



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

Date: Monday, 24 May 2021
Time: 1.00pm
Location: Narrabri Shire Council Chambers
46-48 Maitland Street
Narrabri

AGENDA

**Ordinary Council Meeting
24 May 2021**

**Stewart Todd
GENERAL MANAGER**

AGENDA

| | | |
|-----------|--|-----------|
| 1 | Opening Prayer by a Member of the Narrabri Minister's Fraternal | 3 |
| 2 | Acknowledgement of Country | 3 |
| 3 | Recognition of Service Men & Women | 3 |
| 4 | Apologies/Granting of Leave of Absences | 3 |
| 5 | Declaration of Pecuniary and Non- Pecuniary Interests | 3 |
| 6 | Items to be Considered in the Confidential (Public Excluded) Meeting..... | 3 |
| 7 | Presentations | 4 |
| 8 | Confirmation of Minutes | 4 |
| 9 | Mayoral Minute | 21 |
| 9.1 | Mayoral Minute - Mayoral Appointments for April/May 2021 | 21 |
| 10 | Our Society..... | 23 |
| 10.1 | Central Northern Regional Library 5 year agreement..... | 24 |
| 10.2 | Narrabri Shire Youth Council | 55 |
| 11 | Our Environment..... | 61 |
| | Nil reports. | |
| 12 | Our Economy..... | 63 |
| | Nil reports. | |
| 13 | Our Civic Leadership | 65 |
| 13.1 | Delegates Report - New England Joint Organisation Meeting - Monday 22 February 2021 | 66 |
| 13.2 | Foreign Arrangements Scheme | 73 |
| 13.3 | Investment Report - April 2021 | 77 |
| 13.4 | Setting of Councillor Fees 2021/2022 | 80 |
| 14 | Confidential (Closed Council) Meeting | 82 |
| 14.1 | Transfer of National Australia bank building 75 Rose St Wee Waa to Council Ownership | 82 |
| 15 | Meeting Closed | 82 |

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

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

2 ACKNOWLEDGEMENT OF COUNTRY

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

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

3 RECOGNITION OF SERVICE MEN & WOMEN

Council acknowledges the sacrifice made by Australian service men and women, in particular those who gave their lives in defence of the freedom we enjoy today.

4 APOLOGIES/GRANTING OF LEAVE OF ABSENCES

5 DECLARATION OF PECUNIARY AND NON- PECUNIARY INTERESTS

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

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

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

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

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

Extract from Council's Code of Meeting Practice:

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:

- (a) personnel matters concerning particular individuals (other than councillors),
- (b) the personal hardship of any resident or ratepayer,
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,

- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of the council's code of conduct.

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

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

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

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

- 14.1 Transfer of National Australia bank building 75 Rose St Wee Waa to Council Ownership

7 PRESENTATIONS

Presentation requests received to date:

- Nil.

8 CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of the Ordinary Meeting of the Narrabri Shire Council held on 27 April 2021 comprising Minute Nos 051/2021 to 071/2021 as circularised be confirmed and signed as a correct record by the Mayor.

RECOMMENDATION

That the minutes of the Extraordinary Council Meeting of the Narrabri Shire Council held on 18 May 2021 comprising Minute Nos 072/2021 to 075/2021 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, 27 APRIL 2021 AT 1.04PM**

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

IN ATTENDANCE: Stewart Todd (General Manager), Lindsay Mason (Director Corporate and Community Services), Shane Burns (Director Infrastructure Delivery), Delece Hartnett (Minute Clerk), Andrew Brown (Executive Manager Corporate Planning & Workforce)

Proceedings of the meeting commenced at 1.04pm.

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

Members and officers were upstanding for the opening prayer by Rev Keith Bates of New Life Christian Fellowship, in association with the Narrabri Ministers Fraternal.

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 RECOGNITION OF SERVICE MEN & WOMEN

Council acknowledges the sacrifice made by Australian service men and women, in particular those who gave their lives in defence of the freedom we enjoy today.

4 APOLOGIES/GRANTING OF LEAVE OF ABSENCES

MINUTE 051/2021

Moved: Cr Robert Kneale Seconded: Cr Catherine Redding

That the apology received from Cr Finlay be accepted.

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

Against: Nil

CARRIED 7/0

NOTE: Cr Finlay advised Council he would most likely be an apology for today's meeting, he arrived at the meeting at 2.43pm.

5 DECLARATION OF PECUNIARY AND NON- PECUNIARY INTERESTS

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

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

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

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

| COUNCILLOR | ITEM NUMBER | PECUNIARY/ NON- PECUNIARY | REASON |
|------------|------------------------------------|---------------------------------|--------------------------------------|
| Cr Redding | 12.3 - Inland Rail Conference 2021 | Non-Pecuniary | Property acquisition by Inland Rail. |

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

MINUTE 052/2021

Moved: Cr Ron Campey Seconded: Cr Maxine Booby

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

14.1 Northern NSW Inland Port - Utility Provision

14.2 Crushing and Screening of Concrete, Brick and Tile Contract

14.3 Sale of Industrial Land - Lot 3 DP1178374 - 66-74 Francis Street Narrabri 2390

14.4 2021 National Volunteer Week

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

Against: Nil

CARRIED 7/0

7 PRESENTATIONS

Presentation requests received to date:

Nil.

8 CONFIRMATION OF MINUTES

MINUTE 053/2021

Moved: Cr Robert Kneale Seconded: Cr Cameron Staines

That the minutes of Ordinary Meeting of the Narrabri Shire Council held on 23 March 2021 comprising Minute Nos 040/2021 to 050/2021 as circularised be confirmed and signed as a correct record by the Mayor.

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

Against: Nil

CARRIED 7/0

9 MAYORAL MINUTE

9.1 MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR MARCH/APRIL 2021**MINUTE 054/2021**

Moved: Mayor Ron Campbell

That Council note the Mayoral Appointments for the period March/April 2021.

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

Against: Nil

CARRIED 7/0

10 OUR SOCIETY

Nil reports.

11 OUR ENVIRONMENT

11.1 NARRABRI FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN VOLUME 1: SUPPLEMENTARY FLOOD STUDY – NAMOI RIVER, MULGATE CREEK AND LONG GULLY ADDENDUM 1 – FEBRUARY 2020 VALIDATION**MINUTE 055/2021**

Moved: Cr Annie McMahon Seconded: Cr Robert Kneale

- 1. That Council endorse the Draft Narrabri Floodplain Risk Management Study and Plan Volume 1: Supplementary Flood Study – Namoi River, Mulgate Creek and Long Gully Addendum 1 – February 2020 Validation for the purposes of public exhibition.**
- 2. That Council place on public exhibition the Draft Narrabri Floodplain Risk Management Study and Plan Volume 1: Supplementary Flood Study – Namoi River, Mulgate Creek and Long Gully Addendum 1 – February 2020 Validation 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 Ron Campbell, Cameron Staines, Maxine Booby, Ron Campey, Robert Kneale, Annie McMahon and Catherine Redding

Against: Nil

CARRIED 7/0

12 OUR ECONOMY

12.1 COMMUNITY ARTS CULTURAL CENTRE PROJECT - 22 GEORGE STREET, WEE WAA**MINUTE 056/2021**

Moved: Cr Maxine Booby Seconded: Cr Annie McMahon

- 1. That Council undertakes an internal renovation and lease the property commonly known as 'Wee Waa Neighbourhood Centre' at 22 George Street, Wee Waa being Lot 2 DP 1080143, That Council:**
 - a. Enter into a Sub-funding Deed with Wee Waa Community Arts Cultural Centre, to receive Construction Works Grant of \$168,000.00 (gst exc), for the internal renovation in accordance with the Scope of Works.**
 - b. Engage a licenced builder to undertake the internal renovation in accordance with the Scope of Works and as directed.**
 - c. Grant a Lease to the Wee Waa Community Arts Cultural Centre, being:**
 - i. Permitted Use - activities associated with cultural and artistic development of the community.**
 - ii. Initial Term – 3 years with no options.**
 - iii. Rent - \$1.00 per annum**
 - iv. Rates – nil charge**
 - v. Outgoings – lessee responsibility**
- 2. That Council authorise the General Manager to sign all necessary documents to give effect to the transaction.**

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

Against: Nil

CARRIED 7/0

12.2 NARRABRI REGION TOURISM DESTINATION MANAGEMENT PLAN 2020-2025**MINUTE 057/2021**

Moved: Cr Annie McMahon Seconded: Cr Maxine Booby

- 1. That Council endorse the draft Narrabri Region Tourism Destination Management Plan 2021-2025 for the purposes of public exhibition.**
- 2. That Council place on public exhibition the draft Narrabri Region Tourism Destination Management Plan 2021-2025 for a period of at least 28 days, during the exhibition period call for and accept submissions from the public on the draft Plan.**

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

Against: Nil

CARRIED 7/0

Cr Redding declared a non-pecuniary significant interest in relation to item 12.3 – Inland Rail Conference 2021, due to a land acquisition by Inland Rail and was not present at or in sight of the meeting during the consideration of the item.

12.3 INLAND RAIL CONFERENCE 2021**MINUTE 058/2021**

Moved: Cr Cameron Staines Seconded: Cr Maxine Booby

- 1. That Council approve Councillor attendance, being the Mayor and Deputy Mayor, to attend Inland Rail Conference 2021 to be held in Albury-Wodonga on 25 – 27 May 2021.**

In Favour: Crs Ron Campbell, Cameron Staines, Maxine Booby, Ron Campey, Robert Kneale.

Against: Cr Annie McMahon

CARRIED 5/1

At 1:50 pm, Cr Catherine Redding returned to the meeting.

MINUTE 059/2021

Moved: Cr Cameron Staines Seconded: Cr Ron Campey

2. That Council confirm the Council Meeting Schedule as follows:**a. Extra-Ordinary Council Meeting:**

- i. Tuesday 18 May 2021 commencing at 1.00pm, for primarily dealing with Council's Integrated Planning and Reporting documents for the ensuing financial year.

b. Ordinary Council Meetings:

- i. Monday 24 May 2021 commencing at 1.00pm.
- ii. Friday 25 June 2021 commencing at 1.00pm.
- iii. Tuesday 27 July 2021 commencing at 1.00pm.
- iv. Tuesday 24 August 2021 commencing at 1.00pm.
- v. Tuesday 28 September 2021 commencing at 1.00pm.

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

Against: Nil

CARRIED 7/0

13 OUR CIVIC LEADERSHIP**13.1 MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE****MINUTE 060/2021**

Moved: Cr Robert Kneale Seconded: Cr Catherine Redding

1. That Council note the Minutes of the Audit, Risk and Improvement Committee meeting held on 17 March 2021.

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

Against: Nil

CARRIED 7/0

13.2 DELEGATES REPORT - BOGGABRI COAL COMMUNITY CONSULTATIVE COMMITTEE MEETING - 18 FEBRUARY 2021**MINUTE 061/2021**

Moved: Cr Robert Kneale Seconded: Cr Catherine Redding

- 1. That Council note Cr Kneale's Delegates Report from the Boggabri Coal Community Consultative Committee held on Thursday 18 February 2021.**

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

Against: Nil

CARRIED 7/0

13.3 DELEGATES REPORT - MEDICAL PROFESSIONALS HOUSING COMMITTEE MEETING, WEE WAA - 18 MARCH 2021**MINUTE 062/2021**

Moved: Cr Maxine Booby Seconded: Cr Annie McMahon

- 1. That Council note Cr Booby's Delegates Report from the Medical Professionals Housing Committee Meeting held on Thursday 18 March 2021.**

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

Against: Nil

CARRIED 7/0

13.4 INVESTMENT REPORT - MARCH 2021**MINUTE 063/2021**

Moved: Cr Robert Kneale Seconded: Cr Maxine Booby

- 1. That Council note the Investment Report for March 2021.**

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

Against: Nil

CARRIED 7/0

13.5 DEBT RECOVERY POLICY**MINUTE 064/2021**

Moved: Cr Ron Campey Seconded: Cr Robert Kneale

- 1. That Council endorse the draft Debt Recovery Policy for the purposes of public exhibition.**
- 2. That Council place on public exhibition the Debt Recovery 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 Ron Campbell, Cameron Staines, Maxine Booby, Ron Campey, Robert Kneale, Annie McMahon and Catherine Redding

Against: Nil

CARRIED 7/0

13.6 ORGANISATIONAL STRUCTURE**MINUTE 065/2021**

Moved: Cr Cameron Staines Seconded: Cr Annie McMahon

- 1. That Council determine the positions of:**
 - a. Director Infrastructure Delivery.**
 - b. Director Corporate and Community Services; and**
 - c. Director Planning, Strategy and People.**

to be Senior Staff positions as per section 332 of the Local Government Act 1993.

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

Against: Nil

CARRIED 7/0

14 CONFIDENTIAL (CLOSED COUNCIL) MEETING

MINUTE 066/2021

Moved: Cr Cameron Staines Seconded: Cr Ron Campey

That at 2.31pm 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:

14.1 Northern NSW Inland Port - Utility Provision

This matter is considered to be confidential under Section 10A(2) - (d)(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

14.2 Crushing and Screening of Concrete, Brick and Tile 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.

14.3 Sale of Industrial Land - Lot 3 DP1178374 - 66-74 Francis Street Narrabri 2390

This matter is considered to be confidential under Section 10A(2) - (d)(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

14.4 2021 National Volunteer Week

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

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

Against: Nil

CARRIED 7/0

At 2:43 pm, Cr Lloyd Finlay arrived at the meeting.

At 2:52 pm, Cr Cameron Staines left the meeting.

At 2:54 pm, Cr Cameron Staines returned to the meeting.

14.1 NORTHERN NSW INLAND PORT - UTILITY PROVISION**MINUTE 067/2021**

Moved: Cr Maxine Booby Seconded: Cr Ron Campey

- 1. That Council purchase the 286 megalitre Water Access Licence for the amount identified in this report.**
- 2. That Council apply its Common Seal to any necessary documents relating to this purchase.**
- 3. That Council confirm the extent of the use of the town water supply licence parameters within its supply strategy.**

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

Against: Nil

CARRIED 8/0

14.2 CRUSHING AND SCREENING OF CONCRETE, BRICK AND TILE CONTRACT**MINUTE 068/2021**

Moved: Cr Ron Campey Seconded: Cr Annie McMahon

- 1. That Council after assessing the tenders submitted to Northern Inland Regional Waste (NIRW) in accordance with the criteria specified in the tender documents, and having regard to all the circumstances, accept the tender submission from GCE Contractors for Crushing and Screening of Concrete, Brick and Tiles, from December 2020 to December 2022 with a further one (1) year option, at an estimated/budgeted annual spend of between \$30,000 to \$50,000.**

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

Against: Nil

CARRIED 8/0

14.3 SALE OF INDUSTRIAL LAND - LOT 3 DP1178374 - 66-74 FRANCIS STREET NARRABRI 2390**MINUTE 069/2021**

Moved: Cr Cameron Staines Seconded: Cr Ron Campey

COUNCIL HAS TEMPORARILY WITHHELD THIS RESOLUTION under Section 10A(2) of the Local Government Act 1993, for the following reasons:

- (d) (ii) information that would, if disclosed, confer a commercial advantage on a competitor of the council**
- (d) (iii) information that would, if disclosed, reveal a trade secret**

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

Against: Nil

CARRIED 8/0

14.4 2021 NATIONAL VOLUNTEER WEEK**MINUTE 070/2021**

Moved: Cr Maxine Booby Seconded: Cr Catherine Redding

COUNCIL HAS TEMPORARILY WITHHELD RESOLUTIONS 1, (a), (b) and (c); 2 and 3 FOR THIS MATTER under Section 10A(2) of the Local Government Act 1993, for the following reasons:

- (a) Personnel matters concerning particular individuals (other than Councillors).**

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

Against: Nil

CARRIED 8/0

MINUTE 071/2021

Moved: Cr Cameron Staines Seconded: Cr Robert Kneale

That at 3.14pm 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 Chair of the Meeting or their nominee.

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

Against: Nil

CARRIED 8/0

15 MEETING CLOSED

The Meeting closed at 3.17pm.

The minutes of this meeting are scheduled to be confirmed at the Ordinary Council Meeting to be held on 24 May 2021.

.....
CHAIRPERSON

**MINUTES OF NARRABRI SHIRE COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE NARRABRI SHIRE COUNCIL CHAMBERS, 46-48 MAITLAND STREET, NARRABRI
ON TUESDAY, 18 MAY 2021 AT 1.00PM**

PRESENT: Mayor Ron Campbell (Mayor), Cr Cameron Staines (Deputy Mayor), Cr Maxine Booby, Cr Ron Campey, Cr Robert Kneale and Cr Catherine Redding.

IN ATTENDANCE: Stewart Todd (General Manager), Lindsay Mason (Director Corporate and Community Services), Andrew Brown (Executive Manager Corporate Planning & Workforce), Delece Hartnett (Minute Clerk).

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

Members and officers were upstanding for the opening prayer read by the Mayor, Cr Ron Campbell.

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 RECOGNITION OF SERVICE MEN & WOMEN

Council acknowledges the sacrifice made by Australian service men and women, in particular those who gave their lives in defence of the freedom we enjoy today.

4 APOLOGIES/GRANTING OF LEAVE OF ABSENCES

MINUTE 072/2021

Moved: Cr Robert Kneale Seconded: Cr Ron Campey

That apologies received from Cr McMahon and Cr Finlay be accepted.

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

Against: Nil

CARRIED 6/0

5 DECLARATION OF PECUNIARY AND NON-PECUNIARY INTERESTS

Nil.

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

Nil.

7 PUBLIC FORUM AND PRESENTATIONS

Public Forum requests received to date:

Nil.

Presentation requests received to date:

Nil.

8 OUR CIVIC LEADERSHIP

8.1 DRAFT 2021/2022 OPERATIONAL PLAN**MINUTE 073/2021**

Moved: Cr Cameron Staines Seconded: Cr Maxine Booby

- 1. That Council endorse the following draft documents for public exhibition for a minimum period of 28 days pursuant to the requirements of the Local Government Act 1993:**
 - a. Draft 2021/2022 Operational Plan.**
 - b. Draft 2021/2022 Revenue Policy.**
 - c. Draft 2021/2022 Fees and Charges.**
 - d. Draft 2021/2022 Operational Budget.**
 - e. Draft 2021/2022 Capital Works Program.**
- 2. That Council place on exhibition the draft documents (a. – e. above) for a period of at least 28 days, and during the exhibition period call for and accept submissions from the public on the draft documents.**

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

Against: Nil

CARRIED 6/0

8.2 OPERATIONAL AND SERVICE PLAN QUARTERLY REPORT - MARCH 2021**MINUTE 074/2021**

Moved: Cr Ron Campey Seconded: Cr Maxine Booby

- 1. That Council adopt the March 2021 Quarterly Operational and Service Plan Report, as attached, detailing Council's progress in meeting its actions, capital works and key performance measures.**

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

Against: Nil

CARRIED 6/0

8.3 QUARTERLY BUDGET REVIEW STATEMENT - MARCH 2021**MINUTE 075/2021**

Moved: Cr Maxine Booby Seconded: Cr Robert Kneale

- 1. That Council adopt the Quarterly Budget Review Statement for the period ended 31 March 2021 as the revised Budget estimates for the year ended 30 June 2021 and the Operational Plan and Capital Works Plan be amended accordingly.**

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

Against: Nil

CARRIED 6/0

9 MEETING CLOSED

The Meeting closed at 1.13pm.

The minutes of this meeting are scheduled to be confirmed at the Ordinary Meeting of the Narrabri Shire Council held on 25 May 2021.

.....
CHAIRPERSON

9 MAYORAL MINUTE

9.1 MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR APRIL/MAY 2021**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 April/May 2021.****MAYORAL MINUTE**

For the information of Councillors, I provide details of my Mayoral appointments and attendances between the dates, as follows:

Monday 19 April 2021

- Attended on-site construction commencement on the Narrabri to North Star Inland Rail Line, near Gurley, by Trans4m Rail.

Tuesday 20 April 2021

- Attended meeting with Trans4m Rail on their recent updates and progress on the Narrabri to North Star Inland Rail line, with Council Management and Design staff.

Wednesday 21 April 2021

- Attended Wee Waa Chamber of Commerce evening monthly meeting, at the Imperial Hotel, Wee Waa.

Friday 23 April 2021

- Co-hosted 2MAXFM community radio evening session with Darrell Tiemens.

Sunday 25 April 2021

- Attended Narrabri Dawn Service and Narrabri RSL Sub-Branch Central ANZAC Day Ceremony at the Narrabri RSL Club.

Tuesday 27 April 2021

- Attended April 2021 Councillor Briefing/Workshop morning with Councillors and Management.
- Met with NSW Department of Education (Infrastructure) representatives regarding Wee Waa High School, to further discuss planning issues on proposed new site/School, with General Manager and Council Planning and Infrastructure staff also in attendance.
- Following on from the Briefing during the morning, attended April 2021 Ordinary Council Meeting with Councillors and Management.

Wednesday 28 April 2021

- Joined teleconference with ARTC representative Wayne Johnson - Group Executive Hunter Valley Network, and Council General Manager to discuss progress within the Shire regarding Inland Rail.

Tuesday 4 May 2021

- Attended May 2021 Councillor Briefing/Workshop with Councillors and Management.
- Attended Narrabri Chamber of Commerce evening monthly meeting at the Narrabri RSL Club.

Tuesday 11 May 2021

- Attended proposed Narrabri Works discussion with ARTC representatives and senior Council staff, as a progress of the Inland Rail project.
- Attended monthly Narrabri Chamber of Commerce Meeting at the Narrabri RSL Club.

Tuesday 18 May 2021

- Attended May 2021 Extraordinary Council Meeting, with fellow Councillors and senior Council staff.

Friday 21 May 2021

- Hosted Narrabri Shire 2021 Volunteers Week Award presentation to Award recipients, at the Council Chambers.

10 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

10.1 CENTRAL NORTHERN REGIONAL LIBRARY 5 YEAR AGREEMENT

Responsible Officer: Lindsay Mason, Director Corporate and Community Services

Author: Scott Pollock, Manager Cultural Facilities

Attachments: 1. Minutes Central Northern Regional Libraries Meeting - 21 April 2021



2. Central Northern Regional Library Agreement 2021  

DELIVERY PROGRAM ALIGNMENT**1 Society**

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

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

EXECUTIVE SUMMARY

This report presents the Minutes from the Central Northern Regional Library (CNRL) ordinary meeting held 21 April 2021. The report includes the proposal to extend the CNRL Regional Library Agreement with Council for a further five (5) years.

RECOMMENDATION

- 1. That Council note the minutes from the CNRL Ordinary Meeting held 21 April 2021;**
- 2. That Council approve the extension of the current CNRL Library Agreement for a further five-year period; and**
- 3. That Council affix the Seal of Council to the Central Northern Regional Library Agreement 2021.**

BACKGROUND

As a member of the Central Northern Regional Libraries cooperative, Council is provided with library resources, a shared library management system and professional staff to manage the technology and to develop/ implement policies, procedures and programs. The arrangement:

- takes advantage of economies of scale;
- supports systems and opportunities for capacity building;
- enhances service delivery.

CURRENT SITUATION

The CNRL Agreement is due for renewal. The agreement was presented to the CNRL Meeting on 21 April 2021 and has been recommended for renewal. The agreement is the same as the previous agreement with the exception of the following clauses which have been added or updated:

- Section 3.5, page 4
- Clause 6.5, page 7
- Clause 10.2.d, 10.2.f, 10.2.g, page 9
- Schedule 2, (updated street addresses of all the Libraries) page 18

The updates clarify:

- that CNRL is not a S355 committee,
- what happens if a member Council's annual contribution is not received,
- the process for forced withdrawal (misconduct or insolvency).

FINANCIAL IMPLICATIONS

The funding for the provision of the Central Northern Regional Library Agreement and operation is included in the Annual Operational Plan and Delivery Program. The CNRL Agreement sets out the process for determining the CNRL annual budget. The process remains the same as in previous agreements.

STATUTORY AND POLICY IMPLICATIONS

The Central Northern Regional Library Agreement will require the affixing of the Seal of Council.

CONSULTATION

Member Council library staff were consulted in the preparation of the five-year Strategic Plan.

External Consultation

- CNRL member councils.

Internal Consultation

- Library Coordinator.



MINUTES

Central Northern Regional Library (CNRL)

Ordinary Meeting

Wednesday, 21 April 2021 at 1:30pm

Tamworth Regional Council, Ray Walsh House

Level 4 Function Room, 437 Peel Street, Tamworth

| | |
|--------------------------------|--------------------------|
| Gwydir Shire Council | Cr Catherine Egan |
| Gwydir Shire Council | Carmen Southwell |
| Liverpool Plains Shire Council | Cr Paul Moules |
| Liverpool Plains Shire Council | Cian Middleton |
| Narrabri Shire Council | Cr Cathy Redding |
| Narrabri Shire Council | Naomi Radford |
| Tamworth Regional Council | Cr Juanita Wilson |
| Tamworth Regional Council | Kay Delahunt |
| Tamworth Regional Council | Shiralee Franks |
| Tamworth Regional Council | Megan Pitt |
| Tamworth Regional Council | Narelle Lightfoot |
| Tamworth Regional Council | Johnathan Stilts |
| Tamworth Regional Council | Jacqueline O'Neill |
| Uralla Shire Council | Cr Isabel Strutt |
| Uralla Shire Council | Christine Valencius |
| Uralla Shire Council | Donna Garrad |
| Walcha Council | Cr Bill Heazlett (Chair) |

1. Administration / Action**1.1. Welcome and Acknowledgment of Country**

Meeting Opened: 14:00pm

Cr Bill Heazlett, as chair opened the meeting with an Acknowledgement to Country and welcomed all those in attendance.

2. Introductions and Apologies

Cr Bill Heazlett, called for an introduction of all members present.

Apologies were received from; Scott Pollock, Narrabri Shire Council and Gail Phillpott, Gwydir Shire Council

Motion: That the apologies be accepted

Moved: Cr Paul Moules **Seconded:** Cr Isabel Strutt **CARRIED**

3. Confirmation of Minutes of Previous Ordinary Meeting

11 November 2020 – Minutes accepted as read.

Motion: That the minutes from the previous Ordinary Meeting of the Central Northern Regional Library, dated 11 November 2020, be accepted as a true and accurate record.

Moved: Cr Paul Moules **Seconded:** Cr Isabel Strutt **CARRIED**

4. Business Arising from Previous Minutes

Cr Wilson asked to be provided with an update on where we are at with Child Safety Checks?

Narelle Lightfoot provided an update outlining that this is continuing with all Volunteers' and staff are up to date.

5. Staff Restructure Report

Kay explained the re-structure of Tamworth Regional Council's Cultural and Community Services Division was implemented in February 2021. The library staff structure was changed as part of this process. No library staff members were negatively impacted by the implementation of the new structure.

The new structure introduces a Library Co-ordinator role with a two- team structure;

A Library Resources Team – this includes collection development, local studies, stock rotation, the service roster and performance reporting

A Customer Experience Team – this includes information services, home library services and management of Tamworth branches

In addition, a new work unit has been formed that reports to the Manager Cultural and Community Services. This work unit is called the STEAM and Childhood Literacy Unit. It is responsible for the innovation studio and literacy programs across CNRL. It is intended that this unit will work beyond the traditional library reach with greater emphasis on partnerships and outreach.

Motion: That the staff re-structure report be received and noted

Moved: Cr Isabel Strutt **Seconded:** Cr Juanita Wilson **CARRIED**

6. Library Services Co-ordinators' Report

Shiralee Franks spoke to the report .

6.1. Library Staff development opportunities

ALIA APLA – Public Libraries supporting people living with disability

The Australian Library and Information Association (ALIA) and the ALIA Australian Public Library Alliance (APLA) are providing a training opportunity about Public Libraries and people living with disability. The free information session is an opportunity for staff leading and working in Australian public libraries to share ideas about how libraries can better serve users living with disability.

Zoom meeting: April 30, 2021 2:00pm.

Register:

<https://us02web.zoom.us/join/register/tZUqcu2qrzqgEtf7fuiXlvtqrca8CooWnsLK>

NSW Public Libraries Association – Members: engaging, retaining and growing

NSWPLA invites you to a series of highly interactive online workshops where you will be asked to look realistically at your current members and how you engage with them before moving onto establishing achievable steps to guarantee that you will keep and build this base.

CNRL Staff Training Day May 6, 2021 9:00am – 3:00pm The Youthie

Agenda includes discussion of the new CNRL Strategic Plan, feedback from the CNRL staff survey, the new CNRL staff wiki, stocktake wand training, 3D printer training. Brainstorming session on how to attract new members / promote our libraries. General business session – branch information, updates, information sharing.

6.2. Update from Closed Committee meeting on 11 November 2020

Council delegates will be aware that there was a closed committee session at our last meeting where discussion took place regarding an approach by another council to join CNRL. The content of that meeting is still closed however the approach is currently on hold. The Manager Cultural and Community Services and the Library Services Co-ordinator supplied information and recommendations to the council but they have not yet reached any decision.

6.3. NSW Reads

In January CNRL participated in a new reading program in collaboration with NSW public libraries: NSW Reads. This was a state-wide book group which encouraged library members to read a book and then discuss with other readers in NSW, either face-to-face or via social media. Events included a virtual book group over four weeks via Instagram, a panel discussion and an author talk via Zoom.

The first book chosen for this program was Lucky's by Andrew Pippas and 59 NSW Public Libraries joined, including Central Northern Regional Library.

113 books were purchased to go on the catalogue, 10 of which have gone into a book group kit. There are 6 e-audio copies and 6 e-book copies.

Physical book loans = 250

e-audio loans = 45

e-book loans = 34

Total loans = 329

Tamworth staff filmed a promotional video which reached more than 7000 people and had 385 engagements. CNRL branches were encouraged to share the video and it was shared 25 times. CNRL staff made several posts on Facebook and Instagram. The program was also promoted on the CNRL website. The author talk event was online via zoom and a total of 189 people across the state attended.

6.4. Sydney Writers Festival Live Stream

The Sydney Writers Festival has once again offered streaming session to CNRL. The sessions will be streamed at Tamworth, Uralla, Narrabri, Nundle and Bingara Libraries. The festival runs from Friday April 30 to Sunday May 2. Tamworth Library will be showing all the sessions. Uralla, Narrabri, Nundle and Bingara Libraries will show the sessions that are on when they are open on those dates.

6.5. CNRL Innovation Studio

Innovation Studio staff have travelled around the CNRL branches during the January and April school holidays running exciting programs including Robot Soccer, Secret Agent workshops and Sphero Bridge Building.

A number of FAST (Food, Art, Science, Technology) videos have been posted online which include workshops on: French toast, 3D scanning, pendulum art, soda bread, sugar crystals, microwave lemon slice, rainbow oven pancakes, mini hologram, rainbow wizards brew, chewy ANZAC biscuits, make a solar cooker, using a remote camera and fluffy slime.

6.6. Technology upgrades

All CNRL staff computers have now been upgraded.

The Spydus Library Management System has been upgraded from version 10.1 to version 10.6.

The CNRL SOLUS app has been upgraded from version 10.3 to version 10.6.

SMS integration is being investigated.

6.7. RBDigital content now on the Libby App

One of CNRL's e-content supplier, RBDigital, has been acquired by a large US digital supplier, Overdrive. Overdrive provide their resources via an app called Libby, by Overdrive.

Initially there were some teething problems with the app not recognising borrower numbers but this has now been rectified and borrowers are able to borrow e-content as normal

6.8. NSWPLA North East Full Zone Meeting

The next NSWPLA NE full zone meeting will be held in Walcha on Thursday afternoon 13 May 2021. The meeting will be held upstairs in the Walcha Community Consultative rooms behind the hospital Veterinary Supplies with lunch from 12pm. On Friday morning artist James Rogers will give a walking tour of Walcha to show and talk about the art sculptures installed around the town.

Motion: That the Library Services Co-ordinators Report be received and noted

Moved: Cr Paul Moules

Seconded: Cr Juanita Wilson

CARRIED

7. Quarterly Report for December 2020

Cr Isabel Strutt noted that its really good seeing these reports and online services are popular within the community

Motion: That the CNRL Quarterly Report for December 2020 be received and noted
Moved: Cr Isabel Strutt **Seconded:** Cr Cathy Redding **CARRIED**

8. Quarterly Report for March 2021

Motion: That the CNRL Quarterly Report for March 2021 be received and noted
Moved: Cr Isabel Strutt **Seconded:** Cr Cathy Redding **CARRIED**

9. CNRL Strategic Plan

Shiralee took the committee through the new Strategic Plan 2021- 2026, adding that the current Strategic Plan ends in June 2021. The quarterly reports that staff submit will align with the new Strategic Plan..

Cr Cathy Redding refers to Collaboration;

CNRL Will – 1 Expand and develop partnership and collaboration opportunities

Please clarify what partnership are you looking at developing? Shiralee advises it could be local, depends what agencies you have. But certainly, local is recommended.

UNE partnership Collaboration.

Cr Paul Moules – this forms part of the annual plan to show if we are on track? Shiralee advises yes, it informs the quarterly reports which inform the annual report

Cr Isabel Strutt noted that the Strategic Plan clearly states the objectives and gives good criteria. Cr Strutt intends to attach this copy of the Strategic Plan 2021 – 2026 to her next Councillors report for Uralla Council.

Motion: That the CNRL Strategic Plan 2021 - 2026 be adopted.
Moved: Cr Catherine Egan **Seconded:** Cr Juanita Wilson **CARRIED**

10. Selection of a “One Book One Region” title

The Thursday Murder Club by Richard Osman

Consensus All Agreed

Motion: That the majority of Community members agreed on The Thursday Murder Club by Richard Osman

Moved: Cr Juanita Wilson **Seconded:** Cr Paul Moules **CARRIED**

11. Guest Speaker – Blanca Pizzani, University Librarian, University of New England

Blanca and Shiralee presented opportunities for collaboration between CNRL and UNE Libraries. These opportunities included, inter library loans, professional development, children's literacy, literacy programs, staff sharing, exhibitions, student volunteers. General discussion took place.

Cr Bill Heazlett, thanked Blanca for coming as our guest and presenting to the Committee.

12. CNRL Agreement

Kay Delahunt explained, that The Central Northern Regional Library Agreement is due for renewal as at 30 June 2021. Minor updates will take place. A copy of the 2021-2026 Central Northern Regional Library Agreement is attached for delegates to present to their Council for a resolution.

Kay spoke to updates in the agreement as follows;

- Section 3.5, page 4
- Clause 6.5, page 7
- Clause 10.2.d, 10.2.f, 10.2.g, page 9
- Schedule 2, updated addresses of Libraries, page 18

Updated copy will be sent to each Council.

Motion: That the current Central Northern Regional Library Agreement be renewed for a period of five years with the continued provision that Gwydir Shire Council shall not be entitled to share in reserves which existed before it became a delegating Council

Moved: Cr Cathy Redding **Seconded:** Cr Isabel Strutt **CARRIED**

13. General Business

Walcha Council update – Cr Bill Heazlett

Cr Bill Heazlett, reported on the location options for a new Library in Walcha. Having considered a few venues including the Local RSL, they are still looking. They are looking at operational hours that would meet the Community's needs, and will seek Community feedback on this.

Liverpool Plains Shire Council update – Cr Paul Moules

Since the last CNRL meeting our council has had an organisational restructure and during this time long time employee Ms Donna Ausling moved on. I am very grateful for her assistance, co-operation, and support that I received whilst the CNRL delegate for Parry and LPSC (councils) and I wish her well for the future.

Quirindi Library is on track for completion in May 2021. In the previous meeting I advised completion was for March, however, the builders have had some delays due to COVID-19 requirements and the two major rain events, January and March 2021.

The outside pergola will stay as our sister city (Blacktown) architect originally designed. We believe when completed we will be able to provide the "state of the art" facility that our ratepayers expect.

Council is actively looking at improving the Wi-Fi, providing youth gaming accessibility, and they would like to target/attract a broader mix of community members using these facilities.

Bingara and Warialda update – Cr Catherine Egan

Gwydir libraries are proving they are the hub of their respective communities by providing not only day to day library services, but additional programs to keep young and older members of our community engaged.

Some examples of additional community events and programs.

- Local historian Rodney King hosts Bingara historical talks in the Bingara Library every month for the general public and members of U3A.
- Volunteers from the community op shop meet in the Bingara Library on the Third Monday of each month.
- Both libraries host Golden Oldie craft sessions, storytime for young and old (older residents attend storytime participating with the children), knitting groups.
- Reading Writing Hotline, assistance to complete forms and paperwork is always available at the library. (paperwork such as hospital admission, RMS dine and event voucher applications and much more)

Bingara Library successfully gained \$7,500 funding from Good Foundations for the *Be Connected* program. \$5,000.00 for iPads to lend to seniors enrolled in tutorials and \$2,500 to assist with costs associated with hosting sessions in the outer villages.

Gwydir Shire Council successfully gained funding for \$10,000 to purchase devices for youth to use services across the shire. The devices will be held at both libraries monitored by council. The devices will be available to youth and library services across the shire.

Following the COVID closure one project we are happy to launch is Librarian's choice.

A review and survey with members regarding click and collect services during Covid closure proved to be very positive with many members requesting assistance with their reading preferences to this day. Both libraries offer Librarian's choice, staff select items according to the borrowers preferred authors and genre. Like authors are selected, wrapped and ready for collection. The program will be monitored monthly by a short questionnaire.

Bingara Library very proudly hosted the film *Looby* a celebration to mark 100 years of the Archibald Looby. 33 people attended followed by supper and discussion.

Book exchanges/street libraries in outer villages, local tourist spots and tourist

Uralla Update – Cr Isabel Strutt

Very supportive and proud of our Uralla library and staff and the range of programs across the board is really good.

We have a new display cabinet for the community to display their promotions. Display area for the local communities, Lions, Rotary, Men's Shed.

Facilities for students to come in after school into a safe environment to do school homework.

Might be time to do another survey of what times may benefit the community for the library.

Tamworth Update – Cr Wilson

Tamworth is great at what they do and how they work. The Heritage Festival is starting tomorrow and our library is contributing to this.

Kootingal hall has a dual use, it's a memorial hall use and library. I would like to commend our library for their consultations with the community. Council and Kay have been methodical and ethical on this information within the community.

General

Cr Bill Heazlett, congratulated Kay on the restructure of the Tamworth Library team and congratulated Shiralee on her newly appointed position.

Kay passed on her thanks to Cr Bill Heazlett for his contribution to the Committee as chair and made mention that it has been an absolute delight working with him.

14. Next Ordinary Meeting

To be advised.

Meeting Closed: 15:40pm

**CENTRAL NORTHERN REGIONAL
LIBRARY**

AGREEMENT

2021

*Central Northern Regional Library Agreement 2021***CENTRAL NORTHERN REGIONAL LIBRARY AGREEMENT
2021**

THIS AGREEMENT is made the first day of July 2021

BETWEEN:

TAMWORTH REGIONAL COUNCIL of 437 Peel Street, Tamworth in the State of New South Wales;

LIVERPOOL PLAINS SHIRE COUNCIL of 60 Station Street, Quirindi in the State of New South Wales;

NARRABRI SHIRE COUNCIL of 46-48 Maitland Street, Narrabri in the State of New South Wales;

URALLA SHIRE COUNCIL of 32 Salisbury Street Uralla in the State of New South Wales;

WALCHA COUNCIL of 2 Hamilton Street, Walcha in the State of New South Wales;

AND

GWYDIR SHIRE COUNCIL of 33 Maitland Street, Bingara in the State of New South Wales and 52 Hope Street, Warialda in the State of New South Wales

WHEREAS

- A. On the 1st of July 2010 the Councils identified above (with the exception of Gwydir Shire Council) entered the Central Northern Regional Library Agreement dated 1 July 2010 ("the Regional Library Agreement").
- B. The Councils of Liverpool Plains Shire, Narrabri Shire, Uralla Shire and Walcha agreed to delegate their powers and duties relating to the provision, control and management of libraries, library services, library services and information services to Tamworth Regional Council and Tamworth Regional Council accepted this delegation.
- C. The Regional Library Agreement recorded the terms upon which the Tamworth Regional Council would provide library services to the Delegating Councils of Liverpool Plains Shire, Narrabri Shire, Uralla Shire and Walcha.
- D. By clause 9.2 of the Regional Library Agreement, the Gwydir Shire Council sought to join the Central Northern Regional Library ("CNRL") as one of the Delegating Councils and the CNRL Committee approved the request by Gwydir Shire Council to join the CNRL as one of the Delegating Councils by which all parties executed a Variation of the Regional Library Agreement on 1 July 2012.

DELAHUNT, KAY

Central Northern Regional Library Agreement 2021

- E. The Councils who are parties to this Agreement have adopted the *Library Act 1939* ("the Act") pursuant to Section 8 of the Act.
- F. Councils which have adopted the *Library Act 1939* must comply with and observe the requirements of part 3, Division 2 of the Act. In general terms, these requirements relate to the provision, control and management of library services to the community.
- G. The Councils of Liverpool Plains Shire, Narrabri Shire, Uralla Shire, Walcha and Gwydir Shire (hereafter referred to as "the Delegating Councils") seek to delegate their powers and duties relating to the provision, control and management of libraries, library services and information services to Tamworth Regional Council. This delegation is made pursuant to section 12(1) of the Act.
- H. Tamworth Regional Council has agreed to accept the delegation and provide library services to the Delegating Councils to the standard required by the Act.
- I. The Parties have recorded the terms upon which the Tamworth Regional Council will provide library services to the Delegating Councils in this Agreement.
- J. All parties to this Agreement expressly agree to the Distribution of Assets outlined in schedule 4 of this Agreement to reflect the introduction of the Gwydir Shire Council to the CNRL on 1 July 2012.

The parties hereby agrees as follows:**1. Name of the Library Services**

- 1.1. The library service provided by the Tamworth Regional Council to the Delegating Councils shall be referred to as Central Northern Regional Library ("CNRL").

2. Delegation of Powers and Duties

- 2.1. For the purposes of section 12(1) of the Act, the Delegating Councils hereby delegate all their powers and duties relating to the provision, control and management of libraries, library services and information services to Tamworth Regional Council. Draft Library Policy documents will be submitted to the CNRL Committee for consultation before being presented to Tamworth Regional Council for adoption.
- 2.2. In consideration of the delegation and the terms of this Agreement, Tamworth Regional Council hereby agrees to provide, control and manage the library services described in Schedule 1 as varied from time-to-time in consultation with the Central Northern Regional Library Committee constituted pursuant to this Agreement.

DELAHUNT, KAY

*Central Northern Regional Library Agreement 2021***3. Central Northern Regional Library Committee to be constituted**

- 3.1. In accordance with section 11 of the Act, Tamworth Regional Council shall constitute a library committee which shall be known as the Central Northern Regional Library Committee (CNRL Committee).
- 3.2. The Central Northern Regional Library Committee shall be constituted as follows:-
- Each delegating Council shall have the right to nominate one person for appointment to the CNRL Committee subject to clause 3.3
 - Tamworth Regional Council shall appoint one person to the CNRL Committee in addition to the appointments which may be made in the nominations of the Delegating Councils.
- 3.3. A Delegating Council which nominates a person for appointment to the Central Northern Regional Library Committee pursuant to clause 3.2, must indemnify Tamworth Regional Council in relation to all claims and liabilities of any description whatsoever, which may be made at any time by the nominated person in connection with the performance of his/her role on the Central Northern Regional Library Committee.
- This indemnity shall include (but still not be limited to):-
- Provision of transport or reimbursement for transport costs;
 - Claims arising from personal injuries or death of the nominated person or caused by the nominated person when performing the CNRL Committee role.
- 3.4. The CNRL Committee will meet at least twice per year in November and February, or more frequently if required, to discuss matters of policy and operational issues.
- 3.5. The Central Northern Regional Library Committee ("the CNRL Committee") will be subject to the Code of Conduct of Practice and other procedure guidelines and requirements which apply to all Tamworth Regional Council Committees which are established to exercise Council functions under section 355 of the Local Government Act 1993. It is clearly acknowledged and understood by all the parties to this agreement that no bodies created by or under this Agreement are committees established under s 355 of the Local Government Act 1993.
- 3.6. Each member of the CNRL Committee shall have one vote.

DELAHUNT, KAY

Central Northern Regional Library Agreement 2021

- 3.7. Tamworth Regional Council shall from time to time determine the number of members of the CNRL Committee which shall constitute a quorum at meetings of the Committee.

4. Responsibilities of Tamworth Regional Council

Tamworth Regional Council has the following responsibilities pursuant to this Agreement:

- 4.1. Tamworth Regional Council, as the administering council, will provide control and manage the CNRL Regional Library Service in accordance with the Library Act 1939 (NSW)
- 4.2. Provision of public library services described in schedule 1 at the location as identified in Schedule 2 (as amended from time-to-time with the consent of the Delegating Councils) at a standard recommended by the Library Council of New South Wales.
- 4.3. The development and maintenance of a concise statement of the vision and aims of Central Northern Regional Library.
- 4.4. The preparation, implementation and monitoring of a five year Strategic Plan for the overall direction of the Library Service supported by an annual Management Plan.
- 4.5. The preparation and review of policy statements on relevant aspects of providing the library service (after consultation with the Central Northern Regional Library Committee)
- 4.6. The pursuant of co-operative and collaborative projects with libraries and library systems in the wider library network.
- 4.7. Preparation and adoption of a budget for the operation of the Central Northern Regional Library Service including the determination of the contributions payable by Delegating Councils for the provision of library services each financial year.

5. Budget for Central Northern Regional Library Service

- 5.1. The Central Northern Regional Library budget for each financial year must address the issues identified in Schedule 3.
- 5.2. Tamworth Regional Council is responsible for preparing the budget for the Central Northern Regional Library.

DELAHUNT, KAY

Central Northern Regional Library Agreement 2021

5.3. Tamworth Regional Council will use the following process when preparing a budget for the following financial year:

- Tamworth Regional Council must submit a draft budget to the CNRL Committee by 30th November;
- The CNRL Committee must review the draft budget and provide written comments to Tamworth Regional Council by 15 January;
- Tamworth Regional Council must review any comments received from the CNRL Committee, and following the incorporation of any amendments which may be required, must forward a copy of the draft budget to each of the Delegating Councils by 28th February;
- The Delegating Councils must submit any comments they wish to make on the draft budget to Tamworth Regional Council in writing prior to 31st March;
- Tamworth Regional Council must review the comments submitted by any Delegating Council and make any amendments to the draft budget which Tamworth Regional Council considers appropriate; and
- The final Central Northern Regional Library budget must be issued to all Delegating Councils by 30th April.

6. Payments by Delegating Councils

- 6.1. The Delegating Councils must make a payment to Tamworth Regional Council in consideration of the Central Northern Regional Library service provided by Tamworth Regional Council pursuant to this Agreement.
- 6.2. The amount payable by each Delegating Council to Tamworth Regional Council shall be determined in each annual budget for the operation of Central Northern Regional Library.
- 6.3. Tamworth Regional Council will issue a tax invoice to each Delegating Council for the annual payment to be made by the Delegating Council.
- 6.4. The Delegating Councils must make the payment within 28 days of receiving a tax invoice issued by Tamworth Regional Council.
- 6.5. In the event of a Delegating Council not making payment as set out in clause 6.4 hereof, then interest will become due and payable at the rate of 3% per annum calculated daily on the outstanding balance.

7. Assets

DELAHUNT, KAY

Central Northern Regional Library Agreement 2021

- 7.1. Tamworth Regional Council shall own the assets acquired from the Central Northern Regional Library's budget subject to the "reimbursement rights" held by each of the Delegating Councils as provided in this Clause.
- 7.2. Tamworth Regional Council must maintain an asset register which records the assets acquired using the Central Northern Regional Library budget.
- 7.3. Upon the termination of this Agreement, proportion of the assets identified in the asset register shall be distributed to the Delegating Councils. The method for determining the asset distribution to each Delegating Council is specified in Schedule 4 to this Agreement.

8. Facilities and Resources provided by Delegating Councils

- 8.1. Each Delegating Council must provide the facilities and resources described in this clause in addition to any other payment or obligation described in this Agreement.
- 8.2. Each Delegating Council must provide the library building(s) identified in Part 2 of Schedule 2 ("the Buildings") which are located within the local government area of that Council. The Delegating Council shall be responsible for all costs associated with the proper and prudent management of the Buildings located in their local government area, including, but not limited to:
 - all maintenance costs associated with the building;
 - all service costs (such as waste, water, power and gas, fire control, security); and
 - all insurance premiums (including premiums for building insurance, public liability insurance, contents insurance).
- 8.3. Each Delegating Council must provide library staff as required to operate the library at the Buildings in their own local government area including all costs of every description associated with their employment, including (but not limited to) salaries, workers compensation, taxes, leave entitlements and superannuation, membership of professional associations, expenses for attendance at relevant conferences and training.
- 8.4. Each Delegating Council shall be responsible for any additional costs associated with the provision of any local library services provided in their local government area by CNRL which are services which are additional to the services provided pursuant to the terms of this Agreement.

DELAHUNT, KAY

Central Northern Regional Library Agreement 2021

- 8.5. Delegating Councils can provide additional library resources in their branches to those budgeted for in the CNRL annual resources budget. Additional resources must meet the Regional Resources Policy and will be catalogued and processed at no additional cost to that Council.

9. Terms of Agreement – Councils joining CNRL

- 9.1. Joining CNRL as a result of Council amalgamation:

Newly amalgamated Councils made up from at least one existing CNRL member Council can be absorbed into CNRL and with contributions remaining at the same rate per capita as for existing councils.

- 9.2. Councils joining CNRL other than as a result of Council amalgamation:

Councils wishing to join CNRL will be considered in the first instance by the CNRL Executive who will conduct a cost benefit analysis and make a recommendation to the CNRL Committee. Where Councils are located outside a 200km radius of Tamworth the contribution per capita for that Council will be calculated to reflect any additional costs incurred in servicing this Council.

10. Terms of Agreement, Withdrawal and Termination

The term of this Agreement shall be 5 years commencing on 1 July 2021 and termination on 30 June 2026.

- 10.1. Voluntary Withdrawal

Any party to this Agreement wishing to end this Agreement before the expiry of the Term must raise concerns leading to this action with the Committee in the first instance. CNRL retains the right to invite a mediator or representative of the State Library of New South Wales to attend discussions. Should discussion fail to resolve issues discussed then written notice must be given to each member Council within CNRL. This notice must specify a period, prior to the date upon which the Agreement will end pursuant to the notice and this period must be determined as follows:

- 10.1.a. If the notice is given between 1st July and 31 October of any financial year, the notice must specify that the Agreement shall end on 30 June in that financial year.
- 10.1.b. If the notice is given between 1st November and 30 June in any financial year, the notice must specify that the Agreement will end no sooner than 30 June in the following financial year or at any agreed later date.

DELAHUNT, KAY

Central Northern Regional Library Agreement 2021

- 10.1.c. Costs incurred by CNRL as a result of a voluntary withdrawal will be the responsibility of the withdrawing Council. These costs will include but not be limited to, staff redundancy costs, database cleanup, printing and stationery changes and website update.

10.2. Forced Withdrawal

Forced withdrawal as a result of amalgamation with a Council outside of CNRL must be raised with the CNRL Committee for consideration before giving written notice to each other party within CNRL.

- 10.2.a. If the notice is given between 1st July and 31 October of any financial year, the notice must specify that the Agreement shall end on 30 June in that financial year.

- 10.2.b. If the notice is given between 1st November and 30 June in any financial year, the notice must specify that the Agreement will end no sooner than 30 June in the following financial year or an agreed later date.

- 10.2.c. Costs incurred by CNRL as a result of forced withdrawal in this manner will be shared proportionally by all CNRL Councils including the withdrawing Council. Tamworth Regional Council on behalf of CNRL will formally seek financial assistance to cover the cost from the Library Council of NSW.

- 10.2.d. Forced withdrawal may also occur as a result of misconduct, insolvency or other matters that are brought to the attention of the CNRL Committee. In that event:

- 10.2.e. Notice will be given to the Delegating Council of the misconduct, insolvency or any other matter considered by the CNRL Committee, and if the notice is given between 1st July and 31 October of any financial year, the notice must specify that the Agreement shall end on 30th June in that financial year.

- 10.2.f. If the notice referred to in 10.2.e is given between 1st November and 30th June in any financial year, the notice must specify that the Agreement will end no sooner than 30th June in the following financial year or an agreed later date.

- 10.2.g. Costs incurred by CNRL as a result of forced withdrawal in this manner will be the responsibility of the withdrawing Council.

DELAHUNT, KAY

Central Northern Regional Library Agreement 2021

Regional Council on behalf of CNRL may formally seek financial assistance to cover the cost from the Library Council of NSW.

10.3. Non-renewal of CNRL Agreement

10.3.a. All members Councils agree not to continue with agreement:

Where the member councils of CNRL agree not to continue with a CNRL agreement the costs of dissolving CNRL, after distribution of assets, will be met proportionally by CNRL member Councils.

10.3.b. One or more but not all member councils decide not to renew the CNRL agreement:

After distribution of assets has been calculated non renewing Councils must pay for a proportion of the costs attributed to the non-renewal including but not limited to any staff redundancy costs, database clean-up, printing and stationery changes and website update.

11. Dispute Resolution

11.1. If a dispute arises out of or relates to this Agreement, or the breach, termination, validity or subject matter thereof, the parties to this Agreement and the dispute expressly agree to endeavour to settle the dispute co-operatively and in good faith.

11.2. In the event that the parties are unsuccessful in resolving the dispute the parties agree to submit the dispute to arbitration. Any party to the dispute may ask for the dispute to be settled by arbitration. The arbitrator is to be appointed by the Library Council of New South Wales. The Library Council of New South Wales may also determine the dispute to arbitration without receiving an application from any other party.

11.3. The decision of the arbitrator will be final and binding on all the parties to this Agreement.

11.4. All the parties to a dispute must contribute equally to the costs associated with the appointment of an arbitrator and the arbitrator itself. It is anticipated that costs such as the arbitrator's fees, venue hire, arbitrator's transport costs and arbitrator's accommodation costs will be shared equally between the disputing parties. Any individual costs incurred by each party (such as transport, accommodation costs and legal fees) shall be the sole responsibility of the party incurring the cost.

Central Northern Regional Library Agreement 2021

IN WITNESS the parties to this Agreement have hereunto affixed its hand and seal on the day first hereinbefore written.

THE COMMON SEAL OF **TAMWORTH
REGIONAL COUNCIL** was hereunto affixed in
pursuance of a Resolution duly passed by the said
Council

Dated

Signature of authorised officer:

Signature of authorised officer:

Name of authorised officer:

Name of authorised officer:

Position of authorised officer: General Manager

Position of authorised officer: Mayor

DELAHUNT, KAY

Central Northern Regional Library Agreement 2021

THE COMMON SEAL OF **LIVERPOOL PLAINS
SHRE COUNCIL** was hereunto affixed in
pursuance of a Resolution duly passed by the said
Council

Dated

Signature of authorised officer:

Signature of authorised officer:

Name of authorised officer:

Name of authorised officer:

Position of authorised officer: General Manager

Position of authorised officer: Mayor

DELAHUNT, KAY

12

Central Northern Regional Library Agreement 2021

THE COMMON SEAL OF **NARRABRI SHIRE**
COUNCIL was hereunto affixed in pursuance of a
Resolution duly passed by the said Council

Dated

Signature of authorised officer:

Signature of authorised officer:

Name of authorised officer:

Name of authorised officer:

Position of authorised officer: General Manager

Position of authorised officer: Mayor

DELAHUNT, KAY

13

Central Northern Regional Library Agreement 2021

THE COMMON SEAL OF **URALLA SHIRE**
COUNCIL was hereunto affixed in pursuance of a
Resolution duly passed by the said Council

Dated

Signature of authorised officer:

Signature of authorised officer:

Name of authorised officer:

Name of authorised officer:

Position of authorised officer: General Manager

Position of authorised officer: Mayor

DELAHUNT, KAY

14

Central Northern Regional Library Agreement 2021

THE COMMON SEAL OF **WALCHA COUNCIL**
was hereunto affixed in pursuance of a Resolution
duly passed by the said Council

Dated

Signature of authorised officer:

Signature of authorised officer:

Name of authorised officer:

Name of authorised officer:

Position of authorised officer: General Manager

Position of authorised officer: Mayor

DELAHUNT, KAY

15

Central Northern Regional Library Agreement 2021

THE COMMON SEAL OF **GWYDIR SHIRE**
COUNCIL was hereunto affixed in pursuance of a
Resolution duly passed by the said Council

Dated

Signature of authorised officer:

Signature of authorised officer:

Name of authorised officer:

Name of authorised officer:

Position of authorised officer: General Manager

Position of authorised officer: Mayor

DELAHUNT, KAY

16

*Central Northern Regional Library Agreement 2021***SCHEDULE 1****SERVICES PROVIDED BY TAMWORTH REGIONAL COUNCIL**

Tamworth Regional Council will engage professional librarians and support staff to undertake the following duties:-

1. Consult with Delegating Councils regarding their library service, through the CNRL Committee as detailed in Section 3 of this Agreement headed "Central Northern Regional Library Committee to be constituted".
2. Plan for and manage all aspects of the regional library service.
3. Provide relevant accounts to each of the Delegating Councils for the provision of library services.
4. Select, purchase, catalogue, process and distribute new library materials within the guidelines of the agreed CNRL Library Resources Policy.
5. Withdraw used library materials in accordance with the CNRL Library Resources Policy.
6. Manage and develop the CNRL Computer Library Management System.
7. Provide a database of all regional library materials held by the Delegating Councils.
8. Provide professional advice on library development, local staffing, buildings, grant applications, library trends, etc.
9. Train staff performing regional services and staff from branch libraries in relevant aspects of library services.
10. Provide resources exchange and delivery services of library materials to and between existing libraries with Delegating Councils.
11. Provide information services, support and research to branch libraries.
12. provide a range of library services to children and young adults.
13. Process reservations and intra library loans.
14. Process inter library loans from libraries outside the CNRL region for branch libraries.
15. Initiate and encourage regional and local library promotion in conjunction with Delegating Councils.
16. Meet as required with Delegating Councils to define and progress library service requirements.
17. Provide minutes of all meetings of the CNRL Committee, audited financial reports and an annual report of the Regional Library Service including a specific report outlining the quality of service within each Delegating Council.
18. Report to Delegating Councils quarterly on the progress of library services.

DELAHUNT, KAY

*Central Northern Regional Library Agreement 2021***SCHEDULE 2****LOCATION OF CENTRAL NORTHERN REGIONAL LIBRARY SERVICE POINTS
AND DELEGATING COUNCIL RESPONSIBILITIES****Part 1 - Tamworth Regional Council Libraries**

- Tamworth City Library, 466 Peel Street, Tamworth NSW 2340
- South Tamworth Library, Robert Street, Tamworth NSW 2340
- Barraba Library, Queen Street, Barraba, NSW 2347
- Kootingal Library, Denman Avenue, Kootingal, NSW 2352
- Manilla Library, Manilla Street, Manilla, NSW 2346
- Nundle Library, Innes Street Nundle, NSW 2340

Part 2 – Delegating Council Libraries

- Quirindi Shire Library, George Street, Quirindi NSW 2343
- Werris Creek Branch Library, 59A Single Street, Werris Creek NSW 2341
- Narrabri Shire Library, 8 Doyle Street, Narrabri NSW 2390
- Boggabri Branch Library, 82 Wee Waa Street, Boggabri NSW 2382
- Wee Waa Branch Library, Rose Street, Wee Waa NSW 2388
- Uralla Shire Library, New England Highway, Uralla NSW 2358
- Bundarra Branch Library (Deposit Station), Court Street, Bundarra NSW 2359
- Walcha Library, Derby Street, Walcha NSW 2354
- Bingara Library, Maitland Street, Bingara NSW 2404
- Wyallda Library, 38 Hope Street, Wyallda NSW 2402

Part 3 – Delegating Council Responsibilities

Delegating Councils must provide grant acquittals to the Library Council of New South Wales on or before the reporting deadline in order not to prejudice the success of grant applications made on behalf of the regional library service.

DELAHUNT, KAY

18

*Central Northern Regional Library Agreement 2021***SCHEDULE 3****CENTRAL NORTERN REGIONAL LIBRARY BUDGET**

Tamworth Regional Council and the Delegating Councils, within the Central Northern Regional Library budget, will cover the cost of:-

Employment costs and overheads for Tamworth Regional Council staff performing work for Central Northern Regional Library, including:-

- Salaries
- Annual Leave
- Training
- Fringe Benefits Tax
- Long Service Leave
- Public Holidays
- Sick Leave
- Superannuation
- Workers Compensation

Operational Overheads, including:-

- Insurances
- Office equipment maintenance and repair
- General expenses
- Postage
- Printing and Stationery
- Rent and share of outgoings (Administration Centre)
- Telephone
- Professional association membership
- Vehicle expenses
- Internal plant hire
- Contribution to Tamworth Regional Council's Corporate Overheads

Exchanges and Deliveries

- Delivery costs

Library Resources

- Library resources – in all formats
- Cataloguing expenses
- Processing of library materials

DELAHUNT, KAY

Central Northern Regional Library Agreement 2021

Promotions and Programs

- General promotion and publicity
- Children and Young Adult Programs

Computer Services

- Computer maintenance and repair
- Software licences and support
- Systems enhancements and upgrades
- Hardware replacement and upgrades
- Systems training
- Communications expenses

Income will be derived from:-

- Contributions from Tamworth Regional Council and Delegating Councils
- State Library subsidies as determined by the Library Council of New South Wales
- Grants (when available)
- Donations
- Contributions from Delegating Councils for Book Week Prizes
- Fees and charges, as recommended by the Committee and published in Tamworth Regional Council and Delegating Councils Annual Management Plans.

DELAHUNT, KAY

*Central Northern Regional Library Agreement 2021***SCHEDULE 4****CENTRAL NORTHERN REGIONAL LIBRARY ASSETS**

All Library materials, equipment and other assets held by Central Northern Regional Library prior to the execution of this Agreement shall be so held until the termination of this Agreement.

As per Section 7.2 of this Agreement Tamworth Regional Council will maintain an Asset Register which records the assets acquired using the Central Northern Regional Library Budget.

Assets will comprise, but not be limited to:-

- Central Northern Regional Library's furniture and fittings housed in the Administration Building at 466 Peel Street, Tamworth
- Central Northern Regional Library's computerised Library Management System
- Office equipment
- Cash reserves and working funds
- Unexpended Grants held in reserve

Distribution of Assets

1. Subject to clause 2 of this section, upon termination of this Agreement, the net assets, after payment of all liabilities, shall be apportioned between Tamworth Regional Council and the Delegating Councils in the ratio of the respective contributions made by them over the Adjustment Period.
2. Gwydir Shire Council shall not be entitled to share in Reserves which existed before it became a Delegating Council on 1 July 2012.
3. "Adjustment Period" means the period of three years immediately preceding termination or the period between the date of commencement of this Agreement and termination whichever is the lesser.

DELAHUNT, KAY

10.2 NARRABRI SHIRE YOUTH COUNCIL

Responsible Officer: Lindsay Mason, Director Corporate and Community Services

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

Attachments: 1. Narrabri Shire Youth Council Terms of Reference [!\[\]\(a03a7eb2f4046e1d3c76772003e549ea_img.jpg\) !\[\]\(844169987a590ed8c7e31d5d18950e8d_img.jpg\)](#)

DELIVERY PROGRAM ALIGNMENT

1 Society

Objective 1.1 Community health, safety and support services will adequately meet changing community needs

Strategy 1.1.4 Youth of the shire are engaged and supported through the provision of adequate programs and training services to facilitate the retention of our young people

EXECUTIVE SUMMARY

The development and implementation of a Narrabri Shire Youth Council will provide a forum for young people within the Narrabri Local Government Area (LGA) to express their views on important issues affecting young people.

RECOMMENDATION

1. That Council establish the Narrabri Shire Youth Council.
2. That Council adopt the Narrabri Shire Youth Council Terms of Reference, as attached to this report.

BACKGROUND

Narrabri Shire Council conducted extensive community consultation informing the development of Council's Community Strategic Plan 2017-2027 and Delivery Program 2017-2021 both of which are the supporting documents guiding Council's Operational Plan 2020-2021.

Strategy 1.1.4 of the Operational Plan states:

Youth of the shire are engaged and supported through the provision of adequate programs and training services to facilitate the retention of our young people. To achieve this strategy, several actions were developed including action 1.1.4.6, which states that:

Council will establish and operate a Narrabri Shire Youth Council in collaboration with the Shires Schools.

CURRENT SITUATION

Council has developed Terms of Reference to allow the Narrabri Shire Youth Council to be created.

Council will call for nominations for membership of the Narrabri Shire Youth Council following adoption of the Terms of Reference.

FINANCIAL IMPLICATIONS

A budget allocation will be determined from the Community Development section of Council for minor expenses and training.

STATUTORY AND POLICY IMPLICATIONS

- Working with Children Check.
- National Standards for Volunteer Involvement.

CONSULTATION**External Consultation**

- Narrabri Shire Youth Interagency

Internal Consultation

- Nil.



NARRABRI SHIRE COUNCIL YOUTH COUNCIL TERMS OF REFERENCE

1. Purpose

The purpose of the Narrabri Shire Youth Council is to:

- Represent and promote the voice of young people in the region;
- Provide a platform for young people to advocate on priorities important to them;
- Provide opportunities for young people to influence youth-focussed programs and projects;
- Provide a mechanism for young people to create, revise and implement the Youth Strategy; and
- Strengthen professional development opportunities for young people.

2. Objectives

- 2.1 Work collaboratively with Youth Interagency to run Youth week events across Narrabri local government area (LGA);
- 2.2 Provide advice and input to initiatives across the LGA that involve youth;
- 2.3 Liaise with youth groups to promote activities across the LGA;
- 2.4 Improve coordination and identify gaps in services for youth in the LGA;
- 2.5 Inspire and motivate to lead change;
- 2.6 Provide advice and assistance to Narrabri Shire Council on methods to enhance engagement with youth in the LGA on issues relating to youth; and
- 2.7 Attend youth forums and conferences where required and approved by General Manager or delegate.

3. Membership and Composition

The Narrabri Shire Youth Council will comprise a minimum of six (6) and a maximum of ten (10) members who live, study or work in the LGA.

Members will be socially conscious young leaders between the ages of 14 – 24 who represent a diversity of perspectives and experience, regardless of backgrounds, identities and cultural differences.

Representatives will be encouraged from local High Schools and other youth incorporating the towns and villages outside of Narrabri.

It is envisaged a member will hold their position for a two (2) year period. New nominations will be called for if members resign and/or positions are open.



3.1. Application Form

An application form will need to be completed for anyone wanting to form part of the Youth Council.

3.2. Members under the age of eighteen (18)

Any members under the age of eighteen (18) will require parental approval.

3.3. Members eighteen and over

Members aged eighteen (18) and over are required to hold a valid Working with Children's Check (minimum volunteer level).

3.4. Member induction

All new members will be required to undergo an induction which will be arranged by Narrabri Shire Council.

3.5. Voting Rights

Each member will have voting rights. One vote per member.

3.6. Narrabri Shire Councillors

The Youth Council may, at its discretion, invite Councillors to attend Youth Council meetings as observers. They may choose to ask a Councillor Representative to attend meetings to provide guidance and mentoring.

4. Roles

4.1. Youth Mayor (Chairperson)

At its inaugural meeting the Youth Council will elect one of its members as a Youth Mayor (or Chairperson) to preside at each meeting for a twelve (12) month period.

4.2. Deputy Youth Mayor (Chairperson)

At its inaugural meeting the Youth Council will elect one of its members as a Deputy Youth Mayor (Deputy Chairperson) to preside at each meeting in the absence of the Youth Mayor (Chairperson) for a twelve (12) month period.

4.3. Absence of Mayor and Deputy Mayor

In the absence of both the Youth Mayor (Chairperson) and Deputy Youth Mayor (Deputy Chairperson) the Youth Council will elect a member to act as Chairperson for that meeting.



4.4. Secretary

At its inaugural meeting the Youth Council will elect one of its members as the Secretary to preside at each meeting for a twelve (12) month period to record Minutes of Meetings.

5. Terms of Office

Each Youth Council term will be for a period of two (2) years. Members will have the right to reconsider their role on the Youth Council each year according to study, work or personal commitments. New nominations will be called for every second year or if a vacancy arises.

6. Operations of the Youth Council

6.1. Quorum

The quorum for a Youth Council meeting is a majority (half plus one (1)) of the members of the Youth Council. For a Youth Council comprising maximum number of ten (10), the quorum should be five (5).

6.2. Frequency of Meetings

Meetings shall be held monthly and at a time that suits a majority of the Youth Council members. It is anticipated the meetings will likely occur around 5:30pm. That would allow the younger members time to get home from school, and any older working members to attend after study / work.

6.3. Meeting Venue

The first meeting each year will be held in the Council Chambers and it is expected that every member physically be at this meeting. Members are encouraged to find their own way to the first meeting with commitment from parent / guardian / friend for those who are unlicensed. For those who are unable to engage the assistance from others, alternative arrangements will need to be made with help from the Narrabri Shire Council. Where necessary Community Transport will be engaged to transport representatives from townships to Narrabri for this first meeting.

Every other meeting will occur via Zoom. Each Youth Council member will be provided with a Webcam at the first meeting, if they do not already have access to such technology.

6.4. Notification of Meetings

Members are to be notified of meetings and provided with an Agenda seven (7) days prior. Additional meetings may be scheduled leading up to specific events.

Agenda items are to be called for approximately 2 weeks prior to a scheduled meeting. Narrabri Shire Council will assist in guiding members as to some of the content to be discussed. Agenda items and attachments will be forwarded to members with a meeting invite.

6.5. Responsibility During Meetings

The Youth Mayor (Chairperson) shall run the meeting

They Deputy Mayor will stand in if the Youth Mayor is unavailable

The Secretary will be responsible for minuting the meeting.



An officer of Narrabri Shire Council will attend all meetings, to provide mentorship.

6.6. Code of Conduct

All Members and attendees are expected to conduct themselves in accordance with Narrabri Shire Council's Code of Conduct.

6.7. Confidentiality

Members, as part of their duties, may receive confidential information. The information may be either commercially sensitive or is personal for an individual or organisation. Members must not breach any confidentiality protocols with sharing of information that may not be available in the public realm. It is critical that Members are a group that can be trusted with confidential information.

7. Resolution of Grievance

If a conflict occurs between Youth Council members, the Youth Mayor / Deputy Youth Mayor (Chairperson / Deputy Chairperson) Youth Council will work with the Narrabri Shire Council to resolve the issue. If a Youth Council member has a grievance or concern it should be managed accordingly:

- 7.1. If the grievance is about a fellow Youth Council member, the issues should be raised with the Youth Mayor.
- 7.2. If the grievance is about the Youth Mayor, the issue should be raised with the Narrabri Shire Council representative.
- 7.3. All conflicts will be addressed and resolved in accordance with Narrabri Shire Council's Code of Conduct.

8. Reporting Requirements / Council Support

Narrabri Shire Youth Council will be supported by the Narrabri Shire Council under the direction of the Director, Corporate and Community Services.

The Youth Council will prepare an Annual Report to go to Council's June meeting each year.

9. Payment

Membership of the Narrabri Shire Youth Council is a voluntary position and offers no remuneration.

History

| Minute Number | Meeting Date | Description of Change |
|---------------|--------------|-----------------------|
| | | |

11 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.

12 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.

13 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

13.1 DELEGATES REPORT - NEW ENGLAND JOINT ORGANISATION MEETING - MONDAY 22 FEBRUARY 2021

Responsible Officer: Ron Campbell, Mayor

Author: Delece Hartnett, Personal Assistant

Attachments: 1. New England Joint Organisation of Councils (NEJO) Minutes 22 February 2021 [!\[\]\(950a62bbddad88d64435fd35607dfc42_img.jpg\)](#) 

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

RECOMMENDATION

1. That Council note Mayor Campbell's Delegates Report on the New England Joint Organisation (NEJO) Meeting held on Monday 22 February 2021.

DELEGATES REPORT

The New England Joint Organisation held a Meeting on Monday 22 February 2021.

The Minutes from the meeting are attached.

**NEW ENGLAND JOINT ORGANISATION OF COUNCILS (NEJO) MEETING
HELD AT THE CINEMA, THE SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS, 205
ROUSE STREET, TENTERFIELD ON MONDAY, 22 FEBRUARY 2021 AT 10.00 AM**

PRESENT: Cr Michael Pearce (Chairperson), Cr Peter Petty (Deputy Chairperson), Cr Carol Sparks (Glen Innes Severn Council), Cr Paul Harmon (Inverell Shire Council), Councillor Ian Tiley (Armidale Regional Council), Cr John Coulton (Gwydir Shire Council) and Cr Ron Campbell (Narrabri Shire Council – via Zoom).

IN ATTENDANCE: Mr Craig Bennett (Glen Innes Severn Council), Mr James Roncon (Armidale Regional Council), Mrs Kate Jessep (Uralla Shire Council), Mr Max Eastcott (Gwydir Shire Council), Ms Kylie Smith (Tenterfield Shire Council), Mr Peter Caddey (New England High Country), Mr Rukshan De Silva (Director Regional NSW) and Mr Stewart Todd (Narrabri Shire Council – via Zoom).

1 PRE MEETING WORKSHOP WITH BOARD MEMBERS

- Discussion was held on a variety of health issues in the region. These issues were discussed at the previous NEJO meeting which was held in Moree in November 2020.
- Discussion was also held on the Federal Assistance Grants (FAG) and how they are calculated.
- Finally, discussions were held on electric vehicles.

2 WELCOME

The Chairperson, Cr Pearce, opened the meeting at 10.04am and welcomed all to the February 22, 2021 Board Meeting. He thanked Tenterfield for hosting the Board Meeting.

3 ACKNOWLEDGEMENT OF COUNTRY

The Mayor of Tenterfield, Cr Peter Petty provided an acknowledgement of Country and welcomed all present to Tenterfield.

4 APOLOGIES

Katrina Humphries (Moree Plains Shire Council), Mr Lester Rogers (Moree Plains Shire Council) and Mr Paul Henry (Inverell Shire Council).

5 CONFIRMATION OF MINUTES

RECOMMENDATION:

Moved: Tenterfield
Seconded: Glen Innes

That the Minutes of the New England Joint Organisation of Councils (NEJO) Meeting held on 30 November, 2020, as circulated to members, be confirmed as a true and correct record of that meeting.

CARRIED

BUSINESS ARISING FROM THE PREVIOUS MINUTESItem 8.2 New England Renewable Energy Zone (REZ).

The Acting Executive Officer is requested to follow up on Resolution 31/20 of the previous meeting, being "That NEJO write to Federal and State Government MPs and the Minister for Energy to request that they fund solar farms throughout the NEJO region, as opposed to funding overseas companies".

This item was taken on notice as the Acting Executive Officer was an apology for this meeting.

Item 8.4 Membership Fees – Return on Investment

The Acting Executive Officer is requested to follow up on Resolution 33/20 of the previous meeting, being "That the report be received and noted and that a letter is sent to the Minister for Local Government and Regional NSW to increase funding for JOs".

This item was taken on notice as the Acting Executive Officer was an apology for this meeting.

NEJO was also requested to write a letter of support to the Minister for Local Government regarding Gwydir Shire Council's ongoing membership of the NEJO.

This following was proposed:

"That NEJO write a letter of support to the Minister for Local Government advocating for and endorsing the ongoing membership of the Gwydir Shire Council as part of a strong and vibrant NEJO".

This item was taken on notice as the Acting Executive Officer was an apology for this meeting.

6 DISCLOSURE OF CONFLICT OF INTERESTS/PECUNIARY AND NON-PECUNIARY INTERESTS

No disclosures were made by members.

7 PRESENTATIONS

The following presentations were made to the board prior to discussing any agenda items:

1. Rukshan De Silva (Director Regional NSW)

Mr De Silva delivered a presentation on the NSW Planning Delivery Unit (PDU).

He introduced the PDU to NEJO.

The following were the main points raised by Mr Rukshan:

- The PDU will assist in fixing any blockages in the planning system, in accordance with legislative timeframes.
- The PDU will work with NSW government agencies in order to facilitate the provision of timely feedback to Councils on current Development Assessments.
- The PDU deal with significant projects or projects that have a public benefit.

2. Peter Caddey from the New England High Country (NEHC)

Mr Caddey delivered a presentation on the New England High Country (NEHC).

The New England High Country is made up of the following Councils:

- Glen Innes Severn;
- Gwydir;
- Inverell;
- Tenterfeld;
- Uralla and
- Walcha.

The target markets for the NEHC are the following travellers:

- Self Drive;
- Wanderers and
- Young Families;

The source markets are Intrastate (NSW) and South East Queensland.

The marketing campaign run by the NEHC was aimed at the following:

- Motorcyclists;
- Club Strategy;
- Caravans and RVs;
- Visitor Guides and
- Soundtracks.

The NEHC is currently working on an interactive map.

The focus for this year will be to attend the Caravan and Camping Supershows being held in Sydney from April 13 until April 18 at the Rosehill Racecourse and in Brisbane from June 2 until June 7 at the Brisbane Showgrounds.

8 DESTINATION REPORTS**8.1 QUARTERLY FINANCIAL REPORT NEJO.1/03****1/21 RESOLUTION:**

Moved: Inverell

Seconded: Glen Innes

That the Income and Expenditure Statement be received and noted.

CARRIED**8.2 PROGRESS WITH JOINT TOURISM PROMOTION NEJO.1/03****2/21 RESOLUTION:**

Moved: Tenterfield

Seconded: Glen Innes

That the information be received and noted.

CARRIED

8.3 RECRUITMENT OF EXECUTIVE OFFICER NEJO.1/03**3/21 RESOLUTION:**

Moved: Inverell

Seconded: Armidale

That:

- a) *The position be advertised 'region wide' on the following basis:*
- *21 remuneration hours per week,*
 - *Gross Salary of \$1,115.52 per week (\$53.52 per hour), plus entitlements, which is equal to an annual cost of \$75,308 per annum (made up of Salary of \$63,860, Superannuation of \$6,067, Leave Entitlements of \$3,684 and Workers Compensation of \$1,697);*
 - *Other conditions as per the NSW Local Government State Award;*
 - *Two (2) year renewable contract;*
- b) *That one of the 'desirable selection criteria' for the position be that the successful applicant reside in the NEJO region;*
- c) *That the selection panel consist of the following persons:*
- *Chairperson,*
 - *Deputy Chairperson,*
 - *Acting Executive Officer,*
 - *Ms Kate Jessep; and*
- d) *That the selection panel be delegated authority to select and appoint a candidate to the position.*

CARRIED**8.4 NEXT STAGE - ROAD NETWORK STRATEGY REPORT NEJO.1/03****4/21 RESOLUTION:**

Moved: Narrabri

Seconded: Tenterfield

That:

- a) *The information in respect of the Gwydir Shire roads be noted;*
- b) *Expressions of Interest from nominated consultants be invited to prepare a business case for Kempsey Road, Armidale as the highest priority project determined by the NEJO Road Strategy 2020;*
- c) *The NEJO Road Strategy 2020 be forwarded to the relevant Federal and State Government departments to inform their planning on road upgrades/maintenance;*
- d) *The Chairperson and Executive Officer be delegated authority to appoint a consultant to complete the business case for Kempsey Road, Armidale;*

New England Joint Organisation of Councils (NEJO) Meeting Minutes

22 February 2021

- e) *A further report be presented to the Board, to determine the next priority business case, if the budget allocated for business cases from the NEJO Road Strategy 2020 is not exhausted by the Kempsey Road, Armidale business case.*

CARRIED**8.5 NORTHERN INLAND REGIONAL WASTE (NIRW) MATTERS NEJO.1/03****5/21 RESOLUTION:**

Moved: Tenterfield

Seconded: Inverell

That:

1. *Northern Inland Regional Waste (NIRW) Group be requested to provide an update on the 'Recyclable Material Flow Analysis and Infrastructure Needs' Report that the Group has agreed to have prepared;*
2. *The Group be requested to give consideration to preparing a report on regional options for residual waste against the baseline data obtained in the 'Material Flow Analysis and Infrastructure Needs' Report; and*
3. *Member Councils have their representatives to NIRW support the request to undertake the additional work as outlined in point 2.*
4. *A presentation be made at the NEJO Board meeting being held in Glen Innes on 24 May 2021 by the NIRW group.*
5. *The relationship that NEJO has with the NIRW group be discussed at the presentation.*

CARRIED**9 INFORMATION REPORTS****9.1 RURAL DOCTORS NETWORK - BUSH BURSARY NEJO.1/03****6/21 RESOLUTION:**

Moved: Inverell

Seconded: Glen Innes

*For information only. No action required.***CARRIED****10 GENERAL BUSINESS****Tenterfield**

New England Joint Organisation of Councils (NEJO) Meeting Minutes

22 February 2021

Regional Health – It is extremely important for NEJO to keep pushing health issues and to advocate on behalf of the regions regarding significant health issues.

QUESTIONS

Armidale

Renewable Energy Zone

Can GMAC develop a Renewable Energy Zone (REZ) policy for the NEJO Board to consider, in readiness of the implementation of the REZ project by the State Government?

Armidale

New England Heritage

Can GMAC investigate the possible closure of the University of New England (UNE) archive and records repository and report back to the next NEJO board meeting in May?

11 CLOSURE

The Meeting closed at 12.12pm.

The next meeting of the NEJO Board is being held at the William Gardner Room of the Glen Innes Library and Learning Centre, 71 Grey Street, Glen Innes, on Monday 24 May, 2021.

13.2 FOREIGN ARRANGEMENTS SCHEME

Responsible Officer: Stewart Todd, General Manager

Author: Bill Birch, Manager Economic 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 4.1.3 Develop and build strong, productive partnerships with State and Federal Governments

EXECUTIVE SUMMARY

The Foreign Arrangements Scheme (the Scheme) commenced on 10 December 2020. Its purpose is to ensure that arrangements between State or Territory governments (and their entities) and foreign entities do not adversely affect Australia's foreign relations and are not inconsistent with Australia's foreign policy.

The Scheme provides for States and Territories and their entities to notify or seek approval from the Minister for Foreign Affairs (the Minister) if they propose to negotiate, or enter, or have entered a foreign arrangement. It creates obligations in respect of both future arrangements and existing arrangements. It also deals with subsidiary arrangements entered into for the purposes of implementing a foreign arrangement.

Commencing 10 March 2021, the Minister must be notified of a proposal to negotiate or enter a core foreign arrangement. If the arrangement is entered into, the Minister must also be notified about that within 14 days.

Commencing 10 March 2021, the Minister must also be notified of a proposal to enter a non-core foreign arrangement. If the arrangement is entered into, the Minister must also be notified about that within 14 days.

RECOMMENDATION

- 1. That Council note the report in relation to the Foreign Arrangements Scheme.**
- 2. That Council note that it has no arrangements as per the Foreign Arrangements Scheme.**

BACKGROUND

The Foreign Arrangements Scheme (the Scheme) commenced on 10 December 2020. Its purpose is to ensure that arrangements between State or Territory governments (and their entities) and foreign entities do not adversely affect Australia's foreign relations and are not inconsistent with Australia's foreign policy.

The Scheme provides for States and Territories and their entities to notify or seek approval from the Minister for Foreign Affairs (the Minister) if they propose to negotiate, or enter, or have entered a foreign arrangement. It creates obligations in respect of both future arrangements and existing arrangements. It also deals with subsidiary arrangements entered into for the purposes of implementing a foreign arrangement.

As of 10 March 2021, States and Territories and their entities must notify the Minister for Foreign Affairs of their prospective foreign arrangements.

CURRENT SITUATION

The Scheme deals with foreign arrangements. These are written arrangements, agreements, contracts, understandings or undertakings between State and Territory entities and foreign entities. They may be legally-binding or not legally-binding.

The Scheme provides a process for States and Territories and their entities to notify the Minister for Foreign Affairs if they propose to enter, or enter, a foreign arrangement.

It creates obligations in respect of both future arrangements and existing arrangements. It also deals with subsidiary arrangements entered into for the purposes of implementing a foreign arrangement.

The Scheme does not apply to arrangements by corporations or hospitals unless those arrangements are subsidiary arrangements.

The Scheme covers State/Territory entities, including:

- States and Territories, and State and Territory governments, departments and agencies (core State/Territory entities), and
- local governments, and Australian public universities (non-core State/Territory entities).

The Scheme also covers foreign entities, including:

- a foreign country, its national government and a department or agency of that national government (core foreign entities), and
- a province, state, self-governing territory, region, local council, municipality or other political subdivision of a foreign country (including its governments, departments, agencies), an authority of a foreign country established for a public purpose, and a foreign university that does not have institutional autonomy (non-core foreign entities).

The Scheme creates an 'approval' process for arrangements known as 'core foreign arrangements' and a 'notification' process for arrangements known as 'non-core foreign arrangements'.

- A core foreign arrangement is an arrangement between a core State/Territory entity and a core foreign entity.
- A non-core foreign arrangement is an arrangement between:
 - a core State/Territory entity and a non-core foreign entity
 - a non-core State/Territory entity and a core foreign entity, or
 - a non-core State/Territory entity and a non-core foreign entity.

Approval of prospective core foreign arrangements

Commencing 10 March 2021, the Minister must be notified of a proposal to negotiate or enter a core foreign arrangement. If the arrangement is entered into, the Minister must also be notified about that within 14 days.

The Minister must consider the proposed negotiation or entry into the arrangement, and make a decision whether to approve. The Minister must approve if satisfied that the proposed negotiation or arrangement:

- would not adversely affect, or would be unlikely to adversely affect, Australia's foreign relations; and
- would not be, or would be unlikely to be, inconsistent with Australia's foreign policy. The Minister must make a decision within 30 days or the Minister is taken to have given approval.

If a core State/Territory entity enters an arrangement without approval, then the arrangement will be invalid and unenforceable, be required to be terminated, or not be in operation (depending on the arrangement).

Notification of prospective non-core foreign arrangements

Commencing 10 March 2021, the Minister must also be notified of a proposal to enter a non-core foreign arrangement. If the arrangement is entered into, the Minister must also be notified about that within 14 days.

The Minister may make a declaration prohibiting a State/Territory entity from negotiating or entering a non-core arrangement if satisfied that the negotiation or arrangement:

- would adversely affect, or would be likely to adversely affect, Australia's foreign relations; or
- would be, or would be likely to be, inconsistent with Australia's foreign policy.

If a non-core arrangement is entered into in contravention of a declaration, the Minister may make a further declaration that the arrangement is invalid and unenforceable, required to be terminated, or not in operation.

Foreign arrangements already in operation

State or Territory entities must notify the Minister of pre-existing arrangements already in operation. Pre-existing foreign arrangements are arrangements that have been entered into on or before 9 March 2021.

- Core foreign arrangements must be notified by 10 March 2021.
- Non-core foreign arrangements must be notified by 10 June 2021.

The Minister may make a declaration that such an arrangement is invalid and unenforceable, required to be varied or terminated, or not in operation if satisfied the arrangement would adversely affect Australia's foreign relations or is inconsistent with Australia's foreign policy.

How does the scheme apply to local government?

The Scheme creates obligations for local governments that propose to enter, or enter, an arrangement with a foreign entity.

Under the Act, a State/Territory entity includes 'a body established for the purposes of local government by, or under a law of a State or a Territory'.

- Local governments are non-core State/Territory entities. As a consequence, all foreign arrangements entered into by local government are non-core foreign arrangements. This is the case irrespective of the nature of the relevant foreign entity with whom the arrangement is entered into.
- Foreign entities include a foreign country, its national government and a department or agency of that national government, as well as sub-national level governments in foreign countries, departments of those sub-national level governments, public entities established under the authority of a foreign country or its national or sub-national government, universities without institutional autonomy and any other entities prescribed by the rules.

Council has not entered into any core or non-core foreign arrangements with any foreign entity.

However, with the Scheme being introduced this matter is presented for the Council's attention.

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

Australia's Foreign Relations (State and Territory Arrangements) Act 2020 (the Act) fosters a systematic and consistent approach to foreign engagement across all levels of Australian government. It creates a Scheme to ensure that arrangements between State or Territory governments and foreign government entities do not adversely affect Australia's foreign relations and are not inconsistent with Australia's foreign policy.

Minister's powers under the Scheme

Where a foreign arrangement would adversely affect Australia's foreign relations or is deemed to be inconsistent with Australia's foreign policy, the Minister may prevent negotiation of a proposed arrangement, or cancel or vary an existing arrangement. A public register has been established, to make these arrangements transparent, and this will feature information about the arrangements and any decisions made by the Minister. Any decision to require that an arrangement be amended or terminated will be made on a case-by-case basis, after careful consideration of all the relevant factors.

CONSULTATION

External Consultation

Nil.

Internal Consultation

Nil.

13.3 INVESTMENT REPORT - APRIL 2021

Responsible Officer: Lindsay Mason, Director Corporate and Community Services

Author: Luke Meppem, Budget Coordinator

Attachments: Nil

DELIVERY PROGRAM ALIGNMENT**4 Leadership**

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

Strategy 4.4.3 Report in a clear, concise manner that is easily understood

EXECUTIVE SUMMARY

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

During the month:

- Two (2) investments matured, totalling \$4 million.
- Nil (0) new investments were placed.

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 April 2021.

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 April 2021.

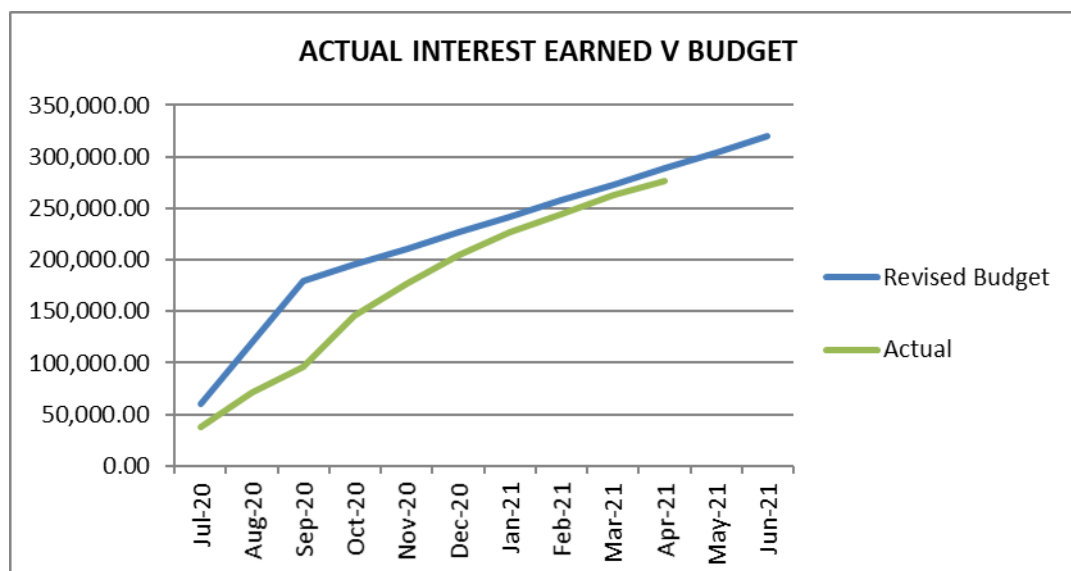
Investments maturing during the month:

- | | | | |
|------------|------------|-------------|------------------|
| • 21/04/21 | Rural Bank | \$2,000,000 | 273 days @ 0.85% |
| • 28/04/21 | BOQ | \$2,000,000 | 152 days @ 0.43% |

| | Market Value (\$) | Term (days) | Rate | Maturity Date | % of Portfolio |
|---------------------------------------|----------------------|-------------|-------|---------------|----------------|
| Short Term Deposits (<1 yr) | 25,000,000.00 | | | | 89.67% |
| NAB (Curve) | 1,000,000.00 | 154 | 0.45% | 05/05/21 | 3.59% |
| AMP | 1,000,000.00 | 154 | 0.60% | 05/05/21 | 3.59% |
| BOQ | 2,000,000.00 | 266 | 0.73% | 19/05/21 | 7.17% |
| AMP | 2,000,000.00 | 189 | 0.70% | 26/05/21 | 7.17% |
| Aus Unity | 1,000,000.00 | 365 | 1.05% | 10/06/21 | 3.59% |
| NAB (Curve) | 2,000,000.00 | 126 | 0.30% | 07/07/21 | 7.17% |
| BOQ | 1,000,000.00 | 273 | 0.63% | 14/07/21 | 3.59% |
| AMP | 2,000,000.00 | 175 | 0.70% | 28/07/21 | 7.17% |
| ME Bank | 3,000,000.00 | 240 | 0.45% | 11/08/21 | 10.76% |
| AMP | 1,000,000.00 | 363 | 0.80% | 25/08/21 | 3.59% |
| NAB (Curve) | 2,000,000.00 | 366 | 0.75% | 01/09/21 | 7.17% |
| Judo Bank | 1,000,000.00 | 364 | 1.05% | 15/09/21 | 3.59% |
| BOQ | 2,000,000.00 | 217 | 0.35% | 06/10/21 | 7.17% |
| AMP | 2,000,000.00 | 336 | 0.75% | 27/10/21 | 7.17% |
| ME Bank | 2,000,000.00 | 273 | 0.43% | 01/12/21 | 7.17% |
| Cash Deposits | 2,881,275.98 | | | | 10.33% |
| NAB At Call A/c | 1,000,000.00 | At Call | 0.25% | n/a | 3.59% |
| NAB Working A/c | 1,881,275.98 | At Call | 0.00% | n/a | 6.75% |
| Total Cash & Investments | 27,881,275.98 | | | | 100.00% |

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

| | |
|--|---------------|
| Cash Book balance at 31 March 2021 | 1,164,536.37 |
| Plus Receipts | 7,275,965.93 |
| Less Payments | -6,854,866.01 |
| Cash Book balance at 30 April 2021 | 1,585,636.29 |
| Less Outstanding Deposits | -461,261.83 |
| Plus Unpresented Payments | 756,901.52 |
| Reconciliation Balance as at 30 April 2021 | 1,881,275.98 |



Investment Rate Summary for April 2021

| | |
|---|-------|
| Average Interest Rate on Investments: | 0.62% |
| Weighted Average Interest Rate on Investments | 0.60% |

Council's Benchmarks

| | |
|---|-------|
| Bank Bill Swap Rate (BBSW) 90-day index (30/04/2021) ¹ | 0.04% |
| Average 11am Cash Rate | 0.10% |

FINANCIAL IMPLICATIONS

Interest income for the month was \$14,362, bringing the income earned for the year to \$276,985.

The net movement in the total value of deposits held each month is reflective of the immediate cashflow requirements to service creditors. Council made some major contract payments in April which included the Spring Creek and Horsearm Creek bridges, Maitland Street CBD works, the Wee Waa and Boggabri sewer treatment works (STP).

STATUTORY AND POLICY IMPLICATIONS

Clause 212 of the *Local Government (General) Regulation 2005* requires Council's Responsible Accounting Officer to provide a monthly report setting out the details of all money that the Council has invested under section 625 of the *Local Government Act 1993*.

It is certified that Council's investments have been made in accordance with:

- *Local Government Act 1993*.
- *Local Government (General) Regulation 2005*.
- Ministerial Investment Order dated 12 January 2011.
- Council's Investment Policy dated 15 August 2017.

CONSULTATION**External Consultation**

Nil.

Internal Consultation


- Responsible Accounting Officer.

¹ Source: www.asx.com.au

13.4 SETTING OF COUNCILLOR FEES 2021/2022

Responsible Officer: Lindsay Mason, Director Corporate and Community Services

Author: Lindsay Mason, Director Corporate and Community Services

Attachments: 1. **Local Government Remuneration Tribunal - Annual Report and Determination 2021 (under separate cover)** 

DELIVERY PROGRAM ALIGNMENT**4 Leadership**

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

Strategy 4.4.2 Ensure effective and sound local governance practice

EXECUTIVE SUMMARY

Council needs to set Councillors Fees each year, based on determination of the Local Government Remuneration Tribunal.

RECOMMENDATION

1. That Council adopt the maximum fee payable under the Local Government Remuneration Tribunal determination, in accordance with the Local Government Act 1993.

BACKGROUND

In accordance with Chapter 9 Part 2 Division 4 of the *Local Government Act 1993* (“the Act”) the level of remuneration payable to councillors and mayors is reviewed annually by the Local Government Remuneration Tribunal. Such review sets the maximum and minimum amounts that councillors and mayors are to receive.

Section 248 of the Act outlines that Council may fix the annual fee payable to Councillors. Section 249 (2) of the Act outlines that Council must pay an additional fee to the Mayor.

CURRENT SITUATION

The Local Government Remuneration Tribunal determination for the 2021/2022 year was made on 23 April 2021 and appeared in the Government Gazette on 30 April 2021 (Gazette Number 2021-176). The Tribunal determined that the minimum and maximum fees applicable to each category will increase by 2%, after remaining unchanged in 2020/2021.

Council is classified in the Category – Rural. The maximum and minimum remunerations as prescribed within the Determination are:

| | Minimum Annual Fee | Maximum Annual Fee |
|-------------|--------------------|--------------------|
| Councillor | \$9,370 | \$12,400 |
| Mayor | \$9,980 | \$27,060 |
| Total Mayor | \$19,350 | \$39,460 |

FINANCIAL IMPLICATIONS

An appropriate budget allocation has been made in the draft 2021/2022 budget.

STATUTORY AND POLICY IMPLICATIONS

If Council does not determine the annual fee(s) payable, the minimum annual fee will apply.

CONSULTATION**External Consultation**

- Local Government Remuneration Tribunal.

Internal Consultation

Nil.

14 CONFIDENTIAL (CLOSED COUNCIL) MEETING

RECOMMENDATION

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

14.1 Transfer of National Australia bank building 75 Rose St Wee Waa to Council Ownership

This matter is considered to be confidential under Section 10A(2) - (d)(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

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.

15 MEETING CLOSED
