



# WENTWORTH SHIRE COUNCIL

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that an **ORDINARY MEETING** of Wentworth Shire Council will be held in the **COUNCIL CHAMBERS, WENTWORTH, AND VIA VIDEO CONFERENCING** commencing at **10AM**.

*The meeting is being livestreamed and/or recorded for on-demand viewing via Council's website and a person's image and/or voice may be broadcast.*

*Attendance at the meeting is to be taken as consent by a person to their image and/or voice being webcast.*

*All speakers should refrain from making any defamatory comments or releasing personal information about another individual without their consent.*

*Council accepts no liability for any damage that may result from defamatory comments made by persons attending meetings – all liability will rest with the individual who made the comments.*

*The meeting must not be recorded by others without prior written consent of the Council in accordance with the Council's code of meeting practice.*

**KEN ROSS**  
**GENERAL MANAGER**

## ORDINARY MEETING AGENDA

### 18 AUGUST 2021

## TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	OPENING OF MEETING .....	1
2	PRAYER OR ACKNOWLEDGEMENT OF COUNTRY.....	1
3	APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE .....	1
4	DISCLOSURES OF INTERESTS .....	1
5	CONFIRMATION OF MINUTES .....	1
6	OUTSTANDING MATTERS FROM PREVIOUS MEETINGS .....	34
6.1	Outstanding Matters from Previous Meetings.....	34
7	MAYORAL AND COUNCILLOR REPORTS .....	37
7.1	Mayoral Report .....	37
8	REPORTS FROM COMMITTEES .....	38
8.1	Internal Audit & Risk Management Committee .....	38
9	REPORTS TO COUNCIL .....	88
9.1	General Manager's Report .....	88
9.2	Monthly Finance Report .....	116
9.3	Monthly Investment Report .....	120
9.4	AF003 Requests for Financial Assistance .....	127
9.5	Delegated Authority Approvals as at end of June 2021 .....	130
9.6	Request to Name the Meeting Room in the New Wentworth Showgrounds Complex Community Pavilion .....	134
9.7	Wentworth Aerodrome Upgrade - Project Update .....	139
9.8	Projects and Works Report Update - August 2021 .....	141
10	NOTICES OF MOTIONS / QUESTIONS WITH NOTICE .....	153
	Nil	
11	CONCLUSION OF THE MEETING .....	153
	NEXT MEETING .....	153

**1 OPENING OF MEETING**

THE MAYOR REQUESTS THAT THE GENERAL MANAGER MAKES  
ANNOUNCEMENTS REGARDING THE LIVE-STREAMING OF THE MEETING.

**2 PRAYER OR ACKNOWLEDGEMENT OF COUNTRY**

**3 APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE**

**4 DISCLOSURES OF INTERESTS**

**5 CONFIRMATION OF MINUTES**

**Recommendation**

That the Minutes of the Ordinary Meeting held 21 July 2021 be confirmed as  
circulated.



# **WENTWORTH SHIRE COUNCIL**

## **ORDINARY MEETING MINUTES**

**21 JULY 2021**

## TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	OPENING OF MEETING .....	1
2	PRAYER OR ACKNOWLEDGEMENT OF COUNTRY.....	1
3	APOLOGIES AND LEAVE OF ABSENCE.....	1
4	DISCLOSURES OF INTERESTS .....	1
5	CONFIRMATION OF MINUTES .....	2
6	OUTSTANDING MATTERS FROM PREVIOUS MEETINGS .....	3
6.1	Outstanding Matters from Previous Meetings.....	3
7	MAYORAL AND COUNCILLOR REPORTS .....	4
7.1	Mayoral Report .....	4
8	REPORTS FROM COMMITTEES .....	6
	Nil	
9	REPORTS TO COUNCIL .....	7
9.1	General Manager's Report .....	7
9.2	Wentworth Based Men in a Shed .....	8
9.3	Landfill Equipment Loan.....	9
9.4	Monthly Finance Report .....	10
9.5	Monthly Investment Report .....	11
9.6	Suspension of Alcohol Free Zone - Wentworth District Rowing Club.....	13
9.7	Our Town, Our Future - Dareton Revitalised Strategy 2021 .....	14
9.8	Delegated Authority Approvals as at end of June 2021 .....	15
9.9	Development Application DA2021/011 Dwelling (Deferred Commencement) 372 Low Darling Road Wentworth Lot 3 DP 1250369.....	16
9.10	DA2021/038 17 Lot Subdivision 46-50 Armstrong Avenue Wentworth ...	17
9.11	DA2021/049 205 Detla Road Curlwaa Vary Development Standard .....	18
9.12	DA2021/064 2 Lot Subdivision Alba Road Coomealla .....	20
9.13	DA2021/051 Boundary Re-alignment 6753 Sturt Highway Gol Gol .....	21
9.14	Redevelopment of the Wentworth Shire Civic Centre Project Update ....	22
9.15	Projects and Works Report Update - July 2021 .....	23
10	NOTICES OF MOTIONS / QUESTIONS WITH NOTICE .....	24
10.1	Floodplain Harvesting Submission .....	24

11	CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION.....	25
12	OPEN COUNCIL - REPORT FROM CLOSED COUNCIL .....	27
1.1	Extension to Wentworth Preschool - PT2021/10 .....	27
13	CONCLUSION OF THE MEETING .....	28
	NEXT MEETING .....	28

## 1 OPENING OF MEETING

The Mayor opened the meeting with a prayer at 10:05am

## 2 PRAYER OR ACKNOWLEDGEMENT OF COUNTRY

### PRESENT:

**COUNCILLORS:** Councillor Susan Nichols (Mayor)  
Councillor Tim Elstone (Deputy Mayor)  
Councillor Greg Evans (Video Conferencing at 10:48am))  
Councillor Steve Heywood  
Councillor Jane MacAllister  
Councillor Don McKinnon (Video Conferencing)  
Councillor Peter Nunan  
Councillor Bill Wheeldon OAM

**STAFF:** Ken Ross (General Manager)  
Matthew Carlin (Director Health and Planning)  
Geoff Gunn (Director Roads and Engineering)  
Simon Rule (Director Finance and Policy) (Video Conferencing)  
Gayle Marsden (Executive Assistant to General Manager)  
Samantha Wall (Administration Officer Roads & Engineering)

## 3 APOLOGIES AND LEAVE OF ABSENCE

Nil

## 4 DISCLOSURES OF INTERESTS

Cr Don McKinnon advised he has a significant pecuniary interest in Item 9.3 as his son works at Buronga Landfill.

Cr Steve Heywood advised he has a significant pecuniary interest in Item 9.3.

## ADJOURNMENT TO CONDUCT PUBLIC FORUM

### Recommendation

That the Ordinary Meeting of Council be adjourned for the purpose of conducting a public forum, noting that on this occasion the video conference will be continued in order to comply with the requirements of the Local Government Act.

### Council Resolution

That the Ordinary Meeting of Council be adjourned for the purpose of conducting a public forum, noting that on this occasion the video conference will be continued in order to comply with the requirements of the Local Government Act.

**Moved Cr. Nunan, Seconded Cr. Elstone**

**CARRIED**

The ordinary meeting was adjourned at 10:08am

The following people addressed the public forum

- 1) **Anthony Davis & Kathryn Baird** – addressed the meeting at 10:10am
    - Item 9.11 Development Application 2021/049 205 Delta Road Curlwaa Vary Development Standard (speaking for the application)
- Concluded at 10.23am

- 2) **Judith Cullinan** – addressed the meeting at 10:25am
  - Item 9.10 Development Application 2021/038 17 Lot Subdivision 46-50 Armstrong Avenue Wentworth (speaking against the design of the application)  
Concluded at 10.28am
- 3) **Karen Begg** – addressed the meeting at 10:28 am
  - Item 9.10 Development Application 2021/038 17 Lot Subdivision 46-50 Armstrong Avenue Wentworth (speaking against the design of the application)  
Concluded at 10.31am
- 4) **Mayor Nichols read a letter on behalf of Cherry Cullinan** – at 10:31am
  - Item 9.10 Development Application 2021/038 17 Lot Subdivision 46-50 Armstrong Avenue Wentworth  
Concluded at 10.32am

## RECONVENE TO ORDINARY MEETING

### Recommendation

That Council reconvenes into open session

### Council Resolution

That Council reconvenes into open session

**Moved Cr. Nunan, Seconded Cr. MacAllister**

**CARRIED**

The Ordinary Meeting of Council resumed at 10:33am

## 5 CONFIRMATION OF MINUTES

### Recommendation

That the Minutes of the Ordinary Meeting held 30 June 2021 be confirmed as circulated.

### Council Resolution

That the Minutes of the Ordinary Meeting held 30 June 2021 be confirmed as circulated.

**Moved Cr. McKinnon, Seconded Cr. Wheeldon**

**CARRIED**



## 6 OUTSTANDING MATTERS FROM PREVIOUS MEETINGS

### 6.1 OUTSTANDING MATTERS FROM PREVIOUS MEETINGS

File Number: RPT/21/391

Responsible Officer: Ken Ross - General Manager  
Responsible Division: Office of the General Manager  
Reporting Officer: Chloe Horne - Business Support Officer

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

#### Summary

The Outstanding Matters report provides details of activities raised at previous Council meetings that remain outstanding.

#### Recommendation

That Council notes the list of outstanding matters as at 13 July 2021.

#### Council Resolution

That Council notes the list of outstanding matters as at 13 July 2021.

**Moved Cr. Nunan, Seconded Cr. MacAllister**

**CARRIED**

## 7 MAYORAL AND COUNCILLOR REPORTS

### 7.1 MAYORAL REPORT

File Number: RPT/20/861

#### Recommendation

That Council notes the information contained in the Mayoral report.

#### Council Resolution

That Council notes the information contained in the Mayoral report.

**Moved Cr. Elstone, Seconded Cr. Wheeldon**

**CARRIED**

Mayor Nichols noted that she also attended on 6 July Wentworth Community Progress Association Group and on 7 of July attend a meeting with the Men in the Shed.

Mayor Nichols then read the following:

Due to Legislation, those who intend to stand at the September 4 elections will very shortly be limited to who, what may be said and done to eliminate the perception of advantage.

I find it now the time to comment on outcomes achieved since my election to Mayor by this Council and you who serve our community.

Covid has played havoc with many of our residents and businesses with Council having delays in obtaining goods and also in some cases tradespeople.

Despite this we have achieved much.

An upgraded airport (well under project cost)

A hugely successful MDA Conference (Thank you to all staff involved, the Wentworth Makers and the MDA)

A New Pavilion at the Showgrounds

New & Upgraded Halls across the shire

Upgraded Public toilets across the shire

Riverfront works, roadside plantings & more Gardens

Upgraded sewerage facilities & extensions to sewerage & water mains

We have spent over \$1M at Wentworth Caravan Park which will close in February to allow completion (some \$2.5M yet to be spent)

We have some 20 other projects that will be finished in the life of this Council.

We do still have numerous projects not started, however most have grant or budgeted funding procured to enable these to proceed.

While it's nice to elaborate & speak of positive outcomes I also have to acknowledge we do have some projects not completed, however we are proactively working to have these problems overcome.

I do thank each and every Councillor for your input into decisions made on behalf of our residents, ratepayers and visitors. Covid has at times made meetings difficult with electronic reception not always being as it should be. We have had little attendance in person at Conferences due to Covid.

I particularly thank Cr Tim Elstone for his support since my election and I also acknowledge the service of Cr McKinnon & Nunan who I believe may retire. I have had an association for possibly 20 years with both of these Councillors, with me being Deputy to Don for two terms. The huge commitment of Don & Peter to our Shire cannot be understated. To the uninitiated over the past years thousands of hours away from families & work places have been given to our community. Thank you Thank you.

If there are any others not recontesting, I sincerely thank you for your contribution.

Thank you also to all & any of our community & sporting groups for your ongoing support.

Finally to our staff. The WW Shire Council is only ever going to be as good as the staff we have. I thank each and every one of you for your commitment to our Shire & its residents. I know seldom are congratulations forthcoming, however we & I include myself, do notice and comment on numerous issues perceived & seen across this huge shire. Thank you. To the front office ladies I do enjoy the professionalism of you all & the candid manner & jovial exchanges I've encountered with you.

To Ken our General Manager thank you for your support, we are heading in the right direction, we will still encounter difficulties however, these are being eliminated, very well done.

To Gayle & Chloe the amount of service outside working hours given to me in particular, the General Manager & all Councillors is immense. A huge very sincere thank you. You know how a hen looks after her chickens from a very old chicken, thank you to you two young hens.

**8      REPORTS FROM COMMITTEES**

Nil

## 9 REPORTS TO COUNCIL

### 9.1 GENERAL MANAGER'S REPORT

File Number: RPT/20/853

Responsible Officer: Ken Ross - General Manager  
Responsible Division: Office of the General Manager  
Reporting Officer: Chloe Horne - Business Support Officer

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

#### **Summary**

The General Manager's report details information pertaining to meetings attended and general information which are of public interest, and which have not been reported elsewhere in this agenda. Items of note in this report are:

1. OLG Circulars  
Circulars 21-14 to 21-17
2. Meetings  
As listed
3. Upcoming meetings or events  
As listed
4. Other items of note

#### **Recommendation**

That Council notes the information contained within the report from the General Manager.

#### **Council Resolution**

That Council notes the information contained within the report from the General Manager.

**Moved Cr. MacAllister, Seconded Cr. Elstone**

**CARRIED**

**9.2 WENTWORTH BASED MEN IN A SHED**

File Number: RPT/21/393

Responsible Officer: Ken Ross - General Manager  
Responsible Division: Office of the General Manager  
Reporting Officer: Gayle Marsden - Executive Assistant

Objective: 4.0 Wentworth is a caring , supportive and inclusive community that is informed and engaged in its future

Strategy: 4.5 Encourage the self determination of individual townships and community groups

**Summary**

Council is in receipt of correspondence from the Wentworth Regional Community Project Association Inc requesting the support of Council for the establishment of a Wentworth based Men in a Shed group. The request also seeks Council to consider suitable land to build a shed facility.

**Recommendation**

That Council:

- a) Receive and note the report; and
- b) Resolve to progress this item by nominating the way forward from the options section of this report.

**Council Resolution**

That Council:

- a) Receive and note the report; and
- b) Resolve to progress this item by providing in principle support for a Wentworth based Men in a Shed and subsequently identify suitable land to be investigated

**Moved Cr. Nunan, Seconded Cr. Wheeldon**

**CARRIED**

**9.3 LANDFILL EQUIPMENT LOAN**

File Number: RPT/21/374

Responsible Officer: Simon Rule - Director Finance and Policy

Responsible Division: Finance and Policy

Reporting Officer: Simon Rule - Director Finance and Policy

Objective: 4.0 Wentworth is a caring , supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

**Summary**

*At 10:45 am Councillor Don McKinnon left the Video Conference.*

*At 10:45 am Councillor Steve Heywood left the Council Chambers.*

**Recommendation**

That Council having considered the information contained within the report approve one of the available options.

That Council delegates authority to the Mayor and the General Manager to sign the agreement and affix the Common Seal on behalf of Council.

**Motion**

That Council having considered the information contained within the report approve the National Australia Bank Loan

That Council delegates authority to the Mayor and the General Manager to sign the agreement and affix the Common Seal on behalf of Council.

**Moved Cr Nunan Seconded MacAllister**

**Amendment**

That Council having considered the information contained within the report approve the Bendigo Bank Loan

That Council delegates authority to the Mayor and the General Manager to sign the agreement and affix the Common Seal on behalf of Council.

**Moved Cr. Elstone, Seconded Cr. Wheeldon**

**Council Resolution**

The amendment becomes the substantive motion.

That Council having considered the information contained within the report approve the Bendigo Bank Loan

That Council delegates authority to the Mayor and the General Manager to sign the agreement and affix the Common Seal on behalf of Council.

**Moved Cr. Elstone, Seconded Cr. Wheeldon**

**CARRIED**

*Cr MacAllister requested her vote against the motion be recorded.*

Cr Evans joined the meeting 10.48am

**9.4 MONTHLY FINANCE REPORT**

File Number: RPT/21/370

Responsible Officer: Simon Rule - Director Finance and Policy

Responsible Division: Finance and Policy

Reporting Officer: Vanessa Lock - Finance Officer

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

**Summary**

Rates and Charges collections for the month of June 2021 were \$508,246.99. After allowing for pensioner subsidies, the total levies collected are now 91.87%. For comparison purposes 89.82% of the levy had been collected at the end of June 2020. Council currently has \$37,762,956.04 in cash and investments.

*At 10:50 am Councillor Steve Heywood returned to Council Chambers.*

*At 10:51 am Councillor Don McKinnon returned to the Video Conference..*

**Recommendation**

That Council notes the Monthly Finance Report.

**Council Resolution**

That Council notes the Monthly Finance Report.

**Moved Cr. MacAllister, Seconded Cr. Nunan**

**CARRIED**



**9.5 MONTHLY INVESTMENT REPORT**

File Number: RPT/21/378

Responsible Officer: Simon Rule - Director Finance and Policy

Responsible Division: Finance and Policy

Reporting Officer: Bryce Watson - Accountant

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

**Summary**

As at 30 June 2021 Council had \$26 million invested in term deposits and \$11,762,956.04 in other cash investments. Council received \$10,116.36 from its investments for the month of June 2021.

In June 2021 Council investments averaged a rate of return of 0.39% and it currently has \$6,736,496.56 of internal restrictions and \$20,609,941.90 of external restrictions.

**Recommendation**

That Council notes the monthly investment report.

That Council approves the creation of a T-Corp externally restricted loan reserve for the purpose of expending the remaining funds for which the loan was approved.

**Council Resolution**

That Council notes the monthly investment report.

That Council approves the creation of a T-Corp externally restricted loan reserve for the purpose of expending the remaining funds for which the loan was approved.

**Moved Cr. MacAllister, Seconded Cr. Nunan**

**CARRIED**

**Motion**

That Council write the Minister for Regional NSW, Industry and Trade the Deputy Premier seeking his intervention in eliciting a response from the Minister for Local government in relation to repeated requests from Council seeking refinancing of loans through T-Corp.

**Council Resolution**

That Council write the Minister for Regional NSW, Industry and Trade the Deputy Premier seeking his intervention in eliciting a response from the Minister for Local Government in relation to repeated requests from Council seeking refinancing of loans through T-Corp.

**Moved Cr. MacAllister, Seconded Cr. Nunan**

**CARRIED**

## ADJOURNMENT TO CONDUCT PUBLIC FORUM

### Recommendation

That the Ordinary Meeting of Council be adjourned for the purpose of conducting a public forum, noting that on this occasion the video conference will be continued in order to comply with the requirements of the Local Government Act.

### Council Resolution

That the Ordinary Meeting of Council be adjourned for the purpose of conducting a public forum, noting that on this occasion the video conference will be continued in order to comply with the requirements of the Local Government Act.

**Moved Cr. Nunan, Seconded Cr. MacAllister**

**CARRIED**

The ordinary meeting was adjourned at 11:01am

- a) **James Golsworthy** – addressed the meeting at 11:02am  
Item 9.10 Development Application 2021/038 17 Lot Subdivision 46-50  
Armstrong Avenue Wentworth (speaking for the application)  
Concluded at 11.15am
  
- b) **James Golsworthy** – addressed the meeting at 11:15am  
Item 9.12 Development Application 2021/064 2 Lot Subdivision Alba Road  
Coomealla (speaking for the application)  
Concluded at 11:20 am

## RENCONVENE TO ORDINARY MEETING

### Recommendation

That Council reconvenes into open session.

### Council Resolution

That Council reconvenes into open session.

**Moved Cr. Nunan, Seconded Cr. MacAllister**

**CARRIED**

The ordinary meeting was reconvened at 11:21am

**9.6 SUSPENSION OF ALCOHOL FREE ZONE - WENTWORTH DISTRICT ROWING CLUB**

File Number: RPT/21/357

Responsible Officer: Matthew Carlin - Director Health and Planning  
Responsible Division: Health and Planning  
Reporting Officer: Matthew Carlin - Director Health and Planning

Objective: 2.0 Wentworth is a desirable Shire to visit, live, work and invest

Strategy: 2.1 Grow visitation to the Shire by developing a quality visitor experience and promoting our destination

**Summary**

Council has received a request from the Wentworth District Rowing Club to lift the alcohol-free zone for the Rowing Club and immediate lawn area for one event – the Royal Flying Doctor Rowathon.

The Wentworth District Rowing Club has sought approval for the suspension of the alcohol-free zone in past years for community events.

There have been no incidents or problems in past events that would warrant Council refusing the temporary lifting of the alcohol-free zone as requested.

**Recommendation**

That Council:

- a) In accordance with Section 645 of the *Local Government Act 1993*, suspends the operation of the alcohol-free zone in the area of the Wentworth Rowing Club and Lawns as shown on the map attached to this report, between the hours of 12:00 noon and 22:00 on 10 September 2021 and 12:00 noon and 20:00 on 11 September 2021;
- b) Advertises the suspension of the alcohol-free zone in a locally circulated newspaper; and
- c) Advises the NSW Police of the details of the suspensions of the alcohol-free zone.

**Council Resolution**

That Council:

- a) In accordance with Section 645 of the *Local Government Act 1993*, suspends the operation of the alcohol-free zone in the area of the Wentworth Rowing Club and Lawns as shown on the map attached to this report, between the hours of 12:00 noon and 22:00 on 10 September 2021 and 12:00 noon and 20:00 on 11 September 2021 subject to the event going ahead.
- b) Advertises the suspension of the alcohol-free zone in a locally circulated newspaper;
- c) Advises the NSW Police of the details of the suspensions of the alcohol-free zone.

**Moved Cr. Wheeldon, Seconded Cr. Heywood**

**CARRIED**

**9.7 OUR TOWN, OUR FUTURE - DARETON REVITALISED STRATEGY 2021**

File Number: RPT/21/361

Responsible Officer: Matthew Carlin - Director Health and Planning

Responsible Division: Health and Planning

Reporting Officer: Michele Bos - Strategic Development Officer

Objective: 1.0 Wentworth is a vibrant, growing and thriving Shire

Strategy: 1.2 Encourage and support population growth and resident attraction

**Summary**

Wentworth Shire Council endorsed the draft Our Town, Our Future – Dareton Revitalised Strategy for public exhibition at its Ordinary Meeting held 17 February 2021.

Details of the submissions, comments and feedback received during public exhibition and state agency consultation are provided in this report.

This report seeks Council's adoption of the final Our Town, Our Future – Dareton Revitalised Strategy 2021.

**Recommendation**

That Council resolves to adopt the Our Town, Our Future – Dareton Revitalised Strategy 2021 and submit the Strategy with a request for endorsement to the Department of Planning, Industry and Environment.

**Council Resolution**

That Council resolves to adopt the Our Town, Our Future – Dareton Revitalised Strategy 2021 and submit the Strategy with a request for endorsement to the Department of Planning, Industry and Environment.

**Moved Cr. Nunan, Seconded Cr. Wheeldon**

**CARRIED**

Cr McKinnon advised that the infrastructure of the gated village near the Silver City Highway and coomealla packers is not included in the strategy.

**9.8 DELEGATED AUTHORITY APPROVALS AS AT END OF JUNE 2021**

File Number: RPT/21/368

Responsible Officer: Matthew Carlin - Director Health and Planning  
Responsible Division: Health and Planning  
Reporting Officer: Kerrie Copley - Administration Officer

Objective: 1.0 Wentworth is a vibrant, growing and thriving Shire  
Strategy: 1.1 Grow the potential for business and industry to develop and expand

**Summary**

For the month of June 2021, a total of eighteen Development Applications and zero S4.55 Modification Applications were determined under delegated authority by the Director Health and Planning.

The estimated value of the determined developments was \$2,081,284.00. This brings the year to date total to seventy-one Development Applications and seventeen S4.55 Applications approved, with an estimated development value of \$11,365,341.00.

**Recommendation**

- a) That Council receives and notes the report for the month of June 2021.
- b) That Council publicly notifies, for the purposes of Schedule 1 Division 4 Section 20 (2) of the Environmental Planning and Assessment Act 1979, the applications as listed in the attachment on the Wentworth Shire Council website.
- c) That a division be called in accordance with S375A of the *Local Government Act 1993* (NSW).

**Council Resolution**

- a) That Council receives and notes the report for the month of June 2021.
- b) That Council publicly notifies, for the purposes of Schedule 1 Division 4 Section 20 (2) of the Environmental Planning and Assessment Act 1979, the applications as listed in the attachment on the Wentworth Shire Council website.
- c) That a division be called in accordance with S375A of the *Local Government Act 1993* (NSW).

**Moved Cr. MacAllister, Seconded Cr. Heywood**

**CARRIED**

***In accordance with Section 375A of the Local Government Act the Mayor called for a division.***

***For the Motion :*** ***Clr.s Elstone, Evans, Heywood, MacAllister, McKinnon, Nichols, Nunan and Wheeldon.***

***Against the Motion:*** ***Nil.***

**9.9 DEVELOPMENT APPLICATION DA2021/011 DWELLING (DEFERRED COMMENCEMENT) 372 LOW DARLING ROAD WENTWORTH LOT 3 DP 1250369**

File Number: RPT/21/371

Responsible Officer: Matthew Carlin - Director Health and Planning

Responsible Division: Health and Planning

Reporting Officer: George Kenende - Development Assessment Officer

Objective: 3.0 Wentworth is a community that works to enhance and protect its physical and natural assets

Strategy: 3.5 Recognise the importance of a healthy Murray-Darling River system

**Summary**

A development application (DA2021/011) was received by Council for a dwelling (deferred commencement) to be located at 372 Low Darling Road, Lot 3 DP 1250369 Wentworth.

The development application proposal seeks approval to construct a new dwelling.

Under the *Wentworth Local Environmental Plan 2011 (WLEP 2011)*, dwellings are permitted with consent if located within the RU1 Primary Production zone and meet the relevant standards.

**Recommendation**

That Council approve to issue development approval for DA2021/011 being a dwelling (deferred commencement) located at 372 Low Darling Road, Lot 3 DP 1250369 Wentworth.

That a division be called in accordance with s375A of the Local Government Act 1993 (NSW).

**Council Resolution**

That Council approve to issue development approval for DA2021/011 being a dwelling (deferred commencement) located at 372 Low Darling Road, Lot 3 DP 1250369 Wentworth.

That a division be called in accordance with s375A of the *Local Government Act 1993 (NSW)*.

**Moved Cr. Elstone, Seconded Cr. MacAllister**

**CARRIED**

***In accordance with Section 375A of the Local Government Act the Mayor called for a division.***

***For the Motion :*** ***Clr.s Elstone, Evans, Heywood, MacAllister, McKinnon, Nichols, Nunan and Wheeldon.***

***Against the Motion:*** ***Nil.***

**9.10 DA2021/038 17 LOT SUBDIVISION 46-50 ARMSTRONG AVENUE WENTWORTH**

File Number: RPT/21/402

Responsible Officer: Matthew Carlin - Director Health and Planning

Responsible Division: Health and Planning

Reporting Officer: Matthew Carlin - Director Health and Planning

Objective: 1.0 Wentworth is a vibrant, growing and thriving Shire

Strategy: 1.2 Encourage and support population growth and resident attraction

**Summary**

A Development Application DA2021/038 was received by Council for a 17 Lot Subdivision at 46-50 Armstrong Avenue. The application was notified for 14 days per the Community Participation Plan. This development application is being presented to Council for a resolution as more than three (3) submissions were received.

This site falls under the RU5 Village zone and is permissible with consent under the Wentworth Local Environmental Plan 2011.

**Recommendation**

That Council, having considered the content of this report, resolved to issue development approval for DA2021/038 being a 17 Lot subdivision located at 46-50 Armstrong Avenue, Lots 1693 DP763370 and Lot 2 DP831000.

That a division is called in accordance with s375A of the *Local Government Act 1993 (NSW)*.

**Council Resolution**

That Council resolve to approve DA2021/038 being a 17 Lot subdivision located at 46-50 Armstrong Avenue, Lots 1693 DP763370 and Lot 2 DP831000 subject to deferred commencement conditions relative to the redesign of the through road configuration to prevent vehicular traffic with provision included for pedestrian access and infrastructure services.

That a division is called in accordance with s375A of the Local Government Act 1993 (NSW).

**Moved Cr. Elstone, Seconded Cr. Wheeldon**

**CARRIED**

***In accordance with Section 375A of the Local Government Act the Mayor called for a division.***

***For the Motion :*** ***Clr.s Elstone, Evans, Heywood, MacAllister, McKinnon, Nichols, Nunan and Wheeldon.***

***Against the Motion:*** ***Nil.***

**9.11 DA2021/049 205 DETLA ROAD CURLWAA VARY DEVELOPMENT STANDARD**

File Number: RPT/21/405

Responsible Officer: Matthew Carlin - Director Health and Planning

Responsible Division: Health and Planning

Reporting Officer: Matthew Carlin - Director Health and Planning

Objective: 1.0 Wentworth is a vibrant, growing and thriving Shire

Strategy: 1.2 Encourage and support population growth and resident attraction

**Summary**

A Development Application DA2021/049 was received by Council to vary a development standard to erect a dwelling on land below the minimum lot size in the RU1 Primary Production zone. The application was notified for 14 days per the Community Participation Plan. This development application is being presented to Council for a resolution as the NSW Department of Planning Industry and Environment (DPIE) refused to give concurrence.

**Recommendation**

That Council having considered the content of this report, resolve to refuse development approval for DA2021/049.

That a division is called in accordance with s375A of the *Local Government Act 1993 (NSW)*.

That Council having considered the content of this report, resolve to refuse development approval for DA2021/049

That a division is called in accordance with s375A of the *Local Government Act 1993 (NSW)*.

**Moved:** Cr. MacAllister

**LAPSED**

**Amendment**

That Council having considered the content of this report, resolve to approve development approval for DA2021/049

That a division is called in accordance with s375A of the *Local Government Act 1993 (NSW)*.

**Moved Cr. Wheeldon**

**Seconded Cr. Elstone**

**Amendment**

That Council defer the matter pending urgent representation to the NSW Government in relation to the Wentworth LEP 2011.

That a division is called in accordance with s375A of the *Local Government Act 1993 (NSW)*.

**Moved Cr. Nunan**

**Seconded Cr. MacAllister**

**Council Resolution**

The amendment becomes the substantive motion.

That Council defer the matter pending urgent representation to the NSW Government in relation to the Wentworth LEP 2011.

That a division is called in accordance with s375A of the *Local Government Act 1993 (NSW)*.



**Moved Cr. Nunan****Seconded Cr. MacAllister****CARRIED**

*11:40 Anthony Davis addressed the Council re Wentworth LEP Clause 4.2*

***In accordance with Section 375A of the Local Government Act the Mayor called for a division.***

***For the Motion :*** ***Clr.s Evans, MacAllister, McKinnon, Nichols and Nunan.***

***Against the Motion:*** ***Clr.s Elstone, Heywood and Wheeldon.***

**9.12 DA2021/064 2 LOT SUBDIVISION ALBA ROAD COOMEALLA**

File Number: RPT/21/407

Responsible Officer: Matthew Carlin - Director Health and Planning

Responsible Division: Health and Planning

Reporting Officer: Matthew Carlin - Director Health and Planning

Objective: 1.0 Wentworth is a vibrant, growing and thriving Shire

Strategy: 1.2 Encourage and support population growth and resident attraction

**Summary**

A Development Application DA2021/064 was received by Council for a 2 Lot subdivision impacting Lot 218 and 236 DP 756961 for the purpose of excising a dwelling from horticultural operations on RU1 – Primary Production zoned land.

This development application is being presented to Council for a resolution as it does not meet statutory provisions of the Wentworth LEP 2011.

**Recommendation**

That Council having considered the content of this report, resolve to refuse development approval for DA2021/064.

That a division is called in accordance with s375A of the *Local Government Act 1993 (NSW)*.

**Amendment**

That Council having considered the content of this report, resolve to approve development approval for DA2021/064.

That a division is called in accordance with s375A of the *Local Government Act 1993 (NSW)*.

**Council Resolution**

That Council having considered the content of this report, resolve to approve development approval for DA2021/064.

That a division is called in accordance with s375A of the *Local Government Act 1993 (NSW)*.

**Moved Cr. Elstone**

**Seconded Cr. Heywood**

**CARRIED**

***In accordance with Section 375A of the Local Government Act the Mayor called for a division.***

***For the Motion :*** ***Clr.s Elstone, Heywood, McKinnon, Nichols and Wheeldon.***

***Against the Motion:*** ***Clr.s Evans, MacAllister and Nunan.***

**9.13 DA2021/051 BOUNDARY RE-ALIGNMENT 6753 STURT HIGHWAY GOL GOL**

File Number: RPT/21/411

Responsible Officer: Matthew Carlin - Director Health and Planning

Responsible Division: Health and Planning

Reporting Officer: Matthew Carlin - Director Health and Planning

Objective: 1.0 Wentworth is a vibrant, growing and thriving Shire

Strategy: 1.2 Encourage and support population growth and resident attraction

**Summary**

A Development Application DA2021/051 was received by Council for a boundary realignment to create two (2) river frontage titles and one horticultural property title on RU1 – Primary Production zoned land being Lot 2 DP 829971, Lot 3 DP 733472 and Lot 54 DP 756936.

This development application is being presented to Council for a resolution as it does not meet statutory provisions of the Wentworth LEP 2011.

**Recommendation**

That Council having considered the content of this report, resolve to refuse development approval for DA2021/051.

That a division is called in accordance with s375A of the *Local Government Act 1993 (NSW)*.

**Amendment**

That Council having considered the content of this report, resolve to approve development approval for DA2021/051.

That a division is called in accordance with s375A of the *Local Government Act 1993 (NSW)*.

**Council Resolution**

That Council having considered the content of this report, resolve to approve development approval for DA2021/051.

That a division is called in accordance with s375A of the *Local Government Act 1993 (NSW)*.

**Moved Cr. Elstone    Seconded Cr. Wheeldon**

**CARRIED**

***In accordance with Section 375A of the Local Government Act the Mayor called for a division.***

***For the Motion :***                      ***Clr.s Elstone, Heywood, McKinnon, Nichols and Wheeldon.***

***Against the Motion:***                ***Clr.s Evans, MacAllister and Nunan.***

**9.14 REDEVELOPMENT OF THE WENTWORTH SHIRE CIVIC CENTRE PROJECT UPDATE**

File Number: RPT/21/390

Responsible Officer: Ken Ross - General Manager  
Responsible Division: Office of the General Manager  
Reporting Officer: Rachael Withers - Subdivision Officer

Objective: 1.0 Wentworth is a vibrant, growing and thriving Shire  
Strategy: 1.1 Grow the potential for business and industry to develop and expand

**Summary**

As part of the Office of Local Government (OLG) Capital Expenditure Review, quarterly project update reports are to be provided to Council. The report includes overall progress of the project, identifies any budget variances that may impact on the project, and also identifies any issues that may have an adverse impact on the works.

**Recommendation**

That Council receives and notes the information contained within this report and attachments.

**Council Resolution**

That Council receives and notes the information contained within this report and attachments.

**Moved Cr. MacAllister, Seconded Cr. Evans**

**CARRIED**

**9.15 PROJECTS AND WORKS REPORT UPDATE - JULY 2021**

File Number: RPT/21/384

Responsible Officer: Geoff Gunn - Director Roads and Engineering

Responsible Division: Roads and Engineering

Reporting Officer: Tarryn Kampman - Coordinator Roads & Engineering

Objective: 3.0 Wentworth is a community that works to enhance and protect its physical and natural assets

Strategy: 3.2 Plan for and develop the right assets and infrastructure

**Summary**

This report provides a summary of the projects and major works undertaken by the Roads and Engineering Department which have been completed during the month of June 2021.

**Recommendation**

That Council notes the major works undertaken for June and the scheduled works for July 2021.

**Council Resolution**

That Council notes the major works undertaken for June and the scheduled works for July 2021.

**Moved Cr. MacAllister, Seconded Cr. Nunan**

**CARRIED**

## 10 NOTICES OF MOTIONS / QUESTIONS WITH NOTICE

### 10.1 FLOODPLAIN HARVESTING SUBMISSION

File Number: RPT/21/365

#### **Motion**

That Council makes a submission to the NSW Parliament's Select Committee on Floodplain Harvesting and encourages communities and individuals within Wentworth Shire to also make submission.

#### **Council Resolution**

That Council makes a submission to the NSW Parliament's Select Committee against Floodplain Harvesting and encourages communities and individuals within Wentworth Shire to also make submission.

**Moved Cr. MacAllister, Seconded Cr. Elstone**

**CARRIED**

### 10.2 TURN OFF TO BOTTLE BEND

Cr Jane MacAllister requested an update on the turn off to Bottle Bend Reserve

Cr MacAllister thanked the Director of Finance and Policy for responding to her regarding Landfill tokens.

#### **Recommendation**

That Council admits the Late Item for Closed Council.

#### **Council Resolution**

That Council admits the Late Item for Closed Council.

**Moved Cr. Nunan, Seconded Cr. Elstone**

**CARRIED**

## 11 CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION

Despite the right of members of the public to attend meetings of a council, the council may choose to close to the public, parts of the meeting that involve the discussion or receipt of certain matters as prescribed under section 10A(2) of the Local Government Act.

With the exception of matters concerning particular individuals (other than councillors) (10A(2)(a)), matters involving the personal hardship of a resident or ratepayer (10A(2)(b)) or matters that would disclose a trade secret (10A(2)(d)(iii)), council must be satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

The Act requires council to close the meeting for only so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security being protected. (section 10B(1)(a))

Section 10A(4) of the Act provides that a council may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Section 10B(4) of the Act stipulates that for the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:-

- (a) a person may misinterpret or misunderstand the discussion, or
- (b) the discussion of the matter may -
  - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
  - (ii) cause a loss of confidence in the council or committee.

### **Recommendation**

That Council adjourns into Closed Session, the recording of the meeting be suspended, and members of the press and public be excluded from the Closed Session, and that access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld unless declassified by separate resolution.

This action is taken in accordance with Section 10A(2) of the Local Government Act, 1993 as the items listed come within the following provisions:-

#### **1.1 Extension to Wentworth Preschool - PT2021/10. (RPT/21/431)**

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (d) (i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it. On balance, the public interest in preserving the confidentiality of information about the item outweighs the public interest in maintaining openness and transparency in council decision-making.

### **Council Resolution**

That Council adjourns into Closed Session, the recording of the meeting be suspended, and members of the press and public be excluded from the Closed Session, and that access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld unless declassified

by separate resolution.

**Moved Cr. Nunan, Seconded Cr. Elstone**

**CARRIED**



## 12 OPEN COUNCIL - REPORT FROM CLOSED COUNCIL

### 1.1 EXTENSION TO WENTWORTH PRESCHOOL - PT2021/10

File Number: RPT/21/431

Responsible Officer: Ken Ross - General Manager  
Responsible Division: Office of the General Manager  
Reporting Officer: Ivan McKenzie - Infrastructure Projects Officer

Objective: 3.0 Wentworth is a community that works to enhance and protect its physical and natural assets

Strategy: 3.2 Plan for and develop the right assets and infrastructure

#### **REASON FOR CONFIDENTIALITY**

*This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (d) (i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it. On balance, the public interest in preserving the confidentiality of information about the item outweighs the public interest in maintaining openness and transparency in council decision-making.*

The General Manager advised that Council in accordance with the provisions of the Local Government (General) Regulation 2005, Section 178(3), now enter into direct negotiations with any person with a view to enter into a contract in relation to the subject matter of the tender. This is on the basis that Council has not received a tender submission after advertising on two consecutive occasions.

### **13 CONCLUSION OF THE MEETING**

The meeting was closed at 12:28pm

### **NEXT MEETING**

18 August 2021

.....  
**CHAIR**

## 6 OUTSTANDING MATTERS FROM PREVIOUS MEETINGS

### 6.1 OUTSTANDING MATTERS FROM PREVIOUS MEETINGS

File Number: RPT/21/471

Responsible Officer: Ken Ross - General Manager  
 Responsible Division: Office of the General Manager  
 Reporting Officer: Chloe Horne - Business Support Officer

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

#### **Summary**

The Outstanding Matters report provides details of activities raised at previous Council meetings that remain outstanding.

#### **Officer Recommendation**

That Council notes the list of outstanding matters as at 11 August 2021.

#### **Additional Information**

Nil

#### **Attachments**

1. Outstanding Actions as at 11 August 2021 [↓](#)



<b>Outstanding</b> <b>Division:</b> Ordinary Council <b>Committee:</b> <b>Officer:</b> <b>Outstanding Action Items Report</b>				<b>Date From:</b> <b>Date To:</b> <b>Printed:</b> Wednesday, 11 August 2021 11:30:52 AM
Ordinary Council 21/07/2021	10.2	Turn off to Bottle Bend	Cr Jane MacAllister requested an update on the turn off to Bottle Bend Reserve	WSC. A draft is scheduled to be presented to Council early 2022. 11 Aug 2021 - 8:46 AM - Samantha Wall WSC Operations Engineer Michael Mulvihill confirmed with TfNSW Contract Manager that works are scheduled for 2022-23 through TfNSW.

## 7 MAYORAL AND COUNCILLOR REPORTS

### 7.1 MAYORAL REPORT

File Number: RPT/20/862

#### **Summary**

The purpose of this report is to advise Council of meetings, conferences and appointments undertaken by Mayor Nichols for the period of 22 July 2021 – 12 August 2021.

#### **Recommendation**

That Council notes the information contained in the Mayoral report.

#### **Report**

The following table lists the meetings attended by Mayor Nichols for the period of 22 July 2021 – 12 August 2021.

<b>Date</b>	<b>Meeting</b>	<b>Location</b>
27 July 2021	Mayoral Meeting	Wentworth
29 July 2021	Internal Audit & Risk Management Committee Meeting	Wentworth
3 Aug 2021	Mayoral Meeting	Wentworth
10 Aug 2021	Mayoral Meeting	Wentworth
11 Aug 2021	Meeting Helen Dalton MP	Wentworth

#### **Attachments**

Nil

## 8 REPORTS FROM COMMITTEES

### 8.1 INTERNAL AUDIT & RISK MANAGEMENT COMMITTEE

File Number: RPT/21/469

Responsible Officer: Simon Rule - Director Finance and Policy

Responsible Division: Finance and Policy

Reporting Officer: Simon Rule - Director Finance and Policy

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

#### Summary

A meeting of the Internal Audit & Risk Management Committee was held on 29 July 2021. The Minutes of the meeting are attached to this report for the information of Councillors.

The Committee has requested that the Reporting Officer seeks resolutions of Council on the following:

- Adopt the amended Investment Policy
- Adopt the revised Community Engagement Strategy
- Approve the variations to the 2020/21 Operational Plan

The Committee has also requested Council notes the:

- Quarterly Operational Plan Progress Report

#### Officer Recommendation

That Council:

- a) Adopt the amended Investment Policy
- b) Adopt the revised Community Engagement Strategy
- c) Approves the variations to the 2020/21 Operational Plan
- d) Notes the Quarterly Operational Plan Progress Report

#### Additional Information

##### June Quarterly Budget Review

The report and attachments presented to the Committee on the June Quarterly Budget Review are attached to this report. If approved, the net result of variances for the June 2021 quarterly review is an unfavourable operational variance of \$1,256,000 and a favourable capital variance of \$1,936,000. A total favourable budget variation of \$680,000 and a favourable YTD variance of \$3,555,000.

##### Quarterly Operational Plan Progress Report

A report on the progress with implementing the four year delivery program of Council is required to be presented at least every six (6) months (LGA s404(5)). To streamline the process and align it with the Quarterly Budget Reporting, this report is now being presented each quarter, to provide a more comprehensive overview of the progress against projects when considering any changes to the budget.

The quarterly progress report on Operational Plan activities for the third quarter of the 2020/21 financial year is attached. This report reflects on all actions up until 30 June 2021.

**Attachments**

1. Minutes - Internal Audit & Risk Management Committee Meeting 29 July 2021 [↓](#)
2. Quaterly Budget Review Statement 30 June 2021 [↓](#)
3. Operational Plan Progress Report as at 30 June 2021 [↓](#)
4. Investment Policy and Strategy [↓](#)
5. Revised Community Engagement Strategy [↓](#)





# **WENTWORTH SHIRE COUNCIL**

## **INTERNAL AUDIT & RISK MANAGEMENT COMMITTEE MEETING MINUTES**

**29 JULY 2021**

INTERNAL AUDIT & RISK MANAGEMENT COMMITTEE MEETING MINUTES 29 JULY  
2021**TABLE OF CONTENTS**

ITEM	SUBJECT	PAGE NO
1	OPENING OF MEETING .....	1
2	PRESENT .....	1
3	APOLOGIES .....	1
4	DECLARATIONS OF PECUNIARY INTEREST AND CONFLICTS OF INTEREST.....	1
5	CONFIRMATION OF MINUTES OF PREVIOUS MEETING .....	1
6	REPORTS .....	2
	6.1 Amended Investment Policy .....	2
	6.2 Revised Community Engagement Strategy .....	3
	6.3 Delivery Program Progress Update .....	4
	6.4 June Quarterly Budget Review .....	5
7	NEXT MEETING.....	6
8	CLOSURE .....	6

---

**INTERNAL AUDIT & RISK MANAGEMENT COMMITTEE MEETING MINUTES 29 JULY 2021**

---

**1 OPENING OF MEETING**

The Mayor declared the meeting open at 10:05 am.

**2 PRESENT****COUNCILLORS**

Councillor Susan Nichols (Mayor)  
Councillor Tim Elstone  
Councillor Jane MacAllister

**STAFF (non- voting members)**

Ken Ross (General Manager)  
Simon Rule (Director Finance and Policy)  
Bryce Watson (Accountant)  
Chloe Horne (Business Support Officer)

**3 APOLOGIES**

Councillor Greg Evans and Councillor Peter Nunan are apologies for this meeting.

**Committee Resolution**

That the Internal Audit & Risk Management Committee notes the apologies from Councillor Greg Evans and Councillor Peter Nunan.

**Moved Cr. Elstone, Seconded Cr. MacAllister**

**CARRIED**

**4 DECLARATIONS OF PECUNIARY INTEREST AND CONFLICTS OF INTEREST**

Nil

**5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING****Recommendation**

That the Minutes of the Internal Audit & Risk Management Committee Meeting held 27 April 2021 be confirmed as circulated.

**Committee Resolution**

That the Minutes of the Internal Audit & Risk Management Committee Meeting held 27 April 2021 be confirmed as circulated.

**Moved Cr. MacAllister, Seconded Cr. Elstone**

**CARRIED**

---

**INTERNAL AUDIT & RISK MANAGEMENT COMMITTEE MEETING MINUTES 29 JULY 2021**

---

**6 REPORTS****6.1 AMENDED INVESTMENT POLICY**

File Number: RPT/21/350

Responsible Officer: Simon Rule - Director Finance and Policy

Responsible Division: Finance and Policy

Report Author: Bryce Watson - Accountant

**Summary**

This Council Policy deals with the investment of Council funds. Wentworth Shire Council's investment policy relates to the investment of surplus funds and funds held in reserve for future payments. This policy has been drafted in line with the *Local Government Act 1993* (NSW) and the Ministerial Investment order 2011.

It is the author's recommendation that the Committee recommend to Council the amended policy be adopted.

**Recommendation**

The Committee recommends that Council adopt the revised Investment Policy and Annual Investment Strategy.

**Committee Resolution**

The Committee recommends that Council adopt the revised Investment Policy and Annual Investment Strategy.

**Moved Cr. MacAllister, Seconded Cr. Elstone**

**CARRIED**

---

**INTERNAL AUDIT & RISK MANAGEMENT COMMITTEE MEETING MINUTES 29 JULY  
2021**

---

**6.2 REVISED COMMUNITY ENGAGEMENT STRATEGY**

File Number: RPT/21/356

Responsible Officer: Simon Rule - Director Finance and Policy

Responsible Division: Finance and Policy

Report Author: Simon Rule - Director Finance and Policy

**Summary**

Council Officers have undertaken a review of the existing Community Engagement Strategy which has resulted in a revised strategy being developed.

As per the current strategy, the revised strategy provides a framework for a coordinated, well planned approach to ensure that Council's engagement processes provide opportunities for the widest possible community participation.

The aim of the strategy is to act as the ongoing guiding document for all community engagement undertaken by Wentworth Shire Council.

**Recommendation**

The Committee recommends that Council adopts the revised Community Engagement Strategy.

**Committee Resolution**

The Committee recommends that Council adopts the revised Community Engagement Strategy.

**Moved Cr. Elstone, Seconded Cr. MacAllister**

**CARRIED**

**INTERNAL AUDIT & RISK MANAGEMENT COMMITTEE MEETING MINUTES 29 JULY  
2021**

---

**6.3 DELIVERY PROGRAM PROGRESS UPDATE**

File Number: RPT/21/439

Responsible Officer: Simon Rule - Director Finance and Policy

Responsible Division: Finance and Policy

Reporting Officer: Bryce Watson - Accountant

Objective: 4.0 Wentworth is a caring, supportive and inclusive community  
that is informed and engaged in its futureStrategy: 4.1 Provide strong and effective representation, leadership,  
planning, decision-making and service delivery**Summary**

A progress report on the implementation of Council's four (4) year Delivery program is required to be presented at least every six (6) months (LGA s404(5)). This report details the activities implemented under the annual operational plan in the last quarter, as per the Delivery program. It aligns with the expenditure provided in the June Quarterly Budget Review.

**Recommendation**

The Committee recommends that Council notes the quarterly progress update on the 2020/21 Operational Plan activities.

**Committee Resolution**

The Committee recommends that Council notes the quarterly progress update on the 2020/21 Operational Plan activities.

**Moved Cr. MacAllister, Seconded Cr. Elstone**

**CARRIED**

**INTERNAL AUDIT & RISK MANAGEMENT COMMITTEE MEETING MINUTES 29 JULY 2021****6.4 JUNE QUARTERLY BUDGET REVIEW**

File Number: RPT/21/441

Responsible Officer: Simon Rule - Director Finance and Policy

Responsible Division: Finance and Policy

Report Author: Bryce Watson - Accountant

**Summary**

A full analysis of Council's Income, Operating Expenditure and Capital Expenditure has been undertaken. A number of variations have been identified against the original budget as outlined in this report. Council's revenue and expenditure is reviewed on a quarterly basis to identify any potential areas requiring a variation.

	YTD Actual (30-June-2021)	% of Original Budget	% of Revised Budget
<b>Revenue</b>	\$42,952,399	115.9%	99.1%
<b>Operational Expenditure</b>	\$25,139,825	100.1%	99.0%
<b>Capital Expenditure</b>	\$18,777,063	63.7%	69.3%

If approved, the net result of variances for the June 2021 Quarter is an unfavourable operational variance of \$1,256,000 and a favourable capital variance of \$1,936,000. Year to date total favourable budget variation of \$3,555,000.

**Recommendation**

That the Internal Audit and Risk Management Committee recommends that Council approves the variations to the 2020/21 Operational Plan adopted at the Council Meeting on 24 June 2020.

**Committee Resolution**

That the Internal Audit and Risk Management Committee recommends that Council approves the variations to the 2020/21 Operational Plan adopted at the Council Meeting on 24 June 2020.

**Moved Cr. MacAllister, Seconded Cr. Elstone**

**CARRIED**

*Councillor Tim Elstone questioned why the Mobile Food Van Policy was not included for review at this meeting as per the Committee Resolution at the previous Internal Audit & Risk Management Committee meeting held on 27 April 2021. The General Manager advised that Council staff are currently researching via a benchmark process, suitable Fees and Charges for Mobile Food Vendor Permits. The Mobile Food Van Policy will be tabled at a future Internal Audit & Risk Management Committee meeting for review.*

*Councillor Jane MacAllister advised that Service NSW are currently offering 2021 COVID-19 Business Grants to NSW businesses affected by the current COVID-19 restrictions. Councillor Jane MacAllister expressed concerns that statistics from 2019 and 2020 show that Wentworth Shire businesses, especially hospitality, have been affected due to drought and lack of tourism opportunities. It is requested that Council and possibly the Far West Joint Organisation, write to the NSW Premier requesting the eligibility of the 2021 COVID-19 Business Grant be reviewed, or special dispensation is considered for businesses affected by factors other than COVID-19 restrictions.*

**INTERNAL AUDIT & RISK MANAGEMENT COMMITTEE MEETING MINUTES 29 JULY 2021**

---

**7 NEXT MEETING**

26 October 2021

**8 CLOSURE**

The meeting was declared closed at 10:49 am.



Wentworth Shire Council

**Quarterly Budget Review Statement**  
for the period 01/04/21 to 30/06/21

**Report by Responsible Accounting Officer**

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

**30 June 2021**

It is my opinion that the Quarterly Budget Review Statement for Wentworth Shire Council for the quarter ended 30/06/21 indicates that Council's projected financial position at 30/6/21 will be Satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: Simon Rule

Date: 26/7/2021

Simon Rule  
Responsible Accounting Officer

## Wentworth Shire Council

Quarterly Budget Review Statement  
for the period 01/04/21 to 30/06/21

## Income &amp; Expenses Budget Review Statement

Budget review for the quarter ended 30 June 2021

## Income &amp; Expenses - Council Consolidated

(2000's)	Original Budget 2020/21	Approved Changes				Revised Budget 2020/21	Variations for this Jun Qtr	Notes	Projected Year End Result	Actual YTD figures	Variance Surplus (Deficit)	Notes	% Actuals by Projected
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs	Mar QBRs							
<b>Income</b>													
Rates and Annual Charges	8,900			165			9,065	a	9,065	9,063	(2)	1	100.0%
User Charges and Fees	5,026						5,026	b	6,765	6,755	(10)	2	99.9%
Other Revenues	1,265						1,265	c	1,265	1,068	(197)	3	84.4%
Grants & Contributions - Operating	10,557				(383)		10,174	d	10,491	10,467	(24)	4	99.8%
Grants & Contributions - Capital	10,605	3,265	80	1,700		2,798	18,448	e	15,385	15,385	-	5	100.0%
Interest and Investment Revenues	601			(350)			251	f	251	215	(36)	6	85.7%
Net gain from disposal of assets	100						100	g	100	-	(100)	7	0.0%
<b>Total Income from Continuing Operations</b>	<b>37,054</b>	<b>3,265</b>	<b>80</b>	<b>1,515</b>	<b>(383)</b>	<b>2,798</b>	<b>44,329</b>		<b>43,322</b>	<b>42,953</b>	<b>(369)</b>		<b>99.1%</b>
<b>Expenses</b>													
Employee Costs	9,997		(170)				9,827	h	8,643	8,643	-	8	100.0%
Borrowing Costs	266						266	i	266	253	(13)	9	95.1%
Materials & Contracts	4,408		25				4,433	j	5,866	5,866	-	10	100.0%
Depreciation	7,093						7,093	k	7,093	7,093	-	11	100.0%
Other Expenses	3,363		170				3,533	l	3,533	3,285	(248)	12	93.0%
<b>Total Expenses from Continuing Operations</b>	<b>25,127</b>	<b>-</b>	<b>25</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,152</b>		<b>25,401</b>	<b>25,140</b>	<b>(261)</b>		<b>99.0%</b>
<b>Net Operating Result from Continuing Operations</b>	<b>11,927</b>	<b>3,265</b>	<b>55</b>	<b>1,515</b>	<b>(383)</b>	<b>2,798</b>	<b>19,177</b>		<b>17,921</b>	<b>17,813</b>	<b>(630)</b>		<b>99.4%</b>
Discontinued Operations - Surplus/(Deficit)							-	m	-	-	-	13	
<b>Net Operating Result from All Operations</b>	<b>11,927</b>	<b>3,265</b>	<b>55</b>	<b>1,515</b>	<b>(383)</b>	<b>2,798</b>	<b>19,177</b>		<b>17,921</b>	<b>17,813</b>	<b>(630)</b>		<b>99.4%</b>
<b>Net Operating Result before Capital Items</b>	<b>1,322</b>	<b>-</b>	<b>(25)</b>	<b>(185)</b>	<b>(383)</b>	<b>-</b>	<b>729</b>		<b>2,536</b>	<b>2,428</b>	<b>(630)</b>		

Wentworth Shire Council

**Quarterly Budget Review Statement**  
for the period 01/04/21 to 30/06/21

**Income & Expenses Budget Review Statement**  
**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

-\$1,256,000

**Notes Details**

b	<b>User Charges and Fees</b> Additional fee for service work on the State Highway 14	\$1,739,000
d	<b>Grants &amp; Contributions - Operating</b> Increase in Financial Assistance Grant was greater than what was budgeted. COVID-19 payment from State Govt to offset increase in Emergency Services Levy	\$179,000 \$138,000
e	<b>Grants &amp; Contributions - Capital</b> Grant Income not claimed as work yet to be completed. Will be re-budgeted in 21-22 if it hasn't already been done so.	-\$3,063,000
h	<b>Employee Costs</b> Savings generated due to staff vacancies during the course of the year	\$1,184,000
j	<b>Materials &amp; Contracts</b> Additional expenditure on State Highway 14	-\$1,433,000

# Quarterly Budget Review Statement for the period 01/04/21 to 30/06/21

## Wentworth Shire Council

## Capital Budget Review Statement

Budget review for the quarter ended 30 June 2021

## Capital Budget - Council Consolidated

Original Budget 2020/21	Approved Changes				Revised Budget 2020/21	Variations for this Jun Qtr	Notes	Projected Year End Result	Actual YTD figures	Variance Surplus (Deficit)	Notes	% Actuals by Projected
	Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs	Mar QBRs							
<b>Capital Expenditure</b>												
New Assets												
- Plant & Equipment	-	-	-	-	-	-	a	-	-	-	1	47.0%
- Land & Buildings	1,645	305	-	-	124	2,074	b	2,109	991	1,118	2	26.1%
- Other	1,000	-	-	-	18	1,018	c	1,018	266	752	3	
Renewal Assets (Replacement)												
- Plant & Equipment	2,427	425	-	-	(2,792)	2,852	d	2,532	2,124	408	4	83.9%
- Land & Buildings	5,820	305	(25)	670	147	4,125	e	3,818	1,655	2,163	5	43.3%
- Roads, Bridges, Footpaths	10,960	1,100	-	(383)	1,117	12,794	f	12,360	9,762	2,598	6	79.0%
- Other Structures	418	703	-	904	294	2,319	g	2,139	724	1,415	7	33.8%
Loan Repayments (Principal)	454	-	-	-	-	454	h	454	273	181	8	60.1%
Water	2,465	160	103	-	-	2,728	i	2,373	1,695	678	9	71.4%
Sewer	1,900	1,200	-	-	-	3,100	j	2,725	1,287	1,438	10	47.2%
<b>Total Capital Expenditure</b>	<b>27,089</b>	<b>4,198</b>	<b>-</b>	<b>1,574</b>	<b>(1,239)</b>	<b>31,464</b>	<b>(1,936)</b>	<b>29,528</b>	<b>18,777</b>	<b>10,751</b>		<b>63.6%</b>
<b>Capital Funding</b>												
Rates & Other Untied Funding	8,745	918	(25)	(126)	147	5,962	k	5,962	3,902	2,060	11	65.4%
Capital Grants & Contributions	10,605	3,265	80	1,700	(383)	18,065	l	16,059	15,385	674	12	95.8%
Reserves:												
- External Restrictions/Reserves	1,388	15	-	-	(340)	1,063	m	1,063	(1,384)	2,447	13	-130.2%
- Internal Restrictions/Reserves	-	-	-	-	-	-	n	-	-	-	14	
New Loans	6,000	-	-	-	-	6,000	o	6,000	586	5,414	15	9.8%
Receipts from Sale of Assets												
- Plant & Equipment	350	-	-	-	-	350	p	350	288	62	16	82.3%
- Land & Buildings	-	-	-	-	-	-	q	-	-	-	17	63.8%
<b>Total Capital Funding</b>	<b>27,088</b>	<b>4,198</b>	<b>55</b>	<b>1,574</b>	<b>(1,239)</b>	<b>31,440</b>	<b>(2,006)</b>	<b>29,434</b>	<b>18,777</b>	<b>10,657</b>		
<b>Net Capital Funding - Surplus/(Deficit)</b>	<b>(1)</b>	<b>-</b>	<b>55</b>	<b>-</b>	<b>-</b>	<b>(24)</b>	<b>(70)</b>	<b>(94)</b>	<b>-</b>	<b>21,408</b>		

Wentworth Shire Council

**Quarterly Budget Review Statement**  
for the period 01/04/21 to 30/06/21

**Capital Budget Review Statement**  
**Recommended changes to revised budget**

Total capital adjustments -\$1,936,000

Budget Variations being recommended include the following material items:

Notes	Details	
b	<b>New - Land &amp; Buildings</b> 100,000 Tonnes Upgrade	\$35,000
d	<b>Plant and Equipment</b> <b>The following projects are to be carried forward to 2021/22</b> Buronga Landfill 11m Tip Truck Buronga Landfil 12m Dog Tipping Trailer	 -\$246,000 -\$74,000
e	<b>Renewal - Land &amp; Buildings</b> <b>To following projects are to be carried forward to 2021/22</b> Cemetery Shed Upgrades Buronga Riverfront Stage 2 Dareton Travellers Rest CCTV Dareton CCTV Wentworth Wentworth Rowing Club Electrical Upgrade Junction Park Electrical Upgrade Buronga Reserves Electrical Upgrade Pooncarie Parks Toilet Upgrade Dareton Reserves Electrical Upgrade	 -\$38,000 -\$22,000 -\$59,000 -\$20,000 -\$20,000 -\$25,000 -\$20,000 -\$20,000 -\$65,000 -\$18,000
f	<b>Renewal - Roads Bridges &amp; Footpaths</b> <b>The following projects are to be carried forward to 2021/22</b> High Darling Road Dareton Street Lighting Upgrade Pitman Avenue Shared Path and Ramps	 -\$280,000 -\$50,000 -\$104,000

g	<b>Renewal - Other Structures</b>	
	The following projects are to be carried forward to 2021/22	
	Pooncarie Walking Track to Campground	-\$30,000
	Bike Safety Track (Buronga Pump Track)	-\$150,000
<hr/>		
i	<b>Water</b>	
	The following projects are to be carried forward to 2021/22	
	Tentham Raw Water Install	-\$355,000
<hr/>		
j	<b>Sewer</b>	
	The following projects are to be carried forward to 2021/22	
	Trentham Sewer Install	-\$375,000
<hr/>		
<b>Capital Budget Review Statement</b>		
<b>Explanatory Notes</b>		
<hr/>		
2	<b>New - Land &amp; Buildings</b>	
	Willow Bend Caravan Redevelopment is in the final design and Tender stage with onsite works planned to commence in February 2022.	
	Land acquisition program in various stages of survey and legals prior to acquisition.	
3	<b>New - Other Structures</b>	
	Stormwater works at Midway have been completed, just awaiting final invoice from the Developer. Wilga road has been delayed due to proposed highway upgrade works being planned by Transport for NSW. Pink Lakes has commenced planning.	
5	<b>Renewal - Land &amp; Buildings</b>	
	Wentworth Civic Centre project has been budgeted to commence construction in 2021/2022.	
	Wentworth Riverfront Wall remediation tender was approved in March 2021. Scheduled for completion by end of December 2021.	
7	<b>Renewal - Other Structures</b>	
	Some stormwater infrastructure renewal projects have not commenced due to a reallocation of staff resources to focus on new stormwater requirements associated with development in Buronga Gol Gol	
8	<b>Loans</b>	
	Only the \$2,000,000 Tcorp Loan was drawn down during this financial year.	
9	<b>Water</b>	
	A number of projects did not commence as resources were reallocated to complete the Gol Gol Water Treatment Plant project.	
	Further projects have been put on hold pending completion of the Integrated Watercycle Management Plan	
10	<b>Sewer</b>	
	Focus for the year has been on completing the Sewer Rationalisation projects.	
	Further projects have been put on hold pending completion of the Integrated Watercycle Management Plan	

Wentworth Shire Council

**Quarterly Budget Review Statement**  
for the period 01/04/21 to 30/06/21

**Cash & Investments Budget Review Statement****Investments**

Investments have been invested in accordance with Council's Investment Policy.

**Cash**

The Cash at Bank figure included in the Cash & Investment Statement totals \$37,771

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.

The date of completion of this bank reconciliation is 30/06/21

**Reconciliation Status**

The YTD Cash & Investment figure reconciles to the actual balances held as follows:

**\$ 000's**

Cash at Bank (as per bank statements)

1,733

Investments on Hand

36,029

less: Unpresented Cheques

(Timing Difference)

9

add: Undeposited Funds

(Timing Difference)

-

**Reconciled Cash at Bank & Investments**

37,771

**Balance as per Review Statement:**

37,771

Difference:

-



## Wentworth Shire Council

# Quarterly Budget Review Statement

for the period 01/04/21 to 30/06/21

## Key Performance Indicators Budget Review Statement - Industry KPI's (OLG)

Budget review for the quarter ended 30 June 2021

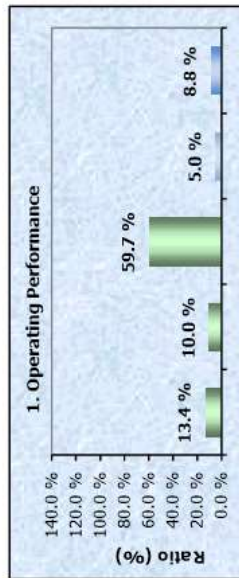
(\$000's)	Current Projection		Original Budget	Actuals	
	Amounts	Indicator	20/21	Prior Periods	18/19
	20/21	20/21	20/21	19/20	18/19

NSW Local Government Industry Key Performance Indicators (OLG):

### 1. Operating Performance

Operating Revenue (excl. Capital) - Operating Expenses	2428	8.8 %	5.0 %	59.7 %	10.0 %
Operating Revenue (excl. Capital Grants & Contributions)	27568				

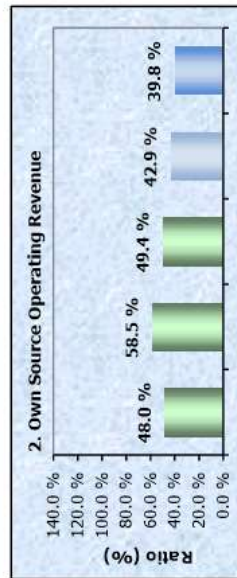
This ratio measures Council's achievement of containing operating expenditure within operating revenue.



### 2. Own Source Operating Revenue

Operating Revenue (excl. ALL Grants & Contributions)	17101	39.8 %	42.9 %	49.4 %	58.5 %
Total Operating Revenue (incl. Capital Grants & Cont)	42953				

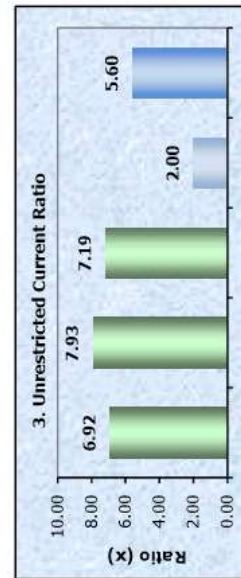
This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants & contributions.



### 3. Unrestricted Current Ratio

Current Assets less all External Restrictions	21610	5.60	2.00	7.19	7.93
Current Liabilities less Specific Purpose Liabilities	3859				

To assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.





## Wentworth Shire Council

Quarterly Budget Review Statement  
for the period 01/04/21 to 30/06/21

## Key Performance Indicators Budget Review Statement - Industry KPI's (OLG)

Budget review for the quarter ended 30 June 2021

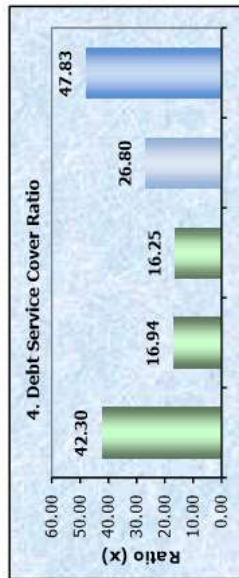
(\$000's)	Current Projection		Original Budget 20/21	Actuals Prior Periods	
	Amounts 20/21	Indicator 20/21		19/20	18/19

NSW Local Government Industry Key Performance Indicators (OLG):

**4. Debt Service Cover Ratio**

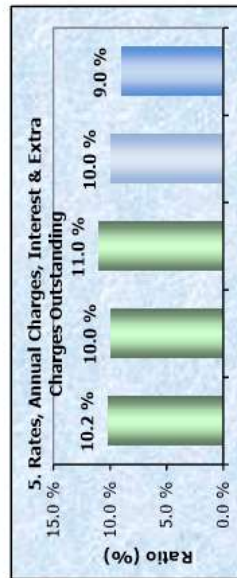
Operating Result before Interest & Dep. exp (EBITDA)	25159	47.83	26.80	16.25	16.94
Principal Repayments + Borrowing Interest Costs	526				

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

**5. Rates, Annual Charges, Interest & Extra Charges Outstanding**

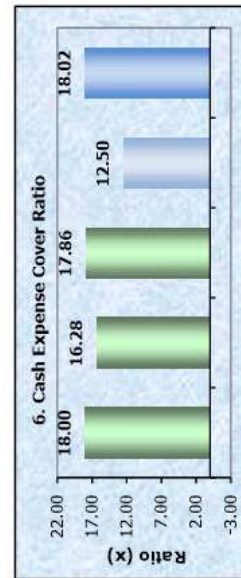
Rates, Annual & Extra Charges Outstanding	957	9.0 %	10.0 %	11.0 %	10.0 %
Rates, Annual & Extra Charges Collectible	10578				

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

**6. Cash Expense Cover Ratio**

Current Year's Cash & Cash Equivalents (incl.Term Deposits)	37771	18.02	12.50	17.86	16.28
Operating & financing activities Cash Flow payments	2096				

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



## Wentworth Shire Council

Quarterly Budget Review Statement  
for the period 01/04/21 to 30/06/21

## Key Performance Indicators Budget Review Statement - Industry KPI's (OLG)

Budget review for the quarter ended 30 June 2021

(\$000's)	Current Projection		Original Budget	Actuals	
	Amounts	Indicator	20/21	Prior Periods	18/19

NSW Local Government Infrastructure Asset Performance Indicators (OLG):

<b>7. Building and Infrastructure Renewals Ratio</b>					
Asset Renewals (Building, Infrastructure & Other Structures)	5361	75.6 %	100.0 %	73.6 %	58.5 %
Depreciation, Amortisation & Impairment	7093				

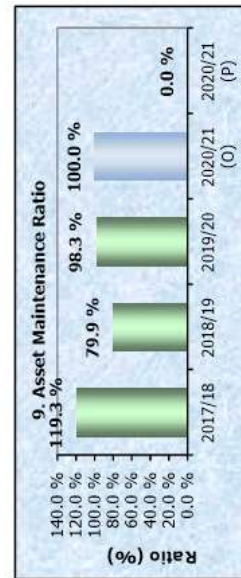
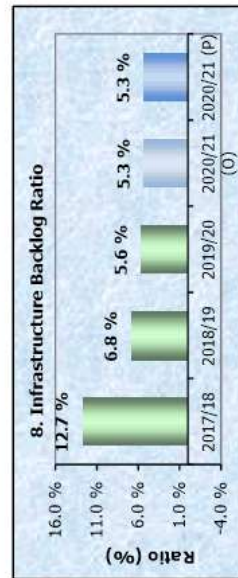
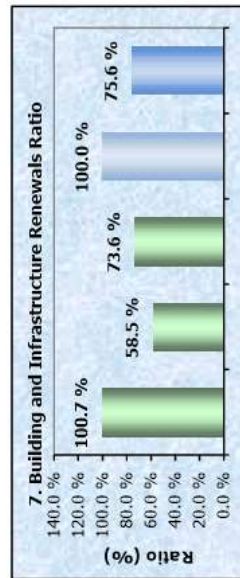
To assess the rate at which these assets are being renewed relative to the rate at which they are depreciating.

<b>8. Infrastructure Backlog Ratio</b>					
Estimated cost to bring Assets to a satisfactory condition	21450	5.3 %	5.3 %	5.6 %	6.8 %
Total value of Infrastructure, Building, Other Structures & depreciable Land Improvement Assets	403068				

This ratio shows what proportion the backlog is against the total value of a Council's infrastructure.

<b>9. Asset Maintenance Ratio</b>					
Actual Asset Maintenance	N/A	0.0 %	100.0 %	100.0 %	100.0 %
Required Asset Maintenance					

Compares actual vs. required annual asset maintenance. A ratio above 1.0 indicates Council is investing enough funds to stop the Infrastructure Backlog growing. This ratio can only be calculated at the end of the year.



## Wentworth Shire Council

**Quarterly Budget Review Statement**  
 for the period 01/04/21 to 30/06/21
**Contracts Budget Review Statement**

Budget review for the quarter ended 30 June 2021

**Part A - Contracts Listing** - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
Tutt Bryant	Supply of Landfill Compactor	643,500	01/05/21	3 months	Y	
Tutt Bryant	Supply of Landfill Excavator	285,010	01/05/21	3 months	Y	
Bott Civil	High Darling Road Reconstruction works	531,400	01/05/21	3 months	Y	
Bott Civil	Milpara Roads Reconstruction works	512,763	01/05/21	3 months	Y	
Mallee Quarries	Supply of DGB20 Class 1 Road Base Material	856,460	01/06/21	3 months	Y	
Bahr Earthmoving	Supply of select fill material	190,228	01/06/21	3 months	Y	

Wentworth Shire Council

**Quarterly Budget Review Statement**  
for the period 01/04/21 to 30/06/21

**Consultancy & Legal Expenses Budget Review Statement**

## Consultancy &amp; Legal Expenses Overview

<b>Expense</b>	<b>YTD Expenditure</b> (Actual Dollars)	<b>Budgeted</b> (Y/N)
Consultancies	843,363	Y
Legal Fees	78,226	Y

**Definition of a consultant:**

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

## Quarterly Progress Report against 2020/21 Operational Plan

Inc in Op Plan	Y			
		Exp Prev Fin Yrs	Original Budget	Revised Budget Q3 June YTD
<b>1.1 Grow the potential for business and industry to develop and expand</b>			\$1,835,253.00	\$1,835,253.00
<b>Active</b>				
Annual Program				
Building Control Operational Costs			\$301,959.00	\$301,959.00
Economic Affairs Operational Costs			\$1,533,294.00	\$1,533,294.00
<b>1.2 Encourage and support population growth and resident attraction</b>		\$1,866,729.46	\$7,455,417.40	\$8,555,417.40
<b>Active</b>				
Annual Program				
Housing & Community Amenities Operational Costs			\$1,315,417.40	\$1,315,417.40
Construction Phase				
1870-2999-0000 Aerodromes - Capital Works	\$1,866,729.46	\$6,100,000.00	\$7,200,000.00	\$5,505,105.09
<b>Not Started</b>				
Planning Phase				
1445-2999-0005 Cemetery Shed Upgrades	\$0.00	\$40,000.00	\$40,000.00	\$2,403.00
<b>2.1 Grow visitation to the Shire by developing a quality visitor experience and promoting our destination</b>		\$320,520.92	\$1,000,000.00	\$1,140,000.00
<b>Active</b>				
Annual Program				
1941-2999-0000 PS Ruby - Capital Costs	\$0.00	\$0.00	\$0.00	\$0.00
Pre-construction Phase				
1960-2999-0003 Willowbend Caravan Park Redevelopment	\$0.00	\$1,000,000.00	\$870,000.00	\$14,413.75
<b>Completed</b>				
1960-2999-0011 Willowbend Power Upgrade	\$54,752.37	\$0.00	\$110,000.00	\$171,994.17
1960-2999-0012 Willowbend Office	\$202,725.00	\$0.00	\$30,000.00	\$30,448.64
1960-2999-0014 Camp Kitchen Modifications	\$63,043.55	\$0.00	\$130,000.00	\$46,305.06
<b>2.2 Enhance access to local health and aged care services</b>			\$151,933.00	\$151,933.00
<b>Active</b>				
Annual Program				
Health Services Operational Costs			\$151,933.00	\$151,933.00
<b>2.3 Enhance access to maternal and child health services, child care centres and pre-school services</b>		\$0.00	\$0.00	\$0.00
<b>Active</b>				
Pre-construction Phase				
1316-2999-0001 WW Extended Day Care Centre	\$0.00	\$0.00	\$0.00	\$0.00
1316-2999-0002 WW Extended Day Care	\$0.00	\$0.00	\$0.00	\$32,856.82
<b>2.4 Enhance access to education, skills and training.</b>		\$0.00	\$53,000.00	\$53,000.00
<b>Active</b>				
Annual Program				
1505-2999-0001 New & Replacement Bookstocks	\$0.00	\$53,000.00	\$53,000.00	\$41,691.83
<b>2.5 Maintain/create desirable open spaces and recreation facilities</b>		\$4,856,907.49	\$4,299,945.57	\$6,215,568.57
<b>Active</b>				
Annual Program				
1555-2999-0006 Waste Bins Replacement	\$0.00	\$12,500.00	\$12,500.00	\$0.00
1555-2999-0008 Shire Wide Post & Rail Replacement	\$20,865.78	\$20,000.00	\$20,000.00	\$21,358.95
Recreation & Culture Operational Costs		\$2,187,445.57	\$2,192,445.57	\$2,192,445.57
Close Out				
1528-2999-0001 Anabranche Hall Upgrade	\$180,219.53	\$0.00	\$25,000.00	\$14,780.73
1545-2999-0033 BBQ & Picnic Tables Fotherby Park	\$0.00	\$0.00	\$23,668.00	\$23,983.93
1546-2999-0018 BBQ & Picnic Table Dareton	\$0.00	\$0.00	\$16,668.00	\$8,237.31
Construction Phase				
1545-2999-0012 Wentworth Riverfront Wall Remediation	\$9,217.16	\$300,000.00	\$175,000.00	\$183,174.15
1545-2999-0025 Wentworth Riverfront BBQ Area	\$14,110.86	\$220,000.00	\$295,000.00	\$144,030.29
1545-2999-0031 W/Worth Rowing Club Reserve Electrical Upgrade	\$0.00	\$0.00	\$63,750.00	\$38,805.83
1545-2999-0032 Junction Park Reserve Electrical upgrade	\$0.00	\$0.00	\$23,750.00	\$23,578.40
1546-2999-0017 Dareton Reserves Electrical Upgrades	\$0.00	\$0.00	\$33,750.00	\$15,496.49
1547-2999-0001 Buronga Riverfront Masterplan	\$71,286.49	\$75,000.00	\$225,000.00	\$242,664.93
1547-2999-0008 Buronga Reserves Electrical Upgrade	\$0.00	\$0.00	\$135,000.00	\$15,496.47
1547-2999-0010 Buronga Riverfront Stage 2	\$0.00	\$0.00	\$0.00	\$77,258.00
1548-2999-0003 Pooncarie Racecourse Extended Shade Area	\$0.00	\$0.00	\$25,000.00	\$25,000.00
Legal				
1540-2999-xxxx Drought Communities Extension Programme Projects	\$0.00	\$1,000,000.00	\$1,000,000.00	\$0.00
Planning Phase				
1555-2999-0012 CCTV Dareton	\$0.00	\$0.00	\$20,000.00	\$0.00
1555-2999-0013 CCTV Wentworth	\$0.00	\$0.00	\$20,000.00	\$478.24
1556-2999-0003 Wentworth Showgrounds Sewer Upgrade	\$0.00	\$0.00	\$0.00	\$171.92



## Quarterly Progress Report against 2020/21 Operational Plan

	Exp Prev Fin Yrs	Original Budget	Revised Budget	
			Q3	June YTD
Pre-construction Phase				
1545-2999-0006 Junction Island Bridge	\$15,403.59	\$0.00	\$0.00	\$2,241.45
1545-2999-0030 WW Rowing Club Building Extension	\$0.00	\$0.00	\$199,187.00	\$1,669.88
1556-2999-0004 WW Showground Tower & Shade	\$0.00	\$0.00	\$0.00	\$7,546.58
1547-2999-0018 Bike Safety Track	\$0.00	\$0.00	\$155,000.00	\$5,642.44
<b>Completed</b>				
Close Out				
1545-2999-0023 Wentworth Showgrounds Pavillion	\$632,814.06	\$325,000.00	\$465,000.00	\$464,192.94
1546-2999-0016 Dareton Town Entry Tree Corridor	\$0.00	\$0.00	\$50,000.00	\$28,078.05
Completed				
1520-2999-0009 Midway Flag Poles	\$2,128.66	\$0.00	\$0.00	\$157.30
1526-2999-0001 Curlwaa Hall Renewal	\$563,531.45	\$0.00	\$0.00	\$670.36
1526-2999-0003 Curlwaa Hall Project Mgt	\$1,611.19	\$0.00	\$0.00	\$222.26
1527-2999-0001 Pooncarie Hall Upgrade	\$205,950.09	\$0.00	\$25,000.00	\$15,828.39
1529-2999-0001 Pomona Hall Upgrade	\$159,041.20	\$0.00	\$30,000.00	\$9,408.30
1535-2999-0004 Wentworth Pool Tiling	\$0.00	\$0.00	\$15,171.00	\$5,169.26
1536-2999-0001 Paint Dareton Pool	\$0.00	\$20,000.00	\$20,000.00	\$19,643.41
1536-2999-0006 Dareton Pool Tiling	\$0.00	\$50,000.00	\$87,829.00	\$80,067.52
1541-2999-0015 GGO Land Acquisition #2 Oval	\$25,919.00	\$0.00	\$0.00	\$0.00
1541-2999-0016 GGO Netball Courts & Lights	\$415,188.19	\$0.00	\$92,000.00	\$85,234.46
1543-2999-0003 Carramar Drive Oval Fencing	\$0.00	\$0.00	\$15,700.00	\$15,360.40
1545-2999-0021 Palm Island Landscaping	\$36,725.16	\$0.00	\$0.00	\$1,543.67
1545-2999-0024 Wentworth Skate Park	\$428,618.03	\$0.00	\$0.00	\$9,000.00
1545-2999-0029 Flame Trees	\$0.00	\$0.00	\$17,000.00	\$16,850.25
1547-2999-0009 George Gordon Oval Fencing	\$0.00	\$0.00	\$79,150.00	\$78,851.53
1548-2999-0001 Pooncarie Parks Toilet Block	\$50,379.00	\$0.00	\$120,000.00	\$54,948.55
1548-2999-0002 Pooncarie Gun Club Concreting	\$0.00	\$0.00	\$40,000.00	\$35,709.09
1548-2999-0004 Pooncarie Walking Track to Campground (1.5m spray seal x900m)	\$0.00	\$0.00	\$60,000.00	\$28,835.13
1548-2999-0005 Pooncarie Bird Hides along Camp Ground & River x2	\$0.00	\$0.00	\$25,000.00	\$6,026.09
1549-2999-0001 James King Park Redevelopment	\$954,152.90	\$0.00	\$0.00	\$396.81
1549-2999-0005 James King Park Toilets	\$1,237.50	\$0.00	\$0.00	\$0.00
1549-2999-0008 Playground Equipment James King Park	\$6,682.50	\$0.00	\$43,000.00	\$33,241.57
1550-2999-0002 Curlwaa Riverfront	\$374,505.60	\$35,000.00	\$35,000.00	\$0.00
1555-2999-0003 Tree Replace Under Power Lines	\$4,595.75	\$25,000.00	\$25,000.00	\$450.00
1555-2999-0005 Tree Management Strategy	\$31,606.96	\$30,000.00	\$30,000.00	\$204.53
1555-2999-0007 Standpipe hard stand area	\$0.00	\$0.00	\$0.00	\$4,982.42
1555-2999-0011 Amenities Upgrade	\$345,685.31	\$0.00	\$50,000.00	\$90,857.43
1557-2999-0001 Wentworth Sporting Complex	\$303,979.84	\$0.00	\$170,000.00	\$68,911.66
<b>Stalled</b>				
1546-2999-0015 Dareton Travellers Rest	\$1,451.69	\$0.00	\$60,000.00	\$615.24
<b>3.1 Promote the efficient delivery of water supply, sewer and drainage services for the long term interests of future generations</b>	<b>\$6,601,177.64</b>	<b>\$6,662,729.10</b>	<b>\$9,847,439.10</b>	<b>\$7,409,806.66</b>
<b>Active</b>				
Annual Program				
1436-2999-0001 Stormwater Drainage	\$0.00	\$250,000.00	\$30,000.00	\$18,756.76
2005-2999-0050 Water Stop Valves and Fire Plugs	\$6,800.28	\$10,000.00	\$10,000.00	-\$0.82
2005-2999-0101 Infrastructure Upgrade	\$0.00	\$1,000,000.00	\$163,000.00	\$0.00
2005-2999-0109 Raw Water Main Replacement W/W	\$0.00	\$280,000.00	\$280,000.00	\$0.00
3005-2999-0047 Acqu'n - East WW Sewer Works	\$17,156.58	\$0.00	\$0.00	\$6,018.50
3005-2999-0126 Sewer Main Refurbishment	\$0.00	\$224,000.00	\$224,000.00	\$24,048.27
3005-2999-0127 Sewer Pit Lids	\$0.00	\$10,000.00	\$10,000.00	\$0.00
Environment 3.1 Operational Costs		\$289,864.00	\$289,864.00	\$289,864.00
Sewer Administration Operational Costs		\$1,402,723.95	\$1,402,723.95	\$1,402,723.95
Water Supplies Operational Costs		\$1,971,141.15	\$1,971,141.15	\$1,971,141.15
Close Out				
1436-2999-0014 Neville Street Stormwater	\$15,579.84	\$0.00	\$300,000.00	\$272,640.01
2005-2999-0207 Gol Gol WTP - Process Upgrade	\$1,064,121.51	\$1,000,000.00	\$1,160,000.00	\$1,184,522.99
3005-2999-0044 Sewer Rationalisation Project Dareton	\$1,744,014.75	\$0.00	\$600,000.00	\$375,087.22
Construction Phase				
1436-2999-0018 Midway Stormwater Upgrade	\$0.00	\$0.00	\$500,000.00	\$192,112.02
1440-2999-0002 EDS Facilities	\$315,311.08	\$50,000.00	\$400,000.00	\$216,993.87
2005-2999-0200 Trentham Cliffs Water Install	\$0.00	\$0.00	\$750,000.00	\$396,180.82
2005-2999-0234 Mourquong Filtered Water Main	\$15,240.79	\$50,000.00	\$200,000.00	\$34,807.53
3005-2999-0135 Septic Waste Receivable Upgrade	\$3,750.00	\$0.00	\$0.00	\$0.00
3005-2999-0138 Upgrade Junc Electrical&SCADA	\$0.00	\$0.00	\$11,710.00	\$11,710.00
1436-2999-0003 Carramar Drv Basin Repair	\$0.00	\$0.00	\$110,000.00	\$25,252.23
2005-2999-0232 Water Infrastructure Development Strategy	\$4,107.00	\$50,000.00	\$50,000.00	\$14.42
3005-2999-0043 Sewer Rationalisation Project Wentworth Implementation	\$1,759,947.28	\$0.00	\$600,000.00	\$432,236.60
3005-2999-1041 Acquisition East Wentworth Sewerage A41	\$1,805.65	\$0.00	\$0.00	\$3,762.15

## Quarterly Progress Report against 2020/21 Operational Plan

	Exp Prev Fin Yrs	Original Budget	Revised Budget	
			Q3	June YTD
Planning Phase				
1436-2999-0020 Pink Lake Stormwater Design	\$0.00	\$0.00	\$30,000.00	\$0.00
1440-2999-0005 Wentworth EDS	\$0.00	\$0.00	\$50,000.00	\$857.04
3005-2999-0121 Integrated Water Cycle MS	\$2,501.10	\$75,000.00	\$75,000.00	\$751.98
Pre-construction Phase				
1436-2999-0002 Gol Gol Heights Endwall Repair	\$0.00	\$0.00	\$110,000.00	\$3,760.50
3005-2999-0200 Trentham Cliffs Sewer Install	\$0.00	\$0.00	\$0.00	\$374,059.81
<b>Completed</b>				
1915-2999-0014 RV Dump Point Wentworth	\$0.00	\$0.00	\$50,000.00	\$62,423.35
3005-2999-0123 Hendy Road Main Replacement	\$813,964.26	\$0.00	\$0.00	\$51,097.24
<b>Stalled</b>				
1436-2999-0019 Wilga Road Stormwater Upgrade	\$0.00	\$0.00	\$470,000.00	\$19,935.68
2005-2999-0209 Pooncarie Reservoirs	\$8,481.24	\$0.00	\$0.00	\$356.20
2005-2999-0242 Pooncarie WTP	\$828,396.28	\$0.00	\$0.00	\$38,693.19
<b>3.2 Plan for and develop the right assets and infrastructure</b>	<b>\$480,913.30</b>	<b>\$12,694,259.78</b>	<b>\$13,790,876.00</b>	<b>\$12,745,866.06</b>
<b>Active</b>				
Annual Program				
3005-2999-0136 Sewer Design Works	\$0.00	\$50,000.00	\$50,000.00	\$0.00
Transport Operational Costs		\$8,766,211.78	\$8,559,032.00	\$8,559,032.00
Construction Phase				
1865-2999-0009 Pitman Ave Shared Path & Ramps	\$5,836.89	\$0.00	\$140,000.00	\$35,933.94
Implementation				
3005-5100-0001 Loan Repayments - Loan #1	\$0.00	\$45,792.00	\$45,792.00	\$0.00
Legal				
1930-2999-0018 Land Acquisitions	\$282,926.09	\$250,000.00	\$0.00	\$109,106.84
Planning Phase				
Road Renewals Included in Operating expenditure		\$3,542,256.00	\$3,158,795.00	\$3,158,795.00
Pre-construction Phase				
1830-2999-0000 Pooncarie-Menindee Road	\$0.00	\$0.00	\$0.00	\$0.00
<b>Completed</b>				
1825-2999-0001 19/20 Rd Inf Renewal -Kelso Rd	\$50,786.47	\$0.00	\$0.00	\$772.98
1825-2999-0002 19/20 Rd Inf Renewal -Ryans Rd	\$70,901.12	\$0.00	\$0.00	\$6.86
1825-2999-0003 19/20 Rd Inf -Twin Isles Drive	\$27,620.83	\$0.00	\$0.00	\$6.86
1825-2999-0004 19/20 Rd Inf -Florence Point	\$33,841.90	\$0.00	\$0.00	\$6.86
1825-2999-0005 Upgrade Mallara Street Sealing	\$0.00	\$0.00	\$130,387.00	\$25,492.99
1825-2999-0006 Upgrade High Darling Sealing	\$0.00	\$0.00	\$773,625.00	\$229,772.23
1825-2999-0008 Adelaide Lane	\$0.00	\$0.00	\$93,000.00	\$86,919.95
1825-2999-0009 Golf Course Road	\$0.00	\$0.00	\$113,000.00	\$113,992.34
1825-2999-0010 High Darling Link Road	\$0.00	\$0.00	\$526,100.00	\$200,906.65
1865-2999-0003 Wood St Kerb Ramps (6)	\$9,000.00	\$0.00	\$145,000.00	\$170,331.97
1865-2999-0010 Sharedways	\$0.00	\$40,000.00	\$9,310.00	\$2,612.25
1865-2999-0011 Dareton Sharedway Continuation	\$0.00	\$0.00	\$35,000.00	\$42,976.34
1915-2999-0015 Foot Traffic Counters	\$0.00	\$0.00	\$11,835.00	\$9,200.00
<b>3.3 Prepare for natural disasters, biosecurity risks and climate change</b>	<b>\$73,675.02</b>	<b>\$1,072,420.00</b>	<b>\$72,420.00</b>	<b>\$72,560.43</b>
<b>Active</b>				
Annual Program				
Environment 3.3 Operational Costs		\$72,420.00	\$72,420.00	\$72,420.00
Construction Phase				
1436-2999-0013 Buronga/Gol Gol Stormwater Constraints	\$73,675.02	\$1,000,000.00	\$0.00	\$0.10
<b>Completed</b>				
1436-2999-0011 Buronga - Gol Gol Drainage Design	\$0.00	\$0.00	\$0.00	\$140.33
<b>3.4 Reduce, reuse and recover waste</b>	<b>\$284,828.05</b>	<b>\$1,953,673.00</b>	<b>\$1,953,673.00</b>	<b>\$1,992,681.22</b>
<b>Active</b>				
Annual Program				
Environment 3.4 Operational Costs		\$1,710,852.00	\$1,710,852.00	\$1,710,852.00
Awaiting Delivery				
1421-2999-0026 Buronga Landfill Excavator	\$0.00	\$0.00	\$0.00	\$0.00
1421-2999-0027 Buronga Landfill Compactor	\$0.00	\$0.00	\$0.00	\$0.00
1421-2999-0028 Buronga Landfill 11m3TipTruck	\$0.00	\$0.00	\$0.00	\$0.00
1421-2999-0029 Buronga L/fill 12m3DogTipTrail	\$0.00	\$0.00	\$0.00	\$0.00
Implementation				
1421-5100-0001 Landfill Capital Loan Repayments	\$172,187.21	\$92,141.00	\$92,141.00	\$92,140.76
1421-5100-0002 Landfill Capital Loan Repayments #2 Loan	\$89,640.84	\$50,680.00	\$50,680.00	\$50,707.12
Planning Phase				
1420-2999-0006 Transfer Station Site Huts	\$0.00	\$0.00	\$0.00	\$4,855.60
1421-2999-0019 100,000 Tonnes Upgrade	\$23,000.00	\$100,000.00	\$100,000.00	\$134,125.74
<b>4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery</b>	<b>\$645,516.19</b>	<b>\$12,134,501.00</b>	<b>\$6,630,608.00</b>	<b>\$4,661,628.90</b>

## Quarterly Progress Report against 2020/21 Operational Plan

	Exp Prev Fin Yrs	Original Budget	Revised Budget	
			Q3	June YTD
<u>Active</u>				
Annual Program				
1005-2999-0014 Office Equipment	\$0.00	\$100,000.00	\$100,000.00	\$65.17
1007-2999-0001 Computer Replacement	\$0.00	\$200,000.00	\$200,000.00	\$30,693.00
1010-2999-0001 Capital Plant Replacement	\$0.00	\$1,500,000.00	\$1,910,000.00	\$1,046,350.47
1010-2999-0012 Minor Plant Purchases	\$0.00	\$50,000.00	\$65,000.00	\$50,201.08
1010-2999-0015 Asbestos Management Plan	\$0.00	\$60,000.00	\$60,000.00	\$8,403.31
Community Services Operational Costs		\$83,786.00	\$83,786.00	\$83,786.00
Finance and Policy Administration Operational Costs		\$1,763,945.00	\$1,761,445.00	\$1,761,445.00
Governance & GMO Administration Operational Costs		\$2,426,393.00	\$0.00	\$0.00
Public Order & Safety Operational Costs		\$1,007,630.00	\$1,007,630.00	\$1,007,630.00
Roads & Engineering Administration Operational Costs		\$177,696.00	\$177,696.00	\$177,696.00
Implementation				
1005-5100-0005 Loan Repayments - Midway	\$122,302.11	\$77,147.00	\$77,147.00	\$88,052.42
1005-5100-0015 Loan Repayments WWCC - Loan \$850k	\$71,708.75	\$42,496.00	\$42,496.00	\$42,586.77
1005-5100-0016 Loan Repayments WWCC - Loan \$3.3m	\$0.00	\$99,616.00	\$99,616.00	\$0.00
1005-5100-0017 Loan Repayments - Stormwater - T-Corp	\$0.00	\$45,792.00	\$45,792.00	\$0.00
1007-2999-0014 Integrated Management System	\$395,309.79	\$500,000.00	\$500,000.00	\$158,694.00
Planning Phase				
1005-2999-0017 Wentworth Civic Centre	\$41,796.60	\$4,000,000.00	\$500,000.00	\$204,682.74
<u>Completed</u>				
1016-2999-0001 Buronga Depot Office Upgrade	\$14,398.94	\$0.00	\$0.00	\$1,342.94
Grand Total	\$15,130,268.07	\$49,313,131.85	\$50,246,188.07	\$40,229,883.21



## INVESTMENT POLICY

### DOCUMENT SUMMARY

This Official Council Policy deals with the investment of Council funds. Wentworth Shire Council's investment policy relates to the investment of surplus funds and funds held in reserve for future payment. These funds are to be invested through the defined guidelines of the investment strategy and policy which gives guidance to staff on the consideration of risk, return and liquidity requirements of the Council.

### 1. STATEMENT OF POLICY INTENT

The aim of the investment policy is to establish an investing framework and ensure due process is followed when investing Council funds. The following are objectives of the Wentworth Shire Council investment policy:

- Protect and preserve capital from investment, credit and liquidity risk
- Maximise investment returns in a safe and sustainable way
- Ensure councils investments comply with relevant legislative requirements issued by governing bodies and comply with reporting and audit requirements.
- Establish a procedural framework for managing and investing council funds
- Ensure all investment decisions are in line with councils adopted investment strategy which will be updated and reviewed annually

Wentworth Shire Council's investment objective is to preserve capital whilst meeting liquidity requirements and meeting council set benchmarks for expected investment returns. Funds held in reserve are maintained specifically with the purpose of future expenditure as consistent with council's long-term financial plan.

### 2. DEFINITIONS AND ABBREVIATIONS (used in this policy)

Prudent Person Standard	The investment will be managed with the care, diligence and skill that a prudent person would exercise.
Ethics and conflicts of interest	Personal activities that would conflict with the proper execution and management of Council's investment portfolio.
Approved Investments	Investments allowed by the most current Ministerial Investment Order under S625 of the Local Government Act 1993.
Prohibited Investments	Investments that are prohibited by the most current Ministerial Investment Order under s625 of the Local Government Act.
Independent Advisor	An independent person who is approved by Council and licensed by the Australian

## INVESTMENT POLICY

	Securities and Investment Commission to provide investment advice.
AFMA	Australian Financial Markets Association
BBSW	Bank-Bill Reference Rate
S & P rating	Standard & Poor's Australia/NZ rating agency
GM	General Manager
Moody's	Moody's rating agency
TCorp and TCorpIM	New South Wales Treasury Corporation and New South Wales Treasury Corporation Managed Investments.

### 3. POLICY CONTENT

#### 3.1 Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the General Manager in accordance with the Local Government Act 1993. The General Manager for Wentworth Shire Council has in turn delegated investment authority to the following positions:

- Accountant
- Director of Finance and Policy
- Manager Finance

Officers' delegated authority to manage Council's investments shall be recorded and required to acknowledge they have received a copy of this policy and understand their obligations in this role. As trustees of public monies, the relevant delegates are to manage Council's investment portfolios to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.

Due to the importance of investments all actions performed by delegates in relation to the investment of council funds will require a double authentication procedure. New investments and Term deposit renewals must be advised of by file note signed by two or more relevant delegates.

#### 3.2 Authorised Investments

Authorised investments shall be limited to those allowed in the most current Ministerial investment order. Currently those investments included are:

- Commonwealth or state issued or guaranteed securities
- Debentures or securities issued by a council

## INVESTMENT POLICY

- Interest bearing deposits, debentures or bonds issued by Authorized Deposit Taking Institutions (ADI's)
- Bills of exchange with a maturity of less than 200 days
- A deposit with the New South Wales Treasury Corporation (T-Corp)

### 3.2.1 Prohibited Investments

In accordance with the Ministerial Investment Order, this investment policy prohibits but is not limited to any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow
- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

### 3.3 Risk Management Guidelines

Investments obtained are to be considered in light of the following key criteria:

- Preservation of Capital – the requirement for preventing losses in an investment portfolio's total value (considering the time value of money)
- Diversification – setting limits to the amounts invested with a particular financial institution or government authority to reduce credit risk
- Credit risk – the risk that a council investment fails to pay interest and/or repay the principal of an investment
- Market Risk - the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices
- Liquidity Risk - the risk an investor is unable to redeem the investment at a fair price within a timely period
- Maturity Risk - the risk relating to the length of term to maturity of the investment. The larger the term, the greater the length of exposure and risk to market volatilities.

All allowable limits including the diversification and liquidity limits will be detailed in Councils adopted investment strategy. Council adopted performance benchmarks will also be detailed in the investment strategy.

### 3.4 Reporting

Documentary evidence must be held for each investment and details thereof maintained in an investment Register. The documentary evidence must provide Council legal title to the investment. Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register.

## INVESTMENT POLICY

Wentworth Shire Council's authorised investment delegates are required to ensure all investments are appropriately recorded in Council's financial records and reconciled at least on a monthly basis. A monthly report will be provided to Council. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date, credit rating and changes in market value.

This Investment Policy will be reviewed at least once a year or as required in the event of legislative changes. The Investment Policy may also be changed as a result of other amendments that are to the advantage of that Council and in the spirit of this policy. Any amendment to the Investment Policy must be by way of Council resolution. The investment strategy should be prepared and signed off by council at least yearly.

### 3.5 Investment Advice

Wentworth Shire Council can at any time appoint an Investment advisor. The Council's investment advisor must be approved by Council and licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of the investment policy.

### 3.6 Ethical and Socially Responsible Investing

Where possible Wentworth Shire Council will look to adopt an investment, which seeks to improve social, environmental and ethical impact. In addition to a normal risk and return assessment council investments will be evaluated further on their ethical and social impact. A number of independent organizations have been established to evaluate and rate companies according to these criteria. It is council's intent to support ethical and socially responsible companies but only where all other investment criteria have been met and performance is not disadvantageous to Council.

## 5. Legislative Requirements

All investments are to be made in accordance with:

- Local Government Act 1993
- Ministerial Investment order 2011
- Local Government (general) Regulation 2005
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards
- Division of Local Government Circulars.

## 4. ATTACHMENTS

Appendix A – Annual Investment Strategy





## INVESTMENT STRATEGY

### PURPOSE

The annual investment strategy sets out Council's investment goals and targets for the coming year. The aim of the strategy is to guide the management of Council's investment portfolio over the short medium and long term to ensure Wentworth Shire Council enjoys continued financial success. The key objectives of this strategy are:

- Maintenance of a balanced and diversified portfolio
- Ensure required fund availability and liquidity standards allow for continued operations
- Maximise investment returns to consistently achieve above benchmark returns
- Manage Risk in terms of investment products and credit ratings

The investment strategy should be applied by all relevant delegates of Wentworth Shire Council in the process of actively managing investments. This Strategy operates in tandem with the adopted investment policy. Wentworth Shire Council's investment strategy is determined after considering a review of the following issues:

- Global and Domestic investment environments
- Current legislative requirements
- Current composition of Councils investment portfolio and future cash flow needs
- Short, Medium and Long-term financial plans

### LIQUIDITY

The majority of Wentworth Shire Council's cash and investments are held as internally and externally restricted cash reserves to satisfy the council's legislative responsibility and set aside specific funds for future specific Council requirements.

Presently there are increased demands for funds due to a number of capital projects. With that brings the need for capital to be called on at short notice. Therefore, specified amounts are required to be held in liquid investments to meet these short-term movements in cash. To ensure Council has available funds to meet their commitments and its short-term operational commitments the following liquidity targets have been set:

Investment Horizon	Maturity Date Range	Minimum Allocation	Maximum Allocation
Working Capital	0-3 months	5-10% or \$1,500,000	75%
Short – Term Funds	3-12 months	25%	75%
Short – Medium Term	1-2 years	20%	60%
Medium Term	2-5 years	0%	40%
Long Term	5-10 years	0%	20%

## INVESTMENT STRATEGY

Councils liquidity will be monitored on an ongoing basis to ensure cash requirements are met and liquidity requirements remain in line with the table above. Time horizons reflect expected holding periods as adopted in the investment strategy.

### DIVERSIFICATION

Council currently mandates that its portfolio strategy shall revolve around three key diversification methods those being:

- Credit quality and satisfying of TCorp requirements
- Time horizon or maturity profile
- Risk profile of potential investment

Currently due to TCorp requirements certain credit rating diversification requirements are in place wherein no more than 35% of council funds can be held with a BBB+ or lower rated bank.

Column A		Column B	Column C	Column D
Long Term Debt Rating				
S&P	Moody's			
AAA	Aaa	100%	100%	Not applicable
AA+ to AA-	Aa1 to Aa3	100%	100%	5 years
A+ to A	A1 toA2	100%	100%	3 years
A-	A3	40%	20%	3 years
BBB+	Baa1	35%	10%	3 years
BBB	Baa2		5%	12 months

Diversification levels are also required to be maintained with regard to counterparty limits. Designed to limit the exposure to any one financial institution these exposure standards do not apply to TCorp managed investments as the managed investments provide exposure to a wide range of companies. Maximum holdings is based on the credit rating of the individual institution.

Long-Term Credit Rating	Maximum Holding
AAA Rating	30%
AA Rating	25%
A Rating	20%
BBB Category	10%

TCorp also makes available a series of managed investment portfolios graded by risk and recommended holding term, Wentworth Council has set a maximum level of holdings for these investments in order to minimise risk exposure.

## INVESTMENT STRATEGY

NSW TCORP IM Funds	Max %
TCorpIM Cash Fund	30%
TCorpIM Short Term Cash Fund	20%
TCorpIM Medium Term Growth Fund	15%
TCorpIM Long Term Growth Fund	5%

In the case any investments are downgraded or councils' investments fall out of line with strategy limits investments will be divested as soon as practical.

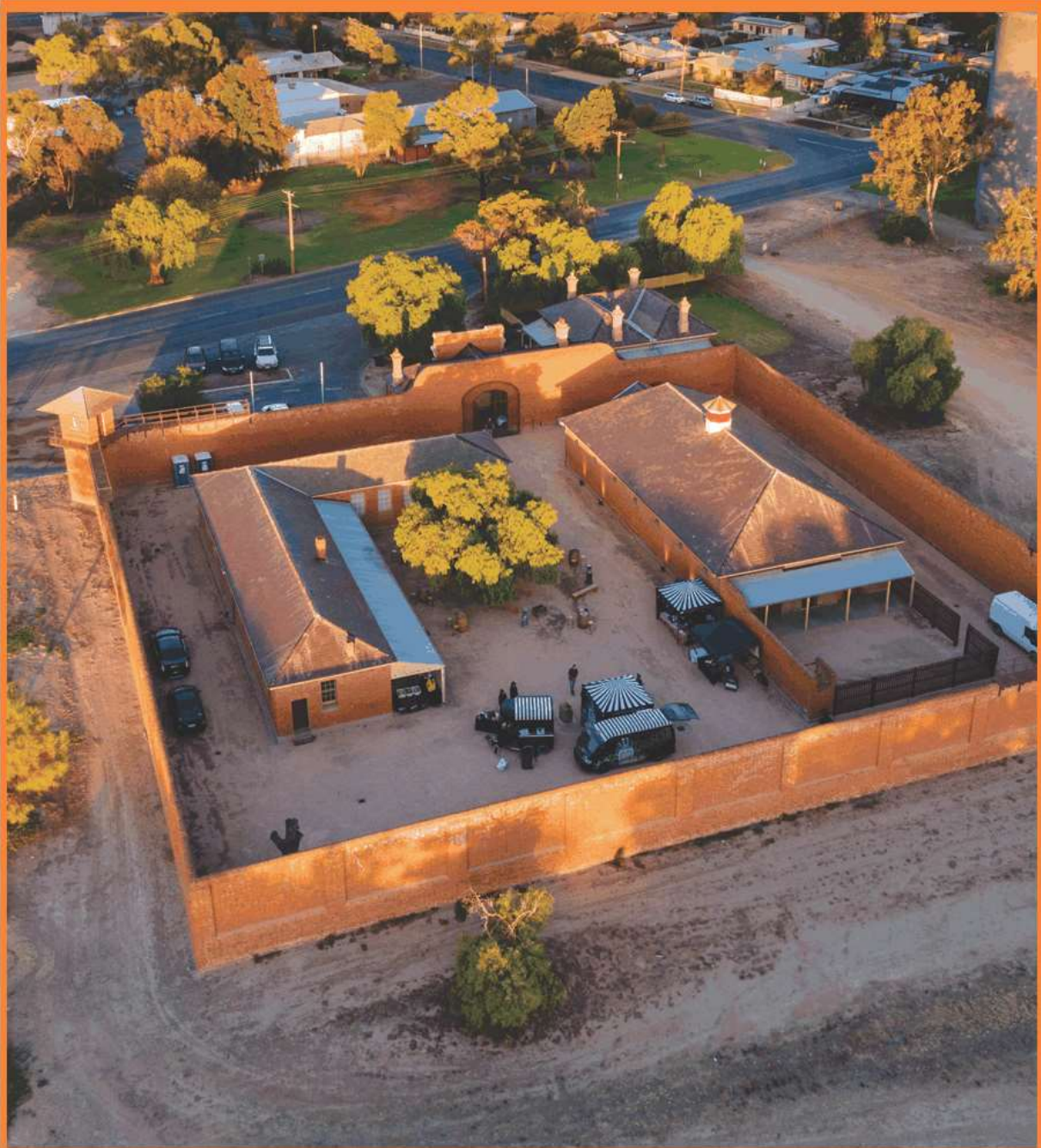
### PERFORMANCE BENCHMARKS

Council intends for their investments to perform at a rate above the 11am Reserve Bank cash rate for their liquid and term deposit investments the 11am rate is an internally set rate from the Reserve Bank minimum lending margin between banks. For all other investments such as T-Corp managed funds, performance is targeted to match internally set benchmarks as disclosed on the investment file note.

### PORTFOLIO CONSTRUCTION

Current council strategies have revolved around liquidity for the increased capital project expenditure in the last two financial years. Whilst council continues to expand at such a rapid pace it is necessary to hold shorter term investments. Due to the requirements of the TCorp loan facility at least 65% of investments will be held with an A rated or higher financial institution. These investments will be complemented with a build of medium and longer-term investments that will provide a foundation of stability and growth during the low interest rate environment.





# WENTWORTH SHIRE COUNCIL COMMUNITY ENGAGEMENT STRATEGY

**WENTWORTH**  
SHIRE COUNCIL



This document was compiled by Wentworth Shire Council.

Main cover image courtesy of Michael Blyde. All other images were sourced from Council's Image Library unless otherwise stated.

Copies of this plan can be viewed online at [www.wentworth.nsw.gov.au](http://www.wentworth.nsw.gov.au)

© Copyright Wentworth Shire Council 2020

# WENTWORTH SHIRE COUNCIL COMMUNITY ENGAGEMENT STRATEGY

## INDEX

<b>Overview</b>	<b>4</b>
<b>Objective</b>	<b>5</b>
<b>Introduction</b>	<b>6</b>
Our commitment	7
<b>Principles</b>	<b>9</b>
International Association for Public Participation (IAP2)	10
Applying IAP2 Spectrum to Wentworth Shire Council	11
Stakeholder mapping	12
<b>Courses of action</b>	<b>13</b>
Engaging with Councillors	14
Engaging with the media	15
Engaging with the Community	15
<b>Have your say</b>	<b>16</b>



## OVERVIEW

This policy outlines how Council will undertake public consultation and community engagement to achieve the following actions listed in goal 4 of Council's 2017-2027 Community Strategic Plan:

- Provide strong and effective representation, leadership, planning and decision-making
- Encourage the self determination of individual townships and community groups
- Collaborate with others to achieve desired outcomes for the local community

The Strategy sets out the steps Council will follow in cases where the Local Government Act (the Act) requires Council to follow its public consultation policy as well as setting out the steps that Council will follow in other cases involving council decision-making.

Under the Local Government Act 2003 (NSW), Council is required to operate within the Integrated Planning and Reporting (IP&R) Framework (right). The framework recognises:

- That most communities share similar aspirations: a safe, healthy and pleasant place to live, a sustainable environment, opportunities for social interaction, opportunities for employment and reliable infrastructure; and
- That council plans and policies do not exist in isolation.

By drawing together various council plans, it allows both Council and the community to understand how the plans interact and to get maximum leverage from their efforts by planning holistically and sustainably for the future.

Furthermore, it provides other organisations that work in collaboration with Council for example government agencies, non-government organisations, and community-based groups - with the community's vision for the future.

Council is committed to providing opportunities for the community to contribute to solutions and be involved in its decision making processes. While Council encourages input from the community and will take into consideration community feedback, under the Local Government Act the final decision remains the responsibility of the Council Members.



**OBJECTIVE 1**

**Wentworth is a vibrant, growing and thriving shire.**

**OBJECTIVE 2**

**Wentworth is a desirable shire to visit, live, work and invest.**

**OBJECTIVE 3**

**Wentworth is a community that works to enhance and protect its physical and natural assets.**

**OBJECTIVE 4**

**Wentworth is a caring, supportive and inclusive community that is informed**

## OBJECTIVE

The objective of this document is to outline a community engagement strategy for Wentworth Shire Council in line with Council's strategic objectives. **Primarily Objective 4: Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future.**

The purpose of this strategy is to:

- Clearly demonstrate Council's commitment, expectations and processes for Community Consultation and Engagement
- Establish a set of principles for guiding Council's community consultation and engagement activities
- Provide a framework for a coordinated, well planned approach to engagement that is genuine and inclusive and meets the needs of each stakeholder group (not one-size fits all)
- Provide guidance on the provision of feedback to communities, stakeholders and partner agencies about how their contribution has influenced the development of

strategic plans and policy

- Provide a framework for monitoring and evaluating Council's engagement activities to incorporate feedback to improve and/or enhance engagement experiences
- Enable Council to become a leader in best-practice community engagement
- Meet the legislative requirements of the Local Government Act.

Picture: Michael Blyde



## Introduction



## WENTWORTH SHIRE: OUR COMMUNITY PROFILE

Situated at the junction of the Murray and Darling Rivers, Wentworth Shire is home to vibrant communities, a diverse agricultural sector, unique natural environments, and significant Cultural Heritage.

Strategically located bordering NSW and SA, and at the cross-roads of the Sturt, Silver City, and Calder Highways, Wentworth Shire provides important linkages to the major ports of Sydney (1,075km), Melbourne (585km), and Adelaide (420km).

The Sturt Highway (a key national freight route) and the Silver City Highway, intersect the Shire from east to west, and north to south respectively.

It has a population of approximately 8,000 people and covers an area of 2,616,926 hectares (26,000 sq. km).

Council's greatest population density is in the townships of Wentworth, Dareton, Buronga and Gol Gol situated on the southern boundary (along the Murray River).

The remote township of Pooncarie is located on the Darling River, approximately 120km north of Wentworth.

Known as the 'Gateway to the Outback', Wentworth Shire has become an important outback destination for tourists, and combined with cross-border neighbour Mildura the region attracts over 300,000 visitors annually; a number of which are return visitors.

Additionally, the shire boasts a number of local, regional and national events including major sporting events, arts and culture events, and a range of annual community events.

As part of both the NSW Western Division and cross-border Sunraysia region, Council continues to foster collaborative partnerships with government agencies, neighbouring councils, and is a member of a number of organisations that work together to represent the needs of our region.

### Our commitment

Council's approach to community engagement will generally involve the following five processes:

- Providing information to the community, e.g. existing plans and strategies, fact sheets, statistical information, and discussion papers. The aim of providing information is to assist in establishing where we are now.
- Seeking information from the community by obtaining feedback on the levels of service the community wants and is willing to pay for, suggestions, opinions and other relevant information that may assist in the planning process. The aim of seeking information is to assist in establishing where we want to be.
- Involving the community in working through the issues raised and developing objectives and strategies for the plan. The aim of involving the community is to assist in establishing how we will get there.
- Charting the course of action to assist in determining outcomes or making final decisions.
- Providing feedback to enable stakeholders to understand how their input informed the course action, direct feedback or public exhibition of plans may be undertaken.

Wentworth Shire Council is committed to ongoing stakeholder engagement that is:

- Inclusive and targeted - ensuring that a broad range of community members have input into developing policies and plans. We will seek to engage with Aboriginals and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, women, people with a disability, older people and young people
- Transparent - we will provide a transparent and open approach with our engagement activities
- Innovative and accessible - we will use a range of tools and methods to ensure that all stakeholders have the opportunity to participate



- Informative and respectful - we will provide information to participants to enable them to contribute in a meaningful way. We will seek to foster mutual respect by listening to all ideas and contributions and responding where possible. We will respect people's privacy by storing all information in accordance with the Privacy Act 1988 (Cwth).





## Principles

## INTERNATIONAL ASSOCIATION FOR PUBLIC PARTICIPATION (IAP2)

Council recognises that Community Engagement is an emerging field of practice that is embraced globally by governments at all levels, institutions and corporations to promote the participation of local communities and stakeholders in decision making.

The International Association for Public Participation (IAP2) is an international member association which seeks to promote and improve the practice of public participation or community engagement, incorporating individuals, governments, institutions and other entities that affect the public interest

### The IAP2 Core Values are:

- Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process;
- Public participation includes the promise that the public's contribution will influence the decision;
- Public participation promotes sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers;

- Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision;
- Public participation seeks input from participants in designing how they participate;
- Public participation provides participants with the information they need to participate in a meaningful way; and
- Public participation communicates to participants how their input affected the decision.

In addition, IAP2 has developed the IAP2 Public Participation Spectrum (below) to assist with the selection of the level of participation that defines the public's role in any community engagement program.

The Spectrum shows that differing levels of public participation are legitimate depending on the goals, time frames, resources and levels of impact of the decision to be made. The five levels of public participation are: Inform, Consult, Involve, Collaborate and Empower.

	Inform	Consult	Involve	Collaborate	Empower
<b>Public Participation Goal</b>	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
<b>Council's Promise</b>	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
<b>Role of the Community</b>	<i>Listen</i>	<i>Contribute</i>	<i>Participate</i>	<i>Partner</i>	<i>Decide</i>





### Applying IAP2 Public Participation Spectrum to Wentworth Shire Council

Not every decision made by Council requires community engagement, however when planning community engagement activities Council's Communications staff will work with the necessary department to determine the level of community participation required as per the spectrum.

It is important to remember that the level of participation in decision-making should be proportionate to the impact of the decision being made – strategic decisions that influence longer-term outcomes for the whole community or have flow-on effects for other decisions should have a much higher degree of community participation than a decision that impacts a very small sector of the community for a very short timeframe.

Council staff will endeavor to plan their community engagement activities in a timely and effective manner.

### Engagement tools

**To inform:** Press releases, public notices, community newsletter, website, social media, notification letters

**To consult:** Community meetings, surveys and questionnaires, public meetings, focus groups, forums and workshops, community newsletter, website, social media, public exhibition

**To involve:** Community meetings, Focus groups, Forums and Workshops, Committees, Online information –e.g. websites, email news, social media.

**To collaborate:** Community meetings, Focus groups, Forums and Workshops, Online information – e.g. websites, email news, social media.

**To empower:** By ensuring that the core principles of integrity, inclusion, deliberation and influence are apparent in all community engagement

### Stakeholder mapping

Stakeholder mapping (analysis) allows engagement to be specifically tailored to the targeted stakeholder group and the issues of relevance to each stakeholder group.

Undertaking stakeholder mapping is vital for effective two-way communication as it reduces the risk of marginalising groups or individuals.

It assists to gain real community ownership of decisions or projects and ensures that communication is occurring with the right people at the right time.

There are a number of criteria that can be used to segment stakeholder groups.

The first way is the type of stakeholder as described above.

The second important consideration is the capacity of the stakeholder groups to engage.

This is particularly important for “hard to reach” stakeholders such as youth, Aboriginal and Torres Strait Islanders, older people, and people and communities who are geographically isolated or transport disadvantaged.

Understanding the capacity of the target stakeholder group’s ability to participate influences the methods of engagement that can be used.

Another factor in determining a stakeholder’s ability to engage is their understanding of the issues or opportunities.

### Stakeholder categories

Stakeholders can be grouped into one of the following four categories:

- **Latent/passive:** these individuals and stakeholders don’t demonstrate an interest in the issue/project/decision at all
- **Emerging:** these individuals and stakeholders are starting to form ideas and opinions on issues, projects and

decisions

- **Aware:** these individuals and stakeholders are aware of issues, projects and decisions and demonstrate knowledge of the topic and can confidently comment on it
- **Active:** these individuals and stakeholders are doing or saying something about an issue, project or decision and are trying to influence others to their position.





## Courses of action

## HOW TO APPROACH COMMUNITY ENGAGEMENT ON PROJECTS

STAKEHOLDER	SUGGESTED ACTION	COMMENTS	TIMELINE
<b>Councillors</b>	Involve councillors early on – whether it be councillor tours/famil/tailored detailed reports on larger issues.  For smaller issues a simple early press release or email would suffice.	The earlier this is done the better, before the information is made public. Give the councillors the privilege of early information.	Recommend this be the first move in any big project.
<b>Media</b>	Invite the media to a face to face meeting/press famil for key projects. Sit down session with the General Manager and the Mayor.  For smaller projects issue a press-release, but only after the information is put on the council's website and social media.	While a press release could be an easy set and forget, we will build a better rapport with media outlets by collaborating more with them.  Use the media as our chance to sell ideas to the community. Press releases tend to simply inform, which is ok on smaller issues but for the larger ones we need a bigger scale.	ASAP after councilors informed – around the same time as the concept is on public display
<b>Community</b>	More emphasis on public exhibitions – via website and social media as well as physical displays in Library, Civic Centre, Shire Offices	Any feedback would need to be managed with close-ended questions (via a survey), otherwise it could quickly get out of hand if people can submit pages and pages of feedback.  Utilise the library to help with the less online-savvy people of the shire. From this we can release images to appear in select shopfronts etc – so people are more aware.  Passive engagement – people can view at their leisure and implement feedback mechanism ie via Facebook survey, box at libraries across the Shire, Council's Offices and VIC.  Implement pop-up sessions in relevant small towns. These were well received for the Dareton Revitalised Stratgy.	ASAP after councilors are informed

The above table describes courses of action to aid in applying the IAP2 Principles in a practical format.

Council has three key stakeholder groups at minimum where engagement: the elected councillors whose role it is to represent the community and vote on council matters, the media who are effectively the voice of the community and a conduit for council to disseminate information to the community, and the most important stakeholder which is the community who stand to be the most impacted by Council decisions and projects.

### Engaging with councillors

The elected Council is the face of the organisation and the key decision makers. They vote on recommendations from staff and

are integral in ensuring the community they represent have a say on Council activities.

Being elected to Council grants a Councillor a level of privilege with Council information. They vote to put projects out to public exhibition, which places them as the first step of community engagement.

For Councillors to effectively make their decisions on a project's suitability to go out to the public they should be given a chance to investigate the project themselves.

This could be in the form of the reports given to Councillors, or a famil/tour of a potential facility. After this is done then once voted on a project will be ready to exhibit publicly.

**Engaging with the media**

projects according to the above table.

The media have a crucial role to play in Council's community engagement. The media is the community's voice, and also Council's way of communicating the other way.

Developing good relationships with local media is important in ensuring Council's message is put across clearly.

Understanding the media's role in giving the community a voice and holding decision makers to account is also vital. Not everything will be received favourably by the community so therefore the media becomes a vessel for Council to have an audience.

**Engaging with the community**

The community is Council's most important stakeholder. It is their rates money being spent, they are the most affected by Council activities, and a good relationship between Council and the community meets Council's strategic objectives.

Once the Councillors have voted to put a project to public exhibition it becomes time for Council staff to ensure the community has the best chance to view and have their say on applicable



### Have your say

Council welcomes comments and submissions from the community.

If you would like to become involved in any of the activities listed above, you should make contact with the Office of the General Manager, at the Wentworth Shire Council.

Telephone (03) 5027 5027 or email: [council@wentworth.nsw.gov.au](mailto:council@wentworth.nsw.gov.au)



## 9 REPORTS TO COUNCIL

### 9.1 GENERAL MANAGER'S REPORT

File Number: RPT/20/854

Responsible Officer: Ken Ross - General Manager  
 Responsible Division: Office of the General Manager  
 Reporting Officer: Chloe Horne - Business Support Officer

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

#### **Summary**

The General Manager's report details information pertaining to meetings attended and general information which are of public interest, and which have not been reported elsewhere in this agenda. Items of note in this report are:

1. OLG Circulars  
Circulars 21-18 to 21-23
2. Meetings  
As listed
3. Upcoming meetings or events  
As listed
4. Other items of note

#### **Recommendation**

That Council notes the information contained within the report from the General Manager.

#### **Detailed Report**

##### 1. OLG Circulars

###### 1.1 Circular 21-18

Calendar of Compliance and Reporting Requirements 2021-22

- Councils and County Councils should use the Calendar of Compliance and Reporting Requirements 2021-22 to assist in planning strategic and operational tasks throughout the year.

###### 1.2 Circular 21-19

Joint Organisation Calendar of Compliance and Reporting Requirements 2021-22

- Joint Organisations should use the Calendar of Compliance and Reporting Requirements 2021-22 to assist in planning strategic and operational tasks throughout the year.

###### 1.3 Circular 21-20

Postponement of the Local Government Elections to 4 December 2021

- Current Councillors and popularly elected Mayors will continue to hold their civic offices until Council elections are held on 4 December 2021.

- The Order made under Section 318C continues the suspension of the requirement to hold by-elections to fill vacancies for the period specified in the Order.
- Councils will not be required to hold by-elections to fill vacancies or to apply to the Minister to dispense with the requirements to hold a by-election before ordinary Council elections are held on 4 December 2021.
- The making of the Order will not affect the requirement to hold Mayoral elections.
- Mayoral Elections must be held for Mayors elected in September 2019 when their two year-terms expire in September 2021.
- Mayors elected in September 2020 will continue to hold office until Council elections are held on 4 December 2021.
- Chairpersons of County Councils now hold office for two years.
- Chairpersons of County Councils elected in September 2020 will continue to hold office until Council elections are held on 4 December 2021.
- The composition of Joint Organisation Boards may need to change in September 2021 if Mayors of member Councils elected by Councillors are not re-elected.
- The postponement of the next ordinary Local Government elections will not affect the timing of future Council elections, and the subsequent ordinary Local Government elections will still proceed in September 2024.

#### 1.4 Circular 21-21

##### Accounting and Financial Reporting Fundamentals – Information Session

- Councils manage significant finances on behalf of their communities.
- Many staff and all Councillors play a key role in Council financial decision making and its vital decision makers hold an adequate level of financial literacy.
- To support this, OLG have developed a 1-hour information session on the fundamental aspects of accounting and financial reporting.
- The information session is delivered via an audio recording and PowerPoint presentation.
- This back to basics financial information session adds to OLG's growing suite of financial and accounting resources.

#### 1.5 Circular 21-22

##### Updated Guidance on the Appointment and Dismissal of Senior Staff

- Under Section 338 of the Act only General Managers and the holders of positions determined by the Council by resolution to be “senior staff” positions may be employed under fixed term contracts of employment based on those approved by the “Department Chief Executive” of the Office of Local Government.
- Council staff must not be employed under a senior staff contract unless the Council has first determined by resolution that the position the staff member has been appointed to, is a “senior staff” position for the purposes of Section 332 of the Act.
- Under Section 337 of the Act General Managers must consult with the governing body of the Council before appointing or dismissing the holders of “senior staff” positions. It is important to note that Section 337 requires this consultation to occur **before** a decision on appointment or dismissal has been made. The requirement to consult with the governing body under Section 337 will not be satisfied where a General Manager informs Councillors of their decision after it has been made.

- Consultation with the governing body of the Council on the appointment and dismissal of senior staff need not necessarily occur at a formal Council meeting. For example, consultation can occur at a Councillor briefing, an informal workshop or with each Councillor individually by telephone or email.
- Where consultation occurs outside of a Council meeting, the requirement to consult with the "Council" under Section 337 necessarily requires that this be undertaken in a way that ensures that **all** members of the governing body are informed of the proposed decision and are given the opportunity to provide comment to the General Manager.
- When consulting with Councillors on decisions to appoint or dismiss senior staff, the General Manager should inform them of their proposed decision and provide sufficient information to allow Councillors to understand the reasons for the decision and to allow them to provide input into the decision.
- When consulting Councillors on a decision to appoint or terminate the employment of a senior staff member, the General Manager should consider the views of Councillors. However, the ultimate decision to appoint or dismiss senior staff rests with the General Manager and not the governing body. It is therefore not open to the governing body of the Council to direct the General Manager on the appointment or dismissal of senior (or any other) staff.
- The requirement to consult with Councillors on the appointment of senior staff under Section 337 of the Act is not satisfied by including Councillors on recruitment panels for senior staff. Section 335 of the Act expressly confers on the General Manager responsibility for the appointment of staff, and Councillors should not, as a rule, be included on recruitment panels for staff. As ICAC has noted, the inclusion of Councillors on recruitment panels has the potential to create confusion about who is responsible for the appointment of the successful candidate. It may also send the wrong message to the employee as to who may give directions about the exercise of their functions. Under the Act senior and other staff are subject to direction by the General Manager and not Councillors.
- The only circumstances where it would be appropriate for Councillors to participate in recruitment panels for staff is where the role involves the provision of administrative or other support directly to Councillors. When recruiting for such roles, Councillors should only comprise a minority of panel members.

#### 1.6 Circular 21-23

##### End of Year Financial Reporting 2020/21

- Annexure 1 provides information to assist Councils prepare their 2020/21 Financial Statements.
- Annexure 2 provides information to assist Joint Organisations prepare their 2020/21 Financial Statements.
- The Financial Data Return (FDR) will be sent under separate cover with an explanatory email and will be available on the OLG Council Portal, in due course.
- The Financial Statements and FDR are to be sent electronically to OLG by 31 October 2021.

## 2. Meetings

Following is a list of meetings or events attended by the General Manager for the period of 22 July 2021 – 6 August 2021.

Date	Meeting	Location
22 July 2021	NSW/VIC Cross Border Commissioner Briefing	Video Conference

22 July 2021	Incident Management Team Meeting	Video Conference
23 July 2021	Incident Management Team Meeting	Video Conference
26 July 2021	Interview with Natural Resources Commission	Video Conference
26 July 2021	NSW/VIC Cross Border Commissioner Briefing	Video Conference
27 July 2021	Mayoral Meeting	Wentworth
27 July 2021	Incident Management Team Meeting	Video Conference
29 July 2021	Internal Audit & Risk Management Committee Meeting	Wentworth
29 July 2021	NSW/VIC Cross Border Commissioner Briefing	Video Conference
30 July 2021	Murray Regional Tourism Strategic Briefing	Video Conference
3 Aug 2021	Mayoral Meeting	Wentworth
3 Aug 2021	Incident Management Team Meeting	Video Conference
6 Aug 2021	Meeting with Wentworth Bowling Club Representatives	Wentworth

3. Events

Following is a list of upcoming events, conferences or committee meetings, including out of region meetings where the Shire has been requested to attend in an official capacity.

Date	Meeting	Proposed Attendees	Location
19 Aug 2021	TransGrid EnergyConnect Update	General Manager	Video Conference
19 Aug 2021	Wentworth Shire Health Interagency Group Meeting	Cr Jane MacAllister	Buronga
24 Aug 2021	Mayoral Meeting	Mayor, Deputy Mayor & General Manager	Wentworth
25 Aug 2021	Staff Consultative & Workplace Health and Safety Committee Meeting	General Manager	Wentworth
27 Aug 2021	Far West Joint Organisation Board Meeting	Mayor, Deputy Mayor & General Manager	Video Conference
31 Aug 2021	Mayoral Meeting	Mayor, Deputy Mayor & General Manager	Wentworth
1 Sept 2021	Far West Managers Meeting	General Manager	Broken Hill

4. Other items of note

Nil

**Attachments**

1. OLG Circular 21-18[↓](#)
2. OLG Circular 21-19[↓](#)
3. OLG Circular 21-20[↓](#)
4. FAQ Postponement of Local Government Elections to 4 December 2021[↓](#)
5. OLG Circular 21-21[↓](#)
6. OLG Circular 21-22[↓](#)
7. OLG Circular 21-23[↓](#)



Office of  
Local Government

## Circular to Councils

<b>Circular Details</b>	21-18 / 19 July 2021 / A779633
<b>Previous Circular</b>	20-33
<b>Who should read this</b>	Councillors / General Managers / All council staff
<b>Contact</b>	Performance Team / (02) 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Information / Council to Implement

### Calendar of Compliance and Reporting Requirements 2021-22

#### What's new or changing

The Calendar of Compliance and Reporting Requirements for councils and county councils has been updated for the 2021-22 financial year.

#### What this will mean for your council

Councils and county councils should use the Calendar of Compliance and Reporting Requirements 2021-22 to assist in planning strategic and operational tasks throughout the year.

#### Key points

- The Calendar of Compliance and Reporting Requirements 2021-22 includes key statutory and other reporting deadlines for councils and county councils.
- Councils' and county councils' statutory and other reporting deadlines are not limited to those included in the Calendar of Compliance and Reporting Requirements 2021-22.
- The online Calendar of Compliance and Reporting, developed by the Office of Local Government (OLG), will be updated to reflect the Calendar of Compliance and Reporting Requirements 2021-22.

#### Where to go for further information

- The Calendar of Compliance and Reporting Requirements 2021-22 is available on OLG's website at <https://www.olg.nsw.gov.au/councils/policy-and-legislation/guidelines-and-policy-information-resources-for-councils/council-annual-reporting-requirements/>
- A Joint Organisation Calendar of Compliance and Reporting Requirements 2021-22 has been prepared (Circular 21-19) and can be located at: <https://www.olg.nsw.gov.au/circulars/>

**Kiersten Fishburn**

**Coordinator General – Planning Delivery and Local Government**

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468



Office of  
Local Government

## Circular to Councils

<b>Circular Details</b>	21-19 / 19 July 2021 / A779633
<b>Previous Circular</b>	20-34
<b>Who should read this</b>	Joint Executive Officers / Councillors / General Managers
<b>Contact</b>	Performance Team / (02) 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Information / Joint Organisation to Implement

### Joint Organisation Calendar of Compliance and Reporting Requirements 2021-22

#### What's new or changing

The Joint Organisation Calendar of Compliance and Reporting Requirements has been updated for the 2021-22 financial year.

#### What this will mean for your council

Joint Organisations should use the Joint Organisations Calendar of Compliance and Reporting Requirements 2021-22 to assist in planning strategic and operational tasks throughout the year.

#### Key points

- The Joint Organisations Calendar of Compliance and Reporting Requirements 2021-22 includes key statutory and other reporting deadlines for Joint Organisations.
- Joint Organisations' statutory and other reporting deadlines are not limited to those included in the Joint Organisations Calendar of Compliance and Reporting Requirements 2021-22.
- The online Calendar of Compliance and Reporting, developed by the Office of Local Government (OLG), will be updated to reflect the Joint Organisation Calendar of Compliance and Reporting Requirements 2021-22.

#### Where to go for further information

- The Joint Organisation Calendar of Compliance and Reporting Requirements 2021-22 is available on OLG's website at:  
<https://www.olg.nsw.gov.au/councils/policy-and-legislation/guidelines-and-policy-information-resources-for-councils/council-annual-reporting-requirements/>
- A Calendar of Compliance and Reporting Requirements 2021-22 for councils and county councils has been prepared (Circular 21-18) and can be located at: <https://www.olg.nsw.gov.au/circulars/>

**Kiersten Fishburn**  
Coordinator General – Planning Delivery and Local Government

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468



Office of  
Local Government

## Circular to Councils

<b>Circular Details</b>	21-20/ 25 July 2021
<b>Previous Circular</b>	20-25 <i>The date of the next ordinary local government elections is 4 September 2021</i>
<b>Who should read this</b>	Councillors / General Managers / All council staff
<b>Contact</b>	Council Governance Team/ 02 4428 4100/ <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Information

### Postponement of the local government elections to 4 December 2021

#### What's new or changing

- The Minister for Local Government has published an order in the Gazette under section 318C of the *Local Government Act 1993* (the Act) postponing all council elections to **4 December 2021**.
- The decision to postpone all council elections has been made in response to the escalating outbreak of the Delta variant of the COVID-19 virus in Greater Sydney and the potential for further outbreaks in regional areas.
- The decision has been made in consultation with and on the advice of the NSW Electoral Commissioner and NSW Health

#### What this will mean for your council

- Current councillors and popularly elected mayors will continue to hold their civic offices until council elections are held on 4 December 2021.
- The order made under section 318C continues the suspension of the requirement to hold by-elections to fill vacancies for the period specified in the order.
- Councils will not be required to hold by-elections to fill vacancies or to apply to the Minister to dispense with the requirement to hold a by-election before ordinary council elections are held on 4 December 2021.
- The making of the order will not affect the requirement to hold mayoral elections.
- Mayoral elections must be held for mayors elected in September 2019 when their two year-terms expire in September 2021.
- Mayors elected in September 2020 will continue to hold office until council elections are held on 4 December 2021.
- Chairpersons of county councils now hold office for two years.
- Chairpersons of county councils elected in September 2020 will continue to hold office until council elections are held on 4 December 2021.
- The composition of joint organisation boards may need to change in September 2021 if mayors of member councils elected by councillors are not re-elected.
- The postponement of the next ordinary local government elections will not affect the timing of future council elections, and the subsequent ordinary local government elections will still proceed in September 2024.

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468



**Key points**

- The local government elections were previously postponed to 4 September 2021 by orders made under section 318B of the Act.
- The order made under section 318C revokes the previous order and appoints 4 December 2021 as the day on which all council elections will be held.

**Where to go for further information**

- Further information is provided in the FAQ which is available on the Office of Local Government's website [here](#).
- For further information, please contact the Council Governance Team on 02 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).

**Kiersten Fishburn**

**Coordinator General, Planning Delivery and Local Government**

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468

# Postponement of the 2021 local government elections



## Frequently asked questions

### Questions about the postponement of council elections

#### When will council elections be held?

All council elections will be held on **4 December 2021**.

#### Why are council elections being postponed?

Council elections are being postponed in response to the current outbreak of the Delta variant of the COVID-19 virus. Global experience has demonstrated that previously effective mitigation strategies for the COVID-19 virus are no longer effective in containing the spread of the Delta variant. Only the strictest controls will contain the current outbreak.

It would be untenable for the Government to encourage electors to leave their homes to vote at a time when people are also being advised not to leave their homes unless it is essential to do so, to limit the spread of the virus.

The Government is also concerned that the current outbreak and restrictions may see a low voter turnout at council elections that could jeopardise the legitimacy of election outcomes and public confidence in them.

#### Has the NSW Electoral Commissioner been consulted?

The decision to postpone council elections has been made in consultation with the NSW Electoral Commissioner and NSW Health. The NSW Electoral Commissioner has advised the Government that it is no longer tenable to hold council elections during the current COVID outbreak. The Commission now faces insurmountable challenges in conducting council elections in areas affected by outbreaks.

The current outbreak and stay at home restrictions do not only affect electors' ability to vote in person but also the ability of election workers to attend polling places and counting venues for the purposes of their work. The Commission is also finding it increasingly difficult to engage and retain election workers because of fear of COVID.

#### Why have council elections in regional areas been postponed?

The current outbreak has seen stay at home restrictions imposed in the Orange, Blayney and Cabonne local government areas and cases and transmission hotspots identified in other regional areas.

The Government cannot take the chance that there will be no further outbreaks in regional areas between now and 4 September 2021 that would put council elections in those areas at risk.

Conducting council elections in regional areas will also require the movement of personnel and equipment from Greater Sydney to those areas creating the risk that holding elections in regional areas may cause the virus to be seeded in those areas.

## Postponement of the 2021 local government elections



### Frequently asked questions

#### **Why can't council elections be held on 4 September 2021 by postal voting?**

When holding postal voting only elections for the 2021 local government elections was proposed as an option to address the risks of holding council elections during the COVID-19 pandemic, it was strongly opposed by the local government sector. It is now too late to revisit that option.

To allow council elections to be held by postal voting only outside the circumstances current permitted under the *Local Government Act 1993* (the Act) would require an amendment to that Act. The earliest this could occur is in the week starting on the 4 August when Parliament is scheduled to resume, by which time it will already be too late. There is no guarantee any legislation mandating postal voting only elections would be supported by the local government sector or would pass the Parliament.

Even if the necessary amendments could be passed, the NSW Electoral Commission has advised that it will not be logistically possible to distribute, receive and process postal votes for every elector in NSW in the time between now and 4 September.

#### **Why can't council elections be held on 4 September 2021 using on-line voting?**

Technology assisted voting is currently only available to a limited class of electors and only at council elections administered by the NSW Electoral Commissioner. The eligibility criteria for technology assisted voting for council elections is largely the same as State elections.

As with postal voting, to allow council elections to be held by online voting only would require an amendment to the Act. The earliest this could occur is in the week starting 4 August. The Parliament has previously indicated opposition to any expansion of technology assisted voting and any legislation allowing an expansion of technology assisted voting would be unlikely to pass.

Even if the necessary amendments could be passed, the NSW Electoral Commission has advised that its online voting systems could not accommodate every elector in NSW.

### **Questions about the 4 December 2021 elections**

#### **How can the Government be sure that it will be safe to hold council elections on 4 December 2021?**

The restrictions imposed under the *Public Health (COVID-19 Temporary Movement and Gathering Restrictions) Order 2021* are designed to contain and reduce the spread of the current outbreak. It is hoped that the measures imposed under the Public Health Order will be effective in containing the current outbreak well before December.

The Government also expects that community vaccination rates will have increased to a level by December to allow available mitigation strategies to be more effective in containing the spread and impact of the Delta variant.

## Postponement of the 2021 local government elections



### Frequently asked questions

#### **What legislative measures have been taken to support council elections in December being COVID-safe?**

Amendments have been made to the *Local Government (General) Regulation 2005* (the Regulation) to facilitate delivery of the December 2021 local government elections in a COVID-safe manner.

Among other things, the amendments to the Regulation expand the eligibility criteria for pre-poll and postal voting in response to the COVID-19 pandemic and allow technology assisted voting at elections administered by the NSW Electoral Commission.

The criteria for pre-poll voting for the 2021 elections have been relaxed allowing any elector to vote during the pre-poll voting period. This will mean that voting will not occur on a single day but over a period of 13 days, including election day. This will assist in allowing a range of COVID-safe measures to be implemented at polling places.

Additional eligibility criteria have been introduced for postal voting in response to the COVID-19 pandemic. These allow electors to vote by post if they are self-isolating because of COVID-19 related reasons, or because they reasonably believe that attending a polling place on election day will pose a risk to their health or safety or the health or safety of another person because of COVID-19. Permanent and temporary residents in hospitals, nursing homes, retirement villages and similar facilities are also eligible to vote using postal voting because of their particular vulnerability.

Technology assisted voting, or iVote, will be able to be made available to electors at council elections administered by the NSW Electoral Commission, and will operate in the same way it does for State elections. Eligibility to vote using iVote will be limited to the same criteria that apply at State elections. Electors who are eligible to vote by post and who have applied for but have not received their postal ballot paper 8 days before election day will also be eligible to vote using iVote.

New powers have also been introduced to allow election managers and officials to maintain COVID-safe measures at and around polling places and at venues where votes are scrutinised or counted. The Regulations empower election managers to:

- restrict posters being displayed and canvassing activities within 100 metres of polling places where this is necessary to comply with a public health order or to reduce the risk of infection from COVID-19, (where posters and canvassing are restricted, links to the posters and other election material may instead be published on the election manager's website)
- prohibit or restrict the number of scrutineers present at polling places and places where ballot-papers are scrutinised or votes counted where this is necessary to comply with a public health order or to reduce the risk of infection from COVID-19, subject to there being alternative scrutiny arrangements (eg filming the counting of votes)



# Postponement of the 2021 local government elections



## Frequently asked questions

- temporarily suspend voting at a polling place for up to 4 hours and to adjourn voting for up to 13 days after election day in response to a health hazard.

### What are the key dates for the 4 December local government elections?

Key dates for the December 2021 local government elections are as follows:

Key date	Step
25 October 2021	Close of electoral rolls (6pm) Candidate nominations open Commencement of the “regulated period” for the elections (for example, published electoral material must comply with authorisation rules)
26 October 2021	Postal vote application opens
3 November 2021	Close of candidate nominations (12pm) Registration of electoral material that is for distribution on election day commences
4 November 2021	Ballot paper draw
5 November 2021	Caretaker period commences
22 November 2021	Pre-poll voting opens iVote commences
26 November 2021	Registration of electoral material for distribution on election day closes (5pm)
29 November 2021	Postal vote applications close (5pm)
3 December 2021	Pre-poll voting closes
4 December 2021	iVote applications close (1 pm) iVote voting closes (6pm) Election day (8am-6pm)
17 December 2021	Return of postal votes closes (6pm)
21 – 23 December 2021	Results declared progressively as counts are finalised by Returning Officers

## Postponement of the 2021 local government elections



### Frequently asked questions

#### When will council elections be declared?

In response to changing postal delivery services, on the advice of the NSW Electoral Commission, the time for the receipt of postal votes has been extended to 13 days after election day. This change has been made to provide a greater opportunity for valid postal votes to be received and counted. This change will mean it is unlikely council elections will be declared before **21 December 2021**.

#### When should councils schedule their first meetings after the election?

As noted above, council elections are not likely to be declared before **21 December 2021**. Councils should schedule the timing of their first meetings following the election on this basis.

Councils that elect their mayor are required to hold a mayoral election with 3 weeks after the declaration of the ordinary election and will be required to schedule a meeting for this purpose within 3 weeks of the declaration of the election.

When scheduling the first meeting following the election, councils will need to factor in the Christmas/New Year period.

#### What needs to happen at the first meeting after the elections?

At the first meeting after the election:

- all councillors and members of county councils must take an oath or make an affirmation of office - councillors are not permitted to participate in meetings until they have done so
- councils must, by resolution, declare that casual vacancies occurring in the office of a councillor within 18 months of the election are to be filled by a countback of votes cast at the election if councils want to fill vacancies by these means – councils that do not resolve to fill vacancies using a countback at their first meeting after the election will be required to fill vacancies using a by-election
- councils that elect their mayors must hold a mayoral election and an election for deputy mayor where they have one
- joint organisations must elect a new chairperson
- county councils must elect a new chairperson.

The Office of Local Government will issue more detailed guidance about these requirements closer to the elections.

## Postponement of the 2021 local government elections



### Frequently asked questions

#### Questions about the effect of the postponement of council elections?

##### What does the postponement of the elections mean for current councillors?

Current councillors will continue to hold their civic offices until council elections are held on 4 December 2021. The civic offices of current councillors will expire on election day on **4 December 2021**.

##### What does the postponement of the elections mean for popularly elected mayors?

Popularly elected mayors will continue to hold their civic offices until council elections are held on **4 December 2021**.

##### What does the postponement of the elections mean for mayors elected by councillors?

The making of the order will not affect the requirement to hold mayoral elections. Mayoral elections must be held for mayors elected in September 2019 when their two year-terms expire in September 2021. The Office of Local Government will issue more detailed guidance on this before September.

Mayors elected in September 2020 will continue to hold office until council elections are held on 4 December 2021.

The civic offices of all mayors elected by councillors will expire on election day on **4 December 2021**.

##### What does the postponement of the elections mean for deputy mayors?

Deputy mayors may be elected for the mayoral term or a shorter term. Deputy mayors hold their office for the term specified by the council's resolution. If a deputy mayor's term expires before election day on 4 December 2021, an election may need to be held for deputy mayor. It should be noted however, that councils are not required under the Act to have a deputy mayor.

##### What does the postponement of the elections mean for chairpersons of county councils?

Chairpersons of county councils now hold office for two years. Chairpersons of county councils elected in September 2020 will continue to hold office until council elections are held on 4 December 2021.

The civic offices of chairpersons of county councils will expire on the election day for their constituent council on **4 December 2021**.

## Postponement of the 2021 local government elections



### Frequently asked questions

#### **What does the postponement of elections mean for joint organisations?**

The composition of joint organisation boards may need to change in September 2021 if mayors of member councils elected by councillors are not re-elected.

Joint organisations elected chairpersons for a two-year term in 2020. Chairpersons elected in 2020 will continue to hold office until council elections are held on 4 December 2021.

The civic offices of chairpersons of joint organisations will expire on the election day for their member council on **4 December 2021**.

#### **Will councils need to hold by-elections to fill casual vacancies occurring before 4 December 2021?**

No. The order postponing the ordinary elections provides that any casual vacancies occurring in a council between now and 4 December are to be filled by the ordinary election for that council to be held on 4 December 2021.

This means that councils are not required to hold a by-election to fill casual vacancies occurring between now and 4 December 2021 or to apply to the Minister for a dispensation from the requirement to hold a by-election.

General managers are still required to notify the Office of Local Government, Local Government NSW, and the NSW Electoral Commissioner of any vacancies within 7 days of their occurring.

#### **What happens if the resignation of councillors between now and 4 December results in a loss of quorum?**

It is not possible under the Act for councils to lose quorum because of councillor resignations.

A quorum is defined under section 368 of the Act as *“a majority of the councillors of the council who hold office for the time being and are not suspended from office”*. This means that the quorum is calculated based on the number of councillors who hold office at a particular point in time and does not include civic offices that are currently vacant.

#### **How will the postponement of elections to 4 December 2021 affect the next term of councils?**

The postponement of the elections will not affect the timing of future council elections, and the subsequent ordinary local government elections will still proceed in September 2024.



## Postponement of the 2021 local government elections



### Frequently asked questions

#### What does the postponement of elections mean for the requirement for councillors to lodge returns of interests?

Under the *Model Code of Conduct for Local Councils in NSW*, councillors (and designated persons) must lodge returns of their interests within three months of 30 June of each year.

All current serving councillors, members of county councils and voting representatives of the boards of joint organisations must lodge a written return of interests with the general manager (or the executive officer in the case of joint organisations) before **30 September 2021** unless they have submitted a return within the previous three months.

Returns of interests must be tabled at the first meeting of the council or board of the joint organisation after they are required to be lodged. They must also be made publicly available free of charge on councils', county councils' and joint organisations' websites, unless there is an overriding public interest against disclosure of the information contained in them or to do so would impose unreasonable additional costs on the council or joint organisation.

#### When will the caretaker period begin for the next local government elections?

The caretaker period no longer commences on 6 August 2021 and *Circular 21-17 Council decision-making prior to the September 2021 local government elections* may now be disregarded.

The caretaker period for the 4 December 2021 elections will now commence on **5 November 2021** and end on **4 December 2021**.

During the caretaker period, councils, general managers, and other delegates of councils (other than a joint regional planning panel, a local planning panel or the Central Sydney Planning Committee) must not exercise the following functions:

- entering into any contract or undertaking involving an expenditure or receipt by the council of an amount equal to or greater than \$150,000 or 1% of the council's revenue from rates in the preceding financial year (whichever is the larger)
- determining a "controversial development application" (as defined by clause 393B(3) of the Regulation), except where a failure to make such a determination would give rise to a deemed refusal, or such a deemed refusal arose before the commencement of the caretaker period
- appointing or reappointing the council's general manager (except for temporary appointments).

Councils should plan now to avoid the need to make these types of decisions during the caretaker period.

## Postponement of the 2021 local government elections



### Frequently asked questions

The Office of Local Government will issue more detailed guidance about the caretaker requirements closer to the elections.

#### **When will the “regulated period” begin for the next local government elections?**

The “regulated period” is the period commencing 40 days before elections in which rules regulating “electoral material” as defined by the Regulation come into effect.

The regulated period no longer commences on 26 July 2021 and *Circular 21-12 “Electoral matter” and use of council resources prior to local government elections* may now be disregarded.

The “regulated period” for the 4 December 2021 elections will now commence on **25 October 2021** and end on **4 December 2021**.

Councils should plan now to issue publications that may be affected by the rules governing “electoral material” during the regulated period before that period commences.

The Office of Local Government will issue more detailed guidance about “electoral matter” and use of council resources during the regulated period closer to the elections.

#### **How will the postponement of the elections affect councils’ IP&R cycle?**

The postponement of the elections will not impact on councils’ IP&R cycles.

The postponement of council elections from 4 September 2021 to 4 December 2021, will not alter the requirement under the Act for councils to review the community strategic plan before 30 June 2022 and establish a new delivery program to cover their principal activities for the 4-year period commencing on 1 July 2022.

However, the postponement of elections will impact of the timing of the end of term report.

#### **Has Central Coast Council’s referendum been postponed?**

Central Coast Council will not be proceeding with its referendum on 4 September 2021. It will be a matter for the Council to determine the future timing of the referendum based on the advice of NSW Health and the requirements of the Public Health Order.

#### **How does the postponement of elections affect councils that are currently under administration?**

Four councils are currently under administration:

- Balranald Shire Council
- Central Coast Council
- Central Darling Shire Council
- Wingecarribee Shire Council.

## Postponement of the 2021 local government elections



### Frequently asked questions

Balranald Shire Council, Central Coast Council and Central Darling Council will continue under Administration despite the postponement of the elections.

**Version update as of 27 July 2021:** The Minister's position regarding Wingecarribee Shire Council has not been finalised and the Minister is waiting on the interim report from the Administrator.

#### Where can I get more information?

Contact your Engagement Manager or the Office of Local Government's Council Governance Team on 4428 4100 or [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).

<b>Circular Details</b>	21-21 / 6 August 2021 / A773025
<b>Previous Circular</b>	N/A
<b>Who should read this</b>	Councillors / General Managers / All council staff
<b>Contact</b>	Policy Team / (02) 4428 4100 / <a href="mailto:code@olg.nsw.gov.au">code@olg.nsw.gov.au</a>
<b>Action required</b>	Information

### Accounting and Financial Reporting Fundamentals – Information session

#### What's new or changing

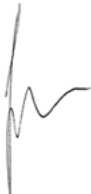
- The Office of Local Government (OLG) has developed a 1-hour information session about the fundamental aspects of accounting and financial reporting.
- The recording is available on [OLG's Council Portal](#) and on OLG's [YouTube channel](#).
- OLG encourages councils to widely circulate this recording to councillors and staff.

#### What this will mean for your council

- Councils manage significant finances on behalf of their communities.
- Many staff and all councillors play a key role in council financial decision making and it is vital decision makers hold an adequate level of financial literacy.
- To support this, OLG has developed a 1-hour information session on the fundamental aspects of accounting and financial reporting.
- The information session is delivered via an audio recording and PowerPoint presentation.
- This back to basics financial information session adds to OLG's growing suite of financial and accounting resources.

#### Where to go for further information

- The recording is available on [OLG's Council Portal](#) and on OLG's [YouTube channel](#).
- Further financial guidance for councils is available on [OLG's website](#) and [OLG's Council Portal](#).
- OLG will provide additional, more detailed training sessions for general managers and councillors during 2021-22.



**Kiersten Fishburn**  
Coordinator General, Planning Delivery and Local Government

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468





Office of  
Local Government

## Circular to Councils

<b>Circular Details</b>	21-22 / 10 August 2021 / A774699
<b>Previous Circular</b>	19-17 <i>The appointment and dismissal of senior staff</i>
<b>Who should read this</b>	General Managers/Councillors
<b>Contact</b>	Council Governance Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Information

### Updated guidance on the appointment and dismissal of senior staff

#### What's new or changing

- The purpose of this Circular is to provide updated guidance to councils on the requirements of the *Local Government Act 1993* (the Act) relating to the appointment and dismissal of senior staff other than the general manager.
- The updated guidance is informed by the recommendations of the Independent Commission Against Corruption (ICAC) arising from its investigation and inquiry into the former Canterbury City Council (Operation Dasha).

#### What this will mean for your council

- Under section 338 of the Act only general managers and the holders of positions determined by the council by resolution to be "senior staff" positions may be employed under fixed term contracts of employment based on those approved by the "Departmental Chief Executive" of the Office of Local Government.
- Council staff must not be employed under a senior staff contract unless the council has first determined by resolution that the position the staff member has been appointed to, is a "senior staff" position for the purposes of section 332 of the Act.
- Under section 337 of the Act general managers must consult with the governing body of the council before appointing or dismissing the holders of "senior staff" positions. It is important to note that section 337 requires this consultation to occur **before** a decision on appointment or dismissal has been made. The requirement to consult with the governing body under section 337 will not be satisfied where a general manager informs councillors of their decision after it has been made.
- Consultation with the governing body of the council on the appointment and dismissal of senior staff need not necessarily occur at a formal council meeting. For example, consultation can occur at a councillor briefing, an informal workshop or with each councillor individually by telephone or email.
- Where consultation occurs outside of a council meeting, the requirement to consult with the "council" under section 337 necessarily requires that this be undertaken in a way that ensures that **all** members of the governing body are informed of the proposed decision and are given the opportunity to provide comment to the general manager.
- When consulting with councillors on decisions to appoint or dismiss senior staff, the general manager should inform them of their proposed decision and provide sufficient information to allow councillors to understand the reasons for the decision and to allow them to provide input into the decision.

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 44 913 630 046

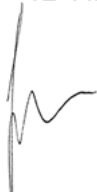
- When consulting councillors on a decision to appoint or terminate the employment of a senior staff member, the general manager should consider the views of councillors. However, the ultimate decision to appoint or dismiss senior staff rests with the general manager and not the governing body. It is therefore not open to the governing body of the council to direct the general manager on the appointment or dismissal of senior (and any other) staff.
- The requirement to consult with councillors on the appointment of senior staff under section 337 of the Act is not satisfied by including councillors on recruitment panels for senior staff. Section 335 of the Act expressly confers on the general manager responsibility for the appointment of staff, and councillors should not, as a rule, be included on recruitment panels for staff. As ICAC has noted, the inclusion of councillors on recruitment panels has the potential to create confusion about who is responsible for the appointment of the successful candidate. It may also send the wrong message to the employee as to who may give directions about the exercise of their functions. Under the Act senior and other staff are subject to direction by the general manager and not councillors.
- The only circumstances where it would be appropriate for councillors to participate in recruitment panels for staff is where the role involves the provision of administrative or other support directly to councillors. When recruiting for such roles, councillors should only comprise a minority of panel members.

#### Key points

- Under section 332 of the Act, the governing body of a council may, in consultation with the general manager, determine positions within a council's organisation structure to be "senior staff" positions.
- Under section 332, a council may not determine a position to be a "senior staff" position unless:
  - the responsibilities, skills and accountabilities of the position are generally equivalent to those applicable to the Executive Band of the *Local Government (State) Award*, and
  - the total remuneration package payable with respect to the position is equal to or greater than the minimum remuneration package (within the meaning of Part 3B of the *Statutory and Other Offices Remuneration Act 1975*) payable with respect to senior executives whose positions are graded Band 1 under the *Government Sector Employment Act 2013*. As of 2018/19 this is \$187,900.

#### Where to go for further information

- For more information, contact the Council Governance Team by telephone on 02 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).



**Kiersten Fishburn**  
Coordinator General,  
Planning Delivery and Local Government

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 44 913 630 046



Office of  
Local Government

## Circular to Councils

<b>Circular Details</b>	21-23 / 10 August 2021 / A782839
<b>Previous Circular</b>	20-36
<b>Who should read this</b>	Finance Staff / General Managers
<b>Contact</b>	Performance Team / 4482 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Information / Council to Implement

### End of Year Financial Reporting 2020-21

#### What's new or changing

- End of year financial reporting information for 2020/21.

#### What this will mean for your council

- Councils and Joint Organisations need to review the attached end of year financial reporting information when completing their 2020/21 Financial Statements and Financial Data Return (FDR) (yet to be issued).

#### Key points

- Annexure 1 provides information to assist councils prepare their 2020/21 Financial Statements.
- Annexure 2 provides information to assist joint organisations (JO) prepare their 2020/21 Financial Statements.
- The Financial Data Return (FDR) will be sent under separate cover with an explanatory email and will be available on the OLG Council Portal, in due course.
- The Financial Statements and FDR are to be sent electronically to OLG by 31 October 2021.
- Detailed instructions on how and where to email these are included in the Annexures.
- GST certificates should be emailed to [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) (see Circular 05-26 & 11-23).

#### Where to go for further information

- The Local Government Code of Accounting Practice and Financial Reporting (Code) for 2020/21 is available on OLG's website at [www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting/](http://www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting/)
- Circular to Councils 20-40, issued 11 December 2020 is available on OLG's website at [www.olg.nsw.gov.au/council-circulars/20-40-local-government-code-of-accounting-practice-and-financial-reporting-2020-21/](http://www.olg.nsw.gov.au/council-circulars/20-40-local-government-code-of-accounting-practice-and-financial-reporting-2020-21/)

  
Kiersten Fishburn  
Coordinator General, Planning Delivery and Local Government

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468



## **Annexure 1: Information to assist councils prepare 2020/21 Financial Statements**

### **1. Submission of Financial Statements**

- The General Purpose Financial Reports, Special Purpose Financial Reports, Special Schedules and the Auditor's Reports are to be formatted into a single PDF document, titled using the format: "Council name – Financial Statements – 2020-21".
- All councils, county councils and joint organisations must lodge their Financial Statements by **31 October 2021**.
- The Financial Statements should be sent to [finance@olg.nsw.gov.au](mailto:finance@olg.nsw.gov.au).
- Statements received after this date will be considered as being submitted late and not in accordance with the *Local Government Act 1993* (Act).

### **2. Communications during the preparation of financial statements and audit process**

- Finance professionals are encouraged to speak to the Audit Service Providers /Audit Office representatives in relation to any matters that may arise and early communications are encouraged.
- Councils with audit, risk and improvement committees may consider engaging committee members early to review the financial statements, key accounting estimates and accounting issues prior to audit.

### **3. Pro-forma Accounts**

- Finance professionals are encouraged to prepare proforma financial statements to enable early review of the format, accounting policies and note disclosures.
- This will aid in the timeliness of financial reporting.
- We encourage councils to identify opportunities to declutter the financial statements by removing any unnecessary notes and streamlining disclosures.

### **4. Code of Accounting Practice and Financial Reporting (Code) – Update 2020/21**

- The Code must be used to prepare the annual financial statements in accordance with the Act and the *Local Government (General) Regulation 2005* (Regulation).
- The Code and supporting materials are available on the OLG website at [www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting/](http://www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting/)

### **5. COVID-19 reporting requirements**

- Councils should ensure that they have prepared a high-quality accounting policy position paper for all material accounting areas, with a particular focus on the areas significantly impacted by COVID-19.
- This includes detailed materiality assessments, support for judgements and assumptions and accounting considerations of decisions made to support compliance with Australian Accounting Standards.
- OLG has supporting material at [www.olg.nsw.gov.au/council-portal/accounting-guidance](http://www.olg.nsw.gov.au/council-portal/accounting-guidance).

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468

- Significant financial reporting implications arising due to COVID-19 should be discussed and documented at the Audit and Risk Committee of councils as well as during council meetings.
- This will support council in maintaining proper records about significant financial reporting matters.
- Where decisions are made by council that items are immaterial to disclose, these decisions should be included in the documentation provided to council's Audit, Risk and Improvement Committee (if Council has implemented such committee).

#### **6. Financial Data Return (FDR)**

- The 2020/21 FDR will be emailed under separate cover.
- This is to be submit by **31 October 2021** to [fdr@olg.nsw.gov.au](mailto:fdr@olg.nsw.gov.au) in an Excel format only.
- The FDR should be accurate and align with the audited financial statements.
- The return can also be accessed via the [Council Portal](#) on the OLG website.
- Information/data from the FDR will be used in the published Time Series Data and Your Council website.

#### **7. Statement by Councilors and Management**

- The Code requires a Statement by Councilors and Management.
- The Statement in the approved form is in the Code.
- Councils' auditors may require the Statement to be re-signed closer to the date the audit opinion is issued, where there have been significant changes to the financial statements approved for submission to audit.

#### **8. New Accounting Standards and the impact for Councils**

- It is important that councils assess the impact of the new accounting standards and is adequately prepared for first-time adoption.
- A significant amount of information is available for councils at [www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting](http://www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting) which will assist in the reporting requirements.
- Councils should assess if the impact of new accounting standards will be material and prepare workpapers to support this assessment.
- Where possible, council should quantify the impact of new accounting standards that have been issued but are not yet effective.
- Additional information is available from the Australian Accounting Standards Board at [www.aasb.gov.au](http://www.aasb.gov.au).

#### **9. Asset valuations and fair value assessments**

- Councils should ensure early commencement and completion of asset revaluations.
- Fair value assessments need to be conducted annually.
- Adequate documentation needs to be available to the auditors.
- The necessary documentation should be agreed with the auditor prior to year-end.

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468

- Restrictions on asset use, especially for community land and land under roads, should be taken into account when assessing valuation.
- NSW Valuer General's valuations may be used to represent fair value of community land.
- Councils will then need to separately consider any improvements made to community land in the overall fair value assessment.

#### **10. Indicative Rates for the Purpose of Discounting Cash Flows (Employee Benefits)**

- Employee benefit liabilities expected to be settled more than 12 months after the reporting date must be measured using market yields of Government Bonds - AASB 119 (Employee Benefits).
- Indicative rates of National Government Bonds (Treasury Bonds) are provided on the Reserve Bank website at [www.rba.gov.au](http://www.rba.gov.au) by searching "indicative rates".

#### **11. Index Rates for Water and Sewer**

- Councils should use the most current index rates for water and sewer assets.
- DPIE - Water releases index rates for water and sewer assets at [www.industry.nsw.gov.au/water](http://www.industry.nsw.gov.au/water).

#### **12. Domestic Waste Management (DWM)**

- DWM will not be audited for the 2020/21 year, however councils are required to calculate the reasonable costs charges for domestic waste.
- Following the release of IPART's DWM review, OLG will consider and develop specific guidance for calculating and reporting of these charges.

#### **13. Infrastructure ratios**

- Building and Infrastructure Renewal Ratio (BIRR) is calculated based on renewal expenditure on the specific infrastructure assets identified in the Report on infrastructure assets as documented in the Code.
- Other assets classes, should not be included in the infrastructure ratio calculations.

#### **14. Council Borrowings**

- The Proposed Borrowing Return (issued 7 June 2021) should be completed and forwarded to NSW TCorp ([lgs@tcorp.nsw.gov.au](mailto:lgs@tcorp.nsw.gov.au)), if you have not already done so.
- The return can be accessed via the [Council Portal](#) on the OLG website.
- Councils are required to advise the Coordinator General, Planning Delivery and Local Government, of amounts borrowed within 7 days when loans are drawn in accordance with clause 230 of the Regulation.
- Notification can be emailed to [finance@olg.nsw.gov.au](mailto:finance@olg.nsw.gov.au).
- Councils are also reminded of the need to complete the capital expenditure review requirements, as per OLG Circular to Councils 10/34, prior to the commencement of projects.

#### **15. Restricted funds**

- Section 409(3) of the Act states that money received as a result of the levying of a special rate or charge may not be used for purposes other

Office of Local Government  
 5 O'Keefe Avenue NOWRA NSW 2541  
 Locked Bag 3015 NOWRA NSW 2541  
 T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
 E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468

than for which the rate or charge was levied. In this case, money received for water, sewer or domestic waste purposes cannot be used within the General Fund.

- Section 410 of the Act requires Ministerial approval to lend (by way of an internal loan) money that is not yet required for the purpose for which it was received.

#### **16. Council entities**

- Section 358 of the Act requires councils to obtain Ministerial consent before forming or participating in the formation of a corporation or other entity or acquire a controlling interest in a corporation or other entity.
- In this section of the Act, entity means any partnership, trust, joint venture, syndicate or any other body (whether or not incorporated).

#### **17. Audit, Risk and Improvement Committees**

- The date for the implementation of the Audit, Risk and Improvement Committee (ARIC) is March 2022.

#### **18. Crown Land**

- We encourage councils to access the Department of Planning, Industry and Environment - Crown Land portal to download information on the reserves managed by council.
- The information on the portal should be reconciled against Council's fixed assets register at 30 June 2021.
- It is ideal for the download to be performed on 30 June 2021 (or as close as possible) as there is currently no function available on the portal to extract the data at a particular date.
- If there are discrepancies, councils should contact the Crown Land Division at the Department of Planning, Industry and Environment
- For further information, visit [www.industry.nsw.gov.au/lands/reserves/portal](http://www.industry.nsw.gov.au/lands/reserves/portal)

#### **19. Pensioner Concession Rebate Claims (PRC)**

- All components associated with the claim must be submitted prior to processing.
- Completed claims and associated certificates are due on 1 October 2021.
- Those claims received after this date may not be paid this calendar year.
- The PRC claim form has been sent to councils under separate cover.

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468



## **Annexure 2: Information to assist JOs prepare 2020-21 Financial Statements**

### **1. Submission of Financial Statements**

- The General Purpose Financial Reports and the Auditor's Reports are to be formatted into a single PDF document, titled using the format: "JO name – Financial Statements – 2020-21".
- All joint organisations must lodge their Financial Statements by **31 October 2021**.
- The Financial Statements should be sent to [finance@olg.nsw.gov.au](mailto:finance@olg.nsw.gov.au).
- Statements received after this date will be considered to be submitted late and not in accordance with the *Local Government Act 1993* (Act).

### **2. Joint Organisations Supplement to Local Government Code of Accounting Practice and Financial Reporting (Supplement) – Update No. 29**

- The Supplement must be used to prepare the annual financial statements in accordance with the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2005* (Regulation).
- The Supplement is available on the Office of Local Government (OLG) website at [www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting](http://www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting).

### **3. Financial Data Return (FDR)**

- The 2020/21 JOFDR will be emailed separately to Executive Officers.
- Submit by **31 October 2021** to [jofdr@olg.nsw.gov.au](mailto:jofdr@olg.nsw.gov.au) in an Excel format only.
- The JOFDR should be accurate and align with the audited financial statements.
- The return can be accessed via the Council Portal on the OLG website.

### **4. Statement by Chairperson and Executive Officer**

- The Supplement requires a Statement by Members of the Board of Management.
- The Statement in the approved form is in the Supplement.
- JOs' auditors may require the Statement to be re-signed closer to the date the audit opinion is issued, where there have been significant changes to the financial statements approved for submission to audit.

### **5. Inclusion of Financial Statements in JO Annual Performance Statement**

- JOs are to include a copy of the audited financial statements within its Annual Performance Statement and make available by 30 November 2021.

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468

## 9.2 MONTHLY FINANCE REPORT

File Number: RPT/21/473

Responsible Officer: Simon Rule - Director Finance and Policy

Responsible Division: Finance and Policy

Reporting Officer: Vanessa Lock - Finance Officer

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

### Summary

Rates and Charges collections for the month of July 2021 were \$739,265.05. After allowing for pensioner subsidies, the total levies collected are now 8.27%. For comparison purposes 8.47% of the levy had been collected at the end of July 2020. Council currently has \$36,222,985.30 in cash and investments.

### Recommendation

That Council notes the Monthly Finance Report.

### Detailed Report

The purpose of this report is to indicate to Council the position in relation to the rate of collections and the balance of cash books.

#### Reconciliation and Balance of Funds held as at 31 July 2021

The reconciliation has been carried out between the Cash Book of each fund and the Bank Pass Sheet as at 31 July 2021.

	Combined Bank Account
<b>Cash Balance as at 1 July 2021</b>	<b>\$ 1,733,382.52</b>
Add: Receipts for the Period Ending 31 July 2021	\$ 4,157,398.00
Rates, Debtors, Miscellaneous	
Less: Payments for the Period Ending 31 July 2021	
Cash Book entries for this Month	\$ 3,702,436.11
<b>Cash Balance at at 31 July 2021</b>	<b>\$ 2,188,344.41</b>
<b>Investments</b>	
Total Investments as at 31 July 2021	\$ 34,034,640.89
<b>TOTAL</b>	<b>\$ 36,222,985.30</b>

Collection of Rates and Charges

Rates and Charges collections for the month of July 2021 were \$739,265.05. After allowing for pensioner subsidies, the total levies collected are now 8.27%. A summary of the Rates and Charges situation as at 31 July 2021 is as follows.

	Rates and Charges	
<b>Levies</b>		
Balance Outstanding at 30 June 2021 - Rates / Water	957,794.11	
Rates and Charges Levied 20 July 2021	9,545,527.09	\$ 10,503,321.20
+ Additional Water Charges	572,424.80	
+ Supplementary Rates and Charges	5,355.09	
+ Additional Charges	3,629.40	
- Credit Adjustments	792.00	
- Abandonments	16.46	\$ 11,083,922.03
<b>Deductions</b>		
- Payments	739,265.05	
- Less Refunds of Payments	0.00	\$ 739,265.05
		\$ 10,344,656.98
- Pensioner Subsidy		
Government Subsidy	97,741.56	
Council Subsidy	79,970.37	\$ 177,711.93
Total Rates/Water Charges Outstanding		\$ 10,166,945.05

Note: For comparison purposes 8.47% of the levy had been collected at the end of July 2020.

Council Loans Report

Name	Institution	Purpose	Interest Rate	Loan Amount	Amount Outstanding	Due Date
Loan 201	National Australia Bank	Buronga Landfill	4.550% Fixed	\$ 920,000.00	\$ 385,305.78	30/01/2025
Loan 202	ANZ Bank	Civic Centre	3.470% Fixed	\$ 850,000.00	\$ 658,869.98	21/10/2026
Loan 203	National Australia Bank	Midway Centre	3.586% Fixed	\$ 1,900,000.00	\$ 1,657,585.67	28/04/2023
Loan 204	Bendigo Bank	Buronga Landfill	5.290% Fixed	\$ 1,500,000.00	\$ 1,303,395.56	12/05/2037
CFWC31 0604	T-Corp	Trentham Sewer and Burong/Gol Stormwater	1.82% Fixed	\$ 1,000,000.00	\$ 1,000,000.00	4/06/2031
CFWC31 0624	T-Corp	Trentham Sewer and Burong/Gol Stormwater	1.79% Fixed	\$ 1,000,000.00	\$ 1,000,000.00	24/06/2031
				<b>TOTAL</b>	\$ 6,005,156.99	



Rates/Water write offs and adjustments

Rates and charges that have been written off or adjustments made under the delegated authority of the General Manager for the month of July 2021.

Account	Date	Amount	Comment
<b>Debtors</b>			
Wentworth RSL	19/07/2021	245.00	Cancelled licence - included in Bodies Granted Exemptions
<b>Rates</b>			
699	6/07/2021	11.06	Ratepayer experiencing financial difficulties due to COVID19
279-17	6/07/2021	1.88	Ratepayer experiencing financial difficulties due to medical condition
2090-12	26/07/2021	300.00	Remove garbage charge from vacant block of land
822	27/07/2021	246.00	Remove garbage charge from vacant block of land
1106-1	28/07/2021	246.00	Remove garbage charge - previous owners had 2 bins, new owner only requires 1 bin

Overtime and Travelling

<b>Overtime</b>				
	<b>Time and a Half</b>		<b>Double Time</b>	
<b>Department</b>	<b>Hours</b>	<b>Amount</b>	<b>Hours</b>	<b>Amount</b>
Animal Services	15.50	\$ 716.98	29.00	\$ 1,788.28
Civil Works	11.50	\$ 548.77	9.50	\$ 570.16
Finance	20.50	\$ 1,261.80	7.50	\$ 692.50
Governance	11.00	\$ 789.49	1.00	\$ 94.66
Health & Planning				
Parks & Gardens	8.00	\$ 366.52	3.00	\$ 177.99
Roads - Council	89.50	\$ 3,958.05	40.50	\$ 2,366.32
Roads - RMS	235.75	\$ 11,361.64	343.00	\$ 21,976.34
Roads & Engineering Indoor	31.50	\$ 2,173.99	13.00	\$ 1,168.11
Waste Management	4.00	\$ 222.24	6.50	\$ 481.16
Water & Waste Water	64.00	\$ 3,028.56	77.00	\$ 4,893.10
<b>Total</b>	<b>491.25</b>	<b>\$ 24,428.04</b>	<b>530.00</b>	<b>\$ 34,208.62</b>
<b>Travel Allowance</b>				
<b>Department</b>	<b>Kms</b>	<b>Amount</b>		
Health & Planning	990.00	\$ 772.20		
Roads & Engineering Indoor	1,026.00	\$ 800.28		
<b>Total</b>	<b>2,016.00</b>	<b>\$ 1,572.48</b>		

Conclusion

The report indicates to Council that its finances are in a favourable position.

Attachments

Nil

### 9.3 MONTHLY INVESTMENT REPORT

File Number: RPT/21/494

Responsible Officer: Simon Rule - Director Finance and Policy

Responsible Division: Finance and Policy

Reporting Officer: Bryce Watson - Accountant

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

#### Summary

As at 31 July 2021 Council had \$25 million invested in term deposits and \$11,222,985.30 in other cash investments. Council received \$9,970.71 from its investments for the month of June 2021.

In July 2021 Council investments averaged a rate of return of 0.38% and it currently has \$6,736,496.56 of internal restrictions and \$21,227,391.57 of external restrictions.

#### Recommendation

That Council notes the monthly investment report.

#### Detailed Report

##### Purpose

The purpose of this report is to update Council on the current status of its investments.

##### Matters under consideration

As at 31 July 2021 Council had \$36,222,985.30 invested with ten (10) financial institutions.

##### Breakdown of Total Funds Available

Financial Institution	Amount	Percentage of Available Funds
AMP	\$ 3,017,723.82	8.33%
Bank of Queensland	\$ 1,000,000.00	2.76%
Bendigo Bank	\$ 4,188,344.41	11.56%
Commonwealth Bank	\$ 5,000,000.00	13.80%
IMB Bank	\$ 1,000,000.00	2.76%
Macquarie Bank	\$ 7,011,925.27	19.36%
Members Equity Bank	\$ 2,004,991.80	5.54%
National Australia Bank	\$ 5,000,000.00	13.80%
Westpac	\$ 5,000,000.00	13.80%
Suncorp	\$ 3,000,000.00	8.28%
<b>TOTAL</b>	<b>\$36,222,985.30</b>	<b>100.00%</b>

Investments on Hand as at 31 July 2021

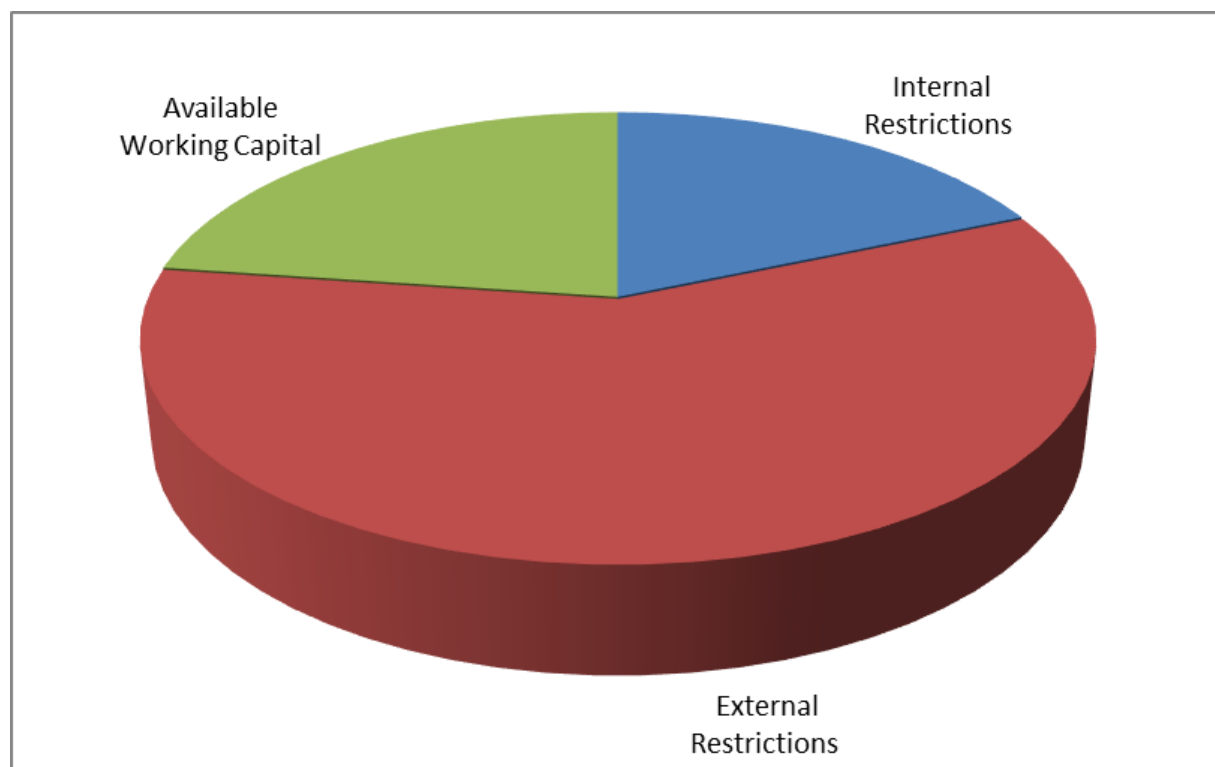
Wentworth Shire Council						
Investments on Hand as at 31 July 2021						
Investee	Date Invested	Date of Maturity	Effective Interest Rate	Investment Type	Amount Invested	Rating
Bank of Queensland	9/06/2021	7/12/2021	0.40%	Term Deposit	\$ 1,000,000.00	A2/BBB+
Bendigo Bank	29/03/2021	27/09/2021	0.30%	Term Deposit	\$ 1,000,000.00	A2/BBB+
Bendigo Bank	24/05/2021	24/02/2022	0.35%	Term Deposit	\$ 1,000,000.00	A2/BBB+
Commonwealth Bank	11/02/2021	10/08/2021	0.35%	Term Deposit	\$ 1,000,000.00	A1+/A
Commonwealth Bank	29/01/2021	26/10/2021	0.40%	Term Deposit	\$ 1,000,000.00	A1+/A
Commonwealth Bank	20/05/2021	20/05/2022	0.39%	Term Deposit	\$ 1,000,000.00	A1+/A
Commonwealth Bank	15/06/2021	15/06/2022	0.40%	Term Deposit	\$ 1,000,000.00	A1+/A
Commonwealth Bank	14/07/2021	14/07/2022	0.46%	Term Deposit	\$ 1,000,000.00	A1+/A
IMB Bank	9/06/2021	9/09/2021	0.97%	Term Deposit	\$ 1,000,000.00	A2/BBB
Macquarie Bank	8/04/2021	7/10/2021	0.35%	Term Deposit	\$ 1,000,000.00	A1/A+
Macquarie Bank	10/06/2021	10/03/2022	0.40%	Term Deposit	\$ 1,000,000.00	A1/A+
Members Equity Bank	9/06/2021	9/03/2022	0.45%	Term Deposit	\$ 1,000,000.00	A2/BBB
National Australia Bank	9/02/2021	9/08/2021	0.35%	Term Deposit	\$ 1,000,000.00	A1+/AA-
National Australia Bank	26/04/2021	22/11/2021	0.30%	Term Deposit	\$ 1,000,000.00	A1+/AA-
National Australia Bank	23/02/2021	19/01/2022	0.35%	Term Deposit	\$ 1,000,000.00	A1+/AA-
National Australia Bank	25/02/2021	21/01/2022	0.35%	Term Deposit	\$ 1,000,000.00	A1+/AA-
National Australia Bank	28/06/2021	25/03/2022	0.30%	Term Deposit	\$ 1,000,000.00	A1+/AA-
Suncorp Bank	13/05/2021	9/12/2021	0.32%	Term Deposit	\$ 1,000,000.00	A1/A+
Suncorp Bank	10/06/2021	10/06/2022	0.33%	Term Deposit	\$ 2,000,000.00	A1/A+
Westpac Banking Corporation	8/03/2021	8/11/2021	0.30%	Term Deposit	\$ 1,000,000.00	A1+/AA-
Westpac Banking Corporation	24/02/2021	24/11/2021	0.30%	Term Deposit	\$ 1,000,000.00	A1+/AA-
Westpac Banking Corporation	3/03/2021	3/12/2021	0.32%	Term Deposit	\$ 1,000,000.00	A1+/AA-
Westpac Banking Corporation	25/03/2021	25/02/2022	0.33%	Term Deposit	\$ 1,000,000.00	A1+/AA-
Westpac Banking Corporation	28/05/2021	28/02/2022	0.32%	Term Deposit	\$ 1,000,000.00	A1+/AA-
Total					\$ 25,000,000.00	
Other Cash Investments						
Investee	Date Invested	Date of Maturity	Effective Interest Rate	Amount Invested	Rating	
Bendigo Bank - Operating A/c	N/A	Ongoing		\$ 2,188,344.41	A2/BBB+	
AMP (11)	23/10/2020	Ongoing	0.55%	\$ 3,017,723.82	A2/BBB+	
Macquarie Bank (4) - Ongoing	3/12/2020	Ongoing	0.35%	\$ 5,011,925.27	A1/A+	
Members Equity Bank - Ongoing (5)	1/12/2020	Ongoing	0.40%	\$ 1,004,991.80	A2/BBB	
Total Funds Available					\$ 36,222,985.30	

Note: Ratings provided are from Moody's and Standard & Poors Rating Agencies

Restrictions

<b>Internal Restrictions</b>		
- Employee Entitlements	\$2,376,437.00	
- Doubtful Debts	\$ 115,367.00	
- Future Development Reserve	\$1,113,213.94	
- Trust Account	\$ 631,478.62	
- Capital Projects	\$1,000,000.00	
- Plant Replacement Reserve	\$1,500,000.00	\$6,736,496.56
<b>External Restrictions</b>		
- Water Fund	\$9,422,178.87	
- Sewer Fund	\$3,674,470.88	
- T-Corp Stormwater	\$1,413,892.49	
- Developer Contributions Reserve	\$ 639,646.61	
- Unexpended Grants	\$5,245,132.86	
- Crown Reserves Reserve	\$ 289,128.84	
- Loan Guarantee Reserve	\$ 3,162.86	
- Prepayments Cemeteries	\$ 539,778.16	\$21,227,391.57
<b>Day to Day Liquidity</b>		\$ 8,259,097.17
<b>Total Funds Available</b>		<b>\$36,222,985.30</b>

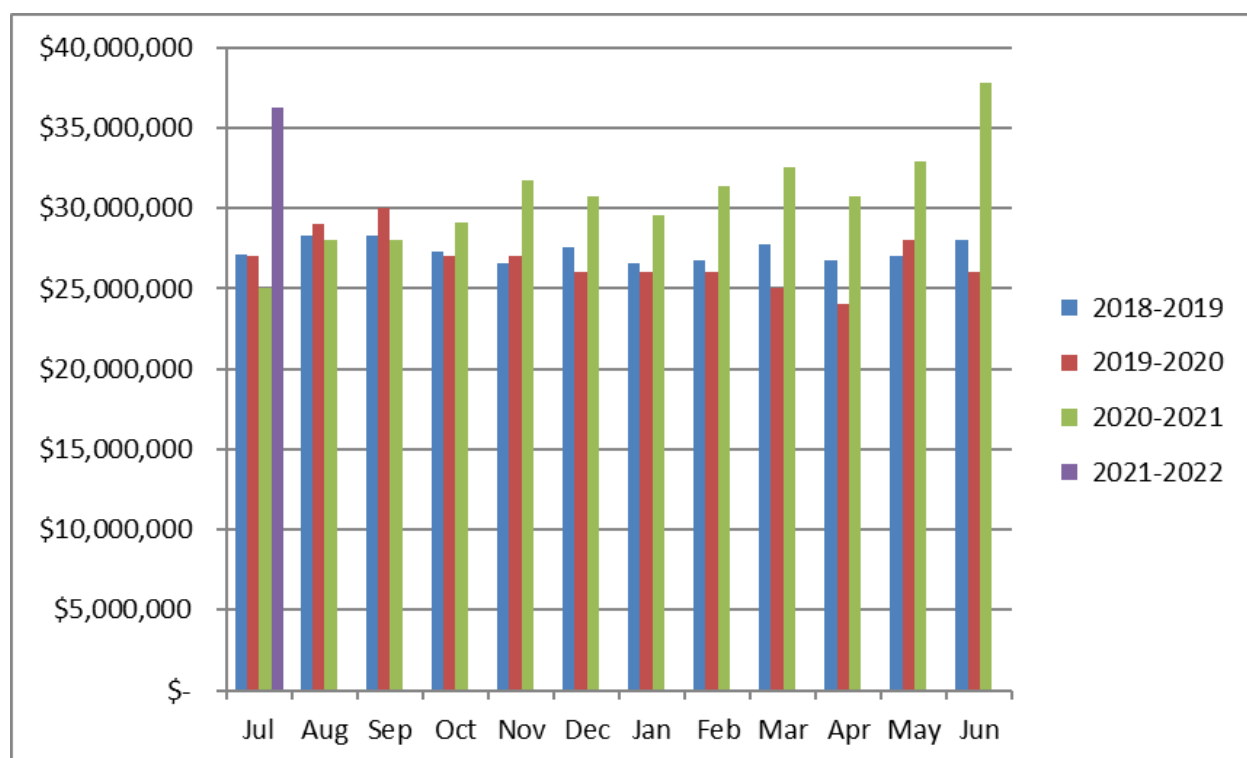
Breakdown



Summary – Unexpended Grants as at 31 July 2021

Grant	Amount
Block Grant	\$ 195,531.75
Roads to Recovery	\$ 457,684.00
CMA - Pooncarie Weir	\$ 77,746.00
State Library Infrastructure Grant	\$ 518,770.00
Crown Reserve WW Caravan Park	\$1,000,000.00
Crown Reserve Astronomy Park	\$ 679,316.00
Crown Reserve Pooncarie Race Track	\$ 29,700.00
Wentworth Showgrounds Sewer Upgrade	\$ 339,427.26
NSW Fixing Local Roads	\$ 710,379.52
Local Roads and Community Infrastructure	\$ 378,547.50
Resources for Regions Junction Island Bridge	\$ 172,500.00
Resources for Regions VIC Relocation	\$ 470,511.50
Stronger Country Communities WW Rowing Club Grant	\$ 77,815.98
Stronger Country Communities WW Extended Daycare	\$ 123,173.75
Stronger Country Communities Junction Island Fitness Equipment	\$ 14,029.60
<b>Total</b>	<b>\$ 5,245,132.86</b>

Total Funds Invested

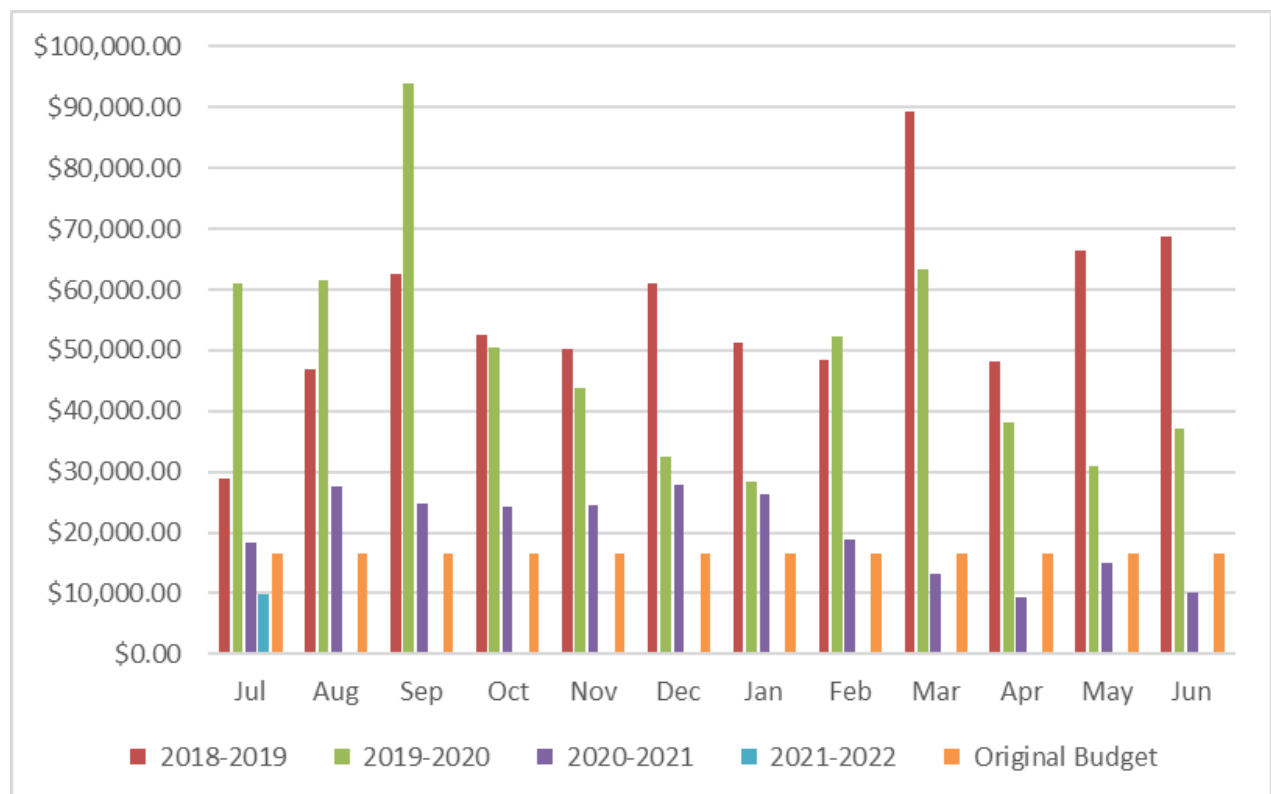


Two (2) term deposits and three (3) other accounts matured or provided interest in July earning Council \$9,970.71 in interest. The budget for July was \$16,666.67. Year to date Council has received \$9,970.71 in interest. The budget for the new financial year is currently set at \$200,000.00.

Investment Revenue in July 2021

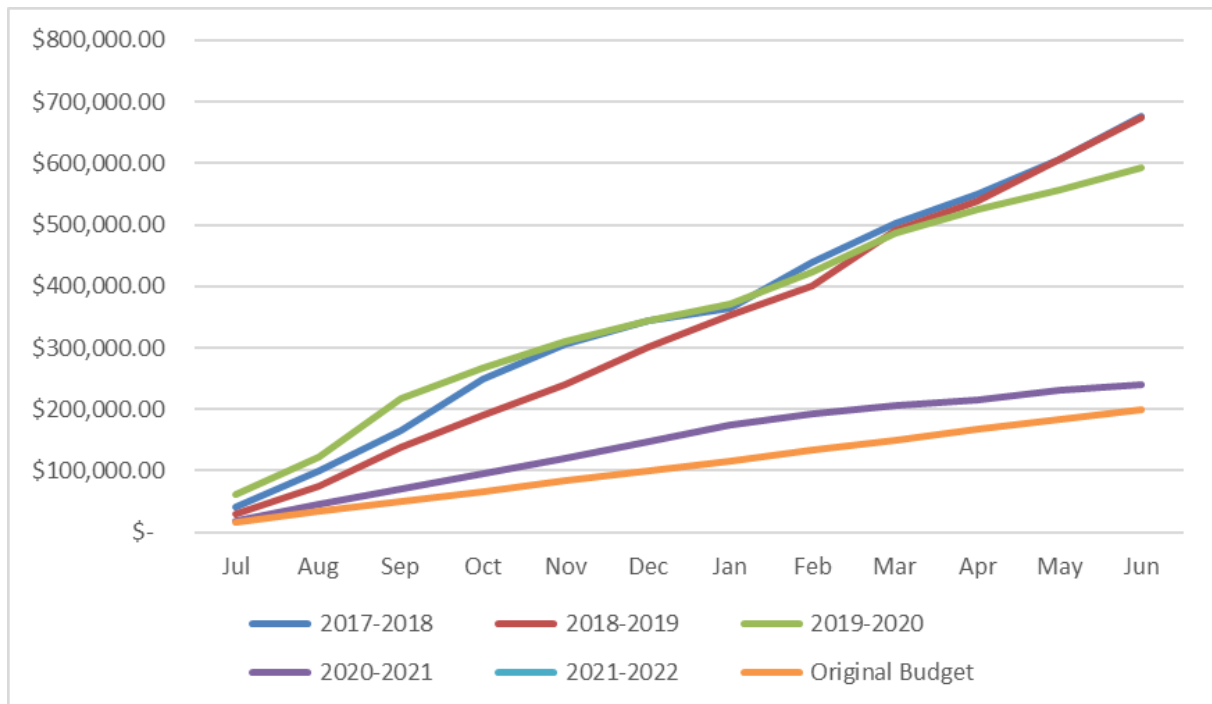
Investee	Date Invested	Date of Maturity	Effective Interest Rate	Amount Invested	Interest Earned
<b>Term Deposits</b>					
Bank of Queensland (6)	22/10/2020	22/07/2021	0.60%	\$1,000,000.00	\$4,487.67
Commonwealth Bank (2)	15/01/2021	14/07/2021	0.37%	\$1,000,000.00	\$1,824.66
<b>Other Cash Investments</b>					
AMP (11)	23/10/2020	Ongoing	0.55%	\$3,017,723.82	\$1,362.92
Macquarie Bank (4) - Ongoing	3/12/2020	Ongoing	0.35%	\$5,011,925.27	\$1,702.16
Members Equity Bank - Ongoing (5)	1/12/2020	Ongoing	0.40%	\$1,004,991.80	\$ 593.30
<b>Total</b>					<b>\$9,970.71</b>

Investment Revenue received July 2021



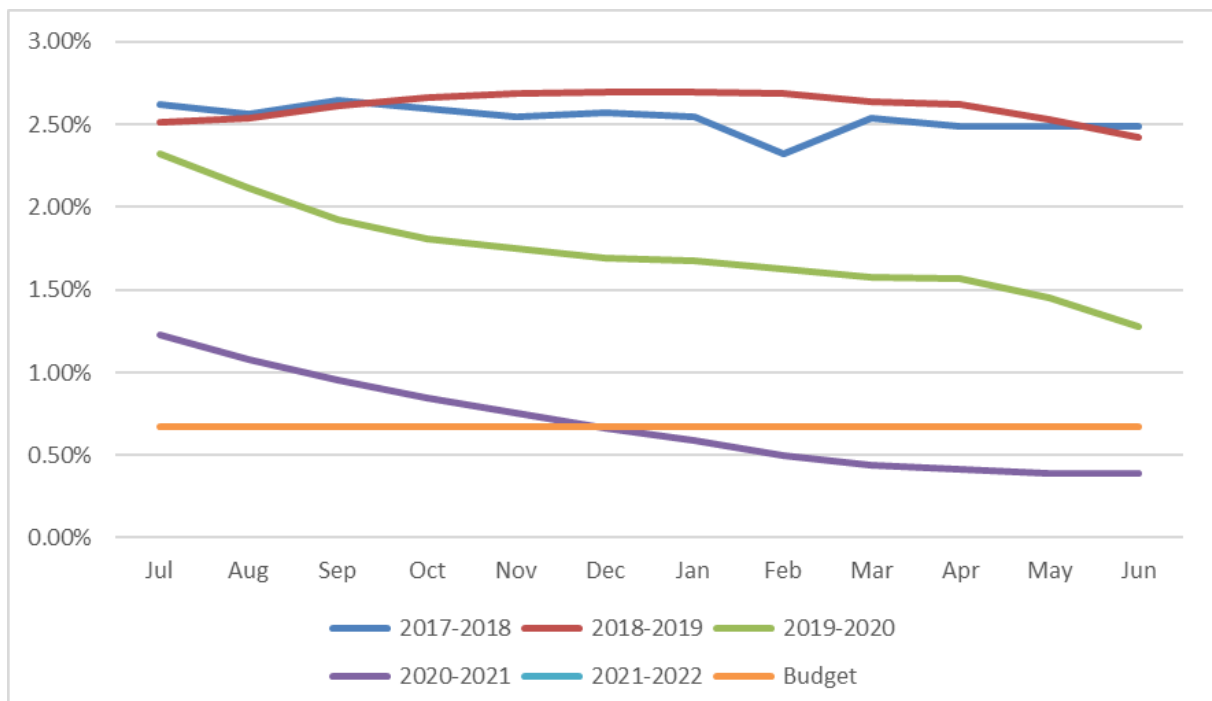


Total Interest received July 2021 – June 2022



For July 2021 Council's investments returned an effective average rate of 0.38%. Year to date the effective average rate has been 0.38%. The budget for 2021-2022 was set at 0.67%.

Effective average Interest Rate



**Conclusion**

The Director Finance & Policy certifies that all investments have been made in accordance with the *Local Government Act 1993* (NSW), Local Government (General) Regulations 2005 and Council's Investment Policy. Council is investing its funds prudently to optimise returns and reduce exposure to risk in accordance with legislation and its own investment policy.

**Attachments**

Nil

## 9.4 AF003 REQUESTS FOR FINANCIAL ASSISTANCE

File Number: RPT/21/487

Responsible Officer: Simon Rule - Director Finance and Policy

Responsible Division: Finance and Policy

Reporting Officer: Ricki Martin - Administration Officer Finance & Policy

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

### **Summary**

Council has provided an allocation of \$160,000.00 for the 2021/22 financial year for the consideration by Council, for the funding of requests from the community for financial assistance. In this financial year, \$101,890.00 has been granted to a variety of organisations through the annual fees and charges "Exemptions from the Application" process. The total value of requests granted so far for this financial year totals \$0.00.

The total value of requests for this August 2021 funding application period totals \$19,750.00, which if granted in full, would leave a balance in the Donations, Contributions and Grants fund of \$38,360.00.

### **Recommendation**

That Council having considered the current requests for financial assistance, makes appropriate recommendations on the level of funding to be provided to each of these applications, from the Donations, Contributions and Grants program.

### **Detailed Report**

#### **Purpose**

The purpose of this report is to consider requests for financial assistance that have been received within the current application period.

#### **Background**

Council's ability to make financial contribution and/or in-kind assistance are set out in Section 356 of the *Local Government Act 1993*. To assist Council in its compliance requirement, Council has adopted a Donations, Contribution and Grants Policy (AF003), and has provided a funding allocation of \$160,000.00 for the 2021/22 financial year. In this financial year \$101,890.00 has been granted to a variety of organisations through the annual fees and charges "Exemption from the Application" process, as outlined in Appendix A – Bodies Granted Exemptions, Fees and Charges 2021/22.

#### **Matters under consideration**

In this current application period, there have been seven (7) requests for assistance received from community organisations. The total value of the requests under consideration is \$19,750.00, which if granted in full would leave a balance of \$38,360.00 for the remainder of 2021/22.

#### **Options**

Based on the information contained in this report, the options available to address this matter are to:

- (a) consider granting the full value of all requests; or

- (b) consider reducing or declining some applications.

**Attachments**

1. DCG Donations Contributions & Grants Applications List [↓](#)
2. DCG Donations Contributions & Grants Applications (Under Separate Cover) [⇒](#)

**DONATIONS, CONTRIBUTIONS AND GRANTS - AUGUST 2021**

<b>Organisation/Recipient</b>	<b>Type of Request</b>	<b>\$ Value</b>	<b>\$ Amounts granted in 2020/21</b>	<b>Details of Request</b>
Wentworth District Rowing Club	Grant	\$ 2,750.00	\$ 2,000.00	Request for Grant towards the upgrade of the Rowing Club's hot water service.
Pooncarie Field Day Group Inc	Grant	\$ 1,844.00	\$ 702.00	Request for Grant towards Pooncarie Gymkhana & 'Come & Try' Bikekhana expenses.
Wentworth Military Collection	Grant	\$ 3,700.00	\$ 5,000.00	Request for Grant towards the Marching Matilda Experience Program.
Sunraysia Aeromodellers Inc	Fee Waiver	\$ 456.00	\$ -	Request for Fee Waiver for hire of Wentworth Showgrounds for Model Glider Contest.
Wentworth Rifle Club	Grant	\$ 5,000.00	\$ -	Request for Grant towards reconstruction of 600 yard firing mound to meet standards.
Pomona Public School P&C Association	Grant	\$ 1,000.00	\$ -	Request for Grant towards Pomona Public School 100 Year Celebration.
Pooncarie Racing Club Inc	Grant	\$ 5,000.00	\$ -	Request for Grant towards 2021 Pooncarie Race Cup.
	<b>TOTAL</b>	<b>\$ 19,750.00</b>		

**9.5 DELEGATED AUTHORITY APPROVALS AS AT END OF JUNE 2021**

File Number: RPT/21/491

Responsible Officer: Matthew Carlin - Director Health and Planning

Responsible Division: Health and Planning

Reporting Officer: Kerrie Copley - Administration Officer

Objective: 1.0 Wentworth is a vibrant, growing and thriving Shire

Strategy: 1.1 Grow the potential for business and industry to develop and expand

**Summary**

For the month of July 2021, a total of 17 Development Applications and four S4.55 Modification Applications were determined under delegated authority by the Director Health and Planning.

The estimated value of the determined developments was \$1,892,838.00. This brings the year to date total to 88 Development Applications and 21 S4.55 Applications approved, with an estimated development value of \$13,528,179.00.

**Recommendation**

- a) That Council receives and notes the report for the month of July 2021.
- b) That Council publicly notifies, for the purposes of Schedule 1 Division 4 Section 20 (2) of the *Environmental Planning and Assessment Act 1979*, the applications as listed in the attachment on the Wentworth Shire Council website.
- c) That a division be called in accordance with S375A of the *Local Government Act 1993 (NSW)*.

**Detailed Report****Purpose**

The purpose of this report is to provide Council with a list of Development Applications as tabled in Attachment 1, determined under delegated authority by the Director Health and Planning for the month of July 2021, hence complying with the requirements under section 3.20 of the Office of Local Government Promoting Better Practice Program.

**Conclusion**

The total value of determinations was \$1,892,838.00 for the month of July 2021. The average determination time was 44 days.

**Attachments**

1. Delegated Authority Report July 2021 [📄](#)



## DETERMINATION OF DEVELOPMENT APPLICATIONS FOR THE MONTH OF JULY 2021

FILE NUMBER	OWNER	LOCATION	DESCRIPTION	VALUE (EX GST)	DETERMINATION DATE	ACTIVE DAYS
DA2021/065	Allan & Marjorie Featherston	9 Pine Road Lot 6 DP 1267581 Gol Gol	Dwelling with garage	\$350,000.00	02/07/2021	27
S4-55/2021/014	Richard & Sonya Baker	12 Murray Street Lot 4 Section 27 DP 758456 Gol Gol	Modify DA2021/016 Dwelling with garage, swimming pool / spa & extension to existing storage shed	\$0.00	02/07/2021	8
DA2021/067	Australian Citrus Propagation Association Incorporated	398 River Road Lot 1 DP 1100899 Coomealla	Expansion of existing horticultural greenhouse	\$495,000.00	05/07/2021	28
DA2021/069	Toby Watson & Natalie Hibberd	28 Charon Drive Lot 37 DP 1242927 Gol Gol	Storage shed	\$44,447.00	05/07/2021	25
DA2021/070	Nicholas & Klinruk Robertson	Yanco Road Lot 3 DP 1248277 Coomealla	Storage Shed	\$14,000.00	05/07/2021	47
DA2021/072	Aaryn & Miche Venter	25 Mitchell Court Lot 23 DP 1229757 Gol Gol	Dwelling with garage, storage shed & boundary fencing	\$404,000.00	05/07/2021	19
S4-55/2021/012	Dean & Deidre Cross	9 Perry Street Lot 1 DP 1074371 Wentworth	Modify DA2019/135 Dwelling & double carport	\$0.00	05/07/2021	22
DA2021/063	Patrick Cunningham	48 Cadell Street Lot 1 DP 1097190 Wentworth	Residential garage & workshop	\$40,000.00	06/07/2021	38
DA2021/038	Ashley & Belinda Lanyon	46-50 Armstrong Avenue Lot 1693 DP 763370 & Lot 2 DP 831000 Wentworth	17 Lot subdivision	\$0.00	21/07/2021	103

## DETERMINATION OF DEVELOPMENT APPLICATIONS FOR THE MONTH OF JULY 2021

DA2021/064	Boronia Farms AUS Pty Ltd	Alba Road Lot 236 DP 756961 & 145 Alba Road Lot 218 DP 756961 Coomealla	2 Lot Subdivision - Boundary realignment	\$0.00	21/07/2021	66
DA2021/011	Martin Earthworx Pty Ltd	Low Darling Road Lot 3 DP 1250369 Wentworth	Deferred commencement of dwelling	\$350,000.00	21/07/2021	117
DA2021/051	Spare Wheel Pty Ltd	6783A Sturt Highway Lot 3 DP 733472 Trentham Cliffs 6753 Sturt Highway Lot 2 DP 829971 Trentham Cliffs Sturt Highway Lot 54 DP 756936 Trentham Cliffs	Boundary realignment	\$0.00	21/07/2021	74
DA2020/181	Walshe Books Pty Ltd	Renmark Road Lot 2 DP 819579 Wentworth	11 Lot Subdivision	\$0.00	27/07/2021	122
DA2021/079	Adam Farnsworth & Sarah Palliser	6 William Street Lot 2 DP 567181 Gol Gol	Storage shed	\$12,000.00	29/07/2021	27
DA2021/081	Samuel & Thomas Stockman	24 Dawn Avenue Lot 1 DP 1259103 Gol Gol	Storage shed	\$10,000.00	29/07/2021	27
DA2021/082	Rosario & Vincenza Cucia	Ashen Court Lot 11 DP 1242927 Gol Gol	Storage shed	\$72,245.00	29/07/2021	27
S4-55/2021/015	Suzanne Leonard & Bradley Langdon	7 Wurlong Drive Lot 1 DP 1251134 Gol Gol	Modify DA2019/089 Dwelling, garage, Storage shed & swimming pool	\$0.00	29/07/2021	26
DA2021/087	Fred & Vincenza Garreffa	Ashen Court Lot 16 DP 1242927 Gol Gol	Storage shed	\$48,786.00	29/07/2021	24
S4-55/2021/013	Crown Land NSW – WSC Trustee	36-38 Murray Street Lot 14 Section 9 DP 759074 Wentworth	Modify DA2018/144 - Additions & Alterations to existing Preschool	\$0.00	29/07/2021	32

DETERMINATION OF DEVELOPMENT APPLICATIONS FOR THE MONTH OF JULY 2021

DA2021/098	Joel & Letitia Wilson	16 Charon Drive Lot 41 DP 1242927 Gol Gol	Storage shed	\$52,360.00	30/07/2021	22
DA2021/075	Thomas & Tegan Douglas Julie & Sholto Douglas	2704 & 2704B Low Darling Road Lots 2 & 3 DP 1089252 Wentworth	Temporary Events - lunch & dinners under the stars – up to 20 people	\$0.00	30/07/2021	35

## 9.6 REQUEST TO NAME THE MEETING ROOM IN THE NEW WENTWORTH SHOWGROUNDS COMPLEX COMMUNITY PAVILION

File Number: RPT/21/477

Responsible Officer: Geoff Gunn - Director Roads and Engineering  
 Responsible Division: Roads and Engineering  
 Reporting Officer: Barbara George - Administration Officer, Roads and Engineering

Objective: 4.0 Wentworth is a caring , supportive and inclusive community that is informed and engaged in its future

Strategy: 4.6 Collaborate with others to achieve desired outcomes for the local community

### **Summary**

A request has been forwarded to Council by the Wentworth Show Society asking that consideration be given to naming the Meeting/Mothers Rooms within the new Wentworth Showgrounds Complex Community Pavilion – *“The Dawes Family Rooms”*.

A questionnaire was subsequently forwarded to all Licenced User Groups of the Wentworth Showgrounds Complex in order to conduct consultation on the matter.

### **Recommendation**

That Council name the Meeting/Mothers rooms within the new Wentworth Showgrounds Complex Community Pavilion – *“The Dawes Family Rooms”*.

### **Detailed Report**

#### **Purpose**

The purpose of this report is to advise Councillors of a request received from the Wentworth Show Society to name the Meeting/Mothers Rooms within the new Wentworth Community Pavilion *“The Dawes Family Rooms”*.

#### **Background**

Following receipt of the above request, each Licenced User Group of the Wentworth Showgrounds Complex was asked to forward a response to the request to name the Meeting/Mothers Rooms in the Wentworth Showgrounds Community Pavilion *“The Dawes Family Rooms”* (copy of response template, response spreadsheet and plan of building attached).

#### **Report Detail**

The Wentworth Showgrounds Complex is a community facility situated on Crown Land within the Wentworth Shire, with Council as Trustee and located in Armstrong Avenue, Wentworth.

Included in the Complex are a race track, oval, dog arena, caretaker’s residence, carpark and several buildings and amenities, including the new Wentworth Showgrounds Community Pavilion, newly constructed as a result of a successful grant application through Stronger Country Communities together with financial input from Wentworth Shire Council, Wentworth Show Society, Wentworth Community & District Bank, Relentless Resources, Wentworth District Racing Club and significant contribution from individuals in the community.

The Licenced User Groups of the Complex are:

- Wentworth Show Society

- Wentworth Racing Club
- Dareton Kennel Club
- Vintage Machinery Club
- Australian Mounted Games

There are two (2) meeting rooms within the building. Meeting room one (1) has a sink in situ and when required may be used (for example during large events such as the show or race meeting) as a mother's room.

The Wentworth Show Society motion noted "*exceptional contribution to the Wentworth Show Society by two generations of the Dawes family over fifty years*".

Responses from the Licenced User Groups are as follows:

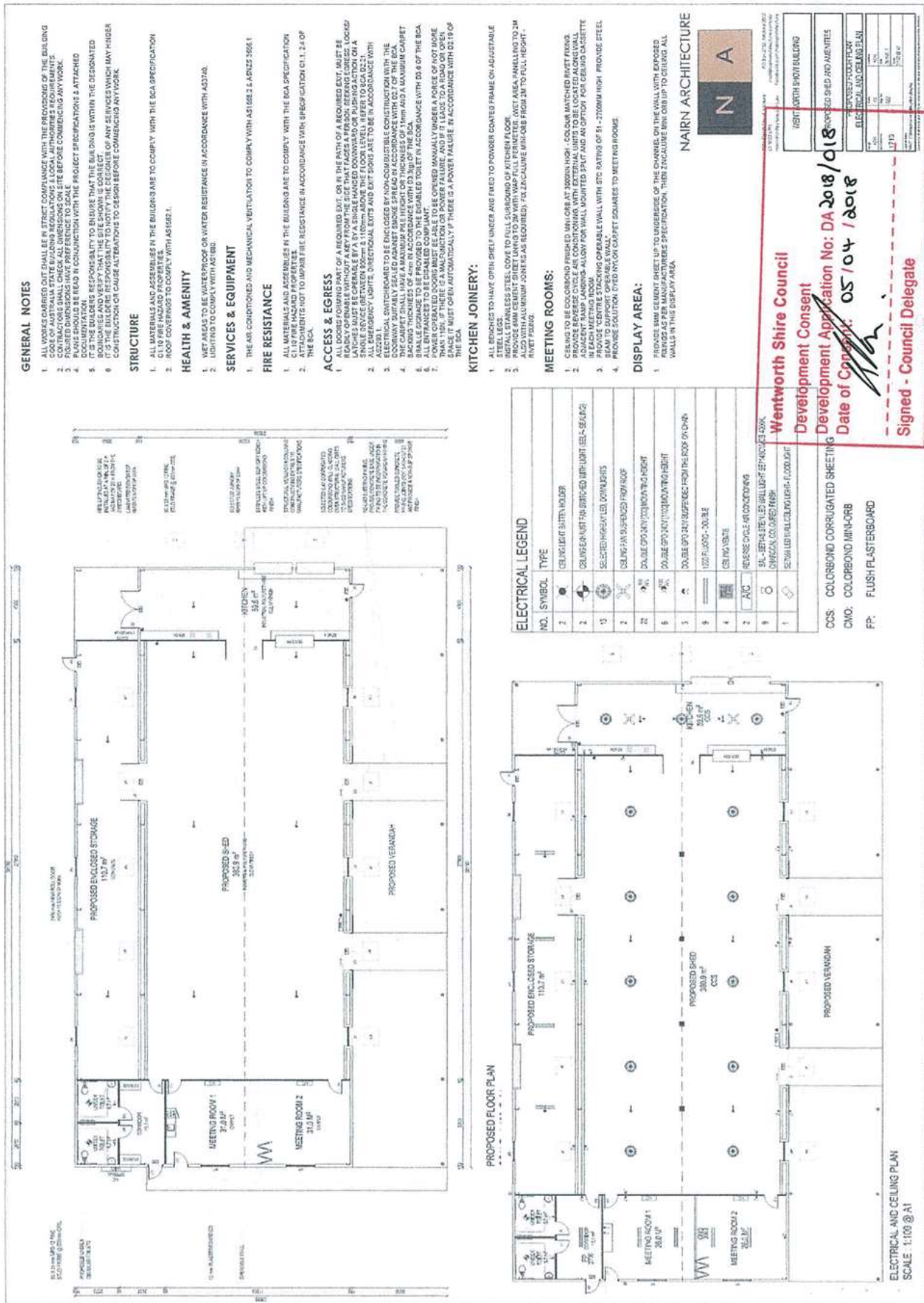
- 4 Licenced User Groups in favour of the motion
- 1 Licenced User Group not in favour of the motion

#### Conclusion

Four (4) out of the five (5) Licenced User Groups of the Wentworth Showgrounds Complex have indicated that they are in favour of naming the Meeting/Mothers Rooms within the new pavilion "*The Dawes Family Rooms*".

#### Attachments

1. Stamped Approved Plans [↓](#)
2. Template for Response [↓](#)
3. Response Spreadsheet [↓](#)







RESPONSE TO REQUEST TO CONSIDER NAMING THE MEETING/MOTHERS ROOM WITHIN THE NEW  
SHOWGROUNDS PAVILION FROM THE USER GROUPS OF THE COMPLEX.

*"The Dawes Family Rooms"*

Option 1: Not in favour of naming the Meeting/Mothers Rooms *"The Dawes Family Rooms"*

Option 2: In favour of naming the Meeting/Mothers Rooms *"The Dawes Family Rooms"*

Wentworth Showgrounds User Group:

.....  
(Please insert name of User Group)

Members of the above User Group have considered the request and submit the following:

.....  
(Please insert option response)

Kindly return this completed form to:

Barb George – Administration Officer, Roads and Engineering Department –  
email: [Barbara.george@wentworth.nsw.gov.au](mailto:Barbara.george@wentworth.nsw.gov.au) by close of business Friday 16 July 2021.



**Responses received following request to name the Meeting/Mothers Room within the new Showgrounds Pavilion – “The Dawes Family Rooms”**

Email forwarded to all User Groups within the Showgrounds Thursday 1 July 2021.

Option 1: **Not in favour**

Option 2: **In favour**

Request for return – by close of business Friday 16 July 2021.

User Group	Option 1	Option 2	Comments
Wentworth Showground Society		✓	Suggestion was originally made by this group. Formal response received 15/7/2021
Wentworth District Racing Club		✓	
Australian Mounted Games		✓	
Dareton Kennel Club		✓	
Vintage Machine Society	✓		The Vintage Machine Club believe there are many people who have greatly contributed – thinks that there should be more discussion.

## 9.7 WENTWORTH AERODROME UPGRADE - PROJECT UPDATE

File Number: RPT/21/490

Responsible Officer: Geoff Gunn - Director Roads and Engineering

Responsible Division: Roads and Engineering

Reporting Officer: Tarryn Kampman - Coordinator Roads & Engineering

Objective: 3.0 Wentworth is a community that works to enhance and protect its physical and natural assets

Strategy: 3.2 Plan for and develop the right assets and infrastructure

### **Summary**

As part of the OLG Capital Expenditure Review, quarterly project update reports are required to be provided to Council.

The report includes overall progress of the project, identifies any budget variances that may impact on the project and also identifies any issues that may have an adverse impact on the works.

Council have undertaken a major upgrade of the Wentworth Aerodrome. The works include the construction of a new runway for Runway 08/26 and redevelopment of the existing 08/26 Runway to a parallel taxiway, plus upgrading and expansion of the existing apron area. The new runway and supporting infrastructure have been designed to Code 2B instrument, non-precision requirements in accordance with the Part 139 (Aerodrome) Manual of Standards 2019 (MOS).

NSW Treasury confirmed in May 2019 that Council was successful in securing \$8,420,000 in Restart funding through the Regional Growth: Economic Activation Fund – Growing Local Economies Program. With Council's contribution of \$700,000 the overall budget for the project equals \$9,120,000.

The expenditure to date has totaled \$7,727,703.89 with the agreed percentage apportionment of 92% Restart funding and 8% Council contribution.

The funding body, Restart NSW confirmed in June 2021 Council were successful with their change request to utilise project savings to undertake further scope of works being; carry out works on the partially constructed Runway 17/35 to complete a full length sealed pavement surface.

### **Recommendation**

That Council notes the information contained in this report.

### **Detailed Report**

#### **Background**

To date all works including the following items have been completed as part of the original Stage 1 and 2 project scope:

- Site establishment
- Full site survey and set up of reference markers
- Installation of all stormwater culvert crossings and table drain connections
- Installation of all electrical lighting duct bank crossings across runway and taxiway areas
- All runway, taxiway and apron area construction

- New toilet block and undercover seating area
- New Aerodrome office building and landscaping
- The installation of the runway and apron area lighting and electrical upgrades
- Bitumen, asphalt works
- Linemarking to all runway, taxiway and apron areas
- Electrical transformer upgrade
- Stage 2 provisional works on extended apron parking area and eastern side taxiway
- Landscaping works at entrance and around internal buildings
- Wentworth Aerodromes fees and charges and conditions of use and access have been approved by Council and have been included in Council's annual fees and charges

Following the confirmation from the funding body Restart NSW for the completion of the additional works to construct the remaining 600m length of runway 17/35, design and planning for this additional work has now commenced, together with the preparation of tender documentation for the supply of materials and runway lighting.

Works are expected to commence in October 2021 with an anticipated completion date of February 2022 subject to contractor availability.

**Attachments**

Nil

## 9.8 PROJECTS AND WORKS REPORT UPDATE - AUGUST 2021

File Number: RPT/21/472

Responsible Officer: Geoff Gunn - Director Roads and Engineering

Responsible Division: Roads and Engineering

Reporting Officer: Tarryn Kampman - Coordinator Roads & Engineering

Objective: 3.0 Wentworth is a community that works to enhance and protect its physical and natural assets

Strategy: 3.2 Plan for and develop the right assets and infrastructure

### **Summary**

This report provides a summary of the projects and major works undertaken by the Roads and Engineering Department which have been completed during the month of July 2021.

### **Recommendation**

That Council notes the major works undertaken for July and the scheduled works for August 2021.

### **Detailed Report**

Refer to below for updates of the works completed in July 2021 and planned activities scheduled for August 2021.

### **Projects and Works Update for July 2021**

#### **Roads**

- Major reconstruction works for TfNSW on a 1.5km section of highway near Mallee Fowl Rest Area. Council are nearing completion of the first 1.5km section, with works planned to be sealed Wednesday 4 August and line marking to be completed by Tuesday 10 August. TfNSW have awarded the next 1.5km to Council which will see the completion of the 3.0 km highway segment. Scheduled to have all works on second stage completed by end November 2021.
- Milpara Road - material delivery completed 7 July. Pavement works still under construction, with the seal programmed to be completed on Friday 13 August.

#### **Maintenance Grading**

- Planned maintenance grading was undertaken on the following roads throughout July; Arumpo, Rufus River Renmark and Gol Gol Road.

#### **Projects Wentworth Aerodrome Upgrade**

- Preliminary planning works continuing on runway 17/35.
- Supply of material for Stage 3 currently out for tender, tenders close 20 August.
- Preparation of lighting tender documentation underway.
- Survey works carried out on Runway 17/35 and provided to consultants.
- Aerodrome security cameras installation completed.
- Request for quotes being sort for aviation fuel supply for new Aerodrome.

#### **Buronga Effluent Disposal System (EDS)**

- Chain and cap configuration successfully used to suspend pontoon during low pool levels.

- Electrical fit out of switchboard and operational functions (pumps, key system, lights, etc) completed.
- Site fence erected.

#### **Buronga Pump Track**

- Contractors are unable to travel due to residing in Greater Western Sydney.

#### **Buronga Riverfront**

- Final playground works completed in July.
- Final landscaping works comprising of soft fall (bark chips and wet pour rubber) installed late July.
- Signs (regulatory and directional) installed mid-July.
- Project complete.

#### **Carramar Drive Basin**

- Repair works complete.

#### **Gol Gol Cemetery Equipment Shed**

- Quotes assessed and job awarded to Mallee Sheds.
- Construction delays expected due to border restrictions and lockdowns.
- Anticipated completion date September.

#### **Gol Gol Heights Culvert Headwalls**

- Works have been awarded to contractor.
- Start time yet to be confirmed, dependant on supply of headwalls.

#### **Gol Gol School Shared Path**

- Path works commenced at King St and have continued towards Tapio St intersection.

#### **Gol Gol Water Treatment Plant**

- Operational maintenance manual being reviewed by WSC.
- Final testing of remote systems through SCADA continues.
- Training is proposed for WSC staff in coming weeks.

#### **Pitman Avenue and Wood Street Shared Paths**

- Pitman Avenue section of Buronga works completed.

#### **Tapio Park Dareton - BBQ & picnic table area**

- Concrete pad, picnic table and BBQ installed.
- Gardeners to level area with sandy loam.

#### **Wentworth Riverfront BBQ and Nature Play Area**

- Shade structures concreted mid-July.  
Final shade structure work completed.
- BBQs installed late July.
- Project completion August.

#### **Wentworth Showgrounds Tower & Shade Structures**

- Tower and Shade structure demolition completed.
- Wentworth Show Society has arranged with contractor to claim some of



the steel from the demolition. This steel has been left on-site with removal Wentworth Show Society removing Sunday 8 August.

- Due to Wentworth Show cancellation temporary mounting of power boxes will be not be undertaken. Power boxes will be mounted to the new structures once erected.
- Delivery and construction of the shade structure has been delayed due to NSW Covid travel restrictions.

**Willow Bend Caravan Park Upgrade**

- Detailed design documentation received and returned to consultant for amendment.
- Tender documentation prepared.

---

**Projects and Works scheduled for August 2021**

**Roads**

- Sturt Highway construction works at Mallee Fowl Rest area Segment 40 bitumen sealing to be completed on 10<sup>th</sup> August.
- Line marking and RRPM's installed on first 1.5km section of Segment 40 Reconstruction on 16<sup>th</sup> August.
- High Darling Road, Contractor to complete clean up, after delivery of materials has been completed for Milpara Road. Works have been delayed due to rain.
- Milpara Road pavement has been completed with shaping of the base to be completed by mid-August.

**Maintenance**

- Planned maintenance grading will be undertaken on the following roads throughout August; Arumpo, Wamberra, Petro Mail and Top Hut Road.

**Projects**

**Wentworth Aerodrome Upgrade – planned completion Feb 2022**

- Design and preliminary works underway with consultants for runway 17/35 following approval of change request for additional works.
- Tender documentation for the lighting and sealing being prepared and scheduled to be advertised mid-August for works on the second runway.

**Buronga Effluent Disposal System (EDS)- completion Aug 2021**

- Stress tests using river water to commence early August.
- River vessel tests to be undertaken following stress testing.
- SCADA and Telemetry connections to be completed August.
- Site to be cleaned in preparation for opening August.

**Buronga Pump Track**

- Contractors to commence works post lockdown – pending travel clearances with Covid-19.

**Carramar Drive Oval Fencing Extension - completion September**

- Extra funding has been approved to extend the perimeter fence for the Sporting Complex along Carramar Drive.
- Alignment has been confirmed.
- Quote to be awarded to contractor on 5 August.

**Dareton Travellers Rest - completion September**

- Contract has been awarded.
- Order has been placed for the new war memorial.
- Order has been placed for the interpretive panels.

**Gol Gol Cemetery Shed**

- Delivery of materials is unlikely within the month of August due to current supply issues. Construction is unlikely to commence until September or October subject to continued Covid travel restrictions.

**Gol Gol Heights Culvert Headwalls**

- Works to commence once materials have arrived, due to supply issues within region unable to give exact timeframe of commencement date.

**Gol Gol School Shared Path**

- Final path bay and pedestrian crossing to be installed mid-August.

**Gol Gol Water Treatment Plant**

- As Constructed documentation to be provided in August.
- 30-day proof of performance currently being undertaken.
- Project completion and handover to Council anticipated August 2021.

**Mourquong Water Main Extension – works commencing August**

- Pre-construction meeting with contractor on 3rd August, to ensure scope of works carried out to WSC standard and compliance with Water Supply Code of Australia.
- Under road boring on Silver City Highway to commence Monday 9 August followed by installation of main.
- RMS Permit approved.

**Namatjira Sewer Lagoons Wildlife Control Fence (part of Sewer Rationalisation Project)**

- Stockpiling of old fence still pending. Contractor delayed due to vehicle breakdown.

**Pitman Avenue and Wood Street Shared Paths – completion Sept 2021**

- Summer Drive section of works to commence late August and be completed September.

**Sewerage Rationalisation Scheme Wentworth- Dec 2021 completion**

- The electrical contractor continues to undertake SCADA works to Sewerage Pumping Stations #1 and #2.
- Switchboard installation anticipated in next 3 weeks.
- Reviewing functional description – Ongoing 90% complete.
- Final decommissioning of the waste treatment plant scheduled, with meeting to be held with contractor.
- WSC to hold contractor to amended / reconfirmed project timeline dates, December.

**Wentworth Riverfront BBQ and Nature Play Area**

- Playground audit and works to be undertaken once interstate travel restrictions have eased.
- Additional bins to be installed late August.
- Site to be cleaned and top dressed where required mid-August.
- Softfall to be installed post final playground works.
- Project completion to be determined post COVID restrictions.
- Works continuing on the installation of riverfront sheet piling

**Wentworth Showgrounds Tower and Shade Structure- completion Jan 2022**

- Shade structure installation to planned to commence subject to Covid restrictions
- Tower footing designs to be received from tower providers. Seeking quotes for construction of tower footings.

**Wentworth Showgrounds Sewer Upgrade – completion December 2021**

- Concept alignment has been reviewed. Design options proceeding.
- Aboriginal Cultural Heritage Due Diligence Assessment completed 16 July.

- Request for quotes to be sought following the design approval in September.

**Willow Bend Caravan Park Upgrade**

- Detailed design documentation including technical specification to be completed August.
- Tender documentation to be advertised late August.

**Attachments**

1. Attachment 1 - Project and Works Photos[↓](#)



**Tapio Park Dareton completed picnic area 2/08/2021**



**Segment 40 - Sealing work 4/08/2021**









**Buronga Riverfront Upgrade – 26/08/2021**



**Showground, site of former steward's tower and shade structures - 05/08/2021**





**Buronga EDS - 6/08/2021**









**Wentworth Riverfront Upgrade - 09/08/2021**

**10 NOTICES OF MOTIONS / QUESTIONS WITH NOTICE**

**11 CONCLUSION OF THE MEETING**

**NEXT MEETING**

15 September 2021