

2018  
2019

ANNUAL  
Report





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COVER PHOTO  
Narrandera, situated along the idyllic  
Murrumbidgee Riverina.

# NARRANDERA SHIRE COUNCIL

*Annual Report To 30 June 2019*

Section 1.	The reporting	
Section 2.	The attachments	
	Appendix A	Government Information (Public Access) Act 2009 Annual Report ending 30 June 2019
	Appendix B	Public Interest Disclosures Act 1994 – Annual Report for the year ending 30 June 2019
	Appendix C	Audited Financial Reports for 2018-2019
	Appendix D	Update for the Disability Inclusion Action Plan 2017-2021 ending 30 June 2019
	Appendix E	Delivery Program 2017-2021 Annual Report ending 30 June 2019

## ABOUT THIS DOCUMENT

This document has been prepared in accordance with Sections 406 & 428 of the Local Government Act 1993 also Regulation 217 of the Local Government (General) Regulation 2005; other statutory and guideline documents include Government Information (Public Access) Act 2009, Privacy and Personal Information Protection Act 1998, Public Interest Disclosures Act 1994, Carers' Recognition Act 2010, Disability Inclusion Act, 2014 also the Integrated Planning and Reporting Guidelines for Local Government in NSW issued March 2013 by the Office of Local Government.

This document is accessible for viewing and printing from Council's website with each section created as a separate PDF document. Please visit [www.narrandera.nsw.gov.au](http://www.narrandera.nsw.gov.au) and select 'Integrated Planning' from the 'quick links' menu to the left side of the home page.

Copies of this document are on public display at Council's Administration Centre located at 141 East Street, Narrandera and may be viewed anytime between the hours of 8.15am and 4.30pm week days. Photocopy charges will apply if any page or pages are requested to be copied.

This document is also on public display at the Narrandera Shire Library at 39-51 East Street, Narrandera; the Barellan Post Office at 108 Yapunyah Street, Barellan; the Binya Post Office at 33 Francis Street, Binya also Grong Grong AGnVET Services at 40-44 Junee Street, Grong Grong. Photocopy charges may apply if any page or pages are requested to be copied.

## LOCATION OF COUNCIL'S ADMINISTRATION CENTRE



141 East Street  
NARRANDERA NSW 2700



(02) 6959 5510



(02) 6959 1884



council@narrandera.nsw.gov.au



www.narrandera.nsw.gov.au



<https://www.facebook.com/NarranderaShire/>



<https://www.instagram.com/narranderashirecouncil/>



<https://www.linkedin.com/company/narrandera-shire-council/>

## HOURS OF OPERATION OF COUNCIL'S ADMINISTRATION CENTRE

Enquiries	8.15am	-	4.30pm
Cashier	8.30am	-	4.00pm

## 2018-2019 ELECTED MEMBERS FROM 20 SEPTEMBER 2016

Mayor	Cr Neville Kschenka
Deputy Mayor	Cr David Fahey
Councillors	Cr Jenny Clarke Cr Tracey Lewis Cr Kevin Morris Cr Barbara Bryon Cr Wesley Hall (resigned August 2019) Cr Tammy Galvin Cr Narelle Payne

## 2018-2019 MANAGEMENT TEAM

General Manager	Mr George Cowan
Deputy General Manager Corporate & Community Services	Mr Martin Hiscox
Deputy General Manager Infrastructure Services	Mr Julian Geddes



## Message from The Mayor

Councillors: [Back row L-R] Cr Barbara Bryon, Cr Jenny Clarke, Cr Tracey Lewis, Cr Narelle Payne, Cr Tammy Galvin  
[Front L-R] Cr Kevin Morris, Deputy Mayor Cr David Fahey, Mayor Cr Neville Kschenka, Cr Wesley Hall.

It gives me great pleasure to present the annual report for the year ended 30 June 2019. Before I proceed I would like to acknowledge the traditional owners of the land of Narrandera Shire the Wiradjuri people and pay my respects to the Elders past, present and emerging.

The drought event continues with not only our farmers feeling the full effects, but the lack of cash is also being felt by our business community. The long term outlook for weather is not good and it is likely that the Shire will experience negative economic impacts as a result. Of course this event affects the broader community and the support provided by both the Federal and State Governments being very much appreciated.

Our Shire is the gateway to the Riverina and is strategically located at the junction of both the Newell Highway and the Sturt Highway; visitors to our community are a vital source of economic activity and also add significantly to the social fabric of our towns. During the year to 30 June 2019 the visitor economy was estimated at over \$30m out of a total economy of \$619m well and truly justifying Council's continued strong support for community events. Two signature events for our Shire such as the Narrandera Rod Run and the Barellan Good Old Days weekend both hit new highs with participation and spectator attendance. Council took the opportunity to engage with the producers of the Central West Lifestyle magazine with the winter

2019 edition featuring Narrandera Shire in the most outstanding way with many pages dedicated to our cultural and architectural heritage, our signature community events and feature articles on people of our Shire who make our Shire a great place to live and work.

Council continually works toward improving our wonderful streetscapes and parklands; who could forget the wonderful LED Christmas Tree installed at the East Street entrance to the Narrandera Memorial Gardens which ran from late November through to Christmas featuring many colourful visual displays choreographed to music. Recognition of those who served our Country in the Wars was a focus in April with a stunning cascade of handmade red poppies installed on the façade of the Narrandera Council Chamber clock tower. I received many positive comments from the community that both the LED Christmas Tree and the cascade of poppies evoked strong community spirit.

Grant funding opportunities were plentiful during the year with Council both applying itself and encouraging groups within the community to make an application for funding. As the financial year draws to a close it is pleasing to see that a number of these projects funded under the Stronger Country Communities grant program are nearing completion – one example is Marie Bashir Park which looks fantastic with a number of new facilities. Locals and visitors

alike enjoy the improved atmosphere.

During the year Council staff worked closely with the proponents of three new solar farms with consents now obtained for these most significant projects to progress to construction stage. The conditions of consent for the projects require the maximum use of local tradespeople, accommodation and other services. We will see the benefits of these developments flowing into our local economy in the very near future.

Council continues to work with other councils in the region and it is pleasing to see the Riverina and Murray Joint Organisation (RAMJO) gaining momentum, strength and direction so quickly. Priorities for RAMJO include health, transport, energy, telecommunications and water.

It is becoming increasingly important for State Governments across Australia to remember that the strength of many regions lies in the smaller towns and communities and not just in the regional centres.

I would like to take this opportunity to thank my fellow Councillors and the staff of the organisation for their efforts during the reporting year and for their loyalty and support. I am sure that you as a community member appreciate these efforts as well.

Councillor Neville Kschenka, Mayor

## Message from George Cowan, General Manager

The 30 June 2019 saw the completion of another successful year for this Council. Many projects have been completed and Council's financial position remains strong.

In addition to their normal workload Council staff and contractors completed some very exciting and innovative projects. Many community groups have been supported to help them realise their dreams. A small surplus added to the reserves balance and satisfactory compliance with the 'Fit for the Future' standards established by the NSW State Government combined with no external debt has our Council in a strong position to capitalise on any government grants that may be obtained for infrastructure improvements. Works to improve the Lake Talbot Water Park at Narrandera have commenced and will be completed in time for the 2019-2020 swimming season.

Council was very proactive in submitting grant applications for funding of a new reticulated sewerage system for Barellan also a feasibility study to look at connecting properties in south-west Narrandera were lodged early 2019. In late September 2019 Council received the best possible news that \$4.87 million dollars was allocated to the Barellan project with a further \$48,000 made available for the Narrandera feasibility study. These projects will be funded through the NSW Government's Safe and Secure program with the Barellan sewerage system in particular improving community public health by removing a large number on non-compliant onsite sewerage systems.

I was very pleased to see the initial stages of the upgrades to the Narrandera Business Centre commence with some beatification works in East Street and also the replacement of a major item of water

infrastructure along Bolton Street leading into East Street.

An important part of Council's responsibility and by far the largest component of Council's asset base is the road network within our Shire with a large number of improvement and rehabilitation works completed throughout the reporting year. In addition to roadways, new footpaths and shared cycle ways have also been constructed with a number of existing footpaths rehabilitated, these works build on a program that has been in place for several years. A very significant flood damage restoration program was also completed adding to the level of security for rural ratepayers.

Staff and contractors completed a significant program of improvement works to the Narrandera town potable water supply with new bores combined with new aerators at the treatment works adding to the security of this system. A number of water main replacements and a duplication of the rising main from the Brewery Flat area to East Street have improved water pressure and offers a greater guarantee of water supply in the event of flooding.

It was great to see the non-potable or raw water scheme extended to include the watering of a number of sections of Victoria Avenue, Hankinson Park and now the Narrandera Golf Club.

During the reporting year the Federal Government provided Council with \$1 million dollars of Drought Communities funding and this enabled the completion of a number of exciting projects across the Shire including – artwork on the Narrandera town high level water tower, East Street entrance upgrades, a number of public hall projects also a new enhanced entrance to the Lake Talbot Water Park and the Narrandera Cemetery.

In total over \$8 million dollars of



works has been delivered across the Shire for the reporting year.

Within the organisation planning for future works has also progressed with flood and risk management studies for both Barellan and Narrandera passing the public exhibition phase. Stormwater management studies designed to address ongoing issues in Narrandera have also been completed with the Integrated Water Cycle Management Plan for Narrandera town water and sewerage systems commenced.

The support provided to our Council by both the Federal and State Governments has been very much appreciated allowing the improvements in our living conditions to be accelerated. Council staff are continually developing and lodging financial grant applications so to increase Council's capacity and relieve the long term burden on ratepayers.

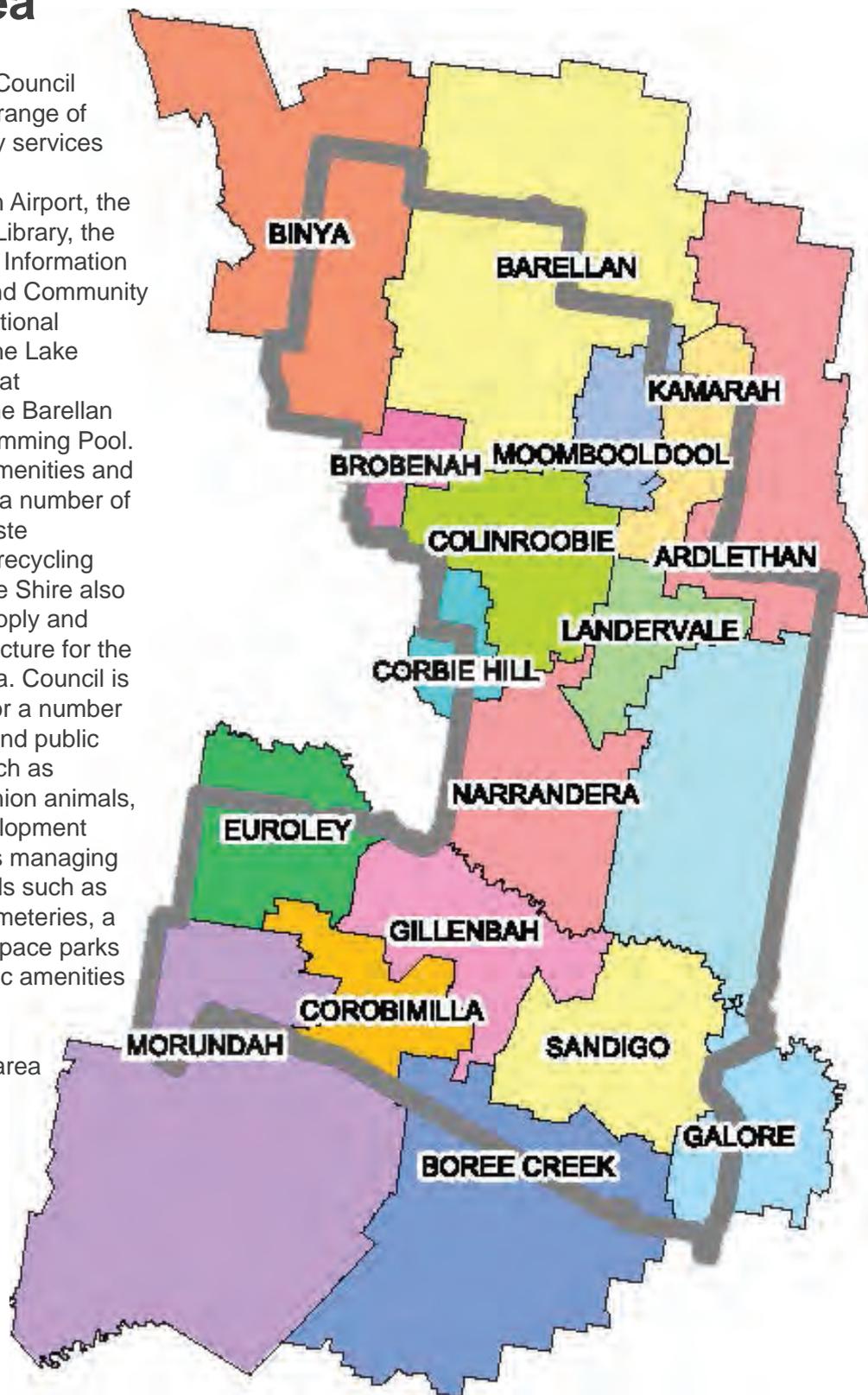
I would like to take this opportunity to thank the Mayor, Councillors for their leadership during the year and to also thank the staff for their loyalty, efforts and achievements across the reporting year.

George Cowan  
General Manager

# Narrandera Shire area

Narrandera Shire Council manages a broad range of general community services including the Narrandera/Leeton Airport, the Narrandera Shire Library, the Narrandera Visitor Information Centre, the Arts and Community Centre also recreational facilities such as the Lake Talbot Water Park at Narrandera also the Barellan War Memorial Swimming Pool. Council controls amenities and services including a number of sporting fields, waste management and recycling services across the Shire also essential water supply and sewerage infrastructure for the town of Narrandera. Council is also responsible for a number of environmental and public health services such as controlling companion animals, planning and development services as well as managing infrastructure needs such as roads, bridges, cemeteries, a skate park, open space parks and gardens, public amenities and picnic areas.

The Shire has an area of 4,117 square kilometres and provides for a population of 5,853 persons\* with the principal centres of population being Narrandera, Barellan and Grong Grong.



(\* source 2016 Census data supplied by the Australian Bureau of Statistics)  
(Map sourced from Google Maps viewed 19 October 2018)



## *Council* **Meetings**

Council meetings are the third Tuesday of every calendar month commencing at 2pm, traditionally the December meeting is brought forward with the meeting being held on the second Wednesday of the month commencing at 2pm; often there is no meeting held in the month of January however the community are encouraged to check local media sources and Council's website to confirm this change of date.

Members of the community are most welcome to attend any public meetings of the Council with the live streaming of Council meetings well advanced to commence from the July 2019 meeting.

Council conducts the majority of its business in an open forum; exceptions are those matters deemed confidential in accordance with Section 10A of the Local Government Act, 1993 such as personnel matters, the personal hardship of any resident or ratepayer, commercial information of a confidential nature or alleged contravention of any code of conduct.

The image above was taken at the 16 October 2018 briefing session prior to the Ordinary meeting; the image shows the Mayor and executive staff at the front of the meeting table with the all other elected members seated around the meeting table.

## Our community vision

*The vision of our Community Strategic Plan is ‘to preserve and enhance the lifestyle of our communities by encouraging, promoting and facilitating the sustainable development of the Shire’ we do this by ‘Achieving Together.’*

## Our values

### **Ethical**

Transparent and equitable in all our actions

### **Caring**

Helpful, supportive and thoughtful towards each other and our community

### **Loyalty**

Pride in our work and our organisation

### **Accountability**

Responsible for our actions

### **Integrity**

Trustworthy, honest and consistent

### **Respect**

For each other and the role we play

### **Safety**

To work safely to protect ourselves and the public.



# Section 1

## The Reporting

### OVERVIEW

In 2009 a new planning and reporting framework for NSW Local Government was introduced. These reforms replaced the former Management Plan and Social Plan with an integrated reporting framework. To comply with this legislation, Council has produced the following documents:

- Community Strategic Plan - long term 2012-2030
- Delivery Program - four year term
- Operating Plan - one year term (annually)
- Resourcing Strategy (including a Long Term Financial Plan, an Asset Management Strategy, and a Workforce Plan)

Our Community Strategic Plan is built around five key themes:

- A strong and resilient community and sustainable environment
- A growing economy
- Quality and sustainable infrastructure
- Efficient and responsive services
- Trusted and effective Government

To achieve our vision Council aligns programs and services with the key themes and directions and gauges success through the achievement of set targets which are reported quarterly. Following the election of the new Council in September 2016, the Local Government Act 1993 required that the Community Strategic Plan be reviewed; extensive consultation was carried out with the community who used a number of ways to provide input into the Plan.

The revised 2017-2030 Community Strategic Plan was adopted by Council at its 20 June 2017 meeting.

The Narrandera Shire Council Community Strategic Plan was developed to continue to build strong partnerships within our community as well as to celebrate what we have achieved. Our community and partners have been instrumental in helping to identify the strategic priorities, which are demonstrated in our five themes.

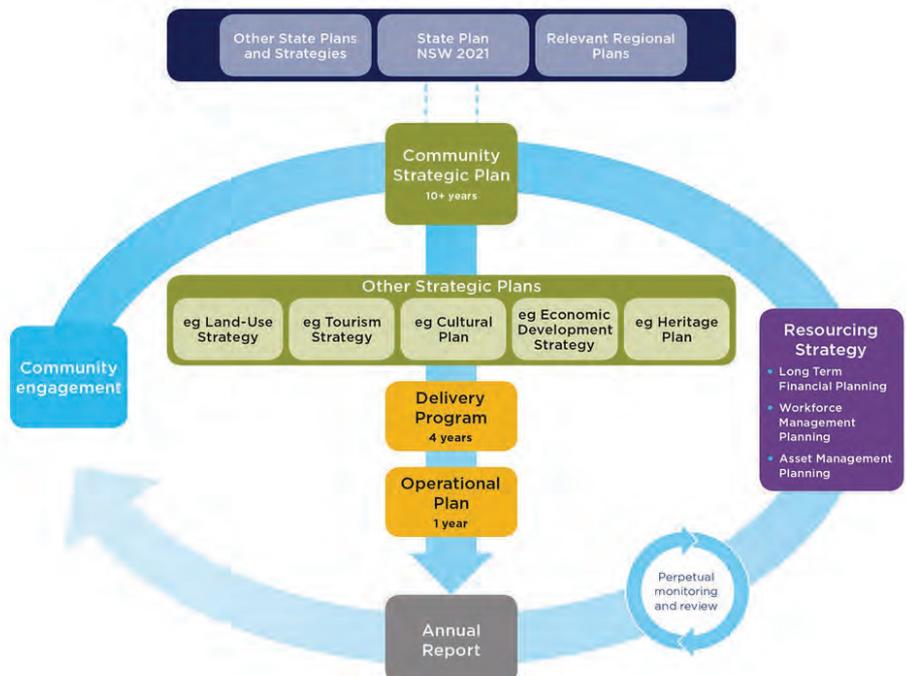
**1** Our Civic Leadership

**2** Our Community

**3** Our Economy

**4** Our Infrastructure

**5** Our Environment



# 1

## Our Civic Leadership

Local Government in New South Wales is governed primarily by the Local Government Act 1993 also the Local Government (General Regulation) 2005 however there are a large number of additional statutes that Council must also work with.

Council has taken a proactive approach to ensuring that it is working in accordance with legislation by establishing an Audit, Risk and Improvement Committee and their comments for the 2018-2019 reporting year are below:

### **AUDIT, RISK AND IMPROVEMENT COMMITTEE**

#### **Formation**

Council implemented an Audit Committee as part of its governance structure in 2014 following the issuance of audit committee guidelines by the Office of Local Government in 2010. Implementation of the Audit Committee was a proactive step by Council as there are no requirements in the Local Government Act 1993 for the establishment of such a committee.

The Committee now operates as the Audit, Risk and Improvement Committee following provisions of the Local Government Amendment (Governance and Planning) Act 2016 which directs the formation of such a committee. The Office of Local Government in Circular 17-06 directed that the sections of the Local Government Amendment (Governance and Planning) Act 2016 establishing Audit Committees would not commence until six months after the next ordinary election. The next ordinary election is scheduled for September 2020 with the appointment of committees in March 2021. The result is that the Local Government Act 1993 remains without provisions requiring an Audit, Risk and Improvement Committee to be formed until March 2021.

Legislation governing the Committee is yet to commence with the Office of Local Government or Audit Office of NSW to issue guidance around the operation of the proposed committees. Council has adopted a Charter for the Audit Committee establishing the Audit, Risk and Improvement Committee to allow the Committee to operate in the interim.

#### **Members**

Membership of the Internal Audit, Risk and Improvement Committee consists of Councillors Hall and Payne and with an Independent Member, Mr Roger FitzGerald as Chairperson.

#### **Internal Audit**

The Committee has adopted a rolling three year risk based strategic internal audit plan, with an annual program for one forward year and indicative actions for the further two years. Keith Coates Auditing has been engaged to supply Internal Audit services until September 2021.

During 2018-2019 the Committee tasked the contract Internal Auditor to undertake audits in the following operational areas:

- Legislative Compliance Audit
- Records and Document Management Audit
- Development Assessment Audit
- Environmental Compliance Audit (to be completed by November 2019).

At the completion of each of these audits the Committee considered the Internal Auditors report and recommendations. The Committee is monitoring the progress of implementation within Council operations.

### **Audit Office of NSW**

The Local Government Amendment (Governance and Planning) Act 2016 provided for the NSW Auditor General and Audit Office of NSW. (AO) to become the external auditor of the General Purpose Financial Statements of all Councils in NSW. The Audit Office was also tasked to undertake Performance Reporting on aspects of Local Government operations in NSW.

The General Purpose Financial Statements for the period ending 30 June, 2019 were audited by Crowe Horwath under contract to the AO. The Committee also reviews the Statements to establish that the annual financial statements are in accordance with applicable Australian Accounting Standards and are supported by appropriate management sign-off on the statements and the adequacy of internal controls. The Committee reviews the Audit Opinion, Report on the Conduct of the Audit and Audit Management letter issued by the AO. Recommendations made in the Management Letter are monitored for implementation in Council's systems.

In June 2019 the AO conducted the interim audit for the period ending June 2019. The management letter for this audit has been reviewed by the Committee and recommendations will be monitored for implementation. The financial statements and reports for the year ending 30 June, 2019 were reviewed at the Committee's October meeting. The Committee is also overseeing implementation of recommendations from the following Performance Reports submitted to Parliament by the AO in regard to aspects of Local Governments operations in NSW:

- Council reporting on service delivery
- Report on Local Government 2017
- Fraud controls in councils
- Report on Local Government 2018.

Management provides the Committee with details of the responses submitted to the Audit Office with action plans developed to bring Council operations in line with relevant AO recommendations.

The Audit Office Report on Local Government 2018 tabled on 28 February 2019 reflected well on Narrandera Shire's financial reporting and sector-wide benchmarking. Like many rural Councils there is a relatively low proportion of own-revenue funding, with government grant funding relatively greater.

The Audit Office also interacts with the Committee by inviting Chairpersons from across the State to annual briefing sessions in Sydney. The Committee Chairperson has attended these sessions representing Narrandera Shire.

### **Enterprise Risk Management**

The Committee is responsible for assisting the Council by overseeing Council's risk management framework. Council's Human Resources and Risk Management team assist the Executive to oversee the Enterprise Risk Plan. At each meeting the Committee receives a standing report on emerging risks and incidents, the activities identified in the Plan, and progress in addressing these perceived corporate risks. The Plan is also monitored by the Executive to identify emerging risks to the corporation.

## **Committee Review**

In March 2019 the Committee assessed its performance against its Charter. As a result the Committee is working closely with Council management in 2019 and 2020 to focus on Council performance reporting, risk management and follow-through action on audit recommendations. The Committee is also attending to Council's Internal Audit mandate, protocols and procedure and to broadening its independent membership to maintain skill sets and enable succession.

## **Conclusion**

In accordance with Local Government reforms, the Audit, Risk and Improvement Committee has a key role in the governance framework of Council by providing independent oversight, objective assurance, monitoring and communication on Council's audit processes, internal controls, external reporting, risk management activities, compliance with Council's policies and procedures and performance improvement activities.

The Committee aims to add value to Council operations both in terms of examining performance information on Council service delivery and improvement to effectiveness, efficiency and governance.

## **FRAUD CONTROL MEASURES**

Council is committed to the prevention, detection and investigation of all fraudulent activity. Fraud and corruption wastes scarce public resources and damages the reputation of the organisation and Council does not and will not tolerate fraudulent or corrupt practices either by Councillors, staff, contractors or others working on behalf of Council.

Some of the controls used by Council to reduce fraud potential include:

Risk - separation of duties so that personnel ordering resources do not authorise payments  
Control – the storeperson joins the finance team one day per week where invoices generated at the works depot are processed by finance and vice versa.

Risk – employees accumulating excessive leave  
Control – at present the General Manager is preparing to issue correspondence to staff with anticipated excess leave as at 30 June 2020 seeking a written plan outlining how excessive leave will be taken by 29 November 2019.

Risk – reinforce ethical culture and awareness of fraud prevention.  
Control – Councillors and all staff are currently undertaking online Code of Conduct training.

Risk – financial transactions are correctly authorised and processed in accordance with procurement guidelines.  
Control – the procurement system controls purchases within delegation limits.

Risk – Pecuniary and Non-Pecuniary Interests.  
Control – Councillors and senior staff complete declarations in compliance with the Local Government Act 1993.

## **GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009**

### **Access to Council Records**

The focus of Government Information (Public Access) Act 2009 (GIPA) is to maintain and advance a system of responsible and representative democratic government that is open, accountable, fair

and effective. The GIPA requires Council to proactively release information where possible, providing there is no over-riding public interest against disclosure.

The GIPA establishes four ways that the community can access Council information being Mandatory Disclosure, Informal Release, Formal Access and Proactive Release. Council continues to work toward providing as much open access information as it can to the community through its website and other mediums.

### Disclosure Log

The following disclosure log records information that has been released in response to a formal access application and which may be of interest to other members of the public (unless the applicant objects to its recording).

The complete 2018-2019 GIPA Annual Report was submitted to the Information and Privacy Commission of NSW on Wednesday 9 October 2019 and has also been attached to this annual report in Section 2 Appendix A.

Reference	Date of Decision	Topic/ Information Requested	Information Released
GIPA-19-3	3 June 2019	Sought information such as copies of correspondence and other documents from 2000 to 2008 relating to particular persons identified within the application, the application also sought a copy of information provided from a previous GIPA application, also requested were details of any recent complaints received by Council from identified persons	Application for information was withdrawn 3 June 2019
GIPA-19-6	8 July 2019 (being the 2019-2020 financial year and not the 2018-2019 reporting year)	Sought information generated to identified individuals for the period 2000 to 2009 including responses also copies of complaints from identified individuals from a previous application for information to the present time	Available information provided however some documents released have had information redacted in accordance with Section 14 (2) Table 3 (a) of the Government Information (Public Access) Act 2009 that could reasonably be expected to reveal an individual's personal information
GIPA-19-7	22 July 2019 (being the 2019-2020 financial year and not the 2018-2019 reporting year)	Sought information relating to a number of Code of Conduct Complaints lodged by the applicant	Available information provided however some documents released have had information redacted in accordance with Section 14 (2) Table 3 (a) of the Government Information (Public Access) Act 2009 that could reasonably be expected to reveal an individual's personal information

## **PUBLIC INTEREST DISCLOSURES ACT 1994**

Is where a disclosure can be made by members of an organisation of illegal, immoral, or illegitimate practices under the control of their employers to persons or organisations that may be able to initiate remedial action.

Council is required to report annually on its obligations under the Public Interest Disclosures Act 1994 (PID Act).

The report must be in accordance with the requirements of Section 31 of the PID Act and Clause 4 of the Public Interest Disclosures Regulation 2011 (PID Regulation). For the reporting period there were no disclosures received.

The complete 2018-2019 PID Annual Report was submitted to the Office of the NSW Ombudsman on 10 October 2019 and has also been attached to this annual report in Section 2 Appendix B.

## **PRIVACY AND PERSONAL INFORMATION PROTECTION ACT 1998**

Council has adopted the Model Privacy Management Plan as provided to Council by the Office of Local Government without amendment.

For the reporting period there were no privacy complaints received.

## **MAYORAL AND COUNCILLOR FINANCIAL PROVISIONS**

Council Policy Document (ES70) titled – Councillor Expenses & Facilities is available for public viewing from Council's website and details the expenses provided for elected members available to Councillors.

This policy was reviewed and adopted by Council 21 May 2019 in accordance with the Local Government Act 1993 and can be accessed by clicking on the following link - [https://www.narrandera.nsw.gov.au/cp\\_themes/default/page.asp?p=DOC-ERY-27-57-24](https://www.narrandera.nsw.gov.au/cp_themes/default/page.asp?p=DOC-ERY-27-57-24).

Payments made during the 2018-2019 relating to the Mayor and Councillors totalled \$171,303.89 and comprise the following:

<b>Expense Item</b>	<b>Amount</b>
Mayoral allowance	\$ 25,880.00
Councillor fees	\$ 106,740.00
Councillor travelling costs – Councillors	\$ 2,439.00
Councillor attendance at LGNSW conference	\$ 3,890.00
Councillor attendance at other general conferences	\$ 6,007.82
Councillor professional development	\$ 2,463.64
iPad and other technology	\$ 19,919.04
Telecommunication costs	\$ 3,083.28
Value of telephone calls made by the Mayor or reimbursed to Councillors	\$ 881.11
Interstate visits by Councillors	\$ NIL
Overseas visits by Councillors	\$ NIL
Expenses of any spouse or partner of a Councillor	\$ NIL
Expenses for child care or immediate family care	\$ NIL

For the reporting year the following Councillors undertook the following the following professional development:

Councillor	Amount
Cr Bryon – NSW Public Libraries Conference	\$ 1,576.79
Cr Fahey – Australian Local Government Conference	\$ 1,349.09
Cr Fahey – Tertiary Studies	\$ 2,000.00
Cr Hall – Audit, Risk and Improvement Workshop	\$ 463.64
Cr Kschenka – Country Mayors Association	\$ 2,129.27
Cr Kschenka – Agri Australis Event	\$ 272.96
Cr Morris – Newell Highway Taskforce Conference	\$ 679.71

## MAYORAL AND COUNCILLOR EQUIPMENT AND FACILITIES

### Commitment to participation, equity and access

Narrandera Shire Council encourages all members of the community to be involved in Local Government affairs and in particular those members who seek to stand for Council who have a disability. Council has installed an elevator from the ground floor to the first floor of Council's Administration Centre. Council also provides a microphone and sound system, a large screen monitor as well as a hearing aid loop during Council meetings to support people with a hearing impairment.

Council is committed to allowing the provision of transport or other reasonable facilities to assist people with disabilities who have an interest to be involved and partake in civic duties as an elected member.

### Use of equipment and facilities

Council Policy Document (ES70) titled – Councillor Expenses & Facilities is available for public viewing from Council's website and details the facilities available to Councillors.

This policy was reviewed and adopted by Council 21 May 2019 in accordance with the Local Government Act 1993 and can be accessed by clicking on the following link - [https://www.narrandera.nsw.gov.au/cp\\_themes/default/page.asp?p=DOC-ERY-27-57-24](https://www.narrandera.nsw.gov.au/cp_themes/default/page.asp?p=DOC-ERY-27-57-24).

### Return of equipment and facilities

Councillors are to return to the General Manager any Council owned and provided equipment after the completion of their term in office or prior to commencing a period of extended leave of absence or at the cessation of their civic duties.

### Use of equipment and facilities by the Mayor

Appropriate administrative support is provided for undertaking the duties of Mayor as is a fully furnished Mayoral Office for Council business and also a ceremonial chain.

Appropriate stationery such as pens, paper, diary and other appropriate items are provided to assist the Mayor in the performance of the day to day duties at a cost of approximating \$200 for the year.

Appropriate refreshments and beverages will be provided as required by the Mayor for hospitality purposes.

The Mayor is provided with a mobile telephone for Council use only and is capped at a monthly limit of \$150.00.

## **OTHER ENTITIES THAT ARE ABLE EXERCISE SOME FUNCTIONS OF THE COUNCIL**

### **Section 355 Committees**

Section 355 of the Local Government Act 1993 allows Council to delegate some of its functions to an approved Committee. Council uses this delegation in a number of key areas and appoints community spirited people to manage a number of facilities or functions through the committee structure.

Community involvement in managing community facilities provides better outcomes for residents meanwhile engaging and promoting inclusiveness and providing the opportunity for individuals to participate in local community life.

The revitalised Section 355 Committee structures was adopted by Council in September 2018.

The following are Committees that operate under Section 355 of the Act and have delegated functions:

- Arts and Cultural Committee
- Audit, Risk and Improvement Committee
- Bettering Barellan Committee
- Grong Grong Community Committee
- Koala Regeneration Committee
- Narrandera-Leeton Shire Council's Airport Management Committee
- Narrandera Railway Station Management Committee
- Australia Day Planning Committee.

The following are Advisory Groups only and do not have the delegated functions provided under Section 355 of the Act:

- Lake Talbot Environs Advisory
- Narrandera Stadium Advisory
- Parks and Gardens Advisory
- Sports Facilities Advisory.

## **PARTNERSHIPS, CO-OPERATIVES AND JOINT VENTURES**

Partnerships, co-operatives or other joint ventures to which Council was a party in 2018-2019 were:

- Western Riverina Libraries
- Western Riverina Arts
- MIA Rural Fire Zone Service Agreement
- Riverina and Murray Joint Organisation (RAMJO).

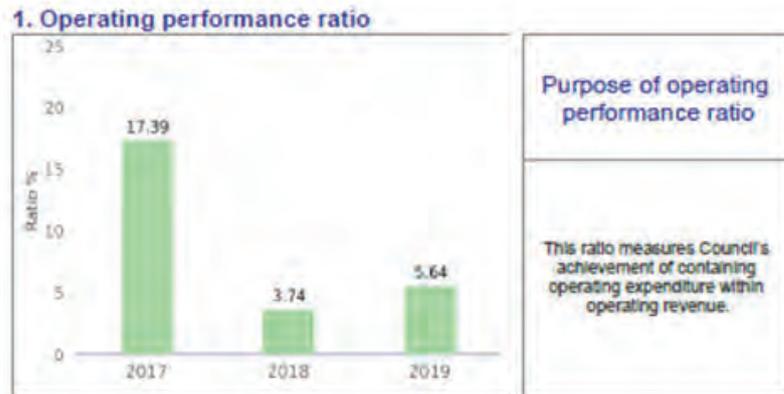
## **FIT FOR THE FUTURE**

The Fit for the Future (FFTF) process continued during the reporting year with Council remaining committed to achieving the FFTF benchmarks. The Community Strategic Plan 2017-2030 and supporting documents such as the Long Term Financial Plan, the Delivery Program and Resourcing Strategy are aligned to reflect the actions and strategies to achieve the objectives of the improvement proposal.

One of the outcomes of the FFTF process was the creation of a network of joint organisations across the regional areas of the State to help deliver better planning, economic development and service delivery; Narrandera Shire Council is an active member of the Riverina and Murray Joint Organisation (RAMJO) comprising the City of Albury, Berrigan Shire Council, Carrathool Shire Council, Edward River Council, Federation Council, City of Griffith, Hay Shire Council,

Leeton Shire Council, Murray River Council and Murrumbidgee Council.  
 The audited financial statements for the year ending 30 June 2019 shows that Council mostly meets or exceeds the benchmarks established by New South Wales Treasury Corporation (TCorp).

The following graphs have been extracted from the Narrandera Shire Council audited financial statements for the year ending 30 June 2019 which are attached to this document in full within Section 2 Annexure C.



Benchmark: — > 0.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting #27



Benchmark: — > 60.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting #27



Benchmark: — > 1.5x

Source of benchmark: Code of Accounting Practice and Financial Reporting #27

#### 4. Debt service cover ratio



#### Purpose of debt service cover ratio

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments

Benchmark: — > 2x

Source of benchmark: Code of Accounting Practice and Financial Reporting #27

#### 5. Rates, annual charges, interest and extra charges outstanding per



#### Purpose of rates, annual charges, interest and extra charges outstanding

To assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts.

Benchmark: — < 10.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting #27

#### 6. Cash expense cover ratio



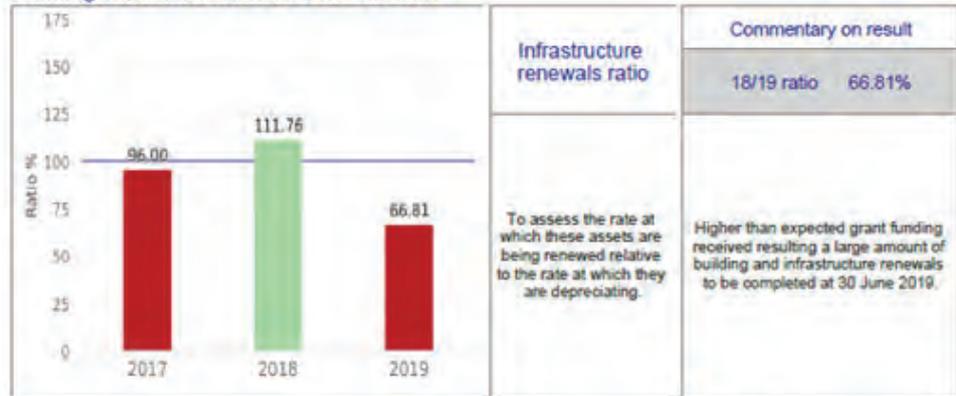
#### Purpose of cash expense cover ratio

This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow.

Benchmark: — > 3mths

Source of benchmark: Code of Accounting Practice and Financial Reporting #27

**Buildings and infrastructure renewals ratio <sup>(1)</sup>**



<b>Infrastructure renewals ratio</b>	<b>Commentary on result</b>	
	18/19 ratio	66.81%
<p>To assess the rate at which these assets are being renewed relative to the rate at which they are depreciating.</p> <p>Higher than expected grant funding received resulting a large amount of building and infrastructure renewals to be completed at 30 June 2019.</p>		

Benchmark: —  $\geq 100.00\%$  ■ Ratio achieves benchmark  
 Source of benchmark: Code of Accounting Practice and Financial Reporting #27 ■ Ratio is outside benchmark

**Infrastructure backlog ratio <sup>(1)</sup>**



<b>Infrastructure backlog ratio</b>	<b>Commentary on result</b>	
	18/19 ratio	1.27%
<p>This ratio shows what proportion the backlog is against the total value of a Council's infrastructure.</p> <p>Transport assets were valued on average condition ratings which reduced the backlog ratio.</p>		

Benchmark: —  $< 2.00\%$  ■ Ratio achieves benchmark  
 Source of benchmark: Code of Accounting Practice and Financial Reporting #27 ■ Ratio is outside benchmark

(1) Excludes Work In Progress (WIP)

**Asset maintenance ratio**



<b>Asset maintenance ratio</b>	<b>Commentary on result</b>	
	18/19 ratio	208.37%
<p>Compares actual vs. required annual asset maintenance. A ratio above 1.0 indicates Council is investing enough funds to stop the infrastructure backlog growing.</p> <p>Council is keeping the Asset Maintenance ratio at a point where sufficient funds are being expended to stop the infrastructure backlog growing.</p>		

Benchmark: —  $> 100.00\%$  ■ Ratio achieves benchmark  
 Source of benchmark: Code of Accounting Practice and Financial Reporting #27 ■ Ratio is outside benchmark

## COMMUNITY STRATEGIC PLAN

Council adopted its current Community Strategic Plan 2017-2030 and Delivery Program 2017-2021 (incorporating the Operational Plan) in June 2016 with a revised Delivery Program and Operational Plan adopted in 2017. These documents were developed following extensive community consultation on what the community and Council determined were the priorities for the Shire. The priorities are contained within one or more of the five themes within the Plan and have identified actions and measurable targets that need to be delivered.

All of Council's strategic documents are available for viewing or download from Council's website [www.narrandera.nsw.gov.au](http://www.narrandera.nsw.gov.au) then navigate to the left of screen to Quick Links then select Integrated Planning.

A major element of Integrated Planning is that Council must report to the community on actions and progress to date of the elements within the Delivery Program; Narrandera Shire Council reports of these achievements every three months. These reports are also available for viewing on the link detailed above.

Attached within Section 2 Appendix E are the comments as at 30 June 2019 for the Delivery Program 2017-2021.

## COMPETITIVE NEUTRALITY

Council for 2018-2019 operated one Category 1 business and one Category 2 business.

### *Category 1 Business*

- At 30 June 2019 Council operated one Category 1 business being the Narrandera Water Fund

Financial statements for these activities are included within Council's financial statements which form Appendix B to this report.

- The financial statement for Council's Category 1 business activity discloses National Competition Policy National Payments including corporate taxation equivalents, dividends paid and rate of return on capital.

Where there are concerns about Council not complying with competitive neutrality arrangements applying to the public sector, Council has a complaint handling mechanism to deal with these issues.

For the financial year 2018-2019 Council did not receive any complaints in relation to its Category 1 business.

### *Category 2 Business*

- At 30 June 2019 Council operated one Category 2 business, being the Narrandera Sewer Fund. Financial statements for this activity are included within Council's financial statements which form Appendix B to this report.

- The financial statements for Council's Category 2 business activities disclose National Competition Policy National Payments including corporate taxation equivalents, dividends paid and rate of return on capital.

Where there are concerns about Council not complying with competitive neutrality arrangements applying to the public sector; Council has a complaint handling mechanism to deal with these issues.

For the financial year 2018-2019 Council did not receive any complaints in relation to its Category 2 business.

## RATES AND CHARGES

### Abandonments

During 2018-2019 rates and charges totalling \$3,195.35 were abandoned due to a statutory requirement or the amount deemed as irrecoverable based on legal advice. Sundry debtor amounts totalling \$1,158.18 (inclusive of GST) were abandoned as irrecoverable.

### Pensioner Rebates Granted and Subsidy Claimed

Pensioner rebates totalling \$213,000 were granted during 2018-2019. Of this amount \$118,000 was able to be recovered through subsidies received from the NSW State Government.

## FINANCIAL REPORTING

Council's audited financial reports for the year ending 30 June 2019 are attached as Appendix B.

## STATEMENT OF COUNCIL'S PRINCIPAL ACTIVITIES

Following is a statement for each of Council's principal activities setting out:

- Revenue and expenses for 2018-2019
- Assets held by Council at 30 June 2019

for the year ended 30 June 2019

### Note 2(a). Council functions/activities – financial information

Income, expenses and assets have been directly attributed to the following functions or activities. Details of those functions or activities are provided in Note 2(b).										
\$ '000	Income from continuing operations		Expenses from continuing operations		Operating result from continuing operations		Grants included in income from continuing operations		Total assets held (current and non-current)	
	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018
<b>Functions or activities</b>										
Our Community	3,880	1,838	5,237	4,200	(1,357)	(2,362)	2,454	559	21,318	21,362
Our Environment	1,115	1,119	1,428	1,494	(313)	(375)	126	130	3,004	3,171
Our Economy	937	1,292	1,990	1,583	(1,053)	(291)	3	–	7,147	8,030
Our Infrastructure	7,535	7,739	8,212	8,521	(677)	(782)	2,881	3,418	210,855	203,056
Our Civic Leadership	10,626	10,012	2,307	3,471	8,319	6,541	4,934	4,604	15,841	16,719
<b>Total functions and activities</b>	<b>24,093</b>	<b>22,000</b>	<b>19,174</b>	<b>19,269</b>	<b>4,919</b>	<b>2,731</b>	<b>10,398</b>	<b>8,711</b>	<b>258,165</b>	<b>252,338</b>

## LEGAL PROCEEDINGS FOR THE RECOVERY OF OVERDUE AMOUNTS

During 2018-2019 Council was involved in legal action for the recovery of overdue rates and charges in addition to overdue debtor accounts.

For the twelve months ending 30 June 2019, Council initiated the following action for recovery of outstanding debts (excludes debts carried over from 2017-2018):

### DEBT RECOVERY

Nature of Action	Amount Involved (Excl legal expenses)	Legal Expenses	Result
<b>Sundry Debtors</b> There were 1 sundry debtor matters actioned during the reporting period.	\$1,743	\$112.80	Recovered \$0  Abandoned as irrecoverable \$0.  Continuing Legal Action \$1,743
<b>Rate/Water Debtors</b> There were 6 matters actioned during the reporting period for a number of issues such as letters of demand, Statement of Liquidated Claim, Judgement, Summons of Examination, Writ, Warrant, and Garnishee.	\$36,857	\$1,527.32	Recovered \$7,350  Continuing Legal Action \$29,507
<b>Sale of Land</b> There were no matters actioned during 2018-2019 sale of land proceedings			

### Summary of Legal Expenses

Activity Centre	Amount \$ (excl GST)
General advice, property leases/licences, human resources matters	\$ 9,316.65
Debt recovery matters	\$ 1,640.12
Planning matters	\$ 8,446.59
<b>TOTAL</b>	<b>\$ 19,403.36</b>

## CONTRACTS

During 2018-2019 there were three contracts awarded by Council in excess of \$150,000:

Upgrade Skate Park Facility	\$ 216,450
Supply and Install Water Slides Lake Talbot Pool	\$ 1,284,344
Construct new concourse amenities/change rooms/ parents rooms at Lake Talbot Water Park	\$ 410,000

## CONTROLLING INTEREST IN COMPANIES

During the reporting period Council did not hold any controlling interests, either by itself or in conjunction with other Councils in any company.

## PARTICIPATING INTEREST IN COMPANIES OR OTHER ENTITIES

Council is a member of the Western Riverina Libraries (WRL) which is a collaborative of six local government areas to share resources and technical services. The WRL provides the Narrandera Shire Library with access to the greater regional library facility and allows access to the mobile library vehicle where clients in remote areas of the Shire or who are confined to their house are able to access public library facilities.

Council is also a funding contributor to Western Riverina Arts (WRA) with the Community Development Manager a member of the Board. WRA is a not-for-profit organisation dedicated to supporting the development and promotion of the arts.

Council owns two shares in Southern Phone Company Limited.

Council owns 10,000 shares in Narrandera District Investments Limited being the Narrandera Franchise of the Bendigo Bank.

## WORKS ON PRIVATE LAND

Council undertook generic works such as installing culverts, mowing grass or removing excess vegetation on private land in 2018-2019 raising revenue of \$52,621.00.

Council policy with regard to charging for these private rates is as follows:

Plant Hire Rates	Reviewed each year based on commercial rates and includes operator
Additional Labour	Actual cost plus on costs and overheads
Stores and Materials	Actual cost plus 25% for overheads

Section 67 of the Local Government Act 1993 that Council must not carry out work under this section it is proposed to charge an amount less than the approved fee unless the proposed fee is made by resolution of the Council at an open meeting of Council before the work is carried out.

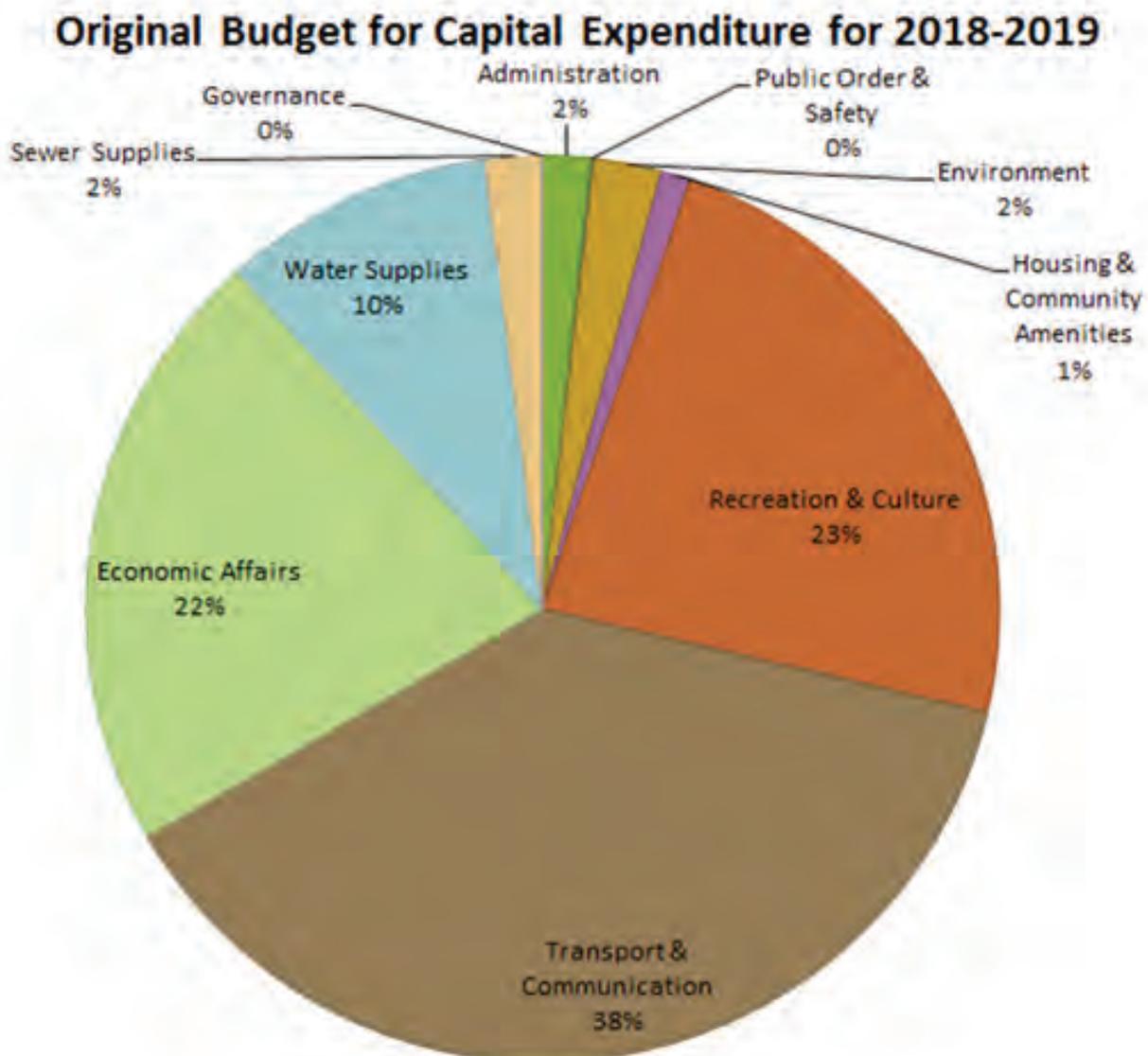
During the reporting year there were no Private Works undertaken at less than the rates set and therefore there are no Council resolutions required by Section 67 (2) (b) of the Act.

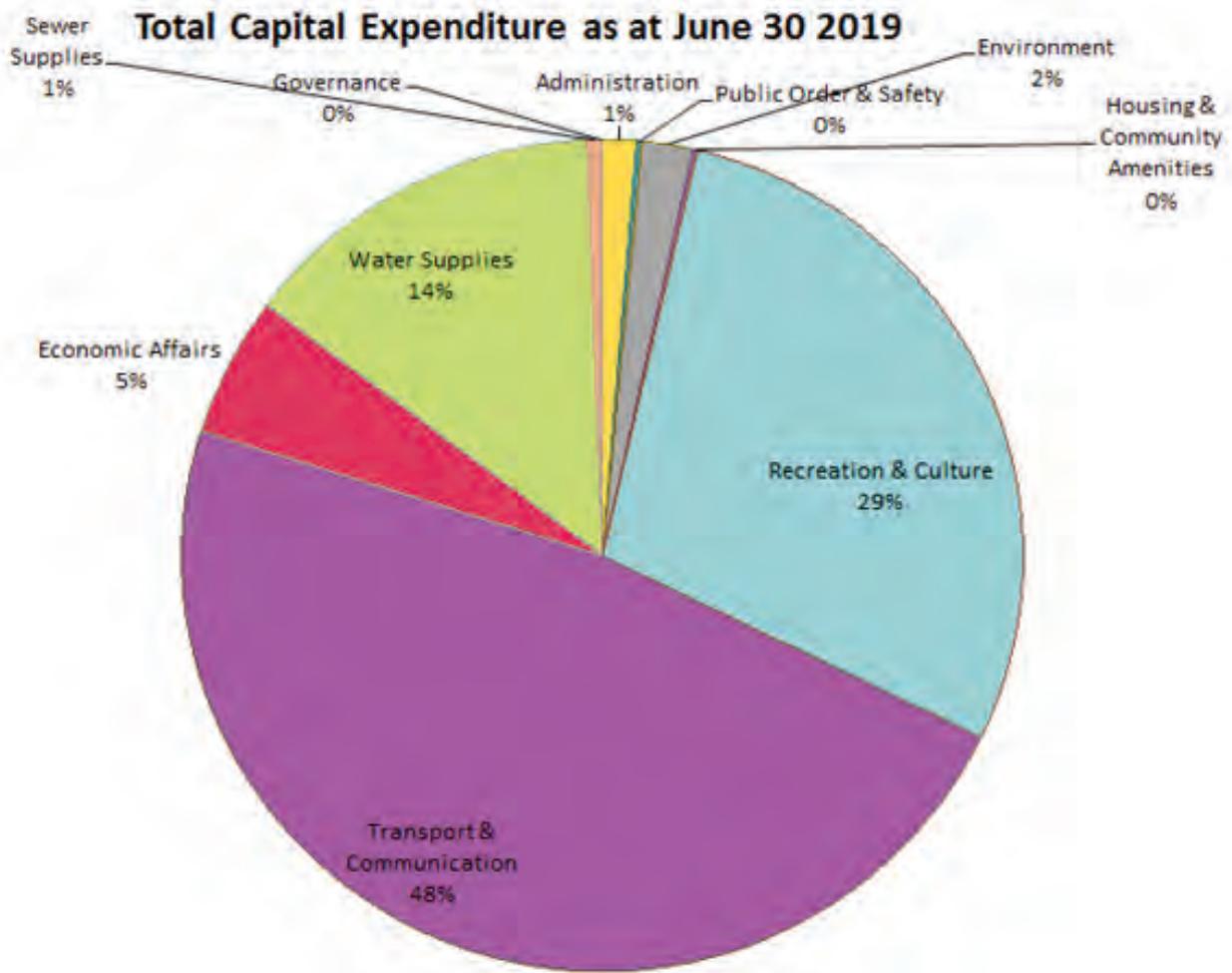
## CAPITAL WORKS PROGRAM 2018-2019

In 2018-2019, Council adopted an original budget of \$14.815 million capital works program of which \$1.426 million was planned for the water fund, \$300,000 for the sewer fund and \$13.089 million for the General Fund.

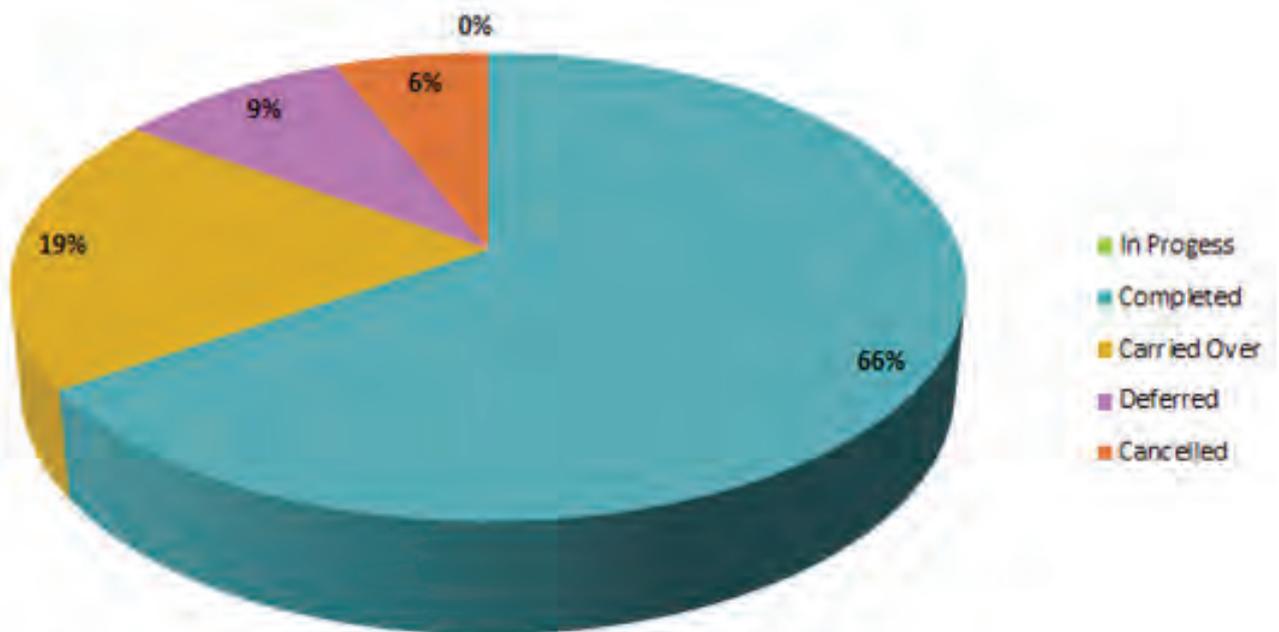
During the year, Council adopted for carry over works and other items not originally in the budget to be added to the program leaving the total budget of the program to be \$16.468 million.

As at 30 June 2019, 66 per cent of the program was complete, 6 per cent was cancelled, 19 per cent was identified as being a carry-over projects and 9 per cent of the program was deferred until a later date.





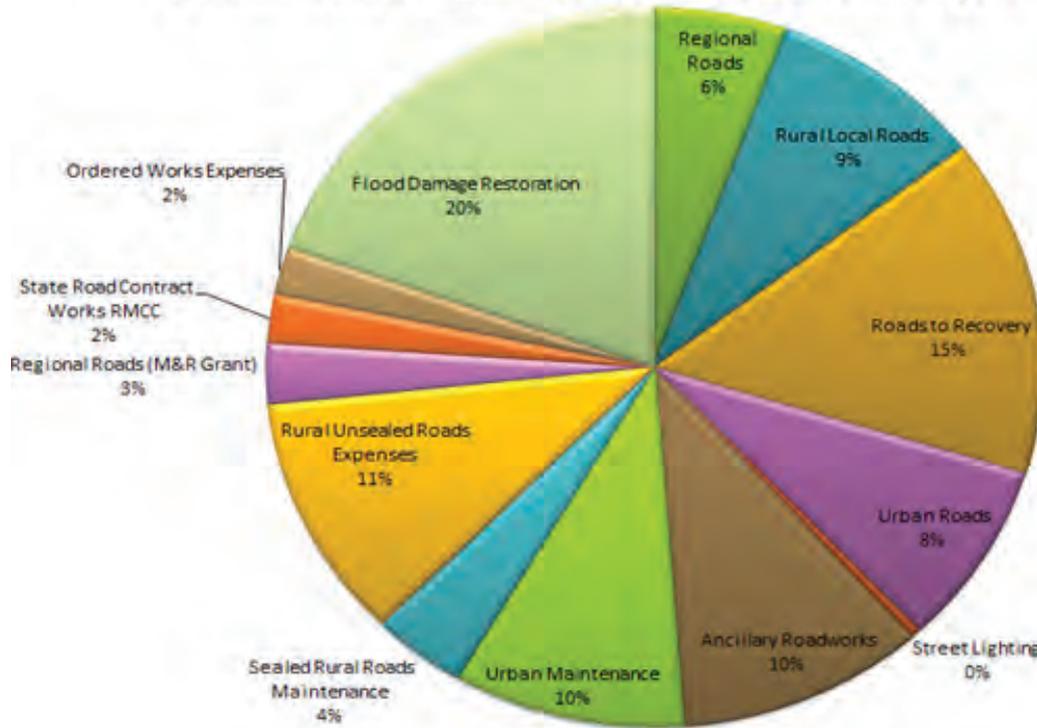
### Capital Works Progress % as at 30 June 2019



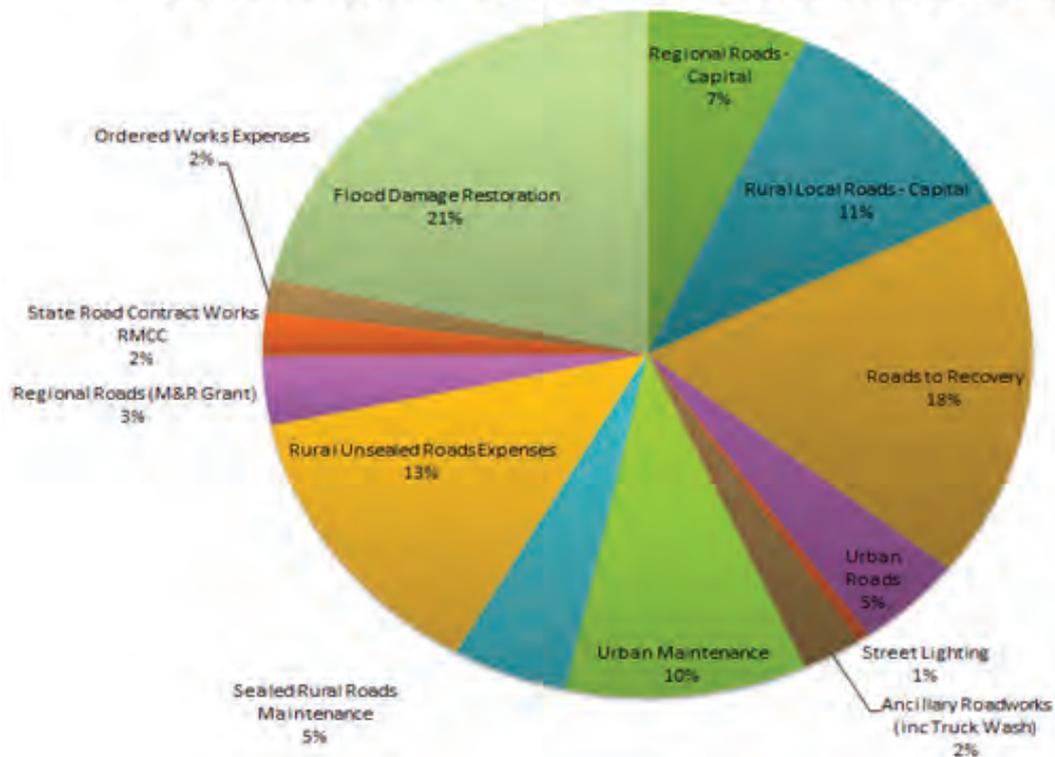
Council's road program had the largest portion of the budget with details of the program represented below in the pie charts.

The Flood Damage Restoration and Roads to Recovery Program had the largest percentage of expenditure which was all grant funded.

**% Total Roads Budget as at 30 June 2019 - 100% of year lapsed**



**% of Roads Expenditure as at 30 June 2019 - 100% of year lapsed**



*Our Community*  
**Voice**



## 2 Our community

The 2016 Census information provided by the Australian Bureau of Statistics (ABS) details that there were 5,853 residents within Narrandera Shire; of this amount 50.4% of persons were female and 49.6% of persons were male. Of the total Shire population 9.7% identified as being of Aboriginal or Torres Strait Islander descent with 22.1% of the population aged 65+. Analysing the Shire workforce 2,475 persons were reported as being in the workforce with 60.1% employed fulltime, 26.9% employed part-time and 13% employed under other conditions.

Following are some of the activities that Council has been associated with during the 2018-2019 reporting year.

### CHILDREN

During the reporting period, Council has been actively involved in supporting a number of community services including:

#### **1. Assistance to Narrandera Little Connections Playgroup**

Council continues to provide a building for use by the Narrandera Play Group to conduct its weekly activities; the premises are part of the Emergency Operations Centre and is currently provided free of charge.

#### **2. Assistance to Narrandera Pre-School on Dixon Park**

Council is the owner of the land upon which the Narrandera Pre-School on Dixon Park is sited; the centre provides learning based activities and social interaction for children prior to entering mainstream schools.

#### **3. Recreational activities**

Council continues to support Narrandera Fusion who work with young people in schools and those youth who are at risk.

#### **4. Playground equipment**

Council continues to replace and add to existing play equipment at various locations across the Shire. The adventure playground located at Marie Bashir Park continues to be a much used and loved facility by locals and visitors alike.

#### **5. Festivals/street parades and competitions**

Children from all schools within the Shire are invited and encouraged to participate in various street festival parades and also participate in colouring in competitions such as those run as part of bike week.

#### **6. Narrandera Out Of School Hours care (NOOSH)**

Narrandera Shire Council in partnership with Leeton Shire operated NOOSH (Narrandera Out of School Hours Service) from 1 July 2013 to 30 June 2019. NOOSH is an after-hours and school holiday service provided for school aged children, operated under the licencing agreement of Leeton Shire Council as Authorised Provider with additional costs covered by Narrandera Shire Council. This agreement operated successfully for six years.

NOTE: On Monday 11th March Narrandera Shire Council received notification from Leeton

Shire Council that as of 30 June 2019 Leeton Shire would cease to be the authorised provider of the NOOSH service. Council actively pursued all available options to secure an alternate service provider but were unable to gain a commitment so unfortunately this service ceased as at 30 June 2019. Council still owns the NOOSH building which is located at Narrandera East Infants School with the intention of leaving the building in situ, with the school using the building until such time as another service provider may wish to reactivate the service.

### **7. Assistance with school and TAFE awards**

Council continues to sponsor scholastic and merit awards at annual school presentations across the Shire; where possible the Mayor or the General Manager represents Council. During the reporting period \$860 was provided to schools and distributed as follows: TAFE Narrandera Campus \$150, Barellan Central School \$80, Binya Public School \$80, Narrandera East Infants School \$80, Narrandera Public School \$80, St Joseph's School \$80 and Narrandera High School \$160.

### **YOUTH**

In April 2019 Council announced the appointment of a new Community Liaison Officer, whose first task was to facilitate the establishment of the Narrandera Youth Advisory Council. The first information session was held in May 2019. This information session was attended by members of the youth community, Councillors and Council staff.

The primary function of the Youth Advisory Council is to represent the voice of young people aged 12-21 who live, work, study in or have significant links to Narrandera Shire. Along with providing a platform for community involvement the Youth Advisory Council also operates as an advisory group. The advisory group provides all levels of government and business with the opportunity to connect with young people and seek their advice and recommendations on a range of issues.

*Below image: Participants at the information session held for the Youth Advisory Council.*



## ROAD SAFETY

As a partner in the NSW Government's Local Government Road Safety Program (LGRSP) Narrandera Shire Council employs a Road Safety Officer to develop and implement local road safety projects.

Eight licensed venues across the Shire participated in a free 'win a swag' promotion, highlighting sleeping in a swag as a Plan B option, over the December - January holiday period. Participating venues were provided with Plan B t-shirts for staff to wear, Plan B coasters, bar runners, pull-up banners and posters.

The entry form for the competition encouraged entrants to think about Plan B options to travel safely after consuming alcohol.

Council provided the opportunity for 26 residents to complete their Responsible Service of Alcohol (RSA) qualification locally with the courses held in December and March. The participants aged from 17 to 25 years were eligible for a 50 per cent subsidy. The project targeted 17-25 year olds as they are over represented in the crash statistics with 50 per cent of drivers in crashes with alcohol as a contributing factor in the 2013-2017 period in this age group. The RSA course provides an opportunity to educate people aged 17-25 years about the effects of alcohol. The value of the RSA course for employment opportunities helps to encourage participation in the project.

Variable Message Sign boards were placed on state roads in Narrandera Shire for the December-January also Easter-Anzac Day holiday periods. A range of messages were displayed focusing on speed, fatigue and drink/drug driving. This was supported by a local social media campaign over the same period.

Helping Learner Drivers Become Safer Drivers workshops were held in March and June. The aim of these workshops is to assist parents and carers in feeling confident and motivated to provide supervision for learner drivers. The workshops cover topics such as novice driver licence conditions, the learner driver log book (digital or print), licensing scheme, benefits of on-road driving experience, tips for supervisors, the safer driver's course and local crash statistics.



*Photo: Tracy Jeans from Narrandera Ex-Servicemen's Club congratulates Roger Greedy who won a swag in the Plan B promotion.*



*Photo: Participants at the RSA course held in March 2019.*



*Photo: Courtesy breath testing at Narrandera Sports Ground.*



Photo: Bring out your bike Narrandera participants.



Photo: New helmets provided free at the Youth Week Skate Workshop in use.



Photo: Installation of 'Look out before you step out' stickers.

Courtesy Breath Testing was provided at the football finals held at Narrandera Sports Ground. This initiative aimed to increase awareness and discussion in the community regarding drink driving and reinforce the Plan B message to avoid driving after drinking.

A Road Safety Editorial was published in the Narrandera Argus from November 2019. This proactive campaign included promotion of timely road safety messages such as double demerit point periods, fatigue during holiday periods, ANCAP ratings, child restraint laws and mobile phone use for P platers. The column was published monthly to provide road safety messages with local content and relevance.

In addition a social media campaign was used to deliver road safety messages across a broad range of issues. There were 60 road safety social media posts on Council's Facebook page throughout the year.

Bike Week promoted bike safety and increased community awareness of the bike tracks and shared paths around Narrandera Shire. "Bring out your bike Narrandera" was held at Marie Bashir Park with younger riders enjoyed cycling within the park. More experienced riders used the shared paths to venture further. There was plenty of community involvement with free bike maintenance checks provided by Eurells Narrandera, members of Narrandera Bicycle Users Group attending and participants enjoying a sausage sizzle cooked by Narrandera Lions Club. All participants received a free bike safety sample bag with bike safety information, bicycle bell, slap band and back pack cover provided by Transport for NSW. In addition to this event a colouring competition was held for local school children.

In conjunction with the Youth Week, free helmets were available to participants in the Skate Workshop. This was an ideal opportunity to encourage helmet use with bicycles, skateboards and scooters.

Highly visible pavement stickers were installed at pedestrian crossings, intersections and pedestrian refuges throughout Narrandera to remind pedestrians to cross at the safest locations and to make safe decisions when crossing the road. The 'Look out before you step out' campaign, initiated by Roads and Maritime Services and the Centre for Road Safety, aims to combat the number of pedestrians injured on the State's roads and bring the road toll towards zero.

## NARRANDERA SHIRE LIBRARY

The Narrandera Shire Library provides a range of activities for all members of the community. The library annually celebrates Children’s Book Week with visits from local schools and also conducts a wide range of school holiday activities as well as running twice monthly story times, and weekly Lego club and ‘Lego for Littlies’ sessions. Within the library a range of services and facilities are provided which include internet and computer access, free Wi-Fi also limited Centrelink services. The library provides extensive fiction and non-fiction collections for adults as well as young adult, junior and picture book collections for younger readers. It also offers a wide selection of DVD titles, magazines, large print and audio books plus access to a wide collection of eBooks and eAudio through BorrowBox. The Library is also a popular venue for community meetings and activities and provides a venue for outside organisations providing services to the Narrandera community.

The library has a strong focus on literacy by providing literacy support materials for teachers and parents as well as continuing to co-ordinate the John O'Brien Writing Competition for school students. The mobile library provides a visiting service to schools and pre-schools in Narrandera, Barellan and Binya as well as providing town stops and a home library service in Barellan, Binya, Grong Grong and Narrandera.

The Library is a very valuable resource for local and family history researchers as it holds a collection of local history materials including the Murrumbidgee Cemeteries Database as well as microfilm copies of the Narrandera Ensign from 1888-1913 also the Narrandera Argus from 1899 to the present day.

The Library hosted Children’s author Lisa Shanahan on a visit to Narrandera for Children’s Book Week 2018 as well as story times and School visits for children from Narrandera Public School, Narrandera East Infants School and St Joseph’s Primary School. Lisa also hosted 3 aged based sessions at the CRC Plaza Theatre for students. Lisa is an amazing presenter and her engagement with the community especially the children was an outstanding success.

Below is a summary of 2018-2019 library usage statistics:

Narrandera Shire Library 2018-2019 Statistical Overview	
Population (2016 ABS Census)	5,853
Membership	2,381 (40.68 % of Shire population)
Total Circulation	44,557
Stock Holdings	30,757
Library Visits	28,178
Computer/Internet Usage	5,762
Wi-Fi Usage	1,111
Social Media Reach	11,252
Programs /Activities Run	138



*Photo: St Joseph’s Primary School enjoying a story read by library staff for Book Week 2018.*



*Photo: School children enjoying a presentation by author Lisa Shanahan.*

## ABORIGINAL COMMUNITY

Through the assistance of the Community Liaison Officer, Council began preparations for NAIDOC Week to be held in July 2019.

Council along with several local Aboriginal and community groups including, Boori Dreaming Women's Group, Bidgee Boxing, Clontarf Academy, Gundyarri Aboriginal Corporation, Narrandera Local Aboriginal Lands Council, Narrandera Lizards Junior Rugby League, Fusion and Kito's Coffee Van, have planned a family day to be held in the Marie Bashir Park. Prior to the event a parade will be held along East Street and Twynam Street leading to Marie Bashir Park.



The focus of these events is to bring together members of the community to celebrate the 2019 NAIDOC theme of Voice Treaty Truth, Lets Work Together for a Shared Future. The event includes children's games, live music, art and dance as well as the inaugural NAIDOC Community Cup.

Council continues to support the Aboriginal community through representation on relevant committees and administrative support for the Interagency Group.

Council has also implemented an Aboriginal careers initiative with the placement of two staff within the operations of Council.

The Mayor, the General Manager and the Community Liaison Officer meet quarterly with the Aboriginal Elders Group to discuss matters of interest and concern within the community.

## MULTICULTURALISM

Council acknowledges the diversity of people within the community and through the Narrandera Shire Library has access to LOTE (Languages Other Than English) materials and resources through both the State Library of NSW and the Western Riverina Libraries co-operative.

Customer service staff across the organisation are aware of the Translating and Interpreting Service (TIS National) whereby telephone or online assistance is provided for people who do not speak English and for English speakers who need to communicate with them.

Brochures and publications in languages other than English are readily available from the website of the NSW Office of Local Government.



## POSITIVE AGEING STRATEGY

Positive Ageing means creating an aged friendly community by enhancing the quality of life for older people. This can be achieved through the provision of opportunities for improving and preserving a person's health, their independence, their degree of personal responsibility and their participation and security within the community.

The Positive Ageing Strategy identifies priority issues, addresses Council's role, and outlines actions both in the short and medium term. The strategy is also integrated into Council's Community Strategic Plan which was subject to a comprehensive review during the latter part of 2016-2017.

Although Council has adopted the Positive Ageing Strategy this does not mean that all of the issues identified can be completed by Council alone, rather Council will require the support, resources, goodwill and assistance of



community groups, the business community, individuals and other levels of Government; for example where there is a need for additional services at the local hospital this is the responsibility of the NSW State Government, however Council can act as an advocate on behalf of the community.

The strategy in it's entirety can be viewed by obtaining a printed copy at strategic locations or by visiting Council's website [www.narrandera.nsw.gov.au](http://www.narrandera.nsw.gov.au) and navigate to the Quick Link menu located left of screen then select 'Integrated Planning'.

*Photos clockwise from right: Seniors Week 2019 - a bus trip to see 'A Star is Born' at the Roxy Theatre at Leeton; the Nattering Knitters at Narrandera Library; Tai Chi at Brewery Flat.*



## DISABILITY INCLUSION ACCESS PLAN

The Narrandera Shire Council Disability Inclusion Action Plan 2017-2021 (DIAP) is guiding Council to meet its requirements under the NSW Disability Inclusion Act 2014.

The DIAP has four focus areas:

1. Developing positive attitudes and behaviours
2. Creating liveable communities
3. Supporting access to meaningful employment
4. Improving access to services through provision of better systems and processes.

The development of the plan involved extensive community consultation and Council continues to ensure that priorities remain current and included as budgets allow.

The complete 2017-2018 Disability Inclusion Action Plan 2017-2021 update is attached to this annual report in Section 2 Appendix D.

## COMMUNITY TRANSPORT AND HOME SUPPORT PROGRAMS

Narrandera Shire Council administers five services under the Commonwealth Home Support Program (CHSP) with four part time staff, one casual staff member, 39 volunteers and a fleet of 10 vehicles, providing service to both Narrandera and Leeton Shires.

The Commonwealth Home Support Programs, funded through the Commonwealth Government, are aimed at helping frail aged community members remain safely in their own homes. In the 2018-2019 reporting year, Council provided services such as Community Transport, Social Support, Flexible Respite, Home Modifications and Maintenance to over 573 individual clients aged 65 years and older or 50 years and over for Aboriginal and Torres Strait Islanders. All Narrandera Shire CHSP services are located within the Community Services Building at 4 Victoria Square, Narrandera. The Leeton Community Transport Office is located within the Multi Services Building at 3 Wade Avenue, Leeton.

In February 2019 Council's Community Transport and Home Support programs were visited by the Australian Aged Care Quality and Safety Commission to complete the services three year quality review. During this review, Council were required to present evidence showing compliance with the Home Care Common Standards. This process also included interviews with staff and clients. At the end of the process, Council were deemed to have met the three standards and 18 outcomes associated with these standards.

Individual Clients and Support Persons by Age Group

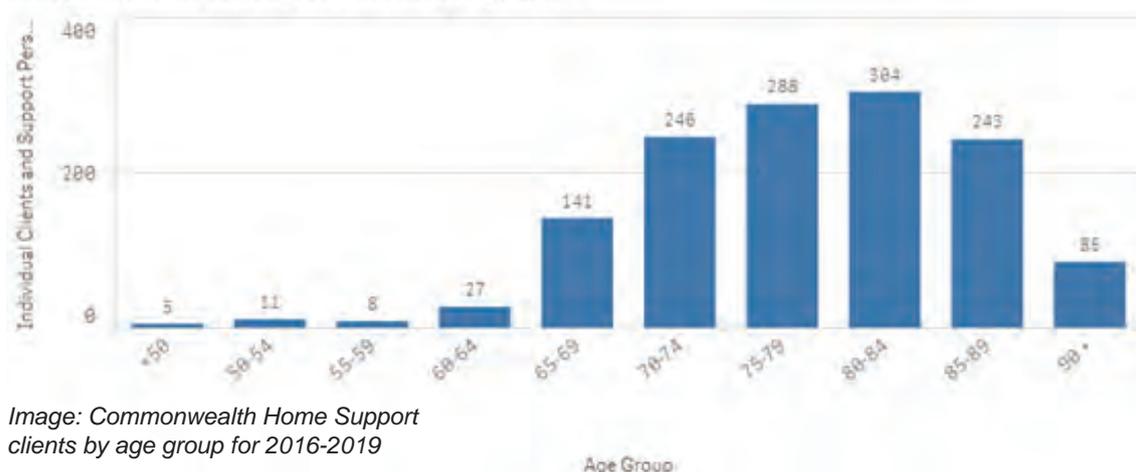


Image: Commonwealth Home Support clients by age group for 2016-2019

### Individual Clients and Support Persons by Gender

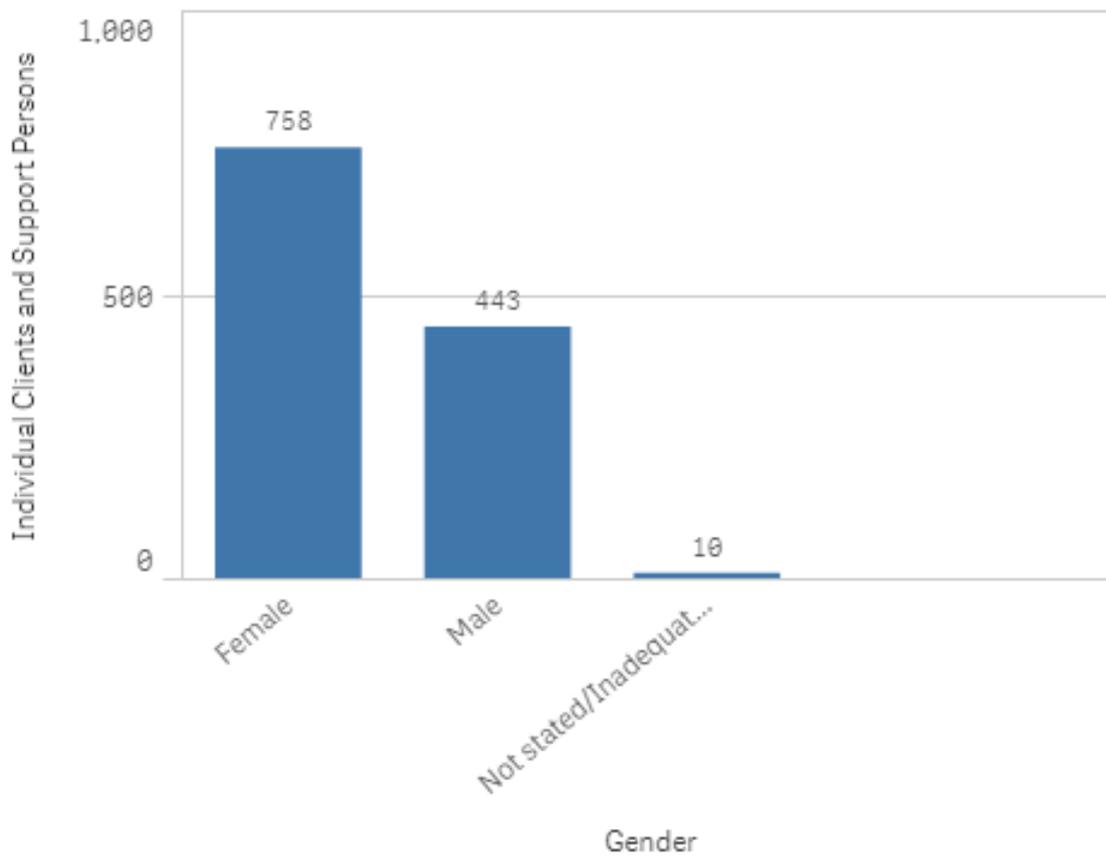


Image: Commonwealth Home Support clients by gender for 2016-2019.

### Individual Clients and Support Persons by ATSI Status

Aboriginal and Torres Strait Islander Status

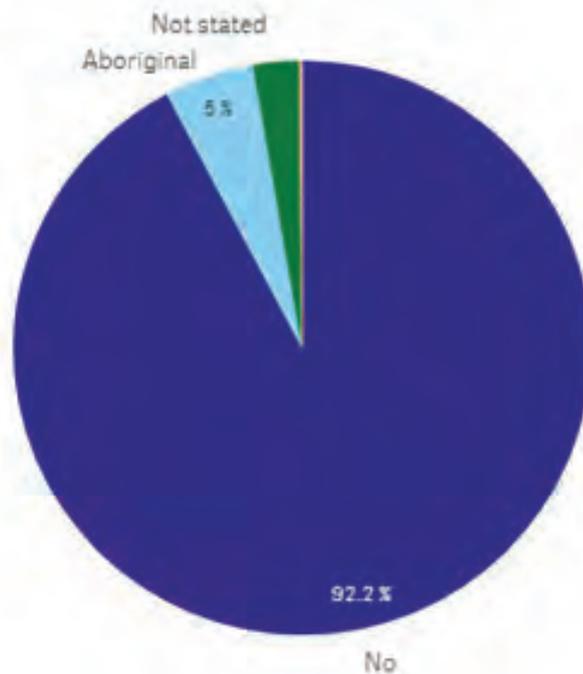


Image: Commonwealth Home Support clients by Aboriginal and Torres Strait Islanders status for 2016-2019.

## Individual Clients and Support Persons by Country of Birth

Top 10

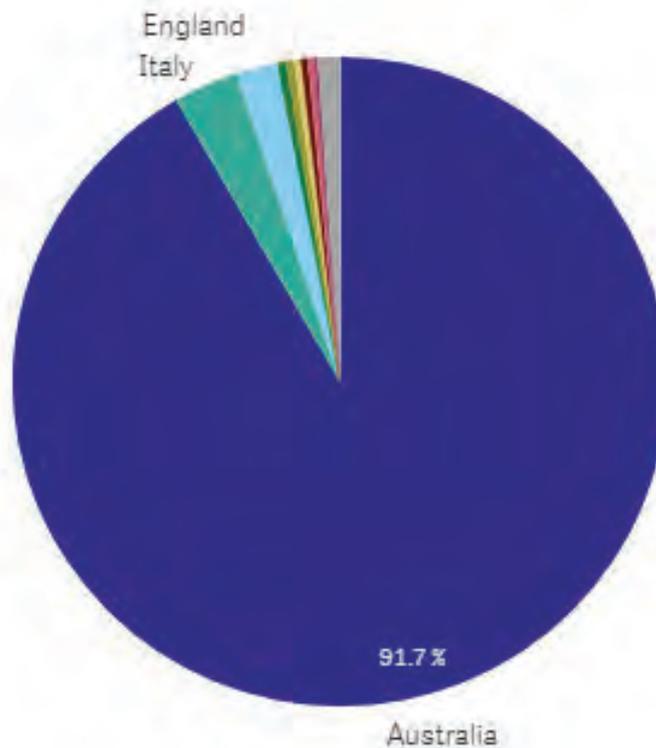


Image: Commonwealth Home Support clients by Country of birth for 2016-2019.

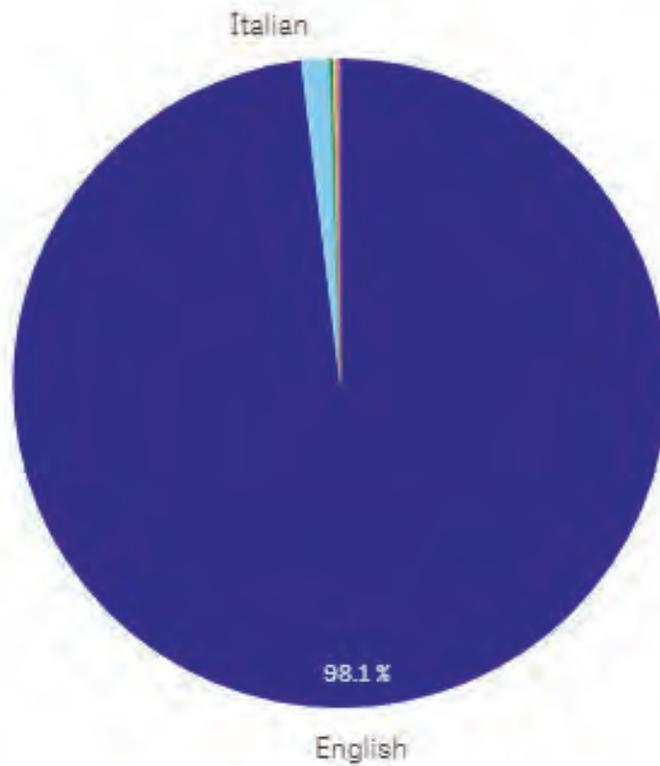
## Individual Clients and Support Persons by Country of Birth

Country of Birth... <input type="text"/>	Measures	
	Individual Clients	Support Persons
<b>Totals</b>	<b>1,211</b>	<b>0</b>
⊕ OCEANIA AND ANTARCTICA	<b>1,117</b>	<b>0</b>
⊕ NORTH-WEST EUROPE	<b>39</b>	<b>0</b>
⊕ SOUTHERN AND EASTERN EUROPE	<b>50</b>	<b>0</b>
⊕ NORTH-EAST ASIA	<b>2</b>	<b>0</b>
⊕ SUB-SAHARAN AFRICA	<b>1</b>	<b>0</b>
⊕ INADEQUATELY DESCRIBED	<b>2</b>	<b>0</b>

Image: Commonwealth Home Support clients by Country of birth for 2016-2019.

### Individual Clients and Support Persons by Main Language Spo...

Top 10



### Individual Clients and Support Persons by Main Language Spoken at Home

Main Language ... <input type="text"/>	Measures	
	Individual Clients	Support Persons
<b>Totals</b>	<b>1,211</b>	<b>0</b>
⊕ NORTHERN EUROPEAN LANGUAGES	<b>1,189</b>	<b>0</b>
⊕ SOUTHERN EUROPEAN LANGUAGES	<b>17</b>	<b>0</b>
⊕ EASTERN ASIAN LANGUAGES	<b>1</b>	<b>0</b>
⊕ AUSTRALIAN INDIGENOUS LANGUAGES	<b>2</b>	<b>0</b>
⊕ OTHER LANGUAGES	<b>2</b>	<b>0</b>

## COMMUNITY TRANSPORT - PROVIDING ACCESS FOR OUR COMMUNITIES

Narrandera Leeton Community Transport is funded by Transport for NSW on behalf of the Federal Government and is aimed at providing access and social inclusion to the frail aged and transport disadvantaged members of the Narrandera and Leeton Shires. Clients aged 65 years and over or aged 50 years and over for Aboriginal and Torres Strait Islanders are able to access Community Transport through a My Aged Care referral. Those that are transport disadvantaged are able to access Community Transport by registering for the service at the Community Services Building at 4 Victoria Square, Narrandera or phoning 02 6959 5555. The Leeton Community Transport Office is located within the Multi Services Building at 3 Wade Avenue, Leeton and can be reached on 02 6953 6999.

This transport service is by far the busiest of all the CHSP services, providing door to door transport for clients attending general medical and specialist appointments in the regional centres of Wagga Wagga, Griffith and Albury or to attend more specialised services such as renal dialysis, chemotherapy, radiotherapy or surgery at these centres.

Equally important is the transport provided to access the local community for shopping and social events; regular pre-scheduled bus services are provided from Barellan to Leeton, Barellan to Wagga, Leeton to Wagga, Leeton to Griffith and Narrandera to Wagga. This year also saw the service trial of a Narrandera to Leeton - Leeton to Narrandera shuttle; however this was later cancelled due to a decline in passengers.

All Community Transport vehicles have the Community Transport branding on them so they are easily identifiable for clients and the general public. In 2018-2019 Narrandera Leeton Community Transport provided 14,478 trips to residents and travelled over 275,905 kilometres to provide services to over 1,000 active clients. Many of the clients use the service on a regular basis as their sole means of transport. Both the Narrandera and Leeton Community Transport rely on the incredible generosity of 37 volunteer drivers who worked a staggering 10,604 hours within the reporting period. Wheel chair accessible vehicles are located in both Narrandera and Leeton Council areas. Council has also increased its wheelchair accessible vehicles from three to four to accommodate the loss of the wheelchair accessible taxi in Leeton.

Community Transport works in partnership with organisations such as Murrumbidgee Local Health District, Murrumbidgee Primary Health Network, Marathon Health, Narrandera CanAssist and Leeton CanAssist to provide transport options to residents needing to access medical appointments.

Community Transport also works with the Narrandera taxi operator, providing taxi vouchers to eligible clients for local transport needs.





The above graph demonstrates the transport services delivered in 2016-2017, 2017-2018 and 2018-2019 financial years, broken down by month (with the exception of June 2017 which was not fully reported on due to the implementation of Centralised Trip Allocation & Booking System).

**Centralised Trip Allocation & Booking System**

The Community Transport team are continuing to work with the Centralised Trip Allocation and Booking System (CTABS). This system commenced a rollout to all NSW Community Transport Service Providers in 2016 with the final wave of implementation in August 2018. The Transport for NSW funded project is designed to enhance and improve current Community Transport services to meet consumer demand. The system has been designed around the idea of transparency within the industry, CTABS will allow around 90 Community Transport Service Providers across NSW to have a more detailed understanding of the origin and destination of trips requested, the distance of trips, the purpose, duration and mode of transport, time of travel and the cost of each trip.

Ultimately CTABS will help service providers meet growing demand for Community Transport, to become more convenient for clients and more cost effective for transport providers.

With all Transport for NSW funded Community Transport Service Providers now using CTABS, Transport for NSW were able to extend this program to include new functions including a notifications module which provides customers with an automated telephone call to confirm pick-up times the day before a trip also a customer portal allowing clients to make bookings online.

**Social Support And Respite**

Social isolation is a critical issue for those who are frail aged. Through the Social Support services provided by CHSP workers and volunteers, eligible clients are assisted to remain integrated in the community; which in turn leads to better health and well-being. Under this program a companion (either a worker or volunteer) assists clients to attend social activities of the client's choice. This is a flexible program and has been highly successful in making a real difference to people who are socially isolated. In 2018-2019 over 2,742 hours of combined Social Support was provided to 88 clients located within both Narrandera and Leeton Council areas.

A small program for respite care is provided, primarily for the benefit of carers of frail aged people or people with a disability. It allows the carer to have some time out to attend to personal matters.

## **Home Modification And Maintenance**

Home modification is a service where the necessary changes are made to a client's home that will enable them to move around safely and continue to live in their own home. All modifications provided are clinically assessed by an occupational therapist and mainly includes the fitting of handrails, ramps and handheld showers. 38 clients were assisted with modifications in 2018-2019 with many of these clients being referred to the service upon discharge from the local Narrandera Hospital but also other regional hospitals.

Under the home maintenance program eligible Commonwealth Home Support Program clients may access maintenance services such as yard/garden maintenance, changing of light globes and replacing tap washers. The emphasis with this program is to assist clients to maintain their home environment as safe and as habitable as possible. A total of 573 hours of maintenance was provided during the 2018 - 2019 reporting period.

## **My Aged Care**

As of 1 July 2015 all clients over 65 or over 50 for Aboriginal and Torres Strait Islanders must apply for services through My Aged Care. If only seeking one service the client will be assessed over the phone and if eligible a referral sent to the service requested. If the client's needs are more complex the client will be referred to the Regional Assessment Service (RAS) for a face to face assessment; this service has allowed for more access to Aged Care services, as well as provided valuable information regarding the need for increased services.

## **National Disability Insurance Scheme**

The National Disability Insurance Scheme (NDIS) is a program funded by the Commonwealth Government, to help persons under 65 or 50 for Aboriginal and Torres Strait Islanders who live with a significant or permanent disability. This new program commenced its role out in Narrandera Shire on 1 January 2018 and was completed 30 June 2018. The introduction of the NDIS meant the cessation of all Ageing, Disability and Home Care funding to Community Care Supports Programs.

The NDIS provides people with a disability a choice and greater control over the support services that they receive. It is designed to facilitate greater access for community members and to help set goals for a successful future.

When the NDIS is fully operational it is estimated that 140,000 people with a disability in New South Wales alone will have access to support services.

## **COMPLIANCE WITH THE NSW CARERS (RECOGNITION) ACT 2010**

The Act establishes obligations for public sector agencies and additional obligations for human service agencies. For Council this means ensuring that its staff and agents such as volunteers have an awareness and understanding of the NSW Carers Charter.

Council staff and agents are made aware of their obligations at the point of initial induction and at key events such as National Volunteer Week where staff and agents come together to recognise the valuable contribution that volunteers make to the community as a whole.

## THE ARTS NARRANDERA ARTS AND COMMUNITY CENTRE

The centre provides a venue for exhibitions, displays and civic functions and has allowed Narrandera to host a range of Arts and Craft based exhibits, meetings, seminars and workshops across the reporting period.

Exhibitions have included:

- Murru - (Aboriginal Arts exhibition)
- Fragments - (Curated exhibition)
- What happens if..... - (NACNet)
- Near and Far: Yearning/Community/Connections (Curated exhibition)
- Jerilderie Show and Shine Art Exhibition - (Art exhibition)



The Arts are also supported with the Narrandera Creative Arts Network (NACNet) accommodated within the Narrandera Railway Station building. NACNet runs regular hands on workshops for artists and craftspeople within this makers' space.

Narrandera Shire Council is a member of Western Riverina Arts Inc. (WRA). WRA is an organisation dedicated to actively supporting the development and promotion of the arts in the Narrandera Shire, Leeton Shire, Murrumbidgee Shire and Griffith City Council areas. The Board and Regional Arts Director's mission is to ensure the vitality and sustainability of our community's diverse and rich culture into the future. The Arts Board funded by Regional Arts NSW and the local government areas mentioned works in partnership with artists and communities to encourage participation, involvement and passion for all things creative in the Western Riverina.



Photo: Western Riverina Arts Board.

communities to encourage participation, involvement and passion for all things creative in the Western Riverina.

Photo Above: The opening of Fragments exhibition curated by Hape Kiddle.



Photo: Ms Steph Cooke MP admiring a carved table at the Murru exhibition.



Photo: Ms Steph Cooke MP with Western Riverina Arts staff Miriam Rystedt and Derek Motion.

**MASONIC**



## COMMUNITY FINANCIAL ASSISTANCE

Council contributed a total of \$20,370.26 (incl GST where payable) to and on behalf of a number of community organisations across the reporting year for a variety of projects and also contributed financially to a number of special projects such as commemorative events.

The contributions were contributed or granted by Council in accordance with Section 356 of the Local Government Act 1993.

Financial assistance to	Value \$
Binya Hall Committee	1,850.00
Grong Grong Earth Park	1,640.00
Narrandera Amateur Swimming & Lifesaving Club	250.00
Narrandera Junior Rugby League	1,850.00
Narrandera Show Society	250.00
Rotary Club of Narrandera	1,700.00
Parkside Museum	3,727.34
School Presentations	560.00
TAFE Riverina Institute – Narrandera	150.00
Mayor & General Manager Donations Pool <ul style="list-style-type: none"> <li>• Australian National Cavy Council \$100.00</li> <li>• Binya Public School \$200.00</li> <li>• FUSION \$110.00</li> <li>• Immune Deficiencies Foundation \$300.00</li> <li>• Lions Club of Narrandera \$750.00</li> <li>• Narrandera Shire Council – Social Club \$500.00</li> <li>• Rotary Club of South Wagga \$300.00</li> <li>• Special projects include obtaining aerial images of the RFNL 2018 Grand Final, an Honour Board, assistance to Barellan Museum, advertising costs for 2019-2020 financial assistance, commemorative plaques for the Late Jennifer O'Brien also Binya Public School Centenary \$6,132.92</li> </ul>	8,392.92



*Photos - Barellan Sportsground Change rooms external and internal view.*

## **STRONGER COUNTRY COMMUNITIES FUNDING PROJECTS**

The Stronger Country Communities Fund (SCCF) was established by the NSW Government to help deliver local projects to regional communities. The funding aims to provide the kind of projects that improve the lives of people who live in regional areas.

Council was successful in obtaining funding to complete a number of projects under round one of the SCCF including the following:

### **Barellan Sportsground Change Rooms**

Total project cost \$595,000 – SCCF funding was \$269,000

This new change room facility will meet the current and future needs of users of the Barellan Sportsground including AFL and NRL football codes, netball players and cricketers. The facility also includes facilities for male and female umpires.

Total project cost was co-funded through a number of grants and by Council:

- \$269,000 SCCF
- \$185,000 Clubs Grant
- \$41,000 AFL
- \$25,000 Cricket NSW
- \$75,000 Narrandera Shire Council

## Marie Bashir Park Enhancements

Total project cost \$658,000 – SCCF funding was \$404,000

Enhancements at Marie Bashir Park include:

- New oval fencing & gravel running track
- Three BBQ shelters including disabled access BBQ and table
- Revamped skate park
- Solar lighting
- Basketball pit
- Liberty swing
- Portable stage



## DROUGHT COMMUNITIES PROGRAMME

The Drought Communities Programme (DCP) supports communities in the most drought affected regions of Australia.

In October 2018 Council became eligible to apply for \$1 million under the DCP to stimulate infrastructure projects and programs that use local businesses, enhance liveability and create attractions.

Council successfully delivered the following projects under this program for a total value of \$1,000,000:

- Art on the Water Tower
- Community Hall improvements at Barellan, Grong Grong, Sandigo and Binya
- Watering of street trees & installation of sustainable irrigation
- Lake Talbot Water Park entrance beautification
- Narrandera Cemetery beautification
- Narrandera, Barellan and Brewery Flats sportsground fencing
- Youth Space at the Library (part funded)
- CBD entrance project East/Whitton intersection.



*Photo: Completed mural on the southern side of the Narrandera water tower featuring the artists and those who were part of the Youth Consultative workshops.*



*Photo right: New ceiling soundproofing installed at the Barellan Community Hall.*



*Photo below right: New fire proof stage curtaining installed at the Barellan Community Hall.*



*Photo below: Revitalised entrance to the Lake Talbot Water Park at Narrandera.*





*Photo left: Ceiling insulation within the Grong Grong Commemorative Hall and School of Arts.*

*Photo below: New air-conditioning within the Grong Grong Commemorative Hall and School of Arts.*



*Photo lower left: New ceiling within the Sandigo Hall.*



*Photo below: Enhanced entrance to East Street, Narrandera at the intersection with Whitton Street.*



*Photo right: A section of the new oval perimeter fencing at Narrandera Sportsground.*



*Photo right: The mobile watering unit in operation.*



*Photo right: Newly installed turf and watering system installed within the Narrandera Cemetery.*



*Photo below: Enhanced entrance to the Narrandera Cemetery.*





## HUMAN RESOURCES

*Photo: Annual Staff Photograph 2019.*

Council continues to recognise that its human capital is one of its most valuable resources and strives to develop a highly skilled and motivated workforce.

## STAFF TRAINING

During the 2018-2019 reporting year Narrandera Shire Council staff attended many forms of training in order to maintain and develop the skills required by Council to fulfil its statutory obligations and to also efficiently carry out its functions to serve the residents of Narrandera Shire.

It is often the case that there are more training requirements and requests than the organisation's budget can provide. A training needs analysis is actioned annually as part of the performance review process; the basis of this action is to determine a hierarchy of needs on which priorities for training can be determined. Individual and organisational training plans are to be developed annually by Human Resources and training recommended within the constraints of the available budget according to the following hierarchy:

Training approval Hierarchy:

1. A legislative requirement (such as Traffic Control qualifications)
2. A required competency (such as a skill that forms part of the essential criteria on a position description)
3. The organisation at risk by not having knowledge/training
4. Supports the Community Strategic Plan
5. An identified area of required skill development.

All authorisation of training is to be approved and endorsed by Council's Executive Leadership Team. All employees are to undertake training as determined in their individual training plan or as directed. The employee along with their respective manager/supervisor and Human Resources take a joint responsibility to ensure that training targets are achieved and managed.

An amount of \$88,717.61 was expended on training across the organisation during the 2018-2019 reporting year.

Training Cost by Category	Cost
Category 1 - legislative requirement	\$ 8,889.40
Category 2 - required competency	\$12,078.65
Category 3 - organisational risk	\$15,500.14
Category 4 - supports CSP but not essential	0
Category 5 - required skill development	0
WHS Training	\$10,099.42
Other Training	\$38,374.00
Higher Education	\$ 3,776.00
TOTAL	\$88,717.61

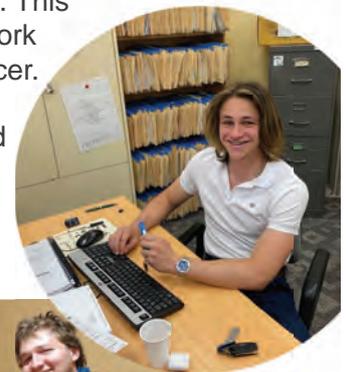
### Attainment of Qualifications

During the reporting year six staff were awarded qualifications with the support of Council:

Qualification	Number of Staff completed
<b>Certificate IV in Planning</b>	<b>1</b>
<b>Advanced Diploma in Record Keeping</b>	<b>1</b>
<b>Certificate III Civil Construction Plant Operations</b>	<b>3</b>
<b>Certificate III in Customer Engagement</b>	<b>1</b>

### New and Temporary Employees

New employees, volunteers, school based apprentices and work experience students engaged during the reporting period were required to complete an induction program. This program was facilitated by Council's Human Resources Department, the Work Health Safety Officer, Information Technology Manager and the Payroll Officer. During the induction emphasis is placed on the eConnect online induction process, staff induction handbook, Work Health and Safety and policies and in particular Council's Code of Conduct requirements. During the reporting period the staff induction process was reviewed with the revised version now in place, feedback from new staff indicates that the process is comprehensive and has been very well received.



*Photo Clockwise from right:  
Work Experience Student Daisy  
Faengtan with Council's  
Compliance Officer.  
Work Experience Students Riley  
Buchanan and  
David Glasson.  
Work Placement  
student Ned  
McLeod.  
Staff completing  
R&R training.*



## Performance Appraisal System

Ongoing appraisals are conducted in accordance with the Local Government (State) Award and Council's salary system policy. Council continues to improve the online Employee Performance Management (EPM) system which was introduced during the 2015-2016 financial year. Council is committed to continuous improvement in this area and has purchased add on modules to complement and enhance the EPM module.

## Narrandera Shire Council Consultative Committee

The Consultative Committee provides a participative forum for consultation between Council and its employees. The Committee meets bi-monthly and positively cooperates in workplace reform to enhance the efficiency and productivity of the Council and provides employees with access to career opportunities and more fulfilling, varied and better paid work. The committee is responsible for changes to policies and procedures which affect employees. Once changes are approved by the committee these changes are then conveyed to staff in the form of a review document seeking feedback, this feedback is then considered by the Committee with changes made where appropriate. Once approved, staff are made aware of these changes via a memo and training if necessary.

All policies are to be reviewed every two years and new legislation and Acts are taken into consideration when carrying out a policy review.

The Narrandera Shire Council Consultative Committee meets bi-monthly and during the reporting year convened for 5 meetings to discuss and approve changes with the following policies actioned:

Details of policies reviewed	Number
New Policies	1
Reviewed Policies	11

Council's Consultative Committee comprises elected staff representatives as well as Union and management representatives providing a forum to discuss and review policies and practices to ensure they are non-discriminatory in their intent and effect.

## EQUAL EMPLOYMENT OPPORTUNITIES

Council actively supports the principles of Equal Employment Opportunity (EEO) in the areas of recruitment, selection criteria, training and staff development programs, promotion and conditions of employment.

By engaging the EEO principles Council ensures that all employees (or future employees) have an equal opportunity to enjoy a rewarding and challenging career with Council.

The objectives of Council's EEO Policy are:

- To eliminate and ensure the absence of discrimination in employment on the grounds of race, sex, religion, marital status, sexual preference and physical and/or intellectual impairment in Council; and
- To promote equal employment opportunities for all staff; and
- To ensure confidentiality for all applicants for positions with Council.

Council has in place an EEO policy and the EEO and Diversity Management Plan 2017-2021.

## STAFFING AS AT 30 JUNE 2019 (INCLUSIVE OF CASUAL STAFF)

Placement within the organisation	Male	Female	Total
Community Services	0	6	6
Customer Service	1	7	8
Environment	3	4	7
Executive Services	4	2	6
Finance	1	7	8
Human Resources & WHS	2	1	3
Information Technology	3	1	4
Infrastructure Services - Depot Maintenance	28	0	28
Infrastructure Services - Engineers/Admin	13	5	18
Library	0	5	5
NOOSH	13	2	15
Open Space and Recreation	11	0	11
Plant/Workshop	4	0	4
Solid Waste Management	2	0	2
Stadium	0	1	1
Visitor Centre	0	6	6
Water/Sewer	9	3	12
Weeds	2	0	2
<b>TOTAL</b>	<b>96</b>	<b>50</b>	<b>146</b>

### SENIOR STAFF

At 30 June 2019 Council had one designated senior staff position being the General Manager.

The total value of the remuneration package of the General Manager was \$266,500.00 comprising a salary component of \$241,182.50 and 9.5% superannuation guarantee amount of \$25,317.50.

### EMPLOYEE ASSISTANCE PROGRAM

Council offers an Employee Assistance Program that provides confidential and professional assistance for employees and their family who are experiencing difficulties of a personal or work-related nature.

### WORKPLACE HEALTH AND SAFETY (WHS)

The Enterprise Risk Management Plan (ERM) is currently under review; however the current ERM previously adopted by the Executive Leadership Team promotes a holistic approach to

risk management across all areas of Council. The ERM continued to be actioned across the organisation during the 2018-2019 reporting year so that objectives can be met.

Most risks that could affect workers, the community and the environment have been identified and will be implemented into all decision making. There has been training provided to management and staff regarding risk management and responsibilities, including risks involving contractors and implementation of VAULT Workplace Health & Safety Management System for reporting, checks, Safe Work Method Statements (SWMS) and risk assessments.

The aim of these training sessions is to increase risk culture awareness amongst staff ensuring risk identification is a naturally occurring part of every job, aiming to decrease the instance of incidents and injuries, and to ensure the safety of workers, community and contractors.

The Health and Wellbeing program continued across the reporting year providing staff with a valuable insight into issues which may be affecting their health and providing options on how to improve their wellbeing. The program also provided each participant with a series of body composition scans to track health improvements resulting from implemented lifestyle changes.

The number of incidents and accidents continue to decline, with near miss reporting increasing. This is pleasing to see as it shows that there is more awareness around risk; the focus will now be on reducing the hazard and risks identified through the near miss reporting.

Hazard inspection of all Council properties and worksites is a high priority and continues to provide an insight as to where risks and hazards may be. This allows departments the opportunity to rectify hazards as they arise.

Review of SWMS are a high priority and will continue to be reviewed for each specific project to ensure compliance and ensure all site specific risks have been assessed and an action plan developed to mitigate the risks.

Workplace Health & Safety policies and procedures will continue to be reviewed and updated to remain contemporary in a changing workplace.

## **COMPLIANCE WITH THE NSW CARERS (RECOGNITION) ACT 2010**

### **Induction for New Employees**

All new employees undertake a comprehensive induction where information is given in terms of responsibilities, policies and procedures, entitlements and processes are explained. As a part of this process carers are educated on the services available to them.

### **Staff who are carers**

Narrandera Shire Council has a number of policies in place to support carers and these are detailed below:

**Carers Leave Policy** - an employee may access accrued sick leave to provide care and support to an eligible class of person as defined in the Local Government State Award.

**Equal Employment Opportunity Policy** – provides fairness, giving equal opportunity to all applicants for employment regardless of their personal situation.

**Job Sharing Policy** - job sharing or flexible working arrangements is an employment arrangement where typically two people are retained on a part-time or reduced-time basis to perform a job normally fulfilled by one person working full-time, giving carers the opportunity to work part-time to allow them to attend to the needs of their dependents or the people they care for whilst being able to work.

**Leave Without Pay Policy** - leave without pay may be granted at the discretion of the General Manager when annual leave and long service leave accruals have been exhausted.

**Parental Leave Policy** - provides employees with assistance to remain in the workforce after the birth of a child and to ensure Council abides by all of the statutory requirements relating to the granting of maternity or paternity leave.

**Part Time Employment Policy** - Council will consider requests for transfer from full-time to part-time employment, providing there is no change in the nature of the position. Council shall also have regard to balancing efficiency and work organisation concerns against the merits of the employee's request for transfer from full-time to part-time employment and vice versa. Where an employee requests such a transfer Council should have regard to anti-discrimination legislation and its own operational requirements. The consultative committee shall be informed of such transfer. This policy provides the opportunity for a carer to request a more flexible work arrangement.

**Purchased Leave Policy** - Council is committed to considering a range of flexible work arrangements aimed at improving work/life balance for staff. Purchased leave is one such option and this procedure establishes the basis for consideration of Purchased Leave requests and the parameters applicable to any subsequent arrangement.

**Recruitment of Staff Policy** - the selection function is the process of choosing the best person for the vacant position. This process includes the short listing of applicants for interview, developing questions for the interview, interviewing of applicants and selecting who should be offered the position based on merit.

**Sick Leave and Carer's Leave Policy** - allows staff to care for their dependants in accordance with the Local Government State Award.

**Working From Home Policy** - Council acknowledges that working from home arrangements may be appropriate for certain positions and in certain circumstances.

**Employee Assistance Program** - Council's Employee Assistance Program Policy provides confidential and professional assistance for employees and their family who are experiencing difficulties of a personal or work-related nature.

*Our Economy*  
**Business**



## **ECONOMIC DEVELOPMENT**

The Narrandera Shire Economic Development Strategy 2017-2020 was adopted in March 2017. The Strategy was developed based on feedback collected via community consultation across the Shire and region.

The strategy will guide the direction of Council and the focus of Council's work over its three year life by promoting job creation, facilitating business growth and diversifying and growing the economy to improve the wealth and wellbeing of the community.

## **NARRANDERA TO TOCUMWAL RAIL LINE**

In 2017 Narrandera Shire Council made a Fixing Country Rail submission for funding of a feasibility study into the reinstatement of the Narrandera to Tocumwal Railway Line which is part of the NSW Country Regional Network.

In October 2017 the NSW State Government allocated funding from the Restart NSW fund to complete a feasibility study for the reactivation of the 180km non-operational Narrandera to Tocumwal Railway Line in recognition of the significant potential benefits to NSW primary producers, businesses and communities in the region resulting from a potential rail line reinstatement.

In February 2019 Council received an Executive Summary provided by Transport for NSW outlining the findings of the assessment undertaken between April and August 2018 on the project's viability. The main assessment previously provided to Council was not made publicly available as the Department maintained that it contained commercially confidential information.

The Economic and Financial Analysis contained in the Executive Summary concluded that based on the analysis undertaken the proposed reinstatement of the Narrandera to Tocumwal Line would not provide economic benefits that outweighed the initial upfront construction cost and ongoing operational cost.

## **FREIGHT VOLUME QUANTIFICATION FOR SELECTED INDUSTRIES IN THE WESTERN RIVERINA**

This study was commissioned in February 2019 to quantify in greater detail than previously available specific freight volumes for specific commodities in the Western Riverina; including primarily cotton, wine, meat and grains. The study focuses not only on the final exported products but also investigates the intra region and import traffic related to the supply chains of these selected industries. Participants in the study include Narrandera Shire Council, Leeton Shire Council, Griffith City Council and four private entities.

The study is expected to be completed late 2019.

## **NRMA ELECTRIC VEHICLE FAST CHARGER**

An electric vehicle fast charger was installed in Twynam Street adjacent to Marie Bashir Park in January 2019 following negotiations with NRMA for Narrandera to feature in its state wide electric vehicle fast charger network.

The installation of the fast charger (one of the first in regional NSW) is a strong indicator to the travelling public that Narrandera is progressive and prepared to meet motoring challenges and changes in the future.



## **SERVICE NSW**

Following extensive negotiations with Service NSW the new one-stop-shop at 4-6 Twynam Street was up and running late August 2019 to provide a wide variety of transactions for local people.

The Narrandera Service Centre is the 103rd centre to open across regional NSW. The new Service Centre offers a broader range of services to the Narrandera community all under one roof including Roads and Maritime Services such as driving tests, vehicle registration and licence renewals. Also available is an 'Easy to do Business' program to give advice on starting or expanding a small business; a 'Cost of Living Program' to offer assistance with more than 70 rebates and savings such as Creative Kids and Active Kids vouchers for creative, sport, recreation and fitness activities.

## **SMALL BUSINESS MONTH OCTOBER**

A range of activities were held in October 2018 including the Narrandera Shire Drought Assistance Initiative that saw the redeployment of the NSW Business Connect Bus to visit several rural centres in the Shire complete with specialist advisers to provide information on drought relief programs to landholders, together with specialist trained mental health counsellors offering support and advice at no cost. These visits were supported by Council through the provision of on-site BBQ's at no cost to landholders and others who visited the bus to speak with advisers and counsellors.

A successful function branded Narrandera Connected was held at the new TAFE Connected Learning Centre with over 50 local business people attended an evening featuring guest speakers and presentations from TAFE personnel outlining the services offered at the Centre. Participants in this event enjoyed canapes and drinks sponsored by Council.

Another successful event was branded Narrandera Activated and was an excellent presentation made by leading retail consultant Marguerite Bell of Retail Life.

All Small Business Month October events listed above were organised by Council with the support of the NSW Department of Industry which provided grant funding of \$5,000.

## SIGNAGE AND GATEWAY TREATMENT STRATEGY

Significant progress has been made this year with the installation of new signage and with the removal of old and redundant signage across the Shire.

10 Shire entry point 'Welcome to Narrandera Shire' signs were installed at locations on main entry points to the Shire. Additionally, designs for six new town entry "Welcome to Narrandera" signs have been considered and amended by Council as appropriate following consultation and these signs have been approved for installation by NSW Roads and Maritime Services at main road locations selected and agreed by Council.

It is expected that these signs will be completed and ready for installation in August 2019. Poles have also been erected at the Newell Highway entry point to Grong Grong and appropriately designed banners are to be designed and installed in due course.

Additionally, gateway identifier treatment has been applied to the entrance to the Red Hill Industrial Estate with four 'Land Sale' banners erected on poles at the intersection of Barellan Road and Driscoll Road.



*Photo clockwise from above:  
Poles and banners as gateway  
treatment to the Red Hill  
Industrial Estate at the corner of  
Barellan Road and Driscoll  
Road, Narrandera; a Narrandera  
town entry sign; a Shire  
boundary entry sign.*

## REX COMMUNITY FARES

Following announcement by Regional Express Airlines that it had agreed to a community fare structure for travellers out of Griffith, Council's Economic Development Unit approached REX and negotiated similar attractive community fares for air travellers from Narrandera/Leeton airport. These fares have been enthusiastically embraced by local travellers.

Air services to and from Narrandera are a very important factor in ensuring the integrity of travel for business and for leisure and holiday travellers. The community fare initiative is of mutual benefit to REX and to the traveller.

## CENTRAL WEST LIFESTYLE MAGAZINE

Council's Economic Development Unit negotiated an arrangement with the publishers of the Central West Lifestyle Magazine for the inclusion of a 100 page special feature on Narrandera Shire for its Winter Edition 2019. A Reference Group was formed to oversee material for input to the magazine resulting ultimately in a stunning 130 page feature that has been widely acclaimed.

The magazine was launched at a gala event for 130 people in the Narrandera Arts and Community Centre on 24 May 2019. Narrandera Newsagency has reported excellent sales of the magazine and copies of the magazine have been distributed by Council to people of influence from various organisations across the country to promote all the Shire's excellent features and opportunities.

*Image below centre: Central West Lifestyle Magazine featuring Narrandera Shire.*

*Image below: Mayor Kschenka reading a new copy of the magazine.*



## REVERSE VENDING MACHINE

Acting on Council's resolution to attract a reverse vending machine (RVM) to Narrandera as a desirable component of the Government's Return and Earn program to reduce litter, Council's Economic Development Unit successfully negotiated with Tomra/Cleanaway for a 12 metre wide, 4 delivery point RVM for Narrandera. Council's Senior Management considered various locations and agreed that the best location was adjacent to the entrance to the Narrandera landfill site off Red Hill Road. This location meets Council's and Tomra/Cleanaway's site requirements and arrangements are progressing to have the site prepared to receive the RVM kiosk and to install electricity to the site.

A 4m x 3m display jointly sponsored by Council and Tomra/Cleanaway will be presented at the Narrandera Show on 7 September 2019 with visual presentations of all aspects of the RVM and its operation, including correct selection of containers, redemption of vouchers, hours of operation and other aspects of the RVM kiosk. Tomra/Cleanaway and Council personnel will be on hand to answer questions from the public.

It is anticipated that the eagerly awaited kiosk will be in place and operating before the end of 2019.

*Image: a typical reverse vending machine.*



## SMALL AREA LABOUR MARKET STATISTICS

Council's Economic Development Unit monitors the Small Area Labour Market quarterly results to observe the trends for Narrandera and other rural centres within NSW.

It is pleasing to note that there has been a significant reduction in unemployment numbers for March quarter 2019 compared to prior periods as shown in the attached table. The reduction in unemployment for Narrandera is consistent with the rest of the Riverina.

Year	Unemployment	Labour Force
Sept Qtr 2017	190 6.4%	2956
Sept Qtr 2018	271 8.9%	3046
Dec Qtr 2018	243 8.0%	3032
Mar Qtr 2019	198 6.6%	3000

Source: Small Area Labour Markets Data: Department of Jobs and Small Business

## SOLAR FARM DEVELOPMENTS

Narrandera Shire has become the focus for several major solar farm developments as a result of the increased interest in the renewable energy sector.

The three major developments mooted for Narrandera Shire have been given development consent from the NSW State Government as State Significant Developments.

Reach Solar Energy is likely to be the first to commence its project called Yarrabee Solar Farm to be constructed near Morundah at the end of 2019; this significant project is anticipated to be 450MW for the 1st stage and the power generated will go directly into the high voltage Transgrid line that passes through the Shire. The second developer to receive development consent is ESCO Pacific for their project called Sandigo Solar Farm to be constructed near Kywong with the development to commence once they have completed another solar farm development at Berrigan. The third project by Renewable Energy Systems received State Government development consent on 8 August 2019 for the Avonlie Solar Farm third solar farm to be developed near Sandigo.

Council has engaged at several levels with the solar farm developers relating to aspects of workforce requirements, accommodation and service provision also construction requirements. Additionally extensive negotiations have taken place in relation to Voluntary Planning Agreements to ensure that Council and the community's best interests are addressed as a result of these large developments.

To assist in retaining as much business opportunity as possible within the Shire, Council's Economic Development Unit supported by the Solar Farm Reference Group prepared an expression of interest document that was circulated to businesses across the Shire to enable them to express an interest in providing goods or services that will be needed during the construction phases. Approximately 50 respondents have had their details recorded on a database and this has already been provided to Reach Solar Energy and Renewable Energy Systems for consideration.



## MARKETING AND TOURISM

### Destination promotion highlights:

- September 2018 heralded the arrival of the heritage rail motor into Narrandera as part of the Griffith 'Taste Riverina' event;
- December 2018 saw the 'big tennis racquet' at Barellan promoted in the NRMA magazine – the Open Road; the summer edition of Out & About (The Border Mail quarterly tourism magazine) featured the Lake Talbot Water Park and our waterways; in addition a number of social media platforms were used;
- November 2018 saw staff from the Narrandera Visitor Information Centre host a familiarisation event for neighbouring Visitor Information Centres and local accommodation providers to showcase the key attractions that Narrandera Shire has to offer;
- Advertising initiatives across the reporting year included the autumn and winter editions of Caravanning Australia;
- March 2019 Sydney Weekender featured Narrandera in its episode about the Riverina, highlighting our wonderful attractions;
- Staff maintained 74 tourism listings for Narrandera Shire through the Australian Tourism Data Warehouse for 2018-2019 with listings appearing on the visitnsw.com.au website.

### Digital marketing

- Tourism and events monthly newsletter for tourism operators;
- The Narrandera Tourism website received 72,483 page views for the year representing an increase of 25.45% on last year with 85.6% being new users to the website;
- Narrandera Shire visitor attraction listings on visitnsw.com.au received 8,199 page views for the year;
- Facebook data has steadily increased.

Total Page Likes as of Today: 3,600

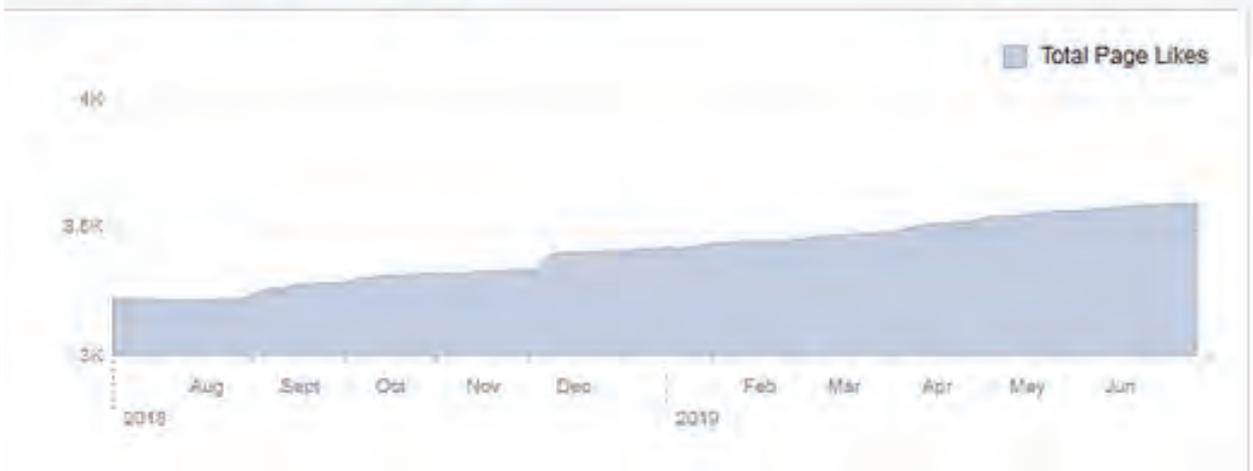


Image: A graph showing an increase of Facebook likes.

## Post reach

The number of people who had your Page's posts on their screen. This number is an estimate and may not be precise.



Image: A graph showing the number of people viewing our Facebook posts.

## NARRANDERA VISITOR INFORMATION CENTRE

- The Narrandera Visitor Information Centre received 18,078 visitors during 2018-2019;
- Volunteers from the Narrandera Visitor Information Centre were thanked for the valuable contribution with a familiarisation trip to Altina Wildlife Park and Southern Cotton as part of National Volunteer Week. The Narrandera Visitor Information Centre has six volunteers assisting for nine hours per week.

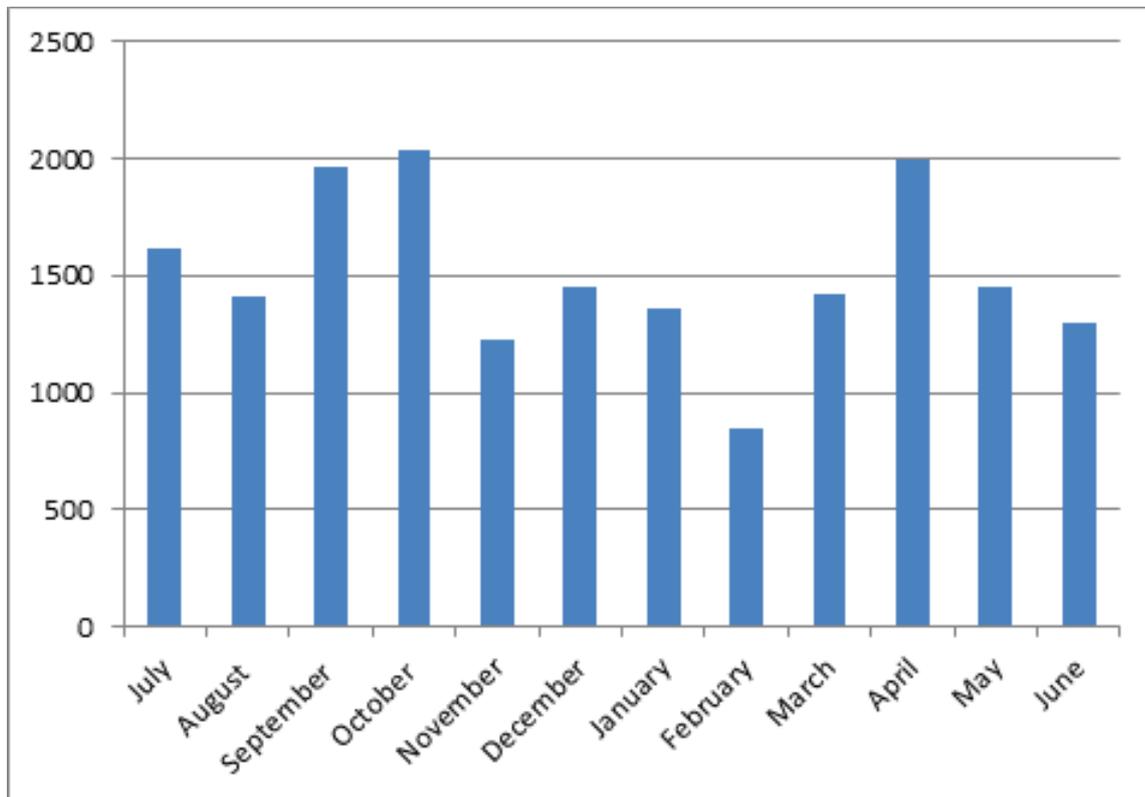


Image: A graph showing visitors to Narrandera for the reporting year.

Babatunde Ayodeji

## EVENTS IN NARRANDERA SHIRE 2018-2019

### AUSTRALIA DAY

Narrandera Shire celebrates this annual national event by arranging a variety of community activities that are intrinsic to the values our Shire. The popular Australia Day celebrations at Narrandera were held at the Marie Bashir Park and included the Narrandera Lion's Club and Rotary Club Aussie Breakfast, a civic ceremony, followed by activities at Lake Talbot Water Park.

At Barellan Australia Day activities were held at the Barellan War Memorial Swimming Pool and included the traditional flag raising ceremony and a luncheon.

At Grong Grong the Australia Day activities included a flag raising ceremony at Grong Grong Park followed by an Australia Day luncheon.





Residents who received their Citizenship at Australia Day include:

- Babatunde Ayodeji Kuku
- Tifeoulwe Kuku
- Yuxiang Pettigrew
- May Bautista
- Christopher Cerdena

The Award Recipients for Australia Day 2019 were:

- Citizen of the Year  
Dr Joe Romeo - for notable service to the community over a number of years;
- Junior Citizen of the Year  
Rena Galvin - for notable service to the community during the preceding year;
- Senior Citizen of the Year  
Jocelyn Middleton - for notable service to the community over a number of years;
- Organisation of the Year  
Bidgee Boxing - for outstanding service/achievement by an organisation (business, group, club or committee) to the community of the Narrandera Shire in the preceding year.



Council coordinates Narrandera's Australia Day activities through a volunteer Section 355 Committee and provides some financial assistance to ensure Shire wide events are supported. The 2019 Australia Day Committee comprised the following valued members:

- Mayor Cr Kschenka
- Cr Bryon
- Cr Payne
- Mr Graeme Davies
- Mr Bob Manning
- Ms Helen McDermott
- Mrs Beryl Brain
- Mr Stephen Targett
- Council's Events and Visitor Services Team Leader.



## NARRANDERA ROD RUN

The 2019 Narrandera Rod Run was a great success with over 450 registered entrants.

The Easter 2019 event was a fun filled weekend for organisers, participants and the community as a whole.

East Street and Marie Bashir Park were lined with hundreds of Hot Rods which was a magnificent sight.

### Support for events in Narrandera Shire

- In 2018-2019 the Council events team received 18 event applications, including four new events for the Shire and also disseminated 12 funding opportunities to event organisers;
- Staff offered advice and advocacy in relation to event logistics and marketing opportunities to event organisers;
- Council supported local event organisers through arranging Destination NSW - Meet in Regional NSW to host a forum to discuss conferencing within the Narrandera Shire.

Council supported six events across the Shire with traffic management planning and control including:

- Rockin on East (October 2018)
- Barellan Clydesdale and Working Heavy Horses “Good Old Days” Weekend (October 2018)
- Ian Lucas Memorial Ride (March 2019)
- Narrandera John O’Brien Bush Festival (March 2019)
- Narrandera Rod Run (March/ April 2019)
- ANZAC Day (April 2019).



*Our Infrastructure*  
**Works**



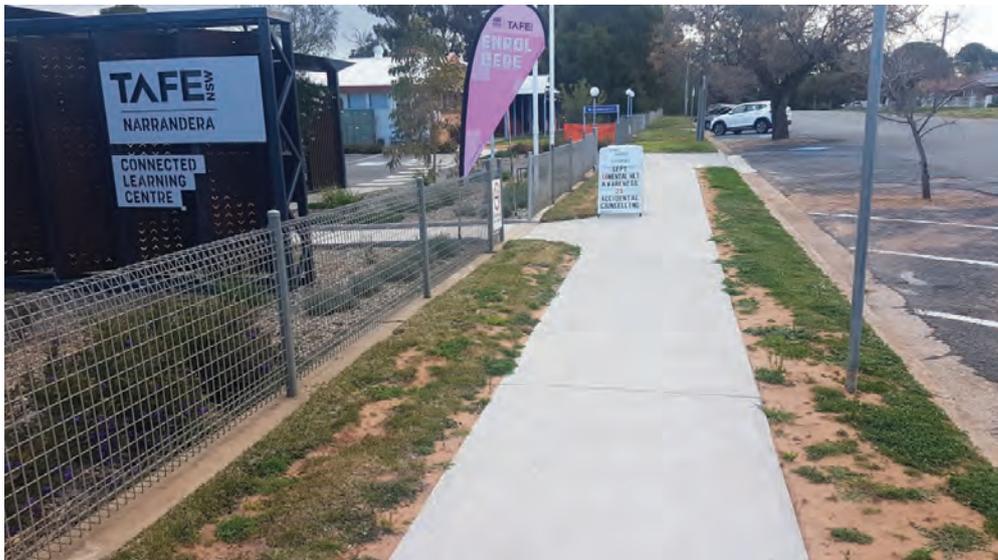
# 4 Our Infrastructure

## AN OVERVIEW OF OUR 2018-2019 INFRASTRUCTURE PROJECTS

*Photos below clockwise: The new footpath connecting the Tafe NSW Narrandera campus to Adams Street and providing access to the shared cycleway network.*

*The new footpath at the southern end of Arthur Street connecting the existing footpath network from Victoria Avenue and Audley Street for St Joseph Primary School students and local residents.*

*The new footpath in Twynam Street providing safer access from East Street to the new Service NSW Service Centre.*



*Circular photos clockwise from below right: A new irrigation system installed along Victoria Avenue, funded through the Federal Government's Drought Communities Program.*

*The Late Talbot Water Park stairway had sections rebuilt to even the surface for the safety of pedestrians.*

*Lake Talbot Water Park's iconic blue slide was dismantled in preparation for three new slides.*



*Photos below left to right: Construction of the new pram friendly ramp walkway at Lake Talbot Water Park;*

*The newly installed ramp, improving access from the main entrance to pool concourse level, also included is the landscaping along the walkway.*



*Photos clockwise from below left: The Mega Tree lit up for Remembrance Day 2018. The lighting feature has also been lit up for the Christmas holidays, Easter Weekend and Anzac Day.*

*Construction of the Mega Tree at the Victoria Square Memorial Gardens.*

*Bottom Photo: The newly constructed pedestrian refuge on the western side of Twynam Street at the intersection with Cadell Street, this refuge now provides a safe crossing point to Marie Bashir Park.*



## STORMWATER MANAGEMENT

Council continued the upgrade of the Larmer Street, Narrandera stormwater sediment pond which allows silt and other contaminants from the stormwater to settle to the bottom of the pond before the water enters the siphon (a siphon is a small concrete tunnel constructed like an inverted 'U' allowing water to flow under the pull of gravity). In this instance the stormwater flows from the northern side of the canal to the southern side of the canal to discharge and flow into the Narrandera Wetlands. If sediment is not removed before entering the siphon then the sediment will settle inside and clog the siphon.

Other works included the installation of a litter boom to assist in preventing floatable debris from entering the siphon then into the wetlands area; also an electric submersible pump was installed at the siphon outlet. The submersible pump will result in significant costs savings with the hiring and manning of diesel pumps in adverse situation.

Located west of the stormwater sediment pond, a waterproof outlet gate has been installed to allow an overland flow path for excess stormwater into the canal once the first flush stormwater has been removed. When the Murrumbidgee River is in flood the stormwater siphon is closed and this outlet gate is then opened; conversely when the gate is open the outlet gate is closed to prevent sewerage overflowing into the canal in the unlikely event that the main sewer pumps fail.

*Image clockwise from right:  
Argyle Street manhole and sewer  
pipe replacement.*

*Waterproof outlet gate installed  
to control overland excess  
stormwater.*

*Below: Litter boom preventing  
floating debris from entering the  
siphon.*



Extensive modelling work has been carried out to identify flood prevention works for the west Narrandera catchment area including the augmentation of the existing detention basin adjacent to the rail corridor and Narrandera Cemetery; also sizing of additional detention basins, drainage pipelines under Irrigation Way and the main irrigation canal. These works are being considered along with other flood prevention works throughout the Narrandera town.

Council continued to develop Flood Risk Management Plans for both Barellan and Narrandera with separate consultants engaged to analyse the different catchments to identify the potential for significant flood events using sophisticated two dimensional modelling techniques and the latest Light Detection and Ranging mapping information. This work is substantially funded by the NSW Office of Environment and Heritage so to identify both planning strategies and physical structures to prevent and manage future flood events.

Across the reporting period Council also continued to carryout maintenance works to maintain Council's existing stormwater drainage infrastructure including cleaning out culverts and open drains.

*Image clockwise from right:  
Installation of the Melbourne  
Street Rising Watermain.*

*Water Valve Replacement.*

*Submersible pump at  
the outlet of the  
stormwater siphon.*



## REPORT ON INFRASTRUCTURE ASSETS

The following schedule reports on the condition of Public Works under the Control of Council as at 30 June 2019.

The schedule contains costs in relation to:

1. Estimated cost to bring the asset up to a satisfactory standard;
2. Required annual maintenance;
3. Actual maintenance as at 30 June 2019;
4. Written Down Value;
5. Assets in Condition as a % of Written Down Value:

1. Excellent/Very good – No work required
2. Good – Only minor maintenance work required
3. Satisfactory – Maintenance work required
4. Poor – Renewal Required
5. Very poor – Urgent renewal/upgrading required

Asset Class	Asset Category	Estimated cost		2018/19 Required maintenance <sup>a</sup>	2018/19 Actual maintenance	Net carrying amount	Gross replacement cost (GRC)	Assets in condition as a percentage of gross replacement cost				
		to bring assets to satisfactory standard	to bring to the agreed level of service set by Council					1	2	3	4	5
<b>(a) Report on Infrastructure Assets - Values</b>												
Buildings	Buildings – non-specialised	570	–	341	108	8,101	22,810	12.0%	16.0%	38.0%	32.0%	2.0%
	Buildings – specialised	46	–	108	76	6,205	11,740	12.0%	16.0%	38.0%	32.0%	2.0%
	<b>Sub-total</b>	<b>616</b>	<b>–</b>	<b>449</b>	<b>184</b>	<b>14,306</b>	<b>34,550</b>	<b>12.0%</b>	<b>16.0%</b>	<b>38.0%</b>	<b>32.0%</b>	<b>2.0%</b>
Other structures	Other structures	114	–	167	–	4,571	11,170	11.0%	16.0%	32.0%	40.0%	1.0%
	<b>Sub-total</b>	<b>114</b>	<b>–</b>	<b>167</b>	<b>–</b>	<b>4,571</b>	<b>11,170</b>	<b>11.0%</b>	<b>16.0%</b>	<b>32.0%</b>	<b>40.0%</b>	<b>1.0%</b>
Roads	Sealed roads	–	–	87	1,066	55,176	66,288	–	100.0%	–	–	–
	Unsealed roads	–	–	63	928	20,711	28,597	–	100.0%	–	–	–
	Bridges	–	–	43	6	9,608	15,958	10.0%	43.0%	47.0%	–	–
	Footpaths	–	–	2	–	1,298	1,524	–	100.0%	–	–	–
	Bulk earthworks	–	–	–	–	54,645	54,645	–	–	–	–	100.0%
	Kerb and guttering	–	–	–	–	4,488	6,097	–	–	–	–	100.0%
	Traffic devices	–	–	–	–	311	429	–	–	–	–	100.0%
	<b>Sub-total</b>	<b>–</b>	<b>–</b>	<b>195</b>	<b>2,000</b>	<b>146,237</b>	<b>173,538</b>	<b>0.9%</b>	<b>59.5%</b>	<b>4.3%</b>	<b>–</b>	<b>35.2%</b>
Water supply network	Water supply network	78	–	308	346	17,370	31,413	16.0%	24.0%	34.0%	25.0%	1.0%
	<b>Sub-total</b>	<b>78</b>	<b>–</b>	<b>308</b>	<b>346</b>	<b>17,370</b>	<b>31,413</b>	<b>16.0%</b>	<b>24.0%</b>	<b>34.0%</b>	<b>25.0%</b>	<b>1.0%</b>
Sewerage network	Sewerage network	1,791	–	257	270	18,518	25,588	27.0%	25.0%	27.0%	9.0%	12.0%
	<b>Sub-total</b>	<b>1,791</b>	<b>–</b>	<b>257</b>	<b>270</b>	<b>18,518</b>	<b>25,588</b>	<b>27.0%</b>	<b>25.0%</b>	<b>27.0%</b>	<b>9.0%</b>	<b>12.0%</b>
Stormwater drainage	Stormwater drainage	–	–	–	–	6,548	9,918	8.0%	92.0%	–	–	–
	<b>Sub-total</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>6,548</b>	<b>9,918</b>	<b>8.0%</b>	<b>92.0%</b>	<b>–</b>	<b>–</b>	<b>–</b>
Open space / recreational assets	Swimming pools	31	–	37	12	1,134	3,466	58.0%	29.0%	2.0%	5.0%	6.0%
	Open Space & Recreational	21	–	8	149	733	1,367	58.0%	29.0%	2.0%	5.0%	6.0%
	<b>Sub-total</b>	<b>52</b>	<b>–</b>	<b>45</b>	<b>161</b>	<b>1,867</b>	<b>4,833</b>	<b>58.0%</b>	<b>29.0%</b>	<b>2.0%</b>	<b>5.0%</b>	<b>6.0%</b>
<b>TOTAL - ALL ASSETS</b>		<b>2,651</b>	<b>–</b>	<b>1,421</b>	<b>2,961</b>	<b>209,417</b>	<b>291,010</b>	<b>7.7%</b>	<b>46.4%</b>	<b>14.4%</b>	<b>8.9%</b>	<b>22.6%</b>

*Our Environment*  
**Shire**

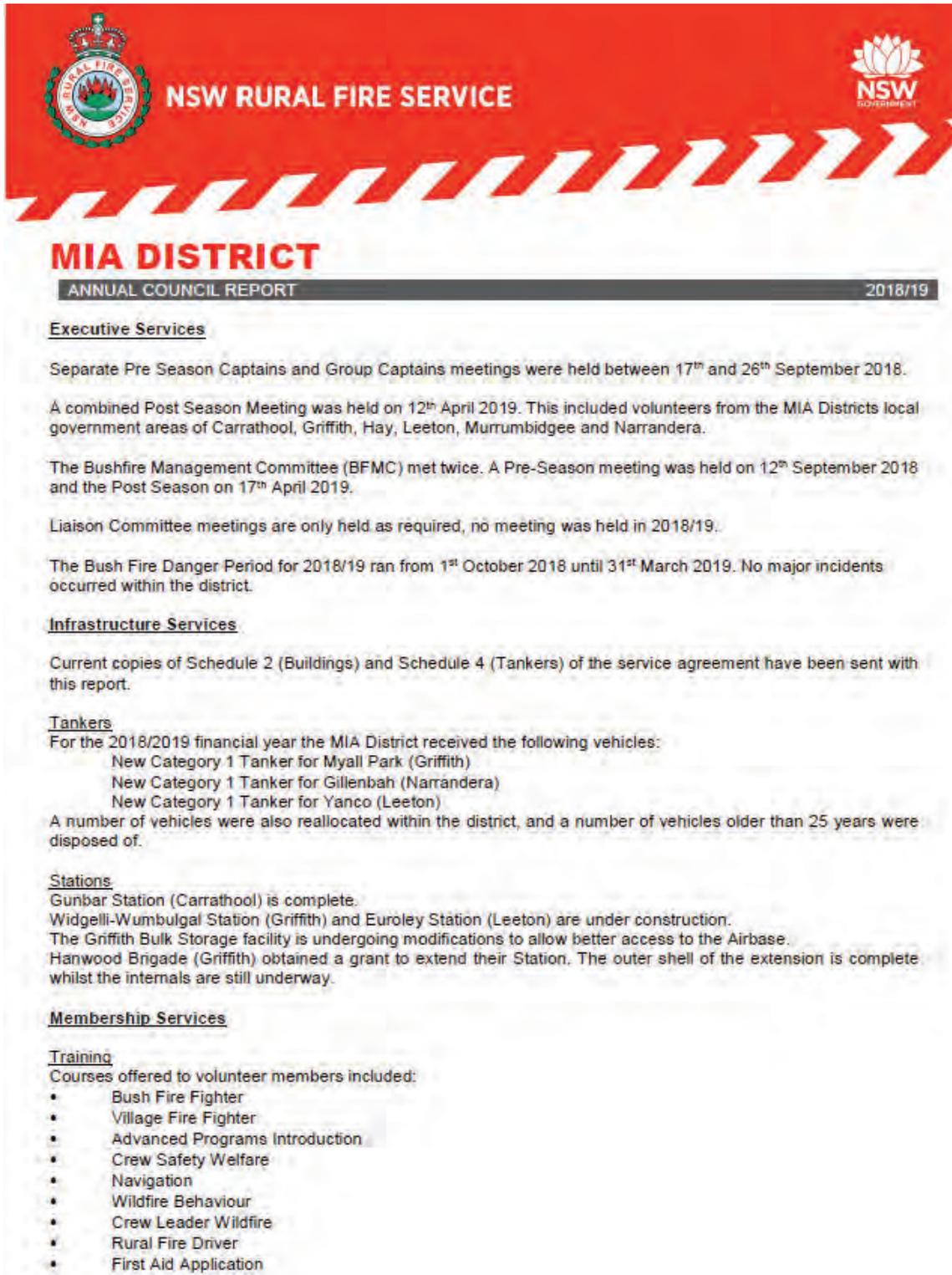


# 5 Our Environment

## NEW SOUTH WALES RURAL FIRE SERVICE

Council is a member of the NSW Rural Fire Service MIA District along with the councils of Carrathool, Griffith, Hay, Leeton and Murrumbidgee.

The following information and commentary was provided by the Zone Manager.



The image shows the cover page of the NSW Rural Fire Service MIA District Annual Council Report for 2018/19. The header features the NSW Rural Fire Service logo on the left and the NSW Government logo on the right, set against a red background with a white and red chevron pattern. Below the header, the title 'MIA DISTRICT' is prominently displayed in red, followed by 'ANNUAL COUNCIL REPORT' and the year '2018/19'. The report content is organized into several sections: Executive Services, Infrastructure Services, Tankers, Stations, and Membership Services. Each section contains detailed information about the district's operations, including meetings, vehicle acquisitions, and station developments.

**NSW RURAL FIRE SERVICE**

**MIA DISTRICT**

**ANNUAL COUNCIL REPORT** 2018/19

**Executive Services**

Separate Pre Season Captains and Group Captains meetings were held between 17<sup>th</sup> and 26<sup>th</sup> September 2018.

A combined Post Season Meeting was held on 12<sup>th</sup> April 2019. This included volunteers from the MIA Districts local government areas of Carrathool, Griffith, Hay, Leeton, Murrumbidgee and Narrandera.

The Bushfire Management Committee (BFMC) met twice. A Pre-Season meeting was held on 12<sup>th</sup> September 2018 and the Post Season on 17<sup>th</sup> April 2019.

Liaison Committee meetings are only held as required, no meeting was held in 2018/19.

The Bush Fire Danger Period for 2018/19 ran from 1<sup>st</sup> October 2018 until 31<sup>st</sup> March 2019. No major incidents occurred within the district.

**Infrastructure Services**

Current copies of Schedule 2 (Buildings) and Schedule 4 (Tankers) of the service agreement have been sent with this report.

**Tankers**

For the 2018/2019 financial year the MIA District received the following vehicles:

- New Category 1 Tanker for Myall Park (Griffith)
- New Category 1 Tanker for Gillenbah (Narrandera)
- New Category 1 Tanker for Yanco (Leeton)

A number of vehicles were also reallocated within the district, and a number of vehicles older than 25 years were disposed of.

**Stations**

Gunbar Station (Carrathool) is complete.

Widgelli-Wumbulgal Station (Griffith) and Euroley Station (Leeton) are under construction.

The Griffith Bulk Storage facility is undergoing modifications to allow better access to the Airbase.

Hanwood Brigade (Griffith) obtained a grant to extend their Station. The outer shell of the extension is complete whilst the internals are still underway.

**Membership Services**

**Training**

Courses offered to volunteer members included:

- Bush Fire Fighter
- Village Fire Fighter
- Advanced Programs Introduction
- Crew Safety Welfare
- Navigation
- Wildfire Behaviour
- Crew Leader Wildfire
- Rural Fire Driver
- First Aid Application

- Trim/Cross cut Felled Trees
- Asbestos Awareness Workshop

A Total of 168 Qualifications were issued in 2018/19.

#### Membership

A total of 46 new volunteers have joined the MIA District, since July 2018, with around 80% of new volunteers attending a Bush Fire Fighting course soon after joining. In an effort to maintain record accuracy 102 volunteers have resigned or been removed since July 2018, with 11 passing away.

#### Medals

Long Service Medal Presentations were held in Carrathool and Griffith in September 2018 for the volunteers in those Local Government Areas. There was a combined 168 long service medals/clasps presented at the presentations, totalling 4603 years of service. The medals are awarded in 10-year increments with a sole 70 year medal being presented.

#### Operational Services

##### Bush Fire Risk Management Plan

The new MIA District Bush Fire Risk Management Plan (BFRMP) was endorsed by the MIA Bush Fire Management Committee (BFMC) in April 2016 and has been forwarded to the NSW Bush Fire Coordinating Committee (BFCC). The BFCC have acknowledged receipt of the new plan. To date the new BFRMP has not been approved, this is due to the local government mergers of Murrumbidgee and Jerilderie shires. Once this is finalised, the BFRMP will be able to go through the approval process.

##### Hazard Reduction

Hazard reduction works were carried out in Spring 2018 in various areas across the MIA District. The Rural Fire Service's (RFS) State Mitigation Services (SMS) carried out mechanical hazard reduction works in residential interface and strategic infrastructure areas. SMS also assisted with a burn. RFS volunteers conducted hazard reduction burns in residential interface areas and other strategic locations across the entire district.

##### Fire Permits

A total of 576 fire permits were issued in the MIA District in 2018/19, which comprised of 65 in Carrathool, 296 in Griffith, 22 in Hay, 54 in Leeton, 113 in Murrumbidgee and 26 in Narrandera.

##### Community Engagement

In 2018/19, 23 Community Engagement activities were conducted. These activities range from school & day care visits, to local shows/field days, to multi-cultural and community group presentations.

The MIA Community Engagement Team has conducted 7 school and day care centre visits with the students learning about home safety. From Stop, Drop, Cover & Roll, to how to make a 000 call, and what information they will need to give when making that call.

##### Community Protection Plans

The process of creating Community Protection Plans (CPP) for Maude and Rankins Springs has commenced. CPP's help communities to better understand and prepare for bush fires. The second draft maps after the community consultation meetings are now ready for viewing and final comment. These plans are scheduled for completion and approval by the BFMC at the next meeting.

##### MIA District Ignition Prevention Plan (DIPP)

A meeting was held on the 23<sup>rd</sup> of January 2019 with representatives from Police, FRNSW, Justice Department and the NSW RFS Fire Investigation Unit. The meeting was initiated to coordinate all services for the prevention and information sharing of suspicious ignitions. A district ignition prevention working group has been formed and is a subcommittee of the MIA BFMC. The DIPP has also been completed and was endorsed by the BFMC.

#### Incidents

	Total Incidents	Fire & Explosion	MVA	Hazard Condition	Service Call	Good Intent	False Alarm	Other
Carrathool	61	39	13	1	2	4	1	1
Griffith	189	148	13	5	10	6	3	4
Hay	35	18	10	1	2	1	1	2
Leeton	99	84	5	1	3	1	1	4
Murrumbidgee	90	60	11	1	13	2	2	1
Narrandera	68	40	12	5	8	1	1	1
<u>Total MIA</u>	<u>542</u>	<u>389</u>	<u>64</u>	<u>14</u>	<u>38</u>	<u>15</u>	<u>9</u>	<u>13</u>

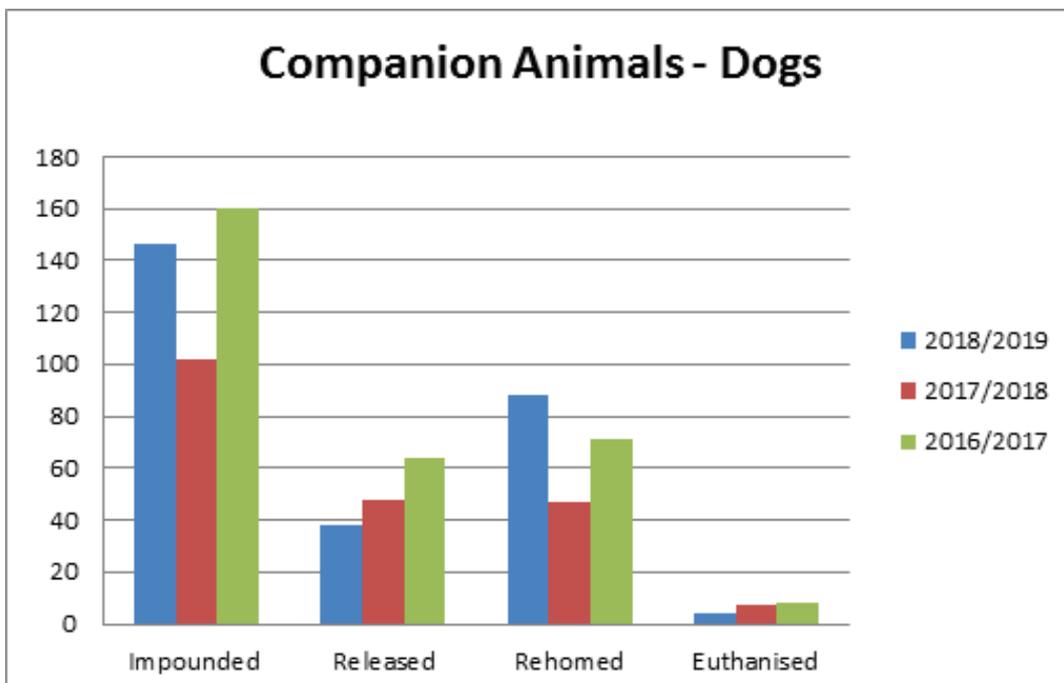
## COMPANION ANIMALS ACT 1998

Council's compliance staff continue to provide community liaison and education programs to promote responsible dog and cat ownership. Council emphasises the importance of de-sexing as well as microchipping and registration to increase the chance of reuniting pets with their owners.

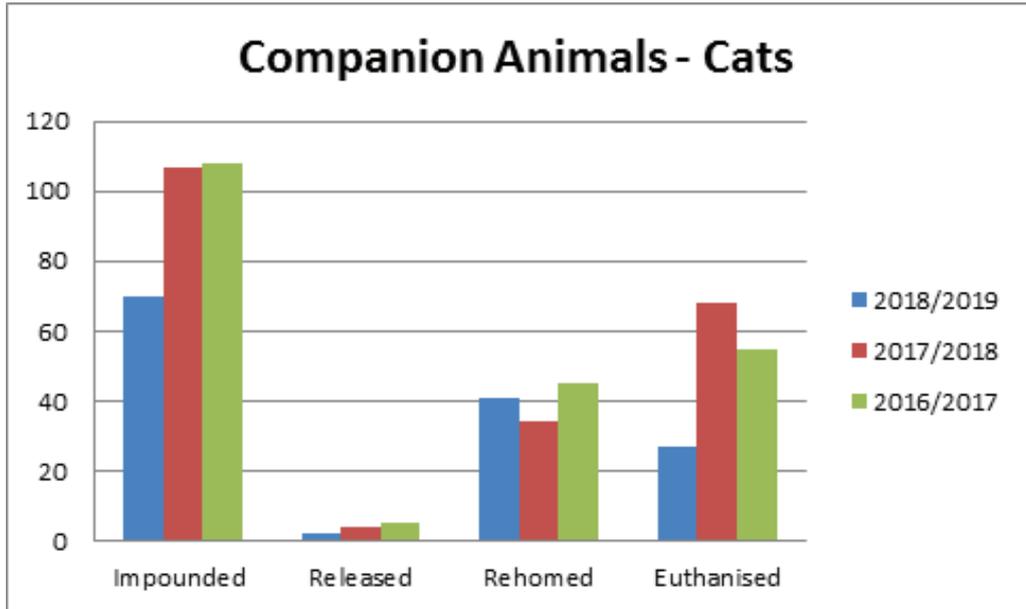
Council has developed an excellent relationship with pet rescue groups and compliance officers work closely with them to re-home unclaimed and surrendered animals as an alternative to euthanasia.

Staff continue to trap feral cats to help protect native wildlife, especially Narrandera's koala population. These animals are also assessed for rehoming.

Dogs and cats are only euthanised when deemed unsuitable for rehoming following temperament testing or upon veterinary advice.



*Image: Companion Animals – comparative statistics for dog matters across the reporting year.*

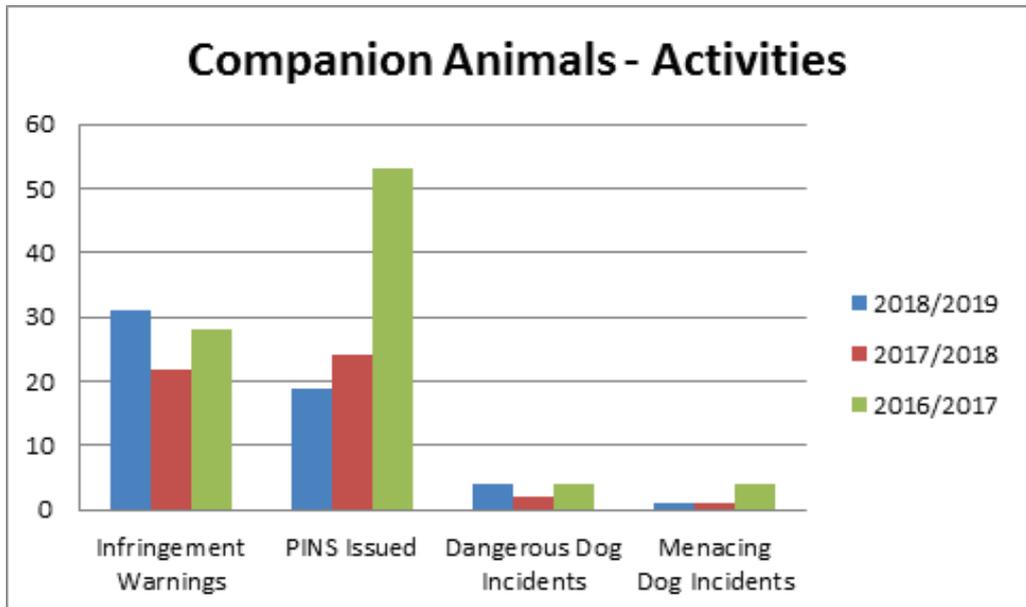


*Image: Companion Animals – comparative statistics for cat matters across the reporting year*

The principal object of the Companion Animals Act is to provide effective and responsible care and management of companion animals. The Act requires domestic cats and dogs to be microchipped and lifetime registered.

Residential areas in Narrandera, Barellan and Grong Grong are patrolled routinely and in response to call-outs. Council updates and maintains data in the NSW Companion Animals Register. Staff also enforce the provisions of the Act by issuing penalty infringement notices, nuisance orders, dangerous and menacing dog declarations where required. Council's data relating to dog attacks is lodged through the NSW Companion Animals Register with pound collection returns and any dog attacked also advised to the Office of Local Government.

*Image: Companion Animals – comparative statistics for activities across the reporting year.*



The southern side of the Narrandera Sportsground facility is dedicated as a dog-off leash area.

Across the reporting year Council has expended approximately \$150,000 on animal management and activities including microchipping programs, pound improvements and feral cat control. Free microchipping programs held in Narrandera and Barellan assisted in increasing the number of animals being registered within the Shire.

Council has not applied for or received any grant funded monies this financial year.

### PRIVATE SWIMMING POOL INSPECTIONS

Pools associated with tourist and visitor accommodation and multi-occupancy developments are required to be inspected at three yearly intervals. Swimming pool owners are required to provide a valid Swimming Pool Compliance Certificate before selling or leasing a property with a pool. Swimming Pool inspections under the Swimming Pools Act 1992 have been undertaken:

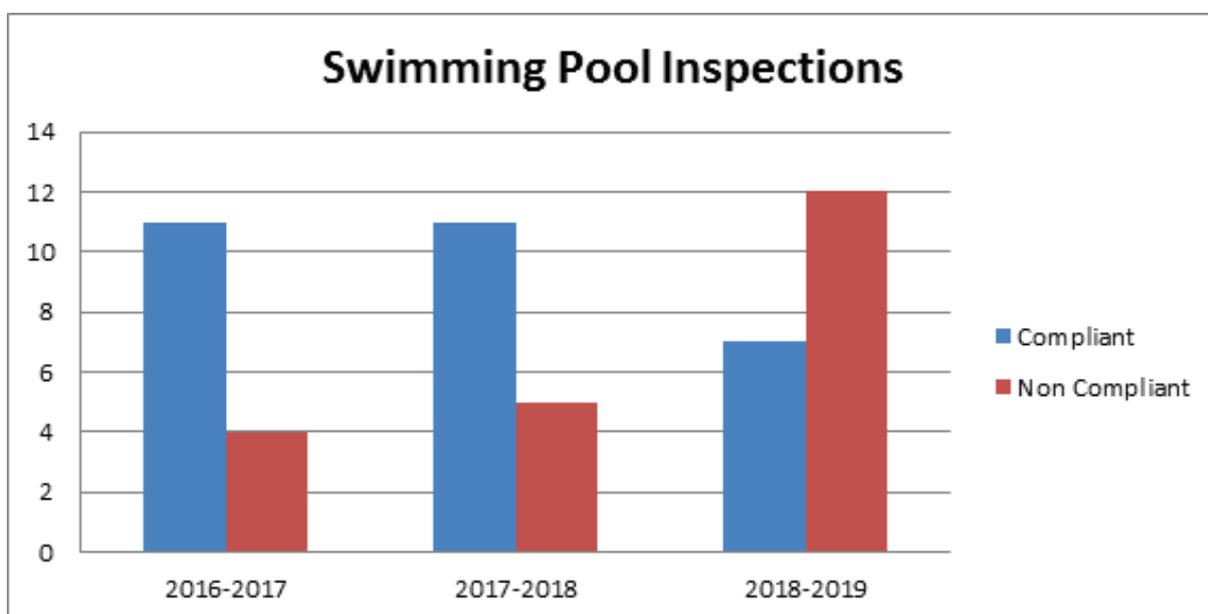


Image: Swimming Pool Inspections – comparative statistics for activities across the reporting year.

### PLANNING AGREEMENTS

Council did not enter into any planning agreements as detailed within Section 7.5 of the Environmental and Planning Assessment Act 1979 however negotiations are underway for such an agreement with the developer of one of the proposed solar farms in the Shire.

*Section 2*  
**The Attachments**

- A. Government Information (Public Access) Act, 2009 - Annual Report ending 30 June 2019.
- B. Public Interest Disclosures Act, 1994 - Report for the year ending 30 June 2019.
- C. Audited Financial Reports for the year ending 30 June 2019.
- D. Update for the Disability Inclusion Action Plan 2017-2021 as at 30 June 2019
- E. Delivery Program 2013-2017 Annual Report as at 30 June 2019





# Narrandera

## Shire Council

**Annual Report 2018-2019**

### **APPENDIX A**

**Government Information (Public Access) Act  
2009 - Annual Report 30 June 2019**





# Narrandera

## Shire Council

**Annual Report 2018-2019**

### **APPENDIX B**

**Public Interest Disclosures Act 1994 - Report  
for the year 30 June 2019**





# Narrandera

## Shire Council

**Annual Report 2018-2019**

**APPENDIX C**

**Section 428 (2) (a)**

**Audited Financial Reports for the year  
ending 30 June 2019**





# Narrandera

## Shire Council

**Annual Report 2018-2019**

### **APPENDIX D**

**Update for the Disability Inclusion Action  
Plan 2017-2021 as at 30 June 2019**





# Narrandera

## Shire Council

**Annual Report 2018-2019**

### **APPENDIX E**

**Delivery Program 2017-2021 Annual Report  
as at 30 June 2019**