



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

**Date:** Tuesday, 25 August 2020  
**Time:** 1.00pm  
**Location:** Narrabri Shire Council Chambers  
46-48 Maitland Street  
Narrabri

# **AGENDA**

**Ordinary Council Meeting**  
**25 August 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 5pm on the working day before the date on which the public forum is to be held 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 to 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 5.20 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 Annie McMahon



General Manager  
Mr Stewart Todd



Director  
Infrastructure Delivery  
(Acting)  
Mrs Bileen Nel



Director  
Corporate & Community  
Services  
Mr Lindsay Mason



Executive Manager  
Planning &  
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**

<b>1</b>	<b>Opening Prayer by a Member of the Narrabri Minister's Fraternal .....</b>	<b>8</b>
<b>2</b>	<b>Acknowledgement of Country .....</b>	<b>8</b>
<b>3</b>	<b>Apologies/Granting of Leave of Absences .....</b>	<b>8</b>
<b>4</b>	<b>Declaration of Pecuniary and Non- Pecuniary Interests .....</b>	<b>8</b>
<b>5</b>	<b>Items to be Considered in the Confidential (Public Excluded) Meeting.....</b>	<b>8</b>
<b>6</b>	<b>Presentations .....</b>	<b>9</b>
<b>7</b>	<b>Confirmation of Minutes .....</b>	<b>9</b>
<b>8</b>	<b>Mayoral Minute .....</b>	<b>15</b>
	8.1 Mayoral Minute - Mayoral Appointments for July/August 2020.....	15
<b>9</b>	<b>Our Society.....</b>	<b>17</b>
	9.1 2020/2021 Community Grants Fund.....	18
<b>10</b>	<b>Our Environment.....</b>	<b>27</b>
	Nil reports.	
<b>11</b>	<b>Our Economy.....</b>	<b>29</b>
	Nil reports.	
<b>12</b>	<b>Our Civic Leadership .....</b>	<b>31</b>
	12.1 Investment Report - July 2020 .....	32
	12.2 Minutes of the Audit, Risk and Improvement Committee.....	35
	12.3 Emergency Services Levy.....	41
	12.4 EPA Site Inspection - Narrabri Landfill.....	43
	12.5 Sporting Wall of Fame Policy - Submissions.....	46
	12.6 Capital Works Carry Forwards, Revotes and Over Runs .....	52
	12.7 Operational and Service Plan Annual Report - June 2020 .....	55
	12.8 Delivery Program 6 Monthly Progress Report - June 2020.....	57
<b>13</b>	<b>Confidential (Closed Council) Meeting .....</b>	<b>59</b>
	13.1 Northern NSW Inland Port .....	59
	13.2 Contract 2020-21/07 - Design & Construction of Replacement Bridges at Horsearm Creek and Spring Creek, Narrabri.....	59
	13.3 Contract 2020-21/08 - Maitland Street Pavement Works .....	59
	13.4 Mayoral Minute - General Manager Annual Performance Review - period ending June 2020.....	59
<b>14</b>	<b>Meeting Closed .....</b>	<b>59</b>

**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 Northern NSW Inland Port
- 13.2 Contract 2020-21/07 - Design & Construction of Replacement Bridges at Horsearm Creek and Spring Creek, Narrabri
- 13.3 Contract 2020-21/08 - Maitland Street Pavement Works
- 13.4 Mayoral Minute - General Manager Annual Performance Review - period ending June 2020

---

## **6 PRESENTATIONS**

Presentation requests received to date:

- Nil.

---

## **7 CONFIRMATION OF MINUTES**

### **RECOMMENDATION**

That the minutes of the Ordinary Meeting of the Narrabri Shire Council held on 28 July 2020 comprising Minute Nos 120/2020 to 128/2020 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, 28 JULY 2020 AT 1.01PM**

**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.

**IN ATTENDANCE:** Stewart Todd (General Manager), Bileen Nel (Director Infrastructure Delivery - Acting), Lindsay Mason (Director Corporate Services), Delece Hartnett (Administration).

Proceedings of the meeting commenced at 1.01pm.

---

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

---

Members and officers were upstanding for the opening prayer by Ps Renee Ritchie of WAY Church, Narrabri, 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 and present.

---

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

---

**MINUTE 120/2020**

Moved: Cr Lloyd Finlay                      Seconded: Cr Cameron Staines

**That the apology received from Cr McMahon be accepted.**

In Favour: Crs Catherine Redding, Cameron Staines, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Robert Kneale.

Against: Nil

**CARRIED 7/0**

---

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

---

Nil

---

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

---

Nil.

---

**6 PRESENTATIONS**

---

Nil.

---

**7 CONFIRMATION OF MINUTES**

---

**MINUTE 121/2020**

Moved: Cr Robert Kneale                      Seconded: Cr Maxine Booby

**That the minutes of Ordinary Meeting of the Narrabri Shire Council held on 30 June 2020 comprising Minute Nos 100/2020 to 119/2020 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 and Robert Kneale

Against:        Nil

**CARRIED 7/0**

---

**8 MAYORAL MINUTE**

---

**8.1 MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR JUNE/JULY 2020****MINUTE 122/2020**

Moved: Cr Catherine Redding

**That Council note the Mayoral Appointments for the period June/July 2020.**

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

Against:        Nil

**CARRIED 7/0**

**8.2 MAYORAL MINUTE - GENERAL MANAGER'S PERFORMANCE REVIEW****MINUTE 123/2020**

Moved: Cr Catherine Redding

- 1. That Council be advised of the scheduled Annual Performance Review and formulation of a new annual Performance Agreement for the General Manager.**
- 2. That Council delegate to the General Manager's Performance Review Committee:**
  - a. The process of performance management, including discussions about performance and the performance review.**
  - b. The reporting to Council of findings of the review.**
  - c. The determination of any new performance agreement.**
- 3. That Councillors, submit to the Mayor, any items for consideration by the Performance Review Committee by COB Monday 3 August 2020.**

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

Against: Nil

**CARRIED 7/0**

**9 OUR SOCIETY****9.1 GRANT ACTIVITY REPORT - 1 JANUARY 2020 TO 30 JUNE 2020 AND 2019-2020 FINANCIAL YEAR.****MINUTE 124/2020**

Moved: Cr Maxine Booby      Seconded: Cr Lloyd Finlay

**That Council note the grant activity report for the period 1 January 2020 to 30 June 2020 and the 2019/2020 activity summary.**

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

Against: Nil

**CARRIED 7/0**

**9.2 RECONCILIATION ACTION PLAN****MINUTE 125/2020**

Moved: Cr Cameron Staines      Seconded: Cr Ron Campbell

**That Council commit to developing a new Reflect Reconciliation Action Plan.**

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

Against:      Nil

**CARRIED 7/0**

**10 OUR ENVIRONMENT**

Nil reports.

**11 OUR ECONOMY**

Nil reports.

**12 OUR CIVIC LEADERSHIP****12.1 INVESTMENT REPORT - JUNE 2020****MINUTE 126/2020**

Moved: Cr Ron Campey      Seconded: Cr Robert Kneale

**That Council note the Investment Report for June 2020.**

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

Against:      Nil

**CARRIED 7/0**

**12.2 2020 LOCAL GOVERNMENT NSW (LGNSW) ANNUAL CONFERENCE****MINUTE 127/2020**

Moved: Cr Ron Campbell                      Seconded: Cr Maxine Booby

1. That Council authorise the Mayor and Deputy Mayor to attend the 2020 Local Government NSW (LGNSW) Annual Conference, as voting delegates.
2. That Council consider putting forward any motions to the Local Government NSW Annual Conference 2020.
3. That Council authorise the Mayor to lodge motion(s) to the Local Government NSW Conference 2020 on Council's behalf in accordance with the Conference Business Paper.

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

Against:        Nil

**CARRIED 7/0**

**12.3 ACCEPTANCE OF TENDERS UNDER DELEGATION - JUNE 2020****MINUTE 128/2020**

Moved: Cr Ron Campbell                      Seconded: Cr Robert Kneale

**That Council note the determination of tenders under delegation for the period to June 2020.**

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

Against:        Nil

**CARRIED 7/0**

**13 CONFIDENTIAL (CLOSED COUNCIL) MEETING**

Nil reports.

**14 MEETING CLOSED**

The Meeting closed at 1.52pm.

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

.....  
**CHAIRPERSON**



---

**8 MAYORAL MINUTE**

---

**8.1 MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR JULY/AUGUST 2020****Responsible Officer:** Catherine Redding, Mayor**Author:** Delece Hartnett, Personal Assistant to GM & Mayor**Attachments:** Nil**RECOMMENDATION****That Council note the Mayoral Appointments for the period July/August 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:

**Tuesday 28 July 2020**

- Attended June 2020 Ordinary Council Meeting with Councillors and management.

**Wednesday 29 July 2020**

- Attended Media Opportunity for the announcement of the \$1 million Drought Communities Programme, with Cr Kneale & Cr Campbell also in attendance with Council Staff.

**Thursday 30 July 2020**

- Attended meeting with The Hon Sam Faraway MLC regarding the \$900,000 Drought Stimulus Package Media Announcement, with Cr Kneale, Cr Campbell and Cr Campey also in attendance with Council Staff.
- Attended quarterly update meeting with Whitehaven Coal Community Engagement staff, with General Manager also in attendance.

**Saturday 1 August 2020**

- Invited to and attended the Narrabri Lions and Lioness Changeover Luncheon at the Narrabri RSL Club.

**Monday 3 August 2020**

- Attended the Local Government Week Community BBQ Lunch at the Visitor Information Centre, Narrabri, with Councillors, Council Staff and community members in attendance.

**Tuesday 4 August 2020**

- Attended August 2020 Councillor Briefing, with Councillors and Senior Staff also in attendance.
- Attended General Manager Performance Agreement meeting with consultant and Cr Booby, Cr Campbell and Cr Staines also in attendance.

**Wednesday 5 August 2020**

- Attended the Local Government Week Community BBQ Lunch at Middle Park in Boggabri, with Councillors, Senior Staff and community members in attendance.

**Thursday 6 August 2020**

- Attended the Local Government Week Community BBQ Lunch at the 'Green Space' in Rose Street, Wee Waa, with Councillors, Senior Staff and community members in attendance.

**Tuesday 11 August 2020**

- Attended Narrabri TAFE College for a teleconference for the term (quarterly) catch-up with local and New England TAFE Staff.

**Wednesday 12 August 2020**

- Met with The Hon Mark Coulton – Member for Parkes, as he was touring the local area, and attended The Crossing Theatre for a media opportunity as part of the Drought Communities Program for the refurbishment of the Cinemas.

**Friday 14 August 2020**

- Met with Narrabri Rotary members to discuss upcoming projects and ventures that Rotary will be undertaking in the coming 12 months.

**Saturday 15 August 2020**

- Placed wreath on behalf of Council at the Narrabri RSL Memorial for the 75th Anniversary of Victory in the Pacific Day, due to COVID-19 restrictions of no 'official/public' ceremony taking place.

## 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 2020/2021 COMMUNITY GRANTS FUND**

**Responsible Officer:** Lindsay Mason, Director Corporate and Community Services

**Author:** Amanda Wales, Grants Officer

**Attachments:** Nil

**DELIVERY PROGRAM ALIGNMENT****1 Society**

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

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

**EXECUTIVE SUMMARY**

Council administers a Community Grants Fund which provides opportunity for not-for-profit organisations, community groups, P & C organisations and registered sporting organisations to apply for funding. Funding can be utilised for programmes/events/projects, in accordance with the Community Grants Fund Policy.

The 2020/2021 funding round opened for applications on Wednesday 1 April 2020, with applications due by 5pm on Friday 29 May 2020. Twenty (20) applications were received, of which seven (7) are ineligible due to not meeting the Community Grants Policy requirements. An assessment of the thirteen (13) remaining applications and recommendation for the allocation of funding has been completed, with seven (7) applications being recommended for funding, three (3) applications receiving a nil funding recommendation and three (3) applications being recommended for a different funding avenue.

**RECOMMENDATION**

**1. That Council allocate the following funding from the 2019/2020 Community Grants Fund:**

- a. \$2,500.00 to ADFAS Narrabri and North West for their 2020/2021 Program Delivery
- b. \$4,000.00 to Wee Waa Public School P&C for School Car Park Fencing.
- c. \$4,000.00 to Kogil Street Preschool for Building Upkeep – Internal Painting.
- d. \$2,000.00 to Cancer Council NSW for the Narrabri Stars Dance for Cancer Fundraising Event.
- e. \$2,000.00 to Narrabri and District Cricket Association for the 6<sup>th</sup> Annual Town V Country Charity Cup.
- f. \$3,900.00 to Narrabri West Public School for Canteen Improvements.
- g. \$1,187.00 to Wee Waa Swimming Club for Updating of Computer Equipment and Swimming Club Computer Program.

- 2. That Council advise applicants that submitted applications deemed ineligible the reasons as to their ineligibility with the aim of assisting these applicants, where possible, to lodge eligible applications in future.**

## BACKGROUND

Council supports community growth and the activities of community groups through an allocation of funds via Council's Community Grants Fund. Not-for-profit organisations, Incorporated Community Groups, P & C organisations and registered sporting organisations can apply for funding to assist with programmes/events/projects by submitting a completed grant application form within the allocated time frame. The community grants fund is open for application once every financial year with the budget subject to Council approval.

Support for the above-mentioned organisations provides Council the opportunity to assist with programmes/events/projects which align with Council's Community Strategic Plan.

## CURRENT SITUATION

Council's 2020/2021 Community Grants Fund opened for applications on Wednesday 1 April 2020 and closed on Friday 29 May 2020. Twenty (20) applications were received, with seven (7) being ineligible due to not meeting the Community Grants Policy requirements, leaving thirteen to be assessed.

It can be reasonably assumed that Covid-19 has impacted Shire community groups in an unprecedented way, resulting in increased financial hardship, decreased fundraising ability and limited opportunity for community events. As such, whilst application numbers have decreased when compared to 2019/2020, funds requested are for reasonably large amounts and target a diverse range of programmes/events/projects. Out of thirteen (13) eligible applications assessed, seven (7) have been recommended for funding, three (3) applications receiving a nil funding recommendation and three (3) applications being recommended for a different funding avenue. Grants are funded on a 50/50 basis whereby Council contributes fifty percent of the identified costs and the applicant contributes fifty percent, either through cash or in-kind contributions.

The applications have been assessed and recommendations for the allocation of funding have been completed.

## Applications

### ADFAS Narrabri and North West

ADFAS Narrabri and North West delivery a program of informative lectures and presentations showcasing art and culture. ADFAS utilise a range of guest speakers who deliver presentations covering a diverse range of topics such as historical artists and current artistic culture. The committee have applied for funding to assist with program delivery.

Recommendation: ADFAS Narrabri and North West support artistic, creative and cultural aspects of the Shire in an educational and interactive manner. Providing financial support will assist with continuation of program delivery and minimisation of membership costs.

Total Cost of Project	\$16,875.00
Grant Value Requested	\$4,000.00
Funding Recommended	\$2,500.00

Nurruby Children's Services Inc

Nurruby Children's Services Inc. oversees a number of early learning facilities in Narrabri and Wee Waa. These facilities provide a range of care options from babies through to outside school hours care. Nurruby have applied for funding to purchase equipment for the Boggabri Early Learning Centre.

Recommendation: Nurruby Children's Services Inc. supports early learning delivery for families with Narrabri and Wee Waa with an intended expansion of services to Boggabri. Nurruby currently receives an annual market rental subsidy for its Wee Waa premises of \$19,216, and acquired their Narrabri premises, at a drastically below market value price from Council in 2019. It is recommended in terms of equity, that no funds be provided for this project.

Total Cost of Project               \$27,252.26

Grant Value Requested           \$10,000.00

Funding Recommended          Nil.

Wee Waa Public School P&C

Wee Waa Public School P & C are a long standing, proactive group undertaking fundraising efforts to enable provision of programmes/events/projects for Wee Waa Public School students and staff. The committee have lodged an application for funding to enable construction of a fence around a carpark located at the school. Construction of the fence is aimed at increasing safety for students and families during school drop off and pick up.

Recommendation: Safety of pedestrians is of utmost importance. Installation of fencing around the school carpark will increase safety for students, families and staff.

Total Cost of Project               \$20,000.00

Grant Value Requested           \$10,000.00

Funding Recommended          \$4,000.00

Galloping Gully Polocrosse Club Inc.

Galloping Gully Polocrosse Club are a polocrosse club supporting local players and encouraging visitation from players outside the Shire. They have requested funding to construct horse stable facilities.

Recommendation: Whilst provision of quality facilities supports increased participation at polocrosse events, the nominated project is a continuation of a previously funded project.

Total cost of project               \$6,858.00

Grant Value Requested           \$3,429.00

Funding Recommended          Nil.



Kogil Street Preschool

Kogil Street Pre-school is a not-for-profit organisation which provides care and education to children aged between three (3) and school age. Kogil Street Pre School have requested funding for internal painting works.

Recommendation: Kogil Street Pre-school provides a valuable community service through education and care of children. Internal painting will assist with provision of quality premises for service delivery.

Total Cost of Project	\$12,136.00
Grant Value Requested	\$6,000.00
Funding Recommended	\$4,000.00

NSW Cancer Council

NSW Cancer Council is a research and support services for those diagnosed by cancer, along with their family and friends. The NSW Cancer Council provides support for Narrabri Shire residents through a number of services such as a Transport to Treatment vehicle situated in Narrabri and Inala House which is an accommodation facility in Tamworth utilised by those undergoing cancer treatment, and their carers. The NSW Cancer Council have applied for funding to assist with running the Narrabri Stars Dance for Cancer fundraising event where monies raised will support people fighting cancer.

Recommendation: The funds requested will be utilised for an event to be held in Narrabri which provides social interaction opportunity for the community. Funds raised will support ongoing provision of Cancer Council services as mentioned above. Council's Community Grants Policy states that applicants may be from outside the Shire however all grant funding must be used for events/programs/projects within Narrabri Shire Local Government Area.

Total Cost of Project	\$14,724.00
Grant Value Requested	\$7,500.00
Funding Recommended	\$2,000.00

Narrabri Pistol Club

Narrabri Pistol Club provides sporting and social interaction opportunities for Shire residents. The club holds regular events which encourage visitation to the Shire from other pistol clubs. The Narrabri Pistol Club have requested funding to construct a shelter awning off club house kitchen facilities for provision of shade and protection from weather.

Recommendation: Narrabri Pistol Club is a long-standing sporting club of the Shire. Events held encourage social interaction, visitation from inter and intra state, and healthy, active lifestyles.

Total Cost of Project	\$ 18,683.50
Grant Value Requested	\$9,341.75
Funding Recommended	Nil – Recommend application be transferred to Councils Community Facilities Upgrades funding opportunity.

Narrabri and District Cricket Association

Narrabri and District Cricket Association support development and provision of cricket within the Shire. They are a long standing, proactive sporting organisation encouraging participation in a sporting activity which forms part of a health, active lifestyle and provides social interaction opportunities. The Narrabri and District Cricket Association has lodged an application for funding to assist with delivery of the 6<sup>th</sup> Annual Town V Country Charity Cup.

Recommendation: The focus activity encourages participation from community members, supports delivery of sporting activities and is an opportunity for social interaction. Funds raised are donated to assist a nominated charity organisation.

Total Cost of Project               \$5,800.00

Grant Value Requested           \$2,500.00

Funding Recommended           \$2,000.00

Narrabri West Public School P&C

Narrabri West Public School P&C are a long standing, proactive group undertaking fundraising efforts to enable provision of programmes/events/projects for Narrabri West Public School students and staff. Narrabri West Public School P&C have lodged an application for funding to undertake canteen improvements.

Recommendation: Access to quality canteen facilities is an essential part of providing healthy, nutritious food to students. In addition, quality facilities greatly assist with adherence to food hygiene practices. Quotes provided did not cover the entirety of the requested project. Covid-19 impacts on everyday activities and ability to access trades and facilities has been taken into account during assessment. Review of the application has taken into account only the quotes provided.

Total Cost of Project               \$13,312.00

Grant Value Requested           \$8,000.00

Funding Recommended           \$3,900.00

Wee Waa Swimming Club

Wee Waa Swimming Club supports provision of swimming competition opportunities in Wee Waa, and for Wee Waa swimmers to compete outside the town and Shire. Wee Waa Swimming Club have lodged an application for funding to update electronic equipment through purchase of a new laptop, protective laptop bag and purchase of a computer program specific for swimming carnivals, called "Meet Manager".

Recommendation: Wee Waa Swimming Club supports social interaction, healthy active lifestyles and provision of events which encourage visitation to the town of Wee Waa. Funding will enable the club to modernise service provision. Recommend funding on the proviso that club executives document an agreement that funded items remain the property of the club for the lifetime of the items.

Total Cost of Project               \$2,374.95

Grant Value Requested           \$1,187.00

Funding Recommended           \$1,187.00

Narrabri Clay Target Club

Narrabri Clay Target Club provides sporting and social interaction opportunities for Shire residents. The club holds regular events which encourage visitation to the Shire from other clubs. The Narrabri Clay Target Club has lodged an application for funding to install outdoor area flooring.

Recommendation: Narrabri Clay Target Club is a long-standing sporting club of the Shire. Events held encourage social interaction, visitation from inter and intra state, and healthy, active lifestyles.

Total Cost of Project               \$8,839.60

Grant Value Requested           \$4,419.80

Funding Recommended       Nil – Recommend application be transferred to Councils Community Facilities Upgrades funding opportunity.

Baan Baa Community Hall

Baan Baa Community Hall Inc. manage the use and upkeep of the Baan Baa Community Hall to ensure the town of Baan Baa has a functional community facility. The committee has lodged an application for funding to install backing on the newly erected Baan Baa War Memorial, to increase visibility of the memorial.

Recommendation: The Baan Baa Hall committee was highly proactive in funding and erecting of the Baan Baa War memorial which would be increasingly enhanced by backing to improve visibility.

Total Cost of Project               \$6,380.00

Grant Value Requested           \$3,190.00

Funding Recommended       Nil – Recommend application be transferred to Councils Community Facilities Upgrades funding opportunity.

Rotary Club of Narrabri

Rotary Club of Narrabri is a well-known and well-respected community organisation providing a range of services such as fundraising, drought support, international visitor assistance and support for community projects. The Rotary Club of Narrabri have applied for funding to undertake works that form part of the Selina Street (Narrabri) Rotary Picnic Gazebo Project.

Recommendation: Rotary plans to undertake works which will see disability inclusive infrastructure for picnic purposes, installed in what is commonly known as Rotary Park in Selina Street Narrabri. These facilities include wheelchair accessible tables and BBQ. Quotes provided did not cover the entirety of the requested project. Council recommends that further project investigation be undertaken, and more information gathered. In addition, further discussions with Council to be held regarding this project to ensure that works to be undertaken align with Councils Sport, Recreation and Open Space Plan.

Total Coat of project               \$20,320.00

Grant Value Requested           \$10,160.00

Funding Recommended       Nil

**Ineligible Applications**Wee Waa Public School P & C

Wee Waa Public School P & C are a long standing, proactive group undertaking fundraising efforts to enable provision of programmes/events/projects for Wee Waa Public School students and staff. The committee have lodged an application for funding to assist with running the 2021 Easter Fete.

Recommendation: Wee Waa Public School P&C are a proactive fundraising body supporting students and staff at the school. The committee has lodged 2 application for the 2020/2021 funding round, which does not align with Council Community Grants Policy. Council has reviewed both applications and taken in to account previous funding provision as well as the safety aspects of the previously reviewed fencing application.

Total Cost of Project	\$6,500.00
Grant Value Requested	\$3,250.00
Funding	Application Ineligible - Two applications lodged

Pilliga Community Centre Inc.

Pilliga Community Centre Inc is a proactive community group undertaking management of the Pilliga Community Centre, which is a vital community meeting space for residents and visitors. The committee have applied for funding to install a new entrance door at the Community Centre.

Recommendation: Council understands the importance of quality community facilities and acknowledges the hard work of the Pilliga Community Centre Inc. committee. The application submitted by the committee requested full funding for the project, which does not align with Council's Community Grants Policy.

Total Cost of Project	\$2,997.00
Funding Requested	\$2,997.00
Funding	Application Ineligible

Wee Waa Cotton Capital Country Music Muster (WWCCMM)

WWCCMM is an annual event which encourages visitation to the Shire and the town of Wee Waa through the provision of an extensive musical program. The event also encourages participation by local business. The WWCCMM committee have applied for funding to assist with the 2020 WWCCMM.

Recommendation: The WWCCMM is proving to be a popular event for Narrabri Shire and encourages visitation from inter and intra state. The committee is not an incorporated association, which does not align with Council's Community Grants Policy.

Total Cost of Project	\$34,900.00
Grant Value Requested	\$2,000.00
Funding	Application Ineligible

1<sup>st</sup> Narrabri West Scouts

1<sup>st</sup> Narrabri West Scouts are a traditional scout organisation which has been operating in Narrabri Shire for many years. They provide life skill learning opportunities to youth, along with social interaction opportunities and encouraging a sense of community spirit in members of the organisation. The 1<sup>st</sup> Narrabri West Scouts have applied for funding to update camping equipment.

Recommendation: The 1<sup>st</sup> Narrabri West Scouts provide an invaluable community service to youth of the area however the application requests full funding for the project which does not align with Council's Community Grants Policy.

Total Cost of Project	\$2,590.90
Grant Value Requested	\$2,590.90
Funding	Application Ineligible

#### Wee Waa Netball Club

Wee Waa Netball Club is a sub-committee of Wee Waa Sports. The Club provides access to and provision of netball for the community of Wee Waa and encourages participation from a range of ages and abilities. Wee Waa Netball Club has requested funding for indoor seating and lighting renewal.

Recommendation: The Wee Waa Netball Club is a sub-committee of a larger club who are in the process of re-incorporating their association. This does not align with Council's Community Grants Policy.

Total Cost of Project	\$8,000.00
Grant Value Requested	\$4,000.00
Funding	Application Ineligible

#### Narrabri Music Appreciation Group

Narrabri Music Appreciation Group supports the teaching of piano and vocal skills to music students who go on to compete in the Narrabri Eisteddfod. The Narrabri Music Appreciation Group have applied for funding to undertake piano and vocal workshops to be conducted by Richard Morphew.

Recommendation: Council understands the importance of community groups who support delivery of art and cultural undertakings however the Narrabri Music Appreciation Group is not an incorporated association, which does not align with Council's Community Grants Policy.

Total Cost of Project	\$2,832.00
Grant Value Requested	\$1,432.00
Funding	Application Ineligible

#### Wee Waa Show Society

Wee Waa Show Society facilitates the provision of the annual Wee Waa Show. This event encourages visitation to Wee Waa and provides an entertaining, family friendly social activity for the community. The Wee Waa Show Society has lodged an application requesting funding towards the yearly contributions paid from the Wee Waa Show Society to the Wee Waa Showground Land Manager.

Recommendation: The Wee Waa Show Society provides an important service to the Wee Waa community through the annual Wee Waa Show. Unfortunately, contributions for general running costs do not align with Council's Community Grants Policy. Total cost of project reflects invoice provided.

Total Cost of Project	\$4,000.00
Grant Value Requested	\$2,000.00
Funding	Application Ineligible

### FINANCIAL IMPLICATIONS

The total of the recommended Community Grants Funding is \$19,587.00.

### STATUTORY AND POLICY IMPLICATIONS

- Section 356 of the *Local Government Act 1993* enables councils to provide financial assistance to others.
- Council's Community Grants Fund Policy.

### CONSULTATION

#### External Consultation

External organisations consulted with Council during the application process. Council liaised with community groups regarding the Community Grants Fund Policy, clarification of the application process, required documentation and the validity of their programmes/events/projects.

In order to ensure external organisations were given adequate opportunity to apply, Council undertook an advertising campaign detailing how to access applications, where to submit applications and when the application period closed.

#### Internal Consultation

- Council Staff.



---

**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

- NIL REPORTS.

## 11 OUR ECONOMY



### THEME 3: OUR ECONOMY

#### STRATEGIC DIRECTION 3: PROGRESSIVE AND DIVERSE ECONOMY

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

#### COMMUNITY ENGAGEMENT

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

#### COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

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

#### COMMUNITY OUTCOMES

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

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

- NIL REPORTS.

## 12 OUR CIVIC LEADERSHIP



### THEME 4: OUR CIVIC LEADERSHIP

#### STRATEGIC DIRECTION 4: COLLABORATIVE AND PROACTIVE LEADERSHIP

*By 2027, we will proactively together to achieve our shared vision with strong strategic direction.*

##### COMMUNITY ENGAGEMENT

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

##### COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

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

##### COMMUNITY OUTCOMES

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

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

**12.1 INVESTMENT REPORT - JULY 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:

- Two (2) investments matured, totalling \$4 million.
- One (1) new investment was placed, totalling \$2 million.

Council's Responsible Accounting Officer has certified that Council's investments are in accordance with requirements.

**RECOMMENDATION**

1. That Council note the Investment Report for July 2020.

**BACKGROUND**

Council is required to consider a report on its investments in accordance with clause 212 of the *Local Government (General) Regulation 2005*.

**CURRENT SITUATION**

The following is a summary of investment movements for July 2020.

Investments maturing during the month:

- |              |         |             |                  |
|--------------|---------|-------------|------------------|
| • 15/07/2020 | ME Bank | \$1,000,000 | 273 days @ 1.58% |
| • 22/07/2020 | BOQ     | \$3,000,000 | 188 days @ 1.65% |

New investment secured during the month:

- |              |            |             |                  |
|--------------|------------|-------------|------------------|
| • 22/07/2020 | Rural Bank | \$2,000,000 | 273 days @ 0.85% |
|--------------|------------|-------------|------------------|

	Market Value (\$)	Term (days)	Rate	Maturity Date	% of Portfolio
<b>Short Term Deposits (&lt;1 yr)</b>	<b>31,000,000.00</b>				<b>89.44%</b>
ME Bank	1,000,000.00	210	1.58%	05/08/20	2.89%
ME Bank	3,000,000.00	364	1.63%	26/08/20	8.66%
Judo Bank	1,000,000.00	364	2.05%	16/09/20	2.89%
BOQ	2,000,000.00	119	1.08%	23/09/20	5.77%
BOQ	1,000,000.00	364	1.53%	14/10/20	2.89%
BOQ	1,000,000.00	174	1.48%	27/10/20	2.89%
Defence Bank	1,000,000.00	266	1.65%	18/11/20	2.89%
AMP	2,000,000.00	182	1.65%	25/11/20	5.77%
NAB	4,000,000.00	364	1.40%	02/12/20	11.54%
Auswide Bank	2,000,000.00	336	1.55%	09/12/20	5.77%
ME Bank	3,000,000.00	210	1.23%	23/12/20	8.66%
Macquarie Bank	2,000,000.00	287	1.70%	13/01/21	5.77%
AMP	2,000,000.00	266	1.60%	03/02/21	5.77%
Judo Bank	1,000,000.00	364	2.00%	17/02/21	2.89%
Macquarie Bank	2,000,000.00	364	1.70%	24/03/21	5.77%
Rural Bank	2,000,000.00	273	0.85%	21/04/21	5.77%
Aus Unity	1,000,000.00	365	1.05%	10/06/21	2.89%
<b>Cash Deposits</b>	<b>3,662,011.43</b>				<b>10.56%</b>
NAB At Call A/c	1,700,000.00	At Call	0.40%	n/a	4.90%
NAB Working A/c	1,962,011.43	At Call	0.00%	n/a	5.66%
<b>Total Cash &amp; Investments</b>	<b>34,662,011.43</b>				<b>100.00%</b>

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

Cash Book balance at 30 June 2020	1,794,248.09
Plus Receipts	7,555,747.75
Less Payments	-7,953,781.81
Cash Book balance at 31 July 2020	1,396,214.03
Less Outstanding Deposits	-2,140,513.77
Plus Unpresented Payments	2,706,311.17
Reconciliation Balance as at 31 July 2020	1,962,011.43

#### Investment Rate Summary for July 2020

Average Interest Rate on Investments:	1.47%
Weighted Average Interest Rate on Investments	1.37%

#### Council's Benchmarks

Bank Bill Swap Rate (BBSW) 90 day index (31/07/2020) <sup>1</sup>	0.10%
Average 11am Cash Rate	0.25%

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

**FINANCIAL IMPLICATIONS**

Interest income for the month was \$37,918, being the total interest amount for the year to date.

**STATUTORY AND POLICY IMPLICATIONS**

Clause 212 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*.
- Ministerial Investment Order dated 12 January 2011.
- Council's Investment Policy dated 15 August 2017.

**CONSULTATION****External Consultation**

Nil.

**Internal Consultation**

- Responsible Accounting Officer.



**12.2 MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**Responsible Officer:** Jesse Dixon, Executive Manager Corporate Planning and Workforce (Acting)

**Author:** Maree Bales, Corporate Planning and Audit Officer

**Attachments:** 1. Audit, Risk and Improvement Committee Minutes - 15 July 2020 [↓](#)

**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, 15 July 2020.

**RECOMMENDATION**

**That Council note the Minutes of the Audit, Risk and Improvement Committee meeting held on 15 July 2020.**

**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, 15 July 2020 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.

---

AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING MINUTES

15 JULY 2020

**MINUTES OF NARRABRI SHIRE COUNCIL  
AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING  
HELD AT THE NARRABRI SHIRE COUNCIL, 46-48 MAITLAND STREET, NARRABRI  
ON WEDNESDAY, 15 JULY 2020 AT 1.55PM**

**PRESENT:** Mr Grahame Marchant (Chairman), Mr Conrad Bolton, Ms Louise Gett, Cr Cameron Staines (Deputy Mayor).

**IN ATTENDANCE:** General Manager Stewart Todd, Director Corporate Services Lindsay Mason, Tim McClellan (Manager Financial Services), Maree Bales (Corporate Planning & Audit Officer).

---

**1 OPENING AND WELCOME**

Chairman welcomed meeting participants at 1.55pm.

---

**2 APOLOGIES/GRANTING OF LEAVE OF ABSENCES****MINUTE IARC-012/2020**

Moved: Mr Conrad Bolton      Seconded: Mr Grahame Marchant

**That the Committee note the apology received from Nicholas Ross (Executive Manager Corporate Planning & Workforce) and be accepted.**

**CARRIED**

---

**3 CONFIRMATION OF MINUTES****MINUTE IARC-013/2020**

Moved: Mr Conrad Bolton      Seconded: Mr Grahame Marchant

**That the minutes of Audit, Risk & Improvement Committee Meeting of the Narrabri Shire Council held on 18 March 2020 as circularised be confirmed.**

**CARRIED**

Chairman requested that a 'Recommendations/Actions Report' be included within the Quarterly Meeting Agendas going forward, to follow up with previous 'matters raised' within ARIC Meetings (as an attachment).

## AUDIT, RISK &amp; IMPROVEMENT COMMITTEE MEETING MINUTES

15 JULY 2020

**4 REPORTS****4.1 ANNUAL ENGAGEMENT PLAN FOR 2020 EXTERNAL AUDIT****MINUTE IARC-014/2020**

Moved: Mr Grahame Marchant Seconded: Ms Louise Gett

**That the Committee endorse the Annual Engagement Plan for the 2020 External Audit.****CARRIED**

Chairman reviewed Council's recent External Audit Engagement Plan with committee members, and Manager Financial Services provided a brief update on the Interim Audit that was undertaken on-site, the week commencing 6 July 2020.

Points of note:

- Revaluation of Assets 2019/2020 was not required.
- Accounting Standards were discussed for breakdown of 'interpretation'.
- Engagement timetable is still current and achievable.
- 'New' accounting software (TechOne) is starting to provide full details covering an entire financial year now that it has been implemented for just under two years.
- Depreciation rates were discussed to ascertain if the program covers this information.
- Measures of 'assessed conditions of assets' (infrastructure/facilities/equipment) are requested to be reported back to the Committee when Audit has been finalised.
- Impact of COVID19 will also need to be taken into account for final figures.

**4.2 CORPORATE RISK REGISTER REPORT JUNE 2020****MINUTE IARC-015/2020**

Moved: Mr Conrad Bolton Seconded: Ms Louise Gett

**That the Committee note the Corporate Risk Register Report for June 2020.****CARRIED**

Maree Bales (Corporate Planning & Audit Officer), noted that Managers are improving their reporting skills, with more practical data being input. One risk factor has been reduced from high to medium, therefore actions are commencing and being carried out. COVID19 has been indicated as a risk factor (Pandemic, decrease in revenue).

An 'Internal Working Group' has been formed and are working on creating a Policy associated with completion of the Risk Policy. 'Business Continuity Plans' to be reviewed/incorporated within the Policy.

It was requested that a report be presented back to the ARIC Committee regarding impacts on income regarding COVID19 Pandemic, concerning reduced revenue.

- Discussion took place on the 'Pandemic Response Activation Plan', with impacts on service delivery, and actions taken to mitigate risks and reduced revenue.

## AUDIT, RISK &amp; IMPROVEMENT COMMITTEE MEETING MINUTES

15 JULY 2020

## 4.3 OPERATIONAL AND SERVICE PLAN QUARTERLY REPORT - MARCH 2020

**MINUTE IARC-016/2020**

Moved: Cr Cameron Staines Seconded: Ms Louise Gett

That the Committee note the Quarterly Operational and Service Plan Report, as attached, detailing Council's progress in meeting its actions, capital works and key performance measures for the March 2020 quarter.

**CARRIED****MINUTE IARC-017/2020**

Moved: Cr Cameron Staines Seconded: Ms Louise Gett

That Council Management provide a report on the development of a 'Project Management framework', for consideration by the Committee at a future meeting.

**CARRIED**

Chairman conferred with meeting attendees regarding the project management aims, including intended budget construction and timing of completion and delivery. It was suggested to incorporate a 'Project Management framework' that the organisation can adopt and remain consistent with delivery.

A Projects Assets Officer has recently been employed and will be creating a Projects Module within TechOne program, to allow all staff to have input and review total costings and delivery timeframes.

## 4.4 STATUS OF OUTSTANDING AUDIT RECOMMENDATIONS - JUNE 2020

**MINUTE IARC-018/2020**

Moved: Mr Conrad Bolton Seconded: Ms Louise Gett

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

**CARRIED****MINUTE IARC-019/2020**

Moved: Mr Conrad Bolton Seconded: Ms Louise Gett

That Council Management request Managers to provide updates on their respective Audit 'recommendations' per area, and to review completion dates on outstanding actions in a realistic timeframe, and provide an update back to the Committee.

**CARRIED**

Committee members reviewed and discussed maintaining closing off the outstanding recommendations from the Audit Office, this is to be treated as a priority where possible, and where resourcing allows.

---

AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING MINUTES15 JULY 2020

---

## 4.5 STRATEGIC INTERNAL AUDIT PLAN 2018-2021 - PROGRESS UPDATE JUNE 2020

**MINUTE IARC-020/2020**

Moved: Mr Grahame Marchant Seconded: Mr Conrad Bolton

**That the Committee note the progress of the Strategic Internal Audit Plan; as at June 2020.****CARRIED****MINUTE IARC-021/2020**

Moved: Mr Grahame Marchant Seconded: Mr Conrad Bolton

**That Council Management consider the capacity for resourcing for further audit recommendations, and to review ongoing completion timeframes, and accept a presentation from the Workplace Health and Safety Officer at the next ARIC meeting.****CARRIED**

Committee members discussed points on the following three Audits:

- Workplace Health & Safety – has been completed (presentation regarding the progress of actions to be provided to a future ARIC meeting).
- Workforce Planning Review - still in progress (October 2020 should be presented back to ARIC for review).
- Environmental Management System - still in progress (COVID19 has slowed progress within this audit, however it is assumed that it may be able to be presented to the ARIC Committee in October 2020).

Centium are currently undertaking a very thorough job in their auditing programme and reporting. Accountability is the key, and Managers are accountable for completing these actions in a realistic timeframe.

---

**5 ACTIONS**

- Nil.

---

**6 NEXT MEETING**

Wednesday 21 October 2020 (for possible review regarding a potential harvest).

---

**7 MEETING CLOSED****The Meeting closed at 3.34pm.****The minutes of this meeting are proposed to be confirmed at the Audit, Risk & Improvement Committee Meeting held on 21 October 2020.**

.....  
**CHAIRPERSON**

---

Page 4

**12.3 EMERGENCY SERVICES LEVY**

**Responsible Officer:** Lindsay Mason, Director Corporate and Community Services

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

**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** 4.1.3 Develop and build strong, productive partnerships with State and Federal Governments

**EXECUTIVE SUMMARY**

Council has been paid a contribution of \$157,804.04 from the Office of Local Government to meet the increase in the 2020/21 Emergency Services Levy (ESL) as a part of the NSW Government's *COVID-19 Economic Stimulus Package*.

**RECOMMENDATION**

1. That Council note the future financial impacts of the Emergency Services Levy.

**BACKGROUND**

The Emergency Services Levy (ESL) is the NSW Government's call on councils for annual contributions to the NSW Rural Fire Service, State Emergency Service and Fire and Rescue NSW.

In May 2019, councils were issued notices for the 2019/2020 financial year that included a large increase in the ESL. The Office of Local Government issued a circular around the same time titled *Changes to emergency services funding arrangements* (Circular No 19-06). The increase was to assist funding new laws that make it easier for firefighters to make workers compensation claims if they are diagnosed with work-related cancer.

The Government announced on 13 August 2019, six weeks into the new financial year, that it would fund the increase for 2019/2020 following concerns expressed by councils in relation to the increase and timing of the levy invoices, with no prior notification or consultation of the increase.

In response to COVID-19, the Government included funding for the 2020/2021 increase in the ESL in its *COVID-19 Economic Stimulus Package*. The reason for the excessive increase for 2020/2021 in the levy has not been disclosed. It is assumed that it is to meet the expected claims situation of the new workers compensation laws.

**CURRENT SITUATION**

Council Contributions to Emergency Services									
Individual Contributions	2018/19 Notice (\$)	2019/20 Notice (\$)	Actual \$ Increase	Actual % Increase	2020/21 Notice (\$)	Actual \$ Increase	Actual % Increase	Two-Year \$ Increase	Two-Year % Increase
NSW Rural Fire Service	264,992.00	333,281.00	68,289.00	25.77%	475,748.00	142,467.00	42.75%	210,756.00	79.53%
NSW State Emergency Service	18,290.36	20,656.39	2,366.03	12.94%	25,579.43	4,923.04	23.83%	7,289.07	39.85%
Fire and Rescue NSW	81,381.00	89,282.00	7,901.00	9.71%	99,696.00	10,414.00	11.66%	18,315.00	22.51%
<b>Total Contributions</b>	<b>364,663.36</b>	<b>443,219.39</b>	<b>78,556.03</b>	<b>21.54%</b>	<b>601,023.43</b>	<b>157,804.04</b>	<b>35.60%</b>	<b>236,360.07</b>	<b>64.82%</b>
Contributions received from OLG		63,989.00			157,804.04			221,793.04	
% of Increase funded by OLG		81.46%			100.00%			93.84%	

**FINANCIAL IMPLICATIONS**

Contributions to meet the effects of these significant increases going forward will not continue and will fall back onto Council to fund.

There are no forward estimates of what future levy increases might be.

**STATUTORY AND POLICY IMPLICATIONS**

Nil.

**CONSULTATION**

Nil.



**12.4 EPA SITE INSPECTION - NARRABRI LANDFILL****Responsible Officer:** Stewart Todd, General Manager**Author:** Bileen Nel, Director Infrastructure Delivery (Acting)**Attachments:** 1. EPA Correspondence - Site Inspection Narrabri Landfill [↓](#)**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's Narrabri Landfill is required to be licensed to operate. Oversight and compliance by Council of the license is undertaken by the NSW EPA. Council has recently received correspondence from the Environmental Protection Agency (EPA) regarding a recent inspection of the Narrabri Landfill.

Notably, as an outcome of the inspection the NSW EPA has formally acknowledged that there has been significant improvement in the management of the landfill, particularly in the last 12-month period.

**RECOMMENDATION**

- 1. That Council note the acknowledgement of the NSW EPA that there has been significant improvement in the management of the landfill, particularly in the last 12-month period.**

**BACKGROUND**

Council's Narrabri Landfill is required to be licensed to operate. Oversight and compliance by Council of the license is undertaken by the NSW EPA.

Inspections are a method utilised by the NSW EPA to measure adherence and operations against the license issued.

**CURRENT SITUATION**

Council has recently received correspondence from the NSW Environmental Protection Agency (NSW EPA) regarding a recent inspection of the Narrabri Landfill.

The purpose of the recent inspection at the Narrabri Landfill was to review the environmental risks and performance of the landfill as part of the EPA's risk-based licensing system.

Post the inspection the NSW EPA communicated their satisfaction that activities at the Landfill are being conducted in accordance with the license and the *Protection of the Environment Operations Act 1997* and do not require Council to undertake any follow up actions as a result of the inspection.

Most notably, the NSW EPA has formally acknowledged that there has been significant improvement in the management of the landfill, particularly in the last 12-month period.

**FINANCIAL IMPLICATIONS**

Nil.

**STATUTORY AND POLICY IMPLICATIONS**

Nil.

**CONSULTATION****External Consultation**

- NSW Environmental Protection Agency.

**Internal Consultation**

Nil.



Our reference: : SF14/28379; DOC20/600252  
Contact: : Angus Adair – 02 6773 7000 – [armidale@epa.nsw.gov.au](mailto:armidale@epa.nsw.gov.au)  
Date : 28 July 2020

Mr Stewart Todd  
General Manager  
Narrabri Shire Council  
PO Box 261  
NARRABRI NSW 2390

Email: [council@narrabri.nsw.gov.au](mailto:council@narrabri.nsw.gov.au)

BY EMAIL

Attention: Mr Michael Davis

Dear Mr Todd,

**RE: Site Inspection – Narrabri Landfill – Environment Protection Licence (EPL) No. 12193**

I refer to the site inspection conducted by the Environment Protection Authority (EPA) on 7 July 2020 at Narrabri Landfill (the Premises). The purpose of the inspection was to review the environmental risks and performance of the landfill as part of the EPA's risk-based licensing system.

The EPA thanks you and your staff for their time during the inspection.

The EPA is satisfied that activities at the premises are being conducted in accordance with EPL No. 12193 and the *Protection of the Environment Operations Act 1997* and do not require the licensee to undertake any follow up actions as a result of the inspection. It is acknowledged there has been significant improvement in the management of the landfill, particularly in the last 12-month period.

Please contact myself on (02) 6773 7000 or by email to [armidale@epa.nsw.gov.au](mailto:armidale@epa.nsw.gov.au) to discuss this matter further.

Yours sincerely,



**REBECCA SCRIVENER**  
**Head, Regional Operations Unit – Regulatory Operations**

Email: [armidale@epa.nsw.gov.au](mailto:armidale@epa.nsw.gov.au)  
PO Box 494 Armidale NSW 2350  
85 Faulkner Street, Armidale NSW 2350  
Tel: (02) 6773 7000 Fax: (02) 6772 2336  
ABN 43 692 285 758  
[www.epa.nsw.gov.au](http://www.epa.nsw.gov.au)

**12.5 SPORTING WALL OF FAME POLICY - SUBMISSIONS**

**Responsible Officer:** Lindsay Mason, Director Corporate and Community Services

**Author:** Nicola O'Neill, Tourism and Community Development Manager

**Attachments:**

1. Submission: Grellman [↓](#)
2. Sporting Wall of Fame Policy [↓](#)

**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**

A Council Policy has been developed for the Sporting Wall of Fame which details how to nominate an individual for inclusion on the Sporting Wall of Fame.

**RECOMMENDATION**

1. That Council adopt the Sporting Wall of Fame Policy, as attached to this report.

**BACKGROUND**

There have been regular enquiries to Council from the community over the years as to how to nominate someone for inclusion on the Sporting Wall of Fame.

At the Ordinary Council Meeting of 26 May 2020, Council endorsed the draft Sporting Wall of Fame Policy for the purposes of exhibition and the draft Policy was placed on public exhibition for a minimum of 28 days. Submissions were called for and accepted from the public on the draft Policy.

**CURRENT SITUATION**

Council received one (1) formal submission relating to the draft Policy. The written submission was received from David and Sharon Grellman and is attached. Council staff have considered the submission and agreed to make an alteration to the Policy. Council will call for nominations once every twelve (12) months and nominations will be collated for consideration and formal assessment by the Panel, under the Policy, who will convene every four (4) years, following the Summer Olympics.

**FINANCIAL IMPLICATIONS**

The original Sporting Wall of Fame committee proposed that there may be on average one (1) new nomination each year. It is anticipated the cost every four (4) years will be approximately \$1,600.

**STATUTORY AND POLICY IMPLICATIONS**

This report proposes the creation of a new Council Policy.

**CONSULTATION**

Council engaged the original members of the Sporting Wall of Fame committee from 2010 and over a series of consultations a formal draft Policy was developed.

**External Consultation**

Original Sporting Wall of Fame Committee from 2010, which included:

- Peter Etheridge.
- Nola McNamara.
- Richard Ritter.
- Ian McGregor.
- David and Sharon Grellman.

**Internal Consultation**

- Economic Development Manager.
- Grants Officer.
- Community Development Officer.

7/7/2020

Document View

**Submission Sporting Wall of Fame Policy\_David and Sharon Grellman**[View Properties](#)

Document Set Id 1788355

Version 1

Date registered: 26-Jun-2020 13:47:51

**From:** David & Sharon Grellman  
**Sent:** Fri, 26 Jun 2020 13:38:07 +1000  
**To:** Council  
**Subject:** Submission Sporting Wall of Fame Policy

Dear Sir/Madam,

The Application form is appropriate. The Australian Directory of Sports may not be the only criteria for Australian representation, and thus it is appropriate for justification of alternate sporting body representation be available.

The current policy does not address the time frame for applicant's outside of the current Olympic cycle appropriately. Despite wide advertisements in 2012, I am aware of other sports people who would be eligible to be on the wall. We believe the current policy should be amended so that the Council may receive applications all year round and hold them until the next Olympic cycle. A four year break in between the application period is too long. Honouring people once every 4 years is understandable because of the cost, however, only accepting nominations, once every four years detracts from people's ability to remember to nominate. The assessment panel could meet annually and inform successful applicants, noting the date for placement upon the wall would be in the year following the Olympics. Perhaps the policy should also be open to anyone with Australian representation in the past – 2001 to present (or even earlier). Surely it would be appropriate to nominate all eligible applicants.

Kind regards

David and Sharon Grellman



## SPORTING WALL OF FAME POLICY

<b>Responsible Department:</b>	Corporate and Community Services
<b>Responsible Section:</b>	Tourism and Community Development
<b>Responsible Officer:</b>	Manager Tourism and Community Development

### Objective

- To provide clear guidance on the Eligibility Criteria by which new nominations for the Sporting Wall of Fame will be assessed, and determined;
- To provide timeframes for accepting new nominations and upgrading the honour wall in Tibbereena Street, Narrabri; and
- Provide guidelines on the Panel who will assess the new nominations for inclusion.

### Introduction

In 2001, Narrabri was named in an Australia-wide competition run by the Nine Television Network as Australia's Sportiest Town. The award was made in recognition of the number of outstanding sportsmen and women who had been born in or who had lived in the Narrabri Shire.

In 2011, Narrabri Shire Council, in co-operation with Channel 9, constructed Narrabri Shire Sporting Wall of Fame to make a permanent record of the achievements of the town and district sportsmen and women including those who were part of the original honour bestowed upon the town in 2001. The Sporting Wall of Fame was erected at Leitch Oval in Tibbereena Street, Narrabri and listed 94 sportspeople who were successful in their chosen sport prior to 2002.

In August 2012, Council resolved to add a further 10 names to the Sporting Wall of Fame of sportspeople who were successful in their chosen sport between 2002 and 2012. These nominations were widely advertised including in the Namoi Valley Independent, The Courier, the Wee Waa News and online.

This Policy outlines the Eligibility according to four criteria; timeframes for new nominations; and the assessment of the nominations for inclusion on the Narrabri Shire Sporting Wall of Fame.





## POLICY

### 1. Eligibility Criteria

#### 1.1. Residential Status

Candidates must be able to prove:

- 1.1.1. That they are a current resident of the Narrabri Shire, or previously resided in the Shire, during which time they learnt, developed or refined their acclaimed sporting talent.
- 1.1.2. Provide a letter, or some other form of evidence, from a local Narrabri Shire sporting association to prove 1.1.1.

#### 1.2. Sporting Selection

Candidates must be able to prove

- 1.2.1. That they have been formally selected as a National / Australian representative, or
- 1.2.2. That they have been a National / Australian or World Champion or Olympic representative.

#### 1.3. Recognition of Sport

Candidates must be able to show that the sport in which they have acclaimed performance is a sport which:

- 1.3.1. Is recognised at a National / Australian level; and
- 1.3.2. It is a Sport that is currently listed on the Australian Sports Directory that is not obscure or novel and is longstanding and established.

(refer [https://www.sportaus.gov.au/australian\\_sports\\_directory](https://www.sportaus.gov.au/australian_sports_directory)) see Annexure 1

#### 1.4. Recognition of Sporting Achievement (s)

Candidates must be able to provide to the Assessment Panel / Council the following two documents:

- 1.4.1. A resume setting out the sporting representation / level of performance of the applicant; and
- 1.4.2. A formal letter, on official letterhead, signed by a delegate / authority from the National / Australian / World or Olympic association certifying the representation and / or level of performance of the nominee.





## 2. Timeframes for New Nominations

Council will call for nominations once every twelve (12) months and nominations will be collated for consideration and formal assessment by the Panel who will convene every four (4) years, following the Summer Olympics. The nominating period will be open for a period of four (4) months to allow sufficient time for nominators to obtain supporting documentation. Nominations to open 1 March and close 30 June of the same year.

## 3. Nomination Process

- Advertising for nominations for the Sporting Wall of Fame to begin late February and be widespread across the Shire and into neighbouring Shires and the local Radio Stations.
- Nominations open from 1 March – 30 June of the same year.
- Nominators to submit a nomination form and ensure all eligibility criteria is met.
- Nominators to submit accompanying supporting documentation with the nomination form.
- Late nominations will not be accepted. Nominators will need to apply next time nominations are called.
- All nominations will be forwarded to the Assessment Panel for consideration.

## 4. Assessment Panel

An Assessment Panel will be formed in July to review and determine if the new nominations meet the four (4) Eligibility Criteria. The Assessment Panel will comprise five (5) panellists:

- i. One (1) Councillor
- ii. The General Manager (or delegate)
- iii. One (1) representative from a multi-discipline sporting association
- iv. Two (2) Principals (or delegates) from local High Schools.

Only those nominations deemed to meet the full Eligibility Criteria will be recommended for inclusion on the Sporting Wall of Fame in the authorisation report that will be presented to Council.

Council will arrange for purchasing any plaque with the new inclusions and notify relevant nominees as to success or the grounds for which their nomination was declined.

Unveiling of the new nominees for inclusion will take place as part of the Australia Day awards ceremony the following year the nominations are called for.

## References

Nil.

## History

Minute Number	Meeting Date	Description of Change
093 / 2020	26 May 2020	Draft Policy endorsed
	25 August 2020	



**12.6 CAPITAL WORKS CARRY FORWARDS, REVOTES AND OVER RUNS**

**Responsible Officer:** Lindsay Mason, Director Corporate and Community Services

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

**Attachments:** 1. List of Carryovers [↓](#)

**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 capital works projects that were not completed or exceeded progress/expenditure expectations in 2019/2020. Council approval is required for these projects to be adjusted/included in the 2020/2021 capital works program.

**RECOMMENDATION**

1. That Council revote in 2020/2021 an amount of \$160,614, as identified in attachment 1 to this report, from the 2019/2020 capital works program.
2. That Council carry forward to 2020/2021 an amount of \$870,865, as identified in attachment 1 to this report, to finalise works not completed as at the end of 2019/2020 financial year.
3. That Council create an internal restriction for the works funded from untied funding, being \$10,000, at 30 June 2020.
4. That Council reduce multi-year capital project budgets in 2020/2021 by an amount of \$2,407,535, for projects that exceeded their projected votes at 30 June 2020, or were commenced in advance, as identified in the attachments to this report.

**BACKGROUND**

Under clause 211 of the *NSW Local Government (General) Regulation 2005*, Council must each year approve expenditure and vote money.

Under this clause:

- (3) *All such approvals and votes lapse at the end of a council's financial year. However, this subclause does not apply to approvals and votes relating to:*
- a) *work carried out or started, or contracted to be carried out, for the council, or*
  - b) *any service provided, or contracted to be provided, for the council, or*
  - c) *goods or materials provided, or contracted to be provided, for the council, or*
  - d) *facilities provided or started, or contracted to be provided, for the council, before the end of the year concerned, or to the payment of remuneration to members of the council's staff.*

The following has been applied to define carry forwards and revotes:

Carry Forwards: programs that Council is committed to by virtue of the work having been started or the work has been contracted to be carried out. These budgets do not require formal Council re-approval.

Revotes: programs that Council has not started (i.e. the initial vote has not been partially spent or committed). These budgets require formal Council re-approval.

Also included are Over Runs which are multi-year projects that had their projected expenditure vote underestimated and were further progressed than estimated at 30 June. It also includes some projects that were commenced early. This will result in their 2020/2021 budgets being reduced by the value of the over run. The effects of the over run (or advance spending) on the projects is demonstrated in Attachment 2 and will be adjusted accordingly in the September quarterly budget review.

## CURRENT SITUATION

The following provides a summary of the values proposed to be added to the 2020/2021 capital works program, grouped by their funding source.

Funding Source	Carry Forwards	Revotes	Over Runs	Net Total
Rates & Untied Funding	0	10,000	0	10,000
Capital Grants & Contributions	0	0	-2,397,435	-2,397,435
Reserves	679,107	90,000	-2,960	766,147
VPAs	19,907	0	0	19,907
S94a	0	0	0	0
Water Fund	120,837	34,262	0	155,099
Sewerage Fund	51,014	26,352	-7,141	70,226
<b>Totals</b>	<b>870,865</b>	<b>160,614</b>	<b>-2,407,535</b>	<b>-1,376,056</b>

## FINANCIAL IMPLICATIONS

The net value of carry forwards, revotes and over runs is -\$1,376,056 (negative net carryover). Most of these projects are funded from internal reserves or external sources. An internal restriction for the projects funded from "rates & untied funding" is recommended to be created at 30 June 2020.

These adjustments will be included in the September Quarterly Budget Review.

## STATUTORY AND POLICY IMPLICATIONS

Clause 211 (Authorisation of expenditure) of the *Local Government (General) Regulation 2005*.

## CONSULTATION

### External Consultation

Nil.

### Internal Consultation

- Executive Management.
- Senior Management.

WORKS DESCRIPTION	CARRY FORWARDS	RE-VOTE	OVER/IN ADVANCE	FUNDING SOURCE
<b>IT Services</b>				
700318 - IT Capex - Connect Depot with Fibre Optic	62,120			Reserves
<b>Property Services</b>				
700161 - Property - Boggabri Courthouse Internal Structure	11,209			Reserves
700323 - Property Capex - Council Rental Property Improvements	2,629			Reserves
700326 - Property Capex - Key Management System - Stage 2 & 3		10,000		Rates & Untied Funding
<b>Depot</b>				
700329 - Depots Capex - Narrabri Office Workplace Improvements		50,000		Reserves
<b>Crossing Theatre</b>				
700413 - TCT Capex - Cinema's Refurbishment	97,691			Reserves
<b>Waste Services</b>				
700027 - Waste - Narrabri Landfill - Construction of a New Cell	22,081			Reserves
700343 - Waste Capex - Narrabri Landfill Improvements	131,437			Reserves
700344 - Waste Capex - Transfer Stations - New Access Road for		20,000		Reserves
700345 - Waste Capex - Transfer Stations - Upgrade Waste Collection	230,798			Reserves
<b>Cemeteries</b>				
700036 - Cemeteries - Narrabri Old Cemetery - establish new section	33,713			Reserves
700136 - Cemeteries - Narrabri Lawn - New Sections		5,000		Reserves
700352 - Cemeteries - Narrabri Lawn - replace northern & southern	36,521			Reserves
<b>Parks &amp; Open Spaces</b>				
700050 - Narrabri - Cooma Oval - renew cricket nets	4,171			Reserves
700231 - Wee Waa CBD Upgrade (VPA)	19,907			VPA
700357 - P&OS Capex - Narrabri Lake - additional seating along path		15,000		Reserves
700360 - P&OS Capex - Narrabri Gately Field replace perimeter fence	16,336			Reserves
700364 - P&OS Capex - Nbn Collins Park replace storage facilities	30,400			Reserves
700365 - P&OS Capex - Narrabri Town Clock - renew lighting			-2,960	Reserves
<b>Transport (incl. Roads, Footpaths, Bridges, Stormwater &amp; Quarries)</b>				
700410 - Roads Capex - Carinya Rd (SR143) Upgrade			-16,075	Grant
<b>Water Services</b>				
700108 - Water Capex - Bellata - Replace Galvanised Pipe		8,000		Water Fund
700110 - Water Capex - Bellata - Bore process automation		20,000		Water Fund
700118 - Water Capex - Telemetry Upgrades - Water Services	120,837			Water Fund
700193 - Water Capex - Wee Waa Reservoir Roof & Access Steps		6,262		Water Fund
<b>Sewer Services</b>				
700120 - Boggabri Sewerage Treatment Works Augmentation			-1,074,751	Grant
700126 - Wee Waa Sewerage Treatment Works Augmentation			-1,306,608	Grant
700129 - Telemetry Upgrades - Sewerage Services	51,014			Sewer Fund
700194 - Boggabri Sewer Pump Station Isolation Valves			-7,141	Sewer Fund
700195 - Narrabri Sewer Replace Pump Station Motors		26,352		Sewer Fund
<b>Total</b>	<b>870,865</b>	<b>160,614</b>	<b>-2,407,535</b>	

Rates & Untied Funding	0	10,000	0	10,000
Capital Grants & Contributions	0	0	-2,397,435	-2,397,435
Reserves	679,107	90,000	-2,960	766,147
VPA's	19,907	0	0	19,907
S94a	0	0	0	0
Water Fund	120,837	34,262	0	155,099
Sewerage Fund	51,014	26,352	-7,141	70,226
<b>Totals</b>	<b>870,865</b>	<b>160,614</b>	<b>-2,407,535</b>	<b>-1,376,056</b>

**12.7 OPERATIONAL AND SERVICE PLAN ANNUAL REPORT - JUNE 2020**

**Responsible Officer:** Jesse Dixon, Executive Manager Corporate Planning and Workforce (Acting)

**Author:** Maree Bales, Corporate Planning and Audit Officer

**Attachments:** 1. Operational and Service Plan Annual Report - June 2020 (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 Operational and Service Plan Annual Report provides the community Council's progress in achieving its strategic objectives through specific actions, key performance measures and capital works projects from July 2019 to June 2020 consistent with Council's previously adopted 2019/2020 operational plan.

**RECOMMENDATION**

**That Council adopt the Operational and Service Plan Annual Report, as attached, detailing Council's progress in meeting its actions, capital works and key performance measures for the 2019/2020 financial year.**

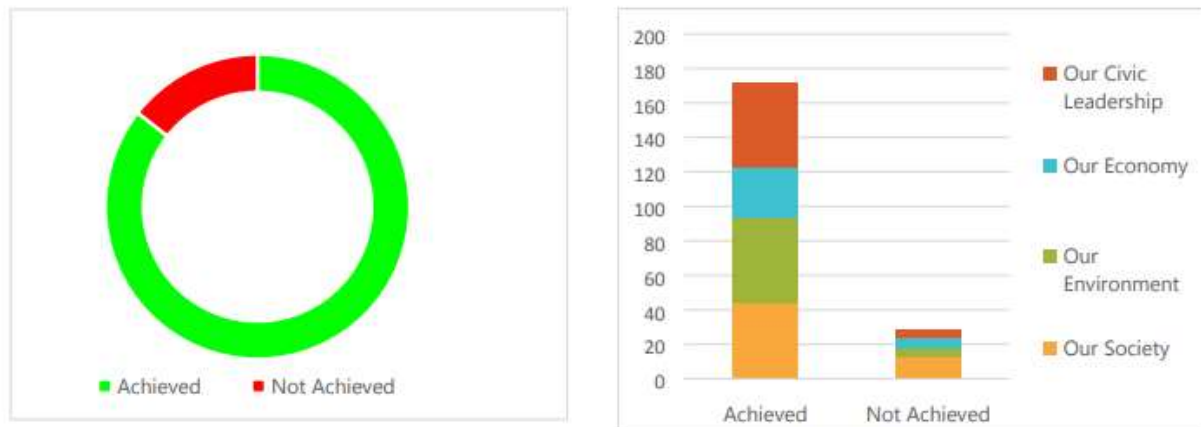
**BACKGROUND**

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**

The attached operational and service plan report provides the community with Council's progress in meeting its agreed actions, capital works program and key performance measures from July 2019 to June 2020 consistent with Council's previously adopted 2019 – 2020 operational plan.

As at the end of the 2019/2020 financial year, Council successfully achieved over **85%** of its agreed actions, as outlined in Figure 1.

**Figure 1 – Council’s End of Year Result by Theme and Action****FINANCIAL IMPLICATIONS**

Nil.

**STATUTORY AND POLICY IMPLICATIONS**

Nil.

**CONSULTATION****External Consultation**

Nil.

**Internal Consultation**

- Executive Management.
- Senior Management.

**12.8 DELIVERY PROGRAM 6 MONTHLY PROGRESS REPORT - JUNE 2020**

**Responsible Officer:** Jesse Dixon, Executive Manager Corporate Planning and Workforce (Acting)

**Author:** Maree Bales, Corporate Planning and Audit Officer

**Attachments:** 1. Delivery Program Progress Report - June 2020 (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 sixth 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 in 2021.

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 June 2020 period.**

**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 is the Council's sixth progress report against its four-year 2017-2021 Delivery Program, covering progress from 1 July 2016 – 30 June 2020. 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, the fifth July – December 2019 and the sixth January 2020 – June 2020. 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 section 404 of the *Local Government Act 1993* (“the LG Act”).

Section 404(5) 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.



---

**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 Northern NSW Inland Port**

This matter is considered to be confidential under Section 10A(2) - (d)(ii) 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 competitor of the council.

**13.2 Contract 2020-21/07 - Design & Construction of Replacement Bridges at Horsearm Creek and Spring Creek, Narrabri**

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.

**13.3 Contract 2020-21/08 - Maitland Street Pavement Works**

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.

**13.4 Mayoral Minute - General Manager Annual Performance Review - period ending June 2020**

This matter is considered to be confidential under Section 10A(2) - (a) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

**RECOMMENDATION**

That Council move out of Closed (Public Excluded) Meeting and that the resolutions from the Closed (Public Excluded) Meeting be read out to those present by the General Manager or their nominee.

---

**14 MEETING CLOSED**

---