
NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 14 DECEMBER 2022
REPORTS TO COUNCIL – GENERAL MANAGER

1. 2021/2022 ANNUAL REPORT

Author	Director Governance
Responsible Officer	General Manager
Link to Strategic Plans	CSP – 4.3.1 Operate and manage Council in a financially sustainable manner that meets all statutory and regulatory compliance and Council policies. DP – 4.3.1.1 – Implementation of the Delivery Program and Operational Plan including Budget and Asset Management Plan on an annual basis.

Executive Summary

This report is presented to Council to note the publication of Council's 2021/2022 Annual Report. The Annual Report may be downloaded from Council's website.

Report

Council must prepare an Annual Report within five months of the end of the financial year. The report must outline Council's achievements in implementing its Delivery Program. Council's Annual Report must also contain its audited financial statements. A copy of the report is to be published on Council's website with the notification of publication to the Minister.

The following information is required to be included in Council's Annual Report (as per the Regulations): -

- Details of overseas visits by Councillors and Council Staff
- Details of Mayoral and Councillor fees, expenses and facilities
- Contracts of \$150,000 and above awarded by the Council
- Amounts incurred in relation to legal proceedings
- Private works and financial assistance
- Details of external bodies, companies and partnerships
- Statement of total General Manager's total remuneration
- Statement of total remuneration of all Senior Staff
- Statement of total number of employees on 25 May 2022
- Information on stormwater levies and charges
- A statement of the activities undertaken by the Council to implement its equal employment opportunity management plan
- A statement of Council's activities to enforce and comply with the Companion Animals Act
- Include information about induction training and ongoing professional development for Councillors
- Information on government information public access and public interest disclosure activity
- Private swimming pool inspections
- Information on the implementation of Council's Disability Inclusion Action Plan
- Contain a copy of Council's audited Financial Reports

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ORDINARY MEETING BUSINESS PAPER – 14 DECEMBER 2022
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1. 2021/2022 ANNUAL REPORT (Cont'd)

The Annual Report of the year in which an Ordinary Election of Councillors is held, must contain Council's achievements in implementing the Community Strategic Plan over the previous 4 years. Council's End of Term Report for 2017 – 2021 is therefore included as Annexure 3.

Key Achievements for the Year

Major Capital Works Undertaken

- Dundas Park Playground upgrade
- HubnSpoke Co-working space
- Installation of Narromine Pool Liner Replacement
- Narromine Aerodrome Lighting Upgrades
- Narromine Wetlands – carpark construction, lighting installation, pond excavation
- Construction of Netball Shed and installation of park furniture at Apex Park, Narromine
- Trangie Tennis Club toilet and access upgrades
- Construction of multipurpose court Tomingley
- Swift Park Landscaping
- Storm Water Drainage improvements on local road culverts
- Various Local Road Repairs from flood and storm damage

Successful Grants

- Resources for Regions Round 8 - \$2,325,222
- Stronger Country Communities Round 4 - \$790,301
- Fixing Local Roads - \$915,000
- Local Roads Community Infrastructure Program Phase 3 - \$1,819,380
- Murray Darling Basin Economic Development Program Round 3 - \$500,000
- Road Safety Program – School Zone Infrastructure Narromine and Trangie Schools - \$175,000
- Murray Darling Economic Development Program Round 3 - \$500,000
- Illegal Dumping Grant - \$63,000
- Regional Sports Fund - \$6,500
- NSW Office of Sport, Lighting upgrade at Alan Burns Oval Trangie - \$11,000
- Crown Reserve Improvement Fund, Water reticulation at Narromine Showground - \$46,093
- Regional Youth Summer and Winter School Holidays Break 2021/22 - \$10,000

Delivery Program Targets

- 95% of targets in the 2021/2022 Delivery Program achieved

NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 14 DECEMBER 2022
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Challenges

- COVID-19 Pandemic
- Disruptions to Council's supply chain
- Extreme weather conditions

Financial Implications

Council's Audited Financial Statements are included in Annexure One of the Annual Report. Council reported a net operating result of \$8.1M. Total revenue of \$33.9M was recognised for the financial year, with the largest contribution from operating and capital grants. Council spent \$39.5M between operating (including depreciation expenses) and capital projects for the year. As at 30 June 2022, Council's assets were valued at \$400M.

Council's financial status continues to remain sound.

Legal and Regulatory Compliance

Sections 404, 428 and 428A of the Local Government Act 1993
Clause 217 of the Local Government (General) Regulation 2021
Integrated Planning and Reporting Guidelines

Risk Management Issues

Nil – Council's Annual Report has been prepared in accordance with the Regulations and Integrated Planning and Reporting guidelines, and the Minister notified accordingly. The financial information contained within the 2021/2022 Annual Report has been verified by Council's external auditors.

Internal/External Consultation

Internal consultation with relevant personnel
External auditors

Attachments

Nil

RECOMMENDATION

That the report be noted.

NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 14 DECEMBER 2022
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2. OFFICE CLOSURE – CHRISTMAS/NEW YEAR PERIOD

Author	Director Governance
Responsible Officer	General Manager
Link to Strategic Plans	CSP – 4.2.2 Ensure ongoing skills development of Council staff and professional development for Councillors DP – 4.2.2.3 – Provide policies, programs and initiatives that support employee work/life balance

Executive Summary

This report is presented to Council to advise the closure of the Council Chambers and Council's Customer Service and Payments Centre from 21 December 2022 to 3 January 2023 inclusive.

Report

The General Manager, under delegated authority, will close the Depot facilities, Council Chambers, and Customer Service and Payments Centre from 5pm Tuesday 20 December 2022 and reopen at 8.30am Wednesday 4 January 2023.

All other facilities (including Swimming Pools and Waste Depots) are closed on Christmas Day and re-open during the rest of the Christmas and New Year period but may operate with changes to the hours of operation. Council continues to provide essential services to ensure the health and safety of the community i.e. kerbside garbage collection, CBD cleaning and cleaning of public facilities e.g. toilets, BBQs.

Council will still provide appropriate on-call officers to respond to urgent maintenance work or emergency situations.

Financial Implications

Organisational leave liabilities must be managed at sustainable levels for minimum impact on funds in reserve required for other organisational requirements.

Legal and Regulatory Compliance

Local Government (State) Award 2020
Delegated authority under Section 377 of the Local Government Act 1993

Risk Management Issues

Maintaining staff health and wellbeing is critical to a productive working environment. Given that the Government and commercial sectors close for several weeks over Christmas/New Year, Council's contracted projects will be unaffected by the proposed closure.

Internal/External Consultation

Employee consultation

2. OFFICE CLOSURE – CHRISTMAS/NEW YEAR PERIOD (Cont'd)

Attachments

Nil

RECOMMENDATION

That the information be noted.

3. LEASE FEE – PART NARROMINE SHIRE FAMILY HEALTH CENTRE

Author	Director Governance
Responsible Officer	General Manager
Link to Strategic Plans	CSP – 4.3.4 Ensure Council's property assets are monitored and well managed.

Executive Summary

This report is presented to Council to determine the lease fee for the lease of Part Narromine Shire Family Health Centre.

Report

Council has an existing lease agreement for the lease of Part of the Narromine Shire Family Health Centre to Winode Pty Ltd. The Lessee has requested that the agreement be renewed for a further 3-year period with an option to renew for a further three-year period.

Financial Implications

Existing rental is \$6,404.40 per month (including GST). It is proposed that the fee be increased by the current CPI to \$6,658.09 per month (including GST), with CPI increments to be applied annually thereafter. The lessee is responsible for electricity and water consumption charges along with any lease preparation costs.

Legal and Regulatory Compliance

Council under section 377 of the Local Government Act 1993 will need to determine the commencing rental for the lease.
A lease agreement will need to be entered into between both parties for the relevant term.

Risk Management Issues

Compliance with legislative provisions.
The Narromine Shire Family Health Centre was purpose built by Council to provide a facility for allied health services.

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3. LEASE FEE – PART NARROMINE SHIRE FAMILY HEALTH CENTRE (Cont'd)

Internal/External Communication

Consultation with Lessee

Attachments

- Nil

RECOMMENDATION

That the commencing rental for the renewal of the agreement between Council and Winode Pty Ltd be set at \$6,658.09 per month (including GST) with annual CPI increments to be applied thereafter, including the three-year option to renew should this be exercised.

Jane Redden
General Manager