

**Location:** Narrabri Shire Council Chambers

**46-48 Maitland Street** 

Narrabri

### **AGENDA**

## Ordinary Council Meeting 25 February 2020

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 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 Maxine Booby



Cr Ron Campbell



Cr Ron Campey



Cr Lloyd Finlay



Cr Robert Kneale



Cr Ann Loder



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

Ensuring transparency and honesty in all our activities.



LEADERSHIP

Providing guidance and direction to our community and our people.



CUSTOMER FOCUS

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



**ACCOUNTABILITY** 

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



RESPECT

Treating everyone with courtesy, dignity and fairness.



**EXCELLENCE** 

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**

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#### 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 2018-19/22 Wee Waa & Boggabri Sewage Treatment Plant Upgrade and Narrabri Sewer Pump Station Improvement Works
- 13.2 Land Acquisition Plan

#### **6** PRESENTATIONS

Presentation requests received to date:

1. Mr Geoff Allen – Forsyths, will be presenting Council's Financial Reports, associated with Agenda Item 12.4

#### 7 CONFIRMATION OF MINUTES

#### **RECOMMENDATION**

That the minutes of the Ordinary Meeting of the Narrabri Shire Council held on 17 December 2019 comprising Minute Nos 284/2019 to 318/2019 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, 17 DECEMBER 2019 AT 1.37PM

**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), Evan Harris (Acting Director Infrastructure

Delivery), Lindsay Mason (Director Corporate and Community Services), Daniel Boyce (Executive Manager Planning and Environment), Delece Hartnett

(Minute Clerk).

Proceedings of the meeting commenced at 1.37pm.

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

Members and officers were upstanding for the opening prayer by Rev John Westendorp, in association with the Narrabri Ministers Fraternal.

#### 2 ACKNOWLEDGEMENT OF COUNTRY

The Mayor acknowledged the Traditional Owners of the land on which the Council met, the Kamilaroi people, and the Council paid its 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.

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

COUNCILLOR	ITEM NUMBER	PECUNIARY/ NON-PECUNIARY	REASON
Cr Campbell	12.9	Pecuniary	Fieldwork contractor.
Cr Finlay	10.3	Pecuniary	Lease land and house off Whitehaven Coal.

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

#### MINUTE 284/2019

Moved: Cr Robert Kneale Seconded: Cr Maxine Booby

That 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

In Favour: 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 285/2019**

Moved: Cr Ron Campey Seconded: Cr Annie McMahon

That the minutes of 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.

In Favour: 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** 

#### 8 MAYORAL MINUTE

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

#### **MINUTE 286/2019**

Moved: Cr Catherine Redding

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

In Favour: 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** 

Cr Campbell proposed that Council deal with an item of business to waive Shire swimming pool fees.

#### **MINUTE 287/2019**

Moved: Cr Cameron Staines Seconded: Cr Annie McMahon

That Council determine to consider the business proposed by Cr Campbell; concering the waiving of Shire swimming pool fees, at this meeting.

In Favour: 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** 

The Mayor ruled that the business to be of great urgency on the grounds that the business requires a decision by Council before the next Ordinary Council Meeting which is scheduled for 25 February 2020.

#### WAIVING OF SHIRE SWIMMING POOL FEES FOR CHRISTMAS/NEW YEAR PERIOD 2019/2020

#### MINUTE 288/2019

Moved: Cr Ron Campbell Seconded: Cr Cameron Staines

- That Council waive all Narrabri Shire swimming pool entry fees from Monday,
   December 2019 until the end of the summer School Holiday period at the beginning of 2020.
- 2. That Council request the General Manager to prepare a report on a manner in which to fairly deal with season ticket holders; one such option could be when season tickets are renewed for the following swimming season, renewed season ticket holders are charged at 11/12 of the fee set by Council.

In Favour: 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 289/2019

Moved: Cr Catherine Redding Seconded: Cr Ron Campey

That Council bring forward Agenda Items 12.9 – Notice of Rescission Narrabri Gas Project; and 10.3 – Assessment of the Community Benefits associated with the proposed Vickery Coal Mine Extension Project.

<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

At 1:53 pm, Cr Campbell declared a pecuniary interest in relation to item 12.9, due to being a fieldwork contractor of the proponent and was not present at or in sight of the meeting during the consideration of item.

#### 12.9 NOTICE OF RESCISSION - NARRABRI GAS PROJECT

#### **MINUTE 290/2019**

Moved: Cr Ann Loder Seconded: Cr Ron Campey

#### 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.
  - 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.

<u>In Favour:</u> Crs Ron Campey, Robert Kneale and Ann Loder

Against: Crs Catherine Redding, Cameron Staines, Maxine Booby, Lloyd Finlay and Annie

McMahon

**LOST 3/5** 

#### SUSPENSION OF STANDING ORDERS

**MINUTE 291/2019** 

Moved: Cr Annie McMahon Seconded: Cr Maxine Booby

A motion was moved that Council suspend standing orders at 2.14pm.

In Favour: Crs Catherine Redding, Cameron Staines, Maxine Booby, Lloyd Finlay, Robert

Kneale and Annie McMahon

Against: Crs Ron Campey and Ann Loder

CARRIED 6/2

#### RESUMPTION OF STANDING ORDERS

**MINUTE 292/2019** 

Moved: Cr Maxine Booby Seconded: Cr Annie McMahon

A motion was moved that Council resume standing orders at 2.59pm.

<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 293/2019** 

Moved: Cr Ann Loder Seconded: Cr Robert Kneale

That Council recommit Agenda Item No. 12.9 – Rescission Motion – Narrabri Gas Project, to the December 2019 Ordinary Council Meeting, under section 17.18 of the Code of Meeting Practice.

In Favour: Crs Catherine Redding, Cameron Staines, Maxine Booby, Ron Campey, Lloyd Finlay,

Robert Kneale, Ann Loder and Annie McMahon

Against: Nil

**CARRIED 8/0** 

MINUTE 294/2019

Moved: Cr Ann Loder Seconded: Cr Robert Kneale

That Council delay discussion on the Rescission Motion – Narrabri Gas Project, Agenda Item 12.9, until the February 2020 Ordinary Council Meeting.

<u>In Favour:</u> Crs Ron Campey, Robert Kneale and Ann Loder

Against: Crs Catherine Redding, Cameron Staines, Maxine Booby, Lloyd Finlay and Annie

McMahon

**LOST 3/5** 

#### MINUTE 295/2019

Moved: Cr Maxine Booby Seconded: Cr Lloyd Finlay

That Council resolve to move into Closed Council at 3.13pm, to further discuss Agenda Item 12.9 – Rescission Motion – Narrabri Gas Project.

In Favour: Crs Catherine Redding, Cameron Staines, Maxine Booby, Ron Campey, Lloyd Finlay and

**Robert Kneale** 

Against: Crs Ann Loder and Annie McMahon

CARRIED 6/2

#### **MINUTE 296/2019**

Moved: Cr Maxine Booby Seconded: Cr Lloyd Finlay

That Council resolve to return to open Council at 3.33pm, to further discuss Agenda Item 12.9 – Rescission Motion – Narrabri Gas Project.

<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 297/2019**

Moved: Cr Ann Loder Seconded: Cr Ron Campey

That Council rescind the following:

- 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.

In Favour: Crs Ron Campey, Robert Kneale and Ann Loder

Against: Crs Catherine Redding, Cameron Staines, Maxine Booby, Lloyd Finlay and Annie McMahon

**LOST 3/5** 

At 3:41 pm, Cr Finlay declared a pecuniary interest in relation to item 10.3, due to leasing house and land from Whitehaven and was not present at or in sight of the meeting during the consideration of item.

Cr Campbell declared a pecuniary interest in relation to item 10.3, due to having a contract with Whitehaven and was not present at or in sight of the meeting during the consideration of item.

At 3:41 pm, Cr Cameron Staines left the meeting, and did not return to the meeting.

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

#### MINUTE 298/2019

Moved: Cr Ron Campey Seconded: Cr Ann Loder

That Council make a submission to the NSW Government and Independent Planning Commission objecting to the Vickery Extension Project on the basis that it is not in the public interest.

<u>In Favour:</u> Crs Catherine Redding, Ron Campey, Robert Kneale, Ann Loder and Annie McMahon

Against: Cr Maxine Booby

CARRIED 5/1

At 3:59 pm, Cr Ron Campey left the meeting, and did not return to the meeting.

At 4:00 pm, Cr Lloyd Finlay returned to the meeting.

At 4:00 pm, Cr Ron Campbell returned to the meeting.

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

#### MINUTE 299/2019

Moved: Cr Ann Loder Seconded: Cr Annie McMahon

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

<u>In Favour:</u> Crs Catherine Redding, Maxine Booby, Ron Campbell, Lloyd Finlay, Robert Kneale, Ann

Loder and Annie McMahon

Against: Nil

MINUTE 300/2019

Moved: Cr Ann Loder Seconded: Cr Annie McMahon

That at 4.03pm, Council bring forward Agenda Item 12.10 - Proposed Bunnings, Narrabri.

In Favour: Crs Catherine Redding, Maxine Booby, Ron Campbell, Lloyd Finlay, Robert Kneale, Ann

Loder and Annie McMahon

Against: Nil

**CARRIED 7/0** 

#### 12.10 PROPOSED BUNNINGS NARRABRI

**MINUTE 301/2019** 

Moved: Cr Lloyd Finlay Seconded: Cr Robert Kneale

That Council note the update on the proposed Bunnings, Narrabri.

In Favour: Crs Catherine Redding, Maxine Booby, Ron Campbell, Lloyd Finlay, Robert Kneale, Ann

Loder and Annie McMahon

Against: Nil

**CARRIED 7/0** 

At 4:07 pm, Cr Annie McMahon left the meeting.

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

#### MINUTE 302/2019

Moved: Cr Catherine Redding Seconded: Cr Maxine Booby

- 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.

In Favour: Crs Catherine Redding, Maxine Booby, Ron Campbell, Lloyd Finlay, Robert Kneale and Ann

Loder

Against: Nil

**CARRIED 6/0** 

At 4:10 pm, Cr Annie McMahon returned to the meeting.

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

#### **MINUTE 303/2019**

Moved: Cr Maxine Booby Seconded: Cr Lloyd Finlay

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 Second, 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.

<u>In Favour:</u> Crs Catherine Redding, Maxine Booby, Ron Campbell, Lloyd Finlay, Robert Kneale, Ann

Loder and Annie McMahon

Against: Nil

**CARRIED 7/0** 

#### 10 OUR ENVIRONMENT

## 10.1 LEARDS FOREST PRECINCT ENVIRONMENTAL TRUST FUNDING APPLICATIONS - DECEMBER 2019

#### MINUTE 304/2019

Moved: Cr Lloyd Finlay Seconded: Cr Robert Kneale

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.

In Favour: Crs Catherine Redding, Maxine Booby, Ron Campbell, Lloyd Finlay, Robert Kneale, Ann

Loder and Annie McMahon

Against: Nil

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

**MINUTE 305/2019** 

Moved: Cr Ann Loder Seconded: Cr Maxine Booby

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

In Favour: Crs Catherine Redding, Maxine Booby, Ron Campbell, Lloyd Finlay, Robert Kneale, Ann

Loder and Annie McMahon

Against: Nil

**CARRIED 7/0** 

#### 11 OUR ECONOMY

Nil reports.

#### 12 OUR CIVIC LEADERSHIP

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

**MINUTE 306/2019** 

Moved: Cr Ann Loder Seconded: Cr Robert Kneale

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

In Favour: Crs Catherine Redding, Maxine Booby, Ron Campbell, Lloyd Finlay, Robert Kneale, Ann

Loder and Annie McMahon

Against: Nil

**CARRIED 7/0** 

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

**MINUTE 307/2019** 

Moved: Cr Catherine Redding Seconded: Cr Annie McMahon

That Council note Mayor Redding's Delegates Report on the New England Joint Organisation (NEJO) Meeting held on Monday 25 November 2019.

In Favour: Crs Catherine Redding, Maxine Booby, Ron Campbell, Lloyd Finlay, Robert Kneale, Ann

Loder and Annie McMahon

Against: Nil

#### **MINUTE 308/2019**

Moved: Cr Robert Kneale Seconded: Cr Lloyd Finlay

1. Council's preferred NEJO Membership rate is \$5,000 per annum.

2. Council support as its alternative NEJO Membership rate 'Fee Structure A'.

<u>In Favour:</u> Crs Catherine Redding, Maxine Booby, Ron Campbell, Lloyd Finlay, Robert Kneale, Ann

Loder and Annie McMahon

Against: Nil

**CARRIED 7/0** 

### 12.3 MINUTES OF THE NARRABRI AIRPORT ADVISORY COMMITTEE MEETING HELD ON 3 DECEMBER 2019

#### **MINUTE 309/2019**

Moved: Cr Maxine Booby Seconded: Cr Lloyd Finlay

That the Minutes of the Narrabri Airport Advisory Committee Meeting held on 3 December 2019 be received and the recommendations therein be adopted.

<u>In Favour:</u> Crs Catherine Redding, Maxine Booby, Ron Campbell, Lloyd Finlay, Robert Kneale, Ann

Loder and Annie McMahon

Against: Nil

CARRIED 7/0

## 12.4 MINUTES OF THE CROSSING THEATRE ADVISORY COMMITTEE MEETING HELD ON 27 NOVEMBER 2019

#### MINUTE 310/2019

Moved: Cr Robert Kneale Seconded: Cr Lloyd Finlay

That the Minutes of The Crossing Theatre Advisory Committee Meeting held on 27 November 2019 be received and the recommendations therein be adopted.

<u>In Favour:</u> Crs Catherine Redding, Maxine Booby, Ron Campbell, Lloyd Finlay, Robert Kneale, Ann

Loder and Annie McMahon

Against: Nil

#### 12.5 2020 COUNCIL ELECTIONS UPDATE

#### **MINUTE 311/2019**

Moved: Cr Maxine Booby Seconded: Cr Ron Campbell

- 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.

<u>In Favour:</u> Crs Catherine Redding, Maxine Booby, Ron Campbell, Lloyd Finlay, Robert Kneale, Ann

Loder and Annie McMahon

Against: Nil

**CARRIED 7/0** 

#### 12.6 INVESTMENT REPORT - NOVEMBER 2019

#### MINUTE 312/2019

Moved: Cr Maxine Booby Seconded: Cr Ann Loder

That Council note the Investment Report for November 2019.

In Favour: Crs Catherine Redding, Maxine Booby, Ron Campbell, Lloyd Finlay, Robert Kneale, Ann

Loder and Annie McMahon

Against: Nil

**CARRIED 7/0** 

#### 12.7 RESCIND DONATION OF COUNCIL PLANT HIRE POLICY

#### MINUTE 313/2019

Moved: Cr Lloyd Finlay Seconded: Cr Robert Kneale

That Council rescind the Donation of Council Plant Hire Policy.

In Favour: Crs Catherine Redding, Maxine Booby, Ron Campbell, Lloyd Finlay, Robert Kneale and

Annie McMahon

Against: Cr Ann Loder

CARRIED 6/1

#### 12.8 2018/2019 DRAFT FINANCIAL STATEMENTS

#### MINUTE 314/2019

Moved: Cr Ron Campbell Seconded: Cr Robert Kneale

- 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.

In Favour: Crs Catherine Redding, Maxine Booby, Ron Campbell, Lloyd Finlay, Robert Kneale, Ann

Loder and Annie McMahon

Against: Nil

CARRIED 7/0

#### 13 CONFIDENTIAL (CLOSED COUNCIL) MEETING

#### **MINUTE 315/2019**

Moved: Cr Annie McMahon Seconded: Cr Maxine Booby

That at 5.05pm 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).

<u>In Favour:</u> Crs Catherine Redding, Maxine Booby, Ron Campbell, Lloyd Finlay, Robert Kneale,

Ann Loder and Annie McMahon

Against: Nil

#### 13.1 CONTRACT 2017-18/14 - NARRABRI WATER SUPPLY AUGMENTATION

#### **MINUTE 316/2019**

Moved: Cr Annie McMahon Seconded: Cr Maxine Booby

1. That Council note the update on the Narrabri Water Augmentation project.

COUNCIL HAS TEMPORARILY WITHHELD RESOLUTIONS 2 – 4 FOR THIS MATTER under Section 10A(2) of the Local Government Act 1993, for the following reasons:

- (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,
  - (ii) confer a commercial advantage on a competitor of the council

In Favour: Crs Catherine Redding, Maxine Booby, Ron Campbell, Lloyd Finlay, Robert Kneale, Ann

Loder and Annie McMahon

Against: Nil

CARRIED 7/0

At 5:10 pm, Cr Finlay declared a non-pecuniary significant interest in relation to item 13.2 due to a close family member being nominated for an award and was not present at or in sight of the meeting during the consideration of item, and did not return to the meeting.

#### 13.2 AUSTRALIA DAY AWARD 2020 NOMINATIONS

#### **MINUTE 317/2019**

Moved: Cr Maxine Booby Seconded: Cr Annie McMahon

- 1. Council determined the recipients of the 2020 Australia Day Awards by a show of hands, they being:
  - a) Citizen of the Year Joint Winners: Mr Peter Carrett and Mr Harvey Black;
  - b) Young Citizen of the Year Emily Shearin;
  - c) Community Event of the Year Back to the 'Bri;
  - d) Environmental Citizen of the Year Georgia Goodhew;
- 2. That Council keep the outcome confidential until Australia Day and announce the winner at the Australia Day Award Ceremony, to be held at Narrabri Golf Club commencing at 4pm.
- 3. That Council appoint Deputy Mayor, Cr Cameron Staines, as the Master of Ceremonies for the Australia Day Award Ceremony to be held at Narrabri Golf Club on Sunday, 26 January 2020.

In Favour: Crs Catherine Redding, Maxine Booby, Ron Campbell, Robert Kneale, Ann Loder and Annie

McMahon

Against: Nil

CARRIED 6/0

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Moved: Cr Maxine Booby Seconded: Cr Annie McMahon

That at 5.22pm Council move out of Closed (Public Excluded) Meeting and that the resolutions from the Closed (Public Excluded) Meeting be read out aloud.

In Favour: Crs Catherine Redding, Maxine Booby, Ron Campbell, Robert Kneale, Ann Loder and

Annie McMahon

Against: Nil

CARRIED 6/0

#### 14 MEETING CLOSED

The Meeting closed at 5.22pm.

The minutes of this meeting are scheduled to be confirmed at the Ordinary Council Meeting to be held on 25 February 2020.

CHAI	RPERSON

#### 8 MAYORAL MINUTE

8.1 MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR DECEMBER 2019/JANUARY/FEBRUARY 2020

Responsible Officer: Stewart Todd, General Manager

Author: Delece Hartnett, Personal Assistant to GM & Mayor

Attachments: Nil

#### RECOMMENDATION

That Council note the Mayoral Appointments for the period December 2019 and January/February 2020.

#### **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 16 December 2019

 Attended meeting with potential investor to the Shire with General Manager, Economic Development Manager and Executive Manager Planning & Environment also in attendance at the meeting.

#### **Tuesday 17 December 2019**

- Attended 'Micromex Consulting' Community Survey Results briefing with Councillors and Executive staff for the recent 2019 Survey that was conducted with residents throughout the Shire.
- Attended December 2019 Ordinary Council Meeting, with Councillors and senior staff also in attendance.

#### Wednesday 18 December 2019

 Attended a 'welcome' to the LGNSW representatives that were conducting a 'famil tour' of the Shire, sourcing venue/transport and accommodation options, and to speak with key Council personnel to discuss the possibility of holding the LGNSW Annual Water Conference in Narrabri in 2020.

#### Friday 20 December 2019

• Attended presentation by the Department of Infrastructure, Transport, Cities and Regional Development, regarding the 'Inland Rail Presentation' that was held at The Crossing Theatre, for the study of the long-term economic benefits.

#### Wednesday 8 January 2020

 Attended the Narrabri CBD CCTV camera installation set-up and media opportunity with Executive Staff members.

#### **Tuesday 14 January 2020**

 Invited to attend a 'briefing' between Narrabri TAFE and interested community members, regarding: 2020 TAFE NSW course offerings; Narrabri skills requirements as per feedback from industry and other general issues, concerns and key activities for 2020.

#### **Thursday 16 January 2020**

Attended meeting with Independent Planning Commission representatives regarding a
 'famil tour' of the Shire and sourcing venue/transport/security and accommodation options,
 and to speak with key Council personnel to discuss the possibility of holding a hearing in
 Narrabri in 2020.

#### Friday 24 January 2020

- Invited to and 'welcomed' the Indigenous Cricket Players (English Touring Team) that Mr Les
  Knox organised to attend Narrabri Shire for the Australia Day celebrations, at the Narrabri
  Aboriginal Lands Council office.
- Assisted in the judging of the Narrabri Shire Snapshot Competition at the Visitor Information Centre, for winning presentation on Sunday 26 January, Australia Day Ceremony Narrabri.
- Attended lunch with the Indigenous Cricket Players (English Touring Team) at the Narrabri Fish Farm, whilst they were enjoying a tour of the Shire and surrounds for the day.
- Attended meeting with Santos representatives to discuss planning agreements, with the General Manager and Executive Manager Planning & Environment also in attendance.

#### Sunday 26 January 2020

- Collected Shire Australia Day Ambassador, Mr Len Pascoe, and attended first (of three)
  Australia Day Events, at 8.00am at the Wee Waa Echo Museum and sharing breakfast with
  community members
- Travelled to Boggabri for second Australia Day Event (with Ambassador) to commence at 12 noon, and shared lunch with Boggabri community members.
- Travelled to Narrabri for main ceremony at the Narrabri Golf Club at 4.00pm, where presentation of the Community Event of the Year; Young Citizen of the Year; Environmental Citizen of the Year and Citizen of the Year were presented. Also presented at this Event were the Shire Snapshot Competition Award Winners. This year the Shire were approached to incorporate the Lord's Taverners Narrabri Shire Sports Awards within the Australia Day Events, which was a wonderful gesture by the Lord's Taverners. These were also presented by myself and Mr Len Pascoe, also in attendance.

#### **Thursday 30 January 2020**

 Travelled to and attended the Boggabri Workshop Group Meeting with community members, with the Tourism Manager also in attendance.

#### **Monday 3 February 2020**

Attended 'meet and greet' at the Council Chambers with the two 'Bush Bursary Students'
that will be undertaking two weeks of practical placement at several medical centres and
assisting service provision during their time in rural NSW.

#### **Tuesday 4 February 2020**

• Attended February 2020 Councillor Briefing/Workshop day, with Councillors and senior staff also in attendance.

#### Wednesday 5 February 2020

 Attended 'drop in session' that the ARTC/Inland Rail hosted at the Narrabri Bowling Club, open to the public, regarding the 'Local Opportunities – Supplier Capability Development Program Session'

#### **Thursday 6 February 2020**

- Attended meeting with prospective 'alternative energy' investor for the Shire.
- Attended 'Lillian Hulbert Award Committee Meeting' with Committee Members to discuss
  applications that had been submitted to the closing date, and further schedule interviews
  with the Committee and applicants in the coming week.

#### Friday 7 February 2020

• Attended meeting with Namoi Water representatives to provide an update on local actions within the Namoi catchment area.

#### Wednesday 12 February 2020

 Met with Community Engagement Manager of Whitehaven to discuss the potential of new briefing meetings, community interaction and inclusion, and general day to day operational aspects of how Council and Whitehaven can work together going forward.

#### **Thursday 13 February 2020**

 Attended 'Lillian Hulbert Award Committee Meeting' with Committee Members for applicant interviews during a full day, and consultation with Committee Members on outcome of Award recipient.

#### 8.2 MAYORAL MINUTE - WAIVING OF SWIMMING POOL FEES - SEASON TICKET HOLDERS

Responsible Officer: Catherine Redding, Mayor
Author: Catherine Redding, Mayor

Attachments: Nil

#### RECOMMENDATION

- 1. That Council note the Mayors application of Section 226 of the Local Government Act ('the Act") to provide pro rata refunds to eligible season passes as soon as payment details are received, commencing January 2020.
- 2. That Council agree to cease providing a refund at 30 December 2020.

#### **FIRST HEADING**

At the December 2019 Ordinary Council Meeting, the following was resolved:

#### WAIVING OF SHIRE SWIMMING POOL FEES FOR CHRISTMAS/NEW YEAR PERIOD 2019/2020

MINUTE [288/2019]

Moved: Cr Ron Campbell Seconded: Cr Cameron Staines

- That Council waive all Narrabri Shire swimming pool entry fees from Monday, 23 December 2019 until the end of the summer School Holiday period at the beginning of 2020.
- That Council request the General Manager to prepare a report on a manner in which to fairly deal with season ticket holders; one such option could be when season tickets are renewed for the following swimming season, renewed season ticket holders are charged at 11/12 of the fee set by Council.

<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 this meeting it was also discussed what would be a fair and equitable way to compensate the current season ticket holders that had pre-paid for their tickets, not knowing that this could be an offer to have fees waived for a period of one month for 'drought relief'.

I then took the opportunity to discuss with Councillors 'out of session' the offer to refund the affected current season ticket holders for the one month that they would have been seen to be 'out of pocket', and it was a unanimous decision to contact these specific ticket holders — Shire-wide, and offer them a refund for the period in which the fees had been waived.

Following the Council Meeting, Council Staff commenced investigations into the most fair and efficient way to deal with season ticket holders. There are 187 Season Tickets to be refunded.

Two options were considered in detail.

- The first being to charge season ticket holders 11/12 of the fee set by Council in the following season. To defer the refund until the following season (reliant on them purchasing a ticket the following year).
  - This has the advantage of deferring the necessary paperwork however has the disadvantage of patrons not being able to decide what to do with the refund (must be used on next years seasons pass).
- The second being to enact a refund immediately. This has the advantage of allowing patrons to decide what they do with the refund however the disadvantage is the immediate administrative requirement to complete refunds.

Following discussions with Staff and in the interest of providing a refund as soon as possible I enacted my Authority under <u>Section 226</u> of the Local Government Act ("**the Act**") to provide the refund as soon as possible (option 2).

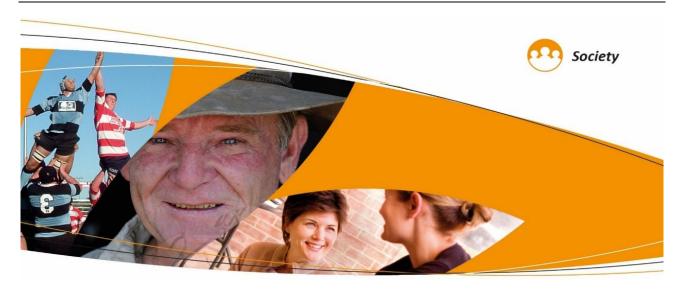
This section of the Act outlines that the Mayor may exercise, in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the Council.

In accordance with the Office of Local Government (formally known as the Department of Local Government) Meeting Practice Note No. 16 August 2009; it is best practice to report to Council the utilisation of such powers therefore I commend this Mayoral Minute to the Council.

On 16 January 2020, Council wrote to Season Ticket holders requesting their payment details by 31 January 2020 to enable a refund. Beyond that date, Council will provide refunds on an ad hoc basis until such time all patrons have been reimbursed. Patons who do not provide their details or elect not received a refund in the current year will be provided a subsidy should they elect to purchase a Season Pass for 2020/2021 (pro rata based on their membership in 2019/2020).

It is proposed to cease providing refunds after 30 December 2020 due to time.

#### 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 2020 WESTERN DIVISION OF COUNCILS ANNUAL CONFERENCE

Responsible Officer: Stewart Todd, General Manager

Author: Delece Hartnett, Executive Assistant

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 Western Division Group of Councils have recently invited Narrabri Shire Council to participate in and attend their Annual Conference, which the 2020 Conference is scheduled to be hosted by Broken Hill City Council. Other member Councils within the Western Division Group include the following:

- Balranald Shire Council
- Bourke Shire Council
- Brewarrina Shire Council
- Broken Hill City Council
- Central Darling Shire Council
- Cobar Shire Council
- Walgett Shire Council
- Wentworth Shire Council

#### **RECOMMENDATION**

That Council determine Councillor attendance at the Broken Hill 2020 Western Division of Councils Annual Conference to be held between 18 – 20 March 2020.

#### **BACKGROUND**

Council has recently received an invitation to attend the 2020 Western Division of Councils Annual Conference, to be hosted this year in Broken Hill, between Wednesday 18 and Friday 20 March 2020.

In previous years, this Conference has hosted many high-ranking State and Federal Ministers, which could certainly provide timely and opportune information to assist Narrabri Shire Council in gaining insightful regional knowledge that is outside our normal network and communication methods.

The confirmed speakers for the 2020 Conference are (as at time of printing) the following:

- The Hon Adam Marshall MP, Minister for Agriculture and Minister for Western NSW on behalf of NSW Premier The Hon. Gladys Berejiklian MP
- Mayor Darriea Turley AM on behalf of LGNSW Board Director Cr Linda Scott
- Minister Melinda Pavey NSW Water Minister
- Natasha Maclaren-Jones Parliamentary Secretary for Health
- The Hon. Mick Vetich MLC Shadow Minister for Industry and Trade, Rural Roads, Rural Affairs and Western NSW
- Anne Andrews Broken Hill City Council
- Paul Scully MP Shadow Minister for Natural Resources
- Penny Sharpe MLC Deputy Leader of the Opposition in the Legislative Council, Shadow Minster for Family and Community Services, Shadow Minister for Disability Inclusion
- The Hon Tara Moriarty MLC Shadow Minister for Crown Lands, Shadow Minister for Mental Health Current Situation

The Conference brings together the Councils in the Far West of the State to discuss issues of mutual concern. The Western Division area has over the years been an effective lobby and advocacy group, being one of the most effective and active Local Government Groups in New South Wales.

The 2020 Conference will focus on the 4 Pillars of Sustainability – Environmental, Cultural, Social and Economic categories.

The Conference aims to bring to the fore the key issues from each of these areas that are of importance to not only the Western Region of NSW but the nation as a whole.

Early bird registrations are open now and will close on 14 February 2020.

The Conference will be held at the Broken Hill Civic Centre, 31 Chloride Street, with a number of social functions showcasing the City's unique venues and locations.

#### **FINANCIAL IMPLICATIONS**

The conference attendance fee is \$500.00 per attendee (ex GST).

Flights from Dubbo to Broken Hill (which is the most economical and quickest way to travel) - \$1,000 per person (via Rex Airlines, the only provider to Broken Hill).

Accommodation costs for two (2) nights will be approximately \$400 (in total) per person for the 2-day conference.

#### STATUTORY AND POLICY IMPLICATIONS

## Reporting Requirements of the Payment of Expenses and Provision of Facilities to Councillors Policy

Councillors will report, in writing, in an open session of a Council Meeting on the outcome of the conference, seminar or similar function attended. The report will be submitted to the General Manager (or their delegate) within one (1) month of the Councillor's attendance at the conference, seminar or similar function.

If a number of Councillors attend the same function, a single report may be submitted on behalf of all Councillors that attended, however the report must be signed by all Councillors that were in attendance.

The report to Council will be in writing and include the following:

- The purpose/subject matter of the conference, including the reason for the attendance of the delegate(s).
- The agenda of the conference.
- Any items of interest to Council discussed at the conference.
- Recommendations for further areas of action or investigation (if applicable).

A Councillor(s) who attend the annual conference of Local Government NSW (LGNSW) do not need to provide a written report to Council.

#### **CONSULTATION**

**External Consultation** 

Nil.

**Internal Consultation** 

Nil.

#### 9.2 **GRANT ACTIVITY REPORT - 1 JULY 2019 TO 31 DECEMBER 2019**

Responsible Officer: Lindsay Mason, Director Corporate and Community Services

Author: **Amanda Wales, Grants Officer** 

Attachments: Council Grant Activity Table July 2019-December 2019 U 1.

#### **DELIVERY PROGRAM ALIGNMENT**

#### 1 Society

1.3 Our communities will be provided with facilities and services to increase social Objective

connectivity and accessibility

Strategy 1.3.4 Continually improve access to community facilities and services across the Shire

#### **EXECUTIVE SUMMARY**

This report is to inform Council of grant activity for the period 1 July 2019 to 31 December 2019.

During the period 1 July 2019 and 31 December 2019, Council applied for \$12,457,584 in grant funding. The amount of \$182,691 was confirmed as approved, with \$58,933 unsuccessful, leaving \$12,215,960 yet to be determined.

During the period 1 July 2019 to 31 December 2019, Council received confirmation of successful applications in the amount of \$35,000 from grant applications lodged in the 2018-2019 financial vear.

This provides an overall total of \$217,691 in successful grant funding for the period 1 July 2019 to 31 December 2019.

Council's financial co-contributions to successful grant applications 1 July 2019 to 31 December 2019 was \$22,000.

#### RECOMMENDATION

That Council note the grant activity report for the period 1 July 2019 to 31 December 2019.

#### **BACKGROUND**

The purpose of this report is to inform Council of grant activity for the period the period 1 July 2019 to 31 December 2019.

During the 1 July 2019 to 31 December 2019 period Council has taken the opportunity to apply for 27 grants, most of which relate to drought affected communities, infrastructure and events.

Council employs a dedicated Grants Officer whose primary role is to source new funding for Council projects, to administer existing funded projects and to acquit completed funded projects. The Grants Officer oversees operations of Council's Community Grants Fund, from application, to review and collation of data, and acquittal. The Grants Officer provides information to community sectors regarding upcoming grant opportunities and offers assistance and advice to these groups in completing their applications. In addition, Council's Grants Officer provides training to Community Groups, assisting to upskill volunteers with grant writing, reporting and acquittal knowledge.

#### **CURRENT SITUATION**

During the period 1 July 2019 and 31 December 2019, Council applied for \$12,457,584 in grant funding. The amount of \$182,691 was confirmed as approved, with \$58,933 unsuccessful, leaving \$12,215,960 yet to be determined.

Combined with approved funding from applications lodged in the 2018-2019 financial year, this provides an overall total of \$217,691 in successful grant funding for the first six months of the 2019-2020 financial year.

#### **FINANCIAL IMPLICATIONS**

Council's financial co-contributions to successful grant applications 1 July 2019 and 31 December 2019 was \$22,000.

#### STATUTORY AND POLICY IMPLICATIONS

Nil.

#### **CONSULTATION**

#### **External Consultation**

Council's Grants Officer consults with community members, government agencies and contractors as required.

#### **Internal Consultation**

Internal consultation is undertaken with relevant Council officers as required.

Project Information	Financial Year of Application	Total Project Cost	Funding Applied For	Funding Body	Council Department	Status
Culgoora Road Project (Narrabri End)	2018/19	\$5,960,000.00	. , ,	NSW Government – Growing Local Economies – REDS and FER's	Infrastructure Delivery	Decision Pending
Wee Waa George Street and Mitchell Street Shared Path	2018/19	\$349,440.00	\$314,496.00	RMS NSW Active Transport Funding	Infrastructure Delivery	Unsuccessful
Cooma Road Shared Path Section 1	2018/19	\$580,412.00	\$305,480.00	\$305,480.00 RMS NSW Active Transport Funding Infra		Unsuccessful
Old Gaol Restoration Project	2018/19	\$425,244.00		NSW Department of Industry – Crown Reserves Improvement Fund	Corporate and Community Services	Unsuccessful
Hazard Reduction/Slashing – Pilliga	2018/19	\$4,000.00	. ,	NSW Rural Fire Service – Bushfire Risk Mitigation and Resilience Funding	Infrastructure Delivery	Successful
Hazard Reduction/Slashing – Baan Baa	2018/19	\$3,000.00	. ,	NSW Rural Fire Service – Bushfire Risk Mitigation and Resilience Funding	Infrastructure Delivery	Successful
Hazard Reduction/Slashing – Gwabegar	2018/19	\$5,000.00		NSW Rural Fire Service – Bushfire Risk Mitigation and Resilience Funding	Infrastructure Delivery	Successful
Hazard Reduction/Slashing – Narrabri	2018/19	\$15,000.00		NSW Rural Fire Service – Bushfire Risk Mitigation and Resilience Funding	Infrastructure Delivery	Unsuccessful
Hazard Reduction/Slashing — Boggabri	2018/19	\$10,000.00	. ,	NSW Rural Fire Service – Bushfire Risk Mitigation and Resilience Funding	Infrastructure Delivery	Successful
Hazard Reduction/Slashing – Bellata	2018/19	\$3,000.00	,	NSW Rural Fire Service – Bushfire Risk Mitigation and Resilience Funding	Infrastructure Delivery	Successful
Hazard Reduction/Slashing – Wee Waa	2018/19	\$10,000.00		NSW Rural Fire Service – Bushfire Risk Mitigation and Resilience Funding	Infrastructure Delivery	Successful
Retail Revamp – Step Out from the Drought	2018/19	\$10,000.00		Foundation for Rural and Regional Renewal – Strengthening Rural Communities	Corporate and Community Services	Decision Pending

Heart Health Through History and	2019/2020	\$10,000.00	\$10,000.00	Heart Foundation – Active Australia	Corporate and	Unsuccessful
Culture				Innovation Challenge	Community Services	
Still Kamilaroi	2019/2020	\$5,000.00		Regional Arts New South Wales –	Corporate and	Unsuccessful
				Country Arts Support Program	Community Services	
Biosecurity Matter Calendars	2019/2020	\$7,632.00	\$4,000.00	ARTC – Inland Rail	Infrastructure Delivery	Unsuccessful
Sustainability Documentaries	2019/2020	\$5,690.00	\$4,000.00	ARTC – Inland Rail	Development and Economic Growth	Unsuccessful
Garage Sale Trail	2019/2020	\$7,674.00	\$4,000.00	ARTC – Inland Rail	Development and Economic Growth	Unsuccessful
All Creatures Great and Small – Assisted Animal Learning Sessions	2019/2020	\$2,267.00	. ,	NSW Government – NSW Seniors Festival Program	Corporate and Community Services	Unsuccessful
Gwabegar and Pilliga Septic Upgrades	2019/2020	\$42,000.00		Australian Government – Stronger Communities Program	Corporate and Community Services	Successful
Jubilee Oval Storm Water Harvesting Tanks	2019/2020	\$61,600.00		NSW Government Office of Responsible Gambling – Infrastructure Grants	Infrastructure Delivery	Unsuccessful
Public Seating – Narrabri Creek Shared Path	2019/2020	\$10,000.00		NSW Department Planning, Industry and Environment	Infrastructure Delivery	Successful
Barradine and Etoo Creek Catchment Weed Control	2019/2020	\$52,630.00		NSW Local Land Services – MEPAW Program	Infrastructure Delivery	Successful
Library Subsidy and Local Priority Grants	2019/2020	\$92,936.00		State Library – Library Subsidy and Local Priority Grants	Corporate and Community Services	Successful
Narrabri Tennis Court Infrastructure	2019/2020	\$310,852.00		NSW State Government – Stronger Country Communities Fund	Infrastructure Delivery/Corporate and Community Services	Decision Pending
Narrabri Shire Youth Shack	2019/2020	\$62,397.00		NSW State Government – Stronger Country Communities Fund	Corporate and Community Services	Decision Pending

Youth Employment Capacity building	2019/2020	\$52,300.00		NSW State Government – Stronger Country Communities Fund	Corporate and Community Services	Decision Pending
Narrabri Shire Youth Art and Culture Banners	2019/2020	\$104,118.00		ISW State Government – Stronger Corporate and Country Communities Fund Community Ser		Decision Pending
Inclusive Communities – Hearing Loop Infrastructure	2019/2020	\$74.981.00	\$74.981.00	81.00 NSW State Government – Stronger Corporate a Community		Decision Pending
Helping the Namoi – Storm Water Pollutant Measures	2019/2020	\$157,500.00			Development and Economic Growth	Decision Pending
Dangar Park Amenities Infrastructure Project	2019/2020	\$138,053.00		NSW State Government Community Building Partnership	Infrastructure Delivery	Decision Pending
Narrabri Shire Women's Week Celebration	2019/2020	\$4,611.00	. ,	ISW State Government – NSW  Vomen's Week 2020 Grant  Comporate and Community Servi		Decision Pending
Boggabri Library CCTV Project	2019/2020	\$41,780.00		State Library – Public Library Infrastructure Grant 209/2020	Corporate and Community Services	Decision Pending
Millie Road Sealing (6.5k section)	2019/2020	\$3,605,340.00	\$3,245,340.00	Transport for NSW – Fixing Local Roads	Infrastructure Delivery	Decision Pending
Youth Week 2020	2019/2020	\$3,774.00	,	NSW Communities and Justice – Youth Week 2020 Funding	Corporate and Community Services	Successful
Combat Weeds in Pilliga and Gwabegar	2019/2020	\$5,238.00	,	Department of Planning, Industry and Environment – Crown Reserves Improvement Fund		Successful
Narrabri Airport Apron Upgrades	2019/2020	\$598,784.00		Australian Government Department of Corporate and Industry, Innovation and Science – Regional Airports Program Round 1		Decision Pending
Northern NSW Inland Port – Road and Rail	2019/2020	\$7,750,000.00		Australian Government Department of Industry, Innovation and Science – Building Better Regions – Round 4 – Infrastructure	Development and Economic Growth	Decision Pending

Narrabri Shire Pool Entry Fee	2019/2020	\$10,000.00	\$10,000.00NSW	Government – Regional Growth	Infrastructure Delivery	Decision Pending	
Waiver			Fund	- Drought Stimulus - Regional			
			Schoo	ol Holiday Activities			

#### 9.3 SUPPLY OF WATER TO NARRABRI GOLF CLUB DUE TO FAILED BORE

Responsible Officer: Darren Raeck, Director Infrastructure Delivery

Author: Darren Raeck, Director Infrastructure Delivery

Attachments: Nil

#### **DELIVERY PROGRAM ALIGNMENT**

## 4 Leadership

Objective 4.4 Our strategic goals will be achieved through transparent and accountable planning

and reporting

Strategy 4.4.1 Engage with the community to determine affordable and acceptable levels of service

#### **EXECUTIVE SUMMARY**

In November 2019, Narrabri Golf Club bore site failed. Water to the course was only available through the existing town water connections severely limiting the club's ability to maintain fairways and greens.

Council was approached by the Golf Club to determine a suitable solution to providing water whilst the bore was being repaired. At the time greens were being watered by hand and fairways were drying up quickly due to the warm weather. Council recommended a temporary connection via a metered hydrant on Gibbons Street.

Subsequently the Golf Course found that the existing bore casing had failed, and a new bore needed to be constructed. Water supply to Golf Club bore was not reinstated until late January 2020. During this period the Club used 1,642 kilolitres of water through a metered hydrant (bulk water).

#### **RECOMMENDATION**

That Council provide emergency water use to the Narrabri Golf at the Narrabri Usage Charge Rate, wavering the associated Bulk Water fees during the emergency period.

## **BACKGROUND**

In November 2019, Narrabri Golf Clubs groundwater bore site failed resulting in loss of irrigation water to the course. Council provided access to a metered standpipe on Gibbons Street which was connected into the courses irrigation system via a sprinkler connection.

The bore needed to be replaced which required application to NSWWater for works licence, construction of the bore, replacement of the pump, reinstatement of the pipe and electrical works.

Council supplied a metered stand pipe for Narrabri Golf Club on the 15 November 2019 with start reading of 60 kilolitres. The hydrant was returned on 3 February 2020 with a finishing read of 1702 kilolitres.

## **CURRENT SITUATION**

Council's metered hydrant was returned after 11 weeks having passed 1,642 kilolitres of water.

Water supply to the course was reinstated in late January 2020.

Water charges are yet to be sent to the Golf Club.

## **FINANCIAL IMPLICATIONS**

Council's bulk water rate is \$3.50 per kilolitre in accordance with 2019/20 Fees and Charges. Given the Golf Club has an existing connection to the course they have requested that the water be provided at the Narrabri 2019/2020 Water Usage Charge of \$1.05 per Kilolitre.

1,642 kilolitres at \$3.50 = \$5,747.00 1,642 kilolitres at \$1.05 = \$1,724.10 Difference = \$4,022.90

Weekly hire for 11 weeks at \$10 per week= \$110

## STATUTORY AND POLICY IMPLICATIONS

The recommendation enclosed within requires Council's approval to modify the applicable fees and charges.

## **CONSULTATION**

#### **External Consultation**

Manager Narrabri Golf Club – Paul Gordon.

## **Internal Consultation**

- Financial Services Manager.
- Water Services Manager.

9.4 NORTHERN INLAND ACADEMY OF SPORT (NIAS) PARTNERSHIP PROPOSAL 2020 - REQUEST FOR COUNCIL SUPPORT

Responsible Officer: Lindsay Mason, Director Corporate and Community Services

Author: Amanda Wales, Grants Officer

Attachments: 1. Northern Inland Academy of Sport - Narrabri Shire Council Associate

Partner Proposal 2020 🗸 🖼

#### **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 reviews a Partnership Proposal submitted to Council from the Northern Inland Academy of Sport ("**NIAS**"). The proposal outlines a request for a monetary contribution from Council in the amount of \$2,000.00 plus GST, which will result in a commitment from NIAS to the following:

- Hold three (3) NIAS camps in Narrabri, including Rugby Union trials;
- One (1) community engagement day between NIAS squad and Narrabri Shire Community;
- Growth in Narrabri Shire athlete numbers compare to 2019 numbers (14 athletes);
- Council advertising being placed across a range of media in conjunction with NIAS advertising and reports;
- Complimentary event tickets.

## **RECOMMENDATION**

That Council review the proposal supplied by Northern Inland Academy of Sport (NIAS) and the availability of Council funding in the amount of \$2,000.00 plus GST and determine a course of action.

## **BACKGROUND**

A partnership request which has been made by Northern Inland Academy of Sport ("**NIAS**") will cost \$2,000.00 plus GST. The return on this investment is a variety of advertising opportunities for Council across a range of media, a commitment to a range of sporting opportunities for Narrabri Shire and a number complementary event tickets. Council has a Community Grants Fund that may be utilised to allocate funds for partnership purposes.

#### **CURRENT SITUATION**

Research shows that the Northern Inland Academy of Sport ("NIAS") is an incorporated, community-based entity established in 1992. The aim of NIAS is to identify and prepare talented sportspeople in the Northern Inland region assisting them to reach maximum potential both on and off the field.

NIAS provides opportunities for accessing skill development, athlete and coach support services. The aim of NIAS is to develop individual potential, and support those identified as talented sportspeople in making the transition to higher levels of competition and performance. Through their programmes, NIAS has/will offer the following:

- Provision of 4,200 scholarships to athletes since 1992.
- Provision of 400 scholarships to coaches since 1992.
- Skill development across eleven sports programmes.
- Sport science testing analysis and support services at a regional and individual level.
- Life skills education program.
- Annual sporting events.

The NIAS organisation has developed a partnership proposal which affords Council the opportunity, at a cost of \$2,000.00 plus GST, to be promoted as a NIAS Partner. This results in the following benefits for Council:

- Council name and logo in the monthly NIAS newsletter.
- Opportunity to advertise in the newsletter free of charge.
- Council logo in the NIAS Awards booklet (300 copies distributed).
- Opportunity to advertise in the Annual Repot free of charge.
- Prominent Logo recognition in the fortnightly NIAS Report printed as a full page in the Northern Daily Leader (readership 36,000).
- Council will be known as an Associate Partner of the Academy.
- Council signs can be used at NIAS events.
- Council logo on NIAS website with Council overview on partner page.
- Link from NIAS website to Council website.
- Opportunity for Council advertising on NIAS home page with direct link to Council website.

- Community Engagement Association with an organisation focussed on personal growth and development of young athletes.
- Access to all squad members and coaches (where possible) for promotional purposes, in particular, Narrabri Shire Council events.
- Opportunity to direct market promotions and specials to NIAS athletes and their parents via NIAS.
- Invitation to exclusive annual sponsor/partner events two (2) complimentary tickets per function.
- Invitation to annual Academy Awards two (2) complimentary tickets.
- Three (3) NIAS camps held in Narrabri including Rugby Union trials
- One (1) community engagement day between NIAS squad and Narrabri community.
- Commitment to growth In Narrabri Shire NIAS athlete numbers from 2019

## **FINANCIAL IMPLICATIONS**

In order to participate in the proposed partnership in the current financial year, Council could allocate funds from the 2019/2020 Community Grants Fund, which has sufficient funds to cover \$2,000.00 plus GST.

#### STATUTORY AND POLICY IMPLICATIONS

Nil.

## **CONSULTATION**

## **External Consultation**

Northern Inland Academy of Sport (NIAS).

#### **Internal Consultation**

Nil.







## Narrabri Shire Council Associate Partnership Proposal- 2020

"Sport is a powerful medium to promote a corporate image. THE NORTHERN INLAND ACADEMY OF SPORT offers an opportunity for you to play a role in the development "on and off the field" of the regions talented young children and be connected with a pool of balanced, focused higher achievers. Our athletes are the role models for aspiring young sports people at the grass roots level of Sport."

Parry House Suite 3 Ground Floor Rear 468-472 Peel Street P.O. Box 907 Tamworth NSW 2340

> Phone: (02) 6766 2526 Fax: (02) 6766 3687 Email: nias@nias.org.au





Dear Mayor Kathy Redding,

#### Re: Associate Partnership Support for The Northern Inland Academy of Sport.

On behalf of the Academy I would like to thank you for allowing NIAS the opportunity to place the following proposal to you for an Associate partnership between the Narrabri Shire Council and NIAS.

As part of NIAS' commitment to the region we will again be aligning each of our 11 sports with a particular town, with that squad acquiring the responsibility of giving back to the region and in particular their selected town. Narrabri is proud of its title "Australia's sportiest town" and so it should be. We believe it just makes sense that the sportiest town should be aligned with the regions sportiest organization and we'd like to explore ways in which NIAS can work with the Narrabri Shire Council to increase this partnership. In the five years prior to our partnership in 2019, 42 of NIAS' athletes came from the Narrabri Region, an average of just over 8 per year. In 2019 we welcomed 14 athletes from Narrabri across six sporting programs – AFL, Cycling, Netball, Rugby League, Rugby Union and Tennis. On top of this we held training camps/trials across Rugby Union, Rugby League and Tennis programs in 2019.

The proposed 2019 NIAS Associate Partnership is as follows:

The purpose of this correspondence is to formalize the relationship with the Narrabri Shire Council based on the value proposition developed with the Northern Inland Academy of Sport.

We are seeking \$2,000 plus GST for the Northern Inland Academy of Sport to support its athletes in 2020:

In return, the Narrabri Shire Council will receive the following benefit entitlements.

With best wishes,

James M Cooper Chief Executive Officer 0488 152 092

> Parry House Suite 3 Ground Floor Rear 468-472 Peel Street P.O. Box 907 Tamworth NSW 2340

Phone: (02) 6766 2526 Fax: (02) 6766 3687 Email: nias@nias.org.au





## Introduction

The Northern Inland Academy's development programs have established benchmarks in standards and value in the officially recognised development pathway for talented athletes. The Academy works closely with recognised State Sporting Organisations, the NSW Institute of Sport and Regional/District Associations to ensure its programs provide an integrated pathway for talented athlete development. The Academy is a not for profit community based organisation that relies on the support of the region to continue to offer increased opportunities to talented young sports people. Sponsor recognition, community servicing, fundraising events, media and PR relations are integrated to ensure a consistent and professional image for NIAS.

#### The Academy's Mission:

"To identify, support and provide opportunities, pathways and access to skill development, athlete and coach support services to talented sportspeople in the Northern Inland region that will develop individual potential, on and off the field and support those identified sportspeople in making the transition to high levels of competition and performance."

As a strong brand and organisation in our region NIAS invites you to participate in the exciting development of our talented young sports people.

Since establishment in 1992, the Academy has provided over 4200 Scholarships to the region's emerging young athletes and over 400 coaches.

The Academy is able to provide its corporate partners with distinct and tangible marketing benefits – utilising its geographic and demographic reach, its unique positioning in the structure of sport and athlete development, and its considerable network of stakeholders, partners, athletes and families.

A corporate partnership with NIAS will provide outstanding opportunities for your company not only to leverage its brand within the significant Northern Inland region, but also to demonstrate its strength as a corporate citizen through supporting sport and talented young athlete development.

## Snapshot of the 2019 NIAS Programs:

- ▶ 286 talented athletes aged between 11 and 18 residing and developing their potential on and off the field across the whole of the Northern Inland of NSW as well as 47 coaches and volunteers.
- ► Tactical skill development across eleven fully endorsed and integrated sports programs AFL, Athletics, Basketball, Cycling, Golf, Hockey, Lonestar, Netball, Rugby League, Rugby Union and Tennis.
- ▶ Technical Sport science testing, analysis and support services offered at a regional and individual level.
- ▶ Life Skills Comprehensive life Skills Education Program focusing on key components; Goal Setting, Resilience, Opportunities Beyond Sport, Wellness, TV Print and Media and Health (GROWTH) delivered in 1 regional town to all academy athletes, parents, coaches and the wider sporting community.
- ▶ Significant annual events including National Primary Games, Academy Games and Academy Awards

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#### THE NORTHERN INLAND ACADEMY OF SPORT

## A High Quality Brand for High Quality Programs

The Academy's **brand** has become synonymous with quality – both in the standard of talented young athletes we deal with, and the quality of our program content – including highly accredited coaching staff and respected professional providers.

The Northern Inlands young sportspeople, our State's sporting authorities and coaching and development resources, and many corporate supporters are all subscribing to the Academy's **ethos** of "performance, excellence and achievement".

The opportunity to align your company brand with the quality Academy brand, combined with the Academy's **reach** across the entire Northern Inland region and beyond, provides a strong foundation for implementing your key marketing strategies including branding, advertising and business development.

## An Alignment with the Academy's Brand Will:

- ▶ Demonstrate your corporate community support for the talented young Athletes, our leaders of tomorrow from the Northern Inland of NSW
- ► Generate positive branding across the 290,000 population of Northern NSW
- ▶ Provide outstanding promotional and advertising opportunities, in particular target market to young motivated and talented athletes
- ▶ Enable access to the Academy's stakeholder network and the region's sports participation base

# Partnership Package Benefits Offered as an Academy Associate Partner:

#### Marketing objectives

#### **Newsletters & Annual Report**

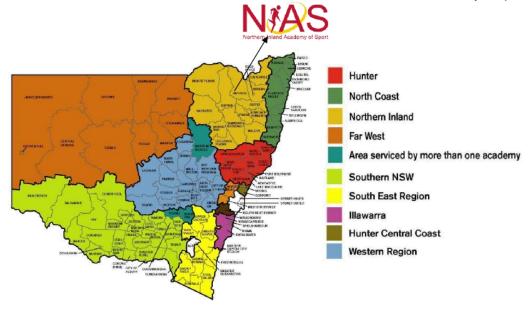
- Narrabri Shire Council name/logo will feature in the "NIAS" monthly newsletter. The newsletter is sent
  to all NIAS athletes & their parents, coaches, members, our sponsors & business supporters, plus local
  schools, councils & sporting bodies (Produced in July and December each year 1400 copies distributed).
- · The opportunity to advertise in this newsletter free of charge.
- Narrabri Shire Council name/logo in the NIAS Awards Booklet circulated to all athletes, coaches, officials, board members, local & state government departments, local MP's & regional stakeholders. (Produced in March each year. 300 copies distributed)
- · The opportunity to advertise in the Annual Report free of charge.

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> Phone: (02) 6766 2526 Fax: (02) 6766 3687 Email: nias@nias.org.au







## Media objectives

#### Newspapers and Radio

 Prominent brand recognition in the "NIAS Report" (a fortnightly full-page update on the academy in the Northern Daily Leader, readership 36,000)

#### Corporate objectives (image based)

## NIAS Associate Partner Status

· The Narrabri Shire Council will be known as an Associate partner of the Academy.

#### Banners & signs

• Narrabri Shire Council signs can be used at Academy events.

#### Internet exposure

- Narrabri Shire Council logo located on NIAS web-site. <u>www.nias.org.au</u> Specific partner page will provide
  a brief overview of Narrabri Shire Council and it is links to the NIAS.
- · Link from NIAS website to Narrabri Shire Council website.
- Opportunity for Narrabri Shire Council to have a link on website to NIAS Website.
- Opportunity to place specific advertising on NIAS home Page with link direct back to your site.

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Phone: (02) 6766 2526 Fax: (02) 6766 3687 Email: nias@nias.org.au





#### Community Engagement

 Being associated with an organisation that assists the personal growth and development of our young athletes living in our community. They will be the leaders in our community in future years.

#### Access and association with athletes

- Access to all squad athletes and coaches (where possible) for promotional purposes. In particular, Narrabri Shire Council events. In 2019 your councilors came to our Rugby Union trials, we will be holding these again in 2020.
- · Opportunity to direct market promotions and specials to NIAS athletes and their parents via NIAS.

#### Corporate hospitality and Networking

#### **Exclusive Sponsor and Corporate Functions**

 Invitation to exclusive Sponsor's Events are held annually to acknowledge our valuable sponsor/partners and enable networking with other stakeholders 
 You will receive 2 complementary tickets to each function.

#### **Annual Academy Awards**

• The Annual Academy Awards celebrates the achievements of NIAS athletes and coaches. This event is now recognized as one of the main events on the Northern Inland calendar. Because it has grown so much, the event is now split over two nights with one Awards night held in Tamworth and one in Armidale with more than 500 people attending. You will receive 2 complementary tickets to the Awards.

#### 2020 commitments

- Three NIAS camps held in Narrabri including Rugby Union trials
- Growth in athlete numbers from 2019
- One community engagement day between NIAS squad and Narrabri community

I look forward to your confirmation of the above points and if happy please sign the agreement page and return one copy to the Academy. Should any amendment be necessary could these be detailed to me.

Thanks again for your willingness to support the development of the region and states pre-elite talented young athletes.

With my very best wishes,

James M Cooper Chief Executive Officer

> Parry House Suite 3 Ground Floor Rear 468-472 Peel Street P.O. Box 907 Tamworth NSW 2340

Phone: (02) 6766 2526 Fax: (02) 6766 3687 Email: nias@nias.org.au





AGREEMENT		
On behalf of the Narrabri Shire Council, I agree to the letter to support the 2020 NIAS program.	offerings and entitlements listed	d within the above
	Authorised Signatory	
	Name	
	Position	
	Date	
On behalf of NIAS, I agree to the offerings and entitlen relationship between NIAS and the Narrabri Shire Coun		tter to support the
	Authorised Signatory	
	Name	
	Position	
	Date	
		Parry House Suite 3 Ground Floor Rear 468-472 Peel Street P.O. Box 907 Tamworth NSW 2340
org.au		Phone: (02) 6766 2526 Fax: (02) 6766 3687 Email: nias@nias.org.au

## 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 MODIFICATION TO TARRAWONGA COAL MINE

Responsible Officer: Daniel Boyce, Executive Manager Planning and Environment

Author: Daniel Boyce, Executive Manager Planning and Environment

Attachments: 1. Locality Plan U

2. Draft response to Whitehaven J

#### **DELIVERY PROGRAM ALIGNMENT**

#### 2 Environment

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

Strategy 2.4.3 Ground water extractions are maintained in an environmentally sustainable manner

to ensure long term viability and quality

#### **EXECUTIVE SUMMARY**

The Tarrawonga Coal Mine ("Tarrawonga") is an open cut coal mine which has been in operation since 2006. Due to the ongoing drought conditions, Tarrawonga is seeking to temporarily supplement its existing water supply to enable continuity of production and employment at the Mine.

According to Whitehaven, the Modification does not propose to change the mining operation or any components of the Tarrawonga Coal Mine itself, nor would it materially alter the operational workforce. The Traffic Management Plan for Tarrawonga will be updated to incorporate the Modification.

There are several matters that require clarification from Council's perspective and in this regard a response has been drafted (Attachment 2).

#### RECOMMENDATION

That Council write to Whitehaven and seek clarifications to the matters listed in the draft correspondence attached to the report (Attachment 2).

#### **BACKGROUND**

The Tarrawonga Coal Mine ("Tarrawonga") is an open cut coal mine which has been in operation since 2006. Up to 3 million tonnes per annum ("Mtpa") of run-of-mine ("ROM") coal is crushed and screened on-site, and the sized ROM coal is loaded onto road registered trucks for transport via the approved road transport route to the Whitehaven Coal Handling and Preparation Plant ("CHPP") at Gunnedah (Attachment 1).

An ongoing water supply is required at Tarrawonga for dust suppression, coal crushing and other minor uses. Tarrawonga sources water from surface water and groundwater inflows to the open cut, sediment basins and storage dams and licensed groundwater extraction. Tarrawonga has also sourced water from other sources, subject to availability and agreement with relevant third parties (e.g. the Boggabri Coal Mine) and relevant approvals/licences being in place.

Due to the ongoing drought conditions, Tarrawonga is seeking to temporarily supplement its existing water supply to enable continuity of production and employment at the Mine.

#### **CURRENT SITUATION**

Tarrawonga is seeking approval from the Department of Planning, Industry and Environment for temporary trucking of water from the Vickery Coal Mine to supplement the Tarrawonga's supply (Attachment 1). The activities associated with the Modification involve:

- Extraction of groundwater from an existing and approved groundwater bore.
- Transport of up to approximately 1.6 megalitres per day of groundwater from the Vickery Coal Mine to the Tarrawonga Coal Mine by truck.
- Water transport by trucks along the Northern Section of the Approved Road Transport Route, with access to the Vickery Coal Mine off Braymont Road.
- Water haulage during the approved ROM coal dispatch hours under Project Approval 11 0047:
  - o 6.00 am to 9.15 pm Monday to Friday; and
  - o 7.00 am to 5.15 pm Saturday.
- Up to 39 truck movements to and from the Tarrawonga Coal Mine per day (i.e. 78 truck trips per day).

The Tarrawonga Environmental Assessment assessed a maximum of 524 daily heavy vehicle trips associated with the transport of ROM coal (or 262 truck movements to and from the CHPP) on the Northern Section of the Approved Road Transport Route (Attachment 1) to meet the 3 Mtpa production rate.

According to Whitehaven, the total daily truck trips incorporating the Modification would remain below the 524 trips assessed in the Tarrawonga Environmental Assessment.

Extraction of groundwater would be from an existing groundwater bore (Works Approval 90CA807002) which services a historic infrastructure area at the Vickery Coal Mine. Groundwater would continue to be extracted at Whitehaven's bore in accordance with the rules of the Water Management Act 2000 ("WM Act") and the Water Sharing Plan for the Upper and Lower Namoi Groundwater Sources 2019 and existing water access licences and approvals under the WM Act.

According to Whitehaven, the Modification does not propose to change the mining operation or any components of the Tarrawonga Coal Mine itself, nor would it materially alter the operational workforce. The Traffic Management Plan for Tarrawonga will be updated to incorporate the Modification.

There are several matters that require clarification from Council's perspective and in this regard a response has been drafted (Attachment 2).

## FINANCIAL IMPLICATIONS

Nil.

## STATUTORY AND POLICY IMPLICATIONS

Council will have the opportunity to make a formal submission to the Department of Planning, Industry and Environment once the Modification application is lodged.

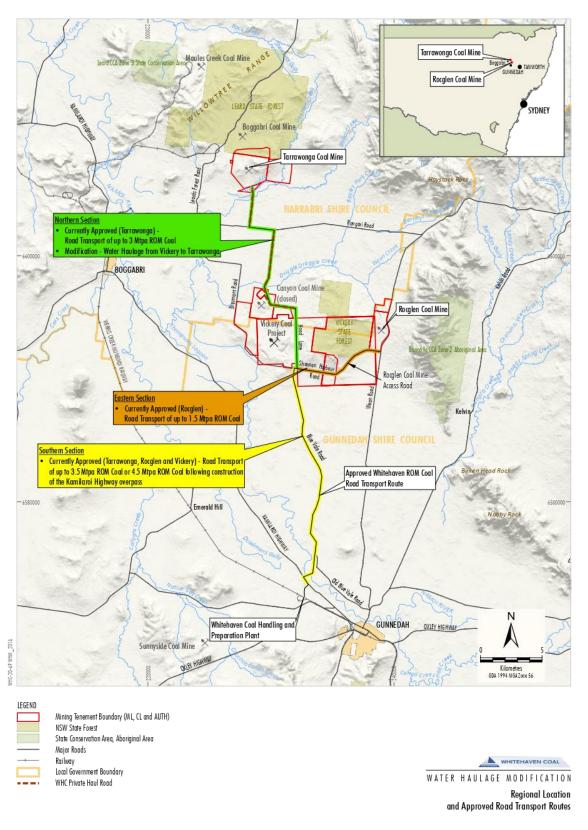
## **CONSULTATION**

**External Consultation** 

Nil.

**Internal Consultation** 

Nil.



Source: LPMA - Topographic Base (2010); NSW Department of Industry (2015)

Figure 1

DocID: 1743465

Contact Person: Daniel Boyce

Darren Swain Whitehaven Coal

E: dswain@whitehavencoal.com.au

Thursday, 30 January 2020

#### Tarrawonga Coal Mine - Temporary Water Haulage Modification

Dear Darren,

I refer to your email dated 16 January 2020 regarding the proposed modification to Tarrawonga Coal Mine (MP11\_0047).

Upon review of the information provided, Council has a number of questions in relation to the proposed modification as outlined below.

#### 1. Traffic Generation

The information provided indicates the water transportation would result in 78 vehicle trips per day. And the mine as approved has a maximum of 524 vehicle trips per day. The information provided states that there would be no increase in traffic generated by the modification. Given there is no proposed reduction in mine activities or haulage, it is not clear how there would be no increase in traffic generated by the modification. It would instead appear that there would be a 14.9% increase in traffic generation as a result of the modification.

Therefore, the following additional information is required to be provided. Either:

- (a) Further quantified justification is to be provided to demonstrate how the modification will not result in generation of additional traffic compared to the existing approved development. If it is intended that commensurate reductions will be undertaken in other traffic, this will need to be clearly demonstrated and committed to in an enforceable manner for the entire time that the water haulage is being undertaken; or
- (b) Where the modification will result in additional traffic, a revised traffic impact assessment is to be submitted with the modification application to consider the impact on the local traffic network and include any mitigation measures to ameliorate adverse impacts.

#### 2. Duration of haulage

No details have been provided on how long the water haulage intends to be carried out for. In this regard, further parameters are to be provided for when/how long the haulage will be undertaken.

Page 1

#### 3. Impacts

- (a) No details have been provided on how the proposed modification will interact with the existing Vickery Coal Mine approval and the proposed Vickery Extension Project. In this regard, further details need to be provided to:
  - (i) outline how the water supply will be managed between the two sites/approvals.
  - (ii) Demonstration of the capacity of the bore to supply the two sites/approvals.
  - (iii) Details of any need to revise the terms of the existing water approvals as a result of the proposed modification.
  - (iv) Consider the traffic impacts of the operation of both the haulage and the operation of the Vickery Project.
- (b) A groundwater impact assessment is to be undertaken to determine the impacts of the modification on groundwater, including any cumulative impacts.
- (c) Further consideration of the development as modified in terms of the Precautionary Principle is to be provided. In particular, consideration is to be given in terms of uncertainty relating to:
  - (i) Groundwater impacts, including cumulative impacts.
  - (ii) Exacerbation of impacts of drought for other industries through mining operations out-bidding for water allocations and consequential distortion of local water markets as reported in the ABC/730 Report investigation<sup>1</sup>.
- (d) Further consideration of the development as modified in terms of inter-generational equity is to be provided. In particular, consideration is to be given to:
  - (i) the depletion of the groundwater resources as a result of this project as modified including associated cumulative impacts.

#### 4. Contributions

The Voluntary Planning Agreement (VPA) that has been entered into for this project, in relation to the tonnage contributions for infrastructure contributions, only relates to the quantity of coal sold. Given the additional impact of the water carting, it is considered that the VPA should be extended to include contributions for the water carting given the impact on the road network.

We thank you for the opportunity to provide preliminary comment on the proposed modification application. If you have any questions regarding the above, please contact Mr Daniel Boyce on 6799 6866

Yours faithfully,

#### Daniel Boyce

Executive Manager Planning and Environment

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 $<sup>{}^{1}\</sup>underline{\text{https://www.abc.net.au/news/2019-11-05/maules-creek-coal-mine-underinvestigation-again-over-water-use/11658718}$ 

CC: Michael van Maanen MVanMaanen@whitehavencoal.com.au

Tony Dwyer TDwyer@whitehavencoal.com.au

Tom MacKillop tmackillop@resourcestrategies.com.au



Page 3



Page 4

## 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

## 11.1 DRAFT LOCAL STRATEGIC PLANNING STATEMENT AND GROWTH MANAGEMENT STRATEGY

Responsible Officer: Daniel Boyce, Executive Manager Planning and Environment

Author: Daniel Boyce, Executive Manager Planning and Environment

Attachments: 1. Draft Local Strategic Planning Statement (under separate cover)

2. Draft Growth Management Strategy (under separate cover)

## **DELIVERY PROGRAM ALIGNMENT**

#### 3 Economy

Objective 3.2 We will become a logistics hub for the northern inland region

Strategy 3.2.1 Promote Narrabri Shire as a Regional Logistics Hub

#### **EXECUTIVE SUMMARY**

The Local Strategic Planning Statement ("LSPS") is a requirement of the NSW Government and must be prepared by Council by 1 July 2020. The LSPS will inform local plans, including amendments to the Narrabri Local Environmental Plan 2012 ("LEP") and development standards in the Development Control Plans ("DCP").

To inform the Draft LSPS, the Growth Management Strategy ("GMS") 2009 has been updated as the background document to the LSPS now known as the Draft GMS 2020.

The Draft LSPS provides a long-term vision for the Shire and sets out planning priorities, principles and actions to accommodate future population growth, support economic development and protect our important environmental and rural landscapes, diverse heritage and unique social assets.

It is recommended that Council place the Draft LSPS and Draft GMS 2020 on public exhibition for a minimum of 28 days and in accordance with Community Participation Plan.

## **RECOMMENDATION**

- 1. That Council place the draft Narrabri Local Strategic Planning Statement on public exhibition for a minimum period of 28 days and in accordance with the Community Participation Plan.
- 2. That Council place the draft Growth Management Strategy on public exhibition for a minimum period of 28 days and in accordance with the Community Participation Plan.
- 3. That Council receive a further report following public exhibition of the draft Narrabri Local Strategic Planning Statement and draft Growth Management Strategy.

## **BACKGROUND**

The Narrabri Shire Growth Management Strategy ("GMS 2009") is currently the primary document that guides land use planning and growth in the Narrabri Shire. The GMS 2009 was adopted by Council in 2009 but has not been reviewed or amended apart from an addendum report prepared to support a rezoning of industrial land in Boggabri in 2014.

In 2018, the NSW Government introduced legislation, requiring councils to prepare a Local Strategic Planning Statement ("LSPS") by 1 July 2020. The *Environmental Planning and Assessment Act 1979* outlines the minimum requirements that a LSPS must address.

For Narrabri, the LSPS is intended to assist in the implementation of the actions of the New England North West Regional Plan 2036 ("Regional Plan") and Council's own priorities as set out in the Narrabri Community Strategic Plan ("CSP"). Once adopted, all land use planning in the Shire will be governed by the LSPS.

## **CURRENT SITUATION**

## **Growth Management Strategy**

To inform the LSPS, the GMS 2009 has been revised and updated. Background for the LSPS is now provided in the document known as GMS 2020. The GMS 2020 has been prepared to comply with and address the Regional Plan and the Interim Settlement Guidelines prepared by the Department of Planning Industry and Environment ("DPIE"). The GMS 2020 will underpin and inform the LSPS and amendments to the Narrabri Local Environmental Plan 2012 ("LEP").

## **Local Strategic Planning Statement**

The LSPS is a requirement of the NSW State Government and must be prepared by Council by 1 July 2020. The LSPS will inform local plans, including amendments to the LEP and development standards in the Narrabri Development Control Plans. The document will give effect to Regional Plan and will be used to identify where further strategic planning is needed for the Shire.

The draft LSPS (Attachment 1) implements the actions of the Regional Plan and informs Council's land use priorities to 2040. The document outlines a vision for land use planning in the Shire to 2040 and details how population growth, employment, housing, the environment, heritage and other unique features of the Shire will be managed and prioritised in the future.

## Information that has helped inform the Draft GMS & LSPS

The draft GMS (Attachment 2) has been informed by:

- Airport Masterplan 2014
- Community Strategic Plan 2036
- Draft Narrabri Flood Risk Management Plan
- Employment Strategy 2011
- Narrabri Growth Management Strategy 2009
- Narrabri Shire Sport, Recreation and Open Space Plan 2017-2032

The draft LSPS has been informed by a range of studies, strategies and community consultation. The studies that have informed the draft LSPS are:

- Airport Masterplan 2014
- Community Strategic Plan 2027
- Draft Narrabri Growth Management Strategy 2020
- Employment Strategy 2011
- New England North West Regional Plan 2036
- Open Space Strategy

Community engagements that have informed the draft documents include:

Consultation undertaken as part of the Community Strategic Plan 2027

#### The Structure of the Draft LSPS

The draft LSPS is divided into four themes: Our Economy, Our Places, Our Infrastructure, and Our Environment. The four themes summarise the core areas of focus for land use planning in Narrabri Shire to 2040.

<u>Our Economy</u>: This theme is about ensuring land and resources are put to best use. It requires local policy to be carefully managed and a planning framework that protects the interests of our valuable land and industries.

<u>Our Places</u>: This theme is about a high-quality lifestyle. Achieving and maintaining this requires infrastructure and services that meet people's needs. It requires the provision of a range of housing choices and is influenced by the character, connectivity and vibrancy of our towns and villages and the public spaces within them.

<u>Our Infrastructure</u>: This theme is about ensuring the provision of physical and social infrastructure. It requires local policy and the planning framework to be adapted to facilitate the requirements to ensure community well-being and supporting changes to our economy.

<u>Our Environment</u>: This theme is about ensuring the protection and conservation of our environmental lands and natural assets. It requires local policy to be carefully managed and a planning framework that protects our environmental values

The LSPS sets out planning priorities, principles and actions to accommodate future population growth, support economic development and protect our important environmental and rural landscapes, diverse heritage and unique social assets.

Planning Priorities are high level planning statements that set Council's overall direction regarding a particular planning matter. Each planning priority contains several principles and actions that will be implemented to achieve the overarching planning priority.

Planning Principles are a set of values that will help guide Council's assessment of future planning proposals. Planning actions are specific projects or measures that are intended to be undertaken to help achieve the future planning priorities.

## Implementation and review

The draft LSPS contains an Implementation Plan that outlines how the actions in the document will be delivered. The Implementation Plan outlines timeframes for implementation of each action.

The LSPS is legislatively required to be reviewed at least every seven (7) years.

## **FINANCIAL IMPLICATIONS**

Nil.

## STATUTORY AND POLICY IMPLICATIONS

## **Legislative Implications**

The *Environmental Planning and Assessment Act 1979* ("**EP&A Act**") outlines the minimum requirement a LSPS must meet. At a minimum the LSPS must include:

 The basis for strategic planning in the area, having regard to economic, social and environmental matters,

- The planning priorities for the area that are consistent with any strategic plan applying to the area and (subject to any such strategic plan) any applicable community strategic plan under section 402 of the Local Government Act 1993,
- The actions required for achieving those planning priorities,
- The basis on which the council is to monitor and report on the implementation of those actions.

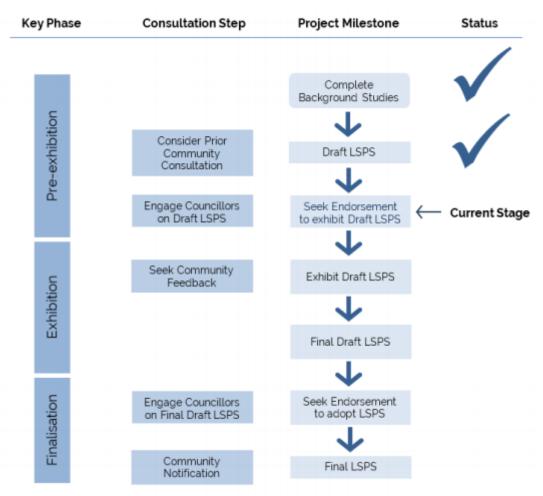
The draft LSPS satisfies these minimum requirements.

Once adopted the LSPS will have legislative weight and will amongst other actions inform amendments to the LEP and the DCPs.

The EP&A Act requires Council to review the LSPS at least every seven (7) years.

## **Procedural Implications**

This report has regard to the provisions of the EP&A Act and associated Regulations. The current status of the project is identified in the following diagram



The relationship of the LSPS to state document and Council's policies is demonstrated in the below diagram.



#### **CONSULTATION**

## **External Consultation**

Council's CPP requires the Draft LSPS to be publicly exhibited for a minimum of 28 days. No specific consultation requirements are specified for the Draft GMS, however, it is to be exhibited concurrently with the draft LSPS.

The public exhibition for both documents, consistent with the CPP, will include:

- Notices Section within local newspapers;
- Council's Website;
- · Council's social media; and
- Static display at Council's Administration Centre and Narrabri, Wee Waa and Boggabri Libraries.

## **Internal Consultation**

Councillor workshops were held prior to drafting and following completion of the draft LSPS.

## 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 OPERATIONAL AND SERVICE PLAN QUARTERLY REPORT - DECEMBER 2019

Responsible Officer: Nicholas Ross, Executive Manager Human Resources

Author: Maree Bales, Corporate Planning and Audit Officer

Attachments: 1. Operational and Service Plan Quarterly Report - December 2019

(under separate cover) 🖺

#### **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's Quarterly Operational and Service Plan Report provides the community with an update on Council's progress in achieving its strategic objectives through specific actions, key performance measures and capital works projects. Quarterly Operational and Service Plan Reporting lets the community track each service of Council in regard to what that service is providing, at what cost and where works are occurring throughout the year. As at 31 December 2019, 85% of Council's Operational Plan Actions were either Complete or On Track to be achieved by the 30 June 2020.

## **RECOMMENDATION**

That Council adopt the December 2019 Quarterly Operational and Service Plan Report, as attached, detailing Council's progress in meeting its actions, capital works and key performance measures.

#### **BACKGROUND**

In 2009, the NSW Government introduced the new Integrated Planning and Reporting (IP&R) Framework. The IP&R framework recognises that most communities share similar aspirations: a safe, healthy and pleasant place to live, a sustainable environment, opportunities for social interaction, opportunities for education and employment, and reliable infrastructure. This framework allows NSW councils to draw their various plans together, understand how they interact and get the maximum leverage from their efforts by planning holistically and sustainably for the future.

#### **CURRENT SITUATION**

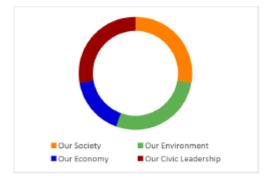
This report presents the Council's quarterly progress report against its Actions, Capital Works Program and Key Performance Measures for each of its service areas, as established in the Council's Integrated Planning and Reporting (IP&R) documents and related Service Plans. Council's Service Plans provide an in-depth strategic focus for all services of Council, defining exactly what each service is, what it provides, at what cost and where works are occurring. The community can analyse any of the individual Service Plans and ascertain what is being provided to the local community.

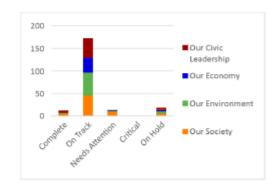
These Service Plans provide the community with key performance measures and a capital works program for each service area, that are measured in this report in terms of progress.

The attached December Quarterly Operational and Service Plan Report is Council's progress for the second quarter of the 2019/2020 financial year. From the December Quarterly Service Plan Report you will see that significant progress has been made towards achieving Council's 2019/2020 activities.

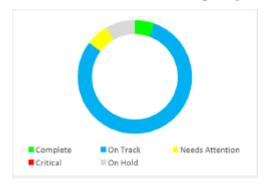
## Progress by Theme - December 2019

Theme	Complete	On Track	Needs	Critical	On Hold	Total
			Attention			
Our Society	5	46	9	0	5	65
Our Environment	2	50	2	0	5	59
Our Economy	0	33	2	0	3	38
Our Civic Leadership	5	44	1	0	5	55
	12	173	14	0	18	217





#### Progress by Action - December 2019



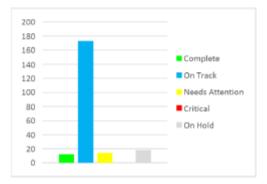


Figure 1 – Progress by Theme and Action for December 2019 – Technology One

## FINANCIAL IMPLICATIONS

Nil.

## STATUTORY AND POLICY IMPLICATIONS

Nil.

## **CONSULTATION**

## **External Consultation**

Nil.

## **Internal Consultation**

- Executive Management.
- Senior Management.

#### 12.2 DELIVERY PROGRAM 6 MONTHLY PROGRESS REPORT - DECEMBER 2019

Responsible Officer: Nicholas Ross, Executive Manager Corporate Planning & Workforce

Author: Maree Bales, Corporate Planning and Audit Officer

Attachments: 1. Delivery Program 6 Monthly Progress Report - December 2019

(under separate cover) 🖺

#### **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's Delivery Program 6 Monthly Progress Report provides Councillors and the community with an update on the organisation's progress in achieving its objectives and strategies identified in the Community Strategic Plan. This is the fifth time such a report has been provided to Council and the Community. There are 106 Measures in total that demonstrate how Council is progressing.

The Community Satisfaction Survey, undertaken in September 2019, has provided a basis for measurement of community satisfaction and participation in key activities. It should be noted that where the data source is the Community Survey, the reported results will not change until the next scheduled Community Satisfaction Survey.

The attached report shows most measures are well underway towards reaching the estimated target or have achieved the target already, and the desired result is to maintain Council's position.

## **RECOMMENDATION**

That Council adopt the Delivery Program 6 Monthly Progress Report, as attached, detailing Council's progress in meeting its objectives, strategies and measures up to the December 2019 period.

## **BACKGROUND**

In 2009, the NSW Government introduced the new <u>Integrated Planning and Reporting (IP&R) Framework</u>. The IP&R framework recognises that most communities share similar aspirations: a safe, healthy and pleasant place to live, a sustainable environment, opportunities for social interaction, opportunities for education and employment, and reliable infrastructure. This framework allows NSW councils to draw their various plans together, understand how they interact and get the maximum leverage from their efforts by planning holistically and sustainably for the future.

#### **CURRENT SITUATION**

This report is the Council's fifth progress report against its four-year 2017-2021 Delivery Program, covering progress from 1 July 2016 – 31 December 2019. Progress will be reported on a six-monthly basis, eight times over the duration of the Delivery Program up to 30 June 2021.

In the attached report, progress has been graphed for each measure, showing movement from the first July – December 2017 time period, the second January – June 2018 time period, the third July – December 2018 time period, the fourth January – June 2019 time period and the fifth July – December 2019. This trend data is mapped against the estimated target, to show progress towards reaching the target progressively.

# **FINANCIAL IMPLICATIONS**

Nil.

# STATUTORY AND POLICY IMPLICATIONS

This report satisfies the requirements of <u>section 404</u> of the *Local Government Act 1993* ("**the LG Act**").

<u>Section 404(5)</u> of the LG Act outlines that the general manager must ensure that regular progress reports are provided to the council reporting as to its progress with respect to the principal activities detailed in its delivery program. Progress reports must be provided at least every 6 months.

As outlined within the report this is the fourth 6 monthly update report on the progress of the Council's 2017-2021 Delivery Program.

#### **CONSULTATION**

#### **External Consultation**

Data utilised in measuring progress on achieving strategies is sourced from numerous external agencies including but not limited to:

- The Australian Bureau of Statistics ("ABS").
- The Office of Local Government.
- Roads and Maritime Services.
- The Environmental Protection Agency.
- National Parks and Wildlife Service.
- Australian Early Development Census.
- Tourism Research Australia.

# **Internal Consultation**

- Executive Management.
- Senior Management.

#### 12.3 **QUARTERLY BUDGET REVIEW STATEMENT - DECEMBER 2019**

Responsible Officer: Lindsay Mason, Director Corporate and Community Services

Author: **Tim McClellan, Financial Services Manager** 

Attachments: Quarterly Budget Review Statement - December 2019 U 1.

#### **DELIVERY PROGRAM ALIGNMENT**

# 4 Leadership

Objective 4.2 Decision making will ensure Council remains financially sustainable

4.2.1 Maintain and improve Council's financial sustainability with a focus on core business Strategy

# **EXECUTIVE SUMMARY**

This report is presented to Council quarterly to revise estimates of income and expenditure in accordance with clause 203 of the Local Government (General) Regulation 2005.

This quarterly review is only the second quarterly budget review completed in and on a budget prepared utilising Technology One. Council staff are continuing to familiarise themselves with the new budgetary system and its functionality.

#### RECOMMENDATION

That Council adopt the Quarterly Budget Review Statement for the period ended 31 December 2019 as the revised Budget estimates for the year ended 30 June 2020 and the Operational Plan and Capital Works Plan be amended accordingly.

### **BACKGROUND**

The budget review statement is provided in two (2) formats. The first being by type and reflective of how the end of year Income Statement is reported. The second being by activity as per Note 2a of the Annual Financial Statements.

Council's Note 2a reflects the individual service plans that have been established as an additional reporting layer to the community. Pages 3 to 7 of the attachment provides the additional level of the information from the summary that appears on page 2.

A capital budget review is included on page 8 of the Quarterly Budget Review Statement attached, also reflecting individual service plan capital expenditures.

# **CURRENT SITUATION**

This review is for the quarter ending 31 December 2019 and is attached for Council consideration.

Council's September Review projected an Operating Result (excluding Capital Income) deficit of \$4,398,000. The December Quarterly Budget Review, as presented, reflects an improvement of \$96,000, resulting in a budgeted deficit of \$4,302,000.

This budget review includes the first-time recognition of annual costs for the provision of future rehabilitation costs of Council's waste landfill and transfer station sites. The annual cost for

maintaining this provision is \$666,000. The provision of \$8,665,000 was established in consultation with the NSW Audit Office and reported in the 2018/19 Annual Financial Statements.

This review has also allowed for the restructure of Council operations which saw the removal of the Development & Economic Growth directorate. The directorate Income and Expenditure votes have been reallocated across the other directorates through the 'Other than by QBRS' column under Income & Expenses (Directorate Summary) on page 2 of the attached Quarterly Budget Review Statement.

Variations to the projected year end result as listed in the 'Variations for this Dec Qtr.' column on page 2 of the attached Quarterly Budget Review Statement are summarised by Directorate below:

Directorate	Variation	Budget Implication
Income		
General Purpose Revenue	(\$50,000)	Decrease in Operating Income
Strategic Management & Governance	\$15,000	Increase in Operating Income
Corporate Services	\$72,000	Increase in Operating Income
Development & Economic Growth	N/A	
Infrastructure Delivery	\$1,154,000	Increase in Operating Income
Expenditure		
Strategic Management & Governance	(\$1,000)	Increase in Expenditure
Corporate Services	(\$365,000)	Increase in Expenditure
Development & Economic Growth	N/A	
Infrastructure Delivery	(\$607,000)	Increase in Expenditure
		_
Result Variation (incl. Capital Income)	\$218,000	
Result Variation (excl. Capital Income)	\$96,000	Improved Net Operating Result

The capital budget on page 7 of Quarterly Budget Review Statement shows a net decrease in the expected cost of Capital Works of \$2,834,000. The decrease can largely be attributed to the following:

•	Shire Roads Resheeting (Roads to Recovery)	\$933,000

Narrabri Water Augmentation \$2,509,000

Boggabri Sewerage Treatment Plant (reduction) (\$3,650,000)

Wee Waa Sewerage Treatment Plant (reduction) (\$1,624,000)

#### FINANCIAL IMPLICATIONS

The major variations (greater than \$50,000) are detailed below:

**General Purpose Revenue** (net decrease in operating income of \$50,000) for general purpose interest income.

Strategic Management & Governance Expenditure (net increase in expenditure of \$1,000)

# Strategic Management & Governance

• Northern NSW Inland Port – an additional \$50,000 for property option payments.

# **Planning & Regulatory Services**

• Building Surveying & Certification – a reduction of \$81,000 in consultancy services.

Corporate Services Revenue (net increase in operating income of \$72,000)

# **Financial Services**

• Sale of Land for Unpaid Rates program postponed this year resulting in a reduction in income of \$80,000. The debt recovery program has also been reduced with expected reduction in income of \$30,000. These programs have corresponding expenditure savings of \$130,000.

# **Economic Development Services**

• Additional grant programs – Shire Aboriginal Heritage Study (\$20,000) and Boggabri Jubilee Oval finalisation (\$107,000). These two grant programs have corresponding expenditure vote adjustments of \$147,000.

**Corporate Services Expenditure** (net increase in expenditure of \$365,000)

# **Property Services**

• A review of depreciation resulted in an additional budget of \$317,000.

# Saleyard Services

• Rates, water and plant charges where underestimated by \$68,000.

# The Crossing Theatre

• Additional budget of \$54,000 for employment costs.

# **Economic Development Services**

• Allowing for grant expenditure of \$147,000 as mentioned above.

**Development and Economic Growth Revenue** (has been removed from Council's organisational structure with the income and expenditure votes re-distributed)

Infrastructure Delivery Income (net increase in operating income of \$1,154,000)

# Parks & Open Spaces

 Allowing for \$135,000 of internal plant hire income not previously budgeted for. There is corresponding expenditure increases for same.

# **Swimming Pools**

• Expected reduction in income of \$47,000 from school holiday free entry.

# **Roads & Ancillary Services**

- An additional \$103,000 of income has been estimated for Council's State Highways contract.
- Council has been notified of an additional \$933,000 from the Roads to Recovery program for this year. An additional capital works program has been included.

# Water & Sewerage Services

• The combined reduction in income of \$70,000 is an adjustment for interest from investments for these two separate working funds.

Infrastructure Delivery Expenditure (net increase in expenditure of \$607,000)

# <u>Infrastructure Delivery Support</u>

Additional budget for specialised roads maintenance reporting software of \$44,000.

# Solid Waste Management Services

Additional consultancy costs of \$115,000.

• Waste Depot & Transfer Stations - annual cost for the provision of future rehabilitation costs of Council's waste landfill and transfer station sites (\$666,000).

# Parks & Open Spaces

- Plant costs of \$135,000 not originally included in budget.
- There are also movements between cost centres within the service due to initial teething issues with work order allocations.

# Fleet Management

• Further revision of the fleet budgets has occurred after they were increased by \$424,000 at the September Review. This has led to a net reduction this quarter of \$394,000.

# Roads & Ancillary Services

Depreciation expense has been re-distributed from the management project.

# Water & Sewerage Services

• There has also been a re-distribution of expense allocations across water and sewerage services, resulting in a net reduction of \$76,000.

# Capital Expenditure Budget (net decrease in expenditure of \$2,834,000)

The major adjustments are listed previously in this report. All adjustments made to capital works are also listed in individual Service Plan reviews, with updated commentary, included in the Operational Plan Review (the subject of a separate report in this business paper).

# STATUTORY AND POLICY IMPLICATIONS

A quarterly budget review is required under the *Local Government (General) Regulation 2005,* clause 203.

# CONSULTATION

# **External Consultation**

NSW Audit Office.

#### **Internal Consultation**

Executive and senior management.

# **Quarterly Budget Review Statement**

for the period 01/10/19 to 31/12/19

able o	Contents	page
1.	Responsible Accounting Officer's Statement	1
2.	Income & Expenses Budget Review Statement's	
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	- Activity Statement - Consolidated	2
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	- Activity Statement - Strategic Management & Governance	3
	- Activity Statement - Corporate Services	4
	- Activity Statement - Development & Economic Growth	5
	- Activity Statement - Infrastructure Delivery (Income)	6
	- Activity Statement - Infrastructure Delivery (Expenditure)	7
3.	Capital Budget Review Statement	
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# Report by Responsible Accounting Officer

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

It is my opinion that the Quarterly Budget Review Statement for Narrabri Shire Council for the quarter ended 31/12/19 indicates that Council's projected financial position at 30/6/20 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Tim McClellan

Responsible Accounting Officer

Page 1

#### **Quarterly Budget Review Statement**

Variations

218

96

Projected

10.649

(4.302)

Actual

6,925

1.696

Revised

10,431

(4.398)

for the period 01/10/19 to 31/12/19

#### Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2019

Income & Expenses (Income Statement) - Council Consolidated

	Original		Approved	Changes		Revised	Variations	Projected	Actual
(\$000's)	Budget	Carry	Other than	Sep	Dec	Budget	for this	Notes Year End	YTD
	2019/20	Forwards	by QBRS	QBRS	QBRS	2019/20	Dec Qtr	Result	figures
Income									
Rates and Annual Charges	21,215			-		21,215	(22)	21,193	20,871
User Charges and Fees	10,948			6		10,954	112	11,066	1,015
Interest and Investment Revenues	1,498			(52)		1,446	(120)	1,326	578
Other Revenues	2,231			(22)		2,209	108	2,317	726
Grants & Contributions - Operating	10,976			(3,526)		7,450	991	8,441	2,677
Grants & Contributions - Capital	14,829			-		14,829	122	14,951	5,229
Total Income from Continuing Operations	61,697	-	-	(3,594)	-	58,103	1,191	59,294	31,096
Evenence									
Expenses	46.067			744		47.400	200	47.404	0.470
Employee Costs	16,367			741		17,108	296	17,404	9,172
Borrowing Costs	252			(12)		240	319	559	73
Materials & Contracts	12,973			318		13,291	(101)	13,190	6,728
Depreciation	10,045			(4)		10,041	465	10,506	5,498
Legal Costs	136			-		136	-	136	54
Consultants	867			10		877	-	877	407
Other Expenses	5,429			550		5,979	(6)	5,973	2,239
Total Expenses from Continuing Operations	46,069	-	-	1,603	-	47,672	973	48,645	24,171
Net Operating Result from All Operations	15,628			(5,197)		10,431	218	10.649	6,925
	. 3,020			(-,101)		,	2.0	10,010	-,-20
Net Operating Result excl. Capital Income	799	-	-	(5,197)	-	(4,398)	96	(4,302)	1,696

This statement provides a summary of the budget movements based on the presentation format for the Income Statement in Council's annual financial reporting. 'Grants & Contributions - Sapital' are included in the 'Net Operating Result from All Operations', but then excluded to provide the 'Net Operating Result before Capital Items'.

Original

15,628

799

Budget review for the quarter ended 31 December 2019 Income & Expenses (Directorate Summary) - Council Consolidated

Net Operating Result incl. Capital Income

Net Operating Result excl. Capital Income

Approved Changes Other than Sep (\$000's) Budget Dec Budget for this ear End 2019/20 Forwards by QBRS QBRS QBRS 2019/20 Dec Qtr Result figures Income General Purpose Revenue 21,057 (3,486)(50) 17,521 15,429 1.489 Strategic Management & Governance 141 1.630 15 1.645 459 441 (7,439) 5,509 (31) (25) Corporate Services 2,071 2,481 72 2,553 1,110 Development & Economic Growth Infrastructure Delivery 7,464 30,964 Total Income from Continuing Operations 61,697 (3,594) 58,103 1,191 59,294 31,096 Expenses 2,554 1,735 Strategic Management & Governance 1,671 43 4,268 4 269 2,039 365 451 Corporate Services 7.608 9.794 10.159 5.536 Development & Economic Growth 12,579 (12,964) 385 724 1,603 Infrastructure Delivery
Total Expenses from Continuing Operations 8,675

(5.197)

(5,197)

This statement provides a summary of the budget movements of Council's service activities based on directorate responsibilities. The following pages (3-6) provides the services reported in Note 2(a) of Council's annual financial statements. This is broken down a further level (line items in green font) to provide a better understanding of the costing components of the services where applicable.

# Quarterly Budget Review Statement

for the period 01/10/19 to 31/12/19

#### Detailed Income & Expenses Budget Review Statement of Directorate Summary (on page 2)

Budget review for the quarter ended 31 December 2019 Income & Expenses - General Purpose Income

iginal		Approved	Changes		Revised	Variations	Projected	Actual
udget	Carry	Other than	Sep	Dec	Budget	for this	Notes Year End	YTD
19/20	Forwards	by QBRS	QBRS	QBRS	2019/20	Dec Qtr	Result	figures
3,309			-		13,309	-	13,309	13,292
497			-		497	(50)	447	244
7,251			(3,486)		3,765	-	3,765	1,893
1,057	-	-	(3,486)	-	17,571	(50)	17,521	15,429
					-		-	
-	-	-	-	-	-	-	-	-
1,057	-	-	(3,486)	-	17,571	(50)	17,521	15,429
	udget 19/20 3,309 497 7,251	udget Carry 119/20 Forwards 13,309 497 7,251 11,057 -	Udget Carry Other than 119/20 Forwards by QBRS 3,309 497 7,251 11,057	udget 119/20         Carry Other than by QBRS         Sep QBRS           13,309         -         -           497         -         (3,486)           11,057         -         (3,486)	udget 119/20         Carry Other than by QBRS         Sep QBRS         Dec QBRS           13,309         -         -         -           497         -         (3,486)         -           11,057         -         (3,486)         -	udget 119/20         Carry Other than Forwards         Ober Other than by QBRS         Sep QBRS         Dec QBRS         Budget 2019/20           13,309 497 7,251         -         13,309 497 7,251         -         3,765 11,057         -         17,571	udget 1/19/20         Carry Other than 1/19/20         Sep OBRS         Dec OBRS         Budget 2019/20         For this Dec Otr           13,309         -         13,309         -         497         (50)           7,251         (3,486)         3,765         -           11,057         -         (3,486)         -         17,571         (50)	udget 119/20         Carry Other than Forwards         Sep by QBRS         Dec QBRS         Budget 2019/20         for this Dec Qtr         Notes Result           13,309 497 7,251         -         13,309 497 -         -         13,309 497 -         -         13,309 497 -         -         3,765 -         -         3,765 17,057         -         3,765 17,521           11,057         -         -         (3,486)         -         17,571         (50)         17,521

Budget review for the quarter ended 31 December 2019

Income & Expenses - Strategic Manageme	nt & Gover	nance							
	Original		Approved	Changes		Revised	Variations	Projected	Actual
(\$000's)	Budget	Carry	Other than	Sep	Dec	Budget	for this	Notes Year End	YTD
	2019/20	Forwards	by QBRS	QBRS	QBRS	2019/20	Dec Qtr	Result	figures
Income									
Strategic Management & Goverance	42	-	-	-	-	42	-	42	21
Workforce Management	99	-	-	-	-	99	-	99	5
Planning & Regulatory Services	-	-	1,489	-	-	1,489	15	1,504	433
Strategic Land Use Planning	-		362	-		362	15	377	5
Statutory Land Use Planning	-		863			863		863	389
Building Surveying and Certification	-		122			122	-	122	22
Regulatory Enforcement	-		131	-		131	-	131	15
Environmental Health Management	_		11			11	-	11	2
Total Income from Continuing Operations	141	-	1,489	-	-	1,630	15	1,645	459
Expenses									
Strategic Management & Governance	922	-	420	43	-	1,385	41	1,426	729
Governance	630			32		662	(13)	649	282
Strategic Management	292			11		303	4	307	303
Northern NSW Inland Port	-		420			420	50	470	144
Workforce Management	749	-	-	-	-	749	48	797	525
Human Resources Management	505					505	48	553	410
Organisational Development	244					244	_	244	115
Planning & Regulatory Services	-	-	2,134	-	-	2,134	(88)	2,046	785
Strategic Land Use Planning	-		774			774	-	774	163
Statutory Land Use Planning	_		544			544	(16)	528	316
Building Surveying and Certification	-		347			347	(86)	261	63
Regulatory Enforcement	_		398	_		398	46	444	222
Environmental Health Management	_		71			71	(32)	39	21
Total Expenses from Continuing Operations	1,671	-	2,554	43	-	4,268	1	4,269	2,039
Net Operating Result before Capital Items	(1,530)	-	(1,065)	(43)	-	(2,638)	14	(2,624)	(1,580)

# Quarterly Budget Review Statement for the period 01/10/19 to 31/12/19

Detailed Income & Expenses Budget Review Statement of Directorate Summary (on page 2)

Budget review for the quarter ended 31 December 2019 Income & Expenses - Corporate Services

Income & Expenses - Corporate Services				01					
(#000!-)	Original		Approved (		D	Revised	Variations	Projected	Actual
(\$000's)	Budget	Carry	Other than	Sep	Dec	Budget	for this	Notes Year End	YTD
Income	2019/20	Forwards	by QBRS	QBRS	QBRS	2019/20	Dec Qtr	Result	figures
Community & Customer Relations	1			1		2	1	3	2
Financial Services	170	-	-	-	-	170	(110)	60	14
Information Services	86	-	-			86	(110)	86	3
Property Services	387	-	-	3		390	(5)	385	57
Depot Services	301	_	_	-	_	330	(5)	303	31
Airport Services	215		_	(22)	_	193	(10)	183	82
Saleyard Services	213	-	221	(22)		221	(10)	221	113
The Crossing Theatre	1,137		221	(13)	_	1,124	35	1,159	539
TCT Management	32			(13)		32	33	65	42
Cinemas	259					259	-	259	136
Front of House	381			(45)		336	(8)	328	158
The Crossing Café	213			(40)		213	12	225	110
User Pays Events	67			52		119	28	147	93
User Pays Live Events	85			JZ		85	20	85	33
Entrepreneurial Live Events	100			(20)		80	(30)	50	
Libraries	75	_	_	(20)	_	75	34	109	102
Tourism Services	-	_	209	_	_	209	-	209	143
Visitor Information Centre Operations	_		86			86		86	52
Tourism Network Management			31			31		31	21
Shire Marketing & Promotion	_		92	_		92	_	92	70
Economic Development Services			11			11	127	138	55
Total Income from Continuing Operations	2,071		441	(31)		2,481	72	2,553	1,110
rotal modific from containing operations	2,011			(51)		2,401		2,000	1,110
Expenses									
Community & Customer Relations	736	-	-	416	-	1,152	(52)	1,100	639
Financial Services	1,412	-	-	3	-	1,415	(97)	1,318	693
Information Services	694	-	-	54	-	748	-	748	368
Property Services	1,636	-	-	(57)	-	1,579	262	1,841	1,130
Property Management	1,086			32		1,118	284	1,402	756
Geospatial Information Services	121			(1)		120	(21)	99	46
Insurance Management	429			(88)		341	(1)	340	328
Depot Services	213	-	-	1	-	214	(16)	198	96
Airport Services	769	-	-	(5)	-	764	3	767	355
Airport Management	671			(4)		667	(17)	650	300
Airside Operations	44			(1)		43	15	58	25
Landside Operations	46			-		46	5	51	25
Aviation Fuel Facilities	8			-		8	-	8	5
Saleyard Services	-	-	296	-	-	296	70	366	217
The Crossing Theatre	1,441	-	-	21	-	1,462	48	1,510	956
TCT Management	418			-		418	54	472	358
Cinemas	225			-		225	-	225	106
Front of House	369			-		369	-	369	176
The Crossing Café	207			22		229	-	229	184
User Pays Events	61			7		68	13	81	74
User Pays Live Events	70			-		70	11	81	41
Entrepreneurial Live Events	91			(8)		83	(30)	53	17
Libraries	707	-	-	18	-	725	4	729	297
Tourism Services	-	-	805	-	-	805	19	824	413
Visitor Information Centre Operations	-		497	-		497	41	538	316
Tourism Network Management	-		108	-		108	-	108	38
Shire Marketing & Promotion	-		146	-		146	1	147	52
Event Facilitation	-		54	-		54	(23)	31	7
Economic Development Services	-	-	634	-	-	634	124	758	372
Economic Development	-		327	-		327	-	327	150
Community Development	-		194	-		194	(25)	169	56
Grants Administration			113	-		113	149	262	166
Total Expenses from Continuing Operations	7,608	-	1,735	451	-	9,794	365	10,159	5,536
Net Operating Result before Capital Items	(5,537)	1 -	(1,294)	(482)		(7,313)	(293)	(7,606)	(4,426)
	(-,)		( -, ,			(-,-,-,	(===)	(-,,,,	( -,,

# Quarterly Budget Review Statement for the period 01/10/19 to 31/12/19

Detailed Income & Expenses Budget Review Statement of Directorate Summary (on page 2)

Budget review for the quarter ended 31 December 2019
Income & Expenses - Development & Economic Growth

Income & Expenses - Development & Economic Growth Original Approved Changes Revised Variations Projected Actual										
(#0.001-)	Original		Approved (					Projected	Actual	
(\$000's)	Budget	Carry Forwards	Other than	Sep QBRS	Dec QBRS	Budget 2019/20	for this Dec Qtr	Notes Year End Result	YTD	
Income	2019/20	Forwards	by QBRS	QBRS	QBRS	2019/20	Dec Qu	Result	figures	
Planning & Regulatory Services	1,478		(1,478)				_	_	_	
Environmental Health Services	115	_	(115)		-	-	_		_	
Environmental Health Management	11		(11)							
Weeds Management	2		(2)							
Weeds North West Action Program	102		(102)				_			
Solid Waste Management Services	3.826	_	(3,826)	_	_	_	_	_	_	
Urban Waste Management	1,694		(1,694)			_	_		_	
Narrabri Waste Depot	1,830		(1,830)						_	
Rural Waste (incl Transfer Stations)	302		(302)						_	
Economic Development Services	11	_	(11)	_	_	_	-	_	_	
Cemeteries	197	_	(197)	_	_	_	_	_	_	
Swimming Pools	330	_	(330)	_	_	_	_	_	_	
Parks & Open Spaces	1,052	-	(1,052)	-	-	-	-	-	-	
Parks & Open Spaces Management	14		(14)				_		_	
Community Use & Event Support	-		(				_		_	
Open Space Maintenance	789		(789)			_	_	_	_	
Sporting Facilities	89		(89)				_	-	-	
Recreational Parks	160		(160)			-	-	-	-	
Saleyard Services	211	-	(221)	10	-	-	-	-	-	
Tourism Services	244	-	(209)	(35)	-	-	-	-	-	
Visitor Information Centre Operations	86		(86)			-	-	-	-	
Tourism Network Management	27		(31)	4			-	-	-	
Shire Marketing & Promotion	91		(92)	1		-	-	-	-	
Event Facilitation	40			(40)		-	_	-	_	
Total Income from Continuing Operations	7,464	-	(7,439)	(25)	-	-	-	-	-	
_										
Expenses			(0.000)							
Planning & Regulatory Services	2,063	-	(2,063)	-	-	-	-	-	-	
Strategic Land Use Planning	774		(774)	-		-	-	-	-	
Statutory Land Use Planning	544		(544)			-	-	-	-	
Building Surveying and Certification	347		(347)			-	-	-	-	
Regulatory Enforcement	398		(398)	-		-	-	-	-	
Environmental Health Services	488	-	(488)	-	-	-	-	-	-	
Environmental Health Management	71		(71)			-	-	-	-	
Weeds Management	210		(210)			-	-	-	-	
Weeds North West Action Program	207		(207)			-	-	-	-	
Solid Waste Management Services	3,385	-	(3,385)	-	-	-	-	-	-	
Urban Waste Management	1,040		(1,040)			-	-	-	-	
Narrabri Waste Depot Rural Waste (incl Transfer Stations)	1,546 799		(1,546) (799)			-	-	-	-	
Economic Development Services	724		(1,054)	330		-	-	-	-	
Economic Development	327	-	(1,054)	420	-	-	-	-	-	
Community Development	273		(194)	(79)			-	-	-	
Grants Administration	124		(113)						_	
Cemeteries	462		(493)	(11) 31	_		1			
Cemeteries Management	48	_	(79)	31	_	_	_	_	_	
Cemeteries Management Cemeteries Interment Services	69		(69)	31			- 1			
Cemeteries Maintenance	345		(345)							
Swimming Pools	1,741	_	(1,756)	15	_		-	_	_	
Swimming Pools Management	84		(84)	15					_	
Swimming Pool Operations - Namabri	1,100		(1,100)					1	_	
Swimming Pool Operations - Wee Waa	243		(258)	15					_	
Swimming Pool Operations - Boggabri	270		(270)				_		_	
Artesian Bore Baths - Pilliga	44		(44)				_		_	
Parks & Open Spaces	2,624	-	(2,624)	-	-	-	-	-	-	
Parks & Open Spaces Management	1,000		(1,000)				_		_	
Community Use & Event Support	13		(13)				_		_	
Open Space Maintenance	457		(457)					-	-	
Sporting Facilities	416		(416)				_	_	_	
Recreational Parks	311		(311)			-	-	-	-	
Public Waste / Litter Control	63		(63)	_		-	_	-	-	
Street Trees Program	108		(108)	-		-		-	-	
Public Amenities & Monument Maintenance	178		(178)			-		-	-	
Central Business District Maintenance	78		(78)	-		-	-	-	-	
Saleyard Services	299	-	(296)	(3)	-	-	-	-	-	
Tourism Services	793	-	(805)	12	-	-		-	-	
Visitor Information Centre Operations	497		(497)	-		-			-	
Tourism Network Management	96		(108)	12		-		-	-	
Shire Marketing & Promotion	146		(146)	-		-	-	-	-	
Event Facilitation	54		(54)	_			_			
Total Expenses from Continuing Operations	12,579	-	(12,964)	385	-	-	-	-	-	
Net Operating Result before Capital Items	(5,115)	-	5,525	(410)	-	-	-	-	-	

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# Quarterly Budget Review Statement for the period 01/10/19 to 31/12/19

#### Detailed Income & Expenses Budget Review Statement of Directorate Summary (on page 2)

Budget review for the quarter ended 31 December 2019 Income & Expenses - Infrastructure Delivery

moonie a Expenses - innastracture Benv	Original		Approved	Changes		Revised	Variations	Projected	Actual
(\$000's)	Budget	Carry	Other than	Sep	Dec	Budget	for this	Notes Year End	YTD
(40003)		Forwards	by QBRS	QBRS	QBRS	2019/20	Dec Qtr	Result	figures
Income	2010/20	romanao	b) abito	QDITO	G, D, T, O	LUIDILU	Doc att	rtoduit	ngaroo
Infrastructure Delivery Support	5	_	_	-	_	5	_	5	1 1
Design & Investigation Services	23					23	_	23	2
Solid Waste Management Services		_	3,826	-	_	3,826	_	3.826	2,930
Urban Waste Management	_		1.694			1,694	_	1.694	1.680
Narrabri Waste Depot			1,830			1,830		1,830	958
Rural Waste (incl Transfer Stations)	_		302			302	_	302	292
Parks & Open Spaces	_	_	1,156	_	_	1.156	135	1,291	182
Parks & Open Spaces Management	_		14	_		14	135	149	89
Open Space Maintenance	_		789			789	-	789	-
Sporting Facilities	_		89			89	_	89	3
Recreational Parks	_		160			160	_	160	
Weeds Management	_		2			2	_	2	_
Weeds North West Action Program	_		102			102	_	102	90
Cemeteries	_	_	197	_	_	197	_	197	88
Cemeteries Interment Services	_		130			130		130	63
Cemeteries Maintenance	_		67			67		67	25
Swimming Pools	_		330	-	-	330	(47)	283	125
Swimming Pool Operations - Narrabri	_		242			242	(47)	195	97
Swimming Pool Operations - Wee Waa	_		42	_		42		42	11
Swimming Pool Operations - Boggabri	_		35	_		35	_	35	11
Artesian Bore Baths - Pilliga	_		11	_		11	_	11	6
Fleet Management	893	_		_	_	893	24	917	169
Plant Admin & Hire Operations	115			(110)		5		5	6
Plant Maintenance				110		110	24	134	4
Plant Renewal / Expansion	778					778		778	159
Emergency Support	232	_	_	-	-	232	76	308	
Roads & Ancillary Services	13.604	_	-	-	_	13.604	1.036	14.640	3.360
Roads Management	19					19		19	220
State Highway Maintenance Contract	4,357					4,357	103	4,460	(317)
Regional Roads Maintenance	1,600					1,600	_	1,600	596
Shire Roads Maintenance	4,657					4,657	933	5,590	2.861
Bridges Maintenance	2,400					2,400	_	2,400	
Town Streets Maintenance	56					56	_	56	_
Quarries	475					475	_	475	_
Roads Private Works	40					40	_	40	-
Water Services	7,129	-	-	(36)	-	7,093	(42)	7,051	3,830
Water Management	428			(36)		392	(42)	350	527
Baan Baa Water Operations	60					60	-	60	25
Bellata Water Operations	107					107	-	107	49
Boggabri Water Operations	643					643	-	643	293
Gwabegar Water Operations	59					59	-	59	17
Narrabri Water Operations	4,888					4,888	-	4,888	2,436
Pilliga Water Operations	98					98	-	98	46
Wee Waa Water Operations	846					846	-	846	437
Sewerage Services	9,078	-	-	(16)	-	9,062	(28)	9,034	3,411
Sewerage Management	287			(16)		271	(28)	243	131
Boggabri Sewerage Operations	4,665					4,665	-	4,665	382
Narrabri Sewerage Operations	2,309					2,309	-	2,309	2,198
Wee Waa Sewerage Operations	1,817					1,817	_	1,817	700
Total Income from Continuing Operations	30,964	-	5,509	(52)	-	36,421	1,154	37,575	14,098

# Quarterly Budget Review Statement for the period 01/10/19 to 31/12/19

# Detailed Income & Expenses Budget Review Statement of Directorate Summary (on page 2)

Budget review for the quarter ended 31 December 2019 Income & Expenses - Infrastructure Delivery

	Original		Approved	Changes		Revised	Variations	Projected	Actual
(\$000's)	Budget 2019/20	Carry Forwards	Other than by QBRS	Sep QBRS	Dec QBRS	Budget 2019/20	for this Dec Qtr	Notes Year End Result	YTD figures
Expenses			-,						
Infrastructure Delivery Support	307	-	-	-	-	307	90	397	185
Infrastructure Delivery Management	47					47	78	125	64
Contracts & Tender Management	260					260	12	272	121
Design & Investigation Services	493	-	2 205			493	7	500	271
Solid Waste Management Services	-	-	3,385	-	-	3,385	782	4,167	1,817
Urban Waste Management Narrabri Waste Depot	-		1,040 1,546			1,040 1,546	126 354	1,166 1,900	521 897
Rural Waste Depot Rural Waste (incl Transfer Stations)	-		799			799	302	1,101	399
Parks & Open Spaces		_	3,041			3,041	110	3,151	1,750
Parks & Open Spaces Management		_	1,000		_	1,000	123	1,123	764
Community Use & Event Support			13			13	123	13	6
Open Space Maintenance			457			457	109	566	516
Sporting Facilities	_		416			416	(30)		41
Recreational Parks			311			311	(99)		24
Public Waste / Litter Control			63	_		63	1.2	63	6
Street Trees Program			108	_		108	_	108	21
Public Amenities & Monument Maintenance	-		178			178	10	188	33
Central Business District Maintenance	-		78	-		78	-	78	8
Weeds Management	-		210			210	(3)	207	219
Weeds North West Action Program	-		207			207	-	207	112
Cemeteries	-	-	493	-	-	493	15	508	139
Cemeteries Management	-		79	-		79	24	103	47
Cemeteries Interment Services	-		69	-		69	-	69	2
Cemeteries Maintenance	-		345	-		345	(9)		90
Swimming Pools	-	-	1,756	-	-	1,756	(13)		799
Swimming Pools Management	-		84	-		84	(8)		21
Swimming Pool Operations - Narrabri	-		1,100	-		1,100	(5)		562
Swimming Pool Operations - Wee Waa	-		258	-		258	-	258	112
Swimming Pool Operations - Boggabri	-		270 44	-		270 44	-	270 44	97 7
Artesian Bore Baths - Pilliga	(733)		44	424		(309)	(394)		(227)
Fleet Management Plant Admin & Hire Operations	(3,166)	-	-	199	-	(2,967)	102	(2,865)	(1,156)
Plant Maintenance	2,315			225		2,540	(496)		923
Plant Renewal / Expansion	118		-	223		118	(430)	118	6
Emergency Support	1,020	_	_	_	_	1,020	86	1,106	400
Roads & Ancillary Services	15,306	_	_	_	_	15,306	-	15,306	7.351
Roads Management	5,076					5,076	(1,582)		3,882
State Highway Maintenance Contract	3,556					3,556	-	3,556	518
Regional Roads Maintenance	478					478	_	478	194
Shire Roads Maintenance	3,548					3,548	_	3,548	1,123
Bridges Maintenance	91					91	450	541	275
Culverts / Causeways Maintenance	48					48	-	48	1
Town Streets Maintenance	1,812					1,812	-	1,812	505
Footpaths	57					57	134	191	73
Kerb & Guttering	34					34	998	1,032	501
Stormwater Management	131					131	-	131	62
Quarries	475					475	-	475	203
Roads Private Works	4 204			20		4 224	(70)	4 245	14
Water Services	4,301	-	-	20 20	-	4,321	(76)		2,260 470
Water Management	318			20		338	-	338	
Baan Baa Water Operations Bellata Water Operations	94 103					94 103	17 6	111 109	35 52
	624					624			284
Boggabri Water Operations Gwabegar Water Operations	624 78					624 78	(22) 64	142	284 98
Narrabri Water Operations	2,214					2,214	(137)		930
Pilliga Water Operations	112					112	(137)		43
Wee Waa Water Operations	758					758	13	771	348
Sewerage Services	3,517	_	_	280	_	3,797	-	3,797	1.851
Sewerage Management	3,011			280		280	382	662	514
Boggabri Sewerage Operations	475					475	(62)		185
Narrabri Sewerage Operations	2,291					2,291	(292)		815
Wee Waa Sewerage Operations	751					751	(28)		337
Total Expenses from Continuing Operations	24,211	-	8,675	724	-	33,610	607	34,217	16,596
Net Operating Result before Capital Items	6,753	-	(3,166)	(776)	-	2,811	547	3,358	(2,498)

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#### **Quarterly Budget Review Statement**

for the period 01/10/19 to 31/12/19

#### Capital Budget Review Statement

Budget review for the quarter ended 31 December 2019

Capital	Budget	<ul> <li>Council</li> </ul>	Conso	lidated

Nome	Capital Budget - Council Consolidated									
Capital Expenditure   New Assets   Figure   September   Septembe							Revised	Variations	Projected	Actual
New Assets   September   Sep	(\$000's)		,				•			
New Assets   Plant & Equipment   343   4   75   422   1   423   270		2019/20	Forwards	by QBRS	QBRS	QBRS	2019/20	Dec Qtr	Result	figures
- Plant & Equipment										
- Land & Buildings										
Roads, Bridges, Footpaths   2   408   410   - 410   204     Water & Sewerage Assets   932   (238)   694   (200)   494   142     Other   1,084   621   1,705   519   2,224   1,227     Renewal Assets (Replacement)     Plant & Equipment   2,349   993   (227)   3,115   98   3,213   401     Land & Buildings   372   241   67   680   (99)   581   13     Roads, Bridges, Footpaths   11,578   1,669   115   13,362   673   14,035   5,282     Water & Sewerage Assets   12,602   (996)   11,606   (3,784)   7,822   3,290     Cother   2,343   648   (34)   2,957   (27)   2,930   368     Loan Repayments (Principal) - General   763   (34)   40,741   (2,834)   763   519     Total Capital Expenditure   37,129   3,616   - (4)   40,741   (2,834)   37,907   12,951     Capital Funding   707   230   937   40   977   507     Grants & Contributions   14,749   (1,706)   13,043   (2,772)   10,271   7,191     Reserves:   Restrictions/Reserves   9,066   4,762   (4)   13,824   1,189   15,013   3,551     Sylaa   305   -   305   (71)   234   72     Water Fund   2,395   697   3,092   (200)   2,892   138     Sewerage Fund   3,104   (438)   2,666   (405)   2,261   194     New Loans   4,300   -   4,300   (615)   3,685   -     Receipts from Sale of Assets   Plant & Equipment   778   -     778   -     778   -     778   -     778   -     778   -     778   -     778   -     778   -     778   -     778   -     778   -     778   -     778   -     778   -       1,506   -         1,506   -	- Plant & Equipment		4		75		422	1	423	270
- Water & Sewerage Assets 932 (238) 694 (200) 494 142   - Other 1,084 621 1,705 519 2,224 1,227   Renewal Assets (Replacement)   - Plant & Equipment 2,349 993 (227) 3,115 98 3,213 401   - Land & Buildings 372 241 67 680 (99) 581 13   - Roads, Bridges, Footpaths 11,578 1,669 115 13,362 673 14,035 5,282   - Water & Sewerage Assets 12,602 (996) 115 13,362 673 14,035 5,282   - Water & Sewerage Assets 12,602 (996) 115 13,362 673 14,035 5,282   - Other 2,343 648 (34) 2,957 (27) 2,930 368   - Loan Repayments (Principal) - General 763 763 763 763 763 7519    Total Capital Expenditure 37,129 3,616 - (4) 40,741 (2,834) 37,907 12,951     Capital Funding Rates & Other United Funding 707 230 937 40 977 507    Grants & Contributions 14,749 (1,706) 13,043 (2,772) 10,271 7,191    Reserves: 8eserves: 89,066 4,762 (4) 13,824 1,189 15,013 3,551   - VPA Restrictions/Reserves 9,066 4,762 (4) 13,824 1,189 15,013 3,551   - VPA Restrictions 1,725 71 1,796 - 1,796 1,298   - s94a 305 - 305 71 1,796 - 1,796 1,298   - s94a 305 - 305 71 234 72   - Water Fund 2,395 697 3,092 (200) 2,892 138   - Sewerage Fund 3,104 (438) 2,666 (405) 2,261 194   New Loans 4,300 - 4,300 (615) 3,685 - Receipts from Sale of Assets   - Plant & Equipment 778 - 778 - 778 - 778   - Plant & Equipment 778 - 778 - 778   - Plant & Equipment 778 - 778 - 778   - Land & Buildings		4,761	266				5,027	(15)	5,012	1,235
- Other Renewal Assets (Replacement) - Plant & Equipment - Plant & Equipment - Land & Buildings - Roads, Bridges, Footpaths - I1,578 - 1,669 - 115 - Roads, Bridges, Footpaths - Water & Sewerage Assets - Other - Capital Funding - Rates & Other United Funding - Rates & Other United Fundins - Reserves: - Restrictions/Reserves - Restrictions/Reserves - Plant & Garden - Water Fund - 2,345 - Sewerage Footpaths - 1,084 - 621 - 1,085 - 993 - (227) - 3,115 - 98 - 3,213 - 401 - 680 - (99) - 581 - 13 - 763 - 13,362 - 673 - 14,035 - 5,282 - 3,290 - Other - 2,343 - 648 - (34) - 2,957 - (27) - 2,930 - 368 - 763 -	- Roads, Bridges, Footpaths							-		
Renewal Assets (Replacement) - Plant & Equipment - Plant & Equipme	<ul> <li>Water &amp; Sewerage Assets</li> </ul>	932	(238)				694		494	142
- Plant & Equipment	- Other	1,084	621				1,705	519	2,224	1,227
- Land & Buildings   372   241   67   680   (99)   581   13   Roads, Bridges, Footpaths   11,578   1,669   115   13,362   673   14,035   5,282   7,282	Renewal Assets (Replacement)									
- Roads, Bridges, Footpaths 11,578 1,669 115 13,362 673 14,035 5,282 - Water & Sewerage Assets 12,602 (996) 11,606 (3,784) 7,822 3,290 - Other 2,343 648 (34) 2,957 (27) 2,930 763 519 - Total Capital Expenditure 37,129 3,616 - (4) - 40,741 (2,834) 37,907 12,951 - 12,000	- Plant & Equipment	2,349	993		(227)		3,115	98	3,213	401
- Water & Sewerage Assets 12,602 (996) 11,606 (3,784) 7,822 3,290 - Other 2,343 648 (34) 2,957 (27) 2,930 368 Loan Repayments (Principal) - General 763 763 763 519 Total Capital Expenditure 37,129 3,616 - (4) - 40,741 (2,834) 37,907 12,951 - (27) 2,951	- Land & Buildings	372	241		67		680	(99)	581	13
- Other Loan Repayments (Principal) - General Total Capital Expenditure 778 63 648 (34) 2,957 (27) 2,930 368 763 519 763 763 519 763 763 519 763 519 763 763 519 763 763 519 763 763 519 763 763 763 763 519 763 763 763 763 763 763 763 763 763 763	- Roads, Bridges, Footpaths	11,578	1,669		115		13,362	673	14,035	5,282
Capital Expenditure	- Water & Sewerage Assets	12,602	(996)				11,606	(3,784)	7,822	3,290
Total Capital Expenditure         37,129         3,616         - (4)         - 40,741         (2,834)         37,907         12,951           Capital Funding Rates & Other Untied Funding Grants & Contributions         707         230         937         40         977         507           Grants & Contributions         14,749         (1,706)         13,043         (2,772)         10,271         7,191           Reserves:         -         -         13,043         (2,772)         10,271         7,191           Reserves:         -         -         -         1,796         -         1,795         1,791         1,796         -         1,796         1,796         1,796         1,796         1,298         1,298         1,298         1,298         3,551         -         1,796         -         1,796         1,298         1,298         1,298         -         1,298         1,298         1,298         -         1,298         1,298         -         1,298         1,298         -         1,298         1,298         -         1,298         -         1,298         -         1,298         -         1,298         -         1,298         -         1,298         -         -         2,266         (405) <td>- Other</td> <td></td> <td>648</td> <td></td> <td>(34)</td> <td></td> <td></td> <td>(27)</td> <td></td> <td>368</td>	- Other		648		(34)			(27)		368
Capital Funding         707         230         937         40         977         507           Grants & Contributions         14,749         (1,706)         13,043         (2,772)         10,271         7,191           Reserves:         -         -         13,043         (2,772)         10,271         7,191           Reserves:         -         -         4,762         (4)         13,824         1,189         15,013         3,551           - VPA Restrictions         1,725         71         1,796         -         1,796         1,298           - S94a         305         -         305         (71)         234         72           - Water Fund         2,395         697         3,092         (200)         2,892         138           - Sewerage Fund         3,104         (438)         2,666         (405)         2,261         194           New Loans         4,300         -         4,300         (615)         3,685         -           Receipts from Sale of Assets         -         778         -         778         -         778         -           - Land & Buildings         -         -         -         -         -         - <td>Loan Repayments (Principal) - General</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>763</td> <td></td> <td></td> <td>519</td>	Loan Repayments (Principal) - General						763			519
Rates & Other United Funding         707         230         937         40         977         507           Grants & Contributions         14,749         (1,706)         13,043         (2,772)         10,271         7,191           Reserves:         -         -         13,043         (2,772)         10,271         7,191           Reserves:         -         -         -         1,796         -         1,796         1,796         1,298           - SP4a         305         -         305         (71)         234         72           - Water Fund         2,395         697         3,092         (200)         2,892         138           - Sewerage Fund         3,104         (438)         2,666         (405)         2,261         194           New Loans         4,300         -         4,300         (615)         3,685         -           - Plant & Equipment         778         -         778         -         778         -           - Land & Buildings         -         -         -         -         -         -           Total Capital Funding         37,129         3,616         -         (4)         -         40,741         (2,834)	Total Capital Expenditure	37,129	3,616	-	(4)	-	40,741	(2,834)	37,907	12,951
Grants & Contributions         14,749         (1,706)         13,043         (2,772)         10,271         7,191           Reserves:         -         Reserves:         9,066         4,762         (4)         13,824         1,189         15,013         3,551           - VPA Restrictions         1,725         71         1,796         -         1,796         1,298           - S94a         305         -         305         (71)         234         72           - Water Fund         2,395         697         3,092         (200)         2,892         138           - Sewerage Fund         3,104         (438)         2,666         (405)         2,261         194           New Loans         4,300         -         4,300         (615)         3,685         -           - Plant & Equipment         778         -         778         -         778         -           - Land & Buildings         -         -         -         -         -         -           Total Capital Funding         37,129         3,616         -         (4)         -         40,741         (2,834)         37,907         12,951	Capital Funding									
Reserves: - Restrictions/Reserves 9,066 4,762 (4) 13,824 1,189 15,013 3,551 - VPA Restrictions 1,725 71 1,796 - 1,796 1,298 - s94a 305 - 305 (71) 234 72 - Water Fund 2,395 697 3,092 (200) 2,892 138 - Sewerage Fund 3,104 (438) 2,666 (405) 2,261 194 New Loans 4,300 - 4,300 (615) 3,685 Receipts from Sale of Assets - Plant & Equipment 778 - 778 - 778 - 778 - Land & Buildings	Rates & Other Untied Funding	707	230				937	40	977	507
- Restrictions/Reserves 9,066 4,762 (4) 13,824 1,189 15,013 3,551 \ - VPA Restrictions 1,725 71 1,796 - 1,796 1,298 \ - s94a 305 - 305 (71) 234 72 \ - Water Fund 2,395 697 3,092 (200) 2,892 138 \ - Sewerage Fund 3,104 (438) 2,666 (405) 2,261 194 \ New Loans 4,300 - 4,300 (615) 3,685 - \ Receipts from Sale of Assets - Plant & Equipment 778 - 778 - 778 \ - Land & Buildings \ Total Capital Funding 37,129 3,616 - (4) - 40,741 (2,834) 37,907 12,951	Grants & Contributions	14,749	(1,706)				13,043	(2,772)	10,271	7,191
- VPA Restrictions 1,725 71 1,796 - 1,796 1,298 - 594a 305 - 305 (71) 234 72 - 1,796 1,298 697 3,092 (200) 2,892 138 - Sewerage Fund 3,104 (438) 2,666 (405) 2,261 194 New Loans 4,300 - 4,300 (615) 3,685 - Receipts from Sale of Assets - Plant & Equipment 778 - 778 - 778 - 778 - 1,241 & Equipment 1,242 & 1,243 & 1,244 & 1,245	Reserves:									
- s94a 305 - 305 (71) 234 72 - Water Fund 2,395 697 3,092 (200) 2,892 138 - Sewerage Fund 3,104 (438) 2,666 (405) 2,261 194 New Loans 4,300 - 4,300 (615) 3,685 - Receipts from Sale of Assets - Plant & Equipment 778 - 778 - 778 - 778 Land & Buildings	<ul> <li>Restrictions/Reserves</li> </ul>	9,066	4,762		(4)		13,824	1,189	15,013	3,551
- Water Fund 2,395 697 3,092 (200) 2,992 138 - Sewerage Fund 3,104 (438) 2,666 (405) 2,261 194 New Loans 4,300 - 4,300 (615) 3,685 - Receipts from Sale of Assets - Plant & Equipment 778 - 778 - 778 - Land & Buildings	- VPA Restrictions	1,725	71				1,796	-	1,796	1,298
- Sewerage Fund 3,104 (438) 2,666 (405) 2,261 194 New Loans 4,300 - 4,300 (615) 3,685 - Receipts from Sale of Assets - Plant & Equipment 778 - 778 - 778 - 1 - Land & Buildings - 704 - 704 (2,834) 37,907 12,951	- s94a	305	-				305	(71)	234	72
New Loans         4,300         -         4,300         (615)         3,685         -           Receipts from Sale of Assets         -         778         -         778         -         778         -         -         778         -	- Water Fund	2,395	697				3,092	(200)	2,892	138
Receipts from Sale of Assets - Plant & Equipment 778 - 778 - 778 - 778 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	- Sewerage Fund	3,104	(438)				2,666	(405)	2,261	194
- Plant & Equipment 778 - 778 - 778 - 778 - 1	New Loans	4,300			-		4,300	(615)	3,685	-
- Land & Buildings	Receipts from Sale of Assets									
Total Capital Funding 37,129 3,616 - (4) - 40,741 (2,834) 37,907 12,951	- Plant & Equipment	778			-		778	-	778	-
	- Land & Buildings				-		-	-		
Net Capital Funding - Surplus/(Deficit)	Total Capital Funding	37,129	3,616	-	(4)	-	40,741	(2,834)	37,907	12,951
	Net Capital Funding - Surplus/(Deficit)		-	-	-	-	-	-	-	

Budget review for the quarter ended 31 December 2019

Capital Expenditure by Activity - Council Consolidated

	Original		Approved	Changes		Revised	Variations	Projected	Actual
(\$000's)	Budget	Carry	Other than	Sep	Dec	Budget	for this	Notes Year End	YTD
		Forwards	by QBRS	QBRS	QBRS		Dec Qtr	Result	figures
Capital Expenditure									
Information Services	356	(36)		143		463	-	463	299
Property Services	1,990	255				2,245	-	2,245	1,226
Depots	200	310				510	(190)	320	10
Airport	125	54		33		212	(16)	196	78
The Crossing Theatre	20	50				70	6	76	25
Libraries	50	-				50	-	50	-
Planning & Regulatory	-	239				239	-	239	-
Solid Waste Management	1,770	57				1,827	367	2,194	89
Economic Development	2,820	-				2,820	-	2,820	-
Saleyards	85	7				92	-	92	28
Tourism	215	-				215	148	363	-
Cemeteries	169	48				217	(94)	123	4
Swimming Pools	-	-				-	76	76	-
Parks & Open Spaces	1,791	236				2,027	88	2,115	1,449
Fleet Management	2,432	826		(295)		2,963	92	3,055	302
Transport	11,019	2,638		115		13,772	673	14,445	5,490
Water Supplies	4,894	(408)				4,486	1,904	6,390	2,889
Sewerage Services	8,475	(660)				7,815	(5,888)	1,927	543
Loan Repayments (Principal) - General	718					718	-	718	519
Total Capital Expenditure	37,129	3,616	-	(4)	-	40,741	(2,834)	37,907	12,951

This statement provides the same capital expenditure information as above, but in Service activity format in line with Council's Service Plans.

**Quarterly Budget Review Statement** for the period 01/10/19 to 31/12/19

Cash & Investments Budget Review Statement

Budget review for the quarter ended 31 December 2019 Cash & Investments - Council Consolidated

Reconciliation Status
The YTD Cash & Investment figure reconciles to the actual balances held as follows: \$ 000's Cash at Bank (as per bank statements) Investments on Hand 978 47,000 less: Unpresented Cheques add: Undeposited Funds (Timing Difference) (Timing Difference) (1,411) 796 Reconciled Cash at Bank & Investments 47,363

**Quarterly Budget Review Statement** for the period 01/10/19 to 31/12/19

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

Budget review for the quarter ended 31 December 2019

Current Projection
Amounts Indicator
19/20 19/20 Original Actuals (\$000's) Budget 19/20 Prior Periods 18/19 17/18

NSW Local Government Industry Key Performance Indicators (OLG):

| 1. Operating Performance Operating Revenue (excl. Capital) - Operating Expenses Operating Revenue (excl. Capital Grants & Contributions) | 44,302 | 44,343 | -9.7 %

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

 Own Source Operating Revenue
 Operating Revenue (excl. ALL Grants & Contributions)
 Total Operating Revenue (incl. Capital Grants & Cont) 35,902 59,294 60.5 % 71.7 % 58.8 % 56.8 %

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





#### Quarterly Budget Review Statement

for the period 01/10/19 to 31/12/19

#### **Contracts Budget Review Statement**

Budget review for the quarter ended 31 December 2019 **Part A - Contracts Listing** - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
Chiverton Estate P/L	Contract 2019-20/10 - Wastewater Pipes	Sch of Rates	01/01/20	2 Years	Υ	

#### Notes:

- Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 whatever is the lesser.
   Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
   Contracts for employment are not required to be included.

#### Consultancy & Legal Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2019 Consultancy & Legal Expenses Overview

YTD Expenditure Bugeted (Y/N) Expense (Actual Dollars) 407,183 Υ Consultancies 53,875 Legal Fees

#### Definition of a consultant:

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

#### Comments

Expenditure included in the above YTD figure but not budgeted includes:

# Details

#### 12.4 2018/2019 ANNUAL FINANCIAL STATEMENTS

Responsible Officer: Lindsay Mason, Director Corporate and Community Services

Author: **Tim McClellan, Financial Services Manager** 

Attachments: 2018/2019 Annual Financial Statements (under separate cover) 1.

#### **DELIVERY PROGRAM ALIGNMENT**

#### 4 Leadership

Objective 4.4 Our strategic goals will be achieved through transparent and accountable planning

and reporting

4.4.2 Ensure effective and sound local governance practice Strategy

#### **EXECUTIVE SUMMARY**

Council is required to present its audited Annual Financial Statements to the general public.

### RECOMMENDATION

That Council note the 2018/2019 audited Annual Financial Statements.

#### **BACKGROUND**

Requirements as to preparation and auditing of statutory reports required by the Office of Local Government are contained in sections 413 to 419 of the Local Government Act 1993.

Council is required to prepare General Purpose Financial Statements and Special Purpose Financial Statements (business units' subject to National Competition Policy) for audit annually. Council also prepares Special Schedules that are submitted to the Office of Local Government in conjunction with the audited statements.

#### **CURRENT SITUATION**

Council's Financial Statements for the year ended 30 June 2019 are ready for presentation to the general public. Under section 418 of the Local Government Act 1993, Council is required to present its audited financial statements, together with the auditor's report, to the public having given 7 days' notice.

Public Notice has been given through advertisements placed in local newspapers and by placing the Statements on Council's website.

A copy of the General Purpose Financial Statements, including the notes to the accounts, Special Purpose Financial Statements and Special Schedules is attached. The Auditor General has prepared an Audit Report, which provides an opinion on the financial result for the year.

# FINANCIAL IMPLICATIONS

Nil.

#### STATUTORY AND POLICY IMPLICATIONS

These 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**

- The Audit Office of New South Wales.
- Forsyths (Contract Auditor).

# **Internal Consultation**

• Internal Audit and Risk Committee.

#### 12.5 INVESTMENT REPORT - DECEMBER 2019

Responsible Officer: Lindsay Mason, Director Corporate and Community Services

Author: Samantha Ratley, Senior Finance Officer

Attachments: 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:

- Two (2) investments matured, totalling \$7 million.
- Two (2) new investments were placed, totalling \$7 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 December 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 December 2019:

Investments maturing during the month:

•	03/12/2019	NAB	\$4,000,000	363 days @ 2.80%
•	18/12/2019	AMP	\$3,000,000	273 days @ 2.80%

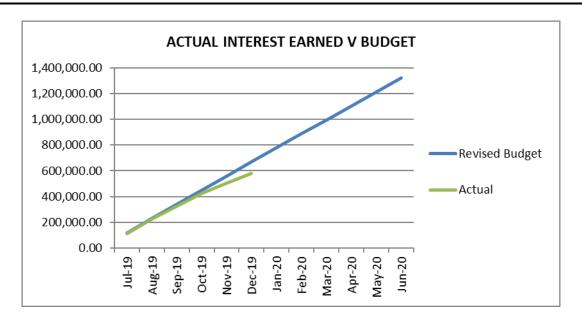
New investments secured during the month:

•	04/12/2019	NAB	\$4,000,000	364 days @ 1.40%
•	18/12/2019	AMP	\$3,000,000	189 days @ 1.80%

	Market Value (\$)	Term (days)	Rate	Maturity Date	% of Portfolio
Short Term Deposits (<1 yr)	46,000,000.00				95.88%
Auswide Bank	2,000,000.00	273	2.58%	08/01/20	4.17%
ME Bank	2,000,000.00	154	1.83%	08/01/20	4.17%
Auswide Bank	3,000,000.00	210	2.23%	15/01/20	6.25%
BOQ	1,000,000.00	182	1.93%	23/01/20	2.08%
Beyond Bank	2,000,000.00	245	2.40%	05/02/20	4.17%
ME Bank	1,000,000.00	364	2.73%	12/02/20	2.08%
Judo Bank	1,000,000.00	273	2.67%	19/02/20	2.08%
Auswide Bank	1,000,000.00	273	2.33%	26/02/20	2.08%
Defence Bank	2,000,000.00	364	2.80%	04/03/20	4.17%
NAB	2,000,000.00	238	1.88%	18/03/20	4.17%
Macquarie Bank	2,000,000.00	203	1.73%	25/03/20	4.17%
Macquarie Bank	2,000,000.00	210	1.73%	01/04/20	4.17%
NAB	3,000,000.00	182	1.59%	15/04/20	6.25%
AMP	3,000,000.00	245	1.80%	22/04/20	6.25%
BOQ	1,000,000.00	219	1.63%	06/05/20	2.08%
AMP	2,000,000.00	181	1.90%	13/05/20	4.17%
AMP	2,000,000.00	189	1.90%	27/05/20	4.17%
Aus Unity	1,000,000.00	210	1.65%	10/06/20	2.08%
AMP	3,000,000.00	189	1.80%	24/06/20	6.25%
ME Bank	1,000,000.00	210	1.58%	05/08/20	2.08%
ME Bank	3,000,000.00	364	1.63%	26/08/20	6.25%
Judo Bank	1,000,000.00	364	2.05%	16/09/20	2.08%
BOQ	1,000,000.00	364	1.53%	14/10/20	2.08%
NAB	4,000,000.00	364	1.40%	02/12/20	8.34%
Cash Deposits	1,978,380.88				4.12%
NAB At Call A/c	1,000,000.00	At Call	1.40%	n/a	2.08%
NAB Working A/c	978,380.88	At Call	1.00%	n/a	2.04%
Total Cash & Investments	47,978,380.88				100.00%

# Movements within Bank account for the reporting period (\$)

Cash Book balance at 29 November 2019	1,885,170.88
Plus Receipts	4,312,707.29
Less Payments	-5,834,748.59
Cash Book balance at 31 December 2019	363,129.58
Less Outstanding Deposits	-795,510.47
Plus Unpresented Payments	1,410,761.77
Reconciliation Balance as at 31 December 2019	978,380.88



The above graph is calculated using the adopted budget as at 30 September 2019.

# **Investment Rate Summary for December 2019**

Average Interest Rate on Investments:	1.99%
Weighted Average Interest Rate on Investments	1.90%
Council's Benchmarks	
Bank Bill Swap Rate (BBSW) 90 day index $(31/12/2019)^1$	0.88%
Average 11am Cash Rate	0.75%

#### FINANCIAL IMPLICATIONS

The interest income for the month:

Total Interest Income	\$78,905
Sewer Fund	\$8,194
Water Fund	\$8,697
Externally Restricted Funds	\$25,000
General Fund	\$37,014

# STATUTORY AND POLICY IMPLICATIONS

<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 section 625 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.

<sup>&</sup>lt;sup>1</sup> Source: www.asx.com.au

- Ministerial Investment Order dated 12 January 2011.
- Council's Investment Policy dated 15 August 2017.

# **CONSULTATION**

# **External Consultation**

Nil.

# **Internal Consultation**

Responsible Accounting Officer.

#### 12.6 INVESTMENT REPORT - JANUARY 2020

Responsible Officer: Lindsay Mason, Director Corporate and Community Services

Author: Samantha Ratley, Senior Finance Officer

Attachments: 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:

- Four (4) investments matured, totalling \$8 million.
- Three (3) new investments were placed, totalling \$6 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 January 2020

# **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 January 2020

Investments maturing during the month:

•	08/01/2020	Auswide Bank	\$2,000,000	273 days @ 2.58%
•	08/01/2020	ME Bank	\$2,000,000	154 days @ 1.83%
•	15/01/2020	Auswide Bank	\$3,000,000	210 days @ 2.10%
•	22/01/2020	BOQ	\$1,000,000	182 days @ 1.93%

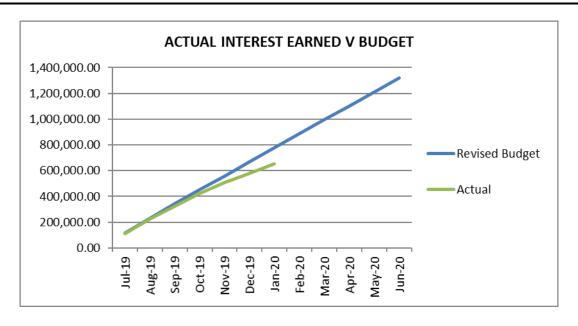
New investments secured during the month:

•	08/01/2020	Auswide Bank	\$2,000,000	336 days @ 1.55%
•	08/01/2020	ME Bank	\$1,000,000	210 days @ 1.58%
•	16/01/2020	BOQ	\$3,000,000	189 days @ 1.65%

	Market Value (\$)	Term (days)	Rate	Maturity Date	% of Portfolio
Short Term Deposits (<1 yr)	44,000,000.00				97.73%
Beyond Bank	2,000,000.00	245	2.40%	05/02/20	4.44%
ME Bank	1,000,000.00	364	2.73%	12/02/20	2.22%
Judo Bank	1,000,000.00	273	2.67%	19/02/20	2.22%
Auswide Bank	1,000,000.00	273	2.33%	26/02/20	2.22%
Defence Bank	2,000,000.00	364	2.80%	04/03/20	4.44%
NAB	2,000,000.00	238	1.88%	18/03/20	4.44%
Macquarie Bank	2,000,000.00	203	1.73%	25/03/20	4.44%
Macquarie Bank	2,000,000.00	210	1.73%	01/04/20	4.44%
NAB	3,000,000.00	182	1.59%	15/04/20	6.66%
AMP	3,000,000.00	245	1.80%	22/04/20	6.66%
BOQ	1,000,000.00	219	1.63%	06/05/20	2.22%
AMP	2,000,000.00	181	1.90%	13/05/20	4.44%
AMP	2,000,000.00	189	1.90%	27/05/20	4.44%
Aus Unity	1,000,000.00	210	1.65%	10/06/20	2.22%
AMP	3,000,000.00	189	1.80%	24/06/20	6.66%
BOQ	3,000,000.00	189	1.65%	23/07/20	6.66%
ME Bank	1,000,000.00	210	1.58%	05/08/20	2.22%
ME Bank	1,000,000.00	210	1.58%	05/08/20	2.22%
ME Bank	3,000,000.00	364	1.63%	26/08/20	6.66%
Judo Bank	1,000,000.00	364	2.05%	16/09/20	2.22%
BOQ	1,000,000.00	364	1.53%	14/10/20	2.22%
NAB	4,000,000.00	364	1.40%	02/12/20	8.88%
Auswide Bank	2,000,000.00	336	1.55%	09/12/20	4.44%
Cash Deposits	1,020,526.20				2.27%
NAB At Call A/c	700,000.00	At Call	1.40%	n/a	1.55%
NAB Working A/c	320,526.20	At Call	1.00%	n/a	0.71%
Total Cash & Investments	45,020,526.20				100.00%

# Movements within Bank account for the reporting period (\$)

Cash Book balance at 31 December 2019	363,129.58
Plus Receipts	1,062,127.37
Less Payments	-8,474,770.22
Cash Book balance at 31 January 2020	-7,049,513.27
Less Outstanding Deposits	-525,726.34
Plus Unpresented Payments	7,895,765.81
Reconciliation Balance as at 31 January 2020	320,526.20



The above graph is calculated using the adopted budget as at 30 September 2019.

# **Investment Rate Summary for January 2020**

Average Interest Rate on Investments:	1.89%
Weighted Average Interest Rate on Investments	1.82%
Council's Benchmarks	
Bank Bill Swap Rate (BBSW) 90 day index (31/01/2020) <sup>2</sup>	0.88%
Average 11am Cash Rate	0.75%

#### FINANCIAL IMPLICATIONS

The interest income for the month:

Total Interest Income	\$72,485
Sewer Fund	\$9,380
Water Fund	\$9,034
Externally Restricted Funds	\$25,000
General Fund	\$29,071

# STATUTORY AND POLICY IMPLICATIONS

<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 section 625 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.

<sup>&</sup>lt;sup>2</sup> Source: www.asx.com.au

- Ministerial Investment Order dated 12 January 2011.
- Council's Investment Policy dated 15 August 2017.

# **CONSULTATION**

# **External Consultation**

Nil.

# **Internal Consultation**

• Responsible Accounting Officer.

#### 12.7 FRAUD AND CORRUPTION POLICY

Responsible Officer: Lindsay Mason, Director Corporate and Community Services

Author: Lindsay Mason, Director Corporate and Community Services

Attachments: 1. Fraud and Corruption Policy 🗓 🖼

#### **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**

Following Council's Interim Audit by the Audit Office of New South Wales to the 30 June 2019 it was identified that Council should implement a Fraud and Corruption Policy to mitigate the risk of fraud or corrupt behaviour by councillors, staff, delegates and volunteers.

# **RECOMMENDATION**

That Council adopt the Fraud and Corruption Policy.

#### **CURRENT SITUATION**

Council endorsed the draft Fraud and Corruption Policy at the Ordinary Council Meeting of 26 November 2019. The draft policy was placed on public exhibition for a period of 28 days, with no submissions made during this period. Council should now adopt the policy.

This Policy will be reviewed every four (4) years or following an ordinary election of Council, or earlier if there are relevant statutory or State Government policy changes.

#### FINANCIAL IMPLICATIONS

Nil.

# STATUTORY AND POLICY IMPLICATIONS

This is a new policy of Council.

- Local Government Act 1993.
- Independent Commission Against Corruption Act 1988.

#### **CONSULTATION**

Public consultation was undertaken for 28 days during November and December 2019. No submissions were received.

#### **Internal Consultation**

Manager Financial Services.

# **External Consultation**

• NSW Audit Office.





# FRAUD AND CORRUPTION POLICY

Responsible Department: Corporate and Community Services
Responsible Section: Corporate and Community Services

Responsible Officer: General Manager

# **Objective**

To reinforce Narrabri Shire Council's commitment to the prevention of fraud and corruption and to outline the methodology to deter and detect fraudulent behaviour and corrupt conduct.

This policy applies to all Council officials – Councillors, staff, volunteers and delegates.

#### Introduction

Narrabri Shire Council will not tolerate any form of fraudulent or corrupt conduct by Councillors, staff, contractors, consultants or volunteer.

Narrabri Shire Council is committed to the:

- Development and maintenance of a sound ethical culture supported by appropriate policies, procedures and strategies that prevent fraudulent and corrupt behaviour.
- Regular conduct and review of fraud and corruption risk assessments to identify circumstances in which fraud and corruption could occur.
- Implementation of fraud and corruption prevention and mitigation procedures in day to day operations.
- Use of formal procedures for the investigation of allegations of corrupt and fraudulent behaviour.
- tenderers, suppliers, consultants and contractors are conducted in an ethical manner.
- Ongoing education and training pf all Council officers and elected members in relation to their obligations in combating dishonest and fraudulent behaviour

# **Policy**

# 1. Responsibilities

1.1. Council officials are responsible for reporting cases of suspected fraud or corrupt conduct.

1



Council officials have a responsibility to act honestly and to follow diligently Council's policies and procedures to prevent and mitigate fraud and corruption.

The General Manager is ultimately responsible for the prevention, detection and reporting of fraud and corruption through the implementation of appropriate and effective internal control systems. The General Manager must report "possible" corrupt conduct to the Independent Commission Against Corruption (ICAC) pursuant to the ICAC Act 1988.

- 1.2. Managers are also responsible for the prevention, detection and reporting of fraud and corrupt conduct by ensuring:
  - There are mechanisms in place within their area of control to assess the risk of fraud and corrupt
    conduct and to manage such risks by appropriate internal controls.
  - The promotion of employee awareness and training/education on the prevention of fraud and corruption.
  - Compliance with all relevant policies and practices.
  - Reporting of any fraud or corruption matters to the General Manager.
  - That reasonable steps are undertaken to ensure that Council contractors within their area of control adhere to the provisions of this policy.
- 1.3. All Council officials are responsible for:
  - Performing their functions and duties with diligence, honesty, integrity and impartiality.
  - Complying with this policy and all legislative requirements to ensure they are not participating in corrupt or fraudulent behaviour.
  - Reporting any suspicion of fraudulent or corrupt behaviour to the General Manager, the appropriate Manager or the Mayor if such behaviour concerns the General Manager, or by utilisation of Council's Internal Reporting Policy.
  - Reporting any identified weaknesses in internal controls that could potentially facilitate a fraudulent or corrupt act.

Council officials should read Council's Internal Reporting Policy in relation to the protection afforded officials who report or disclose information for specified matters (such as fraud and corruption) internally or to external agencies.

#### 2. Fraud and Corruption Risk Assesses

- 2.1. Council's main objective is to minimise the occurrence of fraud and corruption within the Council by:
  - Identifying fraud and corruption risks.
  - Determining strategies to control these risks.
- 2.2. The Director Corporate and Community Services will instigate a review of Council's fraud and corruption risk and control strategies every four years. The Director Corporate and Community Services will also ensure that periodic and comprehensive risk assessments are conducted by relevant Managers of each





area of operation pursuant to Council's Enterprise Risk Management Policy. Regular internal audits will be conducted to test the fraud and corruption control framework.

# 3. Examples of Fraudulent and Corrupt Activity

#### 3.1. Theft

- Stationery and office supplies.
- Construction and maintenance equipment and tools.
- Lap top computers.
- Mobile phones.
- Technical equipment (mobile GPS, cameras etc.).
- Cash
- Intellectual property, including documents and data.

#### 3.2. Inappropriate or Misuse of Council Resources

- · Unauthorised use of corporate credit cards, petrol cards, Cabcharge or vouchers.
- Staff undertaking secondary paid work during work hours.
- Staff using telephones excessively for private purposes without appropriate reimbursement of costs.
- Internet service being used extensively for non-work purposes.
- "Left-over" materials being taken by Council officers.
- · Plant being used by staff for private use without authorisation or payment.

#### 3.3. Gifts, Benefits and Bribes

Any gifts or benefits provided to, or any attempt to give a gift or benefit to a Council officer, is managed by Council's Gifts and Benefits Policy. The Policy prescribes when a gift may or not be accepted and relevant processes for dealing with such matters.

Bribes are given to influence the way a recipient carries out their official functions. For example, not respond to or report an illegal or unauthorised activity or procure goods and services from a specific person or company.

Higher risk areas for exposure to such behaviour includes:

- Officers who approve or can influence decisions.
- Officers who procure goods and services for Council.
- Regulatory and compliance staff.
- Staff who carry out work with the private sector.

3



#### 3.4. Zoning and Development

- Coercion, intimidation and harassment of Council planning staff dealing with development applications (DAs).
- Inducement from developers to modify DA conditions imposed.

#### 3.5. Procurement, Tendering and Contract Management

Activities associated with procurement, tendering and contract management have traditionally been susceptible to fraud and corruption risks. Examples of such risks include:

- Order splitting to avoid tendering provisions or quotes.
- The Collusion with suppliers (dummy quotes).
- Fraudulent contract variations.
- False invoices.

#### 3.6. Human Resources

- Creation of false employees on the payroll system.
- Job applicants falsifying career background details.
- Direct recruitment of friends and relatives breaching the legislative requirement of merit-based employment.
- · Claiming unworked overtime on timesheets.

#### 3.7. Information Technology

- Unauthorised electronic transfer of funds.
- Unauthorised alteration of input data.
- Alteration or misuse of software.
- Unauthorised sale or provision of information to 3rd parties.

# 4. Discipline and Investigation

- 4.1. Narrabri Shire Council has zero tolerance for corrupt or fraudulent behaviour. Council staff found guilty of such matters will face disciplinary matters pursuant to the Code of Conduct and the Local Government (State) Award. Other (non-staff) Council officers will be disciplined pursuant to Council's Code of Conduct.
  - Further, as stated above, all "possible" corruption matters, involving Council officers, have a mandatory statutory reporting requirement to ICAC. The ICAC or Council itself can also seek criminal prosecutions by reporting fraud and other corruption matters to the NSW Police Service.
- 4.2. The General Manager must make an initial determination as to whether the matter in question concerns or may concern corrupt conduct. This may entail his or her own analysis of the circumstances





surrounding the matter or utilising another staff member or an investigator to carry out preliminary enquiries on which to base the determination.

4.3. After formal notification by the General Manager, the ICAC will normally determine if they will investigate the alleged corruption matter. Alternatively, the ICAC may instruct Council to carry out their own investigation and report the findings to the ICAC. In such circumstances Council should engage an experienced and suitably qualified investigator for the process.

# 5. Fraud and Corruption Prevention Training

- 5.1. Narrabri Shire Council acknowledges that a high level of awareness amongst all Council officers in relation to fraud and corruption issues is an essential element in identifying and combatting such behaviours. Awareness training will be implemented through the following programs:
  - · At induction for all new employees.
  - At the induction program for all new councillors.
  - At the induction program for all volunteers and delegates.
  - Regular refreshers.
  - Fraud and Corruption prevention information through meetings, memos and other internal publications.
  - Follow up meetings with staff after internal and external audits where relevant.

# 6. Fraud and Corruption Mitigation Practices

6.1. Narrabri Shire Council recognises that appropriate policies and procedures must be implemented in certain operational areas to regulate and enable the monitoring of particular activities. These areas within Council include:

#### 6.1.1. Risk Management

Risk Assessment pursuant to the Enterprise Risk Management Plan.

#### 6.1.2. Finance

- Cash Handling Procedures
- Petty Cash Handling Procedures
- Corporate Credit Card Policy

### 6.1.3. Governance

- Procurement and Disposal Policy.
- Councillors' Expenses and Facilities Policy.
- · Secondary Employment Policy.
- Use of Council Resources (Corporate Practice Guide).
- Internal Reporting Policy.

5



#### 6.1.4. Ethics

- Code of Conduct
- Fraud and Corruption Prevention Policy.
- Statement of Business Ethics.

#### 6.1.5. Fraud Detection

- Fraud detection mechanisms/controls to aid in the early detection of suspicious or fraudulent behaviours. Such mechanisms may include monitoring staff and transactions and internal audit activities.
- The Stock take of equipment and resources provided for staff.

#### 7. Definitions

#### 7.1. Fraud

Can be defined as a deliberate and premeditated turn of events which involves the use of deception to gain advantage from a position of trust and authority. The type of events includes: acts of omission, theft, the making of false statements, evasion, manipulation of information and numerous other acts of deception (Audit Office of NSW).

# 7.2. Corruption

The ICAC Act 1988 at sections 7,8 and 9 defines corruption as:

- Any conduct of any person (whether or not a public official) that adversely affects, or that could
  affect, either directly or indirectly, the honest or impartial exercise of official functions by any
  public official, any group or body of public officials or any public authority, or
- Any conduct of a public official that constitutes or involves the dishonest or partial exercise of any of his or her official functions, or
- Any conduct of a public official or former public official that constitutes or involves a breach of public trust, or
- Any conduct of a public official or former public official that involves the misuse of information
  or material that he or she has acquired in the course of his or her official functions, whether or
  not for his or her benefit or the benefit of any other person.

#### 7.3. Council Official

The Council official includes Councillors, members of staff, volunteers and delegates of council. Related Legislation and Policies

Local Government Act 1993

6



- Independent Commission Against Corruption Act 1988
- Public Interest Disclosure Act 1994 NSW
- Narrabri Shire Council Code of Conduct 2019.
- Gifts and Benefits Policy.
- Procurement Policy.

#### 7.4. Review

Council reserves the right to vary, replace or terminate this policy at any time. This policy will be reviewed every 4 years or following an ordinary election of Council, or earlier if there are relevant statutory or State Government policy changes.

# **References**

- Local Government Act 1993.
- Independent Commission Against Corruption Act 1988.
- Public Interest Disclosure Act 1994 NSW.
- Narrabri Shire Council Code of Conduct 2019.
- Gifts and Benefits Policy.
- Procurement Policy.

# History

Minute Number	Meeting Date	Description of Change
Draft Policy	November 26, 2019	For Adoption and Exhibition
Policy	February 25, 2020	Adoption

#### 12.8 RENEWAL OF ALCOHOL FREE ZONES

Responsible Officer: Darren Raeck, Director Infrastructure Delivery

Author: Anthony Smetanin, Design Services Manager

Attachments: 1. Locality Plan indicating current Alcohol-Free Zones J.

#### **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 currently has Alcohol Free Zones covering the central areas of Narrabri, Wee Waa and Boggabri, as well as some minor areas which include licensed premises and the Narrabri Airport. These zones have been in place for a considerable time now, and Council has reaffirmed these zones each time they are required for renewal in accordance with 'Part 4' of the *Local Government Act* 1993.

The purpose of this report is to initiate the public consultation process in accordance with Section 644A of the *Local Government Act 1993*, to re-establish the Alcohol-Free Zones for a further three (3) years (up until the 1<sup>st</sup> July 2023).

# RECOMMENDATION

That the Council initiate a public consultation process in accordance with Section 644A of the Local Government Act 1993, to re-establish the following Alcohol-Free Zones up until 1 July 2023.

Alcohol Free Zones (Narrabri CBD and surrounds) to include all the public roads and public carparks within the area described by the following streets:

Tibbereena Street - from Fitzroy Street to Killarney Street

Maitland Street - from 100m south of RSL Club to Killarney Street

Barwan Street - from Fitzroy Street to Killarney Street

Fitzroy Street - from Tibbereena Street to Barwan Street

Denison Street - from Tibbereena Street to Barwan Street

Bowen Street - from Tibbereena Street to Barwan Street

Dewhurst Street - from Tibbereena Street to Barwan Street

• Doyle Street - from Tibbereena Street to Barwan Street

Lloyd Street - from Tibbereena Street to Barwan Street

• Killarney Street - from Tibbereena Street to Barwan Street

• Violet Street - from Tibbereena Street to Gibbons Street

• Gibbons Street - from Violet Street to Grace Street

• Selina Street - from the Newell Highway to the railway line

Cameron Street - from the Newell Highway to Narrabri Hospital

• Buri Street - from Mooloobar Street to Goobar Street

• Goobar Street - from Buri Street to Burigal Street

Narrabri Airport - Public Car Park and Airport Terminal

Alcohol Free Zones (Boggabri CBD and surrounds) to include all the public roads and public car parks within the area described by the following streets;

Wee Waa Street - from Dalton Street to Caxton Street

• Merton Street - from Dalton Street to Caxton Street

• Laidlaw Street - from Dalton Street to Caxton Street

• Lynn Street - from Dalton Street to Caxton Street

Caxton Street - from Wee Waa Street to Lynn Street

• Brent Street - from Wee Waa Street to Lynn Street

Dalton Street - from Wee Waa Street to Lynn Street

Alcohol Free Zones (Wee Waa CBD and surrounds) to include all the public roads and public car parks within the area described by the following streets;

• Cowper Street - from Warrior Street to Rivers Street

Rose Street - from Warrior Street to Rivers Street

Alma Street - from Warrior Street to Rivers Street

Rivers Street - from Cowper Street to Alma Street

• Nelson Street - from Cowper Street to Alma Street

George Street - from Cowper Street to Alma Street

Church Street - from Cowper Street to Alma Street

Charles Street - from Cowper Street to Alma Street

Warrior Street - from Cowper Street to Alma Street

And further that the results of the public consultation process are to be reported to a future Ordinary Meeting of Council.

#### **BACKGROUND**

Council currently has Alcohol-Free Zones covering the central areas of Narrabri, Wee Waa and Boggabri, as well as some minor areas which include licensed premises and the Narrabri Airport. These zones have been in place for a considerable time now, and Council has reaffirmed these zones each time they are required for renewal in accordance with 'Part 4' of the *Local Government Act* 1993.

The principle objective of an Alcohol-Free Zone is to prevent disorderly behaviour caused by the consumption of alcohol in public areas to improve public safety. It is also an early intervention measure to prevent the escalation of irresponsible "street drinking", to incidents involving serious crime.

The Alcohol-Free Zones (including public roads and public car-parks) which are currently established are described by the following streets;

#### Narrabri CBD and surrounds;

Tibbereena Street - from Fitzroy Street to Killarney Street

Maitland Street - from 100m south of RSL Club to Killarney Street

Barwan Street - from Fitzroy Street to Killarney Street

Fitzroy Street - from Tibbereena Street to Barwan Street

Denison Street - from Tibbereena Street to Barwan Street

Bowen Street - from Tibbereena Street to Barwan Street

Dewhurst Street - from Tibbereena Street to Barwan Street

Doyle Street - from Tibbereena Street to Barwan Street

Lloyd Street - from Tibbereena Street to Barwan Street

Killarney Street - from Tibbereena Street to Barwan Street

Violet Street - from Tibbereena Street to Gibbons Street

Gibbons Street - from Violet Street to Grace Street

Selina Street - from the Newell Highway to the railway line

Cameron Street - from the Newell Highway to Narrabri Hospital

Buri Street - from Mooloobar Street to Goobar Street

Goobar Street - from Buri Street to Burigal Street

Narrabri Airport - Public Car Park and Airport Terminal

#### Boggabri CBD and surrounds;

Wee Waa Street - from Dalton Street to Caxton Street

Merton Street - from Dalton Street to Caxton Street

Laidlaw Street - from Dalton Street to Caxton Street

Lynn Street - from Dalton Street to Caxton Street

Caxton Street - from Wee Waa Street to Lynn Street

Brent Street - from Wee Waa Street to Lynn Street

Dalton Street - from Wee Waa Street to Lynn Street

#### Wee Waa CBD and surrounds;

Cowper Street from Warrior Street to Rivers Street Rose Street from Warrior Street to Rivers Street Alma Street from Warrior Street to Rivers Street Rivers Street from Cowper Street to Alma Street Nelson Street from Cowper Street to Alma Street from Cowper Street to Alma Street George Street Church Street from Cowper Street to Alma Street Charles Street from Cowper Street to Alma Street Warrior Street from Cowper Street to Alma Street

A locality plan identifying the location of each Alcohol-Free Zone has been included to this report.

Offences and penalties can apply to Alcohol-Free Zones, however monetary penalties will no longer apply in relation to the consumption of alcohol in an Alcohol-Free Zone. Instead, confiscation and "tip out" powers apply to Alcohol Prohibited Areas.

It should be noted that in circumstances where a person does not cooperate with a request by the Police or an authorised council enforcement officer to hand over alcohol in an Alcohol-Free Zone, they can be charged with obstruction under the *Local Government Act 1993*, which carries a maximum penalty of \$2,200.

#### **CURRENT SITUATION**

Council needs to consider the re-establishment of the current Alcohol-free Zones for a further three (3) years. Previously each individual area (and some individual streets) expired on varying dates. This was rectified in Council resolution Minute 649/2010 where all alcohol-free zones now expire on the same nominated date to allow for an effortless process of renewal.

All current Alcohol-Free Zone signs will expire on 1 July 2020.

The local police within Narrabri, Boggabri and Wee Waa have supported these zones in the past and their continued support will be sort during the public consultation period.

The public consultation process, under Section 644A of the Local Government Act 1993, is as follows;

- 1) After preparing a proposal under section 644, the council may, by notice published in a manner that the council is satisfied is likely to bring the notice to the attention of members of the public in the area as a whole or in a part of the area that includes the zone concerned
  - a. declare that it proposes to establish an alcohol-free zone, indicating the location of the zone and the proposed period or special events for which it will operate, and
  - b. state the place at which, the dates on which and the times during which a copy of the proposal may be inspected, and
  - c. invite representations and objections from persons and groups within the area, indicating that any representations or objections by them must be made within 14 days after the date on which the notice is published.
- 2) The council must give a copy of its proposal to each of the following persons, indicating that any representations or objections by the person must be made within 30 days after the date on which the copy is given
  - a. the officer in charge of the police station within or nearest to the proposed alcoholfree zone,
  - b. each holder of a licence in force under the Liquor Act 2007 for premises that border on, or adjoin or are adjacent to, the proposed alcohol-free zone.
- 3) If required to do so by the guidelines in force under section 646, the council must also give a copy of its proposal to the Anti-Discrimination Board, indicating that any representations or objections by the Board must be made within 40 days after the date on which the copy is given.
- 4) The council must consider all representations and submissions that are duly made to it under this section.

Therefore, it is recommended that the Council initiate a public consultation process in accordance with Section 644A of the *Local Government Act 1993*, to re-establish the current Alcohol-Free Zones up until 1 July 2023. The results of this public consultation process shall be reported to a future Ordinary Meeting of Council.

#### FINANCIAL IMPLICATIONS

In previous years Council installed new date stickers over the existing signs when the Alcohol-Free Zones were re-established. However, an audit of these signs has identified that most of these signs are either damaged, illegible or missing. Therefore, it is recommended that new signs are purchased and installed to ensure the dates are current, as well as advertising for the Public Consultation process.

The cost associated with advertising, purchasing and installing new signs will need to be completed prior to 30 June 2020. It is estimated that the cost associated with these items would be of the order of \$14,000 and that funding would be sourced from the Narrabri, Boggabri and Wee Waa street signs allocation budget.

#### STATUTORY AND POLICY IMPLICATIONS

The process of re-establishing an Alcohol-Free Zone has been conducted in accordance with Part 4 of the *Local Government Act 1993* and therefore should have no legal implication to Council.

The NSW Government publication "Ministerial Guidelines on Alcohol Free Zones" have been prepared under Section 646 of the Local Government Act 1993. The Guidelines provide Council with detailed procedures to be followed when considering the establishment of Alcohol-Free Zones.

#### **CONSULTATION**

The purpose of this report is to initiate the public consultation process in accordance with Section 644A of the *Local Government Act 1993*. The results of the public consultation process shall be reported to a future Ordinary Meeting of Council.

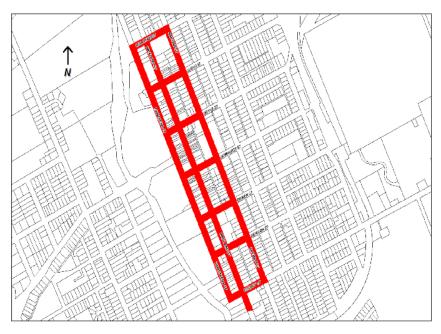
Narrabri Shire Council

**Alcohol Free Zones** 



# NARRABRI – CBD

(Map 1 of 5)



Alcohol Free Zones (within the Narrabri CBD and surrounds) include all the public roads, public car parks and footpaths within the area described by the following streets;

Tibbereena Street from Fitzroy Street to Killarney Street **Maitland Street** from 100m south of RSL Club to Killarney Street from Fitzroy Street to Killarney Street Barwan Street **Fitzroy Street** from Tibbereena Street to Barwan Street **Denison Street** from Tibbereena Street to Barwan Street from Tibbereena Street to Barwan Street **Bowen Street Dewhurst Street** from Tibbereena Street to Barwan Street **Doyle Street** from Tibbereena Street to Barwan Street **Lloyd Street** from Tibbereena Street to Barwan Street **Killarney Street** from Tibbereena Street to Barwan Street

Narrabri Shire Council Alcohol Free Zones



# **NARRABRI AIRPORT**

(Map 2 of 5)



Alcohol Free Zones include all the public roads, public Car parks and footpaths within the area described by the following streets;

Narrabri Airport

Narrabri Airport Airport Grounds

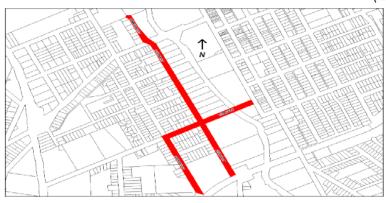
# Narrabri Shire Council

# **Alcohol Free Zones**



# **NARRABRI WEST**

(Map 3 of 5)



Alcohol Free Zones include all the public roads, public car parks and footpaths within the area described by the following streets;

Cameron Street Violet Street Gibbons Street Selina Street from Newell Highway to Hospital from Tibbereena Street to Gibbons Street from Violet Street to Grace Street from the Newell Highway to the railway line



Buri Street Goobar Street from Mooloobar Street to Goobar Street from Buri Street to Burigal Street

# Narrabri Shire Council

# **Alcohol Free Zones**



# **BOGGABRI**

(Map 4 of 5)



Alcohol Free Zones (within the Boggabri CBD and surrounds) include all the public roads, public car parks and footpaths within the area described by the following streets;

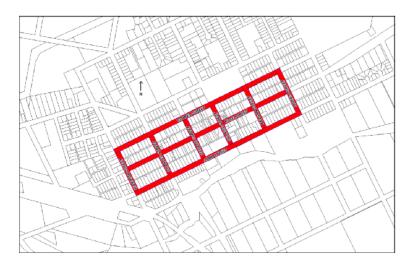
Wee Waa Street	from Dalton Street to Caxton Street
Merton Street	from Dalton Street to Caxton Street
Laidlaw Street	from Dalton Street to Caxton Street
Lynn Street	from Dalton Street to Caxton Street
Caxton Street	from Wee Waa Street to Lynn Street
Brent Street	from Wee Waa Street to Lynn Street
Dalton Street	from Wee Waa Street to Lynn Street

Narrabri Shire Council Alcohol Free Zones



# **WEE WAA**

(Map 5 of 5)



Alcohol Free Zones (within the Wee Waa CBD and surrounds) include all the public roads, public car parks and footpaths within the area described by the following streets;

Cowper Street	from Warrior Street to Rivers Street
Rose Street	from Warrior Street to Rivers Street
Alma Street	from Warrior Street to Rivers Street
Rivers Street	from Cowper Street to Alma Street
Nelson Street	from Cowper Street to Alma Street
George Street	from Cowper Street to Alma Street
Church Street	from Cowper Street to Alma Street
Charles Street	from Cowper Street to Alma Street
Warrior Street	from Cowper Street to Alma Street

#### 12.9 ACCEPTANCE OF TENDERS UNDER DELEGATION - DECEMBER 2019

Responsible Officer: Darren Raeck, Director Infrastructure Delivery

Author: Carlie Lawty, Contracts and Systems Officer

Attachments: Nil

#### **DELIVERY PROGRAM ALIGNMENT**

#### 4 Leadership

Objective 4.4 Our strategic goals will be achieved through transparent and accountable planning

and reporting

Strategy 4.4.2 Ensure effective and sound local governance practice

#### **EXECUTIVE SUMMARY**

Council has conditionally delegated to the General Manager the ability to determine tenders.

One of the conditions was that a cyclic quarterly report be provided to Council outlining the tenders that have been determined under the delegation.

For this reporting period no tenders have been determined under delegation.

#### RECOMMENDATION

That Council note that there was no determination of tenders under delegation for the period between 1 October 2019 and 31 December 2019.

#### **BACKGROUND**

#### Local Government Amendment (Governance and Planning) Act 2016

<u>Section 377</u> of the *Local Government Act 1993* ("**the LG Act**") provides for a council to delegate functions to the general manager. Prior to the *Local Government Amendment (Governance and Planning) Act 2016*; acceptance of tenders was a function that a council could not delegate.

The LG Act now enables a council to delegate the determination of tenders as long as the tender does not provide services currently provided by members of staff of a council.

#### **CURRENT SITUATION**

Council has delegated to the General Manager the ability to determine tenders, under the following conditions:

- 1. That the tender not be in excess of a total of \$1,500,000 (ex GST); and
- 2. That a cyclic report be submitted to Council on a three (3) monthly basis with information relating to tenders determined under the delegation.

There were no tenders determined under delegation for the reporting period.

#### FINANCIAL IMPLICATIONS

Nil.

#### STATUTORY AND POLICY IMPLICATIONS

Council previously conditionally delegated to the General Manager the ability to determine tenders. The conditions placed on the delegation were:

- 1. The authority to determine tenders involving a total of receipts or expenditures not in excess of a total of \$1,500,000 (ex GST) and in accordance with the Local Government Act, as amended; and
- 2. That a cyclic report be submitted to Council on a three (3) monthly basis with information relating to these tenders.

This report fulfils the second condition of the delegation.

#### **CONSULTATION**

#### **External Consultation**

Nil.

#### **Internal Consultation**

Tender Panel.

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

Responsible Officer: Nicholas Ross, Executive Manager Corporate Planning & Workforce

Author: Maree Bales, Corporate Planning and Audit Officer

Attachments: 1. Audit, Risk and Improvement Committee Minutes - 18 December

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

#### **EXECUTIVE SUMMARY**

A meeting of the audit, risk and improvement committee was held on Wednesday 16 October 2019.

#### RECOMMENDATION

That Council note the Minutes of the Audit, Risk and Improvement Committee meeting held on 18 December 2019.

#### **BACKGROUND**

The objective of the Narrabri Shire audit, risk and improvement committee ("**Committee**") is to provide independent assurance and assistance to Council on risk management, control, governance and external accountability responsibilities.

#### **CURRENT SITUATION**

The minutes of the Committee meeting held on Wednesday, 18 December 2019 are an attachment to this report.

The minutes contain no recommendations requiring Council consideration. The minutes are provided for information.

#### FINANCIAL IMPLICATIONS

Nil.

## STATUTORY AND POLICY IMPLICATIONS

Nil.

# **CONSULTATION**

#### **External Consultation**

Audit, Risk and Improvement Committee.

# **Internal Consultation**

Nil.

**18 DECEMBER 2019** 

# MINUTES OF NARRABRI SHIRE COUNCIL AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING HELD AT THE NARRABRI SHIRE COUNCIL, 46-48 MAITLAND STREET, NARRABRI ON WEDNESDAY, 18 DECEMBER 2019 AT 1.45 PM

PRESENT: Mr Grahame Marchant, Ms Louise Gett.

IN ATTENDANCE: General Manager - Stewart Todd, Director Corporate Services - Lindsay

Mason, Member - Nicholas Ross (Executive Manager Human Resources), Member - Maree Bales (Corporate Planning & Audit Officer), Manager

Financial Services - Tim McClellan, Administration - Delece Hartnett.

Ms Yas Wickramasekera - Centium

#### 1 OPENING AND WELCOME

Chairman - Grahame Marchant welcomed all attendees to the meeting.

#### 2 APOLOGIES/GRANTING OF LEAVE OF ABSENCES

# MINUTE IARC-039/2019

Moved: Mr Grahame Marchant Seconded: Ms Louise Gett

That the apologies received from Cr Cameron Staines and Conrad Bolton be accepted and leave of absences granted.

**CARRIED** 

Nil

#### 3 CONFIRMATION OF MINUTES

#### **MINUTE IARC-040/2019**

Moved: Mr Grahame Marchant Seconded: Ms Louise Gett

That the minutes of Audit, Risk & Improvement Committee Meeting of the Narrabri Shire Council held on 16 October 2019 as circularised be confirmed.

CARRIED

**18 DECEMBER 2019** 

#### 4 REPORTS

#### 4.1 AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING DATES

#### **MINUTE IARC-041/2019**

Moved: Mr Grahame Marchant Seconded: Ms Louise Gett

That the Committee adopt the proposed schedule of Meeting Dates for the ensuring period, subject to the re-establishment of the Committee following the NSW Local Government election on 12 September 2020:

- 18 March 2020.
- 15 July 2020.
- 21 October 2020.
- 16 December 2020.

CARRIED

#### 4.2 A NEW RISK MANAGEMENT AND INTERNAL AUDIT FRAMEWORK SUBMISSION

#### **MINUTE IARC-042/2019**

Moved: Mr Grahame Marchant Seconded: Ms Louise Gett

The Committee reviewed and provided feedback and/or views on the Internal Audit and Risk Management Framework submission drafted by Council to the Office of Local Government, and endorse the current draft submission, including the additional comments as noted below.

**CARRIED** 

Items suggested within feedback period should cover the following relevant concerns for rural/regional Councils may be:

- Pre-qualification of Committee Members. Council to recommend pre-qualification is completed in house.
- Terminology to 'comply' may also be an issue, rather state terminology to be 'aligned' or 'conformed'.
- Chairman's role regarding fee structure will also need to be reviewed, allowing for significant change and involvement within the Committee (including all members and Chair).

Page 2

**18 DECEMBER 2019** 

#### 4.3 CORPORATE RISK REGISTER REPORT NOVEMBER 2019

**MINUTE IARC-043/2019** 

Moved: Mr Grahame Marchant Seconded: Ms Louise Gett

That the Committee note the Corporate Risk Register Report for November 2019.

CARRIED

**MINUTE IARC-044/2019** 

Moved: Mr Grahame Marchant Seconded: Ms Louise Gett

That the Committee recommend staff liaise with Centium, to review the content within the Register, including further alignment of existing controls and proposed actions, improving the current format of the Risk Register.

**CARRIED** 

#### 4.4 STRATEGIC INTERNAL AUDIT PLAN 2018-2021 - PROGRESS UPDATE NOVEMBER 2019

#### **MINUTE IARC-045/2019**

Moved: Mr Grahame Marchant Seconded: Ms Louise Gett

- That the Committee note the progress of the Strategic Internal Audit Plan; as at November 2019.
- That the Committee endorse the Work Health & Safety Review Final Internal Audit Report and note that action progress updates will be reported quarterly via the report of Status of Outstanding Audit Recommendations.
- 3. That the Committee endorse the Workforce Planning Review Internal Audit Work Plan.

**CARRIED** 

#### 4.5 STATUS OF OUTSTANDING AUDIT RECOMMENDATIONS - NOVEMBER 2019

### **MINUTE IARC-046/2019**

Moved: Mr Grahame Marchant Seconded: Ms Louise Gett

That the status of current outstanding audit report recommendations be noted.

**CARRIED** 

#### **MINUTE IARC-047/2019**

Moved: Mr Grahame Marchant Seconded: Ms Louise Gett

That the Committee request staff to provide a relevant report back to the next Audit, Risk and Improvement Committee Meeting particularly in regard to updating the target dates of actions and relevant comments on progress made in dealing with audit recommendations currently outstanding.

**CARRIED** 

Page 3

**18 DECEMBER 2019** 

#### 4.6 2018/2019 FINANCIAL STATEMENTS UPDATE

**MINUTE IARC-048/2019** 

Moved: Mr Grahame Marchant Seconded: Ms Louise Gett

That the Committee note the update on the progress of Council's 2018/2019 Annual Financial

Statements.

CARRIED

**MINUTE IARC-049/2019** 

Moved: Mr Grahame Marchant Seconded: Ms Louise Gett

That the Committee note that the final Annual Financial Reports and Audit Report will be

presented to the March 2020 ARIC Meeting.

**CARRIED** 

**MINUTE IARC-050/2019** 

Moved: Mr Grahame Marchant Seconded: Ms Louise Gett

That the Committee request the Manager Financial Services prepare a schedule of target dates of key outcomes to be achieved/and progress made in relation to in the preparation of Council's Financial Statements and completion of the Annual Audit process for 2019/2020, to be reported to future meetings of the Audit, Risk & Improvement Committee.

**CARRIED** 

# 4.7 MANAGEMENT LETTER ON THE INTERIM PHASE OF THE AUDIT FOR THE YEAR ENDED 30 JUNE 2019

#### **MINUTE IARC-051/2019**

Moved: Mr Grahame Marchant Seconded: Ms Louise Gett

- 1. That the Committee note the Management Letter on the Interim Phase and Council Management's responses to same.
- 2. That the Issues (12 in total) from the Management Letter on the Interim Phase be monitored ongoing via the report of Status of Outstanding Audit Recommendations to the Committee.

**CARRIED** 

**18 DECEMBER 2019** 

## 4.8 2018/2019 ANNUAL REPORT

#### **MINUTE IARC-052/2019**

Moved: Mr Grahame Marchant Seconded: Ms Louise Gett

- 1. That the Committee note the 2018/2019 Annual Report, as attached.
- 2. That the Committee note that information relating to the annual financial statements may require updating following completion and audit.

**CARRIED** 

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

MINUTE	E IARC-053/2019	
Moved:	Mr Grahame Marchant Seconded: Ms Louise Gett	
detailin	e Committee note the Quarterly Operational and Service Plan Report, as attached, g Council's progress in meeting its actions, capital works and key performance measures September 2019 quarter.	
	CARRIED	
5	ACTIONS	
6	NEXT MEETING	
Wednes	sday 18 March 2020	
7	MEETING CLOSED	
The Me	eting closed at 3.43pm.	
The minutes of this meeting are to be confirmed at the Audit, Risk & Improvement Committee Meeting held on 18 March 2020.		
	CHAIRPERSON	

Page 5

#### 12.11 NOTICE OF RESCISSION - VICKERY MINE EXTENSION

Attachments: Nil

I, Councillor Maxine Booby, give notice that at the next Ordinary Meeting of Council be held on 25 February 2020, I intend to move the following rescission motion:

#### **MOTION**

That the undermentioned motion adopted at the Council Meeting held on 17 December 2019:

"Minute 298/2019

That Council make a submission to the NSW Government and Independent Planning Commission objecting to the Vickery Extension Project on the basis that it is not in the public interest".

be rescinded.

Should the rescission motion be successful, it is our intention to move the following motion:

- That Council make a submission to the NSW Government and Independent Planning Commission objecting to the Vickery Extension Project on the basis that it is not in the public interest.
- That Council include in the submission to the NSW Government and the Independent Planning Commission concerns with the Vickery Extension Project as per Item 10.3 Assessment of the Community Benefits associated with the proposed Vickery Coal Mine Extension Project and the associated report presented at the 2019 December Ordinary Meeting of Council.
- 3. That Council formally request Whitehaven to respond to Council's concerns on the Vickery Extension Project.
- 4. That Council review its position on the Vickery Extension Project only after Council is satisfied that all the concerns have been addressed by Whitehaven, as outlined in Council's most recent submissions.
- 5. Separate to Council's position on the Vickery Mine Extension; Council continue to pursue mediation (Minute No. 269/2019); and with regards to such mediation that it be undertaken by an Independent Mediator, not the State Government, to try and achieve an outcome that is in the public interest.

# **RATIONALE**

- 1. I believe that the decision made at the December OCM needs to be reworded to include reasoning to explain why Council has concerns re the Vickery Extension Project.
- 2. Bringing this proposal to Council clearly sets the pathway for mediation which hopefully will have improved results in any further discussions on a VPA.
- 3. The issues highlighted by Council staff in their report need to be clarified through discussion with Whitehaven so these issues can be addressed. The concerns about water compliance, new bores and the effect on nearby farms, the impact socially and economically on the community of Boggabri with the changes in land ownership. This could affect local businesses, employment in the township, changes in school numbers, loss of local volunteers

to local services and community groups. Bushfire impact through changes in vegetation and land practices from cropping and grassland to woodlands with a greater density of trees and bush must be addressed.

- 4. This development will have a long-term effect on the community of Boggabri given that the mine operation is proposed for 25 years.
- 5. Road usage over that time will require considerable increasing costs for maintenance at the minimum. The impact to local production and farm transport along these roads with increased traffic and consequent wear and tear on the roads needs to be considered in a VPA so at the very least road standards are maintained.
- 6. As highlighted in the report to Council the employment figures do not correlate with previous developments and need to be explained.
- 7. The project claims in the EIS and RTS the benefits to the local community outweigh the impacts. However, there is a lack of contribution to the social and community infrastructure of Boggabri and Narrabri Shire. The report to Council highlighted this and the opportunity to negotiate these concerns should best be through an independent mediator.
- 8. When these concerns have been addressed Council will be in a better position to present an opinion regarding this proposed development.

I commend this Notice of Rescission to Council.

#### 12.12 NARRABRI GAS PROJECT - VOLUNTARY PLANNING AGREEMENT

Responsible Officer: Stewart Todd, General Manager
Author: Stewart Todd, General Manager

Attachments: Nil

#### **DELIVERY PROGRAM ALIGNMENT**

#### 4 Leadership

Objective 4.4 Our strategic goals will be achieved through transparent and accountable planning

and reporting

Strategy 4.4.2 Ensure effective and sound local governance practice

#### **EXECUTIVE SUMMARY**

Council has received an offer of a Voluntary Planning Agreement ("VPA") from Santos NSW (Eastern) Pty Ltd in association with Development Application ("DA") for the Narrabri Gas Project.

Council is required to provide advice to the applicant as to whether it agrees in principle to the terms of the agreement.

#### RECOMMENDATION

- 1. That Council agree in principle to the terms of the Voluntary Planning Agreement offered by Santos NSW (Eastern) Pty Ltd in the total amount of \$14.5 million, comprising the following:
  - a. \$13 million Contribution amounts.
  - b. \$1.5 million Road Maintenance Agreement.
- 2. That Council formally advise Santos of its decision on the matter.
- 3. That Council formally advise the Department of Planning, Industry and Environment of its decision on the matter.

#### **BACKGROUND**

Section 7.4(1) of the *Environmental Planning and Assessment Act 1979* (**EP&A Act**) provides that a planning agreement is a voluntary agreement or other arrangement between one or more planning authorities and a developer under which the developer agrees to make development contributions towards a public purpose. The contributions can be in the form of:

- dedicate land free of cost,
- pay a monetary contribution, or
- provide any other material public benefit, or
- any combination of the above.

Public purpose is defined in s7.4(2) to include the provision of, or the recoupment of the cost of providing public amenities and public services, affordable housing, transport or other infrastructure.

It also includes the funding of recurrent expenditure relating to such things as public amenities or public services, affordable housing or transport or other infrastructure, the monitoring of the planning impacts of development and the conservation or enhancement of the natural environment.

#### **CURRENT SITUATION**

Council has received an offer of a Voluntary Planning Agreement (**VPA**) from Santos NSW (Eastern) Pty Ltd in association with Development Application (**DA**) for the Narrabri Gas Project. The terms of the VPA are:

- A total contribution amount of \$14.5 million.
- Contribution payments to commence after final investment decision by Santos and all other approvals.
- \$10 million: Beginning with \$5 million followed by five (5) \$1 million annual payments.
- \$3 million: Commencing after completion of payment of the \$10 million contributions, 0.025% of royalties payable annually up to maximum of \$200,000.
- \$1.5 million: Road Maintenance Agreement, one off lump sum due after final investment decision by Santos and all other approvals.
- Council to draft VPA.

Santos provided an initial offer which was discussed and subsequently increased to \$14.5 million, which is the offer being presented to Council for consideration.

Council is required to determine whether it agrees in principle to the terms of the VPA as offered.

#### FINANCIAL IMPLICATIONS

The VPA offer under consideration is the largest ever VPA offer to this Council.

Not only is it the largest VPA, but this VPA offer also contains the highest community benefit percentage of any similar VPA offered to Council, at almost 90%.

Previous VPAs that have been entered into by Council have included large monetary amounts connected with impact offset, for example road works, which dilutes the community benefit derived from a VPA.

#### **Monetary Contributions**

Under the VPA offer Council would receive \$10 million in cash contributions (\$5m+\$1m+\$1m+\$1m+\$1m) over a six (6) year period.

Projects that have been identified to receive funding from the \$10 million monetary contribution are the redevelopment of the Narrabri Airport Terminal, matching Council contributions to Wee Waa Doctor's Housing, the Narrabri Sport and Tourism Precinct development, Narrabri CBD Masterplan upgrades and Narrabri Library relocation/CUC expansion.

Following these contributions, Council would receive annually for 14 years 0.025% of royalties payable up to \$200,000, up to total maximum of \$3 million. This portion of the monetary contributions is to be applied towards mutually agreed projects and initiatives between Santos and Council.

#### **Roads Maintenance Agreement**

The roads maintenance agreement has been reviewed by relevant Council officers and the \$1.5 million as a lump sum up front is considered to be sufficient to maintain the roads affected by the Santos project at their current service level for the next 20 years.

If upgrades to the affected roads are requested or required as an impact by the project; Council would enter into further discussions with Santos.

#### **Community Gas Benefits Fund**

A further important point to note is that this VPA offer is outside any contribution potentially derived from the establishment of a Community Gas Benefits Fund. Should such a Fund be established by Santos, this would create further funding streams for the Narrabri Shire.

Council's recent established stance; with the presence of mining and extractive industries, the Narrabri Shire community should accumulate benefits over and above other communities that do not have a mining and extractive industry presence; on mitigating impacts is not good enough - has resulted in very good outcomes with regard to this VPA offer.

#### STATUTORY AND POLICY IMPLICATIONS

If Council agrees in principle to the terms of the VPA and the DA is approved, a condition will be applied to the development consent requiring the VPA to be **entered into** in accordance with the offered term pursuant to section 7.7(3) of the EP&A Act.

The VPA is to be registered to run with the land pursuant to section 7.6 of the EP&A Act. This means that the VPA is binding on, and is enforceable against, the owner of the land from time to time as if each owner for the time being had entered into the agreement.

#### **CONSULTATION**

#### **External Consultation**

Public Notice of a VPA is required to given prior to the **entering into** of the VPA in accordance with section 7.5 of the EP&A Act. If practical, the public notice is to be given contemporaneously with the DA, or otherwise as soon as possible after notice of the DA is given.

Council is required to prepare a written statement, known as an explanatory note, to be included with the public notice documentation. The explanatory note is to be prepared in accordance with clause 25E of the *Environmental Planning and Assessment Regulation 2000* (EP&A Regulation) and:

- summarise the objectives, nature and effect of the proposed agreement, amendment or revocation, and
- contain an assessment of the merits of the proposed agreement, amendment or revocation, including the impact (positive or negative) on the public or any relevant section of the public.

## **Internal Consultation**

- Director Infrastructure Delivery.
- Director Corporate and Community Services.
- Executive Manager Planning and Environment.

# 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 2018-19/22 - Wee Waa & Boggabri Sewage Treatment Plant Upgrade and Narrabri Sewer Pump Station Improvement Works

This matter is considered to be confidential under Section 10A(2) - (d)(i) 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 commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

## 13.2 Land Acquisition Plan

This matter is considered to be confidential under Section 10A(2) - (c) and (d)(i) 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 and commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

#### **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