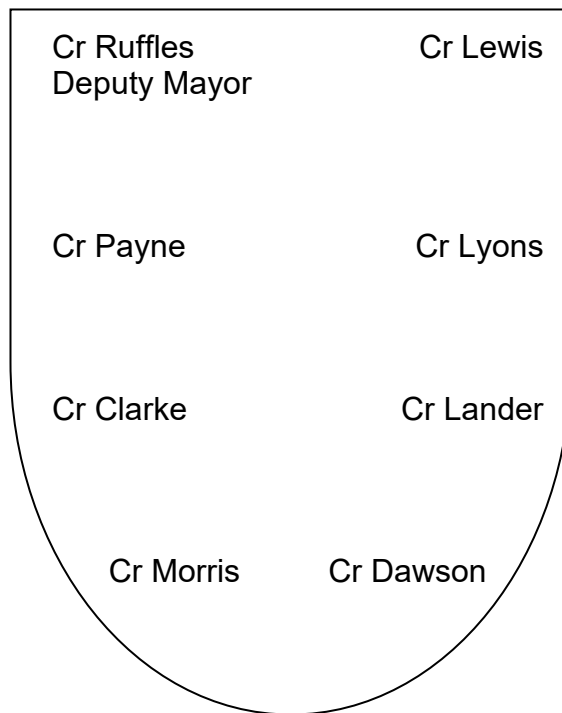
### Section 20 Our Leadership

---

- 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 <b>George Cowan</b>	<b>MAYOR</b> <b>Cr</b> <b>Kschenka</b>	Deputy General Manager Infrastructure <b>Shane Wilson</b>	Deputy General Manager Corporate & Community <b>Martin Hiscox</b>
--	--	---	---



**Notice is hereby given that the Ordinary Meeting of the Narrandera  
Shire Council will be held in the Council Chambers on:  
Tuesday 19 March 2024 at 2pm**

**Order Of Business**

<b>1</b>	<b>Acknowledgement of Country</b> .....	<b>7</b>
<b>2</b>	<b>House Keeping</b> .....	<b>7</b>
<b>3</b>	<b>Disclosure of Political Donations</b> .....	<b>7</b>
<b>4</b>	<b>Request to Attend by Audio-Visual Link</b> .....	<b>7</b>
<b>5</b>	<b>Present</b> .....	<b>7</b>
<b>6</b>	<b>Apologies</b> .....	<b>7</b>
<b>7</b>	<b>Declarations of Interest</b> .....	<b>7</b>
<b>8</b>	<b>Confirmation of Minutes</b> .....	<b>7</b>
	Ordinary Council Meeting - 20 February 2024	
<b>9</b>	<b>Mayoral Report</b> .....	<b>20</b>
	Nil	
<b>10</b>	<b>Councillor Reports</b> .....	<b>21</b>
10.1	Cr Clarke - Attendance at RDA Orana Inland Growth Summit - 21-22 February 2024 .....	21
10.2	Cr Dawson - Attendance at Newell Highway Taskforce Committee Meeting - 30 November 2023 .....	24
<b>11</b>	<b>Notices of Rescission</b> .....	<b>27</b>
	Nil	
<b>12</b>	<b>Notices of Motion</b> .....	<b>27</b>
	Nil	
<b>13</b>	<b>Question with Notice</b> .....	<b>27</b>
	Nil	
<b>14</b>	<b>Our Leadership</b> .....	<b>28</b>
14.1	Mayor Report - February / March 2024.....	28
<b>15</b>	<b>Our Community</b> .....	<b>33</b>
15.1	Bettering Barellan Advisory Committee - Community Representative Nominee .....	33
<b>16</b>	<b>Our Environment</b> .....	<b>36</b>
	Nil	
<b>17</b>	<b>Our Economy</b> .....	<b>36</b>
	Nil	
<b>18</b>	<b>Our Infrastructure</b> .....	<b>37</b>
18.1	Tender T-23-24-7 Design and Construct Barellan Toddler pool .....	37

<b>19</b>	<b>Development Application .....</b>	<b>43</b>
	Nil	
<b>20</b>	<b>Procurement .....</b>	<b>43</b>
	Nil	
<b>21</b>	<b>Policy.....</b>	<b>44</b>
21.1	Policy Review - POL058 Gifts Benefits and Hospitality Policy and POL013 Section 355 Committees Policy .....	44
21.2	Performance Orders - OLG Circular 24-03 .....	64
21.3	Policy Review - POL112 Land Acquisition and Subdivision Policy .....	90
<b>22</b>	<b>Committee Reports .....</b>	<b>99</b>
22.1	Aboriginal Elders Liaison - Minutes - 26 February 2024 .....	99
22.2	Audit, Risk and Improvement Committee - Minutes - 6 March 2024 .....	106
22.3	Grong Grong Community Advisory Committee - Minutes - 19 February 2024.....	112
22.4	Bettering Barellan Advisory Committee - Minutes - 21 February 2024 .....	117
22.5	Railway Station Facility Advisory Committee - Minutes - 15 February 2024.....	122
22.6	Arts and Culture Advisory Committee - Minutes - 22 February 2024.....	126
22.7	Parkside Cottage Museum S355 Committee - Minutes - 4 March 2024 .....	130
22.8	Australia Day Planning Advisory Committee - Minutes - 15 February 2024.....	135
22.9	Narrandera Stadium Advisory Committee - Minutes - 22 February 2024 ...	139
22.10	Lake Talbot Environs Advisory Committee - Minutes - 22 February 2024 ..	143
<b>23</b>	<b>Statutory and Compulsory Reporting – Development Services Reports .....</b>	<b>147</b>
23.1	Development & Environment Services Activities - February 2024 .....	147
<b>24</b>	<b>Statutory and Compulsory Reporting – Financial / Audit Reports .....</b>	<b>151</b>
24.1	Statement of Bank Balances - February 2024 .....	151
24.2	Statement of Investments - February 2024.....	153
24.3	Income Statement - February 2024 .....	157
24.4	Capital Works Program - February 2024 .....	163
24.5	Statement of Rates and Receipts - February 2024.....	184
<b>25</b>	<b>Statutory and Compulsory Reporting – Other Reports.....</b>	<b>187</b>
	Nil	
<b>26</b>	<b>Confidential Business Paper Reports .....</b>	<b>187</b>
	Nil	

- 1      **ACKNOWLEDGEMENT OF COUNTRY**
- 2      **HOUSE KEEPING**
- 3      **DISCLOSURE OF POLITICAL DONATIONS**
- 4      **REQUEST TO ATTEND BY AUDIO-VISUAL LINK**
- 5      **PRESENT**

6      **APOLOGIES**

Nil

7      **DECLARATIONS OF INTEREST**

8      **CONFIRMATION OF MINUTES**

Ordinary Council Meeting - 20 February 2024



# **MINUTES**

**Ordinary Council Meeting**

**20 February 2024**

Unconfirmed



**MINUTES OF NARRANDERA SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS  
ON TUESDAY, 20 FEBRUARY 2024 AT 2PM**

The Mayor declared the Public Forum opened at **1.30pm** 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**

The Mayor presented Certificates and Prizes for Council's 2023 Shire Garden and Christmas Light Decorations Awards to:

Christmas Lights Awards:

- Best House Barellan – 46 Wilga Street
- Best House Narrandera – 2 Kiesling Drive
- Best Street Narrandera – Whitton Street
- Best Business – Vintage Designs
- Best House Grong Grong – 76 Bunganbil Street
- (Notable mention, unable to win the prize two years in a row)

Garden Awards:

- Best Garden Grong Grong – Leonard O'Toole
- Best Small Garden Narrandera – John & Suzanne Ryan
- Best Large Garden Narrandera – John & Rhonda Mills
- Best Garden Barellan – Gregory & Nola Trembath
- Best Garden Binya – Binya Public School

The Mayor declared the Ordinary Council Meeting opened at **2pm**.

## **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.

#### **4 REQUEST TO ATTEND BY AUDIO-VISUAL LINK**

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

#### **5 PRESENT**

Mayor Cr Neville Kschenka, Cr Sue Ruffles, Cr Narelle Payne, Cr Kevin Morris, Cr Peter Dawson, Cr Cameron Lander, Cr Tracey Lewis

##### **In Attendance**

George Cowan (General Manager), Shane Wilson (Deputy General Manager Infrastructure), Martin Hiscox (Deputy General Manager Corporate & Community), Vicki Maher (Executive Assistant), Melissa Johnson (Council Administration Assistant/Minute Taker)

#### **6 APOLOGIES**

##### **RESOLUTION 24/001**

Moved: Cr Sue Ruffles

Seconded: Cr Cameron Lander

That apologies from Cr Jenny Clarke OAM and Cr Braden Lyons be received and accepted.

**CARRIED**

#### **7 DECLARATIONS OF INTEREST**

General Manager, Mr George Cowan, declared a Non Pecuniary Significant Interest in Item 26.1 under the Local Government Act as *GM Review* and will leave the meeting during discussion and voting on the matter.

#### **8 CONFIRMATION OF MINUTES**

##### **RESOLUTION 24/002**

Moved: Cr Narelle Payne

Seconded: Cr Peter Dawson

That the minutes of the Ordinary Council Meeting held on 13 December 2023 be confirmed.

**CARRIED**

**9 MAYORAL REPORT****9.1 MAYORAL REPORT - DECEMBER 2023 & JANUARY / FEBRUARY 2024****RESOLUTION 24/003**

Moved: Mayor Cr Neville Kschenka

Seconded: Cr Cameron Lander

That Council:

1. Receives and notes the Mayoral Report for December 2023, January and February 2024.

**CARRIED**

**9.2 MAYOR MINUTE - COST SHIFTING****RESOLUTION 24/004**

Moved: Mayor Cr Neville Kschenka

Seconded: Cr Tracey Lewis

That Council:

1. Receives and notes the findings of the LGNSW Cost Shifting report for the 2021-22 financial year.
2. Places a copy of the cost shifting report on Council's website so that our communities can access it.
3. Writes to the Premier, the NSW Treasurer and the NSW Minister for Local Government, seeking that they urgently address these costs through a combination of regulatory reform, budgetary provision, and appropriate funding.
4. Provides a copy of these letters to our Local Member for Cootamundra, Steph Cooke MP.

**CARRIED**

**10 COUNCILLOR REPORTS**

Nil

**11 NOTICES OF RESCISSION**

Nil

**12 NOTICES OF MOTION**

Nil

**13 QUESTION WITH NOTICE**

Nil

**14 OUR LEADERSHIP****14.1 2022-23 ANNUAL REPORT - ADDENDUM****RESOLUTION 24/005**

Moved: Cr Tracey Lewis

Seconded: Cr Narelle Payne

That Council:

1. Adopts the addendum to the 2022-23 Annual Report as presented and places the Addendum on Council's website.

**CARRIED****14.2 DELIVERY PROGRAM 2022-26 HALF YEAR PERFORMANCE REVIEW - 31 DECEMBER 2023****RESOLUTION 24/006**

Moved: Cr Tracey Lewis

Seconded: Cr Narelle Payne

That Council:

1. Adopts the Delivery Program 2022-26 half year performance review at 31 December 2023 as presented and publish the report to the community using the website of Council.

**CARRIED****15 OUR COMMUNITY****15.1 POLICY REVIEW - POL028 LIBRARY****RESOLUTION 24/007**

Moved: Cr Cameron Lander

Seconded: Cr Narelle Payne

That Council:

1. Adopts for exhibition purposes the amended POL028 Library Policy; and
2. Deems POL028 Library Policy as adopted should no submissions be received from the community at the conclusion of the exhibition period.

**CARRIED****15.2 KOALA COUNT AND FESTIVAL POST EVENT REPORT****RESOLUTION 24/008**

Moved: Cr Narelle Payne

Seconded: Cr Cameron Lander

That Council:

1. Receives and notes the 2023 Narrandera Koala Fest post event report.

**CARRIED****15.3 NARRANDERA SHIRE CULTURAL PLAN 2021-31 PROGRESS REPORT****RESOLUTION 24/009**

Moved: Cr Cameron Lander

Seconded: Cr Tracey Lewis

That Council:

1. Receives and notes the Narrandera Shire Cultural Plan 2021-31 Progress Report

**CARRIED****16 OUR ENVIRONMENT**

Nil

**17 OUR ECONOMY**

Nil

**18 OUR INFRASTRUCTURE****18.1 PLANNING PROPOSAL - LOT 1 IN DP1011106, 42 MANDERLAY ROAD, NARRANDERA (RED HILL INDUSTRIAL ESTATE)****RESOLUTION 24/010**

Moved: Cr Narelle Payne

Seconded: Cr Cameron Lander

That Council:

1. Resolves, in accordance with Section 3.34 of the Environmental Planning and Assessment Act 1979, to submit to the Department of Planning the Planning Proposal for changes to the zoning and minimum lot size for the parcel of land

described as Lot 1 in DP1011106, 42 Manderlay Road, Narrandera and seek a conditional Gateway Determination.

2. Subject to the Gateway Determination, resolves to exhibit the Planning Proposal in accordance with the Gateway Determination.

**CARRIED**

## **18.2 NARRANDERA SES UNIT EXPANSION - REQUEST FOR FACILITIES**

### **RESOLUTION 24/011**

Moved: Cr Narelle Payne

Seconded: Cr Sue Ruffles

That Council:

1. Approves the use by Narrandera SES of the southern section of the airport hangar (260m<sup>2</sup>) at the Narrandera Airport as detailed within the report.
2. Approves the allocation of \$25,000 from the Infrastructure Replacement & Renewal reserve for the works as identified within the report.
3. Endorses the inclusion of \$50,000 for the amenities to be included in the upcoming capital budget for 2024-25, subject to at least 50% grant funding.
4. Acknowledges the medium and long-term requirements of the Narrandera SES and includes this in a future long term financial plan.

**CARRIED**

## **19 DEVELOPMENT APPLICATION**

Nil

## **20 PROCUREMENT**

Nil

## **21 POLICY**

Nil

## **22 COMMITTEE REPORTS**

### **22.1 PARKSIDE COTTAGE MUSEUM S355 COMMITTEE - MINUTES - 6 NOVEMBER 2023**

#### **RESOLUTION 24/012**

Moved: Cr Tracey Lewis

Seconded: Cr Sue Ruffles

That Council:

1. Receives and notes the Minutes of the Parkside Cottage Museum S355 Committee held on Monday 6 November 2023

**CARRIED**

## **22.2 AUSTRALIA DAY PLANNING ADVISORY COMMITTEE - MINUTES - 11 JANUARY 2024**

### **RESOLUTION 24/013**

Moved: Cr Narelle Payne

Seconded: Cr Sue Ruffles

That Council:

1. Receives and notes the Minutes of the Australia Day Planning Advisory Committee held on Thursday 11 January 2024.

**CARRIED**

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

### **23.1 DEVELOPMENT & ENVIRONMENT SERVICES ACTIVITIES - DECEMBER 2023 & JANUARY 2024**

### **RESOLUTION 24/014**

Moved: Cr Narelle Payne

Seconded: Cr Tracey Lewis

That Council:

1. Receives and notes the Development Services Activities Report for December 2023 and January 2024.

**CARRIED**

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

### **24.1 STATEMENT OF INVESTMENTS - DECEMBER 2023**

### **RESOLUTION 24/015**

Moved: Cr Cameron Lander

Seconded: Cr Narelle Payne

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 2023.

**CARRIED**

## **24.2 INCOME STATEMENT - DECEMBER 2023**

### **RESOLUTION 24/016**

Moved: Cr Narelle Payne  
Seconded: Cr Tracey Lewis

That Council:

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

**CARRIED**

## **24.3 STATEMENT OF BANK BALANCES - DECEMBER 2023**

### **RESOLUTION 24/017**

Moved: Cr Narelle Payne  
Seconded: Cr Tracey Lewis

That Council:

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

**CARRIED**

## **24.4 AUDIT ARRANGEMENTS - 30 JUNE 2024 AND BEYOND**

### **RESOLUTION 24/018**

Moved: Cr Narelle Payne  
Seconded: Cr Cameron Lander

That Council:

1. Notes the appointment of RSD Audit Pty Ltd as the NSW Audit Office's Audit Service Provider for the audit year ending 30 June 2024 and beyond.
2. Makes provision in the upcoming budget for the audit fee to increase from the 2023 year \$53,745 to an estimated \$65,200.

**CARRIED**



**24.5 STATEMENT OF BANK BALANCES - JANUARY 2024****RESOLUTION 24/019**

Moved: Cr Cameron Lander  
Seconded: Cr Narelle Payne

That Council:

1. Receives and notes the information contained in the Statement of Bank Balances report as of 31 January 2024.

**CARRIED**

**24.6 CAPITAL WORKS PROGRAM - JANUARY 2024****RESOLUTION 24/020**

Moved: Cr Cameron Lander  
Seconded: Cr Narelle Payne

That Council:

1. Receives and notes the information contained in the Capital Works report as at 31 January 2024.

**CARRIED**

**24.7 STATEMENT OF RATES AND RECEIPTS - DECEMBER 2023****RESOLUTION 24/021**

Moved: Cr Narelle Payne  
Seconded: Cr Peter Dawson

That Council:

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

**CARRIED**

**24.8 STATEMENT OF RATES AND RECEIPTS - JANUARY 2024****RESOLUTION 24/022**

Moved: Cr Narelle Payne  
Seconded: Cr Peter Dawson

That Council:

1. Receives and notes the information contained in the Statement of Rates and

Receipts report as at 31 January 2024.

**CARRIED**

## **24.9 STATEMENT OF INVESTMENTS - JANUARY 2024**

### **RESOLUTION 24/023**

Moved: Cr Narelle Payne

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 January 2024.

**CARRIED**

## **24.10 INCOME STATEMENT - JANUARY 2024**

### **RESOLUTION 24/024**

Moved: Cr Narelle Payne

Seconded: Cr Cameron Lander

That Council:

1. Receives and notes the information contained in the Income Statement report for the period ending 31 January 2024.

**CARRIED**

## **24.11 QUARTERLY BUDGET REVIEW - DECEMBER 2023**

### **RESOLUTION 24/025**

Moved: Cr Tracey Lewis

Seconded: Cr Narelle Payne

That Council:

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

**CARRIED**

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

Nil

**26 CONFIDENTIAL BUSINESS PAPER REPORTS****RESOLUTION 24/026**

Moved: Cr Narelle Payne

Seconded: Cr Tracey Lewis

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*:

**26.1 Mayor Report - General Manager 2023-24 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 **2.24pm**, all staff left the meeting for discussion and voting on Item 26.1.

**26.1 MAYOR REPORT - GENERAL MANAGER 2023-24 ANNUAL REVIEW****RESOLUTION 24/027**

Moved: Cr Cameron Lander

Seconded: Cr Tracey Lewis

That Council:

1. Notes the General Manager Performance Review Committee's Annual Performance Appraisal as "*Exceeds Expectations*".
2. Endorses a 3.5% increase to the General Manager's existing Total Remuneration Package, in recognition of a positive performance review outcome.

In Favour: Crs Neville Kschenka, Sue Ruffles, Narelle Payne, Kevin Morris, Peter Dawson, Cameron Lander and Tracey Lewis

Against: Nil

**CARRIED 7/0**

At this point, time being **2.37pm**, all staff rejoined the meeting.

**27 OPEN COUNCIL****RESOLUTION 24/028**

Moved: Cr Cameron Lander  
Seconded: Cr Tracey Lewis

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

**CARRIED**

**The Meeting closed at 2.39pm**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 19 March 2024.**

.....  
**GENERAL MANAGER**

.....  
**CHAIRPERSON**

**9 MAYORAL REPORT**  
Nil

Unconfirmed

**10 COUNCILLOR REPORTS****10.1 CR CLARKE - ATTENDANCE AT RDA ORANA INLAND GROWTH SUMMIT - 21-22 FEBRUARY 2024**

**Document ID:** 712521  
**Author:** Councillor  
**Authoriser:** General Manager  
**Theme:** Our Leadership  
**Attachments:** Nil

**RECOMMENDATION**

That Council:

1. Receives and notes information provided in the report 'RDA Orana Inland Growth Summit Growth - 21 and 22 February 2024'.

**PURPOSE**

The purpose of this report is to provide Council with information following my attendance at the RDA Orana Inland Growth Summit Growth - 21 and 22 February 2024'.

**REPORT**

The Inland Summit that I was very fortunate to attend in Dubbo on 21-22 February in Dubbo, and I thank the Council for allowing me to attend, was a very successful summit that provided a spotlight on regional issues.

An impressive line-up of speakers and panellists shared their thoughts and input on the future of regional NSW.

More than 200 people travelled from across the state to attend the two-day event, which focused on the theme People and Place.

The seventh summit of its kind hosted by Regional Development Australia Orana (RDA Orana) covered topics and sustainability, training and education, people and community, rural and remote health and tourism and hospitality.

Federal Member for Parkes, the Hon Mark Coulton provided an overview of what is happening in the electorate and how he is working bipartisan with the government to achieve outcomes to ensure that our region is not forgotten.

The major sponsor of the summit was MAAS Group Holdings. The General Manager Planning and Projects, Steve Guy, provided an insightful overview of MAAS strategic drivers towards sustainability, including the emerging trends in construction materials to repurpose waste and capturing carbon, using recycled tyre oil for asphalt road base, trialling hydrogen on plant engines, and investigating the use of solar. He also outlined their dedication towards training and education and building a regional workforce.

**Day 1: Circular and Sustainability**

The first session on Day 1 was led by Circular PV Alliance, co-founder Megan Jones as we heard from keynote speaker Bega Group Executive Chair, Barry Irvin. Barry described a utopian valley as an example for others to learn and achieve by. He explained that one of the most successful products the company owned and one of the oldest products was vegemite, a waste product made from leftover brewers' yeast. Barry said the great beauty of circularity was that it required you to think about outcomes – social, environmental, and economic and it's a process of continued improvement.

Panel discussion included how circular economics was being invested in to promote sustainability in regional areas, the sustainability journey for See Saw Wines, the 'ngunggilanha' principal and the role of First Nations people in caring for Country and what other countries were doing to engage and support their communities in a transition to change.

**Training and Education**

The second session was facilitated by NBN Co State Manger NSW, Tom O'Dea who introduced keynote speaker Australian Government Regional Education Commissioner, Fiona Nash.

She explained the disparity between country and metropolitan students which ranged from subject choices, the tyranny of distance, financial difficulties, and social dislocation. "These are challenges that sit with rural families and not with their metropolitan counterparts."

Panel discussion delved into making the education system fair and equitable for rural, regional and remote communities, how access to early education and healthcare helps build stronger communities, growing a regional workforce and planning for the future through linkages with business, industry and education, the Commonwealth Regional Scholarships program and an uptrend in adult education and learning.

**People and Community**

The third session was facilitated by entrepreneur and human agronomist, Rebel Black, who is the CEO and founder of THE RW Collection. Rebel introduced keynote speaker, Marra + Yeh Director, Carol Marra.

She outlined her work in sustainable places, how to design for climate change, regional housing strategies and building in the bush. Carol then gave an overview of the work being done at the Northwest Precinct Community in Dubbo. The precinct consists of 375 hectares and is being developed using the 17 United Nations Sustainable Development Goals.

The panel discussed issues around initiatives being offered to live, work, and invest in regional Australia, the incentives being offered, and programs developed to reduce essential worker shortages in regional NSW, how connectivity is developing and creating greater access to opportunities and how placed development in regional communities is changing the landscape by making it more sustainable and inclusive.

**Day 2: Rural and Remote Health**

Master of Ceremonies Jen Cowley introduced the keynote speaker for the rural and remote health session, Spinal Cure Australia Executive Director, Duncan Wallace. He shared the heartbreaking story of his journey with spinal injury and how through scientific

breakthroughs a cure was very unbelievable, through a program called Project Cure they are taking the 'un' off the unbelievable, through a program called Project Spark.

Duncan had been a quadriplegic since his early 20's when in New Guinea he was hit by a drunk driver – he was truly inspirational to listen to.

The panel discussion focused on challenges in the healthcare system, how it was changing and what needed to change to meet the needs of regional, rural and remote communities, if it is possible to retain healthcare professionals, value based healthcare, the disparities between metropolitan and regional systems, how the Royal Flying Doctor Service (RFDS) has changed over time and become a lifeline to some communities and the impacts of having a disability in the bush and the benefit of NDIS.

### **Tourism and Hospitality**

MC Jen Cowley introduced the final session facilitator, RDA Orana CEO Justine Campbell, and our keynote speaker, Taronga Western Plains Zoo Director Steve Hinks, He outlined an amazing vision for the future of the iconic Dubbo tourist attraction, 'Project Serengeti,' which is set to make Dubbo the number one family holiday destination in Australia. The project will be the single largest investment project in the NSW regional tourism industry.

The panel spoke about how to enhance the visitor experience and have tourists come back and stay for longer, the benefits of a social media presence and how it can bolster your brand and make you a destination, what commodity-based agritourism is and why it's a growth area, and what the key to success are to becoming a NSW Tourism Award winner, the struggle with accessing the international tourist market and the importance of collaboration within regions.

The day ended with a successful speed networking session where panellists and attendees exchanged ideas and explored potential collaborations.

## **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.

### **RECOMMENDATION**

That Council:

1. Receives and notes information provided in the report 'RDA Orana Inland Growth Summit Growth - 21 and 22 February 2024'.

**10.2 CR DAWSON - ATTENDANCE AT NEWELL HIGHWAY TASKFORCE COMMITTEE MEETING - 30 NOVEMBER 2023**

**Document ID:** 723341  
**Author:** Councillor  
**Authoriser:** General Manager  
**Theme:** Our Leadership  
**Attachments:** Nil

**RECOMMENDATION**

That Council:

1. Receives and notes the report on the Newell Highway Taskforce Committee meeting.

**PURPOSE**

The purpose of this report is to provide Council with information following my attendance at the November Newell Highway Task Force meeting.

**SUMMARY**

The Newell Highway Task Force meeting was held 30 November 2023 at Parliament House, Canberra. The conference was informative and conducted in an audibly manner.

I feel that it is important to continue with our representation otherwise the Northern end of the highway will continue to be upgraded and very little will be done on the Southern end.

The key points from the meeting included:

1. The Hon. Michael McCormack welcomed all to Parliament House and introduced The Hon. Catherine King (Minister for Infrastructure, Transport, Regional Development and Local Government).
  - There have been no cutbacks to Newell Highway funding.
2. The Hon. Catherine King spoke for about twenty minutes.
  - Inland Rail consented 50% Federal and 50% State Government funded.
  - Conducting infrastructure review.
  - Costs have escalated and funding has not kept up with actual costs.
  - Government is doubling its commitment to the Roads to Recovery budget.
  - Increasing Black Spot funding from \$110M to \$150M even though usually underspend on this budget.
  - New housing development guidelines coming in 2024 - \$500M allocated.

**EXECUTIVE SUMMARY**

Alistair Lunn, Regional Director West at Transport for NSW (TFNSW) provided an update on the major projects either planned or under construction on the Newell Highway.



- The Federal and NSW Governments have committed to flood mitigation works on the Newell Highway between West Wyalong and Forbes. Based on comprehensive flood studies, transport is proposing to prioritise around 11km of flood mitigation treatments at Marsden as this will significantly reduce the length of time the highway is closed during and after any future flood events. Proposed treatments include installing box culverts to allow water to pass freely under the highway, raising the road level and laying a more robust pavement that would remain open to traffic for longer during flood events. Total cost \$147M.

### **Inland Rail Separation Program**

- A total of 32 interfaces with NSW State and Regional roads exist along the inland rail corridor.
- 22 identified sites are being investigated and prioritised in order of development and construction.
- The first of six sites for development are:
  1. Harris Gates (Olympic Hwy near Illabo)
  2. Tichborne (Newell Hwy near Parkes)
  3. Castlereagh Hwy (near Curban)
  4. Tomingley road (near Narromine)
  5. Eumungerie road (near Narromine)
  6. Oxley Highway (near Collie)

### **Newell Highway Program Alliance Overtaking Lanes**

As of November 2023, the Newell Highway program alliance has delivered 38 overtaking lanes, 18 north and 20 south.

Key benefits:

- The construction of approximately 60 kilometres of new overtaking lanes will improve safety, reduce travel times, allow more accurate travel planning, and improve freight productivity.
- The new overtaking lanes are expected to provide around 33 minutes of travel time savings along the length of the Newell Highway from the Victorian border to the Queensland border.
- Parkes Bypass and the Dubbo Bridge are progressing well, employing 675 locals and 200 first nations people with 58% under 25 years of age.

Sam Knight, Director Southern Region at Transport for NSW (TfNSW) spoke on:

- Gillenbah flooding.
- Burley Griffin Way Ardlethan intersection.
- Jerilderie and Conargo Road.
- Kidman Way and Newell Highway turn off.
- Guard rails too close to edge of roads.
- Heavy Vehicle Data Cameras provide strategic vision for councils.
- Newell Highway promotion booklet that is on Newell Highway web site.

There were no resolutions as the session was just discussion, however Council needs to keep being present and raising concerns at each meeting.

**ANNUAL GENERAL MEETING**

Cr Ken Keith of Parkes Shire Council stepped down as Chairperson after 15 years of service.

- New Chairperson - Cr Chris Roylance of Forbes Shire Council, elected unopposed.
- Deputy Chairperson - Cr Tony Lord of Bland Shire Council.

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

4 - Our Infrastructure

**Strategy**

4.1 - To have an improved and appropriately maintained road network.

**Action**

4.1.2 - Plan and undertaken road maintenance and upgrades based on available funding.

**CONCLUSION**

It's evident that most of the works along the Newell Highway are being carried out in the Northern section, and very little in the Southern.

**RECOMMENDATION**

That Council:

- 1.Receives and notes the report on the Newell Highway Taskforce Committee meeting.

**11 NOTICES OF RESCISSION**

Nil

**12 NOTICES OF MOTION**

Nil

**13 QUESTION WITH NOTICE**

Nil

## 14 OUR LEADERSHIP

### 14.1 MAYOR REPORT - FEBRUARY / MARCH 2024

**Document ID:** 710235  
**Author:** Mayor  
**Authoriser:** General Manager  
**Theme:** Our Leadership  
**Attachments:** Nil

#### RECOMMENDATION

That Council:

1. Receives and notes the Mayoral Report for February and March 2024.

#### BACKGROUND

Since submitting my last Mayor's Report that was presented to the Ordinary Council meeting of 20 February 2024, 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 Sue Ruffles, is also invited to attend the Monday prior to Ordinary Council meetings.

All Councillors have the opportunity to attend a monthly Teams meeting with the GM.

**Media Interviews:** I had a media interview with the Daily Advertiser over the past reporting period covering recent topics of interest, as well as with our local Community Radio, 91.1 Spirit FM monthly segment.

#### FEBRUARY 2024

**Monday 12:** I attended the monthly Narrandera Business Group meeting along with Deputy Mayor Cr Sue Ruffles, Council's new Economic Development Manager, Trevor James, and Tourism & Economic Development Coordinator, Edwina Kenna. This well-attended meeting was a meet-n-greet where Trevor James encouraged businesses to participate in the group's activities as their input is very important, and Edwina Kenna spoke on events in our shire.

**Tuesday 13:** Together with Cr Tracey Lewis and committee members, I attended and chaired the Narrandera Shire Local Emergency Management Committee meeting. Unconfirmed minutes of the meeting are submitted for Council's endorsement.

**Thursday 15:** Joined by Cr Narelle Payne and fellow committee members, I attended the Australia Day Planning Committee meeting. Unconfirmed minutes of the meeting are submitted for Council's endorsement.

**Saturday 17:** Once again, I had the pleasure of attending and conducting the official opening of the 2024 Annual Narrandera Rodeo which drew an impressive crowd as in past

years. It was great to see so many families out and about enjoying the rodeo activities and the big screen in action once more. The Narrandera Rodeo attracts competitors from all over Australia to a very full program. Together with the many visiting spectators from out of town, they provide an important boost to the local economy.

I offer my congratulations to all involved in the 2024 rodeo for another very enjoyable and well organised event. As well I would like to express my appreciation to the many sponsors as, without their support, it would be difficult for the hard-working committee to deliver such an impressive event. The Rodeo Committee in turn donates back to many worthwhile organisations including CanAssist and Kurrajong.

**Tuesday 20:** 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 presenting awards for the:

**2023 Shire Garden Awards**

Best Large Garden Narrandera won by John and Rhonda Mills, presented to Rhonda. Best Garden Grong Grong won by Leonard O'Toole and received on his behalf by Bruce Gawne.



*Shire Garden Awards*

*Rhonda Mills and Bruce Gawne with Mayor Neville Kschenka*



Winners unable to attend the presentation were: Best Small Garden Narrandera won by John and Suzanne Ryan; Best Garden Barellan won by Gregory and Nola Trembath; and Best Garden Binya won by Binya Public School.

**Christmas Lights Competition**

Best Street was won by Whitton Street with the sign was presented to Candice Evans; Best Farm was won by Baldwins Road and presented to Kayleen Norris; Best Business was won by Vintage Designs with the award presented to Joanne Rolfe. Joanne has the honour of displaying the perpetual trophy at her business for 12 months.



*Christmas Lights Awards - Candice Evans, Kayleen Norris and Joanne Rolfe with Mayor Neville Kschenka*

Winners unable to attend the presentation were: Christmas Lights Best House Narrandera won by 2 Kiesling Drive and Best House Barellan won by 46 Wilga Street. Best House Grong Grong was 76 Bunganbil Street which received a notable mention as properties cannot win two years in a row.

My congratulations to all award recipients for beautiful gardens and amazing Christmas lights. My thanks for taking part in these annual competitions.

**Thursday 22:** I travelled to Albury where I attended the RAMJO Mayors and General Managers pre-meeting dinner with fellow representatives from RAMJO shires.

**Friday 23:** GM George Cowan and I joined fellow mayors and general managers for the quarterly RAMJO Board meeting. Water buybacks were the main topic of discussion, as it is proposed to lobby ministers as soon as possible to ensure councils are involved in the process. The meeting featured a lengthy discussion with the Minister for Water the Hon Rose Jackson who outlined the State Government position on buybacks, Safe and Secure Water, public housing and mental health. The buybacks issue will also be discussed at the upcoming Country Mayors meeting in March.

**Monday 26:** Chaired the Aboriginal Elders Liaison Group (AELG) meeting. Unconfirmed Minutes of the meeting are further presented to Council. AELG meetings are held bi-monthly on the last Monday of the month.

**Wednesday 28:** Together with the GM, I joined our regular segment on the local Community Radio, 91.1 Spirit FM, where the GM and I advise the listeners on outcomes of agenda items from the Council meeting, as well as providing any updates on current projects. This informative segment is standardly held at 8:30am on Wednesday following the monthly Council meeting.

**Later that day,** Together with Cr Payne and GM George Cowan, I attended a COAG meeting at Narrandera Hospital. Dean Marchioni, Murrumbidgee Local Health District, was also in attendance.

The high cost of funding locums who are required to maintain doctor numbers at Narrandera Medical Centre was discussed, as well as the availability of funds for this purpose.

The upgrading of the old nurse's quarters is progressing and is hoped to be completed by the end of this year. Dongas are also being installed to improve availability of accommodation for doctors and nurses.

According to reports, nurse numbers are "adequate" at the moment.

**MARCH 2024**

**Saturday 9:** Narrandera CWA Evening Branch kindly invited my wife Carmel and I to attend their special "Bake for Babies" High Tea event at the Narrandera Community Arts Centre.

The event was held to raise funds for the Canberra Hospital Neo Natal Unit, where new cameras are required above cots. These will allow parents who could be separated from their babies for many months to interact with them.

MC for the event was Jason Haines and President Beryl Brain spoke on behalf of CWA. Guest speakers included Peter Cursley, who founded a volunteer organisation many years ago to support premature babies and their families. Narrandera resident Melody Davies spoke about her traumatic experience some years ago when her son was born prematurely. Her son not only survived, but is now thriving as a teenager, thanks to the facility and amazing staff at the Canberra Neo Natal Unit.

Guests and attendees on the day enjoyed a delicious afternoon tea prepared in the usual amazing way by the CWA ladies. Narrandera Lions Club assisted with setting up the venue.

Artwork by Karin Belhau, who was also in attendance, was on display for guests to enjoy.



*Peter Cursley and Karin Belhau with Mayor Neville Kschenka*

\*\*\*\*\*

*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 Kschenka*

**RECOMMENDATION**

That Council:

1. Receives and notes the Mayoral Report for February and March 2024.



**15 OUR COMMUNITY**

**15.1 BETTERING BARELLAN ADVISORY COMMITTEE - COMMUNITY REPRESENTATIVE NOMINEE**

**Document ID: 723652**

**Author: Community Development Manager**

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

**Theme: Our Community**

**Attachments: 1. Redacted - Nomination Form - Jane Snaith**

**RECOMMENDATION**

That Council:

1. Endorses and appoints Jane Snaith as a Community Representative to Council’s Bettering Barellan Advisory Committee.

**PURPOSE**

The purpose of this report is to seek Council’s endorsement in filling a vacant community representative position on Corporate & Community Services Bettering Barellan Committee.

**SUMMARY**

Due to a vacancy on the Bettering Barellan Committee nominations were sought to fill the position. The Committee were successful in gaining a nomination from a community focussed volunteer. It is recommended that that nominee be endorsed.

**NOMINATION FOR COMMITTEE**

The following nomination for appointment as a community member of the Bettering Barellan Advisory Committee is recommended.

**Bettering Barellan Advisory Committee**

1. Jane Snaith

**RECOMMENDATION**

That Council:

Endorses and appoints Jane Snaith as a Community Representative to Council’s Bettering Barellan Advisory Committee.



# NARRANDERA COMMITTEE NOMINATION FORM

Attendance at the Committee meetings will be required with some actions to be performed outside of committee meetings

### Personal Details:

(Please Circle) MR. **MRS** MS MISS

Family Name Smith

First Name Jane Preferred Name Jane

Address (Residential)  
Street [Redacted]  
Suburb [Redacted] Postcode [Redacted]

Address (Postal- if different)  
Street \_\_\_\_\_  
Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Phone  
Home \_\_\_\_\_  
Work \_\_\_\_\_  
Mobile [Redacted]

Email address (for sending items) [Redacted]

Age Group (Please tick)  
 15-20     21-30     31-40     41-50     51-65     65+

### Nomination for which Council Committee - Section 355 /Advisory (Please tick)

- Koala Regeneration Committee
- Sports Facilities Advisory Committee
- Arts and Culture Committee
- Stadium Advisory Committee
- Bettering Barellan Committee
- Parks and Gardens Advisory Committee
- Grong Grong Community Committee
- Lake Talbot Environs Advisory Committee
- Railway Station Facilities Management Committee
- Australia Day Committee

I have read the Terms of Reference relating to the ticked Committee (Please tick)

Yes     No

I will act in accordance with the purpose and objectives as stated in the Terms of Reference (Please tick)

Yes     No

I will undertake to fulfil a role as set out in the Terms of Reference (Please tick)

Yes     No

Are you a stakeholder representative? (Please tick)  Yes  No

If Yes - Please state the group you are representing \_\_\_\_\_

What are your reasons for expressing an interest to join a Council Committee? (Please tick):

- To help others within the community
- To be involved in the community
- To meet people
- To gain work experience
- To develop or practice skills
- Other \_\_\_\_\_

What previous committee or event experience do you have?

Running of two businesses

What skills/qualifications can you bring to the committee? (admin, computer, experience, certificates)

Qualified Chef  
Business owner

How did you hear about this nomination? (Please tick)

- Through a friend
- Community chatter
- Newspaper
- Council website
- Advertisement
- Email
- Other \_\_\_\_\_

**Please ensure you have read and answered all questions**

True and Correct Statement

Jane Sparrth declare that the information given in this application is true and correct  
(Please print name)

Signature  Date 22/11/2023

Privacy Statement

Narrandera Council is collecting the personal information requested on this form for Committee nomination purposes. Council will use the personal information for that primary purpose or directly related purposes. The applicant understands that the personal information provided is for Committee nomination use and shall otherwise remain private within council unless disclosure is required by law. You may apply to council for access and/or amendment of the information. Request for access and/or amendment of the information should be made in writing to council's Records Officer.

**16 OUR ENVIRONMENT**

Nil

**17 OUR ECONOMY**

Nil

## 18 OUR INFRASTRUCTURE

### 18.1 TENDER T-23-24-7 DESIGN AND CONSTRUCT BARELLAN TODDLER POOL

**Document ID:** 721837

**Author:** Manager Projects and Assets

**Authoriser:** Deputy General Manager Infrastructure

**Theme:** Procurement

**Attachments:** 1. Elm Aquatics tender submission information - Confidential (under separate cover)

#### RECOMMENDATION

That Council:

1. Accepts the tender offer by ELM Aquatics for the lump sum amount of \$707,956.00 (excl GST), in accordance with Section 55 of the Local Government Act 1993 as detailed within the report.
2. Increases the project budget by \$297,956 to be funded from the Infrastructure Replacement Renewal Reserve as detailed in Table 4 of the report.

#### PURPOSE

The purpose of this report is to determine the outcome of the tender for the design and construction of the Barellan Toddler pool, which closed on Wednesday 21 February 2023.

#### SUMMARY

One (1) tender was received and assessed by the panel who determined that ELM Aquatics provided a professionally developed offer that addresses the tender specifications but exceeds Council's budget.

The lump sum amount tendered is 61% over Council's pre-tender estimate and budget allocation and, for this reason, scored lower on the overall tender evaluation score.

The pre-tender project budget was based on previous similar redevelopment projects for regional Local Government pool facilities. The tendered cost increase can be attributed to a higher level of standard of fittings and finishes being specified in the tender specifications to ensure reduced maintenance costs, and limited market interest in the project. There was a mandatory site meeting held as part of the tender, in which there was very little interest with only three companies represented.

ELM Aquatics performed strongly in the criteria of schedule of contract - program and demonstrated capacity - experience, providing the evaluation panel with a detailed and professionally set out offer. The submission included references to recent similar activities and demonstrated experience of the key personnel in the pool redevelopment and construction industry.

A detailed schedule of prices was provided including itemised costing and description of each major design and construction activity. This was also matched with the inclusion of a detailed project schedule that indicated the practical completion of the works would be within Council nominated timeframe.

The evaluation panel’s recommendation is to accept the tender provided by ELM Aquatics to design and construct a toddler pool at Barellan Memorial pool complex if additional funds can be sourced.

**BACKGROUND**

The existing toddler pool located at the Barellan Memorial Pool complex was originally constructed and opened to the public in the late 1960’s. It was identified that the toddler pool’s current layout does not provide for toddlers to enter the pool from a zero-entry point or have any waterplay equipment. The pool also operates from the same filtration and dosing plant as the main pool, not allowing for individual pools to be isolated in case of a contamination incident.

Council at the 15 August 2023 Council meeting resolved to nominate the project to replace and upgrade the toddler pool and water features, including a standalone plant to be included in the phase 4 of the Local Roads and Community Infrastructure program.

Council has undertaken an open tender (RFT) process seeking submissions from appropriately qualified and experienced contractors to undertake redevelopment at Barellan Memorial Pool Complex, being the design and construction of a new toddler pool, associated filtration plant, water play equipment and facilities, with the construction to occur in 2024.

The design, engineering and construction scope of works include the following deliverables:

- Decommission and removal of existing toddler pool and surrounding concourse.
- Isolate and seal existing filtered and wastewater connections.
- Supply and erect 6x3m plant room, including backwash and balance tank.
- Supply and fit pool water treatment plant equipment, dosing, filtration and reticulation.
- Construction of a 13.8x10m zero entry concrete toddler pool, which includes a 500mm Wetdeck grate system and associated signage / aquatic fittings. Pool water depth to be 600mm.
- Fully tiled pool with pool water features that include low level mushroom, small water buckets soaker, water cannon and deck jet fountain.
- Supply and install 70m<sup>2</sup> shade structure – powder coated steel posts, commercial heavy shade sail material.

**Tender Process**

The evaluation of the tender involved the assessment of pricing, relevant experience, benefit to our local community and value adding. The evaluation panel used the criteria and weighting outlined in Table 1 to assess and select the preferred tender.

*Table 1 – Evaluation criteria and weighting*

Item	Schedule	Weighting
1	Price <ul style="list-style-type: none"> <li>• Value for Money</li> <li>• Within budget</li> <li>• Comparison of prices received</li> <li>• Comparison with internal benchmarks</li> </ul>	45%

Item	Schedule	Weighting
2	Schedule of contract / project program information <ul style="list-style-type: none"> <li>• Compatibility of the plan to the brief</li> <li>• Ideas and innovation</li> <li>• Methodology</li> </ul>	20%
3	Demonstrated capability and capacity <ul style="list-style-type: none"> <li>• Demonstrated capacity to perform the service</li> <li>• General performance history</li> <li>• Technical skills and resources</li> <li>• Demonstrated understanding of brief</li> <li>• Quality and WHS System</li> </ul>	25%
4	Benefit to local community <ul style="list-style-type: none"> <li>• Proposed direct and indirect benefits to the local community</li> </ul>	10%

**Tender Assessment**

One tender was received and was assessed as conforming as detailed in Table 2 below.

*Table 2 – Conforming tender received*

Item	Conforming Tenders
1	ELM Aquatics

The respondents were assessed using the criteria and weighting in Table 1.

The final tender evaluation scores are listed in Table 3. The maximum score that can be obtained in the evaluation matrix is 10.0. This score does not reflect any potential risks due to extremely low price or reference checks.

*Table 3 – Final evaluation scores – ranked from highest to lowest*

Item	Conforming Tenders	Final Evaluation Score
1	ELM Aquatics	5.91

ELM Aquatics is an incorporated body with the registered address of the company located at Griffith, NSW. The company director and site manager, who both are licenced pool builders, have more than 20 years of experience in the construction industry.

The price submitted by the respondent was 61% over Council’s budget and for this reason scored low on the price criterion, which made up 45% of the total score. The tenderer scored high in both Schedule of Contract / Project Program and Demonstrated Capacity and Experience.

The submitted offer was professionally set out, providing extensive demonstrated experience and well-developed management methodology and work systems.

They provided a comprehensive submission that included:

- Detailed project schedule and understanding of project requirements.
- Site management methodology and subcontractor schedule.
- Project risks and issues.

- Design examples of filtration and reticulation layout.
- Water play equipment layout and equipment images.
- Indicated capacity to obtain bank guarantees.
- Cost breakdown of schedule of prices
- Certificate of currency for requested Insurances.
- Site specific safety plan, environmental management plan and Quality Management system Manual.

The contractor provided three (3) referees from recently completed local council pool redevelopment projects, which ranged in cost from \$337K to \$2.4M.

Benefit to local community provided amount was estimated at \$66K, which included a sum of \$8,000.00 for accommodation and meals at Barellan. The remaining benefit was indicated for surrounding towns for the purchase concrete, quarry products and crane hire.

The evaluation panel’s recommendation is to accept ELM Aquatic tendered offer which, following the completion of the evaluation scoring and reference check, offers Council, an experience and qualified company to undertake the redevelopment of the toddler pool at Barellan.

**Tender Options**

As part of the tender evaluation process, the tenderer was asked to considered potential cost savings for the project. These are detailed below.

1. The scope of works for the tender was to provide a high quality and standalone toddler pool, including a fully tiles zero entry pool with Wetdeck grating. This included waterplay equipment sourced from the same company that provided the Lake Talbot Water Park (LTWP) splash park infrastructure. Tiling the pool will eliminate the ongoing maintenance cost associated with painting. The plantroom and treatment system will comply with the NSW Public Health requirements.

These tender specifications are in line with the standard and quality of finishes and fit-out provided at the redevelopment of LTWP.

An allowance to spray form concrete the pool shell instead of form and pour, has reduced the tendered offer by an additional \$18,500.00 excluding GST.

*Table 4 – Total Design and Construct Toddler Pool Project Cost – Wetdeck Construction*

<b>Total - Project Activities Description</b>	<b>Cost (Excluding GST)</b>
Tender Offer – ELM Aquatics Wetdeck construction (spray form concrete)	\$707,956.00
Project management / contingency	\$40,000.00
<b>Total Project Budget</b>	<b>\$747,956.00</b>

2. Accept the tender offer by ELM Aquatics for the Design and Construct Toddler Pool, Barellan Memorial Pool Complex with a modified option to reduce the cost of the offer by \$94,440 excl GST. This would replace the Wetdeck grates and gutter system with a skimmer box arrangement, as per the example in the attachment.

The main change to the specifications would be as follows:



- Introduction of a 100mm airgap from the water to the top of the concourse, resulting in a corner that can cause injury if a child fell.
- Pool top to be three (3) tiles – approximately 375mm wide.
- Sprayed concrete pool, not form and pour.
- Eliminate the construction of a balance tank.
- Change in valve type for filtration system.

*Table 5 – Total Design and Construct Toddler Pool Project Cost – Skimmer Box Construction*

<b>Total - Project Activities Description</b>	<b>Cost (Excluding GST)</b>
Tender Offer – ELM Aquatics skimmer box construction (spray form concrete)	\$632,015.00
Project Management / Contingency	\$40,000.00
<b>Total Project Budget</b>	<b>\$672,015.00</b>

**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 tendered offer for \$707,956.00 excluding GST includes a cost reduction of \$18,500.00 to spray form concrete instead of form and pour, that is over Council’s budget of \$450,000.00.
- Discussions were held with the tenderers seeking information on any potential savings in the project. These potential savings are detailed in the options section of this report and offer a saving of \$94,440 excluding GST as per Option 2.
- The recommendation within the report is to fund the increase in the budget for the tendered offer and contingency costs in the 2023-24 budget from the infrastructure replacement renewal reserve, which has a current balance of \$1,912,896 (including the returned taxiway funds).

**Legal / Statutory**

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

## Community Engagement / Communication

- The EOI and selective tender process for Design and Construct toddler pool at Barellan Memorial Pool Complex was advertised in the VendorPanel.

## RISKS

The risk in not undertaking the redevelopment of the toddler pool will result in the current condition deteriorating further and increase the backlog of renewals detailed within the Asset Plan. The current toddler pool operates on the same filtration system as the main pool, which does not provide suitable bathing load, circulation rate and turnover time normally required for this type of pool and will continue to limit the operation of the facility if/when a contamination event occurs.

## OPTIONS

1. Accept the tender as per the recommendation for \$707,956 (Option 1 as detailed above) as offered by ELM Aquatics for the Design and Construct Toddler Pool, Barellan Memorial Pool Complex.
2. Amend the recommendation and accept the tender offer by ELM Aquatics to the modified Option 2 as detailed above to reduce the cost of the offer by \$75,941 excluding GST for the Design and Construct Toddler Pool, Barellan Memorial Pool Complex. This would replace the Wetdeck grates and gutter system with a skimmer box arrangement, as per the example in the attachment.
3. Reject the offer due to the tendered cost submission exceeded Council's project budget and proceed to invite fresh tenders. This would add further cost with advertising and potentially delay or interrupt the start in the 2024-25 swimming season. There is also an unknown risk of whether Council would receive any better offers, considering the limited response that was received.

## CONCLUSION

The evaluation panel scored the tender offer highly in the criteria of schedule of contract - program and demonstrated capacity - experience, providing a detailed and professionally set out offer. The referee check feedback received was positive and stated that the company conducted their business in a professional manner and provided regular progress meetings.

The recommendation is for Council to accept Option 1 that includes the Wetdeck and gutter system construction. This would provide a consistent level of standard in line with the finishes and fittings installed during the LTW redevelopment. It would also match any future redevelopment of the main pool and eliminate the 100mm water to top of pool air gap that is proposed as part of Option 2.

## RECOMMENDATION

That Council:

1. Accepts the tender offer by ELM Aquatics for the lump sum amount of \$707,956.00 (excl GST), in accordance with Section 55 of the Local Government Act 1993 as detailed within the report.
2. Increases the project budget by \$297,956 to be funded from the Infrastructure Replacement Renewal Reserve as detailed in Table 4 of the report.

**19 DEVELOPMENT APPLICATION**

Nil

**20 PROCUREMENT**

Nil

**21 POLICY****21.1 POLICY REVIEW - POL058 GIFTS BENEFITS AND HOSPITALITY POLICY AND POL013 SECTION 355 COMMITTEES POLICY****Document ID:** 721499**Author:** Deputy General Manager Corporate and Community**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Statutory and Compulsory Reporting – Other**Attachments:**

1. POL013 - Section 355 Committees
2. POL058 - Gifts Benefits and Hospitality

**RECOMMENDATION**

That Council:

1. Reviews and endorses the following revised policies for the purpose of public exhibition seeking community comment for a period of 28 days
  - a. POL013 Section 355 Committees Policy
  - b. POL058 Gifts Benefits and Hospitality Policy
2. Deems policies POL013 and POL058 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 two governance policies that have reached their review dates.

**SUMMARY**

POL013 Section 355 Committees and POL058 Gifts Benefits and Hospitality policies are due for review.

Only minor changes have been made to reflect updates to associated documents such as Council's Code of Conduct. The Section 355 Committee policy references the Section 355 Committee Manual which is currently under review in conjunction with the policy.

While changes are insignificant, the nature of the policies requires that the revisions be advised to Councillors and adoption acknowledged by a resolution of Council. The recommendation is that the policies be adopted for exhibition and should no submissions be received during the exhibition period that the policies come into force.

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

Policy

**Strategy**

N/A

**Action**

N/A

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

- Scheduled review of policies requiring no significant amendment

**Financial**

- Nil

**Legal / Statutory**

- Policies guide compliance with the Local Government Act and Office of Local Government (OLG) directives

**Community Engagement / Communication**

- This matter is being presented in the ordinary business paper for discussion
- The policies will be available on Council's website

**Human Resources / Industrial Relations**

- Policies guide staff and volunteers in the management of gifts and hospitality and the operation of 355 committees

**RISKS**

Policies that are not reviewed may not reflect the current expectations of the legislation and OLG guidelines.

**OPTIONS**

1. Council adopts the policies for exhibition.
2. Council refers the policies back to staff with direction for further amendment.

**CONCLUSION**

Council adopts the policies for exhibition.

**RECOMMENDATION**

That Council:

1. Reviews and endorses the following revised policies for the purpose of public exhibition seeking community comment for a period of 28 days
  - a. POL013 Section 355 Committees Policy
  - b. POL058 Gifts Benefits and Hospitality Policy
2. Deems policies POL013 and POL058 as adopted should no submissions be received from the community at the conclusion of the exhibition period.



## Section 355 Committees 2024

### POL013



**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:** POL013  
**Policy Title:** Section 355 Committees Policy  
**Section Responsible:** Corporate Services  
**Minute No:** XX/XXX  
**Doc ID:** 53726

---

### 1. INTENT

To implement a policy that identifies how Council exercises its functions under Section 355 of the Local Government Act.

The application of this policy is designed to:

1. Identify the key criteria towards establishing a Section 355 Committee
2. State the limitations applying to the activities of a Section 355 Committee
3. Identify the framework for the operation and management of said Committees

### 2. SCOPE

This policy applies to all Section 355 Committees of Council and to Councillors and staff who are petitioned for the establishment of any new Section 355 Committee.

### 3. OBJECTIVE

Under the Local Government Act 1993 (Sections 355 and 377) Council is able to delegate some of its functions to a Committee of Council. Council uses this delegation and appoints community people to manage its facilities or functions where a need is identified. It is important to note that these Committees provide **recommendations** that go to Council for **determination**.

Legally the Committee is "Council" and any action the Committee undertakes is ultimately Council's responsibility. Council delegates its authority to the Committee to act on Council's behalf and can withdraw this delegation if deemed necessary.

#### **4. POLICY STATEMENT**

- In respect of any undertaking under the control of Council, Council may appoint a Section 355 Committee of local community members and delegate to the Committee the care, control and management of a facility, activity or service.
- The purpose and delegations of Section 355 Committees will be reviewed in the first 12 months after commencement of a new term of Council.

#### **5. PROVISIONS**

##### **5.1 ESTABLISHMENT OF A SECTION 355 COMMITTEE**

Any new proposal for a Section 355 Committee will need to address the following:

- Evidence of need for the proposed new Committee.
- Information to support its establishment including role, function, financial obligations and duration.
- Identification of the specific authority to be delegated by Council.
- An outline of what objectives the proposed Committee will address from the current Community Strategic Plan.

The proposal containing all the above information will need to be submitted in writing for the attention of the General Manager.

After assessment of the proposal, the General Manager will prepare a report along with a recommendation for Council to consider.

In the case of a Councillor-proposed Section 355 Committee, the same information listed above will need to be provided in supporting a Notice of Motion to Council.

Should Council agree to a proposed new Section 355 Committee then the following steps will be enacted:

- The proponents will be officially notified of Council's decision.
- A draft Term of Reference will be developed.
- Nominations will be advertised and sought for Committee membership.
- Council will assess nominations and make appointments.
- Successful nominees will be advised.
- An inaugural meeting date will be set.

##### **5.2 LIMITATIONS**

The exercise by a Section 355 Committee of its power and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of Council or by written advice from the General Manager to the Committee.



The Committee will observe any rules and regulations made by the Council in relation to the facility/function delegated to it.

A complete list of limitations is provided in the Section 355 Committee Manual.

### **5.3 OPERATION AND MANAGEMENT OF A SECTION 355 COMMITTEE**

All Section 355 Committees of Council are required to operate under the provisions set out in their Committee's Terms of Reference and the Section 355 Committee Manual, including its associated Annexures.

Council has the power to dissolve a Committee if it is found to be acting outside of these provisions.

## **6. DEFINITIONS**

- **NSC:** Narrandera Shire Council

## **7. ROLES AND RESPONSIBILITIES**

- Any Section 355 Committee appointed must manage its activities under the guidelines set by Council and in accordance with applicable legislation including the Work, Health and Safety Act 2011.
- The Council has the power to dissolve any such Committee at any time with due reason.

## **8. RELATED LEGISLATION**

- Local Government Act 1993

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

- [Section 355 Committee Manual \(D50581\)](#) –
- [Committee Terms of Reference \(F127858\)](#)
- [Council Connect Portal - Committee Member User Guide \(D606965\)](#)

## **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:

- CS250 Section 355 Committees Policy 2018.

**POLICY HISTORY**

<b>Responsible Officer</b>	<b>Senior Customer Service Administration Officer</b>		
<b>Approved by</b>	<b>General Manager</b>		
<b>Approval Date</b>	<b>DD Month 202Y</b>		
<b>GM Signature (Authorised staff to insert signature)</b>			
<b>Next Review</b>	<b>March 2026</b>		
<b>Version Number</b>	<b>Endorsed by ELT</b>	<b>Endorsed by Council</b>	<b>Date signed by GM</b>
1 Adopted	15/01/2018	20/03/2018	20/03/2018
2 Reviewed	28/07/2020	15/09/2020	4/12/2020
3 Reviewed	<b>DD/MM/YYYY</b>	<b>DD/MM/YYYY</b>	<b>DD/MM/YYYY</b>

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



# Gifts Benefits and Hospitality Policy 2024

## POL058



**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:** POL058  
**Policy Title:** Gifts Benefits and Hospitality Policy  
**Section Responsible:** Governance  
**Minute No:** XX/XXX  
**Doc ID:** 8363

---

### 1. INTENT

The purpose of this policy is to:

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

### 2. SCOPE

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

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

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

### 3. OBJECTIVE

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

#### **4. POLICY STATEMENT**

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

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

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

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

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

#### **5. PROVISIONS**

##### **5.1 INAPPROPRIATE OFFERS (BRIBES)**

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

Individuals covered by this policy must not:

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

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

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

## **5.2 GIFTS OF APPRECIATION/GRATITUDE**

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

### **5.2.1 Token gifts (nominal value)**

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

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

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

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

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

### **5.2.3 Cumulative gifts**

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

## **5.3 HOSPITALITY AND WORK-RELATED FUNCTIONS**

1. Hospitality often forms part of a work-related function, such as morning/afternoon tea at a meeting, a modest lunch offered to a working group, a networking function, etc. Such hospitality is acceptable. A useful guide of what would be acceptable hospitality is the type of hospitality which Council would provide to its business associates. Refer to Section 5.2.1 3.a.

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

#### **5.4 PRIZES**

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

#### **5.5 ACCEPTING GIFTS**

1. A gift or benefit offered that is more than of a token nature **SHOULD NOT** be accepted. These guidelines acknowledge that it is not always possible and set out points of consideration with regard to gifts and benefits.
2. Consideration should be given to not only the value of the gift but also the intent of the gift or benefit being offered.
3. Christmas, culture or tradition should never be used as an excuse to accept inappropriate gifts and benefits.
4. There may be circumstances where a gift that falls outside of what is acceptable under this policy, is accepted. Such circumstances may include:
  - a. A wrapped gift that the recipient does not open in the presence of the gift giver
  - b. Gifts accepted for cultural, protocol or other reasons, where returning it would be inappropriate



- c. Anonymous gifts received through the mail or left without a return address
  - d. A gift received in a public forum where attempts to refuse or return it would cause significant embarrassment.
5. These gifts become the property of Narrandera Shire Council and must be declared using the Gifts and Benefits Declaration Form and surrendered to the General Manager.
  6. Any frequent user points accrued as a result of Council purchases will remain the property of Council and may be used to reduce future costs to Council.

## 5.6 RECORDS

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

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

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

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

## 5.7 DISPOSAL OF GIFTS

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

- Returning the gift to the giver with an explanation.
- Gifts received from visiting delegations or gifts personalised to Narrandera Shire Council will be kept at the Council office and displayed or stored appropriately.
- Perishable gifts such as flowers can be displayed in public areas such as customer service front counter, in the Library etc.

- Perishable food items may be shared amongst staff in the work location.
- Gifts that can be used for work purposes may be shared amongst all staff or a group of staff to use in the workplace. Such items will become an asset for Council.
- Gifts may be donated to an appropriate charity or community group determined by the General Manager.
- The General Manager can auction or raffle the item with proceeds being donated to a charity nominated by the General Manager.

## 5.8 GIVING OF GIFTS

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

## 6. DEFINITIONS

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

- **Gift of influence:** A gift that is intended to generally ingratiate the giver with the recipient for favourable treatment in the future
- **Gift:** means an item of value (eg: hospitality, travel, commodity, property etc.) which one person or organisation presents to another
- **Gifts and benefits register:** an official agency record that details gifts and benefits received by staff and how they were managed.
- **Gifts and benefits:** in accordance with the Model Code of Conduct for Local Councils in NSW (~~March-2013~~) (2020 Part 6) there are two types of gifts and benefits, these include:
  - Token gifts and benefits
  - Gifts and benefits of value
- **Hospitality:** means the provision of meals, refreshments or other forms of entertainment.
- **ICAC:** means Independent Commission Against Corruption.
- **NSC:** Narrandera Shire Council.
- **Relative/s:** shall mean, but not be limited to a partner, parent, grandparent, brother, sister, uncle, aunt, nephew, niece or an adopted child of the person.
- **Staff:** means all persons employed by Council other than Councillors.
- **Token gift:** Items of minimal value that are given in gratitude for services provided such as speaking at a conference or training seminar
- **Token value:** Means the monetary limit of the value of gifts or benefits that may be accepted. This value is \$100 and therefore any gift or benefit valued at \$100 and less is considered to be of token value in accordance with this policy. The intent of the donor however, must also be considered when deciding whether to accept a token value gift or benefit.

## 7. ROLES AND RESPONSIBILITIES

### 7.1.1 All Staff and Officials

All Council officials are responsible for complying with this policy.

- All Managers/Directors are responsible for providing advice to staff on the provisions of this policy.
- Council's General Manager and Deputy General Managers are responsible for advising Council officials on the provisions of this policy.
- Council's Senior Customer Service Administration Officer is responsible for maintaining the Gifts and Benefits Register.
- Council's Public Officer is responsible for facilitating public access to the Gifts and Benefits Register.

Councillors and staff should, in the first instance, decline or return any gift, benefit or hospitality of a non-token nature. If refusal of the gift, benefit or hospitality has the

potential to damage Council's relationship with the provider, it may then be accepted, however it must be reported immediately.

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

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

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

## **8. RELATED LEGISLATION**

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

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

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

## **10. VARIATION**

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

## **11. PREVIOUS VERSIONS**

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

- ES40 Gifts Benefits and Hospitality Policy

**POLICY HISTORY**

<b>Responsible Officer</b>	<b>Deputy General Manager Corporate &amp; Community</b>		
<b>Approved by</b>	<b>General Manager</b>		
<b>Approval Date</b>	<b>DD Month 202Y</b>		
<b>GM Signature (Authorised staff to insert signature)</b>			
<b>Next Review</b>	<b>DD Month 2028</b>		
<b>Version Number</b>	<b>Endorsed by ELT</b>	<b>Endorsed by Council</b>	<b>Date signed by GM</b>
1 Adopted	12/12/2005	17/01/2006	17/01/2006
2 Reviewed	-	20/08/2013	9/12/2008
3 Reviewed	-	18/02/2014	18/02/2014
4 Reviewed	19/10/2015	17/11/2015	18/11/2015
5 Reviewed	13/04/2021	15/06/2021	22/07/2021
6 Reviewed	<b>DD/MM/YYYY</b>	<b>DD/MM/YYYY</b>	<b>DD/MM/YYYY</b>

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

### Attachment 1: Policy Implementation Guidelines Flow Chart

Guidance on decision-making is provided below:



**12. Acknowledgement of Training Received**

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

**21.2 PERFORMANCE ORDERS - OLG CIRCULAR 24-03**

**Document ID:** 722500

**Author:** General Manager

**Authoriser:** General Manager

**Theme:** Policy

**Attachments:** 1. OLG - Performance and Suspension Orders

**RECOMMENDATION**

That Council:

1. Notes the Circular 24-03.

**PURPOSE**

The purpose of this report is to advise Council and the community of the issuance of General Circular 24-03 which includes changes to the provisions around performance improvement orders and appointment of administrators, financial controllers, and temporary advisors.

**SUMMARY**

The Office of Local Government has issued a circular describing new provisions relating to framework for the appointment of advisors, controllers, and administrators. The circumstances surrounding the appointment by the Minister following the issue of performance orders has been clarified.

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

**Theme**

Policy

**Strategy**

N/A

**Action**

N/A

**ISSUES AND IMPLICATIONS**

**Policy**

- Related policies include the Code of Meeting Practice and the Code of Conduct.

**Financial**

- Council’s long term financial plan would be under the spotlight in any situation involving an improvement order. Councils are required to meet the costs of any advisors appointed by the Minister.



**Legal / Statutory**

- In addition to the appointment of advisors, the legislation gives the Minister for Local Government the power to suspend councillors and or Council where he/she deems it appropriate.

**Community Engagement / Communication**

- N/A

**RISKS**

There are no risks associated with this report as it is for information.

**OPTIONS**

1. Council is able to note the circular.

**CONCLUSION**

The issuance of the circular by the OLG is to inform councils of the provisions around performance orders and the appointment of advisors.

**RECOMMENDATION**

That Council:

1. Notes the Circular 24-03.



Office of  
Local Government

## Office of Local Government

### Performance and Suspension Orders

### Procedural Framework



January 2024

*Performance and Suspension Orders – Procedural Framework*

**Index**

**Introduction**..... 3

**Section 1 - Performance improvement orders** ..... 4

Purpose ..... 4

Initiation of the process ..... 4

Criteria to be considered ..... 4

Process for issuing..... 5

    Assessment of the circumstances of the council ..... 5

    Notice of intention and draft performance improvement order ..... 5

    Actions to be taken by a council upon receipt of a notice of intention ..... 6

    Consideration of submissions made in response to a notice of intention ..... 7

    Service and publication ..... 7

    Issuing of a performance improvement order – suspended council ..... 7

Appointment of a temporary adviser ..... 8

    Deciding to appoint a temporary adviser ..... 8

    Appointment process..... 8

    Payment..... 8

    Responsibilities of the council following appointment..... 9

Appointment of a financial controller ..... 10

    Deciding to appoint a financial controller..... 10

    Payment..... 10

    Functions and powers of a financial controller ..... 11

Compliance with performance improvement order..... 12

Monitoring and assessing compliance ..... 12

    Compliance reports ..... 12

    Assessing compliance..... 12

Non-compliance with a performance improvement order..... 13

    Enforcement of performance improvement order against councillor ..... 13

    Other actions..... 14

    Recovery of the costs of a public inquiry ..... 14

**Section Two – Suspension orders** ..... 15

Criteria to be considered ..... 15

Process for issuing an initial suspension order ..... 16

Councils response to notice of intention ..... 16

Consideration of submissions ..... 16

Issuing of order to suspend..... 17

Period of suspension ..... 17

Appointment of an interim administrator/s..... 18

    Payment of the interim administrator/s ..... 18

Actions of the council/administrator following suspension ..... 19

Report on period of administration ..... 19

Monitoring during period of suspension ..... 20

Extension of a period of suspension ..... 17

Appendix 1 - Appointment of interim administrator/s..... 21

Appendix 2 - Recovery of expenses following a public inquiry..... 23

## *Performance and Suspension Orders – Procedural Framework*

### **Introduction**

Councils are responsible for their own performance. Where councils are not performing satisfactorily, the Minister for Local Government (the Minister) and the Office of Local Government (OLG) encourage and support councils to voluntarily take actions to improve. Where this fails, performance improvement, compliance, and suspension orders may be used to ensure councils and individual councillors take the actions required to address the performance issues identified. Interim administrators, temporary advisers and financial controllers can be appointed to assist a council.

The decision regarding what action should be taken will be based on the nature and seriousness of the performance issue and the response of the council.

This document provides information on the processes for issuing orders, monitoring compliance, and for taking further action in the case of non-compliance. It should be read in conjunction with the relevant sections of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation). The provisions of these instruments will prevail in the case of any inconsistency with this document.

There are two sections in this document:

- Section 1: Performance improvement orders (including the appointment of temporary advisers and financial controllers)
- Section 2: Suspension orders (including the appointment of interim administrators)

There are two appendices. Appendix 1 provides additional information on interim administrators, including criteria for appointment and how they are to exercise their functions. Appendix 2 provides information on the recovery of costs of public inquiries, where a council has failed to address concerns about its performance.

## *Performance and Suspension Orders – Procedural Framework*

### **Section 1 - Performance improvement orders**

This section provides information on the use of performance improvement orders, compliance with those orders and the associated processes for appointment of temporary advisors and financial controllers.

#### **Purpose**

Section 438A of the *Local Government Act 1993* (the Act) enables the Minister (or their delegate) to issue a performance improvement order.

A performance improvement order can be used to require a council, or individual councillors, or both, to improve the council's performance, within a specified time.

A performance improvement order can also be used to change the quorum for a council's meeting where this is considered necessary to facilitate decision making.

#### **Initiation of the process**

The OLG monitors the performance of councils and that may identify the potential need for a performance improvement order.

A council or any person can ask the Minister to issue a performance improvement order. Such requests, which may be referred to the OLG, should be accompanied by information and evidence demonstrating why an order is necessary to improve the performance of a council.

The OLG may recommend to the Minister that an order is necessary to improve the performance of a council or the Minister can act on their own to initiate the process.

The Minister is not obliged to act on a request or recommendation to issue a performance improvement order.

#### **Criteria to be considered**

Section 438A of the Act provides that a performance improvement order may be issued if the Minister or their delegate "*reasonably considers*" action must be taken to improve the performance of the council. The issues or conduct in question should be sufficiently serious to warrant the order.

Section 413D of *Local Government (General) Regulation 2021* (Regulation) stipulates the criteria that must be considered before issuing a performance improvement order.

### *Performance and Suspension Orders – Procedural Framework*

Examples of where a performance improvement order may be issued include:

- a council has consistently failed to implement required legislation or consider mandatory guidelines such as those related to Integrated Planning and Reporting
- a council has failed to heed advice from OLG and/or declined offers of assistance
- the conduct of an individual or a group of councillors is having an adverse impact on the council's performance and/or is disrupting the ability of the council to function
- a council has failed to follow proper process in making a decision that will impose significant costs on the community
- a council has immediate and ongoing financial sustainability issues
- a council has failed to address an auditor's concerns
- A council is not following the required processes to appoint or manage its general manager.

#### **Process for issuing a performance improvement order**

See section 438C of the Act.

#### Assessment of the circumstances of the council

OLG may conduct preliminary enquiries and review available information to assist the Minister (or their delegate) determine whether a performance improvement order may be necessary.

#### Notice of intention and draft performance improvement order

If the Minister considers a performance improvement order may be necessary, or may need to be varied, a notice of intention will be prepared and served on the council.<sup>1</sup>

The notice of intention will be a letter addressed to the general manager and mayor of the council. A copy of the draft performance improvement order will be attached to the notice of intention.

The letter will set out the Minister's concerns and indicate what is expected of the council or other persons in responding to the notice of intention.

---

<sup>1</sup> The requirement to give notice of intention to issue (or vary) a performance improvement order may be dispensed with where the council is suspended, or the order is issued in response to the results of a public inquiry. (Section 438C(6))

*Performance and Suspension Orders – Procedural Framework*

The notice of intention/draft performance improvement order will contain the following information:

1. the reasons the Minister is proposing to issue or vary the performance improvement order;
2. details of the evidence supporting the need for improvement;
3. the proposed period for compliance with the order;
4. the specific actions required of the council and/or individual councillors, and the timeframes for taking those specific actions<sup>2</sup>;
5. the evidence required to demonstrate compliance/improved performance to the Minister;
6. compliance reporting requirements;
7. details of any proposal to appoint a temporary adviser and/or financial controller;
8. whether the Minister or the council will nominate the person to be appointed as temporary adviser;
9. if a temporary adviser is to be appointed on the recommendation of the council, a request for council to identify its preferred candidate;
10. the actions that may be taken by the Minister if the council does not meet the requirements of the performance improvement order.

The order can require a council to submit an improvement plan within a specified period addressing the actions to be taken. In such cases, the notice of intention could invite the council to make a submission on the timetable for compliance.

The council must be given at least 7 days to make submissions in response to the notice of intention to issue or vary a performance improvement order.

Actions to be taken by a council upon receipt of a notice of intention

The council should provide councillors with the opportunity to consider the notice of intention to issue or vary a performance improvement order at an open council meeting, where the notice should be tabled.<sup>3</sup>

---

<sup>2</sup> In some circumstances, it may be appropriate to allow a council to identify the timeframe for the implementation of proposed actions set out in the draft performance improvement order; the requirement to identify such timeframes can be specified as a required action in the performance improvement order.

<sup>3</sup> This is procedural advice and not a statutory requirement.

### *Performance and Suspension Orders – Procedural Framework*

#### Consideration of submissions made in response to a notice of intention

The Minister is to consider any submissions from the council when deciding whether to issue or change the terms of the proposed performance improvement order. (Section 438C(5))

The Minister may seek advice from OLG in relation to any submissions made by the council.

Once the Minister has considered any submissions received from council, they (or their delegate) can:

- issue a performance improvement order as set out in the draft order
- issue an amended performance improvement order
- decide not to issue a performance improvement order

If it is decided not to issue the performance improvement order or variation, the council will be advised of the reasons in writing and requested to table this advice at the next available council meeting.

#### Service and publication

If the Minister determines a performance improvement order will be issued, OLG will serve the order on behalf of the Minister.

The performance improvement order is to be made public, with the OLG and the council required to publish the performance improvement order on their websites. The council will be asked to table the performance improvement order at its next available council meeting.

#### Issuing of a performance improvement order when the council is suspended

A performance improvement order may be issued to a council even if it is suspended and in such a case action can still be required of individual councillors, even though they are suspended in accordance with section 438P of the Act. For example, councillors could be required to complete training so they can better undertake their functions following the period of suspension.



*Performance and Suspension Orders – Procedural Framework***Appointment of a temporary adviser**

See section 438G of the Act

**Deciding to appoint a temporary adviser**

If the Minister issues a performance improvement order to a council, they may appoint one or more persons as a temporary adviser to the council.

The temporary adviser/s provides advice and assistance to the council to ensure it complies with the performance improvement order and monitors the council's compliance with the performance improvement order.

Clause 413DA of the Regulation stipulates that:

*In deciding whether to appoint a temporary adviser to a council, the Minister is to consider whether the appointment will, in the opinion of the Minister, assist the council to comply with, or implement actions under, the performance improvement order issued in respect of the council.*

In some cases, it will not be necessary to appoint a temporary adviser when issuing a performance improvement order.

**Appointment process**

A temporary adviser can be appointed by inclusion in the performance improvement order.

The term of the appointment must be specified in the instrument used to appoint the temporary adviser. The term must not exceed the period for compliance with the performance improvement order.

The Minister decides who is to be appointed as a temporary adviser. The OLG may nominate a suitable person/s and/or the council may be invited to make recommendations.

Temporary advisers should be suitably qualified and experienced people with relevant expertise in local government and/or the matters outlined in the performance improvement order.

The Minister can terminate the appointment of a temporary adviser at any time.

**Payment**

Where a temporary adviser is appointed on the recommendation of the council their salary is determined by the council; in any other case it is determined by the

*Performance and Suspension Orders – Procedural Framework*

Minister. The salary to be paid should be agreed upon prior to the appointment of the temporary adviser.

Temporary advisers are appointed at the council's cost. Where the OLG pays the adviser, it will invoice the council for the costs involved.

Responsibilities of the council following appointment

Council's general manager should meet with the temporary advisor as soon as practicable to brief them on the circumstances of the council. The general manager should also arrange for the temporary advisor to meet with the elected council to discuss their respective roles and the implementation of the performance improvement order.

Councillors and council staff are required to co-operate with the temporary adviser and provide any information or assistance necessary for the temporary adviser to exercise their functions.

The council must give the temporary adviser an opportunity to review any proposed compliance report at least 14 days before it is provided to the Minister.

*Performance and Suspension Orders – Procedural Framework***Appointment of a financial controller**

See section 438HB of the Act.

**Deciding to appoint a financial controller**

If the Minister issues a performance improvement order to a council they may appoint a financial controller to implement financial controls, and undertake other functions relating to the council's finances.

A financial controller may be appointed on the recommendation of the council or on the Minister's own initiative, but only after the Minister has considered any criteria prescribed by the regulations.

Section 413DB of the Regulation stipulates the criteria to be considered in deciding to appoint a financial controller.

A person can be appointed as both a financial controller and a temporary adviser.

**Appointment process**

A financial controller can be appointed by inclusion of the appointment in the performance improvement order.

If a financial controller is proposed to be appointed in a subsequent order and notice of the appointment has not been given previously, the Act requires that notice of the proposed appointment be given before making the appointment.

The term of the appointment must be specified in the instrument by which the financial controller is appointed. The term must not exceed the council's compliance period with the performance improvement order.

The Minister decides who will be appointed as the financial controller. The OLG may nominate a suitable person and/or the council may be invited to make a recommendation.

The financial controller should be a suitably qualified person with relevant financial expertise in the area specified in the performance improvement order.

The Minister can terminate the appointment of a financial controller at any time.

**Payment**

The financial controller's salary is determined by the Minister. It should be agreed upon by the proposed candidate prior to their appointment.

*Performance and Suspension Orders – Procedural Framework*

Financial controllers are appointed at the council's cost.

Where the OLG pays the adviser, it will invoice the council for the costs involved.

Responsibilities of the council following appointment

Councillors and council staff are required to co-operate with the financial controller and provide any information or assistance they reasonably require to exercise their functions.

In particular, the council is to give the financial controller an opportunity to review any proposed compliance report at least 14 days before it is provided to the Minister and is to give the Minister a copy of the financial controller's comments (if any) on the compliance report.

Functions and powers of a financial controller

See section 438HC of the Act.

The Act specifies the functions and powers of financial controllers, including that no payment may be made from any funds of the council unless it is authorised by the financial controller.

The primary function of a financial controller is to implement financial controls and undertake other finance-related functions as specified in the order by which they were appointed.

A financial controller is to report to the Minister on a council's compliance with a performance improvement order, by commenting on any compliance report submitted by a council, or directly, if the council does not provide the opportunity to comment on a report it makes.

*Performance and Suspension Orders – Procedural Framework***Compliance with performance improvement order**

The governing body of a council is responsible for ensuring the council's compliance with a performance improvement order.

A council complies with a performance improvement order only if the actions required under the order (including any actions required to be taken by individual councillors) are completed to the satisfaction of the Minister.

**Monitoring and assessing compliance****Compliance reports**

A council must provide the Minister with written reports on its compliance with the requirements of a performance improvement order.

Council may be required to provide more than one compliance report.

Compliance reports must address the requirements specified in the performance improvement order and specify any actions taken that demonstrate compliance with the order.

Where a temporary adviser and/or financial controller has been appointed, the council must provide those appointees the opportunity to review any proposed compliance report at least 14 days before it is given to the Minister and must give the Minister a copy of any comments from the appointee/s on the compliance report.

**Assessing compliance**

The compliance report will be used by the Minister to assess compliance with the performance improvement order, along with any other information the Minister considers relevant.

The Minister may ask OLG to provide an assessment of the council's progress and/or compliance, and advice on any further intervention that may be warranted.

The finalisation of the implementation of the performance improvement order will be determined by the Minister.

When the council has implemented a performance improvement order to the satisfaction of the Minister, it will be advised in writing that no further action is contemplated. A copy of that advice will be published on OLG's website.

## *Performance and Suspension Orders – Procedural Framework*

### **Non-compliance with a performance improvement order**

The Minister and/or OLG may undertake or recommend other appropriate intervention strategies if a council fails to comply with a performance improvement order. These options may include, but are not limited to:

- issuing a variation to the order;
- preparation of a departmental report in relation to alleged non-compliance by an individual councillor;
- ordering a temporary suspension period and appointment of an interim administrator;
- instigating a section 430 investigation;
- recommending a section 438U public inquiry be convened.

### **Variation of performance improvement order**

If the Minister decides to issue a variation to an existing performance improvement order, they should consider the criteria for issuing such orders as outlined in section 413D of the *Local Government (General) Regulation 2021* (Regulation).

### **Enforcement of performance improvement order against a councillor**

See section 438HA of the Act.

The Act provides that action can be taken against a councillor (or councillors) who has not complied with a requirement of a performance improvement order. The actions include issuing a compliance order and/or referring the matter to the NSW Civil and Administrative Tribunal (NCAT).

If there is a concern a councillor has not complied with an action required of them in a performance improvement order, the Departmental Chief Executive may arrange for a departmental report to be prepared as to whether a councillor/s has failed to act as required. The Departmental Chief Executive must arrange for a departmental report at the request of the Minister.

Following receipt of a departmental report, the Minister may determine the councillor/s failed to take action required by a performance improvement order and issue a compliance order to those councillor/s. The Minister must follow the process set out in the Act when doing so and ensure the order satisfies the requirements in the Act.

While a compliance order is in force against a councillor, the councillor is:

- not entitled to exercise any of the functions of the councillor other than those specified in the compliance order, and

*Performance and Suspension Orders – Procedural Framework*

- not entitled to any fee or other remuneration, or to the payment of expenses or to the use of council facilities they would otherwise be entitled as a councillor, except as specified in the compliance order.

The Minister may request the Departmental Chief Executive to refer the matter to the NCAT for consideration, which could result in a finding of misconduct and disciplinary action. This can be done in addition to the issuing of a compliance order, after issuing such an order, or as an alternative to issuing an order.

The councillor/s is to be notified of any request to refer the matter to the NCAT and given the opportunity to make a submission on this course of action before the referral is made.<sup>4</sup>

The compliance order will identify the councillor's obligations in reporting on action/s required by the order.

The Minister is required to withdraw a compliance order if they are satisfied the councillor has taken the action specified in the compliance order.

If a councillor does not take the action specified in the order, it remains open for the non-compliance to be referred to the NCAT. As noted earlier, the councillor should be given the opportunity to make a submission on this course of action before the referral is made.

Other actions

As mentioned above there are other actions available to the Minister and OLG if a council fails to comply with a performance improvement order. Suspension of the elected council and/or a public inquiry will generally be considered as next steps. The process for the suspension is dealt with in Section 2.

Recovery of the costs of a public inquiry

The Departmental Chief Executive, on behalf of the state, can recover the reasonable expenses incurred by the state in holding a public inquiry (pursuant to section 438V of the Act) if it relates to a recurring problem with the administration of the council that has been the subject of a performance improvement order. Appendix 2 provides additional information about the cost recovery process.

---

<sup>4</sup> This provision of an opportunity to make a submission is not specified in the Act, but considered good administrative practice.

*Performance and Suspension Orders – Procedural Framework***Section Two – Suspension orders**

Section 438I of the Act provides the Minister with a power to suspend all councillors as the governing body of council for three months. This period may be extended once for up to a further three months. The purpose of a suspension is to allow an interim administrator to be appointed to restore the proper or effective functioning of a council.

The appointment of an interim administrator may be necessary to enable prompt action to be taken to correct a problem, provide time to build or restore relationships, allow effective business to resume, and/or to remedy a failure by a council to do something required of it.

The issuing of a performance improvement order is not a pre-requisite for the suspension of a council, but a failure to comply with such an order will generally lead to consideration of suspension.

Additionally, section 438W provides the Minister with a power to suspend all councillors during a public inquiry relating to that council.

Requests to the Minister for Local Government to issue a suspension order may be made by any person including the Departmental Chief Executive, or others, such as council officials, members of the public, other Ministers and other Members of Parliament.

The Minister is not obliged to act on every request to issue a suspension order.

**Criteria to be considered**

See sections 438I and 438J of the Act and section 413E of the Regulation.

Section 438I of the Act provides that a suspension order may be issued if the Minister “*reasonably believes*” the appointment of an interim administrator is necessary to restore the ***proper or effective functioning*** of the council. Therefore, the issues or conduct in question should be sufficiently serious to warrant the order.

Section 438J of the Act makes provision for criteria to be considered when deciding whether a council should be suspended. The criteria to be considered are prescribed by section 413E of the Regulation.

Examples where it may be appropriate to issue an order include:

- a council is continually unable to function because of the inability to achieve or maintain a quorum



### *Performance and Suspension Orders – Procedural Framework*

- a council is unwilling, or lacks the capacity to improve performance in a timely manner
- the appointment of an interim administrator is necessary because the relationships between members of the elected body have broken down
- a council's poor performance is having a significant negative impact on its reputation and/or local government generally

#### **Process for issuing an initial suspension order**

OLG may conduct preliminary enquiries and review available information to assist the Minister in considering the suspension criteria and deciding whether a suspension order may be warranted.

The Minister must issue a notice of intention to the council if they form a preliminary view that suspension may be warranted. The requirements for this notice are specified in section 438K of the Act.

The notice of intention to issue a suspension order will contain the following information:

- the reasons why it is proposed to issue a suspension order
- the duration of the proposed suspension

#### **Council's response to notice of intention**

The council will be invited to make submissions to the Minister not less than 14 days from the date the notice was served, or if the Minister considers that it is a matter of urgency, not less than 7 days.

The notice of intention should be provided to all the councillors.

Where possible the council should consider the notice of intention at an open council meeting. Any council submission should be approved by a resolution of the council.

#### **Consideration of submissions**

The Minister is to consider any submissions made by the council, and/or councillors when deciding whether to issue or change the terms of the proposed suspension order. (Section 438K)

If the Minister determines not to proceed with the suspension, the council will be advised in writing and requested to table this advice at its next available council meeting.

*Performance and Suspension Orders – Procedural Framework***Issuing of order to suspend**

If the Minister decides to suspend the council, a suspension order will be published in the Government Gazette to give effect to the decision. (Section 438I of the Act)

OLG will inform the council and councillors of the suspension as soon as practicable following the gazettal.

The order will be published on OLG's website.

**Period of suspension**

While the initial period of suspension is limited to three months, it can be extended in certain circumstances, for a total maximum period of six months as provided for in Sec 438O of the Act.

**Extension of a period of suspension**

The Minister may amend the suspension order to extend or further extend the council's suspension. This must be by order published in the Gazette on or before the end of the existing period of suspension.

A suspension may be extended only if the Minister reasonably believes an extension is necessary to restore the proper or effective functioning of the council. The maximum total period for which a council can be suspended by a suspension order is 6 months unless the Act allows for a longer period for another reason.<sup>5</sup>

The Minister is required to give council notice of at least 7 days before the order extending the suspension is made. It should be noted that there is no requirement in the Act that invites submissions regarding the proposed extension.

---

<sup>5</sup> The Act enables a maximum of two suspension periods (of 3 months) on the same factual matters in a council term. (Section 438Q) This does not prevent the consideration of an additional suspension period in relation to different factual matters. Section 438W provides that a council can be suspended during public inquiry if the Minister considers it in the public interest to suspend the council.

*Performance and Suspension Orders – Procedural Framework***Appointment of an interim administrator**

See section 438M of the Act.

The Minister must appoint one or more interim administrators to fulfil the functions of the governing body (including the functions of mayor) during the period of suspension. This can be done in the suspension order or by subsequent order published in the Gazette.

Additional information on the selection and appointment of interim administrators can be found in an appendix to this document.

More than one interim administrator may be appointed for a council (with the same or different functions).

If more than one interim administrator is appointed for a council, one of the appointees will be specified as the person who will exercise the functions of the mayor.

If more than one interim administrator is appointed, the Minister may give directions for the purpose of resolving any issues arising from there being more than one interim administrator.

**Payment of the interim administrator/s**

An interim administrator must be paid a salary from the council's funds, determined by the Minister.

The level of remuneration will be generally based on the aggregate cost of councillor and mayoral fees for the relevant council, as set by the Local Government Remuneration Tribunal. The remuneration may be varied from this by the Minister.

**Expenses**

An interim administrator is entitled to any reasonable travel and out-of-pocket expenses incurred in connection with their office, also to be paid from Council's consolidated fund. Such travel and out-of-pocket expenses are to be determined in accordance with Council's policy adopted under section 252 of the Act.

**Termination of an interim administrator**

The Minister may terminate an interim administrator's appointment at any time.

*Performance and Suspension Orders – Procedural Framework***Actions of the council/administrator following suspension**

The interim administrator will be requested to table the suspension order at the next available council meeting and publish the order on the council's website.

A performance improvement order may be issued to the council identifying what action may be required from the interim administrator during the suspension period. The council should take action to comply with any such order.

During the period of suspension, the interim administrator may be asked by the Minister and/or OLG to provide reports and information on their activities and the council's performance.<sup>6</sup>

During the period of suspension councillors are suspended from civic office and are not entitled to exercise any functions of civic office, or to receive any fee or other remuneration, including the payment of expenses or use of council facilities.

Council's general manager should arrange for the immediate return of any equipment/assets issued to councillors and restrict access to any council facilities including email accounts.

However, because suspended councillors can be required to take action specified in a performance improvement order while suspended under section 438P of the Act, the interim administrator may decide to allow councillors to retain some council property and/or use council facilities for the purposes of meeting a requirement under a performance improvement order.

**Report on period of administration**

See section 438N of the Act.

Section 438N of the Act stipulates that an interim administrator is to give the Minister a written report about their administration of the council no less than 14 days before the end of the initial suspension period of the council. The report is to include any recommendations of the interim administrator in relation to improving or restoring the proper and effective functioning of the council. The Minister may refer the report to OLG for assessment and advice.

If the Minister varies the suspension order to extend the suspension period of a council, the interim administrator is to prepare a further report in respect of that

---

<sup>6</sup> This is most likely in a circumstance where a performance improvement order has not been issued, which would otherwise require compliance reporting.

*Performance and Suspension Orders – Procedural Framework*

extended period and provide that report to the Minister no less than 14 days before the end of the extended suspension period.

**Monitoring during period of suspension**

The OLG will monitor the performance of the council during the period of suspension and provide advice to the Minister on the need for any further intervention, including whether an extension of the suspension period may be warranted.

*Performance and Suspension Orders – Procedural Framework***Appendix 1****Appointment of interim administrators**

See section 438M of the Act.

**Selection**

Interim administrator appointments are made by the Minister, generally on the advice of the Departmental Chief Executive.

The OLG may, from time to time, call for expressions of interest from persons who are interested in appointment as an interim administrator and/or maintain a list of suitable persons who have expressed interest.

The Minister may select any person/s they deem suitable to act as interim administrators and are not limited to the panel of suitably qualified persons.

Interim administrator/s are required to be able to demonstrate that they have the capacity to fulfil the functions of the governing body of the council during the period of suspension.

In particular, interim administrators will be required to have:

- Extensive knowledge and experience in public administration
- Understanding of local government
- Ability to conduct council meetings and engage with the local community

Consideration may be given to appointing persons with relevant expertise in dealing with the performance issues that have given rise to the consideration of suspension. A number of administrators may be appointed with different skills.

**Place of work**

The interim administrator is expected to attend the council administration centre when undertaking the administrative functions of the role. The council is to provide office space and other necessary support.

**Term of appointment**

An interim administrator's term of appointment will be specified in the relevant suspension order but will not exceed the period during which the council is suspended. The term of appointment may be extended if the duration of the council suspension is extended.

### *Performance and Suspension Orders – Procedural Framework*

#### Time commitment:

The interim administrator is expected to commit the necessary time to effectively:

- conduct council meetings
- undertake the civic and ceremonial functions of the governing body
- undertake the administrative functions of the role, such as oversight of the general manager and implementation of any performance improvement orders.

#### Provisions of facilities

The council will provide facilities sufficient for the interim administrator to perform their duties. Reasonable out of pocket expenses will be reimbursed in accordance with the council's adopted expenses and facilities policy when applicable, and otherwise by agreement.

#### Conduct and performance

The interim administrator is subject to the *Model Code of Conduct for Local Councils in NSW*. Complaints about the conduct of an interim administrator are made to the Office of Local Government.

The interim administrator's ongoing appointment is subject to satisfactory performance, as determined by the Minister.

The interim administrator can be replaced at any time during the suspension period if the Minister is dissatisfied with the progress being made.

*Performance and Suspension Orders – Procedural Framework***Appendix 2****Recovery of expenses if a public inquiry is held following a Ministerial intervention**

See section 438V of the Act.

The Departmental Chief Executive, on behalf of the State, can recover the reasonable expenses incurred by the State in holding a public inquiry if the inquiry relates to a recurring problem with the administration of the council. (Section 438V(1))

The recurring problem at the council must have been the subject of Ministerial intervention. (Section 438V(2))

Ministerial intervention means the issuing of a performance improvement order or a temporary suspension of the council. (Section 438V(3))

The reasonable expenses that can be recovered include (but are not limited to) the:

- remuneration paid to the commissioner or commissioners who hold the public inquiry, and
- remuneration paid to staff assisting with the inquiry, and
- expenses associated with the attendance of witnesses or other persons at the inquiry. (Section 438V(8))

Careful consideration will need to be given to the inclusion of other expenses that fall outside of those above to ensure that they can be justified as being reasonable. Some examples of such expenses are the costs of transcriptions, venues, advertising and expert opinions.

The OLG will issue a notice of intention to the council if it is proposed to recover the expenses that have incurred by the State in holding a public inquiry. The notice will specify the amount and nature of the expenses to be recovered and invite the council to make a submission.<sup>7</sup>

A notice of intention to recover expenses is issued in writing to the general manager, on behalf of the council.

---

<sup>7</sup> While not required under the Act, this process is necessary for the purposes of procedural fairness.



*Performance and Suspension Orders – Procedural Framework*

The consultation period on the notice of intention to recover expenses will be no less than 14 days.

The Departmental Chief Executive will have regard to any submissions made by the council when deciding whether to issue or change the terms of the proposed recovery of expenses.

**21.3 POLICY REVIEW - POL112 LAND ACQUISITION AND SUBDIVISION POLICY**

**Document ID:** 718283

**Author:** Deputy General Manager Infrastructure

**Authoriser:** Deputy General Manager Infrastructure

**Theme:** Policy

**Attachments:** 1. Under Review - POL112 Land Acquisition and Subdivision Policy

**RECOMMENDATION**

That Council:

1. Endorses the revision as presented to policy POL112 Land Acquisition and Subdivision for public exhibition.
2. Deems POL112 Land Acquisition and Subdivision 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 the attached policy that has been revised and updated.

**SUMMARY**

POL112 Land Acquisition and Subdivision Policy has been reviewed and amendments made.

The changes made to the policy now ensure the alignment with the Narrandera Local Housing & Employment Zone Land Strategy and include both residential and industrial land only under the control or ownership of Council.

While revisions are not changing the intent of the policy, the function and impacts of the policy requires that the amendments be presented to Council and adoption acknowledged by a resolution of Council.

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

**Theme**

Policy

**Strategy**

N/A

**Action**

N/A

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

- Scheduled review of policies requiring no significant amendment

**Financial**

- Nil

**Legal / Statutory**

- Policies guide compliance with the Local Government Act and Office of Local Government (OLG) directives

**Community Engagement / Communication**

- The policy will be placed on public exhibition for a period of 28 days.

**Human Resources / Industrial Relations**

- The policy is to provide guidance to Council on matters related to the safe, efficient and acquisition of land and/or appropriate subdivision.

**RISKS**

Policies that are not reviewed may not reflect the current expectations of the legislation and OLG guidelines.

**CONCLUSION**

Council to review and endorse policy for public exhibition and adoption.

**RECOMMENDATION**

That Council:

1. Endorses the revision as presented to policy POL112 Land Acquisition and Subdivision for public exhibition.
2. Deems POL112 Land Acquisition and Subdivision Policy as adopted should no submissions be received from the community at the conclusion of the exhibition period.



# Land Acquisition and Subdivision Policy 2024 POL112



**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:** POL112  
**Policy Title:** Land Acquisition and Subdivision Policy  
**Section Responsible:** Development & Environment  
**Minute No/Ref:** XXXXXXX  
**Doc ID:** 8415

---

### 1. INTENT

The purpose of the policy is to provide guidance to Council on matters related to the safe, efficient acquisition of land and/or appropriate subdivision.

### 2. SCOPE

The policy applies to the acquisition of land and/or subdivision activities undertaken by Narrandera Shire as the owner or developer. This policy does not override the planning provisions of the LEP or DCP relevant to the specific development proposal.

### 3. OBJECTIVE

To ensure that any acquisition or subdivision of land for the purpose of residential **and industrial** development where Council is the owner or developer:

- is financially and environmentally sustainable
- protects sensitive natural systems and habitats from urban expansion
- is well planned for movement of people and vehicles
- enhances a sense of place and preserves the attractive urban character
- is undertaken in accordance with **the Narrandera Local Housing & Employment Zone Land Strategy 2021**
- is responsive to changing economic and demographic trends
- is undertaken on the basis of existing land inventories and market needs or demands
- justifies the public cost of expanding or adapting the existing infrastructure associated with new subdivisions

- is economically viable and does not detract from potential private investment or development

#### 4. POLICY STATEMENT

**Residential and industrial** development should be approached in a strategic way to ensure available land stocks and subdivision designs meet the needs of **broader** community and is environmentally sustainable. Acquiring new land stock and undertaking property development will also require the consideration of Council's financial resources and evaluation of market demands and demographic trends.

#### 5. PROVISIONS

##### 5.1 LAND ACQUISITION

A decision to purchase or develop land requires assessment on the basis of community needs, what Council can afford and sustain, and the long-term preservation of the urban environment.

Council must carefully consider the need to acquire land which expands the urban footprint and the associated costs of infrastructure development and maintenance. A decision to acquire land is to be underpinned by a professional review of housing or industrial needs as identified within the Narrandera Local Housing & Employment Zone Land Strategy 2021.

##### 5.2 SUBDIVISIONS

The design of the residential subdivision is to provide for efficient lot layout and good housing design in accordance with the Urban Design for Regional NSW - A guide for creating healthy built environments in regional NSW published by NSW Government Architect.

Green field development and urban infill proposals are to be designed in such a way as to support the vision of the area as presented in Council strategic plans and infrastructure plans.

Industrial and commercial subdivisions are to be undertaken in such a manner that they optimise the potential uses on the land and provide access to all services, such as water, sewer and electricity.

###### 5.2.1 Objectives of all subdivisions

- To provide for development that promotes integration in the design of all components so as to minimise infrastructure costs and maintenance
- To provide a variety of lot sizes that promote allow for a diverse development type within the relevant sector
- To encourage design innovation and a range of housing and industrial types that meet consumer demand

- To ensure land use activity does not have an adverse impact on the environment
- To ensure the protection of local agriculture and rural industries for ongoing production
- To ensure all new residential development has adequate access to community facilities, recreational facilities and open space via pedestrian paths or roads
- To accommodate demand for new housing in a way that reflects the desired future character of Narrandera Shire and enhances existing character
- To preserve biodiversity and protect indigenous habitat and wildlife
- **To promote ecological sustainable development**

### **5.3 PRINCIPLES**

The Urban Design for Regional NSW - A guide for creating healthy built environments in regional NSW published by NSW Government Architect will be the basis of assessment for all Council residential style subdivisions along with any emerging modern approaches to urban design and planning.

Industrial and commercial subdivisions are to be undertaken with traffic, stormwater and land capability to be consistent with the design to ensure that the establishment of such subdivision will be suitable for the intended use, whilst not detrimentally impacting any existing infrastructure.

Subdivision design is to incorporate performance-based planning objectives:

#### **5.3.1 Lot layout and dimensions**

By maximising ease of access, minimising costs of infrastructure provision, making best use of solar energy and open space, preserving the natural environment and integration with street and neighbourhood character.

#### **5.3.2 Pedestrian and bicycle paths**

By providing or planning future provision of safe and legible pedestrian and cycling facilities which serve to provide ease of commuting and contribute to enhancing the recreational lifestyle of the neighbourhood and reduction of motor vehicle use.

#### **5.3.3 Street design**

By providing for an efficient and attractive street design that meets the requirements of Council's Road Engineering Design standards and which accordingly addresses safety, speed, public utility services and drainage systems.

#### **5.3.4 Street and pavement construction**

By designing and constructing streets and associated pavements and access ways to minimise whole-of-life-cycle costs and satisfy the mobility needs of the community including disabled persons.

### 5.3.5 Utilities

By providing cost effective installation, maintenance and augmentation of services (water, sewerage, street lighting, electricity, gas and telecommunications) without impacting existing and planned landscapes, visual amenity of the area, and watercourses.

### 5.3.6 Storm Drainage and Management

By minimising the impacts of floods with provision of major and minor drainage systems to protect people, property and environments at an acceptable level, and to minimise the risk of stormwater flows degrading receiving waters in catchment systems.

## 5.4 SALE OF LAND

Property development costs should consider market affordability and allotment prices set according to current market values. Any proposed financial assistance to land purchasers would contravene this policy. The sale of land shall be in accordance with the procedures and guidelines prescribed in the Local Government Act and Regulations and provide Council with a return on investment.

## 5.5 FINANCIAL RESERVES

A property development reserve account is required for the management of subdivision expenses and income.

## 6. DEFINITIONS

- **DCP: Narrandera Development Control Plan**
- **Industrial: Includes general industry, heavy industry and light industry as defined in the LEP**
- **LEP: Narrandera Local Environmental Plan**
- **NSC: Narrandera Shire Council**
- **Residential: means a building or place used predominantly as a place of residence as defined in the LEP**
- **Subdivision: eg: includes boundary readjustments, lot consolidations, etc**

## 7. ROLES AND RESPONSIBILITIES

### 7.1 GENERAL MANAGER

- **Lead staff (either directly or through delegated authority) in their understanding of and compliance with this Policy and related documents.**

### 7.2 DEPUTY GENERAL MANAGER INFRASTRUCTURE / MANAGER DEVELOPMENT ENVIRONMENT

- **Provide guidance to Councillors, Executive and other Council staff as to the content and implementation of this Policy**



- **Ensure the timely review of this Policy**
- **Assist in investigations of alleged non-compliance with this Policy**

### **7.3 STAFF**

- **Read, understand and comply with this Policy**

### **8. RELATED LEGISLATION**

- **Land Acquisition (Just Terms Compensation) Act 1991**

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

- **Narrandera Local Housing & Employment Zone Land Strategy**
- **POL161 - Council Development Application – Conflict of Interest 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 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:

- **TS240 Land Acquisition and Residential Subdivision Policy 2009**
- **SPOD30 Land Acquisition and Residential Subdivision Policy**

**POLICY HISTORY**

<b>Responsible Officer</b>	<b>Manager Development &amp; Environment</b>		
<b>Approved by</b>	<b>General Manager</b>		
<b>Approval Date</b>	<b>DD Month 202Y</b>		
<b>GM Signature</b> <i>(Authorised staff to insert signature)</i>			
<b>Next Review</b>	<b>DD Month 202Y</b>		
<b>Version Number</b>	<b>Endorsed by ELT</b>	<b>Endorsed by Council</b>	<b>Date signed by GM</b>
1 Adopted	-	29/04/1997	-
2 Reviewed	-	25/03/2002	-
3 Reviewed	-	17/02/2009	-
4 Reviewed	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY

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

**22 COMMITTEE REPORTS**

**22.1 ABORIGINAL ELDERS LIAISON - MINUTES - 26 FEBRUARY 2024**

**Document ID: 721512**

**Author: Executive Assistant**

**Authoriser: General Manager**

**Attachments: 1. Aboriginal Elders Liaison Minutes - 26 February 2024**

**RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Aboriginal Elders Liaison held on Monday 26 February 2024.



# **MINUTES**

## **Aboriginal Elders Liaison Meeting**

**26 February 2024**

Unconfirmed

**MINUTES OF NARRANDERA SHIRE COUNCIL  
ABORIGINAL ELDERS LIAISON MEETING  
HELD AT THE EMERGENCY OPERATIONS CENTRE  
ON MONDAY, 26 FEBRUARY 2024 AT 12PM FOR 12.30PM**

The meeting commenced at **12.35pm**

**WELCOME TO COUNTRY** by Elder Jennifer Johnson

**ACKNOWLEDGEMENT OF COUNTRY** by Mayor Kschenka

*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.*

**MINUTE SILENCE**

Elder Hank Lyons led a Minute Silence in honour of Beverly Williams and other community members who have passed since we last met.

**1 PRESENT**

Chair Mayor Cr Neville Kschenka, Cr Braden Lyons, GM George Cowan, Elder Bonita Byrne, Elder Graham Byrne, Elder Dexter Briggs, Elder Hank Lyons, Elder Jennifer Johnson

**2 APOLOGIES**

**COMMITTEE RESOLUTION**

Moved: Elder Jennifer Johnson

Seconded: Elder Dexter Briggs

That apologies from Elder Cherry Johnson, Elder Robert Carroll, CSM Stacie Mohr and CLO Suzanne Litchfield be received and accepted.

**CARRIED**

**3 BUSINESS ARISING FROM PREVIOUS MINUTES**

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

*Items 3 & 4 have been considered at another section following 6.3*

## 5 REPORTS

### 6.1 UPDATES ON PREVIOUS MATTERS

#### COMMITTEE RESOLUTION

Moved: Elder Dexter Briggs

Seconded: Elder Hank Lyons

That the Aboriginal Elders Liaison Group:

1. Receive and discuss the Updates on Previous Matters listing.

**CARRIED**

#### Name Change - Town Beach to Koori Beach

The NSW Geographical Names Board (GNB), following public exhibition, advised Council that they received nine (9) submission, with one (1) being an objection. GM has provided a detailed response to the GNB advising that the concerns of the objection were not valid.

### 6.2 WIRADJURI HONOUR WALL PLAQUES - FAMILY NAMES

#### COMMITTEE RESOLUTION

Moved: Elder Jennifer Johnson

Seconded: Elder Dexter Briggs

That the Aboriginal Elders Liaison Group:

1. Endorse the Family Names listing as provided.
2. Proceed with installation of Family Name Plaques.

**CARRIED**

### **6.3 WIRADJURI HONOUR WALL PLAQUES - SPORTS & SERVICE TO COMMUNITY**

#### **COMMITTEE RESOLUTION**

Moved: Elder Hank Lyons

Seconded: Elder Dexter Briggs

That the Aboriginal Elders Liaison Group:

1. Adopt criteria to be used in determining names to go on the wall in each category.
2. Review the draft lists provided by Mr Ingram.
3. Include: Barry Christian to the listing.
4. Create Nomination "Profile" Form (like citizen of the year form) for submitting new names for the wall lists.
5. Invite submissions from the Elders and community, via advertising on Council's Webpage and Facebook, the Narrandera Argus and the Aboriginal Elders Liaison Group.

**CARRIED**

**NOTE** - Elders attending today's meeting to work with EA/CAA to develop a new form to be completed for all name submissions. This will provide the means to capture the correct details for the plaques and historical data to have on record. This could be an annual task to capture any new names to be included.

Criteria suggestions to start:

#### **Service to the Community**

- Did they live and work in Narrandera?
- What were their personal achievements?
- Length of service?
- Did they lead others?

#### **Outstanding Sports Achievements**

- Did they coach and lead others in their sport?
- Are they retired?
- What level did they achieve in sport.

### **6 BUSINESS ARISING FROM PREVIOUS MINUTES**

Other than those matters addressed in Item 6.1

Nil

## 4 CONFIRMATION OF PREVIOUS MEETING MINUTES

### COMMITTEE RESOLUTION

Moved: Elder Jennifer Johnson  
Seconded: Elder Dexter Briggs

That the minutes of the Aboriginal Elders Liaison Meeting held on 25 September 2023 be confirmed.

**CARRIED**

## 7 GENERAL BUSINESS

### Elder Jennifer Johnson

1. The Wiradjuri Honour Wall, when is the Sphere being connected and lit and lights turned on?  
GM advised the sphere and lighting mechanisms were set in place with the wall construction and that he would find out when they would be turned on and will advise the group.
2. Where did the Grant come from?  
GM explained that it was a Federal Grant, one of the rounds in the Local Roads and Community Infrastructure Grants (LRCIG) and that the Federal Government approved the Wiradjuri Honour Wall project proposal under the Community Infrastructure component.
3. Is there funding for the Warrior Statues?  
GM advised that all the current grant funds from the LRCIG have been spent on the wall and that Council is continuing to source grant options for the statues, and that quotes for the statues have been obtained.

### Elders Jennifer Johnson and Hank Lyons

1. Together, expressed their concerns with the bickering and arguments that has occurred along the way to build the Honour Wall and wishes the process could have been, and now remains more civilised.

### Cr Lyons

Guest Request to next meeting - Aloma Borg.



## 7.1 GUEST REQUEST FOR NEXT MEETING

### COMMITTEE RESOLUTION

Moved: Elder Hank Lyons

Seconded: Cr Braden Lyons

That the Aboriginal Elders Liaison Group:

1. Approve the request from Aloma Borg from DCJ Housing, to attend the next meeting as a guest, giving a presentation to the AELG regarding her role and DCJ Housing's involvement in the community.

**CARRIED**

## 8 NEXT MEETING

Monday 29 April 2024 - 12pm Light Lunch = 12.30pm Meeting - EOC

*With members to bring a fellow AELG member along with them.*

## 9 MEETING CLOSE

**Meeting Closed at 1.36pm**

**The minutes of this meeting were approved by the Chairperson (magiQ #721495) and will be presented to the next meeting for confirmation.**

**22.2 AUDIT, RISK AND IMPROVEMENT COMMITTEE - MINUTES - 6 MARCH 2024**

**Document ID: 723507**

**Author: Senior Customer Service Administration Officer**

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

**Attachments: 1. Audit, Risk and Improvement Committee Minutes - 6 March 2024**

**RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Audit, Risk and Improvement Committee held on Wednesday 6 March 2024.

**MINUTES OF NARRANDERA SHIRE COUNCIL  
AUDIT, RISK AND IMPROVEMENT COMMITTEE  
HELD AT THE COUNCIL CHAMBERS  
ON WEDNESDAY, 6 MARCH 2024 AT 10.03AM**

**1 PRESENT**

Chairperson John Batchelor, Members Gayle Murphy, via Zoom Stewart Todd Observers Martin Hiscox, GM George Cowan, Phil Swaffield, Via Zoom Lawrissa Chan Audit NSW, Josh Parker RSD Audit, Cranos Moyo RSD Audit, Laurie Knight Contracted Consultant from Local Government Consulting Services

**2 APOLOGIES**

**COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy

Seconded: Mr Stewart Todd

That apologies from Observer Cameron Lander and Observer Craig Taylor be received and accepted.

**CARRIED**

**3 BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy

Seconded: Mr Stewart Todd

That the minutes of the Audit, Risk and Improvement Committee held on 29 November 2023 be confirmed.

**CARRIED**

**5 REPORTS****6.1 APPOINTMENT OF RSD AUDIT PTY LTD AS COUNCIL'S NEW EXTERNAL AUDITOR****COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy

Seconded: Mr Stewart Todd

That the Audit, Risk and Improvement Committee:

1. Note the change in external auditor service provider and welcome RSD Audit Pty Ltd to this and future meetings.

**CARRIED**

**6.2 ANNUAL AUDIT ENGAGEMENT PLAN - EXTERNAL AUDIT****COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy

Seconded: Mr Stewart Todd

That the Audit, Risk and Improvement Committee:

1. Acknowledge the Annual Engagement Plan prepared by the NSW Audit Office
2. Acknowledge the engagement timetable within the plan and note that some flexibility will be required for dates for completion of the Financial Statements in consultation with Council, the External Auditor, and Local Government Consulting Services.
3. Acknowledge the changes taking place within the Finance Department.

**CARRIED**

Lawrissa, Cranos and Josh left the meeting @10:51am

**6.3 AMENDMENT TO THE NOVEMBER 2024 MEETING DATE****COMMITTEE RESOLUTION**

Moved: Mr Stewart Todd

Seconded: Mrs Gayle Murphy

That the Audit, Risk and Improvement Committee:

1. Reschedule the November meeting date to Thursday 28 November 2024.

**CARRIED**

## **6.4 INTERNAL AUDIT REPORTS**

### **COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy

Seconded: Mr Stewart Todd

That the Audit, Risk and Improvement Committee:

1. Receive and note the status of the 2023-2024 internal audits titled Governance Framework also Succession Planning.
2. Receive and note the scope for the planned internal audits of Treasury Functions/Investments also Community Transport.
3. Discuss the possible reschedule of the internal audit for the Community Transport at the June meeting.

**CARRIED**

Laurie left the meeting at 11:12am

## **6.5 DEVELOPING A FUTURE INTERNAL AUDIT SCHEDULE AND WORKPLAN**

### **COMMITTEE RESOLUTION**

Moved: Mr Stewart Todd

Seconded: Mrs Gayle Murphy

That the Audit, Risk and Improvement Committee:

1. Note the information provided within this report, also the intention to provide a proposed internal audit schedule and future workplan to the next meeting of the Committee for consideration.

**CARRIED**

## **6.6 ANNUAL REVIEW - INTERNAL AUDIT CHARTER**

### **COMMITTEE RESOLUTION**

Moved: Mr Stewart Todd

Seconded: Mrs Gayle Murphy

That the Audit, Risk and Improvement Committee:

1. Confirm the current Internal Audit Charter for a further year.

**CARRIED**

## **6.7 GENERAL MANAGER'S REPORT**

### **COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy

Seconded: Mr Stewart Todd

That the Audit, Risk and Improvement Committee:

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

**CARRIED**

## **6.8 MONITORING OF AUDIT RECOMMENDATIONS AND ACTIONS**

### **COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy

Seconded: Mr Stewart Todd

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.
3. Appreciates the more informative updates.

**CARRIED**

## **6.9 PAYMENT OF SUPERANNUATION TO INDEPENDENT MEMBERS**

### **COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy

Seconded: Mr Stewart Todd

That the Audit, Risk and Improvement Committee:

1. Note the advice from Local Government New South Wales that a ruling on the payment of superannuation to Independent Members is being sought from the Australian Tax Office.

**CARRIED**

**6.10 PAYMENT TO INDEPENDENT MEMBERS****COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy

Seconded: Mr Stewart Todd

That the Audit, Risk and Improvement Committee:

1. Acknowledge that the Governance and Engagement Manager intends to supply each independent member with the relevant documentation to complete and return with supporting documentation for authorisation and payment.

**CARRIED**

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

Moved: Mrs Gayle Murphy

Seconded: Mr Stewart Todd

That the Audit, Risk and Improvement Committee:

1. Acknowledge that on 19 February 2024 the Internal Audit function had an unexpended financial balance of \$70,625.11.

**CARRIED**

**7 NEXT MEETING**

Wednesday 5 June 2024, 10am

**8 MEETING CLOSE**

**Meeting Closed at 11:57am**

**22.3 GRONG GRONG COMMUNITY ADVISORY COMMITTEE - MINUTES - 19 FEBRUARY 2024**

**Document ID: 723561**

**Author: Community Development Manager**

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

**Attachments: 1. Grong Grong Community Advisory Committee Minutes - 19 February 2024**

**RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Grong Grong Community Advisory Committee held on Monday 19 February 2024.





# **MINUTES**

## **Grong Grong Community Committee Meeting**

**19 February 2024**

**MINUTES OF NARRANDERA SHIRE COUNCIL  
GRONG GRONG COMMUNITY COMMITTEE MEETING  
HELD AT THE GRONG GRONG COMMEMORATION HALL  
ON MONDAY, 19 FEBRUARY 2024 AT 6.00PM**

**1 PRESENT**

Chairperson Reiner Meier, Member Bob Manning, Member Gemma Purcell, Member Jean Batchelor, Member Kerry Cassidy, Cr Peter Dawson, CDM Sue Killham, Observer Lyndall Ireland

**2 APOLOGIES**

**COMMITTEE RESOLUTION**

Moved: Mr Bob Manning

Seconded: Mrs Kerry Cassidy

That apologies from Member Leonard O'Reilly be received and accepted.

**CARRIED**

**3 BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**COMMITTEE RESOLUTION**

Moved: Mr Bob Manning

Seconded: Mrs Jean Batchelor

That the minutes of the Grong Grong Community Committee Meeting held on 28 August 2023 be confirmed.

**CARRIED**

**5 REPORTS**

**6.1 MANAGER OF ASSETS AND PROJECTS**

**COMMITTEE RESOLUTION**

Moved: Ms Gemma Purcell

Seconded: Mrs Jean Batchelor

That Committee:

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

**CARRIED****6.2 REVENUE AND EXPENDITURE REPORT 2023-24****COMMITTEE RESOLUTION**

Moved: Mr Bob Manning

Seconded: Ms Gemma Purcell

The Committee

1. Acknowledges the 2023-24 Budget Report as of February 2024.

**CARRIED****6.3 ACTION LIST - UPDATES ON PREVIOUS MATTERS****COMMITTEE RESOLUTION**

Moved: Mr Bob Manning

Seconded: Mrs Jean Batchelor

That the Committee:

1. Receive and note the Action List and Updates on Previous Matters

**CARRIED****6 GENERAL BUSINESS**

The following items were discussed by the Committee in General Business

1.	Inclusion of Earthpark maintenance by OSR be considered for inclusion in future budgets	This matter was discussed and the request remains active at the Committee's request
2.	That Council obtain a quote to continue the vinyl flooring that is in the men's toilet and vestibule in to the ladies toilet. Works for consideration when budget permits.	
3.	Wishes to advise Council about the increase in noxious weeds, in particular Spiny Burr and Khaki Weed within the town area. (Sportsground, Hall, Earthpark, Main Street and Cemetery)	To be actioned as a Customer Request, outside Committee TOR
4.	Expressed concern over cemetery maintenance specifically whipper snipping around graves and slashing of central area.	To be actioned as a Customer Request, outside Committee TOR
5.	Requests a report listing estimates for annual statutory expenses such as Fire Extinguisher and Exit Sign maintenance.	

6.	Committee noted that the skip bin provided by Council was overflowing and noted that the bin at the creek had been removed. Queried additional bin or more frequent emptying.	To be actioned as a Customer Request, outside Committee TOR
7.	There was discussion on the dump point in the park. It was noted that the surrounding soil is sinking. Could a concrete collar be considered to solve the problem.	To be actioned as a Customer Request, outside Committee TOR
8.	Committee expressed concern over the condition of the road at the East end of Junee Street at the near the silos.	To be actioned as a Customer Request, outside Committee TOR
9.	<p>I. Committee wish to ascertain the residual balance of the grant funding provided by RMS for the Grong Grong Bypass / Deviation?</p> <p>II. Have these funds attracted any interest?</p>	To be actioned as a Customer Request, outside Committee TOR

## 7 NEXT MEETING

6.00pm Monday 3 May 2024

## 8 MEETING CLOSE

**Meeting Closed at 8.15pm**

**The minutes of this meeting were approved by the Chairperson (magiQ #723374.) and will be presented to the next meeting for confirmation.**

**22.4 BETTERING BARELLAN ADVISORY COMMITTEE - MINUTES - 21 FEBRUARY 2024****Document ID: 723563****Author: Community Development Manager****Authoriser: Deputy General Manager Corporate and Community****Attachments: 1. Bettering Barellan Advisory Committee Minutes - 21 February 2024****RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Bettering Barellan Advisory Committee held on Wednesday 21 February 2024.



# **MINUTES**

## **Bettering Barellan Committee Meeting**

**21 February 2024**

**MINUTES OF NARRANDERA SHIRE COUNCIL  
BETTERING BARELLAN COMMITTEE MEETING  
HELD AT THE BARELLAN  
ON WEDNESDAY, 21 FEBRUARY 2024 AT 2.00PM**

**1 PRESENT**

Chairperson Donna Robertson, Mrs Heather White, Mrs Nola Trembath, Ms Lesley Bandy, Cr Kevin Morris, Ms Fiona Kibble, Observers Jane Snaith, CDM Sue Killham

**2 APOLOGIES**

Nil

**3 BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**COMMITTEE RESOLUTION**

Moved: Ms Lesley Bandy

Seconded: Mrs Heather White

That Committee :

Confirm the minutes of the Bettering Barellan Committee Meeting held on 22 November 2023

**CARRIED**

**5 REPORTS**

**6.1 PROJECT AND ASSETS MANAGER REPORT**

**COMMITTEE RESOLUTION**

Moved: Cr Kevin Morris

Seconded: Ms Lesley Bandy

That Committee:

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

**CARRIED**

## **6.2 ACTION LIST - UPDATES ON PREVIOUS MATTERS**

### **COMMITTEE RESOLUTION**

Moved: Mrs Heather White  
Seconded: Cr Kevin Morris

That the Committee:

1. Receive and note the Action List and Updates on Previous Matters

**CARRIED**

## **6.3 COMMITTEE NOMINATION - JANE SNAITH**

### **COMMITTEE RESOLUTION**

Moved: Mrs Nola Trembath  
Seconded: Cr Kevin Morris

1. That the Committee endorses the nomination of Jane Snaith

**CARRIED**

## **6.4 REVENUE AND EXPENDITURE BUDGET 2023-24**

### **COMMITTEE RESOLUTION**

Moved: Ms Donna Robertson  
Seconded: Mrs Nola Trembath

That Committee:

1. Acknowledges the 2023-24 Budget Report as of February 2024

**CARRIED**

## **6 GENERAL BUSINESS**

The Committee discussed:

1. How best to gain more volunteers and wished to undertake some promotion
2. Co-ordinating a working bee at the Museum to put things back in order post completion of the current work

## **7 NEXT MEETING**

2.00pm 22 May 2024



**8 MEETING CLOSE**

**Meeting Closed at 3.30pm**

**The minutes of this meeting were approved by the Chairperson (magiQ #723444...) and will be presented to the next meeting for confirmation.**

**22.5 RAILWAY STATION FACILITY ADVISORY COMMITTEE - MINUTES - 15  
FEBRUARY 2024**

**Document ID: 723567**

**Author: Community Development Manager**

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

**Attachments: 1. Railway Station Facility Advisory Committee Minutes - 15  
February 2024**

**RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Railway Station Facility Advisory Committee held on Thursday 15 February 2024.



# **MINUTES**

## **Railway Station Facility Committee**

**15 February 2024**

**MINUTES OF NARRANDERA SHIRE COUNCIL  
RAILWAY STATION FACILITY COMMITTEE  
HELD AT THE NARRANDERA RAILWAY ROOMS  
ON THURSDAY, 15 FEBRUARY 2024 AT 10.00AM**

**1 PRESENT**

Chair Josie Middleton, Ms Barbara Bryon, Mr Tony Taylor, Mr Tony Andracchio, Deputy Mayor Cr Sue Ruffles, CDM Sue Killham, Observer Lyndall Ireland

**2 APOLOGIES**

**RECOMMENDATION**

That apologies from Mr Bob Manning be received and accepted.

**3 BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**COMMITTEE RESOLUTION**

Moved: Mr Tony Taylor

Seconded: Mr Tony Andracchio

That the minutes of the Railway Station Facility Committee held on 23 November 2023 be confirmed.

**CARRIED**

**5 REPORTS**

**6.1 REVENUE AND EXPENDITURE BUDGET 2023-2024**

**COMMITTEE RESOLUTION**

Moved: Mr Tony Taylor

Seconded: Deputy Mayor Cr Sue Ruffles

The Committee:

1. Acknowledges the 2023-24 Budget Report as of February 2024

**CARRIED**

## 6.2 ACTION LIST - UPDATES ON PREVIOUS MATTERS

### COMMITTEE RESOLUTION

Moved: Mr Tony Taylor

Seconded: Ms Barbara Bryon

That the Committee:

1. Receive and note the Action List and Updates on Previous Matters

**CARRIED**

## 6 GENERAL BUSINESS

- The Committee requested further information on current issues with padlocks on the store room and requested that once matters had been clarified a key for the padlock be issued to the Radio Station Committee s well as Coucil.
- The Committee discussed the Bus Parking markings that have been installed and requested that an appropriate sign also be installed
- The Committee were pleased that the EDM and Visitor Services were looking in to Rail and Bus tourism as per their previous query.
- The Committee requested that Council follow up with UGL with regard to a contact for the Narrandera area.

## 7 NEXT MEETING

10.00am Thursday May 23

## 8 MEETING CLOSE

**Meeting Closed at 11.15am**

**The minutes of this meeting were approved by the Chairperson (magiQ #.722635..) and will be presented to the next meeting for confirmation.**

**22.6 ARTS AND CULTURE ADVISORY COMMITTEE - MINUTES - 22 FEBRUARY 2024**

**Document ID: 723580**

**Author: Community Development Manager**

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

**Attachments: 1. Arts and Culture Advisory Committee Minutes - 22 February 2024**

**RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Arts and Culture Advisory Committee held on Thursday 22 February 2024.



# **MINUTES**

## **Arts and Culture Advisory Committee**

**22 February 2024**

**MINUTES OF NARRANDERA SHIRE COUNCIL  
ARTS AND CULTURE ADVISORY COMMITTEE  
HELD AT THE LIBRARY YOUTH SPACE  
ON THURSDAY, 22 FEBRUARY 2024 AT 3.00PM**

**1 PRESENT**

Chair Julie Briggs, Cr Sue Ruffles, Ms Lindee Russell, Observer Sue Killham,

**2 APOLOGIES**

**COMMITTEE RESOLUTION**

Moved: Ms Lindee Russell

Seconded: Cr Sue Ruffles

That apologies from Cr Tracey Lewis and Ms Aanya Whitehead be received and accepted.

**CARRIED**

**3 BUSINESS ARISING FROM PREVIOUS MINUTES**

NIL

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**COMMITTEE RESOLUTION**

Moved: Cr Sue Ruffles

Seconded: Ms Lindee Russell

That the minutes of the Arts and Culture Advisory Committee held on 23 November 2023 be confirmed.

**CARRIED**

**5 REPORTS**

**6.1 PROJECTS AND ASSETS MANAGER REPORT**

**COMMITTEE RESOLUTION**

Moved: Ms Lindee Russell

Seconded: Cr Sue Ruffles

That Committee:

1. Receive and note building maintenance and improvement works programmed by the Projects and Assets Manager.

**CARRIED**



## 6.2 ACTION LIST - UPDATES ON PREVIOUS MATTERS

### COMMITTEE RESOLUTION

Moved: Cr Sue Ruffles

Seconded: Ms Lindee Russell

That the Committee:

1. Receive and note the Action List and Updates on Previous Matters
2. Undertake a review of policies and forms from other centres to establish appropriate documentation for centre hire.
3. Undertake the development of a Marketing Plan for the Arts Centre

**CARRIED**

## 6.3 REVENUE AND EXPENDITURE BUDGET 2023-2024

### COMMITTEE RESOLUTION

Moved: Ms Lindee Russell

Seconded: Cr Sue Ruffles

That Committee:

1. Acknowledges the 2023-24 Budget Report as of February 2024

**CARRIED**

## 6 GENERAL BUSINESS

The Committee discussed activities that could be undertaken in support of a possible funding application by the Business Group for a Spring Fair.

## 7 NEXT MEETING

3.00pm Thursday May 24th

## 8 MEETING CLOSE

**Meeting Closed at 16.15pm**

**The minutes of this meeting were approved by the Chairperson (magiQ #723575..) and will be presented to the next meeting for confirmation.**

**22.7 PARKSIDE COTTAGE MUSEUM S355 COMMITTEE - MINUTES - 4 MARCH 2024**

**Document ID: 723595**

**Author: Community Development Manager**

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

**Attachments: 1. Parkside Cottage Museum S355 Committee Minutes - 4 March 2024**

**RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Parkside Cottage Museum S355 Committee held on Monday 4 March 2024.



# **MINUTES**

## **Parkside Cottage Museum Committee**

**4 March 2024**

**MINUTES OF NARRANDERA SHIRE COUNCIL  
PARKSIDE COTTAGE MUSEUM COMMITTEE  
HELD AT THE PARKSIDE COTTAGE MUSEUM  
ON MONDAY, 4 MARCH 2024 AT 12.30PM**

**1 PRESENT**

Chair Steve Wicker, Mrs Nerelle Daly, Mrs Lesley Bailey, Ms Barbara Bryon, Cr Peter Dawson, CDM Sue Killham, Observer Kaye Hall, Observer Kim Biggs, Observer Peter Connell,

**2 APOLOGIES**

**COMMITTEE RESOLUTION**

Moved: Mrs Lesley Bailey  
Seconded: Mrs Nerelle Daly

That apologies from Mrs Josie Middleton, Mrs Brigitte Stanton and Minute Taker Mel Gilmour be received and accepted.

**CARRIED**

**3 BUSINESS ARISING FROM PREVIOUS MINUTES**

NIL

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**COMMITTEE RESOLUTION**

Moved: Mrs Nerelle Daly  
Seconded: Mrs Lesley Bailey

That the minutes of the Parkside Cottage Museum Committee held on 6 November 2023 be confirmed.

**CARRIED**

## **5 REPORTS**

### **6.1 MANAGER OF PROJECTS AND ASSETS**

#### **COMMITTEE RESOLUTION**

Moved: Ms Barbara Bryon

Seconded: Mrs Lesley Bailey

That Committee:

1. Note the Parkside Museum maintenance and improvement works programmed by the Projects and Assets Manager.

**CARRIED**

### **6.2 REVENUE AND EXPENDITURE BUDGET 2023-24**

#### **COMMITTEE RESOLUTION**

Moved: Mrs Lesley Bailey

Seconded: Mrs Nerelle Daly

The Committee:

1. Acknowledges the 2023-24 Budget Report as of February 2024

**CARRIED**

### **6.3 ACTION LIST - UPDATES ON PREVIOUS MATTERS**

#### **COMMITTEE RESOLUTION**

Moved: Ms Barbara Bryon

Seconded: Cr Peter Dawson

That the Committee:

1. Receive and note the Action List and Updates on Previous Matters
2. Resolved to again participate in the Narrandera Seniors Festival 2024 with a Morning Tea
3. Noted that the Lights on Doors Open funding has been received and approved suggestions from OSR re plans for the front lawn and garden funded through that grant.

**CARRIED**

## **6.4 CHAIRPERSON'S UPDATE**

### **COMMITTEE RESOLUTION**

Moved: Cr Peter Dawson

Seconded: Mrs Nerelle Daly

The Committee

1. Receive and note the Chairperson's Update

**CARRIED**

## **7 NEXT MEETING**

12.30pm Monday June 3rd

## **8 MEETING CLOSE**

**Meeting Closed at 1.35pm**

**The minutes of this meeting were approved by the Chairperson (magiQ #723581...) and will be presented to the next meeting for confirmation.**

**22.8 AUSTRALIA DAY PLANNING ADVISORY COMMITTEE - MINUTES - 15  
FEBRUARY 2024**

**Document ID: 723727**

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

**Authoriser: General Manager**

**Attachments: 1. Australia Day Planning Advisory Committee Minutes - 15  
February 2024**

**RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Australia Day Planning Advisory Committee held on Thursday 15 February 2024.



# **MINUTES**

## **Australia Day Planning Committee**

**15 February 2024**



**MINUTES OF NARRANDERA SHIRE COUNCIL  
AUSTRALIA DAY PLANNING COMMITTEE  
HELD AT THE NARRANDERA DESTINATION AND DISCOVERY HUB  
ON THURSDAY, 15 FEBRUARY 2024 AT 8.30AM**

**1 PRESENT**

Chairperson Beryl Brain, Mayor Cr Neville Kschenka, Cr Narelle Payne, Mrs Helen McDermott, Minute Taker Brenda Hartmire

**2 APOLOGIES**

**COMMITTEE RESOLUTION**

Moved: Ms Helen McDermott

Seconded: Mayor Cr Neville Kschenka

That apologies from Cr Braden Lyons and Mr Glenn Bartley be received and accepted.

**CARRIED**

**3 BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**COMMITTEE RESOLUTION**

Moved: Mayor Cr Neville Kschenka

Seconded: Mrs Helen McDermott

That the minutes of the Australia Day Planning Committee held on 11 January 2024 be confirmed.

**CARRIED**

## 5 REPORTS

### 6.1 AUSTRALIA DAY POST-EVENT DISCUSSION

#### COMMITTEE RESOLUTION

Moved: Mayor Cr Neville Kschenka

Seconded: Mrs Helen McDermott

That the Committee:

Discusses the 2024 Australia Day activities feedback and makes recommendations for improvements for the 2025 Australia Day activities.

**CARRIED**

- Australia Day Ambassador Dinner – food was great, chef explanations of each was well received
- Australia Day Ceremony 220 attendees – shorter citations, all nominees needing to be on stage prior to awards, time limits on all speeches.
- Australia Day Ambassador's (Doug Hawkins) letter complimented the events held in Australia Day and enjoyed the hospitality shown to them over the three days. Doug commented on how impressed he was to meet and get to know our Local Australia Day Ambassador, Heather White and hear about her achievements.
- Australia Day at Grong Grong 150 attendees – a terrific day, committee are to be commended for their efforts. Yabby Races were tremendous success.
- Australia Day at Barellan 70 attendees – great time had by all, good to see an increase in young families attending
- Australia Day Activities – Lake Talbot – Kayaking – 60 participated went over very well, Concert at Ex Services 150 attended including backpackers brought by their host family from Griffith, First Nations Cultural Tour – great educational experience even locals learned a lot about the place they live.

## 6 GENERAL BUSINESS

1. Consider a review of activities at first Australia Day meeting for 2025
2. A review of the Code of Conduct at first committee meeting

## 7 NEXT MEETING

First meeting to be in July 2024.

## 8 MEETING CLOSE

**Meeting Closed at 10.17am**

**The minutes of this meeting were approved by the Chairperson (magiQ #723717) and will be presented to the next meeting for confirmation.**

**22.9 NARRANDERA STADIUM ADVISORY COMMITTEE - MINUTES - 22 FEBRUARY 2024**

**Document ID: 723810**

**Author: Open Space and Recreation Manager**

**Authoriser: Deputy General Manager Infrastructure**

**Attachments: 1. Narrandera Stadium Advisory Committee Minutes - 22 February 2024**

**RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Narrandera Stadium Advisory Committee held on Thursday 22 February 2024.



# **MINUTES**

## **Narrandera Stadium Advisory Committee Meeting**

**22 February 2024**

**MINUTES OF NARRANDERA SHIRE COUNCIL  
NARRANDERA STADIUM ADVISORY COMMITTEE MEETING  
HELD AT THE NARRANDERA SPORTS STADIUM  
ON THURSDAY, 22 FEBRUARY 2024 AT 5.00PM**

**1 PRESENT**

Chairperson Gayle Murphy, SM Lee Longford, Mrs Helen Ryan, Mr Rex Evans, Mr Martin Hiscox, Minute Taker Roger Evans,

**2 APOLOGIES**

**COMMITTEE RESOLUTION**

Moved: Mrs Helen Ryan

Seconded: Mr Martin Hiscox

That apologies from Cr Narelle Payne and Cr Braden Lyons be received and accepted.

**CARRIED**

**3 BUSINESS ARISING FROM PREVIOUS MINUTES**

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**COMMITTEE RESOLUTION**

Moved: Chair Gayle Murphy

Seconded: SM Lee Longford

That the minutes of the Narrandera Stadium Advisory Committee Meeting held on 22 November 2022 be confirmed. Noting the following items below.

1. The committee discussed the Plan of Management for the venue and agreed it should be relisted as a priority project for Council. The OSR Manager informed the committee that it had been approved by Council but was to be 100% grant funded which made it hard to secure funding.
2. The committee discussed the Terms of Reference and agreed that Council should adopt a more simplified version in the next term along with some acknowledgement with what Council will provide for the committee members.

**CARRIED**

## 5 REPORTS

### 5.1 MATTERS RAISED BY COMMITTEE MEMBER GAYLE MURPHY

#### COMMITTEE RESOLUTION

Moved: Chair Gayle Murphy

Seconded: Mr Rex Evans

That the Committee:

1. Discuss the items received from Chairperson Gayle Murphy.
2. Receive update from OSR Manger that the General Manager had emailed Basketball NSW.
3. Expressed the importance of the Plan of Management for the sporting precinct and request that council to prioritise the project to ensure the venue including the stadium can meet the current and future needs of the community.
4. discusse the role of Narrandera Tourism and they would like to see more involvement with promoting the stadium.

**CARRIED**

## 6 GENERAL BUSINESS

The committee discussed the following:

- Rollerskate users groups: The OSR Manager informed the committee that the use of the Stadium was only a trial to see how the floor would hold up noting that there had been some marks on the floor. The roller skaters are now booked to use the outdoor courts.
- Fees and Charges: Staff were asked to look at the Fees and Charges. The committee also asked if the fees more flexible for other users not utilising the entire venue. The Stadium Manager currently splits the costs if there is more than one user the description of the fees are currently being reviesed by staff to minimise any potential confusion.

## 7 NEXT MEETING

8 August 2024

## 8 MEETING CLOSE

**Meeting Closed at 6:00pm**

**The minutes of this meeting were approved by the Chairperson (magiQ 724273) and will be presented to the next meeting for confirmation.**

**22.10 LAKE TALBOT ENVIRONS ADVISORY COMMITTEE - MINUTES - 22  
FEBRUARY 2024**

**Document ID: 723811**

**Author: Open Space and Recreation Manager**

**Authoriser: Deputy General Manager Infrastructure**

**Attachments:**

**RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Lake Talbot Environs Advisory Committee held on Thursday 22 February 2024.



# **MINUTES**

## **Lake Talbot Environs Advisory Committee Meeting**

**22 February 2024**



**MINUTES OF NARRANDERA SHIRE COUNCIL  
LAKE TALBOT ENVIRONS ADVISORY COMMITTEE MEETING  
HELD AT THE NARRANDERA EXSERVICEMANS CLUB  
ON THURSDAY, 22 FEBRUARY 2024 AT 6:15PM**

**1 PRESENT**

Chair Rex Evans, Cr Cameron Lander, Mr Graeme Hoare, Mr Jeffrey Kirk, Mr Troy Lee, DGMI Shane Wilson, Minute Taker Roger Evans,

**2 APOLOGIES**

**COMMITTEE RECOMMENDATION**

Moved: Mr Graeme Hoare

Seconded: Mr Jeffrey Kirk

That apologies from Mayor Cr Neville Kschenka be received and accepted.

**3 BUSINESS ARISING FROM PREVIOUS MINUTES**

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**COMMITTEE RESOLUTION**

Moved: Mr Troy Lee

Seconded: Mr Jeffrey Kirk

That the minutes of the Lake Talbot Environs Advisory Committee Meeting held on 22 November 2022 be confirmed.

**CARRIED**

**5 REPORTS**

**5.1 PROJECT UPDATES**

**COMMITTEE RESOLUTION**

Moved: Mr Troy Lee

Seconded: Mr Jeffrey Kirk

Note and receive project updates from DGMI.

**CARRIED**

## **6 GENERAL BUSINESS**

1. The DGMI provided an update on the pontoon noting that the grant had been missed due to lack of time and that the project may be funded from the next round.
2. No parking signs and stencilling will be used at the boat ramp area to assist users entering and exiting the Lake more efficiently.
3. The DGMI advised that the CCTV project will include the Lake Talbot area along with other key areas in Narrandera.
4. Proposals have been received and are currently under review for the maintenance and repair works on Bundidgerry walking track.

## **7 NEXT MEETING**

8 August 2024

## **8 MEETING CLOSE**

**Meeting Closed at 6:50pm**

**The minutes of this meeting were approved by the Chairperson (magiQ 724050) and will be presented to the next meeting for confirmation.**

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

**23.1 DEVELOPMENT & ENVIRONMENT SERVICES ACTIVITIES - FEBRUARY 2024**

**Document ID:** 722887

**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 2024.

**PURPOSE**

The purpose of this report is to inform Council of Development Applications and other development services provided during February 2024.

**BACKGROUND**

**Development & Complying Development Applications**

A summary of Development and Complying Development Applications processed during the reporting month/s detailed in the following table:

<b>Stage Reached</b>	<b>February</b>
Lodged	3
Stop-the-Clock / Under Referral / Awaiting Information	1
Determined	2

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

Development Type	2023-2024			
	FEBRUARY		Year to Date	
	Number	Value \$	Number	Value \$
Residential	1	\$ 35,200	17	\$ 1,854,600
Industrial	1	\$ 145,000	1	\$ 145,000
Commercial	0	\$ -	6	\$ 5,561,110
Rural Residential	0	\$ -	3	\$ 975,000
Subdivisions	0	\$ -	5	\$ 63,000
Other	0	\$ -	0	\$ -
<b>TOTAL</b>	<b>2</b>	<b>\$ 180,200</b>	<b>32</b>	<b>\$ 8,598,710</b>

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 the reporting month.

February 2024

No	Type	Address	Development Type	Determination	STC / RFI Days	ACTIVE Business Days
027-23-24	L	15 Driscoll Road NARRANDERA	Shed (industrial)	Conditionally Approved	-	9
028-23-24	L	156 Larmer Street NARRANDERA	Shed (residential)	Conditionally Approved	-	8

Type explanation

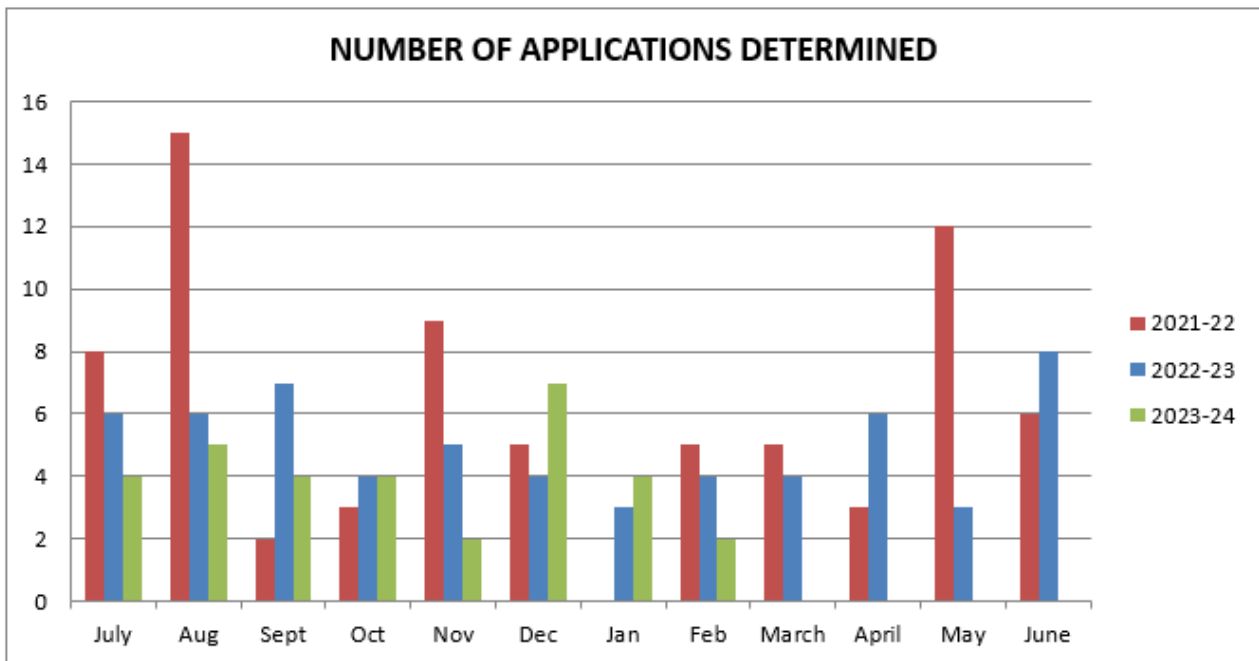
Local (L) – Delegated authority	Merit based assessment where development consent is required. Target determination time of 40 business days.
Council (L/C)	Local development determined by Council at an ordinary meeting.
Integrated (I)	Merit based assessment where approval from other authorities, such 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

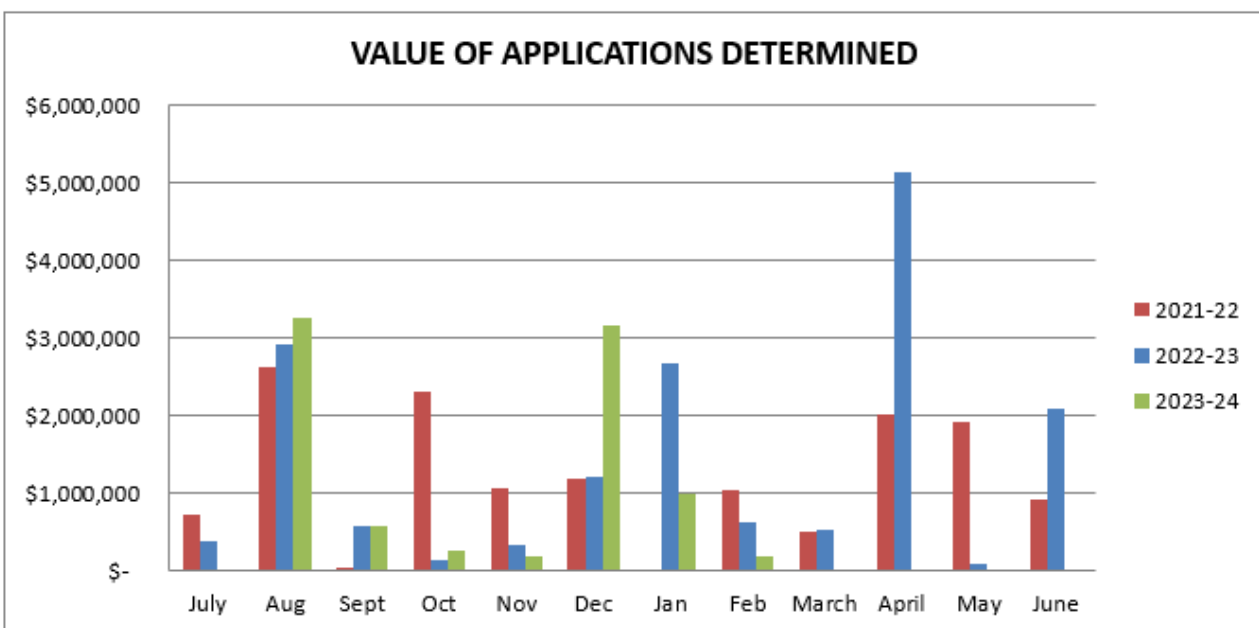
2020-21	Narrandera Shire Council average	30 days
2021-22	Narrandera Shire Council average	25 days

2022-23	Narrandera Shire Council average	18.6 days
2023-24	Narrandera Shire Council average YTD	12.6 days

This graph details the comparative number of Development and Complying Development Applications determined by month since 2021-22.



This graph details the comparative value of Development and Complying Development Applications determined by month over the past three years.



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

\*2022-23 June figures exclude \$14,200,758 for industrial workshop

**Certificates Issued**

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

<b>Certificate Type</b>	<b>February</b>
Construction Certificates	2
Building Certificates	-
Subdivision Certificates	-
Occupation Certificates	3
Section 10.7 (previously 149) Certificates	12
Swimming Pool Compliance Certificates	-
S68 Approvals	1

### Construction Activities

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

<b>Building Surveyor Inspections</b>	<b>February</b>
Critical Stage Inspections	7

### Compliance Activities

A summary of compliance services activities undertaken during the reporting month is detailed in the following tables:

<b>Companion Animal Activity – Dogs</b>	<b>February</b>
Impounded	9
Returned	1
Rehomed	7

<b>Companion Animal Activity – Cats</b>	<b>February</b>
Impounded	2
Returned	-
Rehomed	3

<b>Compliance Activity</b>	<b>February</b>
Call outs	9
Infringement warnings/fines issued	4
Menacing/Dangerous dog incidents	-

### RECOMMENDATION

That Council:

Receives and notes the Development Services Activities Report for February 2024.

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

**24.1 STATEMENT OF BANK BALANCES - FEBRUARY 2024**

**Document ID: 722590**

**Author: Finance Officer**

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

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

**Attachments: Nil**

**RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the Statement of Bank Balances report as of 29 February 2024.

**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	\$290,743.52
Plus Receipt	\$6,173,749.58
Less Payments	\$4,813,774.44
Current Cashbook Balance	<u>\$1,650,718.66</u>
Statement Summary	
Opening Statement Balance	\$241,112.90
Plus Receipts	\$5,941,504.80
Less Payments	\$4,813,699.20
Current Statement Balance	<u>\$1,368,918.50</u>
Plus Unpresented Receipts	\$281,498.86
Less Unpresented Payments	<u>-\$301.30</u>
Reconciliation Balance	<u>\$1,650,718.66</u>
GL BALANCE	<u>\$1,650,718.66</u>
Unpaid Creditors	\$120,914.71
Overdraft Limit arranged with Bank 01/01/1989	\$350,000

**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 29 February 2024.



**24.2 STATEMENT OF INVESTMENTS - FEBRUARY 2024**

**Document ID: 722628**

**Author: Senior Finance Officer**

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

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

**Attachments: Nil**

**RECOMMENDATION**

That Council:

1. Receives and notes the report indicating Council’s Fund Management position.
2. Notes the Certificate of the Responsible Accounting Officer and adopts the report as at 29 February 2024.

**PURPOSE**

The purpose of this report is to present to Council the investments held as of 29 February 2024.

**SUMMARY**

<u>Fund Balance (GL)</u>	
General	25,128,694.73
Water	5,829,426.34
Sewerage	2,062,293.24
Trust	55,489.63
	<b>33,075,903.94</b>

**BACKGROUND**

The actual interest income to 29 February 2024 is \$726,084 and compares favourably with the budget of \$570,403.

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	
National Australia Bank (On ca	820,414.33	2.48%	1.25%	A-1+	29 Feb 2024	
National Australia Bank	200,000.00	0.61%	5.55%	A-1+	1 Jul 2024	
National Australia Bank	1,000,000.00	3.03%	5.40%	A-1+	12 Jul 2024	
National Australia Bank	1,000,000.00	3.03%	5.25%	A-1+	25 Sep 2024	
National Australia Bank	1,000,000.00	3.03%	5.25%	A-1+	4 Oct 2024	
National Australia Bank	1,000,000.00	3.03%	5.40%	A-1+	30 Oct 2024	
National Australia Bank	1,000,000.00	3.03%	5.15%	A-1+	11 Nov 2024	
National Australia Bank	1,000,000.00	3.03%	5.35%	A-1+	26 Nov 2024	
National Australia Bank	1,000,000.00	3.03%	5.25%	A-1+	4 Dec 2024	
National Australia Bank	1,000,000.00	3.03%	5.10%	A-1+	24 Dec 2024	
Commonwealth Bank	1,000,000.00	3.03%	4.76%	A-1+	8 Mar 2024	
Commonwealth Bank	1,000,000.00	3.03%	4.40%	A-1+	18 Apr 2024	
Commonwealth Bank	1,000,000.00	3.03%	4.66%	A-1+	15 May 2024	
Commonwealth Bank	1,000,000.00	3.03%	5.20%	A-1+	7 Jun 2024	
Commonwealth Bank	1,000,000.00	3.03%	5.26%	A-1+	20 Jun 2024	
Commonwealth Bank	1,000,000.00	3.03%	5.02%	A-1+	20 Jan 2025	
IMB	1,000,000.00	3.03%	4.95%	A-2	30 May 2024	
Suncorp	1,000,000.00	3.03%	5.46%	A-1	25 Mar 2024	
Suncorp	1,000,000.00	3.03%	5.46%	A-1	24 Apr 2024	
Suncorp	1,000,000.00	3.03%	5.40%	A-1	25 Jul 2024	
Suncorp	1,000,000.00	3.03%	5.39%	A-1	1 Aug 2024	
Suncorp	1,000,000.00	3.03%	5.16%	A-1	15 Aug 2024	
Suncorp	1,000,000.00	3.03%	5.42%	A-1	2 Dec 2024	
Bendigo Bank	1,000,000.00	3.03%	5.40%	A-2	28 Jun 2024	
Westpac Bank	1,000,000.00	3.03%	5.20%	A-1+	1 Mar 2024	
Westpac Bank	1,000,000.00	3.03%	4.40%	A-1+	20 Mar 2024	
Westpac Bank	1,000,000.00	3.03%	4.37%	A-1+	12 Apr 2024	
Westpac Bank	1,000,000.00	3.03%	4.90%	A-1+	30 May 2024	
Westpac Bank	1,000,000.00	3.03%	5.12%	A-1+	26 Aug 2024	
Westpac Bank	1,000,000.00	3.03%	5.07%	A-1+	2 Sep 2024	
Westpac Bank	1,000,000.00	3.03%	5.25%	A-1+	23 Oct 2024	
Westpac Bank	1,000,000.00	3.03%	5.10%	A-1+	23 Dec 2024	
Westpac Bank	1,000,000.00	3.03%	5.15%	A-1+	9 Jan 2025	
Westpac Bank	1,000,000.00	3.03%	5.16%	A-1+	28 Feb 2025	
<b>Total Council Funds</b>	<b>33,020,414.33</b>	<b>100%</b>				

**Trust Term Deposits**

Borrower	Value	%	Yield	Rating	Maturity
National Australia Bank (Art)	55,489.62	100.00%	5.25%	A-1+	1 Aug 2024
<b>Total Trust Funds</b>	<b>55,489.62</b>	<b>100%</b>			

1.

Individual Limits					
Institution	Rating		Value	Council %	
Bendigo Bank	BBB+	A2	\$ 1,000,000.00	3.0%	Max 10%
Elders Rural Bank	BBB+	A2	\$ -	0.0%	Max 10%
IMB	BBB	A3	\$ 1,000,000.00	3.0%	Max 10%
NAB	AA-	A1+	\$ 9,075,903.95	27.4%	Max 35%
Suncorp	A+	A1	\$ 6,000,000.00	18.1%	Max 25%
StGeorge	AA	A1+	\$ -	0.0%	Max 35%
Macquarie Bank	A+	A1	\$ -	0.0%	Max 25%
Commonwealth Bank	AA-	A1+	\$ 6,000,000.00	18.1%	Max 35%
Westpac	AA-	A1+	\$ 10,000,000.00	30.2%	Max 35%

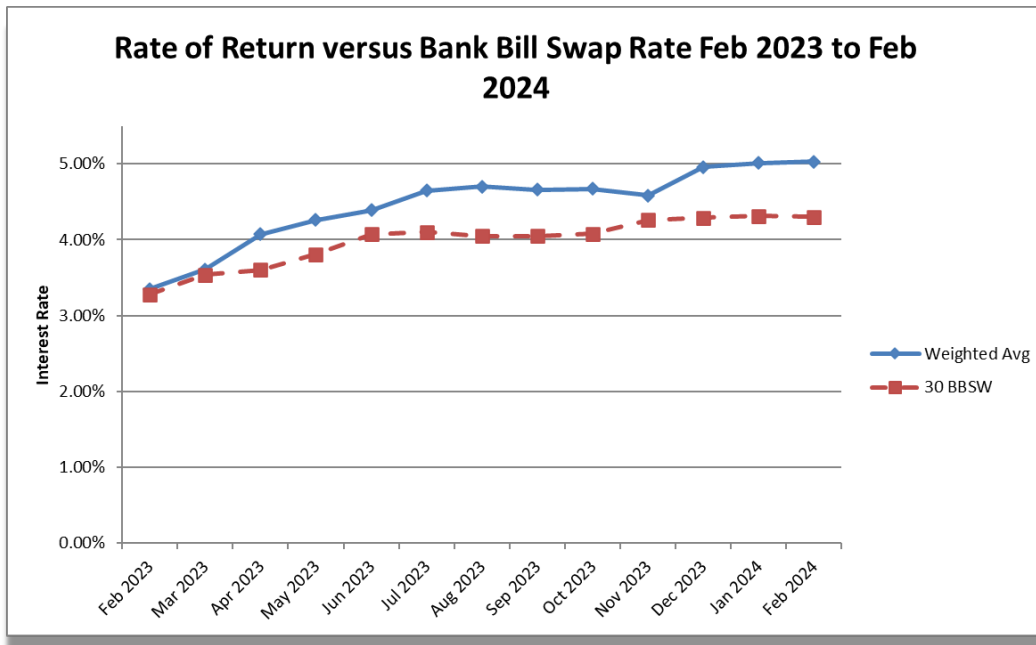
2.

**b. Application of Investment Funds**

Application of Restricted Funds		
Allocation	Description	\$'000
External Restrictions	Water Supply	\$ 5,829
	Sewer Supply	\$ 2,062
	Developer Contributions	\$ 524
	Domestic Waste	\$ 1,604
	Unexpended Grants	\$ 9,984
	Stormwater	\$ 369
	Crown Lands	\$ 302
Internally Restricted	Discretion of Council	\$ 12,058
Unrestricted	Allocated to current budget	\$ 344
<b>Total</b>		<b>\$ 33,076</b>

**c. Investment Portfolio Performance**

Monthly Investment Performance				
Period Ending	Investments	Weighted	BBSW 30	Variance
Feb 2023	27,790,001.35	3.35%	3.28%	0.07%
Mar 2023	27,759,832.57	3.61%	3.54%	0.07%
Apr 2023	26,779,805.06	4.07%	3.60%	0.47%
May 2023	28,781,495.69	4.26%	3.81%	0.45%
Jun 2023	35,733,211.80	4.39%	4.07%	0.32%
Jul 2023	33,935,792.36	4.65%	4.10%	0.55%
Aug 2023	32,919,121.13	4.70%	4.05%	0.65%
Sep 2023	31,320,457.99	4.66%	4.05%	0.61%
Oct 2023	31,771,481.68	4.67%	4.08%	0.59%
Nov 2023	34,022,087.16	4.58%	4.26%	0.32%
Dec 2023	34,023,576.24	4.96%	4.29%	0.67%
Jan 2024	33,075,007.62	5.01%	4.31%	0.70%
Feb 2024	33,075,903.95	5.03%	4.30%	0.73%



**d. Investment Commentary**

The investment portfolio Increased by \$896 during February, with the next investment reaching maturity on 1 March 2024.

There are no clear conclusions about interest rates for the remainder of 2024. Some economists have predicted the RBA will increase rates in the first half of 2024. Others have expressed concerns about the economy going into recession, which will force the RBA to drop rates faster than expected.

Narrandera Shire Council will continue to take advantage of the higher interest rates to maximise the investment portfolio's performance.

**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 29 February 2024.

**24.3 INCOME STATEMENT - FEBRUARY 2024****Document ID:** 722630**Author:** Senior Finance Officer**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Statutory and Compulsory Reporting – Financial / Audit**Attachments:** 1. February 2024 Income Statement.pdf**RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the Income Statement report for the period ending 29 February 2024.

**PURPOSE**

The purpose of this report is to present Council with the Statement of Income for the period ending 29 February 2024.

**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 Council adopted the original budget on 20 June 2023. Council will review the budget at the end of each quarter during the year; subsequent reports will have the revised budget disclosed.

**Rates & Annual Charges**

Council reports the rates and charges as fully received because revenue is accounted for once the rates levy has been run. Rates notices for 2023-24 were issued on 5 July 2023.

**Depreciation**

Council updates depreciation 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 29 February 2024.

**RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the Income Statement report for the period ending 29 February 2024.

**Narrandera Shire Council**

**Consolidated Income Statement**  
for the period ending 29 February 2024

	Original Budget	Dec Revised Budget	Actual YTD
<b>Income from continuing operations</b>			
Rates and annual charges	8,966	8,936	8,944
User charges and fees	2,948	3,472	2,375
Other revenues	2,083	2,466	859
Grants and contributions provided for operating purposes	7,646	8,367	5,421
Grants and contributions provided for capital purposes	6,609	18,422	2,910
Interest and investment revenue	907	1,807	460
Other income	233	246	159
Net gain from the disposal of assets	92	92	(33)
<b>Total income from continuing operations</b>	<b>29,484</b>	<b>43,808</b>	<b>21,095</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	8,872	8,845	5,532
Materials and services	6,242	7,560	4,614
Borrowing costs	60	60	23
Depreciation and amortisation	6,622	6,622	827
Impairment of receivables	6	6	4
Other expenses	425	445	247
<b>Total expenses from continuing operations</b>	<b>22,227</b>	<b>23,538</b>	<b>11,247</b>
<b>Operating result from continuing operations</b>	<b>7,257</b>	<b>20,270</b>	<b>9,848</b>
<b>Operating result from discontinued operations</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net operating result for the year attributable to Council</b>	<b>7,257</b>	<b>20,270</b>	<b>9,848</b>
<b>Net operating result for the year before grants and contributions provided for capital purposes</b>	<b>648</b>	<b>1,848</b>	<b>6,938</b>

## Narrandera Shire Council

### General Fund Income Statement for the period ending 29 February 2024

	Original Budget	Dec Revised Budget	Actual YTD
<b>Income from continuing operations</b>			
Rates and annual charges	6,519	6,492	6,497
User charges and fees	1,481	1,996	1,531
Other revenues	2,083	2,466	859
Grants and contributions provided for operating purposes	7,646	8,367	5,421
Grants and contributions provided for capital purposes	6,291	13,646	2,195
Interest and investment revenue	609	1,215	359
Other income	233	246	159
Net gain from the disposal of assets	92	92	(33)
<b>Total income from continuing operations</b>	<b>24,954</b>	<b>34,520</b>	<b>16,988</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	8,169	8,145	5,029
Materials and services	4,128	5,458	3,411
Borrowing costs	23	23	4
Depreciation and amortisation	5,523	5,523	481
Impairment of receivables	6	6	4
Other expenses	425	445	247
<b>Total expenses from continuing operations</b>	<b>18,274</b>	<b>19,600</b>	<b>9,176</b>
<b>Operating result from continuing operations</b>	<b>6,680</b>	<b>14,920</b>	<b>7,812</b>
<b>Operating result from discontinued operations</b>	-	-	-
<b>Net operating result for the year attributable to Council</b>	<b>6,680</b>	<b>14,920</b>	<b>7,812</b>
<b>Net operating result for the year before grants and contributions provided for capital purposes</b>	<b>389</b>	<b>1,274</b>	<b>5,617</b>



**Narrandera Shire Council**

**Water Fund Income Statement**  
for the period ending 29 February 2024

	Original Budget	Dec Revised Budget	Actual YTD
<b>Income from continuing operations</b>			
Rates and annual charges	887	885	887
User charges and fees	1,289	1,290	734
Other revenues	-	-	-
Grants and contributions provided for operating purposes	-	-	-
Grants and contributions provided for capital purposes	10	230	7
Interest and investment revenue	276	482	73
Other income	-	-	-
Net gain from the disposal of assets	-	-	-
<b>Total income from continuing operations</b>	<b>2,462</b>	<b>2,887</b>	<b>1,701</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	355	352	257
Materials and services	1,401	1,370	771
Borrowing costs	-	-	-
Depreciation and amortisation	691	691	346
Impairment of receivables	-	-	-
Other expenses	-	-	-
<b>Total expenses from continuing operations</b>	<b>2,447</b>	<b>2,413</b>	<b>1,374</b>
<b>Operating result from continuing operations</b>	<b>15</b>	<b>474</b>	<b>327</b>
<b>Operating result from discontinued operations</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net operating result for the year attributable to Council</b>	<b>15</b>	<b>474</b>	<b>327</b>
<b>Net Operating Result for the year before Grants and Contributions provided for Capital Purposes</b>	<b>5</b>	<b>244</b>	<b>320</b>

**Narrandera Shire Council**

**Sewer Fund Income Statement**  
for the period ending 29 February 2024

	Original Budget	Dec Revised Budget	Actual YTD
<b>Income from continuing operations</b>			
Rates and annual charges	1,560	1,559	1,560
User charges and fees	178	186	110
Other revenues	-	-	-
Grants and contributions provided for operating purposes	-	-	-
Grants and contributions provided for capital purposes	308	4,546	708
Interest and investment revenue	22	110	28
Other income	-	-	-
Net gain from the disposal of assets	-	-	-
<b>Total income from continuing operations</b>	<b>2,068</b>	<b>6,401</b>	<b>2,406</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	348	348	246
Materials and services	713	732	432
Borrowing costs	37	37	19
Depreciation and amortisation	408	408	-
Impairment of receivables	-	-	-
Other expenses	-	-	-
<b>Total expenses from continuing operations</b>	<b>1,506</b>	<b>1,525</b>	<b>697</b>
<b>Operating result from continuing operations</b>	<b>562</b>	<b>4,876</b>	<b>1,709</b>
<b>Operating result from discontinued operations</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net operating result for the year attributable to Council</b>	<b>562</b>	<b>4,876</b>	<b>1,709</b>
<b>Net operating result for the year before grants and contributions provided for capital purposes</b>	<b>254</b>	<b>330</b>	<b>1,001</b>

**24.4 CAPITAL WORKS PROGRAM - FEBRUARY 2024****Document ID:** 722632**Author:** Senior Finance Officer**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Statutory and Compulsory Reporting – Financial / Audit**Attachments:**

1. February 2024 Capital Expenditure
2. February 2024 Capital Program
3. February 2024 Operating Expenditure

**RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the Capital Works report as at 29 February 2024.

**PURPOSE**

The purpose of this report is to enable Council to track the progress of capital works programs for the period ending 29 February 2024.

**BACKGROUND**

Works listed in the attachment are for works against new budgeted projects for the 2023-24 financial year. Key operational expenses are also included in this report and have been highlighted separately.

**PROGRESS TO DATE IN EACH AREA****Grant Dependent**

- Narrandera Cemetery furniture, Barellan Cemetery furniture, Barellan Sportsground lighting upgrades, Barellan Sportsground storm water drainage works, MBP paths and uplighting, Barellan park furniture, Barellan main street planter boxes, Barellan main street BBQ shelter replacement, MBP power point vendor sites, Adventure Playground upgrade infants area, Grong Grong Park furniture, Narrandera Park lighting and uplighting memorials and trees, Narrandera Stadium and sports master plan and Sewer Primary Filter project.

**Administration**

- Projects being reviewed throughout the year include the Councillor iPad Projects, GDA Dataset Transition, Software Licencing, GIS Imagery and Two Cameras at the Marie Bashir Park Grandstand
- Projects with planned commencement dates include Chambers Network Cabling replacement (March) and Replace Desktops/Laptops (May).
- Have started ordering equipment for the server backup system replacements.
- Quotes to be organised once the scope of the Chambers Access Control System Replacement has been developed.

- Replacement Workgroup Printers are on hold until new office seating locations are finalised.
- The Integrated Software System project has commenced and will continue throughout the year.
- Projects completed: Sophos Intercept X, the Data safe & replacing network switches.

### **Public Order & Safety**

- Works are well underway for the Landervale Fire shed with completion due early 2024.
- The Gillenbah Station Amenities project has commenced under the guidance of the RFS.

### **Environment**

- The tender has been awarded for the new security fencing and CCTV at the Narrandera Waste Depot. Work will commence in early 2024.
- Purchase of the new Traxcavator for the Narrandera Waste Depot is currently under review.
- The transfer area has been completed under stage 1 of the Further Masterplan works. Other works are now being scoped.
- Further scoping is being undertaken for the Stormwater Improvements Works project.
- The Urban Stormwater Upgrade detailed design works have been completed.
- Completed Projects: Waste Depot Improvement Works Barellan.

### **Housing & Community Amenities**

- The Cemetery Master plans are being developed and mapping software is being scoped, currently reviewing records.

### **Recreation & Culture**

- The Book and Resources Annual replacement procurement is ongoing.
- Scope and procurement are being prepared for the library service desk replacement.
- The Lake Talbot Pool Remediation works are being prepared and will be undertaken once the pool has closed for the season.
- Final commissioning of the Narrandera Park irrigation management system has been completed. Sensors and other equipment are being installed while future works are being scoped.
- The draft plan for the Narrandera Memorial Park has been completed and planting list amendments are being made. Landscaping is under review because issues were found with the fountain's water supply.
- Procurement will commence in March for the Festive Light Upgrade
- Completed project: Narrandera Sportsground Drainage and Soak, Narrandera tennis courts access upgrades & Narrandera Playground upgrades.

### **Playground on the Murrumbidgee**

The following projects were all funded from the Playground on the Murrumbidgee grant and have now been completed.

- Destination and Discovery Hub (construction).
- Extension of the bike and hike trails.

- Design Pedestrian Bridge Brewery Flat to East Street.
- The Sky Walk Project and the remote signage.

### **Disaster Recovery Funding**

- The projects under the Disaster Recovery Funding are awaiting approval from the Office of Local Government Scope and works to commence once the funding has been finalised.

### **Local Roads & Community Infrastructure Rounds 2 & 3**

- Wiradjuri Memorial Wall Stage 1 works are continuing with the lighting installation now complete.
- The toilet refurbishment project is now underway. Replacement BBQ, seating and power upgrades are being scoped.
- Tender for the Narrandera Tennis Club upgrade has been awarded with works to be commenced.
- The Stairs have been completed at the Brewery Flat connecting walkway with survey and designs underway for the connecting path and creek crossing.
- Renewal works have commenced at the Barellan Museum
- Works have commenced at the Tiger Moth building.
- The Town Signage and Barellan Sportsground scoreboard have now been funded with works to be assessed.
- Work is continuing at the North Narrandera Footpaths. The final section of Racecourse Road is still to be completed.
- Construction of the Narrandera Pump Track has commenced.
- The fencing and new bins have been installed at Henry Mathieson Oval; seating to be installed.
- Completed projects: Barellan Pump Track, Narrandera Flora, and Fauna Reserve, Senior Citizens Building, Aerodrome Air League and Barellan Sportsground Spectator Pavilion

### **Local Roads & Community Infrastructure Round 4**

- The tender has closed for the Barellan Toddler Pool with a report to be presented at the March Council meeting.
- Procurement has commenced for the playground upgrade at Marie Bashir Park.
- The scope is being prepared for the Design and Discovery Hub Interpretative Fit Out, Marie Bashir Park Playground Upgrade Stage 1, Narrandera Footpath Upgrades, and the Narrandera Laneway Upgrades

### **Crown Reserve Improvement Program**

- The upgrades for the Lake Talbot reserve have progressed with quotes sourced for the BBQ and seating, shelter works commencing, and additional planning being prepared for further works.

### **Stronger Country Community Funding**

- The new netball courts in Barellan have been completed.
- Tender documents are being reviewed for the Community Safety Upgrade Program.

- Installation of the Playground for the Water Tower Recreation upgrade has been completed with the shelter to be constructed early 2024.

### **Economic and Community Participation**

- The Adventure Playground Inclusive Spaces project is now complete. Repair work is now being undertaken.

### **Lake Talbot**

- Planning reports are being prepared for the Lake Talbot deepening works project.
- The proposal for the Lake Talbot Area Accessibility project has been received.
- Scope and procurement are being finalised for the planned reseal of the Lake Talbot Tourist Park driveway.

### **Transport & Communication**

- The scope is currently being prepared for the current road projects:
  - Urban Roads Construction
  - Urban Pavement Rehabilitation
  - Urban Kerb & Gutter Replacement
  - Urban Footpath Replacement
  - Rural Sealed Roads Construction
  - Roads Resheeting
  - Regional Roads.
- The Emergency Drainage works are continuing between other projects.
- The final works on the new road at the Red Hill Industrial Estate will commence shortly.
- Urban Laneways have been selected for upgrades with works to commence shortly.
- The scope for the Urban Reseals has been prepared with quotes currently being sourced.
- Works to commence for the Urban Footpath to railway overpass upon completion of the North Narrandera Footpaths project.
- Works to commence shortly on the Strontian Rd ch 11.25 to 11.35
- Quotes have been completed for the Rural Road reseals with work to commence once awarded.
- Culvert replacement is nearing completion at Erigolia Road with construction to start in February.
- Works are being scheduled for AGRN1001 Flood damage repairs.
- Completed: East Street Footpath Replacement, East Street K&G Replacement, Buckingbong, Mollys Lagoon and Back Yamma Roads Resheeting

### **Regional Emergency Road Repair Fund**

- A three-year program is currently being prepared.

### **Fixing Local Roads**

- Works will begin shortly at Brewarrana Bridge once permits have been approved.
- The Narrandera Bus Route has now been completed. Funds will be used on other projects.

- Survey and design procurement underway for the Old Wagga Road Rehab project with construction to follow.

### **Fixing Country Bridges**

- Mollys and Sommerset Bridges have now been completed.

### **Roads to Recovery**

- Drainage work is still being conducted at Geddes Rd.
- Completed projects: Resheeting at Grong Grong Station, Bulloak Tank, Centenary, Mannings, Orams, Curtis, Stephensons, Clarks, Centenary and Angle Roads.

### **Economic Affairs**

- The design is being undertaken for the sewer works at the Red Hill Industrial Estate.
- Red Hill Industrial Expansion Design has been awarded.
- The Gateway/Entrance signs project is being reviewed.
- Procurement for Light Vehicles, Trucks & Trailers, Heavy Plant and Other Plant will continue throughout the year.
- Footings have been poured for the Works Vehicle Storage Shed; frame to be erected in the next month.
- Works have been scheduled and procurement activities have commenced for the building renewal and upgrades.
- Works have commenced on the Aerodrome runway, taxi, and apron remarking. Current target for completion is the end of April.
- Works have commenced on the Terminal Painting, Blinds, and Improvements. Current target for completion is the end of April.
- Completed Projects: New building at the Depot and the new solar panels.

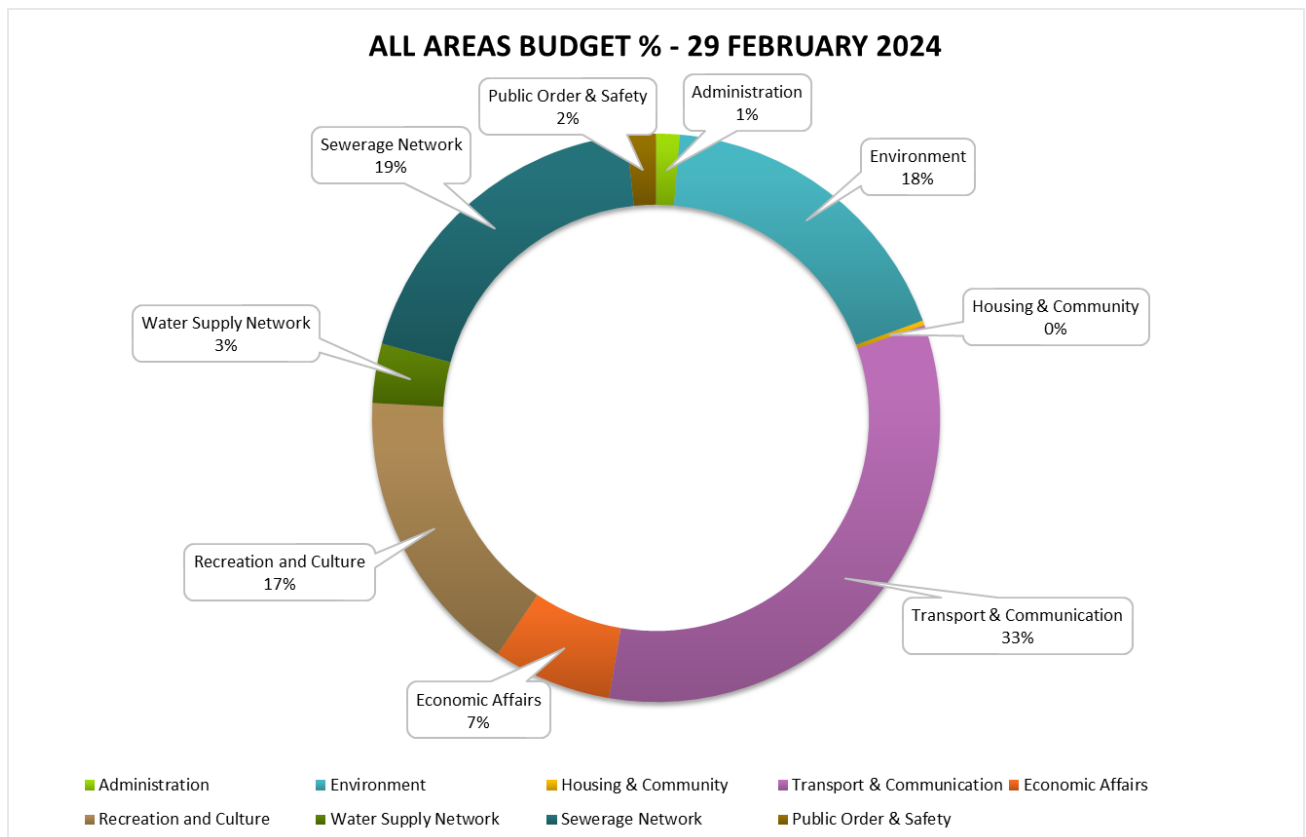
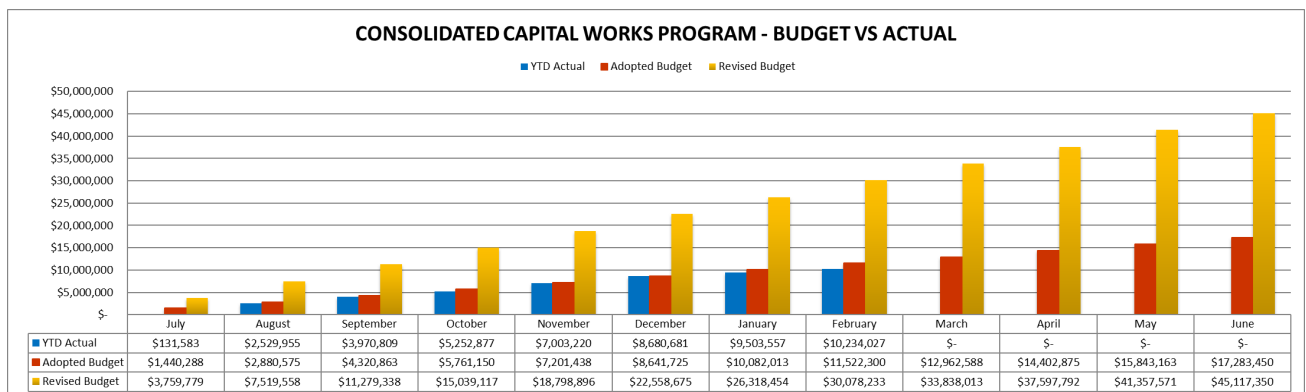
### **Water Supply network**

- A part of the service replacements, the private works for the highway overtaking lane were undertaken.
- The Water Treatment Plant (WTP) filter upgrade and design will commence once the results of the WTP scoping study are available.
- Works to fix the low-pressure issues at the North zone pressure pump will be scheduled after the hydraulic model is updated.
- Water mains replacements will be contracted out. The current RFQ is under development.
- Hydrant and valve replacements have commenced for the 2023-24 financial year.
- Additional works will commence on the Integrated Water Cycle Management system upon the completion of the Water Treatment plant scoping study project.
- Testing has been completed for the Scoping Study result are still pending.
- Installations are being undertaken for the Household Filter Project.
- The fencing in Gordon St will be completed as time allows.
- Cul-de-sac ring mains project will commence shortly.
- Procurement has commenced for the telemetry hardware upgrade with RFQ being prepared for early 2024.

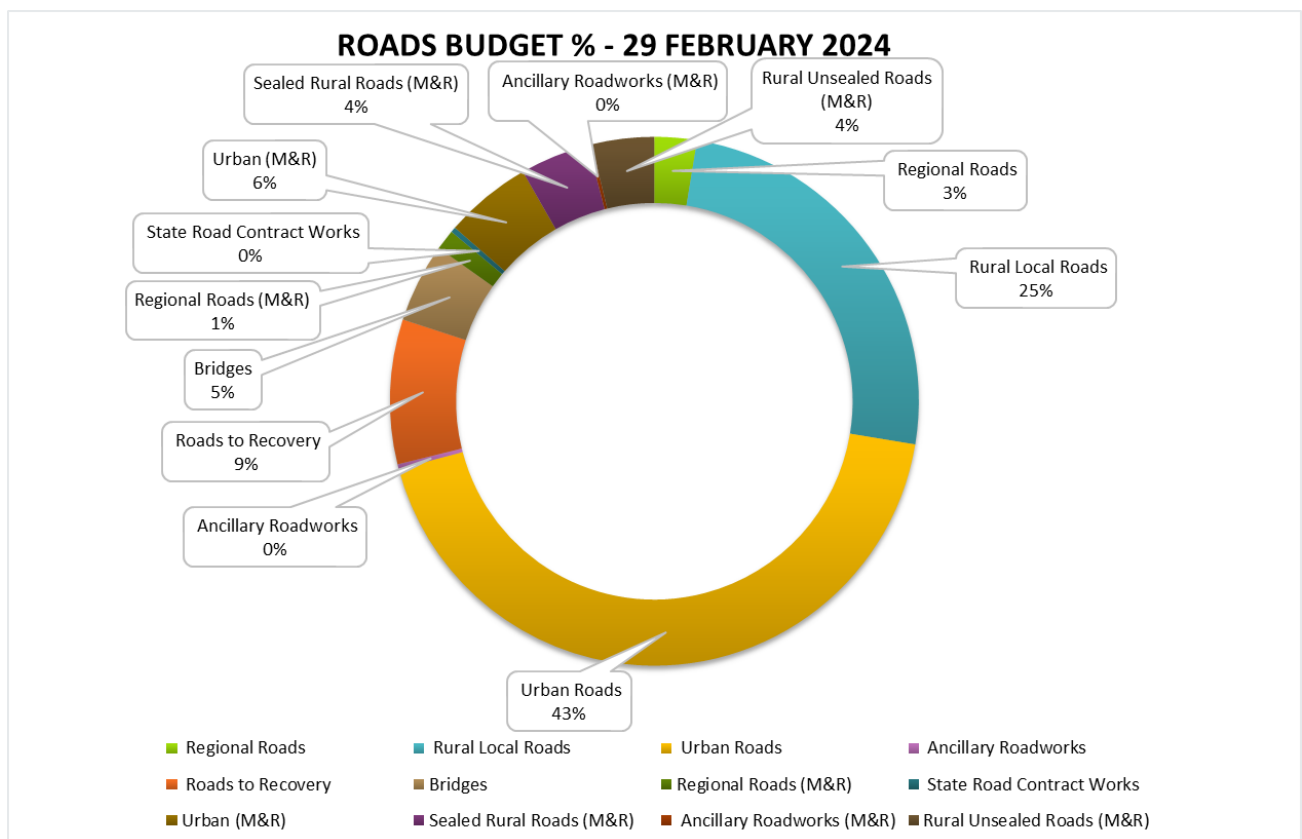
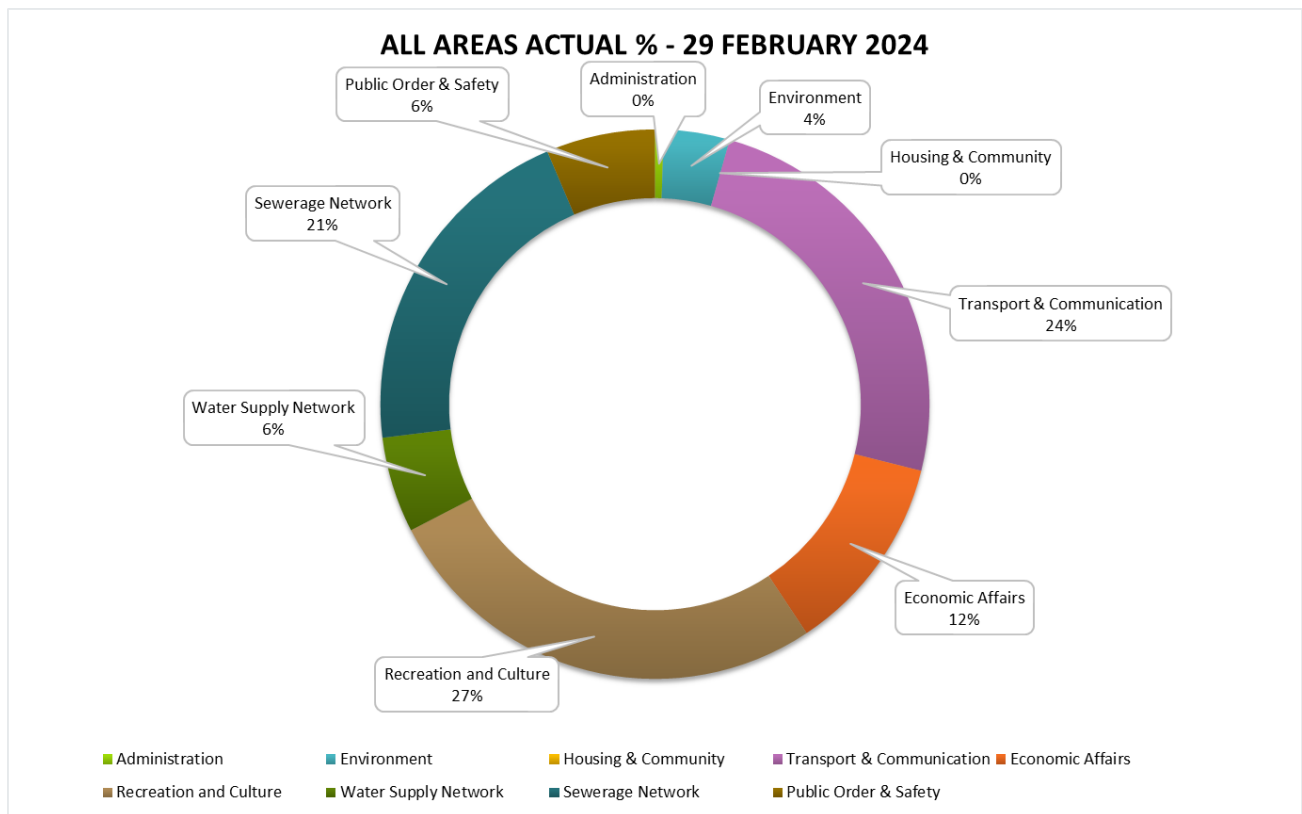
- The Pine Hill Pump Replacement will be scheduled after the hydraulic model is updated.
- Completed projects: Grosvenor Street Watermain replacement works, Pine Hill reservoir fencing/demolition and the new Solar panels.

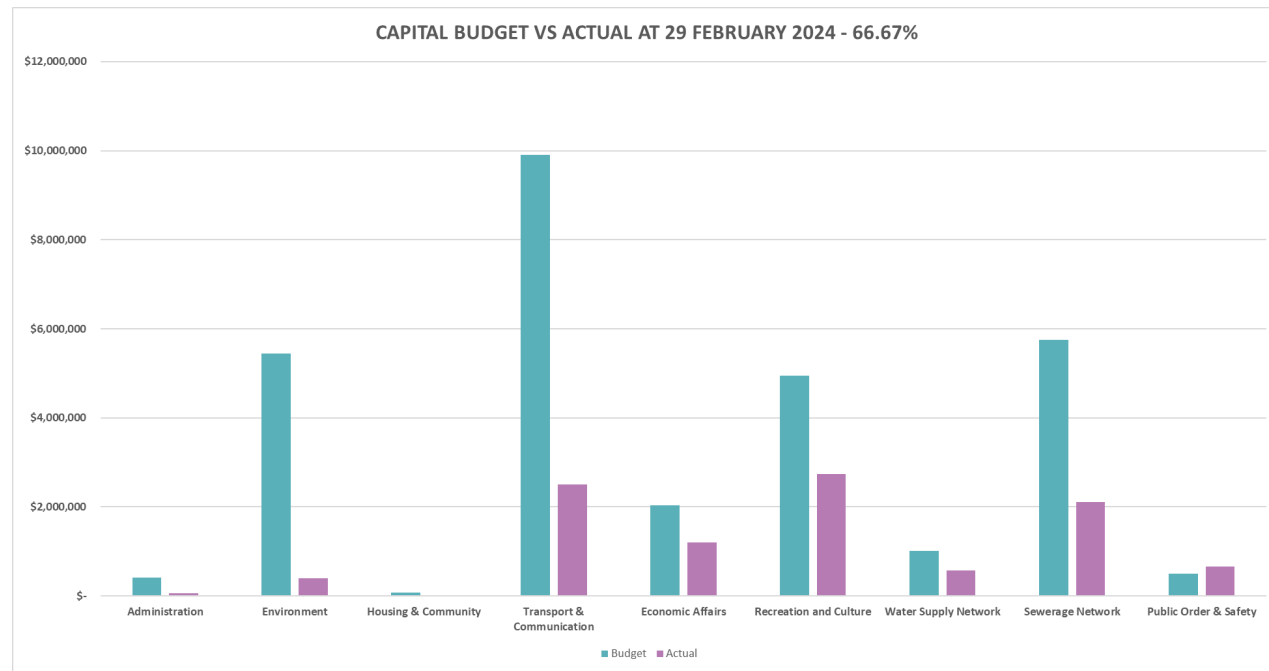
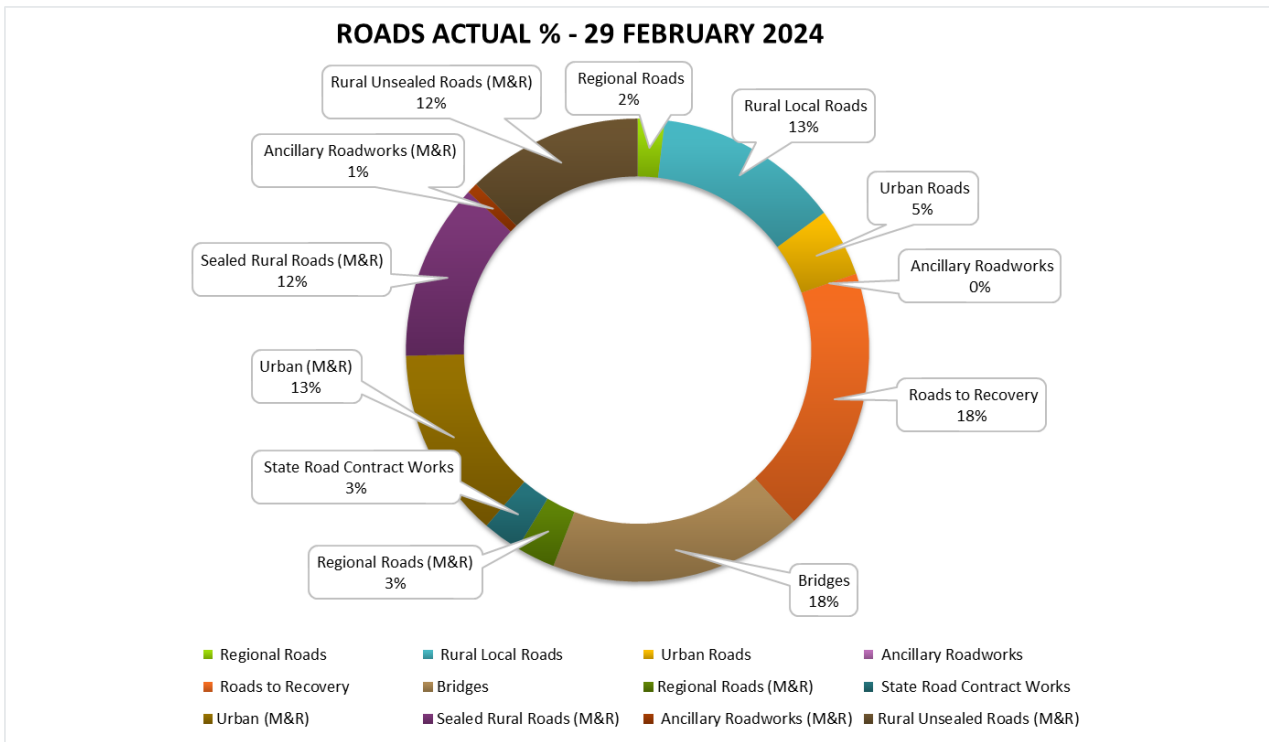
**Sewerage Network**

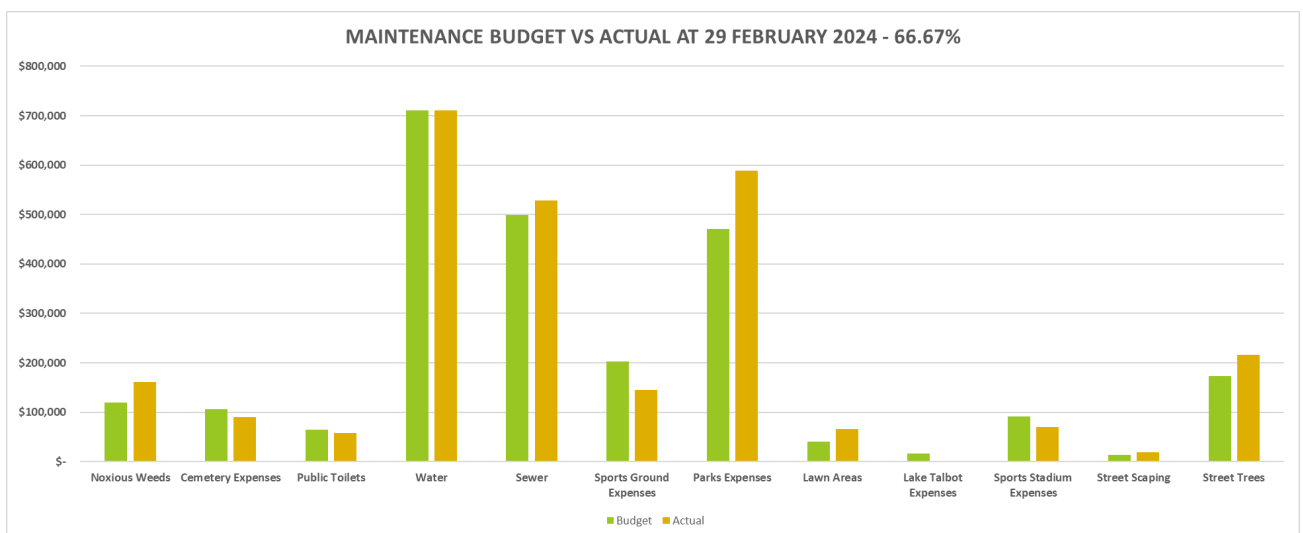
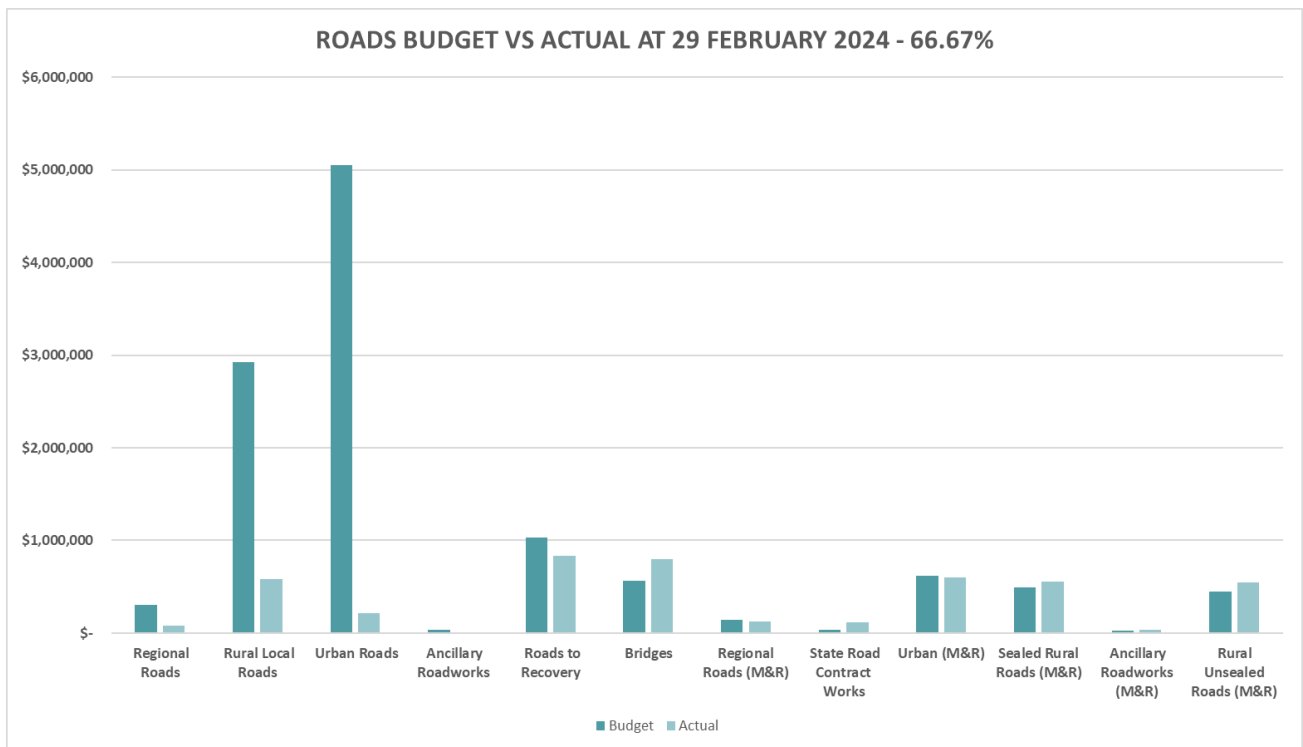
- Construction is underway for the Barellan sewer project.
- Procurement is underway for the Telemetry software and hardware upgrade with RFQ being prepared for early 2024.
- Procurement is underway for the Sewer main relines project.
- Completed: Solar panels.

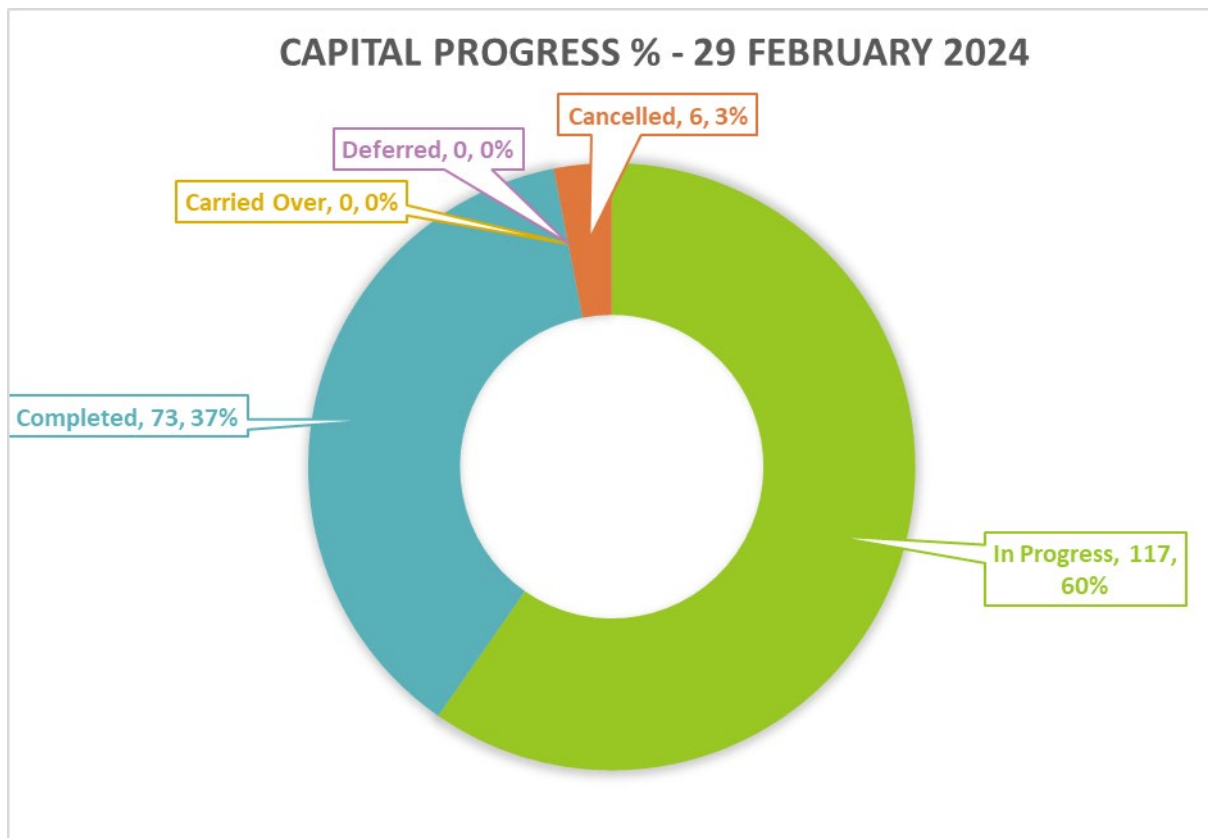












**TERMINOLOGY**

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

- **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 29 February 2024.

Capital Expenditure as at 29 February 2024

	Sum of Adopted Budget	Sum of Revised Budget	Sum of Committed	Sum of Expenditure	Sum of Balance
<b>Administration</b>					
Information Technology	\$ 542,000.00	\$ 608,587.98	\$ 570,136.64	\$ 53,034.84	-\$ 14,583.50
<b>Environment</b>					
Stormwater	\$ 7,030,000.00	\$ 7,248,576.56	\$ -	\$ 306,129.99	\$ 6,942,446.57
Barellan Waste	\$ 450,000.00	\$ 536,308.39	\$ -	\$ 41,906.70	\$ 494,401.69
Narrandera Landfill	\$ -	\$ 379,317.20	\$ 33,030.00	\$ 48,595.22	\$ 297,691.98
<b>Housing &amp; Community Amenities</b>					
Narrandera Cemetery	\$ -	\$ 120,852.84	\$ -	\$ -	\$ 120,852.84
<b>Transport &amp; Communication</b>					
Regional Roads	\$ 441,400.00	\$ 453,500.51	\$ 34,022.43	\$ 84,381.37	\$ 335,096.71
Rural Roads	\$ 768,721.00	\$ 4,383,129.53	\$ 147,166.41	\$ 583,739.94	\$ 3,777,005.00
Urban Roads	\$ 512,188.00	\$ 7,577,397.78	\$ 13,053.00	\$ 213,153.32	\$ 7,351,191.46
Ancillary Roadworks	\$ 855,000.00	\$ 50,000.32	\$ -	\$ -	\$ 50,000.32
Roads To Recovery	\$ 997,362.00	\$ 1,547,923.04	\$ 97,013.45	\$ 832,401.64	\$ 765,000.61
Bridges	\$ -	\$ 846,965.35	\$ -	\$ 794,465.41	\$ 52,499.94
<b>Economic Affairs</b>					
Buildings	\$ 224,340.00	\$ 406,098.39	\$ 81,008.64	\$ 293,530.31	\$ 31,559.44
Plant	\$ 1,131,015.00	\$ 1,610,146.00	\$ 138,127.06	\$ 910,756.90	\$ 561,262.04
Red Hill Industrial Estate	\$ 1,030,000.00	\$ 1,030,000.00	\$ -	\$ -	\$ 1,030,000.00
Airport	\$ -	\$ 1,559.22	\$ -	\$ 1,559.29	-\$ 0.07
<b>Recreation and Culture</b>					
Lake Talbot Recreation Area	\$ 346,780.00	\$ 771,948.18	\$ 127,906.25	\$ 162,664.74	\$ 481,377.19
Library	\$ 37,144.00	\$ 37,144.00	\$ -	\$ 6,643.93	\$ 30,500.07
Marie Bashir Park	\$ -	\$ 1,072,166.00	\$ 59,585.50	\$ 106,274.09	\$ 906,306.41
Narrandera Parks	\$ 17,500.00	\$ 251,211.35	\$ 5,154.55	\$ 139,678.14	\$ 106,378.66
Narrandera Sportsground	\$ -	\$ 36,218.74	\$ 637.82	\$ 15,921.53	\$ 19,659.39
Lake Talbot Pool	\$ -	\$ 11,792.50	\$ -	\$ 740.00	\$ 11,052.50
Narrandera Outdoor Courts	\$ -	\$ 51,118.97	\$ -	\$ 41,760.82	\$ 9,358.15
Ndra Memorial Park	\$ -	\$ 25,829.28	\$ -	\$ 3,000.02	\$ 22,829.26
Playground on the Murrumbidgee	\$ -	\$ 511,044.40	\$ -	\$ 511,043.98	\$ 0.42
Local Roads Comm. & Infrastructure	\$ 315,000.00	\$ 3,241,378.71	\$ 439,151.99	\$ 986,909.92	\$ 1,815,316.80

Capital Expenditure as at 29 February 2024

	Sum of Adopted Budget	Sum of Revised Budget	Sum of Committed	Sum of Expenditure	Sum of Balance
Disaster Recovery Funding	\$ -	\$ 120,000.00	\$ -	\$ -	\$ 120,000.00
Stronger Country Community Funding	\$ -	\$ 1,233,554.60	\$ 258,407.94	\$ 760,579.61	\$ 214,567.05
Barellan Pool	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00
<b>Water Supply Network</b>					
Water	\$ 385,000.00	\$ 1,523,020.42	\$ 67,077.89	\$ 576,518.28	\$ 882,746.57
<b>Sewerage Network</b>					
Sewer	\$ 2,150,000.00	\$ 8,631,541.06	\$ 4,327,456.77	\$ 2,102,306.28	\$ 2,201,778.01
<b>Public Order &amp; Safety</b>					
Rural Fire Service	\$ -	\$ 749,018.82	\$ 47,164.00	\$ 656,330.79	\$ 45,524.03
<b>Grand Total</b>	<b>\$ 17,283,450.00</b>	<b>\$ 45,117,350.14</b>	<b>\$ 6,446,100.34</b>	<b>\$ 10,234,027.06</b>	<b>\$ 28,711,819.54</b>

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2023-24 AS AT - 29 FEBRUARY 2024

Complete	Grant Dependent	Cancelled
Carryover	Key Operational	Deferred

66.67%

No.	Project	Adopted Budget	Committed	Revised Budget	Expenditure	Balance	%	Comments
1	Councillor iPad Project	20,000	-	20,000	-	20,000	0%	Will review throughout the year.
2	Sophos Intercept X	-	-	4,569	0	4,569	0%	Project is completed.
3	Data Safe	-	-	-	-	0	#DIV/0!	Project is completed.
4	GDA Dataset Transition	-	-	5,000	-	5,000	0%	Will review throughout the year.
5	Server Backup System Replacement	30,000	16,780	30,000	6,938	6,282	79%	Started ordering equipment.
6	Chambers Access Control System Replacement	20,000	-	20,000	1,814	18,186	9%	Scoping project before organising quotes.
7	Chambers Network Cabling replacement	40,000	-	40,000	-	40,000	0%	On hold until new office seating locations finalised.
8	Replacement Workgroup Printers	2,000	-	2,000	-	2,000	0%	Will review throughout the year.
9	Replace Desktops/Laptops	20,000	738	20,000	2,752	16,510	17%	Currently planned for May
10	Software Licencing	10,000	-	10,000	-	10,000	0%	Will review throughout the year.
11	Replace Network Switches	-	-	12,885	16,910	-4,025	131%	Project is completed.
12	Integrated Software System	400,000	552,619	434,780	24,332	-142,171	133%	The project commenced and will continue throughout the year.
13	GIS Imagery	-	-	6,466	-	6,466	0%	Will review throughout the year.
14	Two Cameras at Marie Bashir Park Grandstand	-	-	2,888	289	2,599	10%	Will review throughout the year.
15	Landervale Fire Shed	-	40,304	689,019	639,191	9,524	99%	Build completed power connection pending.
16	Gillenhah Station Amenities	-	6,860	60,000	17,140	36,000	40%	Updates have commenced under the guidance of the RFS
17	New security fencing and CCTV	-	-	146,329	-	146,329	0%	Tender awarded with works to commence in early 2024
18	Purchase of new Traxcavator	450,000	-	450,000	-	450,000	0%	The project is currently under review.
19	Further Masterplan works stage 1	-	33,030	232,988	48,595	151,363	35%	Transfer area almost completed. Other works now being scoped.
20	Waste Depot Improvement Works Barellan	-	-	86,308	41,907	44,402	49%	Completed
21	Stormwater improvement Works	30,000	-	104,996	-	104,996	0%	Project Scoped works being undertaken
22	Urban Stormwater Upgrade	7,000,000	-	7,143,581	306,130	6,837,451	4%	Detailed design completed.
23	Cemetery management plans and mapping software	-	-	120,853	-	120,853	0%	Master plans under development. Mapping software being scoped. Currently reviewing records.
24	Library Book & Resources annual replacement	32,144	-	32,144	6,644	25,500	21%	Procurement is ongoing.
25	Library Replacement of Service Desk	5,000	-	5,000	-	5,000	0%	Scope and Procurement of works being prepared
26	LT Pool Remediation Works	-	-	11,793	740	11,053	6%	Works being prepared to be undertaken in pool closed season
27	Ndra Sportsground Drainage & Soak	-	638	36,219	15,922	19,659	46%	Completed
28	Ndra Tennis Courts Access Upgrades	-	-	51,119	41,761	9,358	82%	Completed
29	Ndra Park Irrigation Management System	-	5,155	243,677	132,295	106,228	56%	Commissioning completed. Sensors and other equipment being installed. Scoping operations being completed for extra works.
30	Ndra Playgrounds Upgrades	10,000	-	34	34	0	99%	Budget to be moved to inclusive spaces. Job completed.
31	Ndra Memorial Park lawn areas & garden beds	-	-	20,000	3,000	17,000	15%	Draft plan completed, planting list amendments being made, landscaping being reviewed as fountain has water supply issues.
32	Festive Light Upgrade / Renewal	-	-	5,829	0	5,829	0%	Procurement activities to be completed in March
33	POM - Destination & Discovery Hub	-	-	178,669	178,670	-0	100%	Main build complete, interpretive space to be funded as a separate project.
34	POM - Extension of Bike & Hike Trails	-	-	2,032	2,032	0	100%	Way finder signage completed.
35	POM - Design Pedestrian bridge Brewery Flat to East St	-	-	3,785	3,785	0	100%	Completed
36	POM - Elevated Walk, Viewing Platform, Deck & Pedestrian Access	-	-	326,558	326,557	0	100%	completed
37	POM Remote Signage	7,500	-	7,500	7,350	150	98%	Completed.
38	OLG DRF - Construction of flood relief gates	-	-	120,000	-	120,000	0%	Awaiting approval from OLG.
39	OLG DRF - Replacement of soft fall in MBP	-	-	150,000	-	150,000	0%	Awaiting approval from OLG.

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2023-24 AS AT - 29 FEBRUARY 2024

Complete	Grant Dependent	Cancelled
Carryover	Key Operational	Deferred

66.67%

No.	Project	Adopted Budget	Committed	Revised Budget	Expenditure	Balance	%	Comments
40	OLG DRF - Flood levies at water supply bores	-	-	100,000	-	100,000	0%	Awaiting approval from OLG.
41	OLG DRF - Ndra Library Stormwater structure	-	-	60,000	-	60,000	0%	Scope & specifications Completed - Commencement of works grant dependent.
42	OLG DRF - Youth development program	-	-	175,000	-	175,000	0%	Awaiting approval from OLG.
43	OLG DRF - Community Information Boards	-	-	50,000	-	50,000	0%	Awaiting approval from OLG.
44	OLG DRF - Economic Development Strategy & Signage	-	26,500	60,000	-	33,500	44%	Awaiting approval from OLG.
45	OLG DRF - Destination Discovery Hub Cultural Displays	-	-	200,000	-	200,000	0%	Awaiting approval from OLG.
46	OLG DRF - Replacement of trees	-	-	85,000	-	85,000	0%	Awaiting approval from OLG.
47	LRCI R2 - Barellan Pump Track	-	-	21,955	21,900	55	100%	Completed
48	LRCI R2 - Wiradjuri Memorial Wall Stage 1	-	8,750	71,662	50,846	12,066	83%	Lighting installed
49	LRCI R2 - Ndra Flora and Fauna reserve - Upgrade carpark & entrance	-	-	54,970	68,324	-13,354	124%	Completed
50	LRCI R3 Brewery Flat Boat ramp & Toilets	-	76,813	105,000	135	28,053	73%	Toilet refurbishment underway. Replacement BBQ, seating and power upgrades being scoped.
51	LRCI R3 Ndra Tennis Club Upgrade - Stage 2	250,000	63,552	250,000	223,467	-37,019	115%	Works to be completed in April
52	LRCI R3 Senior Citizens Building	65,000	54,438	120,000	64,176	1,387	99%	Completed
53	LRCI R3 Aerodrome – Air League Building	-	818	60,000	57,220	1,962	97%	Completed
54	LRCI R3 Brewery Flat - Connecting Walkway	-	2,530	174,726	40,441	131,755	25%	Stairs completed, connecting path and creek crossing survey and design underway
55	LRCI R3 Barellan Museum Renewal	-	1,300	40,000	15,827	22,873	43%	Renewal works commenced.
56	LRCI R3 Tiger Moth Building	-	39,036	170,000	93,615	37,349	78%	Works have commenced
57	LRCI R3 Town Signage orange town signs	-	13,050	25,000	7,620	4,330	83%	The project has now been funded. Works to be assessed.
58	LRCI R3 Barellan Sportsground Scoreboard	-	-	50,000	55	49,945	0%	Scoping options.
59	LRCI 3 North Narrandera Footpaths (Racecourse Rd and Watermain St Bicycle and Walking Paths)	-	-	243,523	236,552	6,971	97%	Works are continuing, final section of Racecourse Rd remaining.
60	LRCI 3 Narrandera Pump Track	-	178,517	199,789	3,659	17,613	91%	Construction has commenced.
61	LRCI 3 Barellan Sportsground Spectator Pavilion	-	-	53,710	52,816	894	98%	Completed awaiting final invoices
62	LRCI 3 HM Oval - Off leash dog area	-	350	28,379	49,982	-21,952	177%	Seating to be installed
63	LRCI 4 Barellan Pool - Toddler Pool	-	-	450,000	55	449,945	0%	Tender has Closed - Report being prepared for March Council Meeting
64	LRCI 4 D&DH Interpretative Fit Out	-	-	250,000	55	249,945	0%	The Scope is currently being prepared.
65	LRCI 4 MBP - Playground Upgrade Stage 1	-	-	297,363	55	297,308	0%	Procurement to be undertaken.
66	LRCI 4 Narrandera Footpaths Upgrade	-	-	250,000	55	249,945	0%	The scope has been completed with works to commence.
67	LRCI 4 Narrandera Laneway Upgrades	-	-	325,301	55	325,246	0%	The Scope is currently being prepared.
68	CRIP Upgrade Lake talbot Reserve - stairs, BBQ shelter, walking trails and seating.	-	43,406	200,168	53,567	103,195	48%	BBQ and seating quoted, shelter works completed, and other works are being planned.
69	SCCF4 - Barellan Netball Courts	-	320	363,254	366,121	-3,187	101%	Complete
70	SCCF5 - Community Safety Upgrade Program (CCTV)	-	177,273	294,195	2,571	114,351	61%	Organising installation of new poles and permission from Essential Energy for use of existing poles.
71	SCCF5 - Recreation Upgrade Narrandera Water tower	-	80,815	576,106	391,888	103,403	82%	Playground installed with shelter to be constructed in early 2024
72	ECP Adventure playground inclusive space	-	33,086	192,166	106,274	52,806	73%	Completed. Minor repairs being undertaken.
73	LT Deepening Works	-	84,500	225,000	105,000	35,500	84%	Planning reports are being undertaken.
74	LT Rec Area - Accessibility project	202,200	-	202,200	4,098	198,102	2%	Proposals received.
75	Emergency Drainage Works - Urban Stormwater January Event	-	943	54,505	-	53,562	2%	Works continuing in between other projects.



KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2023-24 AS AT - 29 FEBRUARY 2024

Complete	Grant Dependent	Cancelled
Carryover	Key Operational	Deferred

66.67%

No.	Project	Adopted Budget	Committed	Revised Budget	Expenditure	Balance	%	Comments
76	New Road - Red Hill Industrial Estate	-	9,611	21,414	51,222	-39,418	284%	Contractors to complete works shortly.
77	Urban Roads Construction	137,359	-	137,359	-	137,359	0%	The scope is currently being prepared.
78	Urban Roads Construction - Laneways	42,784	-	42,784	-	42,784	0%	laneways have been selected with works to commence shortly
79	Urban Reseals	166,100	-	166,100	-	166,100	0%	Scope completed quotes being obtained.
80	Urban Pavement Rehabilitation	138,485	-	213,788	-	213,788	0%	The scope is currently being prepared.
81	East St Footpath Replacement	-	-	4,372	4,372	0	100%	Completed. Overspend to be taken from 8-1026-1
82	East St K&G Replacement	-	-	6,502	6,502	-0	100%	Completed. Overspend to be taken from 8-1027-1
83	Urban K&G Replacement	16,476	-	9,974	-	9,974	0%	The scope is currently being prepared.
84	Urban Footpath Replacement	10,984	-	6,612	-	6,612	0%	The scope is currently being prepared.
85	Urban Footpath Add. Funds requested - To railway overpass	-	2,500	100,000	55,630	41,870	58%	Works are being planned for when North Narrandera Footpaths is nearing completion.
86	Regional Emergency Road Repair Fund	-	-	6,813,988	-	6,718,561	1%	Currently in planning with additional RERRF grant. (Note Grant name change) included within the three year program, to be presented in the February briefing session.
87	Strontian Rd CH1.51-1.54	-	-	-	4,268	-	-	Completed
88	Strontian Rd CH1.89-1.93	-	-	-	3,600	-	-	Completed
89	Strontian Rd CH3.40-3.45	-	-	-	4,168	-	-	Completed
90	Strontian Rd CH5.69-5.98	-	-	-	24,447	-	-	Completed
91	Strontian Rd CH7.91-8.13	-	-	-	24,065	-	-	Completed
92	Strontian Rd CH7.14-7.76	-	-	-	34,880	-	-	Completed
93	Rural Sealed Roads Construction	236,421	-	175,358	-	175,358	0%	The Scope is currently being prepared.
94	Strontian Rd CH 11.25 to 11.35	-	-	-	-	0	#DIV/0!	Scope has been prepared with works to commence shortly.
95	Roads Resheeting - (Unsealed rural roads)	331,298	-	240,053	-	213,936	11%	The Scope is currently being prepared. expenses from agrn 1001 will be journaled
96	Buckingbong Rd	-	-	-	112	-	-	Completed
97	Mollys Lagoon Rd Resheeting	-	-	-	16,181	-	-	Completed
98	Back Yamma Rd Resheeting	-	-	-	9,823	-	-	Completed
99	Rural Roads Reseals	201,002	-	158,237	-	158,237	0%	Quotes have been completed with work to commence once awarded
100	RRUPP - Erigolia Road (Widening)	-	4,827	1,071,101	192,108	874,166	18%	Contractor on site work has commenced.
101	FLR R1 - Brewarrana Bridge Retrofitting	-	79,948	365,205	41,900	243,357	33%	Construction to commence shortly, awaiting permits.
102	FLR Narrandera Bus Route	-	-	60,597	-	60,597	0%	Job has been completed, fund to be transferred to other projects.
103	FLR R4 - Old Wagga Road Rehab	-	-	815,539	2,220	813,319	0%	Survey and design procurement underway, construction to follow the design.
104	<b>Flood Damage Repairs AGRN1001</b>	-	-	1,497,039	-	1,238,036	26%	Works are being planned where they won't affect other works.
105	Holloway Rd Culvert	-	9,900	-	5,217	-	-	Permits have been received procurement underway.
106	Grong Grong River Road	-	5,100	-	2,576	-	-	Procurement underway.
107	Mejum Rd	-	-	-	3,423	-	-	Completed
108	Mannings Rd CH4.85-8.35	-	46,364	-	22,522	-	-	Works planned Q3
109	Middle Rd	-	-	-	4,225	-	-	Works planned Q3
110	Kingston Rd	-	-	-	-	-	-	Completed
111	Devilins Bridge Rd	-	-	-	1,935	-	-	Completed
112	Galore Park Rd CH0.20-0.40	-	-	-	-	-	-	Completed
113	Galore Forest Rd CH0.00-1.90	-	-	-	-	-	-	Completed
114	Higgins Rd	-	-	-	883	-	-	Completed

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2023-24 AS AT - 29 FEBRUARY 2024

Complete	Grant Dependent	Cancelled
Carryover	Key Operational	Deferred

66.67%

No.	Project	Adopted Budget	Committed	Revised Budget	Expenditure	Balance	%	Comments
115	Jacksons Rd		-		-			Completed
116	Gepperts Rd		-		-			Completed
117	Mimosa Rd		-		-			Completed
118	Lismoyle Rd		-		335			Works being reviewed
119	Strontian Rd		1,027		152,579			Completed
120	Hulmes Rd		-		102,460			Completed
121	Hewson Rd		-		-			Revised, works completed with AGRN1034 IRW, no work remaining.
122	Mannings Rd CH9.55-11.35		-		25,240			Completed
123	Galore Park Rd CH4.64-4.74		-		-			Completed
124	Galore Forest Rd CH3.70-4.50		-		-			Completed
125	The Gap Rd CH1.60-2.20		-		-			Completed
126	The Gap Rd CH2.60-3.40		-		-			Completed
127	The Gap Rd CH3.70-6.40		-		-			Completed
128	<b>Fixing Country Bridges</b>	-		846,965		52,500	94%	
129	FCB - Molly's Bridge		-		345,098			Completed
130	FCB - Somerset Bridge		-		449,367			Completed
131	<b>Roads to Recovery</b>	997,362		1,547,923		765,001	23%	
132	Grong Grong Station Rd Resheet		-		91,562			Completed
133	Bulloak Tank Rd Resheet		-		31,306			Completed
134	Centenary Rd Resheet		-		46,826			Completed
135	Mannings Rd Resheet CH2.9-4.85		-		45,676			Completed
136	Orams Rd Resheet CH0-2.42		-		59,230			Completed
137	Curtis Rd - Gravel resheet		-		85,300			Completed
138	Geddes Rd - Ergdia End		2,208		52,560			Drainage being conducted
139	Geddes Rd - Euratha End		-		23,359			Completed
140	Stephensons Rd		-		68,460			Completed
141	Clarkes Rd		-		127,313			Completed
142	Centenary Rd Ch 9.60-11.80		-		56,384			Completed
143	Centenary Rd Ch 12.15-12.80		-		35,893			Completed
144	Centenary Rd Ch 13.05-13.85		-		30,744			Completed
145	Centenary Rd Ch 14.90-15.60		-		26,101			Completed
146	Angle Rd CH 7.15 to 8.65		94,805		51,687			Completed, Invoices pending.
147	<b>Regional Roads (Capital Component of Block Grant)</b>	268,200		453,501		335,097	26%	The Scope is currently being prepared.
148	MR243 - Canola Way to (GG, Gainain, Matong & Coolamon)	-	3,806		1,812			Rehabilitation project scoped to be delivered Q3/Q4
149	MR370 - To Lockhart	-	-		-			No works currently planned
150	MR596 - Back Yamma Road (south-west of Morundah)	-	-		-			No works currently planned
151	MR7608 - Barellan Road	-	30,216		82,569			Rehab works have commenced.
152	Repair Grant (50% Block Grant contribution)	173,200	-	-	-	0	#DIV/0!	Funding was unsuccessful for RRRP as the funding stream was removed for four years. QBR to remove RRRP grant.
153	Active Transport - Walking (Mulga St Barellan)	-	-	0		0	0%	Completed
154	Red Hill Industrial Expansion - Sewer	930,000	-	930,000	-	930,000	0%	Design to be undertaken
155	Red Hill Industrial Expansion - Design	100,000	-	100,000	-	100,000	0%	Design awarded.
156	Gateway/Entrance signs	10,000	-	10,000	645	9,355	6%	project is currently under review

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2023-24 AS AT - 29 FEBRUARY 2024

Complete	Grant Dependent	Cancelled
Carryover	Key Operational	Deferred

66.67%

No.	Project	Adopted Budget	Committed	Revised Budget	Expenditure	Balance	%	Comments
157	LT Tourist Park - Reseal driveways	74,580	-	74,580	-	74,580	0%	Finalisation of Scope and procurement being prepared.
158	Light Vehicles	362,115	120,873	547,115	424,815	1,428	100%	Review of replacements underway. QBR from Heavy Plant
159	Trucks & Trailers	394,150	-	873,281	479,131	394,150	55%	Review of replacements underway
160	Heavy Plant Purchases	354,750	17,255	169,750	-	152,495	10%	Review of replacements underway
161	Other Plant Capital	20,000	-	20,000	6,811	13,189	34%	Purchases as needed.
162	Works - New vehicle storage shed	-	13,364	59,147	88,009	-42,226	171%	Footings poured. Frame to be erected in the next month.
163	Solar Panels	-	1	91,747	97,499	-5,753	106%	Completed
164	Building renewal and upgrades	149,340	26,000	175,813	94,677	55,135	69%	Works Scheduled, and Procurement activities commenced.
165	New Building at Depot	-	-	4,391	4,391	-0	100%	Completed
166	Aerodrome Runway, Taxi, Apron remarking	50,000	37,000	50,000	265	12,735	75%	Works commenced on target for completion by end of March.
167	Terminal painting , Blinds and improvements	15,000	4,644	15,000	8,043	2,313	85%	Works commenced lesser scope due to high quotes but complete by end of April.
168	Airport Taxiway	-	-	1,559	1,559	-0	100%	December 2023 C/M elected not to proceed with the project.
169	Water - Services Replacements 2023-24	20,000	3,697	40,000	63,522	-27,219	168%	Private work for highway overtaking lane undertaken to be credited once invoiced. (Check funding from TFNSW)
170	Water - Newell Highway Service Replacement	-	-	29,232	29,232	-0	100%	Completed
171	Water - WTP filter/Upgrade design	-	2,727	33,307	3,899	26,681	20%	Awaiting completion of WTP Scoping Study
172	Water - North Zone Pressure Pump - low pressure issues	-	-	37,434	-	37,434	0%	Will be scheduled after the hydraulic model is updated.
173	Water - Main Replacements	-	-	109,580	-	102,625	6%	Move to 2023-2024 budget
174	Grosvenor St Watermain Replace	-	-	-	6,955	-	-	Completed
175	Water - Main Replacements 2023-24	300,000	545	300,000	105,197	176,963	35%	To be contracted, RFQ under development
176	Elwin St Watermain Construct	-	1,116	-	19,501	-	-	Completed
177	Water - Hydrant & Valve replacements 2023-24	65,000	2,120	136,552	36,481	97,951	28%	Project is now underway.
178	Water - Pine Hill reservoir fencing/ demolition	-	-	21,694	21,771	-77	100%	Completed
179	Water - Solar	-	35,110	250,000	206,563	8,326	97%	Completed
180	Water - IWCM Additional Works	-	-	130,774	48,584	82,190	37%	Awaiting completion of WTP Scoping Study
181	Water - WTP Scoping Study	-	9,152	124,029	31,510	83,367	33%	Study has been complete, awaiting results.
182	Water - Household Filter Project	-	-	11,492	-	11,492	0%	Installations continuing
183	Water - Gordon St fencing	-	12,610	27,158	-	14,548	46%	To be undertaken as time allows
184	Water - Cul-de-sac ring mains	-	-	97,020	3,303	93,717	3%	Works to commence shortly
185	Water - Telemetry hardware upgrade	-	-	148,347	-	148,347	0%	Procurement underway. RFQ being prepared for early 2024
186	Water - Pine Hill Pumps Replacement	-	-	26,401	-	26,401	0%	Will be scheduled after the hydraulic model is updated.
187	Sewer Service Replacements	-	161	60,000	40,200	19,639	67%	Ongoing as required.
188	Sewer - Barellan Sewer	1,800,000	4,293,210	7,489,720	1,868,021	1,328,490	82%	Construction underway.
189	Sewer - Solar	-	34,086	249,339	194,086	21,167	92%	Completed
190	Sewer - Telemetry hardware upgrade	-	-	97,457	-	97,457	0%	Procurement underway. RFQ being prepared for early 2024
191	Sewer - Telemetry software upgrade	-	-	40,000	-	40,000	0%	Procurement underway. RFQ being prepared for early 2024
192	Sewer - Main Relines	350,000	-	695,025	-	695,025	0%	Procurement to begin Shortly
193	<b>Grant Dependant</b>							
194	Furniture - Narrandera Cemetery	5,000	-	5,000	-	5,000	0%	Funding pending based on upcoming grants
195	Barellan Cemetery Furniture	5,000	-	5,000	-	5,000	0%	Funding pending based on upcoming grants
196	Brln Pool Rehabilitate, Refurbish & Paint Kiosk/Toilet	50,000	-	50,000	-	50,000	0%	Project unfunded
197	LT Pool Renewal of Kiosk decking and hand rails	70,000	-	70,000	-	70,000	0%	Project unfunded
198	Brln Sportsground - Lighting Upgrades (Eastern)	84,000	-	84,000	-	84,000	0%	Funding pending based on upcoming grants

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2023-24 AS AT - 29 FEBRUARY 2024

Complete	Grant Dependent	Cancelled
Carryover	Key Operational	Deferred

66.67%

No.	Project	Adopted Budget	Committed	Revised Budget	Expenditure	Balance	%	Comments
199	Brln Sportsground - Storm water drainage works	30,000	-	30,000	-	30,000	0%	Funding pending based on upcoming grants
200	MBP Paths & Uplighting	120,000	-	120,000	-	120,000	0%	Funding pending based on upcoming grants
201	Brln Park Furniture	10,000	-	10,000	-	10,000	0%	Funding pending based on upcoming grants
202	Brln Main Street - Planter Boxes	30,000	-	30,000	-	30,000	0%	Funding pending based on upcoming grants
203	Brln Main Street - BBQ shelter replacement	50,000	-	50,000	-	50,000	0%	Funding pending based on upcoming grants
204	MBP PowerPoint vendor sites	30,000	-	30,000	-	30,000	0%	Funding pending based on upcoming grants
205	Adventure Playground Upgrade infants area	300,000	-	300,000	-	300,000	0%	Have applied for the grant, waiting on results.
206	Grng Grng Park Furniture	5,000	-	5,000	-	5,000	0%	Funding pending based on upcoming grants
207	Ndra Park Lighting and uplighting memorials and trees	30,000	-	30,000	508	29,492	2%	Funding pending based on upcoming grants
208	Ndra Stadium & Sportsground Masterplan	30,000	-	30,000	-	30,000	0%	Funding pending based on upcoming grants
209	Get NSW Active - Cycling	805,000	-	-	-	0	#DIV/0!	Grant Unsuccessful
210	Get NSW Active - Walking	50,000	-	50,000	-	50,000	0%	Grant Unsuccessful
211	Sewer - Primary Filter	400,000	-	400,000	-	400,000	0%	Funding pending based on upcoming grants
212	<b>Operational</b>							
213	Newell Hwy Contribution Grong Grong Reseal	-	-	93,050	-	93,050	0%	The Scope is currently being prepared.
214	Newell Hwy Contribution Grong Grong town entrance signs	-	-	1,667	-		0%	Completed, no funds expected to have been remaining.
215	Urban Roads Maintenance	837,436	32,206	837,436	596,684	208,546	75%	Ongoing operational costs.
216	Sealed Rural Roads Maintenance	320,019	38,301	329,519	217,766	73,452	78%	Ongoing operational costs.
217	<b>Flood Damage Repairs AGRN1034 (September 2022)</b>	-		-		0	#DIV/0!	Emergency Works (EW) and Immediate Reconstruction Works (IRW) completed - Claim submitted to TfNSW
218	Koala Fence		-	-	-			Completed prior to 30 June 2023
219	<b>Fixing Local Roads PRR</b>	-		414,584		63,519	85%	Find total spend
220	FLRPRR Urban Roads		9,941		141,820			Ongoing Pavement Maintenance Work
221	FLRPRR Sealed Rural Roads		4,366		153,673			Ongoing Pavement Maintenance Work
222	FLRPRR MR243 Canola Way		623		16,674			Ongoing Pavement Maintenance Work
223	FLRPRR MR370 Lockhart Rd		-		9,004			Ongoing Pavement Maintenance Work
224	FLRPRR MR596 Yamma Rd		-		6,096			Ongoing Pavement Maintenance Work
225	FLRPRR MR7608 Barellan Rd		-		8,868			Ongoing Pavement Maintenance Work
226	Rural Unsealed Roads Expenses	667,734	13,433	667,734	550,694	103,607	84%	Ongoing operational costs.
227	Regional Roads (M&R Grant)	217,600	-	217,600	123,942	93,658	57%	Ongoing operational costs.
228	State Road Contract Works RMCC	-	-	56,009	117,980	-61,971	211%	RMCC contract finished 31 August 2023, claim submitted and total payment received
229	Active Transport Plan	-	-	38,267	34,157	4,110	89%	Project Completed
230	Noxious Weeds Expenses	177,969	-	179,584	161,547	18,037	90%	Ongoing operational costs
231	Public Toilets Expenses	111,559	-	96,605	57,521	39,084	60%	Ongoing operational costs
232	Cemetery Expenses	159,073	-	159,073	90,672	68,401	57%	Ongoing operational costs
233	Sports Ground Expenses	303,890	-	304,751	145,535	159,216	48%	Ongoing operational costs
234	Parks Expenses	693,437	-	697,879	589,343	108,536	84%	Ongoing operational costs
235	Lawn Areas	45,500	-	61,500	65,934	-4,434	107%	Ongoing operational costs
236	East Street - Street Scaping	18,039	-	20,299	19,567	733	96%	Ongoing operational costs
237	Grong Grong Earth Park - RMS	-	-	8,531	-	8,531	0%	Discussions to be undertaken with community user group
238	Street Trees	260,366	3,149	260,366	216,174	41,043	84%	Ongoing operational costs (Emergency tree works due to storms included)
239	Lake Talbot Expenses	25,467	-	25,467	1,221	24,246	5%	Ongoing operational costs

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2023-24 AS AT - 29 FEBRUARY 2024

Complete	Grant Dependent	Cancelled
Carryover	Key Operational	Deferred

66.67%

No.	Project	Adopted Budget	Committed	Revised Budget	Expenditure	Balance	%	Comments
240	Sports Stadium Expenses	136,535	-	136,983	70,106	66,877	51%	Ongoing operational costs
241	Bores Expenses	45,188	141,231	45,188	32,560	-128,603	385%	Ongoing operational costs - Emergency repairs required with budget reallocation to follow.
242	Pump Station Expenses	135,071	3,950	135,071	92,670	38,451	72%	Ongoing operational costs - correcting journals to be processed.
243	Mains Expenses	348,248	58,687	338,248	254,929	24,632	93%	Ongoing operational costs
244	Recycled Water	52,123	70	52,123	554	51,499	1%	Ongoing operational costs
245	Reservoirs Expenses	28,349	19,819	28,349	8,936	-406	101%	Ongoing operational costs - correcting journals to be processed.
246	Water Supply Licence	31,006	-	31,006	21,567	9,439	70%	Ongoing operational costs
247	Chlorine & Chemicals Expenses	23,690	5,364	23,690	12,735	5,591	76%	Ongoing operational costs
248	Meter Reading Expenses	39,732	-	77,232	40,916	36,316	53%	Ongoing operational costs to be rectified with the introduction of the taggle software.
249	Telemetry System Maintenance	9,323	-	4,323	1,519	2,804	35%	Ongoing operational costs
250	Hydrant Flushing Program	76,175	-	76,175	86,012	-9,837	113%	Ongoing operational costs
251	Pump Stations Electricity Expenses	300,000	-	300,000	190,954	109,046	64%	Ongoing operational costs
252	Pump Station Expenses	109,586	1,268	109,586	73,204	35,113	68%	Ongoing operational costs - correcting journals to be processed.
253	Mains Expenses	204,500	9,986	229,500	165,804	53,710	77%	Ongoing operational costs
254	Treatment Works Expenses	257,730	16,362	307,730	231,350	60,018	80%	Ongoing operational costs
255	Sewer Heating & Electricity	100,000	-	100,000	58,228	41,772	58%	Ongoing operational costs
256	Telemetry System Maintenance	2,111	-	2,111	-	2,111	0%	Ongoing operational costs



Key Operational as at 29 February 2024

Row Labels	Sum of Adopted Budget	Sum of Revised Budget	Sum of Committed	Sum of Expenditure	Sum of Balance
<b>Housing &amp; Community Amenities</b>					
Noxious Weeds	\$ 177,969.00	\$ 179,584.00	\$ -	\$ 161,547.39	\$ 18,036.61
Cemetery Expenses	\$ 159,073.00	\$ 159,073.00	\$ -	\$ 90,672.03	\$ 68,400.97
Public toilets	\$ 111,559.00	\$ 96,605.00	\$ -	\$ 57,520.92	\$ 39,084.08
<b>Transport &amp; Communication</b>					
Regional Roads	\$ 217,600.00	\$ 217,600.00	\$ -	\$ 123,942.04	\$ 93,657.96
State Roads	\$ -	\$ 56,009.00	\$ -	\$ 117,980.08	-\$ 61,971.08
Urban Roads	\$ 837,436.00	\$ 932,153.28	\$ 32,206.06	\$ 596,684.08	\$ 301,595.86
Sealed Rural Roads	\$ 320,019.00	\$ 744,103.06	\$ 53,230.93	\$ 553,901.18	\$ 136,970.95
Ancillary Roadworks	\$ -	\$ 38,267.12	\$ -	\$ 34,157.11	\$ 4,110.01
Unsealed Rural Roads	\$ 667,734.00	\$ 667,734.00	\$ 13,433.22	\$ 550,694.06	\$ 103,606.72
<b>Water Supplies</b>					
Water	\$ 1,043,717.00	\$ 1,066,217.00	\$ 87,889.83	\$ 710,793.29	\$ 267,533.88
<b>Sewer Supplies</b>					
Sewer	\$ 673,927.00	\$ 748,927.00	\$ 27,615.89	\$ 528,586.57	\$ 192,724.54
<b>Recreation and Culture</b>					
Sports Ground Expenses	\$ 303,890.00	\$ 304,751.00	\$ -	\$ 145,535.37	\$ 159,215.63
Parks Expenses	\$ 693,437.00	\$ 706,410.36	\$ -	\$ 589,343.19	\$ 117,067.17
Lawn Areas	\$ 45,499.53	\$ 61,499.53	\$ -	\$ 65,933.68	-\$ 4,434.15
Lake Talbot Expenses	\$ 25,467.00	\$ 25,467.00	\$ -	\$ 1,220.66	\$ 24,246.34
Sports Stadium Expenses	\$ 136,535.00	\$ 136,983.00	\$ -	\$ 70,105.96	\$ 66,877.04
Street Scaping	\$ 18,039.42	\$ 20,299.42	\$ -	\$ 19,566.74	\$ 732.68
Street Trees	\$ 260,366.00	\$ 260,366.00	\$ 3,148.93	\$ 216,174.37	\$ 41,042.70
<b>Grand Total</b>	<b>\$ 5,692,267.95</b>	<b>\$ 6,422,048.77</b>	<b>\$ 217,524.86</b>	<b>\$ 4,634,358.72</b>	<b>\$ 1,568,497.91</b>

**24.5 STATEMENT OF RATES AND RECEIPTS - FEBRUARY 2024**

**Document ID:** 723436  
**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 28 February 2024.

**PURPOSE**

The purpose of this report is to present to Council the Statement of Rates and Receipts as at 28 February 2024.

**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 01.07.2023	738,051.91
23/24 Rate levies & supplementary levies (excl. postponed amounts)	<u>9,070,458.43</u>
	9,808,510.34
Less Pensioner rebates	<u>203,095.03</u>
NET BALANCE	9,605,415.31
Less receipts to 28.02.2024	<u>6,823,839.56</u>
	<u><u>2,781,575.75</u></u>

<b>Actual % Rate Collection to Net Balance as at 28.02.2024</b>	= <b><u>71.04%</u></b>
<b>Comparative % Collection to Net Balance as at 02.03.2023</b>	= <b><u>71.44%</u></b>
<b>Anticipated % Collection Rate as at 30.06.2024</b>	= <b><u>94.00%</u></b>

**Water Consumption/Sewer Usage Charges**

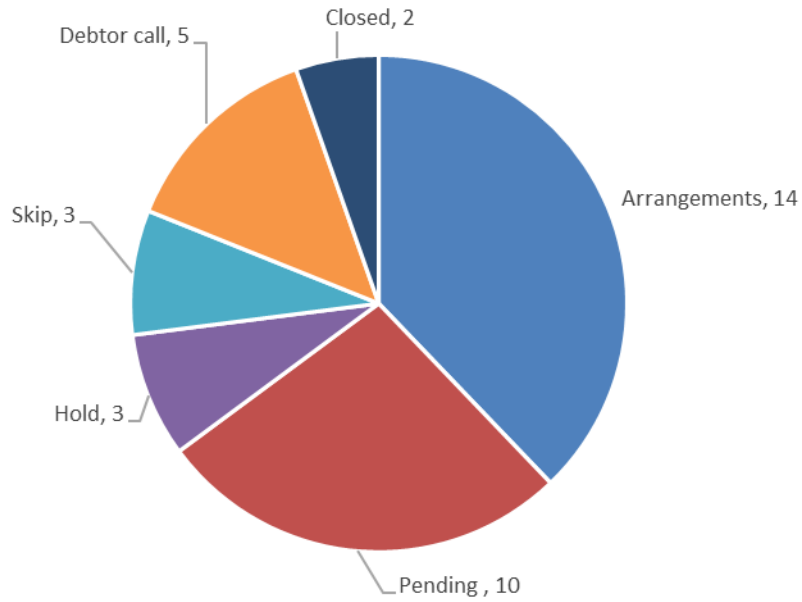
Arrears as at 01.07.2023	200,781.96
22/23 Water / Sewer usage charges, supplementary levies & interest	<u>922,288.52</u>
NET BALANCE	1,123,070.48
Less receipts to 28.02.2024	<u>791,819.03</u>
	<u><u>331,251.45</u></u>



**OVERDUE RATES AND CHARGES**

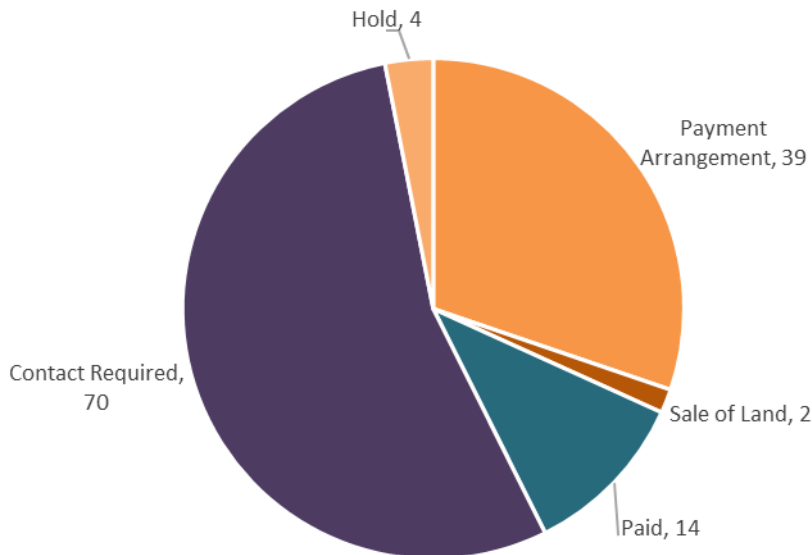
The table below provides information on the status of outstanding accounts under the management of Council’s debt recovery agency.

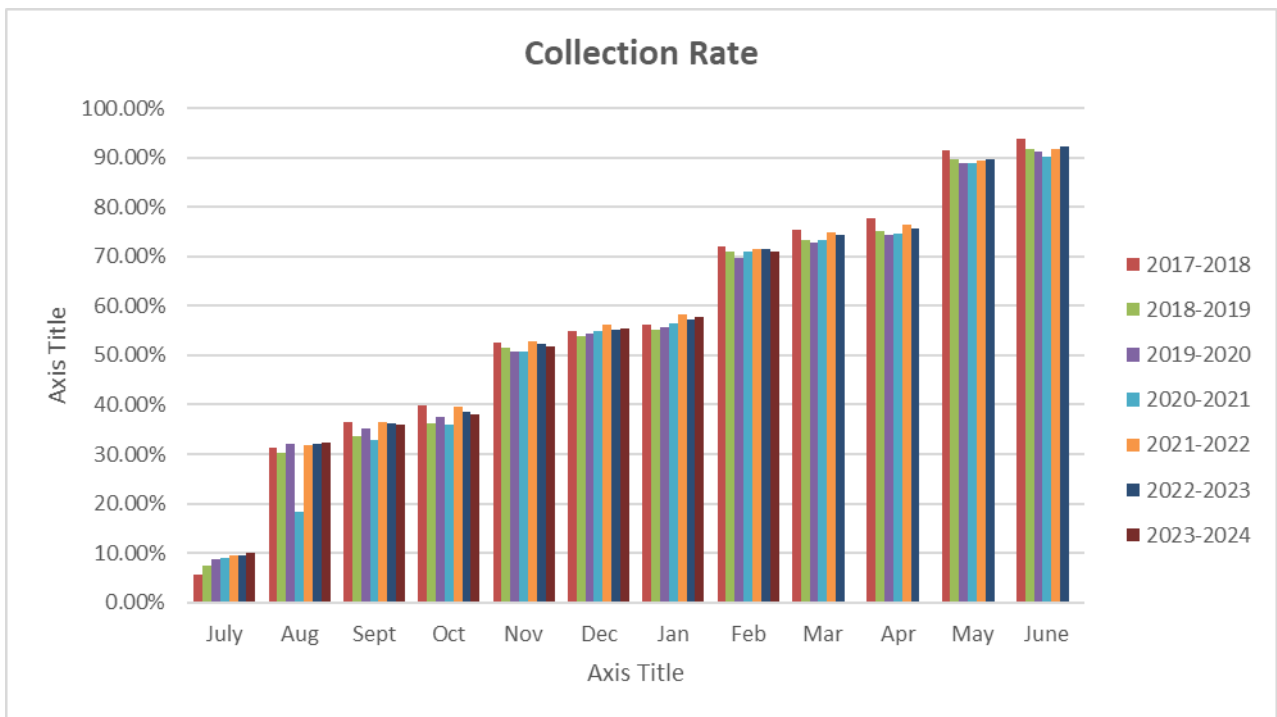
**Debt Recovery Agency**



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 28 February 2024.

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

Nil

**26 CONFIDENTIAL BUSINESS PAPER REPORTS**

Nil