



Narrandera

Shire Council

Annual Report

2006/2007



Narrandera Shire Council

Annual Report 30 June 2007:

Section 1.	Annual Report
Section 2.	Appendix A – Financial Statements (Separate Attachment)
Section 3.	Appendix B – Section 428 (2)(b)
Section 4.	Appendix C – State of the Environment Report

The Annual Report is accessible for viewing and printing on Council's Website, with each section listed separately in PDF format. The path for this is:-

[www.narrandera.local-e.nsw.gov.au/About the Council/Policies and Other Documents/Councils Public Documents/Annual Report](http://www.narrandera.local-e.nsw.gov.au/About%20the%20Council/Policies%20and%20Other%20Documents/Councils%20Public%20Documents/Annual%20Report)

The Annual Report is on exhibition at the Narrandera Library, Barellan Post Office and Grong Grong General Store.

A copy is also displayed at the Council Chambers and may be viewed anytime between 8.30am and 4pm. Photocopy charges do apply if any pages are requested to be copied and taken away.

Council Administration and Chambers

141 East Street
NARRANDERA NSW 2700

Telephone (02) 6959 5510
Fax (02) 6959 1884
Email council@narrandera.nsw.gov.au
Web www.narrandera.nsw.gov.au

Office Hours

Enquiries – General Business	8.30am	-	4.30pm
Cashier	8.30am	-	4.00pm

Mayor	Clr John Sullivan
Deputy	Clr Shirley Walsh
Councillors	Clr Narelle Payne
	Clr Nicolas Jensen
	Clr Bob Manning
	Clr Kevin Morris
	Clr Paul Papa
	Clr Lorna Quilter
	Clr Des Edwards

General Manager	Mr Mark Amirtharajah
Director of Technical Services	Mr Paul Gallagher
Director of Corporate Services	Mr Martin Hiscox
Director of Environment & Community Services	Vacant
Director of Strategic Planning and Organisational Development	Ms Sue Johnson

A – GENERAL INFORMATION

The information provided in the 2006/2007 Annual Report is designed to meet the requirements of Section 428 of the Local Government Act 1993, Local Government (General) Regulation 2005 Division 7 Clause 217 and Freedom of Information Act, 1989 – Section 68.

Council operates a broad range of services including airport, water supply and sewerage infrastructure (for the town of Narrandera), in addition to the usual health, building, community, recreation and public works operations provided by most general purpose councils. The Shire caters for a population of approx 6500 with the principal urban areas being Narrandera 5000, Barellan 500 and Grong Grong 100.

Meetings

Ordinary meetings of Council are held on the third Tuesday of every month commencing at 3.00pm. The public are welcome to attend. Council sets aside time at the commencement of each meeting to receive questions from the public.

Council conducts the majority of its business in an open forum, with the only exceptions being those matters pertaining to staff, litigation and the private business of individuals where confidentiality has been requested. However, all such decisions are ratified in Open Council.

Financial Reports

Councils audited financial reports for the year ending 30 June 2007 are attached as Appendix A.

Following is a statement which for each of Councils principal activities setting out;

- Revenue and expenses for 2006/2007
- Assets acquired during 2006/2007
- Assets held by Council at 30 June 2007

FOR THE YEAR ENDING 30 June 2007

	REVENUES	EXPENSES	OPERATING	ASSETS	ASSETS
	\$'000	\$'000	RESULTS	PURCHASED	HELD
FUNCTIONS			\$'000	\$'000	\$'000
Administration	96	1,731	(1,635)	159	7,047
Public Order & Safety	234	507	(273)	20	339
Health	51	120	(69)	-	2
Community Services & Education	2,365	2,436	(71)	54	5,873
Housing & Community Amenities	746	731	15	9	1,507
Water Supplies	1,638	942	696	465	12,534
Sewerage Services	1,106	3,572	(2,466)	448	8,587
Recreation & Culture	87	1286	(1199)	78	5946
Transport & Communication	1,345	3,855	(2,510)	3,630	48,040
Economic Affairs	409	490	(81)	135	6,705
TOTALS	8,077	15,670	(7,593)	4,998	96,580
FUNCTIONS					
Extraordinary Items					
General Purpose Revenues	7547				
TOTALS	15,624	15,670	(46)	4,998	96,580

B – MANAGEMENT PLAN

Council adopted a Management Plan for 2006/2007 in respect of its principal activities and performance within these activities.

Attached as Appendix B is the comparison of Councils objectives and achievements during 2006/2007.

C – STATE OF THE ENVIRONMENT REPORT

The Narrandera Shire Council 2006/2007 State of the Environment Report is attached as Appendix C.

D – REPORT ON THE CONDITION OF PUBLIC WORKS

The following schedule reports on the condition of Public Works under Control of Council as at 30 June 2007.

The schedule contains costs in relation to

1. Estimated amount of current values required to bring the works up to a satisfactory standard.
2. Estimated amount at current values of the annual expense of maintaining the works at that standard.
3. The value of Councils maintenance program for the past year in respect of the works.

**Section 428(2)(d) - Report on condition of Public Works Under Control
of Council as at 30 June 2007**

Asset Class	Asset Category	Asset Condition (see Notes attached)	Estimated Cost to bring to a Satisfactory Standard '000	Estimated Annual Maintenance Expense '000	Program Maintenance Works for current year '000
<i>References</i>		<i>Local Govt. Act 1993, Section 428 (2d)</i>			
Public Buildings	Council Offices	2	-	41	45
	Works Depot	3	-	12	10
	RFS Centre	3	-	6	5
	Aerodrome	2	-	15	15
	Cemetery Buildings	3	-	-	-
	Teloca House	3	-	58	55
	Houses	3	5	10	8
	Museum & Community Library	3	-	9	8
	Library	3	-	24	24
	Childcare Centres	3	1	2	1
	Lake Talbot Buildings	3	5	7	6
	Other Buildings	3	-	69	68
	Swimming Pools	3	-	250	72
	Playing Fields Blds	3	-	10	9
	Parks Buildings	3	-	20	19
	Shops & Offices	3	-	10	7
	Sporting Grounds Blds	3	-	4	3
	Sports Stadium	3	-	31	29
	Tourist Buildings	3	-	2	-
	Pump Stn Residence	3	-	-	-
	Sewer Buildings	3	-	1	-
Caravan Park	3	-	19	10	
Amenities/Toilets	3	-	15	15	
Other Structures	3	-	25	24	
Subtotal			11	615	409
Public Roads	Urban Sealed Roads	3	-	200	484
	Rural Sealed Roads	3	-	420	400
	Rural Unsealed Roads	3	650	550	630
	Bridges	3	-	40	-
	Footpaths	4	1	7	-
	Walking Trail	3	-	1	-
	Other Structures	3	-	15	2
	Road Furniture	3	-	15	15
Subtotal			651	1,248	1,531

Asset Class	Asset Category	Asset Condition (see Notes attached)	Estimated Cost to bring to a Satisfactory Standard '000	Estimated Annual Maintenance Expense '000	Program Maintenance Works for current year '000
<i>References</i>		<i>Local Govt. Act 1993, Section 428 (2d)</i>			
Water	Treatment Plants			(165)	(175)
	Water Connections				
	Bores	2	-	45	-
	Reservoirs	2	-	36	20
	System Assets	3	-	72	136
	Hydrants				
	Stop Valves				
	Pipelines				
	Pump Stations	2	-	12	20
Subtotal			-	165	175
Sewerage	Pump Stations	2	-	10	7
	Pipelines				
	Manholes				
	Air Vent Stacks				
	Treatment Works	2	-	25	16
	System Assets	3		85	36
Subtotal			-	120	59
Drainage Works	Stormwater Drains	4	-	18	-
	Wetlands	3	-	3	-
	Drainage Land	3	-	4	3
	Inlet & Junction Pits				
	Head Walls				
	Outfall Structures				
	Converters				
Subtotal			-	25	3
Total Classes - All Assets			662	2,173	2,177

The following condition codes have been used in this Schedule

- 1 Newly constructed
- 2 Over 5 years old but fully maintained in "as new" condition
- 3 Good condition
- 4 Average condition
- 5 Partly worn - beyond 50% of economic life
- 6 Worn but serviceable
- 7 Poor - replacement required

E – LEGAL PROCEEDINGS

During 2006/2007 Council was involved in legal action for the recovery of outstanding rates and charges. In February 2006 Council resolved to outsource debt collection to Australian Receivables Limited which, is proving to be a very effective way of reducing arrears of rates and charges. In addition, Council sought advice in relation to planning matters, agreements and leases.

For the twelve months ending 30 June, 2007, Council initiated the following action for recovery of outstanding debts:

Debt Recovery

Nature of Action	Amount Involved (Excl legal expenses)	Result	Legal Expenses
Sundry Debtors			
Nil	\$0	\$0	\$0
Rate Debtors & Water Debtors			
81 Legal Matters involving Statements of Liquidated Claims, Writs and Garnishee Orders	\$148,056.98	Recovered \$122,991.95 Continuing Legal Action \$77,924.31	\$52,859.28
Sale of Properties by Public Auction for Overdue Rates & Charges	\$26,659.23	Recovered \$23,929.26 Written Off \$5,436.47	\$2,706.50

Other Legal Proceedings:

	\$
Property leases/licences	222.00
Property sale/acquisition	2,990.00
Employment Law	23,000.00
Local Government Act - Code of Conduct	4,988.00
Town Planning/Development Control	5,274.00
Freedom of Information	1,491.00
Construction Contracts	643.00
Public Liability Claims	24,236.00

Progress of proceedings

- Employment Law - One matter in relation to workers entitlements was not resolved at 30 June 2007.
- Public Liability - One matter in relation to Public Liability Claim not resolved at 30 June 2007.
- FOI - One matter in relation to FOI not resolved at 30 June 2007.

Other matters listed above have been finalised.

F – MAYORAL AND COUNCILLOR FEES AND EXPENSES

GENERAL PROVISIONS

Claiming of Expenses

All claims for expenses are to be in writing and submitted within two months of the expense being incurred. Claims are to be supported by the submission of appropriate receipts and tax invoices.

Allowances and expenses

Where the business of councillors requires councillors to travel from Narrandera and/or obtain overnight accommodation, the actual cost of those expenses and other reasonable incidental expenses shall be met or reimbursed by the council.

Incidental expenses shall include reasonable costs for accommodation, travel, meals and the reasonable cost of drinks accompanying meals, telephone calls, taxi, bus and train fares, parking fees and any other reasonable out-of-pocket expenses.

Councillors shall meet any additional costs associated with the attendance of their partners unless such attendance is specifically covered elsewhere in this policy.

Where a Councillor incurs sustenance expenses that arise from attending to business which has been approved in accordance with this policy, but does

not involve an overnight stay and/or absence from the Shire, reimbursement of actual costs incurred will be paid provided that there is adequate substantiation of the expenditure.

Reimbursement and reconciliation of expenses

Councillors are to provide receipts or other appropriate documentation to support all claims for reimbursement or substantiate payments from advances.

Payment in advance

Where it is likely that a Councillor will incur expenses as a result of attending to business outside the council area, and where it is not possible for those expenses to be pre-paid or charged directly to the Council, the councillor is entitled to claim a sustenance allowance in accordance with Council limits per over night stay to be drawn in advance.

Such an allowance is not authority to incur unsubstantiated expenses to that amount. Any expenses paid from the sustenance allowance shall be fully substantiated and the unexpended balance of the sustenance allowance repaid to Council. The pre-payment of the allowance is not to be regarded as a general expenses allowance.

Establishment of monetary limits and standards

Accommodation

Accommodation is to be reasonable and appropriate to the occasion. As a guide the limit on accommodation in capital cities is \$200 per night and in other centres \$120 per night. Where the accommodation is provided at the facility where the event is being staged (as is the case for the Shires Association Conference), the policy provides for accommodation to be provided at that location even if cost of the accommodation exceeds the nominated limit.

Sustenance

Sustenance shall be paid to Councillors on the basis of reasonable expenses as outlined.

Childcare

Childcare expenses of up to \$20 per hour and a maximum of \$600 per financial year will be paid to allow councillors to perform official civic duties. The care is not to be provided by someone who normally lives at the Councillor's residence. No childcare expenses were incurred during 2006/07.

Spouse and partner expenses

Council shall meet the cost of the attendance of partners at the conference dinner at the annual conference of the Shires Association of NSW. Any

additional costs associated with travelling, accommodation and/or participation in partners' programs shall be the responsibility of the councillor.

Council shall meet the costs of partners accompanying councillors to functions in the local area where the councillor is attending the function as a representative of council.

Council shall meet the costs of a partner accompanying the Mayor, or a councillor representing the mayor, to functions where the mayor or councillor is attending the function as a representative of council.

In situations where partners accompany councillors at seminars, conferences and the like, all additional costs arising from the partner's attendance are the responsibility of the councillor.

SPECIFIC EXPENSES FOR MAYORS AND COUNCILLORS

Attendance at seminars and conferences

A. Shires Association Annual Conference

Council shall be represented at the annual conference of the Shires Association by the Mayor, Deputy Mayor, General Manager and their spouses.

In the event that one or more of the delegates nominated above is unable or unwilling to attend, Council shall nominate an alternative delegate(s) with preference to be given to councillors who have not previously attended an annual conference.

In addition to the delegates nominated above a councillor not seeking re-election at the next general election and entitled to receive a Shires Association long service certificate shall be entitled to attend a conference in the final year of a term of Council to partake in the presentation of such certificates.

B. F Division Conferences and Presidential Tours

It shall be the policy of Council for those councillors wishing to do so to attend conferences of F Division of the Shires Association and the Presidential Tours periodically conducted by the LGSA.

C. Other Conferences and Seminars

Attendance at other conferences and seminars shall require the specific approval of Council as provided for elsewhere in this policy.

After returning from the conference, councillors or a member of council staff accompanying the councillor/s, should provide a written report to council on the aspects of the conference relevant to council business and/or the local community. No written report is required for the Annual Conferences of the Local Government and Shires Associations.

Councils shall pay conference registration fees charged by the conference organisers including the costs of related official lunches and dinners, and associated tours where they are relevant to the business and interests of the council.

Training and educational expenses

Council will meet all reasonable expenses associated with training that relates directly to a councillor's duties and obligations as an elected member. No expenses were incurred during 2006/07.

Travel arrangements and expenses

Form of Travel

The Mayor and the General Manger are empowered to determine the mode of travel having regard to availability, economy, time and safety factors when travel is required outside the Council's area.

Travel by air within Australia to be economy class, unless otherwise specified by Council.

When travelling by vehicle, a suitable Council vehicle will be provided. If a Council vehicle is not available or it is not feasible to use a Council vehicle, Councillors will be paid the prescribed kilometre rate in the Local Government (State) Award for using their own vehicle. Should a Councillor decide to use their own vehicle when a Council provided vehicle is available, they will be reimbursed on the basis of fuel costs only.

Wherever possible, every effort is to be made to minimise travel costs through the use of Council vehicles and sharing with other Councillors and staff where appropriate.

Typically, a Councillor's private vehicle is likely to be used for:

- travel to/from Council and Council Committee meetings,
- travel to/from authorised inspections,
- travel to/from Council authorised workshops, courses, seminars or conferences that are held within the area of Narrandera Shire Council.

Reimbursement will not be paid for any travel expense incurred through attending to civic needs except as provided by this policy.

Council staff shall under normal circumstances make arrangements and bookings for travel and accommodation needs.

Care and other related expenses

Child and Other Care

Reasonable expenses of a carer will be reimbursed for childcare and care of frail aged and/or disabled individuals who reside at the councillor's household and for whom the councillor is the primary carer while the councillor is attending council and committee meetings, or while representing the Council in an official capacity.

Insurance expenses and obligations

The Mayor and Councillors will be covered by Council's insurance policies in the course of their official duties as elected local representatives. Such coverage will include the following:

- Public Liability (for matters arising out of Councillors' performance of their civic duties and/or exercise of their council functions);
- Professional indemnity (for matters arising out of Councillor's performance of their civic duties and/or exercise of their control functions);
- Personal Injury while on Council business. Note that Councillors are not covered by Workers' Compensation payments and arrangements;
- Travel Insurance for approved intrastate, interstate or overseas travel.

All insurances are subject to the limitations with the insurance policy coverage.

Legal expenses and obligations

Council shall indemnify or reimburse the reasonable legal expenses of:

(a) A councillor defending an action arising from the performance in good faith of a function under the Local Government Act (section 731 refers); or

(b) A councillor defending an action in defamation provided the statements complained of were made in good faith in the course of exercising a function under the Act; or

(c) A councillor for proceedings before the Local Government Pecuniary Interest and Disciplinary Tribunal or an investigative body provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the Tribunal or investigative body makes a finding substantially favourable to the councillor.

Council will not meet the costs of an action in defamation taken by a councillor or council employee as plaintiff in any circumstances. Council will not meet the costs of a councillor or council employee seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.

PROVISION OF FACILITIES

GENERAL PROVISIONS

Provision of facilities generally

Council facilities and equipment shall only be used by Councillors in the performance of the functions of a Councillor and in the manner prescribed and authorised by Council.

Council shall supply councillors with appropriate meals, refreshments and/or beverages associated with Council and committee meetings and functions.

PROVISION OF EQUIPMENT AND FACILITIES FOR COUNCILLORS

Use of equipment and facilities

Councillors may have access to Council telephones during hours when the council administrative office is open.

Councillors may send and receive messages using Council facsimile machines during hours when the Council administrative office is open.

Except in an emergency, Councillor's use of Council's telephone and facsimile machines shall relate to the business of Council only.

Council will provide Councillors with a name-badge and business cards.

Council shall supply appropriate meals, refreshments and/or beverages associated with Council and committee meetings and functions.

Acquisition and return of equipment and facilities by Councillors

Councillors are to return to the General Manager any Council owned and provided equipment after the completion of their return of office, extended leave of absence or at the cessation of their civic duties.

If appropriate an option to purchase an item of equipment such as a facsimile machine can be negotiated with the General Manager at a fair market price.

PROVISION OF ADDITIONAL EQUIPMENT AND FACILITIES FOR MAYOR

Appropriate secretarial support will be provided for undertaking the duties of Mayor.

Appropriate refreshments and beverages will be provided as required to the mayor for hospitality purposes.

Council shall, if required, provide and maintain a facsimile machine for the use of the Mayor at his/her place of residence.

Council shall provide a mobile telephone for Council use only by the Mayor to a monthly maximum expense of \$100. Any amount above this amount will require endorsement by the full Council.

Council will provide a vehicle for the Mayor on a share arrangement for Councillors and staff for use as travel on Council business whereas the Mayor will retain the vehicle for incidental private use in accordance with requirements of Council's lease back policy.

Payments made in 2006/2007 were as follows:-

Mayoral Allowance	\$18,300.00
Councillor Fees	\$74,737.00
Travelling Costs – Councillors	\$3,409.00
Attendance at Conferences – Councillors	\$21,767.00

G – SENIOR STAFF

As at 30 June 2007 there was one position designated as Senior Staff by Council being that of the General Manager.

The total value of the General Manager's Remuneration Package was \$128,755.

H – CONTRACTS

During 2006/2007 Council has awarded the following contracts in excess of \$150,000.

<u>Contractor</u>	<u>Description of Work</u>	<u>Contract Amount</u>
Keoughs Plumbing	Rehabilitation Gravity Sewer Mains	\$181,830
CSR Emoleum (Aust)	Sealing/resealing works	\$243,999

I – RURAL FIRE SERVICE ACTIVITIES

Council is a member of the NSW Rural Fire Service MIA Zone along with the Councils of Leeton, Griffith and Murrumbidgee.

The MIA zone has staff engaged in the key functional areas of operations, learning and development, community safety and business administration.

Council carried out roadside slashing and spraying on roadsides throughout the Shire as a method of hazard reduction and providing strategic fire breaks.

The 2006/2007 bush fire danger period commenced on 16 October 2006 and was extended to 31 March 2007 due to heavy fuel loadings and weather conditions across the MIA zone. The captains pre season meeting was conducted on the 19 September 2006 and post season meeting on 8 March 2007. There were 43 incidents recorded in the Narrandera district during 2005/2006.

- Fire	36
- Motor vehicle accident	2
- Other	5
Total incidents	42

Paynters Siding brigade received a new Category 7 tanker and Grong Grong brigade a second hand Category 1 tanker.

Construction at the Paynters Siding and Colinroobie brigade stations were completed and construction of the Corobimilla and Gillenbah brigade station will commence upon completion of site acquisition and development approval.

The zone held the following training throughout the year:

- Group leaders
- Rural fire instructors
- Bush fire fighter
- Village fire fighter
- Advanced fire fighter
- Crew leader
- Prescribed burning supervisor
- Senior first aid

Several Narrandera Shire Council plant operators completed a bush fire awareness course.

A major exercise was conducted at the Leeton/Narrandera airport involving approximately 70 participants. MIA zone officers issued 10 permits and addressed 3 hazard complaints.

Colinroobie Fire

At 11:55 on 28 November 2006, Colinroobie brigade advised that they were responding to a fire in the Narrandera ranges. Given the previous fire history of the ranges (2 x Section 44's) the terrain and the weather conditions a further 4 brigades were immediately responded. Despite the efforts of the brigades the fire could not be contained and the deployment of aircraft, more tankers and heavy equipment was initiated.

Over the next 3 days 29 Tankers and crew from 25 Rural fire brigades (2 x from the Riverina Zone), 2 x bulldozers, 2 x graders, 2 x bulk water tankers, 3 x fixed wing water bombers and 1 x helicopter worked to contain the fire.

Consideration was given for a Sect 44 declaration when the fire intensity increased and the fire spread rapidly on 2 or 3 fronts. However the aircraft were able to dampen down fire activity and slow the rate of spread and allow fire fighters on the fire ground to contain the fire within the fire breaks constructed by the bulldozers.

On 1 December at 16:45 the last aircraft was stood down and the fire declared safe. Colinroobie continued to monitor the fire until it was out. There is no doubt the use of aircraft and dozers helped restrict fire damage to an area of about 1215 ha in the middle part of the range.

Note: Brigades from the MIA Zone responded to a total of 14 fires on the 28 November 2006. At one stage the IMT had 9 separate fires listed on the incident board. Thanks to all the volunteers and staff who worked tirelessly during these challenging days to control the fires.

J – PROVISION OF SERVICES AND ACCESS TO SERVICES FOR PEOPLE WITH DIVERSE CULTURAL OR LINGUISTIC BACKGROUNDS

Persons classified as being of Aboriginal and Torres Strait Islander extraction make up 9.3% of the Shires population of 6012. The number of residents from overseas was 9.2% of the Shire population. These figures are taken from 2006 Census.

Council has been involved in a number of initiatives in an effort to promote services and access to services for people with diverse cultural or linguistic backgrounds.

Youth Services

Staff at the Youth Centre encourage young people attending to interact with each other and to accept the uniqueness of each individual. Council's Youth Workers aim to facilitate the development of character in children, identify and develop leadership qualities, self-discipline and other skills necessary to lead an enjoyable life, they also like to model good behaviour and sound social skills.

