



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

**Date: Tuesday, 28 June 2022**

**Time: 1.00pm**

**Location: Narrabri Shire Council Chambers  
46-48 Maitland Street  
Narrabri**

# **AGENDA**

## **Ordinary Council Meeting 28 June 2022**

**Glenn Inglis  
ACTING GENERAL MANAGER**

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

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

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

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

**Request to Speak in the Public Forum**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

(As per Council’s Code of Meeting Practice)

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

(As per Council’s Code of Meeting Practice)

### **AUDIO RECORDING NOTICE**

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

(As per Council’s Code of Meeting Practice)



Mayor  
Cr Ron Campbell



Deputy Mayor  
Cr Cathy Redding



Cr Rohan Boehm



Cr Robert Browning



Cr John Clements



Cr Brett Dickinson



Cr Greg Lamont



Cr Lisa Richardson



Cr Darrell Tiemens



Acting General Manager  
Mr Glenn Inglis



Director  
Infrastructure Delivery  
Mrs Eloise Chaplain



Director Corporate &  
Community Services  
Mr Andrew Brown

Director Planning and  
Strategy  
Ms Donna Ausling



# 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.

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**1 OPENING PRAYER**

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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 would like to acknowledge the Traditional Owners of Country throughout Australia, 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 QUESTIONS WITH NOTICE**

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**7 MATTERS OF GREAT URGENCY**

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**8 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:

- 17.1 Purchase of Special Lease no 73034 Boggabri Bowling Club
- 17.2 Shannon Estate - Sale of residential land
- 17.3 Recovery of costs in litigation
- 17.4 Contract 2022-2023/06 Bitumen Sealing
- 17.5 Contract 2022-23/09 – Supply and Delivery of 7mm Precoated Aggregate, DGB20, Crusher Dust and Bedding Sand for Road Maintenance Works

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## 9 PRESENTATIONS

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Presentation requests received to date:

1. [enter text](#)

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## 10 CONFIRMATION OF MINUTES

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### RECOMMENDATION

That the minutes of the Ordinary Meeting of the Narrabri Shire Council held on 24 May 2022 comprising Minute Nos enter text to enter text 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 MAY 2022 AT 1.00PM**

**PRESENT:** Cr Ron Campbell, Cr Catherine Redding, Cr John Clements, Cr Brett Dickinson, Cr Greg Lamont, Cr Lisa Richardson, Cr Darrell Tiemens.

**IN ATTENDANCE:** Donna Ausling (Director Planning and Strategy), Eloise Chaplain (Director Infrastructure Delivery), Andrew Brown (Director Corporate and Community Services), Robert Ball (Acting General Manager), Jason Townsend (Director Governance and Risk), Alice Gemmell-Smith (Governance Coordinator), Nicole Cooper (Governance Support Officer and Minute Clerk).

Proceedings of the meeting commenced at 1.08 pm.

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**1 OPENING PRAYER**

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

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**2 ACKNOWLEDGEMENT OF COUNTRY**

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

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**3 RECOGNITION OF SERVICE MEN & WOMEN**

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

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

**MINUTE 133/2022**

Moved: Cr Greg Lamont                      Seconded: Cr Darrell Tiemens

- 1. That Council grant a leave of absence to Cr Robert Browning for 24 May 2022.**
- 2. That Council grant a leave of absence to Cr Rohan Boehm for the period of 17 May 2022 to 18 July 2022.**

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

Against: Nil

**CARRIED 7/0**

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

COUNCILLOR	ITEM NUMBER	PECUNIARY/ NON-PECUNIARY	REASON
Cr Catherine Redding	16.1	Pecuniary	Impacted by Inland Rail property purchase.
Cr Lisa Richardson	13.1	Non-Pecuniary, Non-Significant	Regarding the Vickery mine extension update, Cr Lisa Richardson's partner works as a sub-contractor that may work at Whitehaven, but has not been involved with the Vickery Mine.

**6 QUESTIONS WITH NOTICE****6.1 QUESTION WITH NOTICE****MINUTE 134/2022**

Moved: Cr Greg Lamont                      Seconded: Cr Darrell Tiemens

1. That Council note the report in response to the Questions with Notice received from Cr Rohan Boehm; and
2. That Cr Rohan Boehm be invited to resubmit the matter as a Notice of Motion together with a source of funds and a justification for Council expending its resources in the manner sought, particularly pursuing quarry operations which are approved and managed by authorities other than Council.

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

Against:        Nil

**CARRIED 7/0**

**7 MATTERS OF GREAT URGENCY**

Nil

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

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

16.1      Inland Port - Further Details

**9 PRESENTATIONS**

Presentations made to Council:

15.3      Arts North West

Presentation by Executive Director of Arts North West Caroline Downer on Item 15.3 at 1.16pm.

Presentation concluded at 1.34pm.



**15.3 ARTS NORTH WEST****MINUTE 135/2022**

Moved: Cr Ron Campbell                      Seconded: Cr John Clements

- 1. That Council note the presentation from Arts North West; and**
- 2. That Council thank the Executive Director of Arts North West, Caroline Downer, for the presentation and for Arts North West's work over the last 12 months.**

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

Against:        Nil

**CARRIED 7/0**

**10 CONFIRMATION OF MINUTES****MINUTE 136/2022**

Moved: Cr John Clements                      Seconded: Cr Brett Dickinson

- 1. That the minutes of Ordinary Meeting of the Narrabri Shire Council held on 26 April 2022 comprising Minute Nos 089/2022 to 122/2022 as circularised be amended by the deletion of Crs Robert Browning and Brett Dickinson from being present and confirmed and signed as a correct record by the Mayor.**

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

Against:        Nil

**CARRIED 7/0**

**MINUTE 137/2022**

Moved: Cr Darrell Tiemens                      Seconded: Cr Brett Dickinson

- 1. That the minutes of Extraordinary Council Meeting of the Narrabri Shire Council held on 16 May 2022 comprising Minute Nos 123/2022 to 132/2022 as circularised be confirmed and signed as a correct record by the Mayor.**

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

Against:        Nil

**CARRIED 7/0**

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**11 MAYORAL MINUTE**

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**11.1 MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR APRIL/MAY 2022****MINUTE 138/2022**

Moved: Cr Ron Campbell

**1. That Council note the Mayoral appointments for the period 27 April 2022 to 20 May 2022.**

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

Against: Nil

**CARRIED 7/0**

**11.2 MAYORAL MINUTE - APPOINTMENT OF ACTING GENERAL MANAGER****MINUTE 139/2022**

Moved: Cr Ron Campbell

**1. That Council:**

- a. Appoint Mr Glenn Inglis as Acting General Manager of Narrabri Shire Council from Monday, 20 June 2022;**
- b. Authorise the Mayor to negotiate and sign a contract of engagement with Mr Glenn Inglis;**
- c. Delegate to the Acting General Manager the same terms as the Council's delegations to the General Manager.**

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

Against: Nil

**CARRIED 7/0**

At 1:53 pm, Cr Catherine Redding left the meeting.

At 1:55 pm, Cr Catherine Redding returned to the meeting.

**12 OUR SOCIETY****12.1 COMMUNITY EVENT POLICY****MINUTE 140/2022**

Moved: Cr Greg Lamont                      Seconded: Cr John Clements

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

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

Against:         Nil

**CARRIED 7/0**

**12.2 NARRABRI SHIRE YOUTH COUNCIL****MINUTE 141/2022**

Moved: Cr John Clements                      Seconded: Cr Darrell Tiemens

- 1. That Council amend the current Terms of Reference to twelve (12) members to enable the appointment of the additional Youth Council applicant, Ms Piper Williams.**
- 2. That Council note the applications received from Jesse Weekes, Mietta Smith and Piper Williams and endorse their appointment to the Youth Council.**
- 3. That Council write to Ms Gemma Ferguson and Ms Charlotte Penberthy formally accepting their resignations as Youth Councillors and thank them for their contribution to the Youth Council.**

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

Against:         Nil

**CARRIED 7/0**

**MOVE INTO COMMITTEE OF THE WHOLE****MINUTE 142/2022**

Moved: Cr John Clements                      Seconded: Cr Greg Lamont

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

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

Against:         Cr Darrell Tiemens

**CARRIED 6/1**

The Council moved into Committee of the Whole, the time being 2.02 pm.

At 2:17 pm, Cr John Clements left the meeting.

At 2:19 pm, Cr John Clements returned to the meeting.

#### MOVE OUT OF COMMITTEE OF THE WHOLE

##### MINUTE 143/2022

Moved: Cr John Clements                      Seconded: Cr Catherine Redding

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

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

Against:         Nil

**CARRIED 7/0**

The Council moved out of Committee of the Whole, the time being 2.30 pm.

## 13        OUR ENVIRONMENT

### 13.1       VICKERY MINE EXTENSION PROJECT UPDATE

##### MINUTE 144/2022

Moved: Cr John Clements                      Seconded: Cr Darrell Tiemens

**1. That Council receive and note the Report in relation to the Vickery Coal Mine Extension Project (SSD7480).**

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

Against:         Nil

**CARRIED 7/0**

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**14 OUR ECONOMY**

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**14.1 ECONOMIC DEVELOPMENT ACTIVITIES UPDATE - MAY 2022****MINUTE 145/2022**

Moved: Cr John Clements                      Seconded: Cr Greg Lamont

- 1. That Council receive and note the Report on the May 2022 Economic Development activities update.**

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

Against:        Nil

**CARRIED 7/0**

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**15 OUR CIVIC LEADERSHIP**

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**15.1 FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE UPDATE****MINUTE 146/2022**

Moved: Cr John Clements                      Seconded: Cr Brett Dickinson

- 1. That Council review and adopt the amended Terms of Reference (TOR) for the Floodplain Risk Management Advisory Committee attached to this report.**
- 2. That Council appoint Cr Campbell to the committee, as outlined in the TOR, in order to achieve the requirement for four (4) Councillor delegates.**
- 3. That Council appoint Cr Clements as Chairperson to the Committee.**
- 4. That Council call for Expressions of Interest to fill the two (2) vacant Community Member delegate positions to the Committee.**
- 5. That Council receive and note the update provided in relation to the Narrabri Floodplain Management Advisory Committee activities.**

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

Against:        Nil

**CARRIED 7/0**



**15.2 DA2022/0070 - DEMOLITION OF A TWO STOREY HERITAGE LISTED BUILDING (FORMER IMPERIAL HOTEL), 30 MOOLOOBAR STREET, NARRABRI NSW 2390****MINUTE 147/2022**

Moved: Cr Brett Dickinson      Seconded: Cr Catherine Redding

- 1. That Council determine DA 2022/0070 pursuant to Section 4.16 of the Environmental Planning & Assessment Act 1979 by the granting of consent subject to conditions, as detailed in Appendix A 'Conditions of Development Consent – DA 2022/0070'.**

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

Against:      Nil

**CARRIED 7/0**

Item – 15.3      ARTS NORTH WEST – was considered earlier in the meeting at Item – 9 Presentations.

**15.4 INVESTMENT REPORT - APRIL 2022****MINUTE 148/2022**

Moved: Cr Greg Lamont      Seconded: Cr Catherine Redding

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

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

Against:      Nil

**CARRIED 7/0**

**15.5 DELEGATE'S REPORT - NARROMINE TO NARRABRI INLAND RAIL COMMUNITY CONSULTATIVE COMMITTEE - NARRABRI SUB COMMITTEE MEETING APPROVED MINUTES | 30 MARCH 2022****MINUTE 149/2022**

Moved: Cr Greg Lamont      Seconded: Cr Brett Dickinson

- 1. That Council note Councillor Lamont's Delegate's Report from the Narromine to Narrabri Inland Rail Community Consultative Committee, Narrabri Sub-Committee Meeting held on 30 March 2022.**

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

Against:      Nil

**CARRIED 7/0**

**15.6 RESOLUTIONS REGISTER - APRIL 2022****MINUTE 150/2022**

Moved: Cr Greg Lamont                      Seconded: Cr Catherine Redding

**1. That Council note the Resolutions Register as at 18 May 2022.**

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

Against:        Nil

**CARRIED 7/0****15.7 2022 UPPER NORTH WEST REGIONAL ECONOMIC DEVELOPMENT STRATEGY (REDS) UPDATE - PROPOSED COUNCIL SUBMISSION****MINUTE 151/2022**

Moved: Cr John Clements                      Seconded: Cr Greg Lamont

**1. That Council endorse the submission response prepared for the 2022 Upper North West Regional Economic Development Strategy update.**

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

Against:        Nil

**CARRIED 7/0**

At 3:05 pm, Cr Darrell Tiemens left the meeting.

**15.8 OVERVIEW OF PROPOSED ABORIGINAL COMMUNITY DEVELOPMENT INITIATIVES AND PROGRAMS****MINUTE 152/2022**

Moved: Cr John Clements                      Seconded: Cr Lisa Richardson

- 1. That Council receive and note the Report.**
- 2. That Council seek a briefing regarding the enshrinement of a Voice for the Aboriginal and Torres Strait Islander people into the Constitution of Australia in line with the Uluru Statement: Voice, Treaty and Truth, prior to formally advising the University of New South Wales of its decision.**
- 3. That Council engage with Aboriginal and Torres Strait Islander peoples of the Gamilaraay Nation (within the Narrabri Shire Local Government Area) regarding their views on the Uluru Statement: Voice, Treaty and Truth.**

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

Against: Nil

**CARRIED 6/0**

**15.9 WEE WAA HIGH SCHOOL PROJECT UPDATE****MINUTE 153/2022**

Moved: Cr Lisa Richardson                      Seconded: Cr John Clements

- 1. That Council receive and note the Report.**
- 2. That Council agree to accept, in principle, supporting infrastructure assets associated with the new Wee Waa High School, subject to:**
  - a. The final recommendations of the Independent Engineering Peer Review Process;**
  - b. The satisfaction of the General Manager; and**
  - c. Council's concerns being satisfactorily addressed.**
- 3. That Council's position on the provision of a pedestrian crossing between the Wee Waa High School and Primary School, across the Kamilaroi Highway, be reviewed following the opening of the new Wee Waa High School.**

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

Against: Nil

**CARRIED 6/0**

**15.10 LOG OF AUTO-ARCHIVE ACCESS****MINUTE 154/2022**

Moved: Cr John Clements                      Seconded: Cr Catherine Redding

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

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

Against:        Nil

**CARRIED 6/0****15.11 LEASE TO NSW TELECOMMUNICATIONS AUTHORITY****MINUTE 155/2022**

Moved: Cr Brett Dickinson                      Seconded: Cr Lisa Richardson

**1. That Council enter into a lease agreement with The New South Wales Government Telecommunications Authority for Four (4) x Five (5) Year sequential leases.****2. That Council delegate authority to the General Manager to enter into the lease agreements and execute relevant documentation.**

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

Against:        Nil

**CARRIED 6/0****SUSPENSION OF STANDING ORDERS****MINUTE 156/2022**

Moved: Cr John Clements                      Seconded: Cr Greg Lamont

**1. That Council suspend standing orders for a break.**

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

Against:        Nil

**CARRIED 6/0**

The Council suspended Standing Orders, the time being 3.45 pm.

**RESUMPTION OF STANDING ORDERS****MINUTE 157/2022**

Moved:	Cr John Clements	Seconded:	Cr Greg Lamont
<b>1. That Council resume standing orders.</b>			
<u>In Favour:</u>	Crs Ron Campbell, Catherine Redding, John Clements, Brett Dickinson, Greg Lamont and Lisa Richardson		
<u>Against:</u>	Nil		
			<b>CARRIED 6/0</b>

The Council resumed Standing Orders, the time being 4.00 pm.

## 16 CONFIDENTIAL (CLOSED COUNCIL) MEETING

<b>MINUTE 158/2022</b>			
Moved:	Cr John Clements	Seconded:	Cr Greg Lamont
<b>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:</b>			
<b>16.1 Inland Port - Further Details</b>			
<b>This matter is considered to be confidential under Section 10A(2) - (d)(i) and (d)(ii) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and information that would, if disclosed, confer a commercial advantage on a competitor of the council.</b>			
<u>In Favour:</u>	Crs Ron Campbell, John Clements, Brett Dickinson, Greg Lamont and Lisa Richardson		
<u>Against:</u>	Nil		
			<b>CARRIED 5/0</b>

The Council moved into closed Council, the time being 4.02 pm. The public and media left the Chamber.

At 4:02 pm, Cr Catherine Redding left the meeting after declaring a pecuniary interest in relation to Item 16.1, and was not present at or in sight of the meeting during the consideration of the item.

The considerations by Council in closed session are recorded in the Confidential Minutes of the Meeting.

The Council moved into open session at 4.19 pm and the Mayor read out to those present the resolutions of the Closed (Public Excluded) Meeting.

At 4:20 pm, Cr Catherine Redding returned to the meeting.



**16.1 INLAND PORT - FURTHER DETAILS**

**MINUTE CO-159/2022**

- 1. That Council receive and note the Report responding to Minute 065/2022 in relation to Inland Rail and the N2IP Project.**
- 2. That Council receive a confidential Briefing from Arcadis or Ernst & Young in August 2022 on the documents attached to the Report.**

**11 MEETING CLOSED**

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The Meeting closed at 4.20 pm.

The minutes of this meeting are scheduled to be confirmed at the Ordinary Council Meeting to be held on 28 June 2022.

.....  
**CHAIRPERSON**

**11 QUESTIONS WITH NOTICE**

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Nil reports.

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**12 MAYORAL MINUTE**

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**12.1 MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR MAY/JUNE 2022****Responsible Officer:** Glenn Inglis, Acting General Manager**Author:** Deb Woolfenden, Executive Assistant to Mayor and General Manager**Attachments:** Nil**RECOMMENDATION**

- 1. That Council note the Mayoral appointments for the period 21 May 2022 to 22 June 2022.**

For the information of Councillors, I provide details of my Mayoral appointments and attendances between the following dates 21 May 2022 to 22 June 2022.

**Monday 23 May 2022**

- Radio Interview with ABC New England North-West
- Discussion subjects:
  - Disability Inclusion Action Plan
  - Donation in lieu of Ordinary Rates

**Tuesday 24 May 2022**

- Councillor Briefing with recruitment agency, Leading Roles
- May Ordinary Council Meeting

**Thursday 26 May 2022**

- Country Mayor's Association Rural Health Forum

**Friday 27 May 2022**

- Country Mayor's Association General Meeting (attended via Teams)

**Monday 30 May 2022**

- New England Joint Organisation Board Meeting

**Wednesday 1 June 2022**

- 2VM Interview
- Reconciliation Week Native Grains Demonstration

**Saturday 4 June 2022**

- Narrabri Garden Club | Friendship through Gardens – Gala 50<sup>th</sup> Birthday

**Tuesday 7 June 2022**

- Councillor Briefing

**Wednesday 8 June 2022**

- Radio Interview with ABC New England North-West

- Discussion subject:
- Youth Mental Health Podcast

**Thursday 9 June 2022**

- Meeting with Glenn Inglis

**Tuesday 14 June 2022**

- Farewell dinner for Robert Ball

**Thursday 16 June 2022**

- Briefing Session with Transport for NSW and Fulton Hogan – Newell Highway Heavy Duty Pavement Upgrades

**Tuesday 21 June 2022**

- Interview with Sydney Morning Herald
- Discussion subject:
  - Gas Project Development

**Wednesday 22 June 2022**

- Tour of The Narrabri Exchange



## 13 OUR SOCIETY



### THEME 1: OUR SOCIETY

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

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

#### COMMUNITY ENGAGEMENT

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

#### COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

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

#### COMMUNITY OUTCOMES

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

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

**13.1 STANDARD ACKNOWLEDGEMENT OF COUNTRY FOR NARRABRI SHIRE STRATEGIC DOCUMENTS**

**Responsible Officer:** Andrew Brown, Director Corporate and Community Services

**Author:** Alice Gemmell-Smith, Governance Coordinator

**Attachments:** Nil

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

**Objective** 1.2 Our vibrant country lifestyle will be enhanced through embracing our recreational and cultural diversity

**Strategy** 1.2.4 Promote and support Reconciliation in partnership with the aboriginal community

**EXECUTIVE SUMMARY**

Council's current standard Acknowledgement of Country that appears at the beginning of all strategic documents was adopted in July 2016 as part of the Narrabri Shire Reconciliation Action Plan. Through community engagement undertaken for the development of the 2022/2032 Community Strategic Plan and Integrated Planning & Reporting suite of documents, the need to update Council's standard Acknowledgement of Country to reflect current best practices was identified.

**RECOMMENDATION**

- 1. That Council adopt, as its standard, the Acknowledgement of Country contained within this report.**

**BACKGROUND**

Council's current standard Acknowledgement of Country that appears at the beginning of all strategic documents was adopted in July 2016 as part of the Narrabri Shire Reconciliation Action Plan. The current standard Acknowledgement of Country is as follows:

***"Narrabri Shire Council acknowledges and pays respect to the Kamilaroi people and their Elders, both past and present, as Traditional custodians of the land which Narrabri Shire Council operations are conducted.***

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

***Council recognises the valuable contribution to the Narrabri Shire made by Aboriginal and Torres Strait Islander peoples and looks forward to a future of mutual respect and harmony."***

## CURRENT SITUATION

Through community engagement undertaken for the development of the 2022/2032 Community Strategic Plan and Integrated Planning & Reporting suite of documents, the need to update Council's standard Acknowledgement of Country to reflect current best practices was identified.

The below update to Council's standard Acknowledgement of Country is proposed. The below was developed in consultation with the Shire's Local Aboriginal Land Council and takes into consideration the traditional spelling and pronunciation of Kamilaroi – being Gamilaraay.

***“Narrabri Shire Council acknowledges Traditional Owners of Country throughout Australia. We recognise the continuing connection to lands, waters, and communities of people of the Gamilaraay/Gamilaroi/Gomeroi/Kamilaroi Nation, and pay respect to their Elders past, present and emerging.***

***Narrabri Shire Council acknowledges the various spellings of ‘Gamilaraay, Gamilaroi, Gomeroi, and Kamilaroi’ and as valid and interchangeable, guided by the Shire's Local Aboriginal Land Councils.***

***The Narrabri Shire has a rich history of culture. Council endeavours to unite the Community in preserving the unique heritage, celebrating community strengths and diversities, and achieving social justice by redressing past wrongs through Aboriginal Reconciliation.***

***Council recognises the valuable contribution to the Narrabri Shire made by Aboriginal and Torres Strait Islander peoples and looks forward to a future of mutual respect and harmony.”***

## FINANCIAL IMPLICATIONS

Nil.

## STATUTORY AND POLICY IMPLICATIONS

Nil.

## CONSULTATION




### External Consultation

Narrabri Shire Community as outlined in the Engagement Report for the 2022/2032 Community Strategic Plan. This included:

1. The Narrabri Shire Local Aboriginal Lands Council;
2. Wee Waa Local Aboriginal Lands Council; and
3. Pilliga Local Aboriginal Lands Council.

### Internal Consultation

- Tourism and Cultural Facilities Team.

**13.2 SECTION 7.12 CONTRIBUTIONS PLAN UPDATE - AMENDMENT TO SCHEDULE OF WORKS****Responsible Officer:** Donna Ausling, Director Planning and Strategy**Author:** Michelle Henry, Strategic Planner**Attachments:**  
1. **Current Schedule of Works**    
2. **7.12 Plan with Revisions and Updated Schedule (under separate cover)** **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**

The Narrabri Shire Council Section 7.12 Development Contributions Plan (“**Plan**”) was originally adopted in 2011. The Plan includes a Schedule of Works (“**the Schedule**”), which identifies the projects within the Shire that could be funded through development contributions. The plan is to be reviewed annually to ensure income received from contributions levied is able to match proposed expenditure, and to update and review the projects to be undertaken. The plan was last reviewed in 2021 and endorsed at the Ordinary Council meeting on 28 September 2021 (Minute 158/2021).

As projects within the Schedule are completed it is appropriate that the Schedule be amended to remove any completed projects and to add new projects that reflect the aspirations of the community as articulated in the Community Strategic Plan. It also provides the opportunity for minor housekeeping amendments to the Plan to update wording to reflect recent amendments to legislation.

**RECOMMENDATION**

1. That Council endorses the amended “Section 7.12 Fixed Development Consent Levies Contributions Plan 2011” for the purposes of public exhibition.
2. That Council place on public exhibition the “Section 7.12 Fixed Development Consent Levies Contributions Plan 2011” for a period of at least 28 days, and during the exhibition period call for and accept submissions from the public.

**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 216 of the *Environmental Planning and Assessment Regulation 2021*:

(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 originally adopted the Plan in 2011. The last review of the plan was in 2021 where at its Ordinary Council meeting on 28 September 2021, Council resolved to adopt amendments to the Schedule of Works (Minute 158/2021).

The annual review of the plan also provides 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 Regulation. In accordance with these recent changes, the Plan is now known as the Narrabri Shire Section 7.12 Fixed Development Consent Levies Contributions Plan, and Schedule of Works.

#### CURRENT SITUATION

External funding from government grants and co-contributions have assisted in financing the completion of the following projects listed on the current Schedule of Works:

Pools - Boggabri	Boggabri Pool – Tables and chairs for BBQ Area	H	5,000
Shared Path	Wee Waa Dangar shared pathway	M	150,000

Items currently listed on the schedule have also been reviewed in terms of some projects being reprioritised and cost estimates amended where deemed necessary.

Council will also note the terms of approval for the Vickery Coal Mine Extension Project (SSD7480), as reported to the May 2022 Ordinary Meeting of Council (refer Minute No. 144/2022). The anticipated income of \$3.2 million in section 7.12 contributions has been incorporated and directed at Boggabri project(s), as previously outlined. At the time of writing of this Report, legal advice in relation to S.7.12 expenditure remains pending.

The following fifteen (15) projects have been identified and are now recommended to be added to the schedule:

Cemeteries	Wee Waa - Installation of Toilet Amenities Block		90,000
Cemeteries	Narrabri Lawn – Installation of Two Concrete Plinth Rows		20,000
Cemeteries	Narrabri Lawn – Internal Road upgrade		100,000
Cemeteries	Boggabri – Install Water Tank and Pump		20,000

Community Facilities Upgrades	Crossing Theatre External Refurbishment		250,000
Pools	Boggabri – Replace Gas BBQ with Electric		8,000
Pools	Boggabri – Renew Change Room Area		35,000
Pools	Narrabri – Shade Shelter and Tables		30,000
Pools	Narrabri – Replace Tiles and Paint Pool Shell		15,000
Pools	Wee Waa – Replace Gas BBQ with Electric		8,000
Pools	Wee Waa – Paint Shell and Surrounds		10,000
Pools	Boggabri and Wee Waa – Renew Access Stairs for Pool Entry		24,000
Community Facilities Upgrades	Boggabri – Jubilee Oval Reseal Carpark Entry Area		35,000
Community Facilities Upgrades	Community Works Facilities (Boggabri and Wee Waa)		400,000
Community Facilities Upgrades	Boggabri Civic and Cultural Precinct		3,200,000

### 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 2021*.

**CONSULTATION****External Consultation**

The amended Schedule is to be placed on public exhibition for a minimum of twenty-eight (28) days, in accordance with the *Environmental Planning and Assessment Regulation 2021*.

**Internal Consultation**

- Councillors.
- Director Corporate and Community Services.
- Director Planning and Strategy.
- Director Infrastructure Delivery.
- Manager Parks and Open Spaces.

## Appendix 2 - SCHEDULE OF WORKS (CURRENT)

### Fixed Development Consent Levies Contributions Plan 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	Communities Facilities Upgrade	Narrabri - Narrabri creek accessible jetty - All accessible concrete jetty next to boat ramp	H	90,000
2	Communities Facilities Upgrade	Narrabri - Gately field - Covered seating areas on the edge of field	H	45,000
3	Communities Facilities Upgrade	Narrabri - leash free park - Construct a leash free dog park	H	50,000
4	Communities Facilities Upgrade	Boggabri - Vickery Park Gym equipment - Two cover gym stations and connecting pathway	H	135,000* (re-costed)
5	Footpath	Killarney Street from Tibbereena Street to Barwan Street	H	51,000
6	Footpath	Barwan Street from Bowen Street to Denison Street	H	51,000
7	Footpath	Gibbons Street from Wandie Place to Existing Footpath	H	28,000
8	Footpath	Boheena Street Wukawa Street to Cooma Road	H	73,000
9	Footpath	Wee Waa Street from Brent Street to Caxton Street	H	64,000
10	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

For the purposes of section 7.12 (3) of the Act, the cost of providing public amenities or public services is to be indexed annually (as specified in the relevant contributions plan) in accordance with movements in the Consumer Price Index (All Groups Index) for Sydney issued by the Australian Statistician.

	Projects completed
	Projects to be reprioritised
	Projects to have cost estimates amended

**14 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

**14.1 FUNDING APPLICATION TO THE LEARDS FOREST ENVIRONMENTAL TRUST INC.**

**Responsible Officer:** Donna Ausling, Director Planning and Strategy

**Author:** Michelle Henry, Strategic Planner

**Attachments:**

1. Letter Requesting Grant Funding [↓](#) 
2. Boggabri Golf Club Solar Panel Application (under separate cover) 
3. CCC Meeting Minutes - 26 May 2022 [↓](#) 

**DELIVERY PROGRAM ALIGNMENT****2 Environment**

**Objective** 2.3 Our natural resource consumption will be reduced and waste well managed

**Strategy** 2.3.1 Investigate and implement alternative energy technologies to reduce Council's carbon footprint

**EXECUTIVE SUMMARY**

The most recent meeting for the Leards Forest Environmental Trust was held on 26 May 2022.

As a result of discussions in that meeting, Committee members have endorsed the funding of a solar panel installation at Boggabri Golf Club as set out in the grant funding application and now seek Council's approval to release the funds accordingly.

**RECOMMENDATION**

1. That Council receive and note the grant funding application received from Boggabri Golf Club for installation of solar panels.
2. That Council note the application has been endorsed by the Leards Forest Environmental Trust Committee at its last meeting (26 May 2022).
3. That Council approve the release of the funds, as detailed in the application and letter as attached to the report, from the Environmental portion of the VPA funding for Maules Creek, Tarrawonga and Boggabri Coal Mines.

**BACKGROUND**

The most recent meeting for the Leards Forest Environmental Trust was held on 26 May 2022.

One of the items discussed at the meeting was an application for grant funding received from the Boggabri Golf Club for \$9,601.00 for the installation of solar panels.

This grant application funding is proposed to come from the Environmental portion of funds set aside as detailed in each of the Voluntary Planning Agreements (VPAs) for Maules Creek Coal Mine, Tarrawonga Coal Mine and Boggabri Coal Mine.

**CURRENT SITUATION**

The Boggabri Golf Club, a small voluntary run organisation, is an important venue/meeting place for the Boggabri community. The club hosts many different events and functions from community fundraisers to business meetings and sporting events.

The installation of solar panels will assist in providing an environmentally sustainable electricity supply whilst also reducing energy expenses to the club.

Boggabri Golf Club is seeking \$9,601.00 to assist with the installation of the solar panels.

As the Club is an important hub for the community, solar panels could play an important role in reducing energy expenses.

A quote was provided as part of the application and, as the proposal was in accordance with the grant selection criteria, was subsequently endorsed by the Committee members. A copy of the meeting minutes that reflect this decision is attached to this report.

Council's approval is now required to release the funds as detailed in the application and letter also attached to this report.

**FINANCIAL IMPLICATIONS**

\$9,601.00 is requested to be funded from the Environmental Funding portion of the VPAs for each of Maules Creek Coal, Tarrawonga Coal and Boggabri Coal (held by Council).

**STATUTORY AND POLICY IMPLICATIONS**

As detailed in the body of the Report.

**CONSULTATION****External Consultation**

- Leards Forest Environmental Trust Inc. (Community Consultative Committee)
- Whitehaven Coal
- Boggabri Coal

**Internal Consultation**

- Director Planning and Strategy
- Director Corporate and Community Services
- Manager Governance and Risk

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**Leards Forest Precinct | 2022**  
**Environmental Trust Inc**

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Michelle Henry

Strategic Planner

Narrabri Shire Council

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

7<sup>th</sup> June, 2022

Dear Michelle,

**Re: Recent Round of Funding Applications to the Leards Forest Precinct Environmental Trust Inc.**

Recently, the Trust held a meeting to determine whether an application that had been submitted should receive funding.

The determination of the Trust was:

**1. Boggabri Golf Club:**

Boggabri Golf Club was seeking \$9,601 to assist with the installation of solar panels. As the Club is an important hub for the community, solar panels could play an important role in reducing energy expenses. One quote was provided and, as the proposal was in accordance with our selection criteria, was endorsed by the Trust.

I have attached a copy of the meeting minutes that reflect these decisions.

Consequently, I would ask that the funding now be endorsed by NSC Councillors and funds released accordingly.

Thank you for your assistance.

Yours sincerely,

David Ross



President, Leards Forest Precinct Environmental Trust Inc.

## Minutes for the Leards Forest Environmental Trust Inc. Meeting

**Meeting Held:** Thursday 26 May 2022 from 12:15 pm

**Venue:** Boggabri Golf Club

**Present:** Darren Swain (DS) – Whitehaven Coal, Cr Lisa Richardson (LR) – Narrabri Shire Council, Hamish Russell (HR) – BCOP, Lloyd Finlay (LF) – Community Representative, Michelle Henry (MH) – Narrabri Shire Council, Mitchum Neave (MN) - Boggabri CCC, Ros Druce (RD) – Boggabri CCC, Stewart Dunlop (SD) – Boggabri Coal

**Apologies:** Colleen Fuller (CF), Madeline Wright – Whitehaven Coal

**Independent Chair:** David Ross (DR)

**Independent Secretary:** Debbie Corlet (DC)

### 1. Welcome & apologies

Meeting opened at 12:21 pm. DR welcomed everyone to the Environmental Trust meeting.

### 2. Declaration of pecuniary or non-pecuniary interests

HR advised that there might be an application from the Golf Club and wanted the committee to know that an employee of Boggabri Coal is a member of the Club.

### 3. Acceptance of Previous Minutes and Business Arising

The minutes were endorsed by members as an appropriate summary of what was discussed.

DR gave a summary of the Trust's mission and history to new members. A key challenge for the Trust has been a lack of awareness within the community that we exist and what we offer. It is anticipated that the Trust's commenced improvement of its guidelines for applicants will help make people aware of our existence.

The actions from our last meeting are, on the whole, still open. DR has drafted an explanatory note with the Guidelines, which was sent out earlier in the year to members. Responses have not been chased up as DR is mindful that people have been exhausted due to the pandemic.

Members agreed to provide feedback to the draft document by the first week of July. MH kindly offered to facilitate assistance from Narrabri Council (NSC), where appropriate.

**ACTION 1 – DR to resend the draft Guidelines to members.**

**ACTION 2 – DR to send a hard copy the draft Guidelines to MN.**

**ACTION 3 - DR to talk to Michelle and Lisa re the Trust's history and what role NSC could play in enhancing awareness.**

### 4. Review and Consideration of Applications

DR observed that only one application was received. This was for solar panels for Boggabri Golf Club. It was conceded that the application came in late, arriving only three days before the Trust met.

Concerns were raised that the applicant had left their submission too late and therefore, some proposed that the review of the application should be held off until our October meeting. DR understood the concerns raised but offered that he brought the application to the meeting because there were no other applications to review.

MN stated that the application not only should have to wait until the next round, but also questioned why the applicant can't seek the funds through the VPA funding or Boggabri Coal?

This triggered a discussion amongst members. HR responded that one of the Trust's functions is to consider each application on its merits and whether we need to consider if it's a yes or no. MH read through the Council's spending to date with respect to the VPA funds. She observed that lots of projects have all been funded but definitely still funds sitting there. There is definitely more work needs to be done with Council to make people are aware of them.

In response, MN noted that the Trust only has a small bucket of money. The word needs to get out there, that there are other avenues as well. LR was under the impression that there is no VPA money left.

**ACTION 4 – MH to check with the NSC Finance Manager what money has been spent to date and on what.**

The discussion then continued, exploring VPA money set aside for construction of a doctor's house, the mine's housing construction programs and how money could be freed for the funding of other projects.

DR raised some questions for the members to consider. Reminding members that the Trust is about environmental improvements – and we have reviewed a solar panel proposal – is that proposal aligned with what we do? Does it meet our criteria – yes or no? He also observed that, from looking at our most recent financial statement, the Trust has not spent a third of its budget in over the last six years of being in operation.

RD reminded members of the concerns she raised with members in late 2020 that the Trust had to go back to more natural habitat improvement projects – projects to do with the Leard State Forest. It's gone from one tangent to the next. The money is not burning a hole. Every application is going to be solar and water tanks and I don't think that is what the Trust is about.

DR agreed that due to RD's concerns raised in 2020, the Trust decided it would be preferable to fund more habitat improvement or vegetation projects. We did, however, agree that solar panels were still applicable for the Trust to fund. This was written in the one pager we put out in the Green Flyer last year that members provided comments on. DR proposed that members need to look at the criteria discuss whether the application meets the criteria.

A lengthy discussion then followed with members exploring the pros and cons of funding the application. There was a belief stated by some members that the application met the Trust's criteria. However, there was the observation that the application came in late and there was the risk of habitat or vegetation improvement proposals missing out if all solar panel proposals were accepted. Yet, it was also noted that the Trust has funded a worthy weed control project in the past.

LR proposed that the Trust could word a statement that only a limited number of solar panels' proposals could be funded in a year and nothing else will be accepted for the remainder of this calendar year (or what is decided). Or maybe a ratio of percentage of monetary value. Each year there is \$50,000 for grants. A maximum amount allocated to a type of project like solar. Does it need to be three or four applicants or a dollar figure? Members agreed to exploring this proposal further.

DR – Need a video call before our October Trust meeting as we need to sort this out before the next meeting. Have it in writing about what the criteria is going to be.

**ACTION 5 – DR to talk to RD about drafting funding statement**

**ACTION 6 - DR to organise a video call before next Trust meeting.**

The discussion continued with respect to the application before DR called for a vote. The solar panel application was approved with a majority of members agreeing to its funding.

## 5. General Business

MH – I'll chat to the Media Officer as well about how to promote the Trust more.

## 6. Date for Next Meeting

DR thanked members for their input. Next meeting is scheduled for late October 2022.

Meeting closed at 1:26 pm.

### Action List

Action Owner	Action to be completed	Date Raised
DR & all	DR to resend the draft Guidelines to members for review	May 2022
DR	DR to send a hard copy of the draft Guidelines to MN.	May 2022
DR	DR to talk to Michelle and Lisa re Trust's history and what role NSC could play in enhancing awareness.	May 2022
DR	Locate and discuss revised draft guidelines with graphic designer and obtain quote	May 2021
DR	Gain approval from Trust for quote	May 2021
MH	MH to check with the NSC Finance Manager what money has been spent to date and on what.	May 2022
DR	DR to talk to RD about drafting funding statement	May 2022
DR	DR to organise a video call before next Trust meeting.	May 2022



**14.2 DEVELOPMENT SERVICES REPORT - MAY 2022**

**Responsible Officer:** Donna Ausling, Director Planning and Strategy

**Author:** Kristin De Koninck, Development Systems Officer

**Attachments:** 1. May 2022 - Development Services Report (under separate cover)   
2. May 2022 - Development Services Statistics as at 31 May 2022 [↓](#) 

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

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

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

**EXECUTIVE SUMMARY**

This report contains statistics of work carried out by Development Services for the month of May 2022.

**RECOMMENDATION**

1. That Council receive and note the Development Services Report - May 2022.

**BACKGROUND**

The report is divided into three sections, Building, Statutory Planning and the Regulatory Services. The major highlights of each section are outlined below:

**Building:**

- Three (3) Construction Certificates were determined during the month. The average processing time for the month was 13 days.
- A total of eight (8) new Construction Certificate applications were lodged during the month worth \$1,305,145.

**Statutory Planning:**

- Ten (10) Development Applications worth \$875,597 were determined during the month. Of these, four (4) applications were determined in less than 10 days, four (4) applications were approved in 11 to 20 days, one (1) application was approved in 25 days and one (1) application was approved in 34 days. The average processing time for the month was 14 days.
- The major Development Application determined during the month was the Demolition of Two Storey Heritage Listed Building at 30 Mooloobar Street, Narrabri NSW, worth \$100,000.
- A total of sixteen (16) new applications worth \$1,996,851 were lodged during the month.

**Regulatory Services:**

- Seven (7) PINs were issued during the month, for issues relating to Companions Animals, Parking and Overgrown Properties.

**CURRENT SITUATION**

Nil.

**FINANCIAL IMPLICATIONS**

Nil.

**STATUTORY AND POLICY IMPLICATIONS**

Nil.

**CONSULTATION**

Nil.

**External Consultation**

Nil.

**Internal Consultation**

Nil.

## DEVELOPMENT SERVICES STATISTICS AS AT 31 MAY 2022

*Development Applications (DA)*

Development Applications lodged and determined Year to Date

	Number applications	Value \$	May Value \$	May (No of applications)	Average days determination
Applications lodged (YTD)	100	25,583,425	1,996,851	16	-
Applications determined (YTD)	120	67,387,362	875,597	10	14 days
Applications awaiting determination	13	\$2,226,911			-

Development Applications lodged by type	May Total	May Value \$	Year to date Total	Year to date Value \$
Dwellings/ Dual Occupancy	5	1,835,351	32	9,471,383
Sheds	5	151,000	22	736,893
Commercial	0	0	8	1,375,567
Industrial	0	0	4	4,364,073
Subdivision	1	0	7	19,090
Tourism development	0	0	0	0
Modifications	3	0	13	5,000
others	2	10,500	11	193,820
Infrastructure /solar /Pond	0	0	3	9,417,599
<b>Total</b>	<b>16</b>	<b>1,996,851</b>	<b>100</b>	<b>25,583,425</b>

*Construction Certificates (CC)*

Construction Certificates lodged and Determined- Year to date

	Number Certification	YTD Value \$	Value (May) \$	No of CC (May)	Average days determination (May)
Council lodged (YTD)	39	6,447,070	1,305,145	8	-
Council Determined (YTD)	54	8,269,200	1,740,790	3	13 days
Construction Certificates awaiting determination	12	1,670,705			

Construction Certificates lodged by type	May Total	May Value \$	Year to date Total	Year to date Value \$
Dwelling	1	300,000	5	1,834,524
Shed/Garage	3	65,090	16	547,548
Commercial	1	734,623	4	1,252,623
Industrial	1	699,955	3	2,749,955
Alteration	3	443,000	8	907,280
Others	1	14,100	5	109,763
<b>Total</b>	<b>10</b>	<b>2,256,768</b>	<b>41</b>	<b>7,401,693</b>

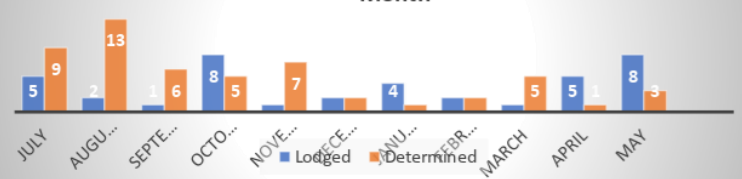
## DA Lodged by Type



## DA Lodged and Determined by Month



## Construction Certificate Lodged and Determined by Month



## CC Lodged by Type



**14.3 DRAFT BURIALS ON PRIVATE LAND POLICY**

**Responsible Officer:** Glenn Inglis, Acting General Manager

**Author:** Donna Ausling, Director Planning and Strategy

**Attachments:** 1. Draft Burials on Private Land Policy (under separate cover) 

**DELIVERY PROGRAM ALIGNMENT****2 Environment**

**Objective** 2.1 We will maintain our open spaces, natural environment and heritage for future generations

**Strategy** 2.1.2 Planning controls appropriately identify and conserve open spaces and natural environmental areas

**EXECUTIVE SUMMARY**

A draft Burials on Private Land Policy has been developed to guide Council's decision making in situations where a person wishes to be buried on private property. The draft Policy details Council's requirements for the burial of deceased persons on private land and has been prepared in accordance with the provisions of relevant legislation and available best practice guidelines.

**RECOMMENDATION**

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

**BACKGROUND**

Council has received an increasing number of community enquiries regarding burials on private land. As part of an internal review of current processes, it was identified that there is currently no local policy framework available to assist decision-making and to guide this type of activity in accordance with relevant legislation.

**CURRENT SITUATION**

The draft Policy has been subsequently developed based on available NSW Health Guidelines and following review of surrounding Local Government Areas' (LGAs) existing policy framework. The draft Policy was also circulated amongst internal stakeholders including Council's Regulatory Services, Planning, Governance, and Parks and Reserves Teams. Feedback was incorporated as appropriate as part of the internal consultation process. The draft Policy was also referred to the NSW Health Public Health Unit for early consideration.

The proposed Policy will fill a significant gap and provide a framework for the management of private burials. It is therefore recommended that the draft Policy be placed on public exhibition to seek community comment.

**FINANCIAL IMPLICATIONS**

No significant financial impacts have been identified.

**STATUTORY AND POLICY IMPLICATIONS**

Detailed in the body of this Report and enclosed draft Policy.

**CONSULTATION**

It is proposed to publicly exhibit the draft Burials on Private Land Policy for a period of twenty eight (28) days for community comment in accordance with the requirements of the *Local Government Act 1993*.

**External Consultation**

- NSW Public Health Unit (NSW Health).


**Internal Consultation**

- Regulatory Services Section.
- Corporate Governance Section.
- Parks and Open Spaces Section.
- Planning Section.
- Executive Management.

**14.4 ADVICE OF VPA FUND EXPENDITURE FOR BOGGABRI CBD AND BUSINESS ACTIVATION PROJECT**

**Responsible Officer:** Glenn Inglis, Acting General Manager

**Author:** Donna Ausling, Director Planning and Strategy

**Attachments:** 1. Invoice - Stage 2 of Merton Street Beautification Project [↓](#) 

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

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

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

**EXECUTIVE SUMMARY**

The Boggabri Business Chamber Inc. are currently finalising Stage 2 of the Merton Street Beautification Project (known as the Boggabri CBD and Business Activation Project). This is a community-driven project that has been funded through the Maules Creek Coal Mine (MCCM) Voluntary Planning Agreement (VPA). The allocated funding of \$120,000 for this purpose, which was committed under a previous Council resolution, has now been expended.

**RECOMMENDATION**

- 1. That Council receive and note the Report.**

**BACKGROUND**

As part of the Voluntary Planning Agreement (VPA) for the Maules Creek Mine executed in 2014, an allocation of \$800,000.00 was made to the Boggabri community. In accordance with the project approval, the funds are to be distributed in consultation with Narrabri Shire Council and the Boggabri Community. Projects to be funded are to be located within the Boggabri Community and surrounds.

A Report in this regard was presented to the October 2020 Ordinary Meeting of Council and the following was resolved under Minute No 175/2020:

**MINUTE 175/2020**

Moved: Cr Maxine Booby                      Seconded: Cr Lloyd Finlay

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

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

Against:              Nil

**CARRIED 7/0**

**CURRENT SITUATION**

The Boggabri Business Chamber Inc. has recently issued Council with a copy of an invoice for the remaining works which is enclosed at **Attachment 1** for the information of Council. Accordingly, Council staff will coordinate payment of the submitted invoice in line with the terms of the previous resolution.

The project funding allocation is now fully expended in relation to the Boggabri CBD and Business Activation Project.

**FINANCIAL IMPLICATIONS**

Detailed in the body of the Report.

**STATUTORY AND POLICY IMPLICATIONS**

Detailed in the body of the Report.

**CONSULTATION****External Consultation**

- Boggabri Business Chamber Inc.

**Internal Consultation**

- Governance and Risk Section.
- Planning Section.
- Tourism and Cultural Services Section.
- Economic Development.

## Boggabri Business Chamber Inc

PO Box 70, Boggabri NSW 2382

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

### MERTON STREET PROJECT - STAGE 2

SUPPLIER/ARTIST	PROJECT BRIEF DESCRIPTION	INC GST
Repeat Plastic Australia	Buddy Seat - CWA Centenary	1488.30
Sign Print Stitch	Plaque (Story & Picture)	500.00
		
Zest	Public Art Consultation Fees	11000.00
Zest	3D Billboard Mural 3m x 4.8m	33114.20
Zest	Amenities Block Sign/Map of Boggabri	2777.50
Zest	Pink Slug Seat - Round To be located around tree in centre of park	44803.00
	Site Visit	4900.00
	Engineer fee	2000.00
	Auger/Digger/Concreting allowance	2600.00
	Truck/hiab transport	1950.00
	Creative Director/Project Management Fees for seat	12227.00
	OH&S /Risk Management Documentation	2640.00
		<b>\$ 120,000.00</b>



**14.5 2022/2023 ROADS CAPITAL PROGRAMS**

**Responsible Officer:** Eloise Chaplain, Director Infrastructure Delivery

**Author:** Michael Cain, Manager Road 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** 4.4.4 Implement Strategic Asset Management Plans focusing on renewal of assets

**EXECUTIVE SUMMARY**

Road Services performs several renewal programs as part of the annual Operational Plan's Capital Works Program. The purpose of this report is to detail the programs for the new financial year.

**RECOMMENDATION**

1. That Council receive and note the proposed Roads Capital Programs for the 2022-23 Financial year.

**BACKGROUND**

Narrabri Shire Council Road Services Section have compiled the below Capital Works Programs for Kerb and Gutter, Gravel Resheeting, Reseals and Rehabilitations. The lists are not exhaustive, rather the core work that is proposed and is subject to change. Drivers for change will hinge around weather, current asset conditions and flood funding approvals.

**PROPOSED CAPITAL PROGRAMS****Kerb and Gutter Replacement Program (\$680k)**

The below kerb and gutter list has been compiled for completion in the coming financial year. The list has been compiled by taking into consideration, current condition, risk and customer complaints.

1. Hogan Street, Narrabri (170m) – Between Saunders and James Streets (LHS)
2. Saunders Street, Narrabri (100m) – Between Fitzroy and Hogan Streets (LHS)
3. Fitzroy Street, Narrabri (170m)– Between James and Saunders Streets (LHS)
4. Balonne Street, Narrabri (210m)– Between Bowen and Dewhurst Streets (RHS)
5. Nandewar Street, Narrabri (210m) – Between Doyle Street and Lloyd Streets (LHS)
6. Violet Street, Narrabri (85m)– Between Violet Street Bridge and Tibbereena Street (RHS)
7. Rose Street, Wee Waa (420m) – Between Purcell and Maitland Street (LHS)

**Shire Road Gravel Resheeting Program (\$1.0M)**

Gravel resheeting is proposed to take place on the roads listed below over varying lengths. Roads have been nominated as priority for a number of reasons and are a combination of condition, asset data, risk and customer complaints.

1. SR9 – Bald Hill Road
2. SR47 – Middle Route Road
3. SR197 – Sunnyside Road
4. SR111 – Appletrees Lane
5. SR56 – Clump Road, Segment
6. SR103 – Roma Lane
7. SR23 – Barbers Lagoon Road
8. SR22 – Braymont Road

### **Shire Road Reseals (\$750k)**

Reseals have been nominated on the below roads over various segments. The list has been compiled from asset condition and data.

1. SR1 – Millie Road
2. SR47 – Middle Route Road
3. SR29 – Yarrie Lake Road
4. SR5 – Kaputar Road
5. SR6 – Eulah Creek Road
6. SR54 – Stoney Creek Road
7. SR20 – Blairmore Road

### **Town Streets Reseals (\$225k)**

Reseals have been nominated on the below roads over the below segments. The list has been compiled from asset condition and data.

1. Saleyards Lane, Narrabri – Newell Highway to Namoi Street
2. Mooloolbar Street, Narrabri – Baranbar Street to Narrabri West Lake
3. Old Cemetery Road, Narrabri – Horsearm Creek Bridge to end
4. Mckenzie Street, Narrabri – Entire Length
5. Riverside Drive, Length – Entire Length
6. Illingworth Street, Narrabri – Entire Length
7. George Street, Wee Waa – Rose to Alma Streets
8. Nelson Street, Wee Waa – Mitchell to Rose Streets
9. George Street, Wee Waa – Mitchell to Boundary Streets
10. Brent Street, Boggabri – Wee Waa to Lynn Streets
11. Rees Avenue, Boggabri – Lynn to Hull Streets
12. Caxton Street West, Boggabri – Walton Street to End

## 13. Laidlaw Street, Boggabri – Caxton to Brent Streets

**Shire Roads Rehabilitations (\$488k)**

A segment has been nominated for rehabilitation on the below roads. Condition of these segment has deteriorated past maintenance intervention levels and now presents as a risk. The two nominated roads are Collector roads that serve higher levels of traffic in the Shire.

1. SR1 – Millie Road – Segment 550 & 560 (Last segments on end of current seal – Approximately 1km)
2. SR29 – Yarrie Lake Road – Segment 260 & 270 (From “Pig Creek” to approximately 1km west)

**FINANCIAL IMPLICATIONS**

Costs are as per the proposed Capital Works Budget for 2022-23.

**External Consultation**

Nil.

**Internal Consultation**



- Road Services Staff.
- Design Services Staff.

**14.6 TOWN CLOCKS MAINTENANCE**

**Responsible Officer:** Eloise Chaplain, Director Infrastructure Delivery

**Author:** Evan Harris, Manager Parks and Open Spaces

**Attachments:**

1. Wee Waa Town Clock background information (under separate cover) 
2. Narrabri Town Clock documents (under separate cover) 

**DELIVERY PROGRAM ALIGNMENT****3 Economy**

**Objective** 3.1 We will stimulate business and tourism by maximising our assets and attracting regional events

**Strategy** 3.1.2 Facilitate the provision of a quality tourism product to present to visitors

**EXECUTIVE SUMMARY**

Narrabri Shire Council currently maintains three town clocks located in the towns of Boggabri, Narrabri and Wee Waa. These clocks are assigned to Narrabri Council Open Spaces department. Historical maintenance information has been difficult to source. Council has attached documentation found on historical data and has relied on information gathered from existing staff that have maintained each town clock for the past fifteen years in their service to Council.

**RECOMMENDATION**

1. That Council Approve the relocation of power supply at a cost of \$2,800.00 to be funded from the 2022-2023 Parks and Open Spaces budget.
2. That Council approaches the Narrabri Old Gaol and Museum in relation to displaying the Narrabri Town Clock mechanism.

**BACKGROUND**

The history of each Town clock, though limited in Council records, does indicate there has been several repairs and replacements to the mechanisms located in Narrabri and Wee Waa. The Boggabri Town Clock has also seen repainting and repair works undertaken.

**Wee Waa**

In 1999 the Wee Waa Town Clock required the replacement of the mechanism chimes and lights and was officially reopened the same year. This project was managed by the Wee Waa RSL subbranch and was funded by grants and Narrabri Shire Council. The ongoing maintenance was contracted out to Bagley's Jewellery to 2014. During the period from 2013 to 2015 the clock mechanism started to fail requiring constant readjustment. At this point the decision was made by Council, to replace the mechanism to an automated system and to renovate the lights surrounding the Tower. Council included this project, also well as the repairs to the Narrabri Town clock, as the mechanism was showing faults to the capital budget. Council engaged Tower Clock services to replace the Wee Waa Town Clock mechanism however, for the Narrabri Town Clock renovation of

the existing mechanism was favoured over replacement. The cost for both works totalled \$30,000. Since the completion of the replacement of the mechanism in the Wee Waa town clock it has required minimal maintenance and the clock has remained in operation to date.

### **Narrabri**

Narrabri Town clock was maintained by Baguley's Jewellery from 2002 to 2015. Mr Baguley became unavailable after this time. During 2014-15 the Narrabri Town clock started to lose time and also required Work Health and Safety (WHS) upgrades to the access ladder to assist in the maintenance of the clock. Council included this project into the capital works plans for 2015-2016 these works to be included with the Wee Waa Town clock project as mentioned. The Narrabri clock mechanism was repaired and reset from this point to the replacement of the mechanism in 2020. The mechanism maintenance and readjustment works were undertaken by Council staff. Narrabri town clock at the beginning of 2020 failed to keep time and it was apparent certain parts of the mechanism needed replacement due to the age of the clock and the availability of a contractor to supply the required replacement parts Council decided to fund the replacement of the mechanism in March 2020.

The new clock system to be installed is a Tempus E bell and clock controller with built in GPS including a four-clock mechanism drive system at a cost of \$16,600 this work included the removal of the old mechanism that then could be stored at a suitable location. The Narrabri Town clock remained operable until the power supply issue in November-December 2021 from which a further \$660 was spent on the realignment of the clock after reestablishment of the power supply.

### **Boggabri**

Boggabri Town clock has minimal documentation in the Council records the Clock is currently maintained by the Council Open Spaces department. The Boggabri town clock is situated on a parcel of land owned by the Boggabri home and Community Care (Boggabri HAAC) which appears to be under a Peppercorn lease to 2028. Council is currently investigating where this agreement. Correspondence about clock maintenance appears sparse with local community groups applying to paint the clock metal substructure which was granted by Council in 2013.

## **CURRENT SITUATION**

Council has been tasked with investigation of the maintenance of the three town clocks and to cost potential relocation or raising of power supply. This request was raised after the Narrabri Clock mechanism stopped following damage received during the Nov 2021 flood. The Narrabri town clock power supply located in the Fuse box adjacent to Hogan oval, which is susceptible to flooding. After this on resumption of power the mechanism failed to recorrect the time on each clock face.

The failure to recorrect after an extended power outage although not uncommon in accordance with the contractor engaged to complete repairs would require a specialist to return the correct time to each face. Council contacted and engaged the contractors from Tower Clock services to realign the clock faces and on the 14<sup>th</sup> of March 2022 works were completed.

Risks to Council in ongoing maintenance, is the availability of specialist contractors and the time frames around delivery of repairs and maintenance.

Council has investigated the raising of the fuse box and/or relocation. Currently there is another power supply that can be connected at the Town clock toilet block. Council recommends the connection of this power supply as it is above the flood level and will minimise the risk to extended power outages to both the Town clock and the Hogan oval sports lights.

At present the old mechanism is in the records room at Council depot the recommendation would be for Council to approach the Narrabri Gaol and discuss an agreement to display the mechanism in the Museum

**FINANCIAL IMPLICATIONS**

The costing to redirect the power from the Town Clock toilet power supply to the Town Clock has been quoted at \$2,800.

**STATUTORY AND POLICY IMPLICATIONS**

**NIL**

**CONSULTATION**

Consultation was undertaken utilising Council record system and review of knowledge of subject matter experts being current employees and contractors.

**External Consultation**

- AM electrical Service.
- Tower Clock services.

**Internal Consultation**

- Wee Waa Open Spaces Coordinator.
- Boggabri Open Spaces Coordinator.
- Narrabri Open Spaces.

## 15 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

**15.1 CROWN LANDS - BOSTON STREET BRIDGE LICENCE****Responsible Officer:** Glenn Inglis, Acting General Manager**Author:** Robert Ball, Acting General Manager**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**

The Department of Planning Industry and Environment has offered a licence to Council for the occupation of land by the Boston Street bridge being part of Crown waterway known as the Namoi River at Boggabri. The proposed licence requires Council to pay an annual rent which will be adjusted by CPI with a market review every three years.

Although a singular rental amount can be perceived as small, the principle of the State applying this form of rent across every bridge and every occupation by local government of Crown land is concerning. Local government should reconsider its responsibilities to provide and maintain those types of facilities whilst paying rent to the State.

When one considers the need for greater cooperation between the two spheres of government it is proposed that the Council make representations to the Minister and to LGNSW. These representations should request the Minister to use statutory powers to waive the rent for the Boston Street bridge and to establish, as a principle, that where local government provides a non-commercial facility on Crown land for the sole purpose of a public benefit that rent be waived or alternatively a pepper corn rent be payable in perpetuity on demand.

**RECOMMENDATION****1. That Council make representations to the Minister and to LGNSW as follows:**

- a. Request the Minister to use the powers under section 12.15 of the *Crown Land Management Act* to waive the rent for the Boston Street bridge and to establish, as a principle, that where local government provides a non-commercial facility on Crown land for the sole purpose of a public benefit that rent be waived or alternatively a nominal rent be payable in perpetuity on demand; and**
- b. Request LGNSW, on behalf of local government, to support Council's representations to the Minister.**

**BACKGROUND**

By letter dated 10 November 2021 the Department of Planning Industry and Environment offered to Council a licence for the occupation of land being part of Crown waterway known as the Namoi



River at Boggabri. The occupation of the Crown waterway will be by a new two-lane bridge currently under construction.

The proposed licence attached to the correspondence requires Council to pay an initial rent of \$520 plus GST per annum. The rent will be adjusted by CPI and every three years there is a market review.

### CURRENT SITUATION

The Minister for Lands and Water, the Honourable Kevin Anderson MP was invited by the Mayor to advise why this imposition is necessary on a local council for the provision of a public facility, being a local bridge, provided for a public benefit and for local commerce and trade.

Unfortunately, the Minister did not address this specific question and in response indicated that *“Under the Crown Land Management Act 2016 (the Act), the Department must ensure the appropriate authorisation of access and use of Crown land to conduct works. The licence authorises and sets out conditions for the use and occupation of Crown land for bridge construction purposes. The Act also specifies that a minimum rent is to be charged for the use of Crown land.”*

The Minister also indicated that *“Council has acquisition powers for public purposes and can initiate acquisition of this land, at any time, should Council wish to obtain greater security of its asset (the bridge) and remove the requirement to pay an annual rent under a licence agreement with the Department. On completion of an acquisition, the Crown Lands’ licence would terminate as Council would then hold title to the land”*.

It seems unfortunate that the Minister should suggest that Council acquire the land when he has not addressed Council’s question. In addition, the Minister’s reply does not address the powers of the Minister. Although legal advice has not been obtained section 6.3 of the Act places responsibility on the Minister for determining the rent payable for a holding. Section 6.4 of the Act sets out the manner in which the rent is to be determined. The annual rent is not to be less than the minimum rent as at the date the rent is due and payable, and the section provides for the escalation of the minimum rent in accordance with the CPI.

Section 12.15 of the Act however grants the Minister the power to waive, reduce or remit the whole or any part of the amount payable under the Act. A waiver, reduction, remission, postponement or rebate may be made conditionally or unconditionally. The Minister may also amend or revoke a waiver, reduction, remission, postponement or rebate made by the Minister.

These provisions of the Act and the reasons for the imposition of the minimum rent on a council were not addressed by the Minister in his reply.

It can be understood from the perspective of Crown land that there is a necessity to have occupations of such land even of airspace above Crown land properly documented. This however could be achieved by ensuring that local councils provide proper documentation of such occupation or lodge as built plans if necessary. This would be of less an administrative burden for both parties than regular rental accounts with rental reviews.

The State may also be concerned about being protected against liability and other risks as outlined in the agreement. If this is the case, then such can be achieved by a licence agreement without payment of a fee or with payment of a minimal one-off fee.

If the justification is to fund a State administrative internal requirement, then potentially it is merely cost shifting onto local government by the State without recognition of such a burden in rate pegging determinations etc., and local government’s continuing reduction in available resources.

Although a singular rental amount can be perceived as small, the administrative costs cannot be so easily dismissed. Additionally, if the State has the intention of applying this form of rent across every

bridge and every occupation by local government of Crown land then local government will need to reconsider its responsibilities to maintain those facilities. The State also has the legislative capacity to escalate the minimum rent without negotiation. The State could not afford politically or financially to close facilities such as bridges if local government chose not to pay the rent and transfer the facility and its costs to the State.

When one considers the need for greater cooperation between the two spheres of government it is proposed that the Council make representations to the Minister and to LG NSW. These representations should request the Minister to use the powers under section 12.15 of the Act to waive the rent for the Boston Street bridge and to establish, as a principle, that where local government provides a non-commercial facility on Crown land for the sole purpose of a public benefit that rent be waived or alternatively a pepper corn rent be payable in perpetuity on demand.

LG NSW should be requested, on behalf of local government, to support Council's representations to the Minister.

It is to be noted that in principle Council should have no objection to the execution of a licence agreement for the occupation of land by the Boston Street bridge being part of Crown waterway known as Namoi River at Boggabri.

### **FINANCIAL IMPLICATIONS**

There are no direct financial implications however if Council's representations are successful ongoing financial benefits will be achieved.

### **STATUTORY AND POLICY IMPLICATIONS**

The Minister is to be asked to use statutory powers to the benefit of Council and local government generally.

The policy implication for Council relates to the establishment of a principle that a non-commercial facility on Crown land for the sole purpose of a public benefit should not accrue a minimum rent charge under the *Crown Land Management Act 2016* but should accrue either no rent or alternatively a pepper corn rent payable in perpetuity on demand.

### **CONSULTATION**

#### **External Consultation**

- External consultation with LG NSW is proposed.

#### **Internal Consultation**

- Nil.

**15.2 ECONOMIC DEVELOPMENT ACTIVITIES UPDATE - JUNE 2022**

**Responsible Officer:** Donna Ausling, Director Planning and Strategy

**Author:** Bill Birch, Manager Economic Development

**Attachments:** Nil

**DELIVERY PROGRAM ALIGNMENT****3 Economy**

Objective 3.3 Value adding and industry innovation will drive employment

Strategy 3.3.1 Value adding opportunities will be researched and pursued

**EXECUTIVE SUMMARY**

The body of this report is representative but not inclusive of the work and actions that the Economic Development Section has undertaken over a 3-month period from March to May 2022.

**RECOMMENDATION**

- 1. That Council receive and note the Economic Development Section activities highlighted in this report.**

**BACKGROUND**

The Economic Development Section consists of the Small Business Liaison Officer and the Economic Development Manager. The section works to a vision being, "To facilitate the growth and development of a vibrant, sustainable and diversified economy that value adds to the regions resources and provides a quality living environment and prosperous future for all residents and communities."

**CURRENT SITUATION**

On the basis that this is the first economic development update, to give Council a more thorough understanding of the current activities being performed, the below are actions being worked on or undertaken since March 2022.

- Met with Work Control Director for a general discussion about their Narrabri Shire development and future employment and training possibilities. Arranged for The Courier to do a story about the arrival of the Work Control company to Narrabri. Providing ongoing assistance to them to enable their development to be as smooth as possible ultimately leading to them being a new business and active participant in the Narrabri Shire community and economy.
- Met with a representative of Kirinari Community Services to discuss the provision of current and future disability services and corresponding infrastructure requirements in Narrabri Shire.
- Arranged for two local business representatives to present at the Special Activation Precinct (SAP) enquiry by design workshop.

- Attended Boggabri, Narrabri and Wee Waa Chamber of Commerce meetings.
- Attended meeting to discuss potential job/trades fair to be held in Narrabri. Stakeholders to include Future EDU, Narrabri Industrial Network, Department of Education, Best Employment and Career Network Inc.
- Active participant in all aspects of an internal working group that is researching, writing and designing the latest Narrabri Shire residents guide.
- Spoke with ComfortDelGro Australia representative about their existing Narrabri depot and future business plans. Committed to see if a suitable and more appropriate site could be found for them to move their operations. In consultation with Council's Planning Team identified potentially suitable locations. Organised meeting with Engineering, Planning and Economic Development to narrow down most suitable site. Economic Development then made contact with ComfortDelGro Australia to discuss the location and to advise that all Council departments thought it was the most suitable site. Further, it had an existing building on it which would be suitable for their operations. Economic Development provided, and continues to provide, a considerable amount of background information to ComfortDelGro enabling an internal business case to be written for management. Economic Development also volunteered to speak to management of ComfortDelGro to provide further information about the Narrabri market, commercial property, construction lead times etc. Result being that an offer was put in to purchase the property, which was accepted, and a due diligence stage is under way. Economic Development is providing further assistance throughout this stage through the provision of information and answering questions to make the process run as smooth as possible. For residents surrounding the current depot it will increase amenity and decrease noise. For ComfortDelGro, it will allow them to be positioned in a more suitable industrial area. For Council and the company, it will lessen neighbour complaints and allow staff to park within the boundary of the business. This will be a win for all stakeholders.
- Reviewed and provided feedback on the draft Disability Inclusion Action Plan.
- Corresponded with the Chair of the Country Universities Centre in relation to a joint learning and development centre.
- The following actions were undertaken for Small Business Month:
  - Coordinated and participated in Instagram in an evening workshop with Tori Packer – 35 attendees (45 registered).
  - Coordinated and attended Small Business Month breakfasts in Wee Waa and Boggabri – Guest speaker Rhys Gard from Why Leave Town Promotions.
  - Coordinated and attended Annual Small Business Summit at The Crossing Theatre. Arranged speakers that included representatives from Service NSW, Department of Regional NSW, SAP team, Whitehaven, ARTC/Inland Rail, Trans4m Rail, Why Leave Town promotion, Council and Santos.
  - Arranged development of marketing materials, ticket sales and promotion of Small Business Month events.
- Contacted Tesla representative for initial discussion about charging station in Narrabri. After discussion, Engineering, Planning and Economic Development scouted around Narrabri for a suitable location. Identified two possible sites with a focus on one at the southern end of the Visitor Information Centre. Economic Development provided Tesla representative with an overhead map of the site and discussed in detail, its position to town, local businesses, the Visitor Information Centre, open spaces, toilets, etc which is in keeping with their criteria

requirements. Invited the Tesla representative to come to Narrabri and Economic Development took him to the site, pointed out all of the relevant amenities and locations of interest. Further, took him around Narrabri so he received a strong understanding of the town and Shire. The result being that Tesla has advised that they have included Narrabri in a funding application they are about to make to potentially develop in town.

- The following actions were undertaken for Narrabright:
  - Arranged and co-ordinated event inclusive of entertainment, musicians, lights, installation, building facades, business participation EOI, 3D chalk art workshop, relevant approvals and payment.
  - Developed and submitted marketing and advertising materials for event.
  - Assisted Namoi and Tourist hotel with their outdoor dining applications inclusive of organising site map per Office of Local Government (OLG) standards. Liaise with planning, OLG and local police for temporary liquor license extension within Alcohol Free Zone.
- With Director Planning and Strategy, attended and actively participated in the SAP Aboriginal Enquiry by Design over a one-day period.
- With Director Planning and Strategy, attended and actively participated in the SAP Enquiry by Design over a two-day period.
- Participated in the SAP community consultation process at the Community Caravan.
- Spoke to representative of old Target store multiple times about plans for the site.
- Responded to questions from the SAP team in relation to information regarding commercial and industrial land.
- Met with representatives of Inland Rail and Acciona/CPB (ACA/CPB) in relation to the Narramine to Narrabri (N2N) section of Inland Rail.
- Attended and participated in a workshop for NSW Women's Economic Opportunities Review. Assessed and submitted to NSW Expenditure Review Committee the suggestion of a Venture Capital fund for female owned business. This has been included in the 2022/2023 NSW Budget.
- Attended a Regional Economic Development Strategy (REDS) webinar in preparation for Council's submission.
- Arranged internal multi-department REDS update workshop to discuss and formulate responses for Council's submission.
- Prepared and developed Council's submission for Upper North West REDS 2022 update, through review of strategic plans and community feedback.
- Attended and participated in Delivery Plan Workshop.
- Prepared and submitted quarterly Operational Plan updates.
- Updated received email contacts for distribution of e-newsletter.
- Met with local business owner in relation to proposed innovation hub in Narrabri. Provided owner with grant options and contacts for Country Universities Centre.
- The following Murray Darling Basin Economic Development Programme (MDEDP) actions were undertaken:

- Attended Murray Darling Basin Economic Development Programme (MDBEDP) grant update meeting and met with Dept of Agriculture representatives to discuss grant.
- As part of the funding, a series of activities to support agricultural innovation and identify value adding opportunities is being delivered. Council, in conjunction with University of New England Smart Region Incubator, University of Sydney Plant Breeding institute and AgriFutures, held an Ag Tech Field Day at The Crossing Theatre and the property 'Lara'.
- In addition to the Field Day, an Ag Tech Meet and Greet event was held. The Meet and greet was well received, providing an opportunity for local producers, businesses and AgTech companies to engage with each other.
- Provide ongoing input to the Tourism and Community Development Department regarding their MDBEDP funded Tree Change campaign. Arranged project variation with the MDBEDP organisation on their behalf.
- NSW Bushfire Local Economy Recovery Fund – The Exchange Business Activator (TEBA) Programme:
  - Arranged TEBA grant program meetings to design the TEBA branding update program from The Exchange Narrabri (TEX).
  - Develop and promote supplier Expression of Interest (EOI) for TEBA Professional Advisory Service Program - this program will provide local businesses with up to one hour of free professional support from qualified professionals in the areas of accounting, Information Technology, Website/Digital Marketing. EOI is being conducted to seek professional service providers.
  - Entrepreneurs Leverage Programme – The Entrepreneurs Leverage Program is a 12-month program for committed business owners and entrepreneurs who are focussed on growing their business sustainably. This program endeavours to expose participants to the many entrepreneurial skills required to take their business up to the next level.
  - Completed quarterly milestone grant report for Department of Agriculture as required in funding agreement.
  - As part of the TEBA program, monthly masterclasses have been initiated. An online masterclass was co-ordinated and held in May titled Attracting Online Sales.
- Spoke with Project Director of ACA/CPB in relation to suitable location for their proposed administration facility in Narrabri. Identified some possible sites and subsequently provided a map of their locations. At the same time speaking with representatives of the old Target and Woolworths stores to gauge their interest in tenanting their buildings. Acted as an intermediary between ACA/CPB and the old Target store until commercial discussions began and I put both parties in contact with each other. Economic Development arranged for ACA/CPB to get floor plans of the store and ultimately visit the site for an inspection.
- Met with agricultural company representative who is in the initial stages of undertaking due diligence for a potential operation in Narrabri Shire.
- Arranged a meeting with Planning and Economic Development team members to discuss the Work Control construction certificate (CC) requirements as part of project concierge activities.
- Made contact with owner of the old Woolworths building and their local representatives to discuss their asset. Local representative advised they were making progress on undertaking required repairs and maintenance on the building.

- Met with ARTC representatives to discuss the Narrabri to Turrawan upgrade. Suggested they should brief Council about the project and arranged for a presentation to be provided in early June.
- With Director Planning and Strategy, met with NSW Local Jobs Program, Employment Region – New England and North West NSW to discuss future requirements.
- Spoke to Namoi Valley Christian School representative about their proposed development. Subsequently arranged for Council representatives from Engineering, Planning and Economic Development to meet with the schools, Architects, Principal and Board Members for a pre-Development Application meeting.
- Met with a local real estate agent who is putting together a portfolio of properties for a potential developer. Provided agent with a number of possible sites in Narrabri and Boggabri.
- Made contact with Santos to request a letter from them highlighting their commitment to the Narrabri SAP.
- Contacted Infrastructure NSW and gave them an update on the Growing Local Economies funding deed and subsequently forwarded Santos' commitment letter.
- After meeting with Namoi Valley Christian School, Economic Development suggested to the Principal that an article be written on their proposed secondary school development. Economic Development contacted The Courier with the result being a positive story printed in The Courier and Wee Waa News.
- Conversated with an organisation that has amalgamated site for potential motel in Narrabri. Currently they are working through Expressions of Interest received prior to making a decision about a pathway forward.
- Engaged with CSIRO representative in relation to a community wellbeing survey they are proposing to undertake later in the year.
- Engaged with consultant in relation to progress on Wilga Street/Kurrajong Crescent subdivision. Followed up with initial discussion with Officer at Family and Community Services.
- Arranged Council's involvement and participated in Interface Improvement Programme meeting with ARTC, Seftons, EY, Auscott/Australian Food and Fibre (AFF) to discuss proposal to extend AFF's existing rail siding, development of a secondary siding and sewage treatment plant access.
- Advised that host of Council business platform 'Localised' is ceasing business at the end of May 2022. To continue providing this essential resource to community, migration and hosting of site ([www.narrabrishire.localised.com.au](http://www.narrabrishire.localised.com.au)) has been arranged to new Council owned domain ([www.narrabribusiness.com.au](http://www.narrabribusiness.com.au)).
- Advised by Why Leave Town (WLT) that gift card program load-up procedures are changing due to EFTPOS making an international decision to stop loading gift cards through terminal refund facility. Discussed implementation of new card load up system for local businesses with WLT. Contacted load up stores to discuss new load up procedure.
- Attended workshop and developed grant application submissions for reconnecting, regional NSW grant (Narrabri 2023, Chalk the Walk – Wee Waa/Boggabri, Trade/Jobs Fair).
- Thorough research and initial communications made with suitable retailer regarding establishment of business in Narrabri Region.

- Developed and distributed monthly “Small Business in Focus e-newsletter in March, April and May with a further e-newsletter distributed in March being Small Business Month.
- Provided local venues with information relating to State Government conditions to streamline outdoor dining processes and Council’s development control requirements.
- Provided new businesses with information regarding small business support available from Council including current and future programs, initiatives, and activities. Advised of other government support services, resources, and opportunities available. Attained individual contact details to send e-newsletter and to provide further information as required.
- Acquitted Summer Fund Grant for Narrabright 2022.
- Co-ordinated the quarterly business group meeting of the executive members of the Boggabri, Narrabri and Wee Waa Chambers and the Narrabri Industrial Network.

**FINANCIAL IMPLICATIONS**

No financial implications related to this report.

**STATUTORY AND POLICY IMPLICATIONS**

No statutory implications related to this report.

**CONSULTATION**

Detailed in the body of the Report.



**15.3 NARRABRI AND DISTRICT CHAMBER OF COMMERCE - 2022 BUSINESS AWARDS SPONSORSHIP PROPOSAL**

**Responsible Officer:** Donna Ausling, Director Planning and Strategy

**Author:** Bill Birch, Manager Economic Development

**Attachments:** 1. Attachment A - Narrabri Chamber of Commerce Sponsorship Proposal 2022 Business Awards [↓](#) 

**DELIVERY PROGRAM ALIGNMENT****3 Economy**

**Objective** 3.3 Value adding and industry innovation will drive employment

**Strategy** 3.3.1 Value adding opportunities will be researched and pursued

**EXECUTIVE SUMMARY**

Council has received a request from Narrabri and District Chamber of Commerce (NDCC) to become a major sponsor of the 2022 Narrabri Chamber Business Awards, to be held at The Crossing Theatre on Saturday, 3 September 2022.

**RECOMMENDATION**

1. That Council agree to become a major sponsor, to the value of \$15,000 for the 2022 Narrabri Business Awards.
  - a. That Council allocate the funding from 2021-2022 Economic Development budget for major sponsorship of 2022 Business Awards.

**BACKGROUND**

On 5 June 2022, Council received a letter from Narrabri and District Chamber of Commerce (NDCC) proposing a major sponsorship opportunity for the Annual Narrabri Business Awards to be held at The Crossing Theatre on Saturday, 3 September 2022.

The opportunity proposed, provides Council with major sponsorship status which includes four complementary tickets, priority seating, logos on all promotions, category presentation on stage and invitations to the Awards Breakfast, following the event as outlined in Attachment A.

NDCC is a not-for-profit organisation that represents and supports its members, mostly local businesses and conducts annual events. NDCC was established in 1927 and is an integral part of Narrabri's economic fabric and community and is a key consultative stakeholder. NDCC have held 16 previous annual business awards at The Crossing Theatre (events postponed in 2020 and 2021 due to COVID-19). The awards are well received and attended by business and local community.

**CURRENT SITUATION**

Council is a current financial member of NDCC and regularly participates in activities, consults with, and communicates opportunities and information of relevance to NDCC. Council is committed to

supporting and nurturing, a continued positive and collaborative working relationship with NDCC and business associations across Narrabri Shire that deliver opportunities and create better outcomes for the wider community.

Council's Small Business Liaison Officer has been actively working to strengthen the relationship with business associations across Narrabri Shire. Major Sponsorship of 2022 Business Awards provides Council an opportunity to highlight and demonstrate its continued support and commitment to local businesses and organisations, inclusive of the NDCC. This proposal would also align to Council's adopted Operational and Delivery Plans.

### FINANCIAL IMPLICATIONS

Council has previously provided sponsorship for NDCC Annual Business Awards as outlined below, to a total value of \$36,045.00 from 2011 to 2016.

Transaction Date	Summary	Amount
11/08/2011	NSC Silver Sponsorship - 2011	\$1,000.00
07/12/2011	NSC Business Awards - 2011	\$14,000.00
16/08/2012	Best Business Awards – 2012	\$1,000.00
30/08/2012	Narrabri Best Business Awards – 2012	\$1,000.00
15/03/2013	Narrabri Business Awards - 2013	\$15,785.00
29/08/2013	Business Awards – 2013	\$260.00
01/09/2014	Sponsorship Business Award – 2014	\$1,000.00
04/09/2015	Business Award Bell & Johnston - 2015	\$1,000.00
08/08/2016	Sponsorship Business Awards - 2016	\$1,000.00
	<b>Total:</b>	<b>\$36,045.00</b>

As highlighted, NDCC are requesting Council provide sponsorship to the value of \$15,000.00 ex GST for their 2022 Chamber of Commerce Business Awards. Capacity currently exists for this purpose within the 2021/2022 adopted budget.

### STATUTORY AND POLICY IMPLICATIONS

Nil.

### CONSULTATION

Nil.



5 June. 2022

To General Manager, Mayor and Councillors.

Narrabri Shire Council

Dear GM and Councillors

Narrabri and District Chamber of Commerce (NDCC) has a long and proud history since our birth in 1927 of assisting our community in a voluntary capacity. Our strong reputation among peers is exemplary and well renowned. NDCC do not receive government funding and rely solely on the generosity of our wonderful members to service this fantastic community.

Every year NDCC presents the Chamber Business Awards with this year being our 16<sup>th</sup>. Our Awards are considered to be one of the best presented awards in NSW and are always much anticipated and a sell-out of in excess of 300 guests. The Crossing Theatre has been a wonderful venue for all previous Awards. Our Chamber has invested well over half a million dollars in The Crossing Theatre while presenting these outstanding events. Our 2022 Awards will take place September 3 with an estimated spend at the theatre of \$65,000. As NDCC will again rely on the generosity of our members to cover this significant cost we would like to request Council strongly consider joining our other valued Sponsors in partnering the event as Sponsors for 2022.

Chamber see Council as a major Sponsor at the \$15,000 level which will include 4 complementary tickets , priority seating, logos on all promotions , category presentation on stage and invitations to the Awards Breakfast the following morning.

We look forward to your earliest response and hope to be partnering with Council to present this great event.

Yours Sincerely.

A handwritten signature in black ink, appearing to read "Russell Stewart". The signature is fluid and cursive, with a long horizontal stroke at the end.

Russell Stewart

President Narrabri and District Chamber of Commerce

Phone 0457922878 anytime.

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**16 OUR CIVIC LEADERSHIP**

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## 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

**16.1 INTERNAL LOAN ARRANGEMENT**

**Responsible Officer:** Andrew Brown, Director Corporate and Community Services

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

**Attachments:** Nil

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

Objective 4.2 Decision making will ensure Council remains financially sustainable

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

**EXECUTIVE SUMMARY**

In its 2021/22 Operational Plan, Council proposed to fund land acquisitions and water licence purchases for the Northern NSW Inland Port (N2IP) from new loan borrowings. This report is provided to support the option of borrowing internally from Council's Water Fund rather than externally, such as from a bank or TCorp.

**RECOMMENDATION**

- 1. That Council finance the completed land acquisitions and water licence purchases for the Northern NSW Inland Port by way of an internal loan from Water Fund for \$2 million.**
- 2. That the fixed term loan to be repaid in quarterly instalments over 10 years at 4.45% per annum, subject to Ministerial Approval.**
- 3. That Council endorse the action to seek Ministerial Approval for the above arrangement.**

**BACKGROUND**

Council has written to the Office of Local Government seeking Ministerial Approval for an internal loan. It is proposed to borrow \$2 million from Water Fund to finance the land acquisitions and water licence purchases for its Northern NSW Inland Port project undertaken in the 2021/2022 financial year.

Land and water licence purchases totalled \$2,236,000. \$195,000 of deposits was paid in the previous financial year, instigated from Call Option Deeds dated 24 January 2020, and funded from internal reserves. The remainder was paid this financial year and was to be funded from borrowings.

The loan drawdown was delayed due to speculation around additional water licence purchases. Because the loan drawdown will occur late in the financial year, there were savings in the 2021/22 Operational Plan from budgeted interest payments of \$24,223 that were taken into account at the March quarterly review.

The recommendation in this report has been formulated after consultation with external loan providers and senior staff. The option to borrow internally is viable and financially advantageous.

**CURRENT SITUATION**

Council approached NSW Treasury Corporation (TCorp) and the National Australia Bank (NAB), its regular banking partner, for quotes. Council was seeking a firm quote for a 10-year fixed loan for \$2 million to be repaid in quarterly instalments. Both institutions were only able to provide indicative rates that were subject to market movements at the anticipated drawdown date. This is understandable in the current market. TCorp indicated that they had quoted another borrower 3.95% on 27 May 2022. NAB quoted 5.16% on 1 June 2022 and updated it to 5.60% after the Reserve Bank of Australia (RBA) interest rate announcement on 7 June 2022.

Borrowing from TCorp, while much cheaper than commercial lending institutions, comes with specific investment requirements it imposes as a condition of accepting loan funds.

TCorp requires that a council commit to its balanced investment framework. TCorp's balanced portfolio guidelines in the BBB+ and below categories are as follows:

- a. Limit BBB+ investments to 30% (if no BBB exposure) or 20% (with 10% BBB exposure).
- b. Limit BBB- and below investments to 5% – with counterparty limits of 5% if the investments are with local ADIs, or \$250,000 for all other ADIs rated BBB- and below.

This framework is much stricter than stipulated in Council's Investment Policy and would limit Council's opportunity to maximise its return from investments for the entire term of the loan.

This is a contributing factor to the recommendation to borrow internally from the Water Fund.

**FINANCIAL IMPLICATIONS**

The Water Fund had a reported cash balance of \$6.78 million at 30 June 2021; is expected to have \$7.18 million at 30 June 2022; and year end balances of approximately \$8 million for the term of the draft 2022/23 - 2031/32 Long Term Financial Plan (LTFP). Council completed a major water augmentation project in Narrabri (over \$13 million) a few years ago and has funding set aside for regular asset renewal projects during the term of the upcoming LTFP.

There is sufficient capacity within Water Fund and this arrangement would save Council (consolidated) \$488,820 in external interest payments based on a 10-year fixed loan at 4.45%, being the TCorp indicative rate (3.95%) plus the RBA interest rate adjustment (0.50%). This is a gross saving that does not consider the potential loss of interest income from investment for the period of the loan.

Council has budgeted for an external loan drawdown of \$2 million, fixed over 10 years at 4.00% in the LTFP. This will be updated in future editions of the LTFP.

**STATUTORY AND POLICY IMPLICATIONS**

Section 410 (3) of the *Local Government Act 1993* - Money that is not yet required for the purpose for which it was received may be lent (by way of internal loan) for use by the council for any other purpose if, and only if, its use for that other purpose is approved by the Minister.

**CONSULTATION****External Consultation**

- NSW Treasury Corporation.
- National Australia Bank.
- Office of Local Government.

**Internal Consultation**

- Director Corporate and Community Services.
- Director Infrastructure Delivery.
- Acting General Manager.

**16.2 INVESTMENT REPORT - MAY 2022****Responsible Officer:** Andrew Brown, Director Corporate and Community Services**Author:** Luke Meppem, Budget Coordinator**Attachments:** Nil**DELIVERY PROGRAM ALIGNMENT****4 Leadership**

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

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

**EXECUTIVE SUMMARY**

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

During the month:

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

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

**RECOMMENDATION**

1. That Council note the Investment Report for May 2022.

**BACKGROUND**

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

**CURRENT SITUATION**

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

Investments maturing during the month:

- |            |                |             |                  |
|------------|----------------|-------------|------------------|
| • 04/05/22 | Macquarie Bank | \$1,000,000 | 244 days @ 0.40% |
| • 18/05/22 | Judo Bank      | \$1,000,000 | 180 days @ 0.86% |

New Investments secured during the month:

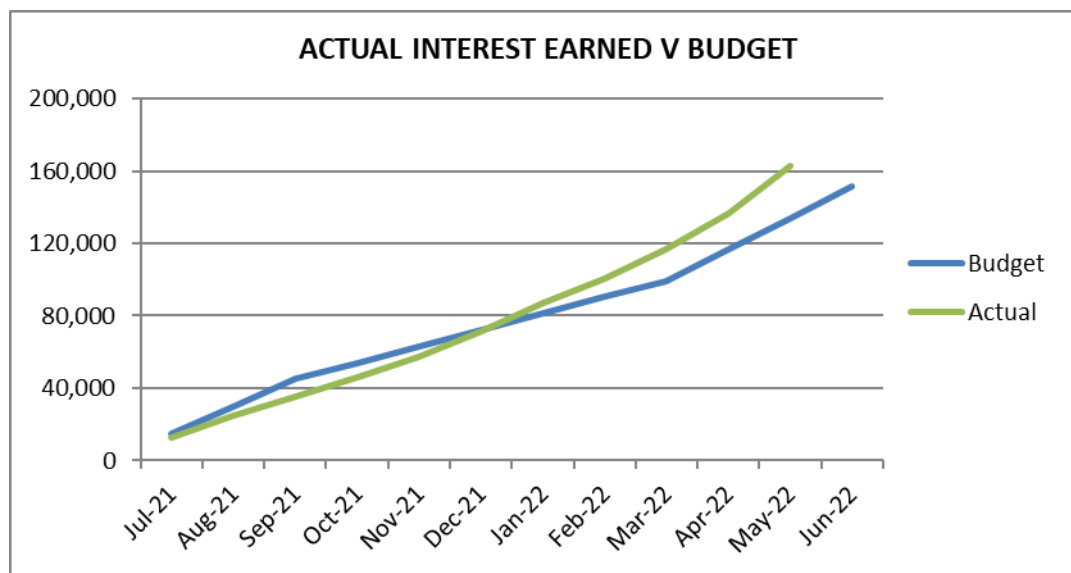
- |            |           |             |                  |
|------------|-----------|-------------|------------------|
| • 04/05/22 | BOQ       | \$1,000,000 | 119 days @ 1.48% |
| • 18/05/22 | Judo Bank | \$1,000,000 | 182 days @ 2.25% |



	Market Value (\$)	Term (days)	Rate	Maturity Date	% of Portfolio
<b>Short Term Deposits (&lt;1 yr)</b>	<b>34,000,000.00</b>				<b>86.17%</b>
Judo Bank	2,000,000.00	182	0.92%	01/06/22	5.07%
Judo Bank	1,000,000.00	91	0.80%	08/06/22	2.53%
AMP	1,000,000.00	329	0.75%	22/06/22	2.53%
AMP	2,000,000.00	240	0.90%	17/07/22	5.07%
AMP	1,000,000.00	336	0.45%	27/07/22	2.53%
NAB	2,000,000.00	98	0.80%	27/07/22	5.07%
BOQ	2,000,000.00	244	0.60%	03/08/22	5.07%
NAB	1,000,000.00	245	0.56%	17/08/22	2.53%
Macquarie Bank	1,000,000.00	365	0.40%	31/08/22	2.53%
BOQ	1,000,000.00	119	1.48%	31/08/22	2.53%
BOQ	1,000,000.00	273	0.56%	07/09/22	2.53%
AMP	1,000,000.00	329	0.80%	14/09/22	2.53%
NAB	4,000,000.00	161	1.08%	28/09/22	10.14%
NAB	1,000,000.00	273	0.62%	12/10/22	2.53%
NAB	2,000,000.00	300	0.63%	19/10/22	5.07%
AMP	2,000,000.00	364	1.00%	02/11/22	5.07%
BOQ	1,000,000.00	273	0.70%	16/11/22	2.53%
Judo Bank	1,000,000.00	182	2.25%	16/11/22	2.53%
NAB	2,000,000.00	273	0.72%	23/11/22	5.07%
NAB	1,000,000.00	273	0.88%	07/12/22	2.53%
NAB	1,000,000.00	273	1.43%	04/01/23	2.53%
ME Bank	3,000,000.00	273	1.48%	11/01/23	7.60%
<b>Cash Deposits</b>	<b>5,456,636.32</b>				<b>13.83%</b>
NAB At Call A/c	1,500,000.00	At Call	0.25%	n/a	3.80%
NAB Working A/c	3,956,636.32	At Call	0.00%	n/a	10.03%
<b>Total Cash &amp; Investments</b>	<b>39,456,636.32</b>				<b>100.00%</b>

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

Cash Book balance at 30 April 2022	-174,424.52
Plus Receipts	9,350,852.55
Plus Investments Matured	2,000,000.00
Less Payments	-5,203,150.49
Less Investments Placed	-2,000,000.00
Cash Book balance at 31 May 2022	3,973,277.54
Unmatched statement items	57,063.05
Unmatched ledger book items	-73,704.27
Reconciliation Balance as at 31 May 2022	3,956,636.32



### Investment Rate Summary for May 2022

Average Interest Rate on Investments: 0.85%

Weighted Average Interest Rate on Investments 0.90%

### Council's Benchmarks

Bank Bill Swap Rate (BBSW) 90-day index (31/05/2022)<sup>1</sup> 0.52%

Average 11am Cash Rate 0.35%

### FINANCIAL IMPLICATIONS

Interest income for the month was \$26,315.48 bringing the financial year to date to \$163,205.72. This is ahead of budget (refer above graph) and is reflective of increasing interest rates.

The net movement in the total value of deposits held each month is determined by the immediate cashflow requirement to service creditors. Council's larger creditor payments for the month were in Road Projects, Fleet acquisitions and the new cell at Narrabri landfill.

### STATUTORY AND POLICY IMPLICATIONS

Clause 212 of the *Local Government (General) Regulation 2021* 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 2021*.
- Ministerial Investment Order dated 12 January 2011.
- Council's Investment Policy dated 15 August 2017.

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

**CONSULTATION**

**External Consultation**

Nil.

**Internal Consultation**

- Responsible Accounting Officer.

### 16.3 RISK MANAGEMENT POLICY AND PROCEDURE

**Responsible Officer:** Andrew Brown, Director Corporate and Community Services

**Author:** Maree Bales, Risk Coordinator

**Attachments:**

1. Draft Risk Management Policy (under separate cover) 
2. Draft Risk Management Procedure (under separate cover) 
3. ARIC Risk Management Policy and Procedure Recommendation  

#### 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 developed a risk management framework consistent with AS ISO 31000:2018 Risk Management – Guidelines (“**AS ISO 31000:2018**”) to assist it to identify, treat, monitor and review all risks to its operations and strategic objectives and apply appropriate internal controls. The attached Risk Management Policy (**attachment 1**) and Procedure (**attachment 2**) are key elements in Council proactively managing its risks across risk types and profiles.

The documents were on public exhibition following Council’s endorsement at the April Ordinary Council Meeting up to Friday 27 May 2022. One submission was received, from Council’s Audit, Risk and Improvement Committee (**attachment 3**), and feedback was received from Constructive Solutions as part of the Integrated Management System review. From the feedback received minor administrative updates were made.

By adopting the Risk Management Policy and Risk Management Procedure, Council will ensure that it is managing its risks within an industry standard best practice framework.

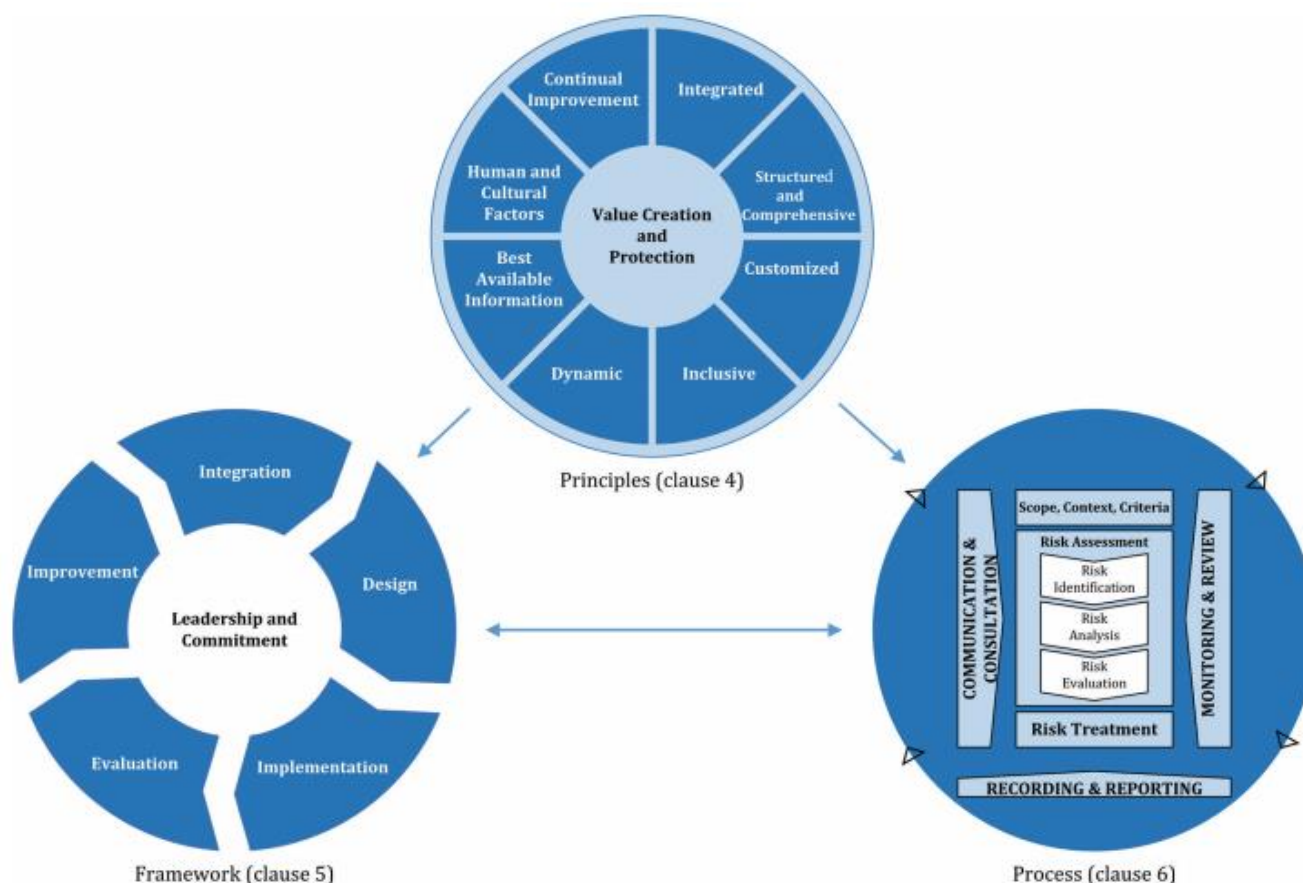
#### RECOMMENDATION

1. That Council adopt the Risk Management Policy (**attachment 1**) and the Risk Management Procedure (**attachment 2**).

#### REPORT

A Risk Management Policy and Procedure supports the formal, systematic, structured and proactive management of risks across the organisation. Council recognises that whilst risk is inherent in all its activities, the management of risks is good business practice, creates value, is integral to sound corporate governance and in some instances, a mandatory legal requirement. In particular, effective risk management can lead to better decision-making and planning.

Council has developed the risk management framework consistent with AS ISO 31000:2018 to manage risk based on the principles, framework and process outlined and illustrated in Figure 1.

**Figure 1:** Principles, framework and process

Council is committed to maintaining an effective, efficient and tailored risk management framework that consists of:

- a risk management policy;
- a risk management procedure;
- an annual risk management program;
- supporting policies that complement risk management such as fraud prevention, business continuity management, WHS management systems and code of conduct;
- allocation of risk management responsibilities through relevant position descriptions;
- Identifying and monitoring risks within the selected risk management computer system; and
- reporting risk status and effectiveness of controls to the Audit, Risk and Improvement Committee.

The framework will enable:

- a formal, structured approach to risk management that is appropriate to Council's activities and operating environment; and
- a risk management approach consistent with the principles of AS ISO 31000:2018.

The documents were on public exhibition following Council's endorsement at the April Ordinary Council Meeting up to Friday 27 May 2022. One submission was received from Council's Audit, Risk and Improvement Committee (**attachment 3**) and feedback was received from Constructive

Solutions as part of the Integrated Management System review, from the feedback received minor administrative updates were made from the version that was endorsed by Council.

By adopting the Risk Management Policy and Risk Management Procedure, Council will ensure that it is managing its risks within an industry standard best practice framework.

**FINANCIAL IMPLICATIONS**

Nil.

**STATUTORY AND POLICY IMPLICATIONS**

The Draft Risk Management Policy and Procedure has been developed pursuant to:

- AS ISO 31000:2018 Risk Management - Guidelines

**CONSULTATION****External Consultation**

- Audit, Risk and Improvement Committee
- Centium
- Constructive Solutions

**Internal Consultation**

- Executive Management.
- Senior Management.
- Corporate Risk Internal Working Group.



## **AUDIT, RISK & IMPROVEMENT COMMITTEE**

### **Draft Risk Management Policy and Procedure Recommendation**

Pursuant to Section 428A of the *Local Government Act 1993* (NSW), A Council's Audit, Risk and Improvement Committee must keep under review aspects of the council's operations including:

(b) risk management

Council at its April Ordinary Council Meeting endorsed a Risk Management Policy and Procedure for the purposes of public exhibition.

The Committee has reviewed the Draft documents and provides the following feedback for consideration.

The Policy and Procedure are comprehensive and are in line with the Australian Standard for Risk Management and best practice in this area. The Policy provides comprehensive Risk Appetite statements which will provide clear guidelines for councillors and the organisation to apply when considering important issues.

The Committee endorse the Draft Risk Management Policy and Procedure to be adopted by Council at its June Ordinary Council Meeting.


Grahame Marchant  
For and on behalf of the Audit, Risk & Improvement Committee  
26 May 2022

**16.4 REVIEW OF AUDIT, RISK AND IMPROVEMENT COMMITTEE TERMS OF REFERENCE AND MEMBERSHIP**

**Responsible Officer:** Andrew Brown, Director Corporate and Community Services

**Author:** Maree Bales, Risk Coordinator

**Attachments:**

1. Draft Risk Management and Internal Audit for Local councils in NSW Guidelines (under separate cover) 
2. Audit, Risk and Improvement Committee - Terms of Reference (under separate cover) 

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

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

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

**EXECUTIVE SUMMARY**

In 2016 the *Local Government Act 1993* ("the Act") was amended to require Councils to appoint an Audit, Risk and Improvement Committee ("ARIC"). The Office of Local Government ("OLG") has been working with Councils and other key stakeholders to develop a framework that will support the operation of their ARICs and the establishment of a risk management and internal audit function.

The new framework will be governed by the *Local Government (General) Regulation 2021* ("the Regulations") and the OLG Risk Management and Internal Audit for local councils in NSW guidelines ("the Guidelines") (**attachment 1**). These will prescribe the minimum standards for each Council's ARIC, risk management framework and internal audit functions.

Advice received from OLG is to roll the current ARIC members for a period of 1-2 years to allow a staged compliance to provide greater stability in the membership of existing committees, ensure the retention of corporate knowledge on the committee and reduce demand on the prequalification scheme. Council's ARIC Terms of Reference ("ToR") has been updated (**attachment 2**) to reflect this advice and it is recommended that Council reappoint the current 2 independent members for a further term of 2 years.

It is recommended that Council, through the process of an expression of interest, appoint a further independent member to align with the new guidelines.

**RECOMMENDATION**

1. That Council adopt the reviewed Audit, Risk and Improvement Committee Terms of Reference attached to this report.
2. That Council reappoint the following current members of Council's Audit, Risk and Improvement Committee for a term of two (2) years:
  - a. Chair – Grahame Marchant.
  - b. Independent Member – Louise Gett.



3. That the sitting fees for the Audit, Risk and Improvement Committee members be set as follows:
  - a. Independent Chair \$2,000 per meeting (including travel).
  - b. Independent member \$800 per meeting (including travel).
4. That Council endorse the recruitment of an additional Independent Audit, Risk and Improvement Committee member through an Expression of Interest process.
5. That Council note the proposed requirements of the draft Office of Local Government 'Risk management and internal audit for local councils in NSW' Guidelines.

## BACKGROUND

In 2016 the Act was amended to require Councils to appoint an ARIC. The OLG has been working with Councils and other key stakeholders to develop a framework that will support the operation of their ARICs and the establishment of a risk management and internal audit function.

The new framework will be governed by the regulation and the Guidelines (**attachment 1**). These will prescribe the minimum standards for each Council's ARIC, risk management framework and internal audit functions.

## CURRENT SITUATION

The guidelines are still in draft and may be subject to change based on feedback from Local Councils. The compliance deadlines and requirements are outlined below.

Deadline	Requirement
June 2022	Councils must appoint an ARIC
June 2024	Risk Management Framework must comply with guidelines
June 2024	Internal audit function must comply with the guidelines
June 2024	Annual attestation requirements for risk management and internal audit
June 2027	Membership of ARIC must meet guidelines
June 2027	Annual attestation requirements for ARIC

## Membership of ARIC

The draft guidelines set out membership requirements for ARICs.

Narrabri Shire Council is categorised as a Tier 1 Council under the Guidelines. All Tier 1 Councils must at a minimum have three members comprising of:

- 1 independent chair prequalified under the NSW Government's prequalification scheme; and
- 2 independent members that meet the eligibility criteria for non-prequalified committee members of the guidelines.

The key change to the guidelines is that the Councillor members will be non-voting members of the ARIC, with the independent members the only voting members of the Committee. Several Councils

have provided submission on this change, so the next version of the draft Guidelines may revise this requirement.

Council has had an ARIC since 2018 and the membership currently includes 1 independent chair and 1 independent member.

The duties and responsibilities of the Committee are outlined in the attached Terms of Reference.

Appointment to the ARIC as per the currently adopted ToR aligns with the term of council as stated below:

*The independent external members will be appointed for the term of council, after which they will be eligible for extension or re-appointment following a formal review of their performance.*

Advice received from OLG is to roll the current ARIC members for a period of 1-2 years to allow a staged compliance, to provide greater stability in the membership of existing committees, ensure the retention of corporate knowledge on the committee and reduce demand on the prequalification scheme. The ToR has been updated (**attachment 2**) to reflect this advice and it is recommended that Council reappoint the current 2 independent members for a further term of 2 years.

Councils that already have an ARIC will already comply with the requirement under the Act to appoint a committee. These councils will have until June 2027 (five years) to ensure the membership of their committees comply with the Guidelines.

It is recommended that Council, through the process of an expression of interest, appoint a further independent member to align with the new guidelines.

## **FINANCIAL IMPLICATIONS**

Sitting fees were last set by Council at the February Ordinary Council meeting held on the 27/02/2018. Current fees have been set by Council at \$600 (excluding travel) for the Chair per meeting and \$200 (excluding travel) for the other members per meeting. Councillor members of the Committee are not paid.

It is proposed that Council increase sitting fees to \$2,000 for the Chair per meeting (including travel) and \$800 for the other members per meeting (including travel) to attract and retain members to the ARIC. This is in line with amounts paid by other comparable Councils.

## **STATUTORY AND POLICY IMPLICATIONS**

Section 428A *Local Government Act 1993* (NSW)

## **CONSULTATION**

### **External Consultation**

- Audit, Risk and Improvement Committee.


### **Internal Consultation**

- Senior Management.

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

**Responsible Officer:** Andrew Brown, Director Corporate and Community Services

**Author:** Maree Bales, Risk Coordinator

**Attachments:** 1. Minutes of the Audit, Risk and Improvement Committee - Monday 9 May 2022 [↓](#) 

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

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

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

**EXECUTIVE SUMMARY**

A meeting of the Audit, Risk and Improvement Committee was held on Monday, 9 May 2022.

**RECOMMENDATION**

1. That Council note the Minutes of the Audit, Risk and Improvement Committee meeting held on Monday, 9 May 2022.

**BACKGROUND**

The objective of the Narrabri Shire Audit, Risk and Improvement Committee (“**Committee**”) is to provide independent assurance and assistance to Council on risk management, control, governance and external accountability responsibilities.

**CURRENT SITUATION**

The minutes of the Committee meeting held on Monday, 9 May 2022 are an attachment to this report.

The minutes are provided for information.

**FINANCIAL IMPLICATIONS**

Nil.

**STATUTORY AND POLICY IMPLICATIONS**

Section 428A *Local Government Act 1993* (NSW)

**CONSULTATION****External Consultation**

- Audit, Risk and Improvement Committee.

**Internal Consultation**

Nil.

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

9 MAY 2022

**MINUTES OF NARRABRI SHIRE COUNCIL  
AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING  
HELD AT THE NARRABRI SHIRE COUNCIL, 46-48 MAITLAND STREET, NARRABRI  
ON MONDAY, 9 MAY 2022 AT 12.00PM**

**PRESENT:** Chair Mr Grahame Marchant, Member Ms Louise Gett, Member Councillor Greg Lamont,

**IN ATTENDANCE:** Risk Coordinator Maree Bales (Teams), Manager Governance and Risk Jason Townsend, Acting General Manager Andrew Brown, Risk Support Officer Alexandria Cook, Manager Financial Services Tim McClellan, Jacob Sauer Forsyths, Penelope Corkill Centium

**1 OPENING AND WELCOME**

Meeting opened by Chair Grahame Marchant at 12.07pm

**2 ACKNOWLEDGEMENT OF COUNTRY**

Acknowledgment of Country conducted by Andrew Brown

**3 APOLOGIES/GRANTING OF LEAVE OF ABSENCES****4 CONFIRMATION OF MINUTES****MINUTE IARC-001/2022**

Moved: Ms Louise Gett      Seconded: Mr Grahame Marchant

1. That the minutes of Audit, Risk & Improvement Committee Meeting of the Narrabri Shire Council held on 20 October 2021 as circularised be confirmed.

**CARRIED**

At 12.17pm, Jacob Sauer joined meeting

**5 REPORTS****5.1 ANNUAL ENGAGEMENT PLAN FOR 2022 EXTERNAL AUDIT****MINUTE IARC-002/2022**

Moved: Member Greg Lamont      Seconded: Ms Louise Gett

1. That the Committee note the Annual Engagement Plan for the 2022 external audit.

**CARRIED**

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AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING MINUTES9 MAY 2022

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## 5.2 MANAGEMENT LETTER - EXTERNAL AUDIT FOR PERIOD 30 JUNE 2021

**MINUTE IARC-003/2022**

Moved: Ms Louise Gett      Seconded: Member Greg Lamont

1. That the Committee note the Final Audit Management letter and Council Management's responses to same.
2. That the Issues (6 in total) from the Final Audit Management letter be monitored ongoing via the report of 'Status of Outstanding Audit Recommendations' to the Committee.

**CARRIED**

At 12.56pm, Jacob Sauer and Tim McClellan left the meeting

At 12.57pm, Peneolpe Corkill joined the meeting

## 5.3 STRATEGIC INTERNAL AUDIT PLAN 2018-2021 - PROGRESS UPDATE MARCH 2022

**MINUTE IARC-004/2022**

Moved: Member Greg Lamont      Seconded: Ms Louise Gett

1. That the Committee note the progress of the Strategic Internal Audit Plan; as at March 2022.
2. That the Committee receive the Final Draft Compliance Management Internal Audit Report for information and endorse the Agreed Management Action Plan.
3. That the Committee note that Management will supply the Committee at a future meeting with the reviewed 3 year Strategic Internal Audit plan following an Enterprise Risk Management Review taking into consideration resourcing requirements to execute the plan.

**CARRIED**

At 1.10pm, Peneolpe Corkill left the meeting

## 5.4 DRAFT RISK MANAGEMENT POLICY AND PROCEDURE

**MINUTE IARC-005/2022**

Moved: Member Greg Lamont      Seconded: Ms Louise Gett

1. That the Committee note the Draft Risk Management Policy and the Draft Risk Management Procedure and provide a submission of support to Council whilst the Draft Risk Management Policy and the Draft Risk Management Procedure is on Public Exhibition until Friday 27 May 2022.
2. That Management consider development of an Implementation Plan to support embedding of the Risk Management Framework into the organisation successfully.

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Page 2

**AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING MINUTES****9 MAY 2022****CARRIED****5.5 DRAFT 2022/2032 COMMUNITY STRATEGIC PLAN****MINUTE IARC-006/2022**

Moved: Ms Louise Gett      Seconded: Member Greg Lamont

1. That the Committee note the draft 2022/2032 Community Strategic Plan

**CARRIED****5.6 OPERATIONAL AND SERVICE PLAN QUARTERLY REPORT - DECEMBER 2021****MINUTE IARC-007/2022**

Moved: Member Greg Lamont      Seconded: Ms Louise Gett

1. That the Committee note the December 2021 Quarterly Operational and Service Plan Report, detailing Council's progress in meeting its actions, capital works and key performance measures.

**CARRIED****5.7 DELIVERY PROGRAM 6 MONTHLY PROGRESS REPORT - DECEMBER 2021****MINUTE IARC-008/2022**

Moved: Ms Louise Gett      Seconded: Member Greg Lamont

1. That the Committee note the Delivery Program 6 Monthly Progress Report, detailing Council's progress in meeting its objectives, strategies and measures up to the December 2021 period.

**CARRIED****5.8 STATUS OF OUTSTANDING AUDIT RECOMMENDATIONS - MARCH 2022****MINUTE IARC-009/2022**

Moved: Member Greg Lamont      Seconded: Ms Louise Gett

1. That the status of current outstanding audit recommendations report be noted.
2. That Management add comments on future resourcing of outstanding audit items.
3. That one director attends per meeting to provide information on the progress of Outstanding Audit items.

**CARRIED**

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AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING MINUTES

9 MAY 2022

## 5.9 CORPORATE RISK REGISTER REPORT - MARCH 2022

## MINUTE IARC-010/2022

Moved: Member Greg Lamont Seconded: Ms Louise Gett

1. That the Committee note the Corporate Risk Register Report for March 2022.
2. That the Committee notes structural changes that are now in place, which should support the organisation in further movement of the Corporate Risk Register.

CARRIED

## 5.10 AUDIT, RISK &amp; IMPROVEMENT COMMITTEE MEETING DATES

## MINUTE IARC-011/2022

Moved: Member Greg Lamont Seconded: Ms Louise Gett

1. That the Committee adopt the proposed schedule of Meeting Dates for the ensuring period:
  - a. 15 August 2022.
  - b. 21 November 2022.
  - c. 20 February 2023.
  - d. 15 May 2023.

CARRIED

## 5.11 REVIEW OF TERMS OF REFERENCE AND MEMBERSHIP 2022

## MINUTE IARC-012/2022

Moved: Member Greg Lamont Seconded: Ms Louise Gett

1. That the Audit, Risk & Improvement Committee endorse the reviewed Terms of Reference to be presented to Council to endorse and adopt.
2. That the Audit, Risk & Improvement Committee acknowledge that a further review may need to be undertaken following the finalisation of the Draft Guidelines for Risk Management and Internal Audit in Local Councils in NSW.

CARRIED

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6 ACTIONS

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**AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING MINUTES****9 MAY 2022**

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**7 NEXT MEETING**

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Monday, 15 August 2022

**8 MEETING CLOSED**

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**The Meeting closed at 2.33pm.**

The minutes of this meeting were confirmed at the Audit, Risk & Improvement Committee Meeting held on Monday, 15 August 2022

.....  
CHAIRPERSON

**16.6 FUNDING RECEIVED FROM DEPARTMENT OF EDUCATION AND TRAINING**

**Responsible Officer:** Andrew Brown, Director Corporate and Community Services

**Author:** Maree Bales, Risk Coordinator

**Attachments:** Nil

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

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

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

**EXECUTIVE SUMMARY**

Council has secured funded training through the Department of Education and Training (DET) in concert with LDO Training for \$117,640. The initiative was a joint effort by the Council's Governance and Risk and Human Resources teams and was led by Council's Work Health and Safety Business Partner.

**RECOMMENDATION**

- 1. That Council note the funding received from the Department of Education and Training of \$117,640 for upskilling Council's outdoor workforce.**

**BACKGROUND**

Council has secured funded training through the Department of Education and Training (DET) in concert with LDO Training for \$117,640. The initiative was a joint effort by the Council's Governance and Risk and Human Resources teams and was led by Council's Work Health and Safety Business Partner.

This initiative was a result of the Governance and Risk and Human Resources teams conducting a training needs analysis of Council's workforce which identified the need for additional training. Council's WHS Business Partner wrote to DET expressing the need for multi-skilling to improve redeployment opportunities of personnel across multiple projects servicing the community such as, but not limited to, recent flood damage, Killarney Gap Rehabilitation, Culgoora Road Rehabilitation and Millie Road Construction.

In recent times Transport for NSW has advised Council that all staff operating plant on State Roads e.g. Kamilaroi Highway, need to be appropriately trained in the plant in which they operate, in order to continue to receive grant funding. The grant funding Council receives from Transport for NSW has steadily increased over the last decade to support ongoing Roads Maintenance & Construction Contract (RMCC) projects.

**CURRENT SITUATION**

The training will provide Council employees to be multi-skilled with qualifications such as:

- Conduct/Backhoe Loader Operations;
- Conduct Civil Construction Skid Steer Loader Operations;
- Conduct Civil Construction Excavator Operations;
- Conduct Civil Construction Wheeled and Tracked Front End Loader Operations;
- Licence to Operate a Boom type elevating work platform (boom length metres or more);
- Licence to perform dogging;
- Enter and Work in Confined Spaces; and/or
- Working Safely at Heights Training.

The initiative has commenced and will provide Council with nearly 90 new qualifications.

**FINANCIAL IMPLICATIONS**

Nil.

**STATUTORY AND POLICY IMPLICATIONS**

Nil.

**CONSULTATION****External Consultation**

- Department of Education and Training.
- LDO Training.

**Internal Consultation**

- Human Resources.
- Governance and Risk.
- Council's outdoor workforce.

**16.7 2022/2032 COMMUNITY STRATEGIC PLAN**

**Responsible Officer:** Andrew Brown, Director Corporate and Community Services

**Author:** Alice Gemmell-Smith, Corporate Planning and Audit Officer

**Attachments:** 1. 2022/2032 Community Strategic Plan (under separate cover) 

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

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

**Strategy** 4.4.1 Engage with the community to determine affordable and acceptable levels of service

**EXECUTIVE SUMMARY**

Council must review the Community Strategic Plan (CSP) before 30 June in the year following an ordinary election of council. Whilst the council may endorse the existing CSP (being 2017/2027 Community Strategic Plan), the option to develop and endorse a new CSP (being the 2022/2032 Community Strategic Plan) was deemed more appropriate due to the significant social, economic, and environmental changes that have occurred over the last four (4) years.

The draft 2022/2032 Community Strategic Plan was placed on public exhibition for 28 days, between Wednesday 27 April 2022 and Wednesday 25 May 2022. During this time, Council called for submissions from the public on the draft document to enable further consideration at this Ordinary Council meeting. Zero (0) submissions were received.

**RECOMMENDATION**

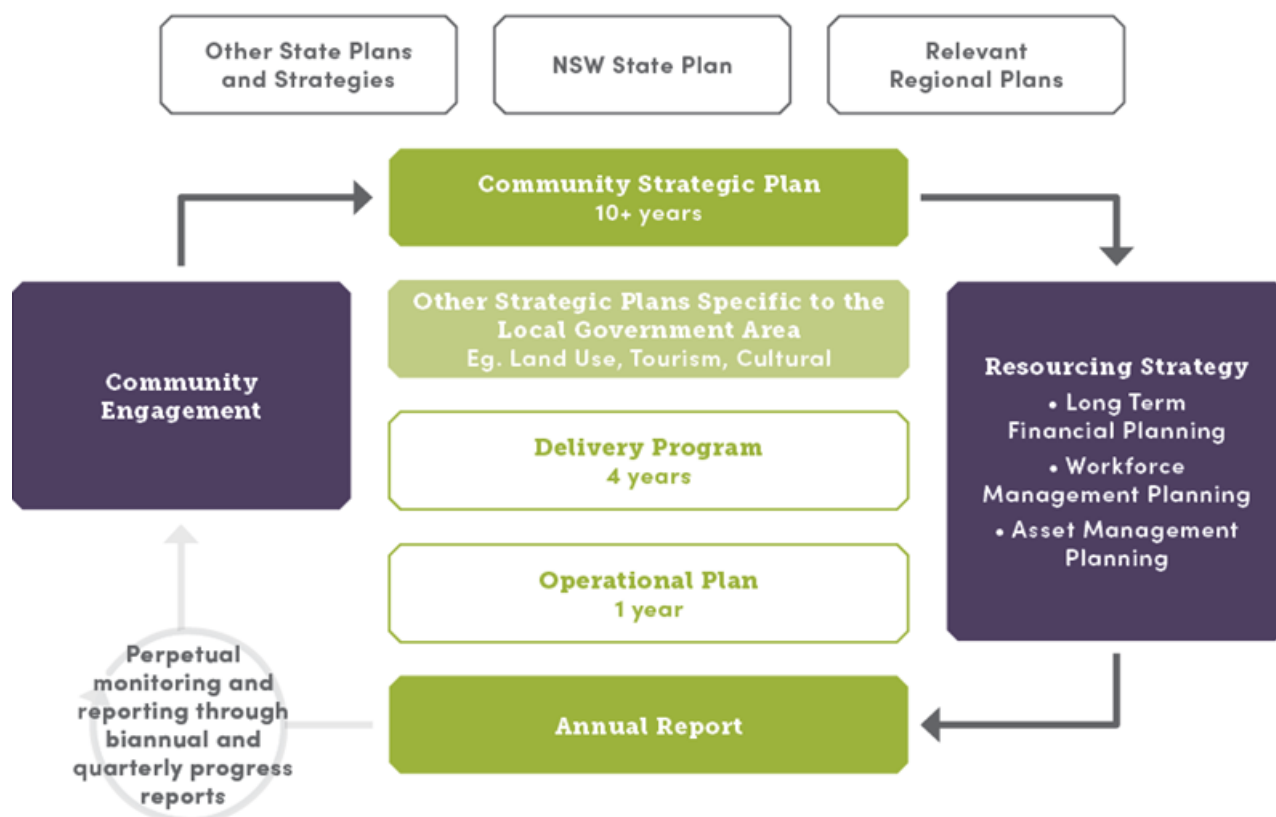
1. That Council endorse the 2022/2032 Community Strategic Plan, as attached.

**BACKGROUND**

The Office of Local Government has mandated an integrated planning and reporting framework which approaches business planning based on community aspirations and preferences. It requires that the community be presented with the key issues and challenges facing the Shire so that they can have deliberative input into how Council, other government agencies and the community will respond to those issues and challenges.

The CSP is the highest-level plan that a council will prepare. The purpose of the CSP is to identify the community's main priorities and aspirations for the future and to plan strategies for achieving these goals. It guides all remaining strategies and plans and must be developed by councils with and on behalf of the community.

**Figure 1:** The IPR Framework.



Council must review the CSP before 30 June in the year following an ordinary election of council. Whilst the council may endorse the existing CSP (being 2017/2027 Community Strategic Plan), the option to develop and endorse a new CSP (being the 2022/2032 Community Strategic Plan) was deemed more appropriate due to the significant social, economic, and environmental changes that have occurred over the last four (4) years.

### CURRENT SITUATION

Council undertook significant community engagement for the development of the new 2022/2032 CSP. Engagement was conducted under the guidance of the 2022/2026 Community Engagement Strategy and Community Engagement Policy.

The CSP is not Council's plan, but the Narrabri Shire Community's and therefore it is not adopted but endorsed by 30 June in the year following an ordinary local government election.

The draft 2022/2032 Community Strategic Plan was placed on public exhibition for 28 days, between Wednesday 27 April 2022 and Wednesday 25 May 2022. During this time, Council called for submissions from the public on the draft document to enable further consideration at this Ordinary Council meeting. Zero (0) submissions were received.

Unfortunately, the Australian Bureau of Statistics is not scheduled to release the 2021 Census Data until 28 June 2022. Therefore, the data in the 2022/2032 CSP is from the 2016 Census Data.

Since the public exhibition stage of the draft 2022/2032 Community Strategic Plan has been amended as follows:

Section Amended	Nature of Amendment
Whole Document	Minor typographical errors corrected.
Acknowledgement of Country	Updated to reflect recognised spellings and variations of Gamilaraay.
Achievement Measure Indicators	Linked to corresponding CSP Strategies
Civic Leadership Goal	Amended from “Council as strong leaders for the Community” to “Council as a strong leader for the Community”

### FINANCIAL IMPLICATIONS

The development of the 2022/2032 Community Strategic Plan has been funded internally through the standard operational budget.

### STATUTORY AND POLICY IMPLICATIONS

- *Local Government Act 1993 (NSW) s 402.*
- *NSW Office of Local Government’s Integrated Planning and Reporting Guidelines 2021.*
- *NSW Office of Local Government’s Integrated Planning and Reporting Handbook 2021.*

### CONSULTATION

#### External Consultation

- Narrabri Shire Community as outlined in the Engagement Report for the 2022/2032 Community Strategic Plan.









#### Internal Consultation

- Executive Management.
- Senior Management.
- Council staff.

**16.8 2022/2023 OPERATIONAL PLAN AND 2022/2026 DELIVERY PROGRAM**

**Responsible Officer:** Andrew Brown, Director Corporate and Community Services

**Author:** Alice Gemmell-Smith, Governance Coordinator

- Attachments:**
1. 2022/226 Delivery Program (under separate cover) 
  2. 2022/2023 Operational Plan (under separate cover) 
  3. Appendix A - 2022/2023 Revenue Policy (under separate cover) 
  4. Appendix B - 2022/2023 Fees and Charges (under separate cover) 
  5. Appendix C - 2022/2023 Operational Budget (under separate cover) 
  6. Appendix D - 2022/2023 Capital Works Program (under separate cover) 
  7. Copy of Submissions made on the 2022/2023 Operational Plan and Budget (under separate cover) 
  8. Consolidated Actions (under separate cover) 

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

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

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

**EXECUTIVE SUMMARY**

The 2022/2026 Delivery Program and 2022/2023 Operational Plan (and related attachments) provide the public with a plan of Council's strategic and business activities, financial planning, spending, Capital Works Program, Revenue Policy, and Fees and Charges for the next financial year and planned deliverables for the next four (4) years (2022/2023 to 2025/2026). These documents were developed following significant community engagement, undertaken to develop the draft 2022/2032 Community Strategic Plan.

The draft 2022/2026 Delivery Program and draft 2022/2023 Operational Plan (and related attachments) were placed on public exhibition for 28 days, between Tuesday 17 May 2022 and Tuesday 14 June 2022. During this time, Council called for submissions from the public on the draft documents to enable further consideration at this Ordinary Council meeting.

**RECOMMENDATION**

1. That Council adopt the 2022/2026 Delivery Program and 2022/2023 Operational Plan, as attached.
2. That in relation to the report "2022/2023 Operational Plan and 2022/2026 Delivery Program", Council make the following determinations:
  - a. That in relation to ordinary rates, Council adopt the 0.7% annual maximum rate peg, as approved by the Independent Pricing and Regulatory Tribunal and in accordance with Section 494 of the LG Act.
  - b. In addition to a above, Council adopt the full catch up in accordance with Section 511 of the LG Act. Council make and levy the ordinary rates for the year 1 July

- 2022 to 30 June 2023, as per the attached Appendix A – 2022/2023 Revenue Policy.
- c. That in relation to the special rate, Council adopt the 0.7% annual maximum rate peg, as approved by the Independent Pricing and Regulatory Tribunal, and in accordance with Section 495 of the LG Act.
  - d. In addition to c above, Council adopt the full catch up in accordance with Section 511 of the LG Act. Council make and levy the special rate for the year 1 July 2022 to 30 June 2023, as per the attached Appendix A – 2022/2023 Revenue Policy.
  - e. That is relation to water supply charges; in accordance with section 501 and Section 502 of the LG Act, Council make and levy the charges as per the attached Appendix A – 2022/2023 Revenue Policy.
  - f. That is relation to sewerage service charges; in accordance with section 501 and Section 502 of the LG Act, Council make and levy the charges as per the attached Appendix A - 2022/2023 Revenue Policy.
  - g. That is relation to waste management charges; in accordance with Section 496, Section 501 and Section 502 of the LG Act, Council make and levy the charges as per the attached Appendix A - 2022/2023 Revenue Policy.
  - h. That in relation to interest on overdue rates and charges, Council make and impose the maximum charge for interest of 6.0% from 1 July 2022 to 30 June 2023 inclusive on overdue rates and charges as determined by the Minister for Local Government, in accordance with Section 566 (3) of the LG Act.
  - i. That in relation to the exhibited fees and charges as per the attached Appendix B – 2022/2023 Fees and Charges, Council adopt the fees and charges for services provided by Council in accordance with Section 502 of the LG Act.
3. That Council note the submission(s) received and formally advise the party(ies), who made the written submission(s) on Council's draft 2022/2026 Delivery Program and draft 2022/2023 Operational Plan, of Council's decision on the matter.

## BACKGROUND

In 2009, the NSW Government introduced the current integrated planning and reporting framework for NSW Local Government. This was embedded into the *Local Government Act 1993* (LG Act). It includes the requirement to prepare a long-term Community Strategic Plan, along with a four-year Delivery Program, Operational Program and Resourcing Strategy.

Under the *Local Government Act 1993* (LG Act), Council must have a four-year Delivery Program and an annual Operational Plan. The Operational Plan outlines the activities to be undertaken that year, as part of the Delivery Program under the Integrated Planning and Reporting framework.

A Delivery Program must be adopted before 30 June in the year following an ordinary local government election. Additionally, an Operational Plan must be adopted before 30 June each year.

## CURRENT SITUATION

The draft 2022/2026 Delivery Program and draft 2022/2023 Operational Plan (and related attachments) were placed on public exhibition for 28 days, between Tuesday 17 May 2022 and Tuesday 14 June 2022. During this time, Council called for submissions from the public on the draft documents to enable further consideration at this Ordinary Council meeting. The documents were exhibited via Council's website, social media pages, and with hardcopies available at each of Council's libraries and the Administration Building. Council must consider any submissions that have been made regarding the Plans during the 28 days.



Council must have the 2022/2023 Operational Plan and 2022/2026 Delivery Program formally adopted before 1 July 2022.

The draft 2022/2026 Delivery Program and draft 2022/2023 Operational Plan (and related attachments) were placed on public exhibition for 28 days, between Tuesday 17 May 2022 and Tuesday 14 June 2022. During this time, Council called for submissions from the public on the draft documents to enable further consideration at this Ordinary Council meeting.

During the public exhibition period two (2) submissions were received. Details of the submissions are provided below and (**Attachment 7**).

Submitter's Name	Date	Submission Description	Responsible Directorate	Responding Manager	Directorate Comment	Recommendation
Stephen Stoltenberg (CSR: IP2022/0003)	20 May 2022	2022/2023 Budget – Clarification	Corporate and Community Services	Manager Financial Services	Response provided 31 May 2022 via the General Manager's Office	Referred to Manager Financial Services for consideration.
Stephen Stoltenberg (CSR: IP2022/0003)	31 May 2022	2022/2023 Budget – Clarification	Corporate and Community Services	Manager Financial Services	Response provided 31 May 2022 via Customer Service	Referred to Manager Financial Services for consideration.

Since the public exhibition stage of the draft 2022/2026 Delivery Program and draft 2022/2023 Operational Plan, amendments that have been identified are as follows:

Section Amended	Nature of Amendment
Whole document suite	Minor typographical and grammatical errors corrected.
Acknowledgement of Country	Updated to reflect recognised spellings and variations of Gamilaraay.
Achievement Measure Indicators	Linked to CSP Strategies
Strategic Actions (New)	<ul style="list-style-type: none"> <li>Develop Council's Long-Term Financial Plan for 2024-2026.</li> <li>Review and Update Council's Asset Management Plans, Strategy and Policy for 2023-2025.</li> <li>Shire Wide - Sewer Assets - Condition Assessments for 2022/2023.</li> <li>Shire Wide - Water Assets - Condition Assessments for 2022/2023.</li> <li>Boggabri - Depot - Relocation to 82 Walton Street for 2022/2023.</li> <li>Included Actions from the 2022/2026 Resourcing Strategy and 2022/2026 Disability Inclusion Action Plan.</li> </ul>
Strategic Actions (Amended)	<ul style="list-style-type: none"> <li>Consolidated Actions where possible to reduce reporting fatigue for both the community and Councillors (see <b>Attachment 8</b>).</li> <li>Deferred Narrabri – The Crossing Theatre – External refurbishment to 2023/2024.</li> </ul>
Fees and Charges	Amended the fees and charges for The Crossing Theatre to meet market rates and to increase community group ability to hire rooms within the facility.
Capital Works Program	<ul style="list-style-type: none"> <li>Increased budget for <b>Depot Capex - Wee Waa Amenities Upgrade</b> from \$50,000 to \$120,000.</li> <li>Increased budget for <b>Depot Capex - Boggabri Amenities Upgrade</b> from \$0 to \$180,000.</li> <li>Reduced budget for <b>Cultural Capex - Crossing Theatre External Refurbishment</b> from \$250,000 to \$0.</li> </ul>

## FINANCIAL IMPLICATIONS

This report recommends the final Budget, Capital Works Program, Revenue Policy, and Fees and Charges for adoption for the 2022/2023 financial year.

Three (3) road projects in the draft 2022/2023 Capital Works Program, being the Pilliga Road upgrade and the Flood Damage Restoration (following the March 2021 and November 2021 flood events) are likely to carry across into 2023/2024.

### Pilliga Road Upgrade

Council has been granted \$6,231,000 to upgrade Pilliga Road (MR127) but, due to delays in funding from the State and Federal Governments, has only budgeted \$2,980,000 for 2022/2023. The remainder of the project is programed for completion in 2023/2024.

**Flood Damage Restoration (March 2021 and November 2021)**

Council is awaiting the outcome of its flood damage claim for restoration works to shire roads following the damage that occurred in the March 2021 and November 2021 flood events. In anticipation of receiving a large portion of the funds, Council has budgeted \$2,000,000 in its 2022/2023 capital works program. The remainder of the project will be completed in 2023/2024, or earlier if time, funding, and resources permits.

**STATUTORY AND POLICY IMPLICATIONS**

- Section 404 of the *Local Government Act 1993* addresses the requirements and the process for the establishment, by a council, of a four-yearly Delivery Program.
- Section 405 of the *Local Government Act 1993* addresses the requirements and the process for the establishment, by a council, of an annual Operational Plan.
- Section 406 of the *Local Government Act 1993* identifies the guidelines councils are to follow to establish the Integrated Planning and Reporting Framework.

**CONSULTATION****External Consultation****Internal Consultation**





- Executive Management.
- Senior Management.
- Council staff.

**16.9 2022/2026 RESOURCING STRATEGY**

**Responsible Officer:** Andrew Brown, Director Corporate and Community Services

**Author:** Alice Gemmell-Smith, Governance Coordinator

**Attachments:**

1. **2022/2026 Resourcing Strategy (under separate cover)** 
2. **Appendix A - 2022/2026 Workforce Management Plan (under separate cover)** 
3. **Appendix B - 2022/2026 Long-Term Financial Plan (under separate cover)** 
4. **Appendix C - 2022/2026 Asset Management Plans (under separate cover)** 

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

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

**Strategy** 4.4.4 Implement Strategic Asset Management Plans focusing on renewal of assets

**EXECUTIVE SUMMARY**

A Council must have a long-term strategy (Resourcing Strategy) for the provision of the resources required to perform its functions (including implementing the strategies set out in the Community Strategic Plan).

The draft 2022/2026 Resourcing Strategy (and related attachments) were placed on public exhibition for 28 days, between Tuesday 17 May 2022 and Tuesday 14 June 2022. During this time, Council called for submissions from the public on the draft documents to enable further consideration at this Ordinary Council meeting. Zero (0) submissions were received.

**RECOMMENDATION**

1. **That Council adopt the 2022/2026 Resourcing Strategy (and related attachments) as attached.**

**BACKGROUND**

The Integrated Planning and Reporting (IP&R) Framework consists of an inter-related hierarchy of plans which aims to ensure a more sustainable local government sector. A council must have a long-term strategy for the provision of the resources required to perform its functions (including implementing the strategies set out in the Community Strategic Plan).

Councils in NSW must adopt their Resourcing Strategy prior to 30 June following an Ordinary Council Election. A Resourcing Strategy is made up of:

1. Workforce Management Plan;
2. Long-Term Financial Plan; and
3. Asset Management Plans (including an Asset Management Policy).

## CURRENT SITUATION

The draft 2022/2026 Resourcing Strategy (and related attachments) were placed on public exhibition for 28 days, between Tuesday 17 May 2022 and Tuesday 14 June 2022. During this time, Council called for submissions from the public on the draft documents to enable further consideration at this Ordinary Council meeting. The documents were exhibited via Council's website, social media pages, and with hardcopies available at each of Council's libraries and the Administration Building. Council must consider any submissions that have been made regarding the Plans during the 28 days. Zero (0) submissions were received.

Council must have the 2022/2026 Resourcing Strategy formally adopted before 1 July 2022.

Since the public exhibition stage of the draft 2022/2026 Resourcing Strategy, the following minor amendments have been made to the documents;

Section Amended	Nature of Amendment
Whole document suite	Minor typographical and grammatical errors.
Acknowledgement of Country	Updated to reflect recognised spellings and variations of Gamilaraay.
Long-Term Financial Plan	Updated figures in Cash Flow Statements for Scenarios 1 and 2.
Asset Management Plans	Updated figures.

## FINANCIAL IMPLICATIONS

The Resourcing Strategy plays an integral role in resourcing the achievement of the Delivery Program and Operational Plans, as well as any other strategic plans the Council has developed to support the achievement of the Community Strategic Plan.

The Long-Term Financial Plan (LTFP) is a 10-year rolling plan that informs decision-making and demonstrates how the objectives of the Community Strategic Plan and commitments of the Delivery Program and the Operational Plan will be resourced and funded. The LTFP captures financial implications of asset management and workforce planning. For example, by identifying how additional assets will be funded, or existing assets renewed or upgraded and what provisions are made for changes to service levels. The LTFP is based on predictions and should not take the place of a Council's budget.

## STATUTORY AND POLICY IMPLICATIONS

- Section 403 of the *Local Government Act 1993* addresses the requirements and the process for the establishment, by a Council, of a long-term Resourcing Strategy.
- Section 406 of the *Local Government Act 1993* identifies the guidelines Councils are to follow to establish the Integrated Planning and Reporting Framework

## CONSULTATION

### External Consultation

The draft 2022/2026 Resourcing Strategy (and related attachments) were placed on public exhibition for 28 days, between Tuesday 17 May 2022 and Tuesday 14 June 2022. During this time,

Council called for submissions from the public on the draft documents to enable further consideration at this Ordinary Council meeting.

During the public exhibition period zero (0) submissions were received.

**Internal Consultation**

- Executive Management.
- Senior Management.
- Council staff.

**16.10 2022/2026 DISABILITY INCLUSION ACTION PLAN**

**Responsible Officer:** Donna Ausling, Director Planning and Strategy

**Author:** Scott Pollock, Manager Cultural Facilities

**Attachments:** 1. 2022/2026 Disability Inclusion Action Plan (under separate cover) 

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

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

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

**EXECUTIVE SUMMARY**

The *Disability Inclusion Act 2014* (NSW) requires Councils to develop a Disability Inclusion Action Plan (DIAP) to assist in the removal of barriers and to enable people living with a disability to participate equally in their communities. The DIAP will work homogenously with the Community Strategic Plan to deliver positive outcomes for the community.

The draft 2022/2026 DIAP was placed on public exhibition for 28 days, between Tuesday 17 May 2022 and Tuesday 14 June 2022. During this time, Council called for submissions from the public on the draft documents to enable further consideration at this Ordinary Council meeting.

**RECOMMENDATION**

1. That Council adopt the 2022/2026 Disability Inclusion Action Plan, as attached.

**BACKGROUND**

The DIAP will work homogenously with the Community Strategic Plan and works to deliver positive outcomes for the community. Narrabri Shire Council developed their first Disability Inclusion Action Plan in 2017/2018. This plan is now due for review.

Disability Inclusion Planning enables government, public authorities, and all organisations to reduce and remove barriers for people living with disability and foster a more accessible and inclusive community. Disability Inclusion Planning is about making a plan that outlines the intention and actions that the government organisations (including local Councils) will take to remove barriers to accessing Government information services and employment whilst promoting the rights of people with disability.

**CURRENT SITUATION**

The Disability Access and Inclusion Survey ran from December 2020 until end of February 2021 and was available on Council's website, social media as well as an 'Easy Read' hard copy. Responses provided information on the disability demographic in the Narrabri shire area.

Five community consultations and four focus group sessions were held across all major towns in the Shire between April and June 2021. These discussions have helped to identify priority areas and actions to be incorporated into the new plan.

The draft 2022/2026 DIAP was placed on public exhibition for 28 days, between Tuesday 17 May 2022 and Tuesday 14 June 2022. During this time, Council called for submissions from the public on the draft documents to enable further consideration at this Ordinary Council meeting.

Since the public exhibition stage of the draft 2022/2026 DIAP, amendments that have been identified are as follows:

Section Amended	Nature of Amendment
Whole Document	Minor typographical and grammatical errors.

## FINANCIAL IMPLICATIONS

Nil

## STATUTORY AND POLICY IMPLICATIONS

- *Disability Discrimination Act 1992 (Cth).*
- *Disability Discrimination Regulations 1996 (Cth).*
- *Australian Human Rights Commission Act 1986 (Cth).*
- *Disability Inclusion Act 2014 (NSW).*
- *Anti-Discrimination Act 1977 (NSW).*
- *Carers (Recognition) Act 2010 (NSW).*
- *Local Government Act 1993 (NSW).*
- *Local Government (General) Regulation 2005 (NSW).*
- Principles of the UN Convention on the Rights of People with a Disability.
- National Disability Strategy 2010-2020 (New Strategy Release Due 2021).
- National Art and Disability Strategy 2009.
- Disability (Access to Premises Standards – Buildings) Standards 2010.
- National Disability Insurance Scheme 2013.
- National Standards for Disability Services 2014.
- Disability Standards for Accessible Public Transport 2002.
- National Disability Strategy.
- NSW Disability Inclusion Plan.

## CONSULTATION

### External Consultation

The draft 2022/2026 DIAP was placed on public exhibition for 28 days, between Tuesday 17 May 2022 and Tuesday 14 June 2022. During this time, Council called for submissions from the public on the draft documents to enable further consideration at this Ordinary Council meeting.



During the public exhibition period zero (0) submissions was received.

**Internal Consultation**

- Executive Management.
- Senior Management.

**16.11 2022/2023 COUNCILLOR AND MAYORAL FEES****Responsible Officer:** Andrew Brown, Director Corporate and Community Services**Author:** Jason Townsend, Manager Governance and Risk**Attachments:** 1. LGRT Determination 2022/2023 (under separate cover) **DELIVERY PROGRAM ALIGNMENT****4 Leadership**

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

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

**EXECUTIVE SUMMARY**

Council is required to set its Councillor/Mayoral Fees for the 2022/2023 financial year. The Local Government Remuneration Tribunal has issued its determination regarding Councillor and Mayoral Fees for the 2022/2023 financial year, meaning that Council is now in a position to do so.

**RECOMMENDATION**

1. That Council sets its Councillor fees for the 2022/2023 financial year at \$12,650, being the maximum fee available under the Local Government Remuneration Tribunal's 2022/2023 determination.
2. That Council sets its Mayoral fee for the 2022/2023 financial year at \$27,600, being the maximum fee available under the Local Government Remuneration Tribunal's 2022/2023 determination.

**BACKGROUND**

Each year the Local Government Remuneration Tribunal makes a determination on Councillor and Mayoral Fees. This determination takes the form of an amount range within which Councils of each category are permitted to pay to Councillors and Mayors as fees. Narrabri Shire Council is classified as a General Purpose Non-Metropolitan Rural Council for the purposes of the Tribunal's determination. Typically, each year the Tribunal applies an increase to the range.

In recent years, Council has consistently resolved to set fees at the maximum of the range.

**CURRENT SITUATION**

On 20 April 2022, the Tribunal issued its determination for the 2022/2023 financial year. A copy of that determination is attached.

The determination applied a 2% increase to both the minimum and maximum Councillor and Mayoral Fees across the board.

In the case of Narrabri Shire Council, the range is (per annum):

**Councillor****Mayor**

Minimum	Maximum	Minimum	Maximum
\$9,560	\$12,650	\$10,180	\$27,600

Council must determine its new fees in accordance with the Determination by 1 July 2022. It is purely a matter for Council what they set their fees at within that range. If Council does not wish to change its current fee amounts, it must still resolve to set its 2022/2023 fees.

#### FINANCIAL IMPLICATIONS

Four scenarios have been mapped out below to inform Council of the financial implications of a decision:

Scenario	Councillors	Mayor	Total
Minimum	\$86,040	\$10,180	\$96,220
Midway	\$99,945	\$18,890	\$118,835
Current	\$111,573	\$27,048	\$138,621
Maximum	\$113,850	\$27,600	\$141,450

#### STATUTORY AND POLICY IMPLICATIONS

Nil

#### CONSULTATION

Nil

#### External Consultation

Nil

#### Internal Consultation

Nil

**16.12 FACILITY MANAGEMENT PLANS**

**Responsible Officer:** Andrew Brown, Director Corporate and Community Services

**Author:** Nathan Camac, Manager Property Services

**Attachments:**

1. Draft Facility Management Plan - The Crossing Theatre (under separate cover) 
2. Draft Facility Management Plan - Administration Building (under separate cover) 
3. Draft Facility Management Plan - Shire Depots (under separate cover) 

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

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

**Strategy** 1.1.1 Support and encourage health and wellbeing programs and services to improve resident lifestyles

**EXECUTIVE SUMMARY**

Council is developing and preparing Facility Management Plans. The implementation will allow for more robust management of Council's built assets by way of increased awareness of current condition, development of a four-year capital works program, improved management of operational budgets, improved workflow management.

**RECOMMENDATION**

1. That Council note the progress on the preparation of Facilities Management Plans.

**BACKGROUND**

Historically Council's do not have a great track record for the efficient and effective management of building portfolios. In alignment with Council developing a new Asset Management Plan, Council's Property Services team have taken the opportunity to review how individual assets are managed and maintained. Through this process deficiencies were identified and to contribute to addressing these deficiencies, site specific or asset class specific Facility Management Plans are being developed.

**CURRENT SITUATION**

As a part of Council's efforts to improve the management of assets, Facility Management Plans are being developed. The aim is to provide a site specific or asset class specific plan and overview. The plan contains an overview of the facility, highlighting any future challenges and opportunities, a four-year capital works program, an overview of operational costs and an annual planned preventative maintenance schedule.

The Facility Management Plans will highlight the lifecycle of specific components and how identified capital works are to be funded. Asset condition inspections are undertaken on an annual basis with this data and evidence being utilised to inform the rolling proposed capital work and planned preventative maintenance programs.

Preparation and implementation will allow for more robust management of Council's built assets by way of increased awareness of current condition, development of a four-year capital work program, improved management of operational budgets and improved workflow management.

To date the following three (3) Facility Management Plans have been developed and are attached for Council's information.

- Administration Building.
- The Crossing Theatre.
- Narrabri, Boggabri, and Wee Waa depots.

Facilities Management Plans are proposed to be developed for all of Council's built assets, including;

- Narrabri, Boggabri, and Wee Waa Libraries.
- Narrabri Region Visitor Information Centre.
- Narrabri Airport.
- Narrabri Livestock Selling Centre.
- Narrabri, Boggabri, and Wee Waa aquatic centres.
- Narrabri and Boggabri caravan parks.
- Gwabegar Hall.
- Community / town halls (Shire wide).
- Facilities at sports grounds (Shire wide).
- Public amenities (Shire wide).

Facility Management Plans are intended to be a fluid document that are reviewed and updated on an annual basis. It is also likely that the content and purpose will evolve in line with the changing needs of the organisation.

### **FINANCIAL IMPLICATIONS**

The implementation will allow for improved management and preparation of operational and capital budgets. It is likely that this will highlight the need for additional funding to maintain and improve Council's built assets.

### **STATUTORY AND POLICY IMPLICATIONS**

- National Construction Code.
- Australian Standard (Various).
- The Disability Inclusion Act 2014.

**CONSULTATION**

**External Consultation**

- External contractors and trades.

**Internal Consultation**

- Council staff.

**16.13 2022/2023 COMMUNITY GRANTS FUND****Responsible Officer:** Donna Ausling, Director Planning and Strategy**Author:** Catherine Davis, Grants Officer

- Attachments:**
1. Narrabri Shire Council Community Grants Fund - Project Summary 2022/2023 [↓](#) 
  2. 2022/2023 Applications Recommended for Funding [↓](#) 
  3. 2022/2023 Applications Deemed Ineligible [↓](#) 

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

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

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

**EXECUTIVE SUMMARY**

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

The 2022/2023 funding round was opened for applications between 2 May 2022 to 27 May 2022 and Council received nine applications, with two ineligibles because they did not meet the co-contribution requirements for the Community Grants Policy. The total funding amount for 2022/2023 round is \$13,000.

**RECOMMENDATION**

1. That Council under Section 356 of the Local Government Act 1993 allocate the following funding from the 2022/23 Community Grants Fund:
  - (a) CGF2223-002 - Killarney Classic Committee - Killarney Bike Classic 2022 - event assistance - \$1,000
  - (b) CGF2223-005 - Narrabri Polocrosse Club Inc - Slashing of grounds - Australian Test Series Narrabri Junior Challenge and Carnival - \$1,000
  - (c) CGF2223-009 - Eulah Creek Recreation Reserve Land Manager - Eulah Creek Machinery Day - BBQ and Canteen - \$1,060
  - (d) CGF2223-003 - Narrabri and District Chamber of Commerce - Narrabri Christmas Tree - replacement of decorations - \$1,250
  - (e) CGF2223-004 - Narrabri Meals on Wheels - Christmas in July - social event for clients, carers, and volunteers - \$1,425
  - (f) CGF2223-008 - Wee Waa Public School P&C - Trivia Night and Auction 2022 - \$3,500
  - (g) CGF2223-007 - Wee Waa & District Pony Club Inc - 2023 Zone 5 Pony Club Jamboree Competition - purchase of equipment - \$3,765

<b>2. That the unsuccessful applicants be advised in writing of Council's decision.</b>
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**BACKGROUND**

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

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

**CURRENT SITUATION**

The 2022/2023 funding round was opened for applications between 2 May 2022 to 27 May 2022 and Council received nine applications, with two being ineligible because they did not meet the co-contribution requirements for the Community Grants Policy.

**FINANCIAL IMPLICATIONS**

The total funding amount for 2022/2023 round is \$13,000.

The total of the recommended Community Grants Funding is \$13,000.

**STATUTORY AND POLICY IMPLICATIONS**

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

**CONSULTATION****External Consultation**

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

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

**Internal Consultation**

- Community Development Team.
- Economic Development Team.



Grant Number	Applicant	Event / Program / Item	Start Date	End Date	Location Event	Recommendation Comment	Project Cost	Requested Amount	Recommendation
CGF2223-001	Bellata War Memorial Hall	Kitchen cutlery and crockery for Hall Hirers	01/06/2022	31/07/2022	Bellata Memorial Hall	<p>Bellata War Memorial Hall have a small band of volunteers that maintain the facility. Increasing insurance and electricity costs are outstripping their funds. If they could hire the hall, they would be able to generate some income, however to do this, they need to upgrade their kitchenware.</p> <p>Recommendation: Their application is ineligible, as they did not complete the application form with the required information, provide appropriate quotations and requested 100% of the project cost.</p>	\$2,350.00	\$2,350.00	\$0.00
CGF2223-006	Pilliga Community Centre Committee	Kitchen Painting and Screen Repairs at Pilliga Community Centre	01/07/2022	30/06/2023	Pilliga Community Centre	<p>The Pilliga Community Centre provides a space for private functions, meetings, information sessions, drought relief distribution, distribution of mouse traps and bait amongst the community, and significant cultural events as determined by the community. The Committee would use the funds to undertake repairs to window insect screens to reduce the amount of mosquitoes and flies entering the Centre when preparing food and paint the building to maintain the asset. The Community is only able to offer \$500 as a co-contribution due to the increase in insurance and other costs.</p> <p>Recommendation: Their application is ineligible, as they are unable to provide the appropriate 50:50 co-contribution.</p>	\$5,137.00	\$4,637.00	\$0.00
CGF2223-002	Killarney Classic Committee	Killarney Bike Classic 2022 - event assistance	18/09/2022	18/08/2022	Crossing Theatre - Killarney Gap - Newell Highway	<p>Killarney Classic is an iconic annual charitable community bike ride that encourages participation from a large sector of the community, catering for age and capability range. The Killarney Classic fundraising goal is to exceed \$10,000 for cancer related support services. This Club was offered financial assistance through the 2021/22 Community Development Fund, but due to the pandemic and public health restrictions was not able to run the event.</p> <p>Recommendation: Provide financial assistance to Killarney Classic to reduce their operating costs to run the event and maximise the amount they can fundraise for local cancer support services</p>	\$4,575.30	\$1,000.00	\$1,000.00
CGF2223-005	Narrabri Polocrosse Club Inc	Slashing of grounds - Australian Test Series Narrabri Junior Challenge and Carnival	08/07/2022	10/07/2022	Narrabri Racecourse/ Jockey Club	<p>Narrabri Polocrosse Club will host the Australian Junior Test Series, Junior Challenge Competition and Club Carnival at the Narrabri Jockey Club and would like assistance (financial or in kind) to slash the grounds prior to the event. Visiting competitors will boost the local economy through accommodation stay, tourism spend, retail therapy, and food and beverage sales.</p> <p>Recommendation: Provide financial assistance the Narrabri Polocrosse Club will reduce their operating costs to run the event and the slashing of the grounds will present the facility in the best possible way to locals and visitors.</p>	\$11,700.00	\$1,000.00	\$1,000.00
CGF2223-009	Eulah Creek Recreation Reserve Land Manager	Eulah Creek Machinery Day - BBQ and Canteen	31/07/2022	31/07/2022	Beulah Park Hall	<p>The annual Machinery Day hosted by the Eulah Creek Recreation Reserve Land Manager is a wonderful community event that brings locals and visitors together, especially elderly. Event raises funds for the maintenance of the community hall. The grant will be used to buy supplies for the event BBQ.</p> <p>Recommendation: Provide financial assistance to Eulah Creek Recreation Reserve Land Manager to reduce their operating costs to run the annual Machinery Day event and maximise the amount they can fundraise for the Beulah Park Hall at Eulah Creek.</p>	\$2,160.00	\$1,060.00	\$1,060.00

CGF2223-003	Narrabri and District Chamber of Commerce	Narrabri Christmas Tree - replacement of decorations	27/11/2022	09/01/2023	140 Maitland Street, Narrabri	<p>Narrabri and District Chamber of Commerce is the lead agency that coordinates sponsorship and solicits supporters in creating the Christmas spirit in Narrabri's CDB . They work with Council to erect the community tree and decorate it each year. Decorations are now deteriorated and required to be replaced to maintain the positive focus of the main street in the lead up to Christmas. The application fund request was for 52% of the overall project cost, instead of 50:50 contribution.</p> <p>Recommendation: It is important to maintain a focus on the main street during the festive period and create an atmosphere of community spirit. Allocated amount be adjusted to 50% of the overall project.</p>	\$2,500.00	\$1,290.00	\$1,250.00	
CGF2223-004	Narrabri Meals on Wheels	Christmas in July - social event for clients, carers and volunteers	07/07/2022	07/07/2022	Narrabri Bowling Club	<p>Narrabri Meal on Wheels Inc provides nutritious meals to the socially isolated, infirm and elderly people of Narrabri and their volunteers contribute provide companionship, social, and emotional support. The Christmas in July event is held to support the relationships between clients, carers, volunteers, staff and community; provides social interaction, and recognises and appreciate all those who assist with the service. Error on the application form was for 100% grant, but happy to 50:50 co-contribution as per policy.</p> <p>Recommendation: This event supports the community in its recovery from recent challenging times and renews social connections and provide a revenue-boost to local businesses, as such financial assistance be offered at 50% of the total project cost.</p>	\$2,850.00	\$2,850.00	\$1,425.00	
CGF2223-008	Wee Waa Public School P&C	Trivia Night and Auction 2022	05/08/2022	05/08/2022	Wee Waa Bowling Club	<p>The Wee Waa Public School P&amp;C runs a number of events to build community spirit, socialisation and fundraise. The funds will be used to host the Trivia Night and Auction including raffle items, venue hire and entertainment.</p> <p>Recommendation: Provide financial assistance to the Wee Waa Public School to reduce their operating costs to run the event and maximise the amount they can raise for the school.</p>	\$7,000.00	\$3,500.00	\$3,500.00	
CGF2223-007	Wee Waa & District Pony Club Inc	2023 Zone 5 Pony Club Jamboree Competition - purchase of equipment	01/10/2023	08/10/2023	Wee Waa Showgrounds	<p>The Wee Waa &amp; District Pony Club has been chosen to host the Zone 5 Jamboree; which will generate monetary benefit for the town and the wider Narrabri Shire, as numerous pony club constituents will be in attendance. As hosts of this equine event, the club will organise everything from meals/canteen to facilitating riding competition for two days. The grant has been requested to purchase equipment for the event such as jumps, barrel sets and flags. The application stated the date of the event outside the funding period, however the funds would be used within the current financial year to purchase the items.</p> <p>Recommendation: Provide financial support the Wee Waa &amp; District Pony Club to purchase items for their upcoming Jamboree, however reduce the amount offered to the Club as there are limited funds in the 2022/23 Community Development Fund.</p>	\$10,055.75	\$5,000.00	\$3,765.00	
TOTAL							2022/23 Community Grant Funds available - \$13,000	\$48,328.05	\$22,687.00	\$13,000.00

Grant Number	Applicant	Event / Program / Item	Start Date	End Date	Location Event	Recommendation Comment	Project Cost	Requested Amount	Recommendation
CGF2223-002	Killarney Classic Committee	Killarney Bike Classic 2022 - event assistance	18/09/2022	18/08/2022	Crossing Theatre - Killarney Gap - Newell Highway	<p>Killarney Classic is an iconic annual charitable community bike ride that encourages participation from a large sector of the community, catering for age and capability range. The Killarney Classic fundraising goal is to exceed \$10,000 for cancer related support services. This Club was offered financial assistance through the 2021/22 Community Development Fund, but due to the pandemic and public health restrictions was not able to run the event.</p> <p>Recommendation: Provide financial assistance to Killarney Classic to reduce their operating costs to run the event and maximise the amount they can fundraise for local cancer support services</p>	\$4,575.30	\$1,000.00	\$1,000.00
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CGF2223-009	Eulah Creek Recreation Reserve Land Manager	Eulah Creek Machinery Day - BBQ and Canteen	31/07/2022	31/07/2022	Beulah Park Hall	<p>The annual Machinery Day hosted by the Eulah Creek Recreation Reserve Land Manager is a wonderful community event that brings locals and visitors together, especially elderly. Event raises funds for the maintenance of the community hall. The grant will be used to buy supplies for the event BBQ.</p> <p>Recommendation: Provide financial assistance to Eulah Creek Recreation Reserve Land Manager to reduce their operating costs to run the annual Machinery Day event and maximise the amount they can fundraise for the Beulah Park Hall at Eulah Creek.</p>	\$2,160.00	\$1,060.00	\$1,060.00
CGF2223-003	Narrabri and District Chamber of Commerce	Narrabri Christmas Tree - replacement of decorations	27/11/2022	09/01/2023	140 Maitland Street, Narrabri	<p>Narrabri and District Chamber of Commerce is the lead agency that coordinates sponsorship and solicits supporters in creating the Christmas spirit in Narrabri's CDB. They work with Council to erect the community tree and decorate it each year. Decorations are now deteriorated and required to be replaced to maintain the positive focus of the main street in the lead up to Christmas. The application fund request was for 52% of the overall project cost, instead of 50:50 contribution.</p> <p>Recommendation: It is important to maintain a focus on the main street during the festive period and create an atmosphere of community spirit. Allocated amount be adjusted to 50% of the overall project.</p>	\$2,500.00	\$1,290.00	\$1,250.00
CGF2223-004	Narrabri Meals on Wheels	Christmas in July - social event for clients, carers and volunteers	07/07/2022	07/07/2022	Narrabri Bowling Club	<p>Narrabri Meal on Wheels Inc provides nutritious meals to the socially isolated, infirm and elderly people of Narrabri and their volunteers contribute provide companionship, social, and emotional support. The Christmas in July event is held to support the relationships between clients, carers, volunteers, staff and community; provides social interaction, and recognises and appreciate all those who assist with the service. Error on the application form was for 100% grant, but happy to 50:50 co-contribution as per policy.</p> <p>Recommendation: This event supports the community in its recovery from recent challenging times and renews social connections and provide a revenue-boost to local businesses, as such financial assistance be offered at 50% of the total project cost.</p>	\$2,850.00	\$2,850.00	\$1,425.00

CGF2223-008	Wee Waa Public School P&C	Trivia Night and Auction 2022	05/08/2022	05/08/2022	Wee Waa Bowling Club	<p>The Wee Waa Public School P&amp;C runs a number of events to build community spirit, socialisation and fundraise. The funds will be used to host the Trivia Night and Auction including raffle items, venue hire and entertainment.</p> <p>Recommendation: Provide financial assistance to the Wee Waa Public School to reduce their operating costs to run the event and maximise the amount they can raise for the school.</p>	\$7,000.00	\$3,500.00	\$3,500.00	
CGF2223-007	Wee Waa & District Pony Club Inc	2023 Zone 5 Pony Club Jamboree Competition - purchase of equipment	01/10/2023	08/10/2023	Wee Waa Showgrounds	<p>The Wee Waa &amp; District Pony Club has been chosen to host the Zone 5 Jamboree; which will generate monetary benefit for the town and the wider Narrabri Shire, as numerous pony club constituents will be in attendance. As hosts of this equine event, the club will organise everything from meals/canteen to facilitating riding competition for two days. The grant has been requested to purchase equipment for the event such as jumps, barrel sets and flags. The application stated the date of the event outside the funding period, however the funds would be used within the current financial year to purchase the items.</p> <p>Recommendation: Provide financial support the Wee Waa &amp; District Pony Club to purchase items for their upcoming Jamboree, however reduce the amount offered to the Club as there are limited funds in the 2022/23 Community Development Fund.</p>	\$10,055.75	\$5,000.00	\$3,765.00	
TOTAL							2022/23 Community Grant Funds available - \$13,000	\$48,328.05	\$22,687.00	\$13,000.00

Grant Number	Applicant	Event / Program / Item	Start Date	End Date	Location Event	Recommendation Comment	Project Cost	Requested Amount	Recommendation
CGF2223-001	Bellata War Memorial Hall	Kitchen cutlery and crockery for Hall Hirers	01/06/2022	31/07/2022	Bellata Memorial Hall	<p>Bellata War Memorial Hall have a small band of volunteers that maintain the facility. Increasing insurance and electricity costs are outstripping their funds. If they could hire the hall, they would be able to generate some income, however to do this, they need to upgrade their kitchenware.</p> <p>Recommendation: Their application is ineligible, as they did not complete the application form with the required information, provide appropriate quotations and requested 100% of the project cost.</p>	\$2,350.00	\$2,350.00	\$0.00
CGF2223-006	Pilliga Community Centre Committee	Kitchen Painting and Screen Repairs at Pilliga Community Centre	01/07/2022	30/06/2023	Pilliga Community Centre	<p>The Pilliga Community Centre provides a space for private functions, meetings, information sessions, drought relief distribution, distribution of mouse traps and bait amongst the community, and significant cultural events as determined by the community. The Committee would use the funds to undertake repairs to window insect screens to reduce the amount of mosquitoes and flies entering the Centre when preparing food and paint the building to maintain the asset. The Community is only able to offer \$500 as a co-contribution due to the increase in insurance and other costs.</p> <p>Recommendation: Their application is ineligible, as they are unable to provide the appropriate 50:50 co-contribution.</p>	\$5,137.00	\$4,637.00	\$0.00
<b>TOTAL</b>						<b>2022/23 Community Grant Funds available - \$13,000</b>	<b>\$7,487.00</b>	<b>\$6,987.00</b>	<b>\$0.00</b>



**16.14 TURRAWAN ROAD SR061 AND OLD NARRABRI ROAD SR017 FUNDING****Responsible Officer:** Glenn Inglis, Acting General Manager**Author:** Eloise Chaplain, Director Infrastructure Delivery**Attachments:** 1. Old Narrabri Road schematic  **DELIVERY PROGRAM ALIGNMENT****1 Society**

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

**Strategy** 1.1.2 Maximise community safety through the implementation of crime prevention and risk management actions

**EXECUTIVE SUMMARY**

Council has identified a sub-standard intersection, which does not currently meet Transport for NSW (TfNSW) or Austroads guidelines. The acute angle formed by the intersecting road SR017 Old Narrabri Road and the curvature of the through road SR061 Turrawan Road has resulted in several near misses. Additionally, numerous complaints have been received about dust affecting residents' health and wellbeing in close proximity to the intersection.

Action is required to be taken by upgrading the intersection to mitigate the risk. Currently Council is waiting on the most recent application response from Safer Roads Program. In the past, Directors have indicated that when the intersection is upgraded the upgrade would continue past the residence to eliminate the production of dust. This design has been completed but has not been included in the current or previous budgets.

Council's options going forward are to either wait on Safer Roads Program for upgrade to the Intersection and/or, apply for further grant funding for the intersection and approximately 1.3km to Old Narrabri Road.

**RECOMMENDATION**

- 1. That Council note that the intersection of Turrawan Road and Old Narrabri Road will be upgraded following the availability of grant funding, as a priority.**
- 2. That Council note that works to upgrade 1.35km from the intersection of Turrawan Road on Old Narrabri Road will be undertaken following the availability of grant funding.**

**BACKGROUND**

Council has identified a sub-standard intersection, which does not currently meet Transport for NSW (TfNSW) or Austroads guidelines. The acute angle formed by the intersecting road SR017 Old Narrabri Road and the curvature of the through road SR061 Turrawan Road has resulted in several near misses. There have been signage upgrades, but the intersection remains problematic. Thus in 2020 a Roads Safety Audit (RSA) was completed by TfNSW for this intersection which indicated a

number of risks rated High, meaning corrective action should be undertaken. Council has applied for grants to upgrade this intersection however have been unsuccessful to date.

Approximately 1.25km on from this intersection on Old Narrabri Road, a house is located on a rural property in close proximity to the road, which is currently gravel, see attached. Numerous complaints have been received about dust affecting residents' health and wellbeing. Please note that to minimise the production of this dust Council's Quarry Vehicles do not use this road and have not for many years. The route from the quarry proceeds down SR227 Pine Creek Road and on to the Kamilaroi Highway.

### **Traffic Count**

SR017 Old Narrabri Road ADT is 65 with 40% heavy vehicles with an 85% speed of 100km/h

SR061 Turrawan Road ADT is 900 with 15% heavy vehicles with an 85% speed of 85km/h

ADT – Average Daily Traffic

### **CURRENT SITUATION**

Action is required to be taken by upgrading the intersection to mitigate the risk. Currently Council is waiting on the most recent application response from Safer Roads Program, which the intersection was submitted. In the past, Directors have indicated that when the intersection is upgraded the upgrade would continue past the residence to eliminate the production of dust. This design has been completed. However, the upgrade to Old Narrabri Road has never been budgeted or grant funding applied for. Grant funding sought would be, Fixing Local Roads or Local Roads and Community Infrastructure (LRCI) to enable the intersection upgrade as well as the extension of the seal past the residence. For full awareness in the determination of this, other upgrade projects would be delayed. Projects earmarked for these grants are for major collector roads, with Council currently working on planning the upgrade and seal of a 6km section of Bald Hill Road. Most recent projects which have been successful to obtain grant funding include, southern section of Doreen Lane Rehabilitation, Yarrie Lake to Pilliga Road Upgrade (Prices Lane, Woomera Creek and Sandy Hook Road) and a 6.5km section of Millie Road.

### **FINANCIAL IMPLICATIONS**

Cost estimates seen below;

Intersection Upgrade \$760,000

Old Narrabri Road Upgrade approximately 1.35km \$650,000

Contingency 20%

**Total Project Cost \$1,692,000**

### **STATUTORY AND POLICY IMPLICATIONS**

- *Roads Act 1993.*
- *Local Government Act 1993.*

### **CONSULTATION**

#### **External Consultation**

- TfNSW.



**Internal Consultation**

- Manager Roads Services.
- Manager Design Services.
- Manager Financial Services.



### OLD NARRABRI ROAD

This map is not a precise survey document. Accurate locations can only be determined by a survey on the ground. This information has been prepared for Council's internal purposes and for no other purpose. No statement is made about the accuracy or suitability of the information for use for any purpose (whether the purpose has been notified to Council or not). While every care is taken to ensure the accuracy of this data, neither the Narrabri Shire Council nor NSW Spatial Services make any representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damages) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason. © NSW Spatial Services 2019. © Narrabri Shire Council 2019.

Generated: 17/06/2022  
 Drawn by: SMETAAN  
 Scale: 1:7464 @ A3  
 Projection: GDA94 / MGA zone 55



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**16.15 ROADS AND PARKS STATUS REPORT**

**Responsible Officer:** Glenn Inglis, Acting General Manager

**Author:** Eloise Chaplain, Director Infrastructure Delivery

**Attachments:** 1. Roads and Parks Status Report - June 2022 (under separate cover) 

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

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

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

**EXECUTIVE SUMMARY**

The purpose of this report is for Council to note the activities completed during the month and the plan for next month.

**RECOMMENDATION**

1. That Council note the Roads and Parks status report – June 2022.

**CURRENT SITUATION**

Council's Road Services and Parks and Open Spaces Teams operations have a major impact on the Narrabri Shire's community and therefore wish to report to Council an update on their work as at June 2022. Please see Attachment 1.

**FINANCIAL IMPLICATIONS**

Costings noted in Attachment 1.

**16.16 LOG OF AUTO-ARCHIVE ACCESS**

**Responsible Officer:** Andrew Brown, Director Corporate and Community Services

**Author:** Jason Townsend, Manager Governance and Risk

**Attachments:** Nil

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

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

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

**EXECUTIVE SUMMARY**

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

**RECOMMENDATION**

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

**BACKGROUND**

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

**9.2 Notice of Motion - Use of iPad Technology by Councillors****Minute 001/2022**

Moved: Cr Rohan Boehm Seconded: Cr John Clements

**That**

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

**CURRENT SITUATION**

For the period 18 May 2022 to 16 June 2022 the auto archive email system was not accessed by staff.

The only persons with access to the auto archives email system is the Acting IT Coordinator and Trainee IT Support Officer.

**FINANCIAL IMPLICATIONS**

Nil.

**STATUTORY AND POLICY IMPLICATIONS**

Nil.

**CONSULTATION****External Consultation**

Nil.

**Internal Consultation**

Nil.

**16.17 RESOLUTIONS REGISTER- MAY TO JUNE 2022**

**Responsible Officer:** Andrew Brown, Director Corporate and Community Services

**Author:** Jason Townsend, Manager Governance and Risk

**Attachments:** 1. Resolutions Register as at 21 June 2022 (under separate cover) 

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

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

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

**EXECUTIVE SUMMARY**

Good governance and transparency dictate that Council maintains a Resolutions Register, and for it to be brought before Ordinary Council Meetings. The Resolutions Register, as at 21 June 2022, is therefore presented to Council.

**RECOMMENDATION**

1. That Council note the Resolutions Register as at 21 June 2022.

**BACKGROUND**

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

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

**CURRENT SITUATION**

The register has been updated as at 21 June 2022 and is attached to this report. This register lists the outstanding resolutions and action items, as well as a comment on current status. Some of the resolutions and action items are historical and, where no action is possible, a report will be brought to Council seeking resolution.

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

**FINANCIAL IMPLICATIONS**

Nil

**STATUTORY AND POLICY IMPLICATIONS**

Nil

**CONSULTATION**

Nil

**External Consultation**

Nil

**Internal Consultation**

- Executive Management.
- Senior Management.





**17 CONFIDENTIAL (CLOSED COUNCIL) MEETING****RECOMMENDATION**

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

**17.1 Purchase of Special Lease no 73034 Boggabri Bowling Club**

This matter is considered to be confidential under Section 10A(2) - (d)(iii) 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, reveal a trade secret.

**17.2 Shannon Estate - Sale of residential land**

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

**17.3 Recovery of costs in litigation**

This matter is considered to be confidential under Section 10A(2) - (g) 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 advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

**17.4 Contract 2022-2023/06 Bitumen Sealing**

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

**17.5 Contract 2022-23/09 – Supply and Delivery of 7mm Precoated Aggregate, DGB20, Crusher Dust and Bedding Sand for Road Maintenance Works**

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

**RECOMMENDATION**

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

**18 MEETING CLOSED**

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