



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

Date: Tuesday, 22 November 2022
Time: 1.00pm
Location: Narrabri Shire Council Chambers
46-48 Maitland Street
Narrabri

AGENDA

**Ordinary Council Meeting
22 November 2022**

**Rob Williams
GENERAL MANAGER**

PUBLIC FORUM (held outside formal Council Meeting)

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

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

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

Request to Speak in the Public Forum

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



USE OF MOBILE PHONES AND UNAUTHORISED RECORDING OF MEETINGS

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

(As per Council's Code of Meeting Practice)

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

(As per Council's Code of Meeting Practice)

AUDIO RECORDING NOTICE

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

(As per Council's Code of Meeting Practice)



Mayor
Cr Ron Campbell



Deputy Mayor
Cr Darrell Tiemens



Cr Rohan Boehm



Cr Robert Browning



Cr John Clements



Cr Brett Dickinson



Cr Greg Lamont



Cr Lisa Richardson



Cr Cathy Redding



General Manager
Mr Rob Williams



Director Corporate and
Commercial Services
Mr Andrew Brown



Director Infrastructure
Delivery
Mrs Eloise Chaplain



Director Planning and
Sustainability
Ms Donna Ausling

Chief Financial Officer
Gian Rimbaud

Corporate values



Wellbeing

Recognising safety, health, and wellbeing as a priority for all, especially our staff.



Integrity

Ensuring transparency and honesty in all our activities.



Leadership

Providing guidance and direction to our community and our people.



Community Focus

Delivering prompt, courteous, collaborative, and helpful service, while empowering and responding to the community's changing needs.



Accountability

Accepting our responsibility for the provision of quality services and information to ensure transparency and honesty in all our activities.



Respect

Treating everyone with courtesy, dignity and fairness.



Excellence

Providing services, programs and information which consistently meet and exceed standards.

Vision for 2032

OUR VISION

"The Narrabri Shire will continue to be a strong and vibrant regional economic growth centre providing a quality living environment for the entire community."



Theme 1: SOCIETY

An empowered, inclusive, and connected community



Theme 2: ENVIRONMENT

A sustainable and compatible natural and built environment



Theme 3: ECONOMY

A strong, diverse, and sustainable economy



Theme 4: CIVIC LEADERSHIP

Council as strong leaders for the community

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1 OPENING PRAYER

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

2 ACKNOWLEDGEMENT OF COUNTRY

I would like to acknowledge the Traditional Owners of Country throughout Australia, in particular the Gomeri 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 QUESTIONS WITH NOTICE

Nil

7 MATTERS OF GREAT URGENCY

Nil

8 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:

- 18.1 Appointment of Audit, Risk and Improvement Committee Member
- 18.2 Sporting Wall of Fame
- 18.3 Contract 2022-23/09 – Supply and Delivery of 7MM Precoated Aggregate, DGB20, Crusher Dust and Bedding Sand for Road Maintenance Works

9 PRESENTATIONS

Presentation requests received to date:

- 1. Nil.

10 CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of the Ordinary Meeting of the Narrabri Shire Council held on 18 October 2022 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, 18 OCTOBER 2022 AT 1.00PM**

PRESENT: Cr Ron Campbell, Cr Darrell Tiemens, Cr Rohan Boehm, Cr Robert Browning, Cr John Clements, Cr Brett Dickinson, Cr Greg Lamont, Cr Catherine Redding, Cr Lisa Richardson

IN ATTENDANCE: Rob Williams (General Manager), Donna Ausling (Acting Director Planning and Sustainability), Eloise Chaplain (Director Infrastructure Delivery), Jason Townsend (Manager Governance and Risk), Kira Goodhew (Minute Clerk)

Proceedings of the meeting commenced at 1:05 pm.

1 OPENING PRAYER

Members and officers were upstanding for the opening prayer by the Mayor.

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 RECOGNITION OF SERVICE MEN & WOMEN

Council acknowledged 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

1. Nil

5 DECLARATION OF PECUNIARY AND NON- PECUNIARY INTERESTS

COUNCILLOR	ITEM NUMBER	PECUNIARY/ NON-PECUNIARY	REASON
Cr Lisa Richardson	12.1	Non-Significant Non-Pecuniary	Partner employed by company listed in report
Cr Greg Lamont	12.7	Pecuniary	Currently has an application for a Construction Certificate with Council that is listed in the report.
Cr Darrell Tiemens	13.1	Non-Significant Non-Pecuniary	Is volunteering as the Master of Ceremonies for the Pink Up Namoi – Pink Night Under the Stars Event.

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

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

- 16.1 Business Paper and Minutes of the Audit, Risk and Improvement Committee
- Supplementary 1.1 Inland Rail Narromine to Narrabri (N2N) Section - Draft Master Inland Rail Development Agreement (MIRDA) and Proposed Utility Service Relocation Works
- Supplementary 1.2 Northern NSW Inland Port (N2IP) - Draft Funding Deed

7 PRESENTATIONS

Presentations made to Council:

2. Nil

8 CONFIRMATION OF MINUTES

MINUTE 323/2022

Moved: Cr John Clements Seconded: Cr Brett Dickinson

- 1. That the minutes of Ordinary Meeting of the Narrabri Shire Council held on 27 September 2022 as circularised be confirmed and signed as a correct record by the Mayor.**

In Favour: Crs Ron Campbell, Darrell Tiemens, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 9/0

9 MATTERS OF GREAT URGENCY

Nil reports.

10 QUESTIONS WITH NOTICE

Nil reports.

11 MAYORAL MINUTE

11.1 MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR SEPTEMBER AND OCTOBER 2022**MINUTE 324/2022**

Moved: Cr Ron Campbell

- 1. That Council note the Mayoral appointments for the period 20 September 2022 to 12 October 2022.**

In Favour: Crs Ron Campbell, Darrell Tiemens, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 9/0

12 OUR CIVIC LEADERSHIP

12.1 DELEGATE REPORT - WHITEHAVEN COAL VICKERY EXTENSION PROJECT COMMUNITY CONSULTATIVE COMMITTEE MEETING - 7 SEPTEMBER 2022**MINUTE 325/2022**

Moved: Cr Darrell Tiemens Seconded: Cr Brett Dickinson

- 1. That Council note the Delegate Report on the Vickery Mine Extension Community Consultative Committee Meeting held on Wednesday 7 September 2022.**

In Favour: Crs Ron Campbell, Darrell Tiemens, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 9/0

12.2 RESOLUTIONS REGISTER - SEPTEMBER TO OCTOBER 2022**MINUTE 326/2022**

Moved: Cr John Clements Seconded: Cr Brett Dickinson

- 1. That Council receive and note the outstanding Resolutions Register as at 12 October 2022.**
- 2. That Council receive and note the completed Resolutions Register as at 12 October 2022.**

In Favour: Crs Ron Campbell, Darrell Tiemens, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 9/0

12.3 LOG OF AUTO-ARCHIVE ACCESS**MINUTE 327/2022**

Moved: Cr Catherine Redding Seconded: Cr John Clements

- 1. That Council note the Log of Auto-Archive report.**

In Favour: Crs Ron Campbell, Darrell Tiemens, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 9/0

12.4 APPOINTMENT OF COUNCILLOR DELEGATES TO THE RFS SERVICE LEVEL COMMITTEE**MINUTE 328/2022**

Moved: Cr Darrell Tiemens Seconded: Cr John Clements

- 1. That Council appoint Crs Darrell Tiemens and Brett Dickinson to the RFS Service Level Agreement Liaison Committee.**
- 2. That the appointments expire at the September 2023 Ordinary Council Meeting.**

In Favour: Crs Ron Campbell, Darrell Tiemens, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 9/0

12.5 2022 STATECOVER WHS SELF-AUDIT REPORT**MINUTE 329/2022**

Moved: Cr Greg Lamont Seconded: Cr Catherine Redding

1. That Council note the '2022 StateCover WHS Self-Audit Report'.

In Favour: Crs Ron Campbell, Darrell Tiemens, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 9/0**12.6 INFRASTRUCTURE DELIVERY STATUS REPORT - OCTOBER 2022****MINUTE 330/2022**

Moved: Cr Catherine Redding Seconded: Cr John Clements

1. That Council receive and note the Infrastructure Delivery Status Report – October 2022.

In Favour: Crs Ron Campbell, Darrell Tiemens, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 9/0

At 2:10pm, Cr Lamont left the meeting after declaring a pecuniary interest due to having an application for a Construction Certificate with Council in relation to Item 12.7, and was not present at or in sight of the meeting during the consideration of the item.

Council suspended standing orders at 2:22 pm.

At 2:22 pm, Cr Brett Dickinson left the meeting.

Council resumed standing orders at 2:27 pm.

At 2:28 pm, Cr Brett Dickinson returned to the meeting.

12.7 PLANNING AND DEVELOPMENT SERVICES REPORT - SEPTEMBER 2022**MINUTE 331/2022**

Moved: Cr Lisa Richardson Seconded: Cr Robert Browning

- 1. That Council receive and note the Planning and Development Services report for the month of September 2022.**

In Favour: Crs Ron Campbell, Darrell Tiemens, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 8/0

At 2:28 pm, Cr Greg Lamont returned to the meeting.

12.8 INVESTMENT REPORT - SEPTEMBER 2022**MINUTE 332/2022**

Moved: Cr Catherine Redding Seconded: Cr Robert Browning

- 1. That Council note the Investment Report for September 2022.**

In Favour: Crs Ron Campbell, Darrell Tiemens, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 9/0

12.9 NARRABRI WEST RAILWAY MUSEUM - RESPONSE TO NOTICE OF MOTION**MINUTE 333/2022**

Moved: Cr John Clements Seconded: Cr Rohan Boehm

- 1. That Council receive and note the Report in response to the Notice of Motion for the Narrabri West Railway Museum.**

In Favour: Crs Ron Campbell, Darrell Tiemens, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 9/0

12.10 APPOINTMENT OF GENERAL MANAGER'S PERFORMANCE REVIEW PANEL 2022-2024**MOTION**

Moved: Cr Catherine Redding Seconded: Cr Darrell Tiemens

- 1. That Council determine the composition of the General Manager's Performance Review Panel from October 2022 to September 2024 to be the Mayor, the Deputy Mayor, a Councillor appointed by Council and a Councillor appointed by the General Manager.**
- 2. That Council authorise the Mayor to engage Local Government NSW to undertake a workshop with all Councillors to develop the performance plan criteria for the period October 2022 to September 2024.**
- 3. That Council authorise the Mayor to engage LGNSW to assist with the performance review process should the General Manager concur with such an appointment.**
- 4. That Council delegate to the General Manager's Performance Review Panel:**
 - (a) The whole process of performance management, including discussions about performance and performance reviews for the October 2022 to September 2024 period;**
 - (b) The reporting to Council of findings and recommendations of reviews for the 2021-2022 period and any actions that should be taken.**

MINUTE 334/2022**AMENDMENT**

Moved: Cr John Clements Seconded: Cr Rohan Boehm

- 1. That Council establish the General Manager's Performance Review Panel from October 2022 to October 2023 and determines that it shall consist of all Councillors.**
- 2. That the composition of the panel be reviewed at the October 2023 Ordinary Council Meeting.**
- 3. That Council authorise the Mayor to engage Local Government NSW to undertake a workshop with all Councillors to develop the performance plan criteria for the period October 2022 to September 2024.**
- 4. That Council authorise the Mayor to engage LGNSW to assist with the performance review process should the General Manager concur with such an appointment.**
- 5. That Council delegate to the General Manager's Performance Review Panel:**
 - (a) The whole process of performance management, including discussions about performance and performance reviews for the October 2022 to September 2024 period;**
 - (b) The reporting to Council of findings and recommendations of reviews for the 2021-2022 period and any actions that should be taken.**

In Favour: Crs Ron Campbell, Darrell Tiemens, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 9/0

THE AMENDMENT BECAME THE MOTION.

MINUTE 335/2022

Moved: Cr John Clements Seconded: Cr Rohan Boehm

- 1. That Council establish the General Manager's Performance Review Panel from October 2022 to October 2023 and determines that it shall consist of all Councillors.**
- 2. That the composition of the panel be reviewed at the October 2023 Ordinary Council Meeting.**
- 3. That Council authorise the Mayor to engage Local Government NSW to undertake a workshop with all Councillors to develop the performance plan criteria for the period October 2022 to September 2024.**
- 4. That Council authorise the Mayor to engage LGNSW to assist with the performance review process should the General Manager concur with such an appointment.**
- 5. That Council delegate to the General Manager's Performance Review Panel:**
 - (a) The whole process of performance management, including discussions about performance and performance reviews for the October 2022 to September 2024 period;**
 - (b) The reporting to Council of findings and recommendations of reviews for the 2021/2022 period and any actions that should be taken.**

In Favour: Crs Ron Campbell, Darrell Tiemens, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 9/0

Council suspended standing orders at 3:26 pm.

Council resumed standing orders at 3:39 pm.

SUPPLEMENTARY 1.1 POLICY REVIEW**MINUTE 336/2022**

Moved: Cr John Clements Seconded: Cr Darrell Tiemens

1. That Council adopt the policies listed in table 1 of this report.
2. That Council endorse the policies listed in table 2 this report to be placed on public exhibition for a period of at least 28 days.
3. That Council repeal the policies listed in table 3 of this report on the basis that they have been subsumed into a new policy in table 1 of this report.
4. That Council repeal the policies listed in table 4 of this report.

In Favour: Crs Ron Campbell, Darrell Tiemens, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 9/0

Cr Darrell Tiemens declared a non-pecuniary, less than significant interest in Item 13.1, due to volunteering as the Master of Ceremonies for the Pink Up Namoi – Pink Night Under the Stars Event.

13 OUR SOCIETY**13.1 REQUEST FOR SPONSORSHIP - PINK UP NAMOI****MINUTE 337/2022**

Moved: Cr Lisa Richardson Seconded: Cr Brett Dickinson

1. That Council supports the sponsorship request of \$2,500 to Pink Up Namoi for the fundraising evening event “Pink Night Under the Stars”, in support of continued employment of a local breast care nurse.

In Favour: Crs Ron Campbell, Darrell Tiemens, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 9/0

14 OUR ENVIRONMENT

14.1 COONABARABRAN TO MUNGINDI ROAD UPGRADE PROJECT**MINUTE 338/2022**

Moved: Cr John Clements Seconded: Cr Darrell Tiemens

- 1. That Council provide a letter of support for both Warrumbungle Shire Council and Walgett Shire Council for the completion of the “Coonabarabran to Mungindi Road Upgrade Project”.**
- 2. That Council advise Warrumbungle Shire Council and Walgett Shire Council to re-establish the “Coonabarabran – Mungindi Road Upgrade Project Steering Committee” with Narrabri Shire Council representatives attending future meetings.**

In Favour: Crs Ron Campbell, Darrell Tiemens, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 9/0

At 4:03 pm, Cr Greg Lamont left the meeting.

At 4:06 pm, Cr Greg Lamont returned to the meeting.

15 OUR ECONOMY

15.1 RURAL BANKING OPTIONS- WEE WAA**MINUTE 339/2022**

Moved: Cr John Clements Seconded: Cr Darrell Tiemens

- 1. That Council note that no party currently in Commonwealth Parliament has adopted the proposed Commonwealth Postal Savings Bank Bill and rescind all outstanding actions from minute 131/2021.**
- 2. That Council writes to the responsible Federal Minister to support the Commonwealth investigating the issue and the intent of the Bill.**

In Favour: Crs Ron Campbell, Darrell Tiemens, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 9/0

15.2 PROPOSED LEASE OF NARRABRI BIG SKY CARAVAN PARK TO SOUTHERN CROSS PARKS**MINUTE 340/2022**

Moved: Cr Rohan Boehm Seconded: Cr Catherine Redding

1. That Council enter into a lease agreement with Southern Cross Parks for a period of two (2) years for Lot 17 DP1060622.
2. That the lease agreement include the option of a further thirteen (13) year term, subject to the satisfactory completion of the capital works schedule provided in Attachment 1, which subsequently forms part the updated Master Plan in Attachment 2.
3. That Council delegate authority to the General Manager to enter into the lease agreements and execute relevant documentation.

In Favour: Crs Ron Campbell, Darrell Tiemens, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Cr Rohan Boehm

CARRIED 8/1

15.3 CONTAINER PRODUCTIVITY ADVOCACY**MINUTE 341/2022**

Moved: Cr Rohan Boehm Seconded: Cr Catherine Redding

1. That Council receive and note the Report on container productivity advocacy.
2. That Council authorise the General Manager and Mayor to conduct advocacy activities in respect to the preliminary findings of the Productivity Commission's Draft Report 'Lifting productivity at Australia's container ports: between water, wharf and warehouse'.
3. That Council endorse the draft submission to the Productivity Commission in response to the exhibition of the Draft Report 'Lifting productivity at Australia's container ports: between water, wharf and warehouse' as shown as Attachment 4 to this Report.
4. That Council note the correspondence from the CEO of the Port of Newcastle, Mr Craig Carmody and that the advocacy activities referred to above include that correspondence.

In Favour: Crs Ron Campbell, Darrell Tiemens, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 9/0

16 CONFIDENTIAL (CLOSED COUNCIL) MEETING

At 4.40 pm the Chairperson offered the opportunity to members of the public to make representations as to whether any part of the Council meeting should not be considered in Closed Council.

The General Manager advised the Chairperson that no written public submissions or representation had been received as to whether or not part of the meeting should be closed to the public. The Chairperson asked any members of the Council whether any part of the meeting should not be considered in Closed Council

MINUTE 342/2022

Moved: Cr Greg Lamont Seconded: Cr Catherine Redding

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:

16.1 Business Paper and Minutes of the Audit, Risk and Improvement Committee

This matter is considered to be confidential under Section 10A(2) - (f) 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 details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property.

Supplementary Closed 1.1 Inland Rail Narromine to Narrabri (N2N) Section - Draft Master Inland Rail Development Agreement (MIRDA) and Proposed Utility Service Relocation Works

This matter is considered to be confidential under Section 10A(2) - (d)(i) and (f) 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 details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property.

Supplementary Closed 1.2 Northern NSW Inland Port (N2IP) - Draft Funding Deed

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

In Favour: Crs Ron Campbell, Darrell Tiemens, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 9/0

MINUTE CO-343/2022

Moved: Cr Greg Lamont Seconded: Cr Catherine Redding

- 1. 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 Chair of the Meeting or their nominee.**

In Favour: Crs Darrell Tiemens, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 8/0

16.1 BUSINESS PAPER AND MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE**MINUTE CO-344/2022**

Moved: Cr Darrell Tiemens Seconded: Cr Greg Lamont

- 1. That Council note the Business Papers and Minutes of the Audit, Risk and Improvement Committee meeting held on Monday, 12 September 2022.**

In Favour: Crs Ron Campbell, Darrell Tiemens, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 9/0

The Mayor vacated the Chair, the time being 4:47 pm.

Cr Tiemens assumed the Chair of the Meeting, the time being 4:47 pm.

At 4:47 pm, Cr Ron Campbell left the meeting.

SUPPLEMENTARY CLOSED 1.1 INLAND RAIL NARROMINE TO NARRABRI (N2N) SECTION - DRAFT MASTER INLAND RAIL DEVELOPMENT AGREEMENT (MIRDA) AND PROPOSED UTILITY SERVICE RELOCATION WORKS**MINUTE CO-345/2022**

Moved: Cr John Clements Seconded: Cr Brett Dickinson

1. That Council endorse the draft Master Inland Rail Development Agreement (MIRDA) for the Narromine to Narrabri (N2N) section of Inland Rail, save and except clause 5.3 Contamination for execution by the General Manager.
2. That Council enter into a lease agreement with ARTC for Lot 10 DP821 and Lot 1 DP261297, for the period of twelve (12) months with two (2) x six (6) month options.
3. That Council delegate authority to the General Manager to enter into the lease agreement and execute relevant documentation.
4. That Council formally advise Australian Rail Track Corporation (ARTC) of its decision in relation to both matters.
5. That Council formally advises ARTC that it continues to hold concerns on the current route selection through the Narrabri Shire and that it reiterates those concerns. Its endorsement of the MIRDA referred to above should be read in that context.

In Favour: Crs Darrell Tiemens, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 8/0

MOVE INTO COMMITTEE OF THE WHOLE**MINUTE CO-346/2022**

Moved: Cr John Clements Seconded: Cr Rohan Boehm

1. That Council suspend standing orders and move into Committee of the Whole.

In Favour: Crs Darrell Tiemens, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 8/0

The Council moved into Committee of the Whole, the time being 5:00 pm.

MOVE OUT OF COMMITTEE OF THE WHOLE**MINUTE CO-347/2022**

Moved: Cr John Clements Seconded: Cr Catherine Redding

1. That Council resume standing orders and move out of Committee of the Whole.

In Favour: Crs Darrell Tiemens, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 8/0

The Council moved out of Committee of the Whole, the time being 5.22 pm.

SUPPLEMENTARY CLOSED 1.2 NORTHERN NSW INLAND PORT (N2IP) - DRAFT FUNDING DEED

MINUTE CO-348/2022

Moved: Cr John Clements Seconded: Cr Catherine Redding

- 1. That the progress report in relation to the finalisation of the N2IP Funding Deed be received and noted.**
- 2. That Council, on the advice of staff, authorise the General Manager to execute the funding deed attached to this report following completion of the draft Deed review process by Department of Regional NSW.**

In Favour: Crs Darrell Tiemens, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 8/0

The Council moved into open session at 5.23 pm and the General Manager read out to those present the resolutions of the Closed (Public Excluded) Meeting.

17 MEETING CLOSED

The Meeting closed at 5:24 pm.

The minutes of this meeting are scheduled to be confirmed at the Ordinary Council Meeting to be held on 22 November 2022.

.....
CHAIRPERSON

11 MAYORAL MINUTE

13.1 MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR OCTOBER/NOVEMBER 2022**Responsible Officer:** Ron Campbell, Mayor**Author:** Eileen Holliday, Executive Assistant**Attachments:** Nil**RECOMMENDATION**

- 1. That Council note the Mayoral appointments for the period 13 October 2022 to 11 November 2022.**

For the information of Councillors, I provide details of my Mayoral appointments and attendances between the following dates 13 October 2022 to 11 November 2022.

13 October 2022

Narrabri Shire Council, Councillor Briefing (Policy Review)

14 October 2022

Attended briefing session for ARA Rail Freight Conference (19-21 October 2022) as invited to participate on panel of ARA Rail Freight session seeking to explore how the unprecedented investment in Inland Rail can be effectively leveraged to provide greatest economic and social benefit to regional communities.

17 October 2022

Attended Floodplain Risk Management Committee Meeting.

18 October 2022

Narrabri Shire Council, Ordinary Council Meeting.

18 October 2022

Attended Community Information evening session on Narrabri Floodplain Risk Management Study and Plan Purpose.

19 October 2022

Attended Community Information breakfast session on Narrabri Floodplain Risk Management Study and Plan Purpose

20 October 2022

Invited to participate on panel of ARA Rail Freight session in Brisbane seeking to explore how the unprecedented investment in Inland Rail can be effectively leveraged to provide greatest economic and social benefit to regional communities. The panel was facilitated by the ARA's Joeley Pettit, Brendan Nerdal (Inland Rail), Andrew Bourne (Assistant Secretary

Land Transport Policy) and Jasmin Herro (iSustainable). The topic of the panel will be 'Unlocking the full potential of regional economic growth as a result of Inland Rail'.

The following questions were used at the beginning of the panel session to commence discussion and prompt comments from the panellists intended to encourage audience engagement and questions:

1. What hard infrastructure in addition to the 'Inland Rail spine' is required to ensure regional communities' derive greatest potential benefit from the project?
2. Are there opportunities to better engage with regional communities themselves to identify opportunities to maximise the benefit of the Inland Rail investment for the future of regional Victoria, New South Wales, and Queensland?
3. What policy levers are available to the federal and relevant state governments to create an environment which maximises the benefits of Inland Rail? For example, what associate policies might be necessary to achieve the kind of mode share targets for rail freight most state governments have as goals?
4. Are there examples from other major infrastructure projects where private investment was catalysed by major public expenditure which we should learn from here?
5. What lessons have been learned from deliver of Inland Rail stages already completed, or other major infrastructure projects on community engagement or maximising aligned investment that the rail industry should be thinking about?

25 October 2022

In Canberra attending panel session questions and answers on the benefits of the Santos Festival of Rugby to the community in the presence of Federal Ministers and Senators on both sides of Government.

31 October 2022

2MaxFM fortnightly radio interview.

1 November 2022

Hosted Minister for Regional Transport and Roads, Sam Faraway, to show him our Shire's Road network and advocating on the condition of our roads.

3 November 2022

Interview with ABC Radio Drive Time – flood management plan and talk about the high, medium, and low flood risk zones and reminding the public of the submission closing date being 28 November, 5pm. This is an extremely important project designed to safeguard lives, protect property and to minimise the cost of serious flooding on the Narrabri economy. The study warns that Narrabri is amongst the most at risk, three or four towns in the State for major flooding. Council is endeavouring to make it as easy as possible for all residents to understand the implications

7 November 2022

Attended Floodplain Risk Management Committee Meeting.

8 November 2022

Interview with NBN in response to Narrabri Shire Council's Media Release on the Japanese encephalitis alert for the Narrabri Shire.

8 November 2022

Interview with 7 News journalist in response to Narrabri Shire Council's Media Release on the Japanese encephalitis alert for the Narrabri Shire.

10 November 2022

Attended invitation from Wee Waa Community Arts & Cultural Centre to attend Holding the Past, Handling the Future Exhibition.

11 November 2022

Attended invitation to conduct the welcome and introductions at Regional Freight Forum held at The Crossing Theatre.

11 November 2022

Invited to attend the National Emergency Management Agency by Senator the Hon. Murray Watt – Minister for Agriculture, Fisheries and Forestry and Minister for Emergency Management. The meeting was held at Moree Plains Shire Council.

The following were in attendance:

- Mayor Mark Johnson, Deputy Mayor Susannah Pearse, Cr Lisa Orchin and Acting General Manager John Rayner (Moree Plains Shire Council).
- Chair Tom French, Vice President Lloyd Munro, and CEO Steven McIntosh, (Moree Local Aboriginal Land Council).
- The Hon. Mark Coulton MP (Federal Member for Parkes).
- Mayor Jamie Chaffey (Gunnedah Shire Council)
- Dick Estens AO, (Vitonga Citrus)

13.2 MAYORAL MINUTE - LETTER REQUESTING DECLARATION OF A STATEWIDE ROAD EMERGENCY

Responsible Officer: Ron Campbell, Mayor

Author: Ron Campbell, Mayor

Attachments: Nil

DELIVERY PROGRAM ALIGNMENT**2 Environment - A sustainable and compatible natural and built environment**

Objective 2.2 An integrated and strategic built environment

Strategy 2.2.1 Maintain, enhance and support an integrated, diverse and safe transport network: Pedestrian; Road; Rail; and Air

EXECUTIVE SUMMARY

On 3 November 2022, Council received a request from the Country Mayors Association of NSW (CMA) to join with other member councils in writing to the Prime Minister and NSW Premier requesting the declaration of a Statewide Road Emergency due to the unprecedented flood events.

RECOMMENDATION

- 1. That Council joins with Local Government NSW and Country Mayors Association of NSW in declaring a Statewide Road Emergency.**

BACKGROUND

Narrabri Shire Council is a member of the Country Mayors Association of NSW (CMA). The CMA represents almost 70 rural and coastal councils across NSW, the equivalent of about three quarters of the state in land mass. The CMA work to advocate for local government and issues that affect their communities.

The CMA allows local government from rural and regional NSW to come together to discuss issues of specific interest, to areas outside the major metropolitan centres as well as looking at the bigger picture of the whole local government sector within the State.

CURRENT SITUATION

Councillors,

We are all well aware the Narrabri Shire has been hit by a seemingly relentless wave of flood events in the past 12 months.

And we are not alone. A total of 126 of New South Wales' 128 local government areas have had natural disaster declarations within the last 12 months, according to the President of Local Government NSW, Darriea Turley.

On the third of November 2022, Local Government NSW declared a Statewide Roads Emergency.

The declaration – and urgent call for the NSW and Federal governments to increase their existing road funding commitments in the wake of the floods – comes on the back of an estimated \$2.5 billion in road damages and a collapse of the local and regional road network.

I call on Narrabri Shire Council to show our support for this move and whole-heartedly endorse the Local Government NSW declaration of Statewide Road Emergency.

The declaration has already been publicly supported by our peak regional body, the Country Mayors Association of New South Wales.

As part of the Statewide Roads Emergency, LGA NSW and Country Mayors Association of NSW are calling for:

- An acceleration and significant increase in funding for the \$1.1 billion Fixing Local Roads and Fixing Country Bridges program from the New South Wales Government
- A boost to Road Block Grant funding to compensate for the damage to the regional road network from the Federal Government
- New funding to provide councils with plant machinery and skilled workers to expedite road repairs from the Federal Government.

We have faced, and may continue to face, an unprecedented and unrelenting series of natural disasters that has seen residents and business owners cleaning up again and again, people isolated, workers unable to get to work, and students unable to get to training or school.

Add to this our very real and immediate concern for our primary producers.

This latest rain event has hit at a critical time. Winter crops are ready to be harvested and the window for planting summer crops, including cotton, only lasts a matter of week. Cotton is the single largest contributor to our agricultural outputs.

Livestock are ready to go to sale.

The local and regional road network is critically-enabling infrastructure. It is absolutely vital to our primary producers, and the key to keeping affordable food on the table across New South Wales and beyond.

Our road network, and the road network of shires across the state, have disastrous damage. We are facing a task that is beyond the reasonable scope of any local government authority. We face an unprecedented disaster that requires an unprecedented response.

We need help. Our community needs help. Other regional and rural communities across the state and beyond need help. We desperately need our leaders to lead.

We need to support our peak bodies in their declaration of Statewide Road Emergency.

This is an emergency, and it is time to seek help, and by supporting this Mayoral Minute you are endorsing that I write to the Prime Minister of Australian Anthony Albanese and the Premier of New South Wales Dominic Perrottet pleading for immediate action.

Cr Ron Campbell

Mayor

Narrabri Shire Council

12 OUR CIVIC LEADERSHIP



THEME 4

Our Civic Leadership

THEME 4: OUR CIVIC LEADERSHIP

STRATEGIC DIRECTION 4: COUNCIL AS STRONG LEADERS FOR THE COMMUNITY

Through extensive community engagement, the Narrabri Shire community identified several civic leadership priority areas to be actioned over the 2022/2026 period.

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 OBJECTIVES

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

- A transparent and accountable Council
- A strong Council that advocates for the Community
- A resilient and sustainable Council

KEY STAKEHOLDERS

- Narrabri Shire Council
- Narrabri Shire Community
- NSW Office of Local Government
- New England Joint Organisation
- Department of Premier and Cabinet
- Department of Prime Minister and Cabinet
- State and Federal Government

14.1 RESOLUTIONS REGISTER - OCTOBER TO NOVEMBER 2022

Responsible Officer: Andrew Brown, Director Corporate and Commercial Services

Author: Alice Gemmell-Smith, Governance Coordinator

Attachments:

1. **Outstanding Resolutions Register 14 November 2022**  
2. **Completed Resolution Register 14 November 2022**  

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

Good governance and transparency dictate that Council maintains a Resolutions Register, and for it to be brought before Ordinary Council Meetings. The Resolutions Register, as at Monday 14 November 2022, is therefore presented to Council.

RECOMMENDATION

1. **That Council receive and note the outstanding Resolutions Register as at 14 November 2022.**
2. **That Council receive and note the completed Resolutions Register as at 14 November 2022.**

BACKGROUND

Council Resolutions are, insofar as they are lawful, binding upon the General Manager and executive arm of Council. It is important, and standard industry practice, that a register of resolutions and actions is maintained to ensure transparency and accountability in enacting those resolutions.

Bringing the register before Council at Ordinary Council Meetings will provide Council and the public with situational awareness of the implementation of its resolutions, ensuring transparency and promoting accountability.

CURRENT SITUATION

The outstanding register has been updated as at Monday 14 November 2022 and is attached to this report. This register lists the outstanding resolutions and action items, as well as a comment on current status. Some of the resolutions and action items are historical and, where no action is possible, a report will be brought to Council seeking resolution.

The completed register shows all actions completed. When all of the actions from a resolution are completed, it will be moved to the completed register.

Governance and Risk intends to present the Resolutions Register in a report to each month's Ordinary Council Meeting.

FINANCIAL IMPLICATIONS

Nil

STATUTORY AND POLICY IMPLICATIONS

Nil

CONSULTATION

Nil

External Consultation

Nil

Internal Consultation

- Executive Management.
- Senior Management.



Resolution Register (Outstanding)

Criteria
Directorate(s):
Meeting(s):
Officer(s):
Date From:
Date To:

Council

Printed:
14 November 2022
10:39 AM

No.	Start Date	Minute	Report Title	Resolution	Responsible Officer	Original Target Date	Revised Target Date	Current Status
1	01/11/2017	464/2014	Heavy Vehicle Parking	MINUTE 307/2015 1. That Council is presented with additional updates to the Narrabri Shire Cemetery Plan of Management by December 2015 to accommodate use of new sections at the Narrabri Lawn Cemetery, once design is completed and approved, and use of the Pilliga Columbarium Wall which is currently under construction.	Director Planning and Sustainability	15/11/2017	30/09/2022	17 Aug 2022 - 10:43 AM - Manager Governance and Risk Revised Target Date changed by: Manager Governance and Risk From: 23 Aug 2022 To: 30 Sep 2022 Reason: To be reviewed at Policy Review
2	01/11/2017	307/2015	Cemetery Management Plan	MINUTE 464/2014 1. Council receive and note the report regarding heavy vehicle parking issues. 2. Council's Director of Planning and Development submit a draft 'Parking Strategy and Enforcement Policy' to a future Meeting of Council for consideration.	Manager Parks and Open Spaces	15/11/2017	15/11/2023	25 Oct 2022 - 4:22 PM - Manager Parks and Open Spaces Revised Target Date changed by: Manager Parks and Open Spaces From: 31 Dec 2022 To: 15 Nov 2023 Reason: The review has been included in the grant funded consultation plan for Resources for Region this will allow time for further public consultation and the NSW Cremetatoria licencing ACT to commence.
3	25/09/2018	224/2018	Acquisition of Land for Expansion for Narrabri Landfill	Minute 224/2018 That Council: 1. Commence action by negotiation or compulsory acquisition to acquire a 15-metre wide strip of land having a total area of approximately one (1) hectare adjoining the Narrabri Landfill site, being part of Lot 153 in DP588798. 2. Authorise the General Manager to negotiate a sale price in accordance with advice from an independent Certified Practising Valuer, and meet all reasonable survey and legal costs associated with this acquisition. 3. Make all necessary arrangements to: a. Classify the land as operational land in accordance with section 31 of the Local Government Act 1993. b. Apply its Common Seal to any necessary documents relating to the acquisition.	Manager Property Services	09/10/2018	01/06/2023	25 Oct 2022 - 2:15 PM - Manager Governance and Risk Action reassigned to Manager Property Services by: Manager Governance and Risk for the reason: Reassigned to acting manager for action.
4	30/10/2018	240/2018	Road Network Condition Assessment	Minute 240/2018 1. That Council note the condition and assessment report with no changes to the existing proposed road services 2018/2019 budgets. 2. That Council undertaken community consultation to determine the levels of services and risk that are acceptable to road users within Narrabri Shire.	Manager Road Services	13/11/2018	30/06/2023	17 May 2022 - 3:39 PM - Director Infrastructure Delivery Next condition Assessment budgeted for FY23 in line with the four year cycle. Community consultation to be completed in FY23 as part of further development of Roads Strategy.



Resolution Register (Outstanding)

Criteria
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No.	Start Date	Minute	Report Title	Resolution	Responsible Officer	Original Target Date	Revised Target Date	Current Status
5	26/02/2019	025/2019	Single Property - Amendment to Local Government Boundary	<p>Minute 025/2019</p> <p>That Council:</p> <ol style="list-style-type: none"> Support the proposed boundary change. Seek a Council resolution from Moree Plains Shire Council that also supports the boundary change. Authorise making a joint proposal to the Minister for Local Government and His Excellency the Governor of New South Wales. Request a provision for the payment of any outstanding rates and charges to be included in a proclamation to affect the boundary change. 	Governance Coordinator	12/03/2019	30/09/2022	<p>20 Jul 2022 - 7:45 AM - Governance Coordinator</p> <p>Revised Target Date changed by: Governance Coordinator From: 31 Jul 2022 To: 30 Sep 2022</p> <p>Reason: Outcome awaiting decision from the NSW Office of Local Government and the Minister for Local Government. No further action required by Narrabri Shire Council or Moree Plains Shire Council at this stage.</p>
6	23/02/2021	038/2021	Provision Of New Doctors Residence in Boggabri	<p>Minute 038/2021</p> <ol style="list-style-type: none"> That Council provide a suitable prefabricated home on vacant Council land at 37 Dalton Street Boggabri, at an estimated cost of \$274,800. That the provision of the home be funded from the Maules Creek Coal Voluntary Planning Agreement (VPA) for Boggabri Community projects. That Council upon the successful completion of the new residence, place 29 Laidlaw St, Boggabri for sale with an authorised real estate agent in its current condition; any profits from sale are to be placed into a reserve for Community Projects within Boggabri. That rental income received from 37 Dalton Street, Boggabri be placed into a reserve (restricted) for maintenance and upkeep of the 37 Dalton Street Boggabri. That Council approve the use of the Council Seal for all relevant documents to enact this resolution. 	Manager Property Services	09/03/2021	01/07/2023	<p>8 Nov 2022 - 3:21 PM - Manager Property Services</p> <p>Quotations continue to be sought for potential construction, however updated report proposed to be provided to the December ordinary Council meeting in relation to this matter.</p>
7	27/07/2021	120/2021	Notice of Motion - Doctors Creek land erosion issue	<p>Minute 120/2021</p> <ol style="list-style-type: none"> That Council seeks an urgent meeting of all appropriate NSW Government authorities regarding the significant erosion immediately downstream of the Doctors Creek bridge from the February 2020 rain event. With the intent that the outcome of the meeting map the way forward in dealing with the erosion issues. That Council requests that the previous report from Doctors Creek bank erosion be examined in conjunction with the proposed solution to the erosion issues. 	Director Infrastructure Delivery	26/08/2021	31/08/2022	<p>17 May 2022 - 3:46 PM - Director Infrastructure Delivery</p> <p>Report to be prepared for Council detailing Formal discussions with Crown</p>



Resolution Register (Outstanding)

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No.	Start Date	Minute	Report Title	Resolution	Responsible Officer	Original Target Date	Revised Target Date	Current Status
8	15/02/2022	014/2022	Notice of Motion - Use of iPad Technology by Councillors	Minute 014/2022 That (i) That the General Manager provide a report to the 22nd March 2022 Ordinary meeting detailing the following:- the details of how emails and other Council documents are auto-archived for the purposes of complying with any legal requirements and details of all relevant legislation and other responsibilities that are relevant to this. Also, that offsite backup and protection from tampering be detailed in the report. (ii) That the General Manager present a report outlining a new or existing Policy for approval or modification on proposed protocols that would need to be observed to allow access to auto-archived material. This should include penalties for access outside of the finalised policy. (iii) That the General Manager provide a report to each Ordinary Meeting of Council detailing the number of accesses to auto-archived material that have been undertaken, by whom and the reason for access, ensuring process that excludes any detail in reports that could identify an individual.	Manager Governance and Risk	17/03/2022	22/11/2022	25 Oct 2022 - 2:13 PM - Manager Governance and Risk Revised Target Date changed by: Manager Governance and Risk From: 27 Sep 2022 To: 22 Nov 2022 Reason: Next report due 22 November 2022
9	22/03/2022	062/2022	Notice of Motion - Urgent Works on Melburra Road (Off Killarney Gap Road)	Minute 062/2022 1. That the General Manager provide a report to the appropriate budget briefing of council on: (a) what work has been undertaken on Melburra Rd the last three (3) years and the cost; (b) the result of General Manager, or delegate, meeting on site with interested Councillors and the Melburra Road Users Group to discuss options such as concreting the culverts, fencing, regular grading etc., to ensure they have a reliable and safe road to use; (c) as a result of (b) what works are proposed to rectify the problems, the cost and source of funds.	Manager Road Services	21/04/2022	31/10/2022	10 Aug 2022 - 3:03 PM - Director Infrastructure Delivery Revised Target Date changed by: Director Infrastructure Delivery From: 26 Jul 2022 To: 31 Oct 2022 Reason: Information provided to Council further engagement to be completed with key stakeholders
10	22/03/2022	070/2022	Council Committees	Minute 070/2022 1. That Council hold a workshop to consider the formation of Council standing committees.	Manager Governance and Risk	21/04/2022	06/12/2022	12 Oct 2022 - 10:22 AM - Manager Governance and Risk Revised Target Date changed by: Manager Governance and Risk From: 25 Oct 2022 To: 06 Dec 2022 Reason: To be held at December Briefing. Unfortunately policy review and rescheduling Oct briefing necessitated move. GOVRISK is very keen to resolve this.



Resolution Register (Outstanding)

Criteria
Directorate(s):
Meeting(s):
Officer(s):
Date From:
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10:39 AM

No.	Start Date	Minute	Report Title	Resolution	Responsible Officer	Original Target Date	Revised Target Date	Current Status
11	26/04/2022	111/2022	Deferral of workshop on Council Standing Committees	Minute 111/2022 1. That Council defer the workshop to discuss Council Standing Committees within three (3) months.	Manager Governance and Risk	26/05/2022	06/12/2022	12 Oct 2022 - 10:22 AM - Manager Governance and Risk Revised Target Date changed by: Manager Governance and Risk From: 25 Oct 2022 To: 06 Dec 2022 Reason: To be held at December Briefing. Unfortunately policy review and rescheduling Oct briefing necessitated move. GOVRISK is very keen to resolve this.
12	26/04/2022		Narrabri Underground Voluntary Planning Agreement (VPA) Update	Minute CO-001/2022 1. That Council accept the \$2.603 million Voluntary Planning Agreement offer from Whitehaven Coal dated 27 January 2022, as negotiated for the Narrabri Underground mine and this motion remain confidential until such time as the matter is concluded.	Manager Planning and Development	26/05/2022	30/11/2022	6 Oct 2022 - 11:58 AM - Manager Planning and Development Revised Target Date changed by: Manager Planning and Development From: 30 Sep 2022 To: 30 Nov 2022 Reason: waiting explanatory note and review from LTL
13	26/07/2022	222/2022	Economic Development Activities Update - June 2022	Minute 222/2022 1. That Council receive and note the Economic Development Section activities update highlighted in this report. 2. That Council is the lead economic development entity in the Narrabri Shire and therefore should apply for a grant from the Regional NSW Business Case and Strategy Development Fund. 3. That Council acknowledge that the Special Activation Precinct investigations and the Northern NSW Inland Port are once in lifetime opportunities for the Narrabri Shire and therefore incorporate the inclusion of a dedicated Council officer to assist with these projects into the grant application. 4. That Council incorporate the development of a shopfront located in the Narrabri Central Business District into the grant application.	Manager Economic Development	25/08/2022	30/12/2022	1 Nov 2022 - 4:07 PM - Manager Economic Development Revised Target Date changed by: Manager Economic Development From: 25 Sep 2022 To: 30 Dec 2022 Reason: Grant application finalised and submitted to funding body. Awaiting notification.



Resolution Register (Outstanding)

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14	26/07/2022	238/2022	Accounting Treatment of Rural Fire Service Assets (Red Fleet)	<p>Minute 238/2022</p> <ol style="list-style-type: none"> 1. That Council writes to the local State Member Roy Butler MP, the Treasurer the Hon Matt Kean MP, Minister for Emergency Services and Resilience the Hon Stephanie Cook MP and the Minister for Local Government Wendy Tuckerman MP: <ol style="list-style-type: none"> a. Expressing Council's objection to the NSW Government's determination on ownership of Rural Fire Service assets; b. Advising of the impact of the Government's position on Council finances of this accounting treatment; c. Informing that Council will not record RFS assets in Narrabri Shire Council's financial statements; d. Calling on the NSW Government to take immediate action to permanently clear up inequities and inconsistencies around the accounting treatment of Rural Fire Service (RFS) assets by acknowledging that rural firefighting equipment is vested in, under the control of and the property of the RFS; and e. Amending s119 of the Rural Fires Act 1997 so that the effect is to make it clear that RFS assets are not the property of councils. 2. That Council writes to the Shadow Treasurer Daniel Mookhey MLC, the Shadow Minister for Emergency Services Jihad Dib MP, the Shadow Minister for Local Government Greg Warren MP, the Greens Spokesperson for Local Government Jamie Parker MP and the leaders of the Shooters, Fishers and Farmers, Animal Justice and One Nation parties Robert Borsak MLC, Emma Hurst MLC and Mark Latham MLC: <ol style="list-style-type: none"> a. Advising Members of Narrabri Shire Council's position, including providing copies of correspondence to NSW Government Ministers; and b. Seeking Members' commitments to support NSW Councils' call to amend the Rural Fires Act 1997 as set out in correspondence. 3. That Narrabri Shire Council writes to the Auditor General advising that notwithstanding any overtures of future qualified audits, it will not record RFS assets in Narrabri Shire Council's financial statements, noting that the State Government's own Local Government Accounting Code of Practice and Financial Reporting provides for councils to determine whether or not they record the RFS assets as council assets. 	Director Corporate and Commercial Services	25/08/2022	25/08/2022	10 Aug 2022 - 3:40 PM - Acting Manager Financial Services Action reassigned to Director Corporate and Commercial Services by: Acting Manager Financial Services for the reason: Advocacy letter best to come from senior staff
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				4. That Council promotes these messages via its digital and social media channels and via its networks. 5. That Council re-affirms its complete support of and commitment to local RFS brigades noting that Narrabri Shire Council's action is entirely directed towards the NSW Government's nonsensical position that rather than being owned and controlled by local brigades, RFS assets are somehow controlled by councils, which councils consider to be a cynical financial sleight of hand abdicating the NSW Government's responsibilities at the cost of local communities. 6. That Narrabri Shire Council affirms its support to Local Government NSW (LGNSW) and requests LGNSW continue advocating on Council's behalf to get clarification finally from the State Government about the accounting treatment of RFS assets.				
15	26/07/2022	CO-247/2022	Quarry Development Applications	Minute CO-247/2022 1. That Council receive and note Quarry Development Applications, further to that: a. Endorse the staged submission of Quarry Development Applications; and b. Endorse the development of a Stakeholder Engagement Strategy.	Director Infrastructure Delivery	25/08/2022	25/08/2022	17 Aug 2022 - 10:42 AM - Manager Governance and Risk Action reassigned to Director Infrastructure Delivery by: Manager Governance and Risk for the reason: Reassigned to correct Directorate for action.
16	23/08/2022	252/2022	Mayoral Minute - Resources for Region Grant Projects	Minute 252/2022 1. That the General Manager prepare all documents required for the following projects to be funded from the Resources for Regions Round 9: a. Narrabri Sports Precinct feasibility study; b. Dripping Rock feasibility study; c. Wee Waa Arts Centre Program; d. Disability Inclusion and Accessibility Program; e. Wee Waa Community and Business Hub; f. Narrabri Intersection upgrade Kaputar and Old Gunnedah Road; g. Yarrie Lake Circuit Road upgrade and seal; h. Dangar Park embellishments; and i. Splash Parks for the Communities of Wee Waa, Boggabri and Narrabri.	Director Planning and Sustainability	22/09/2022	22/09/2022	



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17	23/08/2022	278/2022	Reconciliation Action Plan	Minute 278/2022 1. That Council note the progress on the Innovate Reconciliation Action Plan 2023-2025. 2. That Council nominate Councillor Clements as delegate and Councillor Boehm as alternate delegate to the proposed Reconciliation Action Plan Advisory Committee. 3. That a further report be submitted on draft Terms of Reference and formal establishment of a Reconciliation Action Plan Advisory Committee.	Director Planning and Sustainability	22/09/2022	22/09/2022	
18	23/08/2022	CO-282/2022	Road Opening and Closure at 3206 Killarney Gap Road Narrabri	Minute CO-282/2022 1. That Council; a. approve the proposed land swap with the landowner noted within this report. b. completes the required Council Road Closure Process under Part 4 Division 3 of the Roads Act 1993 (NSW). c. completes the required Council Road Opening Process under Part 2 Division 1 of the Roads Act 1993 (NSW). d. prepares a Plan of First Title Creation and takes all steps required to complete registration by the Land Registry Services NSW. e. authorise the General Manager to sign all relevant documents required to effect the road opening and closure and land swap.	Manager Property Services	22/09/2022	31/03/2023	26 Oct 2022 - 8:19 AM - Manager Property Services Revised Target Date changed by: Manager Property Services From: 22 Sep 2022 To: 31 Mar 2023 Reason: Council's solicitor preparing section 30 agreement. Further surveying required for the finalisation of this matter.



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19	27/09/2022	293/2022	Notice of Motion - Roads	Minute 293/2022 1. That NSC investigate and report on the following; <ol style="list-style-type: none"> Road repair and construction workforce adequacy. Adequacy of current plant and equipment to the capacity to repair and maintain our roads. Adequacy of current arrangements with external contractors as far a support for the repair and maintenance of NSC roads. A full list of culverts in need of repair or upgrade to concrete base. The current state of all negotiations with state disaster recovery funding processes. Funds held currently for road repair. 2. That Council fully supports and recognises the efforts of staff in this area.	Director Infrastructure Delivery	27/10/2022	27/10/2022	18 Oct 2022 - 2:10 PM - Governance Coordinator Action reassigned to Director Infrastructure Delivery by: Governance Coordinator for the reason: Please action as required.
20	27/09/2022	294/2022	Notice of Motion - Special Activation Precinct	Minute 294/2022 1. That Council reaffirms its support for the Special Activation Precinct (SAP) project and undertakes to continue working closely with experts across federal, state and local government as well as the private sector, to ensure that Narrabri Shire residents are the beneficiaries of the planned future growth in our Shire. 2. That Council resolves to wholeheartedly thank both the federal and state governments, on behalf of the Narrabri Shire Community, for their commitment to our Shire during the early phases of the SAP development. That Council welcomes ongoing engagement and consultation in relation to the SAP. 3. That Council note the excellent group of work done to date, including the recent Enquiry by Design exercise, and looks forward to working with the experts to ensure that we achieve the best outcomes for our Shire.	Director Planning and Sustainability	27/10/2022	27/10/2022	18 Oct 2022 - 2:10 PM - Governance Coordinator Action reassigned to Director Planning and Sustainability by: Governance Coordinator for the reason: Please action as required.



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21	27/09/2022	315/2022	Draft Narrabri Floodplain Risk Management Study and Plan	Minute 315/2022 1. That Council endorse the Draft Narrabri Floodplain Risk Management Study and Plan for the purposes of public exhibition. 2. That Council place on public exhibition the Draft Narrabri Floodplain Risk Management Study and Plan for a period of at least 60 days and during the exhibition period call for and accept submissions from the public on the draft Plan.	Director Planning and Sustainability	27/10/2022	27/10/2022									
22	27/09/2022	322/2022	Proposed Leases to Namoi Aero Club	Minute 316/2022 1. That Council enter into a lease agreement with Namoi Aero Club for Three (3) x Five (5) year sequential leases for Lot 535 DP813537 and part Lot 2 DP1218270, as identified in Attachment 1. 2. That Council enter into a lease agreement with Namoi Aero Club for Three (3) x Five (5) year sequential leases for Lot 532 DP800635, as identified in Attachment 2. 3. That Council delegate authority to the General Manager to enter into the lease agreements and execute relevant documentation.	Director Corporate and Commercial Services	27/10/2022	27/10/2022									
23	27/09/2022	318/2022	Writing off Debts to Council	Minute 318/2022 1. That Council write off the following debtor accounts due to them being assessed as either uncollectable or uneconomical to pursue: <table border="1" style="margin-left: 20px; border-collapse: collapse; width: 100%;"> <thead> <tr> <th>Account Reference</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>100233</td> <td>\$6,807.00</td> </tr> <tr> <td>100734</td> <td>\$5,488.56</td> </tr> <tr> <td>TOTAL</td> <td>\$12,295.56</td> </tr> </tbody> </table>	Account Reference	Amount	100233	\$6,807.00	100734	\$5,488.56	TOTAL	\$12,295.56	Finance Coordinator	11/10/2022	11/10/2022	
Account Reference	Amount															
100233	\$6,807.00															
100734	\$5,488.56															
TOTAL	\$12,295.56															
24	18/10/2022	328/2022	Appointment of Councillor Delegates to the RFS Service Level Committee	Minute 328/2022 1. That Council appoint Crs Darrell Tiemens and Brett Dickinson to the RFS Service Level Agreement Liaison Committee. 2. That the appointments expire at the September 2023 Ordinary Council Meeting.	Director Corporate and Commercial Services	17/11/2022	17/11/2022	27 Oct 2022 - 1:03 PM - Governance Coordinator Councillor Delegates Register updated in records management system and on website.								
25	18/10/2022	330/2022	Infrastructure Delivery Status Report - October 2022	Minute 330/2022 1. That Council receive and note the Infrastructure Delivery Status Report - October 2022.	Director Infrastructure Delivery	17/11/2022	17/11/2022									



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26	18/10/2022	332/2022	Investment Report - September 2022	Minute 332/2022 1. That Council note the Investment Report for September 2022.	Acting Manager Financial Services	17/11/2022	17/11/2022	
27	18/10/2022	333/2022	Narrabri West Railway Museum - Response to Notice of Motion	Minute 333/2022 1. That Council receive and note the Report in response to the Notice of Motion for the Narrabri West Railway Museum.	Director Planning and Sustainability	17/11/2022	17/11/2022	27 Oct 2022 - 1:04 PM - Governance Coordinator Action reassigned to Director Planning and Sustainability by: Governance Coordinator for the reason: Please action as required.
28	18/10/2022	335/2022	Appointment of General Manager's Performance Review Panel 2022-2024	Minute 002/2022 That Council establish the General Manager's Performance Review Panel from October 2022 to October 2023 and determines that it shall consist of all Councillors. That the composition of the panel be reviewed at the October 2023 Ordinary Council Meeting. That Council authorise the Mayor to engage Local Government NSW to undertake a workshop with all Councillors to develop the performance plan criteria for the period October 2022 to September 2024. That Council authorise the Mayor to engage LGNSW to assist with the performance review process should the General Manager concur with such an appointment. That Council delegate to the General Manager's Performance Review Panel: The whole process of performance management, including discussions about performance and performance reviews for the October 2022 to September 2024 period; The reporting to Council of findings and recommendations of reviews for the 2021/2022 period and any actions that should be taken.	Director Corporate and Commercial Services	17/11/2022	17/11/2022	
29	18/10/2022	336/2022	Policy Review	Minute 336/2022 1. That Council adopt the policies listed in table 1 of this report. 2. That Council endorse the policies listed in table 2 this report to be placed on public exhibition for a period of at least 28 days. 3. That Council repeal the policies listed in table 3 of this report on the basis that they have been subsumed into a new policy in table 1 of this report. 4. That Council repeal the policies listed in table 4 of this report.	Director Corporate and Commercial Services	17/11/2022	17/11/2022	27 Oct 2022 - 1:05 PM - Governance Coordinator Policies updated in record management system and have requested adopted policies to be replaced on the Website's Policy Register. Public Notices on the website has been updated to include the policies on Public Exhibition and have lodged a request with the Communications Team to post on facebook to further advertise these policies.



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30	18/10/2022	337/2022	Request for sponsorship - Pink up Namoi	Minute 337/2022 1. That Council supports the sponsorship request of \$2,500 to Pink Up Namoi for the fundraising evening event "Pink Night Under the Stars", in support of continued employment of a local breast care nurse.	Manager Tourism and Cultural Services	17/11/2022	17/11/2022	2 Nov 2022 - 8:49 AM - Manager Tourism and Cultural Services Sponsorship was approved by Council on the 18.10.22. Event was postponed due to flood event. Payment is currently being organised.
31	18/10/2022	338/2022	Coonabarabran to Mungindi Road Upgrade Project	Minute 338/2022 1. That Council provide a letter of support for both Warrumbungle Shire Council and Walgett Shire Council for the completion of the "Coonabarabran to Mungindi Road Upgrade Project". 2. That Council advise Warrumbungle Shire Council and Walgett Shire Council to re-establish the "Coonabarabran - Mungindi Road Upgrade Project Steering Committee" with Narrabri Shire Council representatives attending future meetings.	Director Infrastructure Delivery	17/11/2022	17/11/2022	
32	18/10/2022	339/2022	Rural Banking Options- Wee Waa	Minute 339/2022 1. That Council note that no party currently in Commonwealth Parliament has adopted the proposed Commonwealth Postal Savings Bank Bill and rescind all outstanding actions from minute 131/2021. 2. That Council writes to the responsible Federal Minister to support the Commonwealth investigating the issue and the intent of the Bill.	Director Corporate and Commercial Services	17/11/2022	17/11/2022	
33	18/10/2022	340/2022	Proposed Lease of Narrabri Big Sky Caravan Park to Southern Cross Parks	Minute 340/2022 1. That Council enter into a lease agreement with Southern Cross Parks for a period of two (2) years for Lot 17 DP1060622. 2. That the lease agreement include the option of a further thirteen (13) year term, subject to the satisfactory completion of the capital works schedule provided in Attachment 1, which subsequently forms part the updated Master Plan in Attachment 2. 3. That Council delegate authority to the General Manager to enter into the lease agreements and execute relevant documentation.	Manager Property Services	17/11/2022	20/12/2022	11 Nov 2022 - 1:24 PM - Manager Property Services Revised Target Date changed by: Manager Property Services From: 17 Nov 2022 To: 20 Dec 2022 Reason: Draft lease being finalised by Council's solicitors, anticipated to be provided to lessee for review on week commencing 14 November 2022.



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34	18/10/2022	341/2022	Container Productivity Advocacy	Minute 341/2022 1. That Council receive and note the Report on container productivity advocacy. 2. That Council authorise the General Manager and Mayor to conduct advocacy activities in respect to the preliminary findings of the Productivity Commission’s Draft Report ‘Lifting productivity at Australia’s container ports: between water, wharf and warehouse’. 3. That Council endorse the draft submission to the Productivity Commission in response to the exhibition of the Draft Report ‘Lifting productivity at Australia’s container ports: between water, wharf and warehouse’ as shown as Attachment 4 to this Report. 4. That Council note the correspondence from the CEO of the Port of Newcastle, Mr Craig Carmody and that the advocacy activities referred to above include that correspondence.	Director Planning and Sustainability	17/11/2022	17/11/2022	
35	18/10/2022	CO-346/2022	Inland Rail Narramine to Narrabri (N2N) Section - Draft Master Inland Rail Development Agreement (MIRDA) and Proposed Utility Service Relocation Works	Minute CO-345/2022 1. That Council endorse the draft Master Inland Rail Development Agreement (MIRDA) for the Narramine to Narrabri (N2N) section of Inland Rail, save and except clause 5.3 Contamination for execution by the General Manager. 2. That Council enter into a lease agreement with ARTC for Lot 10 DP821 and Lot 1 DP261297, for the period of twelve (12) months with two (2) x six (6) month options. 3. That Council delegate authority to the General Manager to enter into the lease agreement and execute relevant documentation. 4. That Council formally advise Australian Rail Track Corporation (ARTC) of its decision in relation to both matters. 5. That Council formally advises ARTC that it continues to hold concerns on the current route selection through the Narrabri Shire and that it reiterates those concerns. Its endorsement of the MIRDA referred to above should be read in that context.	Director Planning and Sustainability	17/11/2022	17/11/2022	



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36	18/10/2022	CO-348/2022	Northern NSW Inland Port (N2IP) - Draft Funding Deed	Minute CO-348/2022 1. That the progress report in relation to the finalisation of the N2IP Funding Deed be received and noted. 2. That Council, on the advice of staff, authorise the General Manager to execute the funding deed attached to this report following completion of the draft Deed review process by Department of Regional NSW.	Director Planning and Sustainability	17/11/2022	17/11/2022	



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1	27/07/2021	131/2021	Notice of Motion - Rural Banking Options (Wee Waa)	Minute 131/2021 1. That Council notes that: a. Bank branch and ATM closures are leaving many communities without access to financial services, especially in regional Australia. b. Since 1975 the number of bank branches in regional Australia has fallen by more than 60 per cent, and there are more than 1,500 communities across Australia with no bank branches at all. c. A large proportion of the population, including the elderly, disabled, small businesses and local schools and charities, will always have a need for face-to-face financial services despite advances in technology. d. For hundreds of communities, their only access to ash and financial services is through Bank@Post at their community Post Office. e. Bank@Post is an essential service to all communities, but is vulnerable to commercial decision-making by the banks, which can choose to withdraw their participation. 2. That Council calls on the Commonwealth Parliament to pass the Commonwealth Postal Savings Bank Bill to establish a post office people's bank, fully guaranteed by the Commonwealth, as a dedicated postal savings bank, operating exclusively through Australia Post's corporate and licensed post offices, which will ensure basic banking services—including deposit-taking, business and personal lending, and access to cash—are available to all Australians, and will contribute to Australia's national economic development. 3. That Council write to the Local State and Federal Members of Parliament, to inform them of Councils desire to support the passage of the Commonwealth Postal Savings Bank Bill through Parliament.	Manager Governance and Risk	26/08/2021	18/10/2022	25 Oct 2022 - 1:52 PM - Manager Governance and Risk Action completed by: Manager Governance and Risk Superceded by future resolution from Oct 22 OCM.



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2	22/03/2022	064/2022	Notice of Motion - Narrabri West Railway Museum	Minute 064/2022 1. That the General Manager submit a report to a future meeting of Council on the history of attempts to have the Narrabri West Railway Museum being established in the old Narrabri West Water Tower, information on any possible grant sources to complete the Museum, if any existing funding sources are in reserves or trust or any details on entities that may have been involved in the past.	Manager Tourism and Cultural Services	21/04/2022	01/10/2022	25 Oct 2022 - 1:46 PM - Manager Tourism and Cultural Services Action completed by: Manager Governance and Risk Report has been brought before Council. Newer resolution on issue from Oct 2022 OCM.
3	28/06/2022	172/2022	Crown Lands - Boston Street Bridge Licence	Minute 172/2022 1. That Council make representations to the Minister and to LGNSW as follows: a. Request the Minister to use the powers under section 12.15 of the Crown Land Management Act to waive the rent for the Boston Street bridge and to establish, as a principle, that where local government provides a non-commercial facility on Crown land for the sole purpose of a public benefit that rent be waived or alternatively a nominal rent be payable in perpetuity on demand; and b. Request LGNSW, on behalf of local government, to support Council's representations to the Minister.	Manager Property Services	28/07/2022	01/12/2022	11 Nov 2022 - 1:25 PM - Manager Property Services Action completed by: Manager Property Services Correspondence from General Manager sent to the Minister and LGNSW on Tuesday, 8 November 2022.
4	28/06/2022	CO-200/2022	Shannon Estate - Sale of residential land	Minute CO-199/2022 1. That Council adopt the Assessed Market Value as outlined in the attached confidential valuations as the minimum sale price for each remaining lot within Shannon Estate. 2. That Council delegate authority to the General Manager and Mayor to accept offers for the purchase of the land at a price at or above the minimum sale price for each remaining lot and execute relevant documentation to complete the sale with Council's seal to be attached if required.	Manager Property Services	28/07/2022	01/12/2022	25 Oct 2022 - 1:45 PM - Manager Property Services Action completed by: Manager Governance and Risk No action required. Resolution delegated authority.



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5	26/07/2022	226/2022	2022 Local Government NSW (LGNSW) Annual Conference	Minute 226/2022 1. That Council: a. Receive and note the Report; b. Authorise the Mayor and Deputy Mayor to nominate as Voting Delegates; c. Authorise the attendance of the General Manager; d. Nominate Cr Dickinson, Cr Lamont, Cr Richardson and Cr Tiemens to attend the Conference; and e. Workshop any motions to be made to the Conference, at the Councillor Briefing in August 2022.	Executive Assistant	25/08/2022	20/10/2022	25 Oct 2022 - 1:44 PM - Executive Assistant Action completed by: Manager Governance and Risk Complete
6	26/07/2022	CO-242/2022	EOI - Boggabri Bowling Club	Minute CO-242/2022 1. That Council approve the transfer of goods as listed here within.	Manager Property Services	25/08/2022	31/10/2022	26 Oct 2022 - 8:16 AM - Manager Property Services Action completed by: Manager Property Services Transfer of goods completed, where goods able to be salvaged. Demolition completed during week commencing 17 October 2022.
7	26/07/2022		Narrabri and District Chamber of Commerce - 2022 Business Awards Sponsorship Proposal - Additional Supporting Information	Minute CO-246/2022 1. That Council grants \$2,500 for the Narrabri and District Chamber of Commerce 2022 Business Awards Event, as a one off contribution in recognition of recent hardships in the community. 2. That Council develops and adopts a general Community Sponsorship Policy.	Manager Economic Development	25/08/2022	25/10/2022	25 Oct 2022 - 1:43 PM - Manager Economic Development Action completed by: Manager Governance and Risk Funding provided. Sponsorship policy drafted, endorsed and on public exhibition. To be adopted at November OCM.
8	23/08/2022	261/2022	Sporting Wall of Fame- Assessment Panel	Minute 261/2022 1. That Council appoints Councillor Redding to the Sporting Wall of Fame Assessment Panel in accordance with Section 4(i) of the Sporting Wall of Fame Policy.	Director Planning and Sustainability	22/09/2022	22/09/2022	25 Oct 2022 - 1:42 PM - Director Planning and Sustainability Action completed by: Manager Governance and Risk No action required.
9	23/08/2022	275/2022	Narrabri Sewerage Scheme and Sewerage Treatment Plant Improvements	Minute 275/2022 1. That Council: a. Receive and note Narrabri Sewerage Scheme and Sewerage Treatment Plant Improvements Planning report. b. Endorse the development of an Improvement Plan.	Manager Water Services	22/09/2022	22/09/2022	25 Oct 2022 - 1:42 PM - Manager Water Services Action completed by: Manager Governance and Risk Improvement plan to be prepared.
10	27/09/2022	292/2022	Mayoral Minute - Mayoral Appointments for August/September 2022	Minute 292/2022 1. That Council note the Mayoral appointments for the period 18 August 2022 to 19 September 2022.	Executive Assistant	27/10/2022	27/10/2022	18 Oct 2022 - 2:10 PM - Executive Assistant Action completed by: Governance Coordinator No further action required.



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11	27/09/2022	297/2022	Creation of the Office of Deputy Mayor	Minute 297/2022 1. That Council elect the Deputy Mayor by way of open voting, if more than one (1) nomination for Deputy Mayor is received.	Director Corporate and Commercial Services	27/10/2022	27/10/2022	18 Oct 2022 - 2:11 PM - Director Corporate and Commercial Services Action completed by: Governance Coordinator Deputy Mayor elected. No further action required.
12	27/09/2022	298/2022	Annual Appointment of Council Delegates	Minute 298/2022 1. That Council reappoints current committee delegates for up until the Ordinary Council Meeting to be held in September 2023. 2. That Cr Cr Tiemens be appointed delegate to the North West Weeds Committee and that Cr Rohan Boehm be appointed alternate delegate.	Director Corporate and Commercial Services	27/10/2022	27/10/2022	18 Oct 2022 - 2:11 PM - Director Corporate and Commercial Services Action completed by: Governance Coordinator Website and records management system updated. No further action required.
13	27/09/2022		Donations in Lieu of Ordinary Rates 2022/2023 - Supplementary	MINUTE 311/2022 1. That council authorise the amount totalling \$4,643.04 to be donated to Boggabri Home for the Aged Incorporated in this report in accordance with the donations in lieu of ordinary rates policy and section 356 of The Local Government Act 1993.	Acting Manager Financial Services	27/10/2022	27/10/2022	26 Oct 2022 - 3:54 PM - Acting Manager Financial Services Action completed by: Acting Manager Financial Services Donation has been applied to rates and updated amount will be received with next instalment notice
14	27/09/2022	299/2022	Investment Report - August 2022	Minute 299/2022 1. That Council note the Investment Report for August 2022.	Director Corporate and Commercial Services	27/10/2022	27/10/2022	18 Oct 2022 - 2:12 PM - Director Corporate and Commercial Services Action completed by: Governance Coordinator No further action required.
15	27/09/2022	300/2022	Infrastructure Delivery Status Report - September 2022	Minute 300/2022 1. That Council receive and note the Infrastructure Delivery Status Report - September 2022.	Director Infrastructure Delivery	27/10/2022	27/10/2022	18 Oct 2022 - 2:12 PM - Director Infrastructure Delivery Action completed by: Governance Coordinator No further action required.
16	27/09/2022	301/2022	Planning and Development Services Report - August 2022	Minute 301/2022 1. That Council receive and note the Planning and Development Services report for the month of August 2022.	Director Planning and Sustainability	27/10/2022	27/10/2022	18 Oct 2022 - 2:12 PM - Director Planning and Sustainability Action completed by: Governance Coordinator No further action required.
17	27/09/2022	302/2022	Resolutions Register - August to September 2022	Minute 302/2022 1. That Council receive and note the outstanding Resolutions Register as at 19 September 2022. 2. That Council receive and note the completed Resolutions Register as at 19 September 2022.	Director Corporate and Commercial Services	27/10/2022	27/10/2022	18 Oct 2022 - 2:12 PM - Director Corporate and Commercial Services Action completed by: Governance Coordinator No further action required.
18	27/09/2022	303/2022	Log of Auto-Archive access	Minute 303/2022 1. That Council note the Log of Auto-Archive report.	Director Corporate and Commercial Services	27/10/2022	27/10/2022	18 Oct 2022 - 2:12 PM - Director Corporate and Commercial Services Action completed by: Governance Coordinator No further action required.



Resolution Register (Completed)

Criteria
Directorate(s):
Meeting(s):
Officer(s):
Date From:
Date To:

Council

Printed:
14 November 2022
2:00 PM

No.	Start Date	Minute	Report Title	Resolution	Responsible Officer	Original Target Date	Revised Target Date	Current Status
19	27/09/2022	304/2022	Delegations Policy - For Adoption	Minute 304/2022 1. That Council adopt the Delegations Policy as attached to this report.	Director Corporate and Commercial Services	27/10/2022	27/10/2022	18 Oct 2022 - 2:13 PM - Director Corporate and Commercial Services Action completed by: Governance Coordinator New Policy updated on website and Records Management System.
20	27/09/2022	305/2022	Recovery of Costs Orders in Litigation Policy - For Adoption	Minute 305/2022 1. That Council adopt the Recovery of Costs Orders in Litigation Policy as attached to this report.	Director Corporate and Commercial Services	27/10/2022	27/10/2022	18 Oct 2022 - 2:13 PM - Director Corporate and Commercial Services Action completed by: Governance Coordinator New Policy updated on website and Records Management System.
21	27/09/2022	306/2022	Legislative Compliance Policy - For Adoption	Minute 306/2022 1. That Council adopt the Legislative Compliance Policy as attached to this report.	Director Corporate and Commercial Services	27/10/2022	27/10/2022	18 Oct 2022 - 2:13 PM - Director Corporate and Commercial Services Action completed by: Governance Coordinator New Policy updated on website and Records Management System.
22	27/09/2022	307/2022	Payment of Expenses and Provision of Facilities to Councillors Policy - For Adoption	Minute 307/2022 1. That Council adopt the Payment of Expenses and Provision of Facilities to Councillors Policy as attached to this report.	Director Corporate and Commercial Services	27/10/2022	27/10/2022	18 Oct 2022 - 2:13 PM - Director Corporate and Commercial Services Action completed by: Governance Coordinator New Policy updated on website and Records Management System.
23	27/09/2022	308/2022	Narrabri Shire Council Code of Meeting Practice 2022	Minute 308/2022 1. That Council adopt Narrabri Shire Council's Code of Meeting Practice 2022, as attached.	Director Corporate and Commercial Services	27/10/2022	27/10/2022	18 Oct 2022 - 2:13 PM - Director Corporate and Commercial Services Action completed by: Governance Coordinator New Code updated on website and Records Management System.
24	27/09/2022	309/2022	Membership requirements for Audit, Risk and Improvement Committees	Minute 309/2022 1. That Council note the membership requirements for audit, risk and improvement committees as outlined by the Office of Local Government via Circular 22-21 and its attachment as attached to this report.	Manager Governance and Risk	27/10/2022	27/10/2022	25 Oct 2022 - 1:39 PM - Manager Governance and Risk Action completed by: Manager Governance and Risk No action required
25	27/09/2022	310/2022	Membership - Mining and Energy Related Councils NSW Association	Minute 310/2022 1. That Council agrees to not re-join the Mining and Energy Related Councils NSW Association.	General Manager	27/10/2022	27/10/2022	18 Oct 2022 - 2:14 PM - General Manager Action completed by: Governance Coordinator No further action required/
26	27/09/2022	314/2022	Council Library Delegate to attend NSW public library conference	Minute 314/2022 1. That Council: a. Receive and note the Report. b. Authorise the attendance of Cr Catherine Redding at the NSW Public Libraries Association (NSWPLA) 2022 SWITCH Conference.	Director Corporate and Commercial Services	27/10/2022	27/10/2022	18 Oct 2022 - 2:15 PM - Director Corporate and Commercial Services Action completed by: Governance Coordinator All bookings made as required.



Resolution Register (Completed)

Criteria
Directorate(s):
Meeting(s):
Officer(s):
Date From:
Date To:

Council

Printed:
14 November 2022
2:00 PM

No.	Start Date	Minute	Report Title	Resolution	Responsible Officer	Original Target Date	Revised Target Date	Current Status
27	27/09/2022		Determination of Organisational Structure	Minute 322/2022 1. That Council determine the Organisation Structure to be as per the structure attached at Attachment 1; and 2. That Council determine the following positions to be senior staff positions in accordance with section 332 of the Local Government Act 1993: a. Director Infrastructure Delivery; b. Director Corporate and Commercial Services; and c. Director Planning and Sustainability. 3. That this resolution will take effect at 11:59pm on 11 October 2022.	General Manager	27/10/2022	27/10/2022	18 Oct 2022 - 2:15 PM - General Manager Action completed by: Governance Coordinator No further action required.
28	18/10/2022	324/2022	Mayoral Minute - Mayoral Appointments for September and October 2022	Minute 324/2022 1. That Council note the Mayoral appointments for the period 20 September 2022 to 12 October 2022.	Mayor	17/11/2022	17/11/2022	27 Oct 2022 - 12:54 PM - Mayor Action completed by: Governance Coordinator No further action required.
31	18/10/2022	325/2022	Delegate Report - Whitehaven Coal Vickery Extension Project Community Consultative Committee Meeting - 7 September 2022	Minute 325/2022 1. That Council note the Delegate Report on the Vickery Mine Extension Community Consultative Committee Meeting held on Wednesday 7 September 2022.	Cr Tiemens	17/11/2022	17/11/2022	27 Oct 2022 - 12:54 PM - Cr Tiemens Action completed by: Governance Coordinator No further action required.
32	18/10/2022	326/2022	Resolutions Register - September to October 2022	Minute 326/2022 1. That Council receive and note the outstanding Resolutions Register as at 12 October 2022. 2. That Council receive and note the completed Resolutions Register as at 12 October 2022.	Director Corporate and Commercial Services	17/11/2022	17/11/2022	27 Oct 2022 - 12:55 PM - Director Corporate and Commercial Services Action completed by: Governance Coordinator No further action required.
33	18/10/2022	327/2022	Log of Auto-Archive access	Minute 327/2022 1. That Council note the Log of Auto-Archive report.	Director Corporate and Commercial Services	17/11/2022	17/11/2022	27 Oct 2022 - 12:55 PM - Director Corporate and Commercial Services Action completed by: Governance Coordinator No further action required.
34	18/10/2022	329/2022	2022 StateCover WHS Self-Audit Report	Minute 329/2022 1. That Council note the '2022 StateCover WHS Self-Audit Report'.	Director Corporate and Commercial Services	17/11/2022	17/11/2022	27 Oct 2022 - 1:04 PM - Director Corporate and Commercial Services Action completed by: Governance Coordinator No further action required.
35	18/10/2022	331/2022	Planning and Development Services Report - September 2022	Minute 331/2022 1. That Council receive and note the Planning and Development Services report for the month of September 2022.	Director Planning and Sustainability	17/11/2022	17/11/2022	27 Oct 2022 - 1:04 PM - Director Planning and Sustainability Action completed by: Governance Coordinator No further action required.



Resolution Register (Completed)

Criteria
Directorate(s):
Meeting(s):
Officer(s):
Date From:
Date To:

Council

Printed:
14 November 2022
2:00 PM

No.	Start Date	Minute	Report Title	Resolution	Responsible Officer	Original Target Date	Revised Target Date	Current Status
36	18/10/2022	CO-344/2022	Business Paper and Minutes of the Audit, Risk and Improvement Committee	Minute CO-344/2022 1. That Council note the Business Papers and Minutes of the Audit, Risk and Improvement Committee meeting held on Monday, 12 September 2022.	Director Corporate and Commercial Services	17/11/2022	17/11/2022	27 Oct 2022 - 1:09 PM - Director Corporate and Commercial Services Action completed by: Governance Coordinator No further action required.

14.2 LOG OF AUTO-ARCHIVE ACCESS

Responsible Officer: Andrew Brown, Director Corporate and Commercial Services

Author: Jason Townsend, Manager Governance and Risk

Attachments: Nil

DELIVERY PROGRAM ALIGNMENT**4 Leadership**

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

Strategy 4.4.2 Ensure effective and sound local governance practice

EXECUTIVE SUMMARY

At the 15 February 2022 Extraordinary Council Meeting a resolution was passed to receive a monthly report detailing the number of accesses to auto-archived material that have been undertaken, by whom and the reason for access, ensuring that the process excludes any detail in reports that could identify an individual.

RECOMMENDATION

1. That Council note the Log of Auto-Archive report.

BACKGROUND

Council requested at the 15 February 2022 Extraordinary Meeting that the following report be prepared for each Ordinary Meeting of Council.

9.2 Notice of Motion - Use of iPad Technology by Councillors**Minute 014/2022**

Moved: Cr Rohan Boehm Seconded: Cr John Clements

That

- (iii) That the General Manager provide a report to each Ordinary Meeting of Council detailing the number of accesses to auto-archived material that have been undertaken, by whom and the reason for access, ensuring process that excludes any detail in reports that could identify an individual.

CURRENT SITUATION

For the period 18 October 2022 to 15 November 2022 the auto archive email system was not accessed by staff.

The only person with access to the auto archives email system is the IT Coordinator.

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

Nil.

CONSULTATION

External Consultation

Nil.

Internal Consultation

Nil.

14.3 INVESTMENT REPORT - OCTOBER 2022

Responsible Officer: Andrew Brown, Director Corporate and Commercial Services

Author: Kathleen Wales, Finance Coordinator

Attachments: Nil

DELIVERY PROGRAM ALIGNMENT**4 Civic Leadership - Council as strong leaders for the Community**

Objective 4.3 A resilient and sustainable Council

Strategy 4.3.2 Sustainably manage Council's finances, assets, and workforce

EXECUTIVE SUMMARY

Council is required to consider a report on its investments in accordance with clause 212 of the *Local Government (General) Regulation 2021* (NSW).

During the month:

- Three (3) investments matured, totalling \$6 million.
- Three (3) new investments were placed, totalling \$6 million.

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

RECOMMENDATION

- 1. That Council note the Investment Report for October 2022.**

BACKGROUND

Council is required to consider a report on its investments in accordance with clause 212 of the *Local Government (General) Regulation 2021* (NSW).

CURRENT SITUATION

The following is a summary of investment movements for October 2022.

Investments maturing during the month:

- | | | | |
|------------|-----|-------------|------------------|
| • 12/10/22 | NAB | \$1,000,000 | 273 days @ 0.62% |
| • 19/10/22 | NAB | \$2,000,000 | 300 days @ 0.63% |
| • 26/10/22 | AMP | \$3,000,000 | 126 days @ 2.4% |

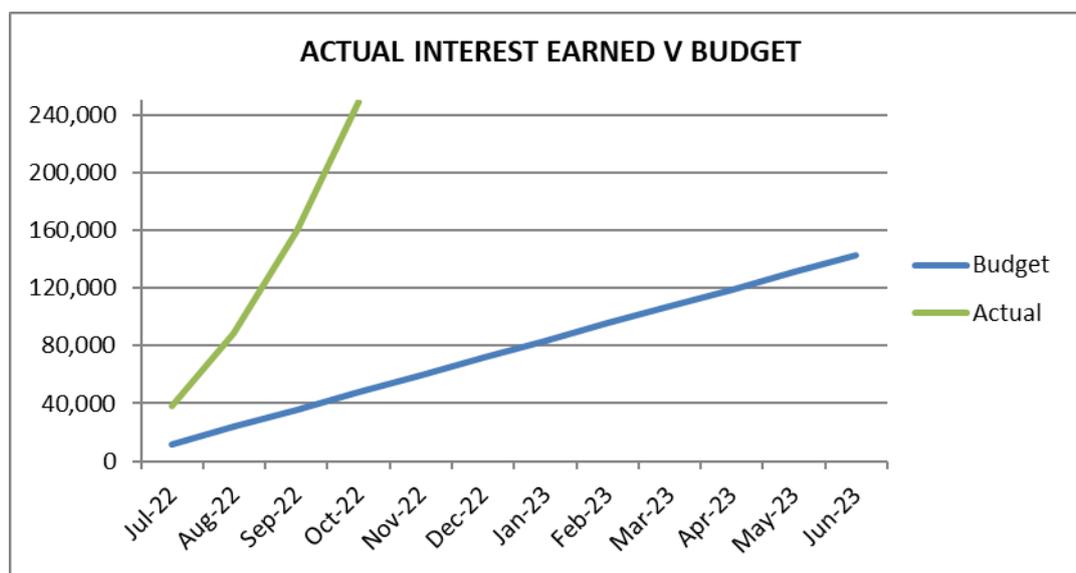
New Investment secured during the month:

- 12/10/22 NAB \$1,000,000 182 days @ 3.78%
- 19/10/22 NAB \$2,000,000 210 days @ 3.90%
- 26/10/22 AMP \$3,000,000 196 days @ 4.45%

	Market Value (\$)	Term (days)	Rate	Maturity Date	% of Portfolio
Short Term Deposits (<1 yr)	36,000,000.00				90.26%
AMP	2,000,000.00	364	1.00%	02/11/22	5.01%
BOQ	1,000,000.00	273	0.70%	16/11/22	2.51%
Judo Bank	1,000,000.00	182	2.25%	16/11/22	2.51%
NAB	2,000,000.00	273	0.72%	23/11/22	5.01%
MyStateBank	2,000,000.00	181	2.60%	30/11/22	5.01%
NAB	1,000,000.00	273	0.88%	07/12/22	2.51%
MyStateBank	1,000,000.00	189	2.80%	14/12/22	2.51%
NAB	2,000,000.00	147	3.20%	21/12/22	5.01%
NAB	1,000,000.00	273	1.43%	04/01/23	2.51%
ME Bank	3,000,000.00	273	1.48%	11/01/23	7.52%
NAB	1,000,000.00	154	3.18%	18/01/23	2.51%
BOQ	2,000,000.00	182	3.38%	01/02/23	5.01%
NAB	2,000,000.00	147	3.83%	22/02/23	5.01%
BOQ	2,000,000.00	182	3.58%	01/03/23	5.01%
MyStateBank	2,000,000.00	182	3.70%	08/03/23	5.01%
AMP	1,000,000.00	182	4.00%	15/03/23	2.51%
NAB	1,000,000.00	182	3.78%	12/04/23	2.51%
MyStateBank	2,000,000.00	210	4.20%	26/04/23	5.01%
AMP	3,000,000.00	196	4.45%	10/05/23	7.52%
NAB	2,000,000.00	210	3.90%	17/05/23	5.01%
AMP	2,000,000.00	273	3.90%	31/05/23	5.01%
Cash Deposits	3,883,052.20				9.74%
NAB At Call A/c	2,000,000.00	At Call	0.09%	n/a	5.01%
NAB Working A/c	1,883,052.20	At Call	0.01%	n/a	4.72%
Total Cash & Investments	39,883,052.20				100.00%

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

Cash Book balance at 30 September 2022	2,697,937.78
Plus Receipts	-3,177,691.28
Plus Investments Matured	6,000,000.00
Less Payments	2,373,275.07
Less Investments Placed	-6,000,000.00
Cash Book balance at 31 October 2022	1,893,521.57
Unmatched statement items	-14,268.90
Unmatched ledger book items	3,799.53
Reconciliation Balance as at 31 October 2022	1,883,052.20



Investment Rate Summary for October 2022

Average Interest Rate on Investments:	2.51%
Weighted Average Interest Rate on Investments	2.76%

Council's Benchmarks

Bank Bill Swap Rate (BBSW) 90-day index (31/10/2022) ¹	3.08%
Average 11am Cash Rate	2.60%

FINANCIAL IMPLICATIONS

Interest income for the month was \$88,652.94. This is ahead of budget and is reflective of increasing interest rates. The budget has been adjusted at the September QBR to reflect the improving interest rates and is pending approval at the November Council Meeting.

The net movement in the total value of deposits held each month is determined by the immediate cashflow requirement to service creditors. Council's largest creditor payment for the month was in relation to Council's Workers Compensation Insurance.

STATUTORY AND POLICY IMPLICATIONS

Clause 212 of the *Local Government (General) Regulation 2021* (NSW) 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* (NSW).

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

- *Local Government Act 1993* (NSW).
- *Local Government (General) Regulation 2021* (NSW).
- Ministerial Investment Order dated 12 January 2011.
- Council's Investment Policy dated 15 August 2017.

¹ Source: www.asx.com.au

CONSULTATION

External Consultation

Nil.

Internal Consultation

- Responsible Accounting Officer.

14.4 2021/2022 DRAFT ANNUAL FINANCIAL STATEMENTS

Responsible Officer: Andrew Brown, Director Corporate and Community Services

Author: Luke Meppem, Acting Manager Financial Services

Attachments: 1. **Draft Annual Financial Statements 2021/22 (under separate cover)**

**DELIVERY PROGRAM ALIGNMENT****4 Civic Leadership - Council as strong leaders for the Community**

Objective 4.3 A resilient and sustainable Council

Strategy 4.3.2 Sustainably manage Council's finances, assets, and workforce

EXECUTIVE SUMMARY

In accordance with section 413 of the *Local Government Act 1993 (NSW)*, Council is required to submit its draft Annual Financial Statements for official referral to audit and to authorise the Mayor, Deputy Mayor, General Manager and Responsible Accounting Officer to sign the Councillor and Management statement.

RECOMMENDATION

- 1. That Council formally adopt the draft Annual Financial Statements for the year ended 30 June 2022 as presented, for referral to audit.**
- 2. The Mayor, Deputy Mayor, General Manager and Responsible Accounting Officer be authorised to sign the Statements by Councillors and Management on the preparation of the General Purpose and Special Purpose Financial Statements for the year ended 30 June 2022.**
- 3. The General Manager be delegated the authority to issue the audited Annual Financial Statements upon receipt of the auditors' reports, subject to there being no material audit changes or audit issues.**
- 4. That Council present the audited Annual Financial Statements and Auditors Reports to the public at a meeting to be held in conjunction with its next available Ordinary Council meeting.**

BACKGROUND

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

CURRENT SITUATION

Council's draft Financial Statements for the year ended 30 June 2022 have been prepared. Council's auditors will be conducting their audit commencing 14 November 2022. As the auditors finalise their audit, there will no doubt be some follow-up enquiries that staff will attend to. The primary statements of the General Purpose and Special Purpose Financial Statements (statements subject

to audit) are attached. Council will be supplied a complete set of reports, including the auditors reports for the next available public meeting after the completion of audit.

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

These draft financial statements have been prepared in accordance with:

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

CONSULTATION**External Consultation**

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

Internal Consultation

- Executive Management.
- Numerous Council staff.

14.5 2021/2022 ANNUAL REPORT

Responsible Officer: Andrew Brown, Director Corporate and Commercial Services

Author: Alice Gemmell-Smith, Governance Coordinator

Attachments: 1. 2021/2022 Annual Report (under separate cover) 

DELIVERY PROGRAM ALIGNMENT**4 Civic Leadership - Council as strong leaders for the Community**

Objective 4.1 A transparent and accountable Council

Strategy 4.1.1 Ensure all operations are pre-planned and executed in the best interests of the community

EXECUTIVE SUMMARY

The Annual Report contains detailed reporting on Council's performance in terms of the Integrated Planning and Reporting (IPR) outcomes, budget, and other statutory requirements outlined by the NSW Office of Local Government. The 2021/2022 Annual Report (**Attachment 1**) covers the financial year from 1 July 2021 to 30 June 2022 and is the last Annual Report linked to the 2017/2022 Community Strategic Plan.

Please note that Council has been granted an extension for the lodgement of its 2021/2022 Financial Statements which form part of the Annual Report. This Annual Report has been prepared using unaudited financial figures and therefore any financial data included in Council's Annual Report may be amended upon receipt of Council's audited Financial Statements. The Annual Report will be updated as soon as practicable.

RECOMMENDATION

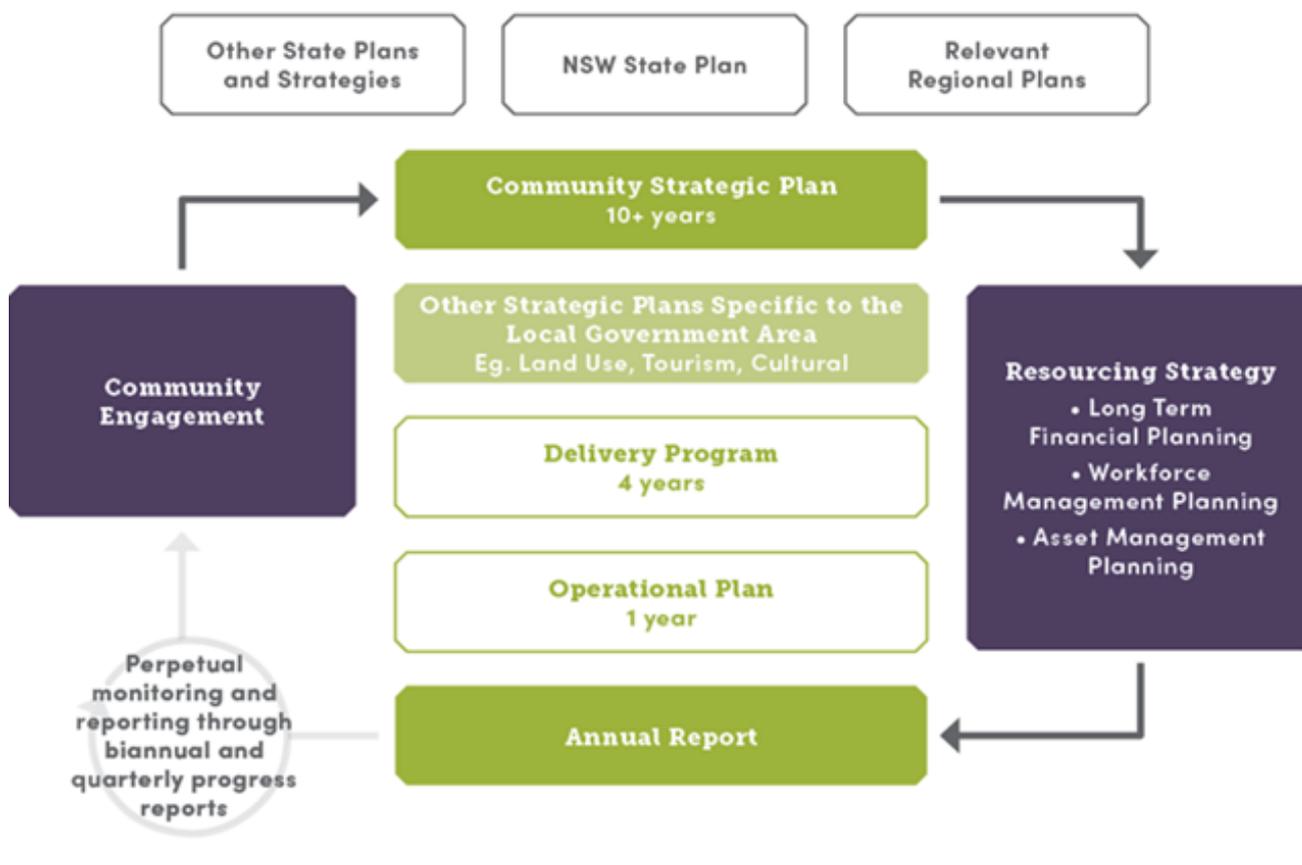
- 1. That Council adopt the 2021/2022 Annual Report, noting that the financials included are draft.**
- 2. That Council present the 2021/2022 Annual Report with the audited Annual Financial Statements and Auditors Reports, once finalised, to the public at the next available Ordinary Council meeting.**

BACKGROUND

The *Local Government Act 1993* requires councils in NSW to prepare an Annual Report outlining the final progress achieved of the adopted Operational Plan as well as statutory information outlined within relevant legislation.

A council's Annual Report serves as a key point of accountability between a council and its community. The Annual Report focuses on the council's implementation of the Delivery Program and Operational Plan because these are the plans that are wholly the council's responsibility.

The following diagram shows how the Annual Report fits into the IPR Framework.



CURRENT SITUATION

The 2021/2022 Annual Report has now been prepared and contains all statutory information required. The 2021/2022 Annual Report (**Attachment 1**) covers the financial year from 1 July 2021 to 30 June 2022 and is the last Annual Report linked to the 2017/2022 Community Strategic Plan.

The Annual Report reports back to the community on the work undertaken by Council during 2021/2022 to deliver on the commitments of the 2017/2022 Delivery Program via the 2021/2022 Operational Plan. Council's financial and asset performance are also included in the 2021/2022 Annual Report.

Financial Snapshot provides an overview of Council's financial position during the 2021/2022 financial year.

Community Highlights summarises Council's achievements in delivering activities and capital works projects in accordance with the four (4) key themes of the 2017/2027 Community Strategic Plan, being:

1. Our Society;
2. Our Environment;
3. Our Economy; and
4. Our Civic Leadership.

Delivery Program Progress provides what Council did and did not achieve in accordance with Council's 2021/2022 Operational Plan in the following two key areas of deliverables:

1. Principle Activities; and

2. Capital Works Programs.

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

Pursuant to the provisions of section 428 of the *Local Government Act 1993*, Council is required to:

1. Adopt the Annual Report;
2. Submit the Annual Report to the Minister for Local Government and Minister for Disability Services; and
3. Publish the Annual Report on Council's website.

Council's Annual Report contains all statutory information required in accordance with:

- *Local Government Act 1993* (NSW);
- *Local Government (General) Regulation 2005* (NSW);
- *Companion Animals Act 1998* (NSW);
- *Public Interests Disclosure Act 1994* (Cth);
- *Government Information (Public Access) Act 2009* (NSW);
- *Government Information (Public Access) Regulation 2018* (NSW);
- *Environmental Planning and Assessment Act 1979* (NSW);
- *Swimming Pools Act 1992* (NSW); and
- *Swimming Pools Regulation 2018* (NSW).

Although the new *Local Government (General) Regulation 2021* (NSW) is in force at the time this report is being presented to Council, the now repealed *Local Government (General) Regulation 2005* (NSW) remains applicable for all reports being presented under the 2022/2026 Delivery Program, including the 2021/2022 Annual Report.

CONSULTATION**External Consultation**

Nil.

Internal Consultation

- Executive Management
- Senior Management

14.6 QUARTERLY BUDGET REVIEW STATEMENT - SEPTEMBER 2022**Responsible Officer:** Andrew Brown, Director Corporate and Commercial Services**Author:** Luke Meppem, Acting Manager Financial Services**Attachments:** 1. QBRs September 2022  **DELIVERY PROGRAM ALIGNMENT****4 Leadership**

Objective 4.2 Decision making will ensure Council remains financially sustainable

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

EXECUTIVE SUMMARY

This report is presented to Council quarterly to revise estimates of income and expenditure in accordance with clause 203 of the *Local Government (General) Regulation 2021*.

RECOMMENDATION

- 1. That Council adopt the Quarterly Budget Review Statement for the period ended 30 September 2022 as the revised Budget estimates for the year ended 30 June 2023 and the Operational Plan and Capital Works Plan be amended accordingly.**

BACKGROUND

The budget review statement is provided in two (2) formats. The first being by type and reflective of how the end of year Income Statement is reported. The second being by activity as per Note B1-1 of the Annual Financial Statements.

Council's Note B1-1 reflects the individual service plans that have been established as an additional reporting layer to the community. Pages 3 to 6 of the attachment provides an additional level of the information from the summary that appears on page 2.

A capital budget review is included on page 7 of the Quarterly Budget Review Statement attached, also reflecting individual service plan capital expenditures.

CURRENT SITUATION

This review is for the quarter ending 30 September 2022 and is attached for Council consideration.

Council's adopted budget projected an Operating Result (excluding Capital Income) of a deficit of \$5,900,000. The September Quarterly Budget Review, as presented, reflects an increase to this of \$223,000, resulting in a budgeted deficit forecast of \$6,123,000. This deficit is largely due to the governments decision to provide approximately 75% of this financial year's Financial Assistance Grant allocation in advance of \$6,148,000 this had to be recognised as income in the year received.

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

Directorate	Variation	Budget Implication
Income		
General Purpose Revenue	\$138,000	Increase in Operating Income
Planning, Strategy & People	\$59,000	Increase in Operating Income
Corporate & Community Services	\$236,000	Increase in Operating Income
Infrastructure Delivery	\$51,000	Increase in Operating Income
Expenditure		
Strategic Management	\$81,000	Increase in Expenditure
Planning, Strategy & People	\$266,000	Increase in Expenditure
Corporate & Community Services	\$310,000	Increase in Expenditure
Infrastructure Delivery	\$50,000	Increase in Expenditure
Result Variation (excl. Capital Income)	(\$223,000)	Decreased Net Operating Result

The capital budget on page 7 of Quarterly Budget Review Statement shows an increase in the expected cost of Capital Works of \$865,000. This includes the movements by asset category and by service.

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

An increase in capital expenditure occurred in the parks & Open Space department due to projects being missed in the original budget that were removed from last year in March, these being the Collins Park Grandstand Renewal and the Sporting Fields Renewals Program. There are also increases to the Capital Works Program for Transport relating to Grant programs that have been secured these include the Dangar St Footpath as this project was secured after the original 2022/23 budget was developed. An additional \$100,000 has also been allocated for floodway renewals project.

FINANCIAL IMPLICATIONS

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

General Purpose Revenue (Net increase in income of \$138,000)

- \$138,000 in increased investment income.

Strategic Management (net increase in expenditure of \$81,000)

- \$81,000 net increase relating to the contracts of the temporary General Managers and associated accommodation.

Planning, Strategy and People Revenue (net increase in operating income of \$59,000)

Development Services

- Increase in \$99,000 due to a grant received for the planning portal integration with TechOne.

Other

- Only minor budget adjustments across the remainder of the Directorate.

Planning, Strategy and People Expenditure (net increase in expenditure of \$266,000)

Development

- Increase of \$95,000 due to the grant received for the integration of the NSW planning portal and TechOne.

Governance & Risk

- Increase of \$67,000 for WHS initiatives including a Health and Well Being Day for all staff, and Health Monitoring programs for staff.
- Increase in \$82,000 for an internal emergency management system and plans.

Other

- Only minor budget adjustments across the remainder of the Directorate.

Corporate & Community Services Revenue (net increase in operational income of \$236,000)

Cultural Facilities

- \$172,000 increase in income relating to increased predictions following the first quarter.

Property Services

- \$60,000 in increased in internal rental income from the increased rental properties for staff.

Other

Only Minor adjustments occurred throughout the remainder of the directorate

Corporate & Community Services Expenditure (net increase in expenditure of \$310,000)

Cultural Facilities

- \$52,000 increase including increase to costs associated with the increase in anticipated revenue due to increased events and functions.

Property Services

- An increase of \$62,000 in employee expenses due to new temporary staff to assist with the delivery of the significant capital works program.
- Increase of \$60,000 for rental expenses for new staff and contractors, offset by internal income received.
- \$60,000 in grant funding for the plans of management for crown reserves.

Community Relations

- \$20,000 increase in expenses associated with the contract manager of community relations and IT.

Financial Services

- \$31,000 increase in expenses due to the recruitment of a Chief Financial Officer.

Other

- There have been only minor adjustments across other Corporate & Community services expenditure budgets.

Infrastructure Delivery Income (net increase in operating income of \$51,000)

Water & Sewerage Services

- Increase of \$51,000 in investment income.

Infrastructure Delivery Expenditure (net increase in expenditure of \$50,000)Projects & Assets

- \$50,000 increase in contractor costs relating to project management and assets, some costs were committed last financial year.

STATUTORY AND POLICY IMPLICATIONS

A quarterly budget review is required under the *Local Government (General) Regulation 2021*, clause 203.

CONSULTATION**External Consultation**

- Nil.

Internal Consultation

- Executive and Senior Management.
- Manager Financial Services.

Narrabri Shire Council

Quarterly Budget Review Statement
for the period 01/07/22 to 30/09/22

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Report by Responsible Accounting Officer

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

It is my opinion that the Quarterly Budget Review Statement for Narrabri Shire Council for the quarter ended 30/09/22 indicates that Council's projected financial position at 30/6/23 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: Luke Meppem date: 14/11/22

Luke Meppem
Responsible Accounting Officer

Narrabri Shire Council

Quarterly Budget Review Statement

for the period 01/07/22 to 30/09/22

Income & Expenses Budget Review Statement

Budget review for the quarter ended 30 September 2022

Income & Expenses (Income Statement) - Council Consolidated

(\$000's)	Original Budget 2022/23	Approved Changes		Revised Budget 2022/23	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRS					
Income								
Rates and Annual Charges	22,552			22,552			22,552	22,345
User Charges and Fees	9,178			9,178	12		9,190	1,012
Interest and Investment Revenues	289			289	199		488	81
Other Revenues	1,720			1,720	133		1,853	191
Grants & Contributions - Operating	5,320			5,320	80		5,400	1,298
Grants & Contributions - Capital	15,351			15,351			15,351	1,681
Other Income	134			134	-		134	37
Net Gain from Disposal of Assets	144			144			144	-
Total Income from Continuing Operations	54,688	-	-	54,688	424		55,112	26,645
Expenses								
Employee Costs	18,020			18,020	(194)		17,826	4,433
Borrowing Costs	275			275			275	27
Materials & Contracts	14,001			14,001	771		14,772	4,426
Depreciation	11,144			11,144			11,144	-
Legal Costs	181			181	5		186	11
Consultants	666			666	65		731	227
Other Expenses	950			950	-		950	251
Total Expenses from Continuing Operations	45,237	-	-	45,237	647		45,884	9,375
Net Operating Result from Continuing Operations	9,451	-	-	9,451	(223)		9,228	17,270
Discontinued Operations - Surplus/(Deficit)								
Net Operating Result from All Operations	9,451	-	-	9,451	(223)		9,228	17,270
Net Operating Result excl. Capital Income	(5,900)	-	-	(5,900)	(223)		(6,123)	15,589

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

Budget review for the quarter ended 30 September 2022

Income & Expenses (Directorate Summary) - Council Consolidated

(\$000's)	Original Budget 2022/23	Approved Changes		Revised Budget 2022/23	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRS					
Income								
General Purpose Revenue	16,104	-	-	16,104	138		16,242	14,490
Strategic Management	47	-	-	47	-		47	5
Planning, Strategy & People	5,462	-	-	5,462	59		5,521	427
Corporate & Community Services	1,769	-	-	1,769	236		2,005	667
Infrastructure Delivery	36,786	-	-	36,786	51		36,837	12,427
Total Income from Continuing Operations	60,168	-	-	60,168	484		60,652	28,016
Adjustment for internal income budgeted	(5,336)			(5,336)	(60)		(5,396)	(1,371)
Adjustment for capital sales budgeted	(144)			(144)	-		(144)	
	54,688	-	-	54,688	424		55,112	26,645
Expenses								
Strategic Management	1,093	-	-	1,093	81		1,174	296
Planning, Strategy & People	4,668	-	-	4,668	266		4,934	1,438
Corporate & Community Services	9,322	-	-	9,322	310		9,632	2,761
Infrastructure Delivery	35,490	-	-	35,490	50		35,540	6,251
Total Expenses from Continuing Operations	50,573	-	-	50,573	707		51,280	10,746
Adjustment for internal income budgeted	(5,336)			(5,336)	(60)		(5,396)	(1,371)
	45,237	-	-	45,237	647		45,884	9,375
Net Operating Result incl. Capital Income	9,451	-	-	9,451	(223)		9,228	17,270
Net Operating Result excl. Capital Income	(5,900)	-	-	(5,900)	(223)		(6,123)	15,589

This statement provides a summary of the budget movements of Council's service activities based on directorate responsibilities. The following pages (3-6) provides the services reported in Note B1-1 of Council's annual financial statements. This is broken down a further level (line items in green font) to provide a better understanding of the costing components of the services where applicable.

Narrabri Shire Council

Quarterly Budget Review Statement

for the period 01/07/22 to 30/09/22

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

Budget review for the quarter ended 30 September 2022

Income & Expenses - General Purpose Income

(\$000's)	Original Budget 2022/23	Approved Changes		Revised Budget 2022/23	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRS					
Income								
Rates & Charges	14,006			14,006	-		14,006	13,968
Interest & Investment Revenue	173			173	138		311	53
General Purpose (Untied) Grants	2,046			2,046			2,046	582
Total Income from Continuing Operations	16,225	-	-	16,225	138		16,363	14,603
Expenses								
Rates & Charges	121			121			121	113
Total Expenses from Continuing Operations	121	-	-	121	-		121	113
Net Operating Result before Capital Items	16,104	-	-	16,104	138		16,242	14,490

Budget review for the quarter ended 30 September 2022

Income & Expenses - Planning, Strategy & People

(\$000's)	Original Budget 2022/23	Approved Changes		Revised Budget 2022/23	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRS					
Income								
Development	5,164	-	-	5,164	99		5,263	351
Statutory Land Use Planning	4,901			4,901	90		4,991	229
Building Surveying and Certification	102			102			102	10
Regulatory Enforcement	152			152	(3)		149	91
Environmental Health	9			9	12		21	21
Economic Development	48	-	-	48	-		48	29
Economic Development	5			5	-		5	1
Northern NSW Inland Port (N2IP)	43			43	-		43	23
Small Business Liaison	-			-	-		-	5
Governance & Risk	56	-	-	56	-		56	4
Governance	1			1	-		1	-
Risk	55			55	-		55	4
Human Resources	65	-	-	65	(40)		25	4
Human Resources Management	5			5	-		5	4
Organisational Development	60			60	(40)		20	-
Strategic Planning	129	-	-	129	-		129	39
Strategic Land Use Planning	129			129	-		129	39
Total Income from Continuing Operations	5,462	-	-	5,462	59		5,521	427
Expenses								
Development	1,343	-	-	1,343	95		1,438	316
Statutory Land Use Planning	487			487	95		582	93
Building Surveying and Certification	356			356			356	39
Regulatory Enforcement	476			476	24		500	184
Environmental Health	24			24	(24)		-	-
Economic Development	468	-	-	468	11		479	80
Economic Development	150			150	2		152	37
Northern NSW Inland Port (N2IP)	154			154	9		163	19
Small Business Liaison	164			164	-		164	24
Governance & Risk	1,158	-	-	1,158	160		1,318	703
Governance	476			476	6		482	200
Corporate Planning	127			127			127	65
Risk	555			555	154		709	438
Human Resources	867	-	-	867	-		867	168
Human Resources Management	660			660			660	140
Organisational Development	207			207			207	28
Strategic Planning	832	-	-	832	-		832	171
Total Expenses from Continuing Operations	4,668	-	-	4,668	266		4,934	1,438
Net Operating Result before Capital Items	794	-	-	794	(207)		587	(1,011)

Narrabri Shire Council

Quarterly Budget Review Statement

for the period 01/07/22 to 30/09/22

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

Budget review for the quarter ended 30 September 2022

Income & Expenses - Corporate & Community Services

(\$000's)	Original Budget 2022/23	Approved Changes		Revised Budget 2022/23	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRS					
Income								
Airport Services	134	-	-	134	-		134	155
Airsides Operations	104			104			104	149
Landside Operations	17			17			17	2
Aviation Fuel Facilities	13			13			13	4
Community Relations	5	-	-	5	-		5	-
Cultural Facilities	844	-	-	844	172		1,016	246
TCT Management	9			9	-		9	-
TCT Cinemas & Front of House	323			323	73		396	119
The Crossing Café & Kitchen	189			189	11		200	50
TCT Events	220			220	88		308	75
Libraries Management	103			103	-		103	2
Financial Services	167	-	-	167	4		171	17
Information Services	5	-	-	5	-		5	1
Property Services	419	-	-	419	60		479	131
Property Management	306			306	60		366	111
Saleyard Operations	65			65			65	11
Truck Wash Facilities	48			48			48	9
Tourism & Community Development	195	-	-	195	-		195	117
Visitor Information Centre Operations	110			110	-		110	42
Tourism Network Management	1			1	-		1	-
Shire Marketing & Promotion	74			74	-		74	75
Community Development	10			10			10	-
Total Income from Continuing Operations	1,769	-	-	1,769	236		2,005	667
Expenses								
Airport Services	459	-	-	459	15		474	90
Airport Management	383			383			383	60
Airsides Operations	23			23	15		38	20
Landside Operations	42			42			42	5
Aviation Fuel Facilities	11			11			11	5
Community Relations	1,093	-	-	1,093	20		1,113	301
Customer Management	629			629	45		674	187
Communications	464			464	(25)		439	114
Cultural Facilities	2,245	-	-	2,245	52		2,297	483
TCT Management	579			579	15		594	124
TCT Cinemas & Front of House	280			280	1		281	89
The Crossing Café & Kitchen	392			392	-		392	76
TCT Events	199			199	34		233	84
Libraries Management	795			795	2		797	110
Financial Services	1,246	-	-	1,246	31		1,277	447
Information Services	1,177	-	-	1,177	-		1,177	267
IT Technical Support	485			485	16		501	162
IT Corporate Network	692			692	(16)		676	105
Property Services	2,180	-	-	2,180	193		2,373	942
Property Management	1,253			1,253	193		1,446	280
Insurance Management	441			441	-		441	543
Depot Management	211			211	-		211	56
Saleyard Operations	269			269	(10)		259	52
Truck Wash Facilities	6			6	10		16	11
Tourism & Community Development	922	-	-	922	(1)		921	231
Visitor Information Centre Operations	538			538	(12)		526	163
Tourism Network Management	59			59			59	1
Shire Marketing & Promotion	79			79	9		88	6
Event Facilitation	9			9			9	4
Community Development	136			136	2		138	33
Grants Administration	101			101			101	24
Total Expenses from Continuing Operations	9,322	-	-	9,322	310		9,632	2,761
Net Operating Result before Capital Items	(7,553)	-	-	(7,553)	(74)		(7,627)	(2,094)

Narrabri Shire Council

Quarterly Budget Review Statement

for the period 01/07/22 to 30/09/22

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

Budget review for the quarter ended 30 September 2022

Income & Expenses - Infrastructure Delivery

(\$000's)	Original Budget 2022/23	Approved Changes		Revised Budget 2022/23	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRS					
Income								
Cemeteries	226	-	-	226	-		226	53
Cemeteries Management	8			8			8	2
Cemeteries Interment Services	182			182	-		182	50
Cemeteries Maintenance	36			36	-		36	1
Design & Investigation Services	5			5	-		5	1
Emergency Support	211	-	-	211			211	178
Parks & Open Spaces	588	-	-	588	-		588	326
Parks & Open Spaces Management	372			372			372	160
Open Space Maintenance				-			-	(145)
Sporting Facilities	5			5			5	303
Recreational Parks	100			100			100	-
Weeds Management	16			16			16	8
Weeds North West Action Program	95			95			95	-
Projects & Assets	913	-	-	913	-		913	9
Projects & Assets	5			5			5	2
Fleet Management	908			908			908	7
Sewerage Services	4,291	-	-	4,291	20		4,311	3,845
Sewerage Management	35			35	20		55	12
Boggabri Sewerage Operations	696			696	-		696	370
Narrabri Sewerage Operations	2,465			2,465			2,465	2,385
Wee Waa Sewerage Operations	1,095			1,095			1,095	1,078
Solid Waste Management Services	4,761	-	-	4,761	-		4,761	3,493
Urban Waste Management	1,990			1,990	-		1,990	1,917
Narrabri Waste Depot	2,432			2,432	-		2,432	1,247
Rural Waste (incl Transfer Stations)	339			339	-		339	329
Swimming Pools	273	-	-	273	-		273	37
Swimming Pools Management	4			4	-		4	1
Swimming Pool Operations - Narrabri	216			216	-		216	36
Swimming Pool Operations - Wee Waa	28			28			28	-
Swimming Pool Operations - Boggabri	25			25			25	-
Roads & Ancillary Services	19,830	-	-	19,830	-		19,830	2,312
Roads Management	2,185			2,185	-		2,185	518
State Highway Maintenance Contract	2,500			2,500			2,500	73
Regional Roads Maintenance	2,200			2,200			2,200	606
Shire Roads Maintenance	6,926			6,926			6,926	15
Bridges Maintenance	2,750			2,750			2,750	-
Town Streets Maintenance	57			57			57	167
Footpaths	1,232			1,232			1,232	789
Kerb & Guttering	680			680			680	-
Quarries	1,300			1,300			1,300	144
Water Services	5,688	-	-	5,688	31		5,719	2,173
Water Management	934			934	31		965	189
Baan Baa Water Operations	40			40	-		40	25
Bellata Water Operations	80			80			80	46
Boggabri Water Operations	650			650	-		650	281
Gwabegar Water Operations	37			37	-		37	27
Narrabri Water Operations	2,899			2,899			2,899	1,201
Pilliga Water Operations	62			62	-		62	47
Wee Waa Water Operations	986			986			986	357
Total Income from Continuing Operations	36,786	-	-	36,786	51		36,837	12,427

Narrabri Shire Council

Quarterly Budget Review Statement

for the period 01/07/22 to 30/09/22

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

Budget review for the quarter ended 30 September 2022

Income & Expenses - Infrastructure Delivery

(\$000's)	Original Budget 2022/23	Approved Changes		Revised Budget 2022/23	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs					
Expenses								
Cemeteries	437	-	-	437	-		437	84
Cemeteries Management	83			83	-		83	10
Cemeteries Interment Services	93			93			93	30
Cemeteries Maintenance	261			261			261	44
Design & Investigation Services	629	-	-	629			629	125
Emergency Support	841	-	-	841	-		841	225
Parks & Open Spaces	3,495	-	-	3,495	-		3,495	739
Parks & Open Spaces Management	732			732			732	37
Open Space Maintenance	937			937			937	163
Sporting Facilities	421			421			421	82
Recreational Parks	406			406			406	101
Public Waste / Litter Control	81			81			81	90
Street Trees Program	65			65			65	37
Public Amenities & Monument Maintenance	329			329			329	105
Central Business District Maintenance	163			163			163	30
Weeds Management	81			81			81	1
Weeds North West Action Program	280			280			280	93
Projects & Assets	706	-	-	706	50		756	1,043
Projects & Assets	672			672	50		722	150
Fleet Management	34			34			34	893
Sewerage Services	3,587	-	-	3,587	-		3,587	384
Sewerage Management	147			147			147	7
Boggabri Sewerage Operations	566			566			566	100
Narrabri Sewerage Operations	2,074			2,074			2,074	206
Wee Waa Sewerage Operations	800			800			800	71
Solid Waste Management Services	4,281	-	-	4,281	-		4,281	678
Urban Waste Management	1,393			1,393			1,393	223
Narrabri Waste Depot	2,060			2,060			2,060	370
Rural Waste (incl Transfer Stations)	828			828			828	85
Swimming Pools	1,618	-	-	1,618	-		1,618	261
Swimming Pools Management	116			116			116	14
Swimming Pool Operations - Narrabri	990			990			990	179
Swimming Pool Operations - Wee Waa	267			267			267	28
Swimming Pool Operations - Boggabri	245			245			245	40
Roads & Ancillary Services	14,991	-	-	14,991	-		14,991	2,192
Roads Management	5,679			5,679			5,679	96
State Highway Maintenance Contract	2,050			2,050			2,050	313
Regional Roads Maintenance	800			800			800	169
Shire Roads Maintenance	2,890			2,890			2,890	1,176
Bridges Maintenance	440			440			440	1
Town Streets Maintenance	1,094			1,094			1,094	315
Footpaths	159			159			159	1
Kerb & Guttering	439			439			439	39
Stormwater Management	140			140			140	-
Quarries	1,300			1,300			1,300	82
Water Services	4,905	-	-	4,905	-		4,905	520
Water Management	710			710			710	97
Baan Baa Water Operations	130			130			130	22
Bellata Water Operations	127			127			127	10
Boggabri Water Operations	686			686			686	70
Gwabegar Water Operations	73			73			73	10
Narrabri Water Operations	2,393			2,393			2,393	238
Pilliga Water Operations	89			89			89	9
Wee Waa Water Operations	697			697			697	64
Total Expenses from Continuing Operations	35,490	-	-	35,490	50		35,540	6,251
Net Operating Result before Capital Items	1,296	-	-	1,296	1		1,297	6,176

Narrabri Shire Council

Quarterly Budget Review Statement

for the period 01/07/22 to 30/09/22

Capital Budget Review Statement

Budget review for the quarter ended 30 September 2022

Capital Budget - Council Consolidated

(\$000's)	Original Budget 2022/23	Approved Changes		Revised Budget 2022/23	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRS					
Capital Expenditure								
New Assets								
- Plant & Equipment		153		153			153	85
- Land & Buildings	1,470	198		1,668			1,668	16
- Roads, Bridges, Footpaths	2,907	-		2,907	555		3,462	196
- Water & Sewerage Assets	1,400	40		1,440			1,440	-
- Other	705	1,749		2,454			2,454	929
Renewal Assets (Replacement)								
- Plant & Equipment	2,579	31		2,610			2,610	401
- Land & Buildings	436	370		806	259		1,065	52
- Roads, Bridges, Footpaths	16,468	12,427		28,895	(112)		28,783	2,045
- Water & Sewerage Assets	1,768	1,216		2,984			2,984	23
- Other	1,653	90		1,743	163		1,906	58
Loan Repayments (Principal) - General	816			816			816	147
Total Capital Expenditure	30,202	16,274	-	46,476	865		47,341	3,952
Capital Funding								
Rates & Other Untied Funding	816	60		876			876	-
Grants & Contributions	17,036	11,863		28,899	289		29,188	2,284
Reserves:								
- Restrictions/Reserves	4,912	1,064		5,976	576		6,552	473
- VPA Restrictions	1,147	1,690		2,837			2,837	929
- s7.12	1,085	341		1,426			1,426	66
- Water Fund	1,870	616		2,486			2,486	20
- Sewerage Fund	1,323	640		1,963			1,963	3
New Loans	1,250			1,250			1,250	147
Receipts from Sale of Assets								
- Plant & Equipment	763			763	-		763	30
Total Capital Funding	30,202	16,274	-	46,476	865		47,341	3,952
Net Capital Funding - Surplus/(Deficit)	-	-	-	-	-		-	-

Budget review for the quarter ended 30 September 2022

Capital Expenditure by Activity - Council Consolidated

(\$000's)	Original Budget	Approved Changes		Revised Budget	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRS					
Capital Expenditure								
Airport	260			260			260	8
Cemeteries	230	50		280			280	1
Cultural Facilities	27	113		140			140	84
Economic Development				-			-	
Financial Services				-			-	
Fleet Management	2,473			2,473			2,473	330
Information Services	80	34		114			114	70
Parks & Open Spaces	415	150		565	422		987	39
Planning & Environment	100	341		441			441	26
Projects & Assets	-			-			-	
Property Services	1,090	262		1,352			1,352	23
Sewerage Services	1,323	640		1,963			1,963	3
Solid Waste Management	1,550	1,611		3,161			3,161	924
Swimming Pools	130	30		160			160	35
Tourism & Community Development	463			463			463	5
Transport (Roads & Ancillary)	19,375	12,427		31,802	443		32,245	2,237
Water Supplies	1,870	616		2,486			2,486	20
Loan Repayments (Principal) - General	816			816			816	147
Total Capital Expenditure	30,202	16,274	-	46,476	865		47,341	3,952

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

Narrabri Shire Council

Quarterly Budget Review Statement
for the period 01/07/22 to 30/09/22

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

Budget review for the quarter ended 30 September 2022

(\$000's)	Current Projection		Original Budget 22/23	Actuals Prior Periods	
	Amounts 22/23	Indicator 22/23		21/22	20/21
NSW Local Government Industry Key Performance Indicators (OLG):					
1. Operating Performance					
Operating Revenue (excl. Capital) - Operating Expenses	-6,123	-15.4 %	-15.0 %	2.0 %	2.0 %
Operating Revenue (excl. Capital Grants & Contributions)	39,761				
This ratio measures Council's achievement of containing operating expenditure within operating revenue.					
2. Own Source Operating Revenue					
Operating Revenue (excl. ALL Grants & Contributions)	34,361	62.3 %	62.0 %	62.0 %	56.3 %
Total Operating Revenue (incl. Capital Grants & Cont)	55,112				

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



Narrabri Shire Council

Quarterly Budget Review Statement
for the period 01/07/22 to 30/09/22

Contracts Budget Review Statement

Budget review for the quarter ended 30 September 2022
Part A - Contracts Listing - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
Nil Contracts issued for the quarter.						

Notes:

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

Consultancy & Legal Expenses Budget Review Statement

Budget review for the quarter ended 30 September 2022
Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	226,988	Y
Legal Fees	11,190	Y

Definition of a consultant:

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

Comments

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

Details

14.7 OPERATIONAL AND SERVICE PLAN QUARTERLY REPORT - 1 JULY 2022 TO 30 SEPTEMBER 2022

Responsible Officer: Andrew Brown, Director Corporate and Commercial Services

Author: Alice Gemmell-Smith, Governance Coordinator

Attachments: 1. **Operational and Service Plan Quarterly Report - Quarter 1 2022/2023 (under separate cover)** 

DELIVERY PROGRAM ALIGNMENT**4 Civic Leadership - Council as strong leaders for the Community**

Objective 4.1 A transparent and accountable Council

Strategy 4.1.1 Ensure all operations are pre-planned and executed in the best interests of the community

EXECUTIVE SUMMARY

Council's Quarterly Operational and Service Plan Report provides the community with an update on Council's progress in achieving its strategic objectives through specific actions, key performance measures and capital works projects. Quarterly Operational and Service Plan Reporting lets the community track each service of Council regarding what that service is providing, at what cost and where works are occurring throughout the year. As at 30 September 2022, 85% of Council's Operational Plan Actions were either Completed or On Track to be achieved by 30 June 2023.

RECOMMENDATION

- 1. That Council adopt the Quarter 1 2022/2023 Quarterly Operational and Service Plan Progress Report, as attached, detailing Council's progress in meeting its actions, capital works and key performance measures for the period of 1 July 2022 to 30 September 2022.**

BACKGROUND

The Integrated Planning and Reporting (IPR) Framework recognises that most communities share similar aspirations:

- A safe, healthy, and pleasant place to live;
- A sustainable environment;
- Opportunities for social interaction;
- Opportunities for education and employment; and
- Reliable infrastructure.

This framework allows NSW councils to draw their various plans together, understand how they interact and maximise efficiency by planning holistically and sustainably for the future.

CURRENT SITUATION

This report presents the Council's quarterly progress report against its Actions, Capital Works Program and Key Performance Measures for each of its service areas, as established in Council's IPR

documents and related Service Plans. Council's Service Plans provide an in-depth strategic focus for all services of Council, defining exactly what each service is, what it provides, at what cost and where works are occurring. The community can analyse any of the individual Service Plans and ascertain what is being provided to the local community.

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

The attached Quarterly Operational and Service Plan Report is Council's progress for Quarter 1 2022/2023. The Quarterly Service Plan Report for Quarter 1 2022/2023 shows that significant progress has been made towards achieving Council's 2022/2023 activities and capital works program.

Highlights

Actions:

1.2.2.52 - Capex - Boggabri - Develop the old bowling club into a Civic Precinct (Carryover 2021/2022) (Grant Dependent)

- External Project Manager and a communications consultant engaged to facilitate community engagement, with the existing building being demolished in October 2022.

1.2.2.56 - Wee Waa - Identify appropriate community use for the former NAB building.

- Community survey completed. Grant submission finalised for extensive site works.

1.2.4.2 - Identify external funding opportunities to assist with the provision of events through The Crossing Theatre.

- Council has secured \$70,000 of funding for CREATE 2023. Further funding opportunities to assist with events yet to be identified.

2.2.1.45 - Capex - Wee Waa - SR29 Yarrie Lake Road to SR127 Pilliga Road - Upgrade Freight Route (11km).

- Grant funding secured (\$3 million secured through NSW Fixing Local Roads Program and approximately \$2.2 through Local Roads and Community Infrastructure). Floodway designed and the first stage of construction has commenced. Overall strategic design completed in Quarter 1 2023. Detailed design to be completed Quarter 2 2023.

3.3.2.1 - Implement and promote Council's Grants Portal

- The Narrabri grant database 'Grant Guru' has been launched, empowering businesses, community groups, sporting clubs, not-for-profit organisations, and members of the wider community to search for grants, which can then be utilised for programs, events or projects that benefit the whole of the community. The grant portal has been promoted through Council's Business eNewsletter and will be more widely marketed in the coming Quarter.

3.3.2.4 - Support community groups and local businesses to applying for grants

- Council's Grant Officer offers practical advice and guidance to community groups covering support areas such as establishment, funding applications, review, and support letters. Council has 6 routine programs being run to support the community.
- The annual Community Grant Fund was launched in May 2022 and finalised in July 2022 with a funding deed ceremony. Seven successful applicants received \$13,000 towards their community projects.

Key Performance Measures

Council's cumulative previous three (3) years total Workers Compensation Claims Cost:

- Target: \$180,000; YTD: \$60,141

Tonnes of Waste Recycled:

- Target: >950 Tonnes; YTD: 632 Tonnes

Customer satisfaction with level of service provided at parks, recreational, and sporting facilities:

- Target: 75%; YTD: 86%

Number of youth-based activities formulated through the Youth Council that are undertaken:

- Target: 5; YTD: 2

Total value of Development Applications lodged:

- Target: \$15,000,000; YTD: \$16,017,968

Number of Companion Animals Rehomed:

- Target: 100; YTD: 18

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

Local Government Act 1993 (NSW)

Local Government (General) Regulation 2021 (NSW)

CONSULTATION

External Consultation

Nil.

Internal Consultation

- Executive Management
- Senior Management

14.8 POLICY REVIEW

Responsible Officer: Andrew Brown, Director Corporate and Commercial Services

Author: Jason Townsend, Manager Governance and Risk

Attachments:

1. Table 1- Policies for Adoption (under separate cover) 
2. Table 2- Policies for Repeal (under separate cover) 

DELIVERY PROGRAM ALIGNMENT

4 Civic Leadership - Council as strong leaders for the Community

Objective 4.1 A transparent and accountable Council

Strategy 4.1.2 Enforce good governance, risk management, and statutory compliance

EXECUTIVE SUMMARY

Council is required to undertake a review of Council Policies within twelve months of an Ordinary Council Election. At its October Ordinary Council Meeting, Council endorsed a number of policies for public exhibition. The public exhibition period has now expired, and those policies are ready for adoption.

RECOMMENDATION

1. That Council adopt the policies listed in table 1 of this report.
2. That Council repeal the policies listed in table 2 of this report on the basis that they have been subsumed into a new policy in table 1 of this report.

BACKGROUND

Council Policies are high level, publicly facing documents that set out Council's strategic position on matters. They set parameters and objectives for the way Council operates and interacts with the community. In Council's Policy Framework, Policies are the highest level of Council specific documents. Beneath them, where required, are Operational Protocols issued by the General Manager or their delegate(s). Policies tend to set what Council's position on matters is, and what it intends to do. Operational Protocols detail how Council will go about doing them.

Council is required to review its policies within twelve months of the 2021 Ordinary Council Election. In other words, Council Policies must be reviewed by 23 December 2022.

At its Ordinary Council Meeting on 18 October 2022, Council endorsed a number of policies to be placed on public exhibition for 28 days. That period expired at 5:00pm on Wednesday 16 November 2022, and the documents are ready for adoption by Council.

CURRENT SITUATION

While on public exhibition, Council received no submissions in relation to the policies.

The policies have been divided into two tables, which are:

- Table 1 – Draft policies for adoption following public exhibition; and

- Table 2 – Policies replaced by new merged policies that are in table 1 and that can be repealed upon the adoption of the merged policies.

Any local approvals or orders policies, however named, must be open for submissions for 42 days, including the 28-day public exhibition period. Therefore, these policies will be brought to the December 2022 Ordinary Council Meeting to allow Council to consider any submissions and make amendments as necessary.

Table 1 - Draft policies recommended for adoption following public exhibition

Policies marked with an asterix () are those that must be placed on public exhibition for a period of at least 28 days.*

Policy	Summary of changes
Arts and Cultural Policy	Minor amendments.
Business Ethics Policy	Formatting and updated values.
Community Engagement Policy	Minor amendments.
Community Grants and Sponsorships Policy	Re-drafted and re-structured for clarity. Further allowances were included to enable the sponsorship of events as requested by Council.
Community Member Appointment to Committees Policy	Significant additions of procedure and formatting changes.
Competitive Neutrality Complaints Management Policy	Minor amendments.
Complaints About Council Policy*	Significant process changes, removal of duplication with code of conduct.
Compliance and Enforcement Policy*	Minor amendments.
Customer Service Policy	Made more concise, removed arbitrary clauses, added unreasonable customer declarations.
Debt Recovery and Hardship Policy	Merged with Financial and Medical Hardship Policy and Water Flow Restriction Policy. Significant changes in process to strengthen governance and provide consistency across the organisation.
Donations in Lieu of Ordinary Rates	Re-drafted for consistency and clarity.
Film Policy	Minor amendments (based on model provided by Arts North West).
Fraud and Corruption Policy	Replaced with Model from ICAC.
Gifts and Benefits Policy	Re-drafted. Amended for consistency with Code of Conduct. Removed redundant clauses.
Libraries Childrens Policy	Re-structured for clarity. Added child-safe principles.

Policy	Summary of changes
Liquid Trade Waste Policy*	Re-drafted for clarity. Minor substance changes.
Naming Public Assets Policy	Re-drafted and re-structured for clarity and included governance processes.
Onsite Wastewater Management Policy*	Re-drafted for clarity.
Privacy Management Policy	No Policy or Content change. Updated legislative references. Reordered for clarity and accessibility.
Procurement Policy	Re-draft for clarity and to tighten. Removed procedure (as it directed staff. To be replaced by internal operational protocol).
Public Interest Disclosure Policy	ICAC Model. Replaces existing policy. Significant addition and strengthening of policy position and framework.
Refund of Application Fees for Development Policy	Re-drafted and re-structured for clarity.
Revenue – Water Sewer Policy*	Only formatting changes made.
Section 355 Committee Policy	Re-drafted for consistency and clarity.
Sporting Wall of Fame Policy	No changes.
Water Service Connection Policy	Re-drafted and merged with Water Meter Policy and Undetected Water Leak Policy. Significant changes in process to strengthen governance and provide consistency across the organisation.

Table 2- Policies replaced by new merged policies that are in table 1 and that can be repealed upon the adoption of the merged policies.

Policy	Replacement in Table 1
Financial and Medical Hardship Policy	Debt Recovery and Hardship Policy
Non-Companion Animal on Residential Premises Policy	Companion and Non-Companion Animals Policy
Restricted Assets (Internal Policy)	Asset Management Policy and Restricted Assets Operational Protocol
Undetected Water Leak Policy	Water Service Connection Policy
Water Billing Policy	Debt Recovery and Hardship Policy
Water Flow Restriction Policy	Debt Recovery and Hardship Policy
Water Meter Policy	Water Service Connection Policy

FINANCIAL IMPLICATIONS

Nil

STATUTORY AND POLICY IMPLICATIONS

Local Government Act 1993 (NSW).

Council's Policy Suite.

This policy review will:

- Ensure Council's compliance with legislated post-election requirements;
- Ensure up to date compliance with best practice and legislated requirements; and
- Provide clearer, more precise, more enforceable, and more accessible policies.

CONSULTATION**External Consultation**

- Office of Local Government.
- Independent Commission Against Corruption.

Internal Consultation

- Executive Management.
- Senior Management.
- Governance and Risk Section.
- Subject Matter Experts.

14.9 PROCEDURES FOR ADMINISTERING CODE OF CONDUCT**Responsible Officer:** Andrew Brown, Director Corporate and Commercial Services**Author:** Jason Townsend, Manager Governance and Risk**Attachments:** 1. **Model Procedures for the Administration of the Model Code of Conduct (under separate cover)** **DELIVERY PROGRAM ALIGNMENT****4 Civic Leadership - Council as strong leaders for the Community**

Objective 4.1 A transparent and accountable Council

Strategy 4.1.2 Enforce good governance, risk management, and statutory compliance

EXECUTIVE SUMMARY

Council is legislatively required to adopt the Model Procedures for Administering the Code of Conduct. A review of the newly adopted policy ahead of implementation has found that the one adopted as part of Council's Code of Conduct is different to the Model. As the Model takes precedence to the extent of inconsistency in any event, Council should adopt the Model.

RECOMMENDATION

1. **That Council adopt the Model Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW, as attached to this report.**
2. **That the General Manager or their delegate amend the Model Procedures adopted at 1 above to:**
 - (a) **Remove prefatory material from pages 1 and 2 of the document; and**
 - (b) **Reformat the document to be in accordance with Council's standard document styling.**
3. **That pages 48 to 77 (inclusive) of the Code of Conduct 2022, save for the document history table, be repealed and replaced with the Procedures document adopted at 1 above.**
4. **That the Code of Conduct 2022 otherwise remain unchanged.**

BACKGROUND

At its July Ordinary Council Meeting, Council adopted its Code of Conduct, following the election in December 2022. The Code of Conduct was based on the Office of Local Government Model Code, prescribed by the *Local Government Act 1993* (NSW).

The Office of Local Government has created Model Procedures for the Administration of the Model Code of Conduct. Council is legislatively required to adopt these model procedures. Where Council's adopted procedures are inconsistent with the model procedures, the model procedures prevail to the extent of any inconsistency.

CURRENT SITUATION

A review of the new Code of Conduct as part of its implementation has revealed that the “procedures” portion of that document is different to the current model procedures. While the differences are not sweeping, they are significant enough to warrant adoption of the Model to ensure consistency and that users of that document, including complainants and respondents to Code of Conduct complaints, will not be under any misapprehension as to what is required.

FINANCIAL IMPLICATIONS

Nil

STATUTORY AND POLICY IMPLICATIONS

This will bring the Procedures portion of the Code in line with the Model Code.

Local Government Act 1993 (NSW).

CONSULTATION**External Consultation**

Nil

Internal Consultation

Nil

14.10 ACCEPTANCE OF TENDERS UNDER DELEGATION - OCTOBER 2022

Responsible Officer: Eloise Chaplain, Director Infrastructure Delivery

Author: Amy Withington, Asset Systems Officer

Attachments: Nil

DELIVERY PROGRAM ALIGNMENT**4 Leadership**

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

Strategy 4.4.2 Ensure effective and sound local governance practice

EXECUTIVE SUMMARY

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

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

For this reporting period three (3) tenders have been determined under delegation.

RECOMMENDATION

1. That Council note the determination of tenders under delegation for the period to October 2022.

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

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

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

CURRENT SITUATION

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

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

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

Tender/Contract Description	Successful Tenderer	No. of Tenders (Local Tenders)	Tender Price ex GST
1. Contract 2022-23/03 – Insitu Stabilisation	BMR Quarries; Downer EDI Works Pty Ltd; Durack Civil Pty Ltd; Fenworx Pty Ltd; Hiway Stabilizers Australia Pty Ltd; Newpav Pty Ltd; Stabilco Pty Ltd; Stabilcorp Pty Ltd; StabilFix; Stabilised Pavements Australia (SPA); THE Mining Pty Ltd	11 (0)	Unit Rates Tender
2. Contract 2022-23/04 – Gravel Crushing	BMR Quarries; Calvani Crushing Pty Ltd; Civcrush Pty Ltd; Taylors Civil Construction; IQuarry Pty Ltd; MAAS Group Pty Ltd	6 (0)	Unit Tender Rates
3. LGP 419 – 2 Supply and Deliver CCF Class 15 Graders	Westrac	3(0)	\$905,071.32

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

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

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

This report fulfils the second condition of the delegation.

CONSULTATION

External Consultation

Nil.

Internal Consultation

- Tender Panel.

14.11 SUBMISSION ON THE INDEPENDENT REVIEW OF THE DELIVERY OF THE INLAND RAIL PROGRAM

Responsible Officer: Donna Ausling, Director Planning and Sustainability

Author: Donna Ausling, Director Planning and Sustainability

Attachments: 1. Submission - Inland Rail Independent Review [↓](#) 

DELIVERY PROGRAM ALIGNMENT**4 Civic Leadership - Council as strong leaders for the Community**

Objective 4.2 A strong Council that advocates for the Community

Strategy 4.2.2 Work cooperatively and appropriately with external parties to advocate for the community's best interests

EXECUTIVE SUMMARY

An organisational submission on the Independent Review of the Delivery of the Inland Rail Program has recently been made and is enclosed for the information of Council.

RECOMMENDATION

- 1. That Council receive and note the submission on the Independent Review of the Delivery of the Inland Rail Program.**

BACKGROUND

On 7 October 2022, the Australian Government appointed Dr Kerry Schott AO to lead an independent review to assess the governance and program delivery approaches of the Inland Rail Program. The independent review is expected to be completed by early 2023, with the findings provided to the Australian Government for consideration.

Submissions on the independent review were invited by interested parties until 11 November 2022.

CURRENT SITUATION

Following consultation with key internal stakeholders, including Councillors, a submission was made in relation to this matter. A copy is enclosed at **Attachment 1** for the information of Council.

FINANCIAL IMPLICATIONS

There are no financial implications to report at this time.

STATUTORY AND POLICY IMPLICATIONS

Nil.

CONSULTATION**External Consultation**

Nil.

Internal Consultation

- NSC Councillors.
- Executive Management.
- Senior Management.



Our Reference: ID 2022879 DLA:dla
 Your Reference: Inland Rail Review
 Contact Name: Donna Ausling



Assistant Director - Inland Rail Review Secretariat
 Department of Infrastructure, Transport, Regional Development, Communications and
 the Arts
 GPO Box 594
 CANBERRA ACT 2601

Via email: IR.Review@infrastructure.gov.au

Friday, 11 November 2022

Re: Independent Review of the delivery of the Inland Rail Program – Narrabri Shire Council Submission

Dear Dr Schott,

Thank you for the opportunity to provide an organisational submission on the independent review of the delivery of the Inland Rail program.

Narrabri Shire Council is dissected by two (2) segments of the Inland Rail, being the Narrabri to North Star (N2NS) and the Narramine to Narrabri (N2N) components. The N2NS section located to the north of the township of Narrabri is nearing completion, and the N2N section is pending final project approval and is yet to commence physical works.

This submission will focus on Council's experiences in respect of both project components and key emerging issues. It should be noted that Narrabri Shire Council has made multiple submissions on both projects which should be read in the context of this correspondence. Copies are available from Council or can be downloaded from the NSW Department of Planning and Environment (NSW DPE) Major Projects website: <https://www.planningportal.nsw.gov.au/major-projects>.

Item (a) assess Australian Rail Track Corporation's governance and program delivery approaches, including:

- (i) **The effectiveness of current governance arrangements for Inland Rail, including monitoring and reporting;**
- (ii) **Project management arrangements;**
- (iii) **Risk management practices; and**
- (iv) **Implementation of strategy.**

In the early phases of project development and delivery, Council experienced significant challenges with communication and engagement with ARTC Inland Rail. This fostered an environment of distrust and suspicion which deleteriously affected the necessary relationship and capacity building, and also permeated within the community. This was further compounded by the excessive use of temporary appointments and consultants and a commensurate high turnover of core staff, leading to Council staff repeatedly providing the same information to different ARTC Inland Rail personnel. Accordingly, it is apparent that ARTC Inland Rail were not appropriately capturing information provided or the internal project management/governance systems did not provide ease of retrieval.


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Over the past 12-18 months a noticeable improvement in this relationship has occurred with the embedding of community engagement specialists, assigning of project staff within local communities and the opening of Regional Project Offices. This approach has not only provided a physical presence but has also positively contributed to some sense that the project and the organisation is part of the community.

The failure to develop sufficiently robust and adaptive community and stakeholder engagement frameworks in the early phases of project development and delivery has created a weak and at times tenuous foundation for ultimate project delivery. A key learning in respect of projects of this type is that such stakeholder engagement strategies (SES) should be formulated, tested and scrutinised at the very early project delivery phases.

In relation to project management practices and frameworks, once again these were not strategically embedded from the project outset. Council faced significant procedural challenges negotiating the Master Inland Rail Development Agreement (MIRDA), which ultimately took several years for the N2NS MIRDA document to be executed. Some matters remain unresolved in this space due to unsatisfactory and latent risk to Council.

Council has received ongoing community feedback in relation to the impact of the project on local infrastructure assets. There are a number of local instances and examples of the project operating contrary to overarching environmental approvals. A notable example includes the dewatering of the project site onto local roads increasing road dilapidation. This has created considerable community angst as such activities have now recently coupled with a natural disaster declaration from major flooding. Given that this issue is now reoccurring, it demonstrates a shortfall in project management systems and substantial gaps and deficiencies in contractor management.

The failure to both adequately and meaningfully engage with communities and key stakeholders, including local government early in the process of project planning and delivery, has undoubtedly created a series of project-related risks, namely reputational risk. There is widespread sentiment that the ARTC has failed to adequately consider community concern. A notable example is the current N2N alignment selection which has polarised the Narrabri community and other communities along the preferred route. A review of organisational culture should also be undertaken concurrently.

Item (a) recommendations:

1. *Implement appropriate stakeholder engagement frameworks which are agile and respond to community needs at the various project delivery phases.*
2. *Review the current risk management framework to more effectively address Contractor non-conformances.*
3. *Review the Master Inland Rail Development Agreement (MIRDA) process to more effectively respond to local government stakeholder needs and expectations.*
4. *Consider undertaking a review of organisational culture.*

Item (b) consult with stakeholders across the freight sector to test the Inland Rail service offering and the importance of this to achieving the benefits of Inland Rail, including how it provides new capacity and resilience to support Australia's national supply chain network, having regard to:

- (i) Urban congestion and future freight demand;**
- (ii) Potential end points for the Inland Rail Service Offering in Brisbane, including Ebenezer, Kagaru, Bromelton and/or Acacia Ridge; and**
- (iii) Efficient linkages with freight infrastructure such as other freight rail networks, ports and intermodal hubs.**

Narrabri Shire Council is recognised for its cotton, wheat, beef cattle, sheep and pulse crops and is a highly productive region in New South Wales. In the interests of the agricultural and broader industries, Narrabri Shire Council is committed to improving the capacity, the resilience and dependability of supply chain logistics to benefit both industry and the wider community.

The agriculture industry is a major contributor to both the New South Wales and Australian economy, creating jobs and delivering a range of significant broader benefits for the nation. Narrabri Shire Council recently made a submission to the Productivity Commission's Draft Report into the Performance of Australia's Maritime Logistics System.

Council's submission to the Productivity Commission acknowledges that Port privatisation processes have entrenched power in Sydney by combining the ownership of Port Botany and Port Kembla and penalising any development of container capacity at the Port of Newcastle. This effectively limits the possibility of the most likely competitor (Newcastle) entering the container market in New South Wales. As a result, the port commitment deeds are proving to contain limitations on container movements for our region, which has impaired productivity growth and competition for both industry and the wider community. The container port limitations are contributing to additional costs, inefficiency and uncertainty for industries in our region and it is the broader community that is bearing these costs.

Economic analysis has identified that freight from our region is travelling a further 191km from the Port of Newcastle, increasing our freight costs by \$567 per container. It is acknowledged that draft Finding 5.1 states it is far from clear that it is economically efficient to have a single container port in some Australian cities and Council concurs with this finding. Regional NSW communities are being disadvantaged economically by having a single container port in Sydney, due to it placing significant limitations on options for container movements and industry growth.

The economic disadvantages that have been placed on regional NSW by government, will be removed upon the lifting of the port commitment deeds. It is understood that this removal will ultimately result in the delivery of the Newcastle Deepwater Container Terminal, a timely development and an enabler to the businesses and communities within Narrabri Shire and allowing them to be more competitive in the national and global markets. The streamlined supply chain opportunities and efficiencies it will create will promote regional economic and population growth.

Draft finding 7.2 states that most container ports are planning substantial investments in rail infrastructure. Container port operators in Brisbane, Sydney, Melbourne, and Fremantle plan to increase the share of freight travelling to and from those ports by rail over the coming decades. Any further government investment in rail to service container ports will need to be accompanied by a clear cost-benefit analysis, including analysis of

the relevant externalities and including alternative scenarios for the development of truck technology, over the full economic life of the project.

Successive state and federal governments have committed significant funds to infrastructure aimed at increasing rail share of freight volumes into Port Botany. Narrabri Shire Council understands that this investment so far has not resulted in forecast increases in rail freight and in fact the percentage of total volumes carried by rail has fallen over the last five years. Narrabri Shire Council therefore supports the Commissions finding and would further recommend that any benefit cost analysis include wider externalities on the drivers for rail freight, in particular regional freight movements.

In response to the opportunities created by the Inland Rail project, Council has made a considerable investment in an Inland Port project, known as the Northern NSW Inland Port N2IP. The N2IP site is located within the Narrabri Special Activation Precinct (SAP). Further information and background on N2IP is available from: <http://www.n2ip.com.au/> and <https://www.planning.nsw.gov.au/Plans-for-your-area/Special-Activation-Precincts/Narrabri-Special-Activation-Precinct> respectively.

Item (b) recommendations:

1. *Consideration be given to the key findings and recommendations made by the Productivity Commission on the Draft Report into the Performance of the Maritime Logistics System.*
2. *Consider introduction of suitable mechanisms to streamline freight connectivity to Inland Rail and support regional economic development initiatives such as the N2IP project.*

Item (c) review the processes for selecting the Inland Rail route to confirm it is fit for purpose and has considered both impacts and potential broader economic benefits to regional economies and communities

As detailed in the preceding sections, the route selection process has created considerable tensions, and in some instances divided the community. At its September 2022 Ordinary Council meeting, Council made the following resolutions:

7.1 RESPONSE TO EXHIBITION OF PREFERRED INFRASTRUCTURE AND AMENDMENT REPORT FOR INLAND RAIL - NARROMINE TO NARRABRI (N2N)

MINUTE 286/2022

Moved: Cr John Clements Seconded: Cr Darrell Tiemens

- 1. That Council endorse the draft submission to the NSW Department of Planning and Environment in response to the exhibition of the Preferred Infrastructure and Amendment Report for Inland Rail Narromine to Narrabri (N2N) section, Application Number SSI-9487 as shown as Attachment 8 to this report.**

In Favour: Crs Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 7/0

7.2 AMENDMENT TO INLAND RAIL SUBMISSION

MINUTE 289/2022

Moved: Cr John Clements Seconded: Cr Rohan Boehm

- 1. That the following inclusion to the executive summary to the response to Exhibition of Preferred Infrastructure and Amendment Report for Inland Rail be deemed a Matter of Great Urgency;**
- a. That Narrabri Shire Council asks the Minister to take note of the concern that Inland Rail/ARTC, as requested, has not assessed the Narrabri Alternative Route (as proposed by the Narrabri Inland Rail Concerned Residents Group). The alternate route proposal has been submitted by engineers, hydrologists, surveyors, and the broader Narrabri community members since March 2018.
 - b. The Narrabri Alternative Route appears to save hundreds of millions of dollars and minimises flood impacts. This is supported by the WRM study commissioned by the Narrabri Inland Rail Concerned Residents Group. Narrabri Shire Council, with the current route selection, is unfunded for significant connectivity costs for the proposed Inland Port and the Special Activation Precinct (SAP).
- 2. That Council write to the relevant Minister pointing out its concerns as above be deemed a Matter of Great Urgency.**

The Chair ruled the business to be of Great Urgency

In Favour: Crs Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 7/0

Ongoing concern exists within the community regarding the transparency, robustness and integrity of the multi criteria analysis (MCA) system and associated methodologies. It is understood that the independent review process will have appropriate regard to the effectiveness, or otherwise, of MCA processes.

Item (c) recommendations:

1. Consider opportunities to further test and analyse alignment suitability and mechanisms to further engage with affected communities.

Item (d) having regard to current market constraints and regulatory environment, assess Program scope, schedule and cost, including:

- (i) a broader review of the infrastructure market;
- (ii) review Program costs, contingencies and escalation;
- (iii) review schedule assumptions, including timing for planning and environmental approvals, land acquisitions and contingencies;
- (iv) options to optimise Program delivery to realise benefits earlier;
- (v) the PPP for the Gowrie to Kagaru projects;
- (vi) any related port connections;
- (vii) potential intermodal terminals in Brisbane and Melbourne;

In relation to the N2NS segment, there was a demonstrated failure to obtain ancillary project approvals such as section 138 approvals under *the Roads Act 1993* and section 68 approvals under the *Local Government Act 1993* in a timely manner. This ultimately created pressure on Council's limited staff resources.

Effective project scoping to identify key issues requiring management and concern, has also been limited on some occasions. Furthermore, there has been a failure to capitalise on strategic infrastructure opportunities. Council has raised multiple times over a number of years that preliminary strategic work should be undertaken on parallel road network improvement opportunities which would alleviate current heavy vehicle congestion. The base case scope was so narrow it did not allow for these types of future potential works which would provide considerable community benefit and freight productivity efficiencies.

Item (d) recommendations:

1. ARTC should consider undertaking a review of the current project management framework.
2. Earlier engagement be undertaken with key stakeholders including local government and Transport for NSW (TfNSW).

Item (e) assess opportunities for enhancing community benefits along the route

Issues surrounding 'project legacy' has been subject to some debate. There are excellent opportunities for project legacies to be developed in consultation with communities and for alignment to be achieved to each respective Council's Community Strategic Plans. No clear and consistent framework currently exists for the management and implementation of legacy items. Development of Community Enhancement Funds (or equivalent) for impacted local government areas is also supported as part of project approval processes.

Due to current system reporting limitations, statistics on a local government area (LGA) basis are not currently available. Where the project segment traverses multiple LGAs, reporting is both misleading and unmeaningful. This significantly inhibits Council's

strategic and community planning opportunities and places local government in a largely reactive space. In Narrabri, this is currently further compounded by an agricultural and resources boom with construction work for Inland Rail occurring concurrently and a corresponding strain on local infrastructure and services.

Item (e) recommendations:

1. That ARTC review and update performance monitoring frameworks to enable interrogation on an LGA-specific basis and report available metrics to affected Councils on at least a monthly basis.
2. Develop a framework for the management of legacy items in consultation with key stakeholders.

Item (f) review ARTCs consultation and engagement approach, including options to improve engagement with communities and other stakeholders along the route; and develop a pathway to consider community concerns with the alignment

Refer preceding commentary and recommendations. Further consideration should be given to reviewing the effectiveness of Community Consultative Committee (CCC) arrangements given the size and scale of the project.

Item (f) recommendations:

1. That the effectiveness of the current Community Consultative Committee (CCC) arrangements be considered in the context of the review process.

Thank you for the opportunity to provide comment in relation to this important matter. Should you require any additional information or clarification in relation to this submission you are invited to contact Council's Director of Planning and Sustainability Ms Donna Ausling on (02) 6799 6866 or by emailing council@narrabri.nsw.gov.au.

Yours faithfully,



Rob Williams
General Manager

14.12 PLANNING AND DEVELOPMENT MONTHLY STATUS REPORT - OCTOBER 2022**Responsible Officer:** Donna Ausling, Director Planning and Sustainability**Author:** Michelle Henry, Manager Planning and Development

- Attachments:**
1. **Statistics Snapshot - October 2022** [↓](#) 
 2. **Planning and Development Activities Report - October 2022** [↓](#) 
 3. **Heritage Activity Report - October 2022** [↓](#) 
 4. **Floodplain Risk Management Advisory Committee Minutes - 12 September 2022** [↓](#) 
 5. **Floodplain Risk Management Advisory Committee Minutes - 17 October 2022** [↓](#) 

DELIVERY PROGRAM ALIGNMENT**4 Civic Leadership - Council as strong leaders for the Community****Objective** 4.1 A transparent and accountable Council**Strategy** 4.1.3 Increase awareness of Council's role in the community including the services and facilities provided**EXECUTIVE SUMMARY**

This report provides an overview of the activities carried out by the Planning and Development Services unit for the month of October 2022.

RECOMMENDATION

1. **That Council receive and note the Planning and Development Services Report for the month of October 2022.**

BACKGROUND

This report is divided in three sections, Building, Planning and Regulatory Services. An update is provided for the information of Council on Planning and Development Services allied activities for the preceding month.

CURRENT SITUATION

The major highlights of each section are outlined below.

Building:

- Three (3) Construction Certificate were determined during the month. The average processing time for the month (once all relevant information was received) was 25 days.
- A total of five (5) new Construction Certificate applications were lodged during the month with a value of estimated work of \$172,000.00.

Statutory Planning:

- Nine (9) Development Applications with a capital investment value of \$2,706,934.00 were determined during the month.
- The average processing time for Development Applications is 29.8 days.
- A total of six (6) new development applications, with a total capital investment value of \$1,846,750.00 were lodged during the month of October.
- Of interest this month was the lodging of a new development application for a proposed Child Care Centre in Wee Waa with a value of \$1,200,000.00. The Centre will employ up to 14 staff with places for up to 80 children (20 x 0-2 years, 20 x 2-3 years, and 40 x 3-5 years).

Building Compliance and Investigations matters:

- Investigations into railway corridor land use at a site in Mooloobar St, Narrabri is ongoing. Formal notice to produce information, pursuant to the Environmental Planning and Assessment Act, will be issued to the property owner.
- Ongoing assistance is being provided to the Infrastructure Delivery Department in relation to monitoring the use of Shire roads subject to road closure. One example of this was on 21 October 2022 where a prime mover laden with over one thousand-day old chicks became bogged on Appletrees Lane, Narrabri.
- Ongoing investigation into a major fire that destroyed a residential premise. Liaison with Queensland Police in an effort to affect the issue of a demolition order to the property owner.
- A previous regulatory compliance matter regarding overgrowth and waste at a residential premise has been escalated after the property owner's failure to comply with various warnings and penalty infringement notices.

Regulatory Services:

Penalty Infringement Notices (PINs) issued for the month of October:

- Two (2) PINs issued for Parking infringements
- One (1) PIN issued for an impounded vehicle
- Two (2) PINs issued impounded livestock
- One (1) PIN for a littering offence matter.

Following recent dumping of litters of both puppies and kittens at Council waste facilities, the Compliance Team are implementing a social media campaign to raise awareness and educate the community on this matter in the lead up to Christmas.

Heritage Advisory Services:

- Boggabri Court House – preparation of Statement of Significance for the building
- Boggabri Tennis Club and CWA rooms – preparation of Statement of Significance for the building/s

- Westpac Bank building, 104 Maitland Street Narrabri – provision of advice regarding building management.
- Maules Creek General Cemetery – Review the status of the cemetery.
- Millie Road Capital works – Review of REF documentation for proposed roadworks and heritage management protocols.
- Heritage Assistance fund – ongoing discussion and investigation into the implementation of Local heritage fund.

Floodplain Risk Management Advisory Committee

Minutes for the Floodplain Risk Management Advisory Committee meetings held on 12 September and 17 October 2022, are attached for the reference of Council.

FINANCIAL IMPLICATIONS

Detailed in body of report

STATUTORY AND POLICY IMPLICATIONS

Nil

CONSULTATION**External Consultation**

- Heritage Advisor, Mr Ray Christison.
- Investigations Coordination, Mr Nicholas Mamouzelos.

Internal Consultation

- Planning and Development Section.
- Regulatory Services Section.

Development Services Statistics as at: 31 October, 2022

* Year to Date = Financial Year

Development Applications (DAs)

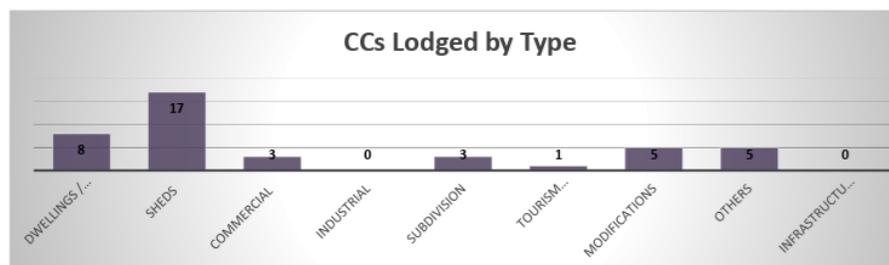
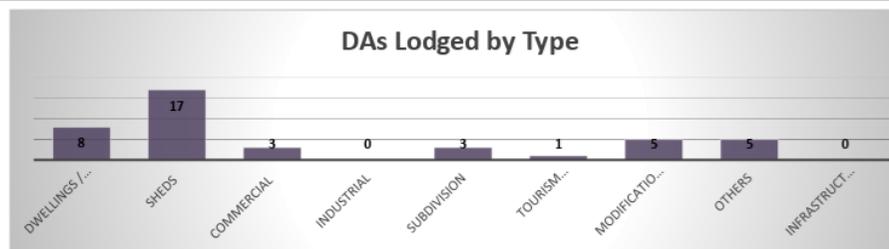
Development Applications Lodged and Determined - Year to Date*				
	October Value (\$)	October (DAs)	Year to date Value (\$)	Year to date Total (DAs)
Applications Lodged	\$ 1,846,750	6	\$ 17,864,718	37
Applications Determined	\$ 2,706,934	9	\$ 4,686,868.00	35
Yet to be Determined	\$ 12,718,938	11	\$ 12,718,938	11
Avg days for determination			30	

Development Applications lodged and determined - Year to Date*				
	October Value (\$)	October (DAs)	Year to date Value (\$)	Year to date Total (DAs)
Dwellings / Dual Occupancy	\$ 547,000	1	\$ 6,113,152	8
Sheds	\$ 29,750	2	\$ 1,990,005	17
Commercial	\$ 1,200,000	1	\$ 2,250,000	3
Industrial	\$ -	0	\$ -	0
Subdivision	\$ -	1	\$ 220,000	3
Tourism development	\$ -	0	\$ 2,956,204	1
Modifications	\$ 705,600	2	\$ 705,600	5
Others	\$ 74,750	2	\$ 4,540,108	5
Infrastructure / Solar / Pond	\$ -	0	\$ -	0
Total	\$ 2,557,100	9	\$ 18,775,069	42

Construction Certificates (CCs)

Construction Certificates Lodged and Determined - Year to Date*				
	October Value (\$)	October (DAs)	Year to date Value (\$)	Year to date Total (DAs)
Applications Lodged	\$ 172,000	5	\$ 1,262,608	20
Council Determined	\$ 255,000.00	3	\$ 291,000	0
Private Certifier Determined	\$ -	0	\$ -	0
Yet to be Determined	\$ 857,000.00	8	\$ 2,014,000	18
Avg days for determination			25	

Development Applications lodged and determined - Year to Date*				
	October Value (\$)	October (DAs)	Year to date Value (\$)	Year to date Total (DAs)
Dwelling	\$ -	0	\$ 2,346,258	5
Shed / Garage	\$ 132,000	4	\$ 314,500	9
Commercial	\$ -	0	\$ 267,000	1
Industrial	\$ -	0	\$ 155,000	1
Alteration	\$ -	0	\$ -	0
Swimming Pool	\$ 40,000	1	\$ 76,180	2
Total	\$ 172,000	5	\$ 3,158,938	18



Planning and Development – Status Report – October 2022

Development and Planning

Development Applications (DA)					
Development Applications lodged and determined					
	Number Applications YTD	YTD Value \$	October Value \$	October No. of Applications	Average days determination
Applications lodged	37	17,864,718	1,846,750.00	6	-
Applications determined	35	22,700,412	2,706,934	9	29.8
Applications awaiting determination	11	12,718,938			
Modifications lodged	5	705,600	705,600	2	

Planning Applications Lodged and Decided		
	Number of Applications	Value (Estimated Cost)
Applications Lodged (DAs and Mods)	8	2,552,350
Applications Decided (DAs and Mods)	10	2,722,534
Pending (DAs and Mods)	12	13,408,938

Development Applications lodged by type				
	October Total	October Value \$	Year-to-date Total	Year-to-date Value \$
Dwellings/Dual Occupancy	1	547,000	9	5,566,152
Sheds	2	29,750	15	1,718,255
Commercial	1	1,200,000	4	4,223,203
Industrial				0
Subdivision	1	0	3	220,000
Tourism Development				0
Modifications				0
Others	1	70,000	4	4,506,000
Infrastructure/Solar/Pond				0
Total	6	1,846,750	32	16,233,610

Year to Date Figures DA Determined by Council					
Month	Determined		Lodged		Processing Time (work days)
	Number of DA	Value of DA \$	Number of DA	Value of DA	
July	9	636624	8	4,075,689	21
August	12	1176310	12	4,358,203	8
September	4	167,000	9	7,504,718	26.5
Average Q1	8.33	548,756	9.6	5,312,870	18.5
October	9	2,706,934	6	1,846,750	29.8
November					
December					
Average Q2					
January					
February					
March					
Average Q3					
April					
May					
June					
Average Q4					
Total					

Average Employee Cost Per Application Determined – Development Applications	
	YEAR TO DATE
Planning Budget	\$75476.49
Number of employees	3
Total number of applications decided to date (Total applications determined to date)	35
Average employee cost per application determined	\$2156.47

Construction Certificates (CC)					
Construction Certificates lodged and determined					
	Number Certification YTD	YTD Value \$	October Value \$	October No. of CC	Average days determination
Council lodged	17	1,262,608	172,000	5	
Council determined	18	1,951,016	255,000	3	25
Construction Certificates awaiting determination	8	2,014,000	857,000	8	

Construction Certificate lodged by type				
	Private Certifier	Council	October Total	October Value \$
Dwelling				
Shed/Garage		4	4	132,000
Commercial				
Industrial				
Alteration/additions to dwelling				
Others		1	1	40,000
Total		5	5	172,000

Year to Date Figures CC Determined by Council					
Month	Determined		Lodged		Processing Time
	Number of CC	Value of CC \$	Number of CC	Value of CC	
July	6	378,181	6	819,200	30
August	8	1,317,835	5	513,680	23
September	1	36,000	4	577,000	7
Average Q1	5	577338.66	5	636,626.66	20
October	3	255,000	5	172,000	18.3
November					
December					
Average Q2					
January					
February					
March					
Average Q3					
April					
May					
June					
Average Q4					
Total					

Average Employee Cost Per Application Determined – Construction Certificate	
	YEAR TO DATE
Building employee cost	\$32,423.14
Number of employees	1
Total number of applications decided to date (Total applications determined to date)	18
Average employee cost per application determined	\$1801.29

Inspections	
Type of Inspections	Number
Footing	4
Framing	1
Final	4
Wet area	2
Stormwater	
External Drainage	
Internal Drainage	2
Site Inspections	7
Swimming Pool	2
Other	
Total	22

Occupation Certificates		
	Lodged	Issued
Council	2	3
Private Certifiers		
Total	2	3

Swimming Pool Compliance Inspections					
Application Number	Date Lodged	Inspected (including re-inspections) On	NOI/Direction Issued	Non-Compliance Issued	Certificate of Compliance Issued
SPCC2023/0006	18/10/2022	18/10/2022			
SPCC2022/023	27/06/2022	17/10/2022			17/10/2022
SPCC2022/022	5/07/2022	17/10/2022			17/10/2022

Building Unit							
Application ID	Status	Primary Property	Full Details	Value \$	Date Lodged	Decision Date	Number of Days
CC2023/0005	Current	144 Barwan Street	Single Storey Commercial Shed	130,000	25/07/2022		
CC2023/0007	Current	162 Stoltenbergs Rd	Single Storey Dwelling	450,000	16/09/2022		
CC2023/0017	Current	20 Fitzroy St	Alterations & Additions	148577.00	24/08/2022		
CC2023/0018	Current	7 Namoi St Narrabri	Retail & Warehousing complex	251,560.00	24/08/2022		
CC2023/0021	Current	326 Kaputar Rd	Shed	22,000	17/09/2022		
CC2023/0022	Current	14 Thurlagoona St	Steel Framed Shed	13,000	14/10/2022		
CC2023/0023	Current	300 Kaputar Road	Swimming Pool & Hut	40,000	28/10/2022		
CC2023/0024	Current	14 Millicent Dr	Shed	19,000	28/10/2022		

Planning Unit							
Application ID	Status	Primary Property	Full Details	Value \$	Date Lodged	Decision Date	Number of Days
DA2023/0001	Current	12169 Newell Highway	Shed	1137200.	5/7/2022		
DA2023/0012	Current	28 Mooloobar St	23 room motel	2956203.60	10/08/2022		
DA2023/0006	Current	14 Regent Street, NARRABRI NSW 2390	4 Separate Townhouses	1,250,000.00	28/07/2022		
ModDA2023/0002	Current	29 Millie Road, BELLATA NSW 2397	4.55(1A) - Minimal environmental impact	0.00	17/08/2022		
DA2023/0022	Current	32 Cowper St Wee Waa	Demo existing & replace with school	4386000	16/09/2022		
DA2023/0018	Current	91 Maitland Street, NARRABRI NSW 2390	Change of use to from Retail to Aesthetics premise	50,000.00	25/08/2022		
DA2023/0028	Current	60 Rose St Wee Waa	Childcare Facility	1,200,000	7-10-2022		
DA2023/0032	Current	53 Jacks Creek Rd Narrabri	Dwelling Shed	547,000.00	17/08/2022		
DA2023/0033	Current	125 McKenzie Street Narrabri	Double Carport	4750.00	28/10/2022		
DA2023/0011	Current	119 Wee Waa St Boggabri	Demolish & build dual occupancy	564,000	18/10/2022		
DA2023/0023	Current	69 Coppleson Dr Narrabri	Single Storey Dwelling & Shed	673,784.67	16/09/2022		
DA2023/0029	Current	117 Barwan St	Boundary adjustment between lots	0	11/10/2022		
ModDA2023/004	Approved	93 Alma St Wee Waa	S4.55	15,600	6/10/2022	26/10/2022	15
ModDA2023/0001	current	Boggabri Showgrounds	Change of location of proposed structure	690,000	18/10/2022		

Building Compliance Matters - Major Matters Synopsis	
Location	Matter
Mooloobar Street	Complaints received from residents in Mooloobar St, Narrabri West in relation to alleged prohibited land use for industrial purposes without approval. Formal notice to produce information, pursuant to the Environmental Planning and Assessment Act, to be issued to landowner.
Closed Shire Roads	Ongoing assistance provided to Infrastructure Delivery Department in relation to monitoring the Use of Shire roads subject to closure by Narrabri Shire Council. One example of this was on 21 October 2022 where a prime mover laden with over one thousand-day old chicks became bogged on Appletrees Lane, Narrabri. Investigations ongoing.
Fraser Street	Ongoing investigations into major fire which destroyed a residential premise . Current liaison with Queensland Police to put effect to Demolition Order being issued to property owner.
Bowen Street	The matter involving overgrowth and waste at a premise in Bowen Street Narrabri. Matter to be escalated to Court hearing due to property owners failure to comply with warnings and penalty infringements. Expected to commence early 2023.

Heritage Matters	
Matter	Description
Boggabri Court House	Preparation of a Statement of Significance
Boggabri Tennis Club Building & CWA Rooms	Preparation of a Statement of Significance
Westpac Bank, 104 Maitland Street, Narrabri	Provision of advice regarding building Management.
Maules Creek General Cemetery	Review of the status of the cemetery
Millie Road, Millie	Review of proposed roadworks and heritage management protocols

Floodplain Risk Management Advisory Committee	
Meetings held (Date)	Description
12 September 2022	Minutes attached to monthly Council meeting report
17 October 2022	Minutes attached to monthly Council meeting report

Regulatory Compliance

Environmental Reporting	Oct -22
Illegal Dumping Complaints Received	1
Illegal Dumping – Average Time to Respond	0
Illegal Dumping – Initial Inspection	1
Illegal Dumping – Clean Up Orders Issue	0
Construction Complaints	2
Construction Complaints – Initial Inspection	2
Construction Complaints – Stop Work Orders Issued	0
Illegal Camping Complaints	0
Illegal Camping Complaints – Move Alongs Issued	0
Abandoned Vehicles	2
Abandoned Vehicles – Initial Inspection/NOI	2
Abandoned Vehicles – Follow Up Inspection	1
Abandoned Vehicles – Vehicles Towed to Holding Yard	0
Abandoned Vehicles – Disposed/Tendered	0
Overgrown/Waste on Property Complaints Received	9
Overgrown/Waste on Property Complaints – Inspections Completed	3
Overgrown/Waste on Property Complaints – Average Time to Respond (Days)	
Overgrown/Waste on Property Complaints – Initial Inspections	7
Overgrown/Waste on Property Complaints – Initial Courtesy Call/Letter	3
Overgrown/Waste on Property Complaints – Follow Up Inspection	4
Overgrown/Waste on Property Complaints – NOI Sent	7
Overgrown/Waste on Property Complaints – Order 21 Issued	0
Order 11 Issued	0
Order 22A Issued	1
Order 27 Issued	0
Burning Permits	
Burning Permits – Requests Received	2
Burning Permits – Inspections	2
Burning Permits - Approvals Issued	2
Burning Complaints received	0
Section 68 Applications	
s 68 - Septic Inspections Completed	2
s 68 - Septic Approvals to Install Issued	1
Approval to Operate Issued	02
s 68 - Septic Quarterly Reports Registered	48
Commissioning Certificate	0
Parking Complaints	2
Noise Complaints	2
Food Inspections - Annual Inspections	37
Food Complaints - Complaints	1
Food Complaints - Inspections	1
Food Complaints - Average time to Respond (days)	3
Underground Petroleum Inspections Completed (6-monthly)	0

Companion Animals Reporting	Oct-22
Number of Companion Animals Impounded	35
Dogs	10
Cats	26
Number of Companion Animals Registered	7
Dogs	6
Cats	1
Number of Companion Animals Rehomed	11
Dogs	7
Cats	4
Number of Companion Animals Released to Owner	3
Dogs	2
Cats	1
Number of Companion Animals Euthanised	3
Dogs	3
Cats	0
Number of Feral Animals Euthanised	18
Dogs	0
Cats	18
Method of Canine Impoundment	10
Patrolling	2
Surrenders	2
Handed in to Council (Pre-caught prior to impoundment)	5
Seized	1
Method of Feline Impoundment	26
Council Trapping Operations	1
Handed in to Council (Stray - Privately caught/trapped)	7
Handed in to Council (Feral - Privately trapped)	18
Surrenders	0
Complaints Received by Council	73
Dogs	48
Cats	25
Average Time to Respond (in Days) - Companion Animal Complaints	0
Dogs	
Cats	
Number of Animals Microchipped by Council	10
Dogs	4
Cats	6
Animals Rehomed through Council	1
Dogs	0
Cats	1

Cats Trapped by Council	1
Stray	0
Feral	1
Owned	0
Number of Dog Attacks Reported to Council	5
Orders Issued	1
Number of Nuisance Dog Orders Issued	0
Number of Menacing Dog Orders Issued	0
Number of Dangerous Dog Orders Issued	1

PIN Issued	October
Parking	2
Companion Animals	0
Impounded Vehicles	1
Impounded Livestock	2
Litter	1
Illegal Dumping	0
Land Contamination and Pollution	0
Overgrown Premises	0
Public Health Related	0
Food Safety	0
Swimming Pools	0
Development	0



(Hammusk Pty Ltd)
PO Box 3020
BOWENFELS NSW 2790

ABN: 67 070 055 319
04 19 438 609
raychristison@higround.com.au

The General Manager
Narrabri Shire Council
PO Box 261
NARRABRI NSW 2390

Attention: Donna Ausling

Dear Donna

Report on Narrabri Shire Council Heritage Advisory Service – October 2022

In October 2022 I dealt with a number of matters relating to heritage management within the LGA. Matters covered included:

Heritage Advice

I provided advice on a number of properties as follows:

- Boggabri Court House – Preparation of a Statement of Significance
- Boggabri CWA Rooms & Tennis Club – Preparation of a Statement of Significance
- Westpac Bank, 104 Maitland Street, Narrabri – Provision of advice regarding building management.
- Maules Creek General Cemetery – Review of the status of the cemetery.
- Millie Road, Millie – Review of proposed roadworks and heritage management protocols.

Recommendations

I recommend that Council be informed of the activities identified above. I am happy to discuss any of the above issues if required.

Yours faithfully

A handwritten signature in black ink, appearing to read "Ray Christison", written over a thin horizontal line.

Ray Christison
Heritage Advisor
4 November 2022

FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE MEETING MINUTES12 SEPTEMBER 2022

**MINUTES OF NARRABRI SHIRE COUNCIL
FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE MEETING
HELD AT THE NARRABRI SHIRE COUNCIL CHAMBERS, 46-48 MAITLAND STREET, NARRABRI
ON MONDAY, 12 SEPTEMBER 2022 AT 12:00**

PRESENT: Community Member Delegate Jim Purcell, Cr Brett Dickinson, Cr Robert Browning, Chairperson Cr John Clements, SES Representative Anthony Battham, Constructive Solutions Representatives Claire Shultz and Michael Bloem (Constructive Solutions), Cate McMahon (WisePoint), Greg Roads (WRM Water & Environment)

IN ATTENDANCE: Eloise Chaplain (Director Infrastructure Delivery), Donna Ausling (Director Planning and Strategy), Michelle Henry (Manager Planning and Development), Vincent O'Connor (Graduate Strategic Planner), Kira Goodhew (Minute Clerk), Sarah Rushton (Personal Assistant), Dale Gillard (Planning Administration Officer)

Proceedings of the meeting commenced at 12:02pm.

1 OPENING AND WELCOME

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 APOLOGIES/GRANTING OF LEAVE OF ABSENCES

MINUTE FMAC-009/2022

Moved: Cr Brett Dickinson Seconded: Cr Robert Browning

1. That apologies from Cr Ron Campbell and Community Member Delegate Jonathon Phelps be received and accepted.

CARRIED

4 CONFIRMATION OF MINUTES

MINUTE FMAC-010/2022

Moved: Cr Brett Dickinson Seconded: Cr Robert Browning

1. That the minutes of Floodplain Risk Management Advisory Committee Meeting of the Narrabri Shire Council held on 8 August 2022 as circularised be confirmed

FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE MEETING MINUTES12 SEPTEMBER 2022

.CARRIED

5 REPORTS FOR INFORMATION

Nil reports.

5.1 WEE WAA TOWN LEVEE OPERATIONS MANUAL

MINUTE FMAC-011/2022

Moved: Community Member Delegate Jim Purcell Seconded: Cr Brett Dickinson

1. That the information be noted.

CARRIED

ACTION:

- Nil.

5.2 NSW INDEPENDENT FLOOD INQUIRY 2022

MINUTE FMAC-012/2022

Moved: SES Representative Anthony Battham Seconded: Cr Robert Browning

1. That the information be noted.

CARRIED

ACTION:

- Contact SES & REMC
- Media – regards Community Preparedness & Volunteering
- Training - volunteers

5.3 INLAND RAIL NARROMINE TO NARRABRI (N2N) PROJECT PREFERRED INFRASTRUCTURE REPORT AND AMENDMENT REPORT - PUBLIC EXHIBITION

MINUTE FMAC-013/2022

Moved: Cr Brett Dickinson Seconded: Community Member Delegate Jim Purcell

1. That the committee receive and note the Public Exhibition of the Inland Rail Preferred Infrastructure Report.

CARRIED

FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE MEETING MINUTES12 SEPTEMBER 2022

ACTION:

- Comments by Friday 16th September
- Distribute Response to Submissions
- Document Extracts

5.4 UPDATE ON BOGGABRI FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN

MINUTE FMAC-014/2022

Moved: Cr Brett Dickinson Seconded: Community Member Delegate Jim Purcell

1. That the Committee receive and note the update on the progress of the Boggabri Floodplain Risk Management Study and Plan and the next steps to be taken.

CARRIED

ACTION:

- Nil.

5.5 UPDATE - NARRABRI FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN

MINUTE FMAC-015/2022

Moved: SES Representative Anthony Battham Seconded: Cr Robert Browning

1. That the update on the progress of the Narrabri Floodplain Risk Management Study and Plan be noted by the committee.

CARRIED

ACTION:

- Nil.

5.6 WEE WAA LEVEE PROJECT UPDATE

MINUTE FMAC-016/2022

Moved: Community Member Delegate Jim Purcell Seconded: Cr Robert Browning

1. That the committee receive and note the project status update from Constructive Solutions.

CARRIED

FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE MEETING MINUTES12 SEPTEMBER 2022

ACTIONS:

- Timeframes
- Clarification on the levee bank
- Design Proposal
- Borrow pit – rest of the levee in or out

6 NEXT MEETING

Monthly meeting basis until end of year.

7 MEETING CLOSED

The Meeting closed at 1:35pm.

The minutes of this meeting are scheduled to be confirmed at the Floodplain Risk Management Advisory Committee Meeting to be held in October.

.....
CHAIRPERSON

FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE MEETING MINUTES 17 OCTOBER 2022

**MINUTES OF NARRABRI SHIRE COUNCIL
FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE MEETING
HELD AT THE NARRABRI SHIRE COUNCIL CHAMBERS, 46-48 MAITLAND STREET, NARRABRI
ON MONDAY, 17 OCTOBER 2022 AT 10:00AM**

PRESENT: Community Member Cr Jim Purcell, Cr Brett Dickinson, Cr Robert Browning, Chairperson John Clements, SES Representative Anthony Battham, Community Member Delegate Jonathon Phelps, Cr Ron Campbell

IN ATTENDANCE: Donna Ausling (Director Planning and Sustainability), Eloise Chaplain (Director Infrastructure Delivery), Vincent O'Connor (Graduate Strategic Planner), Kira Goodhew (Minute Clerk), Dayle Gillard (Assistant Minute Clerk), Nicole Power (Grants Officer), Claire Schultz (Constructive Solutions)

The proceedings of the meeting commenced at 10.04 am.

1 OPENING AND WELCOME

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 APOLOGIES/GRANTING OF LEAVE OF ABSENCES

4 CONFIRMATION OF MINUTES

MINUTE FMAC-018/2022

Moved: Cr Ron Campbell Seconded: SES Representative Anthony Battham

- 1. That the minutes of Floodplain Risk Management Advisory Committee Meeting of the Narrabri Shire Council held on 12 September 2022 as circularised be confirmed.**

In Favour: Crs Jim Purcell, Brett Dickinson, Robert Browning, John Clements, Anthony Battham, Jonathon Phelps and Ron Campbell

Against: Nil

CARRIED 7/0

FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE MEETING MINUTES 17 OCTOBER 2022**5 REPORTS FOR INFORMATION****5.1 NARRABRI FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN****MINUTE FMAC-019/2022**

Moved: Cr Ron Campbell Seconded: Community Member Delegate Jim Purcell

1. That the Committee note the update and members commit to attending information sessions where available.

In Favour: Crs Jim Purcell, Brett Dickinson, Robert Browning, John Clements, Anthony Battham, Jonathon Phelps and Ron Campbell

Against: Nil

CARRIED 7/0

ACTIONS:

1. Report on funding proposed for Mitigation detailed under the draft plan.

5.2 GLENCOE GAUGE - CORRESPONDENCE FROM ROY BUTLER**MINUTE FMAC-020/2022**

Moved: Cr Brett Dickinson Seconded: Cr Robert Browning

1. That the information be noted by the Committee.

In Favour: Crs Jim Purcell, Brett Dickinson, Robert Browning, John Clements, Anthony Battham, Jonathon Phelps and Ron Campbell

Against: Nil

CARRIED 7/0

ACTIONS:

1. Nil.

FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE MEETING MINUTES 17 OCTOBER 2022**5.3 MINUTES OF FLOODPLAIN MANAGEMENT AUSTRALIA ONLINE MEETING - AUGUST 2022****MINUTE FMAC-021/2022**

Moved: Cr Robert Browning Seconded: Community Member Delegate Jim Purcell

1. That the information be noted by the Committee.

In Favour: Crs Jim Purcell, Brett Dickinson, Robert Browning, John Clements, Anthony Battham, Jonathon Phelps and Ron Campbell

Against: Nil

CARRIED 7/0**ACTIONS:**

1. Nil.

5.4 BOGGABRI FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN - UPDATE**MINUTE FMAC-022/2022**

Moved: Cr Ron Campbell Seconded: Cr Robert Browning

That the Committee be advised:

- 1. That the workplan for the Boggabri Floodplain Risk Management Study and Plan has been finalised and submitted to the Grants Unit for approval.**
- 2. Following approval the project is to be awarded to WRM Water and Environment in accordance with the quotation received and an official letter be issued advising the same.**

In Favour: Crs Jim Purcell, Brett Dickinson, Robert Browning, John Clements, Anthony Battham, Jonathon Phelps and Ron Campbell

Against: Nil

CARRIED 7/0**ACTIONS:**

1. Nil.

FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE MEETING MINUTES 17 OCTOBER 2022

5.5 WEE WAA LEVEE UPGRADE PROJECT

MINUTE FMAC-023/2022

Moved: Cr Ron Campbell Seconded: Cr Robert Browning

1. That the Committee provide recommendations in relation to the following:
 - (a) Pedestrian access to the levee;
 - (b) Disabled access to the levee, particularly the Lagoon area;
 - (c) Pedestrian access on top of the levee;
 - (d) Vehicular crossings and definition of machinery to access the crossing/existing; and
 - (e) Stock crossings if any/existing.

2. That the Committee express strong concern for the lack of responsive from Cardno.

In Favour: Crs Jim Purcell, Brett Dickinson, Robert Browning, John Clements, Anthony Battham, Jonathon Phelps and Ron Campbell

Against: Nil

CARRIED 7/0

ACTIONS:

1. Nil.

6 NEXT MEETING

Next meeting date to be advised.

7 MEETING CLOSED

The Meeting closed at 10.59am.

The minutes of this meeting are scheduled to be confirmed at the Floodplain Risk Management Advisory Committee Meeting to be held in November.

.....
CHAIRPERSON

14.13 INFRASTRUCTURE DELIVERY STATUS REPORT - NOVEMBER 2022**Responsible Officer:** Eloise Chaplain, Director Infrastructure Delivery**Author:** Eloise Chaplain, Director Infrastructure Delivery**Attachments:** 1. **Status Report for November 2022** **DELIVERY PROGRAM ALIGNMENT****4 Civic Leadership - Council as strong leaders for the Community**

Objective 4.1 A transparent and accountable Council

Strategy 4.1.3 Increase awareness of Council's role in the community including the services and facilities provided

EXECUTIVE SUMMARY

This report details the monthly work completed and next months planned work for teams within Infrastructure Delivery.

RECOMMENDATION

- 1. That Council receive and note the Infrastructure Delivery Status Report – November 2022.**

BACKGROUND

Council's Infrastructure Delivery teams operations have a major impact on the Narrabri Shire's community and therefore wish to report to Council an update on their work as of November 2022. This report will bring data and information from teams each month. Please note due to the date when compiling report information, some works may vary.

CURRENT SITUATION

Please see **Attachment 1** for detailed report.

FINANCIAL IMPLICATIONS

Capital costings noted in **Attachment 1**.

STATUTORY AND POLICY IMPLICATIONS

Nil, all works completed in accordance with Acts, Regulations and Policies relevant to the team.

CONSULTATION**External Consultation**

Nil

Internal Consultation

- Infrastructure Delivery Managers
- Manager Financial Services



NARRABRI SHIRE COUNCIL ABN. 95 717 801 656

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Infrastructure Delivery Status Report – October

Roads Maintenance

Please see below Maintenance activities completed in October and plan for November.

Grading	
Completed This Month	Plan Next Month
Due to flood event no roads were graded, all graders where used for short term rectification works	SR009 Bald Hill Road
	SR001 Millie Road
	SR105 Tarlee Road
	SR056 The Clump Road
	SR055 Homestead Road
	SR111 Appletrees Lane
	SR044 Trindalls Lane
	SR103 Roma Lane
	SR232 Cotton Lane
	SR039 Gwabegar Road
	MR329 Cypress Way
	SR042 McDowells Lane
	SR043 Merimborough Lane
	SR050 Stumpy Lane
	SR033 Forest Way
	SR037 Nuable Road
	SR038 Kiandool Lane
	SR082 Womera Creek Road
	SR004 Spring Plains Road
	SR045 Nowley Road



Other maintenance works also completed, include signage works, line marking, tar patching, minor patching etc.

Flooding

Council's Road Services team have been working tirelessly to address the road damage. At this stage the team is concentrating on making roads safe and trafficable through short term repairs. Priorities are evolving as road conditions change; however, Council's prioritisation methodology has consistently been that larger damages on higher trafficked roads (including bus routes) and roads with serious safety concerns, have the highest priority. If a damaged road is not being repaired, it is only because staff are working on higher priority damages. If a member of the public has any concerns, please contact Council and lodge a customer service request.

Council has activated its Continuity Management Plan which means regular meetings are held each week to ensure priorities, actions and communications are aligned and being completed in a timely manner.

Parks and Open Space Maintenance

Slashing	
Completed This Month	Plan Next Month
Two side fences and concrete hob installed Tennis courts	Painting of town clock
Mowing of levee Wee Waa	Town mowing programs
Pools opened for summer season	Narrabri Pool Shade Sail installation
Community Kiosk Painted	Continuing flood clean up on outdoor spaces
Commenced clean up from flooding on Pathways	

Other matters arising:

- Debris and mud covering creek pathway
- Fallen trees in and around towns
- Delays in Mowing maintenance due to rainfall
- Collins Park grandstand painting renewal commenced
- Vandalism to Rotary and Dangar Park Wee Waa by motor vehicle driving through parks over night

Water/ Sewer Maintenance

Completed This Month	Plan Next Month
Water <ul style="list-style-type: none"> • Maintaining flushing programs for all schemes • Found contractor to continue planning and scoping of ice pigging throughout Narrabri water scheme. • Finalising warranty check for faulty smart meters • Organise service for Elizabeth Street and Bellata chlorine dosing units • Calibrating the chlorine sensors within the Narrabri water scheme • Organising contractor to check leak in Baan Baa reservoir 	<ul style="list-style-type: none"> • Maintaining flushing programs for all schemes • Meeting with contractor to further scope Ice Pigging • Rectifying zero reads for smart meters • Begin scoping of remote chlorine monitors Pilliga and Gwabegar • Contractor to check leak in Baan Baa reservoir • Operational inspection at Bellata reservoir site



<p>Sewer</p> <ul style="list-style-type: none"> • Finalising defect works at the Wee Waa and Boggabri STP • Sewer main emergency repairs and choke clearing. • Install replacement pump for Masons SPS • Investigation of implementation of new condition for Narrabri STP Licence • Clearing of choked sewer rising main from Regent St Sewer Pump Station • Maintaining cleaning of gravity sewer line from Narrabri STP to Narrabri Creek. 	<ul style="list-style-type: none"> • Organise for conditioning of Pilliga bore site • Development of Sewer Assessment and Improvement Plan • Contractor to attend site defect works for Wee Waa and Boggabri STP's • Formalise the pumping rescheme for Doctors Creek and Masons SPS with new pump in Masons pump station • Conduct electrical maintenance on grinder pumps in Wee Waa pump stations • Begin sampling for new conditions for Narrabri STP environmental licence • Conduct maintenance on the sedimentation tank at Narrabri STP • Updating flood response procedure to represent the recent flood event • Begin investigations for replacement inlet screen at Narrabri STP
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Other matters arising:

- Continued recruitment for Water Service Operators
- IWCM issues paper draft received
- Finalising draft DWMS 2021/2022 Financial Year annual report



Capital Works In Progress

Please note this is not an exhaustive list, for more details refer to the quarterly Operational Service Plan Report. Costings are for reference only, committed costs not shown below. Costs shown for financial year 2022/23.

Roads				
Project	Budget	Actual Cost	This Month	Next Month
Flood Event Feb 2020	\$3,700,000	\$126,793	Delayed due to current flood event	SR018 Wave Hill (Awaiting the outcome of flooding)
Flood Event March 2021	\$1,000,000	\$20,967	Waiting on REPA claim approval	
Flood Event Nov 2021	\$1,000,000	\$19,971	Waiting on REPA claim approval	Waiting on REPA claim approval
Flood Event Sept 2022		\$442,126	Emergency Works various locations	Emergency works, centring around providing safe access for residents, bus routes and collector roads
21/22 R CW Boggabri New Boston St Bridge	\$3,200,000	\$352,478	Columns continuing after flood waters recede. Delays incurred.	Delay due to wet weather and river heights
21/22 R CW SR001 Millie Rd Reconstruction	\$3,605,340	\$264,163	Continuation of Stage 1 Delays due to weather	Completion of Stage 1 Commencing Stage 2
21/22 West Precinct Old Newell Hwy Rehab	\$3,000,000	\$1,417	Meetings with UGL and TfNSW to expediate the process to get approval for construction Procurement of materials initiated with the engagement of rail procurement specialist Tender documentation preparation finalisation	Once approval given tender to be advertised
21/22 R CW Tibbereena Ped Crossing	\$70,000	\$27,715	Works to recommence and blister work to continue.	Works to be finalised



22/23 Pilliga Road (two year project)	\$2,980,000	\$0	Federal Government approved funding Planning work for commencement Delays due to flooding	Finalisation of Deed Planning work for commencement



Parks & Open Spaces

Project	Budget	Actual Cost	This Month	Next Month
20/21 P&OS CW Narrabri Tennis Courts Upgrade	\$310,852	\$4,539	Ramp construction and fence installation	Fence completion
21/22 Collins Park Scoreboard	\$2,540	\$0	Frame construction	Electrical infrastructure install
21/22 NOS CW Tourism Hub	\$2,400,000	\$5,132	Delays with flooding	Meeting with Aboriginal Lands Council, waiting on determination action from Crown Lands.
21/22 OS Town Clock Toilets Refurb	\$50,000	\$11,200	Contractor has started painting community kiosk and start works on town clock on completion of the Kiosk	Complete town clock painting install new signage and fixtures
22/23 Wee Waa Cemetery Amenities	\$90,000	\$0	Septic system quotation and purchase of amenities building	Procurement
22/23 Pool Projects	\$130,000	\$28,705	BBQ installation Pool painting completed tiling 50m pool completed at Boggabri	Scope of works for accessibility

Fleet

Project	Budget	Actual Cost	This Month	Next Month
Replacement Program	\$2,472,991	\$442,389	Telehandler Broom Attachment Wee Waa Levee Pump 8130	Mini Excavator for water Plant Trailer Tipping Body Truck for Parks & Open Spaces Ute to replace written off Asset 0598 – Grader Operator ute

Water/Sewer



Project	Budget	Actual Cost	This Month	Next Month
21/22 S CW Boggabri Sew Treat Reuse Pond	\$550,000	\$0	Surveyor engaged and surveying pending free weather to complete.	Surveyor engaged and surveying pending free weather to complete.
22/23 Water mains replacement – Fitzroy St Narrabri	\$350,000	\$0	Quote obtained and seeking clarification on quote.	Quote obtained and seeking clarification on quote.
22/23 Wat CW Bo Water Main Renewal Wee Waa St Boggabri	\$100,450	\$0	Design drafted	Design drafted and finalised
22/23 Watermains Renewal - Boolcarrol Rd Wee Waa	\$100,000	\$0	Quote obtained; Council design team engaged	Design team completing design
22/23 Sewer mains replacement – Narrabri Rising Mains	\$60,000	\$0	Scope reassessed in favour of the Sewer Assessment Program	Compile list of assets for camera works to be undertaken and develop RFQ.
22/23 Environmental improvements at Narrabri STP	\$260,000	\$2,635	Submissions for RFT received and initiated assessment process.	Assessment of submissions and finalisation of procurement.



Waste				
Project	Budget	Actual Cost	This Month	Next Month
21/22 SW CW NLF New Cell 1	\$1,800,000	\$1,746,543	Continuation of leachate barrier and collection system.	Completion of leachate system and construction of access ramp.

13 OUR SOCIETY

**THEME 1**
*Our Society***THEME 1: OUR SOCIETY****STRATEGIC DIRECTION 1: AN EMPOWERED, INCLUSIVE, AND CONNECTED COMMUNITY****COMMUNITY ENGAGEMENT**

Through extensive community engagement, the Narrabri Shire community identified several social priority areas to be actioned over the 2022/2026 period.

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 OBJECTIVES

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

- A safe and healthy community
- A vibrant and connected community
- A resilient and strong community

KEY STAKEHOLDERS

- Narrabri Shire Council
- Narrabri Shire Community
- Not for Profit Organisations
- Narrabri Shire Sporting Clubs
- NSW Police Force
- NSW Communities and Justice
- Create NSW
- Local Health Care Providers
- Child Care Providers
- Aged Care Providers
- Regional Arts NSW
- NSW Office of Sport
- NSW Health

15.1 DRAFT PUBLIC ART POLICY

Responsible Officer: Donna Ausling, Director Planning and Sustainability

Author: Scott Pollock, Manager Tourism and Cultural Services

Attachments: 1. Draft Public Art Policy [↓](#) 

DELIVERY PROGRAM ALIGNMENT

1 Society - An empowered, inclusive and connected community

Objective 1.2 A vibrant and connected community

Strategy 1.2.4 Enhance access to arts and culture across the Shire

EXECUTIVE SUMMARY

A draft Public Art Policy has been developed. Council's authorisation is sought to place the draft Policy on public exhibition to seek community feedback.

RECOMMENDATION

1. That Council endorse the draft "Public Art Policy" for the purposes of public exhibition.
2. That Council place on public exhibition the "Public Art 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.

BACKGROUND

Public art adds enormous value to the cultural, aesthetic and economic vitality of a community. It is now a well-accepted principle of urban design that public art contributes to a community's identity, fosters community pride and a sense of belonging, and enhances the quality of life for its residents and visitors

CURRENT SITUATION

In the 2022/2023 Operational Plan, Action 1.2.4.4, Council is to develop the Narrabri Shire Public Art Strategy. A Public Art Policy is needed for the abovementioned action to be delivered and will underpin a future Strategy.

The draft Policy has been developed with the assistance and technical expertise of Arts North West (ANW). It is requested that the draft Policy be placed on public exhibition for community comment. A further report will be presented to Council at the conclusion of the consultation period.

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

Detailed in the body of the Report.

CONSULTATION

External Consultation

- Art North West

Internal Consultation

- Director Planning & Sustainability.



PUBLIC ART POLICY

Responsible Department:	Planning and Strategy
Responsible Section:	Tourism Cultural Services
Responsible Officer:	Manager Tourism Cultural Services

Objective

The primary objective of this policy is to promote and facilitate quality and diverse Public Art initiatives in Narrabri Shire by providing guidelines to determine decisions relating to acquisition, management and deaccession of Public Art.

The objectives of the Public Art Policy are to:

- Encourage art in public places in the Narrabri Shire LGA;
- Raise the profile, recognition, understanding and appreciation of public art and its development,
- Ensure that public art complements and enhances the natural and built environments of the Narrabri Shire LGA and reflects its unique character, history, values and aspirations.
- Guide and facilitate a coordinated and strategically planned approach to the development and management of public art in the Narrabri Shire LGA Ensure that public art in the Narrabri Shire LGA is sustainable in social, cultural, environmental and economic terms.
- Ensure that public art is given due consideration in Council's strategic directions, policies and planning controls.

This Public Art Policy aims to complement, and not override, Council's planning regulations such as Development Control Plans.

Introduction

This policy applies to Council as a whole, Councillors, staff and Committees in dealing with the management of Public Art. It applies to any external or internally generated applications to undertake urban and Public Art works, commissions, grants and major capital works.

For the purpose of this policy, road side memorials, the naming of parks, reserves, sports fields and memorial seats are not included. It relates to public art located in the public domain. The public domain refers to public land and waterways, on private land accessible by the general public (such as shopping centre malls or other open areas) and on any other private land where the artwork will be visible from public land (such as in shopfronts or on building facades).

Policy

1. Definitions

- 1.1. Public Art is defined as artistic works or activities in spaces open to the public. Public Art is mostly located in public places and spaces but may also be incorporated into private areas open to the public such as in a shopping centre, school, park, CBD, streetscape, or building. Public Art can include a sculpture, a painting, a wall mosaic, or a mural. It can be incorporated into a functional object, including paving, water features, seating, and lighting. It can also be a temporary work such as an art performance in an outdoor public space.

Page 1 of 5



1.2. Public Art artworks may be:

- (a) Site specific: designed specifically for, and responsive to, a particular site through scale, material, form and concept.
- (b) Iconic: a stand-alone or significant work, where the artists' approach is largely independent of other considerations. Examples include sculpture, water features, lighting or multimedia.
- (c) Integrated/functional: works that are fully incorporated within the design of the built or natural environment. Integrated works may include floor and window design, paving, lighting, landscaping and associated elements. Artwork is inclusive of street furniture, seating, gateways, shelters, bollards. Commissioned as Public Art functional requirements will be unique and have the potential to celebrate local distinctiveness.
- (d) Temporary: where the work is not intended to be permanent. A piece or event may be momentary or remain for a fixed time.

2. Key Principles

2.1. The development and implementation of Public Art projects and initiatives is governed by the following principles:

- (a) Increase understanding and enjoyment of Public Art by citizens by integrating art into the structure, fabric and daily life within the urban built environment and associated public open spaces in a planned and strategic manner;
- (b) Encourage Public Art by building partnerships with artists, arts organisations and communities through sponsorship and support of innovative arts and projects in the public domain where it is established that such activity will give added value to public open spaces;
- (c) All proposed Public Art projects will be considered including acquisitions, donations or commissions; and
- (d) All Public Art projects and programs are carried out in a fair and transparent manner, and in accordance with industry and local government best practice.

3. Management

How will community consultation work?

Role of the Public Art Advisory Committee

- 3.1. Council will establish a Public Art Advisory Committee (PAAC) composed of stakeholder representatives to advise Council on its Public Art initiatives. This allows for strong expert community consultation. Membership will comprise two (2) Councillors, the General Manager (or their delegate), the Manager of Tourism Cultural Services, a representative of Arts North West and four (4) representatives of the arts community.
- 3.2. The PAAC operates on a consensus basis and meets a minimum of three (3) times a year and has a quorum of four members.
- 3.3. The Committee's role is to advise Council on future Public Art Projects. This advice can include:
 - (a) Providing art industry experience to assist and advise Council's decision-making process relating to the acquisition, placement, and maintenance of Council's Public Art projects;
 - (b) Advising Council in the development of art policy and project development matters brought before the Committee, including subsequent reviews of existing policies and programs;
 - (c) Assisting in identifying any gaps in Public Art provision and suitable sites within Narrabri Shire LGA
 - (d) Creating appropriate partnerships with the private sector for Public Art and investigating funding opportunities for Public Art; and
 - (e) Providing creative direction for integrated functional design.



Register of artworks

- 3.4. All Public Artworks will be identified on the Council's asset register including a description of the artwork, maintenance requirements and decommissioning details (see Appendix 1).

4. Acquisition and Management

Acquisition of Artworks

- 4.1. There are four different processes for the acquisition of Public Art. These are:
- (a) Donations - From time to time, artists and members of the community offer to donate artworks to Council with the expectation that the works will be cared for and suitably displayed in the public domain. Council will seek advice from PARG before it commissions or accepts a donation of public artwork.
 - (b) Community initiated art - Community initiated art refers to any proposal by an individual, community group, or other external party, to create and or fund a piece of public art. Social engagement projects which focus on positive wellbeing outcomes will also be supported. These proposals must be supervised by a project coordinator to ensure access in equity outcomes and facilitate quality project outcomes.
 - (c) Commission; or
 - (d) Purchase.
- 4.2. For all cases, a Public Art Submission Form must be completed (refer Appendix 2). The PAAC may assist and facilitate this process with the impacted parties. This form will be reviewed and assessed by the PAAC.
- 4.3. The PAAC's assessment of Public Art will be guided by the following principles and criteria:
- (a) Clear artistic vision and a standard of excellence where the artwork complements the built and natural environment in which it is located;
 - (b) Experience of proposed artist;
 - (c) WHS and public safety obligations;
 - (d) Consideration of sustainability and longevity;
 - (e) Achievable timeframe and a realistic and viable budget; and
 - (f) The artwork should not portray or depict material in a way which discriminates against or vilifies a person or section of the community on account of race, ethnicity, nationality, gender, age, sexual preference, religion, disability, mental illness or political belief.
- 4.4. If the submission is endorsed by the PAAC, then the PAAC will submit a recommendation for the Public Art for Council's review and approval.
- 4.5. The form details all criteria that will be considered in the assessment by the PAAC, thereby providing a clear and transparent process to select acquisitions which is based on specific assessment criteria and informed by professional expertise. Artworks will not be excluded on personal opinion or aesthetic grounds alone, nor will they be included on these grounds alone.

Contract Arrangements

- 4.6. A commissioning contract between the artist (or donor) and the Council will be prepared and ratified prior to work commencing. The contract will be administered by the Council's appointed Project Manager and must address, although is not limited to, the following:
- (a) The terms and conditions relating to the delivery, presentation and installation timelines.
 - (b) The intended life of the work.
 - (c) The amount, and how and when it is to be paid for the work.
 - (d) The required maintenance schedule upon completion of the work which will inform the maintenance to be undertaken by the Council.



- (e) All insurances including Public Liability and Professional Indemnity with certificate of currency.
- (f) If an aboriginal or Torres Strait Islander community or creator is involved with a public art project, consideration needs to be given to including special provisions in the contract which safeguard the Indigenous cultural and intellectual property concerns of that community or individual.
- (g) Acknowledges that Artists' Moral Rights (as defined in the Moral Rights Amendment to the *Commonwealth Copyright Act 1972*) over all works will be respected by the Council.
- (h) Compliance WHS statutory obligations.
- (i) The responsibilities of the parties in relation to confidential information.
- (j) The terms and conditions, consistent with the Council's obligations under the *Copyright Act* if the Council intends to remove, relocate or dispose of the work.

Restoration and Maintenance of Artworks

- 4.7. Artworks in the public domain are subject to wear and tear and degradation over time. In addition, they are occasionally vandalised, graffitied or broken.
- 4.8. As part of the acquisition of any new artwork, the artist must provide a maintenance schedule upon completion of the work.
- 4.9. The schedule should outline requirements for regular cleaning, maintenance or servicing, specifically what is required, who should do it and how often. For example any specific cleaning agents for surface treatments and materials needed. Details of any spare parts that have been lodged must also be provided.

Relocation of Artworks

- 4.10. Circumstances sometimes arise where redevelopment of a site, or the use of the site changes, renders an artwork inappropriate and requires its relocation.
- 4.11. Council must consult with the artist before preparing a report addressing the following matters: insurance, risk management, valuation, engineering and legal.

5. Decommissioning

Decision to decommission

- 5.1. Artwork may be considered for removal when:
 - (a) Its condition has deteriorated to such an extent that it can no longer be considered to be the original work of art;
 - (b) Its condition has deteriorated beyond restoration, or where the cost of restoration is excessive in relation to the original cost of the work or the current value of the work;
 - (c) The cost of ongoing maintenance is prohibitive;
 - (d) The work has deteriorated to a point where it is unsafe or presents a danger to the public; or
 - (e) The artwork has reached its endurance or attribute limits and that the space which it occupies is required for a preferred and Council-approved purpose (and there is no other suitable site).

Decommission Process

- 5.2. Disposal of Public Art must be completed in consultation with the artist or donor, whichever is applicable. The following steps need to be followed, with all decisions and actions fully documented in the Deaccessioning Form (refer Appendix 3).
- 5.3. A condition assessment of the artwork must be completed by a suitably qualified professional.
- 5.4. If the work is deemed to have deteriorated beyond repair, then Council must:
 - (a) Make all reasonable enquiries to identify and locate the artist or artist's representative;
 - (b) Make all reasonable enquiries to identify and locate the donor (if applicable);



- (c) Consult and inform artist or donor of the deaccessioning process;
- (d) Notify artist or donor of the condition of the work;
- (e) Offer the artist or donor the artwork or, if the artist or donor does not wish to have it returned, then
- (f) Dispose of the artwork in a responsible manner.
- (g) If the work remains in good condition:
- (h) The work remains in situ until the deaccessioning process is complete.
- (i) Make all reasonable enquiries to identify and locate the artist or artist's representative.
- (j) Make all reasonable enquiries to identify and locate the donor (if applicable).
- (k) Consult and inform artist and donor of the deaccessioning process.
- (l) The work must have been gifted or bequeathed with no conditions or trusts attached that prohibit its deaccession.
- (m) Undertake an independent valuation of the work by a professional arts valuer to determine the price.
- (n) Council to decide whether the work is to be on-sold, or donated, which can be dependent on how the work was originally acquired.
- (o) The work is offered (either for sale or donated) in the following order:
 - (i) Donor
 - (ii) Artist
 - (iii) Not-for-profit organisation or public institution
- (p) Funds from any decommissioned Public Art will be reused for new or upgraded Public Art within the LGA.

6. Review

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

References

- *Local Government Act 1993* (NSW).
- *Local Government (General) Regulation 2021* (NSW).
- *Copyright Act 1968* (Cth).

History

Minute Number	Meeting Date	Description of Change
	22 November 2022	To be endorsed for public exhibition

14 OUR ENVIRONMENT

THEME 2

*Our Environment***THEME 2: OUR ENVIRONMENT****STRATEGIC DIRECTION 2: A SUSTAINABLE AND COMPATIBLE NATURAL AND BUILT ENVIRONMENT**

Through extensive community engagement, the Narrabri Shire community identified several environmental priority areas to be actioned over the 2022/2026 period.

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 OBJECTIVES

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

- A protected and enhanced natural environment
- An integrated and strategic built environment
- A resilient and sustainable environment

KEY STAKEHOLDERS

- Narrabri Shire Council
- Narrabri Shire Community
- Not for Profit Organisations
- NSW Department of Planning and Environment
- NSW Department of Primary Industries
- Local Emergency Services
- Local Primary Producers
- Local Extractive Industries
- Water NSW
- Resilience NSW
- NSW Office of Environment and Heritage
- NSW Environment Protection Authority
- Community Consultative Committees
- Transport for NSW
- Passenger Transport Providers
- Freight and Logistics Companies
- Energy Providers
- Australian Rail Track Corporation
- Telecommunications Providers

16.1 ROAD CROSSING FLOODWAY UPGRADES

Responsible Officer: Eloise Chaplain, Director Infrastructure Delivery

Author: Michael Cain, Manager Road Services

Attachments: Nil

DELIVERY PROGRAM ALIGNMENT**2 Environment - A sustainable and compatible natural and built environment**

Objective 2.2 An integrated and strategic built environment

Strategy 2.2.1 Maintain, enhance and support an integrated, diverse and safe transport network:
Pedestrian; Road; Rail; and Air

EXECUTIVE SUMMARY

Narrabri Shire has seen a prolonged period of above average weather conditions. This weather has exaggerated the degradation of floodway crossings across the road network. Council (NSC) have an allocated capital budget to upgrade two (2) floodways per year, with the prioritised locations and extended program list, listed in the below report.

RECOMMENDATION

- 1. That Council endorse the four (4) priority floodway upgrades.**
- 2. That Council endorse the completion of a floodway audit.**

BACKGROUND

Council staff are currently developing a program for floodway upgrades across the road network. Floodway upgrades will consist of taking the floodway to an elevated level of standard, for example through full concrete construction or Asphalt with concrete cut-off walls. This is to prevent constant maintenance issues and ongoing costs. The design and appropriate treatment will depend on a number of considerations, particularly the severity and consistency of flow and the traffic volumes and composition.

CURRENT SITUATION

Councillors are advised that this report was written in early October, prior to the significant flood damage which has recently occurred. Flood damaged floodways will be assessed as per the NSW Disaster Assistance Guidelines 2021, a number of floodways have already been assessed and designs being completed. Further funding is also being investigated for a Floodways Upgrade Program through the Betterment Fund, guidelines dictating, for floodways damaged in previous flood events.

The below list has been developed by Council's roads staff, for floodways which are known to require an upgrade, in no specific order.

1. MR127 Pilliga Rd – Merri Merri Creek, segment 650
2. SR50 Stumpy Lane - Floodway at segment 10
3. SR50 Stumpy Lane - Floodway at segment 220

4. SR29 Yarrie Lake Road - Floodway at segment 530
5. SR29 Yarrie Lake Road- Floodway at segment 760
6. MR357 Rangari Road – Floodway at segment 100 (Directly east of Iron Bridge)
7. MR357 Rangari Road – Floodway at segment 110 (Directly west of iron Bridge)
8. MR357 Rangari Road – Bollol Creek, segment 80-2
9. MR357 Rangari Road – Bayley Park Creek, segment 30-3
10. SR61 Turrawan Road – Segment 120 (Tarriaro)
11. SR60 Westport Road - Killan Creek, segment 20
12. SR18 Wavehill Road - Bibla Creek, segment 270
13. SR3 Melburra Rd – Moonbill Creek, segment 20 (just off seal)
14. SR3 Melburra Rd – Nundi Creek, segment 200
15. SR3 Melburra Rd – Carramanga Creek, segment 360
16. SR7 Courada Road – Nundi Creek, segment 210
17. SR7 Courada Road – Carramanga Creek, segment 340
18. SR123 Trevena Lane – Boggy Creek, segment 70
19. SR27 Dripping Rock Road – Segment 30
20. SR26 Goonbri Road - Segment 30
21. SR13 Upper Maules Creek Road - Segment 20
22. SR52 Spring Creek Road - Segment 30
23. SR54 Stoney Creek Road - Mulgate Creek, segment 70
24. SR54 Stoney Creek Road Road - Segment 110
25. SR54 Stoney Creek Road - Segment 150
26. MR133 Killarney Gap Road – Fordhman’s Gully, segment 80-1
27. SR118 Byalla Lane – Nundi Creek, segment 130

In this year’s Capital Works Program, allocated funds will allow for two floodways to be upgraded, the priority floodways have been nominated from the list and are shown below.

8. MR357 Rangari Road – Bollol Creek, segment 80-2
26. MR133 Killarney Gap Road – Fordhman’s Gully, segment 80-1
10. SR61 Turrawan Road – Segment 120 (Tarriaro) (third priority)

These roads are priority roads in the shire as they carry higher volumes of traffic and link key areas to the highways. They have seen continual damage in the past and continue to cause a maintenance burden. All are existing sealed roads, which means higher speeds are usually travelled, thus a higher risk is present. MR357 Rangari Road and MR133 Killarney Gap Road are school bus routes, with MR133 also being a tourist route. Heavy vehicle movements are also high notably for Rangari Road.

The fourth priority on the list is 1. MR127 Pilliga Road – Merri Merri Creek. This will be completed when funding is available, through the flood damage claim. This road also has been heavily affected by the weather and has similar characteristics mentioned. Please note further floodways along

Pilliga Road, not noted above, will be upgraded within the Pilliga Road Project, FY2022/23 and FY2023/24.

An audit of all floodways is required to be completed to aid in the creation of a program, auditing all floodways across the Shire. Upon the completion of the road hierarchical structure development, due to be presented to Council early next calendar year, will indicate a scored importance of roads based on the current data.

FINANCIAL IMPLICATIONS

\$250,000 has been allocated in the capital budget.

The pending flood damage claims also presents an opportunity to recover a percentage of costs, which may allow for further work to be completed, following TfNSW approval. Further funding is also being investigated including liaising with private external parties, including for example, mining operators.

STATUTORY AND POLICY IMPLICATIONS

Narrabri Shire Council has an obligation to provide a safe and effective travel for all road users.

CONSULTATION

- Road Services Staff
- Design Services Manager

16.2 LICENCE FOR CHARGING STATIONS FOR ELECTRIC VEHICLES

Responsible Officer: Andrew Brown, Director Corporate and Commercial Services

Author: Jesse Dixon, Acting Manager Property Services

Attachments: 1. Plan of Licensed Area  

DELIVERY PROGRAM ALIGNMENT**2 Environment - A sustainable and compatible natural and built environment**

Objective 2.2 An integrated and strategic built environment

Strategy 2.2.1 Maintain, enhance and support an integrated, diverse and safe transport network:
Pedestrian; Road; Rail; and Air

EXECUTIVE SUMMARY

Council staff have recently been in negotiation with National Roads and Motorists' Association Limited (NRMA) regarding the proposed terms of a licence of Council land to construct and operate charging stations for electric vehicles.

Following consultation, with a number of relevant Council staff, a proposed suitable location has been determined and a licence is now required to be granted to NRMA.

RECOMMENDATION

- 1. That Council enter into a licence agreement with National Roads and Motorists' Association Limited for part Lot 20 DP758755 known as 89 Barwan Street Narrabri, as indicatively identified in Attachment 1.**
- 2. That the licence agreement be for a term of 5 years, with the option of renewal for a further term of 5 years.**
- 3. That the licence fee for the term of the licence (including any option for renewal) is set at \$1 per annum plus GST.**
- 4. That Council delegate authority to the General Manager to enter into the licence agreement and execute relevant documentation.**

BACKGROUND

The Australian Government's Australian Renewable Energy Agency identifies that while electric vehicle uptake in Australia is currently lower than other developed countries, the number of electric vehicles is expected to grow as cheaper models arrive and more charging infrastructure is rolled out.

With electric vehicle prices expected to match petrol vehicles on both upfront price and range by the mid-2020's, the installation of charging infrastructure is critical to ensure that uptake of electric vehicles remains feasible.

The number of electric vehicles sold in both volume and as a percentage of new vehicles sold has continued to increase since 2011.

A number of adjoining Council's currently have electric vehicle charging stations including Gunnedah, Coonabarabran and Walgett.

CURRENT SITUATION

Council staff have been actively involved in negotiations with NRMA regarding the potential installation of charging stations for electric vehicles on Council land in Narrabri. Following the consideration and assessment of a number of potential locations, a suitable location has been determined.

Lot 20 DP758755 is Council owned land, known as 89 Barwan Street, Narrabri. The land is currently utilised as a car park. The land currently has infrastructure to support access by electric vehicles and is in close proximity to the Narrabri CBD.

Following the identification of the suitable location, negotiations commenced into draft licence documentation. The key terms which have been negotiated are:

Licensor	Narrabri Shire Council
Licensee	National Roads and Motorists' Association Limited
Term	Five (5) years
Additional term/s	Option for One (1) additional Five (5) year term
Rent	\$1 per annum exclusive of GST
Rent Reviews	Nil increases during term of the licence
Licence Commencement	December 2022 (TBC)
Legal Costs	Each party responsible for their own legal fees
Licence Area	Part Lot 20 DP758755 as shown indicatively in red outline in Attachment 1

FINANCIAL IMPLICATIONS

There are no significant financial implications as a result of this licence. The proposed location already provides suitable supporting infrastructure for this licence purpose. The installation of the electric vehicle charging stations, particularly in a proximity close to the CBD, is anticipated to provided economic benefit.

STATUTORY AND POLICY IMPLICATIONS

- *Local Government Act 1996 (NSW).*
- *Real Property Act 1900 (NSW).*

CONSULTATION

External Consultation

- Licensee's representatives.

Internal Consultation

- Manager Design Services.
- Manager Economic Development.
- Director Corporate and Commercial Services.
- Manager Parks and Open Spaces.



Attachment 1 Plan of Licensed Area

The Licensed Area is shown as the red [and blue] highlighted area on the Land in the plans below.



[7894949: 24342066_1]

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Classified as Internal

16.3 RESIGNATION AS CROWN LAND MANAGER

Responsible Officer: Andrew Brown, Director Corporate and Commercial Services

Author: Jesse Dixon, Acting Manager Property Services

Attachments: 1. Site Plan  

DELIVERY PROGRAM ALIGNMENT

4 Civic Leadership - Council as strong leaders for the Community

Objective 4.2 A strong Council that advocates for the Community

Strategy 4.2.2 Work cooperatively and appropriately with external parties to advocate for the community's best interests

EXECUTIVE SUMMARY

The Narrabri Rugby Football Club Ltd. ("Rugby Club") is contemplating an extension to their existing club house building and has sought some preliminary advice from Council in relation to the proposed development. The request has required separate consideration by Council's Planning and Development team, as well as Council's Property Services team. This report relates only to the matters which apply to Council's Property Services team.

RECOMMENDATION

1. That Council provide written consent to resign as Crown Land Manager over the land immediately surrounding Lot 214 DP39796, as shown in green shading and outline in Attachment 1.
2. That Council delegate authority to the General Manager to provide the written consent of resignation.

BACKGROUND

Lot 214 DP39796 is held in freehold title by the Narrabri Rugby Football Club Ltd. A clubhouse building has previously been constructed on the land.

It is surrounded by Crown Reserve R91700, Lot 7024 DP1059185 (known as Narrabri Lake) to the west, and Crown Reserve R560019, Lot 7029 DP1059187 (known as Dangar Park) to the north, east and south. The boundary of Lot 7029 is shown in yellow in **Attachment 1**.

The proposed redevelopment of the clubhouse facilities may require access to a greater area of land than is currently provided within the freehold title. Following consultation with representatives from Council and the Rugby Club, Crown Lands has provided two options to facilitate an extension of the clubhouse.

Option 1 includes the Rugby Club retaining Lot 214 as freehold and being appointed as Crown Land Manager for part Lot 7029 for an agreed area immediately surrounding Lot 214. To facilitate any potential future building extension, this would subsequently involve Council resigning as Crown Land Manager for the agreed area, the Rugby Club providing written consent to be appointed as

Crown Land Manager for that area and gazettal (via diagram) of the area. The agreed area is identified highlighted in green in **Attachment 1**.

Option 2 would involve the Rugby Club gifting their freehold land (Lot 214) to the Crown, adding the land to Crown Reserve R560019, consolidating the two lots and then appointing the Rugby Club as the Crown Land Manager over the new area (represented by the combined areas highlighted in green and area outlined in red in **Attachment 1**).

Option 2 was more relevant to managing potential planning issues relating to the concept development. The rugby club has confirmed that this is not an option they wish to pursue, and Crown Lands has provided an opinion indicating that this would not be the preferred solution.

CURRENT SITUATION

Following internal consultation, Council staff representatives do not have objection to Council resigning as Crown Land Manager for the agreed area for the purpose of allowing the Rugby Club to be appointed as the Crown Land Manager.

Crown Lands have identified that Lot 7029 is captured within the Gomerioi Native Title Claim (NSD37/2019), filed in the Federal Court on 20 December 2011. However, they consider the construction of clubhouses on public recreation reserves to be consistent with the gazetted reserve purpose, allowing works to be authorised under Section 24JA of the *Native Title Act 1993*. No current Aboriginal Land Claims over lot 7029 were identified.

Council has sought clarification from the Rugby Club in relation to two (2) property related concerns regarding the potential resignation as Crown Land Manager for the identified land including:

1. Whether or not the proposed land area for which Council would be resigning as Crown Land Manager is adequate for any proposed redevelopment. Specifically, Council staff were seeking to ensure that no further land resignation would be required to accommodate a potential redevelopment. The Rugby Club provided written confirmation on 4 November 2022 that the indicative boundary area will provide sufficient area for future building or development.
2. Whether or not the club would commit to providing written consent to be appointed as the Crown Land Manager for the area, if they determine the land is not required for the purpose of a building extension, to avoid the land returning to Council's control after a resolution to resign. The Rugby Club provided written confirmation on 4 November 2022 that they will provide written consent to Crown Land following Council's resignation as the Crown Land Manager.

FINANCIAL IMPLICATIONS

There are no significant financial implications as a result of Council resigning as Crown Land Manager for the identified land.

STATUTORY AND POLICY IMPLICATIONS

- *Local Government Act 1993*
- *Crown Land Management Act 2016*
- *Native Title Act 1993*
- *Aboriginal Land Rights Act 1983*

CONSULTATION

External Consultation

- Department of Planning and Environment – Crown Lands.
- Narrabri Rugby Football Club Ltd.

Internal Consultation

- Manager Parks and Open Spaces.
- Manager Planning and Development.



16.4 RECONCILIATION ACTION PLAN UPDATE

Responsible Officer: Donna Ausling, Director Planning and Sustainability

Author: Scott Pollock, Manager Tourism and Cultural Services

Attachments:

1. **Draft Terms of Reference Reconciliation Action Plan (RAP) Advisory Committee** [↓](#) 
2. **Reconciliation Action Plan (RAP) Working Group Meeting Minutes - October 2022** [↓](#) 

DELIVERY PROGRAM ALIGNMENT

2 Environment - A sustainable and compatible natural and built environment

Objective 2.1 A protected and enhanced natural environment

Strategy 2.1.1 Protect Aboriginal and historic (non-Indigenous) heritage whilst educating the broader community on its significance

EXECUTIVE SUMMARY

Council is in the process of reviewing and updating its *Reflect Reconciliation Action Plan 2016-2017* which is an identified action under its adopted Delivery Program. This Report provides an update on progress of this initiative.

RECOMMENDATION

1. That Council note the progress on the Innovate Reconciliation Action Plan 2023-2025.
2. That Council endorse the draft Reconciliation Action Plan (RAP) Advisory Committee Terms of Reference acknowledging that the Terms of Reference may need amended following discussions and engagement with key stakeholders including the Local Aboriginal Land Councils.

BACKGROUND

In 2015, Council developed its initial *Reflect Reconciliation Action Plan 2016-2017* in conjunction with the local Aboriginal and Torres Strait Islander community. The Reconciliation Action Plan (RAP) was created to identify the direction Council will take to engage and build strong relationships with First Nations people. This RAP was not submitted for endorsement by Reconciliation Australia

Council, at its Ordinary Meeting held on 23 August 2022, appointed Councillor John Clements and Councillor Rohan Boehm as Chairperson and Alternate Chairperson respectively (refer minute no. 278/2022).

The Reconciliation Action Plan Advisory Committee will be assisted by appointed Project Consultant, Murawin Pty Ltd.

CURRENT SITUATION

Following the Report presented to the August 2022 Council Meeting, the Reconciliation Action Plan (RAP) Working Group has formally met. A copy of the associated minutes of the meeting held on 26

October 2022 are enclosed for the information of Council at **Attachment 2**. As detailed in the enclosed Minutes, the Working Group has developed draft Terms of Reference (ToR) which are enclosed at **Attachment 1**.

As detailed in the enclosed ToR, the RAP Advisory Committee shall comprise of the following voting members:

- At least three (3) Narrabri Shire First Nations community members (all ages) representing Aboriginal community organisations/families, Kamilaroi/Gamilaraay Elders/custodians, or local Aboriginal Land Councils (LALCs). (NB: To be identified).
- At least three (3) Narrabri Shire community members (all ages and backgrounds) interested in making Reconciliation a positive force for improving Council's culture, practices, and services. (NB: to be identified).
- The Chairperson and the Alternative Chairperson, or, The General Manager's delegate.
- RAP Champion, Director of Planning and Sustainability or delegate.
- Manager of Tourism and Cultural Services.
- Community Development Coordinator.
- Governance Support Officer or Aboriginal Liaison Officer.

An Expression of Interest, (aligned with the ToR), to source community members for the working committee has also been developed and will be distributed following Council endorsement of the draft ToR. An internal staff survey has also been developed to establish a benchmark for program awareness.

It is intended that Reports will be progressively forwarded to Council in relation to the RAP initiative.

FINANCIAL IMPLICATIONS

Costs for the appointment of the project consultant (Murawin) have been sourced from Council's operational budget.

The RAP Working Group has identified a need for development of a specific budget for implementation and embedding Reconciliation actions in Narrabri Shire Council's business and organisational activities. A separate Report will be prepared in this regard for Council's further consideration.

STATUTORY AND POLICY IMPLICATIONS

Detailed in the body of the Report.

CONSULTATION

External Consultation

- Murawin Pty Ltd (Consultant).
- Reconciliation Australia.

Internal Consultation

- The Chairperson and the Alternative Chairperson.

- Director of Planning and Sustainability.
- Manager of Tourism and Cultural Services.
- Community Development Coordinator.
- Governance Support Officer.

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RECONCILIATION ACTION PLAN COMMITTEE

TERMS OF REFERENCE

1. Purpose

The Reconciliation Action Plan Committee Charter sets out the membership, responsibilities, authority and operations of the Reconciliation Action Plan Committee (RAP Committee) of Narrabri Shire Council. The RAP Committee aims to support Narrabri Shire Council as a culturally sound institution that seeks to strengthen relationships between the broader Australian community with Aboriginal and Torres Strait Islander peoples by connecting with Elders, families and individuals of the Kamilaroi/Gamilaraay Nation. It will also develop a supportive, relational framework for drafting the Narrabri Shire Council Innovate Reconciliation Action Plan 2022–2025 (RAP) that recognises Aboriginal governance, leadership and ways of doing and thinking such as co-design and ‘culturally safe, place and face-based’ involvement towards recommendations and decision making.

There are four RAP types, Reflect, Innovate, Stretch and Elevate. The RAP Committee, (as detailed below in section 2) will draft an Innovate RAP, allow organisations to continuously develop their reconciliation commitment, and seek endorsement by Reconciliation Australia that will afford deeper understanding of Council's responsibilities and sphere of influence for engaging staff and community stakeholders in strengthening relationships with Aboriginal and Torres Strait Islander peoples, respecting, celebrating and advancing Reconciliation and piloting Aboriginal-led strategies and projects to frame and diversify Council's policies, operations and services by measuring and reporting on RAP actions progress.

A biannual report/questionnaire will be prepared and submitted to Reconciliation Australia about RAP achievements, suggested improvements, future focus areas and priorities of the RAP.

2. Membership and Responsibilities

The RAP Committee advocate for First Nations Reconciliation, steer the development and implementation of Narrabri Shire Council's Innovate Reconciliation Action Plan and monitor the effectiveness of actions in the Plan.

The RAP Committee makes decisions about recommendations by consensus (i.e. members are satisfied with the decision even though it may not be their first choice).

The RAP Committee is comprised of the following voting members:

- At least three Narrabri Shire First Nations community members (all ages) representing Aboriginal community organisations/families, Kamilaroi/Gamilaraay Elders/custodians or local Aboriginal Land Councils (LALCs).
- At least three Narrabri Shire community members (all ages and backgrounds) interested in making Reconciliation a positive force for improving Council's culture, practices and services
- The Chairperson and the Alternative Chairperson or The General Manager's delegate.
- RAP Champion, Director of Planning and Strategy or delegate;
- Manager of Tourism and Cultural Services
- Community Development Coordinator
- Governance Support Officer or Aboriginal Liaison Officer

Nominations for representation will be submitted to Narrabri Shire Council RAP Committee. The RAP Committee will make a recommendation to Council in consultancy with Aboriginal and Torres Strait Islander stakeholders. Casual vacancies will be filled as and when required.

Narrabri Shire Council will review RAP Committee membership and any consultative arrangements annually and may appoint new members or consultants to achieve continuity and innovation.

Other Councillors, Council officers, members of community organisations and individuals may request to attend a meeting and be heard in a guest capacity or be invited by the Chairperson/Secretary to give presentations or provide advice or expertise.

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3. Quorum

Meetings will be held at least four times per year.

The minimum quorum for a RAP Committee meeting is five members, comprised of:

- One RAP Committee Chairperson or Alternative Chairperson; and or delegate
- Four other voting members, with at least two members of Aboriginal and/or Torres Strait Islander heritage.
- Meeting virtually will be allowed and members can join online if they cannot attend physically.

If a quorum is not present within 15 minutes from the commencement time of the meeting, it will become an informal meeting with no decisions about recommendations.

4. The Chairperson

The RAP Committee Chairperson and alternate Chairperson were appointed by a resolution of Narrabri Shire Council (as per Minute 278/2022).

Should the RAP Committee Chairperson be absent from a meeting, the Alternate Chairperson will Chair the meeting or the General Manager's delegate

5. The Secretary

The RAP Committee Secretary is appointed and supported by Council's Manager of Tourism and Cultural Services.

The Secretary is responsible for producing and disseminating meeting Agendas, Minutes and other support documents (at least five working days before the scheduled meeting) to RAP Committee members and councillors.

6. Meeting practices

- Encapsulate the Narrabri Shire Council Values and Code of Conduct, particularly for Council officers and councillors.
- Acknowledge aspects of the Code of Conduct that apply to all members for:
 - declaring conflicts;
 - maintaining the confidentiality of information not available to the public that must not be shared (including culturally sensitive information); and
 - lawful actions (for example, bullying behaviours, racism and unlawful discrimination against others).
- Are culturally grounded through Kamilaroi/Gamilaraay Principles and Protocols that demonstrate appreciation and understanding of Aboriginal strengths, governance and assets, such as resilience, law/lore, Indigenous knowledge and research, languages, etc.; and · If applicable, align with any mandatory provisions of the Narrabri Shire Council Model Meeting Code.

7. Operational Implementation and Reporting

Supported by Council's Executive Management Committee (MANEX), the Manager of Tourism and Cultural Services and the Community Development Coordinator will work with Council department managers to:

- Promote a positive narrative for Reconciliation across the Narrabri Shire Local Government Area,
- Embed, monitor and report on the effectiveness of RAP actions and measures within departmental operations through Quarterly Progress Reporting.

8. Amendment, Modification or Variation

This TOR may be amended, varied or modified in writing after consultation and agreement by the RAP Committee with approval by a resolution of Narrabri Shire Council.

RECONCILIATION ACTION PLAN (RAP) ADVISORY COMMITTEE MEETING MINUTES
26 OCTOBER 2022

MINUTES OF NARRABRI SHIRE COUNCIL
RECONCILIATION ACTION PLAN (RAP) ADVISORY COMMITTEE MEETING
HELD AT THE ID ROOM, 46-48 MAITLAND STREET, NARRABRI
ON WEDNESDAY, 26 OCTOBER 2022 AT 11:00AM

PRESENT: Councillor Delegates: Cr John Clements (Chairperson), and Cr Rohan Boehm (Alternative Chairperson), Donna Ausling (Director Planning and Sustainability), Scott Pollock (Manager Tourism and Cultural Services), Elodie Labonte (Community Development Coordinator), and Nicole Cooper (Support Officer and Minute Taker).

IN ATTENDANCE:

1 OPENING AND WELCOME

Opened at 11.10 am.

2 ACKNOWLEDGEMENT OF COUNTRY

The Chairperson acknowledged the Traditional Owners and custodians of the land on which the RAP Committee met, the Gamilaraay, Kamilaroi, or Gomeroi people, and paid respects to Elders past, present, and emerging. We recognize their continuing connection and contribution to this land.

3 APOLOGIES

Nil

4 CONFIRMATION OF MINUTES

Not Applicable

5 AGENDA ITEMS FOR DISCUSSION

The RAP Committee discussed the following items:

5.1 Terms of Reference (ToR)

The RAP Committee noted as the Reconciliation Action Plan 2016-2017 was not endorsed by Reconciliation Australia, it is recommended to call it a 'Strategy' instead.

The RAP Committee discussed the various amendments to be made to the Narrabri Shire Council Reconciliation Action Plan.

Action: To amend the Terms of Reference as discussed and agreed to circulate with the RAP Committee for final feedback.

To amend Narrabri Shire Council Reconciliation Action Plan 2016-2017 to Reconciliation Action Strategy as it was not endorsed by Reconciliation Australia.

RECONCILIATION ACTION PLAN (RAP) ADVISORY COMMITTEE MEETING MINUTES
26 OCTOBER 2022

5.2 Draft Evaluating Reconciliation Awareness Staff Survey

The RAP Committee reviewed the draft Evaluating Reconciliation Awareness Staff survey sent by Murawin and made some amendments.

Actions:

- To amend the Draft Evaluating Reconciliation Awareness staff survey and circulate with the RAP Committee for feedback.
- Once finalised, distribute to all Council Staff via Survey monkey and collate responses with the assistance of the committee and consultant, Murawin Pty Ltd.

5.3 Expression of Interest- Forming the RAP Working Group

The RAP Committee discussed and suggested amending the Expression of Interest to form the RAP Working Group.

Action: To amend Express of Interest accordingly and circulate to the RAP Committee for feedback.

5.4 Risk assessment

The Chairperson deferred the Risk Assessment item to the next meeting agenda as per clause 10.4 (b) of the Code of Meeting Practice.

Action: To itemise the above to the next meeting agenda.

5.5 RAP budget and advocacy for current affairs in the spirit of Reconciliation

That the RAP Committee recommend a draft budget is created for developing, implementing and embedding Reconciliation actions in Narrabri Shire Council's business and community structures. This is not just a requirement for demonstrating Narrabri Shire Council leadership support for a Reconciliation Australia endorsed Innovate RAP, but also provides social and business benefits giving context for investments relating to:

- a) Strengthening Indigenous employment, career progression and procurement targets.
- b) Turning good intentions into measurable actions that support Aboriginal and Torres Strait Islander people in achieving community objectives, closing the gap and achieving equality in all aspects of life, which benefits all Australians.
- c) Facilitating Indigenous events, celebrations, consultation, engagement and joint projects

**RECONCILIATION ACTION PLAN (RAP) ADVISORY COMMITTEE MEETING MINUTES
26 OCTOBER 2022**

in culturally informed and appropriate ways;

- d) Achieving longer term sustainable activities including ongoing reconciliation related advocacy, such as determining how best to recognize prior occupation of the Australian continent by Aboriginal and Torres Strait Islander people and promoting Indigenous constitutional recognition and representation; and
- e) Remuneration for provision of Indigenous Knowledge and services, with appropriate agreement for use of Indigenous principles, protocols, art, interpreting services and music where the Intellectual Property (IP) rights are retained by Aboriginal and Torres Strait Islander organizations and people.

6 NEXT MEETING

Date to be confirmed and communicated.

7 MEETING CLOSED

The Meeting closed at 12:50pm.

The minutes of this meeting were confirmed at the Reconciliation Action Plan (RAP) Advisory Committee Meeting held on.

.....
CHAIRPERSON

16.5 NOTICE OF MOTION - WEE WAA LAGOON BRIDGE EXTENSION

Attachments: 1. **Newspaper Article from 1895 that Details the Problem with the Lagoon Creek Bridge**  

I, Councillor John Clements, give notice that at the next Ordinary Meeting of Council be held on 22 November 2022, I intend to move the following motion:-

MOTION

1. That Narrabri Shire Council seek funding under the NSW Betterment fund or similar State or Commonwealth resilience fund for the following purposes:
 - (a) To fully investigate and develop costed plans (not engineering) to extend the Wee Waa lagoon bridge south past Harris Lane. This being to remove the isolation caused to residents and businesses by the inundation of this section of road;
 - (b) To fully investigate whether with a Lagoon creek bridge extension, an increase in the road height at Boheena creek would be justified;
 - (c) To fully investigate and develop costed plans (not engineering) to raise the road height by bridge or culvert on the Kamilaroi highway east of Wee Waa at Glencoe channel road crossing, Glenarvon floodway;
 - (d) That investigations include assessment of the reduction in isolation and financial and other impacts on individual and business due to isolation caused by flood waters;
 - (e) That a local reference committee be set up at the appropriate time to utilise local knowledge.

RATIONALE

Support:

- Aggies at Wee Waa has seen 296,000 reductions in sales over the last 6 weeks, this is just one example of business impacts;
- School children have their schooling disrupted;
- Medical appointments cannot be kept;
- Casual workers have had no income;
- The SES has been tireless and effective, bridges would reduce the load on volunteers and the public purse.

I attach a newspaper article from 1895 that details the problem with the Lagoon Creek Bridge, its not as if its a new problem (**Attachment 1**).

I commend this Notice of Motion to Council.

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WEE WAA.

Being a reader of the *Mercury* for the past twenty years and always taking an interest in items of country news, I have long wondered that you so seldom have correspondence from Wee Waa. On several occasions I have made an attempt to send you a few lines concerning matters of local interest, but somehow I could never put it in form to please myself, and my endeavours for the time being were consigned to the flames. However, at last I have mastered my want of confidence in my ability as a scribe, and enclose you my humble efforts to enlighten you on subjects of importance concerning the town and district.

In the first place the recent glorious rain—4 inches 19 points in all—has been the means of putting all concerned in pastoral pursuits in high glee, as well as giving an impetus to business of all kinds; at the present time the town is in anything but a favourable state for pedestrians, and the roads between here and Narrabri, also Cuttabri, are in an almost impassable state: in fact from this to Brigalow Creek has not been so bad for many years; the mail coach has not ran for a week, the mails being carried on horseback. Many of your readers no doubt who have experienced the nature of the black soil in wet weather can form an idea of what it is like. Some of our local residents who were rather uneasy on account of the lagoon getting low, and who even wrote to the Metropolitan papers to know if the Chinamen could be prohibited from using the water for gardening purposes, are easy in their minds again, as there is abundance of water for the next twelve months or more, should we not have rain for that time.

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time.

The majority of our residents are a contented crowd, and appear to be quite satisfied with pegging along in the same old slow-and-go-easy style. As for stirring their representative up, and letting him know there is such an important place as Wee Waa in his electorate, that would be too much trouble, and the said ancient member has barely done anything to speak of for the welfare of the place during the number of years he has represented us. True, he has had a bridge built over the lower end of the lagoon, that is simply an ornament, and evidence of a foolish outlay of some £900; no doubt the said structure was placed there with the object of diverting the traffic up the cleared line, and so tend to increase the value of property, belonging to certain parties interested therein. Should a flood occur the bridge is quite useless, as it cannot be approached on the southern side unless in a boat; it is now some two years finished and it has scarcely been used by a score of teams—its present use is for the town children to play upon, and for the Chinamen to carry their vegetables over. Had the same sum with a little added to it, been expended on a bridge over the Namoi at old Tulladunna it would have been a great acquisition to the town, as well as a comfort and convenience to the travelling public: at the spot mentioned the banks are high and dry and easy of access in all seasons of the year.—The residents of Pine Creek, Thalaba and right out to the Barwon would all come this way to catch the train at Narrabri, also all travelling stock would cross there. During the visit of the Water Conservation Commission some of their members visited the spot with the object of reporting on it when they returned to

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of reporting on it when they returned to Sydney. I hear also that there has been a gentleman appointed to inspect the site shortly, and I hope that he will not fail to see the necessity of recommending the construction of a want long felt.

We have a very creditable building in the shape of a Public School and teacher's resi-

dence, also a courthouse that is seldom required, which speaks much for the behaviour of the inhabitants. Nevertheless, no matter what the nature of the business is here we have not a local J P., and people have often to ride from here to Narrabri, a distance of twenty-five miles, to get the signature of a magistrate, or trust to the chance of catching one passing through. It is very inconvenient, especially so when there are several worthy gentlemen of ability in town and district who would be a credit to any bench in the colony.

Sergeant Kennedy is the popular officer in charge of the police station, and has not much to do in town, although he has a large district under his supervision, and he is often away on duty two or three days at a stretch, leaving this peaceable town to the mercy of any unruly travellers who may come in and get "powerfully refreshed." I think the sergeant would do very well with an assistant.

At the beginning of the present year there was a sum placed on the estimates for a new Post and Telegraph office at Wee Waa, and recently we have noticed that plans and specifications are being prepared, and I expect

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specifications are being prepared, and I expect this time next year it will be notified that the said plans, &c., are ready, and tenders will be called some time in 1887. The premises used at present for the purpose are totally unfit for the amount of work done therein; however, we hope soon to see a comfortable and commodious building erected, and then our attentive and obliging Post and Telegraph master and his assistant will die happy.

We are very seldom visited with anything in the shape of amusements. There are to be races held here in the first week of July. As it is to be neither advertised or registered I cannot say if it is likely to be a successful meeting, but I think the promoters should register to prevent the crooked business that usually transpires at unregistered meetings.

The young men of the town do not appear to take a very lively interest in cricket, football, or outdoor sports, not so with the ladies who delight in arranging very nice social evening parties, and it is astonishing where they all come from on such occasions. Our spiritual wants are attended to by occasional visits from Narrabri of the reverend gentlemen of the various denominations. We have two very fairly appointed hotels, the Prince of Wales kept by the well known William Gray; and the Royal, formerly kept by R. Turner, but at present the once famous ped Bob Watson is temporary landlord, representing a mercantile firm in Maitland, but his term of office expires on the 31st inst., when the bulky and genial host of the Ironbarks, B. Harris, takes possession, having purchased the property at a very high figure.

There has been a number of the sporting fraternity pass through here this week; also several racehorses engaged in the Walgett

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several racehorses engaged in the Walgett meeting, amongst them a couple well known to the Maitland course, Woodstock and Hawthornden, both looking very well.

The only item left for me to mention at present is the number of travellers making out back for shearing, to catch the early sheds, most of them "leading" their swags, travelling for "Walker and Want."

Wee Waa, June 24th, 1885.

16.6 NOTICE OF MOTION - DEVELOPMENT OF GATELY FIELD SOCCER FACILITIES**Attachments: Nil**

I, Councillor John Clements, give notice that at the next Ordinary Meeting of Council be held on 22 November 2022, I intend to move the following motion:-

MOTION

- 1. That Narrabri Shire Council confirms its support for development of the Gately Field soccer facilities.**
- 2. That this include development of a facility plan in conjunction with representatives from the club.**
- 3. That Council details its interaction with Northern Inland Football and its attempts to provide grant money for the upgrade of change rooms, canteen, and toilets.**

RATIONALE

Support: Junior soccer has over 300 registrations, women's teams and senior grade teams being from residents across the entire Shire. The fields are not level, the canteen and change rooms and other facilities are below standard.

I commend this Notice of Motion to Council.

15 OUR ECONOMY

THEME 3

*Our Economy***THEME 3: OUR ECONOMY****STRATEGIC DIRECTION 3: A STRONG, DIVERSE, AND SUSTAINABLE ECONOMY**

Through extensive community engagement, the Narrabri Shire community identified several economic priority areas to be actioned over the 2022/2026 period.

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 OBJECTIVES

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

- A diverse economy
- A regionally renowned economy
- A resilient and sustainable economy

KEY STAKEHOLDERS

- Narrabri Shire Council
- Narrabri Shire Community
- Destination NSW
- Visit NSW
- NSW Department of Education and Training
- Local Chambers of Commerce
- NSW Department of Planning and Environment
- Business NSW
- NSW Regional Growth and Development Corporation
- TAFE NSW
- Community College Northern Inland
- Local Businesses
- Regional Development Australia
- Regional Universities Network NSW members
- Country Universities Centre

17.1 DELEGATE'S REPORT - SWITCH 2022 ANNUAL CONFERENCE OF THE NEW SOUTH WALES PUBLIC LIBRARIES ASSOCIATION (NSWPLA)

Responsible Officer: Catherine Redding, Deputy Mayor

Author: Catherine Redding, Deputy Mayor

Attachments: Nil

DELIVERY PROGRAM ALIGNMENT**3 Economy - A strong, diverse and sustainable economy**

Objective 3.1 A diverse economy

Strategy 3.1.4 Advocate for and support diverse education and personal development opportunities to ensure available skills meet local demand

RECOMMENDATION

- 1. That Council note Councillor Redding's Delegate Report on the 2022 Annual Conference of the New South Wales Public Libraries Association (NSWPLA) meeting held on 8 November 2022 to 11 November 2022.**

DELEGATES REPORT

November 8-11 at the Albury Entertainment Centre

Tue Nov 8 at 6.00pm

- Registration & Welcome Reception & Opening of Trade Exhibition
- Awards Presentations: Kath Knowles Bursaries, Multicultural Excellence Awards, Innovation in Outreach Service Awards.
- Nominations by smaller country libraries were down this year. More encouraged to nominate next year.

DAY 1 Wednesday Nov 9

- Welcome to SWITCH 2022 by Cr Dallas Tout, NSWPLA President (this was his last year)

TOPIC - UGR's (unwritten ground rules)/Steve Simpson

- unspoken or unspecified cultures/set of rules/or behaviours in the workplace
- following or adhering to same thing as everyone else, without question, because this is the way it's always been done
- they can be negative and therefore can stifle performance and morale in the workplace

- consider and question your own behaviours and question the extent to which your own behaviours either cause or allow negative UGRs to exist
- you may wish to deploy the five-step UGRs process for strategically improving workplace culture.
- FIVE STEPS – to clarify the Key Cultural Attributes (KCAs) necessary for the organisation’s future a, evaluate the current culture and implement improvements

TOPIC: Collaboration, Convergence, Codesign changing models of public library design (Annie Hensley, FMJT Architects)

- Examined three examples of library design: sharing and convergence, Co-design, & planning and collaboration. Each design to suit a different purpose
- The importance of the consultation process when designing new libraries

TOPIC: Increased NSW Government Funding for public libraries: what has been achieved and where to from here? Trends and observations (Cameron Morley, SLNSW)

- a larger gap between the high and low performing libraries
- high performing libraries have high membership/high usage libraries have excellent collections, good space, qualified staff, accessible opening hours, and do outreach and promotion
- 80% or the core business comes from the collection. If your library is focusing on the other 20% in detriment to the collection you’re probably in decline
- Things most missed by library members during lockdown was access to the physical collection
- Recommended items per capita is 2.2 items per capita
- Don’t forget ... it’s about the books!

TOPIC: What have Human Rights got to do with Public Libraries? (Hugh Kingsley, Director, The Brainary & Lorraine Finlay, Australian Human Rights Commissioner)

- Current state of Human Rights awareness conducted of Australians aged 18 – 29 years. 25% agreed that in some circumstances a non-democratic government can be preferred, 13% agreed that it doesn’t really matter what kind of government we have
- Human Rights education is needed in primary schools
- Human Rights Game by The Brainary

TOPIC: Levelling the Playing Field: Country Libraries, Backyard Cricket National Backyard Cricket is a community event to raise funds to level the global playing field in education

- Campaign in support of Australia’s rural, regional and remote libraries

- Combining the love of cricket and libraries to improve learning outcomes
- Funds split between country libraries and overseas education initiatives

TOPIC: The Power of Teams (Harry Moffitt)

- Author of 'Eleven Bats' and war veteran
- Importance of backyard cricket in Afghanistan to either prepare for a mission and/or decompress after a mission

TOPIC: Colin Mills Scholar: The Memory Room Project (Kay Pisel, Newcastle Libraries)

- Living with dementia in Australia
- Activate library programs and staff education to serve people living with dementia and their carers
- dementia friendly communities
- Interactive library programs such as the Memory Room, Magic Table and Story Wall

TOPIC: Youth Mental Health (Yasmin Mole, BATYR State Manager, Ashleigh Gray, BATYR, Mackenzie, BATYR)

- BATYR is a 'for purpose' preventative mental health organisation, created and driven by young people, for young people.
- was launched in 2011, after founder Sebastian Robertson experienced the frustration and isolation of living silently with mental ill-health whilst at university.
- naming it after batyr ('hero'), The Talking Elephant From Kazakhstan.
- TIPS: Look Out, Get Talking, Listen Up, Reach Out
- Speech by a young survivor

DAY 2 Thu Nov 10

TOPIC: How to STAND OUT and make an IMPACT with video (Rebecca Saunders)

- Practice
- Don't be a sheep
- Planning- don't over complicate it
- Production tools
- Promotion

PANEL SESSION: Reading and Writing Festivals in NSW Libraries Discussion by organisers of 3 different events

- Importance of partnerships for regional festivals
- Getting local writers as well as national writers
- Challenges – weather, budget, timing and clashing with other events

State Library Address: Dr John Vallance, State Librarian, State Library of NSW

- Important State funding announcement at the Conference before the media release below
- The Minister for the Arts the Hon Ben Franklin MLC announced on 10 November 2022 that the record levels of State Government funding for NSW public libraries will now be recurrent. The media release from the Treasurer and the Minister for the Arts is available on the NSW Government website. The State Library is excited at the prospect of working with NSW councils to ensure that these funds significantly improve public libraries statewide.
- Total funding over the next four years will be as follows:
- 2023/24 \$40.892M
- 2024/25 \$41.326M
- 2025/26 \$41.771M
- 2026/27 \$42.227M

TOPIC: Literacy Programs (Michael Campbell, WestWords)

- Western Sydney's literature development organisation
- Has one of the youngest, fastest growing, and most diverse populations in the nation
- Holds workshops, provides mentorship to young writers, & runs writers' groups
- Competitions and prizes
- Opportunities to publish new authors
- Space to write

TOPIC: Reading and Literacy Framework

- Raising literacy – not for profit organisation focusing on enriching Australian lives through access to quality literacy resources, parent information and community connection. Importance of public libraries in facilitating this.
- Steps in Developing the Literacy Framework – Life Long Learning, Adult Literacy

17.2 DA2023/0012 - CONSTRUCTION OF A MOTEL ACCOMMODATION (23 ROOMS), 28 & 30 MOOLOOBAR STREET, NARRABRI NSW 2390**Responsible Officer:** Donna Ausling, Director Planning and Sustainability**Author:** Günther Weidenmann, Development Planner**Attachments:**

1. **Annexure A - Conditions of Consent** [↓](#) 
2. **Appendix B - Plans of the Development** [↓](#) 
3. **Appendix C - Submissions (Redacted)** [↓](#) 
4. **Appendix D - Applicant's Response to Submissions** [↓](#) 

DELIVERY PROGRAM ALIGNMENT**2 Environment - A sustainable and compatible natural and built environment**

Objective 2.2 An integrated and strategic built environment

Strategy 2.2.2 Support the development of appropriate housing across the Shire

EXECUTIVE SUMMARY

Council is in receipt of Development Application (DA) 2023/0012 which seeks development consent for the construction of motel accommodation on 28-30 Mooloolbar Street, Narrabri (Lots: 11-12 Sec: 2 DP: 758756) which includes:

- 23 rooms for accommodation;
- managers residence;
- office; and
- reception area.

The application has been referred to Council for determination, as:

- The proposal seeks a variation to the *Narrabri Local Environmental Plan 2012*. In particular, the proposed will not meet parking requirement of the DCP Parking Code No. 1 (the development is deficient one (1) car parking spaces when operating at full capacity); and
- Five (5) submissions were received during the public consultation period. The matters raised in the submissions are addressed in a latter Section of this Report.

RECOMMENDATION

1. That Council determine DA 2023/0012 pursuant to Section 4.16 of the Environmental Planning & Assessment Act 1979 by the granting of consent subject to conditions, as detailed in Appendix A 'Conditions of Development Consent – DA 2023/0012'.

BACKGROUND

DA 2023/0012 relates to Lots: 11-12 Sec: 2 DP: 758756, known as 28 - 30 Mooloolbar Street, Narrabri NSW 2390 (see **Figure 1** and **Figure 2** below).



Figure 1 – Aerial Image of the subject allotments, Lots: 11-12 Sec: 2 DP: 758756, known as 28 - 30 Mooloolbar Street, Narrabri NSW 2390.



Figure 2 – Cadastral Image of the subject allotments, Lots: 11-12 Sec: 2 DP: 758756, known as 28 - 30 Mooloolbar Street, Narrabri NSW 2390.

The subject allotments have a property area of approximately 2,022m² and is zoned B4 ‘Mixed Use’ pursuant to the provisions of the *Narrabri Local Environmental Plan 2012* (LEP). The subject land is not prone to bushfire hazards, but is liable to inundation by flooding. There are no other natural hazards known to affect the subject land. There is an item of heritage significance located on the allotments, which is listed in Schedule 5 of the LEP as Railway Station Precinct (Item No. I035). Please note that Development Application (DA 2022/0070) has previously been determined on 24/05/2022 at the May 2022 Ordinary Council Meeting, for the demolition of the Two Storey

Heritage Listed Building, known as the former Imperial Hotel which is located at 30 Mooloolbar Street, Narrabri (Lot: 12 Sec: 2 DP: 758756).

PLANNING ASSESSMENT – MATTERS FOR CONSIDERATION

The assessment of DA 2023/0012 has been undertaken in accordance with Section 4.15(1) of the *Environmental Planning and Assessment Act 1979*, as amended. In determining a development application, a consent authority is to take into consideration the following matters as relevant to the proposal:

Environmental Planning Instruments [S4.15(1)(a)(i)]

The following State Environmental Planning Policy (SEPP) are relevant to the subject DA:

SEPP (Resilience and Hazards) 2021 Chapter 4 – Remediation of Land

The objective of this SEPP is to provide a state-wide planning approach to the remediation of contaminated land. The SEPP requires consideration of previous land uses and promotes the remediation of contaminated land for the purpose of reducing the risk of harm to human health or any other aspect of the environment.

The subject allotments are devoid of any significant vegetation and are located within a residential/business zone in the township of Narrabri. No contaminating activities are known to have been carried out on the subject land. The site is not known to be contaminated and a site inspection did not reveal any visual indications of contamination.

SEPP (Industry and Employment) 2021 - Chapter 3 Advertising and signage

In accordance with Clause 3.4 of the SEPP (Industry and Employment) 2021, Chapter 3 applies to the proposed signage as it will be visible from any public place or public reserve.

Before Council can give consent for the proposed signage, Council must be satisfied that the signage is consistent with the objectives of this Chapter as set out in section 3.1(1)(a), and that the signage subject of the application satisfies the assessment criteria specified in Schedule 5.

The subject development application seeks consent for the erection of business identification signage at the corner of Buri and Mooloolbar Streets. It is intended this signage be lit of a night time allowing visitors to find the motel easily. As per the submitted SoEE, the signage will be on a timer as required under the SEPP Industry & Employment Signage.

The proposal is considered to be consistent with the objectives of this Policy as set out in section 3.1(1)(a) and satisfies the assessment criteria specified in Schedule 5.

Conditions have been included in the Recommended Conditions of Consent to ensure compliance with the SEPP.

Narrabri Local Environmental Plan 2012 (LEP)

The subject land is zoned B4 'Mixed Use' pursuant to the provisions of the LEP. The objectives of this zone are as follows:

- *To provide a mixture of compatible land uses.*
- *To integrate suitable business, office, residential, retail and other development in accessible locations so as to maximise public transport patronage and encourage walking and cycling.*

It is considered that the proposed development will remain consistent with the abovementioned B4 zone objectives, as the development will allow for future development on the subject allotment.

Clause 2.7 - 'Demolition requires development consent'

The structures/buildings located on Lots: 11 Sec: 2 DP: 758756 (28 Mooloobar Street) is not identified in the LEP or State Environmental Planning Policy (Exempt and Complying Development Codes) 2008, as exempt development. Therefore, the demolition requires development consent, which has been sought via DA 2023/0012.

Please note that Consent has previously been obtained for the demolition of the Two Storey Heritage Listed Building, known as the former Imperial Hotel which is located at 30 Mooloobar Street, Narrabri.

Clause 5.10- 'Heritage conservation'

As the subject land contains an item of local heritage significance pursuant to Schedule 5 of the LEP 2012, the provisions under Clause 5.10 are applicable in this instance. Clause 5.10(4) requires Council, before granting consent under this Clause in respect of a heritage item, to consider the effect of the proposed development on the heritage significance of the item concerned.

Council's Consultant Heritage Advisor, Mr Ray Christison, has reviewed the subject application. Council's Advisor supports the proposal subject to conditions, which have been included in the recommended terms of consent.

Clause 5.21 'Flood planning'

Clause 5.21 Flood Planning is applicable to the development, as the property is identified by the LEP as being a flood planning area and as such the provisions of Clause 5.21 shall be applied. A review of Council's WaterRIDE program indicates that the site is not situated in the 100-year flood level. Also, the property levels are above the Flood Planning Level (FLD) and therefore does not require to be constructed above the FLD. The proposed development is also not expected to significantly adversely affect flood behaviour or result in increase in the potential flood affectation of other surrounding development or properties. The development is not likely to adversely affect the environment or cause avoidable erosion, siltation, destruction of riparian vegetation or a reduction in the stability of riverbanks or watercourses. The development is not likely to result in unsustainable social and economic costs to the community as a consequence of flooding.

Therefore, the proposed development is determined as being suitable for the proposed use and compliant with the provisions of Clause 5.21 of LEP.

Clause 6.1 'Earthworks'

In accordance with Clause 6.1 'Earthworks' of the LEP, it is considered that any earthworks associated with the development will be ancillary for which consent is to be given via DA 2023/0012 and will be of minimal environment impact. Standard conditions have also been imposed in the terms of consent to mitigate any impacts that may arise as a result of earthworks, particularly in relation to the prescribed matters under Clause 6.1.

Clause 6.5 'Essential services'

The essential services prescribed under this Clause will be provided as follows:

- The supply of water - Council's reticulated water system is available for connection to the proposed site. Conditions as per comments received from the Engineering Department, has been included in the terms of consent to ensure compliance in this regard.
- The supply of electricity - Electricity is available for connection to the proposed site. A condition has been included in the terms of consent to ensure compliance in this regard.
- The disposal and management of sewage - Council's reticulated sewage system is available for connection to the proposed site. Conditions as per comments received from the Engineering Department, has been included in the terms of consent to ensure compliance in this regard.
- Stormwater drainage or on-site conservation - A condition has been included in the terms of consent to ensure the suitable disposal of stormwater.
- Suitable vehicular access - Suitable access is available. Ingress and egress from the site will be achieved via Buri Street as well as the laneway.

Draft Environmental Planning Instruments [S4.15(1)(a)(ii)]

No draft environmental planning instruments were applicable to the proposed development.

Narrabri Development Control Plan [S4.15(1)(a)(iii)]

The Narrabri Development Control Plan (DCP) is applicable to the proposed development. Of particular relevance are DCP Parking Code No.1, DCP Building Line, Drainage to Buildings DCP and Water Supply to Buildings. An assessment of the proposed development against this section is provided below.

DCP Parking Code No.1

(1) Parking Provisions

Level of provision to comply with RTA Guide to Traffic Generating Developments:

Motel Accommodation (Casual)

The recommended number of off-street car parking spaces is:

- 1 space for each motel unit, plus.
- 1 space per 2 employees.

➤ 24 spaces required

Twenty-three (23) spaces provided onsite in relation to the motel component. It is noted that a minor variation to the DCP is proposed as the development is deficient one (1) car parking spaces when operating at full capacity.

Notwithstanding, it is considered that the proposed variation is acceptable in this instance for the following reasons:

- A standard occupancy rate of 85% are used for motels. It is therefore considered that the development would contain an acceptable level of parking.

- The intended demographic for the motel is travelling works like, mining, farming and rail workers. Generally, these workers are 2 – 3 people per vehicle.

(2) Parking Design

All car parking areas will be sealed and required to be constructed to relevant Australian Standards.

DCP Building Line

Not applicable. Land is zoned B4 'Mixed Use'.

Drainage to Buildings DCP

(1) Roof Water Drainage

A condition has been included in the terms of consent requiring that a stormwater management plan be submitted to Council for approval to ensure that roof water is appropriately managed.

(2) Sanitary Drainage

The proposed development is capable of being connected to Council's sewer infrastructure. Conditions have been included in the terms of consent to ensure that the development is connected to Council's infrastructure. Conditions of consent to be applied in line with comments received from Infrastructure Delivery (Engineering).

Water Supply to Buildings

The proposed development is capable of being connected to Council's water infrastructure. Conditions have been included in the terms of consent to ensure that the development is connected to Council's infrastructure.

Provisions of any Planning Agreement [S4.15(1)(a)(iia)]

Not applicable.

The Provisions of the Regulations [S4.15(1)(a)(iv)]

Suitable conditions have been included in the terms of consent to ensure that demolition work is carried out in accordance with AS 2601-1991: 'The demolition of structures'.

The Likely Impacts of the Development [S4.15(1)(b)]

Impacts on the Natural Environment

The proposed development is unlikely to have adverse impacts on the natural environment. No clearing is proposed as a part of the development.

Impacts on the Built Environment

The impacts of the proposed development on the surrounding built environment have been considered in detail as part of the assessment of the subject application. The subject land has been suitably zoned and no land use conflicts are expected in terms of visual, acoustic, privacy, overshadowing or views as a result of the development.

Cumulative Impacts

The potential impacts of the proposal on the locality have been considered in detail during the assessment of the DA and within this Report. The cumulative impacts of the proposed development are deemed to be acceptable in this instance.

The Suitability of the Site for the Development [S4.15(1)(c)]

The subject site is considered suitable for the proposed development for the following reasons:

- The subject sites are zoned B4 'Mixed Use' in accordance with the provisions of the Narrabri Local Environmental Plan 2012 (LEP). It is considered that the proposed development will remain consistent with the B4 zone objectives, as the development will provide a mixture of compatible land uses.; and
- The proposed development is capable of being connected to all essential services.

Any Submissions made in accordance with the Act or Regulations [S4.15(1)(d)]

The proposal was neighbour notified and advertised in accordance with the Council's Community Participation Plan from 16 August 2022 until 30 August 2022. During the public consultation period for DA2023/0012, five (5) submissions were received outlining objections and concerns relating to the proposed development. The main issue raised within the submissions is the effect that the proposed development will have on neighbouring properties regarding noise and traffic generation.

A copy of the submissions, with all identifying information removed, is attached as **Appendix C** to this Report.

A response to the submissions was received from the applicant on 15 September 2022 and all relevant planning issues addressed (**Appendix D**).

The Public Interest [S4.15(1)(e)]

The proposed development is permissible with consent pursuant to the Narrabri Local Environmental Plan 2012. The proposed motel development is not expected to have a significant or detrimental impact, and will contribute to the vibrancy of the Narrabri West. The issues raised by adjoining landholders during the notification period may be addressed via the imposition of suitable conditions of development consent. The proposed development is expected to result in positive environmental impacts, and as such the development is considered to be in the public interest as it will provide additional employment opportunities and accommodation in the Narrabri Shire.

FINANCIAL IMPLICATIONS

There are no financial considerations to Report at this time.

CONSULTATION

The proposal was neighbour notified and advertised in accordance with the Council's Community Participation Plan from 16 August 2022 until 30 August 2022. During the public consultation period for DA2023/0012, five (5) submissions were received.

Internal consultation was also carried out as a part of the assessment of DA 2023/0012 with Council's Water Services Manager, Manager Design Services Director, Building Surveyor and Consultant Heritage Advisor. Conditions have been incorporated into the recommended terms of consent in line with the advice received from the aforementioned Council Officers.

The development application was also referred to Essential Energy for comments/conditions due to the development being in close proximity to electricity infrastructure. However, due to reporting deadlines for this month's Council Meeting, the external referral processes are yet to be completed and no comments/conditions has been received from Essential Energy. It is therefore considered to include a deferred commencement condition under Section 4.16(3) of the Environmental Planning and Assessment Act 1979, requiring the development to satisfy the requirements as set out by Essential Energy.

CONCLUSION

All heads of consideration under Section 4.15 of the *Environmental Planning and Assessment Act 1979*, as amended, have been addressed throughout the assessment of this application. The application is presented to Council for final determination as a variation is proposed to a development standard under the DCP Parking Code No.1; and, five (5) submissions were received during the public consultation period. Notwithstanding, the proposed variation is considered to be acceptable in this instance as detailed throughout this Report.

Therefore, it is recommended that Council approve DA2023/0012 subject to the recommended conditions of development consent included as **Appendix A** at the end of this Report.

OPTIONS

1. Grant consent subject to the conditions listed in Appendix A to this Report; or
2. Refuse the application, providing reasons for Council's refusal

DEVELOPMENT CONSENT CONDITIONS**SCHEDULE A – DEFERRED COMMENCEMENT CONDITIONS**

This is a 'Deferred Commencement Consent' under Section 4.16(3) of the *Environmental Planning and Assessment Act 1979*. This consent does not become operative until comments/conditions has been received from Essential Energy.

Upon compliance with the issues under Schedule 'A', then the consent shall become operative from a "Date of Endorsement" subject to the conditions listed in Schedule 'B' and any additional conditions arising from the requirement of Schedule 'A'.

Deferred Commencement Condition

1. The proposed development will be required to comply with all the comments/conditions as set out by Essential Energy. Should Essential Energy require any modifications to the proposal, then a Section 4.55 modification to DA 2023/0012 will be required to be lodged.

SCHEDULE B - SCHEDULE OF DEVELOPMENT CONSENT CONDITIONS

General Conditions

Approved Plans & Documents

1. The development being carried out in accordance with the development application, the documents referenced below, except where amended by the following conditions.

TITLE	REFERENCE	PREPARED BY	REVISION	DATE
Statement of Environmental Effects		Hill Lockart Architects		08/08/2022
Floor Plan and Site Plan	W0122 DA101	Hill Lockart Architects	B	02/08/2022
Elevations	W0122 DA102	Hill Lockart Architects	B	02/08/2022
Section, Elevation and Sign Detail	W0122 DA103	Hill Lockart Architects	B	02/08/2022
Typical Unit Layouts (1)	W0122 DA201	Hill Lockart Architects	B	02/08/2022
Typical Unit Layouts (2)	W0122 DA202	Hill Lockart Architects	B	02/08/2022
Typical Unit Layouts (3)	W0122 DA203	Hill Lockart Architects	B	02/08/2022
Response to submission and Request for Additional Information		Hill Lockart Architects		Undated

(Reason: To ensure that the form of the development undertaken is in accordance with the determination of Council)

Plans on Site

2. A copy of all stamped approved plans, specifications and documents (including the Construction Certificate if required for the work incorporating certification of conditions of approval) must be kept on site at all times so as to be readily available for perusal by any officer of Council or the Principal Certifying Authority.

(Reason: To ensure that the form of the development undertaken is in accordance with the determination of Council)

Compliance

3. The Applicant must put in place a management system, and take reasonable steps, to ensure that employees, contractors and sub-contractors are aware of, and comply with, the conditions of this consent relevant to their respective activities.

(Reason: To ensure all workers on site are aware of approval obligations)

Obligation to Minimise Harm to the Environment

4. The Applicant/Owner/Operator shall implement all practicable measures to prevent and/or minimise any harm to the environment that may result from the operation and/or rehabilitation of the development.

(Reasons: To ensure the development is carried out in an environmentally responsible manner)

Essential Energy

5. Any development in proximity to Essential Energy's electrical infrastructure shall comply with the latest industry guideline, currently known as *ISSC 20 Guideline for the Management of Activities within Electricity Easements and Close to Infrastructure*. Approval may be required from Essential Energy should activities within the property encroach on the electricity infrastructure.

(Reason: To ensure safety and the management of risk.)

Operational Conditions imposed under EP&A Act and Regulations and other Relevant Legislation**Building Code of Australia**

6. All building work must be carried out in accordance with the provisions of the Building Code of Australia and any Australian Standards adopted thereunder.

(Reason: Prescribed – Statutory)

Disability Discrimination Act

7. This approval does not provide any indemnity to the owner or applicant under the *Disability Discrimination Act 1992* with respect to the provision of access and facilities for people with disabilities.

(Reason: To ensure the applicant and owner is aware of their statutory responsibilities under the *Disability Discrimination Act 1992*)

Conditions that must be Completed Prior to Issue of a Construction Certificate**Section 68 Applications/Approvals**

8. Prior to the issue of any Construction Certificate, evidence shall be provided to demonstrate that approval from Council pursuant to Section 68 of the *Local Government Act 1993* for any water supply, sewerage, and/or stormwater drainage works has been obtained.

(Reason: Statutory requirement).

Payments & Fees**Long Service Levy**

9. Prior to the issue of any Construction Certificate evidence is to be provided demonstrating that payment of the prescribed Long Service Levy fee has been made.

(Reason: To ensure that the requirements of the Long Service Levy Corporation are satisfied).

Section 7.12 Contributions (Formerly S. 94A)

- 10. Pursuant to Section 7.12(1) of the *Environmental Planning and Assessment Act 1979* and in accordance with the *Narrabri Shire Council Section 7.12 Fixed Development Consent Levies Contributions Plan 2011*, a levy of **\$29,562.04** shall be paid to Council in respect of the development, being 1% of the cost of carrying out the development as determined by Council in accordance with the plan. Documentary evidence demonstrating payment of the above levy is to be provided to the Accredited Certifying Authority prior to the issue of any Construction Certificate.

(Reason: To provide funding for provision of community services and facilities)

Headworks Contributions

- 11. Prior to the issue of the Construction Certificate, the provisions of Section 64 of the *Local Government Act 1993* as specified in the following table is to be paid to Council as the Water Management Authority. Documentary evidence shall be provided to the Certifying Authority that that the contributions set out in column (C) has been paid in full.

Contribution type	Amount per lane (2022/23)	Total (C)
Water (0.3 Equivalent Tenements (ET) per room)	\$4,220.00 x 0.3 ET x 23 Rooms	\$29,118.00
Sewer (0.45 Equivalent Tenements (ET) per Room)	\$6,370.00 x 0.45 ET x 23 Rooms	\$65,929.50
Total:		\$95,047.50

Note: Council’s fees and charges (including Water & Sewer Headwork’s Contribution Plans charges) are reviewed each June in accordance with CPI fluctuations and the fees quoted may be varied in accordance with that review.

Water

- 12. Clarification on the size of the water service required for the development needs to be provided to Council prior to the issue of a Construction Certificate. It is noted that there are two water services available. One of these water services will need to be nominated as the proposed service point, as only a single metered water supply service shall be provided for the development. An application to disconnect a water connection will need to be made to Council for the other service.

(Reason: To ensure that the development has an adequate water supply.)

Sewer

- 13. A single sewer service shall be provided for the development. It is noted that there are two sewer services available. One of these sewer services will need to be nominated as the proposed service point and an application to disconnect a sewer service will need to be made to Council for the other service.

(Reason: To ensure that the development has an adequate sewer service.)

Stormwater Infrastructure

- 14. Given the size of the development and the increase of impermeable ground (i.e. concrete), a stormwater management plan will be required to be submitted to Council for approval. The developer must engage a Chartered Professional Engineer to design the stormwater system. The Engineer must submit calculations and plans that:
 - (a) Are designed in accordance with:
 - (i) AS3500.3 – Stormwater Drainage
 - (ii) Narrabri Shire Council Design Specifications

- (b) Indicate location of other services (existing and proposed)
- (c) Identify overland flow paths
- (d) Identify surface drainage and catchment areas
- (e) Identify connections to the existing stormwater network (or discharge directly to the Narrabri Creek)
- (f) Pit size and type
- (g) Pit details
- (h) Submit a longitudinal section which must include:
 - (i) Chainages to stormwater pits
 - (ii) Existing and proposed surface levels
 - (iii) Pipe invert levels
 - (iv) Depth to invert
 - (v) Pipe size, material and class
 - (vi) Pipe grades
 - (vii) Location of other service crossings

It should be noted that any proposed use of detention/retention basins must include calculations of discharge flowrates and identify the safety provisions being implemented.
The submission of this information is required prior to the issue of a Construction Certificate.

(Reason: Statutory provision and Council requirement being the appropriate regulatory authority)

Vehicle Access

15. Vehicle accesses shall be constructed in accordance with Council specifications (i.e. full width concrete driveway) from the kerb alignment on Buri Street to the property boundary. A 'Request for Urban Driveway Inspection' Form is required to be completed by the developer prior to construction.

(Reason: Statutory requirement)

Archival Record

16. Prior to the issue of a Construction Certificate, photographic record of the existing structures on the site be made and submitted to council. This should include a plan showing the location of the buildings on both blocks.

(Reason: To ensure that an appropriate and accurate record of the building is made.)

Conditions That Must Be Addressed Prior To Commencement of Any Works

Waste Management Plan

17. A Waste Management Plan (WMP) is to be prepared by a consultant suitably qualified and experienced in the preparation of WMPs, providing details of waste type, estimated volumes and disposal methodology. The WMP is to be submitted to and approved by Council prior to demolition.

(Reason: To ensure waste from the demolition is appropriately managed to not cause pollution and to ensure waste is managed in accordance with the hierarchy of avoid, recovery and disposal.

Construction Certificate

18. No works shall commence on site until such time as a Construction Certificate has been issued for either part or all of the works. If a certificate is issued for part of the works it must cover the works being undertaken onsite.

Note: A Construction Certificate issued by an Accredited Certifying Authority must be deposited with Council at least 48 hours prior to the commencement of any earthworks, engineering or building work on the site.

(Reason: Prescribed Statutory)

Sediment and Erosion Control

19. Where construction or excavation activity requires the disturbance of the soil surface and existing vegetation, adequate measures for erosion and sediment control shall be provided. As a minimum control techniques are to be in accordance with 'The Blue Book' published by Landcom provisions on Erosion and Sediment Control, or a suitable effective alternative method.

All required sedimentation control techniques are to be properly installed prior to the commencement of any site works and maintained in a functional and effective condition throughout the construction activities until the site is stabilised.

(Reason: To protect the environment from the effects of sedimentation and erosion from development sites)

Site Facilities

20. Toilet facilities must be provided on the work site at the rate of one toilet for every 20 persons or part of 20 persons employed at the work site.

Each toilet provided must:

- (a) be a standard flushing toilet, connected to a public sewer, or
- (b) if connection to a public sewer is not available, to an on-site effluent disposal system approved by the council, or
- (c) a portable toilet

The provision of toilet facilities must be completed before any other work is commenced.

(Reason: To ensure the health and safety of the community and workers on the site)

Site Sign

21. A sign must be erected in a prominent position on any work site on which work involved in the erection or demolition of a building is being carried out:

- (a) stating that unauthorised entry to the work site is prohibited;
- (b) showing the name of the principal contractor (or person in charge of the work site), and a telephone number at which that person may be contacted at any time for business purposes and outside working hours; and
- (c) showing the name, address and telephone number of the Principal Certifying Authority for the work.

Any such sign must be maintained while building work or demolition work is being carried out, but must be removed when the work has been completed.

(Reason: Statutory requirement)

Conditions That Must Be Complied with during Demolition and Building Works

Construction Hours

22. Unless otherwise approved by Council any person acting on this consent shall ensure that construction works involving electric or pneumatic tools, or other noisy operations, shall be restricted to the following hours:

(a)	Monday to Saturday (inclusive)	7.00am to 6.00pm,
(b)	Sunday	Nil
(c)	Public Holidays	Nil

(Reason: To ensure that works do not interfere with reasonable amenity expectations of residents and the community)

Prohibition on Use of Pavements

23. Builder's sheds, waste containers and building materials to be utilised during construction shall be stored entirely within the site during the construction phase. Equipment must not be operated on the footpath or roadway, unless prior written approval has been obtained from council. All waste must be appropriately disposed of to a waste management facility and temporary building structures removed before the issuing of the Occupation Certificate.

(Reason: To ensure that public places and road reserves are not obstructed)

Protection of Aboriginal relics

24. The unanticipated discovery of substantial or potentially significant relics should be reported immediately to Narrabri Shire Council. Work should cease in the affected area until it can be inspected and recorded by an archaeologist. Note: Section 146 of the Heritage Act 1977 states that the accidental discovery of relics should be reported immediately to the NSW Heritage Office (Heritage Act 1977, section 146). The Heritage Act 1977 defines a relic as follows:

"relic" means any deposit, artefact, object or material evidence that: (a) relates to the settlement of the area that comprises New South Wales, not being Aboriginal settlement, and (b) is of State or local heritage significance

(Reason: To ensure the protection of objects of potential significance during works.)

Cost associated with Council property/infrastructure

25. The applicant shall bear the cost of all restoration works to Council's property damaged by the applicant or his/her contractors during the course of this development and the cost of all works associated with the development that occur on Council property.

(Reason: To ensure protection of public infrastructure)

26. Any necessary alterations to, or relocations of, utility services must be carried out at no cost to Council or the relevant public authority. All public footways, foot paving, kerbs, gutters and road pavement damaged during the works are to be restored to match existing conditions at the Developer's expense.

(Reason: To ensure costs associated with the development are not transferred public authorities).

27. The footpath and driveway levels are not to be altered outside the property boundary without Council's permission.

(Reason: To protect Council's assets)

Plumbing and Drainage

28. All plumbing and drainage work must be carried out by a licensed plumber and drainer and must comply with the Plumbing Code of Australia.

(Reason: Statutory requirement)

Mandatory Inspections

29. All mandatory inspections required by the Environmental Planning and Assessment Act 1979 and any other inspections deemed necessary by the Principal Certifying Authority are to be notified to the developer (providing no less than 24 hours' notice) and carried out during the relevant stages of construction.

(Reason: Statutory requirement)

Environmental Management

30. The development site is to be managed for the entirety of the work in the following manner:
- (a) Erosion and sediment controls are to be maintained until the development is complete and the site stabilised with permanent vegetation;
 - (b) Appropriate dust control measures; and
 - (c) Construction equipment and materials shall be contained wholly within the site unless approval to use the road reserve has been obtained.

(Reason: To protect the amenity of the area)

Demolition

31. All demolition works are to be carried in accordance with AS 2601-2001 *Demolition of Structures*, with all waste being removed from the site.

All demolition work shall be carried out strictly in accordance with following:

- (a) The person acting with this consent shall notify adjoining residents seven (7) days prior to demolition. The notification shall be made in writing on A4 size paper and clearly specify the location of the demolition, date it is to commence and the individual or company to carrying out the work. This notification shall be placed in the letter box of every premise (including residential flat or unit, if any) either side, immediately at the rear of and directly opposite the demolition site.
- (b) Written notice is to be given to Council prior to the commencement of any demolition work. The written notice shall include the date demolition work will commence and detail the name, address, business, home, contact phone number and licence number of the demolisher. The following building inspections must be undertaken by Council / Certifying Authority:
 - (i) A pre commencement inspection when all the site works are installed on the site and prior to demolition commencing.
 - (ii) A final inspection when the demolition works have been completed.
- (c) Prior to demolition, the applicant must erect a sign at the front of the property with the demolisher's name, licence number, contact number and site address.
- (d) Prior to demolition, the applicant must erect a 1.8m high temporary fence, hoarding between the work site and any public property (footpaths, road, reserves etc). Access to the site must be restricted to authorised persons only and the site must be secured against unauthorised entry when work is not in progress or the site is otherwise unoccupied.
- (e) The hours of demolition work are limited to between 7:00am and 6:00pm on weekdays. No demolition work is to be carried out on Saturdays, Sundays or public holidays.
- (g) Hazardous or intractable wastes arising from the demolition process must be removed and disposed of in accordance with the requirements of WorkCover New South Wales and the Department of Environment and Climate Change NSW.

- (h) Demolition procedures must maximise the reuse and recycling of demolished materials in order to reduce the environmental impacts of waste disposal.
 - (i) During demolition, public property (footpaths, roads, reserves etc) must be clear at all times and must not be obstructed by any demolished material or vehicles.
 - (j) All vehicles leaving the site with demolition materials must have their loads covered and vehicles must not track soil and other materials onto public property (footpaths, roads, reserves etc) and the footpaths must be suitably protected against damage when plant and vehicles access the site.
 - (k) The burning of any demolished material on site is not permitted and offenders will be prosecuted.
 - (l) Care must be taken during demolition to ensure that existing services on the site (ie, sewer, electricity, gas, and phone) are not damaged. Any damage caused to existing services must be repaired at by the relevant authority at the applicant's expense.
 - (m) Suitable erosion and sediment control measures in accordance with the Soil and Water management plan must be erected prior to the commencement of demolition works and must be maintained at all times.
 - (n) If the property was built prior to 1987 an asbestos survey prepared by a qualified occupational hygienist is to be undertaken. If asbestos is present then:
 - (i) A WorkCover licensed contractor must undertake removal of all asbestos.
 - (ii) During the asbestos removal a sign "DANGER ASBESTOS REMOVAL IN PROGRESS" measuring not less than 400 mm x 300 mm is to be erected in a visible position on the site to the satisfaction of Council.
 - (iii) Waste disposal receipts must be provided to Council / Certifying Authority as proof of correct disposal of asbestos laden waste.
 - (iv) All removal of asbestos must comply with the requirements of SafeWork NSW and Narrabri Shire Council.
 - (v) An asbestos clearance certificate prepared by a qualified occupation hygienist must be provided at the completion of the demolition works.
- (Reason: To ensure the long term health of workers on site and occupants of the building is not put at risk unnecessarily)

Excavation and Earthworks

32. If the development involves any excavation that extends below the level of the base of the footings of a building, structure or work (including any structure or work within a road corridor) on adjoining land, the person having the benefit of the development consent must, at the person's own expense:
- (a) Protect and support the building, structure or work from possible damage from the excavation; and
 - (b) Where necessary, underpin the building, structure or work to prevent any such damage.
- (Reasons: Prescribed condition pursuant to Clause 74 of the *Environmental Planning and Assessment Regulation 2021* and Council requirement to preserve the stability of adjoining roads/public spaces)
33. Any fill placed on the allotment shall be compacted in accordance with AS3798-2007 *Guidelines for Earthworks for Commercial and Residential Developments*.
- (Reason: To ensure fill is adequately compacted in line with adopted industry standards.)
34. The only waste derived fill material that may be received at the development site must be:
- (a) Virgin excavated natural material, within the meaning of *the Protection of the Environment Operations Act 1997*; and
 - (b) Any other waste-derived material the subject of a resource recovery exemption under clause 91 of the *Protection of the Environment Operations (Waste) Regulation 2014* that is permitted to be used as fill material.
- (Reason: To ensure appropriate fill is used in accordance with legislative requirements).

35. All earthworks, filling, building, driveways or other works are to be designed and constructed (including stormwater drainage if necessary) to ensure that at no time any ponding of stormwater occurs on the subject site or adjoining land as a result of this development. Design must also ensure that no diversion of runoff occurs onto adjoining properties.

(Reasons: To protect the amenity of the area and to ensure compliance with the *Local Government Act 1993*).

36. Unless otherwise approved by this development consent the maximum height of all fill shall be 1 metre above the natural ground level and no fill shall be placed on the land within 1 metre of adjoining property boundaries unless retained. Where retaining walls are not used to hold the fill in place, the edges of the fill shall have a gradient that does not exceed the following:

- (a) 1:3 any fill adjoining side boundaries;
- (b) 1:4 any fill adjoining a rear boundary; and
- (c) 1:6 any fill adjoining a boundary with a public road.

All fill batters are to be stabilised and maintained to prevent surface erosion which may affect the stability of the site or create dust hazards for adjoining properties. All fill is to be sourced from a reputable supplier. No soil subject to contamination is to be used as fill in conjunction with this development.

(Reason: To ensure compliance with Council's Landfill Development Control Plan).

37. Any soil/water retention structures are to be constructed prior to the bulk stripping of topsoil to ensure sediment from the whole site is captured.

(Reason: To minimise construction impact on adjoining properties).

Conditions which must be complied with prior to Issue of Occupation Certificate

Occupation Certificate

38. The building is not to be used or occupied until a final inspection has been carried out and an Occupation Certificate has been obtained from the Principal Certifying Authority.

(Reason: To ensure the requirements of the *Environmental Planning & Assessment Act 1979* are satisfied)

Water Supply

39. Prior to the issue of any Occupation Certificate, evidence shall be provided to demonstrate that the development has been connected to the reticulated water supply in accordance with the Section 68 Approval and to Council's satisfaction (as water supply authority).

(Reason: To ensure appropriate water supply and compliance with the Australian Standard & Local Authority requirements)

Connection to Reticulated Sewerage System

40. Prior to the issue of any Occupation Certificate, evidence shall be provided to demonstrate that the development has been connected to Council's reticulated sewerage system in accordance with the Section 68 Approval and to Council's satisfaction (as the sewerage authority).

(Reason: To ensure appropriate disposal of effluent and compliance with the Australian Standard & Local Authority requirements)

Stormwater Connection/Drainage

41. Prior to the issue of any Occupation Certificate, evidence shall be provided to demonstrate that the development has been connected to the stormwater system in accordance with the Section 68 Approval and to Council's satisfaction (as stormwater authority).

(Reason: To ensure appropriate disposal of stormwater and compliance with the Australian Standard & Local Authority requirements)

Consolidation

42. Prior to the issue of an Occupation Certificate, Lots: 11-12 Sec: 2 DP: 758756 shall be consolidated. Documentation confirming the registration of the consolidation of the allotments shall also be provided to Council prior to the issue of an Occupation Certificate.

(Reason: To confirm the terms of Council's consent and to ensure that the development is wholly contained within a single allotment.)

Vehicle Access

43. Prior to the issue of an Occupation Certificate evidence shall be provided from the roads authority that any kerb, crossover or driveway has been completed to the satisfaction of the relevant roads authority.

(Reason: Statutory requirement)

Air Conditioning Units

44. All external plant, such as air conditioning units, is to be screened from view of the street or adjoining residential properties.

(Reason: To protect the amenity of the area)

Conditions which must be complied with During Use/Occupation of the Development**Annual Fire Safety Certification**

45. The owner of the building shall provide an Annual Fire Safety Statement to the Council every year that to certify that the essential services installed in the building for the purpose of fire safety have been assessed and inspected by a competent fire safety practitioner and at the time of inspection are capable of operating to the required minimum standard. The purpose of this condition is to ensure that there is adequate safety of persons in the building in the event of fire and for the prevention of fire, the suppression of fire and the prevention of spread of fire.

(Reason: Statutory requirement)

Access and Parking

46. All traffic movements in and out of the development site are to be in a forward direction.

(Reason: To ensure appropriate and safe access to the site)

47. All line marking for the onsite car parking areas and footpath areas are to be maintained in visible condition at all times.

(Reason: To ensure appropriate and safe access to and within the site)

Complaint Management

48. The Applicant/Owner shall record details of all complaints received in a Complaints Register. The Register shall record, but not necessarily be limited to:

- (a) The date and time, where relevant of the complaint;
- (b) The means by which the complaint was made (telephone, mail or email);
- (c) Any personal details of the complainant that were provided, or if no details were provided, a note to that effect;
- (d) The nature of the complaint;
- (e) Any action(s) taken by the Applicant/Owner in relation to the complaint, including any follow-up contact with the complainant; and
- (f) If no action was taken by the Applicant/Owner in relation to the complaint, the reason(s) for no action being taken.

The Complaints Register shall be made available for inspection by the Council upon request. The Applicant/Owner shall also make summaries of the Register, without details of the complainants, available for public inspection.

(Reasons: To ensure the amenity of the surrounds is maintained)

Noise

49. At no time shall the use of the motel accommodation give rise to 'offensive noise' as defined under the *Protection of the Environment Operations Act 1997*.

(Reason: To protect the amenity of the locality)

Lighting

50. All external lighting shall comply with the provisions of *Australian Standard 4282-1997 – 'Control of the obtrusive effects of outdoor lighting'*.

(Reason: To protect the amenity of the area)

Signage

51. The signage approved by this consent must not obstruct the sight lines of, or interfere with, any traffic control device. The sign can only be illuminated between the hours of 7 am and 10 pm on any day.

(Reason: To protect the amenity of the area and to ensure appropriate forms of signage that are consistent with Council's controls and those that are desired for the locality, and do not interfere with amenity of nearby properties)

Waste Management

52. Garbage storage areas must be adequately screened from public view.

(Reason: To protect the amenity of the area)

53. All waste bins left on the road verge for collection must be returned to their approved storage areas on the site within 24 hours after collection day.

(Reason: To ensure the visual amenity of the streetscape is maintained)

Local Amenity

54. The development site is to be maintained in a clean and tidy manner, at all times.

(Reason: To protect the amenity of the area)

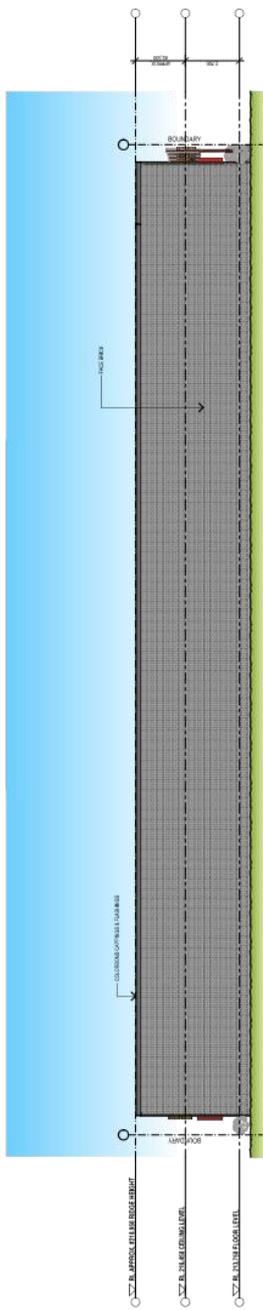
THIS DRAWING MUST NOT BE TO SCALE
 1:50
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PROPOSED MOTEL
 FOR MR & MRS ROBIN FINLEY
 28 WOODCOBUR STREET HAMBURGI

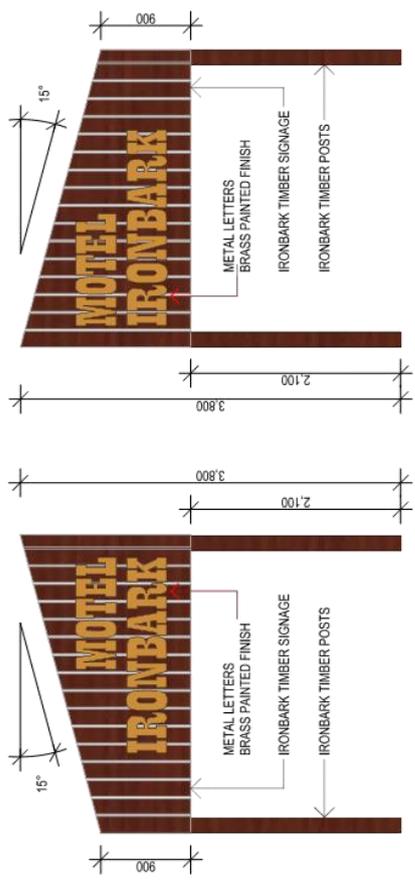
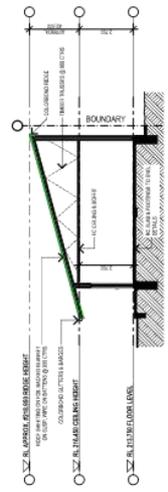
HILLOCKART ARCHITECTS

SECTION ELEVATION & SIGN DETAIL

DATE	DESCRIPTION
10/01/2022	ISSUED FOR PERMIT



NORTH WEST ELEVATION
 VIEW FROM LANEWAY
 SCALE 1:100 @ A1



PRELIMINARY COPY ONLY
 NOT TO BE USED FOR CONSTRUCTION PURPOSES

THIS DRAWING MUST BE TO SCALE
 1:25
 1:50
 1:100
 1:200

PROPOSED HOTEL
 FOR MR & MRS ROBIN FINLEY
 28 WOODCOBUR STREET HANGARBI

ARCHITECTS
 HILLOCKART ARCHITECTS
 10/11 WOODCOBUR STREET HANGARBI
 HANGARBI
 08 9422 1111
 www.hillockart.com.au

DATE: 10/11/2022
 DRAWN BY: J. DAVIS
 CHECKED BY: J. DAVIS
 SCALE: 1:25 @ A1

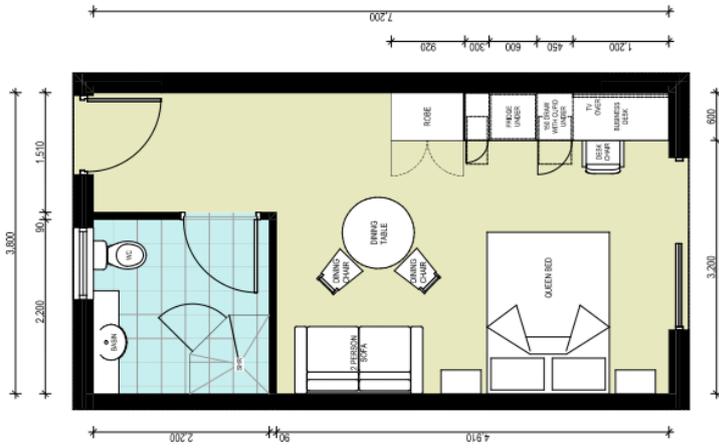
ROOM TYPES	QUANTITY
STANDARD SITES	03
DELUXE SUITES	03
DELUXE SUITES	02
ACCESSIBLE SUITES	02
PAK. SUITES	01
TOTAL SUITES	012

PUBLIC AREAS

LIBRARY OFFICES OFFICE/RECEPTION	0300
RECEPTION	1000
BAR	1000
TOTAL	5000

CAR PARKING

STANDARD CAR SPACES	027
ACCESSIBLE CAR SPACES	02
TOTAL CAR SPACES	029



HILLOCKART ARCHITECTS

10/11 WOODCOBUR STREET HANGARBI
 HANGARBI
 08 9422 1111
 www.hillockart.com.au

DATE: 10/11/2022
 DRAWN BY: J. DAVIS
 CHECKED BY: J. DAVIS
 SCALE: 1:25 @ A1

PRELIMINARY COPY ONLY
 NOT TO BE USED FOR CONSTRUCTION PURPOSES

Re: DA2023/0012

23 Room New Motel, Lot 11 & 12 Sec 2 DP 758756

We refer to your letter 11 August 2022 advising of a Development Application for a 23-room new motel at 28 and 30 Mooloobar St, Narrabri NSW 2390.

Whilst we do not object to this development application, we would like to submit the following information for council to consider when determining the outcome of the application.

WAY church facilitates numerous activities throughout the week. All of these activities involve families and young children and as such it is imperative that extra care be taken by the applicant to ensure construction machinery, equipment and other vehicles in no way increase the risk to our users.

With recent renovations to the Wilga Hotel and the popularity of the Pirate Park amongst families in addition to a new 23-room motel, we would suggest that vehicle traffic will in fact increase and would ask council to consider the addition of a pedestrian crossing to provide safe access to all pedestrians utilising facilities located in the Mooloobar and Buri Street areas.

Kind Regards

**New 23 Room Motel on Lot 11 & 12 Sec 2 DP 758756, 28 &
30 Mooloobar Street NARRABRI NSW 2390**

PAN

PAN-251345

Council unique identification number

DA2023/0012

Address

28 Mooloobar Street Narrabri 2390

Type of development

Hotel or motel accommodation

Type of application

Development Application

Number of dwellings / units proposed

24

Exhibition start - end date

16/08/2022 - 30/08/2022

Consent authority name

Narrabri

Submission

I strongly believe Narrabri does not need yet another motel. Narrabri is very well serviced for motels, hotels and caravan type accommodation. As a local driving around, there are always vacancies available on any given night. Furthermore, to place a motel in this area is just the wrong location. 28-30 Mooloobar Street and surrounds is a quiet area with a kid's park nearby as well as the Narrabri Christian Fellowship building next door. This area does not need the extra traffic and noise a motel will certainly bring. Sure, you can knock down the heritage listed building that's been condemned on the site but don't build a motel in its place. What Narrabri is in desperate need of is more affordable housing. What about building some rental housing or giving first home buyers the chance to build their own home on the land instead? A motel built on this site in my opinion would be a mistake and an example of putting profits before people.

Submission for Development Application for Hotel or motel accommodation at 28-30 Mooloobar Street, Narrabri

Our view on the application: Strongly oppose

Our submission:

On behalf of a welfare organisation in Narrabri, we oppose this development application. Narrabri is a town which is experiencing a sharp rise in rental rates combined with a dire shortage in rental accommodation available. As a result of this situation, for some time now, we have seen firsthand, how more and more people are being driven to homelessness or are living in unsustainable circumstances. Thus, in a residential area such as this, the answer is to build housing and definitely not a motel. Being in the type of community organisation we are in; we will not support such a development which will have no positive impact on helping alleviate the housing crisis many people are facing in the township of Narrabri.

**New 23 Room Motel on Lot 11 & 12 Sec 2 DP 758756, 28 &
30 Mooloobar Street NARRABRI NSW 2390**

PAN

PAN-251345

Council unique identification number

DA2023/0012

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Submission against the proposed development of a
motel at 28-30 Mooloobar Street, Narrabri

This site is not an appropriate place for a motel. I live near the proposed development and certainly do not want the extra noise and traffic which will certainly come with a motel. I have also spoken with my neighbours and we all share the same view. The place where we live is residential and does not need any further development. The pub, post office and corner store is enough development for our area. A couple of new houses on this land would be ideal but not a motel. That's really what Narrabri needs is more houses and not more motels.

HILLOCKARTARCHITECTS

Principal: Greg Hill B.Sc (Arch) A.I.A.

A.B.N. 27 304 331 062
GREGORY HILL ARCHITECTS PTY. LTD. A.C.N. 060 766 403
TRADING AS
NSW ARCHITECTS REGISTRATION BOARD NO:
GREG HILL 5660
BOARD OF ARCHITECTS QLD:
GREG HILL 3524

The General Manager

Narrabri Shire Council PO BOX 261

Narrabri NSW 2390

Attention: PLANNING & DEVELOPMENT DEPARTMENT

Dear Sir/Madam

Re: **PROPOSED "IRONBARK MOTEL"**

This letter is in response to Councils RFI dated 7th September 2022.

Parking:

Council's Request for More Information,

Please be advised that the proposal does not currently meet the parking requirement as set out under the RTA's Guide to Traffic Generating Developments for Motel Accommodation. The recommended number of off street car parking spaces are:

- 1 space for each motel unit, plus.
- 1 space per 2 employees.

Response:

The proposal for parking will require one council concession parking space required for the approval.

The use on this concession carpark will be minimal given the standard occupancy rate of 85% used for motels. This motel will generally never see 100% occupancy with 1 car to one person rate. The intended demographic for the motel is travelling works like, mining, farming and rail workers. Generally, these workers are 2 – 3 people per vehicle. The intended guests therefore will mean the motel will rarely see a full carpark at 100% occupancy.

Employees will be a husband and wife who will run the facility, only requiring 1 car space. Cleaning contractors will be only onsite during off peak times, usually while the guests are out during the day.

We therefore believe the car spaces provided should be ample for the motels use 99% of the time, on the odd occurrence we ask for 1 concession on street car park be allocated for the motel.

DEVELOPMENT CONTROL PLAN - PARKING CODE No 1

Requirement 3:

asks for a levee of \$1,000.00 be paid to council for the shortfall carparking, at councils discretion.

HILLOCKARTARCHITECTS

Principal: Greg Hill B.Sc (Arch) A.I.A.

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WAY Church Response (1):

The main intended guest being mining, farming & rail workers, will see the peak traffic times being early morning and late afternoon movements. Occupancy rates within the motel will generally not be over weekend periods as workers return home. This means the peak times for Pirate Park usage being afternoons and weekends will see minimal impact on traffic flows from the motel itself during these times.

The consideration of a pedestrian access is at councils' discretion; however, we believe this to be unnecessary.

Objection 2 response:

Narrabri's newer motels like the "southern Cross" & "The Club Motor Inn" as examples, usually see high occupancy rates year-round. Motels to this standard are not located to the western side of Narrabri as the proposed is. The support and interest received from out of town workers who visit the Wilga hotel has been sufficient for the owners to propose the Ironbark Motel. If they did not believe the occupancy would be financially viable the project would not have progressed.

The DCP permits the Motel with the zoning, the developer reserves the right to develop the site as documented within councils' guidelines.

The noise generated by a motels is minimal in nature, guest are using the motel for sleep and require the area to be quiet and not generate noise.

Traffic flows have been considered, hence why we have maintained two points of entry / exit. The main traffic in the area is on Mooloobar Street from which the Motel does not require vehicle access.

Mooloobar street access was considered but we believe "Buri Street" access will minimise the local traffic congestion and provide safer entry and exit for the development.

Objection from Welfare Org (3):

The DCP permits the Motel with the zoning, the developer reserves the right to develop the site as documented within councils' guidelines. Recent inflation rises are out of the control of the developer.

Objection 4:

The site is appropriate for a motel because of its location close proximity to "Yarrie Lake Rd" which is one of the main western exits from Narrabri. This proposal will be a welcome accommodation for farming, mining & railway workers. Again, as per the above objection 2, the DCP permits the Motel with the zoning, the developer reserves the right to develop the site as documented within councils' guidelines.

The development will not have a detrimental effect on the local amenity, it will only improve the available accommodation services available in west Narrabri for workers & travellers.

The development will only improve the aesthetic within the local amenity along with the recent alterations to the Wilga Hotel.

HILL LOCKART ARCHITECTS

Principal: Greg Hill B.Sc (Arch) A.I.A.

A.B.N. 27 304 331 062
GREGORY HILL ARCHITECTS PTY. LTD. A.C.N. 060 766 403
TRADING AS
NSW ARCHITECTS REGISTRATION BOARD NO:
GREG HILL 5660
BOARD OF ARCHITECTS QLD:
GREG HILL 3524

We understand the objection concerns must be addressed by council, we ask council understand the responses were written in rebuttal to the objection writer and not directed to council staff.

We ask that the above points be taken into consideration during evaluation of this application.

Yours faithfully

HILL LOCKART ARCHITECTS



Reuben Hill – Project Manager

Encls.

rh.gh

17.3 REQUEST FOR SUSPENSION OF ALCOHOL FREE ZONE - NAMOI HOTEL**Responsible Officer:** Donna Ausling, Director Planning and Sustainability**Author:** Günther Weidenmann, Development Planner

- Attachments:**
1. **Appendix A - Site plan** [!\[\]\(9f19218d13629e8cc7cb9c4af356fe25_img.jpg\)](#) [!\[\]\(d14c48bb0e055e3995705cdf78c39b5e_img.jpg\)](#)
 2. **Appendix B - Police Submission (Redacted)** [!\[\]\(d034fb656cdba21311bd64e69362a41f_img.jpg\)](#) [!\[\]\(e7f8dc9de1d6bef6a60d7d1bfba26ff4_img.jpg\)](#)
 3. **Appendix C - Recommended Conditions (Investigations Coordinator)**
[!\[\]\(7c4557d2dbf5f472a3396a368369f4c2_img.jpg\)](#) [!\[\]\(3218da1eee75230c4ed5d5ea4018f121_img.jpg\)](#)
 4. **Appendix D - Namoi Hotel Venue Management Plan** [!\[\]\(17308953ee3da6fba2042a93dda5a402_img.jpg\)](#) [!\[\]\(9d32edef7db206b5ebcb66da116a98f6_img.jpg\)](#)

DELIVERY PROGRAM ALIGNMENT**3 Economy - A strong, diverse and sustainable economy**

Objective 3.3 A resilient and sustainable economy

Strategy 3.3.3 Achieve economic sustainability through supporting local businesses

EXECUTIVE SUMMARY

Narrabri Shire Council has received an application from the Namoi Hotel to suspend an Alcohol-Free Zone for the sale and consumption of alcoholic beverages on Maitland Street and Bowen Street within a proposed footpath dining area in front of the Namoi Hotel.

RECOMMENDATION**1. That Council:**

- (a) **Suspend the Alcohol Free Zone on Maitland Street and Bowen Street within the proposed area in front of the Namoi Hotel, for a period of 12 months (Starting 22 November 2022 and Ending 22 November 2023). The remaining section of Maitland Street and Bowen Street outside of the fenced area will remain an Alcohol Free Zone.**
- (b) **Reserves the right to revoke this suspension of the Alcohol Free Zone.**

BACKGROUND

Narrabri Shire Council has received an application from the Namoi Hotel to suspend an Alcohol Free Zone for the sale and consumption of alcoholic beverages on Maitland Street and Bowen Street within a proposed footpath dining area in front of the Namoi Hotel. The proposed suspension of the Alcohol Free Zone will enable patrons visiting the Namoi Hotel to order alcoholic beverages with their meals.

Council's Alcohol Free Public Spaces Policy requires a valid resolution of Council to suspend a zone.

CURRENT SITUATION

An approval for Footpath Dining (under Section 68 of the *Local Government Act 1993*) and the request for Suspension of the Alcohol Free Zone is currently being sought from the Namoi Hotel.

The suspension of the Alcohol Free Zone will allow the Namoi Hotel to sell alcohol within a designated area on Maitland Street and Bowen Street (outside of the premises). The Namoi Hotel

have submitted a sketch plan indicating the on-street area designated for the sale and consumption of alcohol, which has been included with this report (**Appendix A**). Also attached to this report is a Venue Management Plan (**Appendix D**) for the Namoi Hotel which was prepared in consultation with Oxley Licensing Police.

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

This proposal is in accordance with Council's Alcohol Free Public Spaces Policy.

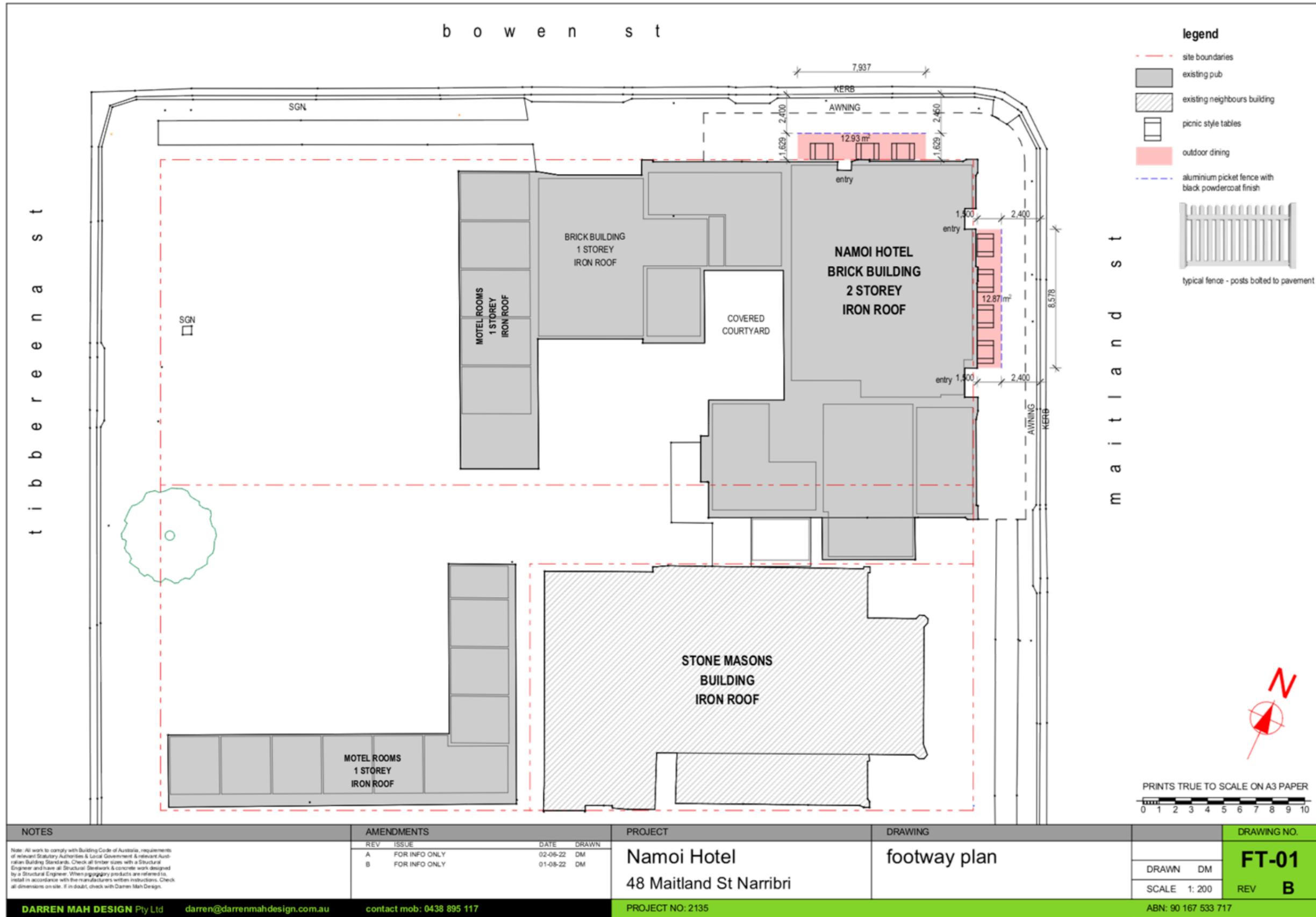
The area required for the suspension of Alcohol Free Zone is a public space (road reserve) and Narrabri Shire Council has a duty of care obligation to maintain the safety of the general public.

CONSULTATION

The application to suspend an Alcohol Free Zone was referred to the NSW Police, who did not support the proposal. A copy of the submission, with all identifying information removed, is attached as **Appendix B** to this Report. However, the NSW police did include conditions should the proposal be approved by Council (**p3-p4 of Appendix B**).

Internal consultation was also carried out with Council's Investigations Coordinator, who provided conditions for the proposal. The recommended conditions are attached as **Appendix C** of this report.

Please note that should Council support the proposed suspension of the Alcohol Free Zone, then the conditions as set out in Appendix B and Appendix C will be included in the Section 68 approval for Footpath Dining.



NOTES <small>Note: All work to comply with Building Code of Australia, requirements of relevant Statutory Authorities & Local Government & relevant Australian Building Standards. Check all timber sizes with a Structural Engineer and have all Structural Steelwork & concrete work designed by a Structural Engineer. When proprietary products are referred to, install in accordance with the manufacturer's written instructions. Check all dimensions on site. If in doubt, check with Darren Mah Design.</small>	AMENDMENTS		PROJECT	DRAWING	DRAWING NO.											
	<table border="1"> <thead> <tr> <th>REV</th> <th>ISSUE</th> <th>DATE</th> <th>DRAWN</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>FOR INFO ONLY</td> <td>02-06-22</td> <td>DM</td> </tr> <tr> <td>B</td> <td>FOR INFO ONLY</td> <td>01-08-22</td> <td>DM</td> </tr> </tbody> </table>	REV	ISSUE	DATE	DRAWN	A	FOR INFO ONLY	02-06-22	DM	B	FOR INFO ONLY	01-08-22	DM	Namoi Hotel 48 Maitland St Narrabri	footway plan	DRAWN DM SCALE 1: 200 REV B
REV	ISSUE	DATE	DRAWN													
A	FOR INFO ONLY	02-06-22	DM													
B	FOR INFO ONLY	01-08-22	DM													
DARREN MAH DESIGN Pty Ltd darren@darrenmahdesign.com.au contact mob: 0438 895 117			PROJECT NO: 2135		ABN: 90 167 533 717											

For Official Use Only



NSW Police Force

8th September 2022

Licensee Name:

Address: Namoi Hotel, Maitland Street Narrabri

Application Type: Footpath Dining

Hotel Licence:

Dear Sir / Madam,

Thank you for including the Narrabri OIC in the submission process for the application for Footpath Dining made by the Namoi Hotel, Narrabri.

Police have reviewed the application and would like to make the below submission.

There are seven (7) Hotels and/or Club along Maitland Street, Narrabri. These locations do not currently have footpath dining or applications before the council in relation to footpath dining. Exemptions have been made for a number of one-off occasions for designated town events such as Narrabright for Hotels that have been aligned with the road closers. The Namoi Hotel has not been included in these exemptions due to being outside the road closer areas.

The Namoi Hotel has recently been sold and purchased in early 2022. The Licensee of the Hotel is with the known owners being . Police are not in support of the application.

1. The area in question (footpath) is a main thoroughfare for pedestrians staying in accommodation along the southern end of Maitland Street migrating towards the CBD. The development to both the hotel itself, The Exchange offices and meeting rooms and the planned Function and Accommodation Centre along the Southern end of Maitland Street, will substantially add to the expected increase of foot traffic now and into the future in this area. The Bowen Street section of footpath is also a direct pedestrian access to the town pool particularly from the Catholic and Public Primary Schools.
2. The physical width of the footpath in question itself would not support clear pedestrian access, front in vehicle parking, signage, tables, seating as well as the physical barrier that would be required for the proper functioning of the hotel and licensed boundary. Police do not believe that the area available would meet the local conditions and setback requirements. These issues will have a direct effect on the principals of a safe and equitable thoroughfare around outdoor dining areas for all users in which the key considerations are;
 - Public Safety, including road safety
 - Accessibility
 - Line of sight

Oxley PD, Licensing Unit

40 Fitzroy, Tamworth, NSW 2340

T 02 6768 2852 F 02 6768 2805 W www.police.nsw.gov.au

TTY 02 9211 3776 for the hearing and speech impaired ABN 43 408 613 180

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POLICE ASSISTANCE LINE (131 444)

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- Management of animals
- Engagement with public

It is noted the measurements included on the council surveyor document differ from the measurements submitted by the applicant. Police will refer however to the measurements supplied by the Narrabri Council.

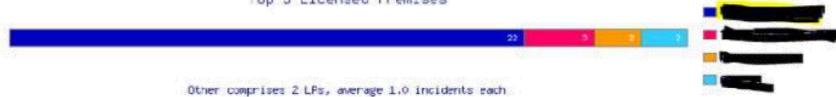
- Police also hold concerns in relation to setting a precedence in which other Hotels in the CBD may wish to follow. This has a flow on effect again with pedestrians and the free flow of foot traffic without the congestion of furniture and Hotel patrons consuming alcohol and food in a public space. This may also have a direct impact on the quality of the surrounding environment and the public's perception of safety with an increase potential for street related offences such as offensive behaviour, offensive language and loitering.

In the period from June 2022 to October 2022, Police have had cause to move intoxicated persons from Hotels along Maitland Street on at least 10 occasions with several of those occasions including groups of intoxicated persons behaving in an offensive manner, issued infringements or charges as a result of persons refusing to quit or attempting to re-enter Licensed premise and assault. These offences occurred during Hotel/Club licensing hours. The below report is a snapshot of the last six month period, it should be noted this is the cooler period of the year and not at the towns peak in relation to patrons attending Licence premise.

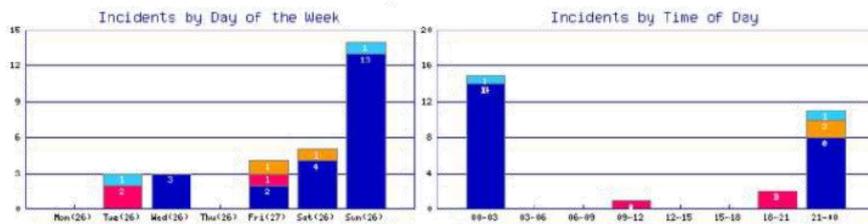
Alcohol Related Crime Overview Report

CLUSTER: NARRABRI CLUSTER (Apr 2022 to Sep 2022)

Top 3 Licensed Premises



Other comprises 2 LPS, average 1.0 incidents each



Top 3 Alcohol Related Incident Categories



Number of occurrences of each Weekday within the reporting period. Incidents linked to Licensed Premises.

[Show graphs as tables](#)

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NSW Police Force

4. In referencing to the five Hotels along Maitland Street, the footpath widths physically would not support outdoor dining and would not allow the adequate free flow particularly for vision and mobility impaired pedestrians. It is noted that there are a number of locals within the Narrabri township that regularly attend Maitland Street on mobility scooters, this is not taking into account visitors to the area.
5. From an operational Policing aspect, the inclusion of an outdoor dining area increases the risk of hostile vehicle mitigation with the increase of patrons seated in a more public space directly off a road intersected by a roundabout.
5. The space between parked vehicles and seated patrons is a risk particular with patrons coming from a licenced premise and consuming alcohol prior to sitting in the driver's seat of a motor vehicle and vehicles facing directly towards patrons.
6. Safety concerns would also present in relation to the intersection (round about) and patrons ability to easily exit the seating (due to the size of the area) if a vehicle was to lose control and if the barricades/physical barrier would increase or decrease harm.
7. The area is a designated alcohol free zone and directly across from the Local Court House and Police Station. The area was designated as such to ensure pedestrian safety without the interference from anti-social behaviour caused by public drinkers which includes patrons leaving the Hotel.
8. The Hotel can cater for outdoor dining within it's own footprint and through conversations with the owners in relation to future renovation there will be a large outdoor dining area included. At this time I believe the venue is increasing their footprint onto the footpath due to a recent application to restrict under 18's from the main dining area which has adversely limited the family dining space within the current Hotel Footprint.

If the application is approved Police would ask for the below conditions to be considered and placed on the applicants DA.

- That the area is utilised with meals only. The hotel has stated on it's website that lunch is between 12pm and 2pm and dinner between 5.30pm-8pm. It would be realistic for a patron to still be consuming food approximately an hour after these finishing times.
- only between the hours of 12pm to 9pm, 10pm at the latest.
- The licensee is to ensure staff actively patrolled the area to ensure tables are cleared regularly of glass vessels and patrons are abiding by RSA requirements, that patrons are not smoking in the area or loitering outside of the boundary area.
- There is to be no smoking in the designated outdoor licensed area when meals are being consumed or within 4 metres of dining patron.
- the consumption of liquor can only occur when patrons are seated and have ordered a meal.
- The number of tables must not exceed the number of tables outlined in the application (7) or as designated by the Local council the patron capacity of the outdoor area.
- The exact boundary of the licence area to be designated by a boundary which is easily identifiable.

Oxley PD, Licensing Unit

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**NSW Police Force**

- CCTV to cover all areas of the outdoor dining.
- Upgrade to the current street/outdoor lighting to ensure appropriate visibility of the outdoor area and patron safety.
- The Licensee is to maintain the cleanliness of the footpath area.
- Abide by the most current Plan of Management

Specific Data on outdoor dining and any police related incidents particularly in relation to licensed premises is not easily located at this time with no specific filter within police recordings to confirm the location of incident within a venue, so I am unable to add any statistical data to help support the Police submission.

Thank you for your time with this application.

Ajarna Imrie
Senior Constable
Oxley PD Licensing
Narrabri Police Station
Ph: 02 67927109

Oxley PD, Licensing Unit

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Temporary lifting of Alcohol-Free Zone - Sale and consumption of alcoholic beverages on Maitland Street and Bowen Street within a proposed footpath dining area in front of the Namoi Hotel.

Recommended conditions

- A 12-month temporary lifting of the Alcohol-Free Zone by Council to permit monitoring of the modified operation during the 12-month period.
Reason: To ensure compliance with public interest considerations.
- Any subsequent approval, extension or renewal of a lifting of the Alcohol-Free Zone to be conducted by way of 12 month increments with a sunset clause.
Reason: To provide Council a means of controlling the subject development and recognition that the public pathway / footpath is a Council asset not subject to conversion to permanent private use.
- The lifting of the Alcohol-Free Zone may be revoked by Council or authorised officers of Council at any time upon grounds being established that it is not in the public interest to continue the operation of an alcohol service area on a public footpath.
Reason: To maintain regulatory control on the modification of regulations.
- The outdoor dining area will be permitted to trade until 10 pm, 7 days per week. The Licensee will ensure that patrons are dispersed from the outdoor dining area at 10 pm; either into the Premises or away from the Premises.
Reason: To maintain public order and for public interest considerations.
- At the completion of daily dining service, the outdoor dining area is not to be utilised for any other purpose.
Reason: To ensure that the outdoor dining area does not morph into a de-facto outdoor bar.
- Use of the outdoor dining area is only permitted for the purpose of consuming a meal. Alcohol service is permitted to patrons partaking of meal.
Reason: To ensure that the outdoor dining area does not morph into a de-facto outdoor bar.

- Patrons utilising the outdoor area must be seated within the seating accommodation provided; the area must not be utilised as an outdoor bar.
Reason: To ensure that patron numbers within the outdoor dining area are controlled given the narrow width of the footpath accommodation housing the outdoor dining area.

- Shatter / break resistant glassware is to be utilised for any alcohol service within the outdoor dining area.
Reason: To prevent potential injuries through shattered glass.

- Smoking is not permitted within the outdoor dining area or within a distance of 4 metres of any portion of the outdoor dining area.
Reason: Reason: To comply with the provisions of the Smoke Free Environment Act (NSW) 2000.

- Used glassware and crockery must be cleared from outdoor dining tables frequently.
Reason: To minimise any risk for these implements to be broken or misused.

- Entertainment, whether by recorded music or live entertainment is not permitted within the outdoor dining area at any time.
Reason: To maintain public order and prevent the congregation of non-patrons to the outdoor dining area.

Namoi Hotel

VENUE MANAGEMENT PLAN

49 Maitland St, Narrabri
Hotel Liquor Licence No. LIQH400116780

November 2022

Updated in Consultation with Narrabri Officer in Charge of Police (OIC)

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Appendices

- A Liquor Promotions Guidelines
- B Intoxication Guidelines
- C House Policy
- D Gaming Management Plan

Purpose

1. This Plan of Management is to ensure that the hotel is run at all times in a way that is consistent with good management, does not disturb the quiet and good order of the community, considers the community and meets the requirements and intents of the Environmental Planning and Assessment Act, the Liquor Act and the Gaming Machines Act. It provides a clear, concise and practical framework for the safe and proper management of the hotel.

THE PREMISES IS TO BE OPERATED AT ALL TIMES IN ACCORDANCE WITH THE PLAN OF MANAGEMENT DATED **NOVEMBER 2022**, AND MAY BE VARIED FROM TIME TO TIME AFTER CONSULTATION WITH THE NSW POLICE.

In this plan, "*vicinity of the hotel*" means any public place within 50 metres of any part of the hotel building.

Responsibilities and Requirements

2. The licensee of the hotel is responsible for the implementation of, and adherence to, this plan.
3. A copy of this Plan shall be kept at the hotel for the information of and for reference to by all staff.
4. All staff and security officers employed at the hotel are to be familiar with the contents of this Plan.

Amenity of Neighbourhood

5. At all times the licensee shall consider the amenity of its neighbours and shall take all reasonable measures to ensure that adverse impacts on the surrounding area do not occur.
6. The licensee will take all reasonable measures to ensure that the behaviours of staff, security officers and patrons, when entering or leaving the hotel, do not detrimentally affect the amenity of the community.
7. The hotel shall be conducted so as not to interfere with, or materially affect, the amenity of the neighbourhood by reason of noise, vibration, smell, fumes, vapour, steam soot, ash, dust, waste water, waste products, grit, oil or otherwise.

Hours of Trade

8. Liquor and Gaming approved trading hours 5am to 5am on Monday to Saturday and 10.00 am to 10.00pm on Sunday.
9. Staff or authorised persons may be in the hotel at any time.

Sale of liquor for consumption away from the hotel

10. The hotel shall be able to sell packaged liquor for consumption away from the hotel.
11. The permitted trading hours for the sale of take away will be those permitted by NSW government and listed on the Hotel Licence. The current permitted hours are 5am to 12am (midnight) Monday to Saturday and 10am to 10pm on Sunday.
12. In respect of any authorisation, under Section 15 of the Liquor Act 2007, to sell liquor at a function to be held on premises, other than the hotel, all liquor supplied in closed containers at the function must be opened by staff and the licensee or a manager, who is RSA-accredited, must be in attendance for the duration of the function for the purpose of supervising the sale and supply of liquor.

Signage at and in the hotel

13. The hotel's name shall be displayed on the exterior of the hotel building.
14. The hotel is to display all internal signage required by the Independent Liquor and Gaming Authority regarding the sale of liquor or the provision of gaming.
15. Signs are to be prominently displayed in the hotel requesting patrons to leave the hotel quietly, respecting the rights of neighbours and the neighbouring community to quiet and good order.
16. Outside the main entrance to the hotel, a sign shall display a telephone number to which any complaints about the hotel or its patrons may be made while ever the hotel is trading.
17. Signs shall be displayed inside and outside of the hotel notifying patrons that a CCTV system is operating at all times.

Footpaths

18. No signs, goods or obstructions (other than waste bins put out for collection) shall be placed on the footpath outside the hotel.
19. The footpath adjoining the hotel is to be swept daily and kept clean and safe for the public.

Noise

20. Activities in or at the hotel while it is open for trade shall not result in an LA10 noise level being emitted the background noise level in any octave band from 31.5Hz to 8000Hz centre frequencies inclusive by more than 5dB at the boundary of the nearest affected residential property.
21. At all times, the Licensee of the Hotel shall consider the amenity of the Hotels neighbours and shall take all reasonable measures to ensure that impacts adverse to the amenity and quiet and good order of the surrounding area do not occur.
22. The Licensee or Manager on duty shall ensure that any telephone complaint is immediately answered, and the complaint is addressed properly, efficiently and courteously. This information is to be recorded by way of the incident register.

Behaviour of Patrons / Responsible Service of Alcohol & Conduct of Gaming

23. The business of the hotel shall be conducted in a responsible manner. The licensee will be present at the hotel during trading hours. At any time, the licensed premises is trading and the licensee is not present on the premises, the licensee/approved manager must ensure that the premises are under the supervision of a Supervisor who has at least one year of experience working in the liquor licensed industry.
24. The Licensee or Manager on duty, are to ensure adequate staff are always rostered to ensure the safe and compliant operation of the Hotel. Licensee and Manager shall control the number of patrons admitted to the premises to ensure that the environment remains safe and comfortable to all patrons and staff. The Licensee, Manager on duty, Security or a nominated staff member is to regularly monitor and assess the number of patrons within the Hotel regarding the possibility of over-crowding, and to ensure safe access and egress throughout the hotel at all times.
25. The licensee shall take all reasonable steps to control the behaviour of the patrons in, and as they enter or leave, the hotel.
26. The licensee shall take all reasonable steps to ensure that there is no loitering in the vicinity of the hotel by persons who have been denied admittance to the hotel or removed from the hotel.

27. The licensee shall at all times and in particular after 10pm, take all reasonable steps to ensure patrons leaving the hotel do so promptly and as quietly as possible.
28. Any hotel patron wishing to smoke will be compelled to do so in compliance with the current Policies and Regulations of the day. Any patron refusing to do so will be asked to leave.
29. All employees are to be trained to establish good customer relations in order to provide the highest standard of service. Regular meetings and training sessions will be held to maintain these standards.
30. The Hotel will have menus and food service available for lunch and dinner, and other suitable food options available over the bar at all other times. These products will be prepared in accordance with the Food Safety standards required by local government.
31. As per the Narrabri and District Liquor Accord Constitution 2022:
 - A) An 11.00pm lock out on all nights for those venues which trade past midnight.
 - i) Venue discretion is advised
 - ii) Late night retail and hospitality staff are exception to the rule as long as it does not conflict with the venues Responsible Service of Alcohol practices
 - iii) The Accord has a multi venue barring policy
 - iv) The Accord has a code of conduct/door policy with no persons permitted to enter a venue seen carrying alcohol in the street.
 - B) No member of Outlaw Motorcycle Gangs (OMCG) or those wearing supporter clothing, jewellery or accessories of outlaw motorcycle gang related organisations to be allowed on the premises.
 - C) No shots past 11pm
 - i) Venue discretion is advised
 - D) Shots are available during service times as long as it does not encourage or endorse the rapid consumption of Alcohol and reflections the venues Responsible Service of Alcohol practices.
 - i) No 'ready to drink beverage' containing an alcohol by volume content of more than 5% from 11pm
 - ii) No more than four alcoholic drinks can be sold or supplied to a patron after 11pm on all days
 - iii) Ceasing the service of alcohol 15 minutes before close on all nights
 - E) The following operational policies for the responsible service of alcohol shall apply at all times, together with the Liquor and Gaming NSW's "*Liquor Promotions Guidelines*" and "*Intoxication Guidelines*" which are attached as **Appendix A** and **Appendix B**, respectively.
 - (a) All managers and staff employed at the hotel shall complete an approved course in the Responsible Service of Alcohol unless they have completed one within the last five years.

- (b) The licensee shall not engage in any liquor promotion that is likely to promote the irresponsible service or consumption of liquor.
- (c) The Licensee will take all reasonable steps to prevent any intoxicated persons to enter the venue.
- (d) The hotel will promote the service of non-alcoholic beverages and food.
- (e) The hotel will not permit intoxication or any indecent, violent nor quarrelsome conduct on the premises.
- (f) Any person causing disturbance shall be refused service and asked to leave the hotel. Any patron whose behaviour is either extreme or repeatedly objectionable may be barred from entering the hotel for a period determined by the licensee.
- (g) The barring of a patron will be at the discretion of the licensee or duty manager and will be recorded in an appropriate ledger, detailing the patron's full name, the nature of the incident and the terms of the entry restrictions imposed.
- (h) No person under the age of 18 shall be served liquor in the hotel.
- (i) No person under the age of 18 years shall be admitted to the hotel unless in the company of a responsible adult and then only into the part of the hotel which is subject to the minors area authorisation.
- (j) Production of photographic identification will be required where the age of a person seeking to enter the hotel is an issue. The only acceptable proof of age identification will be:
 - A current photo driver's licence;
 - A NSW photo card;
 - Current Passport
 - Proof of Age Card issued by a Public Authority of the Commonwealth or another State or Territory
- (k) Low-alcohol beer and non-alcoholic beverages will be available at all times when full-strength liquor is available in the hotel
- (l) Food will be available whenever liquor is available for consumption in the hotel.
- (m) Staff will assist patrons in arranging safe transport from the hotel and will arrange for a taxi to collect any patron when he or she requests such a service.
- (n) Patrons will as far as is practicable be prevented from removing glass or alcohol from the premises.
- (o) All conditions imposed on the hotel's licence shall be met.

OPERATIONAL REQUIREMENTS

32. The Secretary of the Department of Industry, NSW issued guidelines under section 73(5A) of the Liquor Act 2007 and the premises is to be operated according to those guidelines at all times.

In the event a patron of the hotel is identified as showing signs of intoxication, all staff are required to intervene, and the following '**Relevant Steps**' are to be taken as follows;

1. Refuse Service of Alcohol
2. Direct the patron to leave the premises
3. If the patron does not leave the premises on request, contact Police and inform them of the situation
4. Record these actions in the Hotel Incident Book as they occur or as soon as practicable thereafter

Regarding patrons showing signs of intoxication, all staff including any contracted Security Guards on duty are to abide by the following procedures at all times:

Intoxicated Person Attempting to Gain Entry

Staff: Inform Manager / Security

Manager: Refuse Entry - Ask to Leave - On Failure Call Police

Security: Refuse Entry - Ask to Leave - Fail to Leave - Call Police

Refusal of Service To Intoxicated Patron

Staff: Refuse & Inform Manager / Security

Manager: Ask to Leave - Offer Transport

Security: Ask to Leave - Offer Transport

Removal on Fail To Quit

Manager: Notify Security / Call Police

Security: Inside - Physically Remove (if safe to do so) or Call Police

IMPORTANT NOTE:**ANY PERSON THAT IS ASKED TO LEAVE, OR IS REFUSED ENTRY TO THE PREMISES, MUST BE INFORMED OF THE 'FAIL TO QUIT RULES' AS FOLLOWS:**

You are required by law to move more than 50 metres away from our premises.

You cannot return to our venue for at least 24 hours.

You are not permitted to re-enter the vicinity (50m) within 6 hours.

If you fail to comply you commit an offence and Police may take action.

33. Local Liquor Accord Conditions Narrabri.

The licensee shall be an active member of the Narrabri Local Liquor Accord

The licensee shall comply with its resolutions in so far as they relate the Hotel.

Liquor Accord Terms and Conditions that we will abide by: as per point 31

The Venue operates in accordance with the Narrabri and district Liquor Accord multi-venue barring policy, as outlined in point 31 of this Plan.

34. CCTV Conditions

- 1) The licensee shall install and maintain surveillance cameras and recorders to monitor and record activities in:-
 - i. the public areas (excluding toilets) of the hotel including its entrances, bars and gaming areas; and
 - ii. the exterior of the hotel.

Recordings are to be made continuously (or be of a type which is movement activated), whilst the hotel is open for business and continue for 1 hour after the hotel ceases trading.

- 2) CCTV cameras at doorways must record footage of a nature and quality which can be used to identify any person recorded. All other cameras must record footage of a nature and quality which can be used to recognise a person recorded by the camera or as best achievable with current technology.
- 3) The time and date must automatically be noted on all recordings. All recordings are to be kept for a period of twenty eight (28) days before they can be re-used or destroyed. Any recording (or a copy thereof) is to be provided to the Police or other regulatory officers within a reasonable time following a written request for CCTV footage.
- 4) Each camera of the CCTV system is to record at a minimum of 15 frames per second.

- 5) If requested by Police or any regulatory officer, the licensee is to archive any recording until such time as it is no longer required by that officer or authority.
- 6) Recordings are to be made in a common media format (such as Windows Media Player or similar) or should be accompanied by applicable viewing software to enable viewing.
- 7) The CCTV control system should be located in the office of the hotel or other secure back of house location and only be accessible to authorised personnel.
- 8) If the CCTV system is not operational, immediate steps are to be taken by the licensee to ensure that it is returned to a fully operational condition as soon as possible.
- 9) The CCTV system will be accessible at all times. Where practical, one staff member rostered on will be capable and authorised to fully access and operate the system. This staff member will assist Police and Liquor & Gaming Inspectors if requested and ensure footage is able to be viewed upon request.
- 10) Required footage will be recorded or downloaded upon reasonable request by authorities within twenty four (24) hours where practical.

35. **Security**

The licensee or an experienced supervisor (see clause 23) who is designated by the licensee to be responsible for safety and security shall be on duty at all times the hotel is open for trade.

- 1) In addition to that person, the licensee shall arrange for the provision of security officers to be on duty at the hotel at specified times when needed. Security will be employed on nights when Entertainment is organised at the hotel, as well as at other times when deemed needed and in consultation with Local Licensing Police or the Narrabri OIC.

NOTE: Entertainment in this document refers to entertainment in the form of live performances, such as a Disc Jockey, Karaoke, Live Bands, or a show that involves professional performers. Entertainment can also be an organised event such as a Fundraiser that will attract additional patrons to the premises.

- 2) On such occasions, Security Guards are to be rostered on from the time of the commencement of the event until close, ensuring as far as practicable that all patrons leave the Hotel in a way that does not disrupt the quiet and good order of the neighbourhood.
- 3) Security are to be on duty for Entertainment as described in Point (1), where there is an expectation of a greater number of patrons attending the hotel than on a standard occasion, and when that Entertainment is targeted at increasing the normal activities of patrons eg, dancing.

In this regard it should be noted that a solo artist with the intention of playing background music for diners or a similar lowkey performance that will encourage minimal increase in activities of patrons, such as Trivia, Poker or a Children's Entertainer is not considered Entertainment requiring Security as listed in point (1).

- 4) Amplified music is not to be provided in the beer Garden after 10pm. The provision of a TV or in-house piped background music only is permitted after 10pm.
- 5) If there is an increase in anti-social behaviour or incidents requiring Police intervention associated with the venue when open beyond 12am on any given night, Police hold the right to request a review of the POM and security related requirements.
- 6) When contracted Security Guards are engaged at the premises as per Point (1), they shall move on any intoxicated persons and persons drinking or behaving inappropriately, loitering or congregating in front of the premises.
- 7) A security officer working at the hotel shall:-
 - (a) Report to the licensee or duty manager before commencing duty to obtain a briefing on any specific duties to be addressed. Those duties may include patrolling in the vicinity of the hotel.
 - (b) Hold the appropriate security licence, have a current RSA Competency Card or the electronic equivalent, and have completed a First Aid Certificate. This information is to be presented to the Licensee or Manager before the commencement of the first shift.
 - (c) Be dressed in a readily identifiable uniform that reflects a professional image and is without visual intimidation.
 - (d) Wear their Security Licence in a position where it is clearly visible at all times whilst on duty.
 - (e) Request any hotel patron – in or in the vicinity of the hotel – to behave in a quiet and orderly manner and to have regard for nearby residents, If that request is considered necessary or appropriate.
 - (f) Prevent any person detected as intoxicated entering the hotel and bring to the notice of the licensee or duty manager any person in the hotel who might be considered intoxicated.
 - (g) Take all reasonable steps to prevent patrons leaving the hotel with open drinking containers.
 - (h) Record details of any incidents in a Security Incident Register.

- (i) At the end of each shift bring any incidents recorded in the log book and the actions taken in response to them to the attention of the licensee or duty manager and ensure they are entered into the hotel's Incident Register.
 - (j) At closing time, monitor patron behaviour in the vicinity of the hotel until all patrons have left the premises, taking all practical steps to ensure the quiet and orderly departure of patrons.
 - (k) Security officers are to take all practical steps to ensure that patrons leaving the premises do not loiter or linger in the area or cause nuisance or annoyance to the neighbourhood.
 - (l) Co-operate with Police and any other private security personnel operating in the vicinity of the hotel.
- 8) When deemed necessary, the licensee shall arrange for one security officer to be present at the hotel. The Licensee will arrange for additional security operatives to be present if required.
- Notwithstanding these arrangements, the licensee shall ensure that adequate staff /or licensed security officers are employed to supervise the running of the hotel at all times and to patrol, at least, the vicinity of the hotel and address any issues relating to intoxication, anti-social or violent behaviour, as patron's safety is our main priority.
- 9) When security is present, each security officer is to have a communication device to allow communication with any other officer on duty, the licensee or duty manager.
 - 10) Security officers conducting external patrols in the vicinity of the hotel are to wear reflective vests so as to be easily identified as security staff.
 - 11) The licensee shall keep an incident register in which all incidents recorded at or in the vicinity of the hotel which involved hotel patrons shall be recorded. The licensee shall make the incident register available to Police, Council officers or Liquor and Gaming NSW officers upon receipt of a request to do so and will assist in identifying and resolving any incidents relating to any matters at, or in the vicinity of, the hotel.
 - 12) The licensee shall regularly review the Incident Register and address any issues or trends arising through management practices to minimise the likelihood of any incident of a similar nature occurring in the future.

Recording and reporting of incidents

- 13) The Licensee and any Manager employed at the hotel will have an open and proactive relationship with the Local Police Licensing Unit. Any issues raised by OXLEY Police and the Police District Commander shall be dealt with as soon as practicable with the intention of obtaining a suitable outcome for all parties involved.

36. Maintenance of an effective relationship with the local Narrabri and Oxley Licensing Police is essential to the provision of effective hotel security. That includes keeping the local Police informed of incidents. The licensee shall ensure that the following protocols are observed.

In the event of an incident that occurs, or a person or persons are injured that requires the immediate attendance of Police, hotel staff including security must comply with current New South Wales Police Force Crime Scene Preservation Guidelines for Licensed Premises as follows;

Immediately after the person in charge of the licensed premises or a staff member becomes aware of any incident involving an act of violence causing injury to a person on the premises and/or staff member must:

- (a) Take all practical steps to preserve and keep intact the area where the act of violence occurred.
- (b) Retain all material and implements associated with the act of violence in accordance with the crime scene preservation guidelines issued by NSW Police, as published from time to time on the Liquor and Gaming NSW website.
- (c) Make direct and personal contact with the NSW Police to advise them of the incident, and
- (d) Comply with any directions given by the NSW Police to preserve or keep intact the area where the violence occurred. In this condition, 'staff member' means any person employed by, or acting on behalf of, the licensee of the premises, and includes any person who is employed to carry on security activities (EG, crowd control or bouncer) on or about the premises.

If a security officer is involved, that officer must record the incident, the actions taken and the outcome in his log book as soon as possible and, subsequently, in the hotel's incident register. If a staff member is involved, the licensee or Duty Manager will enter those details into the hotel's incident register as soon as possible.

37. The licensee must maintain a register, in which the licensee is to record the details of any of the following incidents and any action taken in response to any such incident:
- a) any incident involving violence or anti-social behaviour occurring on the premises,
 - b) any incident of which the licensee is aware that involves violence or anti-social behaviour occurring in the immediate vicinity of the premises and that involves a person who has recently left, or been refused admission to, the premises,
 - c) any incident that results in a person being turned out of the premises under section 77 of the Act,
 - d) any incident that results in a patron of the premises requiring medical assistance.

38. The licensee must, if requested to do so by a police officer or inspector :
- a) make any such incident register immediately available for inspection by a police officer or inspector, and
 - b) allow a police officer or inspector to take copies of the register or to remove the register from the premises.
39. The licensee must ensure that the information recorded in the incident register under this condition is retained for at least 3 years from when the record was made

40. Complaints Procedure

The hotel operator must record details of all complaints received in an up to date complaints register (Incident register). The register must record, but not necessarily be limited to:

- a) The date and time of the complaint;
- b) The means by which the complaint was made;
- c) Any personal details of the complainants that were provided, or if no details were provided, a note to that affect;
- d) Nature of the complaints;
- e) Any action(s) taken by the operators in relation to the complaint, including any follow up contact with the complaint; and
- f) If no action was taken by the operators in relation to the complaint, the reason(s) why no action was taken.
- g) The complaints register must be made available to Council and NSW Police upon request.

Additional Measures to Apply when the Hotel Trades After Midnight

41. It is proposed that various additional measures and restrictions will apply on any days that the hotel trades after midnight to minimise the likelihood of adverse impacts.

Patron Restriction

42. On any morning that the hotel trades after midnight, no more than 150 patrons are to be in the hotel at any one time after midnight.

Drink Restrictions/Responsible Service

43. In addition to the various requirements set out above, it is proposed that additional measures and practices will be implemented in this regard and the following restrictions **will apply after midnight when the hotel is trading.**
- No drinks commonly referred to as shots, slammers or bombs are to be sold or supplied.
 - No drink that contains more than 30 mls of spirits will be sold or supplied.
 - Limit of one drink per person.
 - No alcoholic drink is to be sold or supplied which is mixed with an energy drink.

62. Due to increased risk, on any evening that the hotel has Security Guards engaged due to the provision of Entertainment as described in Point 35(1), or if **deemed necessary in consultation with Local Licence Police** the following additional security requirements are to apply:-
- The licensee shall arrange for one security officer to be present at the hotel from 10pm until the last customer has left the immediate vicinity of the hotel post cessation of trade who shall assist in preserving the quiet and good order of patrons leaving the premises.
 - The Licensee will arrange for additional security operatives to be present if required.
 - The guards will wear high visibility vests from 10pm each night with the word "security" prominently displayed and guards will have a communication device to allow communication with other security, the licensee or duty manager of the hotel.
 - At closing time, a security officer is to be stationed outside the hotel to assist with the orderly dispersal of patrons and the licensee will liaise with the Police as to the most suitable location for these officers to be stationed from time to time.
 - Security officers shall move on any intoxicated persons and persons drinking or behaving inappropriately, loitering or congregating in front of the premises.

Incident Register

63. Prior to commencing/exercising the hotel licence during any extended trading hours, the licensee will implement an incident register at the hotel and upon the commencement of trading the extended hours any required incident will be recorded in that register.

High Risk Events / Occasions / Trading Periods

64. During peak risk trading periods additional RSA sweeps are conducted throughout the venue by RSA Marshalls / staff /licensees/managers / security. The Licensee will work with the Narrabri OIC and/or Oxley Licensing Police to implement all reasonable measures to ensure that patrons leaving the hotel to attend or return from events at the Narrabri Race Course or other similar higher risk events are not permitted entry if they are showing signs of intoxication or causing disturbance to the neighbourhood.

Special Events: Any day / night of trade or an event in the area and the event is considered 'high risk' by the Narrabri OIC and/or Oxley Licensing Police or Hotel management, the hotel will employ security or additional security.

Transport Options

65. The Hotel management will encourage patrons to walk to and from the venue or to get a lift with a 'designated driver' or taxi service.

Maintenance

66. The hotel premises shall be kept in a clean and tidy condition and be regularly maintained to the reasonable satisfaction of Council both internally and externally.
67. Any graffiti found on the hotel building is to be removed as soon as possible at the hotel's expense.

Fire Safety

68. The licensee shall ensure that all exit signs and emergency lights are located in the appropriate places and kept in good order.
69. Nominated staff will be trained in Fire Safety and Occupational Health and Safety, and will be given regular training in these matters so as to ensure that the hotel is operated safely and can be safely evacuated in the event of an emergency.

Staff Safety

70. All staff shall be briefed on the procedures they should adopt in the event of there being an attempt to rob the premises. In these briefings, the NSW Workcover publication (developed in consultation with NSW Police, Clubs NSW, AHA NSW, HEM, CEM) "*Armed Robbery Prevention for Clubs and Hotels*" should be utilised.
71. Telephone numbers of emergency services are to be clearly displayed near any telephone in the hotel.

House Policy

72. The hotel will be conducted in accord with a House Policy.

A summary of that House Policy relating to:-

- dress code (which is to be smart, neat, clean, casual)
- the responsible service of alcohol
- harm minimisation
- the admission of minors

73. The House Policy will be continually updated to reflect legislative requirements and Police, Liquor and Gaming NSW and industry recommendations.

Responsible Conduct of Gambling

74. The licensee and staff of the hotel shall comply with any measures specified by any legislation, regulation or code of practice adopted by the Australian Hotels Association, in relation to responsible gambling, and prepare and implement a Gaming Plan of Management to ensure the responsible conduct of gambling obligations are met by the venue and staff.

Operational Integrity

75. The licensee will undertake to ensure the integrity of the hotel's operations and compliance with this VMP and may, where deemed necessary, arrange for independent, periodic covert surveillance of its operation in the form of a formal surveillance report. Such reports shall be retained and shall be made available upon receipt of a request from an authorised person.
76. The licensee shall join and be an active member of the local Liquor Accord.

Waste management

77. The licensee shall ensure that solid waste from the hotel is minimised and that as much as is reasonably possible will be recycled. To that end, waste shall be separated into putrescible, cardboard and paper and glass and cans.
78. All wastes shall be stored in the designated waste storage areas until removed for collection from the hotel.
79. All waste containers and storage areas shall be kept clean.
80. The licensee shall arrange for contractors to collect wastes from the hotel. All collections shall be made at times to ensure no disturbance to the neighbourhood.
81. Putrescible waste (in bins) may be placed outside the hotel after the hotel closes but the emptied bins are to be removed at times to ensure no disturbance to the neighbourhood.
82. Bins containing other wastes are to be collected by trucks attending the hotel's premises.

83. Putrescible wastes shall be collected daily.
84. Other wastes shall be collected weekly.

Emergency Evacuation Plan

85. The Hotels Emergency Evacuation plan will be followed at all times. All Management and staff will be aware of this plan and be trained on what to do in the event of a evacuation for an Emergency.

Amendment to this Plan

86. A copy of the venues current management plan must be maintained at the licensed premises and made available for immediate inspection by members of the NSW Police Force or Inspectors from the Liquor & Gaming NSW.
87. The Plan of Management will be reviewed on a regular basis. In circumstances where experience shows that it is reasonable or desirable to modify any provision of this plan for the better management of the venue, the licensee and management will make such changes as deemed appropriate.
88. If any amendments are made to the premises management plan, these amendments must be made in consultation with the Narrabri OIC or Oxley Licencing Police. The licensee must comply with the terms and requirements as set out in the plan.
89. Further to this management plan, a further section covering the management of the outdoor dining area to be completed on the application for outdoor dining and approval by Narrabri Local Council.

Use of the Outdoor Beer Garden after 12am

90. The licensee will erect a temporary barrier allowing access to the men's toilet at the commencement of any Extended Trade Period (12am) until cease of trade. Patrons can only access this area to utilise the toilet facilities and/or smoke.

In this regard, a sign is to be erected in this area informing patrons of the following;

"After midnight (12am) until close, patrons may only use this area to gain access to the men's toilet facilities and/or smoke. Patrons having finished smoking must move back inside the hotel building"

91. The licensee is to ensure that a minimal number of patrons are to be in this area at the same time ensuring adequate access to the male toilets.

92. Patrons not smoking or using the toilet facilities will be directed to move back inside the hotel premises, and hotel management will ensure this area is adequately supervised and subject of regular patrols for the purpose of compliance.
93. Signage prohibiting open containers of alcohol in the Bottleshop Area beyond the fence at the rear of the hotel will be erected and maintained in an ongoing manner.
94. Patrons are restricted from using the Bottle Shop driveway as a shared zone. This restriction will be advertised by the use of a sign and fencing designed to restrict this access as per the Hotels Liquor Licence Condition No. 3050 – 'No open containers are to be brought into or consumed in any part of the Bottle Shop and entrance. A physical barrier such as a gate is to be erected to restrict this access'.

Footway Dining Area

95. The use of any Narrabri Council and Liquor and Gaming NSW approved Footway Dining Area at the hotel will require compliance with the following;
 - a) Patrons utilising the Footway Dining Area must be seated unless in the process of obtaining food or drink from inside the hotel.
 - b) Patrons utilising the Footway Dining Area must be intending to dine or be partaking in or have recently consumed a meal to be consuming alcohol in this area.
 - c) As this area is for dining purposes only, no smoking is permitted at any time.
 - d) The Footway Dining Area is permitted to trade between 10am and 10pm daily.
 - e) The Footway Dining Area will be covered by adequate lighting and CCTV surveillance cameras.
 - f) Appropriate furniture and barriers defining the area will be in use whenever the Footway Dining Area is in use
 - g) Any patron or passing pedestrian observed behaving in an anti-social or offensive manner, including loud swearing, will be directed to leave the area.

17.4 REQUEST FOR SUSPENSION OF ALCOHOL FREE ZONE (AFZ) - TOURIST HOTEL

Responsible Officer: Donna Ausling, Director Planning and Sustainability

Author: Günther Weidenmann, Development Planner

Attachments: 1. Appendix A - Site plan  

DELIVERY PROGRAM ALIGNMENT**3 Economy - A strong, diverse and sustainable economy**

Objective 3.3 A resilient and sustainable economy

Strategy 3.3.3 Achieve economic sustainability through supporting local businesses

EXECUTIVE SUMMARY

Narrabri Shire Council has received an application from the Tourist Hotel to suspend an Alcohol Free Zone for the sale and consumption of alcoholic beverages on Maitland Street and Doyle Street within a proposed area in front of the Tourist Hotel, during the annual Narrabri Chamber of Commerce's Christmas Carnival.

RECOMMENDATION

- 1. That Council suspend the Alcohol Free Zone on Maitland Street and Doyle Street within the proposed area in front of the Tourist Hotel, between the hours of 5:00PM to 10:00PM on Friday 16 December 2022, during the annual Narrabri Chamber of Commerce's Christmas Carnival Event. The remaining section of Maitland Street and Doyle Street outside of the fenced area will remain an Alcohol Free Zone, for the Narrabri Chamber of Commerce's Christmas Carnival event.**

BACKGROUND

Council has received an application from the Tourist Hotel, requesting a temporary suspension of the Alcohol Free Zone on Maitland Street and Doyle Street.

The nominated date for the request coincides with the annual Narrabri Chamber of Commerce's Christmas Carnival and will enable the Tourist Hotel to sell alcoholic beverages to event patrons on the night.

Council's Alcohol Free Public Spaces Policy requires a valid resolution of Council to suspend a zone.

CURRENT SITUATION

The request for the suspension of the Alcohol Free Zone is from 5:00PM to 10:00PM on Friday 16 December 2022, to enable the Tourist Hotel to participate in the Narrabri Chamber of Commerce's Christmas Carnival event. This will include the sale of food and alcoholic beverages.

Over the past years, this event has been extremely successful, attracting a large number of local residents to support both local businesses and volunteer groups, and celebrate the Christmas festivities.

The suspension of the Alcohol Free Zone will allow the Tourist Hotel to sell alcohol within a designated area on Maitland Street and Doyle Street (outside of the premises) to enable patrons to

enjoy the nights festivities. The Tourist Hotel management have submitted a sketch plan indicating the on-street area designated for the sale and consumption of alcohol, which has been included with this report (**Appendix A**).

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

This proposal is in accordance with Council's Alcohol Free Public Spaces Policy.

The area required for the suspension of Alcohol Free Zone is a public space (road reserve) and Narrabri Shire Council has a duty of care obligation to maintain the safety of the general public.

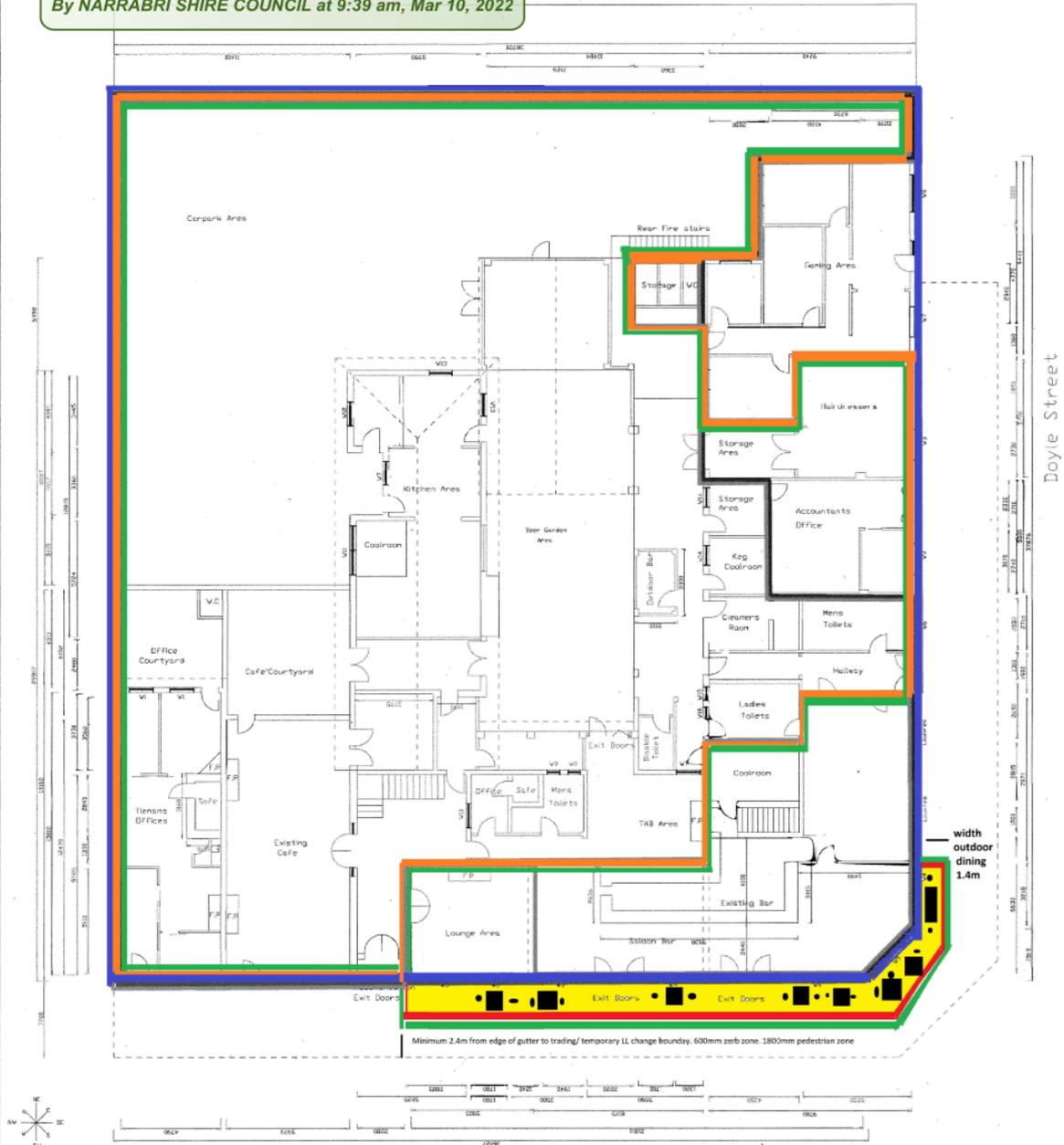
CONSULTATION

The proposal was referred to the NSW Police, who had no objection to this proposal.

APPROVED

By NARRABRI SHIRE COUNCIL at 9:39 am, Mar 10, 2022

DATE: Tourist Hotel - LIQH400116845 - 142 Maitland St, NARRABRI, NSW 2390 AUSTRALIA



Window Table

W1	Timber	1758x3146
W2	Aluminum Frame	4208x490
W3	Timber	1768x1501
W4	Al. 2 Fold	1758x1501
W5	Al. 3 Fold	1768x2565
W6	Timber	980x2311
W7	Timber	1758x1158
W8	Aluminum	1258x1921
W9	Timber	1258x2521
W10	Timber	1378x2321
W11	Aluminum	1948x2321
W12	Timber	1638x1191
W13	Timber	1978x1921
W14	Timber	1758x981
W15	Timber	1278x981
W16	Timber	1378x2321

Liquor and Gaming NSW
TEMPORARY APPROVED PLAN
 LIQH400116845
 Approved Date: 14/03/2022

- Current Licensed Area
- Current Meters Area Authorisation
- Proposed Licensed Area
- Proposed Meters Area Authorisation
- PROPOSED OUTDOOR TRADING ZONE/ TEMPORARY LIQUOR LICENCE CHANGE AREA

Ground Floor

G Richardson
 ABN: 52447263998
 29 Railway St South
 Narrabri NSW 2390
 Ph: 6432 978 294

**DO NOT SCALE.
 IF IN DOUBT, ASK.**

PROPOSED	JOB DETAILS
10/7/18	Tourist Hotel
TI	142 Maitland Street Narrabri NSW 2390

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16 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:

18.1 Appointment of Audit, Risk and Improvement Committee Member

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).

18.2 Sporting Wall of Fame

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).

18.3 Contract 2022-23/09 – Supply and Delivery of 7MM Precoated Aggregate, DGB20, Crusher Dust and Bedding Sand for Road Maintenance Works

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

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.

17 MEETING CLOSED
