I hereby give notice that an Ordinary Meeting of Council will be held on:

Date:	Tuesday, 17 December 2019
Time:	1.00pm
Location:	Narrabri Shire Council Chambers
	46-48 Maitland Street
	Narrabri

# AGENDA

# Ordinary Council Meeting 17 December 2019

Stewart Todd GENERAL MANAGER



### PUBLIC FORUM (held outside formal Council Meeting)

The Council may hold a public forum prior to each Ordinary Meeting of the Council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting (listed on the Agenda).

Public forums may also be held prior to Extraordinary Council Meetings and meetings of committees of the Council.

Public forums are to be chaired by the mayor or their nominee.

### Request to Speak in the Public Forum

To speak at a public forum, a person must first make an application to the Council in the approved form. Applications to speak at the public forum must be received by <u>5pm on the working day before the date on which the public forum is</u> <u>to be held</u> and must identify the item of business on the agenda of the Council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.

Approved speakers at the public forum are to register with the Council any written, visual or audio material to be presented in support of their address to the Council, and to identify any equipment needs at 5pm on the working day before the Public Forum.

The General Manager or their delegate may refuse to allow such material to be presented.

A person may apply to speak on no more than 2 items of business on the agenda of the Council Meeting.

Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.

The General Manager or their delegate may refuse an application to speak at a public forum.

No more than three (3) speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the Council Meeting.

If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.

Each speaker will be allowed three (3) minutes to address the Council. This time is to be strictly enforced by the Chairperson.

The Chairperson of the meeting can grant one extension of up to a maximum of two (2) minutes, should further information, be considered to be important to the Council. This is solely at the discretion of the Chair.

Speakers at public forums must not digress from their nominated item on the agenda. If a speaker digresses to irrelevant matters, the Chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a Public Forum. Questions put to a speaker must be direct, succinct and without argument. Debate will not be permitted by the speaker, Councillors or staff.

Speakers are under no obligation to answer a question. Answers by the speaker, to each question are to be limited to three (3) minutes.

Speakers at public forums cannot ask questions of the Council, Councillors or Council staff.

The general manager or their nominee may, with the concurrence of the chairperson, address the council for up 5 minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.

Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.

The "*Request to Speak in Public Forum*", at an Ordinary Council Meeting, can be obtained, from Council's Administration Office, or by downloading it from Council's website at:

http://www.narrabri.nsw.gov.au/speaking-at-public-forum-1232.html



# USE OF MOBILE PHONES AND UNAUTHORISED RECORDING OF MEETINGS

Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.

(Clause 15.20 Code of Meeting Practice)

A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the Council.

(Clause 15.21 Code of Meeting Practice)

### AUDIO RECORDING NOTICE

Council advises that this Meeting will be recorded for the purpose of webcasting, and made available on the Internet. As such, all those present should refrain from making any defamatory statements. It is requested that Councillors within the duration of the Meeting, limit discussions to only the business on the agenda and what is permissible under our Code of Meeting Practice.

(Clause 5.2 Code of Meeting Practice)



Mayor Cr Cathy Redding



Deputy Mayor Cr Cameron Staines



Cr Lloyd Finlay



Cr Maxine Booby



Cr Robert Kneale



Cr Ron Campbell



Cr Ann Loder



Cr Ron Campey



Cr Annie McMahon



General Manager Mr Stewart Todd



Director Infrastructure Delivery Mr Darren Raeck



Director Corporate and Community Services Mr Lindsay Mason



Executive Manager Planning and Environment Mr Daniel Boyce



# **Our Values**



# INTEGRITY



# LEADERSHIP



# CUSTOMER FOCUS

ACCOUNTABILITY

Ensuring transparency and honesty in all our activities.

Providing guidance and direction to our community and our people.

Delivering prompt, courteous and helpful services and being responsive to the community's changing needs.

Accepting our responsibility for the provision of quality services and information.

RESPECT

EXCELLENCE

Treating everyone with courtesy, dignity and fairness.

Being recognised for providing services, programs and information which consistently meet and exceeds standards.



# Our Strategic Direction

# OUR VISION:

A strong and vibrant regional growth centre providing a quality living environment for the entire Shire community.



### THEME 1: OUR SOCIETY

**Strategic Direction 1: Safe, Inclusive and Connected Community** A safe, supportive community where everyone feels welcomed, valued and connected.



### THEME 2: OUR ENVIRONMENT

**Strategic Direction 2: Environmentally Sustainable and Productive Shire** Maintaining an healthy balance between our natural and built environments.



### THEME 3: OUR ECONOMY

**Strategic Direction 3: Progressive and Diverse Economy** A strong, diverse economy that attracts, retains and inspires business, industry and tourism growth.



### THEME 4: OUR CIVIC LEADERSHIP

**Strategic Direction 4: Collaborative and Proactive Leadership** Working pro-actively together to achieve our shared vision with strong strategic direction.

### AGENDA

1	Opening Prayer by a Member of the Narrabri Minister's Fraternal9						
2	Acknowledgement of Country9						
3	Apologies/Granting of Leave of Absences9						
4	Declarat	tion of Pecuniary and Non- Pecuniary Interests	.9				
5	ltems to	be Considered in the Confidential (Public Excluded) Meeting	.9				
6	Present	ations	10				
7	Confirm	ation of Minutes	10				
8	Mayora	I Minute	26				
	8.1	Mayoral Minute - Mayoral Appointments for November/December 2019	26				
9	Our Soc	iety	28				
	9.1	Delegates Report - Narrabri District Health Service Advisory Committee Meeting - 11 November 2019	29				
	9.2	Report on the Annual General and Ordinary Meetings of Central Northern Regional Library (CNRL) held in Tamworth- 13 November 2019	35				
	9.3	Report Requesting Council support Phase Two of the Renew Our Libraries Strategy1	51				
10	Our Env	ironment1	53				
	10.1	Leards Forest Precinct Environmental Trust Funding Applications - December 20191	54				
	10.2	Community Participation Plan - For Planning Functions1	50				
	10.3	Assessment of the Community Benefits associated with the proposed Vickery Coal Mine Extension Project1	73				
11	Our Eco	nomy1	87				
	Nil repo	rts.					
12	Our Civi	c Leadership1	<b>39</b>				
	12.1	Delegates Report - Narrabri Gas Project Community Consultative Committee - 12 November 20191	<del>9</del> 0				
	12.2	Delegates Report - New England Joint Organisation Meeting - November 2019 1	95				
	12.3	Minutes of the Narrabri Airport Advisory Committee Meeting held on 3 December 2019	23				
	12.4 Minutes of The Crossing Theatre Advisory Committee Meeting held on 27 November 2019						
	12.5	2020 Council Elections Update	)9				
	12.6	Investment Report - November 201922	22				
	12.7	Rescind Donation of Council Plant Hire Policy	26				
	12.8	2018/2019 Draft Financial Statements	35				

14	Meetin	g Closed	256
	13.2	Australia Day Award 2020 Nominations	256
	13.1	Contract 2017-18/14 - Narrabri Water Supply Augmentation	256
13	Confide	ntial (Closed Council) Meeting	256
	12.10	Proposed Bunnings Narrabri	249
	12.9	Notice of Rescission - Narrabri Gas Project	245

### **1** OPENING PRAYER BY A MEMBER OF THE NARRABRI MINISTER'S FRATERNAL

Members and officers are asked to be upstanding for the opening prayer.

### 2 ACKNOWLEDGEMENT OF COUNTRY

I'd like to begin by acknowledging the Traditional Owners of country throughout Australia, and in particular the Gomeroi People of the Kamilaroi Nation, and recognise their continuing connection to land, waters and culture.

We pay our respects to their Elders past, present and emerging.

### **3** APOLOGIES/GRANTING OF LEAVE OF ABSENCES

### 4 DECLARATION OF PECUNIARY AND NON- PECUNIARY INTERESTS

Councillors are reminded of their obligation to declare their interest in any matters listed before them.

In considering your interest, you are reminded to include pecuniary, non-pecuniary and conflicts of interest as well as any other interest you perceive or may be perceived of you.

Councillors may declare an interest at the commencement of the meeting, or alternatively at any time during the meeting should any issue progress or arise that would warrant a declaration.

Councillors must state their reasons in declaring any type of interest.

### 5 ITEMS TO BE CONSIDERED IN THE CONFIDENTIAL (PUBLIC EXCLUDED) MEETING

### Extract from Council's Code of Meeting Practice:

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
  - (a) personnel matters concerning particular individuals (other than councillors),
  - (b) the personal hardship of any resident or ratepayer,
  - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
  - (d) commercial information of a confidential nature that would, if disclosed:
    - (i) prejudice the commercial position of the person who supplied it, or
    - (ii) confer a commercial advantage on a competitor of the council, or
    - (iii) reveal a trade secret,

- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of the council's code of conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

The following matters will be considered in the Closed (Public Excluded) Meeting:

- 13.1 Contract 2017-18/14 Narrabri Water Supply Augmentation
- 13.2 Australia Day Award 2020 Nominations

### 6 **PRESENTATIONS**

Presentation requests received to date:

• Nil.

### 7 CONFIRMATION OF MINUTES

### RECOMMENDATION

That the minutes of the Ordinary Meeting of the Narrabri Shire Council held on 26 November 2019 comprising Minute Nos 252/2019 to 283/2019 as circularised be confirmed and signed as a correct record by the Mayor.

### MINUTES OF NARRABRI SHIRE COUNCIL ORDINARY COUNCIL MEETING HELD AT THE NARRABRI SHIRE COUNCIL CHAMBERS, 46-48 MAITLAND STREET, NARRABRI ON TUESDAY, 26 NOVEMBER 2019 AT 1.04PM

- PRESENT: Cr Catherine Redding (Mayor), Cr Cameron Staines (Deputy Mayor), Cr Maxine Booby, Cr Ron Campbell, Cr Ron Campey, Cr Lloyd Finlay, Cr Robert Kneale, Cr Ann Loder, Cr Annie McMahon.
- IN ATTENDANCE: Stewart Todd (General Manager), Darren Raeck (Director Infrastructure Delivery), Lindsay Mason (Director Corporate and Community Services), Daniel Boyce (Executive Manager Planning & Environment), Delece Hartnett (Minute Clerk)

Proceedings of the meeting commenced at 1.04pm.

### **1 OPENING PRAYER BY A MEMBER OF THE NARRABRI MINISTER'S FRATERNAL**

Members and officers were upstanding for the opening prayer that was read by the Mayor, Cr Cathy Redding.

### 2 ACKNOWLEDGEMENT OF COUNTRY

The Mayor acknowledged the Traditional Owners of the land on which the Council met, the Kamilaroi people, and paid her respects to Elders past, present and emerging.

### **3** APOLOGIES/GRANTING OF LEAVE OF ABSENCES

Nil.

### 4 DECLARATION OF PECUNIARY AND NON- PECUNIARY INTERESTS

Councillors are reminded of their obligation to declare their interest in any matters listed before them.

In considering your interest, you are reminded to include pecuniary, non-pecuniary and conflicts of interest as well as any other interest you perceive or may be perceived of you.

Councillors may declare an interest at the commencement of the meeting, or alternatively at any time during the meeting should any issue progress or arise that would warrant a declaration.

COUNCILLOR	ITEM NUMBER	PECUNIARY/	REASON
		NON-PECUNIARY	
Cr Ron Campbell	12.1; - Narrabri Gas Project	Pecuniary, Non- Significant	Fieldwork contractor.
	12.19 – Vickery Voluntary Planning Agreement		
Cr Lloyd Finlay	12.19 – Vickery Voluntary Planning Agreement	Pecuniary, Non- significant	Resident/Landholder at Maules Creek.

Councillors must state their reasons in declaring any type of interest.

### 5 ITEMS TO BE CONSIDERED IN THE CONFIDENTIAL (PUBLIC EXCLUDED) MEETING

### MINUTE 252/2019

Moved: Cr Annie McMahon Seconded: Cr Ann Loder

That the following matters will be considered in the Closed (Public Excluded) Meeting:

### 13.1 Northern NSW Inland Port (N2IP)

<u>In Favour:</u> Crs Catherine Redding, Cameron Staines, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Robert Kneale, Ann Loder and Annie McMahon

Against: Nil

CARRIED 9/0

### 6 PRESENTATIONS

Nil.

### 7 CONFIRMATION OF MINUTES

### MINUTE 253/2019

Moved: Cr Cameron Staines Seconded: Cr Ann Loder

That the minutes of Ordinary Meeting of the Narrabri Shire Council held on 21 October 2019 comprising Minute Nos 233/2019 to 248/2019 as circularised be confirmed and signed as a correct record by the Mayor.

<u>In Favour:</u> Crs Catherine Redding, Cameron Staines, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Robert Kneale, Ann Loder and Annie McMahon

Against: Nil

CARRIED 9/0

MINUTE 2	54/2019			
Moved:	Cr Cameron Staines	Seconded:	Cr Ann Loder	
14 Novem	minutes of Extraordir per 2019 comprising Mi correct record by the	inute Nos 249/	-	
<u>In Favour:</u>	Crs Catherine Reddi Lloyd Finlay, Robert	0,	•	 ell, Ron Campey,
<u>Against:</u>	Nil			CARRIED 9/0

### 8 MAYORAL MINUTE

### 8.1 MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR OCTOBER/NOVEMBER 2019

### **MINUTE 255/2019**

Moved: Cr Catherine Redding

### That Council note the Mayoral Appointments for the period October/November 2019.

<u>In Favour:</u> Crs Catherine Redding, Cameron Staines, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Robert Kneale, Ann Loder and Annie McMahon

Against: Nil

CARRIED 9/0

### 9 OUR SOCIETY

# 9.1 MINUTES OF THE ACCESS AND INCLUSION ADVISORY COMMITTEE MEETING HELD ON 2 OCTOBER 2019

MINUTE 256/2019							
Moved:	Cr Ann Loder	Seconded:	Cr Cameron Staines				
	That Council note the Minutes of the Narrabri Shire Access and Inclusion Advisory Committee meeting held on Wednesday, 2 October 2019.						
<u>In Favour:</u>		Crs Catherine Redding, Cameron Staines, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Robert Kneale, Ann Loder and Annie McMahon					
<u>Against:</u>	Nil						
			CARRIED 9/0				

### 9.2 NARRABRI SHIRE COMMUNITY SAFETY AND CRIME PREVENTION PLAN 2019/2023

MINUTE 2	57/2019					
Moved:	Cr Ann Loder	Seconded:	Cr Maxine Booby			
	1. That Council note the minutes of the Narrabri Shire Crime Prevention Advisory Committee meeting held on Tuesday, 15 October 2019.					
2. Tha	t Council adopt the (	Community Safet	y and Crime Prevention Plan 2019 – 2023.			
<u>In Favour:</u>		Crs Catherine Redding, Cameron Staines, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Robert Kneale, Ann Loder and Annie McMahon				
Against:	Nil					
			CARRIED 9/0			

### 10 OUR ENVIRONMENT

Nil reports.

### 11 OUR ECONOMY

Nil reports.

At 1.14pm, Cr Ron Campbell left the meeting.

### 12 OUR CIVIC LEADERSHIP

### 12.1 NARRABRI GAS PROJECT

### RECOMMENDATION

That Council adopt the attached draft submission on the Narrabri Gas Project and submit the document to the New South Wales Government.

### MOTION

Moved: Cr Cameron Staines Seconded: Cr Annie McMahon

- **1.** That Council adopt the attached draft submission on the Narrabri Gas Project and submit the document to the New South Wales Government.
- 2. That Council commend Santos on their commitment to addressing Council's concerns on their EIS submission.
- 3. That Council support the Narrabri Gas Project.

### MOVE INTO COMMITTEE OF THE WHOLE

### MINUTE 258/2019

Moved: Cr Ann Loder Seconded: Cr Maxine Booby

### That Council move into Committee of the Whole at 1.18pm.

- <u>In Favour:</u> Crs Catherine Redding, Cameron Staines, Maxine Booby, Ron Campey, Lloyd Finlay, Robert Kneale, Ann Loder and Annie McMahon
- <u>Against:</u> Nil

### CARRIED 8/0

### MOVE OUT OF COMMITTEE OF THE WHOLE

### MINUTE 259/2019

Moved: Cr Catherine Redding Seconded: Cr Cameron Staines

### That Council move out of Committee of the Whole at 1.45pm.

<u>In Favour:</u> Crs Catherine Redding, Cameron Staines, Maxine Booby, Ron Campey, Lloyd Finlay, Robert Kneale, Ann Loder and Annie McMahon

Against: Nil

CARRIED 8/0

### MINUTE 260/2019

Moved: Cr Cameron Staines Seconded: Cr Annie McMahon

- **1.** That Council adopt the attached draft submission on the Narrabri Gas Project and submit the document to the New South Wales Government.
- 2. That Council commend Santos on their commitment to addressing Council's concerns on their EIS submission.
- 3. That Council support the Narrabri Gas Project.
- In Favour: Crs Catherine Redding, Cameron Staines, Maxine Booby, Lloyd Finlay and Annie McMahon
- Against: Crs Ron Campey, Robert Kneale and Ann Loder

CARRIED 5/3

At 1.53 pm, Cr Ron Campbell returned to the meeting.

### 12.2 DELEGATES REPORT - COUNTRY MAYORS ASSOCIATION MEETING - 1 NOVEMBER 2019

MINUTE 20	61/2019
Moved:	Cr Catherine Redding Seconded: Cr Maxine Booby
	cil note Mayor Reddings' Delegates Report from the Country Mayors Association Neeting and Annual General Meeting held in Sydney on Friday 1 November 2019.
<u>In Favour:</u>	Crs Catherine Redding, Cameron Staines, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Robert Kneale, Ann Loder and Annie McMahon
Against:	Nil
	CARRIED 9/0

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### 12.3 DELEGATES REPORT - NARROMINE TO NARRABRI (N2N) INLAND RAIL COMMUNITY CONSULTATIVE COMMITTEE - 25 SEPTEMBER 2019

MINUTE 2	262/2019				
Moved:	Cr Ron Campbell	Seconded:	Cr Cameron Staines		
			ort from the Narromine to Narrabri (N2N) Inland n 25 September 2019.		
<u>In Favour:</u>		Crs Catherine Redding, Cameron Staines, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Robert Kneale, Ann Loder and Annie McMahon			
<u>Against:</u>	Nil				
			CARRIED 9/0		

### 12.4 DELEGATES REPORT - VICKERY COAL MINE COMMUNITY CONSULTATIVE COMMITTEE MEETING - 28 OCTOBER 2019

MINUTE 26	63/2019						
Moved:	Cr Cameron Staines	Seconded:	Cr Lloyd Finl	ау			
	cil note Cr Staines' e Committee meeting	•	•	•	Coal	Mine	Community
<u>In Favour:</u>	Crs Catherine Redd Lloyd Finlay, Robert	0,	•			pbell, R	ton Campey,
<u>Against:</u>	Nil						
						C	CARRIED 9/0

### 12.5 DELEGATES REPORT - TARRAWONGA COMMUNITY CONSULTATIVE COMMITTEE MEETING - 30 OCTOBER 2019

MINUTE 2	264/2019					
Moved:	Cr Cameron Staines Second	ded: Cr Lloyd Finlay				
	ncil note Deputy Mayor, Cr Stain ive Committee Meeting held on	nes Delegates Report from the Tarrawonga Community Wednesday 30 October 2019.				
<u>In Favour:</u>	0,	Crs Catherine Redding, Cameron Staines, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Robert Kneale, Ann Loder and Annie McMahon				
Against:	Nil					
		CARRIED 9/0				

### 12.6 DELEGATES REPORT - MAULES CREEK COAL COMMUNITY CONSULTATIVE COMMITTEE MEETING - 30 OCTOBER 2019

MINUTE 2	265/2019				
Moved:	Cr Robert Kneale	Seconded:	Cr Annie McMahon		
		•	eport from the Maules Creek Coal Community nesday 30 October 2019.		
<u>In Favour:</u>		Crs Catherine Redding, Cameron Staines, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Robert Kneale, Ann Loder and Annie McMahon			
<u>Against:</u>	Nil				
			CARRIED 9/0		

### 12.7 DELEGATES REPORT - BOGGABRI COAL COMMUNITY CONSULTATIVE COMMITTEE MEETING - 31 OCTOBER 2019

MINUTE 266/2019						
Moved:	Cr Robert Kneale	Seconded:	Cr Annie McMahon			
	That Council note Cr Kneale's Delegates Report from the Boggabri Coal Community Consultative Committee held on 31 October 2019.					
<u>In Favour:</u>	In Favour: Crs Catherine Redding, Cameron Staines, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Robert Kneale, Ann Loder and Annie McMahon					
<u>Against:</u>	Nil		CARRIED 9/0			

### 12.8 DELEGATES REPORT - COMBINED BOGGABRI/TARRAWONGA/MAULES CREEK COMMUNITY CONSULTATIVE COMMITTEE MEETING - 31 OCTOBER 2019

MINUTE 2	267/2019		
Moved:	Cr Robert Kneale	Seconded:	Cr Lloyd Finlay
			from the combined Boggabri-Tarrawonga-Maules ting held on Thursday 31 October 2019.
			CARRIED
<u>In Favour:</u>		0,	taines, Maxine Booby, Ron Campbell, Ron Campey, oder and Annie McMahon
<u>Against:</u>	Nil		
			CARRIED 9/0

### MINUTE 268/2019

Moved: Cr Cameron Staines Seconded: Cr Ann Loder

That Council bring forward agenda item 12.19 – Vickery Voluntary Planning Agreement, for discussion at 1.12pm.

<u>In Favour:</u> Crs Catherine Redding, Cameron Staines, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Robert Kneale, Ann Loder and Annie McMahon

Against: Nil

CARRIED 9/0

At 2:13 pm, Cr Lloyd Finlay left the meeting.

At 2:13 pm, Cr Ron Campbell left the meeting.

### 12.19 VICKERY VOLUNTARY PLANNING AGREEMENT

### MOTION

Moved: Cr Maxine Booby Seconded: Cr Annie McMahon

- **1.** That Council reject the current Vickery Mine Extension VPA offer, for the following reasons:
  - a. It does not meet the Council endorsed objectives for a planning agreement concerning the Vickery Mine Extension project.
  - b. It is not fair and reasonable considering the impacts of the mine on the local community.
  - c. Accepting the VPA offer is not in the Public Interest.
- 2. That Council write to the NSW Government and advise them of the status of the VPA negotiations and request independent arbitration.
- 3. That Council write to the Independent Planning Commission and request that they defer the determination of the Project until the independent arbitration has been concluded.

### AMENDMENT

MINUTE	269/2019		
Moved:	Cr Ron Campey	Seconded:	Cr Annie McMahon
1. That	t Council reject the cur	rent Vickery Mine	Extension VPA offer, for the following reasons:
	a. It does not meet the Vickery Mine		rsed objectives for a planning agreement concerning
	b. It is not fair and re	easonable conside	ring the impacts of the mine on the local community.

c. Accepting the VPA offer is not in the Public Interest.

- 2. That Council write to the NSW Government and advise them of the status of the VPA negotiations and request independent arbitration.
- 3. That Council write to the Independent Planning Commission and request that they defer the determination of the Project until the independent arbitration has been concluded.
- 4. That Council make contact with the relevant Local Member and NSW State Ministers and form a delegation to be represented at State Parliament on Council's current position on the Vickery Mine Extension VPA offer.
- <u>In Favour:</u> Crs Catherine Redding, Cameron Staines, Maxine Booby, Ron Campey, Robert Kneale, Ann Loder and Annie McMahon
- Against: Nil

CARRIED 7/0

At 2:26 pm, Cr Lloyd Finlay returned to the meeting.

At 2:26 pm, Cr Ron Campbell returned to the meeting.

### 12.9 MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE

MINUTE 27	70/2019					
Moved:	Cr Annie McMahon	Seconded:	Cr Lloyd Finlay			
That Council note the Minutes of the Audit, Risk and Improvement Committee meeting held on 16 October 2019.						
<u>In Favour:</u>		0.	aines, Maxine Booby, Ron Campbell, Ron Campey, der and Annie McMahon			
<u>Against:</u>	Nil					
			CARRIED 9/0			

### 12.10 CODE OF CONDUCT STATISTICS

MINUTE 27	71/2019				
Moved:	Cr Lloyd Finlay	Seconded:	Cr Maxine Booby		
	1. That Council note the Code of Conduct Complaint Statistics for the period 1 September 2018 to 31 August 2019.				
	t Council forward t ernment.	he Code of Con	duct Complaint Statistics to the Office of Local		
<u>In Favour:</u>		0,	taines, Maxine Booby, Ron Campbell, Ron Campey, oder and Annie McMahon		
<u>Against:</u>	Nil				
			CARRIED 9/0		

### 12.11 INVESTMENT REPORT - OCTOBER 2019

MINUTE 272/2019							
Moved:	Cr Ann Loder	Seconded:	Cr Annie McMahon				
That Counc	il note the Investment	Report for Oct	ober 2019.				
<u>In Favour:</u>		-	aines, Maxine Booby, Ron Campbell, Ron Campey der and Annie McMahon	,			
<u>Against:</u>	Nil						
			CARRIED 9/0	)			

### 12.12 NARRABRI WEST HEAVY VEHICLE TRAFFIC AUDIT

### **MINUTE 273/2019** Moved: Cr Robert Kneale Seconded: Cr Lloyd Finlay 1. That Council note the results of the twelve (12) month traffic audit undertaken to determine any heavy vehicle issues around the Narrabri West area (specifically Mooloobar Street, Baranbar Street and Goobar Street) and take no further action. 2. That Council note the unanimous recommendation from the Local Traffic Facilities Committee: "That the Local Traffic Facilities Committee note the results of the twelve (12) month traffic audit undertaken to determine any heavy vehicle issues around the Narrabri West area (specifically Mooloobar Street, Baranbar Street and Goobar Street) and support the determination that no further action is required." Crs Catherine Redding, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, In Favour: Robert Kneale and Ann Loder Crs Cameron Staines and Annie McMahon Against: CARRIED 7/2

### 12.13 FRAUD AND CORRUPTION POLICY

# MINUTE 274/2019 Moved: Cr Maxine Booby Seconded: Cr Lloyd Finlay 1. That Council endorse the draft Fraud and Corruption Policy. 2. That Council advertise the draft Fraud and Corruption Policy for a period of 28 days and call for public submissions. In Favour: Crs Catherine Redding, Cameron Staines, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Robert Kneale, Ann Loder and Annie McMahon Against: Nil

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### 12.14 COMMUNITY GRANTS POLICY

MINUTE 275/2019								
Moved:	Cr Ron Campey	Seconded:	Cr Maxine Booby					
That Counc	il adopt the revised Co	ommunity Gran	ts Fund Policy, as attached.					
In Favour:	<u>In Favour:</u> Crs Catherine Redding, Cameron Staines, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Robert Kneale, Ann Loder and Annie McMahon							
<u>Against:</u>	Nil		CA	ARRIED 9/0				

### 12.15 2018/2019 FINANCIAL STATEMENTS UPDATE

MINUTE 276/2019								
Moved:	Cr Lloyd Finlay	Seconded:	Cr Maxine Booby					
That Counc	il note the report on t	he progress of t	the 2018/2019 Financial Statements.					
<u>In Favour:</u>	<u>In Favour:</u> Crs Catherine Redding, Cameron Staines, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Robert Kneale, Ann Loder and Annie McMahon							
<u>Against:</u>	Nil		CAR	RIED 9/0				

### 12.16 2018/2019 ANNUAL REPORT

MINUTE	277/2019		
Moved:	Cr Cameron Staines	Seconded:	Cr Lloyd Finlay
1. Th	at Council adopt the 20	18/2019 Annua	al Report, as attached.
2. Th	at Council note the stat	us of the audit	ed annual financial statements.
<u>In Favour:</u>		•	taines, Maxine Booby, Ron Campbell, Ron Campey, oder and Annie McMahon
Against:	Nil		
			CARRIED 9/0

### 12.17 OPERATIONAL AND SERVICE PLAN QUARTERLY REPORT - SEPTEMBER 2019

MINUTE 27	78/2019		
Moved:	Cr Maxine Booby	Seconded:	Cr Ann Loder
	• •	-	rterly Operational and Service Plan Report, as og its actions, capital works and key performance
<u>In Favour:</u>		0,	taines, Maxine Booby, Ron Campbell, Ron Campey, oder and Annie McMahon
<u>Against:</u>	Nil		
			CARRIED 9/0

At 3:03 pm, Cr Cameron Staines left the meeting.

At 3:08 pm, Cr Cameron Staines returned to the meeting.

At 3:12 pm, Cr Cameron Staines left the meeting.

At 3:14 pm, Cr Cameron Staines returned to the meeting.

### 12.18 QUARTERLY BUDGET REVIEW STATEMENT - SEPTEMBER 2019

MINUTE 2	79/2019		
Moved:	Cr Ron Campey	Seconded:	Cr Maxine Booby
2019 as th	-	imates for the y	w Statement for the period ended 30 September ear ended 30 June 2020 and the Operational Plan
<u>In Favour:</u>		0,	taines, Maxine Booby, Ron Campbell, Ron Campey, oder and Annie McMahon
<u>Against:</u>	Nil		
			CARRIED 9/0

### 13 CONFIDENTIAL (CLOSED COUNCIL) MEETING

### MOTION

Moved: Cr Annie McMahon Seconded: Cr Maxine Booby

That at 3.15pm Council move into Closed (Public Excluded) Meeting of Council and that the press and members of the public be asked to leave the room whilst Council considers the following items:

### 13.1 Northern NSW Inland Port (N2IP)

This matter is considered to be confidential under Section 10A(2) - (c) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

### SUSPENSION OF STANDING ORDERS

### **MINUTE 280/2019**

Moved: Cr Ann Loder Seconded: Cr Cameron Staines

### A motion was moved that Council suspend standing orders at 3.15pm.

<u>In Favour:</u> Crs Catherine Redding, Cameron Staines, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Robert Kneale, Ann Loder and Annie McMahon

Against: Nil

CARRIED 9/0

### **RESUMPTION OF STANDING ORDERS**

### MINUTE 281/2019

Moved: Cr Robert Kneale Seconded: Cr Annie McMahon

### A motion was moved that Council resume standing orders at 3.43pm.

- <u>In Favour:</u> Crs Catherine Redding, Cameron Staines, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Robert Kneale, Ann Loder and Annie McMahon
- Against: Nil

CARRIED 9/0

Γ

### 13.1 NORTHERN NSW INLAND PORT (N2IP)

MINUTE	E 282	/2019				
Moved:	Cr	<sup>r</sup> Robert Kneale	Seconded:	Cr Lloyd Finlay	/	
		Council authorise tl inding Memorandur			-	
á	2. That Council authorise the Mayor and General Manager to make any necessary amendments to finalise the non-binding Memorandum of Understanding; if changes are deemed necessary prior to entering into the Memorandum of Understanding.				ding; if changes are	
		Council maintain rstanding.	the confident	iality of the	non-binding	Memorandum of
<u>In Favour:</u> Crs Catherine Redding, Cameron Staines, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Robert Kneale, Ann Loder and Annie McMahon						
Against:	<u>:</u>	Nil				
						CARRIED 9/0

### MINUTE 283/2019

Moved: Cr Ann Loder Seconded: Cr Ron Campey

That at 3.59pm Council move out of Closed (Public Excluded) Meeting and that the resolutions from the Closed (Public Excluded) Meeting be read out aloud.

<u>In Favour:</u> Crs Catherine Redding, Cameron Staines, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Robert Kneale, Ann Loder and Annie McMahon

Against: Nil

CARRIED 9/0

### 14 MEETING CLOSED

The Meeting closed at 4.00pm.

The minutes of this meeting are scheduled to be confirmed at the Ordinary Council Meeting to be held on 17 December 2019.

.....

CHAIRPERSON

### 8 MAYORAL MINUTE

8.1 MAYORAL M	MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR NOVEMBER/DECEMBER 2019		
Responsible Officer:	Catherine Redding, Mayor		
Author:	Delece Hartnett, Personal Assistant to GM & Mayor		
Attachments:	Nil		

### RECOMMENDATION

That Council note the Mayoral Appointments for the period November/December 2019.

### MAYORAL MINUTE

For the information of Councillors, I provide details of my Mayoral appointments and attendances between the dates (onwards from last Council Meeting) as follows:

### Monday 25 November 2019

• Attended New England Joint Organisation (NEJO) Board Meeting in Armidale, with the General Manager also in attendance.

### Tuesday 26 November 2019

• Attended November 2019 Ordinary Council Meeting, with Councillors and senior staff also in attendance.

### Wednesday 27 November 2019

- Attended site visit at the Narrabri Saleyards Facility with the Contractor and Consultant for the Narrabri Water Supply Augmentation project, with Councillors and senior staff also in attendance.
- Invited to and attended the Clontarf Award Presentation Evening at the Narrabri High School Auditorium, for Indigenous students within the Shire.

### Friday 29 November 2019

• Attended and welcomed attendees to the Social Inclusion Morning Tea organised by Council staff, at the Narrabri Aquatic Centre multipurpose room.

### Sunday 1 December 2019

• Attended the Narrabri Nation Dance, with Clinton Lamb and many community residents at Cameron Park, Narrabri.

### Tuesday 3 December 2019

- Attended December 2019 Councillor Briefing/Workshop day, with Councillors and senior staff also in attendance.
- Undertook Prime7 media interview, for a 'weekly wrap up', at the conclusion of the Councillor Workshop.
- Hosted meeting with Deputy Principal of Narrabri High School, to 'touch base' on their progress with attracting teachers for 2020, and if Council can continue further lobbing on their behalf.

### Wednesday 4 December 2019

• Hosted and performed Australian Citizenship Ceremonies for eight (8) nominees for the last ceremony for 2019.

### Friday 6 December 2019

• Hosted Annual Mayoral Christmas Function at The Crossing Theatre, Riverside Room for 2019, with Councillors and senior staff also in attendance.

### Monday 9 December 2019

• Attended meeting with Executive Officer from NEJO, to touch base prior to her commencing maternity leave.

### Tuesday 10 December 2019

- Attended Department of Transport 'Saving Lives on Country Roads' information session that was held at the Rural Fire Service training rooms at the Narrabri Works Depot facility, with Councillors and Council staff also in attendance.
- Invited to and attended Narrabri Public School Annual Presentation Night at The Crossing Theatre, Narrabri.

### Wednesday 11 December 2019

- Cr Ron Campbell attended the Wee Waa High School Annual Presentation Night at the Wee Waa High School Auditorium, and presented the William Booby Memorial Award, on behalf of Council.
- Invited to and attended the Narrabri High School Annual Presentation Night at the Narrabri High School Auditorium, presenting the Year 12 Award on behalf of Council.

### Friday 13 December 2019

• Invited to and attended the Narrabri Ladies Hospital Auxiliary Annual Christmas Luncheon at the Narrabri Bowling Club.

### 9 OUR SOCIETY



### THEME 1: OUR SOCIETY

STRATEGIC DIRECTION 1: SAFE, INCLUSIVE AND CONNECTED COMMUNITY By 2027, we will provide a safe, supportive community where everyone feels welcomes, valued and connected.

### COMMUNITY ENGAGEMENT

Through extensive community engagement, the Narrabri Shire community identified several social priority areas to be actioned over the 2017 - 2018 financial year.

### COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

- Community development
- Community health and safety
- Community arts, events and entertainment
- Community care services and transport
- Parks, open spaces and sporting facilities
- Children, youth and aged care services
- Disability access services
- Library services

### COMMUNITY OUTCOMES

In partnership with the community, government and non-government agencies, the Operational Plan will work towards achieving the following social strategic outcomes:

- Increased community arts, events and entertainment
- Reduction in anti-social behaviour and public offences
- Improved community accessibility and inclusiveness
- Improved sport and recreational services and facilities
- Improved educational services and learning pathways
- Improved community health and support services

 9.1
 DELEGATES REPORT - NARRABRI DISTRICT HEALTH SERVICE ADVISORY COMMITTEE MEETING - 11 NOVEMBER 2019

 Responsible Officer:
 Ann Loder, Councillor

 Author:
 Delece Hartnett, Personal Assistant to GM & Mayor

 Attachments:
 1.
 Narrabri Local Area Health Services Meeting Minutes November 2019 UT

### **DELIVERY PROGRAM ALIGNMENT**

### 4 Leadership

- Objective 4.1 We will proactively engage and partner with the community and government to achieve our strategic goals
- Strategy 4.1.2 Ensure the community is informed and involved in Council activities through implementing quality consultation

### RECOMMENDATION

That Council note Cr Loder's Delegates Report from the Narrabri District Health Service Advisory Committee Meeting held on Monday 11 November 2019.

### DELEGATES REPORT

The Narrabri District Health Service Advisory Committee held a Meeting on Monday 11 November 2019.

The Minutes from the meeting are attached.



Minutes of Narrabri Health Committee

- DATE: 11<sup>h</sup> November 2019
- VENUE: Narrabri District Health Service Telehealth Meeting Room

PRESENT:

APOLOGIES:

IN ATTENDANCE: NII

TIME COMMENCED: 1400

TIME COMPLETED:

MINUTES: Catherine Leys

TOPIC	DISCUSSION	ACTION/DECISION	RESPONSIBILITY/ TIMELINE
1 Acknowledgment of Country	I would like to acknowledge the Traditional Custodians and community members of the land we are meeting on today, and pay my respects to Elders, past and present		
2 Welcome and apologies			
3 Confirmation of minutes of the previous meeting and progress with action list.	The minutes of the previous meeting 14 <sup>th</sup> October 2019 were received and taken as read.	Confirmed: Seconded:	
4 WORKPLAN	4.1 Progress with Work Plan	Terms of Reference	

ΤΟΡΙΟ	DISCUSSION	ACTION/DECISION	RESPONSIBILITY/ TIMELINE
5 SERVICE PLANNING	5.1 Health service planning		
6 PATIENT-CENTRED CARE	6.1 Health service committee reports	Quality Newsletters	
	6.2 Meetings with key community groups	Council Meeting held 17/10/19. Discussion around potential growth in local population, current NDHS services	
	6.3 Feedback from the Community	Additional services at Narrabri - brief in progress.	
	6.4 District networking	Community Partnerships Forum 2019 21/11/2019. A Loder attending	
7 EVALUATING PERFORMANCE	7.1 Health service's performance measures	Smarta Viewer	
		NCHC Traffic Light Report 2019.10.pdf	
	7.2 Traffic Light Report	2019 09 NDHS AcuteTraffic Light Report.pdf	
	7.3 Follow up phone calls	RH_DIS0025 - Follow-up Phone Calls Smartviewer Oct 19.doc 91.11%	

ТОРІС	DISCUSSION	ACTION/DECISION	RESPONSIBILITY/ TIMELINE
	7.4 Compliments	191104112930_0001.pdfComplmentfrom Agency RM K Purkiss3037_001.pdfArticle in CourierAnderson.pdfLetter from E GristExecutive Director of Nursing &Midwifery	
8 BUILD CAPACITY	8.1 Recruitment and retention workforce issues	Acute 2 Permanent FTE Midwife readvertising 0.8Temporary FTE Midwife readvertising 0.7 FTE RN Maternity Relief Casual EN commenced & withdrawn 2 RN commence one has withdrawn Community Health Enrolled Nurse Integrated Chronic Disease Ambulatory Care Service – commenced 11/11/19	
		Dementia Support Nurse CNS maternity relief – commenced 17/10/19 CNC Palliative Care – readvertising 27/10/2019	
		CH CNE – Maternity Leave readvertising 23/10/2019	
	8.2 Visiting Medical Officers	Continuing to utilise locum doctors to fill short gaps in roster. Regular locum engaged until December. Nil Registrars applied for Narrabri for 2020	

TOPIC	DISCUSSION	ACTION/DECISION	RESPONSIBILITY/ TIMELINE
9. Correspondence			
10 General Business	10.1 Ultrasound FW Ultra Sound in Narrabri.msg	Previous money raised in the community for CT scan & Whitehaven coal will fund the ultrasound equipment. Funding received from Whitehaven. Placed on iProcurement for processing Media release to be attended	
	10.2 Helipad & Trees –	Awaiting helicopter review prior to work being undertaken. Council (General manager & Daniel Boyce, Ann Loder) to be involved when review occurs. Timeline to be provided to Ann to take to council. A Loder following up this matter	
	10.3 Renal Service	Concern raised about patients travelling for renal service & if there is an alternative service such as a renal bus that is available to come to rural places like Narrabri. Explained the requirements of renal service including water, equipment & staffing. Awaiting form information from LHD to be added to minutes. Brief in progress	

ТОРІС	DISCUSSION	ACTION/DECISION	RESPONSIBILITY/ TIMELINE
11. Business without notice			
12. Next Meeting	Monday 9 <sup>th</sup> December 2019 1400 hours		

9.2 REPORT ON THE ANNUAL GENERAL AND ORDINARY MEETINGS OF CENTRAL NORTHERN REGIONAL LIBRARY (CNRL) HELD IN TAMWORTH- 13 NOVEMBER 2019

Responsible Officer: Lindsay Mason, Director Corporate and Community Services

### Author: Jenny Campbell, Director Corporate Services

Attachments:

- Senny campben, Breetor corporate services
- 1. Attachment 1 CNRL AGM Minutes Nov 2018 🗓 🔛
  - 2. Attachment 2 Chairman's Report 2018-19 🗓 🔛
  - 3. Attachment 3 CNRL Annual Report 2018-19 🗓 🛣
  - 4. Attachment 4 CNRL Annual Financial Statement 2018-19 🗓 🖾
  - 5. Attachment 5 Agenda- CNRL Ordinary Meeting Nov 2019 🗓 🖾
  - 6. Attachment 6 CNRL Ordinary Meeting Minutes September 2019 J
  - 7. Attachment 7 CNRL Quarterly Report September 2019 🗓 🛣
  - 8. Attachment 8 CNRL Budget to Actual 2018\_2019 🗓 🛣
  - 9. Attachment 9 CNRL Reserve 2018\_2019.pdf 🕂 🛣
  - 10. Attachment 10- CNRL Draft Budget 2020-21 🕂 🛣

### **DELIVERY PROGRAM ALIGNMENT**

1 Society

- Objective 1.1 Community health, safety and support services will adequately meet changing community needs
- Strategy 1.1.1 Support and encourage health and wellbeing programs and services to improve resident lifestyles

### **EXECUTIVE SUMMARY**

This report summarises Annual General and Ordinary Meetings of the Central Northern Regional Library (CNRL) Committee, held in Tamworth 13 November 2019.

### RECOMMENDATION

- 1. That Council notes the report on the Annual General and Ordinary Meetings of the Central Northern Regional Library (CNRL) Committee, held in Tamworth 13 November 2019.
- 2. That Council accept the CNRL draft budget for 2020-2021.

### BACKGROUND

CNRL hold an Annual General Meeting in November each year to elect the office bearers and to present:

- The Chairman's report
- The Annual report
- The report on the financial performance for the 2018-2019 year

Two ordinary meetings are held each year, one in November and one in February if there are disputes with the draft budget. If no disputes are lodged then an alternate date of May is set. The purpose of the ordinary meeting is to present:

- The Library Services Manager's Report
- Quarterly Reports on Library activities up to the relevant meeting
- Other items of relevance to CNRL operations
- The draft budget for the 2019-2020 year

### **CURRENT SITUATION**

ANNUAL GENERAL MEETING HIGHLIGHTS

There was no business arising from the previous Annual General Meeting. Minutes of the previous meeting can be found in Attachment 1.

<u>Chairman's Report (Attachment 2)</u> – The Chair reiterated his thoughts on the importance of libraries and thanked Councillors, staff and helpers for their efforts.

<u>Elections</u> – Both Chair, Cr Bill Heazlett and Deputy Chair, Cr Cathy Redding were returned in their respective positions.

Annual Report 2018-2019 (Attachment 3)

Highlights for CNRL:









43,746 Public PC Bookings



264, 230 Loans



2587 Programs

**Digital Loans:** 



67,789 Library Members



20,485 branch reservations 29,859 web reservations



611 Loans



32,610 Program Attendees

	2017-18	2018-19	
e-audio	23,049	30,884	34%
e-book	12,983	14,449	11%
e-music	6,334	5,612	-11%
e-magazine	2,296	3,841	67% 1

**Digital Loans vs physical loans:** 2018-2019 saw a continued trend of slight decrease in physical loans and increase in e-loans. Combined physical/e-loans decreased from the previous year.



A number of questions were raised as to why loans were generally down across the region. The following suggestions were put forward:

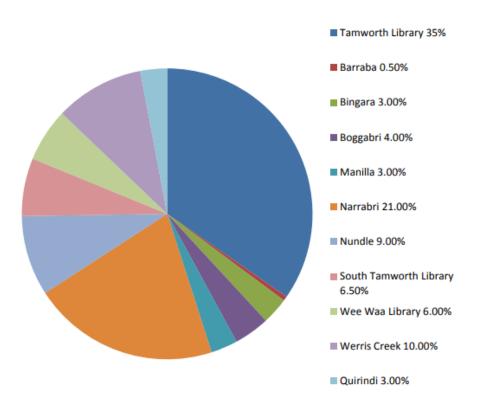
- People in Australia are borrowing less books.
- There were restructures in some libraries, which caused disruptions.
- The installation of the new RFID system was the focus during the year so there were less promotions in the libraries.
- During its implementation, there were loans missed under the RFID system as people became familiar with its operation.
- The drought has affected library usage as people come to town less to save fuel.
- E-resources impact loans, and in turn visitor numbers, especially in those branches which heavily promote the benefits. The NSW State average for e-loans across different libraries is 10,000 loans. The average for CNRL is 30,000.

A question was asked why the stock levels were down across the region. The meeting was informed this was because the implementation of RFID required every item to be tagged with an electronic tag. Older items were removed from the shelves to make the job of physically handling each item more achievable.

## Seed Library:



Seed loans fell by 27% in 2018-19. This is likely to be because the region has been drought affected during 2018-19.



**CWA Country of Study 2019:** Papua New Guinea. CNRL staff prepared a webpage with information links to support the CWA Country of Study 2019.

**One Book One Region:** The book chosen was "Scrublands" by Chris Hammer. One hundred (100) books appeared in the Library catalogue, 53 books were given to Councillors and 247 books were left in community places throughout the region to be picked up by the general public. The catalogued copies were loaned out 622 times and the e-audio copy was downloaded 63 times.

#### **Programs:**

Programs conducted by CNRL branches					
	2017-2018 2018-2019				
	Programs	Attendees	Programs	Attendees	
Bingara Library	224	3367	283	4024	
Warialda Library	299	2326	271	2267	
Gwydir Shire Total	523	5189	554	6291	
Quirindi Library	183	842	136	687	
Werris Creek Branch Library	126	1014	85	767	
Liverpool Plains Shire Total	309	1856	221	1454	
Narrabri Library	585	5721	539	6843	
Boggabri Branch Library	30	236	17	276	
Wee Waa Branch Library	115	1160	104	868	
Narrabri Shire Total	730	7117	660	7987	
Tamworth City Library	468	7354	525	10767	
South Tamworth Branch Library	144	1617	83	1147	
Barraba Branch Library	29	246	10	102	
Manilla Branch Library	145	1405	105	1095	
Kootingal Branch Library	17	257	9	335	
Nundle Branch Library	51	534	61	358	
Tamworth Regional Council Total	854	13623	793	13804	
Uralla Library (Total)	194	1612	323	2770	
Walcha Library (Total)	42	357	36	304	
CNRL Total	2652	29754	2587	32610	

Summary of Na	rabri Shire Statistics
---------------	------------------------

	Boggabri		Narrabri		Wee Waa	
Library Visits	1,643	↓	25,904	Ļ	11,292	Ļ
Membership	540	1	8,149	1	1,897	1
Loans	3,845	-	32,653	↓	6,270	Ļ
Stock	3,705	1	16,031	Ļ	6,862	↓
New Stock	421	Ļ	1,911	1	628	Ļ
Reservations	1,172	1	10,402	1	2,435	Ļ
PC Bookings	221	↓	4,925	Ļ	1,916	Ļ
Wifi Sessions	29	Ļ	1008	Ļ	622	Ļ

Annual Financial Statement – Details can be viewed in Attachment 4.

**General Business –** No matters of business were raised for the Annual General Meeting.

## ORDINARY MEETING HIGHLIGHTS

More detailed information can be found in Attachment 5 – Agenda CNRL Ordinary Meeting November 2019.

There were no matters arising from the previous ordinary meeting (Minutes of Previous Ordinary Meeting - Attachment 6).

## Library Services Manager's Report

More detail can be viewed in Attachement 5 – Agnda CNRL Ordinary Meeting November 2019.

- There have been changes in the Copyright Act which will be beneficial to the presentation of programs and services in libraries.
- CNRL has subscribed to an online training course that teaches library staff how to reduce the conflict with homeless, mentally ill and addicted patrons.
- Proposed livestream of the Sydney Writers Festival 2020.

The Quarter Report for September was presented – Attachment 7.

## **Report on the UTS Indigenous Services and Collections in Libraries Masterclass**

Topics covered in the masterclass included:

- Indigenous Engagement: Diversity of Aboriginal and Torres Strait Islander People
- Indigenous Engagement: Principles and Protocols
- Building Indigenous Services
- Building Library Collections
- Referral Services for Indigenous Australian information needs

Excerpts from this masterclass will be presented at the CNRL Training Day on 5 December 2019.

## **Financial information**

2018-2019 Budget vs Actuals - Attachment 8

2018-2019 Movements in Reserves – Attachment 9

## 2020-2021 Draft CNRL Budget – Attachment 10

## **Operational Expenditure**

- Allowance has been made for usual salary and employment overhead increases
- A 2.5% increase has been applied for rental of the library office space
- Promotions funding has remained at \$6,500 and is earmarked for the One Book One Region program
- Periodicals are under constant review. There continues to be demand for newspapers and magazines in print format. Clients are transitioning to electronic format for newspapers and magazines very slowly
- The Music, Film and Storybox budget remains unchanged

## Library Materials

- The total library resources (physical items) vote is at \$269,212. The resources vote is broken up into:
  - Library Materials Local Priority; and
  - Library Materials Council Contributions.

Local Priority Funding has increased to \$108,256 and the Library Materials - Council Contribution has been reduced to \$160,956. These changes reflect the changes in the State Funding Model.

E-book and e-audio content remain constant in this budget.

#### **Computer Services**

- The Spydus Managed Services five year contract will be up for renewal in 2020. Costs are unknown but estimated at \$90,000 including the Reports module and Spydus Manager module which are currently charged as additional to the contract.
- The Solus app fee will be an ongoing expense

## Capital Items

- CNRL's computer capital items replacement schedule is aligned to match TRC's IT infrastructure development schedule. CNRL benefits from cost savings made by bulk purchasing that would not be available if purchasing as an individual entity.
- Access to reserve funding will be required when a full replacement of CNRL computers takes place. This is likely to occur in 2019-20 (current) financial year.

## CNRL Funding:

Council contributions remain at \$12.95 per capita. State subsidy for 2020-21 is at \$2.55 per capita.

CNRL	population as at June 2018	subsidy @ \$2.55	SEIFA adjustment	flat rate subsidy adjustment	subsidy adjustment (i.e total SEIFA & flat rate )	local priority = 30% subsidy adjust ( i.e 30% of SEIFA + flat rate)	2020-21 Council contribution based on 12.95 per capita	grand total (subsidy,local priority and Council contribution of \$12.95 per capita)
Tamworth	62156	\$158,498	\$9,468	\$50,000	\$59,468	\$17,840	\$804,920	\$981,258
Gwydir	5349	\$13,640	\$11,689	\$50,000	61689	\$18,507	\$69,270	\$101,416
LPSC	7893	\$20,127	\$12,987	\$50,000	62987	\$18,896	\$102,214	\$141,238
Narrabri	13231	\$33,739	\$10,520	\$50,000	60520	\$18,156	\$171,341	\$223,237
Uralla	6062	\$15,458	\$7,669	\$50,000	57669	\$17,301	\$78,503	\$111,262
Walcha	3132	\$7,987	\$8,521	\$50,000	58521	\$17,556	\$40,559	\$66,102
Total	97,823	\$249,449	\$60,854	\$300,000	\$360,854	\$108,256	\$1,266,808	\$1,624,513

## **General Business**

Update on Regional Improvements:

- Bingara's new library is nearing completion and it is possible that CNRL's next meeting could include the opening
- Quirindi's expansion and refurbishment of the library precinct concepts are now ready for tender

## FINANCIAL IMPLICATIONS

If Council accepts the CNRL draft budget for 2020-2021, Council contribution to CNRL will be \$171,341. The grand total of Council contribution, subsidy and local priority funding used by CNRL to provide library services to Narrabri Shire is \$223,237. If Council wishes to query the draft budget, submissions must be made in writing 15 January 2020.

## STATUTORY AND POLICY IMPLICATIONS

Nil.

## CONSULTATION

## **External Consultation**

**CNRL** Committee

Regional Library Service's Manager, Kay Delahunt

## **Internal Consultation**

Cr Cathy Redding



SF2712

**Central Northern Regional Libraries (CNRL)** 

Minutes of the Annual General Meeting

Wednesday, 14 November 2018 Council Chamber, Level 4, Ray Walsh House 437 Peel Street, Tamworth Meeting commenced at 2.06pm

#### Members Present:

Organisation	Name
Gwydir Shire Council	Tim Cox
Liverpool Plains Shire Council	Cr Paul Moules
Liverpool Plains Shire Council	Marg Muirson
Narrabri Shire Council	Cr Cathy Redding (Mayor)
Tamworth Regional Council	Cr Juanita Wilson
Tamworth Regional Council	Kay Delahunt
Tamworth Regional Council	Shiralee Franks
Tamworth Regional Council	Marian Bennett
Tamworth Regional Council	Narelle Lightfoot
Tamworth Regional Council	Megan Pitt
Tamworth Regional Council	Kelly Makepeace
Uralla Shire Council	Cr Isabel Strutt
Uralla Shire Council	Jane Ogden
Walcha Council	Cr Bill Heazlett (Chair)

#### 1. Welcome

Cr Bill Heazlett welcomed all to the meeting and made the following acknowledgement – I would like to acknowledge the Kamilaroi people who are the traditional custodians of this land. I also pay my respect to Elders, both past and present, and extend that respect to other Aboriginal people who are present today.

#### 2. Apologies

Apologies were received from Cr Catherine Egan (Gwydir Shire Council), Lindsay Mason (Narrabri Shire Council) and Jennifer Campbell (Narrabri Shire Council)

Motion: That the apologies be accepted.Moved: Cr Isabel StruttSeconded: Cr Cathy Redding

CARRIED

1 | Page

#### 3. Minutes from the Previous Meeting – 8 November 2017

Motion: That the Minutes from the previous Annual General Meeting of the Central NorthernRegional Library, dated 8 November 2017, be accepted as a true and accurate record.Moved: Cr Paul MoulesSeconded: Tim CoxCARRIED

#### 4. Business Arising from the Previous Minutes – 8 November 2017

No business arising.

#### 5. Chairman's Report 2017/2018

A copy of the Chairman's Report was provided.

Cr Bill Heazlett acknowledged Cr Cathy Redding's continued support for the Central Northern Regional Libraries given her role as Mayor of Narrabri.

#### 6. Election of Central Northern Regional Libraries Chairperson

Cr Bill Heazlett vacated the Chair. Karen Litchfield, Tamworth Regional Council's Manager Governance was called to the Chair.

Karen declared the position of Central Northern Regional Libraries Chairperson open and called for nominations.

**Cr Bill Heazlett - Nominated by** Cr Cathy Redding **Seconded by** Cr Isabel StruTratt With no further nomination received, Cr Bill Heazlett accepted the nomination and was elected as Chairperson.

#### 7. Election of Central Northern Regional Libraries Deputy Chairperson

Karen declared the position of Central Northern Regional Libraries Deputy Chairperson open and called for nominations.

*Cr Cathy Redding - Nominated by Cr Bill Heazlett Seconded by Cr Isabel StruTratt With no further nomination received, Cr Cathy Redding accepted the nomination and was elected as Deputy Chairperson.* 

#### 8. Presentation of the Central Northern Regional Libraries (CNRL) Annual Report 2017/2018

Library Services Manager, Kay Delahunt, presented the CNRL Annual Report for 2017/2018, acknowledging the work done by Shiralee Franks and Marian Bennett in preparing the Report.

Kay noting in particular:

- increase in the electronic loans overall;
- self check loans noting the significant difference between branches;
- diverse range of Programs on offer;
- wifi hours reduced in some branches as a Council response to areas to eliminate antisocial behavior.
- Cr Isabel Strutt added that it was a compressive Report, thanking Shiralee and Marian.

- Cr Juanita Wilson also commented on the quality of the Report and how the Library is now carrying over into other services.
  - Kay gave the example of Kelly Makepeace going out to the community to engage with young mothers as an example of services provided.

Motion: That the CNRL Annual Report of 2017/2018 be received and noted. Moved: Cr Cathy Redding Seconded: Cr Juanita Wilson

CARRIED

#### 9. Annual Financial Statement 2017/2018

Library Services Manager, Kay Delahunt, presented the Annual Financial Statement 2017/2018.

Motion: That the CNRL Annual Financial Statements for 2017/2018 be received and noted.Moved: Tim CoxSeconded: Cr Juanita WilsonCARRIED

## 10. Next Meeting – 6 November 2019 – Venue (TBA).

11. Meeting Closed 2.23pm

**3 |** P a g e

## Central Northern Regional Library – Annual General Meeting 2019

## Chairman's Report

Councillors and staff involved in Libraries are here to build our humanity. Words and the way they are shared requires Libraries. Today Libraries are challenged by the way thoughts, through words, are shared (transmitted). The success of this change has altered the world. Libraries are still the custodians of our word heritage and long may this continue.

At the regional level ALL members of the library family strive for Libraries to be the best community service that Councils provide and for our region, it has!!

Our CNRL annual report highlights our excellent information about the central and individual community Library services. A marvellous and thorough account which does all the staff and communities credit.

In the World, Democracy is changing- in the UK, the result of a referendum has not been implemented by the elected parliamentarians [latest another election]; in the USA president Trump has been acting unilaterally and may be impeached. However, in the rest of the world (Hong Kong, South American countries) social media has brought people out to demand change. Vested interests (governments, capitalism, media) cannot control this. They have to change or become extinct. To quote Nietzsche, "*First rule of institutions is their own protection. The danger is stupidity, because they resist the change that's necessary to order to keep them going.*"

In Australia, Federal politicians have yet to grasp to this. Children leading the way on climate change is one example. Local government representatives must lead the way in listening to our community and acting in its best interest. Easy to say, hard to do! The old truism holds: Think Globally, act Locally. I am heartened that our contributing at both a regional and local level are changing Libraries to keep them essential elements of our future.

We are all delighted that the State Government increased the available money for Libraries. I believe our regional response is both sensible and equitable

Connectivity is one challenge central to our existence (IT, mobile phones, face book, et al). CNRL's changes to our libraries work regime has freed staff to be innovative to develop our Local Libraries for the future. Great.

**BE THERE**: Annual Conference broadens our minds and challenges us to be zealous. Make and renew friendships, be invigorated, so come, get new ideas, whose implementation helps to make the world a better place. One new highlight is the councillor's session.

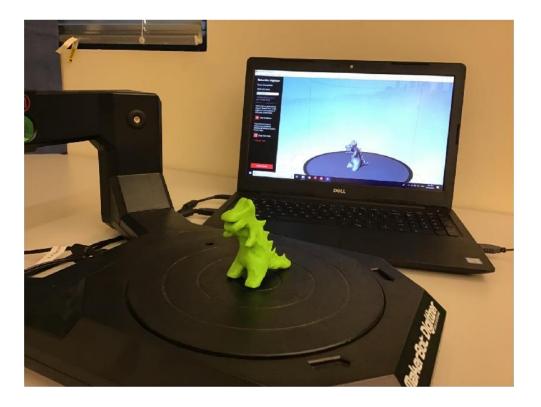
CNRL and local staff are working as harmoniously and effectively as they ever have. Great staff doing great work!!

In conclusion please accept my heartfelt thanks, to ALL Councillors, librarians and helpers across the CNRL. Through you, our Libraries continue to be the most accepted, comforting public places in our communities.

Bill Heazlett Chairman CNRL 2019



# 2018 – 2019 Annual Report



Investing in the future of our communities by creating an environment for learning, innovation and social connection.

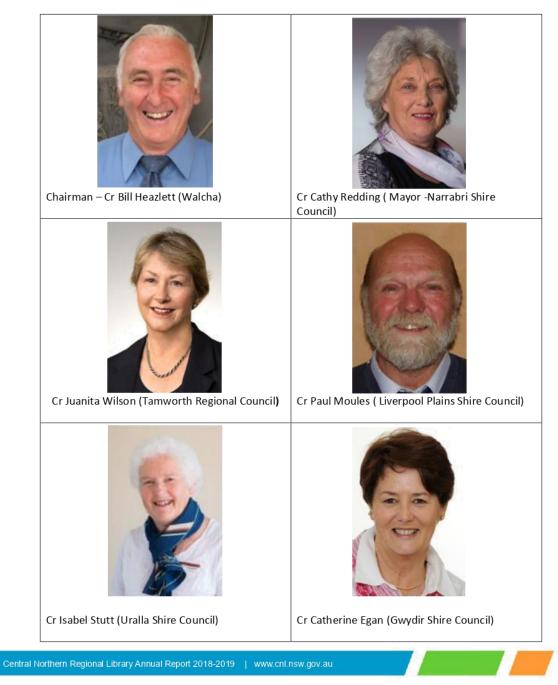


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Central Northern Regional Library provides library service to six local government areas in Northern NSW. Tamworth Regional Council is the executive council with Gwydir Shire, Liverpool Plains Shire, Narrabri Shire, Uralla Shire and Walcha Council all participating.

#### **Central Northern Regional Library**

#### Committee 2018-19







281,830 Library Visits



43,746 Public PC Bookings



264, 230 Loans



67,789 Library Members



20,485 branch reservations 29,859 web reservations



611 Loans



32,610 Program Attendees

# **Discover**

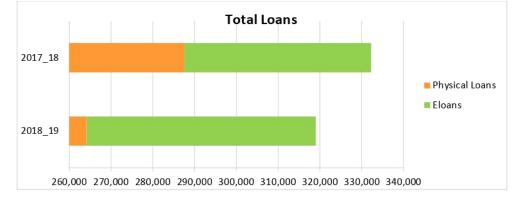
CNRL will provide content (print and electronic) to inspire its communities and keep them engaged with learning, creating and culture.

Digital magazines have risen by 67%. This may be as a result of Zinio merging with RB Digital into an easier to use app. State average loans for e-audio books is 9,336 and e-books 13,783.

## **Digital Loans**

	2017-18	2018-19	
e-audio	23,049	30,884	<b>34</b> %
e-book	12,983	14,449	11% <b>(</b>
e-music	6,334	5,612	-11%
e-magazine	2,296	3,841	67%

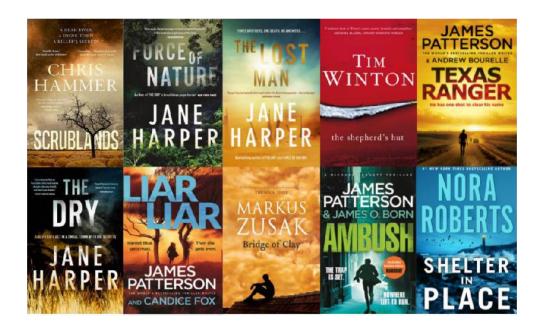
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2018-19 saw a continued trend of slight decrease in physical loans and increase in e-loans. Combined physical/e-loans decreased from the previous year.

#### Most popular fiction titles for 2018-19

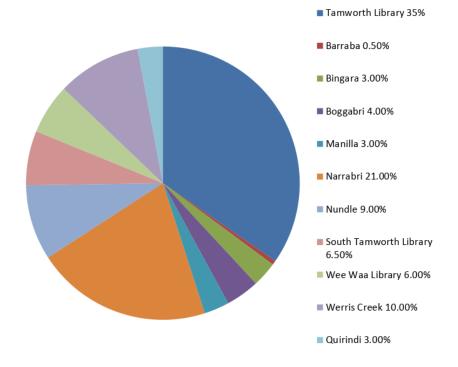
Interesting to note that 7 of the top 10 titles are Australian authors.



Title	Author	Loans in 2018-19
Scrublands	Chris Hammer	622
Force of nature	Jane Harper	149
The lost man	Jane Harper	128
The shepherds hut	Tim Winton	117
Texas ranger	James Patterson & Andrew Bourelle	114
The dry	Jane Harper	111
Liar liar	James Patterson & Candice Fox	107
Bridge of Clay	Markus Zusak	106
Ambush	James Patterson & James O'Born	106
Shelter in place	Nora Roberts	99

Seed

Seed loans fell by 27% in 2018-19. This is likely to be because the region has been drought affected during 2018-19.



#### CWA Country of Study 2019 - Papua New Guinea

CNRL staff prepared a webpage with information links to support the CWA Country of Study for 2019 – Papua New Guinea. The resources prepared by CNRL were used across the State by other public libraries. CNRL also maintained a CWA Country of Study Facebook page and posted news to the feed on a regular basis. The Facebook feed has 252 followers. The CWA of NSW webpage has a link to the CNRL page.



#### **One Book One Region**

CNRL ran its third One Book One Region community reading promotion in 2017-18. The promotion is designed to have everyone in the region read and discuss the same book.

400 copies of Scrublands by Chris Hammer were distributed to CNRL branches, Councillors and to community places throughout the region. 100 of the books appeared on the library catalogue and were available for borrowing, 53 were given out to all member Councillors and the rest were left around the local communities for the general public to take, read and pass on. The copies on the catalogue were loaned out 622 times. E-audio copies were available through RB Digital and had 63 downloads.





#### Social Media - Facebook

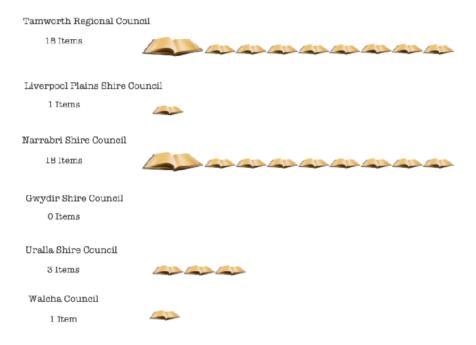


#### CNRL will work with the community to collect, record and provide access to community memory.

The Friends of Werris Creek Library received a donation from the local Swimming Club Committee of the original pencil drawing plans for the Werris Creek Memorial Swimming Pool. This is a set of 7 large framed drawings which are now prominently on permanent display in the library.

Gwyder Libraries launched an oral history project called "Remember When" which aims to capture the voices of older residents reminiscing about their earlier lives. It is a joint project with the local Historical Society.

#### **CNRL - New Local Studies Items added in 2018-19**



## Connect

CNRL provides access to digital services, uses technology to improve efficiencies, processes and customer experiences.

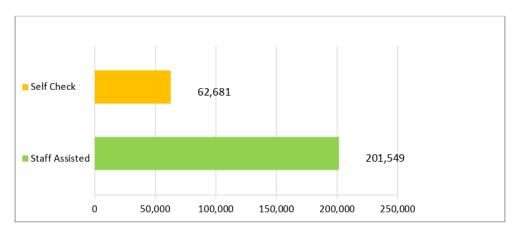
#### **RFID Technology**

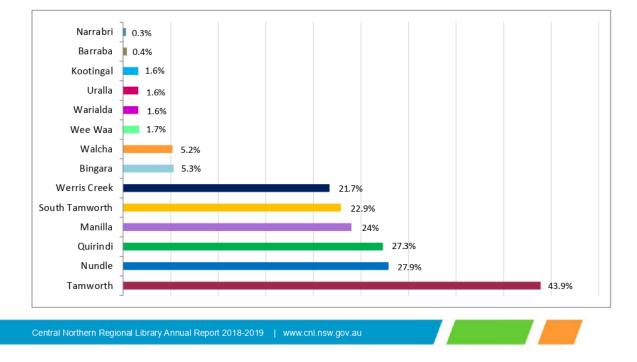
CNRL RFID project was completed by 30 June. All items in the branches were retrospectively tagged with RFID tags and self check units replaced with RFID self check units. The use of RFID will provide more user friendly workflows for both library staff and library clients and increased accuracy of item

issue/return, a more accurate database and the ability to locate physical items and quickly carry out stocktake more frequently.

#### Self Check Loans

Self check loans represent 31% of all loans. With RFID kiosks have been installed branches are encouraged to promote self-service as this will relieve pressure on circulation duties and create opportunities to run additional programs and assist clients with technology.





#### % Loans Self Checked

#### **CNRL Website**

CNRL updated the website throughout the year with library event information, CWA Country of Study, school holiday programs and banner updates.

# Enjoy

Together with branch staff CNRL will provide activities and learning opportunities that promote skill development and wellbeing in the community.

Programs conducted by CNRL branches					
	2017-2018 2018-2019				
	Programs	Attendees	Programs	Attendees	
Bingara Library	224	3367	283	4024	
Warialda Library	299	2326	271	2267	
Gwydir Shire Total	523	5189	554	6291	
Quirindi Library	183	842	136	687	
Werris Creek Branch Library	126	1014	85	767	
Liverpool Plains Shire Total	309	1856	221	1454	
Narrabri Library	585	5721	539	6843	
Boggabri Branch Library	30	236	17	276	
Wee Waa Branch Library	115	1160	104	868	
Narrabri Shire Total	730	7117	660	7987	
Tamworth City Library	468	7354	525	10767	
South Tamworth Branch Library	144	1617	83	1147	
Barraba Branch Library	29	246	10	102	
Manilla Branch Library	145	1405	105	1095	
Kootingal Branch Library	17	257	9	335	
Nundle Branch Library	51	534	61	358	
Tamworth Regional Council Total	854	13623	793	13804	
Uralla Library (Total)	194	1612	323	2770	
Walcha Library (Total)	42	357	36	304	
CNRL Total	2652	29754	2587	32610	

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#### **Innovation Studio**

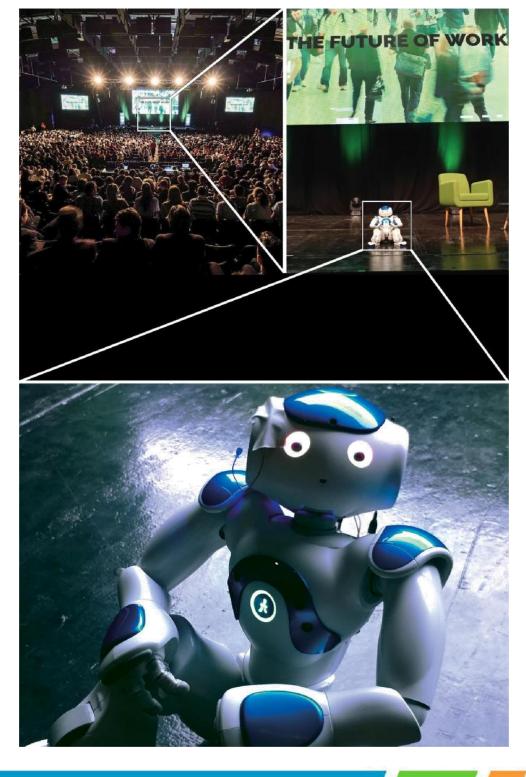
CNRL library programs included 4 unique STEM workshops delivered over 26 sessions at 11 branches, and 3D printers visiting 5 CNRL branches producing over 100 items. Students participated in STEM based activities at the Narrabri Science Fair. Makerspace staff also delivered Educator Training in appropriate STEM resources to preschool organisations in Narrabri, Tamworth, Walcha and Wee Waa.

The NAO robot Kodey opened the UNE Future of Work event to nearly 2000 attendees and ABC's James O'Loughlin at the Tamworth Regional Entertainment and Conference Centre (TRECC). Makerspace staff also built a full-scale 3 bedroom cardboard house at "The Waste Warriors Expo" toured by ABC's Craig Reucassal and taught regional students at the Amazing Enviro-Race to upcycle clothing.

The Innovation Studio's after-school clubs at Tamworth have taught coding, game design, robotics and problem solving skills with the attendees ending their 2 terms entering their work into a National Video Game Competition (Code Club) and competing in Tamworth's first annual VEX Robotics Championship (Robot Club).

The Innovation Studio has also been operating Family Funday Sunday workshops which run at the same time as Tamworth Regional Art Gallery's Studio workshops. The workshops offer an all-ages free event every month with something for all the family.





#### CNRL Children's Services 2018/19 Strategic Direction

Over the last six months Children's Services staff presented *Inclusive Practices and Early Language and Literacy training* to all CNRL branch staff to action the 2018/19 Children's Services Strategic Direction. An Inclusive practices workshop was presented during the 2019 CNRL training Day in which strategies to support children with communication delays such as visual timetables and keyword sign were explored. Since this training, additional workshops have taken place at Narrabri, Uralla and Walcha with more planned for Manilla, Bingara, Warialda, Boggabri and Quirindi later in the year. Branch staff are beginning to embed these strategies into their regular story time sessions improving participant engagement and modelling easy language and literacy strategies parents can use at home.

#### Art of Ageing Digital Exhibition

The Art of Ageing digital exhibition was shown in most CNRL branches during the NSW Seniors Week Festival in February 2018. It was an initiative of the NSW Ageing Strategy 2016-2020 to demonstrate the diversity of older people in NSW. The Art of Ageing was a digital photographic exhibition that celebrated the value, experience and contribution older people bring, and challenged out-dated perceptions of ageing.

## Create

CNRL will create a customer oriented, flexible, skilled and innovative team of library staff and volunteers that are excited and inspired by new technologies.

#### Training

- A CNRL Regional Training Day was held in November which included training in Spydus 10.1.6, Early Language and Emergent Literacy training, Games and Libraries and Statistics and Reports.
- A CNRL Regional Training Day was held in March which featured Aboriginal Cultural Awareness training presented by consultant, Dave Widders.
- The Public Libraries NSW SWITCH conference was held in Sydney and was attended by Walcha, Narrabri, Gwydir and Tamworth staff.

#### **Discover Team Training**

• Information and Collections Librarian attended Writing for the Web training.

- Three library staff attended the Mudgee Readers Festival (self-funded).
- Reader Services Librarian attended the Librarians Choice Publisher Showcase at Green Square Library.
- The Local Studies and Resources Regional Librarian completed courses in Community Engagement, Indigenous Services and Collections in Libraries, Digital Trends Roundup and CPR.

#### Makerspace Co-ordinators Training

- Drone and virtual reality training. The makerspace staff are now officially accredited by the Australian Civil Aviation Safety Authority to pilot drones.
- One of the makerspace staff completed projection mapping from the training company Illuminart. The training builds skills to produce light projections on buildings similar to Vivid Sydney.
- Both makerspace staff completed Advanced Training on the Lego Mindstorms Robotics System at the Cessnock Academy of STEM Excellence.

#### Self Directed Learning and training completed by branch staff

- Staff from Tamworth the Manilla Libraries participated in Dealing With Aggressive People and Robbery Awareness training.
- Warialda library staff member attended Coding and Robotics training with TAFE sessions at Moree Library.
- Bingara Library manager completed Be Connected training.
- Liverpool Plains Shire library staff attended WHS and Bullying and Harassment training provided by Liverpool Plains Shire Council.
- The South Tamworth Customer Experience Assistant and the Tamworth Children's Services Officer attended a Child Safe, Child Friendly workshop presented by the Office of the Children's Guardian.
- Nundle librarian completed Britannica and First Aid Refresher training.

The CNRL Committee, Member Councils and staff will work collaboratively to create a strategic direction for the library service, advocate for appropriate library funding, practice good governance and promote library services to the community.

- CNRL Committee meetings were held in November 2018 and May 2019.
- CNRL Chair, Cr Bill Heazlett, attended all NSWPLA full zone meetings. Representatives from Uralla, Narrabri and Tamworth have also attended meetings.
- The annual statistical return and the library statements of financial operations were submitted to the Library Council of NSW. Financial statements were prepared and presented to the CNRL Committee at the November Annual General Meeting. The Committee received the Annual Report and all quarterly reports.



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# **Gwydir Shire Libraries**

Gwydir Shire Council covers 9,274 sq kilometres and stretches from North Star to Upper Horton. The shire has two main towns, Bingara and Warialda, and has a population of 5,258.

## **Bingara Library**

	2017-18	2018-19	
Library Visits	10,695	11,485	7.4% 1
<b>E</b> Membership	986	1,096	11.2% 🕇
Loans	8,522	6,832	-19.8% 👃
Stock	7,596	6,225	-18%
New Stock	611	547	-10.5%
Reservations	797	1,030	29.2% 🕇
PC Bookings	1,281	1,395	8.9% 🕇
Wifi Sessions	1,905	1,800	-5.5%
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## Warialda Library

	2017-18	2018-19		
Library Visits	5,863	6,655	13.5%	t
<b>E</b> Membership	556	606	8.9%	1
Loans	5,353	4,820	-9.9%	1
Stock	5,465	5,275	-3.5%	Ļ
New Stock	479	493	2.9%	1
Reservations	590	467	-20.8%	↓
PC Bookings	1,569	1,933	23.2%	1
Wifi Sessions	1,005	991	-1.4%	l

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Bingara Library was successful in receiving a \$200,000 NSW Public Library Infrastructure grant to relocate the Library to the Civic Centre which is a much larger, modern and user-friendly space. The Library relocation is jointly funded by the NSW State Government and Gwydir Shire Council who are putting in \$91,000. A further \$300,000 has been received from Building Better Communities funding to further enhance the new library, once it is relocated.

#### DISCOVER

Gwydir libraries launched an oral history project titled "Remember When". The aim of the project is to capture the voices of the older residents reminiscing about their earlier lives. This is a joint project with the local Historical Society.

Members of the local Historical Society hosted a session "Family Heirloom Show and Tell" in the Bingara library after school. They discussed their family mementos and heirlooms and encouraged the children to collect and record family memorabilia.

Seed libraries were launched at Bingara and Warialda libraries with morning teas and members of the local Garden Clubs and residents.

Bingara Library was promoted during the street anniversary day for the Bingara Museum and held an open day during the Orange Festival.

#### CONNECT

Gwydir were successful in receiving Be Connected funding of \$4000 to conduct internet tutorials for seniors.



## **ENJOY**

A range of library programs and outreach activities happen in the Gwydir Shire. Some highlights of 2018-19 include:

- Author Talks: Scott Whitaker, Nicole Alexander and Jo Spicer
- Chat and chess male seniors held each month
- Lifelong learning targeting people who wish to learn more about library e-resources
- Be Connected internet tutorials for the over 60's
- Ability program for adults with disabilities
- Maker Space Ability program for children with special needs
- Golden Oldie Craft craft sessions for seniors
- Special no boy no girl program combined with Bingara Kool school kids program
- Families Week craft challenges in both communities as well as visits to outer villages
- Local Government Week children created posters illustrating what council does for me
- Bookweek 2018 celebrated in both branches and in some villages across the shire
- Library Lovers Day branches participated in library lovers day with special promotions
- History Week daily demonstrations of the library website, genealogy and newspaper archives of the state library website
- E-smart Week upper primary children completed internet safety sessions
- Reading Hour shire wide challenge to read together for an hour
- · Get On-line Week seniors invited to bring their devices along for tutorials
- Children's Week after school attendees participated in craft challenges
- Seniors Week library members and visitors were invited to morning tea and a golden oldie craft session. Golden Oldie sessions were launched at aged care facilities in both communities
- Library and Information Week visits to the schools in both communities promoting the library, e-resources and outreach services
- International Women's Day toddlers and their mothers enjoyed morning tea and craft
- Presentations about the library were held at the Touriandi Aged Care facility, Naroo Aged Care facility, Myall Creek CWA, Community and Home Support, Toy Library Bingara and Warialda, Gravesend School, Coolatai Playgroup and Yallaroi Playgroup/Preschool

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# **Liverpool Plains Shire Libraries**

Liverpool Plains Shire Council (LPSC) covers 5,121 sq kilometres. The shire has a population of 7,687. The main towns are Quirindi, Werris Creek and Willow Tree.

# **Quirindi Library**

	2017-18	2018-19	
Library Visits	22,334	23,224	3.9% 🕇
E	3,703	3,855	4.1% 🕇
Loans	17,632	14,491	-17.8%
Stock	8,733	7,900	-9.5% 💄
New Stock	1,003	1,002	-0.1%
Reservations	2,869	2907	1.3% 🕇
PC Bookings	3,638	2,995	-17.7%
Wifi Sessions	2,120	1,895	-10.6%
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# Werris Creek Library

	2017-18	2018-19		
Library Visits	11,854	12,172	2.7%	1
Membership	1,417	1,493	5.4%	1
Loans	8,928	9,700	8.6%	1
Stock	8,218	7,425	-9.6%	Ļ
New Stock	814	691	-15.1%	Ļ
Reserved	2,119	2,505	18.2%	1
PC Bookings	1,417	1,502	5.9%	1
Wifi Sessions	2,447	1,977	-19.2%	1

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In November 2018 the State Librarian and the Library Council of NSW visited the Quirindi and Werris Creek Libraries.

#### DISCOVER

"Pocket Astronomy in Pocket-sized Towns" was brought to Werris Creek on Tuesday 14 August by Professor Mark Wardle, Senior Scientific Officer Adam Joyce and five of their astronomy students from Macquarie University. Information and demonstration sessions were held at the Railway Institute during the day and in the evening with a solar telescope, three night telescopes and a mobile planetarium. The Branch Librarian, Library Assistant and members of the Friends of the library attended to receive the very generous donation of a telescope to be housed at Werris Creek library. The telescope will be available for fundraising events for community groups in the future.

The Friends of Werris Creek Library purchased an Aquaport Water Cooler to provide fresh filtered water for library customers. The Friends also provided funds for new garden plants to enhance the library garden as a space for customers to enjoy.

The President of the Friends attended the end of term school assembly at Werris Creek Public School to present kinder library bags to the 12 kindergarten pupils. The library bags contained a membership form, leaflets about library programs for children and a beautiful new picture book, courtesy of the Friends of Werris Creek Library. The Branch Librarian selected and purchased the books by well-known Australian children's authors.

The LPSC Library Advisory Group met for the first time at Werris Creek Library on Tuesday 30 April with Cr. Paul Moules, Donna Ausling, Marg Muirson, Marilyn Deeks, Kimberley Davis and Mary Roberts in attendance. These meetings are intended to provide an opportunity to canvass and discuss local Library matters that are of a strategic importance and specific interest. The collated information can then be 'passed up' to the overarching CNRL consultation framework by the library delegate from Council. Action needed at branch level can then be undertaken by branch staff liaising with Council staff e.g. raising awareness of the availability of the full range of library resources (including e-resources) and library services and programs was one of the identified areas for action.

The 10 year anniversary of the new library at Werris Creek was celebrated on Tuesday 6 February with morning tea provided by Café on Single, courtesy of the Friends of Werris Creek Library and with a debut performance by the Werris Creek Ukulele Ensemble. The event was well attended and

enjoyed. The Branch Librarian acknowledged the decision by LPSC to provide a new library for Werris Creek as a priority when the new Liverpool Plains Shire was formed.

The Friends of Werris Creek Library received a donation from the local Swimming Club committee of the original pencil drawing plans for the Werris Creek Memorial Swimming Pool. This is a set of 7 large framed drawings which are now prominently on permanent display in the library.

The library participated in the Werris Creek swimming Pool 50 Year celebrations by providing a knitted 1968 swimming pool theme exhibition at the library. The exhibition opened on Tuesday 2 October with morning tea provided by Café on Single courtesy of the Friends of Werris Creek Library. The exhibition was on display throughout the week leading up to the events on Saturday. The knitted items were all created by the library knitting group throughout 2018. The exhibition attracted approximately 140 visitors to the library, most of them on Saturday 6 October during the celebrations on Single Street. The Friends of the Library was actively involved as a sponsor for the celebrations by funding the publication of the Swimming Pool postcards (both as a promotion and memento). The Branch Librarian was actively involved as a member of the organising committee, as were a number of Friends of the Library.

Quirindi Library held author talks including Scott Whittaker, Jenny Old, and Jonathan Gravenor.



## CONNECT

Both libraries received new public computers.

Werris Creek Library received new Department of Human Services equipment.

Quirindi Library is now connected to the NBN.

# ENJOY

A range of library programs and outreach activities happen in the Liverpool Plains Shire. Some highlights of 2018-19 include:

- Werris Creek held their Mid-Winter Book Club at the Werris Creek Pharmacy Coffee Corner courtesy of the Friends of Werris Creek Library.
- School holiday programs including the Young Inventors Electronics workshop
- Local Government Week celebrated with a sausage sizzle at Werris Creek Library with The Mayor, Councillor and council and library staff. The Werris Creek Lions Club catered.
- National Simultaneous Storytime was conducted at Werris Creek Library with Werris Creek
   Public School attending and at Quirindi Library with St Joseph's School attending.
- Seniors Week Tech Connect for Seniors program was held at Werris Creek Library with one-on-one technology lessons. Quirindi Library held a trivia morning tea with 35 participants.
- Library Lovers Day was celebrated at Werris Creek Library with the annual Werris Creek Library Lover's Quiz. Quirindi Library had borrowers recommend books to other borrowers.
- Quirindi Library participated in Book Week with activities sent to all local schools with 120 entries received.
- A new scrabble group has started at Quirindi Library.
- Quirindi Library erected displays for Halloween, Remembrance Day and Christmas.

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# **Narrabri Shire**



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# **Narrabri Shire Libraries**

Narrabri Shire Council covers 13,065 sq kilometres. The shire has a population of 13,084. The main towns are Narrabri, Wee Waa and Boggabri.

## **Boggabri Library**

	2017-18	2018-1	9	
Library Visits	1,823	1,643	-9.8%	L
Membership	515	540	4.9%	1
Loans	4,457	3,845	-13.7%	1
Stock	3,630	3,705	2.1%	1
New Stock	438	421	-3.9%	1
Reservations	1,028	1,172	14%	1
PC Bookings	249	221	-11.2%	L
Wifi Sessions	142	29	-79.6%	Ļ
hern Regional Library A	nnual Report 2018-2019   www.cnl.	nsw.gov.au		

# Narrabri Library

	2017-18	2018-19	
Library Visits	30,814	25,904	-15.9%
Membership	8,149	8,517	4.5% 🕇
Loans	35,822	32,653	-8.8% 👃
Stock	18,077	16,031	-11.3% 💄
New Stock	1,732	1,911	10.3% 🕇
Reservations	9,899	10,402	5.1% 🕇
PC Bookings	6,706	4,925	-26.5%
Wifi Sessions	1,096	1,008	-8.0% 👃

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Wee Waa Library

	2017-18	2018-19		
Library Visits	11,407	11,292	-1.0%	Ļ
<b>Hembership</b>	1,829	1,897	3.7%	1
Loans	6,526	6,270	-3.9%	Ļ
Stock	8,624	6,862	-20.4%	1
New Stock	658	628	-4.6%	1
Reservations	2,489	2,435	-2.2%	↓
PC Bookings	2,140	1,916	-10.5%	↓
Wifi Sessions	893	622	-30.3%	l

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Boggabri and Narrabri Libraries completed their refurbishments after receiving successful grants.

#### DISCOVER

Local Narrabri Shire authors Chris Taylor, John Brooks, Jacqui Warnock, Patricia Blackwell (writing as Patsy Kemp) and artist Graham Compton have added books to the collection.

Author talks were held at Narrabri Library including Jenny Old, Chris Hammer (as part of One Book One Region)

Narrabri Library received runner up in the Innovation in Business Award at the Narrabri Business Awards.

Narrabri Library hosted the Narrabri Shire STEM Investigation Awards which involved children designing and presenting a hypothesis on a storyboard. There was great engagement from over half the schools in the shire with a promise of higher participation in 2019. Visits were made to the schools to discuss the projects. A day was then held in August where the projects were judged. Students were encouraged to engage with the judges so that the judges could ascertain the level of understanding of the students. Narrabri Library achieved a Highly Commended in the Innovation in Outreach Services 10,000-30,000 population category for the STEM Investigation Awards.

Some interesting facts from the Narrabri Shire STEM Awards

- 90 projects submitted
- o 8 schools 6 Primary Schools, 2 High Schools
- o 588 students directly involved with creating the projects
- o 155 students attended the judging in person
- 88 students discussed their projects via Skype (another STEM incorporation which allowed outlying schools to be part of the event without transportation costs)
- o 1398 children at assemblies during certificate presentation
- 7 Businesses donated prize money \$1250
- o 1 research station donated the science boards
- o 17 volunteer judges and help with STEM based activities on the judging day

Seniors Assist Housebound Book Delivery service has been launched.

Narrabri Shire Libraries launched their Facebook Page with a competition asking people to tell why they enjoy their library.

Narrabri Library teamed up with the Narrabri Lioness Club once again to supply information for their starting school library bags. Every child in the Shire received a library bag with a book and sock puppets and information on joining the library and what resources and services the library has.



## CONNECT

Tech Savvy Seniors classes have been held at all Narrabri Shire Libraries.

Narrabri Shire Libraries have purchased a 3D printer to circulate within Narrabri Shire.

Narrabri Library has been the facilitator in the local science hub. The hub has arranged for a sponsored professional development session in coding and robotics through the local TAFE for Narrabri Shire teachers. Co-sponsoring partners are Santos and Cotton Research Development Corporation.

After school science sessions continue with Balloon Car Racing and Osmosis lessons

Sphero robotics classes were held at all branches, as were courses in electronic prototyping. The Narrabri Library Manager undertook a LEGO robotics training course in Sydney. The 3D printer was demonstrated to the U3A in Boggabri and to the Men's Shed in Narrabri. CNRL staff visited Wee Waa Public School to demonstrate robots and coding.

## **ENJOY**

A range of library programs and outreach activities happen in the Narrabri Shire. Some highlights of 2018-19 include:

- Narrabri Library hosted three Beeswax Wraps workshops in conjunction with Narrabri Shire
   Council Environmental Services.
- Library Lovers Day Blind Date With a Book saw donated books covered with brown paper and three clues about the content of the book were written on the outside.
- The Shire received 340 entries for Book Week. Narrabri Library Manager visited most schools in the Shire presenting pirate storytimes for the Book Week Theme "Find your treasure". Over 600 children were involved in the visits.
- The Narrabri Library had a stand at the Anytime Fitness Open Day. The stand promoted all the resources the library could provide to support a healthy body and mind.
- School holiday activites including: creating chickens, bunnies and monsters from foam eggs for Easter, lego balloon racers, board games, Little Innovators, creating your own catapult and creative creepy crawlies.
- Narrabri Library live streamed the Sydney Writers Festival.
- Simultaneous Storytime was held over three sessions at Narrabri Library and was also presented at Boggabri Public School.

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# **Tamworth Regional Council**



Investing in the future of our communities by creating an environment for learning, innovation and social connection.

# **Tamworth Regional Council Libraries**

Tamworth Regional Council covers 9,653 square kilometres. The region has a population of 61,554 and supports six branch libraries. Two branches are in the regional centre and the others are in the outlying towns of Barraba, Manilla, Kootingal and Nundle.

## **Tamworth Library**

	2017-18	2018-19	
Library Visits	101,469	89,532	-11.8% 👃
Membership	30,886	32,261	4.5% 🕇
Loans	112,414	103,336	-8%
Stock	52,585	45,439	-13.6% 👃
New Stock	7,740	6,902	-10.8% 👃
Reservations	13,187	13,355	1.3% 🕇
PC Bookings	21,305	16,819	-21.0% 👃

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# South Tamworth Library

	2017-18	2018-19	9	
Library Visits	36,124	32,903	-8.9%	↓
Membership	6,267	6,456	3%	1
Loans	30,192	28,339	-6.1%	1
Stock	12,772	12,063	-5.6%	Ļ
New Stock	1,882	1,699	-9.7%	Ļ
Reservations	3,112	3,771	21.2%	1
PC Bookings	6,052	4,847	-19.9%	1

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# **Kootingal Library**

	2017-18	2018-19	9	
Library Visits	3,715	3,722	0.2%	1
Membership	1,555	1,622	4.3%	1
Loans	8,818	8,817	0%	
Stock	6,539	6,652	1.7%	1
New Stock	831	778	-6.4%	1
Reservations	2,169	1,966	-9.4%	↓
PC Bookings	587	556	-5.3%	1
Wifi Sessions	3,441	3,366	-2.2%	↓

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# **Manilla Library**

	2017-18	2018-19		
Library Visits	19,464	16,390	-15.8%	1
Membership	2,211	2,314	4.7%	1
Loans	10,364	6,782	-34.6%	1
Stock	5,842	5,941	1.7%	1
New Stock	723	705	-2.5%	1
Reservations	2,906	1,795	- <b>38.2</b> %	1
PC Bookings	1,595	946	-40.7%	l
Wifi Sessions	3,851	2,261	-41.3%	l

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# **Barraba Library**

	2017-18	2018-1	9
Library Visits	6,325	4,216	-33.3% 👃
Membership	1,204	1,326	10% 🕇
Loans	7,626	6,072	-20.4%
Stock	5,603	5,563	-0.7%
New Stock	638	514	-19.4%
Reservations	943	931	-1.3%
PC Bookings	1348	792	-41.2%

PC Bookings

# **Nundle Library**

	2017-18	2018-19	9
Library Visits	6,841	6,008	-12.2% 👃
Membership	456	519	13.8% 1
Loans	4,136	2,883	-30.3% 👃
Stock	4,410	4,281	-2.9%
New Stock	413	407	-1.5%
Reservations	705	666	-5.5%
PC Bookings	906	578	-36.2%

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#### **Dolly Parton Imagination Library (DPIL)**

The Tamworth Regional Council and United Way Dolly Parton Imagination Library launched on the 1<sup>st</sup> January 2019 as part of a broader strategy to address high levels of developmental vulnerability in our community. Tamworth Regional Council is the only council in Australia to fund the book-giving program across the entire LGA and as of 30<sup>th</sup> June over 150 families have registered across all TRC communities. Over the last five months Library staff presented over 50 Baby Book Time sessions to parents and carers, modelling how to promote early language and literacy development during home story sharing. In February the Hunter, New England and Central Coast Primary Health Network donated \$50,000 to the project and has since provided health related inserts such as immunisation schedules as part of the family book packages. As at 30 June there were over 150 enrolments in the program.

Barraba Library opened as a one-stop-shop with the library, council, Services NSW and Centrelink combined.

In November 2018 the State Librarian and the Library Council of NSW visited the Tamworth and South Tamworth Libraries.



Barraba Library

## DISCOVER

Author events at Tamworth Libraries included; Jeremy Scott, Peter Rees, Scott Whittaker, Beth Anderson, Chris Hammer, Gregory P. Smith, Caroline Overington, AB Bishop, Jonathan Gravenor, Sandie Docker, Summer Land and Jo Spicer with 435 people in total attending the talks.

Tamworth Library streamed the Sydney Symphony Orchestra and both Tamworth Library and Nundle Library streamed the Sydney Writers Festival.

## CONNECT

Barraba Library demonstrated the 3D printer at their branch.

Tech Savvy Seniors sessions were held at Nundle Library.

NBN was connected at South Tamworth Library.



## **ENJOY**

A range of library programs and outreach activities happen in the Tamworth Regional Council area. Some highlights of 2018-19 include:

- Tamworth Library held a number of Creative Communities events including: craft catch-ups, crochet marketbag workshops, produce swap, fabric and fibre swap, and beeswax wraps workshops.
- To accompany the crochet marketbag workshops staff created and edited two instructional videos to teach the basics of crochet and to instruct on crocheting the Tamworth Tote grocery bag – the video on Youtube has received over 5000 views.

- Barraba Library participated in Frost Over Barraba with the Tamworth Youthie holding a cupcake decorating workshop in the library which attracted 61 children.
- School holiday activities occurred at all the branches which included: suncatcher workshop, upcycled bracelets, building and gaming workshop.
- Regular book group and movie nights have been held at Nundle Library.
- Crochet workshops were held at Nundle Library.
- South Tamworth Library hosted a Tamworth Family Support Service information morning.
- Tamworth Library and Kootingal Library hosted a number of infants/primary classes for Book Week.
- Tamworth Library facilitated the Summer Reading Club with 179 registrations.
- National Simultaneous Storytimes were held at Tamworth, South, Manilla and Nundle Libraries.
- Kootingal Library hosted two Billionaire Boy Storytimes.
- A Gruffalo Storytime was held at Tamworth Library with students from St. Nicholas attending in support of the Capital Theatre production.
- During the Tamworth Country Music Festival Tamworth Library hosted 12 two hour drop-in sessions allowing country music fans to use the Innovation Studio's Green Screen technology to put themselves into photographs featuring events and stars past and present including concerts, award ceremonies and festival landmarks. 145 people participated.
- Regular code club and robot code club sessions were run at the Tamworth Library Innovation
  Studio.
- Makerspace staff provided art students visiting the Tamworth Regional Gallery Archibald Prize exhibition the opportunity to photograph themselves or notable Australians then using the "Line Art" digital painting app create their own unique portraits.
- The Tamworth Library Innovation Studio has been holding regular Family Funday Sunday programs that run on Sundays alongside the Tamworth Regional Art Gallery's Studio workshops that included Edible Art, Painting With Light, Marble Run and The View From 2121.
- The Armidale Home School Group visited the Innovation Studio where they participated in Engineering and Design challenges.

Outreach has included:

- Library staff presented storytime programs at Oxley Vale Milestones Childcare Centre, Coledale Community Centre, Barraba Preschool, Wirraway Child Care Centre, Barraba Playgroup, and Manilla Playgroup.
- Numerous workshop were held at The Youthie with makerspace activities.
- STEM themed workshops were held at the Smith Family Homework Scholarship program with activities including Sphero Chariot Engineering and Obstacle Course challenge, Earth to Mars Roleplaying Survival Workshop, the Young Inventors Electronic Workshop and construction straw skyscraper challenge.



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# **Uralla Shire Library**

Uralla Shire Council covers 3,215sq kilometres and has a population of 6,048.

	2017-18	2018-19	9	
Library Visits	28,490	30,243	6.2%	1
Membership	3,168	3,379	6.7%	1
Loans	20,080	21,937	9.2%	1
Stock	13,104	11,856	-9.5%	l
New Stock	1,329	1,479	11.3%	1
Reservations	4,764	4,957	4.0%	1
PC Bookings	3,401	3,457	1.6%	1
Wifi Sessions	1,800	1,822	1.2%	1

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In November 2018 the State Librarian and the Library Council of NSW visited the Uralla Library.

### DISCOVER

One Book One Region author event – 38 adults came to hear author Chris Hammer talk about his book Scrublands.

Uralla Library has installed a projector and screen to support library events.

New fiction has been promoted in displays including "These books BLUE us away", Halloween – horror genre, "Once Upon A Crime",

Library inductions were held with over 65 students from the Uralla Central Junior School visiting and 19 students from St. Joseph's Catholic School. They were given a presentation on the library, a storytime and craft.

The "People in our community" promotion saw various topics discussed at Storyime including: information on flu injections, fire safety and meet the Mayor.

Questacon film crew visited Uralla Library and interviewed ZNET staff, as well as the Mayor.

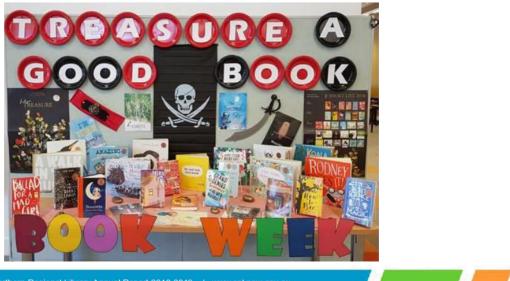
Uralla library manager was the guest speaker at the Uralla Hospital Auxiliary AGM which was a great opportunity to promote library services and resources.

#### CONNECT

NBN is now connected at Uralla Library and delivering consistent and swift access to the internet for both WiFi and public computers.

Security system and duress alarm installed.

An application for the Tech Savvy Seniors grant to the value of \$1369 was received.



## **ENJOY**

A range of library programs and outreach activities happen in the Uralla Shire. Some highlights of 2018-19 include:

- Youth Week Minute to win it challenge, Giant Jenga activity, "Out of the box" library challenge, Bike Safety Workshop, Storytime session
- A new Quilters Group was formed
- Library Lovers Day provided local residents with an opportunity to go on a blind date with a book
- Seniors Week Art of Ageing digital exhibition
- Lantern Parade craft Uralla Arts Committee donated lanterns for Storytime craft
- Water Safety Themed Storytime delivered at Uralla Pool
- Global Peace Torch Relay hosted in the library foyer
- Australia Day morning tea in the library foyer organised by the Uralla Australia Day Committee
- December Workshops how to make Christmas Cards, Decorations and Gift Tags
- NAIDOC Week storytime
- Book Week Storytime
- Adult Colouring Group formed
- Local Government Week Storytime delivered by the Mayor

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# Walcha Library

Walcha Council covers 4,992 sq kilometres. The Council area has a population of 3,092.

	2017-18	2018-1	9	
Library Visits	6,125	6,442	5.2%	1
Membership	1,850	1,908	3.1%	1
Loans	8,578	7,454	-13.1%	Ļ
Stock	6,936	6,817	-1.7%	L
New Stock	623	547	-12.2%	l
Reservations	1,509	1654	9.6%	1
PC Bookings	1,018	864	-15.1%	L
Wifi Sessions	582	239	-58.9%	1

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In November 2018 the State Librarian and the Library Council of NSW visited the Walcha Library.

#### DISCOVER

Walcha Library held an author talk in conjunction with the Walcha Historical Society. The author was Rob Tickle who wrote "John Oxley – A new perspective".

In conjunction with the Walcha John Oxley Bicentenary events, Walcha Library held a display in the library. Artworks from students in the Walcha area were displayed all over the library, along with many books on John Oxley. The library opened for a couple of hours on the 8<sup>th</sup> September so people could enjoy the display along with the rest of the weekend's events.

Walcha Library had a pop up stand at the Quota Book Fair. This was used to promote library services.

#### CONNECT

Walcha Library received a grant to run Tech Savvy Seniors classes.



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# **ENJOY**

A range of library programs and outreach activities happen in Walcha. Some highlights of 2018-19 include:

- Tech Savvy Seniors classes
- Author talk Rob Tickle
- Regular book group
- Home delivery service to Riverview, in conjunction with the Quota Club
- Participation in the One Book One Region promotion by distributing books around the local community
- School holiday programs including a Young Inventors Robotics workshop

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# Central Northern Regional Library Statistics 2018 – 2019

Central Northern Regional Library Computerised Loans by Branch / LGA			
	2017-2018	2018-2019	% change
Bingara	8,522	6,832	-20%
Warialda	5,353	4,820	-10%
Gwydir Shire Council Total	13,875	11,652	-16%
Quirindi Library	17,631	14,491	-18%
Werris Creek Branch Library	8,828	9,700	10%
Liverpool Plains Shire Council Total	26,459	24,191	-9%
Narrabri Library	35,822	32,653	-9%
Boggabri Branch Library	4,457	3,845	-14%
Wee Waa Branch Library	6,526	6,270	-4%
Narrabri Shire Council Total	46,805	42,768	-9%
			_
Tamworth City Library	112,418	103,335	-8%
South Tamworth Branch Library	30,192	28,339	-6%
Barraba Branch Library	7,626	6,072	-20%
Manilla Branch Library	8,600	6,782	-21%
Kootingal Branch Library	8,818	8,817	0%
Nundle Branch Library	4,136	2,883	-30%
Tamworth Regional Council Total	171,790	156,229	-9%
Uralla Library (Shire Total)	20,080	21,937	9%
	0.570	7.454	400/
Walcha Library (Shire Total)	8,578	7,454	-13%
CNRL Total	287,587	264,230	-8%

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Central Northern Regional Library Membership	Adult	Housebound	Institution	Child	2017- 2018	2018- 2019	Estimated
	, luuit		montation	onna	Year	Year	Population
				(0 - 18)	Total	Total	2018
Bingara Library	843	18	11	224	986	1,096	
Warialda Library	411	15	11	169	556	606	
Gwydir Shire Council Total	1,254	33	22	393	1,542	1,702	5,349
Quirindi Library	3,464	3	20	368	3,703	3,855	
Werris Creek Library	1,291	0	2	200	1,417	1,493	
Liverpool Plains Shire							
Council Total	4,755	3	22	568	5,120	5,348	7,893
Narrabri Library	6,909	16	22	1,570	8,149	8,517	
Boggabri Library	495	0	2	43	515	540	
Wee Waa Library	1,463	4	7	423	1,829	1,897	
Narrabri Shire Council Total	8,867	20	31	2,036	10,493	10,954	13,231
Tamworth City Library	28,854	334	76	2,997	30,886	32,261	
South Tamworth Library	5,774	17	5	660	6,267	6,456	
Barraba Library	1,129	34	6	157	1,204	1,326	
Manilla Library	2,082	21	3	208	2,211	2,314	
Kootingal Library	1,386	29	6	201	1,555	1,622	
Nundle Library	441	3	6	69	456	519	
Tamworth Regional Council							
Total	39,666	438	102	4,292	42,579	44,498	62,516
Uralla Library (Total)	2,939	77	8	355	3,168	3,379	6,048
Uralia Library (10tal)	2,939	11	0	333	5,100	3,319	0,040
Walcha Library (Total)	1,647	37	8	216	1,850	1,908	3,092
CNRL TOTAL	59,128	608	193	7,860	64,752	67,789	98,129

Page 114 Item 9.2- Attachment 3

Book Loan Statistics 2018-2019								
DOOK LOATI Statistics 2010-2019	Adult			Young	Junior			
	Non	Adult	Large	Adult	Non	Junior	Picture	Book
	Fiction	Fiction	Print	Fiction	Fiction	Fiction	Book	Total
Bingara Library	498	2,247	1,067	86	153	495	853	5,399
Warialda Library	353	1,451	578	57	82	374	977	3,872
Gwyder Shire Council Total	851	3,698	1,645	143	235	869	1,830	9,271
Quirindi Library	1,497	4,459	1,501	347	150	496	1,141	9,681
Werris Creek Library	575	2,465	758	96	51	265	617	4,827
Liverpool Plains Shire								
Council Total	2,072	7,014	2,259	443	201	962	1,758	14,709
Narrabri Library	1,636	11,679	4,582	370	667	2,950	7,002	28,886
Boggabri Library	104	1,521	759	35	36	2,000 94	374	2,923
Wee Waa Library	487	1,642	1,032	49	79	397	697	4,383
Narrabri Shire Council Total	2,227	14,842	6,373	454	782	3,441	8,073	36,192
Tamworth City Library	12,621	22,773	12,873	1,150	1,728	8,593	11,558	71,296
South Tamworth Library	2,205	10,620	4,209	172	278	1,426	1,822	20,732
Barraba Library	430	2,302	1,164	36	270	108	267	4,334
Manilla Library	858	1,714	1,453	17	44	163	470	4,719
Kootingal Library	777	2,361	2,124	106	144	515	604	6,631
Nundle Library	359	844	175	12	16	77	108	1,591
Tamworth Regional Council								
Total	17,150	40,614	21,998	1,493	2,237	10,882	14,829	109,203
Uralla Library (Total)	1,993	5,983	3,518	178	200	1,207	2,629	15,708
Walcha Library (Total)	718	2,918	836	33	61	354	668	5,588
Web	2,328	2,575	495	350	470	1,883	1,530	9,631
CNRL Total	27,339	77,644	37,124	3,094	4,186	19,598	31,317	200,352

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Page 115 Item 9.2- Attachment 3

Spoken Junior Junior Spoken Adult Adult Total T Word Music DVD Junior Word DVD Music Adult 2017- 2	AV Total 2018- 2019 1,163
Word Music DVD Junior Word DVD Music Adult 2017- 2	2018- 2019
	2019
	1 163
Bingara Library 12 5 155 <b>172</b> 101 868 22 <b>991 657 1</b>	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Warialda Library 21 18 307 346 181 1,211 251 1,789 436 1	1,686
Gwydir Shire Total 33 23 462 518 282 2,079 273 2,780 1,093 3	3,298
Quirindi Library 8 7 240 255 195 2,752 220 3,167 834 3	3,422
Werris Creek Library 11 2 212 225 69 4,039 183 4,291 1,846 4	4,516
Liverpool Plains Shire	
Council Total 19 9 452 480 264 6,791 403 7,458 2,680 7	7,938
	2,073
Boggabri Library 2 0 155 <b>157</b> 111 439 66 <b>616 467</b>	773
Wee Waa Library 50 0 162 212 4 906 64 974 963 1	1,186
Narrabri Shire Total         72         7         676         735         259         2,768         250         3,277         3,502         4	4,012
Tamworth City Library         134         79         1,252         1,465         1,724         11,644         1,574         14,942         3,893         16	6,407
South Tamworth Library         39         10         467         516         148         4,088         426         4,662         1,595         5	5,178
Barraba Library         2         0         60         62         93         1,126         150         1,369         1,044         1	1,431
Manilla Library 10 0 159 <b>169</b> 135 1,340 119 <b>1,594 730 1</b>	1,763
Kootingal Library         11         2         168         181         274         1,031         101         1,406         1,054         1	1,587
Nundle Library         2         0         39         41         64         905         32         1,001         503         1	1,042
Tamworth Regional	
Council Total         198         91         2,145         2,434         2,438         20,134         2,402         24,974         8,846         27	7,408
Uralla Library (Total) 202 18 1111 1,331 159 3,203 414 3,776 1,659 5	5,107
Walcha Library (Total) 17 175 4 196 261 925 45 1,231 1,098 1	1,427
CNRL TOTAL 521 323 4,850 5,694 3,663 35,900 3,787 43,496 18,878 45	9,190

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Central Northern Regional Library Special Collections - Stock 2018-19	2017-2018 Adult Large	2018-2019 Adult Large	
	Print Total	Print Total	% change
Bingara Library	761	773	2%
Warialda Library	429	424	1%
Gwydir Shire Council Total	1,190	1,197	1%
Quirindi Library	914	959	5%
Werris Creek Library	685	727	6%
Liverpool Plains Shire Council Total	1,599	1,686	5%
Narrabri Library	1,872	1,911	2%
Boggabri Library	446	506	13%
Wee Waa Library	823	837	2%
Narrabri Shire Council Total	3,141	3,254	4%
Tamworth City Library	4,192	3,836	-8%
South Tamworth Library	1,513	1,493	-1%
Barraba Library	609	657	8%
Manilla Library	651	653	0%
Kootingal Library	907	1,052	16%
Nundle Library	463	497	7%
Tamworth Regional Council Total	8,426	8,258	-2%
Uralla Library (Total)	1,792	1,582	-12%
Walcha Library (Total)	647	714	10%
CNRL TOTAL	16,795	16,691	-1%

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Acquisitions, Donations a	and Withdrawals					
	Acquisitions 2017-2018	Acquisitions 2018-2019	Donations 2017-2018	Donations 2018-2019	Withdrawals 2017-2018	Withdrawals 2018-2019
Books						
Adult Non-Fiction	2,641	2,595	73	114	6,559	7,152
Adult Fiction/PBK/Mags	7,879	8,930	406	677	7,754	12,172
Young Adult Fiction	693	445	13	1	559	565
Junior Non-Fiction	618	558	0	0	1,464	1,232
Junior Fiction	1,078	1,053	2	8	1,518	1,522
Picture Books/Easies	1,589	2,543	6	4	1,846	3,268
Total Books	14,498	16,124	500	804	19,700	25,911
Other Material						
CD's /CD-ROMs	317	251	34	2	550	499
Spoken Word	1,526	119	44	0	124	152
DVD's	2,004	3,355	845	649	1,755	1,860
Total Other Material	3,847	3,725	923	651	2,429	2,511
Reference	0	0	0	1	114	402
Large Print	2,458	3,298	9	17	1,490	1,865
CNRL TOTAL	20803	23147	1432	1473	23733	30689

Central Northern Regional Library Annual Report 2018-2019 | www.cnl.nsw.gov.au

Central Northern Regional Library Stock Turnover						
		2017 - 20	18		2018 - 20	19
	Stock	Issues	Turnover	Stock	Issues	Turnove
Bingara	7,596	9416	1.24	6,258	6,832	1.09
Warialda	5,465	5630	1.03	5,299	4,820	0.90
Gwydir Shire Council Total	13,061	15046	1.15	11,557	11,652	1.00
Quirindi Library	8,733	16,108	1.84	7,932	14,491	1.82
Werris Creek Library	8,128	9,597	1.18	7,460	9,700	1.30
Liverpool Plains Shire Council Total	16,861	25,705	1.52	15,392	24,191	1.56
Narrabri Library	18,077	34,573	1.91	16,016	32,653	2.03
Boggabri Library	3,630	4,493	1.24	3,714	3,845	1.03
Wee Waa Library	8,624	6,156	0.71	6,901	6,270	0.90
Narrabri Shire Council Total	30,331	45,222	1.49	26,631	42,768	1.32
Tamworth City Library	54,147	116,190	2.15	48,757	103,335	2.11
South Tamworth Library	12,772	30,663	2.40	12,086	28,339	2.34
Barraba Library	5,603	9,188	1.64	5,524	6,072	1.09
Manilla Library	5,842	7,338	1.26	6,001	6,782	1.13
Kootingal Library	6,539	8,599	1.32	6,523	8,817	1.35
Nundle Library	4,410	4,164	0.94	4,355	2,883	0.66
Tamworth Regional Council Total	89,313	176,142	1.97	81,684	156,229	1.44
Uralla Library (Total)	13,110	18,344	1.40	12,197	21,937	1.79
Walcha Library (Total)	6,936	8,469	1.22	6,832	7,454	1.09
CNRL TOTAL	174,353	289,041	1.66	155,855	264,230	1.70

Central Northern Regional Library Annual Report 2018-2019 | www.cnl.nsw.gov.au

Central Northern Regional Library					
Web Renewals by Home Borrower Location					
	2017-2018	2018-2019	% change		
Bingara	31	49			
Warialda	27	13			
Gwydir Shire Council Total	58	62	6.89%		
Quirindi Library	1052	1034			
Werris Creek Branch Library	184	188			
Liverpool Plains Shire Council Total	1236	1222	-1.13%		
Narrabri Library	744	1076			
Boggabri Branch Library	149	214			
Wee Waa Branch Library	285	235			
Narrabri Shire Council Total	1178	1525	29.45%		
Tamworth City Library	7023	6976			
South Tamworth Branch Library	909	1196			
Barraba Branch Library	79	130			
Manilla Branch Library	265	175			
Kootingal Branch Library	727	424			
Nundle Branch Library	120	86			
Tamworth Regional Council Total	9123	8987	-1.49%		
Uralla Library (Shire Total)	291	337	15.80%		
Walcha Library (Shire Total)	179	193	7.82%		

Central Northern Regional Library Annual Report 2018-2019 | www.cnl.nsw.gov.au

Page 120 Item 9.2- Attachment 3

CENTRAL NORTHERN REGIONAL LIBRARIES				
Special Purpose Financial Reports for the year ended 30 June 2019				
TABLE OF CONTENTS	Page			
Financial Statement by Central Northern Regional Libraries				
Principal Financial Statements				
Statement of Financial Performance Statement of Financial Position Statement of Changes in Equity	2 3 4			
Notes to, and forming part of, the Principal Financial Statements	\$			
Note 2 Revenues From Ordinary Activities Note 3 Expenses From Ordinary Activities Note 4 Property, Plant & Equipment	5 6 7			

CENTRAL NORTHERN REGIONAL LIBRARIES						
STATEMENT OF FINANCIAL PERFORMANCE for the year ended 30 June 2019						
REVENUES FROM ORDINARY ACTIVITIES	Notes	Actual 2019	Actual 2018			
User Charges Investment Revenues Grants & Contributions - Operating	2 2 2	3,133 13,582 1,616,674	2,512 13,437 1,625,429			
Revenues from Ordinary Activities		1,633,389	1,641,378			
<b>EXPENSES FROM ORDINARY ACTIVITIES</b> Employee Costs Materials & Contracts Depreciation & Amortisation Internal Charges	3 3	706,674 383,593 272,993 126,906	793,283 358,704 268,736 98,874			
Total Expenses from Ordinary Activities SURPLUS(DEFICIT) FROM ORDINARY ACTIVITIES		1,490,166 143,223	1,519,597			
Grants & Contributions - Capital SURPLUS(DEFICIT) FROM ORDINARY ACTIVITIES		<u>0</u> 143,223	<u>200,000</u> 321,781			
NET SURPLUS (DEFICIT) ATTRIBUTABLE TO LIBRARY	\$	143,223	\$ 321,781			
This Statement is to be read in conjunction with t	he attache	ed Notes.				

CENTRAL NORTHERN REGIONAL LIBRARIES								
	STATEMENT OF FINANCIAL POSITION as at 30 June 2019							
	Notes	Actual 2019	Actual 2018					
CURRENT ASSETS Cash Assets Receivables Other TOTAL CURRENT ASSETS		508,192 0 <b>0</b> <b>508,192</b>	729,781 0 <b>729,781</b>					
NON-CURRENT ASSETS Property, Plant & Equipment TOTAL NON-CURRENT ASSETS TOTAL ASSETS	4	1,221,182 1,221,182 1,729,374	856,370 856,370 1,586,151					
CURRENT LIABILITIES Payables TOTAL CURRENT LIABILITIES		0	0					
NON-CURRENT LIABILITIES Payables Interest Bearing Liabilities Provisions TOTAL NON CURRENT LIABILITIES TOTAL LIABILITIES		0 0 0 0	0 0 0 0					
NET ASSETS	\$	1,729,374	1,586,151					
EQUITY Accumulated Surplus TOTAL EQUITY	\$	<u>1,729,374</u> 1,729,374	<u>1,586,151</u> 1,586,151					
This Statement is to be read in conjunction with the atta	ached Note	2S						
CASH ASSETS CNRL Reserve Unexpended Grants - FOTL - Autism Support - Collaborative Project - RFI	\$ \$ \$ \$	495,391.25 12,533.31 128.86 138.78						
Total Cash Assets held	\$	508,192.20						

CENTRAL NORTHERN REGIONAL LIBRARIES								
STATEMENT OF CHANGES IN EQUITY for the year ended 30 June 2019								
	2019	2018						
	Accum Surplus	Accum Surplus						
Balance at beginning of the reporting period	1,586,151	1,264,370						
Change in Net Assets recognised in the Statement of Financial Performance	143,223	321,781						
Balance at end of the reporting period	1,729,374	1,586,151						
This Statement is to be read in conjunction wit	h the attached N	otes						

CENTRAL NORTHERN REGIONAL LIBRARIES NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2019								
Note 2 - REVENUES FROM ORDINARY ACTIVITIES								
		2019		2018				
USER CHARGES <u>User Charges</u> Other Total User Charges & Fees	-	<u>3,133</u> <b>3,133</b>	_	2,512 <b>2,512</b>				
INVESTMENT REVENUES Other Investments Total Investment Revenues	:	13,582 <b>13,582</b>	=	13,437 <b>13,437</b>				
	OPER4 2019	TING 2018	CAPIT, 2019	AL 2018				
GRANTS Other Total Grants & Subsidies	0	0		200,000 <b>200,000</b>				
CONTRIBUTIONS & DONATIONS Member Contributions* Other Total Contributions & Donations	1,615,026 1,648 <b>1,616,674</b>	1,623,305 2,124 <b>1,625,429</b>	0	0 0 0				
TOTAL GRANTS & CONTRIBUTIONS	1,616,674	1,625,429	0	200,000				

NOTES TO AND FORMING PART OF for the year ended		TEMENTS
Note 3 - EXPENSES FROM	ORDINARY ACTIVITIE	S
	2019	2018
EMPLOYEE COSTS		
Salaries and Wages	469,143	539,927
Travelling	8,107	7,459
Employee Leave Entitlements	118,206	129,51
Superannuation	88,845	86,929
Workers' Compensation Insurance	12,443	12,328
Fringe Benefits Tax Training Costs (excluding Salaries)	4,492 5,438	3,357 13,598
Other Employee Costs	5,438 0	13,596
Total Operating Employee Costs	706,674	793,283
DEPRECIATION & AMORTISATION Plant and Equipment		
Office Equipment Furniture & Fittings	4,262	4,117
Library books	268,731	264,619
Total Depreciation & Amortisation	272,993	268,736

CENTRAL NORTHERN REGIONAL LIBRARIES												
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2019												
Note 4 - PROPERTY, PLANT & EQUIPMENT												
2018 MOVEMENTS DURING YEAR 2019												
		\$				\$			\$			
-	AT COST	ACCUM DEPN	CARRYING AMOUNT	Asset Purchases	Asset Disposals	Transfer	Depreciation	AT COST	ACCUM DEPN	CARRYING		
Ī												
Equipment Furniture & Fittings	20,589	8,312	12,277	265,834			4,262	286,423	12,574	273,84		
Other Assets - Library Materials	1,764,951	920,858	844,093	371,971			268,731	2,136,922	1,189,589	947,33		
Totals	1.785.540	929,170	856,370	637,805			272.993	2,423,345	1,202,163	1,221,18		

Page 7

Central Northern Regional Libraries



ABN: 52 631 074 450 More than just a city. More than just one place.

CENTRAL NORTHERN REGIONAL LIBRARY (CNRL) ORDINARY MEETING AGENDA Wednesday 13 November 2019 Function Room, Level 4, Ray Walsh House 437 Peel Street Tamworth Meeting to commence immediately following the AGM

- 1. Welcome
- 2. Apologies
- 3. Minutes of Previous Ordinary Meeting September 2019 (Attachment 1)
- 4. Business Arising from Previous Minutes
- 5. Library Services Manager's Report
- 6. Quarterly Report for September 2019 (Attachment 2)
- 7. Report on the UTS Indigenous Services and Collections in Libraries Masterclass
- 8. Draft Budget 2020-21 (Attachments 3-5)
- 9. General Business
- 10. Next Ordinary Meeting: Wednesday 5 February 2020

All correspondence should be addressed to the General Manager: Telephone: 6767 5555 Facsimile: 6767 5499

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~ Toyota Country Music Festival Tamworth 2020 - Friday 17 January to Sunday 26 January 2020 ~ Www.tcmf.com.au

#### ITEM 1: Welcome

"I would like to acknowledge the Kamilaroi people who are the traditional custodians of this land. I also pay my respect to Elders, both past and present, and extend that respect to other Aboriginal people who are present today."

#### **ITEM 2:** Apologies

#### ITEM 3: Minutes of Previous Ordinary Meeting – 4 September 2019 (Attachment 1)

**Recommendation:** That the Minutes from the previous Ordinary Meeting of the Central Northern Regional Library, dated 1 May 2019, be accepted as a true and accurate record.

#### ITEM 4: Business Arising from Previous Minutes

#### ITEM 5: Library Services Manager's Report

#### 5.1 Copyright

The Australian Library and Information Association has announced two book industry agreements which will benefit libraries. Endorsed by Books Create Australia, of which ALIA is a founder member, these agreements clear up some grey areas of copyright.

• The first is the <u>Jolly Postman agreement</u>, named after the 1986 book *The Jolly Postman* or Other People's Letters by Janet and Allan Ahlberg. It enables libraries to photocopy the removable inserts of children's activity picture books so lost items can be easily replaced.

• The second is the <u>storytime agreement</u> on libraries hosting storytime events outside the library premises, without needing to seek permission from the copyright holder.

These agreements follow on from an <u>earlier industry breakthrough</u> about the use of images of book covers by libraries to promote programs and collections.

#### 5.2 The Librarian's Guide to Homelessness

CNRL has subscribed to an online training course that teaches library staff how to reduce conflict with homeless, mentally ill and addicted patrons.

The entire training is 3 hours and 30 minutes long but broken up into 2-10 minute modules so staff don't have to watch the entire course in one sitting.

<u>The Librarian's Guide to Homelessness</u>: Fewer problems! Greater Confidence! (and a more inclusive library!) Training for library staff to confidently and compassionately solve problem behavior from troubled individuals.

#### 5.3 Livestream of the Sydney Writer's Festival 2020

The Sydney Writer's Festival has once again offered streaming sessions to CNRL. In 2020 the Festival will be streamed on Friday 1 May, Saturday 2 May and Sunday 3 May.

Events are held at the following times each day:

- Session 1: 10am 11am
- Session 2: 11:30am 12:30pm
- Session 3: 1:30pm 2:30pm
- Session 4: 3pm 4pm
- Session 5: 4:30 5:30pm

Recommendation: That the Library Services Manager's Report be received and noted

### ITEM 6. Quarterly Report for September 2019 (Attachment 2)

**Recommendation:** That the CNRL Quarterly Report for September 2019 be received and noted

#### ITEM 7: Report on the UTS Indigenous Services and Collections in Libraries Masterclass

The short course *Indigenous Services and Collections in Libraries Masterclass* is run by the Jumbunna Institute for Indigenous Education & Research at the University of Technology Sydney (UTS).

This course complemented the Indigenous cultural awareness training delivered by Dave Widders at a CNRL Regional Training Day on 28 March 2019.

The UTS course concentrates on methods to engage and support Indigenous peoples and communities with their library and information needs. Participants were drawn from both metropolitan and regional public libraries as well as academic libraries. Some of the content will be familiar to staff who completed the online ALIA course *Cultural connections: library services for Indigenous Australians* a couple of years ago.

The following topics were covered in the masterclass:

#### Indigenous Engagement: Diversity of Aboriginal and Torres Strait Islander peoples

• terminology, preferred terms, offensive terms, definitions of Aboriginality and languages.

Preferred practice is to use Aboriginal and Torres Strait Islander instead of abbreviating to ATSI both verbally and in writing. Also, while Dave Widders said Aboriginal people generally like to be called 'Aboriginal', the course presenters recommended 'Indigenous' as the preferred term. This could possibly be an urban vs rural difference.

 Welcome to Country and Acknowledgement of Country at events and forums and also on building signage and the library website to create welcoming and inclusive spaces.

Museums and Galleries NSW - Welcome to Country and Acknowledgement of Country

- the diversity of Aboriginal and Torres Strait Islander peoples, ie, their different and unique beliefs, cultural expressions and histories including widely varying lived and intergenerational experiences.
- the session emphasised that the understanding of the diversity across Aboriginal and Torres Strait Islander communities is vital to providing supportive and appropriate services to individuals and communities that engage with libraries. Relationship building and consultation is key to establishing library services and collections that are respectful and engaging.

# Indigenous Engagement: Principles and Protocols

- overview of the major principles and protocols that support the library and broader GLAM sector including:
  - - o <u>United Nations Declaration on the Rights of Indigenous Peoples</u>
    - <u>Australian Torres Strait Islander Library Information and Resource</u> <u>Network) (ATSILIRN) Protocols for Libraries, Archives and Information</u> <u>Services.</u>

# Building Indigenous Services

- benchmark services against others that have been developed to review existing levels of service to Indigenous people at a local level. Two resources to assist in this are:
  - Improving library services for Aboriginal and Torres Strait Islander peoples (ALIA 2019)
  - <u>NSLA Case Studies: Aboriginal and Torres Strait Islander Library Services</u> <u>and Collections (NSLA 2015)</u>.
- services can be developed or improved by building partnerships and consulting with local community and representative groups to ascertain needs and get feedback on current services.
- State Library of NSW Strategy <u>Indigenous Spaces in Library Places: building a</u> <u>vibrant public library network inclusive of Indigenous peoples and communities is a</u> very useful framework and approach to developing services and collections. The online toolkit provides an enormous amount of information, case studies, resources and suggestions for each of the seven objectives of the strategy – reach, welcome, support, share, include, build and collaborate

## **Building Library Collections**

This session looked at ways to develop and manage a range of resources which represent and give voice to Indigenous Australian peoples and their histories.

These include:

- use of the ATSILIRN protocols relating to collections
- auditing collections to identify items that might be offensive or derogatory
- sourcing resources from reputable Indigenous publishers
- · ensuring collection profiles used by suppliers include this material
- using recommended lists of Indigenous authors
   Anita Heiss 'Black Book Challenge'

  - Magabala books
  - <u>Aboriginal Studies Press</u>
  - <u>Vagabond Press</u>
- subscribing to Indigenous newspapers eg Koori Mail
- including local Indigenous material as part of Local Studies collection
- including collecting Indigenous material in collection development policies
- AIATSIS Collection Development Strategy, 2017 2021
- <u>State Library of New South Wales, Indigenous Collecting Strategy</u>

### Referral Services for Indigenous Australian information needs

- organisations which support Indigenous family and community history research include AIATSIS, Linkup and Find and Connect
  - <u>AIATSIS</u> has compiled an organisation list for each state and territory for family history

The masterclass course content is very relevant and can be applied in the CNRL environment. CNRL is already implementing some of the suggested strategies including:

- an Indigenous collection with material which is physically identifiable with an Aboriginal flag on the spine label
- non-fiction items shelved separately at Tamworth and some of the other branches
- regular storytime sessions at Coledale Community Centre
- greeting signage ('yaama) in Kamilaroi language at Tamworth City, South Tamworth and Wee Waa libraries.

Areas for discussion and investigation could include:

- using relevant ATSILIRN protocols and the <u>SLNSW Indigenous Spaces in Library</u> <u>Places</u> to guide future programming and collections
- more consultation and engagement with local Indigenous organisations
- more events that target local Indigenous communities
- improved visibility of Indigenous collections at some branches

- welcome signage at libraries and on the website
- · flag spine stickers on fiction by Indigenous authors
- checking the collection for offensive material and taking steps to manage access eg transfer to Stack
- checking subject headings for appropriateness

#### Megan Pitt

Local Studies & Resources Regional Librarian

**Recommendation:** That the Report on the UTS Indigenous Services and Collections in Libraries Masterclass be received and noted.

#### ITEM 8: Draft Budget 2020-21

This report is provided as background to the 2020-21 Draft Budget. A final report on the 2018 -2019 financial year is provided as an addition to the Annual General Meeting.

#### Item 8.1 Final Result for 2018-2019

A copy of the Budget Vs Actual for 2018-19 is attached (Attachment 3)

#### Employment Overheads:

 Long Service Leave is included in the salaries budget but expenditure is shown in employment overheads.

#### **CNRL Programs:**

- Salaries expenditure is lower than expected and this can be attributed to:
  - \$35,408 of this is attributed to Long Service Leave and shows in the employment overheads section
  - a staff vacancy period while recruiting for the Database Maintenance and Performance Reporting Officer position

# Library Materials- Council Contribution:

 Library materials that are "on order" are usually supplied within a 2 weeks to 3 month period. It is difficult to predict exactly what will and will not be supplied in the period.

#### Service Charges for e-services:

 The application platforms service charge for eBook services is an annual charge and is tied to the number of resources. It has reached the cap.

# Movement to/from Reserves:

- A copy of movement in cash reserves for 2018-19 is attached for delegate's information. (Attachment 4)
- A net movement of \$42,597 was made to the Working Funds Reserve in the 2018-19 financial year being;
  - A transfer to reserve of \$97,282 from the overall budget surplus less a transfer from reserve, approved at the 1 May 2019 meeting, of \$54,685 to cover the 2018-2019 expected State Government shortfall.

#### ITEM 8.2: 2020-21 Draft CNRL Budget

A copy of the 2020-21 Draft Budget is attached (Attachment 5)

### Operational Expenditure

- · Allowance has been made for usual salary and employment overhead increases
- A 2.5% increase has been applied for rental of the library office space.
- Promotions funding has remained at \$6,500 and is earmarked for the One Book One Region program.
- Periodicals are under constant review. There continues to be demand for newspapers and magazines in print format. Clients are transitioning to electronic format for newspapers and magazines very slowly.
- The Music, Film and Storybox budget remains unchanged.

#### Library Materials

- The total library resources (physical items) vote is at \$269,212. The resources vote is broken up into:
  - Library Materials Local Priority; and
  - Library Materials Council Contributions.
- Local Priority Funding has increased to \$108,256 and the Library Materials Council Contribution has been reduced to \$160,956. These changes reflect the changes in the State Funding Model.
- E-book and e-audio content remain constant in this budget.

#### Computer Services

- The Spydus Managed Services five year contract will be up for renewal in 2020. Costs are unknown but estimated at \$90,000 including the Reports module and Spydus Manager module which are currently charged as additional to the contract.
- The Solus app fee will be an ongoing expense.

# **Capital Items**

- CNRL's computer capital items replacement schedule is aligned to match TRC's IT infrastructure development schedule. CNRL benefits from cost savings made by bulk purchasing that would not be available if purchasing as an individual entity.
- Access to reserve funding will be required when a full replacement of CNRL computers takes place. This is likely to occur in 2019-20 (current) financial year.

# ITEM 8.3 CNRL Funding:

Council contributions remain at \$12.95 per capita. State subsidy for 2020-21 is at \$2.55 per capita.

CNRL	population as at June 2018	subsidy @ \$2.55	SEIFA adjustment	flat rate subsidy adjustment	subsidy adjustment (i.e total SEIFA & flat rate )	local priority = 30% subsidy adjust ( i.e 30% of SEIFA + flat rate)	2020-21 Council contribution based on 12.95 per capita	grand total (subsidy,local priority and Council contribution of \$12.95 per capita)
Tamworth	62156	\$158,498	\$9,468	\$50,000	\$59,468	\$17,840	\$804,920	\$981,258
Gwydir	5349	\$13,640	\$11,689	\$50,000	61689	\$18,507	\$69,270	\$101,416
LPSC	7893	\$20,127	\$12,987	\$50,000	62987	\$18,896	\$102,214	\$141,238
Narrabri	13231	\$33,739	\$10,520	\$50,000	60520	\$18,156	\$171,341	\$223,237
Uralla	6062	\$15,458	\$7,669	\$50,000	57669	\$17,301	\$78,503	\$111,262
Walcha	3132	\$7,987	\$8,521	\$50,000	58521	\$17,556	\$40,559	\$66,102
Total	97,823	\$249,449	\$60,854	\$300,000	\$360,854	\$108,256	\$1,266,808	\$1,624,513

#### Recommendation:

That in relation to the report on CNRL budgets the CNRL Committee;

- (i) Receive and note the Budget versus Actual Report for 2018-19
- (ii) Receive and note the Movements in Cash Reserves as at 30 June 2019

(iii) Consider the draft budget for 2020/2021 and, in accordance with the requirements of

the CNRL Regional Library Agreement, provide written comments to Tamworth Regional Council by 15 January 2020

ITEM 9: General Business

ITEM 10: Next Ordinary Meeting: Wednesday 5 February 2020



Wednesday, 4 September 2019 at 2:00pm

Function Room, Level 4, Ray Walsh House 437 Peel Street, Tamworth

# MINUTES

### **Members Present**

Organisation	Representative
Gwydir Shire Council	Cr Catherine Egan
Gwydir Shire Council	Georgia Standerwick
Liverpool Plains Shire Council	Cr Paul Moules
Liverpool Plains Shire Council	lan George
Narrabri Shire Council	Jennifer Campbell
Tamworth Regional Council	Cr Juanita Wilson
Tamworth Regional Council	Kay Delahunt
Tamworth Regional Council	Shiralee Franks
Tamworth Regional Council	Narelle Lightfoot
Tamworth Regional Council	Megan Pitt
Uralla Shire Council	Cr Isabel Strutt
Uralla Shire Council	Luise Scherer
Walcha Council	Cr Bill Heazlett (Chair)

# 1. Welcome

Cr Bill Heazlett welcomed all to the meeting and made the following acknowledgement – *I* would like to acknowledge the Kamilaroi people who are the traditional custodians of this land. I also pay my respects to Elders, both past and present, and extend that respect to other Aboriginal people who are present today.

Cr Heazlett also welcomed Ian George from Liverpool Plains Shire Council.

#### 2. Apologies

Central Northern Regional Libraries (CNRL) MINUTES – Ordinary Meeting – 4 September 2019

Page |1



Apologies were received from Cr Cathy Redding (Narrabri Shire Council) and Jane Ogden (Uralla Shire Council).

#### 3. Minutes of Previous Ordinary Meeting 1 May 2019

**Motion:** That the Minutes from the previous Ordinary Meeting of the Central Northern Regional Library, dated 1 May 2019, be accepted as a true and accurate record.

Moved: Cr Juanita Wilson Seconded: Cr Catherine Egan CARRIED

#### 4. Business Arising from Previous Minutes

No business arising.

#### 5. Quarterly Report for June 2019

Information and Collections Librarian, Shiralee Franks, prepared the Quarterly Report for June 2019.

Motion: That the Quarterly Report for June 2019 be received and noted.

MOVED. OF FAULINDUIES SECONDED. GEOIGIA Stander with CARNIE	Moved: (	Cr Paul Moules	Seconded: Georgia Standerwick	CARRIED
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## 6. Changes to the State Funding Model

Kay Delahunt spoke to the information provided in the Agenda regarding the changes to the State Funding Model.

 Motion: That the changes to the State Funding Model be received and noted.

 Moved: Jennifer Campbell
 Seconded: Cr Catherine Egan
 CARRIED

#### 7. New Formula for CNRL Contributions

Kay Delahunt spoke to the information provided in the Agenda regarding the new formula for CNRL contributions.

Cr Bill Heazlett asked the Committee to provide individual feedback which consisted of:

Cr Juanita Wilson: No concerns to raise.

Cr Paul Moules: Very, very good. No issues.

Jennifer Campbell: Very happy with the model.

Cr Catherine Egan: Gwydir Shire can cope with the model.

Cr Isabel Strutt: Most satisfied with the model, can cope with the change.

**Cr Bill Heazlett:** Appreciate Kay and staff's time. It continues from previous formula to benefit all. Has full support.

Motion: That the new formula for CNRL Contributions are approved.

Motion: That a letter be sent to advise Councils of changes.

Moved: Cr Paul Moules Seconded: Cr Bill Heazlett CARRIED

Central Northern Regional Libraries (CNRL) MINUTES – Ordinary Meeting – 4 September 2019

Page |2



#### 8. CNRL Overdue Fees

Kay Delahunt presented information and research on abolishing overdue fees. CNRL branch staff were unanimous in their opinion of abolishing overdue fees and also reducing loan limits from 50 items per borrower to 20 items.

**Motion:** That in relation to the report "CNRL Overdue Fees" the following changes to fees and loan limits apply:

- CNRL overdue fees are abolished
- CNRL loan limited is reduced to 20 items per borrower
- CNRL loan period to remain at 3 weeks for standard items with up to 5 x 2 week renewals for items that are not reserved by another borrower.

Moved: Cr Catherine Egan Seconded: Cr Isabel Strutt CARRIED

#### 9. Selection of "One Book One Region" title for 2019

Megan discussed the options for *One Book One Region* (OBOR) and the Committee voted. *Any Ordinary Day* received 4 votes and *Back on Track* received 2 votes.

Kay suggested that Any Ordinary Day be the OBOR and Back on Track be a focus book at the same time.

**Motion:** Any Ordinary Day be the formal One Book One Region title and Back on Track be a focus book at the same time.

Moved: Cr Paul Moules

Seconded: Luise Scherer

CARRIED

#### 10. Demonstration of the new CNRL mobile app

Kay Delahunt provided a demonstration of the new CNRL mobile app.

# 11. General Business

Cr Paul Moules raised a question about delegates travelling to other libraries for meetings. Cr Bill Heazlett suggested this be discussed at the next meeting following feedback from delegates. Cr Heazlett also advised that these meetings are about the CNRL not individual libraries, and it may not be appropriate to move the meeting around.

Cr Paul Moules also requested some information on how to engage with the Indigenous community. Kay Delahunt advised that she is attending an upcoming seminar and will send notes to assist.

Cr Catherine Egan advised the Committee that Gwydir are on track with their library and have had no hiccups or dramas.

Ian George advised that Liverpool Plains Shire Council had secured \$200,000 state funding to go towards their new library. Blacktown Council has done some preliminary sketches. Talks are currently underway with the local youth and a survey has been distributed to ascertain what they youth would like to see in this area.

#### 12. Next Ordinary Meeting:

Wednesday, 13 November 2019

Meeting Closed 3.16pm

Central Northern Regional Libraries (CNRL) MINUTES – Ordinary Meeting – 4 September 2019

Page |3

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vestional library	2018/2019 0	riginal Budget		/2019 tual		iance Budget to sual	
	Expenditure	Income	Expenditure	Income	Expenditure	Income	
mployment Overheads							
Conference/Training	9,846		5,438		4,408		
Training per SAS	9,842		0		9,842		
Annual Leave	49,835		38,270		11,565		
lick Leave	19,934		19,490		445		
Public Holidays	24,918		24,436		482		
Superannuation - Accumulation Scheme	48,675		44,164		4,511		
Superannuation - Retirement Scheme	36,341		44,681		(8,340)		
Workers Compensation	16,405		12,443		3,962		
Long Service Leave	0		35,408		(35,408)		
ringe Benefits Tax	3,400		4,492		(1,092)		
otal Employment Overheads	219,196		228,822		(9,626)		
Operational Overheads							
General Expenses	4,813		4,832		(19)		
Office Equipment Repair and Maintenance	2,516		0		2,516		
Postage/Freight	10,000		9,293		707		
Printing and Stationery	5,456		3,296		2,160		
Document Delivery Expenses	5,450		548		(548)		
	55 100						
Rent and Share of Outgoings Vehicle Expenses	55,190 7,608		55,190		0		
	· · · ·		8,107		(499)		
Felephone	1,500		0		1,500		
Total Operational Overheads	87,083		81,266		5,817		
NRL Programs							
Salaries - Work	559,254		518,277		40,977		
CNRL Promotions/events	6,500		1,825		4,675		
Makerspace program costs	3,000		1,825		4,675		
Makerspace program costs Children Services	1,000		416		1,854		
Total CNRL Programs	569,754		521,665		48,089		
Total CNRC Programs	509,754		521,005		40,009		
Library Materials- Operating Expenses							
Automated catalogue (Libraries Australia)	4,500		4,012		488		
Periodicals	23,000		22,362		638		
Periodicais Online Databases							
	16,000		14,862		1,138		
Emusic & Film Download Service	11,000		10,938		62		
Eaudio & Ebook Licences	15,000		14,489		511		
Processing & Repair (in house)	5,000		9,537		(4,537)		
Shelf Ready Cataloguing	60,000		56,019		3,981		
Shelf Ready Processing	45,000		24,548		20,452		
Zinio	7,000		6,802		198		
Total Library Materials - Operating Expenses	186,500		163,569		22,931		
Exchanges/Collection Management							
Motor Vehicle - Internal plant hire	14,009		13,692		317		
Total - Exchanges/Collection management	14,009		13,692		317		
Library materials - Recurrent (Assets)							
Ebook/eaudio content purchases	48,000		48,000		0		
Library materials - Council contributions	270,000		246,599		23,401		
Library Materials - Local priority funding	75,123		77,372		(2,249)		
Total Library materials - Recurrent (Asset)	393,123		371,971		21,152		
ious corary materials incontent prosed	000,220		512,512				
Service Charges for e-services							
Service charge for e-book services	8,300		8,500		(200)		
Total charges e-services	8,300		8,500		(200)		
Computer Services							
Computer - Repair/Maintenance/Support	6,000		3,407		2,593		
Software and licence fees & enhancements	14,000		6,327		7,673		
Spydus managed Services - Annual Fee	89,000		85,104		3,896		
Communications - Telstra	16,000		11,611		4,389		
Total Computer Services	125,000		106,449		18,551		
Internal charges							
Charges from ESP - Div mgt	6,758		10,983		(4,225)		
Charges from ISP - Business Systems & Spt	90,780		80,602		10,178		
Charges from ISP - HR	12,059		18,434		(6,375)		Includes Charges from ISP - IMS
Charges from ISP - Finance	17,893		16,287		1,606		
Charges from ISP - Warehouse	781		600		181		
Charges from ISP - I MS	7,395		0		7,395		Actual now consolidated with Charges from ISP
Total Internal Charges	135,666		126,906		8,760		
Total Operating Expenditure	1,738,631		1,622,841		115,790		
Operating Income	1,7 38,031		1,022,841		115,790		
Council contributions	1	1,597,040		1,555,739		41,301	
ESP -Library Manager		1,597,040		1,555,735		41,001	
ESP - Database & Reporting Officer		23,716		23,138		578	1
Local Priority		75,123		59,287		15,836	
Donations		2,500		1,648		852	
Miscellaneous Income		5,000		3,133		1,867	
Interest on Reserves		13,500	1	13,582		(82)	
Total Operating Income		1,728,069		1,667,710		60,359	
		2,120,003		1,007,710		00,333	
Operating Surplus	(10,562)		44,870		(55,432)		

Computer Capital Items				
Equipment replacement	5,438	625	4,813	
Makerspace Equipment	14,000	0	14,000	Carryover to 2019/2020
Radio Frequency Identification (RFID)	0	265,834	(265,834)	Carryover from 2018/2019-Unexpended Grant
Computer Capital Items	19,438	266,459	(247,021)	
Total Capital Items	19,438	266,459	(247,021)	
Total Operational & Capital	1,758,069	1,889,300	(131,231)	
Net Surplus/(Deficit)	(30,000)	(221,589)	191,589	
Movement To Reserves				
Working Funds Reserve	0	97,282	(97,282)	
FOTL donation - Unexpended Grant	0	1,648	(1,648)	
Total	0	98,930	(98,930)	

						1
Movement From Reserves Working Funds Reserve		30,000		0		30,000
Working Funds Reserve - State Govt Funding Shortfall				54,685		(54,685
Computer Reserve - Radio Frequency Identification (RFID)		0		65,834		(65,834)
Radio Frequency Identification - Unexpended Grant				200,000		(200,000
Total		30,000		320,519		(290,519)
Net Movement to/(from) Reserves	30,000		221,589		(191,589)	0
Net Surplus (Deficit) with Reserve Funding		0		0		C

Page 142 Item 9.2- Attachment 7

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vestional library	2018/2019 0	riginal Budget		/2019 tual		iance Budget to sual	
	Expenditure	Income	Expenditure	Income	Expenditure	Income	
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	55 100						
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FOTL donation - Unexpended Grant	0	1,648	(1,648)	
Total	0	98,930	(98,930)	

Movement From Reserves Working Funds Reserve		30,000		0		30,000
Working Funds Reserve - State Govt Funding Shortfall				54,685		(54,685
Computer Reserve - Radio Frequency Identification (RFID)		0		65,834		(65,834)
Radio Frequency Identification - Unexpended Grant				200,000		(200,000
Total		30,000		320,519		(290,519)
Net Movement to/(from) Reserves	30,000		221,589		(191,589)	0
Net Surplus (Deficit) with Reserve Funding		0		0		0

#### Movements in Cash Reserves

	Bal - Reserve	Res activity	Bal - Reserve	Res activity	Bol - Reserve	Resactivity	Bai - Resene	Reauctivity	Bal-Reserve	Res activity	Bal - Reserve	Res activity	Bal - Reserve	Resadivity	Bal - Reserve	Resactivity	Bal-Reserve	Res activity	Bal - Reserve	Readivity	Bal - Reserve	Resactivity	Bol - Reserve	Resactivity	Bal-Reserve	Res adivity	Bal - Reserve
	2005/2008	2006/2007	2008/2007	2007/2008	2007/2008	2008/2009	2008/2009	2009/2010	2009/2010	2010/2011	2010/2011	2011/2012	2011/2012	2012/2013	2012/2013	2013/2014	2013/2014	2014/2015	2014/2015	2015/2016	2015/2016	2016/2017	2010/2017	2017/2018	2017/2018	2018/2019	2018/2019
Computer Reserve	269,578.63		269,578.63	- 47,930.00	241,648.63	- 11,274.99	230,373.64	-19550.00	210,823.64	0.00	210, 823.64	0.00	210,823.64	0.00	210,823.66	0.00	210,823.64		210,823.64		210,823.64		210,823.64	- 14,892.61	195,931.03	- 65,833.91	130,097.12
Unexpended Donations FOTL	0.00	0.0	- 1	0.00	0.00	0.00	0.00	0.00			1,599.00	-106.13	1,492.87	1218.52	2,711.39	994.69	3,706.08	1,617.22	5,323.30	1,772.47	7,100.77	1,660.37	8,761.14	2,123.84	10,004.90	1,048.33	12,533.31
Unespended Gen HE Audio	0.00	0.0		0.00	0.00	0.00	0.00	0.00		0.00		11000.00	11,000.00	-11000.00	· .	0.00					· ·	· ·					· ·
Unexpended Gent - Autien Support	0.00	0.0	- 1	0.00	0.00	0.00	0.00	0.00		0.00		0.00		0.00	· ·	0.00		9,652.63	9,652.63	- 7,321.40	2,301.23	- 2,202.37	128.86		120.06		128.86
Unexpended Gent - Library Materials - Collaborative Project	0.00	0.0		0.00	0.00	0.00	0.00	0.00		0.00		0.00		0.00	· ·	0.00					· ·	136.78	138.78		138.78		126.70
Unexpended Gent - Radio Fequency Identification	0.00	0.0	- 1	0.00	0.00	0.00	0.00	0.00		0.00		0.00		0.00	· ·	0.00		· ·				· ·		200,000.00	200,000.00	- 200,000.00	
Working Fund Reserves	26,559.49	- 48,295.00	- 21,735.51	- 15,027.00	- 36,762.58	25,727.72	- 11,024.79	9222.65	- 1,812.14	72569.25	70,777.11	40954.97	59,822.14	57464.58	117,286.72	96521.69	215,808.41	56,821.57	272,639.98	36,205.00	208,044.98	11,970.74	320,815.72	1,881.92	322,697.64	42,597.09	365,294.73
	316,138.12	- 48,295.00	267,843.12	- 62,957.00	204,886.12	14,452.73	219,338.85	- 10,327.35	209,011.50	72,569.25	203, 199.75	- 61.10	283,138.65	47,660.10	330,621.75	99,516.38	410,338.13	68,101.42	498,439.55	30,661.07	529,100.62	11,567.52	540,668.14	189,113.15	729, 781 29	- 221,588.49	508,192.80

#### Reconciliation of Cash Assets to Reserves as at 30 June 2019

Cash internally restricted as at 30/06/19	508,192.80
Total Cash Ameta	506,192.60
Reserves - Internal	
Computer Reserve	130,097.12
Unexpended Donations FOTL	12,533.31
Unexpended Gen HE Audio	
Unexpended Gent - Autian Support	128.86
Unexpended Genrit - Library Materials - Collaborative Project	138.78
Unexpended Gent - Radio Requency Identification	
Working Fund Reserves	365,294.73
Total Reserves	506,192.60
Working Fund Reserves	365,294.73

central northern regional library	2019/202	20 Draft	2020/202	21 Draft	
V regional library	Bud	get	Bud	get	
	2019/2020 Expenditure	2019/2020 Income	2020/2021 Expenditure	2020/2021 Income	1
Employment Overheads					1
Conference/Training	8,000		8,000		
Training per SAS	9,000		9,000		
Annual Leave	51,099		51,797		
Sick Leave	20,440		20,719		
Public Holidays	25,550		25,898		
Superannuation - Accumulation Scheme	49,245		52,379		
Superannuation - Retirement Scheme	42,599		48,775		
Workers Compensation	16,607		19,864		
Fringe Benefits Tax	3,160		4,492		
Total Employment Overheads	225,700		240,924		
Operational Overheads					
General Expenses	4,813		5,000		
Office Equipment Repair and Maintenance	2,516		2,516		
Postage/Freight	10,000		9,500		
			4,500		
Printing and Stationery Rent and Share of Outgoings	5,456		· · ·		2.5% increase
0 0	56,570		57,984		2.5% Increase
Vehicle Expenses	7,608		7,615		
Telephone	00.000		07.445		
Total Operational Overheads	86,963		87,115		
CNRL Programs					
Salaries - Work	573,234		587,119		
CNRL Promotions/events	6,500		6,500		
Makerspace program costs	3,000		3,000		
Children Services	1,000		1,000		
Total CNRL Programs	583,734		597,619		
Library Materials- Operating Expenses					
Automated catalogue (Libraries Australia)	4,500		2,986		Collaborative a
Periodicals	23,000		23,500		
Online Databases	16,000		16,000		
Music & Film & Storybox Download Service	11,000		11,000		
Eaudio & Ebook Licences	10,500		10,500		
Online Learning Platform	19,000		19,000		
Processing & Repair (in house)	1,500		7,000		
Shelf Ready Cataloguing	60,000		60,000		
Shelf Ready Processing	42,000		35,000		
Zinio	7,000		7,000		
Total Library Materials - Operating Expenses	194,500		191,986		
Exchanges/Collection Management					
Exchanges/Collection Management Motor Vehicle - Internal plant hire	14,211		16,140		
Total - Exchanges/Collection management	14,211		16,140		

porative agreement with Trove replaces Libraries Australia subscription

		1		
Library motorials - Decurrent (Acceste)				
Library materials - Recurrent (Assets)	48.000		48.000	
Ebook/eaudio content purchases	48,000		48,000	
Library materials - Council contributions	230,000		158,337	
Library Materials - Local priority funding	59,286		108,256	
Total Library materials - Recurrent (Asset)	337,286		314,593	
Service Charges for e-services				
Service charges for e-book services	8,000		8,000	
	8,000		8,000	
Total charges e-services	8,000		8,000	
Computer Services				
Computer - Repair /Maintenance/Support	6,000		6,000	
Software and licence fees & enhancements	16,000		16,000	
Spydus managed Services - Annual Fee	89,000		92,000	
Communications - Telstra	14,000		12,000	
Total Computer Services	125,000		126,000	
Total Computer Services	125,000		120,000	
Internal charges				
Charges from ESP - Div mgt	11,258		12,136	
Charges from ISP - Business Systems & Spt	82,617		84,967	
Charges from ISP - Business Systems & Spt Charges from ISP - HR	18,895		18,973	
Charges from ISP - Finance			16,505	
	16,694			
Charges from ISP - Warehouse	615		308	
Total Internal Charges	130,079		132,889	
Total Operating Expenditure	1,705,473		1,715,266	
Operating Income	1,703,473		1,715,200	
Council contributions		1,555,738		1,516,257
council contributions		1,355,738		1,010,207
ESP -Library Manager		11,463		11,750
ESP - Database & Performance Reporting Officer		23,716		24,309
Local Priority		59,286		24,309 108,256
Donations				2,000
Donations Miscellaneous Income		2,500		
		5,000		3,000
Interest on Reserves		13,290		12,694
Total Operating Income		1,670,993		1,678,266
Operating Supplies (/Deficit)				
Operating Surplus/(Deficit)	-34,480		-37,000	
Computer Capital Items				
Equipment replacement	5,438		5,000	
Makerspace Equipment	10,082		8,000	
mana apara sa aparana	10,002		0,000	
Computer Capital Items	15,520		13,000	

Total Capital Items	15,520		13,000	
	10,020			
Total Operational & Capital	1,720,993		1,728,266	
Net Surplus/(Deficit)	-50,000		-50,000	
Movement To Reserves				
Working Funds Reserve	0		0	
Total	0		0	
Movement From Reserves				
Working Funds Reserve		50,000		50,000
Total		50,000		50,000
Less Net Movement to/(from) Reserves		-50,000		-50,000
Net Surplus (Deficit) with Reserve Funding		0		0

9.3 REPORT REQUESTING COUNCIL SUPPORT PHASE TWO OF THE RENEW OUR LIBRARIES STRATEGY

Responsible Officer: Lindsay Mason, Director Corporate and Community Services

Author: Jenny Campbell, Director Corporate Services

Attachments: Nil

#### **DELIVERY PROGRAM ALIGNMENT**

#### 1 Society

- Objective 1.1 Community health, safety and support services will adequately meet changing community needs
- Strategy 1.1.1 Support and encourage health and wellbeing programs and services to improve resident lifestyles

#### **EXECUTIVE SUMMARY**

This report summarises the success of the Renew Our Libraries - Phase One Strategy and recommends Council Support Phase Two of the Strategy

#### RECOMMENDATION

- 1. That Council supports the Phase Two of the Renew Our Libraries in the following ways:
  - a. Council makes representation to the local State Member, Roy Butler, in relation to the need for a sustainable state funding model for the ongoing provision of public library services.
  - b. Council writes to the Hon. Don Harwin, Minister for the Arts and the Hon. Walt Secord, Shadow Minister for the Arts, calling for bi-partisan support for Consumer Price Index (CPI) indexation of state funding for NSW public libraries, as well as legislation of all elements of the 2019-2020 to 2022-2023 NSW state funding model.
  - c. Council endorses the distribution of the NSW Public Libraries Association library sustainable funding advocacy information in Council Libraries.

#### BACKGROUND

The NSW Public Libraries Association's 2018-2019 Renew Our Libraries campaign was a spectacular success, delivering an increase of \$60 million in state funding for NSW public libraries over the quadrennial period of 2019-2020 to 2022-2023. This is the largest single increase in state funding since the NSW Library Act was introduced in 1939.

This outcome was achieved as a result of the high level of support of councils, libraries and communities across the state. Over 80% of NSW councils formally endorsed Renew Our Libraries through Council resolutions.

## **CURRENT SITUATION**

The NSW Public Libraries Association has requested the support of NSW Councils in its advocacy to State Government to develop a sustainable funding model for NSW libraries.

Renew Our Libraries Phase Two has recently been launched via the website <u>https://renewourlibraries.com.au</u> Well known media and advocacy company Essential Media has been engaged to administer the campaign, the objectives of which are:

- Index the total increased state funding contribution to the Consumer Price Index (CPI) in perpetuity. Without indexation, the actual value of state funding for NSW libraries will decline over time, leaving NSW councils to either meet the shortfall or reduce services.
- **Protect the new funding commitment** by including all elements of the new state funding model in legislation through the Library ACT and/or the Library Regulation. Currently, only the per capita component of the funding model (increasing from \$1.85 per capita over the four-year period 2019-2020 to 2022-2-23) is included in library legislation, leaving 46% of the total funding for NSW libraries at risk.

These two simple measures will ensure that NSW councils continue to receive a significantly increased state government contribution to the operation of public libraries across the state, which will be protected by legislation and will not be subject to cost of living attrition over time.

This will mean that the NSW Public Libraries Association, its member councils and libraries across the state can direct their funds and efforts to the ongoing support and development of high-quality library services for NSW communities, rather than engaging in expensive and time consuming future funding campaigns.

## **FINANCIAL IMPLICATIONS**

Unless all the funding for NSW public libraries is indexed, future erosion of funding may occur, resulting in library operation costs returning to local government.

## STATUTORY AND POLICY IMPLICATIONS

Nil.

## CONSULTATION

External.

**External Consultation** 

NSW Public Libraries Association.

## **Internal Consultation**

Nil

## 10 OUR ENVIRONMENT



## **THEME 2: OUR ENVIRONMENT**

STRATEGIC DIRECTION 2: ENVIRONMENTALLY SUSTAINABLE AND PRODUCTIVE SHIRE *By 2027, we will maintain a healthy balance between our natural and built environments.* 

#### COMMUNITY ENGAGEMENT

Through extensive community engagement, the Narrabri Shire community identified several environmental priority areas to be actioned over the 2017 - 2018 financial year.

#### COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

- Waste management and recycling
- Environmental planning
- Planning and development
- Parks and open spaces
- Noxious weeds control
- Floodplain management
- Water and sewer management
- Stormwater management

#### COMMUNITY OUTCOMES

In partnership with the community, government and non-government agencies, the Operational Plan will work towards achieving the following environmental strategic outcomes:

- Improved air, water and soil quality
- Reduction in domestic and industry waste
- Management of potential impacts from extractive industries
- Improved emergency service provision and resources
- Maintenance of heritage sites for future generation

10.1	LEARDS	FOREST	PRECINCT	ENVIRONMENTAL	TRUST	FUNDING	APPLICATION	S -
	DECEMB	ER 2019						
Responsible Officer: Lindsay Mason, Director Corporate and Community Services								
Author	:	Jane	e Linehan, Co	ommunity Developn	nent Offi	cer		
Attachr	ments:	1.		om Leards Forest Church Application <u>J</u>		Environme	ental Trust Ind	C
		2.	Boggabri (	Community Church	Application	on 🕂 🛣		

#### **DELIVERY PROGRAM ALIGNMENT**

#### 2 Environment

Objective 2.4 The impacts of extractive industries on the environment will be minimised

Strategy 2.4.4 Potential environmental and community impacts are minimised through thorough assessment and independent monitoring

#### **EXECUTIVE SUMMARY**

The Leards Forest Precinct Environmental Trust Inc met on Thursday 31 October 2019 to discuss applications to the Environmental Grant Program. The trust has recommended the allocation of \$11,550 to the Boggabri Church to assist with the installation of solar panels for the church and the vicarage.

#### RECOMMENDATION

1. That Council, pursuant to the provisions of section 356 of the Local Government Act 1993, grant financial assistance from the Environmental Grant Program to the Boggabri Church for the amount of \$11,550.

#### BACKGROUND

The Environmental Grant Program is funded from contributions made by Boggabri Coal, Maules Creek Coal and Tarrawonga Coal Mines under Voluntary Planning Agreements.

The Leards Forest Precinct Trust Inc. administers the Environmental Grant Program. The Trust consists of representatives from the abovementioned mines, community members and Gunnedah and Narrabri Shire Council's.

The aim of the Environmental Grant Program is to facilitate projects that enhance the environment, protect the environment or provide a sustainable environmental solution. The projects are to be based within a 25-kilometre radius of the Leards Forest Precinct.

Due to some previous rounds of funding receiving no applications, the Environmental Grant Program is now to remain open to applications all year round. The Leards Forest Precinct Environmental Trust Inc. meets in May and November of each year to review applications and provide funding recommendations to Council.

## **CURRENT SITUATION**

The Leards Forest Precinct Environmental Trust Inc. met on 31 October 2019 to discuss applications to the Environmental Grant Program. Applications were received from:

• Boggabri Community Church.

## FINANCIAL IMPLICATIONS

A number of mining Voluntary Planning Agreements made with Council provide the funding for the Environmental Grant Program.

The allocation of \$11,550 to cover the payment to the Boggabri Community Church will be deducted from the balance of the restricted asset held by Council for this purpose.

## STATUTORY AND POLICY IMPLICATIONS

• Section 356 of the Local Government Act 1993.

## CONSULTATION

#### **External Consultation**

• Leards Forest Precinct Environmental Trust Inc.

## **Internal Consultation**

Nil.

## Leards Forest Precinct 2019 Environmental Trust Inc

Jane Linehan

Community Development Officer

Narrabri Shire Council

Via Email: janeli@narrabri.nsw.gov.au

7<sup>th</sup> November, 2019

Dear Jane,

#### Re: Recent Round of Funding Applications to the Leards Forest Precinct Environmental Trust Inc.

Recently, the Trust held a meeting to determine whether an application that had been submitted should receive funding.

The determination of the Trust was:

#### 1. Boggabri Community Church:

The Church was seeking \$11,550 to assist with the installation of solar panels for the church, itself, and the vicarage. A contribution of \$1,050 was going to be made by the Church to pay for a usage monitor and surge protection. Two quotes were provided with the above figure (\$11,500) being the cheaper of the two quotes. This looked like a fantastic project and was endorsed, unanimously, by the Trust.

Consequently, I would ask that the funding now be endorsed by NSC Councillors and funds released accordingly.

Thank you for your assistance.

Yours sincerely,

David Ross Chair, Leards Forest Precinct Environmental Trust Inc.

# **Application Form**

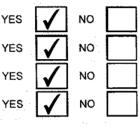
Submit applications to: Environmental Grant Program C/- Narrabri Shire Council, PO Box 261, Narrabri NSW 2390 or council@narrabri.nsw.gov.au

#### Eligibility

Incomplete applications and/or applications received after the closing date will not be considered. Before completing this application form, you should have read the Environmental Grant Program information.

The following section MUST be completed by the Applicant Organisation:

- 1. Is the project located within the radius shown on the Leards State Forest map? YES NO NO 2. Will your project be completed within 12 months from receiving funding? YES NO YES 3. Do you have appropriate insurance for this project?
- 4. Do you have the rights to use the land and/or facility for the project?



If you have answered NO to any of the above Eligibility questions you should not proceed with this application. If you have any questions in regards to this application, please contact Mr David Ross on 0402 060 649 or by email: david.ross@phoenixstrategic.com.au

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Applicant Name		Individual	V Orga	anisation			
Organisation Name	Boggabr	ri Commun	ity Church	a far an shir da afrida se san far an san far bet a san far sa			
Individual	Title	First Name			Sumame		
Website Address							
Street Address				Postal Add	iress		
86 Laidlaw Street				86 Laidlaw	v Street		
Suburb		State	Postcode	Suburb		State	Postcode
Boggabri		NSW	2382	Boggabri		NSW	2382
Contact Person	Title Mr	First Name Nicholas			Stone		
Contact Numbers	Main				Aitemate		
Email Address		Association or Au	atralian Compreting N	wher or must be soo	onsored by an incorporated Org	ionie at (on	
IA or ACN				anter, or maar to ope	neored of an incorporated of		
	If you do not	have an ABN, plea	se submit a completed	ATO Statement by a	Supplier form with application		
ABN	64 984 0	070 512					

**Privacy Notice** 

In compliance with the Information Privacy Act 2009 (the Act) personal Information on this form may be stored in Narrabri Shire Council's records database and may also be used for statistical research, information provision and evaluation of services. Personal information withonly be disclosed to third parties with your consent unless otherwise required or authorised by law.

Project Title		
	Solar energy	
Project Dates	Start Date	Project End Date
, tojoot balao	1/1/2020	30/06/2020
Deployed Longtion		
Project Location	Boggabri Community Church and vicara	age
Description		the church and vicarage, to reduce electricity costs nat the church can continue to play a vital role in
Is this project part of a larger project? Please describe.	No	
liebucu i	church plays a vital role in the spiritual has done for many generations. Our ho	rch is reliant on money given by parishioners. The and physical life of the Boggabri community and pe is that this project will help protect the place staining its role for generations to come.
activities?	and especially at pivotal moments in or	ical support to many in the Boggabri community, ne's life. We meet each Sunday, we run the local Op school, and we have coordinated and provided ggabri community.
What are the expected project outcomes?		nable energy solution; a positive effect on the to continue to provide for the spiritual and
How will it be determined the project outcomes were achieved?	A comparison of energy costs before a	nd after will be made.
Identify any risks associated with the project and systems in place to mitigate these risks.		nd Safety (WHS) issues regarding working at heights equired to have appropriate work cover insurances at heights regulation.
Describe how the project meets the criteria of Enhance, Protect, Sustainable.		the church's funding base to meet the spiritual and ecting its place in the community, by providing a meet our energy needs.

## **ORDINARY COUNCIL MEETING AGENDA**

## Financial Information

	How much are you requesting	in this applications?		What is the overall project cost?	
Project Costs	\$ 11,550.00			\$ 12,600.00	
	Income / Funding	Amount (\$)	Confirmed?	Expenditure	Amount (\$)
Project Budget	Church	450.00	Y/N	Usage monitor	450.00
	Church	600.00	Y/N	Surge protection	600.00
	Grant	11,550.00	¥/N	Solar	11,550.00
			Y/N		-
			Y/N		
			Y/N		_
			Y/N		
			Y/N		
			Y/N		-
			Y/N		

#### Certification (must be completed by an authorised officer of the organisation)

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the application for funding is approved. I will be required to accept the terms and conditions of the grant as outlined by the Committee.

Name       Nicholas Stone       Position in Organisation       Minister   Date 09/10/2019	Signature		
Nicholas Stone       Position in Organisation   Date	Name		
Position in Organisation Date	Nicholas Stone		
Minister 09/10/2019	Position in Organisation	Date	
	Minister	09/10/2019	

## **10.2 COMMUNITY PARTICIPATION PLAN - FOR PLANNING FUNCTIONS**

Responsible Officer:	Dani	el Boyce, Executive Manager Planning and Environment
Author:	Cara	Stoltenberg, Town Planner
Attachments:	1.	Draft Community Participation Plan - For Planning Functions 🗓 🛣

## DELIVERY PROGRAM ALIGNMENT

#### 4 Leadership

- Objective 4.1 We will proactively engage and partner with the community and government to achieve our strategic goals
- Strategy 4.1.2 Ensure the community is informed and involved in Council activities through implementing quality consultation

#### **EXECUTIVE SUMMARY**

Following resolution by Council (Minute 250/2019) the Draft Narrabri Shire Community Participation Plan ("**the Plan**") (Attachment 1) was publicly exhibited for a period of twenty-eight (28) days, concluding 13 December 2019.

This report was prepared several days prior to the conclusion of the public exhibition period to ensure that Council could determine whether to adopt the Plan at its December Meeting to ensure it met NSW Government timeframes.

At the time of writing the report, there were no submissions received. Any submissions received in the remaining period will be reviewed and tabled at the December Meeting.

Following review of any submissions (or in the case of no submissions), Council may adopt the Plan in the form it was publicly exhibited or as amended.

#### RECOMMENDATION

That Council adopt the Community Participation Plan – For Planning Functions.

#### BACKGROUND

Planning authorities must adopt a Community Participation Plan under legislative changes to the *Environmental Planning and Assessment Act 1979* ("**EP&A Act**"). The Community Participation Plan will set out how planning authorities will engage with their communities across their statutory planning functions.

The Community Participation Plan must meet the minimum requirements for community participation that are set out in Schedule 1 to the EP&A Act, planning authorities can go beyond the minimum requirements if they decide it is appropriate.

Following resolution by Council (Minute 250/2019) the Draft Narrabri Shire Community Participation Plan ("**the Plan**") (Attachment 1) was publicly exhibited for a period of twenty-eight (28) days, to conclude 13 December 2019.

## **CURRENT SITUATION**

This report was prepared several days prior to conclusion of the public exhibition period to ensure that Council could determine whether to adopt the Plan at its December Meeting to ensure it met NSW Government timeframes.

At the time of writing the report, there were no submissions received. Any submissions received will be reviewed and tabled at the December Meeting.

Following review of any submissions (or in the case of no submissions), Council may adopt the Narrabri Shire Community Participation Plan in the form in which it was publicly exhibited or as amended.

## FINANCIAL IMPLICATIONS

Nil.

## STATUTORY AND POLICY IMPLICATIONS

Planning authorities must adopt a Community Participation Plan under legislative changes to the EP&A Act.

## CONSULTATION

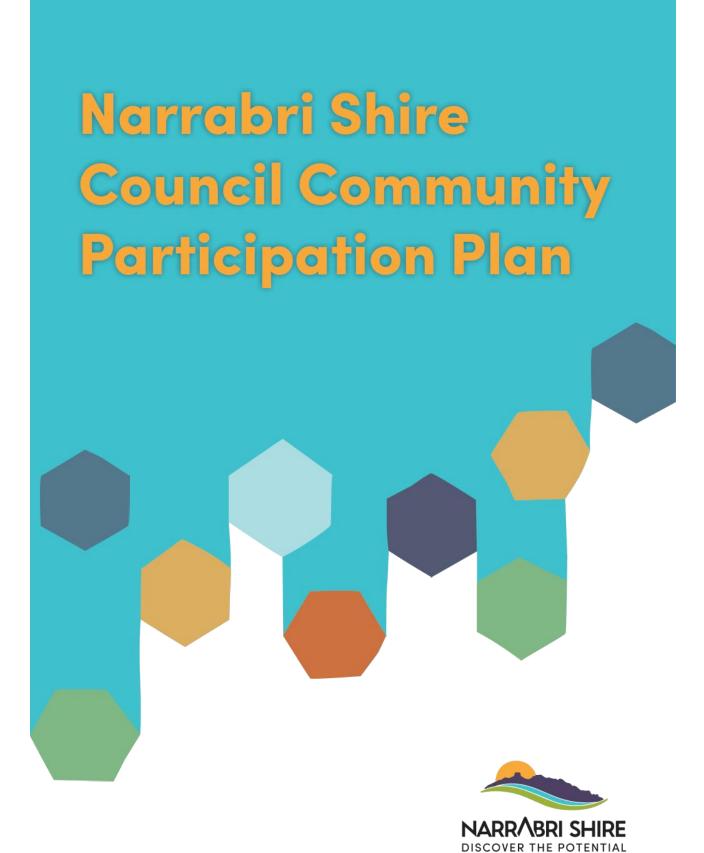
The Plan was placed on public exhibition for a period of twenty-eight (28) days in accordance with the *Environmental Planning and Assessment Regulation 2000.* 

## **External Consultation**

Following resolution by Council (Minute 250/2019) the Draft Narrabri Shire Community Participation Plan was publicly exhibited for a period of twenty-eight (28) days, concluding 13 December 2019.

## Internal Consultation

• Community Relations Manager.



Page 162 Item 10.2- Attachment 1

## Draft Narrabri Shire Council Community Participation Plan for planning functions under the EP&A Act 1979

#### **Glossary of Terms**

- CSP Community Strategic Plan
- CPP Community Participation Plan
- DA Development Applications
- DCP Development Control Plan
- EIS Environmental Impact Statement
- EP&A Act Environmental Planning and Assessment Act 1979
- LEP Local Environmental Plan
- LGA Local Government Area
- LSPS Local Strategic Planning Statement
- NSC Narrabri Shire Council
- NSW New South Wales
- SEPP State Environmental Planning Policy
- SSD State Significant Development
- SSI State Significant Infrastructure

#### Commencement of the Community Participation Plan.

This CPP came into effect on dd MMMM yyyy by resolution of NSC dated dd MMMM yyyy.

#### Land to which this CPP applies

The CPP applies to all land within the Narrabri Shire LGA.

Page 2 of 11

#### 1. Introduction

NSC recognises that community participation throughout our planning system delivers better planning results for our community. Our responsibility and objectives under the EP&A Act are to ensure the promotion of orderly and economic use of land, facilitating ecologically sustainable development and promoting social and economic wellbeing.

#### 1.1. What is a CPP?

The NSW Government requires NSC to prepare a CPP, to set out how and when we will engage with our community on the planning functions NSC performs under the EP&A Act. A CPP is intended to make it easier for the Narrabri Shire community to understand how to participate in planning matters, relevant to our Shire. Community participation, in relation to this CPP, is an overarching term covering how we engage the community in our work under the EP&A Act, including legislative reform, plan making and making decisions on proposed development. The level and extent of community participation will vary depending on the scope of the proposal under consideration and the potential impact of the decision.

The NSC CPP sets out when and how NSC will engage with its communities across all the planning functions it performs. The CPP must meet the minimum requirements for community participation set out in the EP&A Act and relates to the planning functions of NSC as set out in Schedule 1 of the EP&A Act

The NSC CPP has been prepared in accordance with Section 2.6 and Schedule 1 of the EP&A Act.

#### 1.2. What planning functions does our CPP apply to?

NSC's planning functions are divided into two key areas of **"strategic planning"** and **"development** assessment".

Strategic planning is an essential aspect of NSC's work where we set the strategic direction, vision and context for the planning system within the Narrabri Shire LGA.

Once the strategic direction has been established, NSC makes planning decisions on a range of DAs. NSC is the consent authority for local development (other than for complying development, designated development or State significant development). Local development is the most common type of development in NSW and involves consideration and assessment of a wide range of development types from subdivisions to large scale commercial, retail and industrial developments. DAs assessed by NSC include but are not limited to; residential dwellings, unit development, subdivisions, commercial and industrial development, quarries, agricultural developments and infrastructure upgrades.

The CPP applies to the following planning functions:

- Strategic Planning;
  - a) CPPs;
  - b) LSPSs;
  - c) LEPs;
  - d) DCPs;
  - e) Contributions Plans.
- Development Assessment;

Page 3 of 11

- a) DAs;
- b) Modification to DAs;
- c) Review of Determination of DAs

Some development, such as **exempt and complying development** under the *SEPP (Exempt and Complying Development Codes) 2008*, or **development permitted without consent** (Part 5) under the provisions of any applicable SEPP, does not allow opportunities for community engagement.

#### 1.3. Principles of CPP.

The EP&A Act guides NSC to ensure that it will be clearer and easier for the community to understand how it can participate in planning decisions. The EP&A Act outlines the principles and objectives that underpin NSC's CPP. These principles are outlined below:

a) The community has a right to be informed about planning matters that affect it.

b) NSC will encourage effective and on-going partnerships with the community to provide meaningful opportunities for community participation in planning.

c) Planning information will be in plain language, easily accessible and in a form that facilitates community participation in planning.

d) The community will be given opportunities to participate in strategic planning as early as possible to enable community views to be genuinely considered.

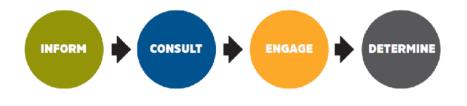
e) Community participation will be inclusive and NSC will actively seek views that are representative of the community.

f) Members of the community who are affected by proposed major development will be consulted by the proponent before an application for planning approval is made.

g) Planning decisions will be made in an open and transparent way and the community will be provided with reasons for those decisions (including how community views have been taken into account).

h) Community participation methods (and the reasons given for planning decisions) will be appropriate having regard to the significance and likely impact of the proposed development.

In line with the community participation objectives defined by the legislation, NSC encourages open, inclusive, easy, safe, relevant, timely and meaningful opportunities for community participation in our planning functions and individual proposals. To achieve this, NSC have designed our engagement approach so that in the event of disagreement in relation to proposals Council's processes aim to ensure that fairness and the consideration of all relevant views and concerns are acknowledged and acted upon where appropriate.



Page 4 of 11

#### 2. Minimum Exhibition Requirements

The opportunity for community participation will vary depending on the community, the scope of the proposal under consideration, and the potential impact of the decision.

A regular and valuable way for the communities of the Narrabri Shire to participate in the planning system is by making a **"written submission"** on a proposal during an **"exhibition period"** for both **"strategic planning"** and **"development assessment"** projects.

The key method utilised by NSC to encourage participation in planning functions is by way of public exhibition and/or notification of the application or proposal. During an exhibition we make available relevant documents that may include a draft of the plan or proposed development that NSC are seeking community input or comment on. NSC receive and record submissions and adhere to our Privacy Policy and defamation and discrimination laws. In reaching decisions on proposals, a wide range of factors including formal submissions and community input are considered along with regulatory requirements, Council's strategic plans and applicable policies and guidelines.

The types of proposals that must be publicly exhibited and the minimum timeframes for exhibition are set out below in **Table 1 (Strategic Planning)** and **Table 2 (Development Assessment)**. Section 2.23 (2) of the EP&A Act describes the types of proposals that must be considered in the CPP and Schedule 1 sets a minimum exhibition timeframe for most of these proposals. NSC will always exhibit a proposal for at least the minimum mandatory timeframe and will consider an extended timeframe for exhibition based on the scale and nature of the proposal.

Please note that exhibition timeframes vary in length. Some timeframes are prescribed in legislation and others are at our discretion.

Key points to note about public exhibitions include the following:

- · Timeframes are in calendar days and include weekends;
- If the exhibition period is due to close on a weekend or a public holiday we may extend the exhibition to finish on the first available work day;
- The period between 20 December and 10 January (inclusive) is excluded from the calculation of a period of public exhibition;
- "Written notices" in regard to either a strategic planning matter or a development assessment matter are sent to the adjoining property owners;
- If a property is owned by more than one person, a written notice will be sent to all legal owners
  of that land; and
- A public authority is not required to make available for public inspection any part of an Environmental Impact Statement whose publication would, in the opinion of the public authority, be contrary to the public interest because of its confidential nature or for any other reason.
- Where Council has refused a development application or imposed conditions considered by the applicant to be unsatisfactory, the applicant may request a review. Applications for review are permissible in accordance with Section 8.2 of the EP&A Act and must be completed within 6 months from the date of determination of the development application.

\*'Adjoining land' generally means land which shares a common boundary with the development site or is separated only by a pathway, driveway, laneway or public road; or is the closest land not owned by the developer.

Page **5** of **11** 

#### 2.1. Strategic Planning - Community Participation Requirements.

Meaningful engagement helps to shape the strategic direction of our Shire, as well as informing the various policies and plans that support this vision.

# 2.1.1. Mandatory Minimum Public Exhibition Timeframes for Strategic Planning Functions.

Planning Matter	Minimum Exhibition Timeframe
Draft CPP	28 days
Draft LSPS	28 days
Planning Proposals for LEPs subject to a Gateway Determination	<ul> <li>28 days; <u>or</u></li> <li>as specified by the gateway determination which may find, due to the minor nature of the proposal, that a shorter exhibition period no public exhibition is required.</li> </ul>
Draft DCPs	28 days
Draft Contribution Plans	28 days

Table 1 – Exhibition Timeframes for Strategic Planning Functions

#### 2.1.2. How Strategic Planning Functions may be exhibited.

The following methods of public exhibition will be used to inform the community for the strategic planning functions of NSC:

- NSC Notices Section within local newspapers;
- NSC's website;
- NSC's social media; and
- Static display at NSC's Administration Centre and other locations (as applicable).

Depending on the specific strategic planning matters being considered, NSC may also undertake one or more of the following public exhibition methods:

- Targeted stakeholder consultations/meetings;
- On-line surveys;
- One-on-one engagement with NSC staff;
- Open days/drop in sessions;
- Letters to stakeholders;
- Notices within other regional newspaper/s; and
- Notices on the land.

Page 6 of 11

The community includes anyone who is affected by the planning system and includes individuals, community groups, Aboriginal communities, peak bodies representing a range of interests, businesses, local government and State and Commonwealth government agencies.

#### 2.2. Development Assessment - Community Participation Requirements.

The CPP is designed to make participation in planning clearer for the community. It does this by setting out, in one place, how and when the community can participate in the planning system, our functions and different types of proposals. We believe that involving the community, organisations and groups in Council's decision-making processes is crucial to achieving better outcomes.

# 2.2.1. Mandatory Minimum Public Exhibition Timeframes for Development Assessment Functions.

Planning Matter	Minimum Exhibition Timeframe
DAs (other than for Complying Development Certificate, or Designated Development or for State Significant Development)	<ul> <li>14 days; or</li> <li>in accordance with Sections 2.2.2 and 2.2.3 below.</li> </ul>
Other Advertised Development	• At the discretion of NSC staff.
DA for Designated Development	
DAs for nominated Integrated Development	
DAs for Threatened Species Development	• 28 days; <u>and</u>
DAs for State Significant Development	• in accordance with the EP&A Act and Regulations.
Environmental Impact Statement under Division 5.1	r et ana regulations.
Environmental Impact Statement for State Significant Infrastructure under Division 5.2	

Table 2 – Minimum Exhibition timeframe for Development Assessment

#### 2.2.2. Notification of DAs

Where a DA is to be notified, it will be provided in the form of a "written notice". A "written notice" will be sent to the persons who own adjoining land and/or neighbouring land when a DA has been received, and where there is a statutory requirement to notify the applicant, or in NSC's opinion, the enjoyment of the adjoining land or neighbouring land may be affected by the development in relation to any of the following:

- The views to and the views from the adjoining land or neighbouring land;
- Overshadowing;
- Privacy;
- Noise;
- The visual quality of the development in relation to the streetscape;
- The location of the proposed development in relation to the neighbouring boundaries;
- The means of disposing of roof drainage water from the building and any potential adverse affect of drainage on adjoining sites;
- Whether any fuel burning equipment or mechanical devices are to be installed as part of the development;

Page **7** of **11** 

- The relationship of the proposed development to existing development on adjoining land or neighbouring land;
- The amount of traffic likely to be generated by the development and the capacity of the site to handle the associated traffic movements; or
- The effect the development is likely to have on the future amenity of the neighbourhood.

Where in the opinion of NSC, the development (including modification) is of a minor or inconsequential nature with minimal environmental impact, notification/public exhibition of a DA may not be required.

## 2.2.3. Advertising of DAs

In addition to notification requirements (**Section 2.2.2**), the following types of development also require advertisement within the local newspaper:

- Backpackers accommodation;
- Caravan parks and camping grounds;
- Centre-based childcare facility;
- Community facilities;
- Education establishment;
- Group homes, boarding houses and hostels;
- Health consulting rooms;
- Health services facility;
- Hospital;
- Hotel or motel accommodation;
- Licensed club;
- Multi dwelling housing;
- Neighbourhood shops;
- Places of public worship;
- Recreation facility (major);
- Recreation facility (outdoor);
- Residential flat building;
- Seniors housing;
- Sex services premises;
- Telecommunication facilities in residential or rural residential settings;
- Demolition of a building or work that is an Item of Environmental Heritage or located within a Heritage Conservation Area; or
- Any development NSC considers locally or regionally significant.

During the advertising period a sign will also be placed at the site of the proposed development.

Where in the opinion of NSC, the development (including modification) is a minor alteration and/or addition to a development type listed above; advertising of a DA may not be required.

The EP&A Act and other SEPPs may specify circumstances where certain applications require advertisement. In certain circumstances, NSC may choose to advertise a development not listed above if it is considered necessary on the basis that it is in the public interest.

Page **8** of **11** 

#### 2.3. Council and Community Interaction.

#### 2.3.1. How does the community get involved?

Any person is entitled to make a "written submission" which may either object to or support a planning matter within the public exhibition, notification or advertising period. Submissions must be in writing and be received by NSC by <u>4.30pm</u> on the day on which the period for submissions close.

All written submissions received during the public exhibition, notification or advertising period will be acknowledged (in writing) as soon as practicable by NSC.

Where a petition is received in respect of a development application or strategic planning project, the head petitioner or, where not nominated, the first petitioner will be acknowledged in writing by NSC for the purpose of future contact regarding progress of the application.

Anonymous submissions will not be considered by NSC.

#### 2.3.2. How does Council consider input from the community?

Submissions received within the public exhibition, notification or advertising period will be considered in the NSC officer's assessment of the matter. However, NSC's consideration of a submission is restricted to planning matters. Non-relevant planning issues such as civil disputes between neighbours and private rights cannot be considered.

In certain circumstances, a planning matter and any submissions may be referred to a Committee and/or a NSC meeting for consideration. Submissions will form part of the assessment report prepared by NSC's Planning staff for consideration by the Committee or NSC. The report forms part of the Committee or NSC's Business Paper which is a public document and available upon request. Business Papers can be downloaded from NSC's website (www.narrabri.nsw.gov.au).

An opportunity also exists for individuals in the community to participate in the "Public Access Forum" prior to a Committee or NSC meeting. Any persons wishing to exercise this opportunity will need to complete a 'Public Access Forum Application Form' prior to the meeting day. NSC will provide prior notice to a submission maker of a planning matter being considered at an upcoming Committee or NSC meeting.

Following determination of a DA, or the adoption of a strategic plan, all persons who made a written submission will be notified (in writing) of the decision, and reasons for the decision, regarding the application, strategy or plan.

#### 2.3.3. Privacy.

Submissions received on a DA are prescribed as open access information under the *Government Information (Public Access) Act 2009.* Any person (including the applicant) may obtain copies of written submissions unless the author of the submission can show good reason as to why the details should be kept confidential. If this is the case, this must be addressed in the written submission. Where a submission is provided to another party, NSC will have consideration for the guidelines published for the Government Information (Public Access) Act 2009. If it is not considered in the public interest, NSC may not disclose certain personal information, including contact details (mail address, phone numbers and e-mail).

Page **9** of **11** 

#### 3. Conclusion.

NSC recognises community participation within the planning system is not only the community's right, but it also helps to deliver better planning results for the people of the Narrabri Shire.

The NSC CPP sets out how and when NSC will engage with the community to encourage effective consultation and engagement when undertaking its town planning functions which includes **strategic planning** and **development assessment**.

The NSC CPP has been prepared to meet the regulatory requirements contained in Schedule 1 to the EP&A Act as well as Division 2.6 of the EP&A Act.

There are many ways for the community to provide feedback to NSC or raise questions outside of formal public exhibition. NSC will always consider and respond to the views and concerns of the community.

Below are the various ways to make contact with NSC:

- In person to NSC's Administration Building 46-48 Maitland Street, Narrabri NSW 2390
- Via mail PO Box 261, Narrabri NSW 2390
- Via email <u>Council@narrabri.nsw.gov.au</u>
- Via the Narrabri Shire Facebook page

Page **10** of **11** 



P. (02) 6799 6866 F. (02) 6799 6888 E. council@narrabri.nsw.gov.au



## 10.3 ASSESSMENT OF THE COMMUNITY BENEFITS ASSOCIATED WITH THE PROPOSED VICKERY COAL MINE EXTENSION PROJECT

Responsible Officer: Daniel Boyce, Executive Manager Planning and Environment

Author: Daniel Boyce, Executive Manager Planning and Environment

Attachments: Nil

## **DELIVERY PROGRAM ALIGNMENT**

#### 2 Environment

- Objective 2.1 We will maintain our open spaces, natural environment and heritage for future generations
- Strategy 2.1.2 Planning controls appropriately identify and conserve open spaces and natural environmental areas

#### **EXECUTIVE SUMMARY**

Council resolved the following at its extraordinary meeting of 17 October 2019 (part Minute 232/2019):

7. If Council is unsuccessful in negotiating a VPA for the Vickery Mine by COB Friday 8 November 2019, Council receive a further report on the assessment of the community benefit of the Vickery project for Boggabri and Narrabri Shire Council, in the absence of a VPA.

Council rejected the most recent Voluntary Planning Agreement offer for the Vickery Project (MINUTE 269/2019) at the November Ordinary Council Meeting.

The *Environmental Planning & Assessment Act 1979* requires the "environmental impacts on both the natural and built environments" and "the social and economic impact in the locality" to be taken into consideration during the determination of the Vickery Project.

It is incumbent on the Proponent to minimise negative social impacts and capitalise on potential positive impacts in order to demonstrate that the Vickery Project achieves the relevant objects of the EPA Act (Section 1.3), in particular:

- (a) to promote the social and economic welfare of the community and a better environment by the proper management, development and conservation of the State's natural and other resources,
- (b) to facilitate ecologically sustainable development by integrating relevant economic, environmental and social considerations in decision-making about environmental planning and assessment,

The proponent has used job creation as the primary social and economic driver for the approval of this project. However, the figures used to calculate these figures appear flawed and the purported economic benefits to the community of Boggabri seem unlikely to materialise.

The proponent can work collaboratively with local councils in the region to mitigate the impacts of this Project on communities such as Boggabri and develop strategies to maximise growth opportunities, through better social and community infrastructure.

Having regard for the above discussion the Proponent has not demonstrated that the Vickery Project will promote the social and economic welfare of Boggabri and the wider Narrabri Shire nor that it has sufficiently addressed the relevant economic, environmental and social considerations in its proposal.

## RECOMMENDATION

- **1.** That Council note the report.
- 2. That Council determine whether to make a further submission to the NSW Government and Independent Planning Commission.

## BACKGROUND

Council resolved the following at its extraordinary meeting of 17 October 2019 (part Minute 232/2019):

7. If Council is unsuccessful in negotiating a VPA for the Vickery Mine by COB Friday 8 November 2019, Council receive a further report on the assessment of the community benefit of the Vickery project for Boggabri and Narrabri Shire Council, in the absence of a VPA.

Council rejected the most recent Voluntary Planning Agreement ("VPA") offer for the Vickery Project (Minute 269/2019) at the November Ordinary Council Meeting.

## **CURRENT SITUATION**

The NSW Government is required by the *Environmental Planning & Assessment Act 1979* ("**EPA Act**") to take into consideration "environmental impacts on both the natural and built environments" and "the social and economic impact in the locality" in determining the Vickery Project.

It is incumbent on the Proponent to minimise negative social impacts and capitalise on potential positive impacts in order to demonstrate that the Vickery Project achieves the relevant objects of the EPA Act (Section 1.3).

The objects of this Act are as follows:

- (a) to promote the social and economic welfare of the community and a better environment by the proper management, development and conservation of the State's natural and other resources,
- (b) to facilitate ecologically sustainable development by integrating relevant economic, environmental and social considerations in decision-making about environmental planning and assessment,
- (c) to promote the orderly and economic use and development of land,
- (d) to promote the delivery and maintenance of affordable housing,
- (e) to protect the environment, including the conservation of threatened and other species of native animals and plants, ecological communities and their habitats,
- (f) to promote the sustainable management of built and cultural heritage (including Aboriginal cultural heritage),
- (g) to promote good design and amenity of the built environment,

- (h) to promote the proper construction and maintenance of buildings, including the protection of the health and safety of their occupants,
- *(i)* to promote the sharing of the responsibility for environmental planning and assessment between the different levels of government in the State,
- *(j)* to provide increased opportunity for community participation in environmental planning and assessment.

For the purposes of this report object (a) and (b) are considered relevant objects in determining whether the Vickery Extension Project provides a sufficient community benefit.

## THE SOCIAL AND ECONOMIC WELFARE OF THE COMMUNITY

The Response to Submissions ("RTS"), indicated on page 5 that:

*"the Project would result in employment, council contributions, state royalties and expenditure in the region."* 

This statement may not be entirely accurate given that the VPA (or "council contributions") offered to date is not fair and reasonable nor commensurate with the scale and potential social impacts of this project on the Boggabri community.

A recent decision in the case of Gloucester Resources Limited v Minister for Planning [2019] NSWLEC 7 ("**the GRL case**"), which was made on 8 February 2019 by Chief Justice Preston, contains a number of statements with respect to social and economic considerations which may be relevant to the Vickery Extension Project. Subject to legal advice and expert evidence, there remains a need to scrutinise some of the figures and assumptions surrounding many of the estimates and projections that were compiled by earlier Vickery Extension Project documents drafted prior to the GRL case.

## Employment

The workforce figures indicate that the Approved Project would include "up to 60 full-time equivalent construction workforce" and "up to 250 full-time equivalent on-site operational personnel" (page 7, RTS: EIS docs).

To the best of Council's knowledge, the proponent has not provided any actual workforce data for their other mines in the region. Whilst Council concedes that accurate projections are often difficult to measure as they can vary from project to project, it appears that the Approved Project includes 0.44 FTE construction employees per Mt of total coal resource and 55 FTE employees for each Mtpa throughout the lifecycle of the original 30-year project (derived from Table ES-1, Executive Summary: EIS docs).

Using similar calculations, the Extension Project requires 2.79 FTE construction employees per Mt of total coal resource and 45 FTE employees for each Mtpa throughout the lifecycle of the proposed 25-year project (derived from Table ES-1, Executive Summary: EIS docs). Based on the above figures, and without contrary evidence, it is open to assume that a different methodology was applied to the calculation of employment projections across both projects.

In addition, it is unclear what the expected annual production of the Extension Project actually is, given that the proponent has prefaced their figures using the word "approximately" in the context of several production metrics. Therefore, it is not clear as to whether the mine will actually produce 10 Mtpa, over an operating period which is shorter than the Approved Mine.

In the absence of more precise figures, as provided during the assessment of the Approved Project, one can only calculate using assumptions as to what the annual production rate will actually be. Based on a total resource figure of 179 Mt ROM over 25 years, this is likely to equate to 7.16 Mtpa,

which may lead to much fewer jobs generated as a result of the Extension Project than previously stated by EIS documentation.

This will be even lower based on the total resource of the project reducing to 168 Mt as per RTS (page 8). In any case, it is difficult to have confidence in the figures that the proponent has presented with respect to projected employment figures.

The proponent stated on p169 of the RTS that their,

"experience with workforce requirements for existing mining operations (e.g. Maules Creek Coal Mine) have been used as the basis for the employment estimations provided in the Project EIS...Further detail regarding the Project workforce would be provided to Councils and other relevant stakeholders during the resourcing stage of the Project, to allow for community infrastructure planning."

To date, the proponent has not revealed precise workforce data relating to this project and they have not been able to provide a reasonable explanation as to why workforce projections have increased so dramatically. It was noted by an expert at para 276 of the GRL case that some of the stated economic benefits of a different mining project had been *"substantially overstated."* In the absence of verifiable employment data or updated projections based on transparent and reasonable assumptions, the employment figures may not be reliable. Therefore, the assumptions which underpin many other economic and revenue calculations relating to this project may also be flawed.

This will have an impact on the ability of the Narrabri and Boggabri communities to adequately plan for their future infrastructure requirements, which further strengthens the case for a fair and reasonable VPA. On page 169 of the RTS, the proponent has reiterated their commitment to use, *"non-local personnel"* during the construction phase of the project, due to the need for a more skilled workforce. While this approach may be convenient for the proponent from an operational and project delivery perspective, the fact that a significant proportion of the workforce will not be sourced locally further undermines the projected local economic benefits accruing from the Vickery Extension Project. There are also concerns that the proponent's claim to employ *"70% of the operational workforce...from within the region"* (p170 RTS) will not actually benefit the Narrabri and Boggabri communities, given that many workers may choose to live in other locations such as Tamworth.

The proponent appears to concede this point by stating categorically that it "does not support a Development Consent condition which dictates where the workforce will reside...within the region" (p 170, RTS). Furthermore, the proponent's target to employ "10% of the operational workforce being of Aboriginal and/or Torres Strait Islander descent" (p170 RTS) does not represent the proportion of the local population that identify as having an Indigenous background (2016 ABS Census Statistics, Quick Stats).

The claim by the proponent that it *"has no current plans for the Project to include an automated fleet"* (p170 RTS), is also an area of concern given that Whitehaven has categorically denied any future plans to transition towards automation. At para 279 of the GRL case, some of the experts *"queried whether the positive social benefits of local employment will be realised, having regard to increased automation and digitisation of the mining industry that have labour displacing effects (Lawrence Report, pp.32-33)."* 

A 2015 McKinsey report on the Metals and Mining Sector noted how productivity improvements can be achieved through digitisation (https://www.mckinsey.com/industries/metals-and-mining/our-insights/how-digital-innovation-can-improve-mining-productivity) and a further report noted how *"innovations have lived up to that potential."* This analysis from a worldwide consulting firm indicates that mining companies will be investing in more technology and digitisation into the

future, as opposed to moving away from it. Given the 25-year life cycle of this project, it is questionable that the proponent would commit to a manually driven fleet over such a long period of time. Given technological advances in mining, both in Australia and around the world, an automated fleet is likely to be an option for the proponent over the coming years and will most certainly reduce total employment projections over the long-term. As such the proponent needs to acknowledge this reality and give consideration to their employment projections accordingly.

## **Public Sentiment**

The proponent has pointed out that the majority of objections as a result of this project originated from Special Interest Groups and that a majority of public submissions support the project (RTS pages 10 and 166). The proponent's own figures demonstrate that the most important consideration, based on the content of submissions, relates to Social and Economic considerations (RTS page 11). In addition, more than 75% of these public submissions came from outside the local communities of Gunnedah, Narrabri and Boggabri (RTS page 10). It also appears that many submissions came from individuals or contractors that also had an existing relationship with the proponent or worked in the mining industry but based outside the local region, including resource intensive areas such as the Hunter Valley.

Recent community meetings demonstrate that the proponent lacks support across some key constituencies within the Narrabri Shire Local Government Area ("LGA"), particularly in the township of Boggabri, which is likely to bear the major social costs of this project. The GRL case noted in its analysis (para 401 and 410) of social impact that distributional inequity was a factor with respect to that particular project.

Without any reasonable contributions towards community infrastructure, economic and social development in the LGA, it is unlikely the proponent will gain the necessary trust among communities such as Boggabri, which prima facie appear to be resistant to many aspects of the Extension Project.

## Change in Residents

The EIS has stated that the development would result in the following employment generation:

**During Construction** 

- approximately 500 full time equivalent personnel
- majority of the construction workforce would be non-local hire
- 90% of the construction workforce is to be housed in the Boggabri Accommodation Camp.

During Operation

- approximately 450 full time equivalent personnel
- assumed 70% local hire (315 people)
- assumed 21% of the workforce would reside in Boggabri (94.5 people)
- assumed 13% of the workforce would reside in Narrabri (58.5 people)

Narrabri LGA is identified as an "importer" of mining workers in the Social Impact Assessment ("SIA") provided with the EIS.

Conversely the SIA notes that during operation the project may:

• potentially increase the number of family households and interactions between families; The documentation does not appear to provide any justification for the assumptions made regarding the expected workforce place of residence. In this regard, evidence should be provided to justify the assumptions made. Furthermore, the RTS states (p.170):

"Whitehaven does not support a Development Consent condition which dictates where the workforce will reside, as it is ultimately dependent on individual preference where Project personnel and their families choose to reside within the region."

Figure 1 illustrates that a significant number of people working in the mining industry within the Narrabri region, were living outside the LGA as of the 2016 Census. Figure 2 provides a comparison with the Gunnedah local government area and illustrates an almost opposite trend. This may suggest that towns in the Narrabri LGA are not receiving the claimed employment benefits from mining development.

In light of the above discussion, it is difficult to have confidence in the workforce population projected to reside in Boggabri and Narrabri. The proponent may need to revise their estimates with respect to the direct economic benefits and indirect social costs relating to the Vickery Extension Project, with more of a focus on the impacts on residents within the Narrabri LGA, and more specifically the township of Boggabri.

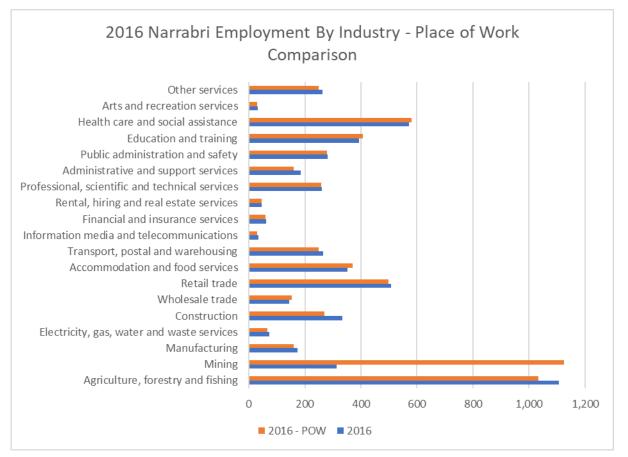


Figure 1 Narrabri Employment by Industry 2016

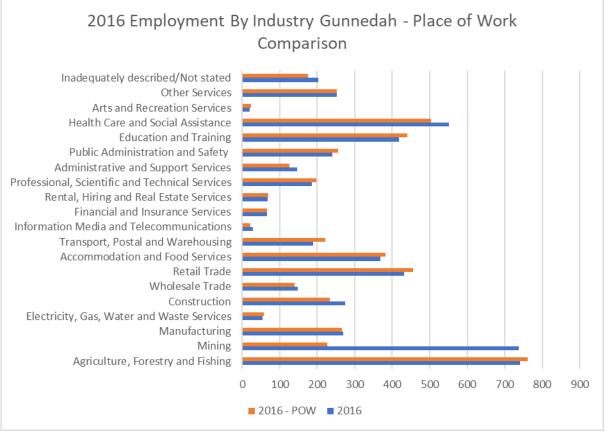


Figure 2 Gunnedah Employment by Industry 2016

If the workforce population projected to reside in Boggabri and Narrabri is to be accepted, it would seem unlikely that 94.5 people would be sourced from Boggabri having an existing population of approximately 850. Therefore, it would seem likely that these 94.5 people would be relocating to Boggabri and likewise for Narrabri. The EIS states:

"Whitehaven's existing personnel include long term local residents, new local residents who have moved to the area as a result of employment and personnel who rent local houses, including Whitehaven-owned houses, and return to their home bases on weekends. Short term contractors are accommodated in the Civeo Villages in Boggabri and Narrabri.

Whitehaven is committed to employing a local workforce, and most of the Project's operational personnel are expected to be drawn from the Narrabri and Gunnedah LGAs, or to move to the local area on a permanent basis, with some buying and some renting dwellings. If rental housing stocks are inadequate for demand when operations commence, non-local personnel would be accommodated in the Civeo Accommodation Village until such time as housing is available."

It is not clear how the additional required accommodation would be provided in Boggabri and to a lesser extent in Narrabri. Further justification and information is required in order to validate the assumptions made in this regard.

The increase in demand for accommodation would likely increase housing prices and may adversely impact locals who are not earning mining wages both in terms of rental availability, cost and purchases of property. This may also have an impact on disadvantaged segments of the community, including those from lower-socioeconomic and indigenous backgrounds (see para 404 of GRL case).

The proponent concedes that *"significant changes to gender balance in smaller communities are likely to occur...during the construction period"* (p170, RTS). In the absence of additional social and

community infrastructure to cope with the influx of construction workers, it is likely that the community of Boggabri will bear the social costs of the Vickery Extension Project, with minimal corresponding long-term economic benefit accruing to local residents. The proponent has had numerous opportunities to either address or respond to these concerns through the VPA process, but to date, has not yet developed an adequate response to these issues. There is a need for the proponent to clearly demonstrate its commitment to the long-term sustainability of smaller communities such as Boggabri.

The proponent states that "approximately 20% of the Project's operational workforce would reside in Boggabri" (page 171 RTS), whilst at the same time conceding that they are not able to state this figure with any real confidence. Furthermore, they claim that an additional "28 new households moving to Boggabri" (page 171, RTS), without any reasonable foundation as to how they calculated this figure.

On the whole it is difficult to have confidence in the workforce population projected to reside in Boggabri and Narrabri or the degree to which the proponent will make a fair and reasonable contribution to the social and community infrastructure required if the *"28 new households moving to Boggabri"* (page 171, RTS) do materialise.

## Drought

On page 171 of the RTS, the proponent has estimated that the

"loss in agricultural gross margins due to...allocated water licenses for the Project was estimated to be approximately \$0.5 million annually."

Based on recent media reports and comments by local farmers, this figure does not appear to be reasonable. There have been claims that corporate interests are paying much higher prices for water, which has arguably distorted local water markets and priced farmers out of temporary and permanent allocations. A recent ABC/7.30 report investigation https://www.abc.net.au/news/2019-11-05/maules-creek-coal-mine-under-investigation-again-over-water-use/11658718, indicates that farmers

"typically pay \$110-\$130 per megalitre but have recently been outbid by mining companies paying up to \$950 per megalitre for temporary water. For permanent water supplies, farmers say mining companies have paid almost twice the usual rate of \$2,850-\$2,950 per megalitre."

Purchasing power dynamics in the water market, coupled with the ongoing drought, may mean that some farmers in the region will have to consider their long-term future in farming. The impact of drought has had a crippling effect on an agricultural industry that has been dealing concurrently with changing water policy and regulatory environments. The proponent acknowledges that, *"Agriculture-related employment in rural Australia has reduced by almost 19% over the last 12 years"* (page 175 RTS). The flow-on effect to the communities of Narrabri, Boggabri and Wee Waa has also been significant.

While the proponent may argue that economic impacts related to ongoing dry conditions may provide further rationale and impetus for the approval of the Vickery Extension Project, the drought is also one of the reasons why Council and the NSW Government must carefully consider the impact this project has on farming interests in the local region. The GRL case noted that in the analysis of social impacts that intangible considerations such as *"way of life…social cohesion"* (para 270) were part of the Department of Planning and Environment's Social Impact Assessment Guide 2017. In addition, *"sense of place…cultural and historical connections, and feelings of belonging and attachment to place"* (para 312) were noted by some experts in the GRL case as important factors when considering the social impacts of that particular project.

Public submissions and media reports have noted that agricultural land required for this project has the potential to displace productive and fertile soils, which is essential to maintain the rate base and historic financial contributions made by the farming community. Even the proponent themselves concede that this proposal will *"marginally reduce agricultural production"* (p174, RTS).

Furthermore, there are intergenerational concerns with respect to these historic farming interests given that they have made significant economic contributions over the years to Narrabri LGA and surrounds. Farmers have proven themselves over decades to be reliable and long-term investment partners in smaller communities, even in drought. They often support sporting clubs, schools and community organisations as both participants and financial contributors. This is in contrast to the Vickery Extension Project where the economic and social benefits may have been arguably overstated and based on questionable assumptions.

There is likely to be significant inequity associated with any proposal by the proponent that does not compensate the local communities affected by the Extension Project as it may deprive farming interests of their ability to pass on their interests to subsequent generations who are also likely to contribute to the future economic growth of the Narrabri LGA, despite the impacts of technological disruption on agriculture. These intergenerational equity issues are a major concern for a local community that is likely to share in the economic prosperity of local farming interests, when the drought eventually breaks. Farmers contribute to the overall sense of place and social cohesion in smaller communities such as Boggabri. This can be contrasted to the Vickery Extension Project where the economic and social benefits may have been arguably overstated and based on unqualified assumptions. There are also intergenerational equity concerns surrounding the depletion of precious water resources as a result of this project, which are likely to have an impact on any remaining farmers that are not displaced as a result of this project.

# Public Interest

On page 197 of the RTS, the proponent claims that information contained within the EIS provides sufficient foundation for the NSW Government to, "comfortably reach a conclusion that the benefits of the Project outweigh its impacts." Based on the information and analysis contained within this document, and without any substantial contribution to the social and community infrastructure of the LGA, Council may not have the same confidence as the proponent with respect to Public Interest considerations related to this project.

At paragraph 565 of the GRL case, it was noted that "a positive NPV does not necessarily mean that the project is in the public interest." To the best of Council's understanding based upon the information made available, the proponent has not demonstrated adequate consideration of intergenerational or distributional equity issues relating to agricultural interests in the region and their perceived reluctance to minimise externalities related to this project, through the VPA process, tends to confirm this view. There are concerns from many in the region that the proponent is not meeting its current obligations with respect to water compliance.

# Economic

With respect to commentary around transport routes and the project rail spur, there is a statement on p15 of the Response to Submissions (RTS), that the *"Economic Assessment conservatively did not consider the associated socio-economic benefits."* This statement may need to be revised given that many of the assumptions in the economic assessment have been based on calculations and baseline figures that require further scrutiny.

The proponent states on p199 of the RTS that,

"the Project would benefit current and future generations through employment...stimulus to local and regional economies and provide NSW export earnings and royalties, thus contributing to future generations through social welfare, amenity and infrastructure."

In the time since the EIS was drafted, prices for thermal coal and rates for foreign exchange and inflation have changed. The Australian Bureau of Resource Economics (ABARE) noted in recent exports report that since 2014/15 that there had been a -4.7% decline in the exchange rate, with a forecast rate of 0.68 AUD/USD in 2019/2020 (https://www.agriculture.gov.au/abares/research-topics/agricultural-commodities/sep-2019#download-report).

In addition, a recent report by the Reserve Bank of Australia noted that that both thermal and metallurgical coal prices have declined from 2012 to 2016 and have not returned to peak prices seen prior to the global financial crisis (https://www.rba.gov.au/publications/bulletin/2019/sep/the-changing-global-market-for-australian-coal.html). The same report highlights global economic uncertainty as a key influence affecting the coal market and increased supply in other countries. Therefore, many of the figures underpinning royalty, company tax and economic growth forecasts are not likely to reflect current rates and as such are considered to need review. In the GRL case, it was noted by one of the economic expert that lower coal prices may lead to "less royalties and corporate income tax" (para 573) and that tax minimisation practices by many coal mining companies would lead to a tax rate of *"2.7% to 6.8% on total income, far below the 30% rate assumed"* (para 583). As such, the figures used to justify economic benefits with respect to the Vickery Extension should be reviewed and based on justifiable/demonstrable rates to ensure the economic benefits are realistic.

Further, the RTS states on page 16 that

"the Project would result in an additional \$500 million in net benefits to NSW (compared to the Approved Mine) and result in approximately 200 additional employment opportunities during operations and 450 additional employment opportunities during construction."

As previously discussed, the methodology used to calculate the employment projections between the Approved Project and the Extension Project is not consistent. To the best of Council's knowledge, there is no reasonable justification provided for why there is such a marked difference between the two projects.

Considering these potential discrepancies, the proponent should provide more evidence surrounding their forecasts of these figures or review their economic forecasts for royalties, company taxation, economic and employment growth.

# ECOLOGICALLY SUSTAINABLE DEVELOPMENT

# Change in Land Use

The land within the Narrabri Shire LGA affected by the Vickery Extension Project comprises of the following uses as:

- cropping land;
- grazing on modified pastures;
- grazing on native vegetation; and
- extractive industry not in use;
- other minimal use commodities (i.e. previously mined area)

For the period of the project (25 years) the land use will be converted to mining land use.

The project proposes that the land affected by the mine would be rehabilitated to Woodland/Forest Area. This would see a permanent loss of cropping and most likely grazing land. Furthermore, any offset sites established within the LGA will also see a loss of previous land uses.

The EIS states:

The overall rehabilitation goal for the Project mining area is to enhance the cover and connectivity of native woodland, while retaining some areas of agricultural land capable of supporting cattle grazing (Whitehaven Coal, 2018)(Whitehaven Coal, 2018)(Whitehaven Coal, 2018), 2018), 5-10.

Table 1 shows the change in vegetation type post development on the development site. This does not include any other offset sites used for providing biodiversity offsets.

Table 1: Comparison of Vegetation				
Vegetation Type	Pre Development	Post Development	Change	
Grassland	1,284 ha	342 ha*	-942 ha (73% ↓)	
Native woodland/forest	464 ha	2,385 ha	1,922 ha (414% <b>个)</b>	
Notes:				

\* listed as agricultural land suitable for grazing, not specifically listed as grassland.

Whilst the rehabilitation will see improvements to biodiversity, further consideration needs to be given to the displacement of agricultural land uses. These land uses contribute to the local communities by supporting local residents and families involved in the community. The loss of these land uses will see the loss of people and jobs in the local area as a result of this land use displacement.

The aims of the Narrabri Local Environmental Plan 2012 (LEP) are:

- (a) to encourage the orderly management, development and conservation of resources by protecting, enhancing and conserving—
  - (i) land of significance for agricultural production, and
  - (ii) timber, minerals, soil, water and other natural resources, and
  - (iii) areas of high scenic or recreational value, and
  - (iv) native plants and animals including threatened species, populations and ecological communities, and their habitats, and
  - (v) places and buildings of heritage significance,
- (b) to provide a choice of living opportunities and types of settlements,
- (c) to facilitate development for a range of business enterprise and employment opportunities,
- (d) to ensure that development is sensitive to both the economic and social needs of the community, including the provision of community facilities and land for public purposes.

Whilst the aims of the LEP encourage the development of lands for mineral resources, it is required to also be orderly and protect land of significance for agricultural production and to ensure that development is sensitive to both the economic and social needs of the community.

There has been insufficient assessment on the displacement of the agricultural land uses and its impacts on the local community both during the operation of the mine and the post mining impacts of the rehabilitation displacement of agriculture, both on and off site.

# Land Ownership

With the introduction of the development, land use ownership changes from locals to the mining company. The change occurs both on the actual footprint of the mine as well as sites acquired by the mining company to mitigate off-site amenity impacts and for biodiversity offset requirements.

Land ownership changes will result in locals moving out of the area which in turn will impact on the local community. The mining population that may be present in the local community during mine construction, operation and rehabilitation will provide some interaction with the local community; however, it is expected to be different to the displaced occupants.

Insufficient information has been provided and insufficient consideration given to the impact on the community in terms of the displacement of land owners as a result of Whitehaven's purchase of land in the locality as a result of the project. Consideration should extend to escape spending (FIFO/DIDO), loss of local businesses, reduction in demand for local products/services, reductions in school enrolments, loss of volunteers, including emergency services.

# Water Supply and Groundwater

The RTS document included the following statements with respect to water supply and groundwater:

- "the Project rail spur will be completely elevated on piers west of the Namoi River...effect of this is a reduction in the extent of potential flood impacts compared to these presented in the EIS." (page 13)
- "the extent of the open cut is now proposed to be at least approximately 1.5km from the Namoi River" (page 20)
- "the project would present a low risk to the Namoi River." (page 23)
- The proponent will "commit to holding sufficient water licenses to account for any postmining take" (page 33). "the Project surface water management and monitoring program will be developed to validate and verify the EIS predictions." (page 47)
- "the flow across the floodplain is not significantly altered by the Project rail spur for both events and would not result in a consequential effect to neighbouring properties or the environment" (page 60)
- the proponent "commits to holding sufficient water licences to meet operational water demands for the Project" (page 73)
- "no privately-owned bores in the vicinity of the Project, as identified by the bore census conducted in 2012, are predicted to have greater than 2m drawdown as a result of this Project" (page 20). On the same page it also refers to "extraction from the Project borefield at a rate of 600 megalitres (ML) per annum" as a conservative estimate. "the Project is expected to result in negligible impacts to users of the groundwater in the Namoi River alluvium" (page 27).
- The proponent notes that *"groundwater monitoring results would be compared to model predictions, with the model revised and calibrated every 5 years as required"* (page 28).

A recent ABC/730 report investigation on the Maules Creek Mine (operated by Whitehaven), which is publicly available at https://www.abc.net.au/news/2019-11-05/maules-creek-coal-mine-under-investigation-again-over-water-use/11658718) has created some concerns as to whether the Proponent can deliver on the claims made above in the RTS and EIS documents.

The ABC report claims that *"the company has already been found by the NSW regulator to have allegedly taken surface water unlawfully."* As to whether or not these claims are valid will ultimately be settled between the proponent and the regulator or determined by a court of competent jurisdiction. However, the report did include correspondence from the regulator as follows:

"There are reasonable grounds to allege that the Mine has unlawfully taken surface water by relying on an inapplicable water licensing exemption...Investigation has determined the mine has intercepted major streams in a number of ways...As a result, the mine does not have sufficient entitlements on its surface water access licence on the unregulated system to cover the water previously claimed as exempt...The mine is also taking water in excess of its harvestable rights entitlements...The activities at the mine appear to deviate from existing planning approvals, which also raises potential compliance issues for DPIE – Planning."

The fact that this report included copies of documentation from the regulator, which are now publicly available with such concerning claims from the regulator about the proponent's record on water compliance, creates reasonable doubt as to whether the commitments made in the Vickery Extension EIS can actually be delivered.

Furthermore, given potential uncertainty in the water modelling, an 'operate and monitor, revise and recalibrate' modus operandi may prove completely unsatisfactory if the real impacts are markedly different to the model predictions.

The proponent "commits to holding sufficient water licences to meet operational water demands for the Project" (page 73). Given the above discussion on the impact of farmers being priced out of the market this approach may also prove completely unsatisfactory if it is achieved to the detriment of farmers.

# Bushfire Risk

The project will result in a change to the bushfire risk of the area. Based on the proposed rehabilitation plan, the vegetation in the project area will change from grassland/cropping vegetation to woodland/forest. Woodland/Forest vegetation provides for a vastly different bushfire behaviour compared to grassland type vegetation. A review of the State Vegetation Map shows remnant vegetation in the vicinity of the site comprises North-west Slopes Dry Sclerophyll Woodlands.

The following provides a comparison of bushfire behaviour outputs for typical woodland vegetation versus a grassland vegetation, based on an effective and site slope of 5 degrees.

Vegetation Classification	Surface Fuel (t/ha)	Overall Fuel Load (t/ha)	Rate of Spread (km/h)	Flame Length (m)	Separation Distance to achieve 29kW/m <sup>2</sup> (BAL-29)
North West Slopes Dry Sclerophyll Forest	14	24.27	1.89	15.24	16.4m
Grassland	6	6	20.19	9.43m	10.4m

Grassland fires typically burn hotter, faster and have shorter residence times than woodland/forest fires (Planning for Bushfire Protection p.86). However, woodland/forest fires generally have greater flame lengths and emit greater radiant heat. Consideration has not been given to the change in bushfire risk resulting from the development and the resultant impacts.

Recent events across NSW have prompted greater consideration of Bushfire Risk Management throughout all parts of the state. The proponent may wish to consider contributing greater financial resources, through the VPA process, towards bushfire assets and infrastructure in the region, to ensure that the impacts of any future fires do not impact on local communities or their existing interests.

# Conclusion

Throughout this process, it has become apparent that the proponent has used job creation as the primary social and economic driver for the approval of this project. However, the figures used to calculate these figures appear flawed and the purported economic benefits to the community of Boggabri seem unlikely to materialise.

The proponent can work collaboratively with local councils in the region to mitigate the impacts of this Project on communities such as Boggabri and develop strategies to maximise growth opportunities, through better social and community infrastructure.

Having regard for the above discussion the Proponent has not demonstrated that the Vickery Project will promote the social and economic welfare of Boggabri and the wider Narrabri Shire nor that it has sufficiently addressed the relevant economic, environmental and social considerations in its proposal.

# FINANCIAL IMPLICATIONS

Nil.

# STATUTORY AND POLICY IMPLICATIONS

Council's Extractive Industries Policy states that Council will:

"Assume a leadership role in negotiating outcomes that provide benefit to our community."

# CONSULTATION

# **External Consultation**

Around thirty (30) members of the Boggabri community attended three community engagement sessions on 11 September 2019.

# **Internal Consultation**

- Mayor.
- Councillors.

# 11 OUR ECONOMY



# THEME 3: OUR ECONOMY

# STRATEGIC DIRECTION 3: PROGRESSIVE AND DIVERSE ECONOMY

By 2027, we will have developed a strong, diverse economy that attracts, retains and inspires business, industry and tourism growth.

## COMMUNITY ENGAGEMENT

Through extensive community engagement, the Narrabri Shire community identified several economic priority areas to be actioned over the 2017 - 2018 financial year.

## COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

- Economic development
- Planning and development
- Entertainment and conferences
- Local and regional tourism and events
- Saleyards
- Airport

## COMMUNITY OUTCOMES

In partnership with the community, government and non-government agencies, the Operational Plan will work towards achieving the following economic strategic outcomes:

- Increased community events, conferences and entertainment
- Increased employment through industry innovation, investment and value adding
- Established freight hub for the Norther Inland Region
- Increased housing availability and affordability
- Broadened economic base

NIL REPORTS.

# 12 OUR CIVIC LEADERSHIP



# THEME 4: OUR CIVIC LEADERSHIP

# STRATEGIC DIRECTION 4: **COLLABORATIVE AND PROACTIVE LEADERSHIP** By 2027, we will proactively together to achieve our shared vision with strong strategic direction.

## COMMUNITY ENGAGEMENT

Through extensive community engagement, the Narrabri Shire community identified several civic leadership priority areas to be actioned over the 2017 - 2018 financial year.

## COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

- Integrated strategic planning and reporting
- Community engagement and consultation
- Representation and governance
- Human resource management
- Customer services
- Information services
- Financial services
- Risk management
- Compliance and regulation

## COMMUNITY OUTCOMES

In partnership with the community, government and non-government agencies, the Operational Plan will work towards achieving the following civic leadership strategic outcomes:

- Improved community engagement and decision-making processes
- Well established community, industry, government and non-government partnerships
- Well maintained core infrastructure and service provision that delivers public value
- Transparent and accountable planning and reporting
- Financial efficiency and sustainability

## 12.1 DELEGATES REPORT - NARRABRI GAS PROJECT COMMUNITY CONSULTATIVE COMMITTEE - 12 NOVEMBER 2019

Responsible Officer:	Ann	Ann Loder, Councillor		
Author:	Dele	ce Hartnett, Personal Assistant to GM & Mayor		
Attachments:	1.	Minutes - 12 November 2019 - Narrabri Gas Project Community Consultative Committee Meeting 🖟 🛣		

## **DELIVERY PROGRAM ALIGNMENT**

## 4 Leadership

- Objective 4.1 We will proactively engage and partner with the community and government to achieve our strategic goals
- Strategy 4.1.2 Ensure the community is informed and involved in Council activities through implementing quality consultation

## RECOMMENDATION

That Council note Cr Loder's Delegates Report from the Narrabri Gas Project Community Consultative Committee Meeting held on Tuesday 12 November 2019.

## **DELEGATES REPORT**

The Narrabri Gas Project Community Consultative Committee held a Meeting on Tuesday 12 November 2019.

The Minutes from the meeting are attached.

# Narrabri Gas Project CCC - Meeting # 41 12 November 2019

	1				
Date/Time:	Tuesday 12 November 2019, 11.00am – 11.55am				
Location:	Narrabri RSL, 7 Maitland Street Narrabri				
Attendees:	<ul> <li>Craig Jenkins – Regional NSW, Department of Planning, Industry and Environment (Chair)</li> <li>Cr Ann Loder – Narrabri Shire Council</li> <li>Cr Ron Campbell – Narrabri Shire Council</li> <li>Conrad Bolton – North West Local Land Services</li> <li>Jack Warnock – Lower Namoi Cotton Growers Association</li> <li>Jocelyn Cameron – Country Women's Association</li> <li>Tony Pickard – People for the Plains</li> <li>David Scilley – NSW Farmers</li> </ul>	<ul> <li>Rose-Anne Hawkeswood – Department of Planni Environment (by telephone)</li> <li>Neale House – Santos</li> <li>Annie Moody – Santos</li> </ul>	ing, Industry and		
Guests:	• Nil				
Apologies:	<ul> <li>Lynn Trindall – Narrabri Local Aboriginal Land Council</li> <li>Russell Stewart – Narrabri Chamber of Commerce</li> <li>Stephen O'Donoghue – Department of Planning, Industry ar</li> <li>Sarah Carr – Environment Protection Authority</li> <li>Megan Prowse – Environment Protection Authority</li> <li>Todd Dunn – Santos</li> </ul>	id Environment			
Meeting Chair:	Craig Jenkins				
Secretariat:	Annie Moody				
Agenda Item	Discussion/Outo	comes	Action		
General Business	<ul> <li>NSW Land and Water Commissioner was unavailable for the meeting.</li> <li>PFTP representative Tony Pickard advised that he was resign People for the Plains and departed meeting. The letter from that the organisation is suspending its participation in the N are addressed.</li> <li>A document provided by DPIE (Water) was provided to com the bore sites for the <i>Water Monitoring Strategy for Coal Be</i></li> </ul>	ning from the committee, tabled a letter from n the President of the People for the Plains states IGP CCC until matters that they raise in their letter mittee members with an update on the progress of	DPIE (Water)		

Page 1 of 4

		1
	<ul> <li>will attend a meeting of the NGP CCC later next year to provide an update as activities progress.</li> <li>CWA provided two questions to Santos out of session, questions to be emailed to members with meeting papers</li> </ul>	Secretariat
	<ul> <li>Secretariat advised that Narrabri Chamber of Commerce representative had responded verbally for actions:         <ul> <li>For Action Item 40.6 that there has not been a Western Slopes Pipeline CCC meeting held since the last NGP CCC meeting in September and members have not been advised of a future scheduled meeting.</li> <li>For Action Item 40.7 that Whitehaven CCC representative was unaware of the matter relating to brine being used in site trials as an alkalising agent.</li> </ul> </li> <li>Secretariat requested to draft letter for Chair to send letter to member organisations to advise that the delegate or a proxy are to attend meetings.</li> <li>Presentation/Handout/Links:         <ul> <li>A copy of the letter from People for the Plains will be circulated to members</li> <li>DPIE (Water) – progress update for <i>Water Monitoring Strategy for Coal Basins in NSW – Gunnedah Basin</i> will be available from https://narrabrigasproject.com.au/community/consultative-committee/november-2019/</li> <li>CWA questions to be circulated to members</li> </ul> </li> </ul>	Secretariat
Santos Update	<ul> <li>Santos Monthly Activity Update for November 2019 was distributed in hard copy to members and emailed out of session on 6 November 2019. The October Monthly Activity Update was emailed out of session to members on 10 October 2019.</li> <li>Santos tabled responses to previous questions from People for the Plains:         <ul> <li>Action Item 38.2 – Questions from PFTP directed to Santos – Media Release on Ammonium Nitrate Plant</li> <li>Action Item 38.4 – Questions from PFTP directed to Santos – General</li> <li>Action Item 39.4 – Question from PFTP to Santos – Media Release on Ammonium Nitrate Plant and payment of royalties</li> </ul> </li> </ul>	
	<ul> <li>Presentation/Handout/Links:         <ol> <li>Santos Monthly Activity Updates are available from                 <a href="https://narrabrigasproject.com.au/community/consultative-committee/">https://narrabrigasproject.com.au/community/consultative-committee/</a> for the relevant month and also at                 <a href="https://narrabrigasproject.com.au/about/monthly-updates/">https://narrabrigasproject.com.au/community/consultative-committee/</a> for the relevant month and also at                 <a href="https://narrabrigasproject.com.au/about/monthly-updates/">https://narrabrigasproject.com.au/about/monthly-updates/</a> </li> </ol></li></ul> <li>Responses to Action Items will be available from         <ul>             https://narrabrigasproject.com.au/community/consultative-committee/november-2019/</ul></li>	
EPA Update	<ul> <li>EPA representatives were an apology for the meeting due to commitments associated with the declaration of a State of Emergency in NSW for catastrophic fire conditions.</li> <li>Presentation/Handout/Links:</li> </ul>	
	<ol> <li>Final Narrabri CCC EPA Newsletter September/October 2019 will be available when finalised from <u>http://www.epa.nsw.gov.au/licensing-and-regulation/gas-industry/gas-industry-in-nsw/community-involvement</u> </li> </ol>	

Page 2 of 4

DPIE Update	<ul> <li>DPIE representative on telephone to provide DPIE update.</li> <li>DPIE are finalising assessment report and recommendations for consideration of NSW Minister for Planning and Public Spaces for referral to the Independent Planning Commission (IPC).</li> <li>Representative advised that it is likely that IPC consideration would not be until the New Year.</li> <li>Members raised the matter that the terms of reference for the Gas Community Benefit Fund have not yet been finalised.</li> </ul>	
Next Meeting	Tuesday 10 December, Narrabri RSL Club 11.00am – 2.00pm	
Meeting closed	11.55am	

### Action Items

REF	Action	Entity/Person	Status
41.1	Questions from CWA to Santos – October 2019	Santos	
40.1	Questions from PFTP to DPIE - September 2019	DPIE	
40.2	Questions from PFTP to Santos - September 2019	Santos	
40.3	Supplementary Questions from PFTP to Santos - September 2019	Santos	
40.4	Questions from PFTP to EPA - September 2019	EPA	
40.6	Distribute Western Slopes Pipeline Communique to NGP CCC members	NCoC representative	Complete 12/11/19
40.7	Committed to ask as representative on the Whitehaven CCC whether brine was going to be used in site trials as an alkalising agent.	NCoC representative	Complete 12/11/19
39.1	Questions from PFTP directed to Santos July 2019 NGPCCC	Santos	
39.2	Questions from PFTP directed to Govt Departments July 2019 NGPCCC	DPIE/Gov't	
39.3	Questions from PFTP – General Business July 2019 NGPCCC	Chair/various	
39.4	Question from PFTP to Santos – Media Release on Ammonium Nitrate Plant and payment of royalties	Santos	Complete 12/11/19
38.1	Questions from PFTP directed to Santos – Water Portal	Santos	
38.2	Questions from PFTP directed to Santos – Media Release on Ammonium Nitrate Plant	Santos	Complete 12/11/19
38.4	Questions from PFTP directed to Santos – General	Santos	Complete 12/11/19
38.5	Questions from PFTP directed to Government – Bacteria	Government	

Page 3 of 4

## Future Agenda Items

REF	Agenda Item	Entity/Person	Status
41.1	DPIE (Water) – update on Water Monitoring Strategy for Coal Basins in NSW – Gunnedah Basin	DPIE (Water)	Q2 - 2020
38.1	Provide information to the committee on Social Impact Assessment Guidelines.	DPIE	ТВА
33.2	Update on progress on implementing Recommendation 9 of the Final Report of the Independent Review of Coal Seam Gas Activities in NSW in relation to Environmental risk & responsibility and insurance arrangements for the NSW CSG industry.		ТВА

Page 4 of 4

## 12.2 DELEGATES REPORT - NEW ENGLAND JOINT ORGANISATION MEETING - NOVEMBER 2019

Responsible Officer: Catherine Redding, Mayor

Author: Delece Hartnett, Personal Assistant to GM & Mayor

Attachments: 1. NEJO Board Minutes - Monday 25 November 2019 🗓 🛣

## DELIVERY PROGRAM ALIGNMENT

## 4. Leadership

- Objective 4.4 Our strategic goals will be achieved through transparent and accountable planning and reporting
- Strategy 4.4.2 Ensure effective and sound local governance practice

## RECOMMENDATION

- 1. That Council note Mayor Redding's Delegates Report on the New England Joint Organisation (NEJO) Meeting held on Monday 25 November 2019.
- 2. That Council form its position on the preferred NEJO Membership structure.

# **DELEGATES REPORT**

The New England Joint Organisation (NEJO) held a Meeting in Armidale on Monday 25 November 2019.

The Minutes from the meeting are attached.

A matter that was raised at the meeting was the NEJO Membership Structure (Item 7.4).

I moved the following motion, which was resolved:

# 34/19 RESOLUTION

*i)* That individual Board members discuss a new proposed fee at their December Council meetings.

*ii)* That this matter is deferred until the next NEJO Board meeting.

Moved: Narrabri Seconded: Tenterfield

CARRIED

Councillors should refer to the NEJO Board Meeting papers for 25 November 2019 available to them on their iPads; with the aim of forming a preferred position on the NEJO Membership Structure, so that it can be put to the next NEJO Board Meeting.

#### MINUTES OF THE NEW ENGLAND JOINT ORGANISATION OF COUNCILS (NEJO) MEETING HELD ON 25 NOVEMBER 2019 IN THE COUNCIL CHAMBERS, ARMIDALE REGIONAL COUNCIL, HEAD OFFICE, 135 RUSDEN STREET, ARMIDALE COMMENCING AT 10.00AM

Present:

Cr Michael Pearce (Chairperson), Cr Peter Petty (Deputy Chairperson), Cr Simon Murray (Armidale Regional Council), Cr Carol Sparks (Glen Innes Severn Council), Cr Paul Harmon (Inverell Shire Council) and Cr Cathy Redding (Narrabri Shire Council).

### In attendance:

Ms Susan Law (Armidale Regional Council), Mr David Aber (Uralla Shire Council), Mr Craig Bennet (Glen Innes Sevem Council), Mr Terry Dodds (Tenterfield Shire Council), Mr Stewart Todd (Narrabri Shire Council), Mr Craig Jenkins (Director New England & North West, DPC Regional), Mr Darren Keegan (Deputy Director New England & North West, DPC Regional), Ms Jodie Healy (Office Local Government) and Mrs Brooke Southwell (NEJO Executive Officer).

### Presenters:

Mr Harris Short (Child Safe Standards Regulation), Mr Andrew Malowiecki (Cardno), Ms Sheridan Hopkins (NSW Treasury: Infrastructure lending) and Mr Paul Cornall (Forsyths).

## 1. WELCOME

The Chairperson opened the meeting at 10.19am.

### 2. ACKNOWLEDGEMENT OF COUNTRY

The Chairperson provided an Acknowledgement of Country.

## 3. APOLOGIES

Apologies were received from Mr Lester Rogers (Moree Plains Shire Council), Katrina Humphries (Moree Plains Shire Council), Mr Angus Witherby (Moree Plains Shire Council), Mr Paul Henry (Inverell Shire Council), Ms Janelle Saffin MP (Member for Lismore), Mr Adam Marshall MP (Member for Northern Tablelands), Mr Barnaby Joyce MP (Member for New England) and Mr Roy Butler MP (Member for Barwon).

### 31/19 RESOLUTION:

That the apologies be received and noted.

Moved: Armidale Seconded: Tenterfield

CARRIED

## 4. <u>DISCLOSURE OF CONFLICT OF INTEREST/PECUNIARY AND NON-PECUNIARY</u> <u>INTERESTS</u>

No disclosures were made by members.

### 5. MINUTES OF THE PREVIOUS MEETING HELD 26 AUGUST, 2019

32/19 RESOLUTION:

That the minutes of the meeting held on 26 August, 2019 be adopted as a true and accurate record.

Moved: Inverell Seconded: Armidale

### 6. PRESENTATIONS

Presentations were deferred.

7. <u>REPORTS</u>

7.1 Road Network Strategy - Stage 1 Report and Presentation by Cardno

This item was deferred.

7.2 Audited Financial Statements

This item was deferred.

7.3 YTD Financial Report

33/19 RESOLUTION:

That the Income and Expenditure Statement be received and noted.

Moved: Inverell Seconded: Glen Innes

CARRIED

#### 7.4 NEJO Membership Structure

- The Chairman provided an update on the RAMJO fees which are between \$8,773 \$51,130.
- Armidale, Glen Innes and Inverell preferred Option A and Tenterfield preferred Option B.
- Board members agreed to discuss the new proposed fee with their fellow Councillors.
- Armidale expressed concerns with Option B because if one Council is providing a higher fee, they may feel like they are entitled to more than one vote.
- Armidale's preference is each board member pays one fee for one vote.
- The Chair noted that it is important that NEJO is financially secure.

34/19 RESOLUTION

- That individual Board members discuss a new proposed fee at their December Council meetings.
- ii) That this matter is deferred until the next NEJO Board meeting.

Moved: Narrabri Seconded: Tenterfield

CARRIED

Page 2 of 7

#### 7.5 Appointment of Deputy Chair

Narrabri nominated Peter Petty as Deputy Chair. This was supported by Armidale. Peter Petty accepted the nomination.

### 35/19 RESOLUTION

 That the Board approve Peter Petty, Mayor of Tenterfield Shire Council as Deputy Chair of NEJO.

Moved: Narrabri Seconded: Inverell

#### CARRIED

Presentation: Sheridan Hopkins - NSW Treasury Corp: Infrastructure lending.

- TCORP is one of the largest loan providers to Councils and is currently lending around \$250 Million to 40 Councils.
- TCORP have rates significantly lower than domestic banks.
- TCORP is an arm of Treasury. Every loan is based on the same basis irrespective of tenor or credit quality.
- Overview of the low cost loan initiative where OLG reimburses 50% of the interest rate cost of a maximum 10 year loan for infrastructure projects.

#### 7.1 Road Network Strategy – Stage 1 Report and Presentation by Cardno

- Andrew Malowiecki provided an update on the Stage 1 report, including an overview of the aims, stakeholders and project stages.
- Stage 1 findings to date show the New England has forestry and livestock in the East and Broadacre and cropping in the West. Feed lot areas will be more important in the future.
- There is an under reporting of motor vehicle accidents.
- There is a growth of drive tourism and drivers are inexperienced.
- Uralla asked whether Gwydir are interested in being involved. It was noted that they have been invited to participate.

# ACTION: EO to send out Stage 1 Report to Road Network Working Group to seek further input from stakeholders within each Council.

36/19 RESOLUTION

i) That the Stage 1 Report on the Road Network Strategy is received and noted.

Moved: Inverell Seconded: Armidale

#### CARRIED

- 7.2 Audited Financial Statements
  - Paul Cornall from Forsyths presented the Audited Financial Statements.
  - The audited financial statements relate to May 2018 to June 2019.
  - The next audit will be for a 12 month period.
  - There has been \$272,000 carried forward to 2019-2020 financial year.
  - The audit was completed on time.
  - The challenge moving forward will be managing a large scale operation and staff.

Page 3 of 7

### 37/19 RESOLUTION

The NEJO Board receive and note the report and adopt the Audit report for the period ending 30 June 2019.

Moved: Tenterfield Seconded: Narrabri

CARRIED

#### 7.6 JO Chairs meeting overview

- Tenterfield asked about the Chair and Deputy Chair of the JO Chairs meeting.
- It was explained that the reason for the positions is continuity and administration.
- Inverell questioned whether these positions would make decisions on behalf of the group.
- The NEJO Chair stated this is not the intention.
- Tenterfield raised concerns around the large number of local government groups representing the local government industry.

### ACTION: NEJO Chair to ask JO Chairs if the NEJO Board can attend as observers.

- Narrabri Shire Council General Manager stated there is a risk that important government representatives will stop attending Country Mayors and that they will attend the JO meetings instead.
- OLG stated that the JO Chairs meeting is run by the JO Chairs and that OLG are invited.
- Tenterfield General Manager raised concerns around the LG Ministerial Advisory Group and asked OLG what is the purpose of the group. OLG stated it is a small group of peak body representatives.

### 38/19 RESOLUTION

That the JO Chairs meeting report is received and noted.

Moved: Narrabri Seconded: Glen Innes

CARRIED

7.7 NEJO Water Update

39/19 RESOLUTION

That the NEJO Water Update report is received and noted.

Moved: Tenterfield Seconded: Armidale

CARRIED

Page 4 of 7

7.8	NEJO	Shared	Services	Update

40/19 RESOLUTION

- i) That the NEJO Shared Services report is received and noted.
- ii) That the report from Central NSW JO on Best Practice in Aggregated procurement project plan is received and noted.
- Moved: Inverell Seconded: Armidale

CARRIED

7.9 Risk Management and Internal Audit Framework

41/19 RESOLUTION

That the Board:

- i) Receive and note the Risk Management and Internal Audit Framework Report;
- ii) Review the attached letter of response; and
- iii) Provide any requested changes to the EO by Friday 6 December 2019.

Moved: Inverell Seconded: Tenterfiel	ld
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CARRIED

7.10 Northern Inland Regional Waste Group

The Chairman stated that the NIRWG meeting was held last week. The group are funded by EPA. There were no issues with the Draft MOU.

42/19 RESOLUTION

That the Board:

- Approve the project sponsor, Inverell Shire Council General Manager to consider and decide on the best course of action for any requested changes to NIRWG to the Draft MOU; and
- ii) That all Board members sign off on the MOU once finalised.

Moved: Inverell Seconded: Armidale

CARRIED

7.11 Code of meeting practice

43/19 RESOLUTION

That the Code of meeting practice is approved by the Board and is uploaded to the NEJO website.

Moved: Tenterfield Seconded: Narrabri

CARRIED

Page 5 of 7

#### 7.12 EO Report

Tenterfield thanked the EO for the work she has done with NEJO and for the Quarterly Report on activities.

44/19 RESOLUTION

That the EO Report is received and noted.

Moved: Narrabri Seconded: Armidale

CARRIED

7.13 OLG \$150 Grant submission

45/19 RESOLUTION

That the Board approve NEJO apply for \$75k towards stage 5 of the Road Network Strategy and \$75k towards a NEJO Tourism Promotional Campaign through the OLG Joint Organisation Capacity Building Fund.

Moved:	Inverell	Seconded:	Tenterfield

CARRIED

7.14 NEJO Advocacy

Board members agreed that it would be good to review which Ministers they are going to meet with in Sydney and Canberra.

# ACTION: Executive Officer to provide a list for Board to review prior to visits to Sydney and Canberra.

46/19 RESOLUTION

- A. That the NEJO Advocacy Report is received and noted.
- B. That member Council's provide background information from their LGA about areas of advocacy to the EO, to assist with the NEJO advocacy efforts and ministerial briefings.
- C. That the Board decide travel dates for the following JO trips:
  - a. Sydney NEJO Board meeting and Advocacy trip between 11-15 May 2020
  - b. Canberra NEJO Board meeting and Advocacy trip between 11-20 August 2020.

Moved: Inverell Seconded: Armidale

CARRIED

8. NEXT NEJO BOARD MEETING:

Tenterfield agreed to host the next NEJO Board meeting.

Page 6 of 7

- 9. GENERAL BUSINESS
- Glenn Innes requested NEJO to advocate for disaster areas to have rates waived to lesson the burden on people affected by drought and fires. Board members discussed the positives and negatives of this recommendation.
- Inverell suggested that NEJO could write to state and federal members asking them to freeze payroll tax and freeze company tax instead.
- Tenterfield General Manager suggested the Executive Officer should first speak with David Thompson from RDA who has been doing some work in this area.

# ACTION: Tenterfield General Manager to send contact details for David Thompson to Executive Officer.

Presentation from Harris Short: Child Safe Standards Regulation

- NEJO is the first JO to agree to a presentation on the Child Safe Standards.
- The Children's Guardian Bill was approved last week to promote the safety, welfare and wellbeing of children.
- There have been some key findings from the royal commission into sexual abuse.
- An overview of reportable offences and reportable conduct was provided.
- Child safe standards can assist with youth Councils included onboarding and promotion.
- Each Council needs a Child Safe Policy.
- The new audits relate to a Council self-assessment.

# ACTION: Harris Short to send the New Child Safe Policy to NEJO EO to distribute to member Council's.

The Chair wished everyone a safe and enjoyable Christmas and gave well wishes to the Executive Officer during her unpaid matemity leave.

As there was no further business, the meeting closed at 12:40pm.

CR MICK PEARCE

**CHAIRPERSON** 

Page 7 of 7

12.3	MINUTES OF DECEMBER 2		NARRABRI	AIRPORT	ADVISORY	COMMITTEE	MEETING	HELD	ON	3
Respons	sible Officer:	Lind	say Mason,	Director C	orporate ar	nd Community	Services			
Author:		Lindsay Mason, Director Corporate and Community Services								
Attachn	nents:	1.	Airport Ad	visory Cor	nmitte Mee	ting Minutes	- 3 Decemb	oer 201	.9 <u>J</u> 🖥	Jebr

## RECOMMENDATION

That the Minutes of the Narrabri Airport Advisory Committee Meeting held on 3 December 2019 be received and the recommendations therein be adopted.

## REPORT

The objective of the Narrabri Airport Advisory Committee ("**Committee**") is to provide independent advice to the Council on matters relating to the Narrabri Airport Service Plan.

A copy of the Committee Meeting minutes are attached.

## NARRABRI AIRPORT ADVISORY COMMITTEE MEETING MINUTES

3 DECEMBER 2019

## MINUTES OF NARRABRI SHIRE COUNCIL NARRABRI AIRPORT ADVISORY COMMITTEE MEETING HELD AT THE NARRABRI SHIRE COUNCIL CHAMBERS, 46-48 MAITLAND STREET, NARRABRI ON TUESDAY, 3 DECEMBER 2019 AT 3.00PM

 PRESENT:
 Cr Cameron Staines (Deputy Mayor), Cr Catherine Redding (Mayor), Cr Ron

 Campbell, Director Corporate and Community Services Lindsay Mason

## 1 OPENING AND WELCOME

Meeting opened at 3.06pm.

## 2 APOLOGIES/GRANTING OF LEAVE OF ABSENCES

Nil

## 3 CONFIRMATION OF MINUTES

### MINUTE NAAC-003/2019

Moved: Cr Cameron Staines Seconded: Cr Ron Campbell

That the minutes of Narrabri Airport Advisory Committee Meeting of the Narrabri Shire Council held on 26 March 2019 as circularised be confirmed.

CARRIED

### 4 REPORTS

## 4.1 NARRABRI AIRPORT - 2018/2019 FINANCIAL RESULTS

### MINUTE NAAC-004/2019

Moved: Cr Cameron Staines Seconded: Cr Catherine Redding

That the Narrabri Airport Advisory Committee note the information provided in this report.

CARRIED

### 5 ACTIONS

## 6 NEXT MEETING

Page 1

## NARRABRI AIRPORT ADVISORY COMMITTEE MEETING MINUTES 3 DECEMBER 2019

## 7 MEETING CLOSED

The Meeting closed at 3.20pm.

The minutes of this meeting were confirmed at the Narrabri Airport Advisory Committee Meeting held on .

.....

CHAIRPERSON

Page 2

	MINUTES OF NOVEMBER 2		CROSSING THEATRE ADVISORY COMMITTEE MEETING HELD ON 27				
Responsible Officer:		Lindsay Mason, Director Corporate and Community Services					
Author:		Lindsay Mason, Director Corporate and Community Services					
Attachm	ents:	1.	The Crossing Theatre Advisory Committee Meeting Minutes - 27 November 2019 J				

# RECOMMENDATION

That the Minutes of The Crossing Theatre Advisory Committee Meeting held on 27 November 2019 be received and the recommendations therein be adopted.

## REPORT

The objective of The Crossing Theatre Advisory Committee ("**Committee**") is to provide independent advice to the Council on matters relating to The Crossing Theatre Service Plan.

The Minutes contain no recommendations requiring Council consideration. The Minutes are attached.

## THE CROSSING THEATRE ADVISORY COMMITTEE MEETING MINUTES 27 NOVEMBER 2019

## MINUTES OF NARRABRI SHIRE COUNCIL THE CROSSING THEATRE ADVISORY COMMITTEE MEETING HELD AT THE NARRABRI SHIRE COUNCIL CHAMBERS, 46-48 MAITLAND STREET, NARRABRI ON WEDNESDAY, 27 NOVEMBER 2019 AT 5.45 PM

PRESENT: General Manager Stewart Todd, Director Corporate Services Lindsay Mason, Cr Robert Kneale, Cr Catherine Redding (Mayor), Mr Colin Tann, Acting Manager The Crossing Theatre Paul Shelley, Cr Ron Campbell

## IN ATTENDANCE:

Director Corporate Services Lindsay Mason, Cr Robert Kneale and Acting Manager The Crossing Theatre Paul Shelley

### 1 OPENING AND WELCOME

### 2 APOLOGIES/GRANTING OF LEAVE OF ABSENCES

### Nil

### 3 CONFIRMATION OF MINUTES

### MINUTE TCTAC-005/2019

Moved: Cr Robert Kneale Seconded: Acting Manager The Crossing Theatre Paul Shelley

That the minutes of The Crossing Theatre Advisory Committee Meeting of the Narrabri Shire Council held on 7 May 2019 as circularised be confirmed.

CARRIED

### 4 REPORTS

### 4.1 THE CROSSING THEATRE FINANCIAL RESULT 30 JUNE 2019

## MINUTE TCTAC-006/2019

Moved: Cr Robert Kneale Seconded: Acting Manager The Crossing Theatre Paul Shelley

That the committee note the result of operations of The Crossing Theatre to 30 June 2019

CARRIED

Page 1

## THE CROSSING THEATRE ADVISORY COMMITTEE MEETING MINUTES 27 NOVEMBER 2019

## 4.2 CAPITAL WORKS UPDATE

## MINUTE TCTAC-007/2019

Moved: Cr Robert Kneale Seconded: Acting Manager The Crossing Theatre Paul Shelley

That the Crossing Theatre Advisory Committee receive and note the information contained in this Capital Works Update report.

CARRIED

## 5 ACTIONS

Nil

6 NEXT MEETING

To be advised

## 7 MEETING CLOSED

The Meeting closed at 6:15pm.

The minutes of this meeting were confirmed at the The Crossing Theatre Advisory Committee Meeting held on .

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CHAIRPERSON

Page 2

# 12.5 2020 COUNCIL ELECTIONS UPDATE

Responsible Officer:	Linds	say Mason, Director Corporate and Community Services
Author:	Zoe S	Saunders, Community Relations Manager
Attachments:	1. 2. 3. 4.	Service Estimate Covering Letter 🖳 🖾 LGE 2020 Cost Estimate 🖳 🖾 Letter to Minister for Local Government 🖳 🛣 Table F: Council Net Bills Subsidised 🖳 🛣

5. Table E: Council Bills Cost Recovery No Subsidy 🗓 🛣

# DELIVERY PROGRAM ALIGNMENT

# 4 Leadership

Objective 4.4 Our strategic goals will be achieved through transparent and accountable planning and reporting

# Strategy 4.4.2 Ensure effective and sound local governance practice

# **EXECUTIVE SUMMARY**

Council resolved at the September Ordinary Council Meeting to engage the services of the NSW Electoral Commission ("NSWEC") to conduct the 2020 Council elections. At the time of the resolution deadline requested by NSWEC, the estimated total cost from the Independent Pricing and Regulatory Tribunal ("IPART") was used to provide a guide to the cost of running elections in 2020. The Office of Local Government delayed the deadline for making a decision until 1 October 2019 which meant all Councils conducting elections in 2020 had to have their resolutions passed without being provided a service estimate from the NSWEC.

# RECOMMENDATION

- 1. That Council note the cost of the 2020 Local Government Election is \$156,130 (inc. GST).
- 2. That the cost of the election be funded from the restricted asset held for elections being \$127,000, with the remainder funded from operating expenses in 2020/21 financial year.
- **3.** That Council continue to lobby the NSW Government over the increased cost burden to Narrabri Shire Council.

# BACKGROUND

Council elections are held every four (4) years and are next due in September 2020. Since 2008, council elections have been undertaken on a full cost recovery basis. The NSWEC pays the direct costs of the election and then invoices councils once the elections are completed plus an Election Management Fee to cover the NSWEC's corporate overheads.

The NSW Government asked IPART to undertake a review of local government election costs for the 2020 elections. IPART was asked to recommend a costing methodology that minimises the financial burden on councils and ensures local government elections are conducted efficiently and cost effectively. The final report was issued on 18 September 2018 with associated costing methodologies that included comparison of individual Council bills including proposed government

subsidy and excluding proposed government subsidy based off costings obtained from previous elections. Comparison of net bills under IPART's proposal – including proposed government subsidy (nominal) indicated Narrabri's 2016-2017 Electoral Commission bill was \$82,000, the 2020 cost-reflective bill was estimated to be \$115,000 and following the review, the revised estimated 2020 net bill, including the NSW government subsidy would equate to \$89,000. The difference in the net bill versus the full cost recovery bill indicated an estimated reduction of \$26,000, which represents a 23% decrease. (The costing estimates contained in the IPART report are attached to this report).

The IPART report was made available on 18 September 2019, the IPART report was reviewed and the estimates included in the September report presented to Council on 24 September 2019 with the model resolution that was required to be accepted prior to 1 October 2019.

Official service estimates from the NSWEC to conduct the 2020 Council elections were not received by Council prior to the September Ordinary Council Meeting where a resolution had to be made. Most other councils in NSW who resolved to engage the services of the NSWEC were also required to resolve to enter into an agreement prior to a cost estimate being provided by the NSWEC. Cost estimates were received by Council on 26 September 2019 (2 days after the September Ordinary Council Meeting). The cost estimate and covering letter received from the NSWEC are attached to this report. The estimated cost provided by NSWEC was \$156,130, not the estimated \$115,000 provided by the IPART review. Coupled with this is the NSWEC estimated price, which has had the subsidy applied to give this net figure. This means that without the subsidy provided by the NSW Government, the estimated price would have been \$182,130 to run the election.

Upon receiving the cost estimates, Council contacted the NSWEC to enquire about the estimates provided due to the variance between the 2016 cost and the IPART costing methodology applicable to Narrabri Shire Council. NSWEC maintains the figures contained in the IPART report had no correlation to the cost estimates prepared by the NSWEC that were based on several costs that have increased including but not limited to; staffing, workers compensation insurance premiums, venue hire, printing, call centre costs.

Council wrote to the Minister of Local Government on 23 October 2019 regarding the significant variance in cost estimates from the IPART report. It is understood many councils have also contacted the Minister of Local Government regarding this issue.

Council received from the NSWEC the 2020 Election Service Agreement for the conduct of Council's 2020 local government election on 7 November 2019. The agreement is to be entered on or before 1 January 2020.

# **CURRENT SITUATION**

Council have expressed their concerns with the increase in election costs with the Minister for Local Government and have questioned the cost estimate directly with the NSWEC. Council were required to resolve to enter into an arrangement with the NSWEC prior to 1 October 2019 which was done on 24 September 2019 without the ability to access cost estimates. The cost estimate received by Council to conduct the 2020 local government election is \$156,130 including GST which Council are able to fund from the restricted asset account for Elections. Council are required by the resolution made in September, to enter into this agreement prior to, or on, 1 January 2020.

# FINANCIAL IMPLICATIONS

The cost for the NSWEC to conduct the 2020 election (including the government subsidy) is \$156,130 including GST. Council currently holds \$127,000 in restricted assets for the running of elections. The remaining funds will be provided from operational funding.

# STATUTORY AND POLICY IMPLICATIONS

Elections are conducted pursuant to section 296(2) and (3) of the *Local Government Act 1993*. It is mandatory to have an election in September 2020.

## CONSULTATION

## **External Consultation**

- NSW Electoral Commission.
- NSW Minister for Local Government.
- IPART.

# Internal Consultation

• Financial Services Manager.



Dear General Manager/CEO,

### Ref: Service estimate for the conduct of the 2020 local government elections

On 18 September 2019, the Government released its response to the 'Review of local government costs' conducted by the Independent Pricing and Regulatory Tribunal (IPART). As part of its response to that Review, the Government has announced it will provide \$19.9m to fund the NSW Electoral Commission's core costs for the September 2020 local government elections.

In light of the release of the Government's response we are now in a position to provide you with an estimate of the cost of conducting Council's election.

This estimate takes into account the Government's announced contribution to the NSW Electoral Commission's costs. The estimate also covers use of our new vote count engine, incorporating the Weighted Inclusive Gregory Method. This estimate does not take into account the cost of any polls or referenda that Council may wish to conduct. We will be happy to revise our estimate should Council require polls or referenda to be conducted.

If you have not already done so, should Council resolve to enter into an arrangement with the NSW Electoral Commission to administer its 2020 election, please send us a copy of that resolution on or before 1 October 2019, as required by section 296(5A)(a) of the *Local Government Act 1993* (the Act). The NSW Electoral Commission will then send Council a copy of the service contract for review and approval. All contracts must be signed and returned no later than 1 January 2020, as required by section 296(5A)(b) of the Act.

If Council cannot pass the requisite resolution on or before 1 October 2019, we would ask that it be provided as soon as possible thereafter to enable the Electoral Commissioner to consider the resolution pursuant to section 296(5) of the Act. This provision empowers the Commissioner to enter into an arrangement to administer the election if he is satisfied that there are exceptional circumstances that make it desirable or necessary for him to do so.

The Commissioner has formed the preliminary view that constraints placed on councils in the context of the timing of the IPART review constitute 'exceptional circumstances' for the purposes of section 296(5). Having said, it must be stressed that, to enable the NSW Electoral Commission to adequately plan for all council elections which it is engaged to conduct, any contracts must still be signed and returned to it no later than 1 January 2020.

If you have any questions regarding the attached estimate or the process, please contact me by telephone on (02) 9290 5431 or email at <a href="https://www.sevenuet.org">stude.com/www.sevenuet.org</a> 5431 or email at <a href="https://www.sevenuet.org">stude.org</a> 5431 or email at <a href=

Yours faithfully,

Steve Robb Director Customer Service & Relationship Management

Level 25, 201 Kent Street SYDNEY NSW 2000 | GPO Box 832 SYDNEY NSW 2001 P 1300 135 736 | F 02 9290 5991 | elections.nsw.gov.au



# 2020 Local Government Election - Cost Estimate Narrabri Shire Council

Projects / Deliverables	Amount
Ballot Papers	5,116
Call Centre	4,353
Event Management	1,914
Event Staffing	82,819
Information Technology	5,313
Logistics	6,903
Multi-Area Polling	180
Postal Voting	1,272
Venues	29,413
Voter Awareness	4,653
TOTAL (excluding GST)	141,936
GST	14,194
TOTAL (including GST)	156,130

## Assumptions

LGE 2020 Election Status - Fully Contested

NSWEC will conduct a similar proportion of council elections to 2016-17

Excludes cost for any referendum or poll a council may request NSWEC to conduct

All aspects of the election process will be as 2016/2017

Shared resources will be utilised where practical

## Contact Details

Enquiries to Steve Robb, Director Customer Service & Relationship Management Tel: 02 9290 5431 Email: Steve.Robb@elections.nsw.gov.au

Level 25, 201 Kent Street Sydney 2000, GPO Box 832, Sydney 2001 Tel 02 9290 5999 Fax 02 9290 5991 ABN 94 828 824 124



on our behalf to the NSWEC asking that they revise its cost estimate to NSW councils to align with the cost estimates published by IPART in the Final Report into the Review of local government election costs.

Regards,

Ma

Lindsay Mason Director Corporate Services

Page 2

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# F Council net bills - Subsidised

government subsidy (nominal)										
	2016-17 bill	2020 Cost- reflective bill	2020 Subsidy	2020 Net bill – including subsidy	Difference – 2020 net bill vs 2016-17		Difference – Net bill vs Full cost- recovery bill			
	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	%		
Albury	236	376	107	268	32	13%	-107	-29%		
Armidale	169	235	56	179	10	6%	-56	-24%		
Ballina	227	348	90	257	30	13%	-90	-26%		
Balranald	19	31	10	21	1	6%	-10	-33%		
Bathurst	236	336	80	256	20	9%	-80	-24%		
Bayside	636	969	283	686	50	8%	-283	-29%		
Bega Valley	212	301	64	237	26	12%	-64	-21%		
Bellingen	80	119	30	89	9	11%	-30	-26%		
Berrigan	55	78	17	61	6	10%	-17	-22%		
Blacktown	1,306	2,032	550	1,482	176	13%	-550	-27%		
Bland	44	65	18	47	3	7%	-18	-28%		
Blayney	45	70	21	49	4	8%	-21	-30%		
Blue Mountains	384	582	159	423	39	10%	-159	-27%		
Bogan	25	37	9	27	2	8%	-9	-25%		
Bourke	26	40	12	28	2	7%	-12	-30%		
Brewarrina	17	27	9	18	1	6%	-9	-33%		
Broken Hill	131	186	44	142	10	8%	-44	-24%		
Burwood	157	237	70	167	9	6%	-70	-30%		
Byron	178	270	68	202	24	14%	-68	-25%		
Cabonne	93	145	45	100	7	8%	-45	-31%		
Camden	329	575	134	441	112	34%	-134	-23%		
Campbelltown	605	965	285	680	75	12%	-285	-30%		
Canada Bay	435	643	176	466	32	7%	-176	-27%		
Canterbury- Bankstown	1,447	2,191	637	1,554	107	7%	-637	-29%		
Carrathool a	4	19	9	9	5		-9			
Central Coast	1,599	2,404	681	1,723	123	8%	-681	-28%		
Central Darling			5							
Cessnock	288	446	114	332	44	15%	-114	-25%		
Clarence Valley	272	404	101	303	31	11%	-101	-25%		
Cobar	30	45	13	32	2	8%	-13	-29%		
Coffs Harbour	421	604	133	471	50	12%	-133	-22%		
Coolamon <sup>a</sup>	9	29	16	13	4		-16			

# Table F.1 Comparison of net bills under IPART's proposal – including proposed government subsidy (nominal)

108 IPART Review of local government election costs

	2016-17 bill	2020 Cost- reflective bill	2020 Subsidy	2020 Net bill – including subsidy	Difference – bill vs	2020 net 2016-17	Net bill vs	ference – Full cost- overy bill
	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	%
Coonamble	27	41	12	29	2	7%	-12	-28%
Cootamundra- Gundagai	73	108	30	78	5	6%	-30	-28%
Cowra	87	126	31	95	7	9%	-31	-24%
Cumberland	799	1,246	395	851	52	6%	-395	-32%
Dubbo	291	417	99	318	27	9%	-99	-24%
Dungog	59	90	25	65	6	9%	-25	-28%
Edward River	61	87	22	65	4	6%	-22	-25%
Eurobodalla	245	360	84	276	31	13%	-84	-23%
Fairfield			362					
Federation	78	114	31	84	6	7%	-31	-27%
Forbes	58	84	22	62	4	7%	-22	-26%
Georges River	620	927	269	657	38	6%	-269	-29%
Gilgandra	32	51	17	34	2	7%	-17	-33%
Glen Innes Severn	55	79	21	58	3	6%	-21	-26%
Goulburn Mulwaree	161	231	51	181	20	12%	-51	-22%
Greater Hume	58	92	27	65	7	12%	-27	-29%
Griffith	146	211	51	160	13	9%	-51	-24%
Gunnedah			30					
Gwydir	38	56	16	41	3	8%	-16	-28%
Hawkesbury	348	528	143	384	36	10%	-143	-27%
Hay	24	37	12	26	2	7%	-12	-31%
Hilltops	143	191	38	154	10	7%	-38	-20%
Hornsby	685	1,052	315	736	52	8%	-315	-30%
Hunters Hill	74	118	39	80	6	8%	-39	-33%
Inner West	899	1,339	363	975	76	8%	-363	-27%
Inverell	96	135	31	105	8	9%	-31	-23%
Junee	33	50	14	35	3	9%	-14	-29%
Kempsey			62					
Kiama	171	233	42	191	19	11%	-42	-18%
Ku-ring-gai	558	829	231	599	40	7%	-231	-28%
Kyogle	54	82	23	60	6	11%	-23	-27%
Lachlan	35	52	16	36	2	5%	-16	-31%
Lake Macquarie			425					
Lane Cove	192	271	61	210	18	9%	-61	-23%
Leeton	54	89	30	59	5	9%	-30	-33%
Lismore	229	358	104	254	25	11%	-104	-29%
Lithgow	106	171	54	117	11	10%	-54	-32%

Review of local government election costs IPART 109

	2016-17 bill	2020 Cost- reflective bill	2020 Subsidy	2020 Net bill – including subsidy	Difference – 2020 net bill vs 2016-17		Net bill vs	ference – Full cost- overy bill
	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	%
Liverpool	866	1,380	393	987	121	14%	-393	-28%
Liverpool Plains	49	74	21	53	4	7%	-21	-29%
Lockhart	18	33	13	20	2	9%	-13	-40%
Maitland			164					
Mid-Coast	528	762	188	574	47	9%	-188	-25%
Mid-Western	146	201	35	167	21	14%	-35	-17%
Moree Plains	91	127	28	99	8	8%	-28	-22%
Mosman	171	257	72	184	13	7%	-72	-28%
Murray River	87	120	25	95	8	9%	-25	-21%
Murrumbidgee	20	37	17	20	1	5%	-17	-45%
Muswellbrook	86	126	31	95	10	11%	-31	-24%
Nambucca	119	176	41	134	16	13%	-41	-24%
Narrabri	82	115	26	89	7	9%	-26	-23%
Narrandera	42	61	15	45	4	9%	-15	-25%
Narromine	38	59	18	41	3	7%	-18	-31%
Newcastle	755	1,193	372	821	67	9%	-372	-31%
North Sydney	371	564	162	402	31	8%	-162	-29%
Northern Beaches	1,122	1,721	511	1,210	88	8%	-511	-30%
Oberon	37	59	20	40	3	7%	-20	-33%
Orange	238	374	115	258	20	9%	-115	-31%
Parkes	95	130	27	103	8	8%	-27	-21%
Parramatta	873	1,310	362	948	75	9%	-362	-28%
Penrith			386					
Port Macquarie- Hastings	447	695	183	511	65	14%	-183	-26%
Port Stephens	402	598	155	443	40	10%	-155	-26%
Queanbeyan	324	462	102	360	35	11%	-102	-22%
Randwick	644	940	254	686	42	6%	-254	-27%
Richmond Valley	131	197	52	145	14	11%	-52	-26%
Ryde	449	692	209	483	34	8%	-209	-30%
Shellharbour	362	553	158	395	33	9%	-158	-29%
Shoalhaven	516	798	218	580	64	12%	-218	-27%
Singleton	121	181	46	136	15	13%	-46	-25%
Snowy Monaro	158	204	33	171	13	8%	-33	-16%
Snowy Valleys	75	118	37	81	5	7%	-37	-31%
Strathfield	175	254	65	189	14	8%	-65	-25%
Sutherland	984	1,502	431	1,071	87	9%	-431	-29%
Sydney City	986	1,451	314	1,138	152	15%	-314	-22%
Tamworth	317	467	115	352	35	11%		-25%

110 IPART Review of local government election costs

# E Council bills – Cost-recovery (no subsidy)

,	ominal)						
Council	2016-17 bill	NSWEC Proposed bill, 2020 – 21	IPART – Full cost- recovery bill, 2020 – 21	Difference –		Differend vs NSWEC	e – IPART proposed
	(\$'000)	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	%
Albury	236	290	376	139	59%	85	29%
Armidale	169	212	235	66	39%	23	11%
Ballina	227	263	348	121	53%	84	32%
Balranald	19	34	31	12	59%	-3	-8%
Bathurst	236	284	336	100	43%	51	18%
Bayside	636	760	969	333	52%	209	28%
Bega Valley	212	268	301	89	42%	33	12%
Bellingen	80	106	119	39	49%	13	12%
Berrigan	55	72	78	23	41%	6	8%
Blacktown	1,306	1,486	2,032	727	56%	546	37%
Bland	44	68	65	21	48%	-4	-6%
Blayney	45	69	70	24	53%	1	1%
Blue Mountains	384	453	582	198	52%	129	29%
Bogan	25	44	37	11	45%	-8	-18%
Bourke	26	49	40	14	52%	-10	-20%
Brewarrina	17	33	27	10	58%	-6	-18%
Broken Hill	131	160	186	54	41%	26	16%
Burwood	157	195	237	80	51%	42	21%
Byron	178	216	270	93	52%	55	25%
Cabonne	93	146	145	53	57%	-1	-1%
Camden	329	396	575	246	75%	179	45%
Campbelltown	605	699	965	361	60%	266	38%
Canada Bay	435	513	643	208	48%	129	25%
Canterbury- Bankstown	1,447	1,694	2,191	744	51%	497	29%
Carrathoola	4	25	19	14	336%	-6	-25%
Central Coast	1,599	2,249	2,404	805	50%	155	7%
Central Darling	0	0	0				
Cessnock	288	348	446	158	55%	98	28%
Clarence Valley	272	322	404	132	48%	82	26%

Table E.1	Comparison of council bills – excluding proposed government subsidy
	(nominal)

104 IPART Review of local government election costs

Council	2016-17 bill	NSWEC Proposed bill, 2020 – 21	IPART – Full cost- recovery bill, 2020 – 21			Differenc vs NSWEC	e – IPART proposed
	(\$'000)	) (\$'000)	(\$'000)	(\$'000)	%	(\$'000)	%
Cobar	30	44	45	15	52%	2	4%
Coffs Harbour	421	462	604	183	43%	142	31%
Coolamon <sup>a</sup>	9	25	29	20	228%	4	17%
Coonamble	27	46	41	14	50%	-5	-11%
Cootamundra- Gundagai	73	105	108	34	47%	2	2%
Cowra	87	114	126	38	44%	11	10%
Cumberland	799	938	1,246	447	56%	308	33%
Dubbo	291	356	417	126	43%	61	17%
Dungog	59	90	90	31	52%	0	0%
Edward River	61	81	87	25	42%	6	7%
Eurobodalla	245	289	360	115	47%	71	24%
Fairfield - CAE	0	0	0				
Federation	78	110	114	36	47%	4	4%
Forbes	58	74	84	26	46%	10	13%
Georges River	620	747	927	307	50%	179	24%
Gilgandra	32	50	51	19	59%	1	1%
Glen Innes Severn	55	70	79	24	44%	9	12%
Goulburn Mulwaree	161	189	231	70	44%	42	22%
Greater Hume	58	103	92	34	58%	-11	-11%
Griffith	146	181	211	64	44%	30	16%
Gunnedah	0	0	0				
Gwydir	38	60	56	19	50%	-4	-6%
Hawkesbury	348	412	528	180	52%	116	28%
Hay	24	40	37	13	56%	-2	-5%
Hilltops	143	194	191	48	34%	-3	-2%
Hornsby	685	805	1,052	367	54%	247	31%
Hunters Hill	74	101	118	44	60%	17	17%
Inner West	899	1,071	1,339	440	49%	268	25%
Inverell	96	118	135	39	41%	18	15%
Junee	33	46	50	17	53%	3	7%
Kempsey	0	0	0				
Kiama	171	207	233	62	36%	27	13%
Ku-ring-gai	558	656	829	271	49%	174	26%
Kyogle	54	76	82	28	53%	6	8%
Lachlan	35	53	52	18	51%	0	-1%

Review of local government election costs IPART 105

Council	2016-17 bill	NSWEC Proposed bill, 2020 – 21	IPART – Full cost- recovery bill, 2020 – 21	Difference – IPART vs 2016-17				e – IPART proposed
	(\$'000)	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	%	
Lake Macquarie	0	0	0					
Lane Cove	192	230	271	79	41%	41	18%	
Leeton	54	85	89	35	64%	4	5%	
Lismore	229	282	358	128	56%	75	27%	
Lithgow	106	147	171	65	61%	24	16%	
Liverpool	866	1,009	1,380	514	59%	371	37%	
Liverpool Plains	49	76	74	25	50%	-3	-4%	
Lockhart	18	38	33	15	82%	-5	-13%	
Maitland	0	0	0					
Mid-Coast	528	746	762	235	45%	17	2%	
Mid-Western	146	181	201	56	38%	21	11%	
Moree Plains	91	127	127	35	39%	0	0%	
Mosman	171	211	257	85	50%	45	21%	
Murray River	87	135	120	33	38%	-15	-11%	
Murrumbidgee	20	43	37	18	91%	-6	-14%	
Muswellbrook	86	107	126	40	47%	19	18%	
Nambucca	119	152	176	57	48%	24	16%	
Narrabri	82	110	115	33	41%	5	5%	
Narrandera	42	60	61	19	46%	1	2%	
Narromine	38	53	59	21	55%	6	10%	
Newcastle	755	1,074	1,193	439	58%	120	11%	
North Sydney	371	442	564	192	52%	122	28%	
Northern Beaches	1,122	1,297	1,721	599	53%	423	33%	
Oberon	37	62	59	22	60%	-3	-5%	
Orange	238	320	374	136	57%	54	17%	
Parkes	95	118	130	35	37%	12	10%	
Parramatta	873	1,013	1,310	437	50%	296	29%	
Penrith	0	, 0	, 0					
Port Macquarie- Hastings	447	527	695	248	56%	168	32%	
Port Stephens	402	557	598	196	49%	41	7%	
Queanbeyan	324	390	462	137	42%	71	18%	
Randwick	644	752	940	296	46%	188	25%	
Richmond Valley	131	168	197	67	51%	29	17%	
Ryde	449	532	692	243	54%	160	30%	

106 IPART Review of local government election costs

# 12.6 INVESTMENT REPORT - NOVEMBER 2019

Responsible Officer:Lindsay Mason, Director Corporate and Community ServicesAuthor:Samantha Ratley, Senior Finance OfficerAttachments:Nil

## **DELIVERY PROGRAM ALIGNMENT**

- 4 Leadership
- Objective 4.4 Our strategic goals will be achieved through transparent and accountable planning and reporting

Strategy 4.4.3 Report in a clear, concise manner that is easily understood

# **EXECUTIVE SUMMARY**

Council is required to consider a report on its investments in accordance with clause 212 of the *Local Government (General) Regulation 2005.* 

During the month:

- Three (3) investments matured, totalling \$8 million.
- Three (3) new investments were placed, totalling \$5 million.

Council's Responsible Accounting Officer has certified that Council's investments are in accordance with requirements.

# RECOMMENDATION

That Council note the Investment Report for November 2019.

## BACKGROUND

Council is required to consider a report on its investments in accordance with <u>clause 212</u> of the *Local Government (General) Regulation 2005.* 

# **CURRENT SITUATION**

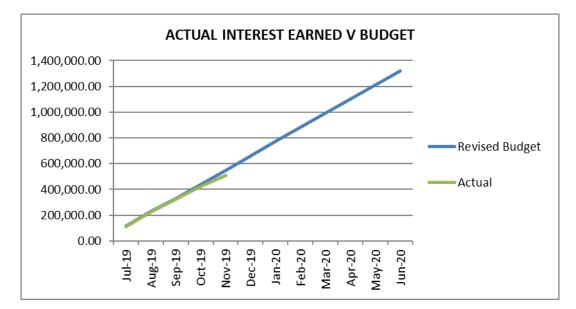
The following is a summary of investment movements for November 2019:

Investments maturing during the month:

<ul> <li>06/11/2019</li> <li>13/11/2019</li> <li>20/11/2019</li> </ul>	MyState Bank Defence Bank AMP	\$3,000,000 \$3,000,000 \$2,000,000	363 days @ 2.80% 364 days @ 2.85% 273 days @ 2.80%
New investments secu	ured during the month:		
• 13/11/2019	Aus Unity	\$1,000,000	210 days @ 1.65%
• 14/11/2019	AMP	\$2,000,000	181 days @ 1.90%
• 20/11/2019	AMP	\$2,000,000	189 days @ 1.90%

	Market Value (\$)	Term (days)	Rate	Maturity Date	% of Portfolio	
Short Term Deposits (<1 yr)	46,000,000.00				91.76%	
NAB	4,000,000.00	369	2.80%	04/12/19	7.98%	
AMP	3,000,000.00	273	2.80%	18/12/19	5.98%	
Auswide Bank	2,000,000.00	273	2.58%	08/01/20	3.99%	
ME Bank	2,000,000.00	154	1.83%	08/01/20	3.99%	
Auswide Bank	3,000,000.00	210	2.23%	15/01/20	5.98%	
BOQ	1,000,000.00	182	1.93%	23/01/20	1.99%	
Beyond Bank	2,000,000.00	245	2.40%	05/02/20	3.99%	
ME Bank	1,000,000.00	364	2.73%	12/02/20	1.99%	
Judo Bank	1,000,000.00	273	2.67%	19/02/20	1.99%	
Auswide Bank	1,000,000.00	273	2.33%	26/02/20	1.99%	
Defence Bank	2,000,000.00	364	2.80%	04/03/20	3.99%	
NAB	2,000,000.00	238	1.88%	18/03/20	3.99%	
Macquarie Bank	2,000,000.00	203	1.73%	26/03/20	3.99%	
Macquarie Bank	2,000,000.00	210	1.73%	01/04/20	3.99%	
NAB	3,000,000.00	182	1.59%	15/04/20	5.98%	
AMP	3,000,000.00	245	1.80%	22/04/20	5.98%	
BOQ	1,000,000.00	219	1.63%	06/05/20	1.99%	
AMP	2,000,000.00	181	1.90%	13/05/20	3.99%	
AMP	2,000,000.00	189	1.90%	27/05/20	3.99%	
Aus Unity	1,000,000.00	210	1.65%	10/06/20	1.99%	
ME Bank	1,000,000.00	273	1.58%	15/07/20	1.99%	
ME Bank	3,000,000.00	364	1.63%	26/08/20	5.98%	
Judo Bank	1,000,000.00	364	2.05%	16/09/20	1.99%	
BOQ	1,000,000.00	364	1.53%	14/10/20	1.99%	
Cash Deposits	4,131,145.23				8.24%	
NAB At Call A/c	1,000,000.00	At Call	1.40%	n/a	1.99%	
NAB Working A/c	3,131,145.23	At Call	1.00%	n/a	6.25%	
Total Cash & Investments	50,131,145.23				100.00%	
Movements within Bank account for the reporting period (\$)						
Cash Book balance at 31 October 2019	182,633.70					
Plus Receipts	12,542,142.66					
Less Payments	-10,474,338.08					
Cash Book balance at 29 November 2019	1,885,170.88					

Less Outstanding Deposits	-581,226.55
Plus Unpresented Payments	1,827,200.90
Reconciliation Balance as at 29 November 2019	3,131,145.23



Investment Rate Summary for November 2019							
Average Interest Rate on Investme	2.11%						
Weighted Average Interest Rate or	2.08%						
Council's Benchmarks	Council's Benchmarks						
Bank Bill Swap Rate (BBSW) 90 day	0.88%						
Average 11am Cash Rate	0.75%						
FINANCIAL IMPLICATIONS	FINANCIAL IMPLICATIONS						
The interest income for the month	The interest income for the month:						
General Fund	\$44,963						
Externally Restricted Funds	\$25,000						

\$6,729

Total Interest Income	\$84,943
Sewer Fund	\$8,251

# STATUTORY AND POLICY IMPLICATIONS

Water Fund

<u>Clause 212</u> of the *Local Government (General) Regulation 2005* requires Council's Responsible Accounting Officer to provide a monthly report setting out the details of all money that the Council has invested under <u>section 625</u> of the *Local Government Act 1993*.

It is certified that Council's investments have been made in accordance with:

- Local Government Act 1993.
- Local Government (General) Regulation 2005.
- Ministerial Investment Order dated 12 January 2011.
- Council's Investment Policy dated 15 August 2017.

<sup>&</sup>lt;sup>1</sup> Source: www.asx.com.au

# CONSULTATION

# **External Consultation**

Nil.

# **Internal Consultation**

• Responsible Accounting Officer.

# 12.7 RESCIND DONATION OF COUNCIL PLANT HIRE POLICY

Responsible Officer: Lindsay Mason, Director Corporate and Community Services

Author: Amanda Wales, Grants Officer

Attachments: 1. Donation of Council Plant Hire Policy 🕂 🛣

# DELIVERY PROGRAM ALIGNMENT

## 4. Leadership

Objective 4.2 Decision making will ensure Council remains financially sustainable

Strategy 4.2.3 Modernise Council's service delivery, governance and management

# **EXECUTIVE SUMMARY**

The purpose of this report is to inform Council of the risks and costs associated with continuing to donate Council Plant, as well as other avenues available to community groups who require this service.

The report also details a request to rescind the Donation of Council Plant Hire Policy.

# RECOMMENDATION

# 1. That Council rescind Donation of Council Plant Hire Policy.

# BACKGROUND

Council has a practice of allowing community groups and sporting clubs to hire Council plant. This is administered by the Infrastructure Delivery Directorate. Recent requests have been directed to Council's Community Grants Fund where groups lodge an application to cover expenses associated with hiring Council plant.

Requests are randomly received (generally last minute) and normally outside Council's Community Grants fund timelines.

The current Donation of Council Plant Hire Policy was adopted on 5 February 2013 and reviewed on 15 August 2017 and flagged for detailed review.

## **CURRENT SITUATION**

With current requests being directed towards the Community Grants Fund, those wishing to make use of Council plant are required to adhere to application, acceptance and acquittal time frames. This is a lengthy procedure for a straightforward project.

The donation of Council Plant Hire has been incorporated into Council's Community Grants Policy which was adopted at the November 2019 Ordinary Meeting of Council. Research shows that councils in the region do not appear to have a similar Policy; i.e. they do not donate plant use to external parties.

Community groups can seek quotes from independent businesses to undertake projects that would have previously involved Council plant. These quotes can then be submitted with an application to Council's Community Grants Fund, for consideration by Council.

# FINANCIAL IMPLICATIONS

Nil.

# STATUTORY AND POLICY IMPLICATIONS

It is recommended to rescind the Donation of Council Plant Hire Policy; as provision has been made in the recently adopted Community Grants Policy.

# CONSULTATION

# **External Consultation**

A review was undertaken of neighbouring and other councils from within our region that have similar policies and/or practices.

No council had a similar policies or practice.

# **Internal Consultation**

- Fleet Services Manager.
- Council Briefing 6 August 2019.

# DONATION OF COUNCIL PLANT HIRE POLICY

Responsible Department: Responsible Section: Responsible Officer: Infrastructure Delivery Infrastructure Delivery Director Infrastructure Delivery



# Objective

• To provide a guide to Councillors, Staff and the community in relation to the use of Council plant to local non for profit organisations.

### Policy

When Council plant is used to carry out private work at the request of a local non-profit organisation, a donation equal to the plant hire shall be made to the applicant subject to:-

- (a) the work being carried out at a time which does not adversely affect Council's work program;
- (b) the plant being operated by an approved Council staff operator;
- (c) the operator volunteering his/her services;
- (d) plant relocation costs being borne by the applicant;
- (e) direct operating costs and consumables eg fuel, being borne by the applicant;
- (f) appropriate insurance cover being arranged;
- (g) an appropriate hire agreement (as per this Policy) and indemnity being executed by the applicant;
- (h) any requests shall be referred to General Manager for approval and reported to Council on a quarterly basis (*vide* Minute No 501/2007).

## References

• Local Government Act (NSW) 1993

Donation of Council Plant Hire Policy- Page 1 of 7

Donation of	Council Plant	Hire for	Non-Profit	Local Organisa	ations
Hire Agreem	ent form				

#### Agreement For Hire Of Plant And Equipment

This Agreement is made on the ..... Day of ..... 20.....

Between:	Narrabri Shire Council	
	of 46-48 Maitland Stre	et
	Narrabri NSW 2390	("owner")

And:

of .....

-----

......("hirer")

#### **Recitals:**

- R1. The owner is the proprietor of the plant and equipment ("equipment") listed in the schedule to this Agreement ("schedule").
- R2. The hirer will hire the equipment specified in the schedule from the owner upon the terms and conditions in this Agreement.

#### **Operative Part:**

#### 1. Hire of plant and equipment

- 1.1. The hire of equipment will commence from the commencement date specified in the schedule and continue for the term specified in the schedule.
- 1.2. The hirer is entitled to use the equipment for the hire period and for any agreed extension of the period, (requested in writing by the hirer, authorised person and approved in writing by the owner, authorised person).
- 1.3. The hirer agrees to return the equipment to the address of the owner on or before the end of the hire period as outlined in the schedule.
- 1.4. The owner will not refund any hire charge monies if the hirer elects to return the equipment prior to the end of the hire period, regardless of reason.

#### 2. Payment for rental

- 2.1. The hirer agrees to pay the owner direct operating costs and consumables (eg fuel)..
- 2.2. The hirer agrees to pay the owner any plant relocation costs.

#### 3. Use, operation and maintenance

- 3.1. The hirer agrees that the use of the equipment carries with it dangers and risks of injury and the hirer agrees to accept all dangers and risks.
- 3.2. The equipment shall not be used by anyone other than the agreed operator(s) without the expressed permission of the owner.

Donation of Council Plant Hire Policy- Page 2 of 7

- 3.3. The hirer agrees the equipment will be operated, maintained and stored in strict accordance with any instruction provided by the owner, with due care and diligence, only for its intended use and in accordance with any manufacturer's instructions and recommendations whether supplied by the owner or posted on the equipment as to the operations, maintenance and storage thereof.
  - 3.3.1. The hirer agrees to comply with all occupational health and safety laws relating to the use of the equipment and related operations.
  - 3.3.2. The hirer shall ensure the equipment is returned to the owner clean of soil or any other foreign matter and any spray tanks and spray equipment shall be thoroughly cleaned. Fuel tanks on any equipment shall be full of fuel when the equipment is returned to the owner. In the event that these requirements are not complied with the hirer shall pay the owner the reasonable costs of compliance with these requirements.

#### 4. Hirer's warranties

- 4.1. The hirer warrants that:
  - 4.1.1. the equipment will be used in accordance with the conditions outlined in the schedule;
  - 4.1.2. the particulars in the schedule are correct in every respect and are not misleading in any way including, without limitation, by omission;
  - 4.1.3. the agreed operator holds a valid current driver's licence, operating licence or permit valid for the type of equipment hired;
  - 4.1.4. the equipment will not be used for any illegal purpose;
  - 4.1.5. the hirer's vehicle is suitable for towing the equipment;
  - 4.1.6. the hirer will not, without prior written consent of the owner, modify, or permit any modification of, the equipment in any way; and
  - 4.1.7. the hirer agrees that the equipment complies with its description, is in merchantable condition and is fit for the hirer's purpose.
  - 4.1.8. the hirer and agreed operator will not represent themselves as a Narrabri Shire Council employee or Narrabri Shire Council representative.

#### 5. Indemnity

5.1. To the full extent permitted by law the hirer releases, discharges and indemnifies the owner from all claims and demands on the owner arising out of or consequent on the use or misuse of the equipment during the hire period.

#### 6. Loss, damage or breakdown of plant and equipment

- 6.1. The hirer will be responsible for any loss or damage to the equipment irrespective of how the loss or damage occurred (fair wear and tear excepted) during the hire period.
- 6.2. If there is a breakdown or failure of the equipment then the hirer shall contact the owners Authorised person, and return the equipment to the owner at the hirer's expense and the hirer shall not attempt to repair the equipment.

#### 7. Insurance

7.1. The owner will maintain current insurance policies in respect of the equipment to its full insurable value and provide to Council, before the commencement of the hire period, a copy of the certificate of currency of any and all relevant insurance policies.

#### 8. Liability

8.1. The hirer will assume all risks and liabilities for and in respect of the equipment and for all injuries to or deaths of persons and any damage to property howsoever arising from the hirer's possession, use, maintenance, repair or storage of the equipment.

Donation of Council Plant Hire Policy- Page 3 of 7

8.2. the hirer will have current Public Liability Insurance Policy with a minimum value of \$20,000,000, to cover any liability that may arise out of use of the equipment until the completion of the hire period (Clause 12).

#### 9. Disclaimer

9.1. To the extent permitted by law the owner disclaims all liability for and does not give any warranties to the hirer as to the condition of the equipment.

#### 10. Title to equipment

- 10.1. The hirer acknowledges that the owner retains title to the equipment and that the hirer has rights to use the equipment as a mere bailee only. The hirer does not have any right to pledge the owner's credit in connection with the equipment and agrees not to do so.
- 10.2. The hirer agrees not to agree, offer or purport to sell, assign, sub-let, lend, pledge, mortgage let or hire or otherwise part with or attempt to part with personal possession or otherwise not to deal with the equipment and not to conceal or alter the equipment or make any addition or alteration to, or repair of, the equipment.

#### 11. Repossession

- 11.1. The owner may retake possession of the equipment if the hirer breaches any provision of this agreement, notwithstanding anything else herein contained.
- 11.2. If repossession takes place, the owner shall only charge the hire fee (and any costs associated with taking position ie transport cost) up to and including the time of repossession.

#### 12. Completion of the hire period

12.1. The hire period is completed when the equipment has been returned to the owner: 12.1.1. in the same condition as when it was hired, (cleaned and refuelled); and 12.1.2. on or by the date and time outlined in the schedule.

#### 13. Non-merger

13.1. The covenants, agreements and obligations contained in this agreement will not merge or terminate upon the termination of this agreement and to the extent that they have not been fulfilled or satisfied or are continuing obligations they will remain in force and effect.

#### 14. Severance

14.1. If any provision of this agreement is wholly or partly invalid, unenforceable, illegal, void or voidable, this agreement must be construed as if that provision or part of a provision had been severed from this Agreement and the parties remain bound by all of the provisions and part provisions remaining after severance.

#### 15. Governing law

15.1. This Agreement is governed by the laws of the state of New South Wales. Each party submits to the non-exclusive jurisdiction of the courts exercising jurisdiction there in connection with matters concerning this Agreement.

#### 16. Interpretation

- 16.1. In this Agreement, unless the context otherwise requires:
  - 16.1.1. A reference to the singular includes the plural and vice versa;
  - 16.1.2. A reference to any party to this Agreement includes the party's executors, administrators, successors or permitted assigns, and where applicable, its servants and agents;

Donation of Council Plant Hire Policy- Page 4 of 7

....

.

		16.1.3. A reference to an individual shall include corporations and vice versa; and 16.1.4. If a word or expression is defined, its other grammatical forms have a corresponding
		meaning.
		16.2. In this Agreement, headings are for convenience only and do not affect interpretation.
	Sche	edule
	1.	Equipment:
	1.	(one piece of "equipment" only, plus attachments)
	2.	Hire fee (if any):
	3.	Hire period: From to
	4.	Hour Meter at the Commencement of Hire:
	5.	Agreed Operator(s): 1
		2
	6.	Public Liability Insurance Policy Number:
	7.	Public Liability Insurance Company:
	8.	Copy of Certificate of Currency Attached Yes/No
Conditi	ons o	f use specific to the equipment:
	Upor	n Return
	Hour	Meter at the completion of hire(hours)
	The e	equipment specified in this schedule has been returned on(date) at
		(time) in accordance with this agreement and all costs owed in relation
	to th	is agreement)(amount) have been paid. (Receipt No:)
	Own	er Authorised Person:

.....

Donation of Council Plant Hire Policy- Page 5 of 7

# Executed as an Agreement

Date: .....

For and on behalf of;	Narrabri Shire Council.	("the owner").
Authorised Person:		
Title:	Fleet and Supply Manager	
Signature:		
Date:		
Hirer:		("the hirer")
Authorised Person:		
Signature:		

Donation of Council Plant Hire Policy- Page 6 of 7

# History

MINUTE NUMBER	MEETING DATE	DESCRIPTION OF CHANGE
19/2013	5 February, 2013	Adopted
164/2017	15 August 2017	Reviewed

Donation of Council Plant Hire Policy- Page 7 of 7

# 12.8 2018/2019 DRAFT FINANCIAL STATEMENTS

Responsible Officer:	Lindsay Mason, Director Corporate and Community Services		
Author:	Tim	Tim McClellan, Financial Services Manager	
Attachments:	1. 2.	Draft GPFS Income Statement 🕹 🖾 Draft GPFS Financial Position 🖟 🖾	
	3.	Draft SPFS Water Supply Income Statement 🕂 🖫	
	4.	Draft SPFS Water Supply Financial Position 🕂 🖀	

- 5. Draft SPFS Sewerage Service Income Statement 🕂 🖾
- 6. Draft SPFS Sewerage Service Financial Position 🕂 🛣
- 7. Draft List of Restricted Assets 🗓 🛣

# **DELIVERY PROGRAM ALIGNMENT**

4 Leadership

Objective 4.4 Our strategic goals will be achieved through transparent and accountable planning and reporting

# Strategy 4.4.2 Ensure effective and sound local governance practice

# **EXECUTIVE SUMMARY**

This report provides draft Financial Statements to Council for official referral to audit as is legislatively required.

# RECOMMENDATION

- 1. That the Financial Statements for the year ended 30 June 2019 (including movements in restricted assets) be formally adopted, as presented, for referral to Council's Auditor.
- 2. The Mayor, Deputy Mayor, General Manager and Responsible Accounting Officer be authorised to sign the Statements by Councillors and Management on the preparation of the General Purpose and Special Purpose Financial Statements for the year ended 30 June 2019.
- 3. The General Manager be delegated the authority to issue the audited Financial Statements immediately upon receipt of the auditors reports subject to their being no material audit changes or audit issues.
- 4. Council present the final audited Financial Statements and Auditors Reports to the public at a public meeting to be held in conjunction with its next available Ordinary Council meeting.

# BACKGROUND

Under section 413 (1) of the *Local Government Act 1993,* Council is required to refer its draft Financial Statements for audit.

# CURRENT SITUATION

Council's draft Financial Statements for the year ended 30 June 2019 have been prepared with Council's auditors conducting their onsite audit from 10 December. As the auditors finalise their audit, there will no doubt be some follow-up enquiries that staff will attend to.

The Auditor's Report will be made available to Council after it has formally resolved the referral and the Statements themselves have been finalised.

It is envisaged that Council will present its audited Financial Statements to the public in conjunction with its February Ordinary Council meeting.

The primary statements of the General Purpose and Special Purpose Financial Statements (statements subject to audit) are attached. Council will be supplied with a complete set of reports, including the Auditor's Reports, before the public meeting.

# FINANCIAL IMPLICATIONS

Nil.

# STATUTORY AND POLICY IMPLICATIONS

These draft financial statements have been prepared in accordance with:

- The Australian Accounting Standards and Australian Accounting Interpretations issued by the Australian Accounting Standards Board,
- The Local Government Act 1993 & Regulation, and
- The Local Government Code of Accounting Practice and Financial Reporting.

# CONSULTATION

## **External Consultation**

- Forsyths (Audit Contractor).
- NSW Audit Office.

# **Internal Consultation**

• Executive Management.

# **Income Statement**

for the year ended 30 June 2019

Original unaudited budget			Actual	Actua
2019	\$ '000	Notes	2019	2018
	Income from continuing operations			
	Revenue:			
20,344	Rates and annual charges	3a	20,303	19,81
11,226	User charges and fees	3b	7,881	15,48
1,482	Interest and investment revenue	3c	1,521	1,55
2,317	Other revenues	3d	2,535	2,12
9,840	Grants and contributions provided for operating purposes	3e,3f	11,444	12,62
16,990	Grants and contributions provided for capital purposes	3e,3f	10,242	2,52
	Other income:			
-	Net share of interests in joint ventures and associates using the equity method		20	2
62,199	Total income from continuing operations		53,946	54,16
	Expenses from continuing operations			
16,583	Employee benefits and on-costs	4a	15,791	16,01
282	Borrowing costs	4b	282	34
12,768	Materials and contracts	4c	12,940	14,4
9,950	Depreciation and amortisation	4d	9,602	10,4
3,961	Other expenses	4e	4,610	4,10
-	Net losses from the disposal of assets	5	576	1,34
43,544	Total expenses from continuing operations		43,801	46,73
18,655	Operating result from continuing operations		10,145	7,42
16,000				
18,655	Net operating result for the year		10,145	7,42

1,665	Net operating result for the year before grants and contributions provided for capital purposes	(97)	4,904

(1) The Council has not restated comparatives when initially applying AASB 9. The comparative information has been prepared under AASB 139 Financial Instruments: Recognition and Measurement

The above Income Statement should be read in conjunction with the accompanying notes.

# Statement of Financial Position

as at 30 June 2019

\$ '000	Notes	2019	2018 <sup>1</sup>
ASSETS			
Current assets			
Cash and cash equivalent assets	6(a)	1,380	854
Investments	6(b)	50,000	56,000
Receivables	7	12,495	7,115
Inventories	8a	2,992	3,067
Other	8b	362	687
Total current assets		67,229	67,723
Non-current assets			
Infrastructure, property, plant and equipment	10(a)	492,633	428,052
Investments accounted for using the equity method		247	227
Total non-current assets		492,880	428,279
TOTAL ASSETS		560,109	496,002
LIABILITIES			
Current liabilities			
Payables	13	3,297	3,829
Income received in advance	13	549	503
Borrowings	13	763	836
Provisions	14	4,102	3,794
Total current liabilities		8,711	8,962
Non-current liabilities			
Payables	13	196	181
Borrowings	13	5,150	5,913
Provisions	14	8,745	74
Total non-current liabilities		14,091	6,168
TOTAL LIABILITIES		22,802	15,130
Net assets		537,307	480,872
EQUITY			
Accumulated surplus	15a	236,475	226,330
Revaluation reserves	15a	300,832	254,542
Council equity interest		537,307	480,872
Total equity		537,307	480,872
i otal oquity		001,001	

(1) The Council has not restated comparatives when initially applying AASB 9. The comparative information has been prepared under AASB 139 Financial Instruments: Recognition and Measurement

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

# Income Statement - Water Supply Business Activity

for the year ended 30 June 2019

Income from continuing operations Access charges User charges	1,880	
5	1 9 9 0	
User charges	1,000	1,798
	2,713	2,851
Fees	43	49
Interest	335	438
Grants and contributions provided for non-capital purposes	150	_
Other income	15	1
Total income from continuing operations	5,136	5,137
Expenses from continuing operations		
Employee benefits and on-costs	795	587
Materials and contracts	2,011	1,786
Depreciation, amortisation and impairment	972	849
Loss on sale of assets	_	16
Other expenses	398	1
Total expenses from continuing operations	4,176	3,239
Surplus (deficit) from continuing operations before capital amounts	960	1,898
Grants and contributions provided for capital purposes	5,740	968
Surplus (deficit) from continuing operations after capital amounts	6,700	2,866
Surplus (deficit) from all operations before tax	6,700	2,866
Less: corporate taxation equivalent (27.5%) [based on result before capital]	(264)	(522)
SURPLUS (DEFICIT) AFTER TAX	6,436	2,344
Plus accumulated surplus Plus adjustments for amounts unpaid:	25,293	22,427
- Corporate taxation equivalent Less:	264	522
Closing accumulated surplus	31,993	25,293
Return on capital %	2.4%	5.8%
Subsidy from Council	-	-
Calculation of dividend payable:		
Surplus (deficit) after tax	6,436	2,344
Less: capital grants and contributions (excluding developer contributions)	(5,740)	(968)
Surplus for dividend calculation purposes	696	1,376
Potential dividend calculated from surplus	348	688

# Statement of Financial Position – Water Supply Business Activity as at 30 June 2019

\$ '000	2019	2018
ASSETS		
Current assets		
Cash and cash equivalents	171	143
Investments	10,300	12,400
Receivables	3,615	469
Total current assets	14,086	13,012
Non-current assets		
Infrastructure, property, plant and equipment	39,196	32,731
Total non-current assets	39,196	32,731
TOTAL ASSETS	53,282	45,743
LIABILITIES Current liabilities		
Payables	_	91
Total current liabilities		91
TOTAL LIABILITIES		91
NET ASSETS	53,282	45,652
EQUITY		
Accumulated surplus	31,993	25,293
Revaluation reserves	21,289	20,359
TOTAL EQUITY	53,282	45,652

# Income Statement - Sewerage Business Activity

for the year ended 30 June 2019

\$ '000	2019	2018
Income from continuing operations		
Access charges	3,104	2,971
User charges	20	69
Liquid trade waste charges	39	348
Fees	-	-
Interest	265	266
Grants and contributions provided for non-capital purposes	-	-
Other income		1
Total income from continuing operations	3,428	3,655
Expenses from continuing operations		
Employee benefits and on-costs	534	327
Borrowing costs	-	5
Materials and contracts	1,760	1,214
Depreciation, amortisation and impairment	1,270	1,400
Other expenses	191	110
Total expenses from continuing operations	3,755	3,056
Surplus (deficit) from continuing operations before capital amounts	(327)	599
Grants and contributions provided for capital purposes	456	122
Surplus (deficit) from continuing operations after capital amounts	129	721
Surplus (deficit) from all operations before tax	129	721
Less: corporate taxation equivalent (27.5%) [based on result before capital]		(165)
SURPLUS (DEFICIT) AFTER TAX	129	556
Plus accumulated surplus	13,246	12,525
Plus adjustments for amounts unpaid: – Corporate taxation equivalent	_	165
Less:		100
Closing accumulated surplus	13,375	13,246
Return on capital %	(0.9)%	1.7%
Subsidy from Council	811	338
Calculation of dividend payable:		
Surplus (deficit) after tax	129	556
Less: capital grants and contributions (excluding developer contributions)	(456)	(122)
Surplus for dividend calculation purposes		434
Potential dividend calculated from surplus	_	217
	_	211

## Statement of Financial Position – Sewerage Business Activity as at 30 June 2019

\$ '000	2019	2018
ASSETS		
Current assets		
Cash and cash equivalents	96	109
Investments	9,500	9,400
Receivables	630	240
Total current assets	10,226	9,749
Non-current assets		
Infrastructure, property, plant and equipment	36,646	35,825
Total non-current assets	36,646	35,825
TOTAL ASSETS	46,872	45,574
LIABILITIES		
Current liabilities		
Payables		23
Total current liabilities	-	23
TOTAL LIABILITIES		23
NET ASSETS	46,872	45,551
EQUITY		
Accumulated surplus	13,375	13,246
Revaluation reserves	33,497	32,305
TOTAL EQUITY	46,872	45,551

261

56

783

253

63

519

# Narrabri Shire Council

Leards Forest Environmental Trust

External restrictions - included in liabilities

Kamilaroi Highway Group Funds

Notes to the Financial Statements for the year ended 30 June 2019

# Note 6(c). Restricted cash, cash equivalents and investments - details

\$ '000	2019 Current	2019 Non-current	2018 Current	2018 Non-current
Total cash, cash equivalents and investments	51,380	_	56,854	
attributable to:				
External restrictions	34,773	_	36,358	-
Internal restrictions	16,559	_	20,430	_
Unrestricted	48	-	66	-
	51,380		56,854	
\$ '000			2019	2018
Details of restrictions				
External restrictions – included in liabilities				
Specific purpose unexpended loans – general			203	466

# Notes to the Financial Statements

for the year ended 30 June 2019

# Note 6(c). Restricted cash, cash equivalents and investments - details

External restrictions – other		
Developer contributions – general	11,939	12,091
RMS contributions	612	406
Specific purpose unexpended grants	1,257	678
Water supplies	10,471	12,543
Sewerage services	9,596	9,509
Domestic waste management	379	348
External restrictions – other	34,254	35,575
Total external restrictions	34,773	36,358
Internal restrictions		
Plant and Vehicle Replacement	1,879	2,562
Employees Leave Entitlement	1,160	1,160
Carry Over Works	230	309
Deposits, Retentions and Bonds	341	305
Airport Reserve	454	479
Boggabri (Oakham Street) Reserve	_	100
Buildings Infrastructure	1,321	1,527
Corporate Information System	_	839
Crown Reserves Management	68	68
Election Costs	127	97
FAG Payments Received in Advance	3,758	3,550
Friends of the Crossing Theatre	63	47
Heritage (Old Gaol)	_	3
Housing (Doctors) Reserve	152	152
Library	_	47
Narrabri CBD Masterplan	136	136
Narrabri Depot Reserve	-	171
Office Equipment	26	45
Parks & Gardens (Bulk Water Sale Reserve)	234	279
Parks & Gardens (Tree Replacement Reserve)	7	7
Quarries Restoration and Improvements	301	275
Risk Management	181	152
RMS Single Invitation Contract (warranty)	100	100
Roads Infrastructure Reserve	498	1,830
Roads Infrastructure (Stormwater) Reserve	572	487
Roads: Narrabri West (Old Turrawan Rd) Masterplan	150	150
Service Reviews Reserve	200	200
Smart Community Strategies	250	250
Statutory Land Planning Reserve	245	195
Strategic Project Master Planning	450	450
Swimming Pools	952	855
Tonnage Payments – Gravel (maintenance)	-	18
Tonnage Payments – Gravel (upgrade)	_	3
Tonnage Payments – Mining	2,083	3,108
Waste Management	621	474
Total internal restrictions	16,559	20,430
TOTAL RESTRICTIONS	51,332	56,788

# 12.9 NOTICE OF RESCISSION - NARRABRI GAS PROJECT

# Attachments: Nil

I, Councillor Ann Loder, give notice that at the next Ordinary Meeting of Council be held on 17 December 2019, I intend to move the following rescission motion; with Councillor Ron Campey and Councillor Robert Kneale being signatories:

# MOTION

That:

- i) Resolution no. 260/2019 titled 'Item 12.1 Narrabri Gas Project' that was passed on Tuesday 26 November 2019 of the Ordinary Council Meeting be rescinded, that reads:
  - **1.** That Council adopt the attached draft submission on the Narrabri Gas Project and submit the document to the New South Wales Government.
  - 2. That Council commend Santos on their commitment to addressing Council's concerns on their EIS submission.
  - 3. That Council support the Narrabri Gas Project.
- ii) And that this resolution be replaced with the following:
  - (a) That Council adopt the attached draft submission on the Narrabri Gas Project and submit the document to the New South Wales Government.

# EXECUTIVE MANAGEMENT REMARKS

The matter the subject of this rescission motion has been referred for legal review, this review has been received by Council.

This legal review concluded that the decision made on this matter was a valid decision of Council.

Further, this review concluded that some of the information supplied as rationale (below) to this rescission motion is not legally correct.

# RATIONALE

The grounds on which I base this Rescission Motion:

## Governance

The motion put forward by Cr Staines cannot be considered an amendment to the motion, it was an addition of motions. According to Section 10.11 of the Narrabri Shire Council's Code of Meeting Practice;

"An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. <u>An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the Chairperson."</u>

It can be argued that Points 2 and 3 put forward by Councillor Staines do not relate to the matter being dealt with in the original motion. The original motion dealt wholly and solely with the report presented to Council by Mr Boyce. The report focused on the issues Narrabri Shire Council raised in its submission to the Proponent's EIS and whether the Proponent had addressed the issues concerned. It then follows that under Section 10.11 of Narrabri Shire Council's Code of Meeting Practice that the motion put forward cannot be considered an amendment to the motion that was already in existence.

Following from this, the motion put forward by Councillor Staines is now governed by Section 9.1, 9.2 and 9.3 of the Narrabri Shire Council's Code of Meeting Practice, which states:

# 9 CONSIDERATION OF BUSINESS A T COUNCIL MEETINGS

# Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
  - (a) unless a councillor has given notice of the business, as required by clause 3.10 and
  - (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to consideration of business at a meeting, if the business:
  - (a) is already before, or directly relates to, a matter that is already before the council, or
  - (b) is the election of a chairperson to preside at the meeting, or
  - (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
  - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
  - (a) a motion is passed to have the business considered at the meeting, and
  - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of council.

As it stands, the motion put forward does not comply with any of the points noted above from Section 9 of Narrabri Shire Council's Code of Meeting Practice. Notice of the business was not forwarded to all Councillors as required by Section 9.1 (a) and 9.1 (b) of the Narrabri Shire Council's Code of Meeting Practice.

The motion put forward does not comply with Section 9.2 of the Narrabri Shire Council's Code of Meeting Practice either. As established earlier in this report it does not directly relate to the matter already before Council, neither is it an election of a Chairperson, nor was it presented as a Mayoral Minute, nor was it a recommendation of a committee.

The motion put forward also does not comply with Section 9.3 of the Narrabri Shire Council's Code of Meeting Practice. No motion was put forward to consider this business at the Ordinary Council Meeting of 26 November 2019 and the business was not, and could not, be considered of great urgency that would allow it to be considered.

It therefore follows that the motion presented does not comply with Section 9 of the Narrabri Shire Council's Code of Meeting Practice and is therefore invalid and satisfies the requirements for a successful rescission motion.

# **Community Participation**

One of Narrabri Shire Councils Vision's as noted in every Narrabri Shire Council Business Paper under Our Strategic Direction states:

Theme 1: Our Society

Strategic Direction 1: Safe, Inclusive and Connected Community

A safe, supportive community where everyone feels welcomed, valued and connected.

As it stands, the process which occurred for Cr Staines motion to pass through Council, is in direct conflict with Narrabri Shire Council's Strategic Direction. The fact that this motion was introduced from the floor with no notice to Councillors or the public:

- 1. excluded Councillors from being able to present cohesive and thorough arguments for or against the motion, which includes the presentation of documentation to support their argument, and
- 2. excluded the Community from having direct input into the debate by either making a presentation of their thoughts and ideas to the Councillors prior to the Council Meeting or contacting them prior to the meeting to state their support or opposition for the motion.

In no way did the process by which this motion was introduced to Council satisfy Narrabri Shire Council's Strategic Direction of Inclusiveness.

# **Engagement with Stakeholders**

The final point of the Narrabri Shire Council's Extractive industries Policy states:

Engage with and respond to stakeholders, through open consultation processes.

Narrabri Shire Council can be very proud of the way it has dealt with the very controversial and difficult issues in relation to the Extractive Industries in our Community. Council staff have gone above and beyond, especially in this current term of Council to take a bi-partisan view in relation to Coal Seam Gas and Coal Mining and has made extraordinary efforts to gather information from the community no matter whether they are in favour of mining or not.

The statement above, which is taken directly out of the Narrabri Shire Council's Extractive Industries Policy, mandates that Narrabri Shire Council engage and respond with stakeholders, unfortunately the process with which Cr Staines motion passed through Council flies in the face of this very important component of Narrabri Shire Council's Extractive Industries Policy.

There is a lot of emotion around the debate concerning Coal Seam Gas Mining in the Narrabri Shire Council area, however, the arguments put forward above have been backed up by Narrabri Shire Council's own Policies and Procedures. This rescission motion is not based on emotion nor on the personal views of those putting it forward, it is based wholly on the failure of the proper and stringent processes required for successful governance of the Narrabri Shire. I, therefore, submit this rescission motion for consideration at the Ordinary Council Meeting scheduled for December 17, 2019.

## 12.10 PROPOSED BUNNINGS NARRABRI

Responsible Officer:Daniel Boyce, Executive Manager Planning and EnvironmentAuthor:Daniel Boyce, Executive Manager Planning and Environment

Attachments: Nil

### DELIVERY PROGRAM ALIGNMENT

### 4 Leadership

- Objective 4.1 We will proactively engage and partner with the community and government to achieve our strategic goals
- Strategy 4.1.2 Ensure the community is informed and involved in Council activities through implementing quality consultation

## **EXECUTIVE SUMMARY**

The proposal comprising bulk earthworks, construction and use of a hardware and building supplies development including garden centre and associated signage and roadworks ("**Bunnings Narrabri**") was lodged with Council on 20 December 2018.

During advertising of Bunnings Narrabri forty-two (42) submissions were received. Fourteen (14) were in support and twenty-seven (27) were against, with one (1) requesting further information.

On 23 January 2018 RMS advised Council of its **objection** to Bunnings Narrabri pursuant to section 70 of the *Roads Act 1993* due to the proposed Newell Highway access.

Council requested further information from the applicant on 21 January and 18 April 2019 with a response received on 26 May 2019.

Amongst other things the response included amended plans proposing an alternative Newell Highway access via the existing access on the adjoining Lot 31 DP 1184780.

On 9 July 2019 RMS advised Council that it granted its **concurrence** to Bunnings Narrabri pursuant to section 70 of the *Roads Act 1993* subject conditions.

Land owners' consent was not provided for Lot 31 DP 1184780 at the time of the lodgement of the amended plans, however, the owner's consent can be supplied at any time before the determination of the application.

It is understood that the applicant has been working with the owners of Lot 31 DP 1184780 since May 2019 with a view to securing their consent. To date the owner's consent has not materialised.

Owner's consent is an essential precondition to the granting of development consent. Any consent granted in its absence will be declared invalid.

## RECOMMENDATION

That Council note the update on the proposed Bunnings Narrabri.

# BACKGROUND

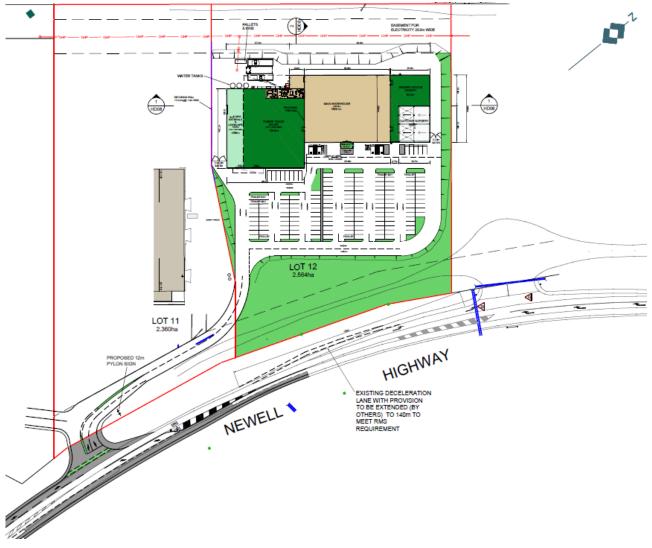
The proposal comprising bulk earthworks, construction and use of a hardware and building supplies development including garden centre and associated signage and roadworks ("**Bunnings Narrabri**") was lodged with Council on 20 December 2018.

The development application ("**DA**") was initially advertised in the Courier newspaper, Council's website and notified to adjoining property owners from 17 January 2019 to 28 February 2019. During this time, forty (40) submissions were received.

A preliminary assessment of Bunnings Narrabri was completed, and additional information requested from the applicant on 21 January 2019.

The DA was referred to Roads and Maritime Services ("**RMS**") pursuant to section 70 of the *Roads Act 1993*, section 138 of the *Roads Act 1993* and Clause 104 of *State Environmental Planning Policy* (*Infrastructure*) 2007.

On 23 January 2018 RMS advised Council of its **objection** to Bunnings Narrabri pursuant to section 70 of the *Roads Act 1993* due to the proposed Newell Highway access.



*Figure 1 Original proposed Newell Highway access for Bunnings Narrabri* 

Following a detailed assessment, further information was requested from the applicant on 18 April 2019.

On 26 May 2019 Council received a response from the applicant, including amended plans (Figure 3) proposing an alternative highway access arrangement via the existing access on the adjoining Lot 31 DP 1184780.

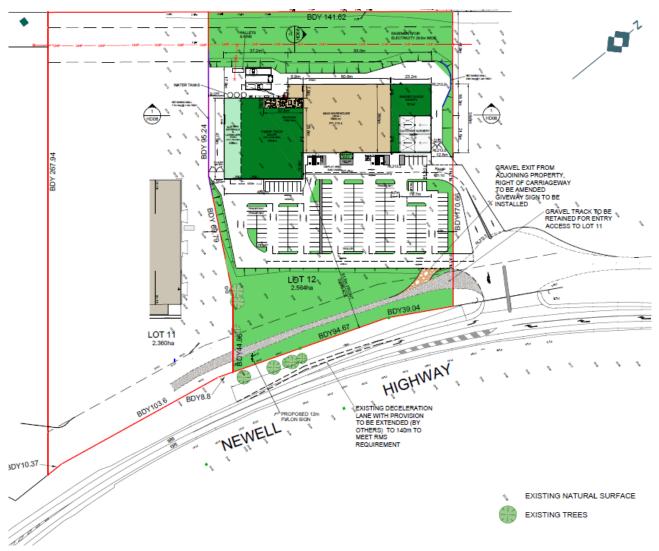


Figure 2 Amended proposed Newell Highway access for Bunnings Narrabri

Land owners' consent was not provided for Lot 31 DP 1184780 at the time of the lodgement of the DA, however, the owner's consent can be supplied at any time before the determination of the application.

The amended DA was advertised in the Courier newspaper, Council's website and notified to adjoining property owners from 30 May 2019 to 14 June 2019. An additional two (2) submissions were received.

One (1) of the submissions received indicated that the amended DA was difficult to understand with the SEE not being amended. Consequently, the applicant was requested to amend the SEE and the advertising period extended for an additional 14 days to end on 2 July 2019.

Of the forty-two (42) submissions (Table 1) on Bunnings Narrabri fourteen (14) were in support and twenty-seven (27) were against, with one (1) requesting further information.

# Table 1Summary of submissions

Category	Issue
Economic	Economic Impact Assessment required to determine whether the local market can support the proposed development.
	Economic impact assessment to determine impacts (short and long term) of the development on the wider community of the Narrabri Shire, including local employment market and community as a whole.
	Assessment to demonstrate a positive value proposition for the shire.
	Evidence is to be provided that the projected employment numbers are realistic based on long term Bunnings operational criteria (including employment metrics).
	Gross overestimation of job creation
	Require details on employment hours on average generated not the number of jobs.
	Will employ more casual staff than full time employees.
	Overestimation of the people that it will attract to town.
	The development will adversely impact on the existing small businesses in the towns within the LGA, particularly given the impacts the drought has had to date and on-line shopping.
	Will result in significant downturn for existing local businesses.
	Will result in significant loss of jobs for existing local business.
	Evidence is available to demonstrate that the introduction of a Bunnings store in country towns result in a down turn of approximately 50% for other hardware store owners.
	All the small hardware stores in Tamworth have closed since the introduction of Bunnings, and Tamworth is much larger than Narrabri.
	The size of the market is not large enough to support Bunnings and the existing developments in town.
	Will cause many local businesses to close.
	Prices will be increased by Bunnings once the competition has been removed from town.
	Local businesses cannot afford to absorb/cannot withstand losses like Bunnings.
	Will take trade from the smaller towns in the region and redirect to Narrabri. Will extend to more than just Bunnings catered for products. Consequentially will see the demise of shops in the smaller towns.
	Will result in a loss of sponsorship for local groups as supporting business will not be able to afford to continue to sponsor or go out of business. Bunnings won't take over this sponsorship.

Category	Issue
	Profits won't be reinvested in the community like from local businesses
	The development will contravene section 46 of the <i>Competition and Consumer Act 2010</i> as it will have the effect of lessening the competition in the market.
	Pricing pressures means local businesses can't complete (particularly with the beating it by 10% offer).
	Will not provide for healthy competition for local competitors because they know they can't complete, particularly with the beating it by 10% offer.
	Not bringing new business to town, just competition.
	Local tradespeople or business will not be used for construction or during trading.
	Economic flow on effects from job and business losses (population decline, property market, school enrolments, other social services, people not being able to afford to drive to work in town with reduced employment hours).
Social	Will result in more empty shops in town, which creates an unhealthy environment for town centres.
	Will have a detrimental impact on the townships of Narrabri and Wee Waa
	What happens when Bunnings doesn't find Narrabri profitable enough and leaves town after all the local hardware etc. businesses have closed. The area will be left with no hardware or similar services.
	Many local businesses provide a wider range of goods than Bunnings will. These additional goods will be lost to the town if the local businesses are forced to close.
	Loss of sponsorship of/donations to local groups, events, etc from local businesses as they close as Bunnings won't take over.
	Social flow on effects from job and business losses (population decline, property market, school enrolments, other social services)
	No local return from the development
	Will reduce the diversity and character of businesses in the Narrabri and Wee Waa areas due to the loss of local businesses.
	Sufficient hardware and garden stores in Wee Waa and Narrabri.
	Current economic climate will make it difficult for people to find jobs should they lose their job as a result of pressures from the development.
	Will lose the personalised service/wealth of knowledge provided by local businesses.
	Approval of Bunnings will be at the expense of so many existing businesses.
Land Use	Will result in land use conflict with adjacent developments (Arrow Commodities and Auscott Limited), being heavy vehicles, dust and noise.

Category	Issue
Insufficient information	Additional information is required to determine the impact of the following on adjoining developments:
	<ul> <li>local flooding from Narrabri Creek, Mulgate, Horse Arms/Doctors Creeks overflows</li> </ul>
	<ul> <li>local run off and drainage in times of heavy rainfall events.</li> </ul>
	The supply of electricity along the common boundary
	Boundary fencing requirements
	The overall plan incorrectly designates the premises next door as 'Hay Sheds', when it is in fact a cotton and commodities warehousing business including road and rail logistics.
Flawed Advertising	The amended architectural plans contradict the SEE that was advertised.
	Not all attachments included on website
Safety	Use of the proposed intersection with the highway is unsafe.
	Conflict between grain trucks and customer vehicles and delivery vehicles.
Support	More job opportunities brought to the shire.
	Great asset to the town.
	People who come from further west will come to Narrabri instead of just straight through to Tamworth for their shopping. Thus, more people coming to the main street and shopping in the local businesses as well.
	If businesses and population numbers grow, so too will services such as specialist medical, government departments, educational opportunities and expansions of community facilities, transport, etc.
	If Bunnings came to Narrabri, this may encourage other industries to come to our shire as well.
	People do not like to pay inflated prices, hence why people are buying online. The people will shop where the prices are right and reasonable.
	The interest of Bunnings coming to our community shows that we are a shire worth investing in.
	The hardware stores and other local businesses have no right to deny expansion of industry because it is in competition, that is how monopolies are formed.
	Bronte Quirk created a survey on Facebook. 1600 residents were 'yes' votes. 149 residents were 'no' votes.

On 9 July 2019 RMS advised Council that it granted its **concurrence** to Bunnings Narrabri pursuant to section 70 of the *Roads Act 1993* subject conditions.

Land owners' consent was not provided for Lot 31 DP 1184780 at the time of the lodgement of the DA, however, the owner's consent can be supplied at any time before the determination of the application.

# **CURRENT SITUATION**

It is understood that the applicant has been working with the owners of Lot 31 DP 1184780 since May 2019 with a view to securing their consent. To date the owner's consent has not materialised.

If should be noted that owner's consent is an essential precondition to any granting of development consent. If any consent is granted in its absence, that consent would be declared invalid.

## FINANCIAL IMPLICATIONS

Nil.

# STATUTORY AND POLICY IMPLICATIONS

Nil.

# CONSULTATION

During advertising of Bunnings Narrabri forty-two (42) submissions (Table 1) were received. Fourteen (14) were in support and twenty-seven (27) were against, with one (1) requesting further information.

# 13 CONFIDENTIAL (CLOSED COUNCIL) MEETING

# RECOMMENDATION

That Council move into Closed (Public Excluded) Meeting of Council and that the press and members of the public be asked to leave the room whilst Council considers the following items:

# 13.1 Contract 2017-18/14 - Narrabri Water Supply Augmentation

This matter is considered to be confidential under Section 10A(2) - (c) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

# **13.2** Australia Day Award 2020 Nominations

This matter is considered to be confidential under Section 10A(2) - (a) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

# RECOMMENDATION

That Council move out of Closed (Public Excluded) Meeting and that the resolutions from the Closed (Public Excluded) Meeting be read out aloud.

# 14 MEETING CLOSED