



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

**Date:** Tuesday, 27 October 2020  
**Time:** 1.00pm  
**Location:** Narrabri Shire Council Chambers  
46-48 Maitland Street  
Narrabri

# **AGENDA**

## **Ordinary Council Meeting 27 October 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 Ron Campbell



Deputy Mayor  
Cr Cameron Staines



Cr Maxine Booby



Cr Ron Campey



Cr Lloyd Finlay



Cr Robert Kneale



Cr Annie McMahon



Cr Cathy Redding



General Manager  
Mr Stewart Todd



Director  
Infrastructure Delivery  
Mr Shane Burns



Director Corporate &  
Community Services  
Mr Lindsay Mason



Executive Manager  
Planning &  
Environment (Acting)  
Mrs Gina Vereker



# Corporate 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.

# 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 a 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>9</b>
<b>2</b>	<b>Acknowledgement of Country .....</b>	<b>9</b>
<b>3</b>	<b>Apologies/Granting of Leave of Absences .....</b>	<b>9</b>
<b>4</b>	<b>Declaration of Pecuniary and Non- Pecuniary Interests .....</b>	<b>9</b>
<b>5</b>	<b>Items to be Considered in the Confidential (Public Excluded) Meeting.....</b>	<b>9</b>
<b>6</b>	<b>Presentations .....</b>	<b>10</b>
<b>7</b>	<b>Confirmation of Minutes .....</b>	<b>10</b>
<b>8</b>	<b>Mayoral Minute .....</b>	<b>24</b>
8.1	Mayoral Minute - Mayoral Appointments for September/October 2020.....	24
<b>9</b>	<b>Our Society.....</b>	<b>26</b>
9.1	Boggabri Community Projects VPA - Boggabri Tractor Shed - Project Expenditure Approval.....	27
9.2	Boggabri Community Projects VPA - Boggabri CBD and Business Activation Project - Project Expenditure Approval.....	31
<b>10</b>	<b>Our Environment.....</b>	<b>55</b>
	Nil reports.	
<b>11</b>	<b>Our Economy.....</b>	<b>57</b>
	Nil reports.	
<b>12</b>	<b>Our Civic Leadership .....</b>	<b>59</b>
12.1	Narrabri Shire Council Business Assistance Grant - Digital Sales and Marketing .....	60
12.2	Request for Appointment of Delegate to the Namoi Regional Air Quality Advisory Committee .....	62
12.3	Code of Meeting Practice .....	64
12.4	Investment Report - September 2020.....	101
12.5	Acceptance of Tenders Under Delegation - September 2020 .....	105
12.6	2019/2020 Draft Annual Financial Statements .....	107
<b>13</b>	<b>Confidential (Closed Council) Meeting .....</b>	<b>115</b>
13.1	Green Waste Processing Contract.....	115
<b>14</b>	<b>Meeting Closed .....</b>	<b>115</b>



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

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

**2 ACKNOWLEDGEMENT OF COUNTRY**

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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**

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

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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**

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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 Green Waste Processing Contract

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## **6 PRESENTATIONS**

Presentation requests received to date:

- Nil

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## **7 CONFIRMATION OF MINUTES**

### **RECOMMENDATION**

That the minutes of the Ordinary Meeting of the Narrabri Shire Council held on 22 September 2020 comprising Minute Nos 147/2020 to 169/2020 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, 22 SEPTEMBER 2020 AT 1.04PM**

**PRESENT:** Cr Catherine Redding (Mayor), Cr Cameron Staines (Deputy Mayor), Cr Maxine Booby, Cr Ron Campbell, Cr Ron Campey, Cr Lloyd Finlay, Cr Robert Kneale, Cr Annie McMahon.

**IN ATTENDANCE:** Stewart Todd (General Manager), Lindsay Mason (Director Corporate and Community Services), Bileen Nel (Director Infrastructure Delivery (Acting)), Gina Vereker (Executive Manager Planning and Environment (Acting)), Delece Hartnett (Minute Clerk).

Proceedings of the meeting commenced at 1.04pm.

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

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

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**2 ACKNOWLEDGEMENT OF COUNTRY**

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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.

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

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Nil.

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

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Nil.

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

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Nil.

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**6 PRESENTATIONS**

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Nil.

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**7 CONFIRMATION OF MINUTES**

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**MINUTE 147/2020**

Moved: Cr Maxine Booby      Seconded: Cr Ron Campey

**That the minutes of Ordinary Meeting of the Narrabri Shire Council held on 25 August 2020 comprising Minute Nos 129/2020 to 146/2020 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, Robert Kneale and Annie McMahon

Against: Nil

**CARRIED 8/0**

## **8 MAYORAL MINUTE**

### **8.1 MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR AUGUST/SEPTEMBER 2020**

#### **MINUTE 148/2020**

Moved: Cr Catherine Redding

**That Council note the Mayoral Appointments for the period August/September 2020.**

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

Against: Nil

**CARRIED 8/0**

#### **MINUTE 149/2020**

Moved: Cr Cameron Staines      Seconded: Cr Annie McMahon

**That Council bring forward Agenda Items 12.1 – Election of the Office of Mayor, and Item 12.2 – Creation of the Office of Deputy Mayor, and that matters be dealt with next.**

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

Against: Nil

**CARRIED 8/0**

### **12.1 ELECTION OF THE OFFICE OF MAYOR**

#### **RECOMMENDATION**

**That Council elect the Mayor by way of open voting, if more than one (1) nomination for Mayor is received.**

**12.2 CREATION OF THE OFFICE OF DEPUTY MAYOR****RECOMMENDATION**

- 1. That Council create the Office of Deputy Mayor.**
- 2. That Council set the term of the Office of Deputy Mayor to be twelve (12) months, concluding at the commencement of the September 2021 Ordinary Council Meeting or the declaration of vacancies in accordance with the next Ordinary Election 2021; whichever date is sooner.**
- 3. That Council elect the Deputy Mayor by way of open voting, if more than one (1) nomination for Deputy Mayor is received.**

CR REDDING VACATED THE CHAIR

THE GENERAL MANAGER ASSUMED THE ROLE OF RETURNING OFFICER.

THE RETURNING OFFICER, BEING THE GENERAL MANAGER, RECEIVED ONE (1) NOMINATION FOR THE OFFICE OF MAYOR, THAT BEING FOR CR CAMPBELL.

THEREFORE THE RETURNING OFFICER DECLARED THE SUCCESSFUL CANDIDATE FOR THE OFFICE OF MAYOR, BEING CR CAMPBELL, FOR THE ENSUING PERIOD OF 2020/2021 (TWELVE MONTH PERIOD).

THE RETURNING OFFICER, BEING THE GENERAL MANAGER, RECEIVED ONE (1) NOMINATION FOR THE OFFICE OF DEPUTY MAYOR, THAT BEING FOR CR STAINES.

THEREFORE THE RETURNING OFFICER DECLARED THE SUCCESSFUL CANDIDATE FOR THE OFFICE OF DEPUTY MAYOR, BEING CR STAINES, FOR THE ENSUING PERIOD OF 2020/2021 (TWELVE MONTH PERIOD).

WITH THE ELECTION CONCLUDING, CR CAMPBELL ASSUMED THE CHAIR.

**MINUTE 150/2020**

Moved: Cr Cameron Staines      Seconded: Cr Annie McMahon

**That Council bring forward Agenda Item 11.1 – Northern NSW Inland Port Planning Proposal, and that the matter be dealt with next.**

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

Against:      Nil

**CARRIED 8/0**

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**11.1 NORTHERN NSW INLAND PORT PLANNING PROPOSAL****MINUTE 151/2020**

Moved: Cr Catherine Redding Seconded: Cr Cameron Staines

1. That Council endorse the Planning Proposal to amend the provisions of the Narrabri Local Environmental Plan 2012 to facilitate the N2IP precinct and forward to the Department of Planning Industry and Environment requesting a Gateway Determination.
2. That Council seek authorisation from the Department of Planning Industry and Environment to be the local plan-making authority.

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

Against: Nil

**CARRIED 8/0**

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**9 OUR ECONOMY****9.1 DELEGATES REPORT - NARRABRI DISTRICT HEALTH SERVICE ADVISORY COMMITTEE MEETING - 10 FEBRUARY 2020****MINUTE 152/2020**

Moved: Cr Catherine Redding Seconded: Cr Annie McMahon

**That Council note Cr Redding's Delegates Report from the Narrabri District Health Service Advisory Committee Meeting held on Monday 10 February 2020.**

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

Against: Nil

**CARRIED 8/0**



**9.2 NARRABRI SHIRE LIBRARIES' CHILDREN POLICY****MINUTE 153/2020**

Moved: Cr Catherine Redding Seconded: Cr Maxine Booby

- 1. That Council endorse the draft Libraries Children Policy for the purposes of public exhibition.**
- 2. That Council place on public exhibition the draft Libraries Children Policy for a period of at least 28 days, during the exhibition period call for and accept submissions from the public on the draft Policy.**

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

Against: Nil

**CARRIED 8/0**

At 2:03 pm, Cr Annie McMahon left the meeting.

**9.3 AQUATIC FACILITIES MANGEMENT PLAN****MINUTE 154/2020**

Moved: Cr Ron Campey Seconded: Cr Catherine Redding

- 1. That Council adopts the draft Aquatic Facilities Management Plan, as attached to this report.**
- 2. That Council reviews pool patronage after the official season commences (prior to the school holidays), and if necessary that the pool hours be workshopped by Councillors to recommend adopting these new hours.**

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

Against: Nil

**CARRIED 7/0**

At 2:05pm, Cr Annie McMahon returned to the meeting.

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**10 OUR SOCIETY**

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**10.1 NARRABRI SHIRE ABORIGINAL CULTURAL HERITAGE STUDY****MINUTE 155/2020**

Moved: Cr Cameron Staines      Seconded: Cr Robert Kneale

- 1. That Council endorse the draft Aboriginal Cultural Heritage Study – Narrabri Local Government Area - Part 1: Report for the purposes of public exhibition.**
- 2. That Council place on public exhibition the draft Aboriginal Cultural Heritage Study – Narrabri Local Government Area - Part 1: Report for a period of at least 28 days, during the exhibition period call for and accept submissions from the public on the draft Policy.**

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

Against:      Nil

**CARRIED 8/0**

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**11 OUR ENVIRONMENT**

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*Note: Item 11.1 - Northern NSW Inland Port Planning Proposal was brought forward and discussed earlier within the Council Meeting.*

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**12 OUR CIVIC LEADERSHIP**

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**12.3 DELEGATES REPORT - MAULES CREEK COAL COMMUNITY CONSULTATIVE COMMITTEE MEETING - 12 AUGUST 2020****MINUTE 156/2020**

Moved: Cr Robert Kneale      Seconded: Cr Ron Campey

**That Council note Cr Kneale's Delegates Report from the Maules Creek Coal Community Consultative Committee Meeting held on Wednesday 12 August 2020.**

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

Against:      Nil

**CARRIED 8/0**

**12.4 DELEGATES REPORT - BOGGABRI COAL COMMUNITY CONSULTATIVE COMMITTEE MEETING - 13 AUGUST 2020****MINUTE 157/2020**

Moved: Cr Robert Kneale      Seconded: Cr Ron Campey

**That Council note Cr Kneale's Delegates Report from the Boggabri Coal Community Consultative Committee held on Thursday 13 August 2020.**

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

Against:      Nil

**CARRIED 8/0**

**12.5 INVESTMENT REPORT - AUGUST 2020****MINUTE 158/2020**

Moved: Cr Catherine Redding      Seconded: Cr Maxine Booby

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

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

Against:      Nil

**CARRIED 8/0**

**SUSPENSION OF STANDING ORDERS****MINUTE 159/2020**

Moved: Cr Catherine Redding      Seconded: Cr Annie McMahon

**That Council suspend standing orders for a break at 2.20pm.**

**CARRIED**

**RESUMPTION OF STANDING ORDERS****MINUTE 160/2020**

Moved: Cr Catherine Redding      Seconded: Cr Lloyd Finlay

**That Council resume standing orders at 2.39pm.**

**CARRIED**

**12.6 NARRABRI SHIRE COUNCIL CODE OF CONDUCT 2020****MINUTE 161/2020**

Moved: Cr Catherine Redding Seconded: Cr Maxine Booby

**That Council adopt the Code of Conduct Policy 2020, as attached to this report.**

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

Against: Nil

**CARRIED 8/0**

**12.7 ORDINARY COUNCIL MEETING DATES 2020/2021****MINUTE 162/2020**

Moved: Cr Maxine Booby Seconded: Cr Annie McMahon

**That Council set the ensuing 12-month schedule for Ordinary Council Meetings, for the 2020/2021 year, taking place at the Narrabri Shire Council Chamber:**

- **Tuesday 27 October 2020 commencing at 1.00pm.**
- **Tuesday 24 November 2020 commencing at 1.00pm.**
- **Tuesday 15 December 2020 commencing at 1.00pm.**
- **Tuesday 23 February 2021 commencing at 1.00pm.**
- **Tuesday 23 March 2021 commencing at 1.00pm.**
- **Tuesday 27 April 2021 commencing at 1.00pm.**
- **Tuesday 25 May 2021 commencing at 1.00pm.**
- **Tuesday 22 June 2021 commencing at 1.00pm.**
- **Tuesday 27 July 2021 commencing at 1.00pm.**
- **Tuesday 24 August 2021 commencing at 1.00pm.**
- **Tuesday 28 September 2021 commencing at 1.00pm.**

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

Against: Cr Cameron Staines

**CARRIED 7/1**

**MINUTE 163/2020**

Moved: Cr Catherine Redding Seconded: Cr Maxine Booby

**That Council move into Committee of the Whole at 2.45pm.**

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

Against: Nil

**CARRIED 8/0**

**MINUTE 164/2020**

Moved: Cr Ron Campey Seconded: Cr Maxine Booby

**That Council move out of Committee of the Whole at 3.00pm.**

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

Against: Nil

**CARRIED 8/0**

**12.8 ANNUAL APPOINTMENT TO COUNCIL COMMITTEES****MINUTE 165/2020**

Moved: Cr Cameron Staines Seconded: Cr Catherine Redding

- 1. That Council appoint Councillor representation to its various Advisory and Special Purpose Committees for 2020/2021, as per below table.**
- 2. That Council endorse the dissolving of the 'Youth Centre Advisory Committee', as this committee is no longer in operation.**

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

Against: Nil

**CARRIED 8/0**



<i>Advisory Committee</i>	<i>2020/21 Delegates</i>
Access and Inclusion Committee	Member: Clr Redding Member: Clr Staines
Crime Prevention Advisory Committee	Member: Clr Kneale Member: Clr Redding Alternate: Clr Staines
Floodplain Management Advisory Committee	Member: Clr Campey Member: Clr Kneale Member: Clr Booby
Narrabri Airport Advisory Committee	Member: Clr Staines Member: Clr Booby Alternate: Clr McMahon
Saleyards Advisory Committee	Member: Clr Booby Member: Clr Staines Alternate: Clr Campey
The Crossing Theatre Advisory Committee	Member: Clr Redding Member: Clr Kneale Alternate: Clr Staines
<i>Section 355 Committee</i>	<i>2020/2021 Member(s)</i>
Section 355 Gwabegar Hall Committee	Member: Clr Booby
<i>Special Purpose Committee</i>	<i>2020/21 Member(s)</i>
Audit, Risk & Improvement Committee	Member: Clr Staines
Local Traffic Committee	Member: Clr Booby Alternate: Clr Campey

**MINUTE 166/2020**

Moved: Cr Annie McMahon      Seconded: Cr Robert Kneale

**That Council move into Committee of the Whole at 3.00pm.**

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

Against: Nil

**CARRIED 8/0**

**MINUTE 167/2020**

Moved: Cr Annie McMahon      Seconded: Cr Ron Campey

**That Council move out of Committee of the Whole at 3.11pm.**

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

Against: Nil

**CARRIED 8/0**

**12.9 ANNUAL APPOINTMENT OF COUNCIL DELEGATES****MINUTE 168/2020**

Moved: Cr Maxine Booby      Seconded: Cr Annie McMahon

**That Council appointment delegates to the various external bodies or organisations requesting or requiring Council representation for 2020/2021, as per below table.**

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

Against: Nil

**CARRIED 8/0**

<i>Name of Body/Organisation</i>	<i>2020/21 Delegates</i>
<i>Central Northern Libraries Committee</i>	<i>Delegate: Clr Redding Alternate: Clr Booby</i>
<i>Joint Regional Planning Panel (JRPP)</i>	<i>Delegate: Clr Staines Delegate: Clr Kneale Alternate: Clr Campey</i>
<i>Lillian Hulbert Memorial Prize Committee</i>	<i>Delegate: Mayor</i>

<i>Leards Forest Precinct Environmental Trust</i>	<i>Delegate: Cr Finlay Alternate: Cr Kneale</i>
<i>Myall Creek Memorial Committee</i>	<i>Delegate: Clr Redding Delegate: Clr McMahon Alternate: Clr Booby</i>
<i>Namoi Water</i>	<i>Delegate: Clr Redding Alternate: Clr McMahon</i>
<i>Namoi-Peel Customer Service Committee</i>	<i>STAFF</i>
<i>Narrabri Bush Fire Management Committee</i>	<i>Delegate: Clr Staines Alternate: Clr McMahon</i>
<i>Narrabri Hospital Advisory Committee</i>	<i>Delegate: Clr Redding Alternate: Clr McMahon</i>
<i>North West Regional Weed Committee</i>	
<i>Wee Waa Hospital Advisory Committee</i>	<i>Delegate: Clr Booby Alternate: Clr McMahon</i>

**Community Consultative Committees (CCC)**

<i>Name of Body/Organisation</i>	<i>2020/21 Delegates</i>
<i>Boggabri Coal Community Consultation Committee</i>	<i>Delegate: Clr Kneale Alternate: Clr Finlay</i>
<i>Maules Creek Coal Mine Community Consultative Committee</i>	<i>Delegate: Clr Kneale Alternate: Clr Finlay</i>
<i>Narrabri Coal Mine Community Consultative Committee</i>	<i>Delegate: Clr Redding Alternate: Clr Campey</i>
<i>Narrabri Gas Project Consultative Committee</i>	<i>Delegate: Clr Redding Delegate: Clr Kneale Alternate: Clr Campey</i>
<i>Tarrawonga Coal Mine Community Consultative Committee</i>	<i>Delegate: Clr Finlay Alternate: Clr Redding</i>
<i>Vickery Coal Mine Community Consultative Committee</i>	<i>Delegate: Clr Redding Alternate: Clr Finlay</i>
<i>Western Slopes Pipeline Community Consultative Committee</i>	<i>Delegate: Clr Kneale Alternate: Clr Booby</i>
<i>Inland Rail N2N Community Consultative Committee</i>	<i>Delegate: Clr Staines Alternate: Clr McMahon</i>

**12.10 NSW ROAD CLASSIFICATION REVIEW AND TRANSFER****MINUTE 169/2020**

Moved: Cr Catherine Redding Seconded: Cr Maxine Booby

**That Council endorse the list of Regional roads to be included as part of the regional road transfer:**

**a. Priority**

- i. MR127 – Pilliga Road/Old Pilliga Road**
- ii. MR329 – Cypress Way**
- iii. MR133 – Killarney Gap Road**
- iv. MR357 – Rangari Road**

**b. Non-Priority**

- i. RR7709 – Grain Valley Road**
- ii. MR383 – Pilliga/Coonamble Road**
- iii. RR7716 – Come-By-Chance Road**

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

Against: Nil

**CARRIED 8/0**

**13 CONFIDENTIAL (CLOSED COUNCIL) MEETING**

Nil.

**14 MEETING CLOSED**

The Meeting closed at 3.18pm.

The minutes of this meeting are scheduled to be confirmed at the Ordinary Council Meeting to be held on 27 October 2020.

.....  
**CHAIRPERSON**

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**8 MAYORAL MINUTE**

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**8.1 MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR SEPTEMBER/OCTOBER 2020****Responsible Officer:** Ron Campbell, Mayor**Author:** Delece Hartnett, Personal Assistant to GM & Mayor**Attachments:** Nil**RECOMMENDATION****That Council note the Mayoral Appointments for the period September/October 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 22 September 2020**

- Attended September 2020 Ordinary Council Meeting with Councillors and Management.

**Wednesday 23 September 2020**

- Attended Wee Waa Chamber of Commerce monthly meeting, with Deputy Mayor also in attendance.
- Undertook interview with ABC Radio (Tamworth) discussing Mayoral election.

**Monday 28 September 2020**

- Attended New England Joint Organisation (NEJO) Board Meeting in Inverell, with Deputy Mayor and General Manager also in attendance.

**Tuesday 29 September 2020**

- Attended NSW Police Remembrance Day Ceremony at the Narrabri Anglican Church, with Cr Redding and Members of the Narrabri Police Station and Oxley Command also in attendance.
- Undertook media interview with Western Research Institute representatives, with General Manager also in attendance.
- Attended Narrabri Gas Project (internal) media discussion with General Manager and Community Relations Manager.

**Wednesday 30 September 2020**

- Undertook interview with Radio 2VM, discussing various items including Mayoral Election, Narrabri Gas Project announcement and Inland Rail progress.
- Undertook interview with Radio 2MAX FM, discussing various localised items including Mayoral Election, Narrabri Gas Project announcement and Inland Rail progress.

**Thursday 1 October 2020**

- Attended Boggabri Chamber of Commerce meeting at the Boggabri Golf Club.



**Saturday 3 October 2020**

- Spoke with the Hon Mark Coulton MP, Member for Parkes, regarding Council's receipt of \$7.8 million from the Federal Government for construction of the Northern NSW Inland Port (N2IP).

**Sunday 4 October 2020**

- Spoke with the Hon Michael McCormack MP – Deputy Prime Minister, discussing updates and community views on the Narrabri Gas Project announcement.

**Monday 5 October 2020**

- Spoke with the Hon Mark Coulton MP, Member for Parkes, regarding various ongoing projects within the Shire.

**Tuesday 6 October 2020**

- Undertook interview with Radio 2VM discussing Shire update and project progress.
- Undertook interview with ABC Radio (Tamworth) discussing Shire update and project progress.

**Wednesday 7 October 2020**

- Attended Santos Dinner event with Deputy Mayor Cr Staines, Cr Redding, Cr Kneale and Acting General Manager also in attendance.

**Friday 9 October 2020**

- Undertook media interview with Prime7, discussing Shire-wide issues.

**Tuesday 13 October 2020**

- Attended October 2020 Councillor Briefing/Workshop Day with Councillors and Management.
- Attended monthly (October) Narrabri Chamber of Commerce Meeting.

**Wednesday 14 October 2020**

- Attended meeting with Executive Officer of New England Joint Organisation (NEJO) for a monthly briefing on regional matters.

**Friday 16 October 2020**

- Undertook media interview with Prime7, discussing the growth of Narrabri Shire and its potential in the coming years with General Manager also in attendance.

## 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 welcomed, 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 BOGGABRI COMMUNITY PROJECTS VPA - BOGGABRI TRACTOR SHED - PROJECT EXPENDITURE APPROVAL**

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

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

**Attachments:** 1. Boggabri VPA - Boggabri Tractor Shed Request for VPA Funds [↓](#) 

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

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

**Strategy** 1.3.3 All towns and villages have access to at least one quality meeting place to facilitate social gathering

**EXECUTIVE SUMMARY**

Narrabri Shire Council and Maules Creek Coal Voluntary Planning Agreement was executed in 2014 and included an \$800,000.00 allocation of funds to be distributed in consultation with Narrabri Shire Council and the Boggabri Community. These funds are to be utilised on projects within the Boggabri Community and surrounds. Council has received written requests from community groups to utilise funding for several projects.

**RECOMMENDATION**

- 1. That Council approve funding of the Boggabri Tractor Shed – Capacity Building Project (\$60,000) as per the details and stipulations outlined in this report.**
- 2. That Council fund this project from Maules Creek Mine Voluntary Planning Agreement.**

**BACKGROUND**

As part of the Voluntary Planning Agreement (VPA) for the Maules Creek Mine, an allocation of \$800,000.00 was made to the Boggabri community. The funds are to be distributed in consultation with Narrabri Shire Council and the Boggabri Community, with Council receiving several requests for use of VPA funds from Boggabri Community Groups. Projects to be funded are to be located within the Boggabri Community and surrounds.

**CURRENT SITUATION**

Council has received a request from the Boggabri Tractor Shed for use of VPA funds in the amount of \$60,000.00 as an overall budget to undertake the following:

- Painting of rusted roof to improve appearance
- Promotions and signage such as tear drop 'open' flags
- Signage potentially on roof or positioning in areas of greatest visibility
- Cosmetic upgrades and repairs to problem areas

- Some landscaping (within building boundaries) to enhance overall appearance to highway traffic
- Obtaining rare parts to restore vintage tractors to assist volunteers in the restoration of the donated tractors

The Boggabri Tractor Shed Capacity Building Project aims to support measures to increase building/Tractor Shed visibility, enable advertising ventures and support tractor/vehicle repairs for display. The Boggabri Tractor Shed is run by a proactive community group made up of local volunteers. The committee is focussed on restoring old tractors and vehicles to their former glory and housing these vehicles, for a nominal fee to the vehicle owner, in a secure location where they are on display for community members and visitors.

The Boggabri Tractor Shed is located at the corner of Wee Waa & Brent St. The building is large enough to house an extensive number of exhibits and is located alongside the Boggabri Museum, creating a “hub of history” for Boggabri. The building has highway frontage which can be easily upgraded through painting and signage to maximise visibility for passing traffic. Council has spoken with the building owners and confirmed there is no intention of selling the building in the near future. It should be noted that the building owner contacted is also a member of the Boggabri Tractor Shed committee. The letter of request has been reviewed and approved by the Boggabri Tractor Shed President, in the interests of transparency.

A recent visit to the Boggabri Tractor Shed by Council’s Manager Tourism and Community Development and Council’s Grants Officer confirmed the large range of tractors, vehicles and old wares on display. The committee members were forthcoming with information regarding the age and characteristics of the exhibits, as well as providing information regarding vehicle usage and local history. The Boggabri Tractor Shed receives regular visitors, with a suggested gold coin entry fee and provides a valuable educational, historical and tourism service to the township of Boggabri.

Should the project be approved, the funding will remain with Council and expended as required on items listed in the letter of request. In reference to roof painting, cosmetic upgrades, and repairs and landscaping, it should be noted that these projects are only to be carried out on building sections which are visible to passing traffic and are instrumental to Boggabri Tractor Shed operations. Proposed projects are to receive prior approval from Council’s Manager Tourism and Community Development or Councils Grants Officer. Council’s Manager Tourism and Community Development and Council’s Grants Officer will continue to work with the Boggabri Tractor Shed committee to oversee projects and expenditure related to vehicle restoration.

## FINANCIAL IMPLICATIONS

Voluntary Planning Agreement (VPA) for the Maules Creek Mine:

Project	Status	Funding
Boggabri Showground Pavilion	Approved by Council	\$300,000.00
Boggabri Public School Outdoor Seating	Approved by Council	\$22,000.00
Boggabri Tractor Shed Capacity Building Project	To be reviewed by Council	\$60,000.00
Boggabri CBD and Business Activation Project	To be reviewed by Council	\$120,000.00

**STATUTORY AND POLICY IMPLICATIONS**

Projects must be in line with VPA description and budget as outlined in the Narrabri Shire Council and Maules Creek Voluntary Planning Agreement executed in 2014.

**CONSULTATION****External Consultation**

- Boggabri community through requests for project finance.

**Internal Consultation**

- General Manager.
- Director Corporate and Community Services.

Narrabri Shire  
Grants Department  
PO Box 261  
Narrabri 2390

12 October 2020

To: Stewart Todd

**RE: Narrabri Shire Grant**

**Potential grant - to be awarded to Boggabri Tractor Shed.**

*To be utilised for promotions and building improvements for greater visitor engagement*



Further to our correspondence with Amanda (Grants officer), it has been requested that the Tractor Shed Committee provide council with a letter outlining the following:

Tractor Shed Committee wish to request a \$60,000 grant from the BVPA, (as suggested by Narrabri Grants Council Officer).

This grant money would be put towards the improvement and enhancement of the building - as a tourist attraction and to also generate more interest from a community and visitor engagement perspective.

The \$60,000 grant would be utilised in the following ways:

- Painting of rusted roof to improve appearance
- Promotions and signage such as tear drop 'open' flags
- Signage potentially on roof or positioning in areas of greatest visibility
- Cosmetic upgrades and repairs to problem areas
- Some landscaping (within building boundaries) to enhance overall appearance to highway traffic
- Obtaining rare parts to restore vintage tractors to assist volunteers in the restoration of the donated tractors

This grant would greatly assist in our endeavours to attract tourists and preserve the rich farming history of Boggabri and the region. Our aim as a committee is to build, the tractor shed to become a unique highway stop and utilise the skills, experiences and stories of the retired volunteers. Tourists can engage in the talented volunteers that can shed stories and skills on farming life and its history.

If you have any questions in regards to providing further information, please don't hesitate to get in touch.

Kind Regards  
Phyll Bird

Secretary

GEORGE BATHER

PRESIDENT.



## 9.2 BOGGABRI COMMUNITY PROJECTS VPA - BOGGABRI CBD AND BUSINESS ACTIVATION PROJECT - PROJECT EXPENDITURE APPROVAL

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

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

**Attachments:**

1. Boggabri VPA Proposed Project - Boggabri Business Chamber - Letter of Request [!\[\]\(d66ff64371a51729ac8c1cdaa685ba6f\_img.jpg\)](#) [!\[\]\(0f31ebba7abcd47777e178db26f29705\_img.jpg\)](#)
2. Merton Street Streetscape Project Boggabri - Project Brief [!\[\]\(63ea948177b1bcc486b2b76d20d5fb69\_img.jpg\)](#) [!\[\]\(886f7dced1265a6d438eca0881817b40\_img.jpg\)](#)

### DELIVERY PROGRAM ALIGNMENT

#### 1 Society

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

**Strategy** 1.3.3 All towns and villages have access to at least one quality meeting place to facilitate social gathering

### EXECUTIVE SUMMARY

Narrabri Shire Council and Maules Creek Coal Voluntary Planning Agreement executed in 2014 included an \$800,000.00 allocation of funds to be distributed in consultation with Narrabri Shire Council and the Boggabri Community. These funds are to be utilised on projects within the Boggabri Community and its surrounds. Council has received written request from community groups to utilise funding for several projects.

#### RECOMMENDATION

1. That Council approve funding of the Boggabri CBD and Business Activation Project (\$120,000) as per the details and stipulations outlined in this report.
2. That Council fund the project from Maules Creek Mine Voluntary Planning Agreement.

### BACKGROUND

As part of the Voluntary Planning Agreement (VPA) for the Maules Creek Mine, an allocation of \$800,000.00 was made to the Boggabri community. The funds are to be distributed in consultation with Narrabri Shire Council and the Boggabri Community, with Council receiving several requests for use of VPA funds from Boggabri Community Groups. Projects to be funded are to be located within the Boggabri Community and surrounds

### CURRENT SITUATION

Council has received a request from Boggabri Business Chamber for use of VPA funds to undertake a section of the Boggabri CBD and Business Activation Project (formally Merton Street Project) This project involves artwork and signage placed at strategic locations, including businesses, throughout Boggabri, with a concentration of project elements in the CBD area located in Merton Street.

The project is designed to encourage increased visitation to businesses and the CBD through clear directional and information signage as well as artwork in the form of building murals and metal artworks. The artworks feature images unique to, or synonymous with the Boggabri area and the

businesses therein. It is anticipated that project completion will create a number of points of interest, prompting people to follow the artwork trail and visit local business.

A portion of the project is currently being undertaken with Drought Communities Project funding in the amount of \$60,000.00 being used to kickstart signage and artwork installation. Funding of a further \$120,000.00 will enable more businesses and points of interest to be targeted, thereby increasing project footprint and project impact.

Should the project be approved, the funding will remain with Council and expended as required. Signage will be developed by Council's Manager Tourism and Community Development, in conjunction with Boggabri Business Chamber and community input, whilst remaining in line with Council signage branding. Artwork will be developed in conjunction with Boggabri Business chamber and community input and will be overseen by Council's Manager Tourism and Community Development. Council's Grants Officer will oversee expenditure related to the project.

### FINANCIAL IMPLICATIONS

Voluntary Planning Agreement (VPA) for the Maules Creek Mine

Project	Status	Funding
Boggabri Showground Pavilion	Approved by Council	\$300,000.00
Boggabri Public School Outdoor Seating	Approved by Council	\$22,000.00
Boggabri Tractor Shed Capacity Building Project	To be reviewed by Council	\$60,000.00
Boggabri CBD and Business Activation Project	To be reviewed by Council	\$120,000.00

### STATUTORY AND POLICY IMPLICATIONS

Projects must be in line with VPA description and budget as outlined in the Narrabri Shire Council and Maules Creek Voluntary Planning Agreement executed in 2014.

### CONSULTATION

#### External Consultation

- Boggabri community through requests for project finance.

#### Internal Consultation

- General Manager.
- Director Corporate and Community Services.



# Boggabri Business Chamber Incorporated

PO Box 70, Boggabri NSW 2382

PH: 0455 934406 - Email: [contact.boggabri@gmail.com](mailto:contact.boggabri@gmail.com)

18<sup>th</sup> June 2020

Mr Stewart Todd  
General Manager  
Narrabri Shire Council  
NARRABRI NSW 2390

## **RE: FUNDING FOR OUR "MERTON STREET" PROJECT**

Dear Stewart,

I refer to a conversation we had some time ago. I apologise as I have misunderstood the conversation and thought that we could perhaps be granted additional funding from a submission that Amanda Wales has submitted on our behalf.

As you are aware the Boggabri Business Chamber have created a plan for the presentation and promotion of our local businesses in Boggabri called the "Merton Street" project.

Whilst this is a large and somewhat ambitious project that will require some serious funding, we would greatly appreciate it if we could access some of the current VPA funding to kick start our project.

We need to start with some signage to direct traffic to our main street, and also begin with some art and new signage in our main street.

We would like to request \$120,000 to get our project underway and it would be very welcomed at this stage.

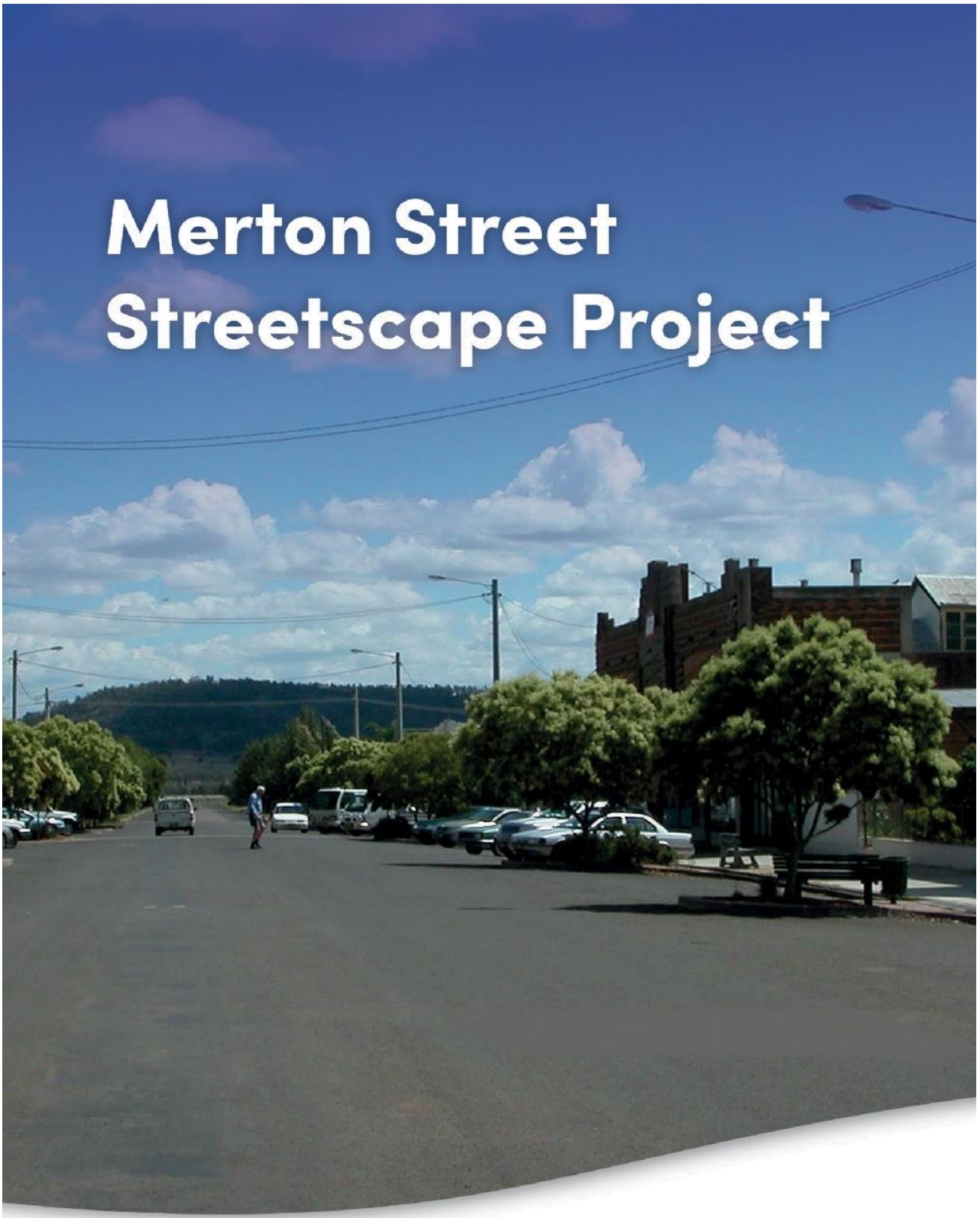
I look forward to hearing from you in the very near future.

Kind regards



Joanne Bell  
President

# Merton Street Streetscape Project



### Merton Street Streetscape Project – Boggabri

#### What is the Merton Street Streetscape Project?

The Merton Street Streetscape Project is a public arts project created and designed specifically for the community of Boggabri.

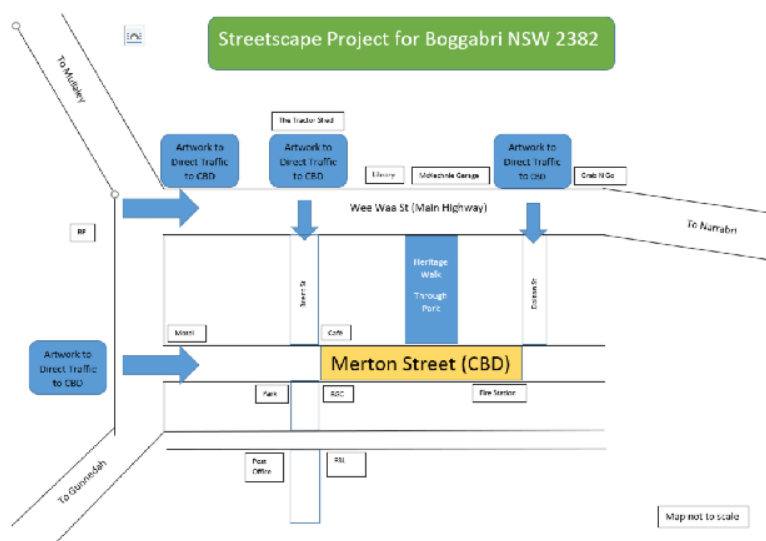
The Streetscape Project will be a wonderful display of artworks, murals and 3D installations celebrating our diverse artists, community, landscapes, businesses and heritage, fostering innovation and creativity within our community.

The 3D installations will display country styled murals, placing metal fabricated country style artworks across every shop front along the Merton Street Streetscape.

Activities such as the Merton Street Streetscape project are a part of our identity and our sense of place, with a strong arts and cultural sector being integral to both the community, and economic development and sustainability.

We will work together to create prosperity and opportunity, nurture our businesses and community.

The Merton Street project will tempt visitors to come and experience Merton Street and experience how good life can be and, for some of them, provide an opportunity to find a new future in our region.





### Narrabri Shire – North West NSW

#### Location

The Narrabri Region covers a large area of over 13,000 square kilometres in North West, New South Wales. Much of the Narrabri Shire population is centralised in the towns of Narrabri, Wee Waa and Boggabri, and around the villages of Bellata, Edgeroi, Maules Creek, Baan Baa, Gwabegar and Pilliga. The Narrabri Region is an exciting area of regional NSW. Residents enjoy a vibrant and busy county lifestyle complimented by the expansive blue sky, stunning mountain ranges, scenic water ways and fresh air. The Narrabri Region is positioned midway between Sydney and Brisbane, and its decentralised yet accessible location pays dividends for both residents and businesses.



Boggabri NSW 2382

Population:900

Kamilaroi: Place of Many Creeks

Boggabri was proclaimed a township in 1860 but came into its own in 1882 with the opening of the railway.

#### *Little Town with a Big Heart*

With a mixture of country charm and soul, Boggabri is captivating and inviting. Our way of life is simply relaxed and genuinely warm.

Boggabri, is located on the Kamilaroi Highway in the heart of the rich Namoi Valley in North West NSW, east of Narrabri.

Renowned for the production of some of the world's highest quality wheat, cotton, fat lambs, beef, the area is truly an agricultural wonderland. With a rich agricultural history, the area is set for expansion with coal mining now a part of the Region's expanding economic base.



### Merton Street Boggabri Project



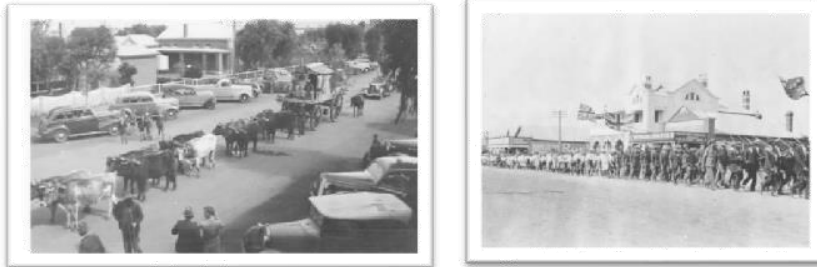
### Narrabri Region the beginning – Merton Street Boggabri

Between 17 and 21 Million years ago erupting volcanoes created the Nandewar Ranges and the magnificent Mt Kaputar National Park. Erosion of these mountains spawned rich fertile farming country and a strong river system, strengthened by underground Artesian waters, created a network along which Narrabri Shire towns grow and prosper.

The Kamilaroi (pronunciation: Gam–ill–a–roy) people were the first inhabitants of Narrabri Shire. Radiating from Narrabri, their land extends north to Goondiwindi, west to Lightning Ridge and south to Quirindi. Scar trees on the Wee Waa/Narrabri road, bora rings on Mt Kaputar, a sandstone baby washing area, and sandstone rubbings in the Pilliga forest attest to their presence.

History credits explorers Sir Thomas Mitchell and Allan Cunningham with the honour of opening the way to the North West plains, to the area that is now known as Narrabri Shire. However, the notorious George ‘the Barber’ Clarke, whose epithet refers to his early legitimate trade, was the first white man to seek his fortune in the area. Clarke was convicted of armed robbery, for goods totalling 40 shillings, and shipped from England in 1825 sentenced to work on a farm near Singleton, NSW. Soon after his arrival he escaped, painted himself black, took two aboriginal wives and wandered the plains naked with the natives, stealing cattle. Upon his recapture in 1831 Clarke related stories of a deep, wide navigable river called the Kindur, which flowed into a vast inland Sea. The imaginative tale may have been invented in an attempt to save his life, but it was plausible enough to prompt Sir Thomas Mitchell to press out into a virtually unknown area.

The Kindur was never discovered, but when the rivers rise in the great floods the land becomes akin to an inland sea. Mitchell’s explorations paved the way for the early settlers and wealth came to the area ‘on the sheep’s back’ and the cattle’s pastures.

**Merton Street Historical Images**

Wee Waa, the oldest town in the Namoi Valley, was proclaimed in 1847, followed by Narrabri and Boggabri in 1860. The settlers ventured across the Liverpool plains to the Boggabri, Narrabri and Wee Waa districts, 'niver-niver' country, as it was known by aboriginals.

Many stories of hardship and resourcefulness have evolved throughout the history of Narrabri Shire, as indeed they have all over Australia. Pioneer graves beside the Boggabri and Wee Waa roads and a most curiously positioned one beside the Newell Highway, some 25km south of Narrabri, bear out this fact.

The latter grave is that of Aboriginal/Chinese stockman William Hanes who died during a flood in the early 1950s. Flood waters made the sandy track to Narrabri impassable, so the Coroner granted special permission to bury Hanes on public land. According to legend gravesite.

**Our Community**

#### Narrabri Region Council Community Strategic Plan – Merton Street Boggabri

The Narrabri Region has a rich history of culture and Narrabri Shire Council is stepping toward endeavours to unite the Community in preserving the unique heritage and celebrating our community diversities.

In 2017 Narrabri Shire Council completed a Community Strategic Plan.

The Community Strategic Plan presents the community endorsed vision and strategic plan for Boggabri and the Narrabri Region. Informed through extensive community engagement, the plan captures the voice of our local community and expresses key priorities and strategic directions for the Narrabri Shire Local Government Area.

The Community Strategic Plan has a minimum 10-year timeframe and is the highest-level document that Council prepares on behalf of the community.

The Community Strategic Plan was balanced and holistic, the community's social, environmental, economic and civic leadership contexts were explored, and the following questions addressed:

- *Where are we now?*
- *Where do we want to be in ten years?*
- *How will we get there?*
- *How will we know we've arrived?*

#### Community Engagement – Merton Street Boggabri

##### Community Engagement

To better understand how our community sees its future and what our main priorities are for the next 10 years, community members were invited to have their say, through community surveys, school activities, community, stakeholder and focus group workshops, information stall, and online conversation hours.

During community conversations, participants were encouraged to 'Think BIG' to identify big picture goals for the community and the overall success of the plan was dependant on the participation and commitment of the whole community, including individuals, businesses, community groups and government agencies.





In total, over 80 community members took the time to detail their ideas, stimulating healthy debate, communicating important community values, messages, issues and aspirations, public art was identified as a way to make a significant contribution to the economic and cultural vitality of Merton Street.

#### **What is Public Art?**

The term “Public Art” describes artwork which is displayed in public places such as parks, streets, buildings and other publicly accessible areas.

Public art is however much more than art which is simply located in a park, street or other public place. The notion of public art as just a memorial or sculpture lending dignity to the town centre has given way to art which is integrated into the fabric of the community and which both reflects and invites residents’ participation.

Contemporary public art is often uniquely created for specific communities and places and this can be compelling, unique, and cutting-edge, and even fun such as the Merton Street project!

Community cultural development processes are one way of enhancing the social and cultural value of public art. When communities such as Boggabri are engaged by skilled artists and community cultural development workers in processes of planning, design and creation of new work, there can be significant gains in both self-esteem and community connectedness.

In this type of approach, artists can work in partnership with communities such as Boggabri, promoting individual and shared expression of cultural experiences, stories and meanings which are then reflected in various ways within the art work itself and often leading to authentic work which “speaks” for and about the community. Individual self-esteem and community identity are strengthened, contributing to wider goals such as community and economic development, arts and cultural development, and place making.

The development of the Merton Street Project Plan will provide the rationale and outline the key processes for Merton Street's commitment to planning, developing, installing, and maintaining a range of diverse and stimulating public art works that reflect and strengthen the cultural vitality of Merton Street, Boggabri.



#### Merton Street Partnerships

In realising priorities, the Boggabri community recognises the importance of partnerships and engagement with key stakeholders in the development and presentation of the Merton Street project.

There are a wide range of opportunities for partnerships which can be developed through quality public art initiatives and as a way of increasing the level of resources available for public art.

Partnerships such as these can meet the shared and complementary goals diverse groups and organisations, while also making initiatives more sustainability for the benefit of Boggabri artists and community.

Where appropriate, Boggabri will therefore:

- Work in partnership with stakeholders from other levels of government, as well as with private and businesses, community landowners and stakeholders
- Actively engage with communities in developing public art works
- Undertake to increase public awareness and appreciation of the value of public art in Merton Street Boggabri.
- Encourage and support community and/or business initiatives that increase opportunities for art in public places
- Encourage the integration of public art into private developments
- Actively seek financial support which may take the form of community grants, sponsorship or partnerships, private, government and in-kind support.

#### Key Partners – Merton Street Boggabri

Narrabri Region Destination Management Plan 2014-2019 & Action Plan:  
Merton Street Boggabri

Narrabri, Wee Waa and Boggabri are identified as key activity centres for the Narrabri Region – that is, they are areas undergoing change and are characterised by high levels of economic and social activity.

Boggabri in particular experiences high levels of visitation and opportunities exist to provide public art in areas where it can be experienced as part of everyday life.

Place management approaches to town such as Boggabri provide broad social, economic and cultural rationales, as well as frameworks, processes and resources to support the integration of public art.

Boggabri is a natural focal point for the creation and presentation of new public art in Narrabri Region.



Who We are	Key Partners
Jo Bell	Coordinator
Boggabri Workshop – Boggabri Promotions Committee	<p>Our key community partners include:</p> <ul style="list-style-type: none"> <li>• Community groups</li> <li>• Industry and business groups</li> <li>• Arts and cultural groups</li> <li>• Environmental agencies</li> <li>• Social welfare groups</li> <li>• Transport providers</li> <li>• Healthcare providers</li> <li>• Tourists and visitors</li> <li>• Education and training providers</li> <li>• Police and emergency providers</li> <li>• Telecommunication providers</li> <li>• Government agencies</li> <li>• Non-government agencies</li> <li>• Sporting and recreation groups</li> <li>• Media networks</li> </ul>
Penelope Jobling	Narrabri Region Visitor Information Centre
Amanda Wales	Grants Officer, Narrabri Shire Council
Craig Devine	Parks and Gardens Overseer, Narrabri Shire Council
Tim Muldoon	Whitehaven
Lorraine Maddigan	Artist, Boggabri
Andi Mether	Zest Events
Caroline Downer	Arts North West
Jacqui McInnerney	Boggabri Primary School
Rodger Hollingworth	Boggabri Historical Society
Richard Gillham Philip Haire	Boggabri Lions and Rotary Clubs

### Our Identity – Merton Street Boggabri

Our identity is who we are: how we see ourselves and how we want our visitors to see us.

‘Ours is a special connection with the land. Indeed, it has forged our identity. At the core we are the salt of the earth characters, proud, pragmatic and resilient. The stuff legends are made of. We are proud to celebrate and share the abundant agricultural land that yields a wealth of food and fibre.

We treasure the great artesian waters that bubble up from the depths of the earth bringing new life and rejuvenation to so many. We cherish our spectacular landscapes, our endless sky, the rugged mountains, National Parks and forests and waterway and vast fertile plains.

As a multicultural community we recognise the ancient culture of the Kamilaroi people the first custodians of this land, with whom we now share a connection to country. But more than this, the land provides our future, the opportunities and challenges that drive our innovation. We know we can do anything if we put our mind to it’.

### Our Vision & Promise – Merton Street Boggabri

Our vision is aspirational. It articulates the future we envisage and guides our promise to the consumer.

‘Our vision is to share the patchwork of colour across our vast fertile landscape: our national parks and forests, our salt of the earth characters, our stories and experiences that offer the simple sophistication of country life. Experiences so compelling they build the Narrabri Region as a dynamic and resilient destination.

Our promise is to celebrate and share our artesian waters and waterways, connection to country, our way of life, and our stories with our community and visitors so that they can reconnect with the important things in life and rejuvenate’.

### Objectives – Merton Street Boggabri

Arts and Cultural activities will contribute strongly to the wellbeing of the Boggabri Community. Activities such as the Merton Street project are a part of our identity and our sense of place, with a strong arts and cultural sector being integral to both the community, and economic development and sustainability.

- Promotes local identity and sense of place
- Stimulates creativity, expression, and innovation by artists and communities
- Provides access and opportunities for diverse communities such as Boggabri to participate in arts activities and experiences
- Increases community awareness and appreciation of art
- Drive Tourism and Economic Growth for Boggabri and surrounds



- Identify opportunities to enrich public spaces including large scale capital works with innovative site-specific art projects and encourage the integration of public art into private developments
- Where appropriate, engage artists to work in collaborative design teams in the early stages of a project, which would see them involved from site selection and design to the creation and installation of works.
- Promote Boggabri's public art and associated events and activities to those who live, work in or visit Boggabri and surrounds.

#### Our Mission – Merton Street Boggabri

Boggabri will have a strong and vibrant arts and cultural sector which celebrates our diverse community, landscapes, businesses and heritage, and fosters innovation and creativity within our community.

We will work together to create prosperity and opportunity and nurture our businesses and community. To join hands in partnership with our mining, our farming, Council and residents – in a positive manner. We will tempt visitors to come and experience Merton Street how good life can be and, for some of them, provide an opportunity to find a new future in our region.

#### Project Outcomes – Merton Street Boggabri

Project Outcomes
<ul style="list-style-type: none"> <li>• To ensure that Merton Street becomes a “<i>speedhump</i>” a must see destination point for North West NSW.</li> <li>• To increase visitation and economic spend for our community.</li> <li>• To educate – look, watch, listen and learn the tails of our multicultural community.</li> </ul>
<ul style="list-style-type: none"> <li>• Evaluate and promote broad understanding of the social, cultural, environmental and economic contribution that public art makes to the vitality and liveability of Boggabri.</li> </ul>
<ul style="list-style-type: none"> <li>• Provide a platform for community participation, build and strengthen pride, engage and encourage participation of all generations young and old to be involved in the Merton Street Project.</li> </ul>
<ul style="list-style-type: none"> <li>• To stimulate and provide tourism and economic opportunities and experiences.</li> </ul>
<ul style="list-style-type: none"> <li>• Engage work with the entire community, local designers, artists, sculptures, story tellers which will include Aboriginal and non Aboriginal, break down barriers, create an exceptional Boggabri experience for our community and visitors.</li> </ul>
<ul style="list-style-type: none"> <li>• Work &amp; mentor local artists and school students and then bring it to life.</li> </ul>
<ul style="list-style-type: none"> <li>• To mentor and teach new skills to the artists, students and the community, empower them to learn about their community/history/culture and then share this with others through art and sculpture.</li> </ul>

Who We Are – Merton Street Boggabri	
Short Term Objectives	Long Term Objectives
<ol style="list-style-type: none"> <li>1. To create a unique town presentation to set ourselves apart from other communities.</li> <li>2. To support our local businesses and drive economic growth <ul style="list-style-type: none"> <li>• Innovation – to provide a quality tourism product and experience for visitors and locals.</li> <li>• Create a tourism product to showcase Merton Street, Boggabri, thus increasing visitation</li> <li>• To acknowledge our Kamilaroi history.</li> <li>• To educate locals and visitors of our diverse industry base.</li> <li>• To the community a sense of identity and pride.</li> <li>• To employ local artists</li> <li>• To employ local labourers</li> <li>• To keep Merton Street vibrant and our businesses open during this never-ending drought</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>• We will work together to create prosperity and opportunity and nurture our businesses and community.</li> <li>• To join hands in partnership with our mining, our farming, Council and residents – in a positive and proactive manner.</li> <li>• We will tempt visitors to come and experience Merton Street how good life can be.</li> <li>• To provide an opportunity to find a new future in our region.</li> <li>• To celebrate local artists and community, culture and diversity.</li> <li>• To provide artist and cultural outlets for economic growth</li> <li>• To provide a tourism attraction and increase visitation to the region.</li> <li>• To provide a sense of place, pride and identity.</li> <li>• To promote cultural expression that is original, relevant and or significant to the artists and arts practise of the Boggabri community.</li> </ul>
Who will benefit from the Merton Street Boggabri Project:	
<ul style="list-style-type: none"> <li>• Our community, our businesses, our Schools, our Residents and our Visitors.</li> </ul>	
<ul style="list-style-type: none"> <li>• Provide a focal point for the development of Merton Street artworks tourism products and experiences.</li> </ul>	
<ul style="list-style-type: none"> <li>• Revitalise and preserve Merton Street, our history and culture</li> </ul>	
<ul style="list-style-type: none"> <li>• Increase Tourism and Economic growth</li> </ul>	
<ul style="list-style-type: none"> <li>• Build bridges between our community - to build pride, sense of place and our identity</li> </ul>	



<ul style="list-style-type: none"> <li>• Increase knowledge and understanding of the our community, agriculture, tourism, history and the Kamilaroi People</li> </ul>
<b>How will we measure the success of the Merton Street Boggabri Project</b>
<ul style="list-style-type: none"> <li>• Local artisits and community members agreeing to participate and be a part of the Merton Street project.</li> <li>• Participation and support of the entire Boggabri Community</li> <li>• Number of artworks created</li> <li>• Number of positive media stories</li> <li>• Increase enquiry and visitation to Merton Street</li> <li>• Increased economic spend in the Boggabri Community.</li> <li>• Number of start up activities using Merton Street as part of their orientation, sales and distribution systems for souvenirs and tours.</li> <li>• Feedback from Local and visitors viewing Merton Street.</li> <li>• Downloads and viewing on social and digital media</li> <li>• Interest from other areas to develop similar projects</li> <li>• Preservation and transfer of knowledge</li> <li>• Build pride</li> <li>• Foster understanding between Aboriginal and non Aboriginal</li> <li>• Opportunity to interact</li> </ul>

Project / Action	Outcomes Being Sought	Approach / Key Tasks	Responsibility
Merton Street project	<ul style="list-style-type: none"> <li>• Develop the Merton Street Arts Trail</li> <li>• Capture our culture through art and sculptures</li> </ul>	<ul style="list-style-type: none"> <li>• Community Consultation</li> <li>• Identify key partners and participants</li> </ul>	<ul style="list-style-type: none"> <li>• Boggabri Workshop</li> <li>• Tourism Manager</li> </ul>
Boggabri community	<ul style="list-style-type: none"> <li>• Be proud of Merton Street and our business community</li> <li>• Showcase Merton Street through art.</li> <li>• Create a unique and innovative way to tell the Merton Street through various artforms.</li> <li>• Mentor and teach Artists new and innovate art forms.</li> <li>• To educate, teach and resource our artists.</li> </ul>	<ul style="list-style-type: none"> <li>• Community planning</li> <li>• Identify the Stories and the people</li> <li>• Community decision making</li> <li>• Work with artists, Kamilaroi Elders, Schools and community groups (including Government</li> </ul>	<ul style="list-style-type: none"> <li>• Narrabri Shire Council</li> <li>• Boggabri's multicultural community</li> <li>• Boggabri Industries and retailers</li> <li>• Boggabri Promotions Committee</li> <li>• Red Chef Land Council</li> <li>• Kamilaroi Elder's &amp; community</li> <li>• Boggabri Schools</li> </ul>

Project / Action	Outcomes Being Sought	Approach / Key Tasks	Responsibility
	<ul style="list-style-type: none"> <li>To provide tourism and economic opportunities.</li> <li>Bridge the gap between our multicultural community, foster an understanding between Aboriginal and non-Aboriginal communities.</li> <li>Reviving and retaining the business within a small community.</li> <li>To increase awareness and knowledge of Boggabri and the Narrabri Region.</li> <li>Increase visitation and economic growth.</li> <li>Increase sales outlets for locally produced art.</li> <li>Employment opportunities</li> <li>Increased enquiry to be involved in the project.</li> <li>The Narrabri Region Visitor Information Centre acknowledges the importance of sustainable tourism practices and meeting the higher environmental standards.</li> </ul>	<ul style="list-style-type: none"> <li>organisations) to determine the level and content for the artworks</li> <li>Design and install artworks, sculptures, exhibit/s.</li> <li>Seek assistance from State and Federal Government agencies, Create NSW FRRR, Narrabri Shire Council &amp; Arts North West to identify and contact Artists from Boggabri or within the Narrabri Region</li> <li>Work in partnership with private industries.</li> <li>Supply of art etc for display and sale through the retail sales in Merton Street</li> <li>Tourism Development – The Merton Street Trail.</li> </ul>	<ul style="list-style-type: none"> <li>Boggabri's Clubs and Sporting associations</li> <li>Boggabri's Agricultural organisations</li> <li>Boggabri's Mining community</li> <li>State and Federal Govt agencies.</li> <li>Boggabri Historical Society</li> <li>Regional Arts NSW -Arts North West</li> <li>Narrabri Shire Council</li> <li>Library Services</li> <li>NSW State Library</li> <li>Private Industry</li> <li>Zest Events</li> </ul>

Project / Action	Outcomes Being Sought	Approach / Key Tasks	Responsibility
		<ul style="list-style-type: none"> <li>Develop a social media campaign around the Merton Street project to increase visitation and economic growth.</li> <li>Develop promotional material Continue to improve the information available on the Boggabri &amp; Narrabri Region Tourism website and any App that is developed.</li> </ul>	

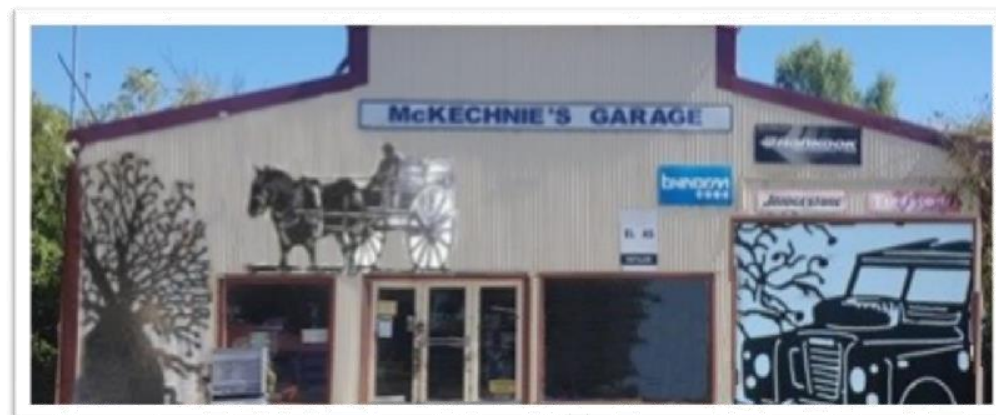
**Opportunities for the Boggabri Community Cultural Development and referenced strategies to achieve this include:**

What Research has been done to identify the Merton Street Boggabri project?	
Organisation	Program / Initiative / Report
<b>Federal Government</b>	
Tourism Australia	Tourism 2020 Strategy
Tourism Australia	Indigenous Tourism Champions Program
<b>NSW Government</b>	
Department of Education & Communities	Connected Communities
Trade & Investment NSW / Destination NSW	Visitor Economy Industry Action Plan, 2012
Destination NSW	Create NSW, Arts NSW, Arts North West Aboriginal Tourism Action Plan 2013 -2016
FRRR	Drought Funding

Organisation	Program / Initiative / Report
<b>Regional Organisations</b>	
Country & Outback NSW Tourism	New England North West NSW – Regional Destination Management Plan
Country & Outback NSW Tourism	Community Road Map – Kamilaroi Highway Group & New England North West Regional Tourism Organisation Marketing
<b>Local Agencies</b>	
Narrabri Shire Council	Community Strategic Plan Narrabri Shire Council 2012-2022
	Narrabri Region Destination Management Plan & Strategic Action Plan 2012-2019
	Narrabri Shire Delivery & Operations Program 2018-2022
	Narrabri Shire RAP Plan 2019

<b>Stage One: Merton Street Boggabri lets's get started</b>	
➤	Community consultation – Continuing the journey capturing history and the stories of the Boggabri community.
➤	<i>Create a commitment to engage with our locally diverse multicultural community</i>
➤	<i>Break down the barriers</i>
➤	<i>Increase Tourism and economic growth</i>
➤	Develop new concepts to engage our historical stories and multicultural Society to tell their story
➤	<i>Join hands in partnership with our community</i>
➤	<i>Creating a platform to strengthen and educate our community</i>
➤	<i>Create a speedhump – tourism attraction and economic growth</i>
➤	<i>Celebrate our Communities diversities</i>
➤	<i>Capturing and preserving our unique community heritage</i>
➤	Encourage our community to participate and share their stories
➤	<i>To make a contribution</i>
➤	<i>To enrich our community</i>
➤	Encourage the participation of the entire community
<b>Stage One: Merton Street Proposed Budget</b>	
Artwork Design	\$ 3,300
Metalwork Art, Powdercoating & Freight	\$148,000
Painting of Artwork on buildings	\$ 5,000
Council Fees	\$ 1,000
Backing Board & Paint	\$ 10,000
Electrical Lighting (Solar)	\$ 5,000
Builder construction work	\$ 10,000
Incidentals	\$ 6,500
Insurance	\$ 1,200
In kind assistance	\$ 10,000
<b>Total</b>	<b>\$ 200,000</b>

Stage Two: : Merton Street Boggabri continuing the journey History	
➤ Community consultation – Continuing the journey capturing history and the stories of the Boggabri community.	
➤ <i>Create a commitment to engage with our locally diverse multicultural community</i>	
➤ <i>Break down the barriers</i>	
➤ <i>Increase Tourism and Economic Growth</i>	
➤ Develop new concepts to engage our historical stories and multicultural Society to tell their story	
➤ <i>Creating a platform to strengthen and educate our community</i>	
➤ <i>Create a speedhump – tourism attraction and economic growth</i>	
➤ <i>Celebrate our Communities diversities</i>	
➤ <i>Capturing and preserving our unique community heritage</i>	
➤ Encourage our community to participate and share their stories	
➤ <i>To make a contribution</i>	
➤ <i>To enrich our community</i>	
Stage Two: Proposed Budget	
Artwork Design	\$ 4,000
Metalwork signs, installation & Freight	\$ 25,000
Council Fees	\$ 1,000
Electrical Lighting (Solar)	\$ 5,000
Incidentals	\$ 1,500
Insurance	\$ 600
In kind assistance	\$ 5,000
<b>Total</b>	<b>\$ 42,100</b>
Stage Three Merton Street – Silo Art and 3D footpath art	
➤ Community consultation – Continuing the journey capturing history and the stories of the Boggabri community.	
➤ <i>Create a commitment to engage with our locally diverse multicultural community</i>	
➤ <i>Break down the barriers</i>	
➤ <i>Increase Tourism and economic growth</i>	
➤ Develop new concepts to engage our historical stories and multicultural Society to tell their story	
➤ <i>Creating a platform to strengthen and educate our community</i>	
➤ <i>Create a speedhump – tourism attraction and economic growth</i>	
➤ <i>Celebrate our Communities diversities</i>	
➤ <i>Capturing and preserving our unique community heritage</i>	
➤ Encourage our community to participate and share their stories	
➤ <i>To make a contribution</i>	
➤ <i>To enrich our community</i>	
➤ Encourage the participation of the entire community	
Stage Three: Proposed Budget	
3D Artwork – Footpaths	\$40,000
Silo Art	\$75,000
<b>Total</b>	<b>\$115,000</b>





**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 NARRABRI SHIRE COUNCIL BUSINESS ASSISTANCE GRANT - DIGITAL SALES AND MARKETING**

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

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

**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** 4.1.1 Provide customer service excellence that is responsive to community needs

**EXECUTIVE SUMMARY**

In April 2020, Narrabri Shire Council liaised with the business community to assess the need for an increased digital business footprint, particularly due to COVID-19 constraints placed on businesses in regard to trading. Council assessed feedback identifying a need amongst the business community in relation to digital business presence. Economic impacts on local business caused by ongoing drought and fast moving COVID-19 restrictions resulted in a need for financial support to undertake building of digital marketing and sales platforms.

A review of expenditure associated with Council's 2019/2020 Community Grants fund resulted in \$15,000.00 being made available for a grant opportunity which was endorsed by Council at the May 2020 Ordinary Council Meeting. From this decision Council undertook an Expression of Interest ("EOI") process giving local businesses the opportunity to access one of fifteen Business Assistance Grants up to the value of \$1,000.00.

Council received 45 EOIs which were reviewed, resulting in businesses from Boggabri, Narrabri and Wee Waa being deemed successful. Before signing the funding agreement, one business retained a new employee who is skilled in website and Facebook development and as such, no longer required the grant.

**RECOMMENDATION**

- 1. That Council note the success of the Business Assistance Grant – Digital Sales and Marketing program.**

**BACKGROUND**

In April 2020, Narrabri Shire Council liaised with the business community to assess the need for an increased digital business footprint, particularly in light of COVID-19 constraints placed on businesses in regard to trading. Council assessed feedback and realised a need amongst the business community in relation to digital business presence. Economic impacts on local business caused by ongoing drought and fast moving COVID-19 restrictions resulted in a need for financial support to undertake building of digital marketing and sales platforms.

A review of expenditure associated with Council's 2019/2020 Community Grants fund resulted in \$15,000.00 being made available for a grant opportunity which was supported by Councillors at the May 2020 general Council meeting. This enabled Council to undertake an Expression of Interest (EOI) process giving local businesses the opportunity to access one of fifteen Business Assistance Grants up to the value of \$1,000.00 each.

**CURRENT SITUATION**

Council received 45 EOIs which were reviewed, resulting in businesses from Boggabri, Narrabri and Wee Waa being deemed successful. Fourteen successful businesses have entered into a funding agreement with Council and are currently undertaking works to increase their digital footprint. One business retained a new employee who is skilled in website and Facebook development and as such, no longer required the grant. Projects are due to be finalised and acquitted by 30 November 2020 with payment of grant funds processed on successful acquittal.

**FINANCIAL IMPLICATIONS**

Fourteen Business Assistance grants up to the value of \$1,000.00 for a total of \$14,000.00

**STATUTORY AND POLICY IMPLICATIONS**

Nil.

**CONSULTATION****External Consultation**

Council liaised with the business community to ascertain needs.

**Internal Consultation**

- Director Corporate and Community Services
- Manager Tourism and Community Development
- Small Business Liaison Officer
- Grants Officer
- Manager Financial Services

**12.2 REQUEST FOR APPOINTMENT OF DELEGATE TO THE NAMOI REGIONAL AIR QUALITY ADVISORY COMMITTEE**

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

**Author:** Gina Vereker, Executive Manager Planning and Environment

**Attachments:** Nil

**DELIVERY PROGRAM ALIGNMENT****4 Leadership**

**Objective** 4.1 We will proactively engage and partner with the community and government to achieve our strategic goals

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

**EXECUTIVE SUMMARY****RECOMMENDATION**

- 1. That Council appoint a delegate and an alternate delegate to the Namoi Regional Air Quality Advisory Committee.**

**BACKGROUND**

Council has established a practice of nominating delegates to external bodies and organisations on an annual basis.

To enable delegates to formally represent Council on external bodies for the ensuing twelve (12) months it is necessary for Council to formally appoint its delegates.

**CURRENT SITUATION**

Council is in receipt of correspondence from the NSW Environment Protection Authority (“EPA”) requesting nominations to become members of its Namoi Regional Air Quality Advisory Committee, and specifically requesting an elected representative from each of the three regional councils, being Narrabri, Gunnedah and Liverpool Plains.

Noting that this invitation was received subsequent to Council’s September 2020 meeting, it was not possible to bring this request to Council’s attention at the time it was considering its annual appointments of committee delegates.

The Committee’s role is to advise the EPA on matters related to the monitoring and management of air quality in the Namoi region.

The Committee has previously operated with a combination of members from state government agencies (i.e. NSW Health and Department of Planning, Industry and Environment), Council officers and community members. At the end of the last two-year appointment period the EPA undertook a review of the structure of the committee and revised the membership positions. The new committee structure no longer includes dedicated positions for government agency

representatives. Rather, agency representatives will be invited to meetings as required to discuss topics relating to their specific role/speciality.

Significantly, the revised committee structure also includes a change to the Council representative positions to specify the nomination and appointment of elected Council representatives rather than Council officers.

The makeup of the revised committee will now be:

- Chairperson;
- Three nominated elected Council representatives (one representing Liverpool Plains, Gunnedah and Narrabri Local Government Area);
- Three community representatives (one representing Liverpool Plains, Gunnedah and Narrabri Local Government Area);
- Three aboriginal representatives (one representing Liverpool Plains, Gunnedah and Narrabri Local Government Area or equivalent LALCs); and
- Three industry representatives.

Council is therefore requested to determine its delegate (as well as an alternate delegate) to the committee. The EPA has advised that delegates will be appointed for two years.

#### **FINANCIAL IMPLICATIONS**

There is an established budget allocation for the travel and attendance to meetings for Council delegates.

#### **STATUTORY AND POLICY IMPLICATIONS**

There is no statutory implication stemming from this Committee, and no statutory requirement for membership by elected representatives. However, it is considered appropriate that Council participates in the Committee and is represented by an elected member. It is recommended that a motion be moved in the following form:

1. *That Council appoint Councillor ----- as its delegate to the Namoi Regional Air Quality Advisory Committee.*
2. *That Council appoint Councillor ----- as its alternate delegate to the Namoi Regional Air Quality Advisory Committee.*

#### **CONSULTATION**

##### **External Consultation**

- Environment Protection Agency.
- Environment Protection Agency Manager Regional Operations, Mr Lindsay Fulloon.

##### **Internal Consultation**

- General Manager.

**12.3 CODE OF MEETING PRACTICE**

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

**Author:** Lindsay Mason, Director Corporate and Community Services

**Attachments:** 1. Narrabri Shire Council Code of Meeting Practice 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**

The Office of Local Government has amended the Model Code of Meeting Practice, requiring an amendment to Narrabri Shire Council's Code of Meeting Practice, in relation to webcasting. Council is required to have a Code of Meeting Practice.

**RECOMMENDATION**

1. That Council make changes to the Narrabri Shire Council Code of Meeting Practice, regarding webcasting.

**BACKGROUND**

The Office of Local Government ("OLG") advised changes to the Model Code of Meeting Practice regarding webcasting of council and committee meetings.

**CURRENT SITUATION**

Council currently places an audio recording of Council Meetings on its website for a period of 7 days, following the meetings. The amendments required to section 5.21, now provide for the OLG requirement to have recordings of meetings kept on Council's website for a period of 12 months following the meetings. Staff have already commenced this practice in anticipation of this amendment and currently have meetings on website from July 2020 onwards. As this is a mandatory change to the webcasting section of the Model Code of Meeting Practice, there is no requirement for public exhibition of this document, as Council's document must reflect these changes.

Further, this opportunity has also been taken to make minor administrative amendments to the Code of Meeting Practice to ensure alignment with the mandatory Model Code from the OLG.

**FINANCIAL IMPLICATIONS**

Nil.

**STATUTORY AND POLICY IMPLICATIONS**

Amendment made to clause 5.21 of the Narrabri Shire Council Code of Meeting Practice.



**CONSULTATION**

No external consultation is required, as the amendments to the current Code stem from the mandatory Model Code of Meeting Practice.

**External Consultation**

- Office of Local Government.

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# Code of Meeting Practice

## 2020



**NARRABRI SHIRE**  
DISCOVER THE POTENTIAL

## Table of Contents

1	INTRODUCTION .....	3
2	MEETING PRINCIPLES .....	3
3	BEFORE THE MEETING .....	3
4	PUBLIC FORUMS .....	7
5	COMING TOGETHER .....	9
6	THE CHAIRPERSON .....	12
7	MODES OF ADDRESS .....	13
8	ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS.....	13
9	CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS .....	14
10	RULES OF DEBATE .....	15
11	VOTING .....	18
12	COMMITTEE OF THE WHOLE .....	19
13	DEALING WITH ITEMS BY EXCEPTION .....	19
14	CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC.....	20
15	KEEPING ORDER AT MEETINGS .....	23
16	CONFLICTS OF INTEREST .....	25
17	DECISIONS OF THE COUNCIL .....	25
18	TIME LIMITS ON COUNCIL MEETINGS .....	27
19	AFTER THE MEETING .....	28
20	COUNCIL COMMITTEES .....	29
21	IRREGULARITIES .....	32
22	DEFINITIONS .....	33

## 1 INTRODUCTION

This Code of Meeting Practice for Narrabri Shire Council is made under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2005* (the Regulation).

This code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Council must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

## 2 MEETING PRINCIPLES

2.1 Council and committee meetings should be:

<i>Transparent:</i>	Decisions are made in a way that is open and accountable.
<i>Informed:</i>	Decisions are made based on relevant, quality information.
<i>Inclusive:</i>	Decisions respect the diverse needs and interests of the local community.
<i>Principled:</i>	Decisions are informed by the principles prescribed under Chapter 3 of the Act.
<i>Trusted:</i>	The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.
<i>Respectful:</i>	Councillors, staff and meeting attendees treat each other with respect.
<i>Effective:</i>	Meetings are well organised, effectively run and skilfully chaired.
<i>Orderly:</i>	Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

## 3 BEFORE THE MEETING

### Timing of ordinary council meetings

3.1 Ordinary meetings of the council will be held on the 4<sup>th</sup> Tuesday of each month, except for December, whereby the Ordinary meeting will be held on the 3<sup>rd</sup> Tuesday due to Christmas. No meeting will be held in January of each year.

**Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.**

### Extraordinary meetings

- 3.2 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

**Note: Clause 3.2 reflects section 366 of the Act.**

### Notice to the public of council meetings

- 3.3 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

**Note: Clause 3.3 reflects section 9(1) of the Act.**

- 3.4 For the purposes of clause 3.3, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

- 3.5 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

### Notice to councillors of ordinary council meetings

- 3.6 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

**Note: Clause 3.6 reflects section 367(1) of the Act.**

- 3.7 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

**Note: Clause 3.7 reflects section 367(3) of the Act.**

### Notice to councillors of extraordinary meetings

- 3.8 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

**Note: Clause 3.8 reflects section 367(2) of the Act.**

### Giving notice of business to be considered at council meetings

- 3.9 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted Not later than 12 noon on Monday in the week preceding the meeting; i.e. 8 business days before the meeting is to be held. Should the Monday preceding the Council Meeting be a public holiday in NSW, then the last business day before the Monday prior to the meeting will be the deadline for a notice of motion.

- 3.10 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.11 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.
- 3.12 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:
- a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or
  - b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

### Questions with notice

- 3.13 A councillor may, by way of a notice submitted under clause 3.9, ask a question for response by the general manager about the performance or operations of the council.
- 3.14 A councillor is not permitted to ask a question with notice under clause 3.13 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.
- 3.15 The general manager or their nominee may respond to a question with notice submitted under clause 3.13 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

### Agenda and business papers for ordinary meetings

- 3.16 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.17 The general manager must ensure that the agenda for an ordinary meeting of the council states:
- a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
  - b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
  - c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
  - d) any business of which due notice has been given under clause 3.10.
- 3.18 Nothing in clause 3.17 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.
- 3.19 The general manager must not include in the agenda for a meeting of the council any business



of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.

- 3.20 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:
- a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
  - b) states the grounds under section 10A(2) of the Act relevant to the item of business.

**Note: Clause 3.20 reflects section 9(2A)(a) of the Act.**

- 3.21 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public, and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

#### Availability of the agenda and business papers to the public

- 3.22 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

**Note: Clause 3.22 reflects section 9(2) and (4) of the Act.**

- 3.23 Clause 3.22 does not apply to the business papers for items of business that the general manager has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public.

**Note: Clause 3.23 reflects section 9(2A)(b) of the Act.**

- 3.24 For the purposes of clause 3.22, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

**Note: Clause 3.24 reflects section 9(3) of the Act.**

- 3.25 A copy of an agenda, or of an associated business paper made available under clause 3.23, may in addition be given or made available in electronic form.

**Note: Clause 3.25 reflects section 9(5) of the Act.**

#### Agenda and business papers for extraordinary meetings

- 3.26 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.

- 3.27 Despite clause 3.26, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:
- a) a motion is passed to have the business considered at the meeting, and
  - b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 3.28 A motion moved under clause 3.27(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.29 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.27(a) can speak to the motion before it is put.
- 3.30 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.27(b) on whether a matter is of great urgency.

### Pre-meeting briefing sessions

- 3.31 Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.
- 3.32 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.33 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.
- 3.34 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.
- 3.35 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.

## 4 PUBLIC FORUMS

- 4.1 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. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.
- 4.2 Public forums are to be chaired by the mayor or their nominee.
- 4.3 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 at the public forum,



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.

- 4.4 A person may apply to speak on no more than **2** items of business on the agenda of the council meeting.
- 4.5 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.
- 4.6 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 4.7 No more than **3** speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.
- 4.8 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.
- 4.9 The general manager or their delegate is to determine the order of speakers at the public forum.
- 4.10 Each speaker will be allowed **3** minutes to address the council. This time is to be strictly enforced by the chairperson. The Chairperson (or nominated chairperson in the chair) of the meeting can grant one extension of up to a maximum of 2 minutes, should further information, be considered to be important to the Council. This is solely at the discretion of the Chair.
- 4.11 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. 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.
- 4.12 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.
- 4.13 Speakers are under no obligation to answer a question put under clause 4.12. Answers by the speaker, to each question are to be limited to **3** minutes.
- 4.14 Speakers at public forums cannot ask questions of the council, councillors or council staff.
- 4.15 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.
- 4.16 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.
- 4.17 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies and procedures. Speakers must refrain from engaging in

disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements or personal attacks on Councillors, members of staff. Council will accept no responsibility for comments made by speakers at Public Forum that could lead to a claim for defamation by any person either in the public gallery or any other media.

- 4.18 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.17, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to cease addressing Council.
- 4.19 Clause 4.18 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.
- 4.20 Where a speaker engages in conduct of the type referred to in clause 4.17, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.
- 4.21 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

## 5 COMING TOGETHER

### Attendance by councillors at meetings

- 5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

**Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.**

- 5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting.
- 5.3 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.
- 5.4 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.
- 5.5 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.
- 5.6 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave

granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

**Note: Clause 5.6 reflects section 234(1)(d) of the Act.**

- 5.7 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.

### The quorum for a meeting

- 5.8 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

**Note: Clause 5.8 reflects section 368(1) of the Act.**

- 5.9 Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

**Note: Clause 5.9 reflects section 368(2) of the Act.**

- 5.10 A meeting of the council must be adjourned if a quorum is not present:
- a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
  - b) within half an hour after the time designated for the holding of the meeting, or
  - c) at any time during the meeting.
- 5.11 In either case, the meeting must be adjourned to a time, date and place fixed:
- a) by the chairperson, or
  - b) in the chairperson's absence, by the majority of the councillors present, or
  - c) failing that, by the general manager.
- 5.12 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.
- 5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the safety and welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster (such as, but not limited to flood or bushfire), the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.14 Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.3.

### Entitlement of the public to attend council meetings

- 5.15 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

**Note: Clause 5.15 reflects section 10(1) of the Act.**

- 5.16 Clause 5.15 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

- 5.17 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

- a) by a resolution of the meeting, or
- b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

**Note: Clause 5.17 reflects section 10(2) of the Act.**

**Note: Clause 15.17 confers a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. Clause 15.17 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting.**

### Webcasting of meetings

- 5.18 All meetings of the council and committees of the council are to be webcast on the council's website. Webcasting will be made in the form of an audio recording of the meeting, which will be made available within 2 full working days following the completion of the meeting.

- 5.19 Clause 5.18 does not apply to parts of a meeting that have been closed to the public under section 10A of the Act.

- 5.20 At the start of each meeting the chairperson is to make a statement informing those in attendance that the meeting is being webcast and made publicly available on the council's website, and that those in attendance should refrain from making any defamatory statements.

- 5.21 A recording of each meeting of the council or committee of the council is to be retained on the council's website for a minimum of 12 months following its uploading. Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*, after they have been publicly available for 12 months on Council's website.

### Attendance of the general manager and other staff at meetings

- 5.22 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all the members are councillors.

**Note: Clause 5.22 reflects section 376(1) of the Act.**

- 5.23 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

**Note: Clause 5.23 reflects section 376(2) of the Act.**

- 5.24 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

**Note: Clause 5.24 reflects section 376(3) of the Act.**

- 5.25 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.

## 6 THE CHAIRPERSON

### The chairperson at meetings

- 6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

**Note: Clause 6.1 reflects section 369(1) of the Act.**

- 6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

**Note: Clause 6.2 reflects section 369(2) of the Act.**

### Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

- 6.4 The election of a chairperson must be conducted:

- a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
- b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.

- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.

- 6.6 For the purposes of clause 6.5, the person conducting the election must:

- a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
- b) then fold the slips, so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

### Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:
- a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
  - b) every councillor present must be silent to enable the chairperson to be heard without interruption.

## 7 MODES OF ADDRESS

- 7.1 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.2 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A council officer is to be addressed by their official designation.

## 8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

- 8.1 The general order of business for an ordinary meeting of the council shall be:
- 01 Opening meeting
  - 02 Prayer
  - 03 Acknowledgement of country
  - 04 Apologies and applications for a leave of absence by councillors
  - 05 Disclosures of interests
  - 06 Items to be Considered in Closed (Public Excluded) Meeting
  - 07 Presentations to Council
  - 08 Confirmation of minutes or previous Ordinary Meeting
  - 09 Mayoral minute(s)
  - 10 Reports to council
    - Our Society
    - Our Environment
    - Our Economy
    - Our Civic Leadership
  - 11 Notices of motions
  - 12 Confidential matters
  - 13 Conclusion of the meeting
- 8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.
- Note: Part 13 allows council to deal with items of business by exception.**
- 8.3 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.2 may speak to the motion before it is put.

## 9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

### Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
- a) unless a councillor has given notice of the business, as required by clause 3.9, and
  - b) unless notice of the business has been sent to the councillors in accordance with clause 3.6 in the case of an ordinary meeting or clause 3.8 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- a) is already before, or directly relates to, a matter that is already before the council, or
  - b) is the election of a chairperson to preside at the meeting, or
  - c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
  - d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
- a) a motion is passed to have the business considered at the meeting, and
  - b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

### Mayoral minutes

- 9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.
- 9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.
- 9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.
- 9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent, or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.10 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify



a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.

### Staff reports

- 9.11 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

### Reports of committees of council

- 9.12 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.
- 9.13 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

### Questions

- 9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.9 and 3.13.
- 9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 9.16 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.
- 9.17 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.18 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

## 10 RULES OF DEBATE

### Motions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

### Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.9 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.9 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been



sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.

- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
  - b) the chairperson may defer consideration of the motion until the next meeting of the council.

### **Chairperson's duties with respect to motions**

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8 Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been lost.

### **Motions requiring the expenditure of funds**

- 10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.

### **Amendments to motions**

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.

- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

### **Foreshadowed motions**

- 10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

### **Limitations on the number and duration of speeches**

- 10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:
- a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
  - b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.

- 10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.
- 10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

## 11 VOTING

### Voting entitlements of councillors

- 11.1 Each councillor is entitled to one (1) vote.
- Note: Clause 11.1 reflects section 370(1) of the Act.**
- 11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.
- Note: Clause 11.2 reflects section 370(2) of the Act.**
- 11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

### Voting at council meetings

- 11.4 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- 11.5 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.
- 11.6 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

### Voting on planning decisions

- 11.7 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- 11.8 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.9 Clauses 11.7–11.8 apply also to meetings that are closed to the public.

**Note: Clauses 11.7–11.9 reflect section 375A of the Act.**

**Note: The requirements of clause 11.7 may be satisfied by maintaining a register of the minutes of each planning decision.**

## 12 COMMITTEE OF THE WHOLE

- 12.1 The council may resolve itself into a committee to consider any matter before the council.

**Note: Clause 12.1 reflects section 373 of the Act.**

- 12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

**Note: Clauses 10.20–10.30 limit the number and duration of speeches.**

- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full but any recommendations of the committee must be reported.
- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

## 13 DEALING WITH ITEMS BY EXCEPTION

- 13.1 Where the consideration of multiple items of business together involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.2.
- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.5 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.6 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

## 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.**

### Matters to be considered when closing meetings to the public

14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

- a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

**Note: Clause 14.3 reflects section 10B(1) of the Act.**

14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

- a) are substantial issues relating to a matter in which the council or committee is involved, and
- b) are clearly identified in the advice, and
- c) are fully discussed in that advice.

**Note: Clause 14.4 reflects section 10B(2) of the Act.**

- 14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

**Note: Clause 14.5 reflects section 10B(3) of the Act.**

- 14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

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

**Note: Clause 14.6 reflects section 10B(4) of the Act.**

- 14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Chief Executive of the Office of Local Government.

**Note: Clause 14.7 reflects section 10B(5) of the Act.**

#### Notice of likelihood of closure not required in urgent cases

- 14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:

- a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
- b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
  - i) should not be deferred (because of the urgency of the matter), and
  - ii) should take place in a part of the meeting that is closed to the public.

**Note: Clause 14.8 reflects section 10C of the Act.**

#### Representations by members of the public

- 14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

**Note: Clause 14.9 reflects section 10A(4) of the Act.**

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application



to the council in the approved form. Applications must be received by **5pm the day before the meeting** at which the matter is to be considered.

- 14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 14.13 No more than 3 speakers are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.
- 14.15 The general manager (or their delegate) is to determine the order of speakers.
- 14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than 3 speakers to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed 3 minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. 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.

#### **Expulsion of non-councillors from meetings closed to the public**

- 14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

#### **Information to be disclosed in resolutions closing meetings to the public**

- 14.20 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
  - a) the relevant provision of section 10A(2) of the Act,
  - b) the matter that is to be discussed during the closed part of the meeting,
  - c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary

to the public interest.

**Note: Clause 14.20 reflects section 10D of the Act.**

### **Resolutions passed at closed meetings to be made public**

- 14.21 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.22 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.21 during a part of the meeting that is webcast.

## **15 KEEPING ORDER AT MEETINGS**

### **Points of order**

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

### **Questions of order**

- 15.4 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

### **Motions of dissent**

- 15.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.



- 15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

### Acts of disorder

- 15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:
- a) contravenes the Act or any regulation in force under the Act or this code, or
  - b) assaults or threatens to assault another councillor or person present at the meeting, or
  - c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
  - d) insults or makes personal reflections on or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
  - e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.
- 15.12 The chairperson may require a councillor:
- a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a) or (b), or
  - b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
  - c) to retract and apologise without reservation for an act of disorder referred to in clauses 15.11(d) and (e).

### How disorder at a meeting may be dealt with

- 15.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

### Expulsion from meetings

- 15.14 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.
- 15.15 Clause 15.14 does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.
- 15.16 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.
- 15.17 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.

- 15.18 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.19 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

### Use of mobile phones and the unauthorised recording of meetings

- 15.20 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.
- 15.21 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 or the committee.
- 15.22 Any person who contravenes or attempts to contravene clause 15.21, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.23 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

## 16 CONFLICTS OF INTEREST

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

## 17 DECISIONS OF THE COUNCIL

### Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.
- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

### Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.9.

**Note: Clause 17.3 reflects section 372(1) of the Act.**

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

**Note: Clause 17.4 reflects section 372(2) of the Act.**

- 17.5 Where a Councillor formally advises the General Manager during a Council Meeting of their intention to lodge a notice of motion of alteration or rescission, such notice be required to be lodged by the close of business (5:00pm), two (2) working days after the Council Meeting where the resolution was carried. It should be noted that nothing in this clause affects the right of a Councillor(s) under Section 372 of the Act.

- 17.6 If such formal advice (as per clause 17.5) is provided by a Councillor to the General Manager verbally, it is to be recorded in the Minutes of the Meeting of Council.

- 17.7 Where a Councillor formally advises the General Manager outside the completion of a Meeting of Council of their intention to lodge a motion of rescission, with respect to a resolution carried out at the Meeting and on the basis of the General Manager not having commenced implementation of such resolution, such a notice of motion of rescission shall be lodged by the close of business (5:00 pm) two (2) working days after the advice of such intention having been received by the General Manager, for consideration by Council in due course. It should be noted that nothing in this clause affects the right of a Councillor (s) under section 372 of the Act.

- 17.8 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.9.

**Note: Clause 17.8 reflects section 372(3) of the Act.**

- 17.9 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

**Note: Clause 17.9 reflects section 372(4) of the Act.**

- 17.10 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

**Note: Clause 17.10 reflects section 372(5) of the Act.**

- 17.11 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

**Note: Clause 17.11 reflects section 372(7) of the Act.**

- 17.12 A notice of motion submitted in accordance with clauses 17.5 and 17.7 may only be withdrawn under clause 3.10 with the consent of all signatories to the notice of motion.

- 17.13 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than **12 Noon the day** after the meeting at which the resolution was adopted.

- 17.14 A motion to alter or rescind a resolution of the council may be moved on the report of a

committee of the council and any such report must be recorded in the minutes of the meeting of the council.

**Note: Clause 17.14 reflects section 372(6) of the Act.**

- 17.15 Subject to clause 17.5, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:
- a) a notice of motion signed by three councillors is submitted to the chairperson, and
  - b) a motion to have the motion considered at the meeting is passed, and
  - c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 17.16 A motion moved under clause 17.15(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15(b) can speak to the motion before it is put.
- 17.17 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15(c).

### Recommitting resolutions to correct an error

- 17.18 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:
- a) to correct any error, ambiguity or imprecision in the council's resolution, or
  - b) to confirm the voting on the resolution.
- 17.19 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.18(a), the councillor is to propose alternative wording for the resolution.
- 17.20 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.18(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.21 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.
- 17.22 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15(c).
- 17.23 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

### 18 TIME LIMITS ON COUNCIL MEETINGS

- 18.1 Meetings of the council and committees are to conclude no later than six (6) hours from the commencement time of the meetings.
- 18.2 If the business of the meeting is unfinished after six (6) hours, the council or the committee may, by resolution, extend the time of the meeting.
- 18.3 If the business of the meeting is unfinished after six (6) hours, and the council does not resolve to extend the meeting, the chairperson must either:
- a) defer consideration of the remaining items of business on the agenda to the next

- ordinary meeting of the council, or
  - b) adjourn the meeting to a time, date and place fixed by the chairperson.
- 18.4 Clause 18.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the general manager must:
  - a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
  - b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

## 19 AFTER THE MEETING

### Minutes of meetings

- 19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.  
**Note: Clause 19.1 reflects section 375(1) of the Act.**
- 19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:
  - a) details of each motion moved at a council meeting and of any amendments moved to it,
  - b) the names of the mover and seconder of the motion or amendment,
  - c) whether the motion or amendment was passed or lost, and
  - d) such other matters specifically required under this code.
- 19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.  
**Note: Clause 19.3 reflects section 375(2) of the Act.**
- 19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.  
**Note: Clause 19.5 reflects section 375(2) of the Act.**
- 19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

### Access to correspondence and reports laid on the table at, or submitted to, a meeting

- 19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

**Note: Clause 19.8 reflects section 11(1) of the Act.**

- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

**Note: Clause 19.9 reflects section 11(2) of the Act.**

- 19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

**Note: Clause 19.10 reflects section 11(3) of the Act.**

- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

### Implementation of decisions of the council

- 19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

**Note: Clause 19.12 reflects section 335(b) of the Act.**

## 20 COUNCIL COMMITTEES

### Application of this Part

- 20.1 This Part only applies to committees of the council whose members are all councillors.

### Council committees whose members are all councillors

- 20.2 The council may, by resolution, establish such committees as it considers necessary.
- 20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.
- 20.4 The quorum for a meeting of a committee of the council is to be:
- a) such number of members as the council decides, or
  - b) if the council has not decided a number – a majority of the members of the committee.

### Functions of committees

- 20.5 The council must specify the functions of each of its committees when the committee is established, but may from time to time amend those functions.



**Notice of committee meetings**

- 20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:
- a) the time, date and place of the meeting, and
  - b) the business proposed to be considered at the meeting.
- 20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

**Attendance at committee meetings**

- 20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:
- a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
  - b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.
- 20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

**Non-members entitled to attend committee meetings**

- 20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:
- a) to give notice of business for inclusion in the agenda for the meeting, or
  - b) to move or second a motion at the meeting, or
  - c) to vote at the meeting.

**Chairperson and deputy chairperson of council committees**

- 20.11 The chairperson of each committee of the council must be:
- a) the mayor, or
  - b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
  - c) if the council does not elect such a member, a member of the committee elected by the committee.
- 20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.
- 20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.
- 20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

### Procedure in committee meetings

- 20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.
- 20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.
- 20.17 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

### Closure of committee meetings to the public

- 20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.
- 20.19 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.19 during a part of the meeting that is webcast.

### Disorder in committee meetings

- 20.21 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

### Minutes of council committee meetings

- 20.22 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- a) details of each motion moved at a meeting and of any amendments moved to it,
  - b) the names of the mover and seconder of the motion or amendment,
  - c) whether the motion or amendment was passed or lost, and
  - d) such other matters specifically required under this code.
- 20.23 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.
- 20.24 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.



- 20.25 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.26 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 20.27 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 20.28 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

## 21 IRREGULARITIES

- 21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:
- a) a vacancy in a civic office, or
  - b) a failure to give notice of the meeting to any councillor or committee member, or
  - c) any defect in the election or appointment of a councillor or committee member, or
  - d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
  - e) a failure to comply with this code.

**Note: Clause 21.1 reflects section 374 of the Act.**

## 22 DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2005</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

**History**

MINUTE NUMBER	MEETING DATE	DESCRIPTION OF CHANGE
131/2019	June 25, 2019	Adopted
	October 27, 2020	Changes to Webcasting requirements

www.  
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nsw.gov.au

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**12.4 INVESTMENT REPORT - SEPTEMBER 2020**

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

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

**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 \$3 million.
- One (1) new investment was placed, totalling \$1 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 September 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 September 2020.

Investments maturing during the month:

- |              |           |             |                  |
|--------------|-----------|-------------|------------------|
| • 18/09/2020 | Judo Bank | \$1,000,000 | 364 days @ 2.05% |
| • 23/09/2020 | BOQ       | \$2,000,000 | 119 days @ 1.08% |

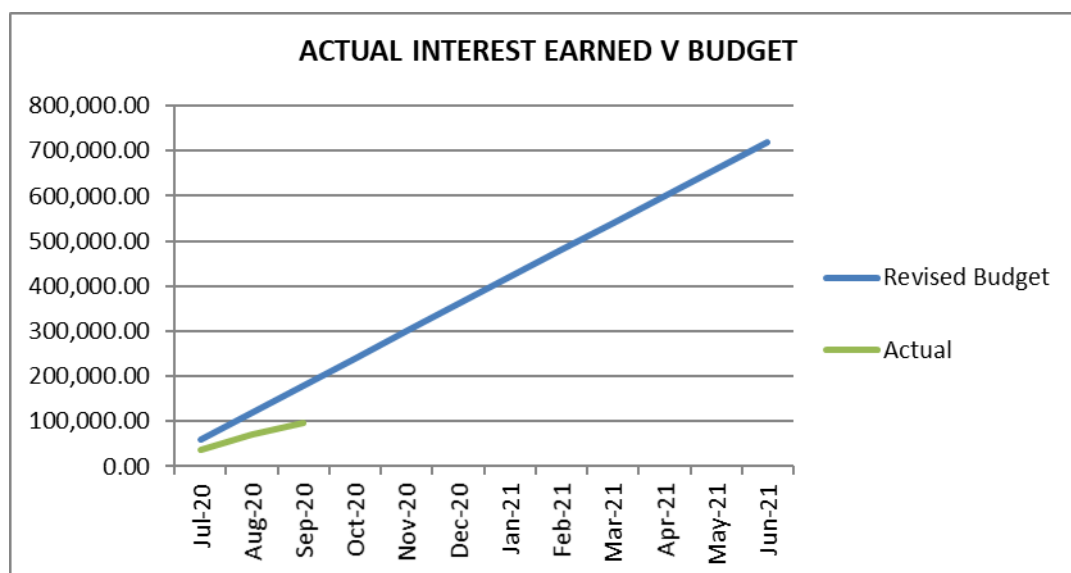
New investment secured during the month:

- |              |           |             |                  |
|--------------|-----------|-------------|------------------|
| • 16/09/2020 | Judo Bank | \$1,000,000 | 364 days @ 1.05% |
|--------------|-----------|-------------|------------------|

	Market Value (\$)	Term (days)	Rate	Maturity Date	% of Portfolio
<b>Short Term Deposits (&lt;1 yr)</b>	<b>30,000,000.00</b>				<b>83.49%</b>
BOQ	1,000,000.00	364	1.53%	14/10/20	2.78%
BOQ	1,000,000.00	174	1.48%	27/10/20	2.78%
Defence Bank	1,000,000.00	266	1.65%	18/11/20	2.78%
AMP	2,000,000.00	182	1.65%	25/11/20	5.57%
NAB	4,000,000.00	364	1.40%	02/12/20	11.13%
Auswide Bank	2,000,000.00	336	1.55%	09/12/20	5.57%
ME Bank	3,000,000.00	210	1.23%	23/12/20	8.35%
Macquarie Bank	2,000,000.00	287	1.70%	13/01/21	5.57%
AMP	2,000,000.00	266	1.60%	03/02/21	5.57%
Judo Bank	1,000,000.00	364	2.00%	17/02/21	2.78%
Macquarie Bank	2,000,000.00	364	1.70%	24/03/21	5.57%
Rural Bank	2,000,000.00	273	0.85%	21/04/21	5.57%
Aus Unity	1,000,000.00	365	1.05%	10/06/21	2.78%
BOQ	2,000,000.00	266	0.73%	19/08/21	5.57%
AMP	1,000,000.00	364	0.80%	25/08/21	2.78%
NAB	2,000,000.00	366	0.75%	01/09/21	5.57%
Judo Bank	1,000,000.00	364	1.05%	15/09/21	2.78%
<b>Cash Deposits</b>	<b>5,933,550.25</b>				<b>16.51%</b>
NAB At Call A/c	2,000,000.00	At Call	0.40%	n/a	5.57%
NAB Working A/c	3,933,550.25	At Call	0.00%	n/a	10.95%
<b>Total Cash &amp; Investments</b>	<b>35,933,550.25</b>				<b>100.00%</b>

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

Cash Book balance at 31 August 2020	3,731,579.04
Plus Receipts	8,045,847.19
Less Payments	-7,522,196.47
Cash Book balance at 30 September 2020	4,255,229.76
Less Outstanding Deposits	-788,003.84
Plus Unpresented Payments	466,324.33
Reconciliation Balance as at 30 September 2020	3,933,550.25



### Investment Rate Summary for September 2020

Average Interest Rate on Investments:	1.31%
Weighted Average Interest Rate on Investments	1.24%

### Council's Benchmarks

Bank Bill Swap Rate (BBSW) 90 day index (30/09/2020) <sup>1</sup>	0.09%
Average 11am Cash Rate	0.25%

### FINANCIAL IMPLICATIONS

Interest income for the month was \$24,349, bringing the income earned for the year to \$96,131.

The current interest return is well under the original estimate as maturing investments are reinvested in a falling market. The budget forecast will be adjusted at the September quarterly budget review to be presented to Council in November.

### 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.

<sup>1</sup> Source: [www.asx.com.au](http://www.asx.com.au)

**Internal Consultation**

- Responsible Accounting Officer.



**12.5 ACCEPTANCE OF TENDERS UNDER DELEGATION - SEPTEMBER 2020**

**Responsible Officer:** Shane Burns, Director Infrastructure Delivery

**Author:** Eloise Chaplain, Manager Projects and Assets

**Attachments:** Nil

**DELIVERY PROGRAM ALIGNMENT****4 Leadership**

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

**Strategy** 4.4.2 Ensure effective and sound local governance practice

**EXECUTIVE SUMMARY**

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

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

For this reporting period one tender has been determined under delegation.

**RECOMMENDATION**

1. That Council note the determination of tenders under delegation for the period to September 2020.

**BACKGROUND****Local Government Amendment (Governance and Planning) Act 2016**

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

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

**CURRENT SITUATION**

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

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

The table below outlines the details of the tender that has been determined during the reporting period.

Tender/Contract Description		Successful Tenderer	No. of Tenders (Local Tenders)	Tender Price (ex GST)
1.	Contract NPN 1.15 – Supply & Delivery of Road Maintenance Truck, PTO via Truck Engine, 6m3 Hopper and 2000L Emulsion Tank	Ausroad Systems Pty Ltd	2 (0)	\$430,400.00

## FINANCIAL IMPLICATIONS

Nil.

## STATUTORY AND POLICY IMPLICATIONS

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

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

This report fulfils the second condition of the delegation.

## CONSULTATION

### External Consultation

Nil.

### Internal Consultation

- Tender Panel.

**12.6 2019/2020 DRAFT ANNUAL FINANCIAL STATEMENTS**

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

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

- Attachments:**
1. Draft GPFS Income Statement [!\[\]\(511a36c244659513b679df9c639945de\_img.jpg\)](#) [!\[\]\(2c0783baf87a2728b2fe49eb1c34c456\_img.jpg\)](#)
  2. Draft GPFS Financial Position [!\[\]\(7cfb20e3a97beaa6243bf39ce8dc849f\_img.jpg\)](#) [!\[\]\(4ec82d7d2c97e7458ec11741fc48dcdc\_img.jpg\)](#)
  3. Draft SPFS Income Statement - Water [!\[\]\(8a3eeabae8fd8c34f983be60adf65fec\_img.jpg\)](#) [!\[\]\(f8c4514865ca6cc7d15601f5b468a267\_img.jpg\)](#)
  4. Draft SPFS Financial Position - Water [!\[\]\(3e3a16082679d4e25573352df409eccd\_img.jpg\)](#) [!\[\]\(9b1df3f6f95a7aa10cbc22e7842da063\_img.jpg\)](#)
  5. Draft SPFS Income Statement - Sewer [!\[\]\(7936f9bcfbfb218ad8be8ab6d2aa8317\_img.jpg\)](#) [!\[\]\(7b335444bdd8e9de4c89d81708f76337\_img.jpg\)](#)
  6. Draft SPFS Financial Position - Sewer [!\[\]\(65abe31c0ef71e56cf853e9b6273e467\_img.jpg\)](#) [!\[\]\(7a2fa42399a378955de1effe4cf6b043\_img.jpg\)](#)

**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**

Draft Annual Financial Statements presented to Council for official referral to audit.

**RECOMMENDATION**

1. That Council formally adopt the draft Annual Financial Statements for the year ended 30 June 2020 as presented, for referral to audit.
2. The Mayor, Deputy Mayor, General Manager and Responsible Accounting Officer be authorised to sign the Statements by Councillors and Management on the preparation of the General Purpose and Special Purpose Financial Statements for the year ended 30 June 2020.
3. The General Manager be delegated the authority to issue the audited Annual Financial Statements upon receipt of the auditors' reports subject to there being no material audit changes or audit issues.
4. Council present the audited Annual Financial Statements and Auditors Reports to the public at a meeting to be held in conjunction with its next available Ordinary Council meeting.

**BACKGROUND**

Under section 413(1) of the *Local Government Act 1993*, Council is required to refer its draft Annual Financial Statements for audit.

**CURRENT SITUATION**

Council's draft Financial Statements for the year ended 30 June 2020 have been prepared. Council's auditors will be conducting their on-site audit from 28 October. As the auditors finalise their audit, there will no doubt be some follow-up enquiries that staff will attend to.

The primary statements of the General Purpose and Special Purpose Financial Statements (statements subject to audit) are attached. Council will be supplied a complete set of reports, including the auditors reports for the public meeting.

**FINANCIAL IMPLICATIONS**

Nil.

**STATUTORY AND POLICY IMPLICATIONS**

These draft financial statements have been prepared in accordance with:

- The Australian Accounting Standards and Australian Accounting Interpretations issued by the Australian Accounting Standards Board,
- The *Local Government Act 1993* and Regulations, and
- The Local Government Code of Accounting Practice and Financial Reporting.

**CONSULTATION****External Consultation**

- Forsyths (Audit Contractor).
- NSW Audit Office.

**Internal Consultation**

- Numerous Council staff.
- Executive Management.

## Narrabri Shire Council

## Income Statement

for the year ended 30 June 2020

Original unaudited budget 2020	\$ '000	Notes	Actual 2020	Actual 2019
<b>Income from continuing operations</b>				
21,215	Rates and annual charges	3a	21,247	20,303
10,948	User charges and fees	3b	8,306	7,939
1,916	Other revenues	3c	1,766	2,477
10,976	Grants and contributions provided for operating purposes	3d,3e	12,848	11,444
14,829	Grants and contributions provided for capital purposes	3d,3e	12,001	10,242
1,498	Interest and investment income	4	1,101	1,521
315	Rental income	15e	198	-
-	Net share of interests in joint ventures and associates using the equity method	20	9	20
61,697	<b>Total income from continuing operations</b>		<b>57,476</b>	<b>53,946</b>
<b>Expenses from continuing operations</b>				
16,367	Employee benefits and on-costs	5a	16,147	15,485
252	Borrowing costs	5b	346	282
13,976	Materials and contracts	5c	13,876	13,225
10,045	Depreciation and amortisation	5d	11,174	9,602
5,429	Other expenses	5e	4,530	4,631
-	Net losses from the disposal of assets	6	1,091	576
46,069	<b>Total expenses from continuing operations</b>		<b>47,164</b>	<b>43,801</b>
15,628	<b>Operating result from continuing operations</b>		<b>10,312</b>	<b>10,145</b>
15,628	<b>Net operating result for the year</b>		<b>10,312</b>	<b>10,145</b>
15,708	Net operating result attributable to council		10,312	10,145
879	<b>Net operating result for the year before grants and contributions provided for capital purposes</b>		<b>(1,689)</b>	<b>(97)</b>

The Council has not restated comparatives when initially applying AASB 1058 *Income of Not-for-Profit Entities*, AASB 15 *Revenue from Contracts with Customers* and AASB 16 *Leases*. The comparative information has been prepared under AASB 111 *Construction Contracts*, AASB 118 *Revenue*, AASB 1004 *Contributions*, AASB 117 *Leases* and related Accounting Interpretations.

The above Income Statement should be read in conjunction with the accompanying notes.

## Narrabri Shire Council

## Statement of Financial Position

as at 30 June 2020

\$ '000	Notes	2020	2019
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and cash equivalents	7(a)	3,517	1,380
Investments	7(b)	33,000	50,000
Receivables	8	16,560	12,495
Inventories	9a	3,033	2,992
Other	9b	358	362
<b>Total current assets</b>		<b>56,468</b>	<b>67,229</b>
<b>Non-current assets</b>			
Infrastructure, property, plant and equipment	11(a)	507,611	492,633
Investments accounted for using the equity method	20	256	247
<b>Total non-current assets</b>		<b>507,867</b>	<b>492,880</b>
<b>Total assets</b>		<b>564,335</b>	<b>560,109</b>
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Payables	16	5,431	3,297
Income received in advance	16	—	549
Contract liabilities	14b	1,347	—
Borrowings	16	554	763
Provisions	17	4,044	4,102
<b>Total current liabilities</b>		<b>11,376</b>	<b>8,711</b>
<b>Non-current liabilities</b>			
Payables	16	199	196
Borrowings	16	4,596	5,150
Provisions	17	3,276	8,745
<b>Total non-current liabilities</b>		<b>8,071</b>	<b>14,091</b>
<b>Total liabilities</b>		<b>19,447</b>	<b>22,802</b>
<b>Net assets</b>		<b>544,888</b>	<b>537,307</b>
<b>EQUITY</b>			
Accumulated surplus	18	245,226	236,475
Revaluation reserves	18	299,662	300,832
<b>Council equity interest</b>		<b>544,888</b>	<b>537,307</b>
<b>Total equity</b>		<b>544,888</b>	<b>537,307</b>

The Council has not restated comparatives when initially applying AASB 1058 *Income of Not-for-Profit Entities*, AASB 15 *Revenue from Contracts with Customers* and AASB 16 *Leases*. The comparative information has been prepared under AASB 111 *Construction Contracts*, AASB 118 *Revenue*, AASB 1004 *Contributions*, AASB 117 *Leases* and related Accounting Interpretations.

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

## Narrabri Shire Council

## Income Statement – Water Supply Business Activity

for the year ended 30 June 2020

\$ '000	2020	2019
<b>Income from continuing operations</b>		
Access charges	1,799	1,880
User charges	2,199	2,713
Fees	50	43
Interest	258	335
Grants and contributions provided for non-capital purposes	–	150
Other income	46	15
<b>Total income from continuing operations</b>	<b>4,352</b>	<b>5,136</b>
<b>Expenses from continuing operations</b>		
Employee benefits and on-costs	1,076	795
Materials and contracts	1,934	2,011
Depreciation, amortisation and impairment	953	972
Other expenses	336	398
<b>Total expenses from continuing operations</b>	<b>4,299</b>	<b>4,176</b>
<b>Surplus (deficit) from continuing operations before capital amounts</b>	<b>53</b>	<b>960</b>
Grants and contributions provided for capital purposes	4,554	5,740
<b>Surplus (deficit) from continuing operations after capital amounts</b>	<b>4,607</b>	<b>6,700</b>
<b>Surplus (deficit) from all operations before tax</b>	<b>4,607</b>	<b>6,700</b>
Less: corporate taxation equivalent (27.5%) [based on result before capital]	(15)	(264)
<b>SURPLUS (DEFICIT) AFTER TAX</b>	<b>4,592</b>	<b>6,436</b>
<b>Plus accumulated surplus</b>	<b>31,993</b>	<b>25,293</b>
<b>Plus adjustments for amounts unpaid:</b>		
– Corporate taxation equivalent	15	264
<b>Less:</b>		
<b>Closing accumulated surplus</b>	<b>36,600</b>	<b>31,993</b>
<b>Return on capital %</b>	<b>0.1%</b>	<b>2.4%</b>
<b>Subsidy from Council</b>	<b>344</b>	<b>–</b>
<b>Calculation of dividend payable:</b>		
Surplus (deficit) after tax	4,592	6,436
Less: capital grants and contributions (excluding developer contributions)	(4,554)	(5,740)
<b>Surplus for dividend calculation purposes</b>	<b>38</b>	<b>696</b>
<b>Potential dividend calculated from surplus</b>	<b>19</b>	<b>348</b>



## Narrabri Shire Council

## Statement of Financial Position – Water Supply Business Activity

as at 30 June 2020

<b>\$ '000</b>	<b>2020</b>	<b>2019</b>
<b>ASSETS</b>		
<b>Current assets</b>		
Cash and cash equivalents	988	171
Investments	8,000	10,300
Receivables	3,144	3,615
<b>Total current assets</b>	<b>12,132</b>	<b>14,086</b>
<b>Non-current assets</b>		
Infrastructure, property, plant and equipment	45,128	39,196
<b>Total non-current assets</b>	<b>45,128</b>	<b>39,196</b>
<b>TOTAL ASSETS</b>	<b>57,260</b>	<b>53,282</b>
<b>NET ASSETS</b>	<b>57,260</b>	<b>53,282</b>
<b>EQUITY</b>		
Accumulated surplus	35,716	31,993
Revaluation reserves	21,544	21,289
<b>TOTAL EQUITY</b>	<b>57,260</b>	<b>53,282</b>

## Narrabri Shire Council

## Income Statement – Sewerage Business Activity

for the year ended 30 June 2020

\$ '000	2020	2019
<b>Income from continuing operations</b>		
Access charges	3,200	3,104
User charges	54	20
Liquid trade waste charges	26	39
Fees	–	–
Interest	191	265
Grants and contributions provided for non-capital purposes	–	–
<b>Total income from continuing operations</b>	<b>3,471</b>	<b>3,428</b>
<b>Expenses from continuing operations</b>		
Employee benefits and on-costs	443	534
Materials and contracts	1,968	1,760
Depreciation, amortisation and impairment	1,141	1,270
Other expenses	163	191
<b>Total expenses from continuing operations</b>	<b>3,715</b>	<b>3,755</b>
<b>Surplus (deficit) from continuing operations before capital amounts</b>	<b>(244)</b>	<b>(327)</b>
Grants and contributions provided for capital purposes	1,626	456
<b>Surplus (deficit) from continuing operations after capital amounts</b>	<b>1,382</b>	<b>129</b>
<b>Surplus (deficit) from all operations before tax</b>	<b>1,382</b>	<b>129</b>
<b>SURPLUS (DEFICIT) AFTER TAX</b>	<b>1,382</b>	<b>129</b>
Plus accumulated surplus	13,375	13,246
Plus adjustments for amounts unpaid:		
Less:		
<b>Closing accumulated surplus</b>	<b>14,757</b>	<b>13,375</b>
Return on capital %	(0.6)%	(0.9)%
Subsidy from Council	589	811
<b>Calculation of dividend payable:</b>		
Surplus (deficit) after tax	1,382	129
Less: capital grants and contributions (excluding developer contributions)	(1,626)	(456)
<b>Surplus for dividend calculation purposes</b>	<b>–</b>	<b>–</b>
<b>Potential dividend calculated from surplus</b>	<b>–</b>	<b>–</b>

## Narrabri Shire Council

## Statement of Financial Position – Sewerage Business Activity

as at 30 June 2020

<b>\$ '000</b>	<b>2020</b>	<b>2019</b>
<b>ASSETS</b>		
<b>Current assets</b>		
Cash and cash equivalents	782	96
Investments	6,000	9,500
Receivables	2,258	630
<b>Total current assets</b>	<b>9,040</b>	<b>10,226</b>
<b>Non-current assets</b>		
Infrastructure, property, plant and equipment	39,226	36,646
<b>Total non-current assets</b>	<b>39,226</b>	<b>36,646</b>
<b>TOTAL ASSETS</b>	<b>48,266</b>	<b>46,872</b>
<b>NET ASSETS</b>	<b>48,266</b>	<b>46,872</b>
<b>EQUITY</b>		
Accumulated surplus	14,470	13,375
Revaluation reserves	33,796	33,497
<b>TOTAL EQUITY</b>	<b>48,266</b>	<b>46,872</b>

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**13 CONFIDENTIAL (CLOSED COUNCIL) MEETING**

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**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 Green Waste Processing Contract**

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

**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.

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**14 MEETING CLOSED**

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