



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

**Date:** Tuesday, 28 September 2021  
**Time:** 1.00pm  
**Location:** Narrabri Shire Council Chambers  
46-48 Maitland Street  
Narrabri

# **AGENDA**

**Ordinary Council Meeting  
28 September 2021**

**Stewart Todd  
GENERAL MANAGER**

**PUBLIC FORUM (held outside formal Council Meeting)**

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

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

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

**Request to Speak in the Public Forum**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



### **USE OF MOBILE PHONES AND UNAUTHORISED RECORDING OF MEETINGS**

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

(Clause 15.20 Code of Meeting Practice)

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

(Clause 15.21 Code of Meeting Practice)

### **AUDIO RECORDING NOTICE**

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

(Clause 5.20 Code of Meeting Practice)



Mayor  
Cr Ron Campbell



Deputy Mayor  
Cr Cameron Staines



Cr Maxine Booby



Cr Ron Campey



Cr Lloyd Finlay



Cr Robert Kneale



Cr Annie McMahon



Cr Cathy Redding



General Manager  
Mr Stewart Todd



Acting Director  
Infrastructure Delivery  
Mrs Eloise Chaplain



Director Corporate &  
Community Services  
Mr Lindsay Mason



Director Planning, Strategy  
& People  
Mr Andrew Brown



# Corporate values



## **Integrity**

Ensuring transparency and honesty in all our activities.



## **Leadership**

Providing guidance and direction to our community and our people.



## **Customer Focus**

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



## **Accountability**

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



## **Respect**

Treating everyone with courtesy, dignity and fairness.



## **Excellence**

Being recognised for providing services, programs and information which consistently meet and exceeds standards.

# Strategic *direction*

## OUR VISION

A strong and vibrant regional growth centre providing a quality living environment for the entire Shire community.



### Theme 1: OUR SOCIETY

#### Strategic Direction 1: Safe, Inclusive and Connected Community

A safe, supportive community where everyone feels welcomed, valued and connected.



### Theme 2: OUR ENVIRONMENT

#### Strategic Direction 2: Environmentally Sustainable and Productive Shire

Maintaining a healthy balance between our natural and built environments.



### Theme 3: OUR ECONOMY

#### Strategic Direction 3: Progressive and Diverse Economy

A strong, diverse economy that attracts, retains and inspires business, industry and tourism growth.



### Theme 4: OUR CIVIC LEADERSHIP

#### Strategic Direction 4: Collaborative and Proactive Leadership

Working pro-actively together to achieve our shared vision with strong strategic direction.

**AGENDA**

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

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

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**2 ACKNOWLEDGEMENT OF COUNTRY**

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

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

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**3 RECOGNITION OF SERVICE MEN & WOMEN**

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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.

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**4 APOLOGIES/GRANTING OF LEAVE OF ABSENCES**

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

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

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

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

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

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

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Extract from Council's Code of Meeting Practice:

**14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC**

Grounds on which meetings can be closed to the public

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

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

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

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

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

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

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

- 14.1 Compulsory acquisition of land from Richard and Katriona Penrose - Rangari Road  
- Barneys Spring Creek Bridge Construction Works

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## **7 PRESENTATIONS**

Presentation requests received to date:

- Nil

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## **8 CONFIRMATION OF MINUTES**

### **RECOMMENDATION**

That the minutes of the Ordinary Meeting of the Narrabri Shire Council held on 24 August 2021 comprising Minute Nos 137/2021 to 152/2021 as circularised be confirmed and signed as a correct record by the Mayor.

**MINUTES OF NARRABRI SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE NARRABRI SHIRE COUNCIL CHAMBERS, 46-48 MAITLAND STREET, NARRABRI  
ON TUESDAY, 24 AUGUST 2021 AT 1.06PM**

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

**IN ATTENDANCE:** Stewart Todd (General Manager), Lindsay Mason (Director Corporate and Community Services), Eloise Chaplain (Acting Director Infrastructure Delivery), Andrew Brown (Director Planning, Strategy and People), Delece Hartnett (Minute Clerk).

Proceedings of the meeting commenced at 1.06pm via video conference.

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

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

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**2 ACKNOWLEDGEMENT OF COUNTRY**

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

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**3 RECOGNITION OF SERVICE MEN & WOMEN**

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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.

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**4 APOLOGIES/GRANTING OF LEAVE OF ABSENCES**

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Nil.

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

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COUNCILLOR	ITEM NUMBER	PECUNIARY/ NON- PECUNIARY	REASON
Cr Finlay	14.1 - Narrabri Underground Mine Extension - Voluntary Planning Agreement Offer	Pecuniary	Whitehaven Coal, leasing of land.
Cr Campbell	14.1 - Narrabri Underground Mine Extension - Voluntary Planning Agreement Offer	Pecuniary	Whitehaven Coal, business contractor.

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

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**MINUTE 137/2021**

Moved: Cr Lloyd Finlay                      Seconded: Cr Cameron Staines

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

- **14.1 Narrabri Underground Mine Extension - Voluntary Planning Agreement Offer**

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

Against:        Nil

**CARRIED 8/0**

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**7 PRESENTATIONS**

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Nil.

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**8 CONFIRMATION OF MINUTES**

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**MINUTE 138/2021**

Moved: Cr Annie McMahon                      Seconded: Cr Robert Kneale

- 1. That the minutes of Ordinary Meeting of the Narrabri Shire Council held on 27 July 2021 comprising Minute Nos 114/2021 to 136/2021 as circularised be confirmed and signed as a correct record by the Mayor.**

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

Against:        Nil

**CARRIED 8/0**

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**9 MAYORAL MINUTE**

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**9.1 MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR JULY/AUGUST 2021****MINUTE 139/2021**

Moved: Mayor Ron Campbell

- 1. That Council note the Mayoral Appointments for the period July/August 2021.**

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

Against: Nil

**CARRIED 8/0**

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**10 OUR SOCIETY**

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Nil reports.

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**11 OUR ENVIRONMENT**

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Nil reports.

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**12 OUR ECONOMY**

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Nil reports.

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**13 OUR CIVIC LEADERSHIP**

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**13.1 DELEGATES REPORT - MEDICAL PROFESSIONALS HOUSING COMMITTEE MEETING, WEE WAA - 2 AUGUST 2021****MINUTE 140/2021**

Moved: Cr Maxine Booby      Seconded: Cr Catherine Redding

- 1. That Council note Cr Booby's Delegates Report from the Medical Professionals Housing Committee Meeting held on Monday 2 August 2021.**

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

Against: Nil

**CARRIED 8/0**



**13.2 INVESTMENT REPORT - JULY 2021****MINUTE 141/2021**

Moved: Cr Ron Campey                      Seconded: Cr Annie McMahon

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

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

Against:        Nil

**CARRIED 8/0**

**13.3 MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE****MINUTE 142/2021**

Moved: Cr Cameron Staines              Seconded: Cr Annie McMahon

- 1. That Council note the Minutes of the Audit, Risk and Improvement Committee meeting held on Wednesday, 21 July 2021.**

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

Against:        Nil

**CARRIED 8/0**

**13.4 REQUEST FOR SUSPENSION OF ALCOHOL FREE ZONE - PINK STREET DINNER PARTY, NARRABRI****MINUTE 143/2021**

Moved: Cr Cameron Staines      Seconded: Cr Lloyd Finlay

- 1. That Council grant conditional approval to suspend the Alcohol-Free Zone along Maitland Street, Narrabri (between Dewhurst Street and Lloyd Street) from 1:00PM Saturday 23 October 2021 to 12:00AM Sunday 24 October 2021 for the Pink Street Dinner Party event, pending the following conditions:**
  - a. That the applicant provides Narrabri Shire Council with written indemnity covering Council against any actions, suits, claims, and demands as the result of the event being carried out.**
  - b. That the applicant provides Narrabri Shire Council with Public Liability Policy to the value of twenty million dollars (\$20,000,000.00) with Narrabri Shire Council mentioned as an interested party.**
  - c. That the applicant provides Narrabri Shire Council with written support from the NSW Police to undertake the event.**

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

Against:      Nil

**CARRIED 8/0**

**13.5 EMERGENCY SERVICES LEVY****MINUTE 144/2021**

Moved: Cr Maxine Booby      Seconded: Cr Ron Campey

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

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

Against:      Nil

**CARRIED 8/0**

**13.6 DELIVERY PROGRAM 6 MONTHLY PROGRESS REPORT - JUNE 2021****MINUTE 145/2021**

Moved: Cr Ron Campey                      Seconded: Cr Robert Kneale

- 1. That Council adopt the Delivery Program 6 Monthly Progress Report, as attached, detailing Council's progress in meeting its objectives, strategies and measures up to the June 2021 period.**

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

Against:        Nil

**CARRIED 8/0**

**13.7 OPERATIONAL AND SERVICE PLAN ANNUAL REPORT - JUNE 2021****MINUTE 146/2021**

Moved: Cr Cameron Staines              Seconded: Cr Robert Kneale

- 1. That Council adopt the Operational and Service Plan Annual Report, as attached, detailing Council's progress in meeting its actions, capital works and key performance measures for the 2020/2021 financial year.**

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

Against:        Nil

**CARRIED 8/0**

**13.8 CAPITAL WORKS CARRY FORWARDS, REVOTES AND OVER RUNS****MINUTE 147/2021**

Moved: Cr Maxine Booby      Seconded: Cr Robert Kneale

1. That Council revoke in 2021/2022 an amount of \$569,782, as identified in attachment 1 to this report, from the 2020/2021 capital works program.
2. That Council carry forward to 2021/2022 an amount of \$3,699,378, as identified in attachment 1 to this report, to finalise works not completed as at the end of 2020/2021 financial year.
3. That Council reduce multi-year capital project budgets in 2021/2022 by an amount of \$28,404, for projects that exceeded their projected votes at 30 June 2021, or were commenced in advance, as identified in attachment 1 to this report.

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

Against:      Nil

**CARRIED 8/0**

**14 CONFIDENTIAL (CLOSED COUNCIL) MEETING****MINUTE 148/2021**

Moved: Cr Cameron Staines      Seconded: Cr Ron Campey

**That at 1.56pm Council move into Closed (Public Excluded) Meeting of Council and that the press and members of the public be asked to leave the room whilst Council considers the following items:**

**14.1 Narrabri Underground Mine Extension - Voluntary Planning Agreement Offer**

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

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

Against:      Nil

**CARRIED 8/0**

Mayor Campbell declared a pecuniary non-significant interest in relation to item 14.1 - Narrabri Underground Mine Extension - Voluntary Planning Agreement Offer, due to being a business contractor, and was not present at or in sight of the meeting during the consideration of the item.

Cr Finlay declared a pecuniary non-significant interest in relation to item 14.1 - Narrabri Underground Mine Extension - Voluntary Planning Agreement Offer, due to having a land lease option, and was not present at or in sight of the meeting during the consideration of the item.

The Mayor then vacated the Chair.

Deputy Mayor Cr Staines assumed chairpersonship of the Meeting at 1.57pm.

#### SUSPENSION OF STANDING ORDERS

##### MINUTE 149/2021

Moved: Cr Maxine Booby                      Seconded: Cr Catherine Redding

**That Council suspend standing orders to move into Committee of the Whole at 2.03pm.**

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

Against:      Nil

**CARRIED 6/0**

#### RESUMPTION OF STANDING ORDERS

##### MINUTE 150/2021

Moved: Cr Ron Campey                      Seconded: Cr Robert Kneale

**That Council resume standing orders and move out of Committee of the Whole at 2.27pm.**

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

Against:      Nil

**CARRIED 6/0**



**14.1 NARRABRI UNDERGROUND MINE EXTENSION - VOLUNTARY PLANNING AGREEMENT OFFER****MINUTE 151/2021**

Moved: Cr Robert Kneale      Seconded: Cr Ron Campey

- 1. That COUNCIL HAS TEMPORARILY WITHHELD THE RESOLUTION FOR THIS MATTER; under Section 10A(2) of the Local Government Act 1993, for the following reasons:**

**(c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business**

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

- 2. That Council maintain the confidentiality of this matter for the duration of the VPA negotiation.**

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

Against:      Nil

**CARRIED 6/0**

Mayor Campbell resumed the Chair at 2.29pm.

The Mayor assumed chairpersonship of the Meeting.

**MINUTE 152/2021**

Moved: Cr Cameron Staines      Seconded: Cr Ron Campey

**That at 2.29pm Council move out of Closed (Public Excluded) Meeting and that the resolutions from the Closed (Public Excluded) Meeting be read out to those present by the Chair of the Meeting or their nominee.**

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

Against:      Nil

**CARRIED 8/0**

**15 MEETING CLOSED**

The Meeting closed at 2.30pm.

The minutes of this meeting are scheduled to be confirmed at the Ordinary Council Meeting to be held on 28 September 2021.

.....  
**CHAIRPERSON**

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**9 MAYORAL MINUTE**

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**9.1 MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR AUGUST/SEPTEMBER 2021****Responsible Officer:** Ron Campbell, Mayor**Author:** Delece Hartnett, Personal Assistant to Mayor & General Manager**Attachments:** Nil**RECOMMENDATION**

- 1. That Council note the Mayoral Appointments for the period August/September 2021.**

**MAYORAL MINUTE**

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

**Wednesday 18 August 2021**

- Participated in media interview with ABC New England North West, regarding Defibrillators being installed across four Council sites and the 'Attract, Connect, Stay' project being launched across the Shire.

**Tuesday 24 August 2021**

- Attended August 2021 Ordinary Council Meeting, with fellow Councillors and senior Council staff.

**Thursday 26 August 2021**

- Participated in the Office of Local Government (OLG) Webinar discussing COVID-19 within Regional areas of NSW, with fellow Councillors and Council staff also participating via video conferencing.

**Monday 30 August 2021**

- Participated within New England Joint Organisation (NEJO) Board Meeting with member Councils, and the General Manager also joined in via video conferencing.
- Attended Mass Walk-in Vaccination Committee Meeting with Oxley Police representatives, Hunter New England Staff, Narrabri Doctors, and Senior Council staff.

**Tuesday 31 August 2021**

- Media Announcement/Photo – Mass Walk-in Vaccination Clinic at The Crossing Theatre, Narrabri.
- Attended Mass Walk-in Vaccination Committee Meeting with Oxley Police representatives, Hunter New England Staff, Narrabri Doctors, and Senior Council staff.

**Wednesday 1 September 2021**

- Participated in radio interview with ABC New England North West on the proposed Mass Walk-in Vaccination Clinic in Narrabri and Wee Waa.
- Participated in radio interview with 2MAXFM on the proposed Mass Walk-in Vaccination Clinic in Narrabri and Wee Waa.

- Attended Mass Walk-in Vaccination Committee (update) Meeting with Oxley Police representatives, Hunter New England Staff, Narrabri Doctors, and Senior Council staff.

**Friday 3 September 2021**

- Attended Mass Walk-in Vaccination Committee (update) Meeting with Oxley Police representatives, Hunter New England Staff, Narrabri Doctors, and Senior Council staff.

**Saturday 4 September 2021**

- Participated in reminder radio interview with 2MAXFM on the proposed Mass Walk-in Vaccination Clinic in Narrabri and Wee Waa.

**Sunday 5 September 2021**

- Attended Mass Walk-in Vaccination Clinic in Narrabri at The Crossing Theatre, and assisted Council and Royal Flying Doctor Service staff on site.

**Monday 6 September 2021**

- Attended second day of Mass Walk-in Vaccination Clinic in Narrabri at The Crossing Theatre, and assisted Council and Royal Flying Doctor Service staff on site.

**Tuesday 7 September 2021**

- Attended August 2021 Councillor Briefing/Workshop with Councillors and Management.

**Wednesday 8 September 2021**

- Attended Mass Vaccination Hub Committee (Debrief) Meeting with Oxley Police representatives and Senior Council staff.

**Thursday 9 September 2021**

- Attended Local Emergency Management Committee Meeting, regarding the COVID-19 case situation, with appropriate Committee Members to discuss ongoing Pandemic planning and progress.

**Monday 13 September 2021**

- Participated in media interview with NBN News on the current extended COVID-19 lockdown and the impact on small business in the Shire.

**Wednesday 15 September 2021**

- Participated in the 'Attract, Stay, Connect' pilot project virtual conference with the local health district committee members to listen to progress and future strategic planning.

## 10 OUR SOCIETY



### THEME 1: OUR SOCIETY

#### STRATEGIC DIRECTION 1: SAFE, INCLUSIVE AND CONNECTED COMMUNITY

*By 2027, we will provide a safe, supportive community where everyone feels welcomes, valued and connected.*

#### COMMUNITY ENGAGEMENT

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

#### COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

- Community development
- Community health and safety
- Community arts, events and entertainment
- Community care services and transport
- Parks, open spaces and sporting facilities
- Children, youth and aged care services
- Disability access services
- Library services

#### COMMUNITY OUTCOMES

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

- Increased community arts, events and entertainment
- Reduction in anti-social behaviour and public offences
- Improved community accessibility and inclusiveness
- Improved sport and recreational services and facilities
- Improved educational services and learning pathways
- Improved community health and support services

**10.1 SECTION 7.12 CONTRIBUTIONS PLAN - AMENDED SCHEDULE OF WORKS ADOPTION**

**Responsible Officer:** Andrew Brown, Director Planning, Strategy and People

**Author:** Cara Stoltenberg, Strategic & Major Projects Planner

**Attachments:** 1. Amended Section 7.12 Schedule of Works  

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

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

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

**EXECUTIVE SUMMARY**

Council adopted the Narrabri Shire Council Section 7.12 Development Contributions Plan (“**Plan**”) in 2011. The Plan included a Schedule of Works (“**the Schedule**”), which identified projects within the Shire that could be funded through development contributions. At its Ordinary Council meeting on 25 June 2019, Council resolved to adopt a new Schedule (Minute 118/2019).

As the majority of current projects within the Schedule have been completed, it is appropriate that the Schedule be amended to remove the completed projects and to add new projects that reflect the aspirations of the community as articulated in the Community Strategic Plan.

On 27 July 2021, Council resolved that the draft of the amended Schedule be placed on public exhibition for a period of twenty-eight (28) days, in accordance with the *Environmental Planning and Assessment Regulation 2000* and that Council invite submissions from the community during this period.

The period of public exhibition has now closed. No submissions were received. It is recommended that Council now adopt the amended Schedule of Works to the Plan.

**RECOMMENDATION**

- 1. That Council adopt the draft amended Schedule of Works to the Narrabri Shire Section 7.12 Development Consent Levies Contributions Plan as attached to this report.**

**BACKGROUND**

The *Environmental Planning and Assessment Act 1979* (“**EPA Act**”) contains mechanisms for local authorities to raise developer contributions from applicants seeking development approval. The contributions assist in offsetting the extra demands on public infrastructure created as a result of the development activity. Council has a duty to progressively expend the funds raised for the nominated purpose.

In accordance with Clause 33A of the *Environmental Planning and Assessment Regulation 2000*;

- (1) A council is required to keep a contributions plan under review and, if a date by which a plan is to be reviewed is stated in it, is to review the plan by that date.*



- (2) *A council is also to consider any submissions about contributions plans received from public authorities or the public.*

Council adopted the Plan in 2011. The amended Schedule, which identified projects within the Shire that could be funded through development contributions. At its Ordinary Council meeting on 25 June 2019, Council resolved to adopt a new Schedule (Minute 118/2019).

The need to further amend the Schedule presented an opportunity for Council to make the necessary “housekeeping” changes to the Plan to align it with changes to clause numbers and terminology in the amended EPA Act. The Plan is now known as the Narrabri Shire Section 7.12 Fixed Development Consent Levies Contributions Plan, and Schedule of Works.

Since that time, external funding from government grants and co-contributions have assisted in financing the completion of the following projects:

Infrastructure	Location	Priority	Estimate (\$)
Community Facilities Upgrades	Narrabri - Cooma Oval - playground area additional seating	H	5,000
Community Facilities Upgrades	Narrabri - Cooma Oval shelters - Covered seating areas on the edge of field	H	45,000
Community Facilities Upgrades	Narrabri - Collins Park - four new seating structures for the riverbank area	H	15,000
Community Facilities Upgrades	Narrabri - Pirate Playground - additional shelter & BBQ area	H	45,000
Community Facilities Upgrades	Narrabri - Pirate Playground - shade shelter over playground	H	30,000
Community Facilities Upgrades	Narrabri – Cooma Oval – widen access area to Ugoa Street Carpark	H	5,000
Communities Facilities Upgrade	Boggabri – Middle Park – install additional picnic table and shelter	H	20,000
Communities Facilities Upgrade	Boggabri - New fence and gate and pathway to link equipment and park furniture	H	60,000
Communities Facilities Upgrade	Wee Waa - Dangar Park - construct shelters	H	45,000
Communities Facilities Upgrade	Wee Waa - Dangar Park - install basketball half court & rebound wall	H	50,000
Communities Facilities Upgrade	Wee Waa - Dangar Park - install new outdoor gym equipment	H	40,000
Communities Facilities Upgrade	Wee Waa - Dangar Park - install pathway to link entry to facilities	H	15,000
Communities Facilities Upgrade	Wee Waa - Dangar Park - install shade sail to playground	H	35,000
Communities Facilities Upgrade	Wee Waa - Dangar Park - playground equipment	H	50,000

Communities Facilities Upgrade	Wee Waa - Ludowici Park - install BBQ into sheltered area	H	8,000
Communities Facilities Upgrade	Wee Waa - Ludowici Park - install pathway to link new shelter to playground	H	25,000
Communities Facilities Upgrade	Wee Waa - Ludowici Park - install shade shelter	H	35,000
Communities Facilities Upgrade	Wee Waa - Ludowici Park - replace swing set	H	8,000
Communities Facilities Upgrade	Gwabegar - Anzac Park - renew playground equipment	H	60,000
Communities Facilities Upgrade	Gwabegar - Anzac Park - install shade shelter	H	25,000
Communities Facilities Upgrade	Pilliga - Anzac Park - install new playground equipment	H	50,000
Communities Facilities Upgrade	Pilliga - Anzac Park - install shade shelter	H	25,000
Communities Facilities Upgrade	Pilliga - Rural Transaction Centre - replace amenities	H	60,000
Communities Facilities Upgrade	Baan Baa – Hall – new playground and shade	H	60,000
Communities Facilities Upgrade	Bellata – Picnic Shelter and seat	H	40,000
Pools Narrabri	Pools - Narrabri Aquatic Centre - Outdoor Tables & Chairs for Canteen Area	H	10000
Pools Wee Waa	Pools - Wee Waa Pool - Tables & Chairs for BBQ Area	H	5,000
Footpath	Narrabri Jetty Area pathway to link arterial pathway	H	35,000
Community Facilities Upgrades	Narrabri Lake additional seating	H	15,000
Community Facilities Upgrades	Boggabri Vickery Park flying fox	H	30,000

The majority of the items on the current Schedule have been completed, and others have been identified as no longer a priority. Therefore, it is now appropriate that Council adopts a new Schedule, which reflects the aspirations of the community as articulated in the Community Strategic Plan.

The current Schedule contains forty-one (41) projects spanning Community Facilities Upgrades, Footpaths and Pools. Of these, thirty (30) projects have now been completed.

Item 29, Public Toilet installed at playground or camping site in Bellata, is proposed to be removed from the Schedule. This is due to these facilities now being available as a result of Council's adoption of the Bellata sporting precinct at the Bellata Golf course.

Item 11, Vickery Park Gym Equipment including two (2) cover gym stations and connecting pathway at Boggabri has been re-costed from estimated at \$85,000 to \$135,000. This is to ensure adequate funds are available for an additional pathway to make the site accessible and to enhance the entry off Laidlaw Street. The following thirteen (13) new projects have also been identified and are recommended to be added to the amended Schedule:

Community Facilities Upgrades	Boggabri Vickery Park Renew Playground Equipment	M	80,000
Community Facilities Upgrades	Boggabri Jubilee Irrigation for Practice fields	M	150,000
Community Facilities Upgrades	Wee Waa Dangar Park Irrigation System	M	160,000
Shared Path	Wee Waa Dangar Shared Pathway	M	150,000
Community Facilities Upgrades	Wee Waa Tennis Courts Renewal, Picnic Area, Lighting, Fencing and all Access Pathway	M	300,000
Shared Path	Wee Waa Levee Shared Path Design	H	20,000
Community Facilities Upgrades	Pilliga Bore Projects from Master plan	M	80,000
Community Facilities Upgrades	Narrabri CBD Circular Seating Upgrade	M	330,000
Community Facilities Upgrades	Narrabri Skate Park	M	200,000
Community Facilities Upgrades	Splash Parks at each township (x3)	L	(each) 400,000
Footpath	Shared Paths in each township (x3)	M	(each) 500,000
Community Facilities Upgrades	Narrabri Indoor Centre Masterplan	H	50,000
Community Facilities Upgrades	Narrabri Cooma Oval Canteen and Toilet Facilities Design	M	50,000
Community Facilities Upgrades	Accessibility Access at all Parks	M	200,000
New Community Facility	New Companion Animals Impound Facility	H	350,000

The original Schedule focused on funding public infrastructure throughout the Shire such as roads and footpaths, with specific attention to the Narrabri CBD. The focus of the proposed new Schedule is the wider Shire. Civic improvements are proposed for both Wee Waa and Boggabri, including the delivery of infrastructure recommended by the Narrabri Shire Walk and Cycle Strategy, which

ultimately encourage the use of active and passive open spaces whilst also aiding disability mobility as the population ages.

### CURRENT SITUATION

On 27 July 2021, Council resolved that the draft of the amended Schedule be placed on public exhibition for a period of twenty-eight (28) days, in accordance with the *Environmental Planning and Assessment Regulation 2000* and that Council invite submissions from the community during this period.

The period of public exhibition has now closed. No submissions were received. It is recommended that Council now adopt the amended Schedule of Works to the Plan.

In accordance with the Community Strategic Plan, the implementation of the amended Schedule will:

- ensure public facilities in the shire are sufficient for residents and visitors; and
- improve our towns and villages making them more liveable.

### FINANCIAL IMPLICATIONS

Levies are collected on all developments within the Shire requiring development or Complying Development consent, prior to works commencing, with a value over \$100,000 at the rate of:

Proposed cost of the development	Percentage of levy
\$100,001 - \$200,000	0.5%
Greater than \$200,000	1.0%

Financial implications as pertaining to the endorsement of the amended Plan are detailed in the body of this Report.

### STATUTORY AND POLICY IMPLICATIONS

The amended Schedule will allow improved public amenities and services which assist in improving the health and wellbeing of the community as well as providing safe pathways, for pedestrian and cycling traffic, connecting to facilities and services.

In accordance with the Community Strategic Plan, the implementation of the amended Schedule will ensure that public facilities in the shire are sufficient for residents and visitors and will improve our towns and villages making them more liveable.

Section 7.12 plans are controlled under strict regulatory requirement to ensure funding is being applied to meet the consequences of demand created by increased development activity.

The amended Schedule must be placed on public exhibition for a minimum of twenty-eight (28) days, in accordance with the *Environmental Planning and Assessment Regulation 2000*.

### CONSULTATION

#### External Consultation

Pursuant to clause 33A of the *Environmental Planning and Assessment Regulation 2000* the amended Schedule was publicly exhibited for a period of twenty-eight (28) days. No submissions were received during this period.

**Internal Consultation**

- Councillors.
- Manager Design Services.
- Manager Parks and Open Spaces.
- Manager Roads Services.



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## **PROPOSED SCHEDULE OF WORKS**

### Section 7.12 Development Contributions Plan – Amended Schedule of Works

Priority	Description
Low (L)	Capital Works prioritised and expected to be needed from 7 – 10 years
Medium (M)	Capital Works prioritised and expected to be needed from 3 – 7 years
High (H)	Capital Works prioritised and expected to be needed from 1 – 3 years

Item	Infrastructure	Location	Priority	Estimate (\$)
1 (7)	Communities Facilities Upgrade	Narrabri - Narrabri creek accessible jetty - All accessible concrete jetty next to boat ramp	H	90,000
2 (8)	Communities Facilities Upgrade	Narrabri - Gately field - Covered seating areas on the edge of field	H	45,000
3 (9)	Communities Facilities Upgrade	Narrabri - leash free park - Construct a leash free dog park	H	50,000
4 (11)	Communities Facilities Upgrade	Boggabri - Vickery Park Gym equipment - Two cover gym stations and connecting pathway	H	135,000* (re-costed)
5 (31)	Footpath	Killarney Street from Tibbereena Street to Barwan Street	H	51,000
6 (32)	Footpath	Barwan Street from Bowen Street to Denison Street	H	51,000
7 (33)	Footpath	Gibbons Street from Wandie Place to Existing Footpath	H	28,000
8 (34)	Footpath	Boheena Street Wukawa Street to Cooma Road	H	73,000
9 (35)	Footpath	Wee Waa Street from Brent Street to Caxton Street	H	64,000
10 (36)	Pools Boggabri	Pools - Boggabri Pool - Tables & Chairs for BBQ Area	H	5,000
11	Community Facilities Upgrades	Boggabri Vickery Park Renew Playground Equipment	M	80,000
12	Community Facilities Upgrades	Boggabri Jubilee Irrigation for Practice fields	M	150,000
13	Community Facilities Upgrades	Wee Waa Dangar Park Irrigation System	M	160,000
14	Shared Path	Wee Waa Dangar Shared Pathway	M	150,000
15	Community Facilities Upgrades	Wee Waa Tennis Courts Renewal, Picnic Area, Lighting, Fencing and all Access Pathway	M	300,000
16	Shared Path	Wee Waa Levee Shared Path Design	H	20,000
17	Community Facilities Upgrades	Pilliga Bore Projects from Master plan	M	80,000
18	Community Facilities Upgrades	Narrabri CBD Circular Seating Upgrade	M	330,000
19	Community Facilities Upgrades	Narrabri Skate Park	M	200,000
20	Community Facilities Upgrades	Splash Parks at each town (x3)	L	400,000 each

21	Community Facilities Upgrades	Narrabri Indoor Centre Masterplan	H	50,000
22	Community Facilities Upgrades	Narrabri Cooma Oval Canteen and toilet facilities Design	M	50,000
23	Community Facilities Upgrades	Accessibility Access at all Parks	M	200,000
24	New Community Facility	New Companion Animals Impound Facility	H	350,000

## 11 OUR ENVIRONMENT



### THEME 2: OUR ENVIRONMENT

#### STRATEGIC DIRECTION 2: ENVIRONMENTALLY SUSTAINABLE AND PRODUCTIVE SHIRE

*By 2027, we will maintain a healthy balance between our natural and built environments.*

#### COMMUNITY ENGAGEMENT

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

#### COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

- Waste management and recycling
- Environmental planning
- Planning and development
- Parks and open spaces
- Noxious weeds control
- Floodplain management
- Water and sewer management
- Stormwater management

#### COMMUNITY OUTCOMES

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

- Improved air, water and soil quality
- Reduction in domestic and industry waste
- Management of potential impacts from extractive industries
- Improved emergency service provision and resources
- Maintenance of heritage sites for future generation



**11.1 SECTOR-WIDE CAMPAIGN ON INFRASTRUCTURE CONTRIBUTIONS REFORMS**

**Responsible Officer:** Andrew Brown, Director Planning, Strategy and People

**Author:** Donna Ausling, Manager Strategic Planning

**Attachments:** Nil

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

**Objective** 4.3 Infrastructure and service delivery will provide public value for the community

**Strategy** 4.3.1 Develop and integrate a methodology that measures and reports to communities on equitable distribution of Council funding

**EXECUTIVE SUMMARY**

The NSW Government recently introduced the *Environmental Planning and Assessment Amendment (Infrastructure Contributions) Bill 2021* into Parliament which would implement sweeping reforms to the infrastructure contributions framework in NSW.

The Bill amends or replaces many of the existing provisions contained in Part 7 of the *Environmental Planning and Assessment Act 1979* (EP&A Act). Implementation of the recommendations will have far reaching financial implications for councils and communities that are unknown at this stage. The detail will not become clear until all proposed regulatory changes, Ministerial Directions and subordinate legislation that will give effect to the Government's infrastructure contributions reform agenda are released for scrutiny. Councils and other stakeholders are not in a position to provide informed comment without this additional level of detail.

Local Government NSW (LGNSW) has been advocating this position on behalf of the local government sector and have advised that they have met with the Minister for Planning and Public Spaces the Hon Rob Stokes MP on several occasions to stress that councils and their communities must *not* be worse off under any reforms. LGNSW has made a submission to the parliamentary inquiry opposing the passage of the Bill and have communicated their intention to continue its advocacy efforts on the industry's behalf. As part of this process, LGNSW have recently requested councils in NSW to add their voice in calling on the NSW Government to withdraw the Bill from the NSW Parliament.

**RECOMMENDATION**

- 1. That Council calls on the NSW Government to withdraw the Environmental Planning and Assessment Amendment (Infrastructure Contributions) Bill 2021 (the Bill) from the NSW Parliament.**
- 2. That Council calls on the NSW Government to undertake further consultation with the local government sector on any proposed reforms to the infrastructure contributions system.**

3. That Council calls on the NSW Government to de-couple the Independent Pricing and Regulatory Tribunal led review of the rate peg to include population growth from the infrastructure contributions reforms.
4. That Council writes to the local State Member Mr Roy Butler MP, the Premier the Hon Gladys Berejiklian MP, Treasurer the Hon Dominic Perrottet MP, Minister for Planning and Public Spaces the Hon Rob Stokes MP and Minister for Local Government the Hon Shelley Hancock MP seeking them to withdraw the Bill.
5. That Council affirms its support to LGNSW and requests LGNSW continue advocating on its behalf to protect local government from any amendments to infrastructure contributions which leaves councils and communities exposed to expending ratepayer funds on new infrastructure made necessary by new development, currently the responsibility of developers.

## BACKGROUND

Infrastructure contributions are made by developers to help deliver the infrastructure needed as communities grow. They are a means of financing public infrastructure that is required as a direct or indirect result of new development. They are provided in the form of monetary contributions, the dedication of land and/or the provision of capital works.

The current framework is based on a long-standing impactor/beneficiary pays principle of the existing planning system, i.e., new development makes a contribution towards the cost of infrastructure that will meet the additional demand it generates and benefits from.

Councils rely on development contributions to fund new infrastructure to support population growth and new development. As Council is aware, local government infrastructure responsibilities include local road, bridge, pedestrian and cycle networks, local water and sewerage utilities, stormwater and water management, buildings and facilities, regional airports and aerodromes, public domains, parks and open spaces, recreation, cultural, family and community services facilities, and a range of other infrastructure vital to local communities and important for creating liveable communities.

Council contribution plans are generally limited to the initial costs of providing this infrastructure. The ongoing life cycle costs of managing and maintaining infrastructure are not typically included in these plans and are generally funded through rates and other income streams.

Given the magnitude of infrastructure required (and expected) to support communities, it is considered that the corresponding reduction in infrastructure contributions will far outweigh any short to medium increase in rate revenue, resulting in funding shortfalls and unnecessary delays in the delivery of critical infrastructure to support communities.

It is considered essential that councils and communities, particularly those in rural and regional NSW that are still recovering from natural disasters including flooding and drought, are not left worse off by any infrastructure contributions reform agenda.

## CURRENT SITUATION

The Infrastructure Contributions Bill introduces a major overhaul of the infrastructure contributions system in NSW and has wide ranging implications for councils and the communities they serve.

An overriding concern of the local government sector is that without full understanding of the ensuing details, these reforms will result in further cost shifting from developers onto local

government and ratepayers. Some of the recommendations include restricting the essential works list to development contingent costs, permanent deferment of payments of infrastructure contributions, the removal of value capture and value sharing Voluntary Planning Agreements and restricting planning agreements for mining and energy projects to contingent infrastructure.

Councils have led their communities through a challenging 18 month period, headlined by the COVID pandemic. Ensuring councils have access to ongoing funding through infrastructure contributions will empower councils to drive a locally led economic recovery and help create new jobs for their communities.

This issue, particularly the determination of costs and benefits, is further complicated by the Government decision to make proposed reforms to the rate peg contingent on infrastructure contributions reforms. LGNSW strongly objects to this linkage and maintains that the respective reforms should be considered independently. This is discussed further below.

Further information is required of the NSW Government to provide the necessary assurance that councils and their communities will not be worse off as a result of these reforms. Furthermore, LGNSW has called on the NSW Government to withdraw the Bill until such time as that complete information has been made available for analysis and the financial implications are more fully understood.

LGNSW has highlighted that clarity is required on many aspects of the reforms including:

- the definition of “development contingent infrastructure” and what infrastructure will be retained on the Essential Works List (EWL). The EWL is to be subject of an IPART review that has not yet commenced;
- future caps on s7.11 contributions;
- the introduction of caps and the apparent removal of a percentage levy on fixed rate contributions under s7.12;
- the operations of the proposed land value contributions;
- the rationale for proposing to change the review requirements for council’s Local Strategic Planning Statements (LSPS) from 7 to 5 years (without any consultation with councils);
- details on the new Regional Infrastructure Contribution which is to be imposed by a State environmental planning policy (SEPP); and
- the Government response to the recommendations of the current Independent Pricing and Regulatory Tribunal (IPART) Review of the Rate Peg to include Population Growth.

It is considered premature to proceed with this legislation as presented while so much of the infrastructure reform agenda remains unknown. Additionally, there is a widespread industry lack of confidence that the reforms will create a fair and equitable system that does not make councils worse off. This is generating many questions within the sector and there is resounding agreement

that before the Bill can proceed, more detail is required about regulations and subordinate legislation that will follow, including further analysis and modelling of impacts.

Given this prevailing uncertainty, and potential financial impacts on Council, it is therefore recommended that Council join the current LGNSW campaign. Councillors will be kept informed as to the progress of this matter.

**FINANCIAL IMPLICATIONS**

The reforms may have significant impact on Council's infrastructure delivery programs and methodologies.

**STATUTORY AND POLICY IMPLICATIONS**

The reforms may have significant impact on Council's adopted policy framework that have been unable to be quantified due to lack of detailed information.

**CONSULTATION****External Consultation**

Nil.

**Internal Consultation**

- Acting Director Infrastructure Delivery.
- Manager Development.
- Manager Design.

## 12 OUR ECONOMY



### THEME 3: OUR ECONOMY

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

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

#### COMMUNITY ENGAGEMENT

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

#### COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

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

#### COMMUNITY OUTCOMES

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

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

NIL REPORTS.

## 13 OUR CIVIC LEADERSHIP



### THEME 4: OUR CIVIC LEADERSHIP

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

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

#### COMMUNITY ENGAGEMENT

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

#### COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

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

#### COMMUNITY OUTCOMES

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

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

**13.1 CREATION OF THE OFFICE OF DEPUTY MAYOR**

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

**Author:** Delece Hartnett, Personal Assistant to Mayor & General Manager

**Attachments:** 1. Mayor/Deputy Mayor Nomination Form  

**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 is required to determine if it wishes to create the Office of Deputy Mayor in accordance with statutory requirements.

On the assumption that Council will wish to elect a Deputy Mayor, a nomination paper for Office of Deputy Mayor has been provided as an attachment to this report. Nomination papers may be delivered or sent to the General Manager either prior to or at the Council Meeting.

In alignment with Council's Objective 4.4 of the Delivery Program 2017/2021; of being transparent and accountable, it is recommended to conduct the voting using the open voting method.

**RECOMMENDATION**

- 1. That Council create the Office of Deputy Mayor.**
- 2. That Council set the term of the Office of Deputy Mayor to expire at the termination of this current term of Council.**
- 3. That Council elect the Deputy Mayor by way of open voting, if more than one (1) nomination for Deputy Mayor is received.**

**BACKGROUND**

Council is required to determine if it wishes to create the Office of Deputy Mayor in accordance with the provisions of the *Local Government Act 1993* ("**the LG Act**") and the *Local Government (General) Regulation 2005* ("**LGGR**").

Council can determine to create the Office of Deputy Mayor. Section 231 of the LG Act outlines the requirements for the creation and election of a Deputy Mayor. The election process is set out in Schedule 7 of the LGGR.

**CURRENT SITUATION**

On the assumption that Council will wish to elect a Deputy Mayor, a nomination paper for Office of Deputy Mayor has been provided as an attachment to this report.

Nomination papers may be delivered or sent to the General Manager either prior to or at the Council Meeting. The nomination is to be in writing and signed by 2 or more councillors (one of whom may



be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.

Should there be more than one (1) Councillor nominated for the Office of Deputy Mayor, Council is to determine whether the election is to be by preferential ballot, by ordinary ballot or by open voting.

### **Election Methods**

#### **Preferential Ballot**

This method utilises ballot-papers. Councillors are to mark their votes by placing the numbers “1”, “2” and so on against the candidate names so as to indicate the order of their preference for all the candidates.

If a candidate has an absolute majority of first preference votes, that candidate is elected.

If an absolute majority is not achieved, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.

If no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter’s preference is repeated until one (1) candidate has received an absolute majority of votes, whom is then elected.

If, on any count of votes, there are two (2) candidates in, or remaining in, the election and the numbers of votes cast for the two (2) candidates are equal, the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.

If, on any count of votes, there are three (3) or more candidates in, or remaining in, the election and the numbers of votes cast for two (2) or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes, the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.

#### **Ordinary Ballot**

This method utilises ballot-papers. The Returning Officer decides the manner in which votes are to be marked on the ballot-papers.

If there are only two (2) candidates, the candidate with the higher number of votes is elected. If there are only two (2) candidates and they are tied, the one (1) elected is to be chosen by lot.

If there are three (3) or more candidates, a vote is taken; the candidate with the lowest number of votes is excluded. If three (3) or more candidates still remain further votes are taken with the candidate receiving the lowest number of votes being excluded until two (2) candidates remain.

A further vote is taken of the two (2) remaining candidates; the candidate with the higher number of votes is elected. If there are only two (2) candidates and they are tied, the one (1) elected is to be chosen by lot.

If at any stage during a count two (2) or more candidates are tied on the lowest number of votes, the one (1) excluded is to be chosen by lot.

### Open Voting

This method utilises a show of hands. The election procedure is the same as for the ordinary ballot method.

### **Definitions**

**Absolute majority:** In relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.

**Ballot:** In the context of this type of election has the meaning of a secret ballot.

**Chosen by lot:** If two (2) candidates are tied (having equal numbers of votes) their names are written on similar slips of paper by the Returning Officer, the slips are folded by the Returning Officer so as to prevent the candidate names being seen, the slips are mixed and one (1) is drawn at random by the Returning Officer and the candidate whose name is on the drawn slip is chosen.

Before proceeding with the election Council is required to resolve which method of voting is to be used. While the option to have a preferential ballot is available it is not normally used in circumstances such as this. Both ordinary ballot and open voting are the more common methods.

In alignment with Council's previous voting method decision and Objective 4.4 of the Delivery Program 2017/2021; of being transparent and accountable, it is recommended to conduct the voting using the open voting method.

### **Timing of Election**

The election for Office of Deputy Mayor is to take place at the Council Meeting at which the Council determines the method of voting.

### **FINANCIAL IMPLICATIONS**

Nil.

### **STATUTORY AND POLICY IMPLICATIONS**

This report enables Council to create the Office of Deputy Mayor in line with the statutory requirements of the LG Act and LGGR.

If Council resolves this way; Council is additionally statutorily required to resolve:

1. The term of the Office of Deputy Mayor.
2. The method of voting for the Office of Deputy Mayor.

### **CONSULTATION**

#### **External Consultation**

Advice circulated from the Office of Local Government (OLG) has been considered in the preparation of this report and is freely available from the Office's website.

#### **Internal Consultation**

Nil.



Narrabri Shire Council  
46-48 Maitland Street  
PO Box 261, Narrabri NSW 2390

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E. council@narrabri.nsw.gov.au



## NOMINATION FORM

Clause 2 of Schedule 7 Local Government (General) Regulation 2005

To: **General Manager**  
**Narrabri Shire Council**

### Nomination Details

We, the undersigned, hereby nominate:

Cr \_\_\_\_\_

For the position of:  
(tick appropriate box/es)



**Mayor**

and/or



**Deputy Mayor**

### Nominated by:

(At least two (2) councillors, one of whom may be the nominee)

Name:

Signature:

Name:

Signature:

### Certification

I hereby agree to my nomination for the above position/s:

Name:

Signature:

Date (dd/mm/yyyy):

### OFFICE USE ONLY

Received By:

Returning Officer:

Date (dd/mm/yyyy):

Time:

**13.2 DELEGATION OF AUTHORITY - MAYOR AND DEPUTY MAYOR**

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

**Author:** Delece Hartnett, Personal Assistant to Mayor & General Manager

**Attachments:** 1. Delegations of Authority for the Mayor 

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

Objective 4.2 Decision making will ensure Council remains financially sustainable

Strategy 4.2.3 Modernise Council's service delivery, governance and management

**EXECUTIVE SUMMARY**

Delegations of Authority were put in place for the Mayor and Deputy Mayor, at the beginning of the current Council term. Legislative changes to the *Local Government Act 1993* have occurred and a review and new form of delegation instrument is now required, due to legislative having precedence of Council delegations.

The previous delegations adopted now overlap with the legislative changes to the role of the mayor of a council in NSW.

**RECOMMENDATION**

1. That the delegations of authority for the Mayor as attached to this report be adopted.

**BACKGROUND**

The delegations of authority for both the Mayor and Deputy Mayor are formally reviewed and typically resolved by Council at the beginning of a Council term.

Delegations granted to the Mayor and Deputy Mayor enable said persons to fulfil their role and undertake any necessary representations of the Council.

Council generally may, by resolution, delegate any of the functions under the *Local Government Act 1993* or any other Act, other than the following:

- (a) the appointment of a general manager,
- (b) the making of a rate,
- (c) a determination under section 549 as to the levying of a rate,
- (d) the making of a charge,
- (e) the fixing of a fee,
- (f) the borrowing of money,
- (g) the voting of money for expenditure on its works, services or operations,
- (h) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),
- (i) the acceptance of tenders to provide services currently provided by members of staff of the council,
- (j) the adoption of an operational plan under section 405,
- (k) the adoption of a financial statement included in an annual financial report,
- (l) a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,

- (m) the fixing of an amount or rate for the carrying out by the council of work on private land,
- (n) the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work,
- (o) the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979,
- (p) the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194,
- (q) a decision under section 356 to contribute money or otherwise grant financial assistance to persons,
- (r) a decision under section 234 to grant leave of absence to the holder of a civic office,
- (s) the making of an application, or the giving of a notice, to the Governor or Minister,
- (t) this power of delegation,
- (u) any function under this or any other Act that is expressly required to be exercised by resolution of the council.

### CURRENT SITUATION

The current delegations for both positions have been in place since 2016.

### Delegations for the Mayor

Legislative changes have been made to the role of the Mayor and have enshrined a number of roles for the mayor of a council. Section 226 of the Act outlines the role:

The role of the mayor is as follows:

- (a) to be the leader of the council and a leader in the local community,
- (b) to advance community cohesion and promote civic awareness,
- (c) to be the principal member and spokesperson of the governing body, including representing the views of the council as to its local priorities\*,
- (d) to exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council,
- (e) to preside at meetings of the council\*,
- (f) to ensure that meetings of the council are conducted efficiently, effectively and in accordance with this Act\*,
- (g) to ensure the timely development and adoption of the strategic plans, programs and policies of the council,
- (h) to promote the effective and consistent implementation of the strategic plans, programs and policies of the council,
- (i) to promote partnerships between the council and key stakeholders,
- (j) to advise, consult with and provide strategic direction to the general manager in relation to the implementation of the strategic plans and policies of the council,
- (k) in conjunction with the general manager, to ensure adequate opportunities and mechanisms for engagement between the council and the local community,
- (l) to carry out the civic and ceremonial functions of the mayoral office\*,
- (m) to represent the council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level\*,
- (n) in consultation with the councillors, to lead performance appraisals of the general manager\*,
- (o) to exercise any other functions of the council that the council determines.

The legislative changes to the role of the mayor have overlapped with the previous delegations that were in place (marked with an \* above), thus a review has been completed to align with the current legislation and ensure the Council delegations to the Mayor are up to date.

The new draft Mayoral Delegation of Authority is attached to this report.

### **Delegations for the Deputy Mayor**

A review has also been undertaken of the Deputy Mayor delegation of authority to ensure alignment with any relevant legislative change.

Under the Act, section 231(3); *The deputy mayor may exercise any function of the mayor at the request of the mayor or if the mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of mayor.*

It has been determined, due to the legislative changes implemented and section 231(3) of the Act that there is no requirement for an explicit Deputy Mayor Delegation of Authority, as the Act now provides explicitly for the Deputy Mayor to exercise the functions of the Mayor under section 231(3) of the Act.

### **FINANCIAL IMPLICATIONS**

Nil.

### **STATUTORY AND POLICY IMPLICATIONS**

Relevant sections of the Act:

- Section 226 *Role of the Mayor.*
- Section 231 *Deputy Mayor.*
- Section 377 *General power of the council to delegate.*

### **CONSULTATION**

#### **External Consultation**

Nil.

#### **Internal Consultation**

Nil.



## DELEGATION OF AUTHORITY

### ROLE OF THE MAYOR

Pursuant to section 226 of the *Local Government Act 1993* ("the Act") the role of the Mayor of Narrabri Shire Council is inclusive of the following functions:

- (a) to be the leader of the council and a leader in the local community,
- (b) to advance community cohesion and promote civic awareness,
- (c) to be the principal member and spokesperson of the governing body, including representing the views of the council as to its local priorities,
- (d) to exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council,
- (e) to preside at meetings of the council,
- (f) to ensure that meetings of the council are conducted efficiently, effectively and in accordance with the Act,
- (g) to ensure the timely development and adoption of the strategic plans, programs and policies of the council,
- (h) to promote the effective and consistent implementation of the strategic plans, programs and policies of the council,
- (i) to promote partnerships between the council and key stakeholders,
- (j) to advise, consult with and provide strategic direction to the general manager in relation to the implementation of the strategic plans and policies of the council,
- (k) in conjunction with the general manager, to ensure adequate opportunities and mechanisms for engagement between the council and the local community,
- (l) to carry out the civic and ceremonial functions of the mayoral office,
- (m) to represent the council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level,
- (n) in consultation with the councillors, to lead performance appraisals of the general manager,
- (o) to exercise any other functions of the council that the council determines.

### DELEGATION OF AUTHORITY FOR MAYOR

Pursuant to sections 226 and 377 of the *Local Government Act 1993* as amended, Council hereby additionally delegates to the Mayor the exercise of the following:

- i. To represent the Council with the General Manager, in deputations, meetings and other forums where it is appropriate to represent Council's position.
- ii. To provide civic receptions as appropriate.

**TERMS OF DELEGATION**

The authorities so delegated continue and the Mayor shall continue to exercise such powers and authorities, until the Council reconfirms, amends or withdraws these powers of delegation by resolution of Council.

**ACCEPTANCE OF DELEGATION**

I hereby understand and accept this Delegation of Authority and the associated responsibility and accountability of same.

Name: .....

Date: ..... / ..... / .....

Council Resolution: .....



**13.3 ANNUAL APPOINTMENT TO COUNCIL COMMITTEES****Responsible Officer:** Lindsay Mason, Director Corporate and Community Services**Author:** Delece Hartnett, Personal Assistant to Mayor & General Manager**Attachments:** Nil**DELIVERY PROGRAM ALIGNMENT****4 Leadership**

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

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

**EXECUTIVE SUMMARY**

Council has continually reviewed its Committee structures to ensure efficient and effective governance frameworks exist that support Council decision making as part of this continual review cycle Council has utilised the practice of nominating delegates to Committees on an annual basis.

**RECOMMENDATION**

- 1. That Council extend current Councillor delegates representation to its various Advisory and Special Purpose Committees until the end of the current Council term.**

**BACKGROUND**

Council has continually reviewed its committee structures to ensure efficient and effective governance frameworks exist that support Council decision making as part of this continual review cycle Council has utilised the practice of nominating delegates to Committees on an annual basis.

Councillor representation would normally be appointed to Council's various committees for the ensuing twelve (12) months. Given the delay in the September Local Government Election to 4 December, it is necessary to review and formally appoint its Councillor representation until 3 December. For ease, it would be prudent for the Council to extend the Councillor representation from 28 September to 3 December 2021.

**CURRENT SITUATION**

Council has established the following variety of Committees; included below are the previous 12-month Councillor members. It is recommended that the delegates listed on the committees below remain the same until 3 December 2021, in line with the delay of the Local Government Elections in NSW on 4 December 2021.

<b>Advisory Committee</b>	<b>2020/2021 Delegates</b>
Access and Inclusion Committee	Member: Vacant <i>Member: Clr Redding</i> <i>Member: Clr Staines</i>

<b>Advisory Committee</b>	<b>2020/2021 Delegates</b>
Crime Prevention Advisory Committee	<i>Member: Clr Kneale</i> <i>Member: Clr Redding</i> <i>Alternate: Clr Staines</i>
Floodplain Management Advisory Committee	<i>Member: Clr Campey</i> <i>Member: Clr Kneale</i> <i>Member: Clr Booby</i>
Narrabri Airport Advisory Committee	<i>Member: Clr Staines</i> <i>Member: Clr Booby</i> <i>Alternate: Clr McMahon</i>
Saleyards Advisory Committee	<i>Member: Clr Booby</i> <i>Member: Clr Staines</i> <i>Alternate: Clr Campey</i>
The Crossing Theatre Advisory Committee	<i>Member: Clr Redding</i> <i>Member: Clr Kneale</i> <i>Alternate: Clr Staines</i>

<b>Section 355 Committee</b>	<b>2020/2021 Member(s)</b>
Section 355 Gwabegar Hall Committee	<i>Member: Clr Booby</i>

<b>Special Purpose Committee</b>	<b>2020/2021 Member(s)</b>
Audit, Risk & Improvement Committee	<i>Member: Clr Staines</i>
Local Traffic Committee	<i>Member: Clr Booby</i> <i>Alternate: Clr Campey</i>

## FINANCIAL IMPLICATIONS

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

## STATUTORY AND POLICY IMPLICATIONS

## CONSULTATION

### External Consultation

Office of Local Government

### Internal Consultation

Nil.

**13.4 ANNUAL APPOINTMENT OF COUNCIL DELEGATES**

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

**Author:** Delece Hartnett, Personal Assistant to Mayor & General Manager

**Attachments:** Nil

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

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

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

**EXECUTIVE SUMMARY**

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

It is necessary for Council to review and formally appoint its delegates.

**RECOMMENDATION**

1. That Council extend the appointment of delegates to the various external bodies or organisations, requesting or requiring Council representation until the end of the current Council term.

**BACKGROUND**

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

**CURRENT SITUATION**

Council has been requested to be involved on the following external bodies and organisations; included are the previous 12-month Council delegates. It is prudent to extend these appointments from 28 September to 3 December, in line with the postponement of Local Government Elections in NSW from 4 September to 4 December 2021, or the day prior to the next Council Election. The following is a list of the previous years delegations that should be extended:

<b>Name of Body/Organisation</b>	<b>2020/2021 Delegates</b>
Central Northern Libraries Committee	<i>Delegate: Clr Redding Alternate: Clr Booby</i>
Joint Regional Planning Panel (JRPP)	<i>Delegate: Clr Staines Delegate: Clr Kneale Alternate: Clr Campey</i>
Lillian Hulbert Memorial Prize Committee	<i>Delegate: Mayor</i>
Leards Forest Environmental Trust Committee	<i>Delegate: Cr Finlay Alternate: Cr Kneale</i>

Name of Body/Organisation	2020/2021 Delegates
Myall Creek Memorial Committee	<i>Delegate: Clr Redding</i> <i>Delegate: Clr McMahon</i> <i>Alternate: Clr Booby</i>
Namoi Water	<i>Delegate: Clr Redding</i> <i>Alternate: Clr McMahon</i>
Narrabri Bush Fire Management Committee	<i>Delegate: Clr Staines</i> <i>Alternate: Clr McMahon</i>
Narrabri Hospital Advisory Committee	<i>Delegate: Clr Redding</i> <i>Alternate: Clr McMahon</i>
Wee Waa Hospital Advisory Committee	<i>Delegate: Clr Booby</i> <i>Alternate: Clr McMahon</i>

### ***Community Consultative Committees (CCC)***

Name of Body/Organisation	2020/2021 Delegates
Boggabri Coal Community Consultation Committee	<i>Delegate: Clr Kneale</i> <i>Alternate: Clr Finlay</i>
Maules Creek Coal Mine Community Consultative Committee	<i>Delegate: Clr Kneale</i> <i>Alternate: Clr Finlay</i>
Narrabri Coal Mine Community Consultative Committee	<i>Delegate: Clr Redding</i> <i>Alternate: Clr Campey</i>
Narrabri Gas Project Community Consultative Committee	<i>Delegate: Clr Redding</i> <i>Delegate: Clr Kneale</i> <i>Alternate: Clr Campey</i>
Tarrawonga Coal Mine Community Consultative Committee	<i>Delegate: Clr Finlay</i> <i>Alternate: Clr Redding</i>
Vickery Coal Mine Community Consultative Committee	<i>Delegate: Clr Redding</i> <i>Alternate: Clr Finlay</i>
Western Slopes Pipeline Community Consultative Committee	<i>Delegate: Clr Kneale</i> <i>Alternate: Clr Booby</i>
Inland Rail N2N	<i>Delegate: Clr Staines</i> <i>Alternate: Clr McMahon</i>

### **FINANCIAL IMPLICATIONS**

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

### **STATUTORY AND POLICY IMPLICATIONS**

### **CONSULTATION**

#### **External Consultation**

Office of Local Government

#### **Internal Consultation**

Nil.

**13.5 ORDINARY COUNCIL MEETING DATES 2021/2022**

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

**Author:** Delece Hartnett, Personal Assistant to Mayor & General Manager

**Attachments:** Nil

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

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

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

**EXECUTIVE SUMMARY**

Council's current Code of Meeting Practice, Part 3, Section 3.1, specifies the frequency of Ordinary meetings of Council, that will be held on the 4<sup>th</sup> Tuesday of each month, except for December, whereby the Ordinary meeting will be held on the 3<sup>rd</sup> Tuesday due to Christmas. No meeting will be held in January of each year.

Council is required to set the dates, commencement times and locations of its Ordinary Council Meetings for the ensuing period.

A yearly meeting schedule has been prepared for the consideration of Council.

**RECOMMENDATION**

- 1. That Council set the ensuing 12-month schedule for Ordinary Council Meetings, for the 2021/2022 year, being:**
  - a. Tuesday 26 October 2021**
  - b. Tuesday 23 November 2021**
  - c. Tuesday 11 January 2022**
  - d. Tuesday 22 February 2022**
  - e. Tuesday 22 March 2022**
  - f. Tuesday 26 April 2022 (Avoids Easter - 18 April 2022)**
  - g. Tuesday 24 May 2022**
  - h. Tuesday 28 June 2022**
  - i. Tuesday 26 July 2022**
  - j. Tuesday 23 August 2022**
  - k. Tuesday 27 September 2022**
- 2. That Council set the commencement time for Ordinary Council Meetings to be 1:00pm.**

**BACKGROUND**

Council's current Code of Meeting Practice, Part 3, Section 3.1, specifies the frequency of Ordinary Council Meetings, which are currently held on the 4<sup>th</sup> Tuesday of the month respectively excluding January. The Code has taken into consideration section 365 of the *Local Government Act 1993* which specifies that a council must meet at least ten (10) times a year with each meeting being in a different month.

**CURRENT SITUATION**

Council is required to set the dates, commencement times and locations of its Ordinary Council Meetings for the ensuing period. The setting of such dates and times whilst complying with the necessary legislative requirements.

The following are recommended dates:

1. Tuesday 26 October 2021
2. Tuesday 23 November 2021
3. Tuesday 11 January 2022
4. Tuesday 22 February 2022
5. Tuesday 22 March 2022
6. Tuesday 26 April 2022 (Avoids Easter - 18 April 2022)
7. Tuesday 24 May 2022
8. Tuesday 28 June 2022
9. Tuesday 26 July 2022
10. Tuesday 23 August 2022
11. Tuesday 27 September 2022

All meetings will be scheduled to be held in the Narrabri Shire Council Chambers.

Last year's schedule was a 1.00pm commencement time for Ordinary Meetings; this timing however may hinder the ability for greater community participation. Council is required to determine the start time for Ordinary Council Meetings.

It should be noted that an Extraordinary Meeting of Council can be called at any time in accordance with the relevant legislation.

**FINANCIAL IMPLICATIONS**

Nil.

**STATUTORY AND POLICY IMPLICATIONS**

The Local Government Act as well as relevant Circulars have been taken into consideration in the drafting of this report and recommendation.

**CONSULTATION****External Consultation**

Nil.

**Internal Consultation**

- Executive Management.

**13.6 DELEGATES REPORT - MEDICAL PROFESSIONALS HOUSING COMMITTEE MEETING, WEE WAA - 6 SEPTEMBER 2021**

**Responsible Officer:** Maxine Booby, Councillor

**Author:** Delece Hartnett, Personal Assistant to Mayor & General Manager

**Attachments:** 1. Meeting Minutes - Medical Professionals Housing Committee Meeting - Monday 6 September 2021. [↓](#) 

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

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

**Strategy** 4.1.2 Ensure the community is informed and involved in Council activities through implementing quality consultation

**RECOMMENDATION**

1. That Council note Cr Booby's Delegates Report from the Medical Professionals Housing Committee Meeting held on Monday 6 September 2021.

**DELEGATES REPORT**

The Medical Professionals Housing Committee held a Meeting on Monday 6 September 2021.

The Minutes from the meeting are attached.



**Wee Waa Community Complex Incorporated  
(Wee Waa Medical Centre)  
Medical professionals housing committee  
29 George Street, Wee Waa  
6<sup>th</sup> September, 2021**

## MEETING NOTES/MINUTES

Zoom meeting

**Present:** Bruce Gray, Maxine Booby, Anne Weekes, Andrew Greste, Kerry Watts

**The purpose of the meeting was to discuss the DA approval and the conditions for a Construction Certificate**

The following matters as we discussed them, and who will action them.

1. Storm water:
  - **Andrew** - Greg Avery on storm water plans, including size and location of rainwater tanks
  - **Kerry** to advise Anne on quote from Rapidplaas.
  - **Anne** will then confirm with Paul Williams on tank sizes and placement.
  - **Anne** to request from Austam a breakdown of the costs in the DA, and an invoice in our name to claim back the cost from the council.
2. Amendments to plans:
  - **Andrew** – Greg Avery re Section 68 of council requirements.
  - Discussion re back fence, back entrance not permitted in DA,
3. Section 138 Driveway, and Long Service
  - **Andrew** to work on driveway application, and talk to Stuart Todd, Council GM, regarding Section 7.12 and how the dollar amount is calculated.
  - **Andrew** also to consult Council regarding the headworks and associated charges.
3. Site matters:
  - **Anne** to check with Paul Williams regarding temporary toilet, site sign, skip bin and paperwork for sewerage connection.
  - **General note: there will be one water meter, and 2 power meters.**
4. Dept of Primary Industry and Environment:
  - The contract for the grant is being finalised following the DA approval, and will require signing shortly, to receive 90% of the funding into our account.  
**Andrew and Kerry**

## 5. Other matters:

- Moved Andrew, seconded Bruce, all in favour of motion attached to this email regarding signatories on the bank account
- Letter has been sent today to Council re rate relief for the 2 sites we own, as a not-for-profit Incorporated body.
- Moved Kerry, seconded Maxine, all in favour that **Anne** write to the new registrar advising her of the conditions attached to the rental of the flat, and that rent will commence from 1<sup>st</sup> December, 2021 at \$250 per week.

There being no further business, the meeting closed at 6.25 pm.

Anne Weekes  
Minute Secretary.

•

**13.7 INVESTMENT REPORT - AUGUST 2021****Responsible Officer:** Lindsay Mason, Director Corporate and Community Services**Author:** Tim McClellan, Manager Financial Services**Attachments:** Nil**DELIVERY PROGRAM ALIGNMENT****4 Leadership**

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

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

**EXECUTIVE SUMMARY**

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

During the month:

- Two (2) investments matured, totalling \$4 million.
- Five (5) new investments were placed, totalling \$7 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 August 2021.

**BACKGROUND**

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

**CURRENT SITUATION**

The following is a summary of investment movements for August 2021.

Investments maturing during the month:

- |            |         |             |                  |
|------------|---------|-------------|------------------|
| • 11/08/21 | ME Bank | \$3,000,000 | 240 days @ 0.45% |
| • 25/08/21 | AMP     | \$1,000,000 | 363 days @ 0.80% |

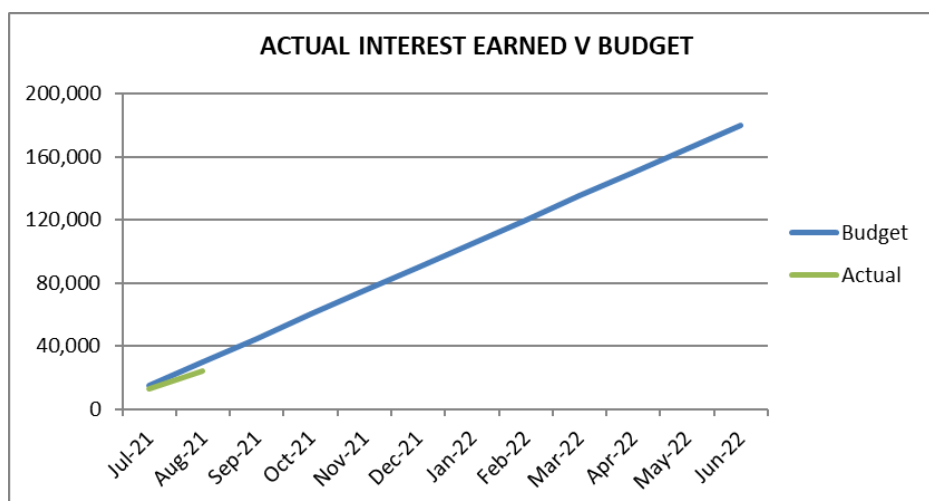
New Investments secured during the month:

- |            |                |             |                  |
|------------|----------------|-------------|------------------|
| • 11/08/21 | ME Bank        | \$3,000,000 | 245 days @ 0.48% |
| • 18/08/21 | BOQ            | \$1,000,000 | 180 days @ 0.41% |
| • 25/08/21 | AMP            | \$1,000,000 | 336 days @ 0.45% |
| • 31/08/21 | Macquarie Bank | \$1,000,000 | 176 days @ 0.40% |
| • 31/08/21 | Macquarie Bank | \$1,000,000 | 365 days @ 0.40% |

	Market Value (\$)	Term (days)	Rate	Maturity Date	% of Portfolio
<b>Short Term Deposits (&lt;1 yr)</b>	<b>29,000,000.00</b>				<b>86.03%</b>
NAB	2,000,000.00	366	0.75%	01/09/21	5.93%
Judo Bank	1,000,000.00	364	1.05%	15/09/21	2.97%
BOQ	2,000,000.00	217	0.35%	06/10/21	5.93%
AMP	2,000,000.00	336	0.75%	27/10/21	5.93%
AMP	1,000,000.00	182	0.65%	03/11/21	2.97%
ME Bank	1,000,000.00	182	0.43%	03/11/21	2.97%
BOQ	2,000,000.00	182	0.43%	17/11/21	5.93%
ME Bank	2,000,000.00	273	0.43%	01/12/21	5.93%
BOQ	1,000,000.00	181	0.43%	08/12/21	2.97%
Macquarie Bank	1,000,000.00	210	0.35%	15/12/21	2.97%
NAB	1,000,000.00	209	0.28%	05/01/22	2.97%
Macquarie Bank	1,000,000.00	182	0.40%	12/01/22	2.97%
NAB	2,000,000.00	210	0.28%	02/02/22	5.93%
BOQ	1,000,000.00	180	0.41%	14/02/22	2.97%
Macquarie Bank	1,000,000.00	176	0.40%	23/02/22	2.97%
Macquarie Bank	1,000,000.00	272	0.40%	09/03/22	2.97%
Judo Bank	1,000,000.00	272	0.70%	09/03/22	2.97%
ME Bank	3,000,000.00	245	0.48%	13/04/22	8.90%
AMP	1,000,000.00	329	0.75%	22/06/22	2.97%
AMP	1,000,000.00	336	0.45%	27/07/22	2.97%
Macquarie Bank	1,000,000.00	365	0.40%	31/08/22	2.97%
<b>Cash Deposits</b>	<b>4,707,948.23</b>				<b>13.97%</b>
NAB At Call A/c	1,500,000.00	At Call	0.25%	n/a	4.45%
NAB Working A/c	3,207,948.23	At Call	0.00%	n/a	9.52%
<b>Total Cash &amp; Investments</b>	<b>33,707,948.23</b>				<b>100.00%</b>

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

Cash Book balance at 31 July 2021	1,944,913.29
Plus Receipts	8,760,002.24
Plus Investments Matured	4,000,000.00
Less Payments	-4,502,270.92
Less Investments Placed	-7,000,000.00
Cash Book balance at 31 August 2021	3,202,644.61
Unmatched statement items	73,449.91
Unmatched ledger book items	-68,146.29
Reconciliation Balance as at 31 August 2021	3,207,948.23



### Investment Rate Summary for August 2021

Average Interest Rate on Investments: 0.50%

Weighted Average Interest Rate on Investments 0.49%

### Council's Benchmarks

Bank Bill Swap Rate (BBSW) 90-day index (31/08/2021)<sup>1</sup> 0.02%

Average 11am Cash Rate 0.10%

### FINANCIAL IMPLICATIONS

Interest income for the financial year to date is \$24,447.11. This result was \$5,552.89 less than Council's estimate of \$30,000 and reflects the weak fiscal market.

The net movement in the total value of deposits held each month is reflective of the immediate cashflow requirement to service creditors. Council made major payments in August including Wee Waa footpath replacement, flood damage repairs and bridge replacement works.

### STATUTORY AND POLICY IMPLICATIONS

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

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

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

### CONSULTATION

#### External Consultation

Nil.

#### Internal Consultation

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

- Responsible Accounting Officer.

**13.8 DONATION IN LIEU OF ORDINARY RATES**

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

**Author:** Leah Lash, Customer Relations Coordinator

**Attachments:** Nil

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

Objective 4.3 Infrastructure and service delivery will provide public value for the community

Strategy 4.3.3 Service delivery is enhanced through innovation and continuous improvement

**EXECUTIVE SUMMARY**

Annual Donation in Lieu of Ordinary Rates applications have been advertised, received and approved however one (1) late submission has been received.

**RECOMMENDATION**

1. That Council authorise the amount of 3,166.42 to be donated to community organisation 2 MAX FM Community Radio in accordance with the Donations in Lieu of Ordinary Rates Policy and section 356 of the *Local Government Act 1993*.
2. That Council note the budget allocation for the donations in Lieu of Ordinary Rates is now exhausted.

**BACKGROUND**

Section 356 of the *Local Government Act 1993* states that Council may contribute money or otherwise grant financial assistance to organisations for the purpose of exercising its functions.

Council's current Policy provides clear guidelines and transparent criteria by which Council will continue to make donations to the community.

**CURRENT SITUATION**

Council advertised for applications for 'Donations in Lieu of Ordinary Rates', and as per its Policy. In April 2021, Council also wrote to previous applicants advising them that applications were being sought for this annual submission. A total of 21 applications were received by the due date.

Council has since received a late submission from 2 MAX FM Community Radio on Tuesday, 3 August 2021 requesting that they be included in the Donations in Lieu of Ordinary Rates process.

Council has assessed the application and determined 2 MAX FM are eligible for a donation of their annual rates as follows:

Name of Organisation	Organisation Composition	Amount
2 MAX FM Community Radio	Community Organisation	\$ 3,166.42

**FINANCIAL IMPLICATIONS**

Approving the 2 MAX FM applications would bring the total amount of approved donations to \$40,853.24 (increased from previously approved total of \$37,686.82.)

**STATUTORY AND POLICY IMPLICATIONS**

Within the 'Donation in Lieu of Ordinary Rates Policy' (4.4) there are 'not for profit' organisations that receive donation of rates, for land which is used directly in association with the organisations activity.

**CONSULTATION****External Consultation**

Contact was made through either mail or email with previous applicants under Council's *Donations in Lieu of Rates Policy*.

**Internal Consultation**

- Finance Officer – Rates.



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**14 CONFIDENTIAL (CLOSED COUNCIL) MEETING**

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**RECOMMENDATION**

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

**14.1 Compulsory acquisition of land from Richard and Katriona Penrose - Rangari Road - Barneys Spring Creek Bridge Construction 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.

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**15 MEETING CLOSED**

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