



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

Date: Tuesday, 27 February 2024
Time: 1:00 PM
Location: Narrabri Shire Council Chambers
46-48 Maitland Street
Narrabri

AGENDA

**Ordinary Council Meeting
27 February 2024**

**Rob Williams
GENERAL MANAGER**

PUBLIC FORUM (held outside formal Council Meeting)

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

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

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

Request to Speak in the Public Forum

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



USE OF MOBILE PHONES AND UNAUTHORISED RECORDING OF MEETINGS

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

(As per Council’s Code of Meeting Practice)

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

(As per Council’s Code of Meeting Practice)

AUDIO RECORDING NOTICE

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

(As per Council’s Code of Meeting Practice)



Mayor
Cr Darrell Tiemens



Deputy Mayor
Cr Brett Dickinson



Cr Rohan Boehm



Cr Robert Browning



Cr Ron Campbell



Cr John Clements



Cr Greg Lamont



Cr Lisa Richardson



Cr Cathy Redding



General Manager
Mr Rob Williams



Chief Financial Officer
Mr Ted Harrington



Director Infrastructure Delivery
Mrs Eloise Chaplain



Director Planning and Sustainability
Ms Donna Ausling

Corporate values



Wellbeing

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



Integrity

Ensuring transparency and honesty in all our activities.



Leadership

Providing guidance and direction to our community and our people.



Community Focus

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



Accountability

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



Respect

Treating everyone with courtesy, dignity and fairness.



Excellence

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

Vision for 2032

OUR VISION

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



Theme 1: SOCIETY

An empowered, inclusive, and connected community



Theme 2: ENVIRONMENT

A sustainable and compatible natural and built environment



Theme 3: ECONOMY

A strong, diverse, and sustainable economy



Theme 4: CIVIC LEADERSHIP

Council as strong leaders for the community

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1 OPENING PRAYER

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

2 ACKNOWLEDGEMENT OF COUNTRY

I would like to acknowledge the Traditional Owners of Country throughout Australia, in particular the Gomeri People of the Kamilaroi Nation, and recognise their continuing connection to land, waters and culture.

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

3 RECOGNITION OF SERVICE MEN & WOMEN

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

4 ATTENDANCE VIA AUDIO VISUAL LINK

5 APOLOGIES/GRANTING OF LEAVE OF ABSENCES

6 DECLARATION OF PECUNIARY AND NON- PECUNIARY INTERESTS

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

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

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

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

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

Extract from Council's Code of Meeting Practice:

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

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

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

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

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

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

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

- 18.1 Narrabri Shire Youth Council - Application Received
- 18.2 Seniors Festival 2024 - Senior of the Year Nomination
- 18.3 Business Paper and Unconfirmed Minutes of the Audit, Risk and Improvement Committee

8 PRESENTATIONS

Presentation requests received to date:

- 1. Nil.

9 CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of the Ordinary Meeting of the Narrabri Shire Council held on 19 December 2023 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, 19 DECEMBER 2023 AT 1:00 PM**

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

IN ATTENDANCE: Rob Williams (General Manager), Donna Ausling (Director Planning and Sustainability), Evan Harris (Acting Director Infrastructure Delivery), Ted Harrington (Director Financial and Commercial Services), Shane Rae Acting (Manager Governance and Risk), Alice Gemmell-Smith (Minute Clerk)

Proceedings of the meeting commenced at 1:00pm.

1 OPENING PRAYER

Members and officers were upstanding for the opening prayer by Rev. Bernard Gabbott of Narrabri Anglican Church, in association with the Narrabri Ministers Fraternal.

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 RECOGNITION OF SERVICE MEN & WOMEN

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

4 ATTENDANCE BY AUDIO VISUAL LINK

Nil requests.

5 APOLOGIES/GRANTING OF LEAVE OF ABSENCES

COUNCILLOR	DATE/ DURATION	APOLOGY/LEAVE OF ABSENCE	REASON
Cr Robert Browning	19 December 2023	Apology	Personal Leave

MINUTE 330/2023

Moved: Cr Catherine Redding Seconded: Cr Brett Dickinson

1. That an apology from Cr Robert Browning be received and accepted.

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

Against: Nil

Not Present: Crs Robert Browning and John Clements

CARRIED 7/0

6 DECLARATION OF PECUNIARY AND NON- PECUNIARY INTERESTS

Councillors are reminded of their obligation to declare their interest in any matters listed before them. In considering your interest, you are reminded to include pecuniary, significant non-pecuniary and on-significant non-pecuniary conflicts of interest as well as any other interest you perceive or may be perceived of you. Councillors may declare an interest at the commencement of the meeting, or alternatively at any time during the meeting should any issue progress or arise that would warrant a declaration. Councillors must state their reasons in declaring any type of interest.

COUNCILLOR	ITEM NUMBER	PECUNIARY/ NON-PECUNIARY	REASON
Cr Richardson	13.6	Non-Pecuniary Non-Significant	Employer is funding DA2024/844.
Cr Clements	15.2, 15.3	Non-Pecuniary Non-Significant	Works in the Office of Roy Butler (employed by NSW Parliament).
Cr Lamont	13.8	Pecuniary	Owns property in Boggabri CBD.

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

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

- 17.1 Applications for Community Financial Assistance Grant (CFAG) Round 2 2023-24
- 17.2 Licence for Charging Stations for Electric Vehicles - Visitor Information Centre (VIC) Car Park

8 PRESENTATIONS

Presentations made to Council:

- 2. Nil

9 CONFIRMATION OF MINUTES

MINUTE 331/2023

Moved: Cr Ron Campbell Seconded: Cr Lisa Richardson

- 1. That the minutes of Ordinary Meeting of the Narrabri Shire Council held on 28 November 2023 as circularised be confirmed and signed as a correct record by the Mayor.**

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

Against: Nil

Not Present: Crs Robert Browning and John Clements

CARRIED 7/0

10 MATTERS OF GREAT URGENCY

The acceptance of Supplementary Item 17.2 was dealt with at a later part of the meeting.

11 QUESTIONS WITH NOTICE

Nil reports.

12 MAYORAL MINUTE

12 MAYORAL MINUTE - DUCK CREEK PILLIGA FIRE**MINUTE 332/2023**

Moved: Cr Darrell Tiemens

I, as the Mayor of Narrabri Shire Council, hereby move the following motion:

- 1. Gratitude to Volunteers and Emergency Services: This Council extends its heartfelt thanks to all the members of the Narrabri Shire Community who have assisted with the fire emergency, volunteers, firefighters (both volunteers and full-time staff) from all over the State, the aviation crew, members of all support agencies, and the local NSW Police team. Their tireless efforts and dedication in managing the challenging Duck Creek Pilliga fire are immensely appreciated.**
- 2. Community Acknowledgement: On behalf of the Narrabri community, we extend a big thank you to all the fire crews. We recognise the difficult days ahead and deeply value the continued commitment and bravery displayed in these trying times.**
- 3. Special Recognition: A special note of thanks is directed to our own Director of Infrastructure, Eloise Chaplin, for her exemplary leadership in chairing the**

daily Local Emergency Management Committee meetings. Additionally, we commend the other Narrabri Shire staff who have been assisting the LEMC.

4. **Council Staff Appreciation:** A profound thank you to all Narrabri Shire Council staff who have committed long, exhausting hours. Their crucial roles in supporting fire crews, managing road closures, maintaining communications, and providing logistical support to emergency services teams have been pivotal in our collective response to this emergency.

This motion recognises the extraordinary efforts of everyone involved in combating the Duck Creek Pilliga fire. Their dedication not only demonstrates their professionalism but also their deep commitment to our community. As Mayor, I express my sincerest gratitude on behalf of the Council and the residents of Narrabri Shire.

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

Against: Nil

Not Present: Cr Robert Browning

CARRIED 8/0

12.1 MAYORAL APPOINTMENTS FOR THE PERIOD 20 NOVEMBER TO 10 DECEMBER 2023

MINUTE 333/2023

Moved: Cr Darrell Tiemens

1. **That Council note the Mayoral appointments for the period 20 November to 10 December 2023.**

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

Against: Nil

Not Present: Cr Robert Browning

CARRIED 8/0

13 OUR CIVIC LEADERSHIP**13.1 DELEGATE REPORT - MINUTES OF THE NARRABRI MINE COMMUNITY CONSULTATIVE COMMITTEE (CCC) MEETING - 7 DECEMBER 2023 (DRAFT)****MINUTE 334/2023**

Moved: Cr Catherine Redding Seconded: Cr Ron Campbell

- 1. That Council note the Delegate Report on the draft minutes of the Narrabri Mine Community Consultative Committee meeting held on 7 December 2023.**

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

Against: Nil

Not Present: Cr Robert Browning

CARRIED 8/0

13.2 RESOLUTIONS REGISTER - NOVEMBER TO DECEMBER 2023**MINUTE 335/2023**

Moved: Cr Lisa Richardson Seconded: Cr Brett Dickinson

- 1. That Council receive and note the outstanding Resolutions Register as at 14 December 2023.**
- 2. That Council receive and note the completed Resolutions Register as at 14 December 2023.**

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

Against: Nil

Not Present: Cr Robert Browning

CARRIED 8/0

13.3 INVESTMENT REPORT - NOVEMBER 2023**MINUTE 336/2023**

Moved: Cr Catherine Redding Seconded: Cr Ron Campbell

1. That Council note the Investment Report for November 2023.

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

Against: Nil

Not Present: Cr Robert Browning

CARRIED 8/0

13.4 MONTHLY FINANCIAL REPORT - NOVEMBER 2023**MINUTE 337/2023**

Moved: Cr Rohan Boehm Seconded: Cr Brett Dickinson

1. That Council note the Monthly Financial reports for November 2023.

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

Against: Nil

Not Present: Cr Robert Browning

CARRIED 8/0

13.5 FINANCIAL STATEMENTS RECTIFICATION PLAN**MINUTE 338/2023**

Moved: Cr John Clements Seconded: Cr Ron Campbell

1. That Council note the progress of the Financial Statements Rectification Plan.

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

Against: Nil

Abstained: Cr Greg Lamont

Not Present: Cr Robert Browning

CARRIED 7/1

At 2:04 pm, Cr Greg Lamont left the meeting.

At 2:06 pm, Cr Greg Lamont returned to the meeting.

At 2:06 pm, Cr Lisa Richardson left the room and was not in sight of the meeting after declaring a non-pecuniary non-significant interest.

At 2:06 pm, Cr Greg Lamont left the room and was not in sight of the meeting after declaring a pecuniary interest.

13.6 PLANNING AND DEVELOPMENT REPORT - NOVEMBER 2023

MINUTE 339/2023

Moved: Cr Brett Dickinson Seconded: Cr Catherine Redding

1. **That Council receive the Planning and Development Report for November 2023.**
2. **That Council receive and note Andrew Watson's written resignation from the Floodplain Risk Management Committee dated 7 November 2023 and thanks him for his service to the Committee.**
3. **That Council calls for an Expression of Interest to fill the vacant position on the Narrabri Floodplain Risk Management Committee.**

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

Against: Nil

Not Present: Crs Robert Browning, Greg Lamont and Lisa Richardson

CARRIED 6/0

At 2:11 pm, Crs Greg Lamont and Lisa Richardson returned to the meeting.

13.7 SUBMISSION ON THE LOCAL GOVERNMENT REMUNERATION TRIBUNAL'S 2024 REVIEW OF LOCAL GOVERNMENT REMUNERATION

MINUTE 340/2023

Moved: Cr Catherine Redding Seconded: Cr Ron Campbell

1. **That Council endorse the submission to the 2024 Review of Local Government Remuneration as shown as Attachment 1 to this Report.**

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

Against: Nil

Not Present: Cr Robert Browning

CARRIED 8/0

At 2:13 pm, Cr Ron Campbell left the meeting.

At 2:13 pm, Cr Ron Campbell returned to the meeting.

At 2:13 pm, Cr Greg Lamont left the meeting.

13.8 BOGGABRI CBD, VICKERY PARK TO ANZAC PARK MASTER PLAN

MINUTE 341/2023

Moved: Cr Lisa Richardson Seconded: Cr Brett Dickinson

1. That Council endorse the draft Boggabri CBD, Vickery Park to Anzac Park Master Plan to be placed on public exhibition for a period of at least 28 days (until 15 February 2024), and during the exhibition period call for and accept submissions from the public on the plan.
2. That a report be returned to Council following the conclusion of the Public Exhibition Period to the next available Ordinary Council Meeting.

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

Against: Nil

Not Present: Crs Robert Browning and Greg Lamont

CARRIED 7/0

At 2:28 pm, Cr Ron Campbell left the meeting due to a work commitment.

At 2:29 pm, Cr Greg Lamont returned to the meeting.

14 OUR SOCIETY

14.1 APPLICATION FOR CONCESSIONAL USE OF THE CROSSING THEATRE - ST FRANCIS XAVIERS SCHOOL

MINUTE 342/2023

Moved: Cr Rohan Boehm Seconded: Cr John Clements

1. That Council approve the concessional use rate of 50% of the Room Hire to St Francis Xaviers School.

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

Against: Nil

Not Present: Crs Robert Browning and Ron Campbell

CARRIED 7/0

14.2 APPLICATION FOR CONCESSIONAL USE OF THE CROSSING THEATRE- ADFAS ARTS**MINUTE 343/2023**

Moved: Cr Rohan Boehm Seconded: Cr John Clements

- 1. That Council approve the concessional use rate of 50% of the Room Hire to ADFAS Arts for seven (7) Lectures scheduled in 2024.**

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

Against: Nil

Not Present: Crs Robert Browning and Ron Campbell

CARRIED 7/0

14.3 APPLICATION FOR CONCESSIONAL USE OF THE CROSSING THEATRE- NARRABRI ARTS EISTEDDFOD INC.**MINUTE 344/2023**

Moved: Cr Rohan Boehm Seconded: Cr John Clements

- 1. That Council approve the concessional use rate of 50% to Narrabri Arts Eisteddfod Inc.**

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

Against: Nil

Not Present: Crs Robert Browning and Ron Campbell

CARRIED 7/0

14.4 APPLICATION FOR CONCESSIONAL USE OF THE CROSSING THEATRE- NARRABRI AMATEUR FISHING CLUB**MINUTE 345/2023**

Moved: Cr Rohan Boehm Seconded: Cr John Clements

- 1. That Council approve the concessional use rate of 50% to the Narrabri Amateur Fishing Club.**

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

Against: Nil

Not Present: Crs Robert Browning and Ron Campbell

CARRIED 7/0

14.5 2022/2026 YOUTH STRATEGY - PUBLIC EXHIBITION**MINUTE 346/2023**

Moved: Cr Lisa Richardson Seconded: Cr Brett Dickinson

- 1. That Council endorse the draft 2022/2026 Youth Strategy to be placed on Public Exhibition for a period of at least 28 days, and during the exhibition period call for and accept submissions from the public on the draft document.**
- 2. That a report be returned to Council following the conclusion of the Public Exhibition Period to the next available Ordinary Council Meeting.**

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

Against: Nil

Not Present: Crs Robert Browning and Ron Campbell

CARRIED 7/0

15 OUR ENVIRONMENT**15.1 DRAFT DROUGHT MANAGEMENT PLAN****MINUTE 347/2023**

Moved: Cr Rohan Boehm Seconded: Cr Brett Dickinson

- 1. That Council endorse the draft Narrabri Shire Council Drought Management Plan to be placed on public exhibition for a period of at least 28 days, and during the exhibition period call for and accept submissions from the public on the plan.**
- 2. That a report be returned to Council following the conclusion of the Public Exhibition Period to the next available Ordinary Council Meeting.**
- 3. That Council note the Drought Management Plan will undergo corporate branding prior to Adoption.**

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

Against: Cr John Clements

Not Present: Crs Robert Browning and Ron Campbell

CARRIED 6/1

At 2:45 pm, Cr John Clements left the room and was not in sight of the meeting after declaring a non-pecuniary non-significant interest.

15.2 NOTICE OF MOTION - RANGARI ROAD ADVOCACY**MINUTE 348/2023**

Moved: Cr Lisa Richardson Seconded: Cr Rohan Boehm

- 1. That Council write to and organise a meeting with the local member, Mr Roy Butler, relevant ministers (both Federal and State) and any other relevant parties as needed in order to seek funding or co-funding to seal Rangari road MR357, including Bollol creek crossing.**
- 2. That Council simultaneously investigate if/how much monetary value could be co-contributed and identify any grants to possible and apply as required.**

In Favour: Crs Darrell Tiemens, Rohan Boehm, Greg Lamont and Lisa Richardson

Against: Crs Brett Dickinson and Catherine Redding

Not Present: Crs Robert Browning, Ron Campbell and John Clements

CARRIED 4/2

15.3 NOTICE OF MOTION - MOUNT KAPUTAR ROAD ADVOCACY**MINUTE 349/2023**

Moved: Cr Lisa Richardson Seconded: Cr Rohan Boehm

- 1. That Council write to and organise a meeting with the local member, Mr Roy Butler, relevant ministers (both Federal and NSW) and any other relevant parties as needed in order to seek funding or co-funding to seal and upgrade Mt Kaputar Road SR005.**
- 2. That Council simultaneously investigate if/how much monetary value could be co-contributed and identify any grants to possible and apply as required.**

In Favour: Crs Darrell Tiemens, Rohan Boehm, Greg Lamont and Lisa Richardson

Against: Crs Brett Dickinson and Catherine Redding

Not Present: Crs Robert Browning, Ron Campbell and John Clements

CARRIED 4/2

At 3:37 pm, Cr John Clements returned to the meeting.

16 OUR ECONOMY

Nil reports.

10.1 MATTER OF GREAT URGENCY - ACCEPTANCE OF LATE ITEM 17.2**MINUTE 350/2023**

Moved: Cr Brett Dickinson Seconded: Cr Lisa Richardson

- 1. That Council accept the late report for Item 17.2 Licence for Charging Stations for Electric Vehicles - Visitor Information Centre (VIC) Car Park as a matter of great urgency.**

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

Against: Nil

Not Present: Crs Robert Browning and Ron Campbell

CARRIED 7/0

17 CONFIDENTIAL (CLOSED COUNCIL) MEETING**MINUTE 351/2023**

Moved: Cr John Clements Seconded: Cr Lisa Richardson

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 Applications for Community Financial Assistance Grant (CFAG) Round 2 2023-24

This matter is considered to be confidential under Section 10A(2) - (a), (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 personnel matters concerning particular individuals (other than councillors), 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.

17.2 Licence for Charging Stations for Electric Vehicles - Visitor Information Centre (VIC) Car Park

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

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

Against: Nil

Not Present: Crs Robert Browning and Ron Campbell

CARRIED 7/0

17.1 APPLICATIONS FOR COMMUNITY FINANCIAL ASSISTANCE GRANT (CFAG) ROUND 2 2023-24**MINUTE 352/2023**

Moved: Cr Lisa Richardson Seconded: Cr Catherine Redding

- 1. That Council receives the applications for the Community Financial Assistance Grant (CFAG) Round 2, 2023-24 and a total of \$42,460.51 funds be allocated from the 63151 – Donations Community Assistance Scheme to the following applicants as detailed in the report and merit checklist:**
 - a. Applicant 1 - \$5,000**
 - b. Applicant 2 - \$5,000 and internal transfer of \$1500**
 - c. Applicant 3 - \$500**
 - d. Applicant 4 - \$4,000**
 - e. Applicant 5 - \$5,000**
 - f. Applicant 6 - \$5,000**
 - g. Applicant 7 - \$4,400 and internal transfer of \$990**
 - h. Applicant 8 - \$2,718.28**
 - i. Applicant 9 – Application does not meet criteria.**
 - j. Applicant 10 - \$8,352.23**
- 2. That Round 3 2023-24 of the CFAG be advertised as having \$30,000 available for distribution for eligible entities and proposals.**

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

Against: Nil

Not Present: Crs Robert Browning and Ron Campbell

CARRIED 7/0

17.2 LICENCE FOR CHARGING STATIONS FOR ELECTRIC VEHICLES - VISITOR INFORMATION CENTRE (VIC) CAR PARK**MINUTE 353/2023**

Moved: Cr Rohan Boehm Seconded: Cr Lisa Richardson

- 1. That Council enter into a licence agreement with Tesla Motors Australia Pty Ltd (Tesla) for part lot 11 DP 1060622, crown reserve 1005349 known as 117 Tibbereena Street Narrabri as indicatively identified in Attachment 1.**
- 2. That the licence agreement be for a term of 5 years with 2 x 5 years options.**
- 3. That the licence fee for the term of the licence is set at \$1 per annum plus GST, with an annual rent review.**
- 4. That Council delegate the authority to the General Manager to enter into the licence agreement and execute relevant documentation in accordance with this resolution.**

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

Against: Nil

Not Present: Crs Robert Browning and Ron Campbell

CARRIED 7/0

MINUTE 354/2023

Moved: Cr Darrell Tiemens

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

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

Against: Nil

Not Present: Crs Robert Browning and Ron Campbell

CARRIED 7/0

The Council moved out of Closed (Public Excluded Meeting), the time being 3.58pm and the General Manager read out to those present the resolutions of the Closed (Public Excluded) Meeting.

18 MEETING CLOSED

The Meeting closed at 4.01pm.

The minutes of this meeting are scheduled to be confirmed at the Ordinary Council Meeting to be held on 27 February 2024.

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CHAIRPERSON

10 ATTENDANCE BY AUDIO VISUAL LINK

Nil reports.

11 MATTERS OF GREAT URGENCY

Nil reports.

12 QUESTIONS WITH NOTICE

Nil reports.

13 MAYORAL MINUTE

13.1 MAYORAL APPOINTMENTS FOR THE PERIOD 11 DECEMBER 2023 TO 16 FEBRUARY 2024**Responsible Officer:** Rob Williams, General Manager**Author:** Darrell Tiemens, Mayor**Attachments:** Nil**RECOMMENDATION**

- 1. That Council note the Mayoral appointments for the period 11 December 2023 to 16 February 2024.**

11 December 2023

- Attended an Extraordinary Local Emergency Management Committee (*LEMC*) Meeting in response to the fire that was located South of Narrabri.
- Attended an interview with Seven Network Tamworth, NBN News Newcastle and Prime New England in response to the fire that was located South of Narrabri.

12 December 2023

- Attended an Extraordinary Local Emergency Management Committee (*LEMC*) Meeting in response to the fire that was located South of Narrabri.
- Joined by the General Manager, Rob Williams, we attended Narrabri Public School Presentation Day and Art Show held at the Narrabri High School Hall.

13 December 2023

- Attended an Extraordinary Local Emergency Management Committee (*LEMC*) Meeting in response to the fire that was located South of Narrabri.
- Joined by the General Manager, Rob Williams, we attended St. Francis Xavier's Primary School End of Year Presentation Ceremony.
- Hosted Cotton Seed Distributors Chief Executive Officer, Ian Taylor, to lunch to discuss his priorities in his role.

14 December 2023

- Attended an Extraordinary Local Emergency Management Committee (*LEMC*) Meeting in response to the fire that was located South of Narrabri.
- Invited to attend a meeting with the General Manager, Rob Williams, and Director Financial and Commercial Services, Ted Harrington and Regional Australia Bank's Business Development Manager, Troy Johnson, Regional Australia Bank's Senior Manager and Regional Australia Bank's Regional Relationship Manager, Phil Williams to discuss plans by the Bank in rural areas.
- Invited to attend the Gwabegar Public School End of Year Performance & Presentation Night held at the Gwabegar Public School.
- Attended the tail end of the Wee Waa Christmas Mardi Gras.

15 December 2023

- Attended an Extraordinary Local Emergency Management Committee (LEMC) Meeting in response to the fire that was located South of Narrabri.
- Attended the Narrabri Christmas Street Carnival.

Saturday, 16 December 2023

Attended an Extraordinary Local Emergency Management Committee (LEMC) Meeting in response to the fire that was located South of Narrabri.

Sunday, 17 December 2023

Attended an Extraordinary Local Emergency Management Committee (LEMC) Meeting in response to the fire that was located South of Narrabri.

18 December 2023

Attended an Extraordinary Local Emergency Management Committee (LEMC) Meeting in response to the fire that was located South of Narrabri, and then made my way to Pilliga Forest to provide Fire & Rescue NSW services in response to the bushfires.

19 December 2023

- Attended an Extraordinary Local Emergency Management Committee (LEMC) Meeting in response to the bushfires.
- Attended interviews with 2SN Sydney, Seven Network Tamworth, NBN News Newcastle, ABC New England North, Australian Associated Press, The Daily Telegraph, and Prime New England in response to the fire that was located South of Narrabri.
- Attended Narrabri Shire Council's Ordinary Council Meeting.

20 December 2023

- Attended an Extraordinary Local Emergency Management Committee (LEMC) Meeting in response to the fire that was located South of Narrabri.
- Joined by the General Manager, Rob Williams, and Director Planning and Sustainability, Donna Ausling, we met with Manager New England North West from NSW Reconstruction Authority, Mitch Parker, to discuss the next steps after the fires.
- Provided pre-recorded news grabs for 2GB Sydney in response to the bushfires.
- Accompanied by Director of Planning and Sustainability, Donna Ausling, we met with Crown Lands Area Manager, Shaun Barker, and Bellata Memorial Hall Committee President, Vince Larkin. This gathering was prompted by confirmation from the federal Minister for Finance regarding the ownership status of the Bellata Memorial Hall and its associated land, currently held by the Commonwealth Government.

21 December 2023

Attended an interview with Sky News Breakfast in response to the bushfires.

4 January 2024

Attended an interview with ABC Tamworth in response to Council's Wee Waa Flood Insurance submission (which was tabled at the Ordinary Council meeting of 31 October 2023).

5 January 2024

Accepted an invitation to meet with Justin Smith regarding Narrabri Industrial Network and NSW Government funding shortfalls.

10 January 2024

Accepted an invitation to meet with NSW Police Deputy Commissioner Peter Thurtell, who conveyed his appreciation for our efforts. Special mention to our Council staff who helped out throughout the bushfire's incident.

11 January 2024

Accepted an invitation to meet with Moree Plains Shire Council's Mayor, Cr Mark Johnson to catch up on future initiatives and priorities.

12 January 2024

Attended a pre-recorded interview (which went live on 15 January 2024) with ABC New England in response to the Boggabri Open Spaces Master Plan that was endorsed for public exhibition by Council as its Ordinary Council meeting of 19 December 2023.

17 January 2024

Along with Cr Lisa Richardson, we attended the public information session on the Boggabri Open Spaces Master Plan.

22 January 2024

- Joined by the General Manager, Rob Williams, Director Planning and Sustainability, Donna Ausling, Chief Inspector Robert Dunn, and Narrabri High School Deputy Principal, Emily McInerney we met with Police Citizens Youth Club (PCYC) Operations Manager, Jamie Owers to attend a site visit of the Walgett PCYC club.
- Joined by the General Manager, Rob Williams, Director Infrastructure Delivery, Eloise Chaplain, we accepted an invitation to meet with Mr Roy Butler to discuss Narrabri West Precinct Project funds retracted, support for funding of road repairs on Kaputar Road that leads to Mt Kaputar, support for funding for upgrade to Rangari Road, request for assistance with advocacy surrounding regional skilled work visas and Narrabri to Wee Waa Bus Route.
- Attended an invitation from the Country Education Foundation of the Namoi, along with Cr John Clements, to attend their presentation night held at The Crossing Theatre.

23 January 2024

Joined by Director Planning and Sustainability, Donna Ausling, we attended a meeting with council officers to receive an update on the various Community Development initiatives.

26 January 2024

Attended and spoke at the various Australia Day Celebrations in Narrabri, Wee Waa, and Boggabri, along with welcoming in eight new citizens as the presiding officer.

30 January 2024

- Joined by the General Manager, Rob Williams, and Director Financial and Commercial Services, Ted Harrington we met with Naomi Aero Club President, Ken Flower in response to the Narrabri Airport Master Plan.
- Attended an interview with Seven News Tamworth in response to Minister for Local Government, Hon Ron Hoenig's media release "*NSW Government announces review into funding model of councils to address financial sustainability concerns*".

Timeline and Public Input:

- Open for public feedback until March 15, 2024.
- IPART will engage in consultations with councils and the public during the review process.
- A report is to be submitted 12 months after the finalisation of the Terms of Reference.

Local Implications for Narrabri Shire Council:

- The review presents an opportunity for Narrabri Shire Council to actively participate in shaping the financial model that governs its operations.
- To provide constructive feedback during the public consultation period to ensure the unique challenges faced by the Narrabri community are addressed.
- The outcome of the review will likely influence the council's ability to manage its finances effectively and deliver quality services to residents.
- Mayor to encourage council members and relevant stakeholders to provide input during the public consultation phase.

13 February 2024

- Virtual attendance at the Narrabri Shire Council's Council Briefing session virtually.
- Deputy Mayor, Cr Brett Dickinson, accepted an invitation to attend the Senior Leadership Team meeting with the Oxley Police District team for a discussion around anything relevant, hot topics, issues. Superintendent Bruce Grassick along with his Inspectors and District Manager were also in attendance.

14 February 2024

- Virtual attendance at the Tarrawonga Coal Mine Community Consultative Committee (CCC).
- Joined by the General Manager, Rob Williams, and Director Financial and Commercial Services, Ted Harrington we met with the Narrabri Airport Master Planner, Ashley Grummitt.

15 February 2024

- Attended the official signing ceremony of the Community Financial Assistance Grant (CFAG) Round 2 and formally announced to the public, the recipients of the 2023-24 CFAG, Round 2 funding program and presentation to each organisation.
- Virtual attendance at the Community Investment Committee meeting to consider requests for donations, sponsorship and gifts in kind and determine successful applicants against the Whitehaven Coal Donation and Sponsorship. This Committee meetings in February, May, August, and November

16 February 2024

- Joined by the General Manager, Rob Williams, we accepted an invitation from the Minister for Regional NSW, the Honourable Tara Moriarty MLC to participate in the Narrabri Development Roundtable to provide feedback on the NSW Government's Regional Development Roadmap which was held at the Narrabri RSL. The NSW Government is taking a fresh approach to how it invests in regional NSW to ensure it meets the needs of all communities. For more information, please visit <https://www.nsw.gov.au/regional-nsw/regional-development-roadmap>
- Joined by the Director of Planning and Sustainability, Donna Ausling, we met with Wee Waa High School Project Manager and Community Engagement, Jocellin Jansson to determine if there are any additional advocacy options available in relation to the Narrabri to Wee Waa bus service.

14 OUR CIVIC LEADERSHIP



THEME 4

Our Civic Leadership

THEME 4: OUR CIVIC LEADERSHIP

STRATEGIC DIRECTION 4: COUNCIL AS STRONG LEADERS FOR THE COMMUNITY

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

COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

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

COMMUNITY OBJECTIVES

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

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

KEY STAKEHOLDERS

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

14.1 DELEGATE REPORT - NARRABRI GAS PROJECT COMMUNITY CONSULTATION COMMITTEE (CCC) - 5 DECEMBER 2023

Responsible Officer: Catherine Redding, Councillor

Author: Catherine Redding, Councillor

Attachments: 1. Minutes - 5 December 2023 [↓](#) 

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

Objective 4.2 A strong Council that advocates for the Community

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

RECOMMENDATION

- 1. That Council note the Delegate Report on the minutes of the Narrabri Gas Project Community Consultative Committee meeting held on Tuesday 5 December 2023.**

DELEGATES REPORT

The Narrabri Mine Community Consultative Committee held a meeting on Tuesday, 5 December 2023.

The Minutes from the meeting are attached (**Attachment 1**). .

MEETING MINUTES

Narrabri Gas Project (NGP)

Community Consultive Committee (CCC)

DATE / TIME

5 December 2023
9:40am

LOCATION

Santos Shop Front Conference Room,
Narrabri

FACILITATOR

Garry West

MINUTE TAKER

Lyn Firth (in person)

ATTENDEES

- ◆ Todd Dunn (Santos)
- ◆ Carlee Miller (online) (Santos)
- ◆ Ken Flower (Community)
- ◆ Lyn Trindall (Narrabri LALC)
- ◆ Stuart Murray (People for the Plans)

- ◆ Cr Cathy Redding (Narrabri Shire Council)
- ◆ Cr Robert Browning (Narrabri Shire Council)

APOLOGIES

Jocelyn Cameron, Russell Stewart, Abby McClure

Discussions

NO.	DISCUSSIONS
1. Welcome	<p>Chair welcomed and thanked all members for their attendance and acknowledged Gomeroi country on which the meeting was held as well as Elders past, present and future and all Aboriginal persons present.</p> <p>Garry informed the meeting Andrew Snars was on leave, but would not be a member of the CCC on return. Carlee Miller, External Affairs Manager NSW will be a Santos representative going forward.</p> <p>Garry indicated GHD representatives will join the meeting online to consult with CCC members on the Social Impact Assessment being undertaken for the Narrabri Lateral Pipeline EIS.</p>
Declaration of Interest	<p>The chair asked if there were any new declarations of conflict of interest. There were none.</p>
2. Minutes of the Previous Minutes	<p>Actions arising</p> <ul style="list-style-type: none"> • The minutes have been circulated and posted. • Action items from the previous meeting were done apart from contacting the auditor. Garry West reported he had tried but had not been successful. However, when the audit report becomes available, it will be circulated through the chair to all participants.
3. Correspondence	<p>1) The response from People for the Plains to the GISERA email to be attached to the minutes.</p> <ul style="list-style-type: none"> • Garry advised the meeting that he considered this matter now closed and that no further correspondence from either GISERA

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MEETING MINUTES
 Narrabri Gas Project (NGP)
 Community Consultative Committee (CCC)

	<p>or People for the Plains on the subject would be actioned through the CCC.</p> <p>2) People for the Plains (P4P) correspondence relating to Santos CCC Annual reporting inaccuracies. This pack includes:</p> <ul style="list-style-type: none"> ◆ 04.10.23 Letter from P4P and copy of letter to Department of Regional NSW regarding inaccuracies in Santos CCC Annual Reporting. ◆ 13.10.23 Letter from Santos apologising for the error and commitment to amend the reports and resubmit them to the Department. ◆ 15.11.23 Letter from Santos re 231004 LT CCC Annual Report Letter – confirming amendments. ◆ 28.11.23 P4P seeking the names of the authors of the reports and questioning why authors names on the reports were redacted. <p>Todd explained the authors names are not included on documents loaded on the website as a matter of standard practice.</p> <ul style="list-style-type: none"> • Garry informed the meeting that he considered this matter to now be closed and that no further correspondence on this matter would be actioned through the CCC. <p>3) People for the Plains draft Terms of reference Feedback dated 4.12.23.</p> <ul style="list-style-type: none"> • This had been circulated to all members prior to the meeting and was to be discussed later in the meeting.
<p>4. Santos Update Todd Dunn</p>	<p>Santos Corporate Update</p> <ul style="list-style-type: none"> • Q3 report released with robust revenue, production, and free cash flow in line with expectations. • Pikka project (significant oil project in Alaska) progressing well – rig operations completed on first three wells and fourth well in progress. • Barossa project now 68% complete (excluding the Darwin Pipeline Duplication project) but drilling operations remain suspended pending assessment and acceptance of the associated environment plan by the regulator. • Moomba CCS project is 75% complete with first injections on track for mid-2024. • Direct Air Capture (DAC) unit arrived at Moomba during Q1 with pre-field commissioning successfully completed. <p>Q. Stuart - How much carbon will actually be captured? A- Todd – Can I take that question on notice and come back to you. [ACTION]</p> <p>Stuart – I have further questions. Todd- Would you be able to email them to me through the chair and we will provide responses.</p> <p>Q. Lynn - Isn't Japan quite committed to the carbon capture process? A. Todd - Every developed nation is now looking at decarbonising their economy – carbon capture is becoming business driven.</p> <p>Narrabri Gas Project Update</p> <ul style="list-style-type: none"> • Phase 1 activity continues to progress. • Shallow water bore program completed Feb-Nov 2023 and deep aquifer monitoring bore completion works undertaken – both of which will inform the water modelling update.

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MEETING MINUTES
Narrabri Gas Project (NGP)
Community Consultative Committee (CCC)

	<ul style="list-style-type: none"> • Further works including deep aquifer monitoring bores, coreholes & pilot well drilling to be completed throughout 2024. • Minor updates required to several management plans including minor change to corehole location (Dewhurst) • Ecological scouting for NGP Phase 2, Hunter Gas Pipeline (HGP) and Narrabri Lateral Pipeline (NLP) continues through 2022/23. • National Native Title Tribunal appeal was heard in August 2023 and a decision is anticipated by the end of 2023. • Annual review will be submitted at end of March 2024 which will include full extent of consent conditions • Audit report was submitted to DPE on 13th November 2023. The Audit Report will also be available on the NGP website as required by consent. • Final investment decision dependent on receiving all required approvals. <p>Hunter Gas Pipeline Update</p> <ul style="list-style-type: none"> • Extensive stakeholder engagement including over 5400 landholder engagements, over 30 engagements with Aboriginal stakeholder groups and 30 community information sessions. • Surveys well progressed within the approved corridor and work to progress surveys to support the finalisation of the alignment continues. • Deed of Easement process is underway with landholders where the alignment is firm. • Authority to Survey (ATS) was approved by NSW Government however Santos views this as a last resort when all reasonable attempts to negotiate access has failed. • Staging approach was approved with DPE – construction of preliminary works sites (laydown yards) are subject to the approval of management plans. <p>Carlee spoke of the “pop-up” sessions they had conducted in the community and the positive attitudes of attendees. Particularly in neutral places like shopping centres, Santos were able to answer the questions and concerns of members of the public.</p> <p>Q. Robert - What is the expected timing on starting the HGP? A. Todd – Santos will undertake work shortly on laydown yards and other infrastructure to support the pipeline construction. Work on the pipeline is not likely to commence until 2025.</p> <p>Narrabri Lateral Pipeline</p> <ul style="list-style-type: none"> • NLP will connect the NGP to the HGP, ~ 55km and designed per AS2885. • Sizing – nominally 20” or ~508mm diameter consistent with HGP • The pipeline will be primarily located underground, with associated aboveground infrastructure. As this is a relatively short pipeline infrastructure will be largely at the start/finish of the pipeline. • Santos is committed to minimising the impact on stakeholders and the environment. • The CH survey is planned over a 100m corridor in preparation for finalising the alignment. • NLP declared Critical State Significant Infrastructure by NSW Government • Moving forward Santos will: <ul style="list-style-type: none"> ○ Continue to engage with directly affected landholders/other stakeholders. ○ Progress Deed of Easement Agreements where the alignment is firm.
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MEETING MINUTES
 Narrabri Gas Project (NGP)
 Community Consultative Committee (CCC)

	<ul style="list-style-type: none"> ○ Prepare NLP EIS based on SEARs for submission to NSW DPE. ○ Prepare EPBC referral to Commonwealth Government targeting submission for Q4 2023 <p>Q. Cathy – Is the lateral pipeline on the other end of the underground coal mines?</p> <p>A. Todd – Yes. This was required to address risks associated with subsidence. The pipeline exits the Pilliga to the south of the Whitehaven developed area. There is a detailed map on the website and we have had extensive discussions with landowners in that area.</p>
<p>5. Social Impact Assessment Introduced by Carlee Miller, and presented by Lauren Harden & Courtney Grainger</p>	<ul style="list-style-type: none"> • Scoping of social issues - Trying to understand the potential impacts of the projects in question. • This involves pulling together a social baseline. <ul style="list-style-type: none"> ◆ Looking at localised impacts and communities close to the construction area, and also looking at regional impacts. • Stakeholder consultation <ul style="list-style-type: none"> ◆ Meet with key local stakeholders. ◆ Build on previous consultations and use existing information. ◆ Consider other consultation activities currently being undertaken and trying to avoid consultation fatigue. • Assess and describe the social impacts and benefits and make recommendations to reduce the impacts. Some social impacts can be mitigated. <p>Next Steps– Reach out to CCC via the Chair for invitations to participate. No one is under any obligation to be involved.</p> <p>Q Garry- What is the timeframe you are looking at? A. Lauren – The consultation process will probably start in February 2024 and the findings will be presented in April 2024.</p>
<p>6. Exploration program and other updates Todd Dunn</p>	<p>Exploration Program and other Updates</p> <p>PEL 1 - Kahlua area activities</p> <ul style="list-style-type: none"> • Review of Environmental Factors approved. • Works currently being undertaken. • Ongoing engagement with landholders including water bore sampling. <p>PEL 1 and 12 – Scouting to satisfy future minimum tenure commitments. Brawboy2 (PEL456) – Decommissioning works complete with rehabilitation to be progressed through 2024.</p> <p>Q. Cathy – Is there gas being produced at the Kahlua site? A. Todd – Yes there is.</p> <p>Q. Cathy – What happens to the gas? A. Todd – It has to be flared as there is nowhere to beneficially reuse the gas.</p>
<p>7. Terms of Reference</p>	<ul style="list-style-type: none"> • Garry advised that a recent forum of CCC Chairs DPE recommended that where there were disagreements on the TOR, the majority of members can be relied upon for a consensus and that was the procedure he would adopt.

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MEETING MINUTES
 Narrabri Gas Project (NGP)
 Community Consultative Committee (CCC)

	<ul style="list-style-type: none"> • The general feedback of the majority of the meeting participants was that the Terms of Reference needed to be kept short with simple, general language that would not limit the scope of the CCC. • The purpose of the CCC was as an advisory group – it was a body that dealt with the general community issues or concerns and not the technical detail of the Narrabri Gas Project. <p>Amendments discussed:</p> <ul style="list-style-type: none"> • Purpose and Scope After detailed discussion the majority of members felt the draft document circulated by the Chair should remain unchanged, except for point 2 which with the changed wording limits discussion on management plans to those referred to the CCC. • Committee membership to be updated. • The site visits to include the words “or after”. • There was a discussion about the content of the meeting minutes and the process of changing what was included in the minutes once they were circulated to the members for review. It was agreed to add the words “The Santos NGP CCC Chairperson is the author of the minutes for each committee meeting.” Garry added he believed these words clarified the requirement if the CCC Guideline regarding minutes. • Attendance and conduct. Garry advised the Department of Regional NSW and the Resources regulator had no administrative role in conjunction with the CCC. No amendment was made to this section. • There was a discussion about dispute resolution. Garry read the relevant sections from the Department of Planning & Environment “Community Consultive Committee Guideline” and the meeting felt that this provided a comprehensive guideline. Stuart asked that he be sent a copy of this. [ACTION] • The Chairperson advised that as a general practice recording of CCC meetings would not occur in future, however, provision for recording in certain circumstances should remain in the Terms of Reference. • Garry will revise the Terms of Reference document with regard to the amendments agreed by the majority of members and recirculate.
<p>8. Proponent Reports</p>	<p>The other advisory groups met in November and received a similar Santos update to what has been presented to the CCC.</p>
<p>9. Member Updates</p>	<p>Andrew Snars (Santos) is on leave but will not be returning to the CCC. Carlee Miller (External Affairs) will be his replacement.</p>
<p>10. General Business</p>	<p>Nil</p>

MEETING MINUTES
 Narrabri Gas Project (NGP)
 Community Consultative Committee (CCC)



Actions

NO.		ACTION BY	DUE DATE
1	Question taken on notice from Stuart Murray regarding how much carbon will actually be captured in the Santos Direct Air Capture project as well as other written questions from Stuart.	Todd	In the next 4 weeks
2	Results of Independent Audit will be circulated through the Chair	Garry	When Available
3	Extend invitation from Social Impact Assessment group to CCC members to participate in study.	Garry	When available
4	Copy of the Department of Planning & Environment "Community Consultive Committee Guideline June 2023 to be circulated to all members	Garry	ASAP
5	Garry to make the changes to the "Terms of Reference" as discussed in the meeting and circulated to CCC participants.	Garry	ASAP

Next Meeting: Garry has sent out to CCC participants a Meeting Placeholder – next meeting scheduled for Tuesday 19th March.

Meeting closed at 11.15am.

ATTACHMENT



People for the Plains Inc.
Email: people4theplains@gmail.com
750 Harparary Rd
Boggabri NSW 2382
ABN: 40347307544

Garry West
Chair Narrabri Gas Project CCC
garrybwest@bigpond.com.au

27/11/2023

Dear Mr West,

Re: Response to Dr Damian Barrett's letter to Garry West (as Chair of the Narrabri Gas Project Community Consultative Committee), which People for the Plains accusation that GISERA's 'research is not independent, and that the results are somehow manipulated'.

Please read this reply in conjunction with the letter written to Dr Rod McCrea after his presentation to the NGP CCC in November 2022 found at the end of this letter.

To recap the key points of this letter:

- We established that the answer to Question 44 in the 2017 report on Community Attitudes to CSG development in the Narrabri Shire was manipulated.
- The attachments to the letter included pages from the GISERA 2017 report that proved GISERA did manipulate the answer to Question 44.
- On page 28 of the report, the LIKERT SCALE survey results M=2.6 show (when calculated) that those who **opposed** CSG development outnumbered those who **support** CSG by almost 2-1.
- Yet on page 15 the result is shown to be the **opposite** with 70% of residents **accepting** of gas outnumbering the 30% who **reject** CSG by more than 2-1.

When questioned about these results Dr Barrett and one of the authors of the **2017** report denied in writing that they had not produced these conflicting results.

In our recent letter to Dr Rod McCrea (who was a co-author of this report) we asked if he still stood by his verbal denial made to the November 2022 meeting of the CCC. He preferred not to answer this question in writing. This puts him at odds with his two colleagues, including Dr Barrett, who have provided written denials, despite note providing the proof or an explanation to support their denials.

People for the Plains have gone to great lengths to have our dispute with GISERA resolved in good faith. In June 2018 we wrote to the CSIRO Senior Legal Counsel with our complaint seeking a mediated dispute resolution meeting with the authors of this report using an independent mediator. Our request was refused.

Dr Damian Barrett's letter to the CCC about People for the Plains is misleading.

In our November 2022 letter to Dr Rod McCrea, it was made clear in the second paragraph and thereafter, including the attachments, that the concerns about GISERA/ CSIRO's



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independence was confined to the **2017** report to which Rod McCrea referred to during his presentation. His presentation also included a bar graph of the manipulated **2017** question.

In contrast, Dr Barrett's letter does not mention the **2017** survey at all.

Therefore the first paragraph and by default the second and third paragraph of Dr Barrett's letter to Garry West and the CCC are incorrect. These introductory paragraphs incorrectly infer the criticism of the GISERA/CSIRO presentation by Dr Rod McCrea is aimed at the 2022 survey; "Preconstruction Phase" as named by Dr Barrett.

Dr Barrett's letter conveniently avoids the issue of the manipulated survey results we have described in GISERA's **2017** survey in order to attempt to defend GISERA's independence.

While People for the Plains and many other entities have questioned the independence of GISERA, giving our reasons, we have not questioned the accuracy of the results for the 2022 (**preconstruction phase**) survey.

This is because it was impossible to come to any conclusion about whether the 2022 (**preconstruction phase**) report had been manipulated as the results were not available until the final report was released in June 2023. This was 7 months after Dr Rod McCrea's presentation to the CCC.

In Dr Rod McCrea's reply to our November 2022 letter, he confirms this when he said. *'Thank you for your emailed letter on 23 November 2022 raising concerns about grouping overall attitudes towards CSG development in our reporting of the **2017** survey of community wellbeing and attitudes to coal seam gas (CSG) in the Narrabri Shire, NSW. **We value your feedback and will take it into account when writing up the final 2022 survey findings'*** (our emphasis).

Summary: Dr Damian Barrett in his letter to Garry West and the NGP CCC he chose to incorrectly infer that People for the Plains' accusations are aimed at the 2022 (**preconstruction phase**) report. This is incorrect.

Dr Barrett's letter goes on to describe the safeguards in place to protect research independence and transparency of research results.

Unfortunately these safeguards did not prevent question 44 in the **2017** report studying the Community Attitudes to CSG development in the Narrabri Shire from being manipulated.

Dr Barrett's letter to Garry West and the NGP CCC rejecting People for the Plains' *'accusation that CSIRO/GISERA research is not independent and somehow manipulated'* was tabled at the September NGP CCC meeting and included in the minutes of the meeting as an attachment.



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Requested Action

We request this right of reply on behalf of People for the Plains, together with the letter written to Dr Rod McCrea in November 2022, which is attached, be tabled at the proposed December 2023 NGP CCC meeting and all these documents (seven pages in total), be included in the minutes for this meeting.

Yours Sincerely

A handwritten signature in black ink that reads 'Stuart Murray'.

Stuart Murray
Phone 0473921457
President
People or the Plains



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Dr Rod McCrea
 Social Scientist
 CSIRO/GISERA
 GPO Box 2583
 Brisbane QLD 4001

21/11/2022

Dear Dr McCrea,

RE: Your presentation to the Narrabri Gas Project Community Consultative Committee 9/11/2022

Your presentation on 9th November 2022 provided a summary of results from a 2022 survey, 'Monitoring community wellbeing and attitudes to the Narrabri CSG project pre -construction phase'. You described it as a '*snapshot in time*' and compared the results to a similar survey conducted in 2017 prior to the approval of the Narrabri CSG project.

After your presentation I raised concerns about the independence of GISERA/CSIRO citing how GISERA had misrepresented the results of a question in the 2017 survey, and how GISERA ignored feedback from People for the Plains despite informing us that '*we (GISERA) will use this to inform our final report*'

I went on to describe how GISERA/CSIRO had manipulated a LIKERT scale survey Question 44, that showed the majority of Narrabri Shire Residents **reject** the notion of CSG development in their Shire compared with GISERA's manipulated conclusion showing the majority **embrace** CSG development. To achieve this GISERA had divided the LIKERT scale survey result into a two-way split, with 4 of the 5 possible answers lumped together to indicate support for the project.

During the meeting you denied this: '*we did not collapse these five categories into a two-way split in our report*', despite the fact I provided you with three references where the media and pro-gas supporters had used the manipulated conclusion, to support their case, quoting GISERA/CSIRO as their source. These three sources (and others) clearly understood from your report that the majority of survey respondents supported the Narrabri Project.

Here is the evidence that proves the results of Question 44 were misrepresented in your reports.

The two-way split that informed your conclusion showing that 70% of residents are accepting of gas compared to the 30% who reject the notion of CSG is described in three places in your report. You denied this in your presentation to the Community Consultative Committee.

1. **Attached** is a copy of page 15 of the Executive Summary Phase 3 Survey Report.
2. The same two- way split appears again on page 58 of the Phase 3 Survey report.
3. In the final report the two-way split appears on page 29.

To achieve this result carefully chosen subjective words were used to describe the 1-5 choices to Question 44.

1. Reject it
2. **Tolerate**
3. Be OK with it
4. Approve of it
5. Embrace it



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The four options, 2 tolerate, 3 be OK with it, 4 approve of it, 5 embrace it, were lumped together to show that 70% of residents are accepting of gas and 30% reject CSG .

A simple dictionary definition of the word “tolerate” means ‘allow the existence, occurrence, or practice of (something that one dislikes or disagrees with) without interference’. (As a simple example, if I have a broken arm then I must tolerate it, but this does not mean that I am in favour of it). On this basis those that answered ‘tolerate’ should not be grouped with those who ‘embrace’ coal seam gas but grouped with those who ‘reject’ it.

Further proof that Question 44 from Phase 3 of the 2017 report has been manipulated to allow the results to be misrepresented is the fact that the questions in these surveys are LIKERT scale survey questions with the results, (quoting from your report) ‘typically described as average scores out of 5, using a scale from 1 to 5 where 1 is the least and 5 is the most. A score below the midpoint of 3 is considered negative or unfavourable on average’.

A copy of page 80 from Phase 3 of the 2017 report is attached, showing the results for Question 44 that were used to create the two-way split described in your report. If results below 3 are considered negative, then Question 44 (M=2.545 by our calculations) shows that the majority in fact **reject** CSG development.

On p 28 of your Phase 3 report, (copy attached) is a paragraph titled ‘**Additional sample checking**’ that asks residents for answers to a question the same as Question 44. Quote: - ‘about their attitude to CSG activities in the Narrabri Shire on a 5-point scale from **reject it to embrace it**’. It goes on to say ‘there was no significant difference between participants and non-participants in their average attitudes to CSG (M = 2.60 and M = 2.42 respectively). This **Additional sample checking** also shows that the majority **reject** CSG development.’

This information clearly shows that GISERA/CSIRO have arrived at two different conclusions to this question, one purporting to show that the majority **embrace** CSG development in the Narrabri Shire (p 15) and the other clearly showing that this development is **rejected** (p 28).

This begs the question: - why was the manipulated version, which incorrectly supports the notion that the Santos Narrabri Gas Project has a Social Licence to Operate, the one chosen for the Final Report? This has enormous ramifications as, apart from informing government policy, it impacts community perceptions and cohesion.

Hence we would like to know if you still stand by your denial that ‘you did not collapse these five categories into a two-way split in your report’?

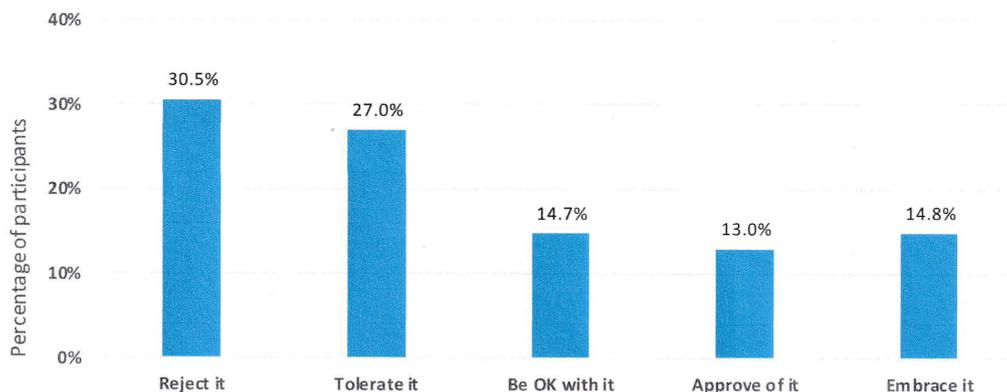
If so, why?

Yours sincerely
Stuart Murray
People for the Plains
Phone 0473921457

Attitudes towards CSG development

Attitudes towards CSG development varied between people, and there was a considerable proportion of the population who indicated they reject the notion of CSG development. As shown in Figure 12, at one end of the spectrum 30% of residents indicated they ‘reject’ CSG development in the Narrabri shire and at the other end of the spectrum 15% of residents indicated they ‘embrace’ it. However, the remaining respondents (55%) indicated they would either tolerate (27%), be ok with (15%), or approve of (13%) CSG development in the shire.

Figure 12 Attitudes towards CSG development in the Narrabri shire: 2017



Attitudes towards CSG development also varied based on subregions and whether people lived in town or out of town. Those residents who live in Narrabri town and surrounds held significantly more positive views towards CSG development than those who live in the rest of the shire. Residents who lived out of town held significantly more negative views towards CSG development than those who lived in town.

Comparison with Queensland gasfields

When results from the Narrabri shire are compared with two gasfield regions in Queensland, the proportion of residents who are accepting of gas to some extent (tolerate through to embrace), as opposed to outright rejection, is much greater in Queensland. In 2016, residents of the Eastern Maranoa, which includes Roma and surrounds indicated the highest proportion of some acceptance of CSG (92%) followed by the Western Downs region (87%). Whereas, in 2017 in the Narrabri shire this drops to 70%. As shown in Figure 13, the biggest difference is the proportion of residents indicating they reject the notion of CSG development (30%) compared to Western Downs and Eastern Maranoa (13% and 8% respectively).

Figure 13 Attitudes towards CSG development: Narrabri 2017 and Queensland 2016



Note: Percentages have been rounded to one decimal point

	Narrabri Shire			Subregion		Out-of-town	
	No.	Mean	SD ¹	Narrabri	Rest of shire	In-town	Out-of-town
Q44 Overall, which best describes your attitude toward this CSG development in the Narrabri shire. I would							
1. reject it	115	30.5%		27.9%	35.9%	25.6%	39.3%
2. tolerate it	111	27.0%		25.9%	29.2%	26.1%	28.5%
3. be OK with it	55	14.7%		14.2%	15.9%	17.4%	9.9%
4. approve of it	59	13.0%		14.9%	9.0%	16.0%	7.5%
5. embrace it	60	14.8%		17.1%	10.0%	14.8%	14.8%
Total	400	100.0%		100.0%	100.0%	100.0%	100.0%
Q45 On a scale of 1-5, how much would you feel							
a) pleased	400	2.72	1.43	2.87	2.40	2.87	2.46
b) optimistic	400	2.83	1.39	2.93	2.64	2.98	2.58
c) angry	400	2.31	1.36	2.18	2.57	2.24	2.43
d) worried	400	3.08	1.50	2.96	3.33	2.96	3.29
Q46 How much do you think you would be impacted by this development personally, from 1 very negatively to 5 very positively							
	400	2.87	1.18	2.92	2.75	2.90	2.80
Q47a How well do you think your local community							
a) would cope with this CSG development	400	3.15	1.12	3.20	3.04	3.21	3.04
b) would adapt to this CSG development	400	3.21	1.08	3.30	3.04	3.31	3.05
c) Generally copes pretty well when faced with challenges (*RWB survey)	400	3.62	1.04	3.66	3.54	3.73	3.44
Q47b Which of the following best describes how [NAME] would deal with this CSG development							
1. resist	62	16.5%		16.8%	15.9%	14.5%	20.0%
2. not cope	31	6.9%		4.5%	11.8%	5.9%	8.6%
3. only just cope	98	23.0%		19.1%	31.0%	21.8%	25.2%
4. adapt to the changes	188	47.8%		54.1%	34.9%	51.4%	41.4%
5. change into something different but better	21	5.8%		5.5%	6.4%	6.3%	4.9%
Total	400	100.0%		100.0%	100.0%	100.0%	100.0%
Q48 Answering yes or no, have you sought information about the local CSG industry from							
a) government sources	400	31.6%		34.2%	26.1%	28.2%	37.7%
b) research organisations	400	32.3%		33.9%	28.8%	28.5%	38.9%
c) anti-CSG groups	400	34.2%		36.1%	30.5%	29.5%	42.7%
d) pro-CSG groups	400	34.4%		37.2%	28.7%	28.6%	44.8%
e) industry sources	400	42.1%		45.4%	35.4%	41.8%	42.8%
f) by going on a site visit of Santos's wells and facilities	400	26.8%		26.0%	28.5%	25.1%	29.9%
Q49 How much do you feel you know about the local coal seam gas industry?							
	400	2.91	1.15	3.03	2.67	2.79	3.12
Q50 Have you had any experience working for							
a) the CSG industry (either directly or on a contract)	400	7.6%		8.2%	6.4%	6.2%	10.2%

M = 2.545

Table 3 presents the representativeness of the sample compared to ABS statistics. A more detailed description of the sample is found in Appendix B and includes education, household income, home ownership, average years living in the region, and percentage owning a farm.

Table 3 Sample representativeness compared to ABS statistics

Sample characteristic	Actual Sample Survey 2016	ABS Census 2011	ABS Census 2016	Weighted sample Survey 2016 (Used in analyses)
Male	47.3%	50.5%	50.7%	48.6%
Age 18+ (median)	59.4 years	49.6 years	51.9 years	50.2 years
Indigenous (%)	8.8%	10.7%	12.2%	10.2%
Employed (%)	57.0%	63.0%	n.a.	68.1%
In-town residents (%)	65.5%	65.1%	n.a.	64.2%
Narrabri and surrounds	65.5%	63.8%	n.a.	67.4%

Note: Not all 2016 Census statistics were available at the time of writing; residents in-town in the census refer to residents living in urban centres and localities within the shire; employed residents (%) in the sample was for those aged 18+ and for the census 2011 it was for 20+ years. Residents living in 'Narrabri and surrounds' were those who identified Narrabri as their main town in the survey sample, and it was for residents in the postcode of Narrabri in the population census.

Additional sample checking

An additional question was also asked to check if people declining to participate in the survey had significantly different attitudes towards CSG activities from those participating in the survey. If residents declined to participate in the survey, they were asked if they would be willing to answer one short question about their attitude to CSG activities in the Narrabri shire on a 5-point scale from 'reject it' to 'embrace it'. However, there was no significant difference between participants and non-participants in their average attitudes toward CSG ($M = 2.60$ and $M = 2.42$ respectively, $p = .11$). We did not ask why people declined the survey and it was not possible to test the representativeness of those declining. However, the sample of respondents who participated were representative of the population in the Narrabri Shire across four ABS population census criteria and weighted for age.

In summary, the sample of participants was representative across a range of demographic variables and in their attitudes toward CSG development in the shire.

14.2 DELEGATE REPORT - NARRABRI MINE COMMUNITY CONSULTATION COMMITTEE (CCC) - 6 DECEMBER 2023

Responsible Officer: Catherine Redding, Councillor

Author: Catherine Redding, Councillor

Attachments: 1. Minutes - 6 December 2023 [↓](#) 

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

Objective 4.2 A strong Council that advocates for the Community

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

RECOMMENDATION

- 1. That Council note the Delegate Report on the minutes of the Narrabri Mine Community Consultative Committee meeting held on Wednesday, 6 December 2023.**

DELEGATES REPORT

The Narrabri Mine Community Consultative Committee held a Meeting on Wednesday, 6 December 2023.

The Minutes from the meeting are attached (**Attachment 1**).



Narrabri Mine Community Consultative Committee Meeting #63

Date: Wednesday 7th December 2023

Time: 5:15pm

Location: Railway Hotel, Baan Baa

Meeting Commenced at 5:08pm

Present: Russell Stewart (RS)
Ian Duffy (ID)
James Stieger (JS)
Peter Webb (PW)
Mark Foster (MF)
Bruce Danson (BD)
Geoff Hunter (GH)
Alan Grumley (AG)
Landon Brady (LB)- Narrabri Shire Council
Cathy Redding (CR)- Narrabri Shire Council
David Ellwood (DE) – Whitehaven Coal
Harriet Davies (HD) – Whitehaven Coal
Brent Baker (BB) – Whitehaven Coal
Darren Swain (DS) – Whitehaven Coal
Jabin De Keizer (JDK) Whitehaven Coal

Apologies:

Gerald Linde (GL) – Whitehaven Coal

Moved: RS Seconded: MF

1. DECLARATION OF PECUNIARY INTEREST

No declarations.

Moved: RS Seconded MF

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2. PREVIOUS MINUTES

RS asked if everyone had read previous minutes.

RS asked for previous minutes to be accepted as a true and accurate record. Everyone present at the meeting agreed that the minutes were true and accurate.

Moved: PW Seconded: MF

2.1 BUSINESS ARISING FROM PREVIOUS MINUTES

MEETING ACTIONS		
Person	Action	Due
SR	Add noise monitoring for the Bow Hills property to the 2023 Annual Review	2023 Annual Review submission (due 31 March 2024)
SR	More detail to be included within the Environmental Monitoring Report.	CCC Meeting #63 (6 Dec 2023)
SR	Report back on the reported leak in the Namoi water pipe	Confirmed repair 18 September 2023
TR	Report on the area that the proposed Solar Farm will cover	Approx 117Hha

- GH raised a question in regards to the location of the new ground water (GW) bores that Whitehaven (WHC) have recently installed on mining exploration lease and landholder property.
- The landholder at Willila, (confirmed by GH following CCC meeting) contacted GH to raise concerns about 2 new bores that the landholder installed on their property. The landholder would like to know what they can do in regards to baseline data.
- A second landholder, Mark Lane, (confirmed by GH following CCC meeting) had previously been contacted by WHC about a potential bore on his property. Mark Lane has not been updated on the progress of said bore. DE commented that the location of the WHC GW bores did move throughout the drilling program in order to target certain geological formations.
- **Action:** DE suggested landholders to contact Narrabri Coal Operations (NCO) directly with the locations of their bores.
- GH raised several questions regarding the Whitehaven Solar Farm. The general progress of the project, the size of the farm and why it does not feed into the grid. DE explained that the solar farm is based on peak usage and then scaled to not exceed. The capacity is not available to feed to the grid. In terms of the project process, the scoping report for the solar farm has been submitted to the department for assessment; EIS process will need to be followed. WHC are yet to engage an operating company for the next stage of development.

Moved: RS Seconded: MF

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3. OPERATIONS PROGRESS REPORT AND SAFETY UPDATE

Presented by DE

- DE presented the production figures to date. Production is reduced due to challenges the LW has faced with unfavourable geological conditions; poor roof conditions and some roof falls on the longwall face.
- 60 first aid (scratches, bumps etc) 4 medical treatments, 2 restricted work due to an injury at work this quarter and 1 lost time injury.
- GH asked how WHC are positioned for labour hire. DE noted that it continues to be a challenge, particularly with trades and deputies however, WHC are always recruiting and have increased the number of apprentice programs available, including electricians and fitters. DE to get number of new apprentice spaces.

4. STAGE 3 UPDATE

Presented by DE

- DE updated on the progress of the stage 3 project. The court case was finalised in September however, a second appeal from the Environmental Justice Australia (EJA) was lodged. The new court case has been set for February 2024. Following the court case, the project goes back to the Minister for approval and signature. The likelihood is to expect the decision by November 2024.
- GH requested update on progress in regards to the make good agreements. DE explained that 6 of the 9 'make good agreements' have been approved and a 7th verbal agreement has been made between the landowner and NCO.

5. ENVIRONMENTAL MONITORING REPORT

Presented by BB. All CCC members receive a hard copy of the environmental monitoring report. BB introduced himself to the committee.

- ENVIRONMENTAL INCIDENTS:
 - No reportable incidents to regulatory agencies since previous CCC meeting.
- COMPLAINTS:
 - Explained the complaints dating back to Jan/ Feb 2023 and one in September.
- DEPOSITIONAL DUST:
 - 2023 annual average (year to date) for all monitoring locations are below the licence limit.
 - Analysis of November 2023 results have not been finalised by the laboratory.
- PM10 AIR QUALITY:
 - No exceedances of the 24-hour limit within last 12-month period at both Turrabaa and Claremont monitoring.

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- Rolling 12-month average currently below annual average limit for the two monitoring locations (Claremont and Turrabaa).
- QUARTERLY NOISE MONITORING
 - Q1 2023 - no exceedances recorded, compliance achieved at all locations; and
 - Q2 2023 no exceedances recorded, compliance achieved at all locations; and
 - Q3 2023 no exceedances recorded, compliance achieved at all locations; and
 - Q4 2023 monitoring was completed in November, WHC have not yet received the report (due end of December 2023) – EPA needs to receive this within 30 days.
- SURFACE WATER MONITORING: No discharge events since the previous CCC meeting.
- WATER LICENSING
 - Presented graphs showing NCO water licence allocation usage.
 - Levels below licenced allocations.
- GROUNDWATER MONITORING –
 - The new GW bores are to be included in the sampling in December.
 - Presented Hydrographs for groundwater monitoring locations.
 - AGE and recalibration of the GW model and review
 - GH asked about GW bore P16 and the exceedance recorded in 2022. DE spoke about the groundwater model recalibration report which will include review of P16 water level drawdown triggers. The report is due this month and will be submitted to the DPE.
 - **Action:** include new GW monitoring bore graphs in the next environmental report.
- SUBSIDENCE MONITORING
 - LIDAR data will be collected in December and reviewed by a suitably qualified professional. An annual review of monitoring results is undertaken against subsidence predictions.
 - Subsidence monitoring line results reported are within modelled predictions.
- REHABILITATION
 - 16.86 hectares of rehabilitation has been completed for 2023 which exceeds the target required in the Rehabilitation Management Plan.

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- BB gave a brief description of the rehab process and explained that the Northern Panels are near completion. Further monitoring is conducted which allows WHC to track the process of rehab and provide data to the regulator.
- GH raised the question as to what happens to mine land following rehab. DE said timbered areas will be used as biodiversity offset, following additional approvals processes. BB explained pasture rehabilitation approved final land use was light grazing.
- JS asked about subsidence risk in rehabilitated areas. DE explained that surveyors cease measuring subsidence when a period of nil movement over several years is confirmed. Rehabilitation monitoring continues and identifies any localised subsidence cracks.

No further questions/comments from members.

6. GENERAL BUSINESS

- DE: WHC have met with landholders for initial survey work to commence in exploration lease (EL) 9455 and 9456, located north-west of mining lease (ML) 1609. Currently preparing Review of Environmental Factors reports (REFs) which will be presented to the NSW Resources Regulator to commence the approvals process.
- DE: The leak in the pipeline that was discussed in Q3 meeting #63 has been repaired (September 18th 2023).
- JS raised the question of WHC engaging the Wee Waa schools for site tours. DS stated that no engagement has happened with Wee Waa Schools recently however will look into it in the new year. WHC have worked with Boggabri Public School to provide students with access to laptops for their study.
- GH enquired about the progress of land management and the structure around the property management plans. Comments made about feral animal control and inadequate fences were raised. DS to follow up on this space.

No other general business

7. COMMUNITY

- DS spoke about the community engagement from WHC. Little Wings launched in Narrabri to support and provide children aged 0-18 with greater access to medical support. WHC partnered with Narrabri Shire Council to established the Cyril Knox Art Prize Exhibition, the WHC will attend Narrabri Street Fair in December. WHC are working with local High Schools organise a site visit.

No more business

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MEETING ACTIONS		
Person	Action	Due
BB	Add noise monitoring for the Bow Hills property to the 2023 Annual Review	2023 Annual Review
DE	Obtain number of new apprentice spaces.	CCC Meeting #64
HD	Include new GW monitoring bores and graphs in the next CCC meeting	CCC Meeting #64
DS	Investigate land management on properties, feral animals, fencing	CCC Meeting #64

NEXT MEETING

20th March 2024, 5:15pm in the Boardroom, NCO

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14.3 2024 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (ALGA) NATIONAL GENERAL ASSEMBLY**Responsible Officer:** Rob Williams, General Manager**Author:** Eileen Holliday, Executive Assistant**Attachments:**

1. 2024 NGA Provisional Program [↓](#) 
2. 2024 NGA Discussion Paper [↓](#) 
3. 2024 ACLG Forum - media release [↓](#) 

DELIVERY PROGRAM ALIGNMENT**4 Civic Leadership - Council as strong leaders for the Community****Objective** 4.2 A strong Council that advocates for the Community**Strategy** 4.2.2 Work cooperatively and appropriately with external parties to advocate for the community's best interests**EXECUTIVE SUMMARY**

The 2024 Australian Local Government Association (ALGA) National General Assembly (NGA) will be held at the National Convention Centre in Canberra from 2-4 July 2024.

RECOMMENDATION

1. That Council nominates Councillor attendees for the Australian Local Government Association (ALGA) National General Assembly (NGA) taking place in Canberra from 2-4 July 2024.
2. That Council nominates Councillor attendees for the Australian Council of Local Government (ACLG) Forum taking place on Friday 5 July 2024.
3. The Council nominates a Councillor attendee for the Australian Council of Local Government (ACLG) Gala Dinner on Thursday 4 July 2024.

BACKGROUND

The 2024 NGA of Local Government will be held at the National Convention Centre in Canberra on 2-4 July 2024.

The NGA of Local Government is convened by the ALGA for local councils across Australia to develop and express a united voice on the core issues affecting Local Government and their communities. The NGA also provides an opportunity for Local Government to identify and discuss issues which it believes should be addressed by the new Federal Government.

The Mayor has attended the NGA on a yearly basis since 2009; with the exception of those year/s it was cancelled due to COVID-19.

In 2023, Cr Brett Dickinson and Cr Rohan Boehm attended along with representatives of the executive management team.

The Australian Government will hold the sixth Australian Council of Local Government (ACLG) in Canberra on 5 July 2024. The Hon Kristy McBain MP, Minister for Regional Development, Local Government and Territories, announced in a joint media release with ALGA President, Cr Linda Scott, see attached.

CURRENT SITUATION

This year's National General Assembly will be held from 2 to 4 July 2024. The theme for this year's NGA is "Building Community Trust". There will be several speakers from across the public sector.

This is an important event for Councillors to attend. It will allow them to hear from speakers across the public sector, represent Narrabri Shire Council's perspective, and provide input into discussions around Local Government matters that affect the nation. It will also allow Councillors to network with their peers.

There are also several social events that delegates may wish to attend.

FINANCIAL IMPLICATIONS

The Councillor Delegate Expenses budget for 2023-24 is \$30,000.00 of which \$25,793.00 has been expended.

The estimated total costs will likely be in the order of approximately \$3,500.00 per delegate/attendee.

1. CONFERENCE REGISTRATION		
In-Person Attendance Registration:	\$945.00 per delegate	
Regional Forum Registration: Runs in conjunction with the NGA on Tuesday 2 July - 9.30am - 3.00pm	\$275.00 per delegate	
Social Function – Welcome Reception – 2 July 2024, 5pm	Included in registration fee	
Social Function – Conference Dinner – 3 July 2024, 7pm	\$175.00 per delegate	
ACLG Gala Dinner – 4 July, 6.30pm at Parliament House	Due to the limited tickets available, all Australian Councils are entitled to send ONE representative to the Gala Dinner.	
ACLG Forum – 5 July	Included in registration fee, but separate registration is required.	
		\$1395.00
2. ACCOMMODATION four nights at Crowne Plaza Canberra	\$1440.00 per delegate (check in Monday 1 July, check out Friday 5 July).	
		\$1440.00
3. TRAVEL TMW > CBR > TMW	\$664.00 return flight (Red e-Deal per delegate)	
		\$664.00
ESTIMATED TOTAL COSTS PER DELEGATE		\$3499.00

STATUTORY AND POLICY IMPLICATIONS

Councillors will be required to report, in writing, in an open session of a Council Meeting on the outcome of the conference, seminar or similar function attended. The report will need to be submitted to the General Manager (or their delegate) within one (1) month of the Councillor's attendance at the conference, seminar, or similar function.

If several Councillors attend the same function, a single report may be submitted on behalf of all Councillors that attended, however the report must be signed by all Councillors that were in attendance.

The report to Council will be in writing and include the following:

- The purpose/subject matter of the conference, including the reason for the attendance of the delegate(s).
- The agenda of the conference.
- Any items of interest to Council discussed at the conference.
- Recommendations for further areas of action or investigation (if applicable).

CONSULTATION

Nil.



PROVISIONAL PROGRAM

REGIONAL FORUM

Tuesday 2 July: 9.00AM - 3.00PM

The Regional Forum is before the NGA and is an additional registration which can be completed on the registration form. You will be able to view the program on the website when available.

National General Assembly

Tuesday 2 July - Thursday 4 July

Event Time - (UTC+10:00) Canberra, Melbourne, S...	
Tuesday, July 2, 2024	Wednesday, July 3, 2024
1:30 PM - 3:00 PM	REGISTRATIONS OPEN DAY ONE
3:00 PM - 5:00 PM	NGA: Breakout Sessions (Optional) 4 sessions running concurrently to start the NGA
5:00 PM - 7:00 PM	Welcome Reception & Exhibition Opening The Welcome Reception and Exhibiton Opening will be held within the Exhibition Hall at the National Convention Centre.

ALGA reserves the right to change the program without notice.



**National General Assembly
Tuesday 2 July - Thursday 4 July**

Event Time - (UTC+10:00) Canberra, Melbourne, S...

Tuesday, July 2, 2024 **Wednesday, July 3, 2024** Thursday, July 4, 2024 Friday, July 5, 2024

8:00 AM - 9:00 AM	REGISTRATIONS OPEN DAY TWO
9:00 AM - 9:40 AM	Opening Ceremony Welcome to Country. Includes address from His Excellency General the Honorable David Hurley AC DSC (Retd), Governor-General of the Commonwealth of Australia
9:40 AM - 10:00 AM	Address by Minister for Infrastructure, Transport, Regional Development and Local Government The Hon Catherine King MP
10:00 AM - 10:20 AM	Address by Leader of the Opposition The Hon Peter Dutton MP
10:20 AM - 11:00 AM	President's Address Cr Linda Scott
11:00 AM - 12:00 PM	MEAL BREAK ONE - Day One
12:00 PM - 1:00 PM	Politics and Civic Engagement Session Anabelle Crabb, ABC Writer and Presenter
1:00 PM - 2:00 PM	Local Government Report
2:00 PM - 3:00 PM	MEAL BREAK TWO - Day One
3:00 PM - 5:30 PM	Debate on Motions
7:00 PM - 11:00 PM	General Assembly Dinner Location: EPIC Dress code: Cocktail

ALGA reserves the right to change the program without notice.



**National General Assembly
Tuesday 2 July - Thursday 4 July**

Event Time - (UTC+10:00) Canberra, Melbourne, S... ▾

Tuesday, July 2, 2024	Wednesday, July 3, 2024	Thursday, July 4, 2024	Friday, July 5, 2024
9:00 AM - 10:00 AM	Intergenerational Equity and Fairness Session Simon Kuestemacher, Director and Co-Founder, Demographics Group		
10:00 AM - 11:00 AM	Addressing Intergenerational Trust Panel Session		
11:00 AM - 12:00 PM	MEAL BREAK ONE - Day Two		
12:00 PM - 1:00 PM	Community Trust in the Built Environment Session Stephen Yarwood, Urbanist and Former Lord Mayor of Adelaide		
1:00 PM - 2:00 PM	For the Love of Community Engagement Session Becky Hirst, Author		
2:00 PM - 3:00 PM	MEAL BREAK TWO - Day Two		
3:00 PM - 5:00 PM	Debate on Motions - Day Two		
6:00 PM - 10:00 PM	ACLG Dinner		

ALGA reserves the right to change the program without notice.

2024 NGA

Building
Community
Trust

National Convention Centre
Canberra



AUSTRALIAN
LOCAL GOVERNMENT
ASSOCIATION



2 - 4
JULY
2024

DISCUSSION
PAPER



KEY DATES

29 March 2024 | Acceptance of Motions

2 July 2024 | Regional Cooperation & Development Forum

3 - 4 July 2024 | National General Assembly

5 July 2024 | Australian Council of Local Government

TO SUBMIT YOUR MOTION

VISIT: [ALGA.COM.AU](https://alga.com.au)





The Australian Local Government Association (ALGA) is pleased to convene the 30th National General Assembly of Local Government (NGA), to be held in Canberra from 2-4 July 2024.

As convenor of the NGA, the ALGA Board cordially invites all councils to send representatives to this important national event.

The NGA is the premier national gathering of local governments, and provides councils with the opportunity to come together, share ideas, debate motions, and most importantly unite and further build on the relationship between local government and the Australian Government.

This discussion paper contains essential information for Australian councils considering submitting motions for debate at the 2024 National General Assembly of Local Government (NGA).

It is recommended that all councils and delegates intending to attend the 2024 NGA familiarise themselves with the guidelines for motions contained in this paper on page 6.

BACKGROUND TO ALGA AND THE NGA

ALGA was established 1947. In structure, ALGA is a federation of member state and territory associations. Its mission is to achieve outcomes for local government through advocacy with impact, and maximise the economic, environmental and social wellbeing of councils and our communities.

Since 1994, the NGA has built the profile of local government on the national stage, showcased the value of councils, and most importantly demonstrated - particularly to the Australian Government - the strength and value of working with local government to help deliver on national priorities.

Debate on motions was introduced to the NGA as a vehicle for councils from across the nation to canvas ideas. Outcomes of debate on motions (NGA Resolutions) could be used by participating councils to inform their own policies and priorities, as well as their advocacy when dealing with federal politicians.

At the same time, they help ALGA and its member state and territory associations gain valuable insight into council priorities, emerging national issues, and the level of need and support for new policy and program initiatives.

Given the structure of ALGA, its Constitution, and level of resources, the NGA does not bind the ALGA Board. However, the Board carefully considers NGA resolutions as it determines ALGA's policies, priorities and strategies to advance local governments within the national agenda.

This is your NGA and ALGA is pleased to act as the convenor. ALGA's policies and priorities will continue to be determined by the ALGA Board in the interests of all councils.

The ALGA Board thanks all councils for attending the NGA and those that will take the time to reflect on the purpose of debate on motions outlined in this paper, and to submit motions for debate at the 2024 NGA.

SUBMITTING MOTIONS

Australia is one of the world's great democracies. It is held in high regard across the world but should never be taken for granted.

The theme of the 2024 NGA is – Building Community Trust.

This theme aims to explore the critical importance of trust in governments, between governments, its institutions, and its citizens. This trust is a fundamental building block of our nation's democracy.

While relatively low key, over the past decade there has been increasing public debate by scholars and policy makers about the level of trust in government, its institutions and indeed the operation of our democracy more broadly.

Mark Evans et al (2019) published research in 'The Conversation' indicating that Australians' trust in politicians (our political representatives) and democracy has hit an all-time low. This report indicates 'fewer than 41% of Australian citizens are satisfied with the way democracy works in Australia, down from 86% in 2007.

Public satisfaction has fallen particularly sharply since 2013, when 72% of Australian citizens were satisfied. Generation X is least satisfied (31%) and Baby Boomers most satisfied (50%). Some political authors suggest that these trends in part explain the rise in popularity and the relative success of independents and micro or single-issue parties.

These statistics should be of concern to every level of government and those interested in the future of our communities and Australia's democratic system.

It is said that 'trust is hard-earned, easily lost, and difficult to re-establish – and a key to absolutely everything.' While media and public attention frequently focuses on levels of trust in the national and state governments, local governments have an equally important role in building, maintaining and indeed, often repairing government-community relationships.

At its most fundamental level, the 2024 NGA focusses on the role of local government and how all levels of government can help each other build, maintain and strengthen government-community relationships.

This discussion paper is a call for councils to submit motions for debate at the 2024 NGA to be held in Canberra from 2-4 July 2024.



Motions for this year's NGA should consider:

- how all levels of government in Australia can build trust in each other and earn greater trust from the community;
- practical opportunities for the Australian Government to leverage the trust that local communities have in their local council;
- focus on practical programs that can strengthen the system of local government nationally to provide the services and infrastructure required to support and strengthen our communities; and
- new program ideas that that would help the local government sector to deliver the Australian Government's objectives.

Motions should be concise, practical and implementable and meet the guidelines for motions set out in the paper.

You are encouraged to read all the sections of the paper but are not expected to respond to every issue or question. Your council's motion/s must address one or more of the issues identified in the discussion paper.

Motions must be lodged electronically using the online form available on the NGA website at: www.alga.com.au and received no later than 11:59pm AEST on Friday 29 March 2024.

All notices of motions will be reviewed by the ALGA Board's NGA Sub-committee prior to publishing the NGA Business Paper to ensure that they meet these guidelines. This sub-committee reserves the right to select, edit or amend notices of motions to facilitate the efficient and effective management of debate on motions at the NGA.

All NGA resolutions will be published on www.nationalgeneralassembly.com.au.

As the host of the NGA, ALGA will communicate resolutions to the relevant Australian Government Minister and publish Ministerial responses as they are received on this website.

Please note that if your council does submit a motion, there is an expectation that a council representative will be present at the NGA to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2024 NGA.

CRITERIA FOR MOTIONS

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. Be relevant to the work of local government nationally.
2. Not be focused on a specific jurisdiction, location or region – unless the project or issue has national implications.
3. Be consistent with the themes of the NGA.
4. Complement or build on the policy objectives of ALGA and your state or territory local government association.
5. Be submitted by a council which is a financial member of their state or territory local government association.
6. Propose a clear action and outcome ie call on the Australian Government to act on something.
7. Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.
8. Address issues that will directly improve the capacity of local government to deliver services and infrastructure for the benefit of all Australian communities.
9. Not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
10. Be supported by sufficient evidence to support the outcome being sought and demonstrate the relevance and significance of the matter to local government nationally.

Motions must commence with the following wording:

This National General Assembly calls on the Australian Government to ...

Please note that resolutions of the NGA do not automatically become ALGA's national policy positions.

OTHER THINGS TO CONSIDER

It is important to complete the background section of the submission form. Submitters of motions should not assume that NGA delegates will have background knowledge of the proposal. The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion. Please note, motions should NOT be prescriptive in directing how the matter should be pursued.

Try to keep motions practical, focussed and capable of implementation to ensure that relevant Australian Government Ministers provide considered, thoughtful and timely responses.

Try to avoid motions that are complex, contain multi-dot points and require complex cross-portfolio implementation.

All motions submitted will be reviewed by the ALGA Board's NGA Sub-committee, in consultation with state and territory local government associations, to determine their eligibility for inclusion in the NGA Business Papers.

When reviewing motions, the Sub-committee considers the criteria, clarity of the motion and the importance and relevance of the issue to local government.

If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer. With the agreement of the submitting council, these motions may be edited before inclusion in the NGA Business Papers.

To ensure an efficient and effective debate, where there are numerous motions on a similar issue, the NGA Sub-committee will group these motions together under an overarching strategic motion. The strategic motions will have either been drafted by ALGA or will be based on a motion submitted by a council which best summarises the subject matter.

Debate will occur in accordance with the rules for debate published in the Business Papers and will focus on the strategic motions. Associated sub-motions will be debated by exception only or in accordance with the debating rules.

Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association and will not be included in the NGA Business Papers.

All motions require:

- a contact officer;
- a clear national objective;
- a summary of the key arguments in support of the motion; and
- endorsement of your council.

Motions should be lodged electronically using the online form available at www.alga.asn.au.

Motions should be received no later than 11:59pm AEST on Friday 29 March 2024.

SETTING THE SCENE

The theme for NGA24 'Building Community Trust' aims to focus on the role of local government in the Australian system of government and explore the critical importance of trust in governments, between governments, its institutions, and our citizens.

In a recent essay on Capitalism after the Crisis (2023) the Treasurer the Hon Dr Jim Chalmers MP wrote:

'Our mission is to redefine and reform our economy and institutions in ways that make our people and communities more resilient, and our society and democracy stronger as well.'

The need to strengthen our democracy was also emphasised the Prime Minister the Hon Anthony Albanese MP in a speech at Queensland's Woodford Folk Festival toward the end of 2022:

'I urge anyone who thinks our democracy is unassailable to have a look around the world. Even some of the oldest, most stable democracies have come under attack from a whole range of corrosive, insidious forces. No one is immune. Our democracy is precious, something we have carefully grown and nurtured from one generation to the next. One of our core responsibilities is to make it stronger, and the key to that strength is transparency and accountability.'

In early 2023 the Australian Government established a taskforce to advise government on 'what can be done – practically – to strengthen Australian democracy'.



The 2024 NGA provides you - the elected representatives of Australia's local councils and communities - with the opportunity to engage with the Federal Government and key Ministers.

Further, it is your opportunity to advocate for new or expanded programs and key policy initiatives that could strengthen local governments, its capacity to deliver services and infrastructure to local communities across the nation. This service delivery is critical to build, maintain and strengthen the trust of our citizens.

This year's call for motion focusses on twelve priority areas:

- Intergovernmental relations;
- Financial sustainability;
- Roads and infrastructure;
- Emergency management;
- Housing and homelessness;
- Jobs and skills;
- Community services;
- Closing the Gap and Aboriginal and Torres Strait Islander Reconciliation;
- Data, digital technology and cyber security;
- Climate change and renewable energy;
- Environment; and
- Circular economy.



1. INTERGOVERNMENTAL RELATIONS

'Australia's federal structure, built upon reciprocal financial, legislative and policy responsibilities, requires intelligent cooperation on issues of strategic national significance.'

National Cabinet is a forum for the Prime Minister, Premiers and Chief Ministers to meet and work collaboratively. National Cabinet was established on 13 March 2020 and is chaired by the Prime Minister. The National Cabinet is a key mechanism in Australia's current intergovernmental architecture.

A representative of local government, the President of ALGA, is invited to meet with National Cabinet once each year. The President of ALGA also attends one meeting per year of the Council on Federal Financial Relations comprising the Commonwealth Treasurer as Chair and all state and territory treasurers.

A substantial body of research, from Australia and internationally, has highlighted that governments that work together are generally more successful in achieving shared national objectives, including economic recovery from events like the COVID-19 pandemic as well as in service and infrastructure delivery.

This research reinforces the need for local government to be included in relevant ministerial forums that support national priorities – from housing affordability to reaching net-zero emissions. ALGA currently participates in National Cabinet (1/year), Council on Federal Financial Relations (1/year), Infrastructure Transport Ministers Meeting, National Emergency Managers Meeting, Local Government Ministers Forum, Joint Council on Closing the Gap, Planning Ministers Meeting, Meeting of Environment Ministers, Energy and Climate Change Ministers and the Road Safety Ministers Meeting, to represent local government views.

Local government input can provide a community voice, enabling our intergovernmental forums to make decisions with greater legitimacy and authority.

Given the importance of trust in governments, between governments and its citizens, how can intergovernmental arrangements be further improved in Australia?

Are there ways of maintaining and enhancing the community's trust in local government?

Are there new initiatives and programs that could be adopted to improve the level of cooperation and collaboration between the Australian Government and local government?

2. FINANCIAL SUSTAINABILITY

Trust in governments is highly correlated with their ability to fulfill the implicit social contract between government and its citizens by keeping promises.

Local government is the third sphere of government in Australia's system of government. Councils are comprised of locally elected representatives who understand local needs and engage locally on strategies to meet those needs.

Councils are responsible for providing a wide range of critical local area services including planning, libraries, waste management systems, transport and infrastructure (eg roads and footpaths, parks, sporting grounds and swimming pools) and social services.

These services are critical to the wellbeing, liveability and productivity of all local communities, and therefore the nation. Equally important is the sustaining of democratic processes at the local and regional level.

Local government's total annual expenditure in 2021 -22 was approximately \$43.6 billion. Non-financial assets including roads, community infrastructure such as buildings, facilities, airports, water, and sewerage (in some states) including land, are valued at \$539 billion [ABS Government Finance Statistics, Australia, 2021-22].

In 2021-22, the Australian Government provided \$2.6 billion in Financial Assistance Grants funding to councils. This included \$1.3b which was brought forward from the 2021-22 estimate and paid through state and territory governments in 2020-21.

Nationally, local government derives nearly 90% of its revenue from its own sources (including rates and services charges), compared to around 50% for state governments. Grants from other levels of government make up just over 10% of local government's total revenue, however these grants are particularly important in areas with a low-rate base, and/or high growth rates, and rapidly expanding service and infrastructure needs.

In 2021-22 Financial Assistance Grants to local governments was less than 0.6% of Commonwealth taxation revenue (CTR), a significant drop from 1996 when these grants were at 1% of CTR. In 2023-24 Financial Assistance Grants have fallen to 0.5% of Commonwealth taxation.

What improvements are needed to the intergovernmental financial transfer system, particularly the Commonwealth transfers to local government, to enhance the community's trust in local government and by extension all governments?

Noting that Commonwealth tied funding is provided with detailed requirements how can this system be improved to provide flexibility and maximize the benefit to local communities?

3. ROADS AND INFRASTRUCTURE

ALGA's 2021 National State of the Assets Report (NSoA) is currently being updated and expected to be launched in 2024. The most recent NSoA shows that while most local government assets such as roads, bridges, buildings, parks and recreation, stormwater, water and wastewater, and airports and aerodromes are generally in good to very good condition, around 10% are not fit for purpose, and around 20–25% are only fair and over time will need attention.

The last NSoA found that in 2019–20 non-financial infrastructure assets were valued at \$342 billion and were depreciating at \$7.7 billion per year. Replacement costs of these infrastructure assets were in the order of \$533 billion.

Local government assets make up a significant proportion of the physical structure of local communities and often provide critical access to and support for citizens to engage in state and national assets and opportunities.

For example, local roads provide important “first and last-mile access” for communities and industry to road networks, integral to economic development and community connection. Local sporting grounds can provide access for community groups to build community participation that has social, health and economic benefits.

Are there programs or initiatives that the Australian Government could adopt to improve the long-term sustainability of local government infrastructure?

Are there programs or initiatives that the Australian Government could provide to improve the sector's capacity to manage local government infrastructure and to integrate these plans into long-term financial plans?

Are there programs or initiatives that the Australian Government could develop to maintain, strengthen and enhance the reputation of Australia's infrastructure providers, including local government?

4. EMERGENCY MANAGEMENT

In 2022 alone, 46 disasters were declared across Australia, covering more than 300 different council areas. In recent years, almost every Australian council has been impacted in some way by fires, floods, or cyclones.

Last year's flooding caused a damage bill of approximately \$3.8 billion to local roads across Queensland, New South Wales, Victoria and South Australia. This was just a fraction of the total disaster costs incurred by governments across the country.

There have been numerous NGA motions in recent years regarding natural disasters and this has been a significant priority in ALGA's advocacy program.

In 2022 ALGA successfully advocated for a new \$200 million per year Disaster Ready Fund, with the first round of funding allocated in June 2023. This fund will support councils and communities to mitigate against the risk of future disasters and help address the significant imbalance between mitigation and recovery spending.

Councils are encouraged to draw on their practical experience of the improvements that could be made to managing emergencies.

Please note that many aspects of emergency management are state or territory responsibilities, and your motions should focus on how the Australian Government could assist.

What new programs, or improvements to existing programs, could the Australian Government develop to partner with local government to improve the current natural disaster management systems to further assist in recovery and build resilience?

5. HOUSING AND HOMELESSNESS

Almost every Australian council and community is facing challenges around a lack of affordable housing.

Alarming research by the UNSW City Futures Research Centre shows 640,000 Australian households – or one in 15 households – are under housing stress.

All levels of government, including councils, have a fundamental role to play in addressing this crisis, which is being compounded by high interest rates, rising construction costs and skills shortages.

At a national level, ALGA is a signatory to the National Housing Accord, and in 2023 successfully advocated for a new \$500 million Housing Support Program for state and local governments to deliver supporting infrastructure for new housing developments.

While the provision of affordable housing is not a local government responsibility, councils have a role to play in ensuring there is enough suitably located land available for housing and that a diversity of housing stock is supported. Councils also want to ensure that new housing developments are supported with the necessary services and infrastructure to create liveable and sustainable communities.

Many councils are also addressing thin markets and developing land and housing themselves, delivering local solutions to meet the needs of their communities.

Councils also want to ensure that they engaged with planning decisions that affect local communities. Taking planning powers away from councils does not always support the best local outcomes.

Councils also play an important role addressing some of the causes of homelessness, including social inclusion programs that can assist mental health and family violence issues, as well as providing support for people currently experiencing homelessness.

What new programs and policies could the Australian Government develop to partner with local government to support the provision of more affordable housing?

How can the Australian Government work with councils to address the causes and impacts of homelessness?

6. JOBS AND SKILLS

Local government is a major employer in Australia providing employment, career advancement and training opportunities for more than 190,800 Australians, across an estimated 400 occupations.

However, councils are facing significant jobs and skills shortages that are constraining their capacity to deliver services and build and maintain local infrastructure.

ALGA's 2022 National Local Government Workforce Skills and Capability Survey indicated that more than 90 percent of Australia's 537 councils were experiencing skills shortages.

The survey also showed that for approximately two-thirds of these councils, these shortages were impacting on project delivery.

In particular, councils are facing a shortage of planners, engineers, building surveyors, environmental officers and human resources professionals.

Skills shortages occur for a variety of reasons including an inability to compete against the private sector, worker accommodation, support services for families, ageing of the workforce and geographic isolation.

Are there programs or initiatives that the Australian Government could implement that would enhance local government's capacity to attract and retain appropriately skilled staff now and into the future?

Are there programs or changes to existing programs that would increase local government's ability to employ apprentices and trainees?

Are there other initiatives that the Australian Government could provide to improve the sector's ability to plan and develop skills fit for the future?

7. COMMUNITY SERVICES

Councils provide a wide range of services based on local characteristics, needs, priorities, and the resources of their community. Indeed, it is this level of responsiveness and accountability to the local community that is an essential feature of democratic local governments worldwide.

Some of these services are provided to address market failure, and many of them are provided by councils on behalf of other levels of government.

It is important to note that nationally local government is more than 83% self-sufficient ie funded at the local level either through rates, fees and charges, sale of goods and services, or interest. The Australian Bureau of Statistics data shows that total local government annual expenditure in 2021-22 was \$43.6 billion.

Only 17% comes from grants and subsidies from other levels of government. Unfortunately, many of these grants and subsidies are tied, or require matching funding which restricts the ability to address local priorities in the way the council and community might need.

Arguably there is no greater obligation upon government than to maintain the trust that citizens have in meeting their community services obligations and promises, particularly to society's most vulnerable.

Local government community services are broadly defined, and may include but are not limited to:

- environmental health including food safety;
- childcare, early childhood education, municipal health;
- aged care, senior citizens;
- services to people living with disability;
- programs to address disadvantage, to reduce poverty and homelessness;
- sporting and recreational programs;
- arts and cultural activities, programs and festivals;
- tourism and economic development activities; and
- library services.

Noting the funding arrangements for the provision of local government community services are there programs and initiatives that the Australian Government could implement to improve the delivery of these services?

Are there reforms or improvements in national community services program that would help local governments support the Australian Government to deliver on its national objectives?

8. CLOSING THE GAP AND ABORIGINAL AND TORRES STRAIT ISLANDER RECONCILIATION

In 2021, ALGA co-signed a landmark national agreement to close the gap between Indigenous and non-Indigenous Australians. At the heart of the National Agreement on Closing the Gap Partnership are four agreed priority reform targets and 19 socio-economic targets in areas including education, employment, health and wellbeing, justice, safety, housing, land and waters, and Aboriginal and Torres Strait Islander languages.

The Indigenous Voice Co-design Final Report to the Australian Government was released in December 2021. The Local & Regional Voice will contribute to achieving the Closing the Gap outcomes by providing avenues for Indigenous voices to be heard, including to provide feedback to government on Closing the Gap.

As the level of government closest to the people, councils have an essential role supporting and helping to steer the development of policies and programs in partnership with local Indigenous peoples that address closing the gap priorities at the local and regional level.

Local government plays a positive role in reconciliation and celebrating Indigenous culture and identity, and sustainably funded could work effectively to reduce Indigenous disadvantage in all its forms.

On 14 October 2023, Australians voted in a referendum about whether to change the Constitution to recognise the First Peoples of Australia by establishing a body called the Aboriginal and Torres Strait Islander Voice. The referendum did not pass.

Are there programs or initiatives that the Australian Government could adopt to assist local government to advance reconciliation and close the gap?

Are there practical programs or initiatives that local government and the Australian Government could introduce to maintain, build and strengthen the level of trust between Aboriginal and Torres Strait Islanders and governments?

9. DATA, DIGITAL TECHNOLOGY AND CYBER SECURITY

Provision of information technology to all Australians is vital to innovation, economic growth, and social equity. However, it is potentially even more important to regional Australia where the tyranny of distance increases the inequity of services available – including education, health, economic and social. Innovative technology is becoming more broadly available and could boost productivity and economic growth.

Councils around Australia continue to embrace new technologies to improve their service delivery standards and broaden consultation and engagement with their local communities. However, implementation can be hindered without access to basic technological infrastructure and the necessary IT skills and resources.

In recent times, cyber-attacks on major corporations and other businesses have resulted in significant data breaches. It is a timely reminder as digital information, services and products become an increasing feature of modern business operation including in local government.

Like all risks, local government must manage the risk of cyber-attacks and address cyber security. At a national level, there is limited understanding of local governments' vulnerability to cyber-attacks, preparedness and adequacy of risk management strategies or business continuity planning.

While this is primarily a responsibility of the sector itself, governments at all levels must work together to ensure that the public have confidence in government information management systems and its security.

Drawing upon your council's experience, and your knowledge of other councils within your state or territory, are there programs and initiatives that the Australian Government could implement to help local government develop its digital technology services and infrastructure?

Are there actions the Australian Government could take to improve cyber security within the local government sector?

10. CLIMATE CHANGE AND RENEWABLE ENERGY

Australia's changing climate presents a significant challenge to governments, individuals, communities, businesses, industry, and the environment.

The Australian Government has committed to address climate change and in June 2022 submitted its revised National Determined Contribution (NDC) to the United Nations Framework Convention on Climate Change. The revised NDC included reaffirming a target of net zero emissions by 2050 and committing to reduce greenhouse gas emissions by 43% from 2005 levels.

Local governments have played an important leadership role in addressing climate change, and councils have supported a wide range of community-based programs and initiatives to lower the carbon footprint of their own business operations and of their local communities.

As a sector, local government has been an advocate and active participant in the debate for lowering carbon emissions, is sourcing renewable energy, has responded creatively to reduce greenhouse gas emissions from landfills, and facilitated the construction of green buildings and water sensitive design of cities and towns.

Local government has been at the forefront in addressing the impacts of climate change and adaptation to climate change. In particular, councils have a practical understanding of the risk and impact of climate change on Australia's infrastructure and physical assets, natural ecosystems, local economies and their community.

Noting the Australian Government's approach to reducing emissions, are there partnerships, programs, and initiatives that local government and the Australian Government can form to achieve Australia's 2050 net zero emissions target?

Are there initiatives that could assist local governments to build trust in the community for implementation of key climate change and emissions reduction initiatives?

11. ENVIRONMENT

Australia's 537 local councils play an essential role in providing, regulating and managing Australia's environmental services and infrastructure.

Whether it's biodiversity, biosecurity, natural resource management (NRM), contaminated lands, waste management, water resources, sustainability or roadside environments, councils are responsible for educating households and businesses on environment policy, as well as driving environmental programs and initiatives in their local communities.

In recent years the National General Assembly has considered a range of environmental issues, and passed resolutions on biodiversity, biosecurity, conservation, climate change and water security.

How could the Australian Government partner with local government to strengthen Australia's environmental services and infrastructure?

What new programs could the Australian Government partner with local government in to progress local regional and national objectives?



12. CIRCULAR ECONOMY

Local government is responsible for the management of household and domestic waste and has a critical role to play in further developing the circular economy.

Australia's 537 councils manage approximately 26 percent of Australian waste, either directly or through contractual arrangements. Each year, local governments collect around 9.7 million tonnes of waste from kerbside bin services, sort it at material recovery facilities (MRFs), and dispatch what can be recycled to reprocessing facilities in Australia and overseas.

Where waste cannot be recovered it is landfilled, and local governments in most jurisdictions must pay a significant levy per tonne for landfilled waste, as well as incur the operational costs of maintaining and managing a landfill.

Collecting, treating, and disposing of Australian domestic waste costs local government an estimated \$3.5 billion annually. Local government also dedicates resources to administering community waste-education programs, collecting litter, addressing illegal rubbish dumping, and ensuring compliance with waste bylaws.

In November 2023, Australia's Environment Ministers agreed that the Federal Government would establish new regulations for packaging as well as mandate how packaging is designed, develop minimum recycled content requirements and prohibit harmful chemicals being used. These changes are expected to have a positive impact on the amount of waste sent to landfill, and the costs borne by councils and their communities.

How could the Australian Government further strengthen product stewardship arrangements to support local governments in their endeavours to increase recycling and reduce the volume of waste?

How could the Australian Government partner with local government to advance the circular economy?

CONCLUSION

Thank you for taking the time to read this discussion paper and your support for the 2024 National General Assembly of Local Government.

A FINAL REMINDER:

- » Motions should be lodged electronically at www.alga.com.au and received no later than 11.59pm on Friday 29 March 2024.
- » Motions must meet the criteria published in this paper.
- » Motions should commence with the following wording: 'This National General Assembly calls on the Australian Government to...'
- » Motions should not be prescriptive in directing how the matter should be pursued.
- » Motions should be practical, focussed and relatively simple.
- » It is important to complete the background section on the form.
- » Motions must not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
- » When your council submits a motion there is an expectation that a council representative will be present at the 2024 National General Assembly to move and speak to that motion if required.
- » Resolutions of the National General Assembly do not automatically become ALGA's national policy positions. The resolutions are used by the ALGA Board to inform policies, priorities and strategies to advance local governments within the national agenda.

We look forward to hearing from you and seeing you at the 2024 National General Assembly in Canberra.





AUSTRALIAN
LOCAL GOVERNMENT
ASSOCIATION

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Putting local government priorities front and centre | Ministers for the Department of Infrastructure

**The Hon Kristy McBain MP**Minister for Regional Development, Local Government and Territories
(/mcbain)

[Home \(/\)](#) > [The Hon Kristy McBain MP \(/mcbain\)](#) > [Media releases \(/mcbain/media-release\)](#)
> Putting local government priorities front and centre

Putting local government priorities front and centre

As part of the Albanese Labor Government's continued partnership with local government and ongoing commitment to strengthen the services they deliver in every community, the Australian Council of Local Government (ACLG) will return this year.

Set to be held on Friday 5 July in Canberra, the ACLG will provide local governments throughout Australia with the opportunity to directly engage with Federal Ministers from across portfolios – harnessing the power of collaboration to drive effective local change.

The 2024 ACLG is expected to attract around 600 local government representatives, including Mayors and Shire Presidents, Councillors, CEOs, as well as a range of peak body representatives.

It will build on the success of last year's forum in June – the first in a decade and a Labor election commitment delivered.

This saw representatives from 296 councils participate in discussions on housing supply, energy transition, roads and community infrastructure, along with skills attraction and development.

The ACLG is a core pillar of the Albanese Government's local government agenda, which is bringing local leaders back to the table, and forging record support for the sector.

This includes:

- Doubling Roads to Recovery funding from \$500 million to \$1 billion per year
- Increasing road Black Spot funding from \$110 million to \$150 million per year
- Merging the Heavy Vehicle Safety and Productivity Program and Bridges Renewal Program into a new, \$200 million Safer Local Roads and Infrastructure program - a \$50 million

<https://minister.infrastructure.gov.au/mcbain/media-release/putting-local-government-priorities-front-and-centre>

1/3

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Putting local government priorities front and centre | Ministers for the Department of Infrastructure

increase

- Delivering an additional \$250 million to Phase 4 of the Local Roads and Community Infrastructure program, to improve the safety of local roads across the country
- Establishing transparent grant programs available to councils, such as the \$600 million Growing Regions Program, the \$400 million Regional Precincts and Partnerships Program, the \$200 million Thriving Suburbs Program, and the \$150 million Urban Precincts and Partnership Program
- Advancing nearly \$1.8 billion in disaster payments to councils to fast-track local repair works and to improve resilience
- Helping councils kickstart the enabling infrastructure needed to address housing supply challenges, through a \$500 million Housing Support Program
- Supporting councils progress energy efficiency projects and achieve zero emissions, through the \$100 million Community Energy Upgrades Fund.

To maximise participation, the 2024 ACLG will align with the annual Australian Local Government Association's (ALGA) National General Assembly, which will take place from 2 – 4 July 2024 in Canberra.

For more information, visit: www.infrastructure.gov.au/territories-regions-cities/local-government/australian-council-of-local-government
(<http://www.infrastructure.gov.au/territories-regions-cities/local-government/australian-council-of-local-government>)

Quotes attributable to Minister for Local Government, Kristy McBain:

"We recognise local governments go that extra mile for their community, which is why we've brought them back to the table and why their expertise is central to the positive changes we want to make.

"Getting everyone in the same room to discuss how we can tackle challenges and maximise opportunities has a huge impact on strengthening service delivery, forging fit-for-purpose programs, and delivering money where it's needed most.

"We're building on the success of last year's ACLG and renewing our commitment to this key forum in 2024, because local government shouldn't be an afterthought when it comes to whole-of-government policies."

Quotes attributable to ALGA President, Cr Linda Scott:

"We were thrilled to work with the Government on the 2023 ACLG and look forward to partnering on this year's event, immediately following our 2024 NGA.

<https://minister.infrastructure.gov.au/mcbain/media-release/putting-local-government-priorities-front-and-centre>

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Putting local government priorities front and centre | Ministers for the Department of Infrastructure

“Last year’s ACLG provided us with an opportunity to come to the table and engage with Ministers on what our communities, big or small, need – and to look at how we can partner to strengthen the delivery of vital services.

“There is no such thing as a quiet day in local government and our communities are calling for us to deliver more services than ever before – which is why we need shared priorities and partnerships across all levels of government.

“Through our continued advocacy and productive discussions at the ACLG, we have secured significant funding increases for local government, including more money for roads, disaster recovery, energy efficiency, and enabling infrastructure for housing.

“I am delighted the ACLG will be back again this year, and I sincerely thank the Albanese Government for working with us to deliver better outcomes for our communities.”

MEDIA RELEASE

Tuesday 30 January 2024

JOINT RELEASE WITH

Cr Linda Scott

ALGA President

14.4 MONTHLY FINANCIAL REPORT - JANUARY 2024

Responsible Officer: Ted Harrington, Director Financial and Commercial Services

Author: Luke Meppem, Manager Financial Services

Attachments:

1. **Income Statement - January 2024**  
2. **Statement of Financial Position- January 2024**  

DELIVERY PROGRAM ALIGNMENT

4 Civic Leadership - Council as strong leaders for the Community

Objective 4.3 A resilient and sustainable Council

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

EXECUTIVE SUMMARY

This report is presented to Council Monthly to provide a snapshot of the current financial year position.

RECOMMENDATION

1. **That Council note the Monthly Financial reports for January 2024.**

BACKGROUND

Monthly Reporting on financial performance commenced in 2023/2024 after consultation with staff and Councillors. This development and production of statements will be refined over time for content and relevance.

CURRENT SITUATION

The Income Statement and Statement of Financial Position for January 2024 are attached for consideration by Council. The Income Statement is compared against the full-year current adopted budget.

Refinements to the composition and content will continue to occur as the financial year progresses, resulting in a more accurate year-to-date (YTD) position compared to budget.

FINANCIAL IMPLICATIONS

The Income Statement shows a significantly large (when compared with the budget) operating result as at January 2024, with the results benefiting from the annual rates and charges levied in July 2023. Approximately 60% into the financial year, income is tracking ahead of budget, with gains in User Charges and Fees revenue up due to natural disaster funds received during the second quarter. Regional Emergency Road Repair Funding (RERRF) has been reclassified from capital to operational income, due to the lack of specific obligations on Council. The adopted budget for all types of grants and contributions has been exceeded for the financial year.

Employee benefits & on-costs are slightly below adopted budget expectations, however there is anticipation that this will reverse with current recruitment measures. Material and services costs have aligned with the adopted budget, due to timing and seasonal processing constraints. Depreciation is yet to be run for the 2023/24 financial year due to the ongoing work with assets to

complete the 2022/23 audit. Estimates have been run to determine if the budgeted amount is still accurate and it is tracking within budget at this stage.

STATUTORY AND POLICY IMPLICATIONS

Nil.

CONSULTATION**External Consultation**

- Nil.

Internal Consultation

- Executive Management.
- Manager Financial Services.



Income Statement for the year ending 30 June 2024

	2023/24 Adopted Budget \$'000	2023/24 YTD Actual \$'000	2023/24 YTD %
Rates & Annual Charges	24,213	23,692	98%
User Charges and Fees	7,249	6,662	92%
Interest & Investment Revenue	2,521	1,849	73%
Other Revenues	2,319	1,990	86%
Grants & Contributions - Operating	14,090	8,486	60%
Grants & Contributions - Capital	3,365	5,836	173%
Net Gain from the Disposal of Assets	171	0	0%
Other Income	245	74	30%
Total income from continuing operations	54,172	48,590	90%
Expenses from continuing operations			
Employee Benefits and On-Costs	19,616	8,633	44%
Borrowing Costs	249	51	21%
Materials & Services	22,512	12,738	57%
Depreciation & Amortization	13,026	0	0%
Other Expenses	1,121	468	42%
Total expenses from continuing operations	56,525	21,889	39%
Net operating results from continuing operations (including Grants & Contributions for Capital purposes)	(2,353)	26,700	
Grants & Contributions - Capital	3,365	5,836	173%
Net operating result for the year from continuing operations	(5,718)	20,864	

Please Note:

Financial Figures are draft unaudited and subject to change.



Statement of Financial Position as at 31 January 2024

	YTD Balance \$'000
Assets	
Cash and Cash Equivalents	2,576
Current Investments	67,000
Current Receivables	13,786
Inventories	6,349
Current Assets - Other	245
Current Contract Assets	6,147
Infrastructure, Property, Plant and Equipment	607,070
Intangibles	536
Investments accounted for using the equity method	256
	<u>703,964</u>
Liabilities	
Current Payables	1,208
Current Borrowings	309
Current Employee Benefit Provisions	2,618
Current Other Provisions	78
Current Contract Liabilities	9,213
Non Current Borrowings	3,422
Non Current Employee Benefit Provisions	231
Non Current Other Provisions	2,109
	<u>19,187</u>
Equity	
Retained Earnings	372,803
Asset Revaluation Reserves	311,974
	<u>684,777</u>

Please Note:

Financial figures are draft, unaudited and subject to change

14.5 INVESTMENT REPORT - JANUARY 2024**Responsible Officer:** Ted Harrington, Director Financial and Commercial Services**Author:** Kathleen Wales, Finance Coordinator**Attachments:** Nil**DELIVERY PROGRAM ALIGNMENT****4 CIVIC LEADERSHIP - COUNCIL AS STRONG LEADERS FOR THE COMMUNITY****OBJECTIVE** 4.3 A RESILIENT AND SUSTAINABLE COUNCIL**STRATEGY** 4.3.2 SUSTAINABLY MANAGE COUNCIL'S FINANCES, ASSETS, AND WORKFORCE**EXECUTIVE SUMMARY**

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

During the month:

- Two (2) investments matured, totalling \$5 million; and
- Five (5) investments were placed, totalling \$8 million.

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

<p>Recommendation</p> <p>1. THAT COUNCIL NOTE THE INVESTMENT REPORT FOR JANUARY 2024.</p>
--

BACKGROUND

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

CURRENT SITUATION

The following is a summary of investment movements for January 2024.

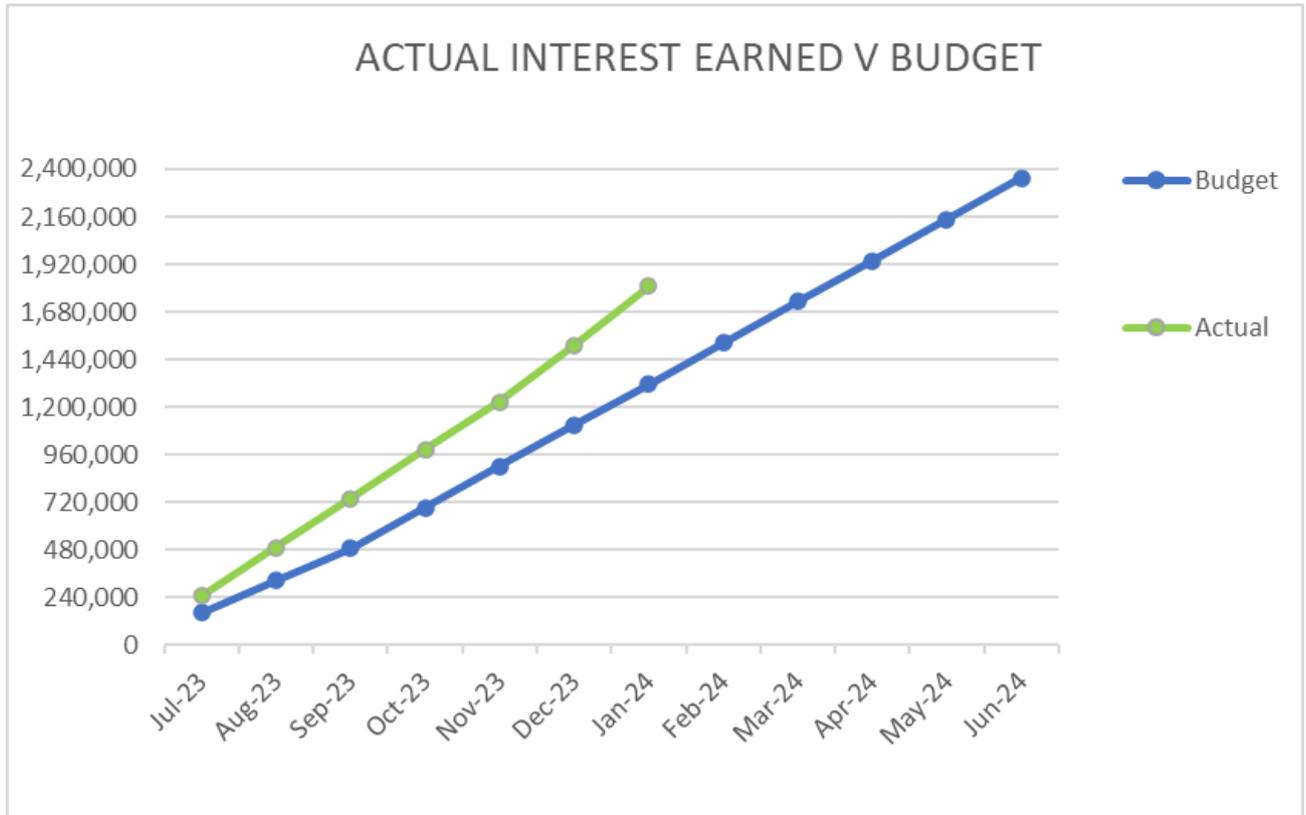
Investments maturing during the month:

- | | | | |
|------------|-----|-------------|------------------|
| • 11/01/24 | BOQ | \$3,000,000 | 364 days @ 4.53% |
| • 18/01/24 | NAB | \$2,000,000 | 364 days @ 4.53% |

New Investments secured during the month:

- | | | | |
|------------|-------------------------|-------------|------------------|
| • 10/01/24 | NAB | \$1,000,000 | 182 days @ 5.08% |
| • 10/01/24 | NAB | \$2,000,000 | 364 days @ 5.04% |
| • 17/01/24 | NAB | \$2,000,000 | 364 days @ 5.08% |
| • 24/01/24 | Regional Australia Bank | \$1,000,000 | 364 days @ 5.20% |
| • 30/01/24 | Australian Unity | \$2,000,000 | 372 days @ 5.15% |

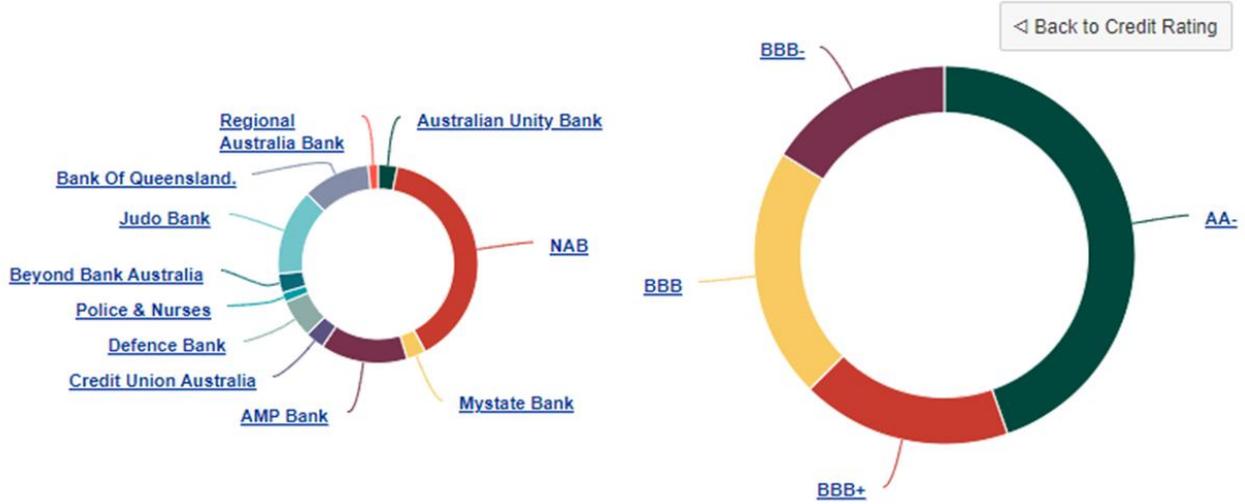
	Market Value (\$)	Term (days)	Rate	Maturity Date	% of Portfolio
Short Term Deposits (<1 yr)	66,000,000.00				94.86%
MyStateBank	2,000,000.00	364	4.65%	31/01/24	2.87%
NAB	2,000,000.00	365	4.98%	22/02/24	2.87%
BOQ	2,000,000.00	364	4.93%	28/02/24	2.87%
BOQ	2,000,000.00	364	4.93%	28/02/24	2.87%
NAB	2,000,000.00	364	4.98%	28/02/24	2.87%
MyStateBank	2,000,000.00	364	4.80%	06/03/24	2.87%
NAB	2,000,000.00	259	5.42%	13/03/24	2.87%
AMP	2,000,000.00	371	4.80%	20/03/24	2.87%
Great Southern	2,000,000.00	280	5.52%	03/04/24	2.87%
BOQ	1,000,000.00	364	4.73%	10/04/24	1.44%
AMP	3,000,000.00	294	5.55%	17/04/24	4.31%
AMP	3,000,000.00	364	5.05%	08/05/24	4.31%
AMP	1,000,000.00	364	5.10%	15/05/24	1.44%
NAB	1,000,000.00	273	5.13%	29/05/24	1.44%
Judo	2,000,000.00	181	5.40%	29/05/24	2.87%
P&N Bank	1,000,000.00	364	5.55%	12/06/24	1.44%
NAB	1,000,000.00	266	5.13%	12/06/24	1.44%
Judo	2,000,000.00	364	5.75%	26/06/24	2.87%
Judo	2,000,000.00	371	5.75%	03/07/24	2.87%
NAB	1,000,000.00	336	5.13%	17/07/24	1.44%
Judo	3,000,000.00	230	5.40%	17/07/24	4.31%
NAB	1,000,000.00	329	5.13%	31/07/24	1.44%
NAB	1,000,000.00	308	5.15%	07/08/24	1.44%
NAB	1,000,000.00	364	5.18%	14/08/24	1.44%
NAB	2,000,000.00	364	5.18%	28/08/24	2.87%
Beyond Bank	2,000,000.00	364	5.25%	04/09/24	2.87%
NAB	1,000,000.00	364	5.23%	18/09/24	1.44%
BOQ	1,000,000.00	294	5.35%	18/09/24	1.44%
NAB	1,000,000.00	322	5.28%	02/10/24	1.44%
BOQ	1,000,000.00	329	5.33%	16/10/24	1.44%
Defence Bank	2,000,000.00	362	5.50%	27/11/24	2.87%
Defence Bank	2,000,000.00	364	5.40%	11/12/24	2.87%
NAB	4,000,000.00	182	5.08%	19/06/24	5.75%
NAB	1,000,000.00	182	5.08%	10/07/24	1.44%
NAB	2,000,000.00	364	5.04%	08/01/25	2.87%
NAB	2,000,000.00	364	5.08%	15/01/25	2.87%
Regional Australia Bank	1,000,000.00	364	5.20%	22/01/25	1.44%
Australian Unity	2,000,000.00	372	5.15%	05/02/25	2.87%
Cash Deposits	3,575,973.47				5.14%
NAB At Call A/c	1,000,000.00	At Call	4.50%	n/a	1.44%
NAB Working A/c	2,575,973.47	At Call	4.10%	n/a	3.70%
Total Cash & Investments	69,575,973.47				100.00%



Counterparty Exposure



Long Term Credit Rating Exposure



Investment Rate Summary for January 2024

Average Interest Rate on Investments:	5.17%
Weighted Average Interest Rate on Investments	5.19%

Council's Benchmarks

Bank Bill Swap Rate (BBSW) 90-day index (01/02/2024) ¹	4.32%
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¹ Source: www.asx.com.au

Average 11am Cash Rate

4.35%

FINANCIAL IMPLICATIONS

Immediate cashflow requirements to service creditors for the month is used to determine the net movement in the total value of deposits held. Capital works project for the Tourism Hub Amenities Block was the largest payment for the month of January 2024.

Reported interest income for the period 1 July to 31 January 2024 is \$1.811M. This is despite the upwards revision of interest revenue in the revised budget. Higher than anticipated portfolio balances, as well as more favourable interest rates for terms negotiated, have contributed to the larger balance.

STATUTORY AND POLICY IMPLICATIONS

Clause 212 of the *Local Government (General) Regulation 2021* (NSW) requires Council's Responsible Accounting Officer to provide a monthly report setting out the details of all money that the Council has invested under section 625 of the *Local Government Act 1993* (NSW).

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

- *Local Government Act 1993* (NSW).
- *Local Government (General) Regulation 2021* (NSW).
- Ministerial Investment Order dated 12 January 2011.
- Council's Investment Policy dated 18 October 2022.

CONSULTATION

External Consultation

Nil.

Internal Consultation

- Responsible Accounting Officer.

14.6 QUARTERLY BUDGET REVIEW STATEMENT - DECEMBER 2023**Responsible Officer:** Ted Harrington, Director Financial and Commercial Services**Author:** Luke Meppem, Manager Financial Services**Attachments:** 1. **Quarterly Budget Review Statement - December 2023**  **DELIVERY PROGRAM ALIGNMENT****4 Leadership**

Objective 4.2 Decision making will ensure Council remains financially sustainable

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

EXECUTIVE SUMMARY

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

RECOMMENDATION

1. **That Council adopt the Quarterly Budget Review Statement for the period ended 31 December 2023 as the revised Budget estimates for the year ending 30 June 2024 and the Operational Plan and Capital Works Plan be amended accordingly.**

BACKGROUND

The Budget Review Statement is provided in two (2) formats. The first being *by Type* and reflective of how the end of year Income Statement is reported. The second being *by Activity* as per Note B1-1 of the Annual Financial Statements.

Council's Note B1-1 reflects the individual Service Plans that have been established as an additional reporting layer to the Community. Pages 3 to 6 of **Attachment 1** provides an additional level of the information from the summary that appears on page 2.

A Capital Budget Review is included on page 7 of the Quarterly Budget Review Statement (attached), also reflecting individual Service Plan capital expenditure.

CURRENT SITUATION

This review is for the quarter ended 31 December 2023 and is attached for Council consideration.

Council's adopted budget projected an Operating Deficit (excluding Capital Income) of \$5,739,000. The December Quarterly Budget Review, as presented, reflects an improvement in financial position of \$11,396,000, resulting in a budgeted surplus forecast of \$5,657,000. This surplus is largely due to the increase in receipt of operational grants of \$7,697,000 which includes Regional Emergency Roads Repair Funding (RERRF) of \$5,500,000 recently announced by Transport for NSW.

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

Directorate	Variation (\$)	Budget Implication
Income		
Office of General Manager	47,000	Increase in Operating Income
Financial & Commercial Services	205,000	Increase in Operating Income
Planning and Sustainability	60,000	Increase in Operating Income
Infrastructure Delivery	12,821,000	Increase in Operating Income
Infrastructure Delivery	(10,533,000)	Decrease in Capital Income
Expenditure		
Office of General Manager	34,000	Increase in Expenditure
Financial & Commercial Services	273,000	Increase in Expenditure
Planning and Sustainability	97,000	Increase in Expenditure
Infrastructure Delivery	1,333,000	Increase in Expenditure
Result Variation (excl. Capital Income)		
	\$ 11,396,000	Increased Net Operating Result

The Capital Budget on page 7 of the Quarterly Budget Review Statement shows a decrease in the expected cost of Capital Works of \$8,886,000. This includes the movements by asset category and by service.

All adjustments made to Capital Works are listed in individual Service Plan Reviews, with updated commentary, included in the Operational Plan Review (the subject of a separate report in this Business Paper).

There are decreases to the Capital Works Program across Council due to relevant departments prioritising works based on available resources and likelihood of expenditure being consumed in the 2023/2024 financial year.

FINANCIAL IMPLICATIONS

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

Office of the General Manager Revenue (net increase of \$47,000)

Governance & Risk Management

- \$54,000 increase in income due to insurance premium refunds from Workers Compensation as a direct result of decreased claims.

Office of the General Manager Expenses (net increase of \$34,000)

People & Values

- \$85,000 reduction in Organisational Development due to diminished training requirements.

Financial & Commercial Services Revenue (net increase of \$205,000)

Airport Services

- \$80,000 increase in Airside Operations due to increased usage due to December 2023 natural disaster (Duck Creek Fire)

Property Services

- \$53,000 increase in Property Management Capital Grants income

Financial & Commercial Services Expenditure (net increase in operational expenditure of \$273,000)

Airport Services

- \$58,000 Increase in expenditure due to increased usage in December 2023 natural disaster.

The Crossing Theatre

- \$149,000 Increase in costs for casual/relief employees and repairs and maintenance on building.

Financial Services

- \$72,000 increase due to additional contractors engaged to assist with preparation of 2022/23 financial reporting.

Property Services

- \$77,000 reduction as a culmination of reduced employee expenses and increased works at Depots and Crown Lands Plans of Management.

Fleet Management

- \$84,000 increase due to increased insurance costs and additional contractors engaged to service fleet operations.

Planning and Sustainability Revenue (net increase in operational expenditure of \$60,000)

Planning and Development

- \$60,000 increase in Development Applications fees.

Planning and Sustainability Expenditure (net increase in operational expenditure of \$97,000)

Regulatory Compliance

- \$68,000 increase in expenditure to due additional overtime to provide animal control services and ongoing legal matters.

Tourism & Cultural Services

- \$54,000 in additional wages expenses due to additional position in the structure not previously budgeted for mixed media and communications activities.

Infrastructure Delivery Income (net increase in operating income of \$2,268,000)

Cemeteries

- \$80,000 increase in operational grants.

Parks & Open Spaces

- \$135,000 reduction as anticipated grant funding is unlikely to be secured.

Roads and Ancillary Services

- \$2,185,000 of additional internal income due to increased utilisation levels of internal plant that have previously not been identified and appropriately budgeted for.
- \$2,227,000 increase in Operational income for State Highway Maintenance works.
- \$669,000 increase in grants for Shire Roads, which is an increase in operational grants relating to flood damage and Emergency repair grant and a decrease in Capital grants due to updated flood claim data.
- \$1,114,000 increase for Bridges grant funding due to milestones being met.
- \$2,790,000 decrease as funding from State Government has been withdrawn. Refer to separate report on West Precinct Project.

Water & Sewerage Services

- \$512,000 increase in revenue due to disbursement from prior years of Joint Farming Operations profit.
- \$1,917,000 decrease due to grant income being recognised in prior financial year across Boggabri, Narrabri and Wee Waa water and sewer departments.
- \$150,000 increase in operational grant income as milestones have been met.

Infrastructure Delivery Expenditure (net increase in expenditure of \$2,953,000)Parks & Open Spaces

- \$73,000 increase in expenditure due to reduced staff vacancies.
- \$68,000 increase in water usage and plant charges.

Roads and Ancillary Services

- \$136,000 increase in employee expenses due to less vacant positions than anticipated.
- \$240,000 increase to expenditure for State Highway maintenance contract to engage contractor and \$100,000 reduction in general roads materials.
- \$642,000 increase in contractor expenses to project manage the Flood damage events from 2020 to 2022.

Water & Sewerage Services

- \$85,000 Increase due to replacement meters required across the shire.

Variation by Income Statement Category.Grants and Contributions – Operational

- The increase of \$7,696,000 is due to the \$5,500,000 received for RERRF, as well as the flood damage claims being classified as Operational as we have received more accurate information and have performed a revenue assessment as required.

Grants and Contributions – Capital

- The reduction in Capital Grants of \$10,553,000 is due to the removal of funding to match the reduction in expected capital expenditure and resulting milestone payments. There has also been a reclassification of flood damage claims to Operational following updated information. As required a revenue assessment has been undertaken and determined that these claims will be Operational Grants.

STATUTORY AND POLICY IMPLICATIONS

A Quarterly Budget Review is required under s203 of the *Local Government (General) Regulation 2021* (NSW).

CONSULTATION**External Consultation**

Nil.

Internal Consultation

- Executive and Senior Management.
- Manager Financial Services.

Narrabri Shire Council

Quarterly Budget Review Statement
 for the period 01/10/23 to 31/12/23

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Report by Responsible Accounting Officer

The following statement is made in accordance with *Clause 203(2) of the Local Government (General) Regulations 2021*:

It is my opinion that the Quarterly Budget Review Statement for Narrabri Shire Council for the quarter ended 31/12/23 indicates that Council's projected financial position at 30/06/24 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: _____

Date: 08/02/2024

Ted Harrington
Responsible Accounting Officer

Narrabri Shire Council

Quarterly Budget Review Statement

for the period 01/10/23 to 31/12/23

Income & Expenses Budget Review Statement

Budget Review for the quarter ended 31 December 2023

Income & expenses (Income Statement) - Council Consolidated

(\$000's)	Original	Approved Changes			Revised	Variations	Projected	Actual
	budget	Sep	Dec	Mar	budget	for this	year end	YTD
	2023/24	QBRS	QBRS	QBRS	2023/24	Dec Qtr	result	figures
Income								
Rates and annual charges	24,246	(33)			24,213	(142)	24,071	23,693
User charges and fees	7,025	169			7,249	2,652	9,901	5,450
Other revenues	2,158	160			2,318	620	2,938	1,722
Other income	196	49			245	(50)	195	60
Grants and contributions - operating	10,525	3,565			14,090	7,696	21,786	8,574
Grants and contributions - capital	27,405	3,200			30,605	(10,553)	20,052	3,738
Interest and investment revenue	2,081	439			2,520	-	2,520	1,522
Net gain from disposal of assets	171	-			171	-	171	-
Total income from continuing operations	73,862	7,549	-	-	81,411	223	81,634	44,759
Expenses								
Employee benefits and on-costs	18,752	864			19,616	(64)	19,552	12,629
Borrowing costs	249	-			249	1	250	30
Materials and services	18,692	3,425			22,117	(675)	21,442	11,155
Depreciation and amortisation	11,904	1,122			13,026	-	13,026	-
Impairment of receivables	-	-			-	-	-	-
Legal costs	94	15			109	73	182	52
Consultants	458	(151)			307	21	328	25
Other expenses	1,076	45			1,121	24	1,145	466
Total expenses from continuing operations	51,225	5,320	-	-	56,545	(620)	55,925	24,357
Net operating result from continuing operations	22,637	2,229	-	-	24,866	843	25,709	20,402
Net operating result from all operations	22,637	2,229	-	-	24,866	843	25,709	20,402
Net Operating Result before Capital Items	(4,768)	(971)	-	-	(5,739)	11,396	5,657	16,664

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

Budget review for the quarter ended 31 December 2023

Income & Expenses (Directorate Summary) - Council Consolidated

(\$000's)	Original	Approved Changes			Revised	Variations	Projected	Actual
	Budget	Sep	Dec	Mar	Budget	for this	Year End	YTD
		QBRS	QBRS	QBRS		Dec Qtr	Result	figures
Income								
General Purpose Revenue	24,659	280	-	-	24,939	-	24,939	15,471
Office of General Manager	283	51	-	-	334	47	381	269
Financial and Commercial Services	2,830	10	-	-	2,840	205	3,045	1,277
Planning and Sustainability	5,944	98	-	-	6,042	60	6,102	1,685
Infrastructure Delivery	43,660	7,467	-	-	51,127	2,268	53,395	28,541
Total income from continuing operations	77,376	7,906	-	-	85,282	2,580	87,862	47,243
Adjustment for Internal Income Budgeted	(3,343)	(357)			(3,700)	(2,357)	(6,057)	(2,484)
Adjustment for Capital Sales Budgeted	(171)				(171)			(171)
73,862	7,549	-	-	81,411	223	81,634	44,759	
Expenses								
Office of General Manager	3,668	538	-	-	4,206	34	4,240	2,122
Financial and Commercial Services	10,032	1,678	-	-	11,710	273	11,983	4,782
Planning and Sustainability	5,406	508	-	-	5,914	97	6,011	2,773
Infrastructure Delivery	35,462	2,953	-	-	38,415	1,333	39,748	17,164
Total expenses from continuing operations	54,568	5,677	-	-	60,245	1,737	61,982	26,841
Adjustment for Internal Income Budgeted	(3,343)	(357)			(3,700)	(2,357)	(6,057)	(2,484)
51,225	5,320	-	-	56,545	(620)	55,925	24,357	
Net operating result from continuing operations	22,637	2,229	-	-	24,866	843	25,709	20,402
Net operating result from all operations	22,637	2,229	-	-	24,866	843	25,709	20,402
Net Operating Result before Capital Items	(4,768)	(971)	-	-	(5,739)	11,396	5,657	16,664

This statement provides a summary of the budget movements of Council's service activities based on directorate responsibilities. The following pages (3-7) provides the services reported in Note B1-1 of Council's annual financial statements. This is broken down a further level (lines items in green font) to provide a better understanding of the costing components of the services where applicable.

Narrabri Shire Council

Quarterly Budget Review Statement

for the period 01/10/23 to 31/12/23

Detailed Income & Expenses Budget Review Statement by Directorate

Budget Review for the quarter ended 31 December 2023

Income & Expenses - General Purpose Income

(\$000's)	Original	Approved changes			Revised	Variations	Projected	Actual YTD figures
	budget	Sep	Dec	Mar	budget	for this	year end	
	2023/24	QBRS	QBRS	QBRS	2023/24	Dec Qtr	result	
Income								
Rates & Charges	14,803	6			14,809	-	14,809	14,613
Interest Investment Revenue	1,379	274			1,653	-	1,653	642
General Purpose (Untied) Grants	8,477	-			8,477	-	8,477	216
Total income from continuing operations	24,659	280	-	-	24,939	-	24,939	15,471
Expenses								
Rates & Charges					-		-	
Total expenses from continuing operations	-	-	-	-	-	-	-	-
Net operating result from all operations	24,659	280	-	-	24,939	-	24,939	15,471

Budget Review for the quarter ended 31 December 2023

Income & Expenses - Office of The General Manager

(\$000's)	Original	Approved Changes			Revised	Variations	Projected	Actual YTD figures
	Budget	Sep	Dec	Mar	Budget	for this	Year End	
	2023/24	QBRS	QBRS	QBRS	2023/24	Dec Qtr	Result	
Income								
Strategic Management	56	-			56	-	56	22
Governance & Risk	67	51	-	-	118	54	172	167
Governance	-	-			-	1	1	-
Risk	67	51			118	53	171	167
People & Values	160	-	-	-	160	(7)	153	80
People and Values Management	10	-			10	(7)	3	1
Organisational Development	150	-			150	-	150	79
Total Income from Continuing Operations	283	51	-	-	334	47	381	269
Expenses								
Strategic Management	1,139	151			1,290	21	1,311	659
Governance & Risk	1,766	228	-	-	1,994	97	2,091	1,013
Governance	1,004	122			1,126	43	1,169	661
Corporate Planning	244	70			314	49	363	140
Risk	518	36			554	5	559	212
People and Values	763	159	-	-	922	(84)	838	450
People and Values Management	408	159			567	1	568	335
Organisational Development	355	-			355	(85)	270	115
Total Expenses from Continuing Operations	3,668	538	-	-	4,206	34	4,240	2,122
Net operating result from all operations	(3,385)	(487)	-	-	(3,872)	13	(3,859)	(1,853)

Narrabri Shire Council

Quarterly Budget Review Statement

for the period 01/10/23 to 31/12/23

Detailed Income & Expenses Budget Review Statement by Directorate

Budget Review for the quarter ended 31 December 2023

Income & Expenses - Financial and Commercial Services

(\$000's)	Original	Approved Changes			Revised	Variations	Projected	Actual
	Budget	Sep	Dec	Mar	Budget	for this	Year End	YTD
	2023/24	QBRS	QBRS	QBRS	2023/24	Dec Qtr	Result	figures
Income								
Airport Services	333	25	-	-	358	89	447	181
Airport Management	-	-	-	-	-	5	5	4
Airsides Operations	290	25	-	-	315	80	395	170
Landside Operations	21	-	-	-	21	-	21	-
Aviation Fuel Facilities	22	-	-	-	22	4	26	7
Customer and Information Services	10	-	-	-	10	-	10	-
IT Technical Support	5	-	-	-	5	-	5	-
Customer Management	5	-	-	-	5	-	5	-
The Crossing Theatre (TCT)	1,102	22	-	-	1,124	24	1,148	556
TCT Management	1	5	-	-	6	-	6	3
TCT Cinemas & Front of House	406	25	-	-	431	-	431	200
The Crossing Café & Kitchen	300	(10)	-	-	290	30	320	169
TCT Events	395	2	-	-	397	(6)	391	184
Financial Services	131	-	-	-	131	-	131	24
Property Services	516	(5)	-	-	511	76	587	318
Property Management	397	(5)	-	-	392	53	445	256
Insurance Management	-	-	-	-	-	16	16	16
Saleyard Operations	19	-	-	-	19	-	19	13
Truck Wash Facilities	100	-	-	-	100	7	107	33
Swimming Pools	276	(32)	-	-	244	9	253	177
Swimming Pools Management	-	-	-	-	-	7	7	5
Swimming Pool Operations - Narrabri	221	(32)	-	-	189	1	190	139
Swimming Pool Operations - Wee Waa	29	-	-	-	29	-	29	17
Swimming Pool Operations - Boggabri	26	-	-	-	26	1	27	16
Fleet Management	462	-	-	-	462	7	469	21
Total Income from Continuing Operations	2,830	10	-	-	2,840	205	3,045	1,277
Expenses								
Airport Services	545	137	-	-	682	58	740	263
Airport Management	457	123	-	-	580	26	606	164
Airsides Operations	39	11	-	-	50	12	62	40
Landside Operations	36	3	-	-	39	(9)	30	24
Aviation Fuel Facilities	13	-	-	-	13	29	42	35
Customer and Information Services	1,821	400	-	-	2,221	(25)	2,196	1,076
Customer Management	491	63	-	-	554	75	629	389
IT Technical Support	1,173	(29)	-	-	1,144	(379)	765	311
IT Corporate Network	157	365	-	-	522	219	741	364
Records Management	-	1	-	-	1	60	61	12
The Crossing Theatre (TCT)	1,722	356	-	-	2,078	149	2,227	986
TCT Management	736	153	-	-	889	39	928	364
TCT Cinemas & Front of House	378	36	-	-	414	48	462	238
The Crossing Café & Kitchen	246	139	-	-	385	83	468	255
TCT Events	362	28	-	-	390	(21)	369	129
Financial Services	1,657	(14)	-	-	1,643	72	1,715	1,053
Property Services	2,653	326	-	-	2,979	(77)	2,902	1,393
Property Management	1,741	212	-	-	1,953	(108)	1,845	590
Insurance Management	487	34	-	-	521	-	521	570
Depot Management	147	33	-	-	180	27	207	133
Saleyard Operations	269	47	-	-	316	4	320	96
Truck Wash Facilities	9	-	-	-	9	-	9	4
Swimming Pools	1,562	145	-	-	1,707	12	1,719	843
Swimming Pools Management	128	3	-	-	131	-43	88	38
Swimming Pool Operations - Narrabri	977	103	-	-	1,080	54	1,134	577
Swimming Pool Operations - Wee Waa	263	4	-	-	267	(17)	250	120
Swimming Pool Operations - Boggabri	194	35	-	-	229	18	247	108
Fleet Management	72	328	-	-	400	84	484	832
Total Expenses from Continuing Operations	10,032	1,678	-	-	11,710	273	11,983	4,782
Net Operating Result from All Operations	(7,202)	(1,668)	-	-	(8,870)	(68)	(8,938)	(3,505)

Narrabri Shire Council

Quarterly Budget Review Statement

for the period 01/10/23 to 31/12/23

Detailed Income & Expenses Budget Review Statement by Directorate

Income & Expenses - Planning and Sustainability

(\$000's)	Original Budget	Approved Changes			Revised Budget	Variations for this		Projected Year End Result	Actual YTD figures
		Sep	Dec	Mar		Dec	Qtr		
		2023/24	QBRS	QBRS					
Income									
Planning and Development	5,025	35	-	-	5,060	64	5,124	1,149	
Statutory Land Use Planning	4,852	35			4,887	59	4,946	1,043	
Building Surveying and Certification	90	-			90	5	95	65	
Strategic Land Use Planning	83	-			83	-	83	41	
Economic Development	103	39	-	-	142	-	142	89	
Economic Development	5	17			22	-	22	3	
Northern NSW Inland Port (N2IP)	50	-			50	-	50	16	
Grants Administration	48	-			48	-	48	48	
Small Business Liaison	-	22			22	-	22	22	
Regulatory Enforcement	225	23	-	-	248	29	277	140	
Regulatory Enforcement	102	12			114	22	136	116	
Environmental Health	28	-9			19	(3)	16	2	
Weeds Management	-	20			20	10	30	22	
Weeds North West Action Program	95	0			95	-	95	-	
Tourism & Cultural Services	591	1	-		592	(33)	559	307	
Visitor Information Centre Operations	150	0			150	(30)	120	61	
Tourism Network Management	24	0			24	-	24	24	
Shire Marketing & Promotion	94	1			95	-	95	95	
Event Facilitation	67	0			67	(21)	46	3	
Community Development	153	0			153	8	161	8	
Libraries Management	103	0			103	10	113	111	
Communications	-	0			-	-	-	5	
Total Income from Continuing Operations	5,944	98	-	-	6,042	60	6,102	1,685	
Expenses									
Planning and Development	1,268	193	-		1,461	(39)	1,422	595	
Statutory Land Use Planning	448	182			630	9	639	271	
Building Surveying and Certification	245	(79)			166	(9)	157	87	
Strategic Land Use Planning	575	90			665	(39)	626	237	
Economic Development	1,149	(9)	-		1,140	11	1,151	628	
Economic Development	384	(78)			306	(21)	285	258	
Northern NSW Inland Port (N2IP)	147	1			148	2	150	31	
Grants Administration	322	4			326	7	333	212	
Small Business Liaison	296	64			360	23	383	127	
Regulatory Enforcement	816	132	-		948	68	1,016	523	
Regulatory Enforcement	479	126			605	62	667	307	
Weeds Management	70	6			76	6	82	56	
Weeds North West Action Program	267	-			267	-	267	160	
Tourism & Cultural Services	2,173	192	-		2,365	57	2,422	1,027	
Visitor Information Centre Operations	444	(25)			419	(27)	392	283	
Tourism Network Management	13	11			24	-	24	15	
Shire Marketing & Promotion	130	12			142	-	142	43	
Event Facilitation	142	(17)			125	1	126	35	
Community Development	326	101			427	(3)	424	158	
Libraries Management	771	21			792	32	824	333	
Communications	347	89			436	54	490	160	
Total Expenses from Continuing Operations	5,406	508	-	-	5,914	97	6,011	2,773	
Net operating result from all operations	538	(410)	-	-	128	(37)	91	(1,088)	

Narrabri Shire Council

Quarterly Budget Review Statement

for the period 01/10/23 to 31/12/23

Detailed Income & Expenses Budget Review Statement by Directorate

Budget Review for the quarter ended 31 December 2023

Income - Infrastructure Delivery

(\$000's)	Original	Approved Changes			Revised	Variations	Projected	Actual
	Budget	Sep	Dec	Mar	Budget	for this	Year End	YTD
	2023/24	QBRS	QBRS	QBRS	2023/24	Dec Qtr	Result	figures
Income								
Cemeteries	182	-	-	-	182	99	281	107
Cemeteries Management	-	-	-	-	-	83	83	2
Cemeteries Interment Services	182	-	-	-	182	-	182	97
Cemeteries Maintenance	-	-	-	-	-	16	16	8
Emergency Support	450	30	-	-	480	41	521	209
Emergency Service Agencies	450	30	-	-	480	7	487	209
Emergency Management	-	-	-	-	-	34	34	-
Parks & Open Spaces	1,626	197	-	-	1,823	(135)	1,688	221
Parks & Open Spaces Management	16	104	-	-	120	105	225	220
Open Space Maintenance	200	-	-	-	200	(200)	-	-
Sporting Facilities	1,410	93	-	-	1,503	(160)	1,343	1
Recreational Parks	-	-	-	-	-	120	120	-
Projects & Assets	188	(15)	-	-	173	(40)	133	4
Design & Investigation Services	65	(15)	-	-	50	(40)	10	-
Projects & Assets	123	-	-	-	123	-	123	4
Sewerage Services	4,157	878	-	-	5,035	(173)	4,862	4,824
Sewerage Management	299	163	-	-	462	-	462	592
Boggabri Sewerage Operations	412	321	-	-	733	(321)	412	397
Narrabri Sewerage Operations	2,662	29	-	-	2,691	512	3,203	3,071
Wee Waa Sewerage Operations	784	365	-	-	1,149	(364)	785	764
Solid Waste Management Services	5,652	(7)	-	-	5,645	212	5,857	4,990
Urban Waste Management	2,228	(121)	-	-	2,107	-	2,107	2,098
Narrabri Waste Depot	3,043	115	-	-	3,158	212	3,370	2,514
Rural Waste (incl Transfer Stations)	381	(1)	-	-	380	-	380	378
Roads & Ancillary Services	26,215	4,796	-	-	31,011	3,431	34,442	14,510
Roads Management	13	-	-	-	13	2,185	2,198	1,102
State Highway Maintenance Contract	773	-	-	-	773	2,227	3,000	1,905
Regional Roads Maintenance	5,657	-	-	-	5,657	-	5,657	1,184
Shire Roads Maintenance	12,273	4,796	-	-	17,069	669	17,738	8,196
Bridges Maintenance	917	-	-	-	917	1,114	2,031	2,031
Town Streets Maintenance	2,961	-	-	-	2,961	(2,790)	171	67
Footpaths	616	-	-	-	616	-	616	-
Kerb & Guttering	905	-	-	-	905	-	905	-
Quarries	2,100	-	-	-	2,100	-	2,100	-
Roads Private Works	-	-	-	-	-	26	26	25
Water Services	5,190	1,588	-	-	6,778	(1,167)	5,611	3,676
Water Management	1,273	266	-	-	1,539	160	1,699	909
Baan Baa Water Operations	34	5	-	-	39	(1)	38	31
Bellata Water Operations	56	5	-	-	61	1	62	61
Boggabri Water Operations	591	5	-	-	596	(42)	554	370
Gwabegar Water Operations	37	2	-	-	39	-	39	31
Narrabri Water Operations	2,495	1,299	-	-	3,794	(1,248)	2,546	1,762
Pilliga Water Operations	57	3	-	-	60	(1)	59	54
Wee Waa Water Operations	647	3	-	-	650	(36)	614	458
Total Income from Continuing Operations	43,660	7,467	-	-	51,127	2,268	53,395	28,541

Narrabri Shire Council

Quarterly Budget Review Statement

for the period 01/10/23 to 31/12/23

Detailed Income & Expenses Budget Review Statement by Directorate

Budget Review for the quarter ended 31 December 2023

Expenses - Infrastructure Delivery

(\$000's)	Original	Approved Changes			Revised	Variations		Projected	Actual
	Budget	Sep	Dec	Mar	Budget	for this	Year End		
	2023/24	QBRS	QBRS	QBRS	2023/24	Dec	Qtr	Result	YTD
									figures
Expenses									
Cemeteries	455	11	-	-	466	23		489	194
Cemeteries Management	84	4			88	3		91	33
Cemeteries Interment Services	66	7			73	19		92	51
Cemeteries Maintenance	305	-			305	1		306	110
Emergency Support	1,245	240	-	-	1,485	46		1,531	563
Emergency Service Agencies	1,126	(17)			1,109	46		1,155	531
Emergency Management	119	257			376	-		376	35
Parks & Open Spaces	3,185	298	-	-	3,483	153		3,636	1,999
Parks & Open Spaces Management	870	74			944	73		1,017	766
Open Space Maintenance	865	142			1,007	(4)		1,003	375
Sporting Facilities	377	4			381	68		449	245
Recreational Parks	312	58			370	4		374	187
Public Waste / Litter Control	82	13			95	-		95	51
Street Trees Program	155	-			155	-		155	82
Public Amenities & Monument Maintenance	375	4			379	2		381	203
Central Business District Maintenance	149	3			152	10		162	90
Projects & Assets	1,229	32	-	-	1,261	24		1,285	487
Design & Investigation Services	443	70			513	(52)		461	138
Projects & Assets	786	(38)			748	76		824	349
Sewerage Services	3,982	520	-	-	4,502	3		4,505	1,373
Sewerage Management	246	95			341	50		391	118
Boggabri Sewerage Operations	675	21			696	2		698	243
Narrabri Sewerage Operations	2,165	340			2,505	(49)		2,456	792
Wee Waa Sewerage Operations	896	64			960	-		960	220
Solid Waste Management Services	4,598	43	-	-	4,641	(27)		4,614	1,949
Urban Waste Management	1,522	2			1,524	3		1,527	427
Narrabri Waste Depot	2,098	24			2,122	(46)		2,076	1,101
Rural Waste (incl Transfer Stations)	978	17			995	16		1,011	421
Roads & Ancillary Services	16,238	1,085	-	-	17,323	943		18,266	8,195
Roads Management	6,365	468			6,833	180		7,013	2,835
State Highway Maintenance Contract	773	440			1,213	140		1,353	800
Regional Roads Maintenance	543	-			543	(30)		513	180
Shire Roads Maintenance	3,711	89			3,800	642		4,442	2,583
Bridges Maintenance	770	(48)			722	-		722	6
Town Streets Maintenance	1,192	30			1,222	-		1,222	794
Footpaths	219	15			234	-		234	20
Kerb & Guttering	525	37			562	-		562	17
Stormwater Management	291	13			304	-		304	-
Quarries	1,849	20			1,869	-		1,869	933
Roads Private Works	-	21			21	11		32	27
Water Services	4,530	724	-	-	5,254	168		5,422	2,404
Water Management	514	187			701	21		722	515
Baan Baa Water Operations	87	30	-		117	41		158	77
Bellata Water Operations	87	29			116	5		121	56
Boggabri Water Operations	574	78	-		652	60		712	383
Gwabegar Water Operations	74	11	-		85	4		89	27
Narrabri Water Operations	2,441	293			2,734	13		2,747	985
Pilliga Water Operations	80	15			95	5		100	37
Wee Waa Water Operations	673	81			754	19		773	324
Total Expenses from Continuing Operations	35,462	2,953	-	-	38,415	1,333		39,748	17,164
Net operating result from all operations	(1,853)	(11)	-	-	(1,864)	(2,654)		(1,876)	(818)

Narrabri Shire Council

Quarterly Budget Review Statement

for the period 01/10/23 to 31/12/23

Capital Budget Review Statement

Budget Review for the quarter ended 31 December 2023

Capital Expenditure by Activity - Council Consolidated

(\$000's)	Original	Approved changes				Revised	Variations	Projected	Actual
	Budget	Carry	Sep	Dec	Mar	Budget	for this	Year End	YTD
	2023/24	forwards	QBRS	QBRS	QBRS	2023/24	Dec Qtr	Result	Figures
Capital Expenditure									
Airport	210	-	-	-	-	210	-	210	93
Cemeteries	100	40	32	-	-	172	80	252	32
Economic Development	-	-	-	-	-	-	-	-	-
Fleet Management	3,700	-	-	-	-	3,700	-	3,700	1,575
Customer and Information Services	363	-	-	-	-	363	-	363	66
Parks & Open Spaces	4,829	483	(150)	-	-	5,162	354	5,516	258
Planning & Environment	25	-	-	-	-	25	-	25	-
Projects & Assets	50	-	-	-	-	50	-	50	-
Property Services	4,028	663	(1,065)	-	-	3,684	(1,058)	2,626	266
Regulatory Compliance	40	205	(25)	-	-	220	8	228	241
Sewerage Services	243	586	150	-	-	979	(223)	756	159
Solid Waste Management	875	747	100	-	-	1,722	(740)	982	192
Swimming Pools	220	64	(1)	-	-	283	(1)	282	62
Tourism & Cultural Services	194	62	125	-	-	381	-	381	6
The Crossing Theatre	710	-	40	-	-	750	-	750	30
Roads & Ancillary Services	30,167	2,877	(377)	-	-	32,667	(7,306)	25,361	6,741
Water Supplies	525	1,451	(35)	-	-	1,941	-	1,941	77
Loan Repayments (Principal) - General	780	-	-	-	-	780	-	780	308
Total capital expenditure	47,059	7,178	(1,206)	-	-	53,089	(8,886)	44,203	10,106

Budget Review for the quarter ended 31 December 2023

Capital Budget - Council Consolidated

(\$000's)	Original	Approved changes				Revised	Variations	Projected	Actual
	Budget	Carry	Sep	Dec	Mar	Budget	for this	Year End	YTD
		forwards	QBRS	QBRS	QBRS		Dec Qtr	Result	Figures
Capital Expenditure									
New Assets									
- Plant & Equipment	790	-	-	-	-	790	-	790	31
- Land & Buildings	2,029	579	370	-	-	2,978	(1,240)	1,738	117
- Roads, Bridges, Footpaths	2,794	164	-	-	-	2,958	(72)	2,886	26
- Water & Sewerage Assets	200	350	(24)	-	-	526	(105)	421	-
- Other	4,061	545	(234)	-	-	4,372	(50)	4,322	172
Renewal Assets (Replacement)									
- Plant & Equipment	4,405	22	48	-	-	4,475	(21)	4,454	1,651
- Land & Buildings	2,104	331	(1,050)	-	-	1,443	25	1,468	469
- Roads, Bridges, Footpaths	28,073	2,714	(353)	-	-	30,434	(7,504)	22,930	6,718
- Water & Sewerage Assets	568	1,687	(225)	-	-	2,030	(118)	1,912	197
- Other	1,255	786	262	-	-	2,303	199	2,502	417
Loan Repayments (Principal) - General	780	-	-	-	-	780	-	780	308
Total Capital Expenditure	47,059	7,178	(1,206)	-	-	53,089	(8,886)	44,203	10,106
Capital Funding									
Rates & other untied funding	781	-	-	-	-	781	-	781	308
Capital grants & contributions	24,405	2,251	(1,981)	-	-	24,675	(7,578)	17,097	4,305
Reserves:									
- External restrictions/reserves	14,088	2,947	1,686	-	-	18,721	(1,150)	17,571	3,395
- Internal restrictions/reserves	6,885	1,780	(711)	-	-	8,012	(158)	7,854	2,098
New loans	-	200	(200)	-	-	-	-	-	-
Receipts from sale of assets									
- Plant & equipment	900	-	-	-	-	900	-	900	-
Total capital funding	47,059	7,178	(1,206)	-	-	53,089	(8,886)	44,203	10,106
Net capital funding - surplus/(deficit)	-	-	-	-	-	-	-	-	-

Narrabri Shire Council

Quarterly Budget Review Statement
for the period 01/10/23 to 31/12/23

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

Budget Review for the quarter ended 31 December 2023

(\$000's)	Current Projection		Original	Actuals
	Amounts	Indicator	Budget	2022/23

NSW local government industry key performance indicators (OLG):

1. Operating performance				
Operating revenue (excl. capital) - operating expenses	5657	9.2 %	-10.3 %	12.9 %
Operating revenue (excl. capital grants & contributions)	61582			

This ratio measures Council's achievement of containing operating expenditure within operating revenue.



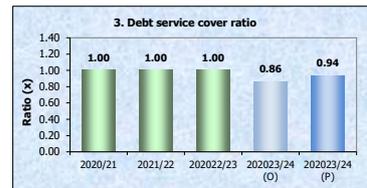
2. Own source operating revenue				
Operating revenue (excl. ALL grants & contributions)	39796	48.7 %	48.6 %	42.4 %
Total Operating revenue (incl. capital grants & cont)	81634			

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



3. Debt service cover ratio				
Operating result before interest & dep. exp (EBITDA)	12433	0.94	0.86	1.00
Principal repayments + borrowing interest costs	13276			

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments.



Cash & Investments Budget Review Statement

Budget Review for the quarter ended 31 December 2023

Cash & Investments - Council Consolidated

Reconciliation Status

The YTD Cash & Investment figure reconciles to the actual balances held as follows:

	59,939
Cash at Bank (as per bank statements)	1,559
Investments On Hand	67,000
Reconciled Cash at Bank and Investments	68,559

Narrabri Shire Council

Quarterly Budget Review Statement
for the period 01/10/23 to 31/12/23

Contracts Budget Review Statement

Budget Review for the quarter ended 31 December 2023

Part A - Contracts listing - contracts entered into during the quarter

Contractor	Contract detail & purpose		Contract value	Start date	Duration of contract	Budgeted (Y/N)	Notes
JR & EG Richards Pty Ltd	2022-23-50	Waste Management Services	11,000,000	01/10/23	7 years	Y	
WTC Earthmoving	2023-24-04	Old Narrabri Rd SR61 Intersection Re-alignment	1,264,906	30/10/23	4 months	Y	
Ramec Pty Ltd	2023-24-03	Construction of Caloola Rd Realignment	158,000	20/11/23	1 month	Y	

Notes:

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

Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (actual dollars)	Budgeted (Y/N)
Consultants	23,000	Y
Legal Fees	71,000	Y

Definition of a consultant:

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

14.7 RESOLUTIONS REGISTER - NOVEMBER TO DECEMBER 2023

Responsible Officer: Jason Townsend, Manager Governance and Risk

Author: Alice Gemmell-Smith, Senior Governance Advisor

Attachments:

1. Resolution Register - Outstanding as at 21 February 2024  
2. Resolution Register - Completed as at 21 February 2024  

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 February 2024, is therefore presented to Council.

RECOMMENDATION

1. That Council receive and note the outstanding Resolutions Register as at 21 February 2024.
2. That Council receive and note the completed Resolutions Register as at 21 February 2024.

BACKGROUND

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

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

CURRENT SITUATION

The outstanding register has been updated as at 21 February 2024 and is attached to this report. This register lists the outstanding resolutions and action items, as well as a comment on current status. Some of the resolutions and action items are historical and, where no action is possible, a report will be brought to Council seeking resolution.

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

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

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

Nil.

CONSULTATION

Nil.

External Consultation

Nil.

Internal Consultation

- Executive Management.
- Senior Management.



Outstanding Actions

No.	Start Date	Minute	Report Title	Resolution	Responsible Officer	Original Target Date	Revised Target Date	Current Status
1	22/08/2023	213/2023	Proposed Amendment to Narrabri Local Environmental Plan (LEP) 2012 – Additional Permitted Use	<p>MINUTE 213/2023</p> <p>Moved: Cr Brett Dickinson Seconded: Cr Darrell Tiemens</p> <ol style="list-style-type: none"> That Council prepare a Planning Proposal to amend the Narrabri Local Environmental Plan 2012, pursuant to section 3.33 of the <i>Environmental Planning and Assessment Act 1979 (NSW)</i> to permit the land use ‘retail premises’ on Lots 10 and 11 in DP1242823, 10 and 11 Caroline Way, Narrabri. That Council forward the Planning Proposal to the NSW Department of Planning and Environment accompanied by a request for gateway determination pursuant to section 3.34 of the <i>Environmental Planning and Assessment Act 1979 (NSW)</i>. That Council undertake community and government agency consultation in accordance with the requirements of the gateway determination and Council’s adopted Policy. That Council consider a further report on the results of the community consultation. 	Director Planning and Sustainability	21/09/2023	31/03/2024	<p>25 Jan 2024 11:16am Manager Planning and Development – Target Date Revision</p> <p>Target date changed by Manager Planning and Development from 31 December 2023 to 31 March 2024 – Meeting with DPE held and initial support given. Review of LEP making guideline and Draft proposal to be prepared for gateway lodgement.</p>



Outstanding Actions

No.	Start Date	Minute	Report Title	Resolution	Responsible Officer	Original Target Date	Revised Target Date	Current Status
2	22/11/2022	373/2022	Notice of Motion – Wee Waa Lagoon Bridge Extension	<p>MINUTE 373/2022</p> <p>Moved: Cr John Clements Seconded: Cr Brett Dickinson</p> <p>1. That Narrabri Shire Council seek funding under the NSW Betterment fund or similar State or Commonwealth resilience fund for the following purposes:</p> <ul style="list-style-type: none"> (a) To fully investigate and develop costed plans (not engineering) to extend the Wee Waa lagoon bridge south past Harris Lane. This being to remove the isolation caused to residents and businesses by the inundation of this section of road; (b) To fully investigate whether with a Lagoon creek bridge extension, an increase in the road height at Bohena Creek would be justified; (c) To fully investigate and develop costed plans (not engineering) to raise the road height by bridge or culvert on the Kamilaroi highway east of Wee Waa at Glencoe channel road crossing, Glenarvon floodway; (d) That investigations include assessment of the reduction in isolation and financial and other impacts on individual and business due to isolation caused by flood waters; (e) That a local reference committee be set up at the appropriate time to utilise local knowledge. 	Director Infrastructure Delivery	22/12/2022	31/07/2024	22 Jan 2024 9:28am Director Infrastructure Delivery RFQ for specialist flood modelling consultant to be advertised January 2024.



Outstanding Actions

No.	Start Date	Minute	Report Title	Resolution	Responsible Officer	Original Target Date	Revised Target Date	Current Status
3	31/10/2023	282/2023	Mary's Mount Quarry Modification Update (Gunnedah Shire Council LGA)	<p>MINUTE 282/2023</p> <p>Moved: Cr Lisa Richardson Seconded: Cr John Clements</p> <ol style="list-style-type: none"> That Council receive and note the report providing an update on the proposed modification to a development application (DA) for the Marys Mount Quarry located in the Gunnedah Shire Council local government area. That Council authorise the General Manager to issue a further submission to Gunnedah Shire Council in line with the contents of this Report. 	Director Infrastructure Delivery	30/11/2023	30/11/2023	22 Jan 2024 9:26am Director Infrastructure Delivery Consultant engaged to provide specialist technical advice in regards to the road degradation. This is expected to be completed early February 2024.
4	27/09/2022	293/2022	Notice of Motion - Roads	<p>MINUTE 293/2022</p> <p>Moved: Cr John Clements Seconded: Cr Lisa Richardson</p> <ol style="list-style-type: none"> That NSC investigate and report on the following; <ol style="list-style-type: none"> Road repair and construction workforce adequacy. Adequacy of current plant and equipment to the capacity to repair and maintain our roads. Adequacy of current arrangements with external contractors as far a support for the repair and maintenance of NSC roads. A full list of culverts in need of repair or upgrade to concrete base. The current state of all negotiations with state disaster recovery funding processes. Funds held currently for road repair. That Council fully supports and recognises the efforts of staff in this area. 	Director Infrastructure Delivery	27/10/2022	31/07/2024	22 Jan 2024 9:28am Director Infrastructure Delivery Scoping Document to be completed end of January 2024.



Outstanding Actions

No.	Start Date	Minute	Report Title	Resolution	Responsible Officer	Original Target Date	Revised Target Date	Current Status
5	19/12/2023	352/2023	Applications for Community Financial Assistance Grant (CFAG) Round 2 2023-24	<p>MINUTE 352/2023</p> <p>Moved: Cr Lisa Richardson Seconded: Cr Catherine Redding</p> <p>1. That Council receives the applications for the Community Financial Assistance Grant (CFAG) Round 2, 2023-24 and a total of \$42,460.51 funds be allocated from the 63151 – Donations Community Assistance Scheme to the following applicants as detailed in the report and merit checklist:</p> <ul style="list-style-type: none"> a. Applicant 1 - \$5,000 b. Applicant 2 - \$5,000 and internal transfer of \$1500 c. Applicant 3 - \$500 d. Applicant 4 - \$4,000 e. Applicant 5 - \$5,000 f. Applicant 6 - \$5,000 g. Applicant 7 - \$4,400 and internal transfer of \$990 h. Applicant 8 - \$2,718.28 i. Applicant 9 – Application does not meet criteria. j. Applicant 10 - \$8,352.23 <p>2. That Round 3 2023-24 of the CFAG be advertised as having \$30,000 available for distribution for eligible entities and proposals.</p>	Grants Officer	18/01/2024	18/01/2024	<p>29 Jan 2024 10:17am Senior Governance Advisor</p> <p>Round 2 applicants have been formally notified of the results of the November Council meeting minute 352/2023, • Entities are proceeding with EFTSure verification and have been given draft Funding Deeds, Invitations have been issued to attend the February 2024 Round 2 Funding Deed ceremony, Round 3 CFAG has been opened on Council’s website https://www.narrabri.nsw.gov.au/Our-Community/Donations-and-Grant-Opportunities/Community-Financial-Assistance-Grants, Round 1 applicants have been sent their acquittal documentation.</p>



Outstanding Actions

No.	Start Date	Minute	Report Title	Resolution	Responsible Officer	Original Target Date	Revised Target Date	Current Status
6	19/12/2023	353/2023	Licence for Charging Stations for Electric Vehicles - Visitor Information Centre (VIC) Car Park	<p>MINUTE 353/2023</p> <p>Moved: Cr Rohan Boehm Seconded: Cr Lisa Richardson</p> <ol style="list-style-type: none"> That Council enter into a licence agreement with Tesla Motors Australia Pty Ltd (Tesla) for part lot 11 DP 1060622, crown reserve 1005349 known as 117 Tibbereena Street Narrabri as indicatively identified in Attachment 1. That the licence agreement be for a term of 5 years with 2 x 5 years options. That the licence fee for the term of the licence is set at \$1 per annum plus GST, with an annual rent review. That Council delegate the authority to the General Manager to enter into the licence agreement and execute relevant documentation in accordance with this resolution. 	Manager Commercial Services	18/01/2024	18/01/2024	21 Feb 2024 7:47am Manager Commercial Services Further negotiations to take place with Tesla Motors.
7	19/12/2023	341/2023	Boggabri CBD, Vickery Park to Anzac Park Master Plan	<p>MINUTE 341/2023</p> <p>Moved: Cr Lisa Richardson Seconded: Cr Brett Dickinson</p> <ol style="list-style-type: none"> That Council endorse the draft Boggabri CBD, Vickery Park to Anzac Park Master Plan to be placed on public exhibition for a period of at least 28 days (until 15 February 2024), and during the exhibition period call for and accept submissions from the public on the plan. That a report be returned to Council following the conclusion of the Public Exhibition Period to the next available Ordinary Council Meeting. 	Manager Parks and Open Spaces	18/01/2024	15/02/2024	20 Feb 2024 4:09pm Senior Governance Advisor A report is to be received in the February 2024 OCM at the conclusion of the Public Exhibition.



Outstanding Actions

No.	Start Date	Minute	Report Title	Resolution	Responsible Officer	Original Target Date	Revised Target Date	Current Status
8	26/04/2022		Narrabri Underground Voluntary Planning Agreement (VPA) Update	<p>MINUTE CO-080/2022</p> <p>Moved: Cr Rohan Boehm Seconded: Cr Brett Dickinson</p> <p>1. That Council accept the \$2.603 million Voluntary Planning Agreement offer from Whitehaven Coal dated 27 January 2022, as negotiated for the Narrabri Underground mine and this motion remain confidential until such time as the matter is concluded</p>	Manager Planning and Development	26/05/2022	29/02/2024	25 Jan 2024 11:08am Manager Planning and Development Followed up by email to see if Whitehaven have any update from their legal team as yet. Awaiting response.
9	19/12/2023	347/2023	Draft Drought Management Plan	<p>MINUTE 347/2023</p> <p>Moved: Cr Rohan Boehm Seconded: Cr Brett Dickinson</p> <p>1. That Council endorse the draft Narrabri Shire Council Drought Management Plan to be placed on public exhibition for a period of at least 28 days, and during the exhibition period call for and accept submissions from the public on the plan.</p> <p>2. That a report be returned to Council following the conclusion of the Public Exhibition Period to the next available Ordinary Council Meeting.</p> <p>3. That Council note the Drought Management Plan will undergo corporate branding prior to Adoption.</p>	Manager Water Services	18/01/2024	18/01/2024	20 Feb 2024 4:10pm Senior Governance Advisor A report will be received at the March 2024 OCM at the conclusion of the public exhibition period.



Outstanding Actions

No.	Start Date	Minute	Report Title	Resolution	Responsible Officer	Original Target Date	Revised Target Date	Current Status
10	25/09/2018	224/2018	Acquisition of Land for Expansion for Narrabri Landfill	<p>MINUTE 224/2018</p> <p>Moved: Cr Maxine Booby Seconded: Cr Cameron Staines</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Commence action by negotiation or compulsory acquisition to acquire a 15-metre wide strip of land having a total area of approximately one (1) hectare adjoining the Narrabri Landfill site, being part of Lot 153 in DP588798. 2. Authorise the General Manager to negotiate a sale price in accordance with advice from an independent Certified Practising Valuer, and meet all reasonable survey and legal costs associated with this acquisition. 3. Make all necessary arrangements to: <ol style="list-style-type: none"> a. Classify the land as operational land in accordance with section 31 of the Local Government Act 1993. b. Apply its Common Seal to any necessary documents relating to the acquisition. 	Manager Commercial Services	09/10/2018	01/06/2023	<p>21 Feb 2024 7:42am Manager Commercial Services</p> <p>Constructive Solutions arranged for Geotechnical testing to be carried out this has now been completed and the report has now been received. Awaiting further discussions between council and landowner.</p>



Outstanding Actions

No.	Start Date	Minute	Report Title	Resolution	Responsible Officer	Original Target Date	Revised Target Date	Current Status
11	23/08/2022	CO-282/2022	Road Opening and Closure at 3206 Killarney Gap Road Narrabri	<p>MINUTE CO-282/2022</p> <p>Moved: Cr Rohan Boehm Seconded: Cr Catherine Redding</p> <p>1. That Council;</p> <ul style="list-style-type: none"> a. approve the proposed land swap with the landowner noted within this report. b. completes the required Council Road Closure Process under Part 4 Division 3 of the <i>Roads Act 1993</i> (NSW). c. completes the required Council Road Opening Process under Part 2 Division 1 of the <i>Roads Act 1993</i> (NSW). d. prepares a Plan of First Title Creation and takes all steps required to complete registration by the Land Registry Services NSW. e. authorise the General Manager to sign all relevant documents required to effect the road opening and closure and land swap. 	Manager Commercial Services	22/09/2022	31/03/2023	21 Feb 2024 7:46am Manager Commercial Services Statement of Title Particulars and signed plan has been lodged with LRS as of 24 May 2023, no further update has been received.



Outstanding Actions

No.	Start Date	Minute	Report Title	Resolution	Responsible Officer	Original Target Date	Revised Target Date	Current Status
12	23/02/2021	038/2021	Provision Of New Doctors Residence in Boggabri	<p>MINUTE 038/2021</p> <p>Moved: Cr Lloyd Finlay Seconded: Cr Maxine Booby</p> <ol style="list-style-type: none"> That Council provide a suitable prefabricated home on vacant Council land at 37 Dalton Street Boggabri, at an estimated cost of \$274,800. That the provision of the home be funded from the Maules Creek Coal Voluntary Planning Agreement (VPA) for Boggabri Community projects. That Council upon the successful completion of the new residence, place 29 Laidlaw St, Boggabri for sale with an authorised real estate agent in its current condition; any profits from sale are to be placed into a reserve for Community Projects within Boggabri. That rental income received from 37 Dalton Street, Boggabri be placed into a reserve (restricted) for maintenance and upkeep of the 37 Dalton Street Boggabri. That Council approve the use of the Council Seal for all relevant documents to enact this resolution. 	Manager Commercial Services	09/03/2021	01/07/2023	21 Feb 2024 7:43am Manager Commercial Services Council has been negotiating with Ochre Health on possible land acquisition however awaiting advice from Governance.
13	22/03/2022	070/2022	Council Committees	<p>MINUTE 070/2022</p> <p>Moved: Cr John Clements Seconded: Cr Darrell Tiemens</p> <ol style="list-style-type: none"> That Council hold a workshop to consider the formation of Council standing committees. 	Manager Governance and Risk	21/04/2022	30/06/2023	20 Feb 2024 3:19pm Manager Governance and Risk On advice from GM that matter is currently on hold.



Outstanding Actions

No.	Start Date	Minute	Report Title	Resolution	Responsible Officer	Original Target Date	Revised Target Date	Current Status
14	26/02/2019	025/2019	Single Property - Amendment to Local Government Boundary	<p>MINUTE 025/2019</p> <p>Moved: Cr Ron Campbell Seconded: Cr Maxine Booby</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Support the proposed boundary change. 2. Seek a Council resolution from Moree Plains Shire Council that also supports the boundary change. 3. Authorise making a joint proposal to the Minister for Local Government and His Excellency the Governor of New South Wales. 4. Request a provision for the payment of any outstanding rates and charges to be included in a proclamation to affect the boundary change. 	Finance Coordinator	12/03/2019	30/06/2023	<p>21 Feb 2024 10:08am Senior Governance Advisor</p> <p>Rates are awaiting the Boundary Commission to Gazette the change. No response has been received from the Boundary Commission, a follow up email has been sent.</p>



Resolution Register (Completed)

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

Council

Printed:
21 February 2024
10:54 AM

No.	Start Date	Minute	Report Title	Resolution	Responsible Officer	Target Date	Completed	Current Status
1	19/12/2023	348/2023	Notice of Motion - Rangari Road Advocacy	<p>MINUTE 348/2023</p> <p>Moved: Cr Lisa Richardson Seconded: Cr Rohan Boehm</p> <ol style="list-style-type: none"> That Council write to and organise a meeting with the local member, Mr Roy Butler, relevant ministers (both Federal and State) and any other relevant parties as needed in order to seek funding or co-funding to seal Rangari road MR357, including Bollol creek crossing. That Council simultaneously investigate if/how much monetary value could be co-contributed and identify any grants to possible and apply as required. 	Director Infrastructure Delivery	18/01/2024	22/01/2024	22 Jan 2024 9:31am Director Infrastructure Delivery - Completion Completed by Director Infrastructure Delivery (action officer) on 22 January 2024 at 9:31:41 AM - Complete.
2	19/12/2023	332/2023	Mayoral Minute - Duck Creek Pilliga Fire	<p>MINUTE 332/2023</p> <p>Moved: Cr Darrell Tiemens</p> <p>I, as the Mayor of Narrabri Shire Council, hereby move the following motion:</p> <ol style="list-style-type: none"> Gratitude to Volunteers and Emergency Services: This Council extends its heartfelt thanks to all the members of the Narrabri Shire Community who have assisted with the fire emergency, volunteers, firefighters (both volunteers and full-time staff) from all over the State, the aviation crew, members of all support agencies, and the local NSW Police team. Their tireless efforts and dedication in managing the challenging Duck Creek Pilliga fire are immensely appreciated. 	Director Infrastructure Delivery	18/01/2024	22/01/2024	22 Jan 2024 9:29am Director Infrastructure Delivery - Completion Completed by Director Infrastructure Delivery (action officer) on 22 January 2024 at 9:29:51 AM - Complete.



Resolution Register (Completed)

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

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No.	Start Date	Minute	Report Title	Resolution	Responsible Officer	Target Date	Completed	Current Status
				<p>2. Community Acknowledgement: On behalf of the Narrabri community, we extend a big thank you to all the fire crews. We recognise the difficult days ahead and deeply value the continued commitment and bravery displayed in these trying times.</p> <p>3. Special Recognition: A special note of thanks is directed to our own Director of Infrastructure, Eloise Chaplin, for her exemplary leadership in chairing the daily Local Emergency Management Committee meetings. Additionally, we commend the other Narrabri Shire staff who have been assisting the LEMC.</p> <p>4. Council Staff Appreciation: A profound thank you to all Narrabri Shire Council staff who have committed long, exhausting hours. Their crucial roles in supporting fire crews, managing road closures, maintaining communications, and providing logistical support to emergency services teams have been pivotal in our collective response to this emergency.</p> <p>This motion recognises the extraordinary efforts of everyone involved in combating the Duck Creek Pilliga fire. Their dedication not only demonstrates their professionalism but also their deep commitment to our community. As Mayor, I express my</p>				



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				sincerest gratitude on behalf of the Council and the residents of Narrabri Shire.				
3	19/12/2023	349/2023	Notice of Motion - Mount Kaputar Road Advocacy	<p>MINUTE 349/2023</p> <p>Moved: Cr Lisa Richardson Seconded: Cr Rohan Boehm</p> <ol style="list-style-type: none"> That Council write to and organise a meeting with the local member, Mr Roy Butler, relevant ministers (both Federal and NSW) and any other relevant parties as needed in order to seek funding or co-funding to seal and upgrade Mt Kaputar Road SR005. That Council simultaneously investigate if/how much monetary value could be co-contributed and identify any grants to possible and apply as required. 	Director Infrastructure Delivery	18/01/2024	22/01/2024	22 Jan 2024 9:33am Director Infrastructure Delivery – Completion Completed by Director Infrastructure Delivery (action officer) on 22 January 2024 at 9:33:04 AM – Complete.
4	26/09/2023	256/2023	Applications for the Community Financial Assistance Grant CFAG Round 1 2023-24	<p>MINUTE 256/2023</p> <p>Moved: Cr Rohan Boehm Seconded: Cr Brett Dickinson</p> <ol style="list-style-type: none"> That Council receives the applications for Community Financial Assistance Grant (CFAG) Round 1 2023-24 and funds a total of \$16,093 towards the following applicants, as detailed in the report, from the Donations Community Assistance Scheme for: <ol style="list-style-type: none"> Applicant 1; Applicant 2; Applicant 3; Applicant 4; Applicant 5; and Applicant 6. 	Grants Officer	26/10/2023	20/02/2024	20 Feb 2024 4:07pm Senior Governance Advisor – Completion Completed by Senior Governance Advisor on behalf of Grants Officer (action officer) on 20 February 2024 at 4:07:30 PM – Actions completed in accordance with the terms of Council’s previous resolution.



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5	19/12/2023	346/2023	2022/2026 Youth Strategy – Public Exhibition	<p>MINUTE 346/2023</p> <p>Moved: Cr Lisa Richardson Seconded: Cr Brett Dickinson</p> <p>1. That Council endorse the draft 2022/2026 Youth Strategy to be placed on Public Exhibition for a period of at least 28 days, and during the exhibition period call for and accept submissions from the public on the draft document.</p> <p>2. That a report be returned to Council following the conclusion of the Public Exhibition Period to the next available Ordinary Council Meeting.</p>	Senior Governance Advisor	18/01/2024	16/02/2024	16 Feb 2024 5:54pm Senior Governance Advisor– Completion Completed by Senior Governance Advisor (action officer) on 16 February 2024 at 5:54:56 PM – Public Exhibition period for the Youth Strategy closed on 1 February 2024. Only 1 late submission was received.
6	28/03/2023	052/2023	Notice of Motion – Security in Wee Waa	<p>MINUTE 052/2023</p> <p>Moved: Cr Brett Dickinson Seconded: Cr John Clements</p> <p>1. That as a matter of urgency:</p> <p>(a) The Council reports on the possibility of installing back to base monitoring of Council Cameras in Wee Waa to allow 24/7 access for the NSW Police.</p> <p>(b) The Council reports on the possibility of purchasing a mobile camera system for Wee Waa which would allow the Police to monitor trouble spots in Wee Waa (as well as any other spots within the Shire).</p> <p>(c) That Council seek grant funding for potential purchase of the items referred to above.</p>	Director Financial and Commercial Services	31/12/2023	20/02/2024	20 Feb 2024 4:06pm Senior Governance Advisor – Completion Completed by Senior Governance Advisor on behalf of Director Financial and Commercial Services (action officer) on 20 February 2024 at 4:06:40 PM – Item completed in accordance with the terms of Council’s previous resolution. Refer specifically to contents of separate report in relation to the Narrabri Crime Prevention Plan and corresponding supporting report: “CCTV As a Crime Prevention Tool”.



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7	19/12/2023	340/2023	Submission on the Local Government Remuneration Tribunal's 2024 Review of Local Government Remuneration	MINUTE 340/2023 Moved: Cr Catherine Redding Seconded: Cr Ron Campbell 1. That Council endorse the submission to the 2024 Review of Local Government Remuneration as shown as Attachment 1 to this Report.	Director Financial and Commercial Services	18/01/2024	04/01/2024	04 Jan 2024 4:00pm Senior Governance Advisor- Completion Completed by Senior Governance Advisor on behalf of Director Financial and Commercial Services (action officer) on 04 January 2024 at 4:00:33 PM - Submission signed by GM and sent to the NSW Local Government Remuneration Tribunal on 20 December 2023 (ECM 2122240).
8	19/12/2023	336/2023	Investment Report - November 2023	MINUTE 336/2023 Moved: Cr Catherine Redding Seconded: Cr Ron Campbell 1. That Council note the Investment Report for November 2023.	Director Financial and Commercial Services	18/01/2024	04/01/2024	04 Jan 2024 3:57pm Senior Governance Advisor- Completion Completed by Senior Governance Advisor on behalf of Director Financial and Commercial Services (action officer) on 04 January 2024 at 3:57:47 PM - No further action require.
9	19/12/2023	338/2023	Financial Statements Rectification Plan	MINUTE 338/2023 Moved: Cr John Clements Seconded: Cr Ron Campbell 1. That Council note the progress of the Financial Statements Rectification Plan.	Director Financial and Commercial Services	18/01/2024	20/02/2024	20 Feb 2024 4:09pm Senior Governance Advisor - Completion Completed by Senior Governance Advisor on behalf of Director Financial and Commercial Services (action officer) on 20 February 2024 at 4:09:27 PM - No further action required.
10	19/12/2023	337/2023	Monthly Financial Report - November 2023	MINUTE 337/2023 Moved: Cr Rohan Boehm Seconded: Cr Brett Dickinson 1. That Council note the Monthly Financial reports for November 2023.	Director Financial and Commercial Services	18/01/2024	04/01/2024	04 Jan 2024 3:58pm Senior Governance Advisor- Completion Completed by Senior Governance Advisor on behalf of Director Financial and Commercial Services (action officer) on 04 January 2024 at 3:58:19 PM - No further action require.



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11	19/12/2023	339/2023	Planning and Development Report - November 2023	<p>MINUTE 339/2023</p> <p>Moved: Cr Brett Dickinson Seconded: Cr Catherine Redding</p> <ol style="list-style-type: none"> That Council receive the Planning and Development Report for November 2023. That Council receive and note Andrew Watson's written resignation from the Floodplain Risk Management Committee dated 7 November 2023 and thanks him for his service to the Committee. That Council calls for an Expression of Interest to fill the vacant position on the Narrabri Floodplain Risk Management Committee. 	Manager Planning and Development	18/01/2024	25/01/2024	25 Jan 2024 11:04am Manager Planning and Development - Completion Completed by Manager Planning and Development (action officer) on 25 January 2024 at 11:04:31 AM - noted



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No.	Start Date	Minute	Report Title	Resolution	Responsible Officer	Target Date	Completed	Current Status
12	26/09/2023	257/2023	Mayoral Minute - General Manager Annual Performance Review - period September 2022 to September 2023	<p>MINUTE 257/2023</p> <p>Moved: Cr Rohan Boehm Seconded: Cr Brett Dickinson</p> <ol style="list-style-type: none"> That the record of performance assessment prepared by Local Government NSW Management Solutions as noted in the General Manager’s Performance Agreement for September 2022 to September 2023 be submitted to Council for information. That it be noted, in the opinion the General Manager’s Performance Review Panel, the General Manager, Rob Williams is performing at a level that is between a Meets Expectations and an Area of Strength rating, in terms of the Rating Scale within the Agreement. Note the findings of the Panel on the General Manager’s Annual Personal Performance Review for the period ending September 2023. That the Mayor be delegated the authority to approve changes to the components of the General Manager’s current contract to reflect the determination of the General Manager’s Performance Review Panel, noting that the changes equate to an increase to the General Manager’s Total Remuneration Package. 	Executive Assistant	26/10/2023	17/01/2024	17 Jan 2024 4:31pm Executive Assistant - Completion Completed by Executive Assistant (action officer) on 17 January 2024 at 4:31:02 PM - actioned, please close



Resolution Register

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13	31/10/2023	268/2023	Mayoral Christmas Function	MINUTE 268/2023 Moved: Cr John Clements Seconded: Cr Catherine Redding 1. That Council approve a revised Catering – Civic Functions budget of \$7,500 of which \$4,000 is to be used for catering of a Mayoral Christmas civic function at The Crossing Theatre to be held on Friday, 8 December 2023.	Executive Assistant	30/11/2023	17/01/2024	17 Jan 2024 4:32pm Executive Assistant – Completion Completed by Executive Assistant (action officer) on 17 January 2024 at 4:32:18 PM – noted and actioned
14	28/11/2023	321/2023	Access and Inclusion Advisory Committee–New members	MINUTE 321/2023 Moved: Cr Catherine Redding Seconded: Cr Lisa Richardson 1. That Council endorse the appointment of Applicant 1 and 2 to the Access and Inclusion Advisory Committee.	Community Development Coordinator	28/12/2023	15/02/2024	15 Feb 2024 10:09am Community Development Coordinator – Completion Completed by Community Development Coordinator (action officer) on 15 February 2024 at 10:09:39 AM – Both members of the Access and Inclusion and the Youth Council have been informed and have attended their first meeting.



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15	28/11/2023	328/2023	Australia Day 2024 Award Nominations	<p>MINUTE 328/2023</p> <p>Moved: Cr Rohan Boehm Seconded: Cr Brett Dickinson</p> <ol style="list-style-type: none"> 1. That Council determine the recipients of the 2024 Australia Day Award as follows: <ol style="list-style-type: none"> a. Australia Day Citizen of the Year – Applicant 3; b. Australia Day Young Citizen of the Year – Applicant 1; c. Community Group Service Award – Applicant 1; d. Junior Sportsperson of the Year – Applicant 1 and 2 (to be renamed to Junior Sportsman and Junior sportswoman of the year); e. Community Arts & Cultural Development – Applicant 1; f. Environmental Award- Applicant 1, and g. Senior Sportsperson of the Year – Applicant nominated from the floor (JA). 2. That Council keep this resolution confidential until Australia Day and announce the winner at the Australia Day Ceremony to be held at The Narrabri Aquatic Centre, Multipurpose room on Friday 26 January 2024. 3. That Council consider the appointment of the Master of Ceremonies for the Australia Day Award Ceremony, held on 26 January 2024. 	Community Development Coordinator	31/01/2024	15/02/2024	<p>15 Feb 2024 10:04am Community Development Coordinator – Completion</p> <p>Completed by Community Development Coordinator (action officer) on 15 February 2024 at 10:04:12 AM – Australia Day award ceremony was held on 26 January 2024 at the multipurpose room, Aquatic centre Narrabri. It also included the Citizenship ceremony where Narrabri welcomed 8 new citizens. More than 75 people attended the award ceremony.</p>



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No.	Start Date	Minute	Report Title	Resolution	Responsible Officer	Target Date	Completed	Current Status
16	28/11/2023	323/2023	Request for Free Entry to Narrabri Shire Pools as Part of Australia Day 2024 Festivities	<p>MINUTE 323/2023</p> <p>Moved: Cr Lisa Richardson Seconded: Cr Catherine Redding</p> <p>1. That Council receive and note the report on 2024 Australia Day activities and provide free entry to Narrabri Shire pools on Australia Day, 26 January 2024.</p>	Community Development Coordinator	30/01/2024	15/02/2024	15 Feb 2024 10:06am Community Development Coordinator – Completion Completed by Community Development Coordinator (action officer) on 15 February 2024 at 10:06:14 AM – Australia Day Shire Wide events were held in Narrabri, Wee Waa and Boggabri.
17	19/12/2023	343/2023	Application for Concessional Use of The Crossing Theatre– ADFAS Arts	<p>MINUTE 343/2023</p> <p>Moved: Cr Rohan Boehm Seconded: Cr John Clements</p> <p>1. That Council approve the concessional use rate of 50% of the Room Hire to ADFAS Arts for seven (7) Lectures scheduled in 2024.</p>	Venue Manager	18/01/2024	12/01/2024	12 Jan 2024 9:21am Venue Manager – Completion Completed by Venue Manager (action officer) on 12 January 2024 at 9:21:16 AM – Approval sent DOCID 2127866
18	19/12/2023	344/2023	Application for Concessional Use of The Crossing Theatre– Narrabri Arts Eisteddfod Inc.	<p>MINUTE 344/2023</p> <p>Moved: Cr Rohan Boehm Seconded: Cr John Clements</p> <p>1. That Council approve the concessional use rate of 50% to Narrabri Arts Eisteddfod Inc.</p>	Venue Manager	18/01/2024	12/01/2024	12 Jan 2024 9:37am Venue Manager – Completion Completed by Venue Manager (action officer) on 12 January 2024 at 9:37:16 AM – Approval sent DOCID 2127870
19	19/12/2023	345/2023	Application for Concessional Use of The Crossing Theatre– Narrabri Amateur Fishing Club	<p>MINUTE 345/2023</p> <p>Moved: Cr Rohan Boehm Seconded: Cr John Clements</p> <p>1. That Council approve the concessional use rate of 50% to the Narrabri Amateur Fishing Club.</p>	Venue Manager	18/01/2024	12/01/2024	12 Jan 2024 9:07am Venue Manager – Completion Completed by Venue Manager (action officer) on 12 January 2024 at 9:07:33 AM – Approval sent. DOCID 2127862
20	19/12/2023	342/2023	Application for Concessional Use of The Crossing Theatre– St Francis Xaviers School	<p>MINUTE 342/2023</p> <p>Moved: Cr Rohan Boehm Seconded: Cr John Clements</p> <p>1. That Council approve the concessional use rate of 50% of the Room Hire to St Francis Xaviers School.</p>	Venue Manager	18/01/2024	12/01/2024	12 Jan 2024 8:53am Venue Manager – Completion Completed by Venue Manager (action officer) on 12 January 2024 at 8:53:22 AM – Approval sent. DOCID 2127851



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21	28/11/2023	312/2023	Quarterly Budget Review Statement - September 2023	<p>MINUTE 312/2023</p> <p>Moved: Cr Catherine Redding Seconded: Cr Rohan Boehm</p> <p>1. That Council adopt the Quarterly Budget Review Statement for the period ended 30 September 2023 as the revised Budget estimates for the year ended 30 June 2024 and the Operational Plan and Capital Works Plan be amended accordingly.</p>	Manager Financial Services	28/12/2023	22/01/2024	22 Jan 2024 9:38am Manager Financial Services - Completion Completed by Manager Financial Services (action officer) on 22 January 2024 at 9:38:31 AM - September QBR changes now reflected in adopted budget
22	19/12/2023	334/2023	Delegate Report - Minutes of the Narrabri Mine Community Consultative Committee (CCC) Meeting - 7 December 2023 (draft)	<p>MINUTE 334/2023</p> <p>Moved: Cr Catherine Redding Seconded: Cr Ron Campbell</p> <p>1. That Council note the Delegate Report on the draft minutes of the Narrabri Mine Community Consultative Committee meeting held on 7 December 2023.</p>	Executive Assistant	18/01/2024	04/01/2024	04 Jan 2024 3:57pm Senior Governance Advisor- Completion Completed by Senior Governance Advisor on behalf of Executive Assistant (action officer) on 04 January 2024 at 3:57:21 PM - No further action require.
23	28/11/2023	324/2023	Request for Suspension of Alcohol Free Zone (AFZ) - Tourist Hotel	<p>MINUTE 324/2023</p> <p>Moved: Cr Catherine Redding Seconded: Cr Lisa Richardson</p> <p>That Council:</p> <p>1. Suspend the Alcohol Free Zone on Maitland Street and Doyle Street within the proposed area in front of the Tourist Hotel, for a period of 12 months (starting 30 November 2023 and ending 30 November 2024). The remaining section of Maitland Street and Doyle Street outside of the fenced area will remain an Alcohol Free Zone.</p> <p>2. Reserves the right to revoke this suspension of the Alcohol Free Zone.</p> <p>2. Encourage other similar businesses to apply for a similar suspension.</p>	Development Planner	28/12/2023	22/01/2024	22 Jan 2024 2:52pm Weidenmann, Günther - Completion Completed by Development Planner (action officer) on 22 January 2024 at 2:52:25 PM - The resolution of the Temporary suspension of AFZ has been advertised in the Local Newspaper; and, NSW Police and Applicant informed of the resolution



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No.	Start Date	Minute	Report Title	Resolution	Responsible Officer	Target Date	Completed	Current Status
24	19/12/2023	335/2023	Resolutions Register - November to December 2023	<p>MINUTE 335/2023</p> <p>Moved: Cr Lisa Richardson Seconded: Cr Brett Dickinson</p> <p>1. That Council receive and note the outstanding Resolutions Register as at 14 December 2023.</p> <p>2. That Council receive and note the completed Resolutions Register as at 14 December 2023.</p>	General Manager	18/01/2024	04/01/2024	<p>04 Jan 2024 3:57pm Senior Governance Advisor- Completion Completed by Senior Governance Advisor on behalf of General Manager (action officer) on 04 January 2024 at 3:57:35 PM - No further action require.</p>

14.8 PLANNING AND DEVELOPMENT REPORT - DECEMBER 2023/JANUARY 2024

Responsible Officer: Donna Ausling, Director Planning and Sustainability

Author: Michelle Henry, Manager Planning and Development

Attachments:

1. **Planning Status Report**  
2. **Development Statistics Report - December 2023**  
3. **Development Statistics Report - January 2024**  
4. **FRMAC Meeting Minutes 6 December 2023**  

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

Objective 4.1 A transparent and accountable Council

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

EXECUTIVE SUMMARY

This report provides an overview of the activities carried out by the Planning and Development unit for December 2023 and January 2024.

RECOMMENDATION

1. **That Council receive the Planning and Development Report for December 2023 and January 2024.**

BACKGROUND

This report is divided into Building services and Statutory Planning. An update is provided for the information of Council on Planning and Development Services allied activities during the period of December 2023 – January 2024 (**Attachment 1, 2 and 3**).

CURRENT SITUATION**Building Services:**

- A total of Four (4) new Construction Certificate applications were lodged during the period reported (December (0), January (4)).
- Two (2) Construction Certificates were issued during the month of December 2023 and Five (5) Construction Certificates issued in January 2024.
- The average processing time for the period reported was 35 days – assessment times have decreased slightly however ongoing staff shortages (both locally and nationwide across the industry), the complexity of applications currently in the system, Applications being lodged without all the required information and supporting documentation necessary, as well as ongoing issues with the NSW Planning Portal all put continuing extra strain on limited Council resources.

- One (1) Local Approval for a Manufactured home was issued in the reported period – this is a separate approval pathway from a traditional Development Application (DA) and resourced by Councils only accredited certifier.

Statutory Planning:

- Five (5) Development Applications with a capital investment value of \$1,298,800.00 were determined during December 2023.
- Eleven (11) Development Applications with a capital investment value of \$7,037,637.00 were determined during January 2024.
- The average processing time for Development Applications for the reported period is 31 days, from the receipt of all required information. This is within the legislated guidelines.
- A total of five (5) new development applications, with a total capital investment value of \$903,500.00 were lodged in December 2023.
- A total of six (6) new development applications, with a total capital investment value of \$38,421,121.00 were lodged in January 2024.

Current Projects:

- Council has received the lodgement of the Whitehaven development application (DA) for the proposed “*Commercial Hub and Residential Units*” to be located in Boggabri with a capital investment value of approximately \$12 million. The Application is currently on Public Exhibition and is available to view on the Planning Portal <https://www.planningportal.nsw.gov.au/daex/exhibition/da20240062-pan-392531-mixed-use-development-serviced-apartments-and-commercial-premises>
Submissions are being received up until 20 February 2024.
- Also received in January, the Development Application for the Boggabri Coal (Idemitsu Renewable Developments) Merriown Solar Farm, a solar electricity generation facility with a potential capacity of 4.95MWac which will be developed in 2 stages. Stage 1 will be part of the solar farm, with Stage 2 being the balance of the solar farm along with a Battery Energy Storage System (BESS). The capital Investment value for this project is approximately \$25 million and will be determined by Regional Planning Panel (RPP).
- The Namoi Gwydir Fire Control Centre development application has progressed through the assessment process and was recently presented to the Regional Planning Panel in a briefing meeting held on 24 January 2024. The Assessment report for the project will be completed by Council staff and provided to the RPP by 27 February 2024. A determination hearing has been tentatively scheduled for 12-13 March 2024.
- The Development Application for the Glentarkie Home for the Aged extension/additions has been determined by way of approval on 22 January 2024. This project provides a fantastic outcome for the Boggabri community by expanding the existing facility by a total of sixteen (16) new units (9 units in Stage 1 and a further 7 units in Stage 2). This project is being funded by Boggabri Coal and as a result satisfies their residential housing commitments to the township of Boggabri.

Regional Planning Panel Membership:

Council is in receipt of correspondence from the NSW Department of Planning, Housing & Infrastructure (Regional Planning Panel Secretariat) requesting details of Council's technical representative for the Northern Regional Planning Panel.

The Planning Panels Operational Procedures set out that the Panels have two council members appointed by each council. At least one council member is required to have expertise in one or more of the following areas: planning, architecture, heritage, the environment, urban design, land economics, traffic and transport, law, engineering or tourism.

Further information is available at www.planningportal/planningpanels.nsw.gov.au.

To ensure that Council complies with the applicable membership guidelines, expressions of interest (EOIs) are currently being sought.

A further report will be brought back to Council in this regard at the close of the EOIs.

A copy of the Panel Membership Guidelines is available as background via <https://www.planning.nsw.gov.au/sites/default/files/2023-04/sydney-district-and-regional-planning-panels-operational-procedures.pdf>

Floodplain Risk Management Advisory Committee:

Minutes from the December FRMAC meeting held are attached to this report for review (see attachment 4)

The next FRMAC meeting is scheduled for 20 February 2024.

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

Nil.

CONSULTATION

Internal Consultation

- Planning and Development section.
- Floodplain Risk Management Advisory Committee.

Planning and Development – Status Report – January 2024

Development and Planning

Development Applications (DA)					
Development Applications lodged and determined					
	Number Applications YTD	Year-to-date Value \$	January 2024 No. of Applications	January 2024 Value \$	Average days determination
Applications lodged	58	\$63,030,739	6	\$38,421,121	-
Applications determined	77	\$ 21,295,379	11	\$7,037,637	31
Applications awaiting determination	13	\$60,998,060	13	\$60,998,060	-

Development Applications lodged by type				
	Year-to-date Total	Year-to-date Value \$	January 2024 Total	January 2024 Value \$
Dwellings/Dual Occupancy	4	\$2,858,517	1	\$1,112,811
Sheds	4	\$153,110	-	-
Commercial	5	\$6,085,500	-	-
Industrial	2	\$15,000,570	-	-
Subdivision	5	\$100,000	2	\$45,000
Tourism Development	0	-	-	-
Modifications	5	\$ 1,848,532	1	\$360,000
Others	3	\$ 11,989,085	1	\$11,917,885
Infrastructure/Solar/Pond	1	\$25,345,425	1	\$25,345,425
Total	31	63,380,739	6	38,781,121

Year-to-Date Figures DA Determined by Council					
Month	Determined		Lodged		Average Processing Time (to EOM)
	Number of DA	Value of DA \$	Number of DA	Value of DA	
July	9	\$207,500	9	\$3,172,037	32
August	13	\$3,058,446	9	\$2,929,377	34
September	9	\$2,825,950.15	11	\$3,083,086	45
Total Q1	31	\$6,091,896.15	29	\$3,172,037	37
October	18	\$5,198,636	8	\$16,948,932	34
November	12	\$1,668,410.00	10	\$6,757,186.00	32
December	5	\$1,298,800.00	5	\$903,500.00	35
Total Q2	35	\$8,165,846.00	23	\$24,609,600	34
January	11	\$7,037,637	6	\$38,421,121	31
February					
March					
Total Q3					
April					
May					
June					
Total Q4					

Average Employee Cost Per Application Determined – Development Applications	
	YEAR TO DATE
Planning Budget	\$118,334.44
Number of employees	2
Total number of applications decided to date (Total applications determined to date)	77
Average employee cost per application determined	\$1,536.81

Construction Certificates (CC)					
Construction Certificates lodged and determined					
	Number CC Applications YTD	YTD Value \$	January 2024 No. of CC	January 2024 Value \$	Average days determination
Council lodged	23	\$4,615,489	4	\$1,259,653	-
Council determined	26	\$4,239,256	5	\$645,000	56
Construction Certificate Determined within 20 days	30%	-	20%	-	-
Construction Certificates awaiting determination	29	\$5,555,695			-

Construction Certificate lodged by type for December				
	Private Certifier	Council	January 2024 Total	January 2024 Value \$
Dwelling	-	1	1	\$749,400
Shed/Garage	-	2	2	\$440,253
Commercial	-	-	-	-
Industrial	-	-	-	-
Alteration/additions to dwelling	-	-	-	-
Others	-	1	1	\$25,000
Total	-	4	4	\$1,214,653

Year to Date Figures CC Determined by Council					
Month	Determined		Lodged		Processing Time
	Number of CC	Value of CC \$	Number of CC	Value of CC	
July	3	\$410,480.00	3	\$143,050	34
August	4	\$1,247,530	8	\$1,778,000	24
September	8	\$1,223,246	5	\$1,387,786	46
Total Q1	15	\$2,881,256	16	\$3,308,836	35
October	2	\$26,000	2	\$39,000	36
November	2	\$670,000	1	\$8,000	17
December	2	\$17,000	0	0	56
Total Q2	6	\$713,000	3	\$47,000	36
January	5	\$645,000	4	\$1,259,653	55
February					
March					
Total Q3					
April					
May					
June					
Total Q4					
YTD Total	26	\$4,239,256	23	\$4,615,489	35

Average Employee Cost Per Application Determined – Construction Certificate	
	YEAR TO DATE
Building employee budget	\$67,098.25
Number of employees	1
Total number of CC applications determined to date	26
Average employee cost per application determined	\$2,580

Inspections	
Type of Inspections	Number
Footing	6
Framing	-
Final	2
Wet area	2
Stormwater	-
External Drainage	1
Internal Drainage	1
Site Inspections	8
Swimming Pool	1
Other	-
Total	21

Occupation Certificates		
	Lodged	Issued
Council	4	1
Private Certifiers	-	-
Total	4	1

Swimming Pool Compliance Inspections					
Application Number	Date Lodged	Inspected (including re-inspections)	NOI/Direction Issued	Non-Compliance Issued	Certificate of Compliance Issued
SPCC2024/0013	20/12/2023	21/12/2023 04/01/2023	21/12/2023	21/12/2023	04/01/2024

Building Unit CCs lodged for January (status current ie paid)							
Application ID	Status	Primary Property	Full Details	Value \$	Date Lodged	Decision Date	Number of Business Days
CC2024/0038	Future	1-5 James Street NARRABRI NSW 2390	Construction single storey steel frame hire car complex.	\$389,400	17/01/24	-	-
CC2024/0037	Future	247 Kaputar Road NARRABRI NSW 2390	Construction of carport and outdoor cover	\$50,853	09/01/24	-	-
CC2024/0039	Future	538 Murrumbilla Lane NARRABRI NSW 2390	Installation of a new fibreglass swimming pool and child resistant barriers	\$25,000	18/01/24	-	-
CC2024/0040	Past	5 Illingworth Street NARRABRI NSW 2390	New single storey dwelling	\$794,400	20/01/24	20/01/24	1

Planning Unit DAs Lodged for January							
Application ID	Status	Primary Property	Full Details	Value \$	Date Lodged	Decision Date	Number of Days
DA2024/0066	Past	42 Maitland Street NARRABRI NSW 2390	Construction of a 12mx6m carport on piers	\$5,946	15/12/23	19/01/24	34
DA2024/0073	Current	Merah North Gin 29 Middle Route Road MERAH NORTH NSW 2388	An existing cotton seed storage shed was damaged by a wind storm last year and it needs replacing with a new roof structure.	\$489,500	11/01/24	-	-
DA2024/0067	Current	335 Leards Forest Road BOGGABRI NSW 2382	Merriown Solar Farm is a solar electricity generation facility with a potential capacity of 4.95MWac and will include a new buried 11kV high voltage cable into an existing 11kV transmission line, which is privately owned by the proponent	\$25,345,425	15/12/2023	-	-
DA2024/0070	Current	3263 Yarrie Lake Road WEE WAA NSW 2388	Consolidation and subdivision of 3 lots into 2 as part of Division of Assets from passing of parents	\$15,000	21/12/23	-	-
DA2024/0068	Current	14019 Kamilaroi Highway BOGGABRI NSW 2382	New single storey dwelling	\$752,811	15/12/23	-	-

Floodplain Risk Management Advisory Committee	
Meeting Date	Minutes
No meeting held in January – next date 20 Feb 2024	N/A

Development Services Statistics as at: 31 December, 2023

* Year to Date = Financial Year

Development Applications (DAs)

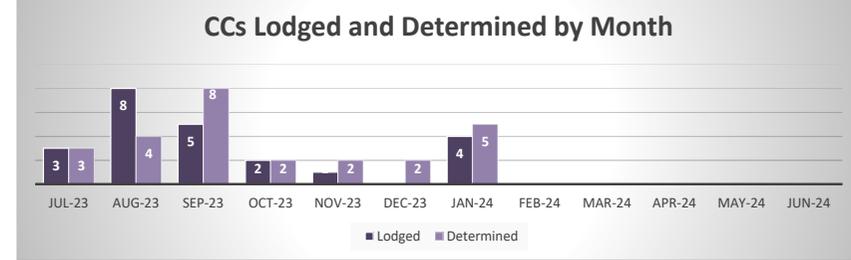
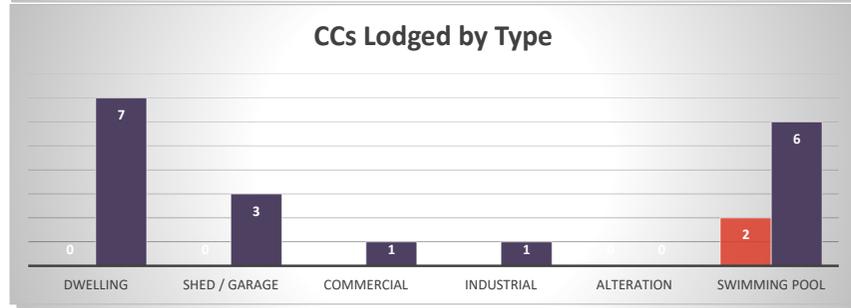
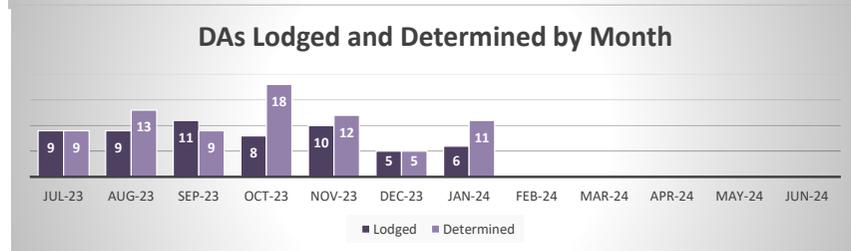
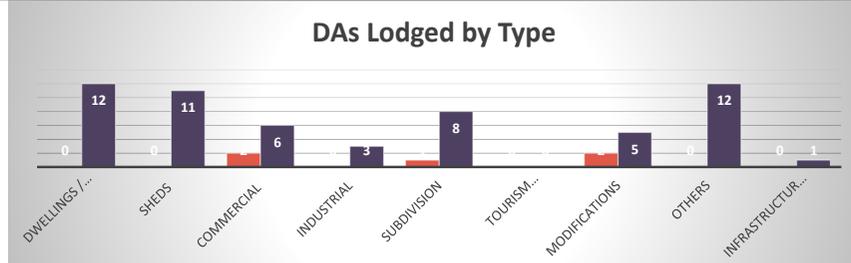
Development Applications Lodged and Determined - Year to Date*				
	December Value (\$)	December (DAs)	Year to date Value (\$)	Year to date Total (DAs)
Applications Lodged	\$ 903,500	5	\$ 72,215,239	58
Applications Determined	\$ 1,298,800	5	\$ 21,295,379.15	77
Yet to be Determined	\$ 28,916,745	15	\$ 28,916,745	15
Avg days for determination			34	

Development Applications lodged and determined - Year to Date*				
	December Value (\$)	December (DAs)	Year to date Value (\$)	Year to date Total (DAs)
Dwellings / Dual Occupancy	\$ -	0	\$ 8,162,692	12
Sheds	\$ -	0	\$ 1,548,163	11
Commercial	\$ 281,000	2	\$ 7,435,495	6
Industrial	\$ -	0	\$ 15,100,570	3
Subdivision	\$ 20,000	1	\$ 137,000	8
Tourism development	\$ -	0	\$ -	0
Modifications	\$ 602,500	2	\$ 1,848,532	5
Others	\$ -	0	\$ 12,997,362	12
Infrastructure / Solar / Pond	\$ -	0	\$ 25,345,425	1
Total	\$ 903,500	5	\$ 72,575,239	58

Construction Certificates (CCs)

Construction Certificates Lodged and Determined - Year to Date*				
	December Value (\$)	December (CCs)	Year to date Value (\$)	Year to date (CCs)
Applications Lodged	\$ -	0	\$ 4,615,489	23
Council Determined	\$ 17,000.00	2	\$ 4,162,356	26
Private Certifier Determined	\$ -	0	\$ 558,230	2
Yet to be Determined	\$ 918,960.00	11	\$ 11,369,545	0
Avg days for determination			20	

Construction Certificates lodged - Year to Date*				
	December Value (\$)	December (CCs)	Year to date Value (\$)	Year to date (CCs)
Dwelling	\$ -	0	\$ 4,143,220	7
Shed / Garage	\$ -	0	\$ 143,000	3
Commercial	\$ -	0	\$ 251,560	1
Industrial	\$ -	0	\$ 22,000	1
Alteration	\$ -	0	\$ -	0
Swimming Pool	\$ 17,000	2	\$ 151,000	6
Total	\$ 17,000	2	\$ 4,710,780	18



Development Services Statistics as at: 31 January, 2024

* Year to Date = Financial Year

Development Applications (DAs)

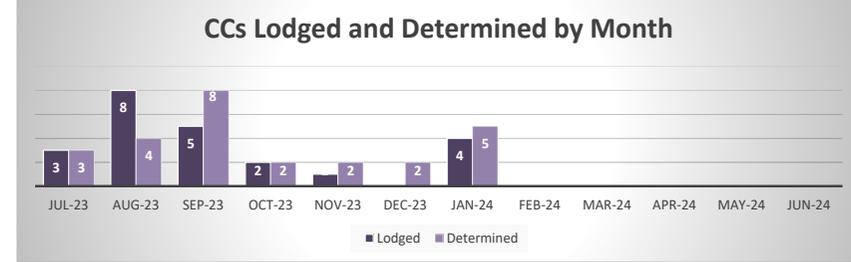
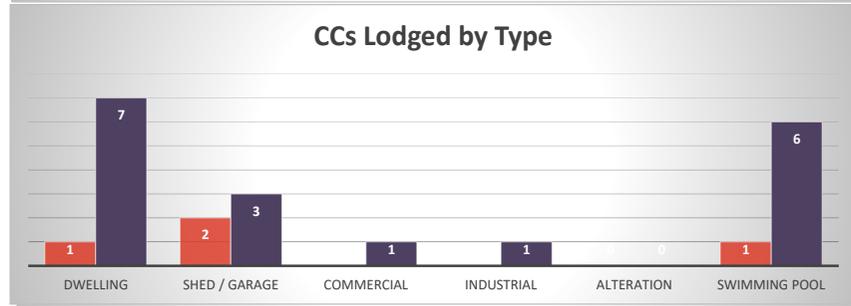
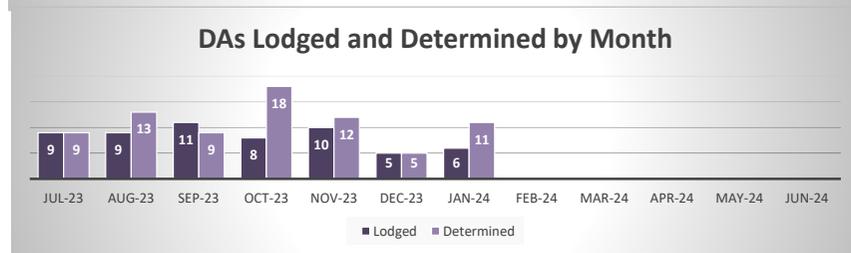
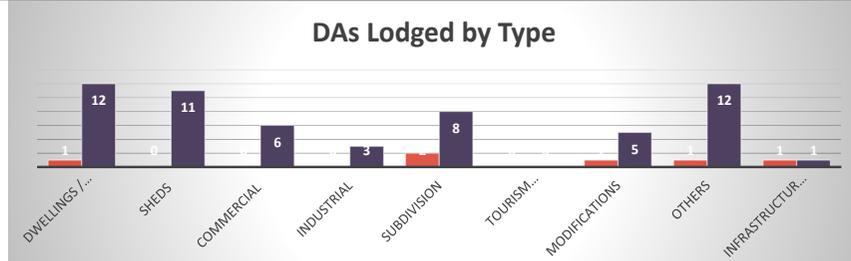
Development Applications Lodged and Determined - Year to Date*				
	January Value (\$)	January (DAs)	Year to date Value (\$)	Year to date Total (DAs)
Applications Lodged	\$ 38,421,121	6	\$ 72,215,239	58
Applications Determined	\$ 7,037,637	11	\$ 21,295,379.15	77
Yet to be Determined	\$ 60,998,060	13	\$ 60,998,060	13
Avg days for determination	31			

Development Applications lodged and determined - Year to Date*				
	January Value (\$)	January (DAs)	Year to date Value (\$)	Year to date Total (DAs)
Dwellings / Dual Occupancy	\$ 1,112,811	1	\$ 8,162,692	12
Sheds	\$ -	0	\$ 1,548,163	11
Commercial	\$ -	0	\$ 7,435,495	6
Industrial	\$ -	0	\$ 15,100,570	3
Subdivision	\$ 45,000	2	\$ 137,000	8
Tourism development	\$ -	0	\$ -	0
Modifications	\$ 360,000	1	\$ 1,848,532	5
Others	\$ 11,917,885	1	\$ 12,997,362	12
Infrastructure / Solar / Pond	\$ 25,345,425	1	\$ 25,345,425	1
Total	\$ 38,781,121	6	\$ 72,575,239	58

Construction Certificates (CCs)

Construction Certificates Lodged and Determined - Year to Date*				
	January Value (\$)	January (CCs)	Year to date Value (\$)	Year to date (CCs)
Applications Lodged	\$ 1,259,653	4	\$ 4,615,489	23
Council Determined	\$ 645,000.00	5	\$ 4,162,356	26
Private Certifier Determined	\$ -	0	\$ 558,230	2
Yet to be Determined	\$ 5,555,695.15	29	\$ 11,369,545	0
Avg days for determination	55			

Construction Certificates lodged - Year to Date*				
	January Value (\$)	January (CCs)	Year to date Value (\$)	Year to date (CCs)
Dwelling	\$ 749,400	1	\$ 4,143,220	7
Shed / Garage	\$ 440,253	2	\$ 143,000	3
Commercial	\$ -	0	\$ 251,560	1
Industrial	\$ -	0	\$ 22,000	1
Alteration	\$ -	0	\$ -	0
Swimming Pool	\$ 25,000	1	\$ 151,000	6
Total	\$ 1,214,653	4	\$ 4,710,780	18



FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE MEETING MINUTES 6 DECEMBER 2023**MINUTES OF NARRABRI SHIRE COUNCIL
FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE MEETING
HELD AT THE NARRABRI SHIRE COUNCIL CHAMBERS, 46-48 MAITLAND STREET, NARRABRI
ON WEDNESDAY, 6 DECEMBER 2023 AT 10.30AM**

PRESENT: Community Member Delegate Jim Purcell, Chairperson Cr Brett Dickinson, Cr Robert Browning, SES Representative Anthony Battam, Community Member Delegate Jonathon Phelps

IN ATTENDANCE: Donna Ausling (Director Planning and Sustainability), Michelle Henry (Manager Planning and Development), Ivan Rivas (Office of Environment and Heritage Representative), Neal Albert (Alluvium), Ainsley Fraser (Environment NSW), Julie Power (Office of Environment and Heritage Representative), Cate McMahon (WRM), Hayden Guse (WRM)

1 OPENING AND WELCOME

Chairperson Cr Brett Dickinson

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 APOLOGIES/GRANTING OF LEAVE OF ABSENCES

Cr Ron Campbell, Cr Lisa Richardson , Rob Williams (General Manager)

4 CONFIRMATION OF MINUTES**MINUTE: FMAC-033/2023**

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

1. That the minutes of Floodplain Risk Management Advisory Committee Meeting of the Narrabri Shire Council held on 24 October 2023 as circularised be confirmed.

FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE MEETING MINUTES 6 DECEMBER 2023

4 REPORTS

5.1 RESIGNATION OF COMMUNITY DELEGATE MEMBER

MINUTE:FMAC-034/2023

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

That the Committee

1. Receive and note Andrew Watson’s written resignation from the FRMAC dated 7th November 2023.
2. Council sends an official letter accepting the resignation and thanking Andrew for his service.
3. The Committee call for EOI to fill the vacant positions.

5.2 BOGGABRI FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN

MINUTE: FMAC-035/2023

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

1. That the information and update on the Boggabri Floodplain Risk Management Study and Plan be received.

At 10:49 am, Cate Mchaon (WRM) and Hayden Guse (WRM) entered the meeting.

At 11:14 am, Donna Ausling (Director Planning and Sustainability) left the meeting.

At 11:24 am, Donna Ausling (Director Planning and Sustainability) returned to the meeting.

At 11:35 am, Cate Mchaon (WRM) and Hayden Guse (WRM) left the meeting.

5.3 WEE WAA LEVEE FEASIBILITY PROJECT UPDATE

MINUTE: FMAC-036/2023

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

1. That the update on the Wee Waa levee project be received.

FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE MEETING MINUTES 6 DECEMBER 2023

5.4 GWABEGAR FLOOD STUDY - UPDATE

MINUTE: FMAC-037/2023

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

- 1. That the Committee note the update for the Gwabegar Flood Study project.

6 GENERAL BUSINESS:

- 1. Within the Boggabri Flood Risk Managemnt Study and Plan, the recommendation for the Helipad will be put forward to the SES by Anthony Battham (SES representative). It will be put forward that the assigned owner for this recommendation should changed to the LEMC.
- 2. The Director Planning and Sustanibility reminded the committee of the terms of reference. It was also outlined that they are an advisory committee only and are not to direct staff actions.

7 ACTIONS

ACTION: Manager of Planning and Development to extend the closing date for the tender for Gwabegar Flood Study to the end of January.

8 NEXT MEETING

February – Date to be advised.

9 MEETING CLOSED

The Meeting closed at 11:40am.

The minutes of this meeting were confirmed at the Floodplain Risk Management Advisory Committee Meeting held on .

.....
CHAIRPERSON

14.9 INFRASTRUCTURE DELIVERY STATUS REPORT - JANUARY 2024**Responsible Officer:** Eloise Chaplain, Director Infrastructure Delivery**Author:** Eloise Chaplain, Director Infrastructure Delivery

- Attachments:**
1. **Infrastructure Delivery Status Report December 2023 and January 2024** [↓](#) 
 2. **Local Traffic Committee Minutes 24 October 2023** [↓](#) 

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

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

RECOMMENDATION

1. **That Council receive and note the Infrastructure Delivery Status Report for December 2023 and January 2024.**
2. **That Council receive and note the Local Traffic Committee Minutes of 24 October 2023 meeting.**

BACKGROUND

Council's Infrastructure Delivery teams operations have a major impact on the Narrabri Shire's community and therefore wish to report to Council an update on their work as of January 2024. This report will bring data and information from teams each month. Please note due to the date when compiling report information, some works may vary.

CURRENT SITUATION

Please see **Attachment 1** for detailed report. Please see **Attachment 2** for the most recent approved Minutes from the Local Traffic Committee.

FINANCIAL IMPLICATIONS

Costings captured in Operational Plan.

STATUTORY AND POLICY IMPLICATIONS

All works completed in accordance with legislation and Policies relevant to the team.

CONSULTATION**External Consultation**

- Local Traffic Committee.

Internal Consultation

- Infrastructure Delivery Managers.
- Financial Services.

Infrastructure Delivery Status Report – December/January

Roads Maintenance

Please see below Maintenance activities completed in December/January and plan for February.

Grading	
Completed December/January	Plan Next Month
SR006 Eulah Creek Road	SR046 Doreen Lane
SR060 Westport Road	SR163 Delwood Road
SR157 Hoad Lane	SR005 Kaputar Road
SR204 Gardens Road	SR179 Glenwood Lane
SR026 Goonbri Road	MR127 Pilliga Road
MR127 Pilliga Road	SR165 Panorama Lane
SR009 Bald Hill Road	SR009 Bald Hill Road
SR047 Middle Route Road	SR017 Old Narrabri Road
MR329 Cypress Way	SR030 Culgoora Road
SR039 Gwabegar Road	SR006 Eulah Creek Road
SR021 Caloola Road	SR174 Tomlinson Lane
SR173 Pikes Lane	
SR060 Westport Road	
SR064 Tulladunna Lane	
SR012 Leards Forest Road	
SR030 Culgoora Road	
SR157 Hoad Lane	
SR046 Doreen Lane	
MR133 Killary Gap Road	
MR357 Rangari Road	
SR029 Yarrie Lake Road	
MR127 Wee Waa Road	
SR015 Therribri Road	
SR087 Foxglen Lane	
SR232 Cotton Lane	
SR085 Danger Lane	
SR065 Killara Road	
MR027 Kamilaroi Highway	
SR200 Pain Creek Road	
SR004 Spring Plain Road	
SR111 Appletrees Lane	

SR019 Maules Creek Road	
SR085 Danger Lane	
SR020 Blairmore Road	
SR011 Harparary Road	
SR024 Baan Baa Road	
SR017 Old Narrabri Road	
SR005 Kaputar Road	
MR343 Kamilaroi Highway	
SR030 Culgoora Road	

Other matters arising:

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

Capital works are well under way with numerous projects running concurrently with Pilliga Road Rehab, Culgoora Road corner realignment underway and Old Narrabri Road Upgrade.

Shared path in Boggabri is expected to commence in (February).

The tender for Yarrie Lake to Pilliga Road Freight Link Stage 1 – Woomera Creek Road is also currently advertised.

Parks and Open Space Maintenance

Completed December/January	Plan Next Month
Setting up Christmas decorations in the main streets in Narrabri, Wee Waa and Boggabri	Narrabri Netball Courts construction of retaining wall
Cemetery maintenance	Tree planting in Open Spaces
Plinth and plaque placements	Plinth and plaque placements
Mowing	Mowing
Canteen renovations Collina Park Grandstand	Sports field spraying
Continue installation of fencing at Dangar Park	

Other matters arising:

- Nil

Water/ Sewer Maintenance

Projects and Operations delivered in December/January	Project and Operations planned for Next Month
SCADA review meeting with 360.	Water Main Renewals in Boolcarrol St Wee Waa, Fitsroy St Narrabri and Wee Waa St Boggabri.
Water Main Tender, Wee Waa, Narrabri, Boggabri Narrabri STP Grinder pump tender Reservoir Access Tender	Design of stair for Selina, Doyle and Boggabri Reservoir
Leak Detection Narrabri	Assessment and award of Narrabri STP Grinder tender
Hydrant and Stop valve maintenance in Wee Waa Pilliga and Gwabegar to commence.	Hydrant and Stop Valve Maintenance in Narrabri
Councilor workshop Water Services and IWCMS update. Narrabri STP facilities on track for January installation.	Adopting of Drought Management Plan Narrabri STP facilities upgrade

Other matters arising:

Commencement of:

Water Service Engineer

Water Services Headworks Engineer

LOCAL TRAFFIC COMMITTEE MEETING MINUTES**24 OCTOBER 2023**

**MINUTES OF NARRABRI SHIRE COUNCIL
LOCAL TRAFFIC COMMITTEE MEETING
HELD AT THE NARRABRI SHIRE COUNCIL , 46-48 MAITLAND STREET, NARRABRI
ON TUESDAY, 24 OCTOBER 2023 AT 10.00AM**

PRESENT: Cr Brett Dickinson John Clements (Local Member Representative), Lisa Kennedy (TfNSW), Chief Inspector Robert Dunn (NSWPF)

IN ATTENDANCE: Michael Cain (NSC Manager Roads), Eloise Chaplain (Director Infrastructure Delivery), Sarah Rushton (Minute Taker)

1 OPENING AND WELCOME

Opened by Eloise Chaplain

2 ACKNOWLEDGEMENT OF COUNTRY

By Eloise Chaplain

3 APOLOGIES/GRANTING OF LEAVE OF ABSENCES

David Vant (TfNSW)

4 CONFIRMATION OF MINUTES

MINUTE LTC-017/2023**MOVED: ROBERT DUNN****SECONDED: LISA KENNEDY**

That the minutes of Local Traffic Committee Meeting of the Narrabri Shire Council held on 20 September 2023 as circularised be confirmed.

5 REPORTS

5.1 BARWAN STREET AND NEWELL HIGHWAY GIVE WAY INTERSECTION**MINUTE LTC-018/2023****MOVED: ROBERT DUNN****SECONDED: LISA KENNEDY**

That the Committee support the findings of the investigation, no further action required.

10.09am John Clements entered the meeting

LOCAL TRAFFIC COMMITTEE MEETING MINUTES

24 OCTOBER 2023

5.2 WEE WAA MARDI GRAS**MINUTE LTC-019/2023****MOVED: LISA KENNEDY****SECONDED: ROBERT DUNN**

1. That the Local Traffic Committee endorse the Traffic Plans for the Wee Waa Chamber of Commerce for their annual Wee Waa Mardi Gras 14 December 2023.
2. An updated TMC plan will need to be provided to the Planning Portal.

John Clements did not vote on item 5.2

5.1 NARRABRI CHAMBER CHRISTMAS CARNIVAL**MINUTE LTC-020/2023****MOVED: JOHN CLEMENTS****MOVED: LISA KENNEDY**

1. That the Local Traffic Committee endorse the event of the Narrabri Chamber Christmas Carnival and the closure of Maitland Street, between Doyle and Dewhurst Street from 1400-2159 on 15 December 2023.

10.19am Cr Brett Dickinson entered the meeting

6 GENERAL BUSINESS**Culgoora rd**

There is a ridge developing from the sealed to unsealed section. NSC advised that project work will be underway on that section of Culgoora road in the next month.

Concrete floodway, separate project to be completed as well.

Wee Waa Public School

John Clements - Proposed a site inspection with TfNSW. The access gate near the current crossing Gate is locked for security purposes.

Action NSC and TfNSW to meet onsite and organise with stakeholders at the two Primary Schools in Wee Waa

Boggabri School Crossing

TfNSW has been contacted by the school also.

LOCAL TRAFFIC COMMITTEE MEETING MINUTES

24 OCTOBER 2023

Tibereena and Newell Highway intersection

There is a new sign that says '*give way if going straight ahead*' that can replace the second keep left sign.

ACTION: TfNSW will email Council and Council will have the new sign installed.

Old site of the Wee Waa High School

Old school signs at WWHS, removed and linemarking has been taken off.

7 NEXT MEETING

Tuesday 12 December 2023

8 MEETING CLOSED

The Meeting closed at 10.31pm.

The minutes of this meeting were confirmed at the Local Traffic Committee Meeting held on 12 December 2023.

.....
CHAIRPERSON

14.10 NARRABRI WEST FREIGHT ACTIVATION PRECINCT PROJECT**Responsible Officer:** Eloise Chaplain, Director Infrastructure Delivery**Author:** Eloise Chaplain, Director Infrastructure Delivery

- Attachments:**
1. **Narrabri West Freight Activation Project - Summary Timeline 31 July 2021** [↓](#) 
 2. **Councillor Briefing Update 30 September 2021** [↓](#) 
 3. **Narrabri West Freight Activation Project-Level Crossing Delay Brief 25 August 2022** [↓](#) 
 4. **Area Map** [↓](#) 

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

Objective 3.3 A resilient and sustainable economy

Strategy 3.3.4 Advocate for and invest in infrastructure to support and future-proof the local and broader economy.

EXECUTIVE SUMMARY

This report provides a summary of the Project since its commencement in March 2019 including the final status of the Project Scope of Works.

RECOMMENDATION

1. **That Council receive and note “Narrabri West Precinct Freight Activation Project” report.**
2. **That Council share project related information with Transport for New South Wales (TfNSW) and advocate to the relevant Minister that TfNSW complete the rail components of the project.**

BACKGROUND

In February 2019, Narrabri Shire Council (“Council”) received funding from the Restart NSW (RNSW) Funding Program - Growing Local Economies for the Narrabri West Precinct Freight Transport Activation (“the Project”). The total Project value was \$3,317,000 with \$2,866,500 from RNSW and the balance of \$450,500 funded by Council.

This project has been ongoing over a number of years, further background on this initiative is contained in the **Attachments 1-4**, detailing previous updates given to Council on issues that were encountered. Advocacy has been continuous throughout this project, the Mayor and previous Mayors sending letters to both the Local Member and State Ministers to help expedite this project. As detailed in these documents overleaf the inherent problem was that Council had funding to complete an upgrade to infrastructure, rail, that is owned by another agency, Transport for New South Wales (TfNSW).

The approved scope of works for the Project as per the Deed with RNSW is listed in **Table 1**.

Table 1 – Project Scope of Works

Item	Description	Amount
1	Section 1 – Reconstruct Railway crossing at Old Turrawan Road (to enable removal of the existing road train curfew)	\$1,491,149
2	Section 2 – Relocate Intersection of Old Turrawan Road and Kamilaroi Highway	\$906,279
3	Section 3 – Amended Parking area Narrabri West Public School	\$25,190
4	Section 4 – Regrade and Sealing of Fraser Street and Avon Streets	\$151,223
5	Section 5 – Extend Avon Street to intersect with Old Turrawan Road	\$428,329
6	Road Signage Changes (linked to Section 1, 2 and 5)	\$14,485
7	Contingency	\$299,980
	Subtotal	\$3,317,000

In August 2022, Council notified RNSW of proposed Project scope changes and a request for an Extension of Time for Project completion. An Extension of Time to June 2024 was ultimately approved however the proposed Project scope changes resulted in the Project's Benefit Cost Ratio (BCR) falling below 1.0 and therefore not meeting the RNSW program guidelines. Council officers had been working with representative of RNSW and the Department of Regional NSW (DRNSW) with the aim of working out what additional information could be sought to ensure the Project remained viable. This included a review of the original Business Case from Council as well as Council seeking more information on freight transport traffic volumes, however, was not received despite multiple attempts to obtain by local operators.

In December 2023, RNSW formally advised Council that the remaining RNSW funding for the Project was withdrawn.

Scope of Works and Status

The following commentary provides a summary of works completed prior to notification from RNSW of the withdrawal of the remaining RNSW funding.

Section 1 – Reconstruct Railway Crossing at Old Turrawan Road

- Preconstruction works commenced in March 2019 due to the anticipated lengthy design approval process from John Holland Country Rail Network (CRN).
- Environmental assessment was completed in October 2020.
- Transport form NSW (TfNSW) CRN contract with John Holland ended in January 2022 with UGL Regional Linx (UGLRL) appointed as the new CRN manager.
- Track design was issued for approval to John Holland CRN in June 2021 and was approved by UGLRL in June 2022. Signalling design was approved by UGLRL in June 2022.
- Request for "Approval to Construct" was lodged with UGL Regional Linx (UGLRL) in June 2022. No "Approval to Construct" was received from UGLRL.
- Tender documentation for the construction of the rail component was issued to UGLRL for review and approval in October 2022 however this matter stalled given issues associated with the CRN contract between TfNSW and UGLRL.
- Council sought assistance from TfNSW concerning procurement and delivery of the rail component however correspondence from TfNSW stalled in August 2023.

Section 2 – Relocate Intersection of Old Turrawan Rd and Kamilaroi Highway

- Preconstruction works commenced in June 2019 due to the anticipated lengthy design approval process from TfNSW.
- Environmental Assessment was completed in October 2020.
- The detailed design was approved by TfNSW in July 2021.
- Property acquisition was required to facilitate construction however Council advised that property acquisition negotiations were to cease due to representations made by the property owners.
- In August 2022, Council notified RNSW of its intention to withdraw the Section 2 works from the Project.

Section 3 – Amended Parking area Narrabri West Public School

- This was a minor component of the Project with pavement repairs completed in February 2023.
- Pavement marking work was scheduled for January 2024 during the school holiday period.

Section 4 – Regrade and Sealing of Fraser Street and Avon Streets

- This work was inadvertently completed by Council using alternate funds and Council notified RNSW in August 2022 of its intention to withdraw the Section 4 works from the Project.

Section 5 – Extend Avon Street to intersect with Old Turrawan Road

- Environmental Assessment was completed in October 2020.
- Relocation of Telstra infrastructure was completed in May 2023.
- The detailed design was completed in May 2023.
- Construction by Council was scheduled to commence in Q1 2023/2024.

A final report and claim have been submitted to the funding body and has since been accepted and approved.

CURRENT SITUATION

Since the funding for this project has been withdrawn project works have now ceased. It is suggested that Council share all project related information (relevant to the rail infrastructure) with TfNSW and advocate to the relevant Minister that TfNSW complete upgrade works to rail infrastructure.

FINANCIAL IMPLICATIONS

The total Project value was \$3,317,000 with \$2,866,500 from RNSW and the balance of \$450,500 funded by Council with claims for funding from RNSW made throughout the duration of the Project. Details of the financial status of the Project are provided in **Table 2**.

Table 2 – Project Financial Status

Item	Description	Amount
1	Total Project Value:	\$3,317,000.00
2	Restart Grant Value:	\$2,866,500.00
3	Co-contributions total:	\$450,500.00
4	Actual Final Cost:	\$601,934.79
5	Restart NSW total expenditure:	\$520,182.72
6	Co-contributor total expenditure:	\$81,752.07
7	Contingency Spent:	\$0.00
8	Contingency Remaining:	\$299,980.00

A summary of actual costs for the defined Project scope of works is provided in **Table 3**.

Table 3 – Actual Costs Summary

Item	Description	Original Cost Budget	Actual Cost
1	Section 1 – Reconstruct the Railway Level Crossing at Old Turrawan Road	\$1,491,149.00	\$386,513.94
2	Section 2 – Relocate the intersection of Old Turrawan Road and Kamilaroi Highway	\$906,279.00	\$127,439.29
3	Section 3 – Amended Narrabri West Public School Parking Area	\$25,190.00	\$3,884.68
4	Section 4 – Section of Fraser Street and Avon Street to be Re-graded and Sealed	\$151,223.00	\$0.00
5	Section 5 – Avon Street to be Extended to Intersect with Old Turrawan Road	\$428,329.00	\$84,096.88
6	Road Signage Changes	\$14,485.00	\$0.00
7	Contingency	\$299,980.00	\$0.00
	Total	\$3,317,000.00	\$601,934.79

STATUTORY AND POLICY IMPLICATIONS

- *Roads Act 1993 (NSW)*.

CONSULTATION

External Consultation

- Constructive Solutions Pty Ltd.
- Hanlons Consulting.
- Lycopodium Infrastructure Pty Ltd.

Internal Consultation

- Road Services.

Narrabri West Freight Activation Project

Item	Description	Date	Comments
1	Signed Funding Deed	28/02/2019	
2	Project Commencement	01/04/2019	
3	Project Completion (as per funding deed)	30/06/2022	
Level Crossings			
General			
4	Approval in Principal Application to JHR for closure and reactivation of level crossings	23/07/2019	
5	Formal response to AIP from JHR	29/05/2020	Approval 11 months after submission of AIP
Reactivation of New Old Newell Highway Level Crossing			
6	Commencement including procurement of JHR prequalified designer (Hanlon's)	09/03/2020	
7	Submission of Concept Options Report (COR) inclusive of crossing 80% detailed design and signalling concept design.	01/10/2020	
8	JHR design comments and request for additional geotech	23/11/2020	Comments received 6 weeks after submission of COR
9	Application to access rail corridor for additional geotech	mid December 2020	
10	RFI to JHR for tender documentation information and technical specifications to ensure JHR requirements are met by NSC during the procurement and construction phases	11/02/2021	PENDING
11	JHR approval to access rail corridor	02/03/2021	Approval received 2.5 months after submission of application
12	Signalling risk workshop as requested by JHR	09/03/2021	
13	Submission of updated COR to JHR for review	04/05/2021	PENDING
14	Confirmation from Hanlon's advising upgrades likely for the Newell Highway level crossing as a result of the project	12/05/2021	
15	RFI to JHR regarding detailed breakdown of works expected to be undertaken and funded by NSC	12/05/2021	PENDING
16	RFI to JHR for signalling detailed design brief to ensure JHR requirements are met during the design phase	12/05/2021	PENDING
Closure of the Old Turrawan Road Level Crossing			
17	Commence community consultation	18/02/2021	
18	Submission of community consultation report to JHR	24/03/2021	
19	JHR Report to TfNSW for Minister's Approval	21/05/2021	Submission by JHR 6 weeks later than previously advised
20	Ministers Approval for Closure	21/05/2021	PENDING
Kamilaroi Highway and Old Turrawan Road Intersection Upgrade			
Review of Environmental Factors			
21	NSC determination of the REF	30/10/2020	COMPLETED
Survey, Geotechnical Investigation, Detailed Design			
22	Commencement including procurement	20/04/2020	
23	70% detailed design submission to TfNSW	26/11/2020	
24	TfNSW comments on the 70% design	18/12/2020	
25	100% detailed design submission to TfNSW	16/04/2021	PENDING
Land Acquisition Process			
26	Initial engagement with Property Owners (Darren Raeck)	July 2019	
27	Hanlon's engaged to manage process	11/12/2020	

Narrabri West Freight Activation Project

Item	Description	Date	Comments
28	Hanlon's first meeting with Property Owners	27/01/2021	
29	Process suspended (Shane Burns)	16/02/2021	PENDING
Old Newell Highway and Old Turrawan Road Upgrades (excluding the level crossings)			
Review of Environmental Factors			
30	NSC determination of the REF	30/10/2020	COMPLETED
Cul-de-sac - Survey, Geotechnical Investigation, Detailed Design			
31	IFC Design Submission	11/12/2020	COMPLETED
Realignment - Survey, Geotechnical Investigation, Detailed Design			
32	IFC Design Submission	05/02/2021	COMPLETED
Old Turrawan Road and Avon Street Intersection Upgrade			
Review of Environmental Factors			
33	NSC determination of the REF	30/10/2020	COMPLETED
Survey, Geotechnical Investigation, Detailed Design			
34	Commencement including procurement	28/10/2020	
35	Preliminary 2D Layout	22/01/2021	DESIGN PAUSED



05 October 2021

BRIEFING NOTE

West Precinct Freight Link



This briefing note has been prepared for Councillors to provide an update on the West Precinct Freight Link Project (the Project) activities.

There are five key elements of this Project with the most critical being the new level crossing for the Old Newell Highway. As a result, this briefing note below concentrates on the level crossing with an itemised Project Status Update provided on page 2.

- John Holland Rail (JHR) was issued the final track design for final approval in June 2021. No formal correspondence or approval from JHR has been received to date despite numerous requests from NSC staff and NSC consultants for feedback. The approved track design is required prior to the completion of the signalling detailed design.
- The signalling design has an approved concept. This concept design was developed in consultation with NSC consultants and JHR to determine the most cost-effective option as it was previously determined that NSC would have to fund not only the new level crossing for the Old Newell Highway but upgrade the existing Newell Highway level crossing to include boom gates. The requirement for NSC to fund the upgrade of the Newell Highway level crossing with boom gates is now no longer required.
- Prior to the commencement of any construction works for the new level crossing an Accreditation Deed and or licence with TfNSW/ JHR is required to be signed by NSC. A legal review of the deed was completed in Sept 2021 with several clarifications issued to JHR. To date, no correspondence has been received from JHR in relation to this matter.
- NSC completed community consultation in relation to the closure of the existing level crossing on Old Turrawan Road in March 2021. This was submitted to JHR for review prior to JHR submitting a report to TfNSW for Ministerial approval. The report from JHR to TfNSW was submitted on end of May 2021 which was 6 weeks later than JHR originally indicated. Ministerial approval is expected in October 2021.
- In summary, NSC at various stages of the Project has submitted many documents for review to JHR and have waited for extensive periods of time to receive approval. This includes as follows:
 - Formal response to the Approval in Principle (AIP) from JHR received 11 months after submission;
 - Approval to access rail corridor received 2.5 months after requested by NSC to obtain further Geotechnical data at JHR's own request;
 - 4 months since submission of the Old Newell Highway level crossing track design for final approval.

On the basis of the above, the Project schedule has been adjusted and the predicted Project completion date is June 2022 noting that all rail related approvals are being sought by JHR prior to the handover of the TfNSW Country Rail Network contract from JHR to UGL in January 2022.



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Project Status 30 Sept 2021

4	Old Turrawan Road - Level Crossing Closure				
4a	Approval	Awaiting Ministerial approval for the closure.	Pending	JHR	Oct-21
4b	Gazettal	Prior to completion of construction of Item 3, legislative requirements as per the Roads Act to be completed regarding the opening and closing of public roads.	Pending	Council	Jun-22
5	Old Newell Highway Realignment				
5a	Design	Issue for Construction Drawings have been completed.	Completed	-	-
5b	Construction	Section between the Kamilaroi Highway and the new level crossing can commence at any time.	Completed	Council	Oct-21
5c	Construction	Section between the new level crossing and Old Turrawan Road can only commence after the construction of the new level crossing (Item 6)	Pending	Council	May-22
5d	Land Matters	Council to install new fencing for adjacent property after completion of the road construction as per previous arrangements with the property owner.	Pending	Council	May-22
5e	Gazettal	Prior to completion of construction of Item 5 and Item 6, legislative requirements as per the Roads Act to be completed regarding the opening and closing of public roads.	Pending	Council	Jun-22
6	Old Newell Highway - New Level Crossing				
6a	Design	Track Design - Issue for Construction drawings are with JHR for final approval. Waiting on JHR approval, design provided in June.	Pending	JHR, CSPL (Hanlon's)	Aug-21
6b	Design	Signalling - Concept design is complete.	Completed	-	-
6c	Design	Signalling - Track designer and JHR have met and confirmed the detailed design brief for the signalling.	Completed	-	-
6d	Design	Signalling - Procurement of designer for detailed design.	Completed	CSPL (Hanlon's)	Aug-21
6e	Design	Signalling - Detailed design anticipated to be completed by the end of November 2021, waiting on formal approval of track design prior.	Pending	CSPL (Hanlon's)	Nov-21
6f	Approval	JHR Accreditation Deed - Advice from JHR is that Council should have an Accreditation Deed and or licence with JHR for the construction of the new level design.	To Note	-	-
6g	Approval	JHR Accreditation Deed - Review of the deed requirements is in progress. With JHR for clarification.	Pending	Council, CSPL	Nov-21
6h	Approval	JHR Accreditation Deed - Aiming to have Accreditation Deed signed off by the end of November 2021.	Pending	Council, CSPL	Nov-21
6i	Tender	Tender documentation for the construction of the new level crossing to be developed in consultation with JHR.	Pending	Council, JHR, CSPL	Nov-21
6j	Tender	JHR advice is to have separate tenders for the track work and the signalling work.	To Note	-	-
6k	Tender	Target for calling of tenders is early December 2021 with award of tender in February 2022.	To Note	Council, CSPL	Feb-22
6l	Construction	Target for completion is end of April 2022.	To Note	Contractor TBC	Apr-22



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COUNCILLOR BRIEFING

Details

Subject:	NARRABRI WEST FREIGHT ACTIVATION PROJECT - DELAY
Date	25/08/2022
From:	Director Infrastructure Delivery

Content

Background

Council received funding for the Narrabri West Freight Activation Project which includes the construction of a new rail level crossing on the Old Newell Highway to provide direct access to Old Turrawan Road whilst removing freight curfews which are currently in place adjacent to the West Narrabri Public School – refer **ATTACHED** drawing.

Current Situation

Council has completed construction of the upgrade of the Old Newell Highway between the Kamilaroi Highway and rail corridor however, delays with the construction of the rail level crossing have been associated with the lengthy time frames for design approval for the track and signalling designs by both John Holland Rail (JHR) and UGL Regional Linx (UGL). This was exacerbated by the fact that JHR were unsuccessful with renewing their contract with Transport for NSW (TfNSW) for the management of the Country Rail Network (CRN) which was subsequently awarded to UGL in the new year.

Specialist rail consultants (Lycopodium) have recently been engaged to prepare the tender documentation, administer the tender and to administer the contract for the construction of the new level rail crossing on behalf of Council. Council wishes to commence procurement of materials however are still waiting on formal approval from UGL for the project works.

Timeline

Council's aim for the project moving forward is to call tenders for construction of the level crossing in mid to late September 2022, award contract by the end of October 2022 with construction scheduled to be completed in February 2023. Please note however that the completion date will be subject to the availability of the successful contractor as per contract award and approval of access provisions from UGL to the rail corridor to enable construction. UGL have yet to provide a formal approval to

Once the new level crossing has been completed, Council can then complete construction of the connecting roadworks to Old Turrawan Road, the construction of the cul-de-sac adjacent to the West Narrabri Public School and formally close the existing rail level crossing on Old Turrawan Road

Council have recently written to Restart to NSW (the funding body) regarding an extension of time for the completion of the project of which we are likely to receive a favourable response later this month.

Below is the current estimated timeline for the tender process;

- Advertise tenders in mid-September 2022.
- Close tenders in early to mid-October 2022.
- Report to Narrabri Shire Council with tender recommendation – 24 October 2022.
- Tender award end of October / Early November 2022.

Main risks at this stage are:

- Availability of specialist resources ie track / civil/ signal – there is a lot going on in rail space at present
- Avoid major rail possessions where we can for as trains permits works
- Approval from UGL
- Procurement of long lead signal items
- Interface to council road works
- Wet weather

At this stage Council wishes to obtain formal approval from UGL as a priority. This will enable material to be sourced ASAP and the tender to be advertised.



SCALE 1:1000

REV	DATE	REVISION DETAILS
A	31-05-19	FOR INTERNAL REVIEW

APPROVED
MB

DRAWN
L. YOUNG
DESIGNED
L. YOUNG
CHECKED
M. BLOEM
APPROVED
M. BLOEM

PROJECT
OLD TURRAWAN ROAD & OLD NEWELL HIGHWAY
DRAWING TITLE
SK002 - PROPOSED CHANGES

CLIENT



Heart of the North West



constructive solutions
providing total solutions

PRELIMINARY	
CSPL PROJECT No.	SIZE
201927	A1
DRAWING NUMBER	REV
201927-SK002	A

14.11 BOGGABRI CBD, VICKERY PARK TO ANZAC PARK MASTER PLAN**Responsible Officer:** Eloise Chaplain, Director Infrastructure Delivery**Author:** Evan Harris, Manager Parks and Open Spaces**Attachments:**

1. **Draft Boggabri Open Spaces Masterplan**  
2. **Boggabri Engagement Report February 2024 (under separate cover)** 

DELIVERY PROGRAM ALIGNMENT**1 Society - An empowered, inclusive and connected community**

Objective 1.2 A vibrant and connected community

Strategy 1.2.2 Develop, maintain, and enhance quality community spaces and facilities

EXECUTIVE SUMMARY

This Vickery Park to Anzac Park Master plan sets out our future open spaces projects. This type of plan improves Council's ability to access grant funding and to ensure a planned approach to integrate individual projects into one overall vision.

RECOMMENDATION

1. **That Council note the Community Engagement Report (Attachment 2) and acknowledge that 85% was in support of Option A (Library and Hall).**
2. **That Council Adopt the Boggabri Open Spaces Master Plan (Option A).**

BACKGROUND

In 2022 Council endorsed The Resources for Regions Grant funding for a number of masterplans to be developed across the shire for the 2023/2024 Operational plan. The master plan for Vickery Park to Anzac Park was one of the nominated projects. This masterplan was to provide future direction for recreational infrastructure in the area and surrounding street scape to provide connectivity and urban amenity aspects to the township of Boggabri.

Community engagement was conducted to provide a scope and direction for a draft plan to be presented to Council and the community. This draft plan is to present options for the community to provide feedback on differing aspects of the masterplan to ensure that the final plan when adopted has the support of the community.

CURRENT SITUATION

Council has also included into the plan options and potential layout of a community hall and library (Civic centre). From the consultation Council can then develop a detailed floor plans for the requirements of this building and then build a business case for usage and maintenance of the proposed Civic centre for a final draft plan to be then displayed for consultation with the Community.

Council has received funding for three projects that are displayed in the Vickery Park to Anzac Park Masterplan (**Attachment 1**). One, the Community Hall and Library (Civic Centre) the funds provided under Councils 7.12 contributions plan the second project Vickery Park splash pad with funds

provided under the Resources for Regions funding round nine. The third project included The Boggabri Shared Pathway which dissects Vickery Park from Laidlaw Street to Merton Street and is funded by Resources for Regions Round Eight.

FINANCIAL IMPLICATIONS

Council has secured funding for three projects included in this masterplan, Community Hall and Library (Civic Centre), Vickery Park Splash Pad and The Boggabri Shared Pathway Vickery Park section.

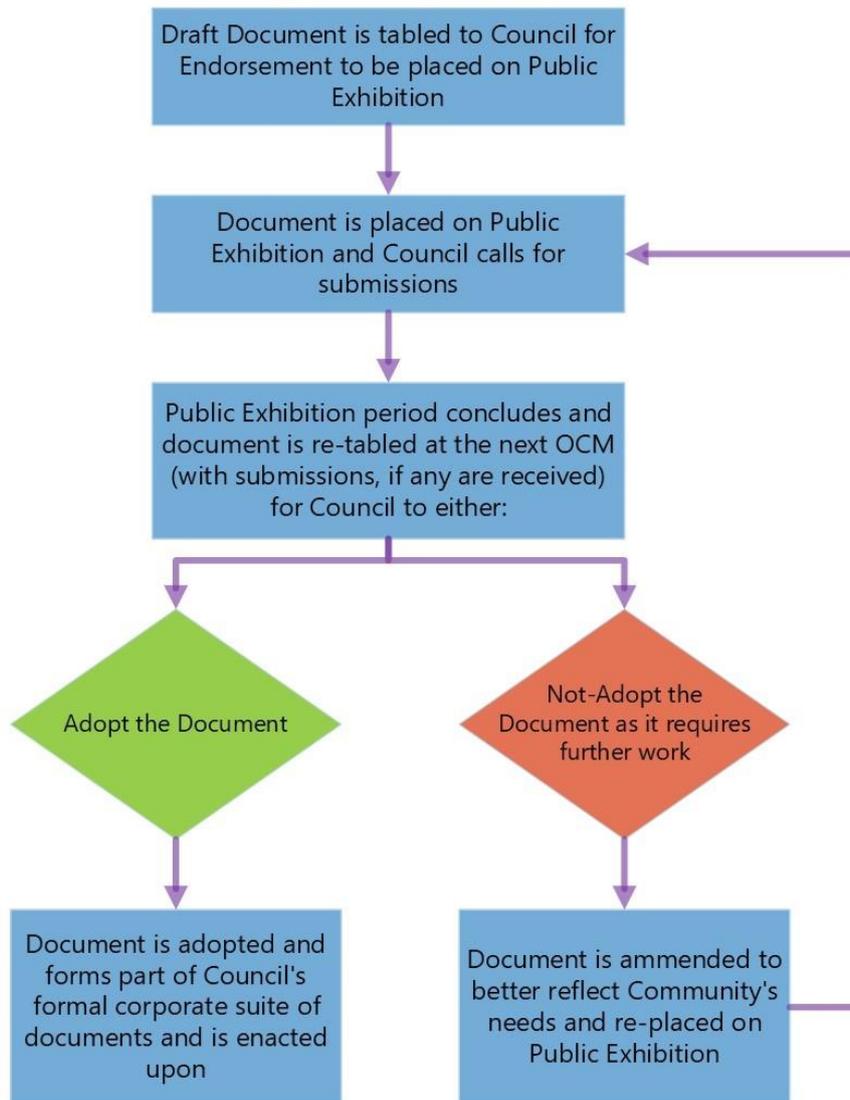
There is no funding for any other project in the master plan.

STATUTORY AND POLICY IMPLICATIONS

- 2023/2023 Community Strategic Plan.
- Action Society 1.3.1.1 - Strategy 1.3.1: Implement programs to revitalise townships across the Shire.
- 2017/2032 Sport and Recreational Plan.

CONSULTATION

The plan was placed on exhibition until 15 February 2024 to allow it its intent and process to be received by the community and the ability to respond with feedback. All submissions on the draft Strategy are outlined in the Boggabri Engagement Report (**Attachment 2**). Once Adopted, the Actions from the Strategy will be incorporated into future Operational Plans and delivered. All Actions have been developed with current resourcing constraints in mind and therefore some actions that would require grant funding to deliver are labelled as being “subject to funding”.

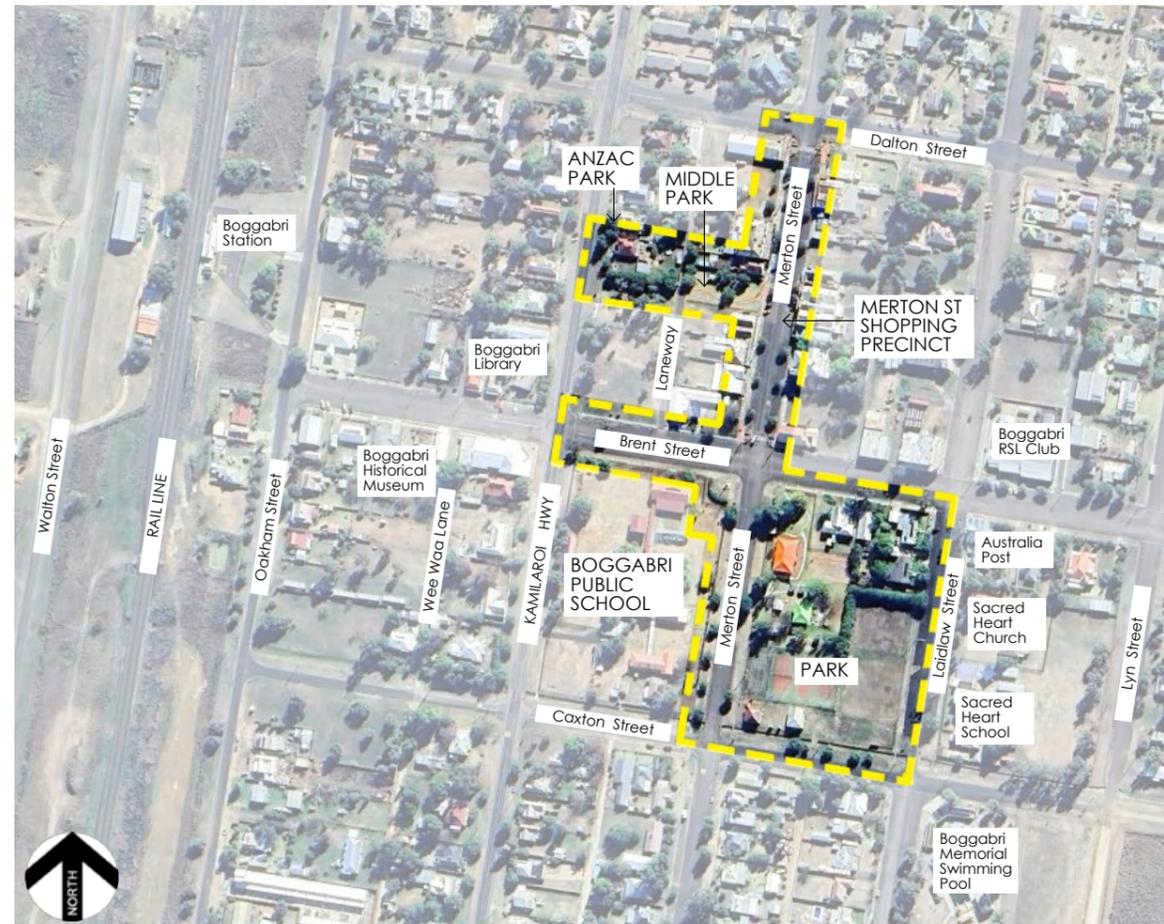


External Consultation

Community Consultation was undertaken early 2023 and further consultation will be conducted with the community once draft plans are endorsed for Public Exhibition.

Internal Consultation

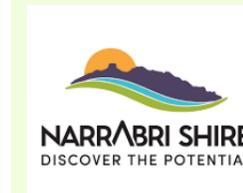
- Parks and Open Space.
- Governance.
- Planning and Sustainability.
- Finance and Commercial Services.



LOCALITY PLAN
Not to scale

MERTON STREET + PARKS BOGGABRI

Merton, Brent & Laidlaw Streets
Boggabri, NSW 2382



Merton Streetscape + Parks Master Plan

Drawing List

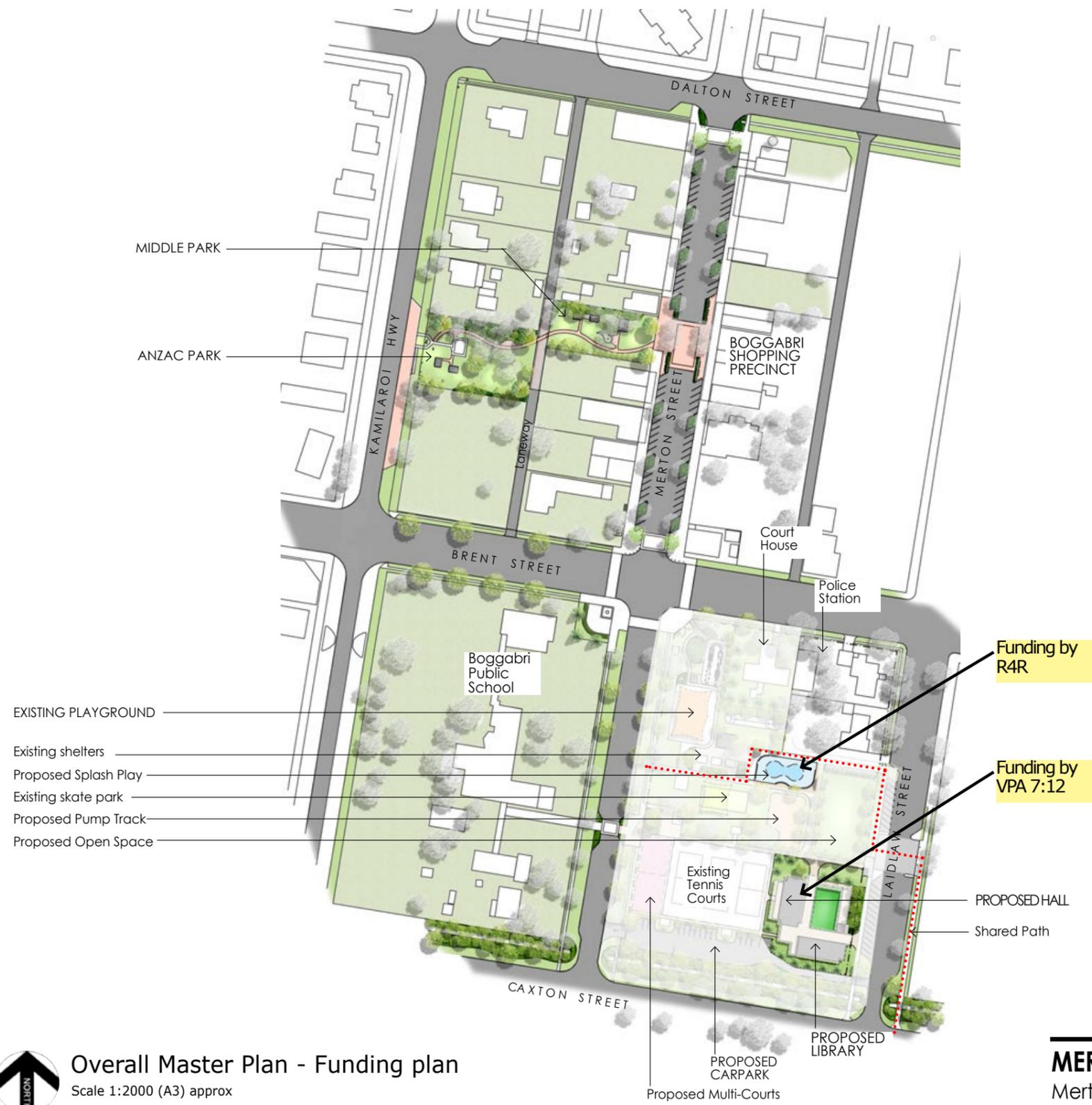
No	Title
1	Title Sheet & Locality plan
2	Overall Master Plan - Funding plan
3	Overall Master Plan - Hall + Library
4	Overall Master Plan - Hall Option B
5	Merton Street Streetscape Master Plan
6	Parks Facilities & Landscape Master Plan
7	Art & Streetscape opportunities diagram
8	Proposed Library & Hall - site
9	Proposed Community Hall - Option B site
10	Proposed Library & Hall - form elevations
11	Proposed Library & Hall - form ideas
12	Proposed Library & Hall - material references
13	Plant palette

Prepared by



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ISSUE B: 13 December 2023



MIDDLE PARK
 ANZAC PARK

EXISTING PLAYGROUND
 Existing shelters
 Proposed Splash Play
 Existing skate park
 Proposed Pump Track
 Proposed Open Space

Funding by R4R

Funding by VPA 7:12

PROPOSED HALL
 Shared Path

PROPOSED CARPARK
 PROPOSED MULTI-COURTS
 PROPOSED LIBRARY



Overall Master Plan - Funding plan
 Scale 1:2000 (A3) approx

Written dimensions always take precedence over scaled dimensions.

MERTON STREET + PARKS
 Merton Street, Boggabri NSW

Landscape Master Plan ISSUE B: 13 December 2023

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Overall Master Plan - Hall + Library

Scale 1:2000 (A3) approx

Written dimensions always take precedence over scaled dimensions.

MERTON STREET + PARKS

Merton Street, Boggabri NSW

Landscape Master Plan

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Overall Master Plan - Hall Option B

Scale 1:2000 (A3) approx

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MERTON STREET + PARKS

Merton Street, Boggabri NSW

Landscape Master Plan

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Improved on street tree planting concept with integrated seating



Embellished crossing treatment with complimentary landscape softening & shade trees



Planting opportunities & coloured surface treatments enhance public spaces & seating areas

Images for illustration only.

Merton Street Streetscape master plan

Scale 1:1000 (A3)

Written dimensions always take precedence over scaled dimensions.



MERTON STREET + PARKS

Merton Street, Boggabri NSW

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Park facilities & landscape master plan

Scale 1:1000 (A3)

Written dimensions always take precedence over scaled dimensions.

Existing gates at access points to be restored & re-used in landscape improvement works

Existing footpaths to be improved

Existing trees to be incorporated within new mass planted 'swale' area

MERTON STREET + PARKS
Merton Street, Boggabri NSW

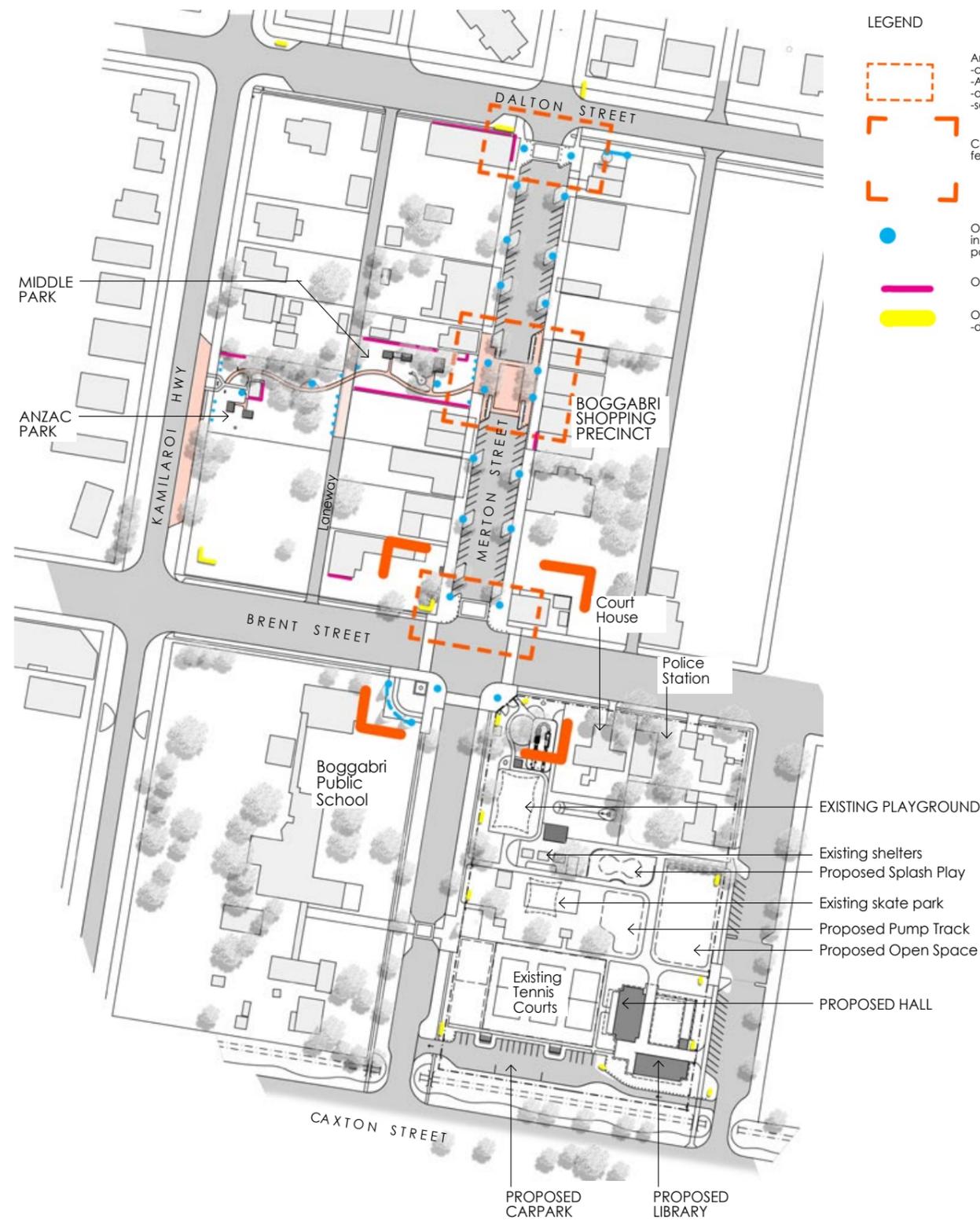
Landscape Master Plan

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Mural examples for Middle Park fence/boundary lines



Examples of street art and sculptural installations including murals and mosaic arts



Example of feature seating at central crossing point - Merton St

Merton Street Art & Streetscape opportunities diagram

Scale 1:2000 (A3) approx

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Merton Street, Boggabri NSW



Landscape Master Plan ISSUE B: 13 December 2023

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Fulton Trotter
ARCHITECTS

Boggabri Library & Community Hall - site

Scale 1:2000 (A3) approx

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MERTON STREET + PARKS

Merton Street, Boggabri NSW

Landscape Master Plan

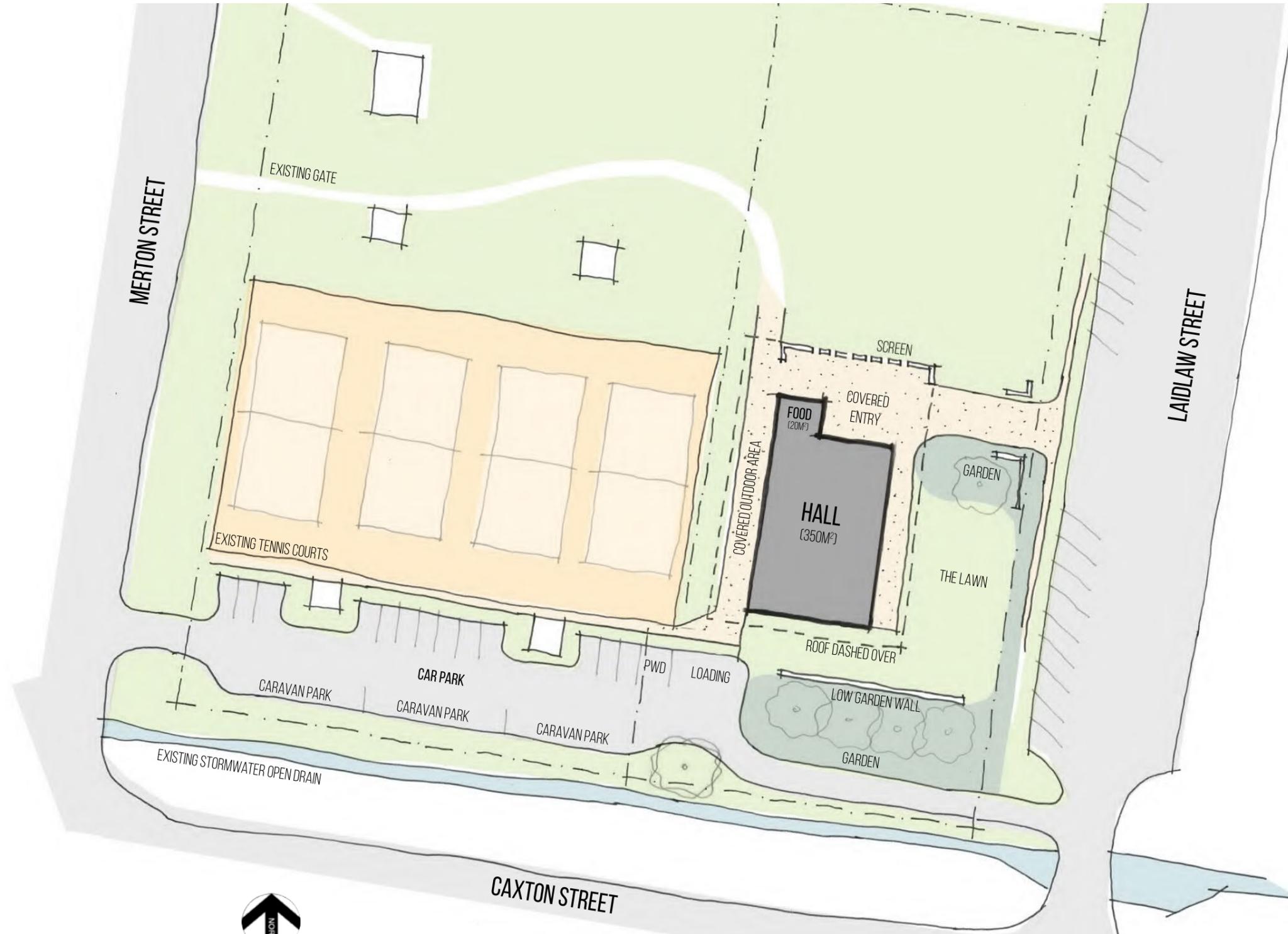
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fulton trotter
ARCHITECTS



Proposed Community Hall - Option B site

Scale 1:2000 (A3) approx

Written dimensions always take precedence over scaled dimensions.

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Merton Street, Boggabri NSW

Landscape Master Plan

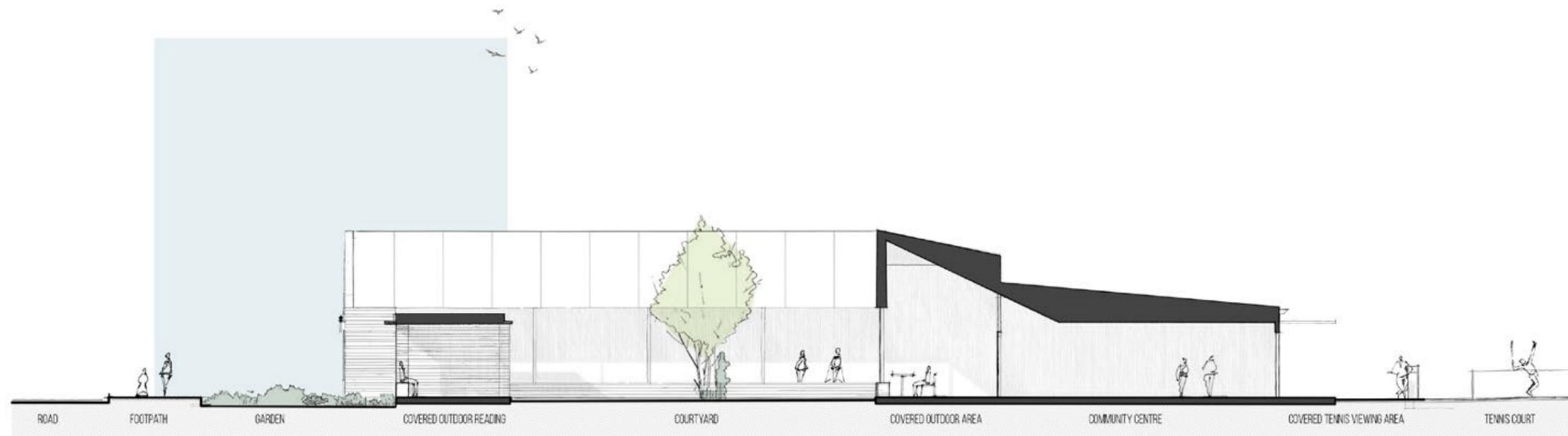
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ELEVATION CONCEPT 1:150



SECTION CONCEPT 1:150

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Boggabri Library & Community Hall - form elevations

Scale 1:150 (A3) approx

Written dimensions always take precedence over scaled dimensions.

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Merton Street, Boggabri NSW

Landscape Master Plan ISSUE B: 13 December 2023

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MASSING CONCEPT NTS

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Boggabri Library & Community Hall - form ideas
not to scale

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Merton Street, Boggabri NSW

Landscape Master Plan ISSUE B: 13 December 2023

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Boggabri Library & Community Hall - material references
Not to scale

Written dimensions always take precedence over scaled dimensions.

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Merton Street, Boggabri NSW

Landscape Master Plan ISSUE B: 13 December 2023

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UNDERSTOREY



Acmena Allyn Magic, Austromyrtus Copper Tops, Dianella Silver Streak, Dianella Little Rev, Dietes grandiflora, Convolvulus cneorum, Grevillea gaudichaudii, Grevillea Scarlet Sprite



Grevillea Sunkissed, Hardenbergia Sea of Purple, Liriope Isabella, Liriope Royal Purple, Lomandra Katie Belles, Lomandra Verday, Ophiopogon Stripty White, Pittosporum Hole In One



Zephranthes candida

SHRUBS



Acmena Cherry Surprise, Callistemon Better John, Ceratopetalum Johannes Christmas, Helichrysum petiolare, Leptospermum Rubra, Osmanthus Pearly Gates



Photinia Red Robin



Prostanthera Minty



Rhabdolepis Cosmic White



Betula Jacquemontii

TREES



Brachychiton populneus, Liriodendron tulipifera, Pyrus ussuriensis



Ulmus parvifolia



Zelkova Green Vase

Botanical Name	Common Name	Container Si	Plant Size Hx W
Understorey			
Acmena smithii 'Allyn Magic'	Allyn Magic	140mm	0.5x 0.8
Austromyrtus dulcis tenuifolia 'Copper Tops'	Copper Tops	140mm	0.75x 1.2
Dianella hybrida 'Silver Streak'	Silver Streak	200mm	0.5x 0.5
Dianella revoluta 'Little Rev'	Little Rev	140mm	0.3x 0.3
Dietes grandiflora	Wild Iris	140mm	0.9x 0.6
Convolvulus cneorum	Silver Bush	140mm	0.7x 0.7
Grevillea gaudichaudii	Spider Flower	140mm	0.2x 2
Grevillea rosmarinifolia 'Scarlet Sprite'	Scarlet Sprite	140mm	0.8x 0.8
Grevillea 'Sunkissed'	Sunkissed	140mm	0.3x 0.7
Hardenbergia violacea 'Sea of Purple'	Sea of Purple	140mm	0.5x 1.2
Liriope muscari 'Isabella'	Isabella	140mm	0.4x 0.5
Liriope muscari 'Royal Purple'	Royal Purple	140mm	0.3x 0.3
Lomandra hystrix 'Katie Belles'	Katie Belles	140mm	1.5x 1.2
Lomandra longifolia 'Verday'	Verday	140mm	0.5x 0.5
Ophiopogon intermedius 'Stripey White'	Stripey White	140mm	0.3x 0.4
Pittosporum tenuifolium 'Hole In One'	Hole In One	140mm	0.5x 0.5
Zephranthes candida	Rain Lily	140mm	0.2x 0.5
Shrubs			
Acmena smithii 'Cherry Surprise'	Cherry Surprise	250mm	1.5x 1.0
Callistemon viminalis 'Better John'	Better John	140mm	0.8x 0.8
Ceratopetalum gummiferum 'Johannes Christmas'	Johannes Christmas	200mm	1.5x 1.0
Helichrysum petiolare	Licorice Plant	140mm	0.6 x 1.2
Leptospermum scoparium 'Nana Rubra'	Manuka Myrtle	250mm	1.0x 1.0
Osmanthus delavayi 'Pearly Gates'	Pearly Gates	200mm	1.5x 1.5
Photinia fraseri 'Red Robin'	Red Robin	200mm	2.0x 2.0
Prostanthera sieberi 'Minty'	Native Mint Bush	250mm	1.5x 1.0
Rhabdolepis indica 'Cosmic White'	Cosmic White	250mm	1.0x 1.0
Trees			
Betula utilis 'Jacquemontii'	West Himalayan Birch	100L	6.0x 4.0
Brachychiton populneus	Kurrajong	100L	8.0x 6.0
Liriodendron tulipifera	Tulip Tree	100L	10.0x 6.0
Pyrus ussuriensis	Manchurian Pear	45L	8.0x 6.0
Ulmus parvifolia	Chinese Elm	100L	6.0x 6.0
Zelkova serrata 'Green Vase'	Green Vase	400L	12.0x 8.0

Plant palette

Not to scale (A3)
Written dimensions always take precedence over scaled dimensions.

MERTON STREET + PARKS
Merton Street, Boggabri NSW

Landscape Master Plan ISSUE B: 13 December 2023



14.12 OPERATIONAL AND SERVICE PLAN QUARTERLY REPORT - 1 OCTOBER 2023 TO 31 DECEMBER 2023

Responsible Officer: Jason Townsend, Manager Governance and Risk

Author: Alice Gemmell-Smith, Senior Governance Advisor

Attachments: 1. **Operational Plan Quarterly Report - Quarter 2 2023/2024 (under separate cover)** 

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

Objective 4.1 A transparent and accountable Council

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

EXECUTIVE SUMMARY

Council's Quarterly Operational Plan Report provides the community with an update on Council's progress in achieving its strategic objectives through specific actions, key performance measures and capital works projects. Quarterly Operational Plan Reporting lets the community track each service of Council regarding what that service is providing, at what cost and where works are occurring throughout the year. As at the end of the period, 85% of Council's Operational Plan Actions were either Completed or On Track to be achieved by 30 June 2024.

RECOMMENDATION

- 1. That Council adopt the Quarter 2 2023/2024 Quarterly Operational Plan Progress Report, as attached, detailing Council's progress in meeting its actions, capital works and key performance measures for the period of 1 October 2023 to 31 December 2023.**

BACKGROUND

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

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

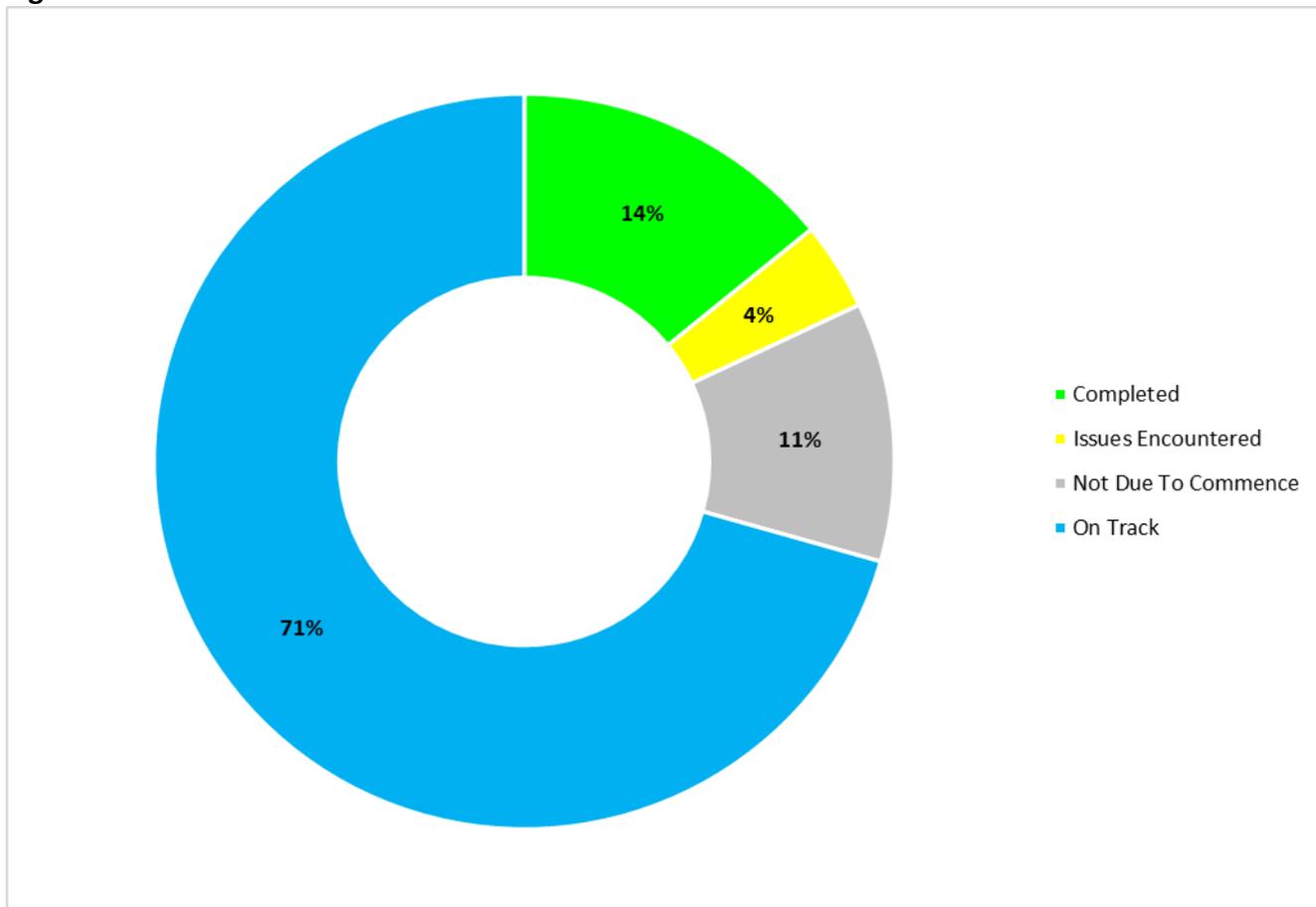
This framework allows NSW councils to draw their various plans together, understand how they interact and maximise efficiency by planning holistically and sustainably for the future.

CURRENT SITUATION

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

The attached Quarterly Operational Plan Report is Council’s progress for Quarter 2 2023/2024. The Quarterly Report for Quarter 2 2023/2024 shows that significant progress has been made towards achieving Council’s 2023/2024 activities and capital works program.

Figure 1 –



FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

- *Local Government Act 1993 (NSW) s 8C.*
- *Local Government (General) Regulation 2021 (NSW) reg 196A.*

CONSULTATION

External Consultation

Nil.

Internal Consultation

- Executive Management.
- Senior Management.

14.13 DELIVERY PROGRAM 6 MONTHLY PROGRESS REPORT - DECEMBER 2023

Responsible Officer: Jason Townsend, Manager Governance and Risk

Author: Alice Gemmell-Smith, Senior Governance Advisor

Attachments: 1. **Delivery Program 6 Monthly Report - December 2023 (under separate cover)** 

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

Objective 4.1 A transparent and accountable Council

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

EXECUTIVE SUMMARY

Council's Delivery Program 6 Monthly Progress Report provides Councillors and the community with an update on the organisation's progress in achieving its objectives and strategies identified in the Community Strategic Plan. This is the third progress report for the 2022/2026 Delivery Program.

RECOMMENDATION

1. **That Council adopt the Delivery Program 6 Monthly Progress Report, as attached, detailing Council's progress in meeting its objectives, strategies and measures up to 31 December 2023 period.**

BACKGROUND

In 2009, the NSW Government introduced the Integrated Planning and Reporting (IPR) Framework. The IPR Framework recognises that most communities share similar aspirations:

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

This framework allows NSW councils to draw their various plans together, understand how they interact and get the maximum leverage from their efforts by planning holistically and sustainably for the future.

CURRENT SITUATION

This report is the Council's second progress report against its four-year 2022/2026 Delivery Program, covering progress from 1 July 2022 to 30 June 2026. Progress is reported on a six-monthly basis, over the duration of the Delivery Program up to 30 June 2026.

In the attached report, progress has been graphed for each measure, showing movement across each six-month interval (January to June and July to December). This trend data is mapped against the estimated target, to show progress towards reaching the target progressively.

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

This report satisfies the requirements of Section 404 of the *Local Government Act 1993* (NSW) (the LG Act).

Section 404(5) of the LG Act outlines that the General Manager must ensure that regular progress reports are provided to the Council, reporting as to its progress with respect to the principal activities detailed in its delivery program. Progress reports must be provided at least every 6 months.

As outlined within the report this is the third 6 monthly update report on the progress of the Council's 2022/2026 Delivery Program.

CONSULTATION**External Consultation**

Data utilised in measuring progress on achieving strategies is sourced from numerous external agencies including but not limited to:

- The Australian Bureau of Statistics (“ABS”).
- The Office of Local Government.
- Roads and Maritime Services.
- The NSW Environment Protection Authority.
- National Parks and Wildlife Service.
- Australian Early Development Census.
- Tourism Research Australia.

Internal Consultation

- Executive Management.
- Senior Management.

14.14 CRIME PREVENTION PLAN

Responsible Officer: Donna Ausling, Director Planning and Sustainability

Author: Scott Pollock, Manager Tourism and Cultural Services

Attachments:

1. CCTV Report (under separate cover) 
2. Crime Prevention Report Research Results - Confidential (under separate cover)
3. Crime Prevention Plan 2024/28 (under separate cover) 

DELIVERY PROGRAM ALIGNMENT**1 Society - An empowered, inclusive and connected community**

Objective 1.1 A safe and healthy community

Strategy 1.1.2 Implement programs to improve crime prevention and risk management across the Shire

EXECUTIVE SUMMARY

The UNE Centre for Rural Criminology have recently completed Narrabri Shire Council's *Crime Prevention Plan 2024/28*, a supporting internal reference document *Crime Prevention Plan in Narrabri: Research Results*, and a discussion paper *CCTV As a Crime Prevention Tool*, which was developed due to Council requesting a report on the possibility of installing back to base monitoring of Council Cameras in Wee Waa.

RECOMMENDATION

1. That Council endorse the draft **Crime Prevention Plan 2024/2028** for the purpose of public exhibition.
2. That Council endorse the Report 'Crime Prevention Plan in Narrabri: Research Results' noting that it is for internal use only.
3. That Council endorse the discussion paper 'CCTV As a Crime Prevention Tool'.

BACKGROUND

Council's adopted Integrated Planning & Reporting (IP&R) framework identifies the following strategic objectives and actions in relation to crime prevention planning:

- Strategy 1.1.2: Implement programs to improve crime prevention and risk management across the Shire
- Action 1.1.2.1 Shire Wide: Support and encourage the provision of education programs in collaboration with other services to decrease the impact of domestic violence within the community Corporate and Community Services
- Vehicle: *Community Safety and Crime Prevention Action Plan 2019-2023* (Ongoing)

In addition to the above, at Council's March 2023 Ordinary Council Meeting, Council formally requested a report on the possibility of installing back to base monitoring of Council cameras in Wee

Waa to allow 24/7 access for the NSW Police. A copy of the associated Minute is reproduced as follows for the information of Council:

13.3 NOTICE OF MOTION - SECURITY IN WEE WAA

MINUTE 052/2023

Moved: Cr Brett Dickinson Seconded: Cr John Clements

1. That as a matter of urgency:

- (a) **The Council reports on the possibility of installing back to base monitoring of Council Cameras in Wee Waa to allow 24/7 access for the NSW Police.**
- (b) **The Council reports on the possibility of purchasing a mobile camera system for Wee Waa which would allow the Police to monitor trouble spots in Wee Waa (as well as any other spots within the Shire).**
- (c) **That Council seek grant funding for potential purchase of the items referred to above.**

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

Against: Cr Rohan Boehm

CARRIED 8/1

CURRENT SITUATION

The UNE Centre for Rural Criminology have recently completed Narrabri Shire Council's *Crime Prevention Plan 2024/28*, a supporting internal reference document *Crime Prevention Plan in Narrabri: Research Results*, and a discussion paper *CCTV As a Crime Prevention Tool*, which was developed due to Council requesting a report on the possibility of installing back to base monitoring of Council Cameras in Wee Waa. Copies of the respective documents are enclosed at **Attachments 1 – 3**, respectively.

Council will note inclusion of the Research Results Report as a confidential enclosure due to the document containing sensitive and personal information.

The Crime Prevention Plan suite of documents have recently been presented to Council's Crime Prevention Advisory Committee for consideration at an extraordinary meeting held on Tuesday, 13 February 2024. The Committee endorsed the Plans subject to some minor administrative amendments and recommended referral of the documents to Council for further consideration.

On this basis, the Crime Prevention Plan is proposed to be publicly exhibited for a period of twenty eight (28) days for community comment. A further report will be presented to Council at the conclusion of the consultation period.

Once the Crime Prevention Plan has been endorsed by Council, Narrabri Shire's Crime Prevention Committee will commence implementing the Plan and outcomes will be routinely reported on to track progress.

FINANCIAL IMPLICATIONS

The project has been funded via existing budgetary allocations. A separate budget bid will be made for the plan implementation over the life of the Plan as part of the 2024/2025 budget processes.

Further consideration will be given to the recommendations of the discussion paper *CCTV as a Crime Prevention Tool* as part of the upcoming budget cycle.

STATUTORY AND POLICY IMPLICATIONS

Detailed in the body of the Report.

CONSULTATION

External Consultation

- Narrabri Shire Community (community survey)
- Local Aboriginal Land Councils
- NSW Police

Internal Consultation

- Narrabri Shire Staff (internal interviews with a number of staff)
- Narrabri Shire Councillors (internal interview with a number of Councillors)
- Narrabri Shire Council Crime Prevention Committee
- Community & Development Coordinator
- Director of Planning and Sustainability

15 OUR SOCIETY

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

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

COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

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

COMMUNITY OBJECTIVES

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

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

KEY STAKEHOLDERS

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

15.1 2022/2026 YOUTH STRATEGY - FOR ADOPTION**Responsible Officer:** Donna Ausling, Director Planning and Sustainability**Author:** Scott Pollock, Manager Tourism and Cultural Services**Attachments:**

1. Draft 2022/2026 Youth Strategy (under separate cover) 
2. Submission [↓](#) 

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

Objective 4.1 A transparent and accountable Council

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

EXECUTIVE SUMMARY

The 2022/2026 Youth Strategy (**the Strategy**) is a four-year strategic plan developed to provide strategic direction for the delivery of support, programs, activities, and events that meet the needs of our diverse population of young people. The Youth Strategy guides and focuses the way we work with our community to support and empower the Shire's youth. Council has completed an all-embracing community engagement process across the Shire.

RECOMMENDATION

1. That Council adopt the draft 2022/2026 Youth Strategy.

BACKGROUND

Between 2021 and 2023, Narrabri Shire Council endeavored to engage with the Shire's young people, in accordance with Council's adopted to better understand their needs, wants and desires for themselves and the community. From this engagement, the following was highlighted:

Top 3 Concerns:

1. Mental health
2. Alcohol, drugs, and vaping
3. Crime and community safety

Top 3 Challenges:

1. School stress
2. Bullying
3. Money

Top 3 Aspirations:

1. University
2. Travel
3. Employment

The draft Strategy and detailed Engagement Report of the findings was presented to Council at the 19 December 2024 Ordinary Council Meeting.

The draft Strategy was placed on public exhibition for 44 days, between Tuesday 19 December 2023 and 5:00pm Thursday 1 February 2024. During this time, Council called for submissions from the public on the draft documents to enable further consideration at this Ordinary Council meeting through the following methods:

1. Requesting those who participated in the engagement to develop the strategy an opportunity to comment;

2. Via Council's website, Facebook and Council in Focus newspaper section; and
3. By tabling the draft Strategy to the new term of the Youth Council at the earliest available opportunity (being Thursday 8 February 2024).

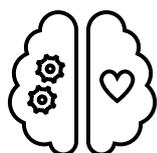
During the Public Exhibition period, Council received zero (0) submissions; however, Council did receive one (1) submission after the Public Exhibition period had closed from a member of the Youth Council (**Attachment 2**).

CURRENT SITUATION

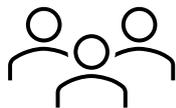
Council has completed its engagement program with the Shire's youth and developed the Strategy in direct response to the issues they have raised.

The Strategy (**Attachment 1**) aims to address the unique needs and aspirations of our young people. The Strategy focuses on fostering youth empowerment, and development. It seeks to identify opportunities for skill-building, education, support, and ensuring that young people have a voice in local decision-making processes. By addressing the specific challenges faced by the Shire's youth and youth in a rural setting, the Strategy aims to create a supportive environment that encourages their active participation in community life and contributes to the overall well-being and vitality of the Shire.

The Strategy focuses on six (6) key priorities that were developed in response to what Youth told Council was important to them, and these priorities will help to direct Council's efforts to better support and respond to the needs of the Shire's Youth. These key priorities are as follows:



Health and Wellbeing



Community Engagement and Leadership



Education and Skill Development



Entrepreneurship and Employment



Cultural Enrichment



Infrastructure and Environment

Once Adopted, the Actions from the Strategy will be incorporated into future Operational Plans and delivered. All Actions have been developed with current resourcing constraints in mind and therefore some actions that would require grant funding to deliver are labelled as being "subject to funding".

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

- *Local Government Act 1993 (NSW).*
- *Council's Community Engagement Strategy.*
- *Council's Community Engagement Policy.*

CONSULTATION**External Consultation**

Council reached out to schools and sporting groups make comment on the draft document during the Public Exhibition period.

Internal Consultation

- Director Planning and Sustainability
- Community Development Coordinator
- Community Engagement Officer
- Senior Governance Advisor
- Library Coordinator
- Small Business Liaison Officer



From: [REDACTED]
Sent: Wednesday, February 14, 2024 8:43 PM
To: Elodie Labonte <[REDACTED]@narrabri.nsw.gov.au>
Subject: Media release form

Evening Elodie,

Here is my signed media release form.

I also read through the youth strategy plan and had the following thoughts:

I really like the action steps set out for each goal.

I also think that the conclusions drawn from the available data are excellent and that we should go about planning for achieving those goals.

However, I think that the data collected was biased purely based on the type of people that actually submit the survey. I believe that this could be something for us to work on, particularly when we approach the community engagement section of the youth strategy. Otherwise, it looks great. Sorry for the delay.

Thanks,

[REDACTED]

16 OUR ENVIRONMENT



THEME 2

Our Environment

THEME 2: OUR ENVIRONMENT

STRATEGIC DIRECTION 2: A SUSTAINABLE AND COMPATIBLE NATURAL AND BUILT ENVIRONMENT

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

COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

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

COMMUNITY OBJECTIVES

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

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

KEY STAKEHOLDERS

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

16.1 REGULATORY COMPLIANCE REPORT - DECEMBER 2023 AND JANUARY 2024**Responsible Officer:** Donna Ausling, Director Planning and Sustainability**Author:** Landon Brady, Manager Regulatory Compliance**Attachments:**

1. Biosecurity Reporting December & January  
2. Companion Animal Reporting December & January  
3. Environmental Reporting December & January  
4. PIN Reporting December & January  

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

Objective 2.2 An integrated and strategic built environment

Strategy 2.2.3 Reduce the impact the built environment has on the natural environment

EXECUTIVE SUMMARY

This report provides an overview of the activities carried out by the Regulatory Compliance unit for the months of December 2023 and January 2024.

RECOMMENDATION

1. That Council receive and note the Regulatory Services Report for December 2023 and January 2024.

BACKGROUND

This report is divided in four sections, Companion Animals, Regulatory Services, Biosecurity and general compliance updates. An update is provided for the information of Council on Regulatory Compliance activities for the months of December 2023 and January 2024.

CURRENT SITUATION**Companion Animals:**

- Companion animal complaints have started to increase following the holiday period that experiences owners away for long periods of time and pets being purchased for presents and proving unwanted. The afterhours patrolling and the proactive education and awareness for the community still continues, including a targeted responsible pet ownership holiday campaign on social media, local paper and website.
- A consistent barrier to operations of the Animal Impound Facility is the fact that all rescues remain over capacity. The pressure is easing slightly with the reopening of rescues but still means that Councils are left with a bottleneck affect and are not able to take any additional animals due to capacity and subsequent safety issues. The system is 'clogged' nationally and all Council pounds are effectively at a standstill, regional Councils are significantly worse off but are awaiting the outcomes of the Parliamentary Inquiry.
- Dog attacks are beginning to decrease as Compliance Officers continue to pursue a two-pronged approach to combatting the issue. Continuing to work with the community on responsible pet ownership through engagement activities as well as enforcement action

against those owners responsible has seen dog attacks reduced by two thirds from the beginning of the quarter. After hours patrols and harsher enforcement action is proving effective but seems to instantly rise when Officers ease on these actions.

- The number of cats impounded has increased slightly since the opening of our new Companion Animal Facility but that was expected given the fact that we now have a larger facility to accept more cats. The Compliance team will continue to deliver the cat desexing program into the foreseeable future in conjunction the Cat Protection Society and local vet clinics. The Team have been advised that this funding will continue for as long as we see support from the community for the initiative. The Team is presently working on further advertising and strategies to build more community support and general awareness.
- The current budgetary allocation of \$20,000 to support the dog desexing program for community members that are recipients of welfare has proven extremely successful, with the allocation exhausted after only two and a half weeks. The \$20,000 funded the desexing of 34 dogs in the shire at a subsidised cost for residents and the Team hopes to continue this initiative. The Compliance Team aims to target areas of the Shire where straying and abandoned dogs and resulting dog attacks are a recurring issue.

Regulatory Compliance:

- Abandoned vehicles, parking and overgrown property complaints have increased this month compared to previous months. Following an extensive parking campaign before Christmas community members are still not abiding my signed parking restrictions and the complaints have continued following the Christmas break which has sparked enforcement action by the Compliance Team.
- Compliance with quarterly AWTS service reports were up this month, with 134 reports submitted to Council. The Compliance Team continue to work with owners/applicants to ensure systems are managed efficiently and are re-developing the Council register to proactively address expired approvals for wastewater treatment devices. Whilst compliance has increased, non-compliance is also up, but is reflective of the increased number of reports submitted.
- Overgrown property complaints have risen significantly due to the warmer weather and better growing conditions for vegetation but also the community concern for snakes and vermin at this time of year. The dry and windy conditions have also seen a spike in community concern for fire threats. The Compliance Team is actively working to maintain safety of the community, but the legislated compliance periods do add a layer of time and associated complexity to the process. The compliance team have seen an increase in the number of re-inspection needed as a result of community non-compliance.

Biosecurity:

- There were 152 high risk inspections completed during December and January as the optimum conditions for weed growth arise, the warmer weather and some scattered showers increase growth and spread. The inspections will continue to rise as grain harvest season poses concerns for spreading of biosecurity matter.
- 78 Private property inspection were completed during the last reporting period, as control work begins to taper off.
- Baan Baa community event night is the first engagement activity for 2024 but is the first of a string of Biosecurity engagement activities for 2024.

Compliance updates:

- The Regulatory Compliance Team is seeing an influx in properties around the Shire that are being kept in unsafe conditions, whether that be public health or fire risk. The Compliance Team have held discussions with NSW RFS on how we best divert fire risk calls to them and combat those that pose serious health and safety concerns.
- Parking enforcement has been carried out throughout January in response to further complaints from community members following our extensive community education surrounding parking in the CBD.
- The dog desexing program has been a huge success and has seen 100% use of the fund in less than three weeks of launching the program. The community has provided overwhelmingly positive support.
- Several reports have been received by the Compliance Team surrounding community members living in temporary housing on both public and private land is increasing. The Compliance Team is endeavouring to achieve fair and reasonable outcomes whilst understanding that the housing availability is adversely affecting our community, however this continues to rise.
- The final hearing of the Parliamentary Inquiry into NSW Pounds was heard in Sydney in December. Narrabri Shire Council was one of 138 submissions made to the Parliamentary Committee and we hope to see a result that helps all Council fulfill their regulatory role without struggling for resourcing. The Team has requested an update ASAP and will communicate in future council reports.

FINANCIAL IMPLICATIONS

Detailed in the body of the Report.

STATUTORY AND POLICY IMPLICATIONS

Detailed in the body of the Report.

CONSULTATION**External Consultation**

- Nil.

Internal Consultation

- Biosecurity Coordinator.
- Regulatory Compliance Team.

Reporting Measure	Dec-23	Q2 2023	Jan-24
Number of Roadside Hectares Inspected	1751.1	5968.03	3708.6
Number of Individual Properties Inspected	8	100	70
Number of High Risk Sites Inspected	70	315	82
Number of Biosecurity Programs Run	0	3	5
Weeds monthly and quarterly reporting (performed in accordance with the Biosecurity Act 2015 (NSW))	2	4	1

Companion Animals Reporting	Dec-23	Q2 23/24	Jan-24	Feb-24	Mar-24	Q3 23/24	Apr-24	May-24	Jun-24	Q4 23/24	Total
Number of Companion Animals Impounded	19	48	20	0	0	20	0	0	0	0	116
Dogs	9	30	13			13				0	79
Cats	10	18	7			7				0	37
Number of Companion Animals Registered	6	23	13	0	0	13	0	0	0	0	62
Dogs	6	22	11			11				0	58
Cats	0	1	2			2				0	4
Number of Companion Animals Rehomed	6	20	4	0	0	4	0	0	0	0	54
Dogs	2	8	1			1				0	30
Cats	4	12	3			3				0	24
Number of Companion Animals Released to Owner	3	11	4	0	0	4	0	0	0	0	25
Dogs	3	11	4			4				0	25
Cats	0	0	0			0				0	0
Number of Companion Animals Euthenaised	4	7	5	0	0	5	0	0	0	0	15
Dogs	4	7	4			4				0	14
Cats	0	0	1			1				0	1
Number of Feral Animals Euthenaised	2	2	1	0	0	1	0	0	0	0	6
Dogs	0	0	0			0				0	0
Cats	2	2	1			1				0	6
Method of Canine Impoundment	9	30	13	0	0	13	0	0	0	0	78
Patrolling	2	11	5			5				0	24
Surrenders	1	1	1			1				0	9
Handed in to Council (Pre-caught prior to impoundment)	4	14	7			7				0	38
Seized	2	4	0			0				0	7
Method of Feline Impoundment	10	18	7	0	0	7	0	0	0	0	37
Council Trapping Operations	0	0	1			1				0	1
Handed in to Council (Stray - Privately caught/trapped)	8	16	3			3				0	26
Handed in to Council (Feral - Privately trapped)	2	2	1			1				0	6
Surrenders	0	0	2			2				0	4
Complaints Received by Council	32	101	56	0	0	56	0	0	0	0	322
Dogs	24	87	41			41				0	273
Cats	8	14	15			15				0	49
Average Time to Respond (in Days) - Companion Animal Complaints	0	0	0	0	0	0	0	0	0	0	0
Dogs	0	0	0			0				0	0
Cats	0	0	0			0				0	0
Number of Animals Microchipped by Council	6	8	0	0	0	0	0	0	0	0	23
Dogs	3	5	0			0				0	19
Cats	3	3	0			0				0	4
Animals Rehomed through Council	0	0	0	0	0	0	0	0	0	0	0
Dogs	0	0	0			0				0	0
Cats	0	0	0			0				0	0
Cats Trapped by Council	0	0	1	0	0	1	0	0	0	0	1
Stray	0	0	0			0				0	0
Feral	0	0	1			1				0	1
Owned	0	0	0			0				0	0
Number of Dog Attacks Reported to Council	4	9	2			2				0	32
Orders Issued	0	4	3	1	0	4	0	0	0	0	9
NOI to Issue Nuisance Dog Orders Issued	0	0	0			0				0	0
Number of Nuisance Dog Orders Issued	0	0	0			0				0	0
NOI to Issue Menacing Dog Orders Issued	1	1	1			1				0	2
Number of Menacing Dog Orders Issued	0	0	0	1		1				0	1
NOI to Issue Dangerous Dog Orders Issued	0	0	3			3				0	3
Number of Dangerous Dog Orders Issued	0	4	3			3				0	8
Companion Animal Inspections											0
Initial Inspections	0	0	16			16				0	16
Follow up inspections	0	0	3			3				0	3

Launch of discounted dog desexing program

Environmental Reporting	Dec-23	Q2 23/24	Jan-24
Illegal Dumping Complaints Received	1	3	2
Illegal Dumping - Average Time to Respond	0	0	0
Illegal Dumping - Initial Inspection	1	1	2
Illegal Dumping - Clean Up Orders Issue	0	0	0
Illegal Development/Construction Complaints Received	1	6	
Development/Construction Complaints - Initial Inspection Completed	1	6	3
Emergency Orders Issued	1	2	0
Construction Complaints - Stop Work Orders Issued	0	1	1
NOI to Issue DCO	0	1	0
Development Control Orders Issued	0	1	0
Illegal Camping Complaints	0	1	0
Illegal Camping Complaints - Move Alongs Issued	0	0	0
Abandoned Vehicles	0	1	6
Abandoned Vehicles - Initial Inspection/NOI	0	1	6
Abandoned Vehicles - Follow Up Inspection	2	3	6
Abandoned Vehicles - Vehicles Towed to Holding Yard	0	1	0
Abandoned Vehicles - Disposed/Tendered	0	1	0
Overgrown/Waste on Property Complaints Received	0	11	5
Overgrown/Waste on Property Complaints - Inspections Completed	0	6	6
Overgrown/Waste on Property Complaints - Average Time to Respond (Days)		0	
Overgrown/Waste on Property Complaints - Initial Inspections	0	6	4
Overgrown/Waste on Property Complaints - Initial Courtesy Call/Letter	0	5	2
Overgrown/Waste on Property Complaints - Follow Up Inspection	3	17	5
Overgrown/Waste on Property Complaints - NOI Sent	0	4	0
Overgrown/Waste on Property Complaints - Order 21 Issued	1	2	0
Order 11 Issued	0	0	0
Order 22 Issued	1	2	0
Order 27 Issued	0	0	0
Order 12	0	0	0
Burning Permits		0	
Burning Permits - Requests Received	0	0	0
Burning Permits - Inspections	0	0	0
Burning Permits - Approvals Issued	0	0	0
Burning Complaints Received	0	0	0
Section 68 Applications		0	
s 68 - Septic Inspections Completed	2	3	1
s 68 - Septic Approvals to Install Issued	3	5	1
Approval to Operate Issued	0	1	2
s 68 - Septic Quarterly Reports Registered	1	99	134
Commissioning Certificate	0	0	1
Stormwater Complaints Received	0	0	0
Liquid Trade Waste Inspections	0	0	0
Request for further information issued	0	0	1
Pollution Complaints	0	1	0
Inspection completed	0	1	0
Action required	0	1	0
Parking Complaints	2	10	0
Inspection completed	4	11	0
Action required	4	9	0
General Parking Inspections Completed		0	38
Noise Complaints	0	2	0
Inspection completed	0	1	0
Action required	0	0	0
Septic Complaints	2	4	0
Inspection completed	2	5	0
Action required	0	2	0
Food Inspections - Annual Inspections	0	1	4
Food Complaints - Complaints	1	3	3
Food Complaints - Inspections	1	5	1
Food Complaints - Average time to Respond (days)		0	
Improvement Notices Issued	0	1	0
Prohibition Orders Issued	0	0	0
Clearance Certificates Issued	0	0	0
Underground Petroleum Inspections Completed (6-monthly)	0	0	0
Impounding Act - Non Companion Animals		0	
Non-Companion Animal Complaints	6	16	1
Non-Companion Animal Inspections			3
Non-Companion Animal Impounding	0	4	0
Hair Dresser - Annual Inspections	0	0	0
Beauty Salons/Skin Penetrations - Annual Inspections	0	0	0
Swimming Pools - Annual Inspections	0	0	0
Swimming Pool Complaints	0	0	0

PIN Issued	Dec-23	Q2 23/24	Jan-24	Feb-24	Mar-24	Q3 23/24	Apr-24	May-24	Jun-24	Q4 23/24	Total
Companion Animals - Dogs	1	3	3			3				0	21
Companion Animals - Cats	0	0	0			0				0	0
Parking	4	6	43			43				0	49
Overgrown Properties	0	0	0			0				0	0
Illegal Dumping	2	2	0			0				0	2
Public Health Related	0	0	0			0				0	0
Development	0	0	0			0				0	0
Abandoned Vehicles	0	1	0			0				0	2
Livestock	0	1	0			0				0	1
Litter	0	0	0			0				0	0
Land contamination	0	0	0			0				0	0
Food safety	0	0	0			0				0	0
Swimming Pools	0	0	0			0				0	0

16.2 BOGGABRI FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN

Responsible Officer: Donna Ausling, Director Planning and Sustainability

Author: Michelle Henry, Manager Planning and Development

Attachments:

1. Boggabri Floodplain Risk Management Study and Draft Plan - Confidential (under separate cover)
2. Attachment A - Confidential (under separate cover)

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

Objective 2.3 A resilient and sustainable environment

Strategy 2.3.1 Mitigate impacts of adverse events through strategic planning and preparedness

EXECUTIVE SUMMARY

Following Public Exhibition and extensive community consultation of the *Draft Boggabri Floodplain Risk Management Study and Plan (BFRMSP)* the Floodplain Risk Management Advisory Committee at its February meeting endorsed the BFRMSP and resolved to make a recommendation to Council to adopt the Plan.

A copy of the Draft Boggabri Floodplain Risk Management Study and Plan is attached under separate cover for review.

RECOMMENDATION

1. That Council adopt the Boggabri Floodplain Risk Management Study and Plan.

BACKGROUND

Following Council's successful grant application for the completion of the Boggabri Floodplain Risk Management Study and Plan, Council's appointed project consultant, WRM Water & Environment commenced working in consultation with Council staff, the Floodplain Management Risk Advisory Committee (FRMAC), and the Boggabri community to build on the previous work completed for the Boggabri Flood Study and develop the Boggabri Floodplain Risk Management Study and Plan (BFRMSP).

CURRENT SITUATION

Following completion of the public exhibition period for the draft document, a detailed submissions report and presentation were given to the FRMAC and a Councillor briefing also held.

Project activities to date include:

- Report placed on public exhibition 31 October 2023 – 30 November 2023.
- Two (2) community information sessions held 15th of November in Boggabri; key points covered:

- Overview of the study.
 - Discussion of recommendations.
 - Insight into the practical application of recommendations.
- Affected landowners identified in the high-risk flood areas were sent a letter and personally contacted and invited to discuss in person with the flood engineer the recommendations (majority of the landowners accepted this invitation).
 - Public submissions and 'Have your say' questionnaire on the proposed recommendations promoted to the public.
 - 22 completed Questionnaires were submitted.

Following the input from the community, Council staff and the FRMAC, minor changes/edits were made to the document by the consultant and presented at the February FRMAC meeting.

At the meeting the FRMAC resolved to endorse the Draft Plan and recommend it be adopted by Council.

FINANCIAL IMPLICATIONS

Financial assistance received via the NSW Government's Floodplain Management Program.

STATUTORY AND POLICY IMPLICATIONS

NSW Government Flood Prone Land Policy.

CONSULTATION

Internal Consultation

- Senior Management Team.
- Planning and Development Team.
- Floodplain Risk Management Advisory Committee.

External Consultation

- WRM Water & Environment.
- Cate McMahon (WisePoint).
- Wider Boggabri Community via Public exhibition and consultation sessions.

17 OUR ECONOMY



THEME 3

Our Economy

THEME 3: OUR ECONOMY

STRATEGIC DIRECTION 3: A STRONG, DIVERSE, AND SUSTAINABLE ECONOMY

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

COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

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

COMMUNITY OBJECTIVES

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

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

KEY STAKEHOLDERS

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

17.1 TEMPORARY SUSPENSION OF ALCOHOL FREE ZONE - NARRABRIGHT EVENT 2024

Responsible Officer: Donna Ausling, Director Planning and Sustainability

Author: Günther Weidenmann, Development Planner

Attachments:

1. NarraBRIGHT AFZ Suspension Request Map [↓](#) 
2. NarraBRIGHT Event Site Plan [↓](#) 

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

Objective 3.3 A resilient and sustainable economy

Strategy 3.3.3 Achieve economic sustainability through supporting local businesses

EXECUTIVE SUMMARY**RECOMMENDATION**

1. That Council suspend the Alcohol-Free Zone within the roadway area (Max. 360m²) between 126—136 Maitland Street, Narrabri, from 3:00pm – 11:59pm on Friday 15 March 2024, for the purposes of facilitating a proposed licensed, fenced bar area and service, for the NarraBRIGHT event.

BACKGROUND

In its fourth year, NarraBRIGHT is a street festival, celebrating the vibrant community, CBD and businesses of Narrabri. NarraBRIGHT coincides with and is a main feature of Council's annual CREATE festival, held in March 2024.

A request to suspend the Alcohol-Free Zone (AFZ) between 126—136 Maitland Street, Narrabri, from 3:00pm – 11:59pm on Friday, 15 March 2024 has been made in order to facilitate the proposed licensed, fenced bar area and service, for the NarraBRIGHT event.

CURRENT SITUATION

The suspension of the Alcohol-Free Zone has been requested within the roadway area (Max. 360m²) between 126—136 Maitland Street, Narrabri, from 3:00pm – 11:59pm on Friday, 15 March 2024, for the purposes of facilitating a proposed licensed, fenced bar and service, delivered by Narrabri Hospitality Group for the NarraBRIGHT event.

Council's Alcohol-Free Public Spaces Policy requires a valid resolution of Council to suspend a zone.

This is the fourth year this event has been held and is expected to attract approximately 2000 people. The event features family entertainment, late night shopping and outdoor dining.

The Request for Suspension of Alcohol-Free Zones application was submitted with a copy of the Public Liability Insurance Certificate to be used for the event. The proposal was subsequently referred to the NSW Police, who had who had no objection to this proposal.

Therefore, it is recommended that Council suspend the Alcohol-Free Zone between 126—136 Maitland Street, Narrabri, as indicated in the submitted plan (**Attachment 1**), from 3:00pm – 11:59pm on Friday, 15 March 2024.

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

This proposal is in accordance with Council's Alcohol-Free Zone Public Spaces Policy.

Maitland Street is a public road and Narrabri Shire Council has a duty of care obligation to maintain the safety of the general public.

CONSULTATION

External Consultation

- NSW Police.

Narrabright 2024 - AFZ SUSPENSION REQUEST MAP

Friday 15 March 2024

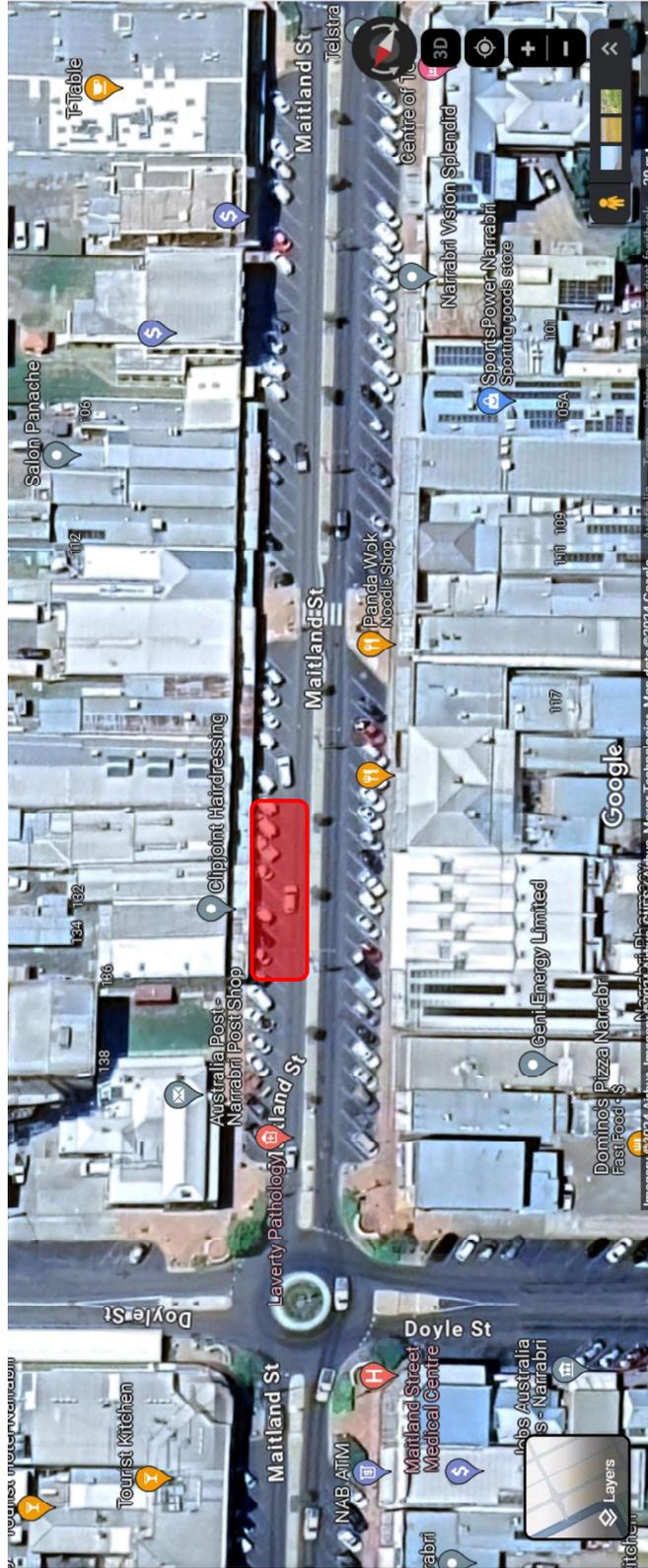
AFZ Request time: 3:00—11.59pm

KEY SYMBOL Proposed AFZ Suspension Request and Licensed Bar

Maximum Area Size: 360m2, 30 meter long x 12 meter wide, fenced with 2m high security fencing on 3 sides, guards and potplant barrier at entrance/exit

Address: Roadway areas between 126—136 Maitland Street, Narrabri NSW 2390

Proposed Security: Master License Holder—Geoffrey Artis— License Number: 000106464



Document Set ID: 2128644
Version: 1, Version Date: 16/01/2024

17.2 DA2024/0018 - DEMOLITION AND CONSTRUCTION OF A MULTI DWELLING HOUSING DEVELOPMENT (FOUR [4] ADDITIONAL DWELLINGS AND ONE [1] EXISTING DWELLING) ON LOT: A DP: 393625, 19 MEELEE STREET, NARRABRI

Responsible Officer: Donna Ausling, Director Planning and Sustainability

Author: Günther Weidenmann, Development Planner

Attachments:

1. **Conditions of Consent**  
2. **Development Plans**  
3. **Submissions (Redacted)**  
-  4. **Applicant's Response to Submissions** 

DELIVERY PROGRAM ALIGNMENT

2 Environment - A sustainable and compatible natural and built environment

Objective 2.2 An integrated and strategic built environment

Strategy 2.2.2 Support the development of appropriate housing across the Shire

EXECUTIVE SUMMARY

Council is in receipt of Development Application (DA) 2024/0018 which seeks development consent for the Demolition and Construction of a Multi Dwelling housing (Four [4] additional Dwellings and One [1] Existing Dwelling) on 19 Meelee Street, Narrabri (LOT: A DP: 393625) which involves the following:

- Demolition Works
The existing carport attached to the residence will be demolished along with the two galvanised iron garden sheds located in the rear yard.
- Proposed Works
It is proposed to retain the existing residence and four (4) new transportable units will be constructed at the rear of the subject site. Driveway access will be relocated to allow for required car parking at the front of the site.

The proposed new transportable units have open plan living, dining and kitchen areas with one bedroom and one study. Plans of the development is attached as **Attachment 2** to this report.

The application has been referred to Council for determination, as two (2) submissions, which includes a petition signed by five (5) people, were received during the public consultation period. The matters raised in the submissions are addressed in a latter section of this Report.

RECOMMENDATION

1. **That Council determine DA 2024/0018 pursuant to Section 4.16 of the Environmental Planning & Assessment Act 1979 by the granting of consent subject to conditions, as detailed in Attachment 1 'Conditions of Consent'.**

The allotment is zoned R1 'General Residential' in accordance with the provisions of the *Narrabri Local Environmental Plan 2012* (NLEP 2012). The subject allotment is 1,243m² with an existing dwelling (including ancillary outbuildings) situated on the site.

The subject land is not prone to bushfire hazards but is identified as being situated within the Flood Planning Area. There are no other natural hazards known to affect the subject land. Furthermore, no items of environmental heritage significance are known to be located on the site.

PLANNING ASSESSMENT – MATTERS FOR CONSIDERATION

The assessment of DA 2024/0018 has been undertaken in accordance with Section 4.15(1) of the *Environmental Planning and Assessment Act 1979*, as amended. In determining a development application, a consent authority is to take into consideration the following matters as relevant to the proposal:

Environmental Planning Instruments [S4.15(1)(a)(i)]

The following State Environmental Planning Policy (SEPP) are relevant to the subject DA:

➤ **SEPP (Resilience and Hazards) 2021 Chapter 4 – Remediation of Land**

The objective of this SEPP is to provide a state-wide planning approach to the remediation of contaminated land. The SEPP requires consideration of previous land uses and promotes the remediation of contaminated land for the purpose of reducing the risk of harm to human health or any other aspect of the environment.

The subject allotment is devoid of any significant vegetation and are located within a residential zone in the township of Narrabri. No contaminating activities are known to have been carried out on the subject land. The site is not known to be contaminated and a site inspection did not reveal any visual indications of contamination.

➤ **SEPP (Sustainable Buildings) 2022**

This SEPP encourages the design and delivery of more sustainable buildings across NSW. It sets sustainability standards for residential and non-residential development and starts the process of measuring and reporting on the embodied emissions of construction materials. Part of this Policy aims to ensure that all residential dwelling types in NSW are energy and water efficient.

The application proposes residential development which is classified under 'BASIX development' and therefore the provisions of this Policy apply. A current BASIX Certificate (dated 31 July 2023, numbered 1410394M) prepared by Leading Energy ESD, has been submitted with the application and the provided plans include all details required as per this certificate.

➤ **Narrabri Local Environmental Plan 2012 (LEP)**

The subject land is zoned R1 General Residential pursuant to the provisions of the NLEP 2012. The objectives of this zone are as follows:

- *To provide for the housing needs of the community.*
- *To provide for a variety of housing types and densities.*
- *To enable other land uses that provide facilities or services to meet the day to day needs of residents.*

It is considered that the proposed development is consistent with the objectives of the R1 zone as it will provide for the housing needs of the community and provide the opportunity for a variety of housing types and densities.

Clause 2.7 - 'Demolition requires development consent'

The structures/buildings located on LOT: A DP: 393625 (19 Meelee Street, Narrabri) is not identified in the LEP or *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*, as exempt development. Therefore, the demolition requires development consent, which has been sought via DA 2024/0018.

Clause 5.21 'Flood planning'

Clause 5.21 Flood Planning is applicable to the development, as the property is identified by the LEP as being a flood planning area and as such the provisions of Clause 5.21 shall be applied. A review of Council's WaterRIDE program indicates that the site is not situated in the 100-year flood level. Also, the property levels are above the Flood Planning Level (FLD) and therefore does not require to be constructed above the FLD. The proposed development is also not expected to significantly adversely affect flood behaviour or result in increase in the potential flood affectation of other surrounding development or properties. The development is not likely to adversely affect the environment or cause avoidable erosion, siltation, destruction of riparian vegetation or a reduction in the stability of riverbanks or watercourses. The development is not likely to result in unsustainable social and economic costs to the community as a consequence of flooding.

Therefore, the proposed development is determined as being suitable for the proposed use and compliant with the provisions of Clause 5.21 of LEP.

Clause 6.1 'Earthworks'

In accordance with Clause 6.1 'Earthworks' of the LEP, it is considered that any earthworks associated with the development will be ancillary for which consent is to be given via DA 2024/0018 and will be of minimal environment impact. Standard conditions have also been imposed in the terms of consent to mitigate any impacts that may arise as a result of earthworks, particularly in relation to the prescribed matters under Clause 6.1.

Clause 6.5 'Essential services'

The essential services prescribed under this Clause will be provided as follows:

- The supply of water - Council's reticulated water system is available for connection to the proposed site. Conditions as per comments received from the Engineering Department, has been included in the terms of consent to ensure compliance in this regard.
- The supply of electricity - Electricity is available for connection to the proposed site. A condition has been included in the terms of consent to ensure compliance in this regard.
- The disposal and management of sewage - Council's reticulated sewage system is available for connection to the proposed site. Conditions as per comments received from the Engineering Department, has been included in the terms of consent to ensure compliance in this regard.
- Stormwater drainage or on-site conservation - A condition has been included in the terms of consent to ensure the suitable disposal of stormwater.
- Suitable vehicular access - Ingress and egress from the site will be achieved via Meelee Street. It is proposed to relocate the driveway access on the site to suit the proposed general

arrangement. The existing layback will be reinstated with kerb. Conditions as per comments received from the Engineering Department, has been included in the terms of consent to ensure compliance in this regard.

Draft Environmental Planning Instruments [S4.15(1)(a)(ii)]

No draft environmental planning instruments were applicable to the proposed development.

Narrabri Development Control Plan [S4.15(1)(a)(iii)]

The Narrabri Development Control Plan (DCP) is applicable to the proposed development. The development has been assessed in accordance with the Drainage to Buildings DCP and Medium Density Development DCP. Suitable conditions have been included in the terms of consent to ensure compliance with the relevant DCPs.

Provisions of any Planning Agreement [S4.15(1)(a)(iiia)]

Not applicable.

The Provisions of the Regulations [S4.15(1)(a)(iv)]

Suitable conditions have been included in the terms of consent to ensure that demolition work is carried out in accordance with AS 2601-1991: 'The demolition of structures'.

The Likely Impacts of the Development [S4.15(1)(b)]Impacts on the Natural Environment

The subject land is devoid of any significant native vegetation and has been previously disturbed due to the residential use of the land. The applicant has indicated that two (2) Citrus trees will be cleared in order to accommodate the proposed development. The trees are not known to be a native species. In this regard, it is considered that the proposal is unlikely to have adverse impacts on the natural environment.

Impacts on the Built Environment

The impacts of the proposed development on the surrounding built environment have been considered in detail as part of the assessment of the subject application. The proposal is considered acceptable as it will remain compatible with existing and adjoining land uses, and will not detract from the visual amenity of the area.

Cumulative Impacts

The potential impacts of the proposal on the locality have been considered in detail during the assessment of the DA and within this Report. The cumulative impacts of the proposed development are deemed to be acceptable in this instance.

The Suitability of the Site for the Development [S4.15(1)(c)]

The subject site is considered suitable for the proposed development for the following reasons:

- The subject sites are zoned R1 'General Residential' in accordance with the provisions of the *Narrabri Local Environmental Plan 2012* (LEP). It is considered that the proposed development will remain consistent with the R1 zone objectives, as it will provide for the housing needs of the community and provide the opportunity for a variety of housing types and densities.
- The proposed development is capable of being connected to all essential services.

Any Submissions made in accordance with the Act or Regulations [S4.15(1)(d)]

The proposal was neighbour notified and advertised in accordance with the Council's Community Participation Plan from 25 October 2023 until 8 November 2023. Two (2) submissions, which includes a petition signed by five (5) people, were received during the notification period. The main issue raised within the submissions is the effect that the proposed development will have on neighbouring properties in regard to privacy and traffic generation.

A copy of the submissions, with all identifying information removed, is attached as **Attachment 3** to this Report.

A response to the submissions was received from the applicant on 5 December 2023 and all relevant planning issues addressed (**Attachment 4**).

The Public Interest [S4.15(1)(e)]

The proposed development is permissible with consent pursuant to *the Narrabri Local Environmental Plan 2012*. The proposed multi dwelling development is not expected to have a significant or detrimental impact. The issues raised by adjoining landholders during the notification period may be addressed via the imposition of suitable conditions of development consent. The proposed development is expected to result in positive environmental impacts, and as such the development is considered to be in the public interest as it will provide for the housing needs of the community and provide the opportunity for a variety of housing types and densities.

OPTIONS

1. Grant consent subject to the conditions listed in **Attachment 1** to this Report; or
2. Refuse the application, providing reasons for Council's refusal.

GENERAL CONDITIONS

Condition																																																																			
1.	<p>Approved Plans & Documents</p> <p>Development must be carried out in accordance with the following approved plans and documents, except where the conditions of this consent expressly require otherwise.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5" style="text-align: center;">Approved plans</th> </tr> <tr> <th style="text-align: center;">Plan Title</th> <th style="text-align: center;">Prepared By</th> <th style="text-align: center;">Job No.</th> <th style="text-align: center;">Drawing No.</th> <th style="text-align: center;">Date of Plan</th> </tr> </thead> <tbody> <tr> <td>Site Plan</td> <td>i-Build Building Solutions</td> <td>K6171</td> <td>WD01</td> <td>21/04/2023</td> </tr> <tr> <td>Floor Plan (Type A)</td> <td>i-Build Building Solutions</td> <td>K6171</td> <td>WD02</td> <td>21/04/2023</td> </tr> <tr> <td>Floor Plan (Type B)</td> <td>i-Build Building Solutions</td> <td>K6171</td> <td>WD03</td> <td>21/04/2023</td> </tr> <tr> <td>Elevations</td> <td>i-Build Building Solutions</td> <td>K6171</td> <td>WD04</td> <td>21/04/2023</td> </tr> <tr> <td>Elevations</td> <td>i-Build Building Solutions</td> <td>K6171</td> <td>WD05</td> <td>21/04/2023</td> </tr> <tr> <td>Elevations</td> <td>i-Build Building Solutions</td> <td>K6171</td> <td>WD06</td> <td>21/04/2023</td> </tr> <tr> <td>Section</td> <td>i-Build Building Solutions</td> <td>K6171</td> <td>WD04</td> <td>21/04/2023</td> </tr> <tr> <td>Landscape Plans</td> <td>Stewart Surveys</td> <td>5898</td> <td>Sheet 2 - 5</td> <td>19/07/2023</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: center;">Approved Documents</th> </tr> <tr> <th style="text-align: center;">Document Title</th> <th style="text-align: center;">Prepared by</th> <th style="text-align: center;">Certificate Number</th> <th style="text-align: center;">Date of document</th> </tr> </thead> <tbody> <tr> <td>Statement of Environmental Effects</td> <td>Stewart Surveys Pty Ltd</td> <td style="text-align: center;">-</td> <td>19 July 2023</td> </tr> <tr> <td>BASIX Certificate</td> <td>Leading Energy ESD</td> <td>1373210M</td> <td>19 October 2023</td> </tr> </tbody> </table> <p>In the event of any inconsistency between the approved plans and documents, the approved conditions prevail.</p> <p>Reason: To ensure that the form of the development undertaken is in accordance with the determination of Council</p>	Approved plans					Plan Title	Prepared By	Job No.	Drawing No.	Date of Plan	Site Plan	i-Build Building Solutions	K6171	WD01	21/04/2023	Floor Plan (Type A)	i-Build Building Solutions	K6171	WD02	21/04/2023	Floor Plan (Type B)	i-Build Building Solutions	K6171	WD03	21/04/2023	Elevations	i-Build Building Solutions	K6171	WD04	21/04/2023	Elevations	i-Build Building Solutions	K6171	WD05	21/04/2023	Elevations	i-Build Building Solutions	K6171	WD06	21/04/2023	Section	i-Build Building Solutions	K6171	WD04	21/04/2023	Landscape Plans	Stewart Surveys	5898	Sheet 2 - 5	19/07/2023	Approved Documents				Document Title	Prepared by	Certificate Number	Date of document	Statement of Environmental Effects	Stewart Surveys Pty Ltd	-	19 July 2023	BASIX Certificate	Leading Energy ESD	1373210M	19 October 2023
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2.	<p>Plans on Site</p> <p>A copy of all stamped approved plans, specifications and documents (including the Certificate of Completion, if required, for the work incorporating certification of conditions of approval) must be kept on site at all times so as to be readily available for perusal by any officer of Council or the Principal Certifying Authority.</p>																																																																		

3.	<p>Compliance</p> <p>The Applicant must put in place a management system, and take reasonable steps, to ensure that employees, contractors and sub-contractors are aware of, and comply with, the conditions of this consent relevant to their respective activities.</p> <p>Reason: To ensure all workers on site are aware of approval obligations.</p>
4.	<p>Obligation to Minimise Harm to the Environment</p> <p>The Applicant/Owner/Operator shall implement all practicable measures to prevent and/or minimise any harm to the environment that may result from the operation and/or rehabilitation of the development.</p> <p>Reason: To ensure the development is carried out in an environmentally responsible manner.</p>
5.	<p>Building Code of Australia</p> <p>All building work must be carried out in accordance with the provisions of the Building Code of Australia and any Australian Standards adopted there under.</p> <p>Reason: Statutory requirement.</p>
6.	<p>Home Building Act – Residential building work – Over \$10,000</p> <p>Home Building Act Requirements:</p> <p>(1) Building work that involves residential building work (within the meaning and exemptions provided in the Home Building Act) must not be carried out unless the Principal Certifying Authority for the development to which the work relates:</p> <p>(a) in the case of work to be done by a licensee under that Act:</p> <p style="padding-left: 20px;">(i) has been informed in writing of the licensee's name and contractor licence number, and</p> <p style="padding-left: 20px;">(ii) is satisfied that the licensee has complied with the requirements of the Home Building Act, or</p> <p>(b) in the case of work to be done by any other person:</p> <p style="padding-left: 20px;">(i) has been informed in writing of the person's name and owner-builder permit number, or</p> <p style="padding-left: 20px;">(ii) has been given a declaration, signed by the owner of the land, that states that the reasonable market cost of the labour and materials involved in the work is less than the amount prescribed for the purposes of the definition of owner-builder work in section 29 of that Act, and is given appropriate information and declarations under paragraphs (a) and (b) whenever arrangements for the doing of the work are changed in such a manner as to render out of date any information or declaration previously given under either of those paragraphs.</p> <p>Note: The amount referred to in paragraph (b)(ii) is prescribed by regulations under the Home Building Act 1989. As at the date on which this Regulation was Gazetted, that amount was \$10,000. As those regulations are amended from time to time, that amount may vary.</p>

	<p>(2) A certificate purporting to be issued by an approved insurer under Part 6 of the Home Building Act 1989 that states that a person is the holder of an insurance policy issued for the purposes of that Part is, for the purposes of this clause, sufficient evidence that the person has complied with the requirements of that Part.</p> <p>If arrangements for doing residential building work are changed while the work is in progress so that the information submitted to Council is out of date, further work must not be carried out unless the Principal Certifying Authority for the development to which the work relates (not being the Council), has given the Council written notice of the updated information.</p> <p>Reason: Statutory requirement.</p>
<p>7.</p>	<p>BASIX Commitments</p> <p>Pursuant to Clause 75 of the <i>Environmental Planning & Assessment Regulation 2021</i> all the commitments listed in each relevant BASIX Certificate for the development must be fulfilled.</p> <p>In this condition:</p> <ul style="list-style-type: none"> (a) relevant BASIX Certificate means: <ul style="list-style-type: none"> i) a BASIX certificate that applies to the development when development consent is granted or modified, or ii) if a replacement BASIX certificate accompanies a subsequent application for a construction certificate—the replacement BASIX certificate that applies to the development when the construction certificate is issued or modified; and, (b) BASIX Certificate has the meaning given to that term in the <i>Environmental Planning & Assessment Regulation 2021</i>. <p>Reason: To ensure the proposed development will meet the Government’s requirements for sustainability and statutory requirements.</p>

BUILDING WORK

BEFORE ISSUE OF A CONSTRUCTION CERTIFICATE

Condition	
<p>8.</p>	<p>Section 68 Applications/Approvals</p> <p>Prior to the issue of a Construction Certificate, evidence shall be provided to demonstrate that approval from Council pursuant to Section 68 of the Local Government Act 1993 for any water supply, sewerage, and/or stormwater drainage works has been obtained.</p> <p>Reason: Statutory requirement.</p>
<p>9.</p>	<p>Storm Water Management Plan</p> <p>Prior to the issue of any Construction Certificate, fully detailed engineering drawings and specifications must be submitted to and approved by Council’s Director</p>

	<p>Infrastructure Delivery (as the water authority) for the provision of a stormwater management system. The Drawings and specifications are to be prepared by a suitably qualified practitioner and are to be designed in accordance with:</p> <ul style="list-style-type: none"> a. AS3500.3- Stormwater Drainage b. Narrabri Shire Council Design Specifications c. Concept design prepared by High Definition West Pty Ltd. and must: d. Indicate location of other services (existing and proposed) e. Identify overland flow paths f. Identify surface drainage and catchment areas g. Pit size and type h. Pit details i. Submit a longitudinal section which must include: <ul style="list-style-type: none"> i. Chainages to stormwater pits ii. Existing and proposed surface levels iii. Pipe invert levels iv. Depth to invert v. Pipe size, material and class vi. Pipe grades vii. Location of other service crossings <p>Reason: To ensure the appropriate management of stormwater.</p>
<p>10.</p>	<p>Reticulated Water Supply Extension</p> <p>The existing water connection is unable to service the proposed development and will require the be upsized. In this regard, prior to the issue of any Construction Certificate, a fully detailed engineering drawings and specifications must be submitted to and approved by Council’s Director Infrastructure Delivery (as the water authority) for the upsizing of Council’s Water Main to service the multi-dwelling development. The Drawings and specifications are to be prepared by a Hydraulic Engineer and are to be designed in accordance with:</p> <ul style="list-style-type: none"> (a) AS3500.1 -Water Services (b) WSA03- Water Supply Code of Australia (c) Narrabri Shire Council Design Specifications, and must: (d) Indicate pipe size, material & class (e) Identify depth of service to finished surface levels (f) Identify meter locations to property boundaries (g) Indicate location of other services (existing and proposed) (h) Identify fittings (type and size) (i) Identify Fire Services and detail hydrant booster arrangement. <p>The works are to be covered by a public liability insurance policy to the value of \$20 million. The policy should specifically indemnify Council from all claims arising from the execution of the works. A copy of this policy must be presented to Council prior to commencement of the works.</p> <p>Reason: To ensure appropriate provision of services to all lots.</p>

11.	<p>Off Street Parking</p> <p>A detailed plan showing the dimensions, grades and finishes of all parking, driveway and manoeuvring areas is to be prepared by a suitably qualified practitioner. The detailed plan is to be submitted to and approved by the Council’s Director Infrastructure Delivery prior to the issue of a Construction Certificate. The car park is to be designed to:</p> <ol style="list-style-type: none"> a. Comply with Australian Standard AS.2890.1 2004 Parking Facilities; b. Provide 10 off-street parking spaces complying with User Class 1A of Australian Standard AS.2890.1 2004 Parking Facilities; and c. Allow all vehicles accessing the carpark to enter and exit the site in a forward direction. 												
	Reason: Ensure provision of proper parking and vehicle access facilities, and compliance with Council’s DCP – Car Parking Code No 1.												
12.	<p>Long Service Levy</p> <p>Prior to the commencement of works, evidence is to be provided demonstrating that payment of the prescribed Long Service Levy fee has been made.</p>												
	Reason: To ensure that the requirements of the Long Service Levy Corporation are satisfied.												
13.	<p>Headworks Charges</p> <p>Prior to the issue of the Construction Certificate, the provisions of Section 64 of the <i>Local Government Act 1993</i> as specified in the following table is to be paid to Council as the Water Management Authority. Documentary evidence shall be provided to the Certifying Authority that that the contributions set out in column (C) has been paid in full:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Contribution type</th> <th style="text-align: center;">Amount for additional unit</th> <th style="text-align: center;">Total (C)</th> </tr> </thead> <tbody> <tr> <td>Water [0.60 Equivalent Tenements (ET) for 2 bedroom unit]</td> <td>\$4,520.00 x 0.60 ET x 4 additional units</td> <td style="text-align: right;">\$ 10,848.00</td> </tr> <tr> <td>Sewer [0.75 Equivalent Tenements (ET) for 2 bedroom unit]</td> <td>\$ 6,820.00 x 0.75 ET x 4 additional unit = \$10,230.00</td> <td style="text-align: right;">\$ 20,460.00</td> </tr> <tr> <td style="text-align: center;">Total:</td> <td></td> <td style="text-align: right;">\$ 31,308.00</td> </tr> </tbody> </table> <p>Note: Council’s fees and charges (including Water & Sewer Headwork’s Contribution Plans charges) are reviewed each June in accordance with CPI fluctuations and the fees quoted may be varied in accordance with that review.</p>	Contribution type	Amount for additional unit	Total (C)	Water [0.60 Equivalent Tenements (ET) for 2 bedroom unit]	\$4,520.00 x 0.60 ET x 4 additional units	\$ 10,848.00	Sewer [0.75 Equivalent Tenements (ET) for 2 bedroom unit]	\$ 6,820.00 x 0.75 ET x 4 additional unit = \$10,230.00	\$ 20,460.00	Total:		\$ 31,308.00
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	Reason: To make provision for public amenities and services within the community.												

14.	<p>Section 7.12 Contributions (Formerly S. 94A)</p> <p>Prior to the issue of the Construction Certificate, the developer shall pay to Council a levy, as applicable at the time of payment, relative to the total project value, in accordance with the <i>Section 7.12 Fixed Development Consent Levies Contributions Plan 2011</i> under Section 7.12 of the <i>Environmental Planning and Assessment Act 1979</i>. The current levy payable is as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Proposed cost of development</th> <th style="text-align: center;">Percentage (%) Contribution</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Up to \$100,000</td> <td style="text-align: center;">Nil</td> </tr> <tr> <td style="text-align: center;">\$100,001 - \$200,000</td> <td style="text-align: center;">0.5%</td> </tr> <tr> <td style="text-align: center;">More than \$200,000</td> <td style="text-align: center;">1%</td> </tr> </tbody> </table> <p>Reason: To make provision for public amenities and services within the community.</p>	Proposed cost of development	Percentage (%) Contribution	Up to \$100,000	Nil	\$100,001 - \$200,000	0.5%	More than \$200,000	1%
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15.	<p>Driveway/Vehicle Access/Road Works Approvals</p> <p>Prior to the issue of the Construction Certificate, approval from the relevant roads authority under Section 138 of the <i>Roads Act 1993</i> shall be obtained for the building of any kerb, crossover or driveway or other road works.</p> <p><i>*Advisory Note: The upgrade/installation of the vehicular crossing is an approved structure in accordance with Section 138 of the Roads Act 1993. The ongoing maintenance and/or repair of the vehicle crossing is the responsibility of the owner in accordance with Section 142 of the Roads Act 1993.</i></p> <p>Reason: To ensure compliance with the Roads Act 1993 and Narrabri Shire Council requirements</p>								

BEFORE ANY WORK COMMENCES

16.	<p>Construction Certificate</p> <p>No works shall commence on site until such time as a Construction Certificate has been issued for either part or all of the works. If a certificate is issued for part of the works it must cover the works being undertaken onsite.</p> <p>Note: A Construction Certificate issued by an Accredited Certifying Authority must be deposited with Council at least 48 hours prior to the commencement of any earthworks, engineering or building work on the site.</p> <p>Reason: Statutory requirement.</p>
17.	<p>Sediment and Erosion Control</p> <p>Before any site work commences, Narrabri Shire Council, must be satisfied the erosion and sediment controls in the erosion and sediment control plan are in place. These controls must remain in place until any bare earth has been restabilised in accordance with the NSW Department of Housing manual 'Managing Urban Stormwater: Soils and Construction Certificate' (the Blue Book) (as amended from time to time).</p>

	Reason: To ensure sediment laden runoff and site debris do not impact local stormwater systems and waterways.
18. Site Facilities	<p>Toilet facilities must be provided on the work site at the rate of one toilet for every 20 persons or part of 20 persons employed at the work site.</p> <p>Each toilet provided must:</p> <ul style="list-style-type: none"> a) be a standard flushing toilet, connected to a public sewer, or b) if connection to a public sewer is not available, to an on-site effluent disposal system approved by the council, or c) a portable toilet. <p>The provision of toilet facilities must be completed before any other work is commenced.</p>
	Reason: To ensure the health and safety of the community and workers on the site.
19. Site Sign	<p>This condition does not apply to building works being carried out inside an existing building.</p> <p>A sign must be erected in a prominent position on any work site on which work involved in the erection or demolition of a building is being carried out:</p> <ul style="list-style-type: none"> a. stating that unauthorised entry to the work site is prohibited; b. showing the name of the principal contractor (or person in charge of the work site), and a telephone number at which that person may be contacted at any time for business purposes and outside working hours; and c. showing the name, address and telephone number of the Principal Certifying Authority for the work. <p>Any such sign must be maintained while to building work or demolition work is being carried out but must be removed when the work has been completed.</p>
	Reason: Statutory requirement.

DURING DEMOLITION AND BUILDING WORKS

Condition	
20. Construction Hours	<p>Unless otherwise approved by Council any person acting on this consent shall ensure that construction works involving electric or pneumatic tools, or other noisy operations, shall be restricted to the following hours:</p> <ul style="list-style-type: none"> a) Monday to Saturday (inclusive) 7.00am to 6.00pm, b) Sunday Nil c) Public Holidays Nil
	Reason: To ensure that works do not interfere with reasonable amenity expectations of residents and the community.
21. Prohibition on Use of Pavements	<p>Builder’s sheds, waste containers and building materials to be utilised during construction shall be stored entirely within the site during the construction phase. Equipment must not be operated on the footpath or roadway, unless prior written</p>

	<p>approval has been obtained from council. All waste must be appropriately disposed of to a waste management facility and temporary building structures removed before the issuing of the Occupation Certificate</p> <p>Reason: To ensure that public places and road reserves are not obstructed.</p>
22.	<p>Protection of Aboriginal relics</p> <p>Discovery of relics and Aboriginal objects While site work is being carried out, if a person reasonably suspects a relic of Aboriginal object is discovered:</p> <p>a) the work in the area of the discovery must cease immediately; b) the following must be notified</p> <p style="padding-left: 40px;">i) for a relic – the Heritage Council; or ii) for an Aboriginal object – the person who is the authority for the protection of Aboriginal objects and Aboriginal places in New South Wales under the <i>National Parks and Wildlife Act 1974</i>, section 85.</p> <p>Site work may recommence at a time confirmed in writing by:</p> <p>a) for a relic – the Heritage Council; or b) for an Aboriginal object – the person who is the authority for the protection of Aboriginal objects and Aboriginal places in New South Wales under the <i>National Parks and Wildlife Act 1974</i>, section 85.</p> <p>Reason: To ensure the protection of objects of potential significance during works</p>
23.	<p>Cost associated with Council property/infrastructure</p> <p>The applicant shall bear the cost of all restoration works to Council's property damaged by the applicant or his/her contractors during the course of this development and the cost of all works associated with the development that occur on Council property.</p> <p>Reason: To ensure protection of public infrastructure.</p>
24.	<p>Cost associated with Council property/infrastructure</p> <p>Any necessary alterations to, or relocations of, utility services must be carried out at no cost to Council or the relevant public authority.</p> <p>Reason: To ensure costs associated with the development are not transferred public authorities</p>
25.	<p>No removal of trees on public property</p> <p>No trees on public property (footpaths, roads, reserves etc.) shall be removed or damaged during the carrying out of construction works unless specifically approved by this consent.</p> <p>Reason: Ensure protection of public assets.</p>
26.	<p>Demolition</p> <p>All demolition works are to be carried in accordance with AS 2601-2001 Demolition of Structures, with all waste being removed from the site. All demolition work shall be carried out strictly in accordance with following:</p>

- (a) The person acting with this consent shall notify adjoining residents seven (7) days prior to demolition. The notification shall be made in writing on A4 size paper and clearly specify the location of the demolition, date it is to commence and the individual or company to carrying out the work. This notification shall be placed in the letter box of every premise (including residential flat or unit, if any) either side, immediately at the rear of and directly opposite the demolition site.
- (b) Written notice is to be given to Council prior to the commencement of any demolition work. The written notice shall include the date demolition work will commence and detail the name, address, business, home, contact phone number and licence number of the demolisher. The following building inspections must be undertaken by Council / Certifying Authority:
 - (i) A pre commencement inspection when all the site works are installed on the site and prior to demolition commencing.
 - (ii) A final inspection when the demolition works have been completed.
- (c) Prior to demolition, the applicant must erect a sign at the front of the property with the demolisher's name, licence number, contact number and site address.
- (d) Prior to demolition, the applicant must erect a 1.8m high temporary fence, hoarding between the work site and any public property (footpaths, road, reserves etc). Access to the site must be restricted to authorised persons only and the site must be secured against unauthorised entry when work is not in progress or the site is otherwise unoccupied.
- (e) The hours of demolition work are limited to between 7:00am and 6:00pm on weekdays. No demolition work is to be carried out on Saturdays, Sundays or public holidays.
- (g) Hazardous or intractable wastes arising from the demolition process must be removed and disposed of in accordance with the requirements of WorkCover New South Wales and the Department of Environment and Climate Change NSW.
- (h) Demolition procedures must maximise the reuse and recycling of demolished materials in order to reduce the environmental impacts of waste disposal.
- (i) During demolition, public property (footpaths, roads, reserves etc) must be clear at all times and must not be obstructed by any demolished material or vehicles.
- (j) All vehicles leaving the site with demolition materials must have their loads covered and vehicles must not track soil and other materials onto public property (footpaths, roads, reserves etc) and the footpaths must be suitably protected against damage when plant and vehicles access the site.
- (k) The burning of any demolished material on site is not permitted and offenders will be prosecuted.
- (l) Care must be taken during demolition to ensure that existing services on the site (ie, sewer, electricity, gas, and phone) are not damaged. Any damage caused to existing services must be repaired at by the relevant authority at the applicant's expense.
- (m) Suitable erosion and sediment control measures in accordance with the Soil and Water management plan must be erected prior to the commencement of demolition works and must be maintained at all times.

	<p>(n) If the property was built prior to 1987 an asbestos survey prepared by a qualified occupational hygienist is to be undertaken. If asbestos is present then:</p> <ul style="list-style-type: none"> (i) A WorkCover licensed contractor must undertake removal of all asbestos. (ii) During the asbestos removal a sign "DANGER ASBESTOS REMOVAL IN PROGRESS" measuring not less than 400 mm x 300 mm is to be erected in a visible position on the site to the satisfaction of Council. (iii) Waste disposal receipts must be provided to Council / Certifying Authority as proof of correct disposal of asbestos laden waste. (iv) All removal of asbestos must comply with the requirements of SafeWork NSW and Narrabri Shire Council. (v) An asbestos clearance certificate prepared by a qualified occupation hygienist must be provided at the completion of the demolition works.
	<p>Reason: To ensure the long term health of workers on site and occupants of the building is not put at risk unnecessarily.</p>
<p>27.</p>	<p>Excavation and Earthworks</p> <p>Unless otherwise approved by this development consent the maximum height of all fill shall be 1 metre above the natural ground level and no fill shall be placed on the land within 1 metre of adjoining property boundaries unless retained. Where retaining walls are not used to hold the fill in place, the edges of the fill shall have a gradient that does not exceed the following:</p> <ul style="list-style-type: none"> (a) 1:3 any fill adjoining side boundaries; (b) 1:4 any fill adjoining a rear boundary; and (c) 1:6 any fill adjoining a boundary with a public road. <p>All fill batters are to be stabilised and maintained to prevent surface erosion which may affect the stability of the site or create dust hazards for adjoining properties. All fill is to be sourced from a reputable supplier. No soil subject to contamination is to be used as fill in conjunction with this development.</p>
	<p>Reason: To ensure compliance with Council's Landfill Development Control Plan.</p>
<p>28.</p>	<p>Environmental Management</p> <p>The development site is to be managed for the entirety of the work in the following manner:</p> <ul style="list-style-type: none"> (a) Erosion and sediment controls are to be maintained until the development is complete and the site stabilised with permanent vegetation; (b) Appropriate dust control measures; and (c) Construction equipment and materials shall be contained wholly within the site unless approval to use the road reserve has been obtained.
	<p>Reason: To ensure safety and amenity of the site and adjoining properties.</p>

BEFORE ISSUE OF AN OCCUPATION CERTIFICATE

Condition	
29.	<p>Occupation Certificate</p> <p>The building is not to be used or occupied until a final inspection has been carried out and an Occupation Certificate has been obtained from the Principle Certifying Authority.</p> <p>Reason: To ensure the requirements of the Environmental Planning & Assessment Act 1979 are satisfied.</p>
30.	<p>Off Street Parking</p> <p>Prior to the issue of any Occupation Certificate all parking areas, loading bays, driveways, internal access ways, vehicular ramps and turning areas as required by this consent shall be fully constructed, sealed, line marked, sign posted and numbered in accordance with this consent, appropriate Australian Standard 2890.1: 2004 Parking Facilities and industry best practice.</p> <p>Reason: Ensure provision of proper parking and vehicle access facilities.</p>
31.	<p>Road Works/Driveway</p> <p>Prior to the issue of any Occupation Certificate a sealed vehicle access shall be constructed as a minimum from the kerb and gutter to the property boundary. The access shall be installed in accordance with the specifications, Council's standard drawings (SD) SD-103 and the requirements of this consent.</p> <p>Note: Please contact Council's Engineering Department on (02) 6799 6877 to arrange a copy of the relevant diagrams and specifications, and to organise an inspection of the driveway prior to the pouring of concrete.</p> <p>Reason: To ensure appropriate vehicle access provided to new development.</p>
32.	<p>Redundant Vehicle Crossings</p> <p>Prior to the issue of any Occupation Certificate where a redundant layback will occur at any property frontage, a new concrete kerb and gutter must be constructed to Council's current standards to replace the redundant layback.</p> <p>Reason: To enhance the streetscape.</p>
33.	<p>Engineering Works - Stormwater</p> <p>Prior to the issue of any Occupation Certificate, the stormwater drainage works shall be fully constructed as per approved Storm Water Management Plan and specifications (as required under Condition 9).</p> <p>Reason: To ensure appropriate stormwater drainage infrastructure are provided to new development.</p>
34.	<p>Water Supply</p> <p>Prior to the issue of any Occupation Certificate, evidence shall be provided to demonstrate that the development has been connected to the reticulated water supply in accordance with the Section 68 Approval and to Council's satisfaction (as water supply authority).</p>

	Reason: To ensure appropriate water supply and compliance with the Australian Standard & Local Authority requirements.
35.	<p>Connection to Reticulated Sewerage System</p> <p>Prior to the issue of any Occupation Certificate, evidence shall be provided to demonstrate that the development has been connected to Council's reticulated sewerage system in accordance with the Section 68 Approval and to Council's satisfaction (as the sewerage authority).</p> <p>Reason: To ensure appropriate disposal of effluent and compliance with the Australian Standard & Local Authority requirements.</p>
36.	<p>Stormwater disposal</p> <p>Unless otherwise approved by Council, stormwater from the development including all hard standing and overflows from rainwater tanks is to be collected and disposed of by way of properly constructed stormwater lines to:</p> <p style="padding-left: 40px;">a) The kerb and gutter</p> <p>Reason: To ensure suitable disposal of stormwater.</p>
37.	<p>Water & Sewer Compliance Certificate</p> <p>Prior to the issue of any Occupation Certificate, a compliance certificate under s306 of the Water Management Act 2000 must be obtained in respect of the development relating to water management works that may be required in connection with the development.</p> <p>NOTE 1: 'Water management work' is defined in s283 of the Water Management Act to mean a 'water supply work', 'drainage work', 'sewage work' or 'flood work'. These terms are defined in that Act.</p> <p>NOTE 2: Narrabri Shire Council is responsible for issuing compliance certificates and imposing requirements relating to water supply works for development in the Council's area. An application for a compliance certificate must be made with Narrabri Shire Council. Additional fees and charges may be incurred by the proposed development - please contact Narrabri Shire Council's Engineering Services to ascertain compliance certificate water supply related requirements. A copy of such a compliance certificate is required prior to the issue of any Occupation Certificate.</p> <p>NOTE 3: The Council is responsible for issuing compliance certificates and imposing requirements relating to sewerage, drainage and flood works for development in its area.</p> <p>NOTE 4: Under s306 of the Water Management Act 2000, Narrabri Shire Council may, as a precondition to the issuing of a compliance certificate, impose a requirement that a payment is made or works are carried out, or both, towards the provision of water supply, sewerage, drainage or flood works.</p> <p>Reason: To ensure protection of public services.</p>

38.	<p>Garbage Service</p> <p>Prior to the issue of any Occupation Certificate evidence is to be provided to the PCA that the applicant has made suitable arrangements with Council for garbage disposal and recycling facilities for the units.</p> <p>Note: Council’s current waste collection contractor is Cleanaway who can be contacted by phoning: 1300736719.</p> <p>Reason: To ensure waste is disposed of in the correct manor.</p>
39.	<p>Landscaping</p> <p>All landscaping required by the approved Landscape Plans must be completed prior to the issue of an Occupation Certificate.</p> <p>Reason: To ensure there is adequate landscaping undertaken on the site and an adequate visual screening buffer has been established on the site.</p>
40.	<p>Fence</p> <p>Prior to the issue of any Occupation Certificate, a 1.8m Colourbond fence are to be installed (if not existing) along the eastern, southern and western property boundary, with the fence located along the setback area to Meelee Street not being more than 1.2m above existing ground level.</p> <p>Reason: To ensure the privacy of neighbouring properties.</p>
41.	<p>Letter Boxes</p> <p>Prior to the issue of any Occupation Certificate, Letter boxes shall be provided in accordance with Australian Post’s requirements.</p> <p>Reason: To ensure suitable facilities are provided.</p>

ONGOING USE

Condition	
42.	<p>Stormwater</p> <p>Roof water runoff shall be directed to storage tanks with the overflow disposed of in accordance with the requirements of AS3500. All surface water, stormwater and groundwater generated by the development on the subject land shall not be directed or discharged onto any adjoining properties. Overflow is to be disposed of according to the Building Code of Australia and relevant Australian Standards.</p> <p>Reason: To ensure suitable disposal of stormwater.</p>
43.	<p>Lighting</p> <p>All external lighting shall comply with the provisions of Australian Standard 4282-1997 – ‘Control of the obtrusive effects of outdoor lighting’</p> <p>Reason: To protect the amenity of the area.</p>

44.	<p>Access and Parking</p> <p>All driveways and parking areas shall be unobstructed at all times. Driveways and car spaces shall not be used for the manufacture, storage or display of goods, materials or any other equipment and shall be used solely for vehicular access and the parking of vehicles associated with the use of the premises. All traffic movements in and out of the development site are to be in a forward direction.</p> <p>Reason: To ensure appropriate and safe access to the site.</p>
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General advisory notes

This consent contains the conditions imposed by the consent authority which are to be complied with when carrying out the approved development. However, this consent is not an exhaustive list of all obligations which may relate to the carrying out of the development under the EP&A Act, EP&A Regulation and other legislation.

The approved development must be carried out in accordance with the conditions of this consent. It is an offence under the EP&A Act to carry out development that is not in accordance with this consent.

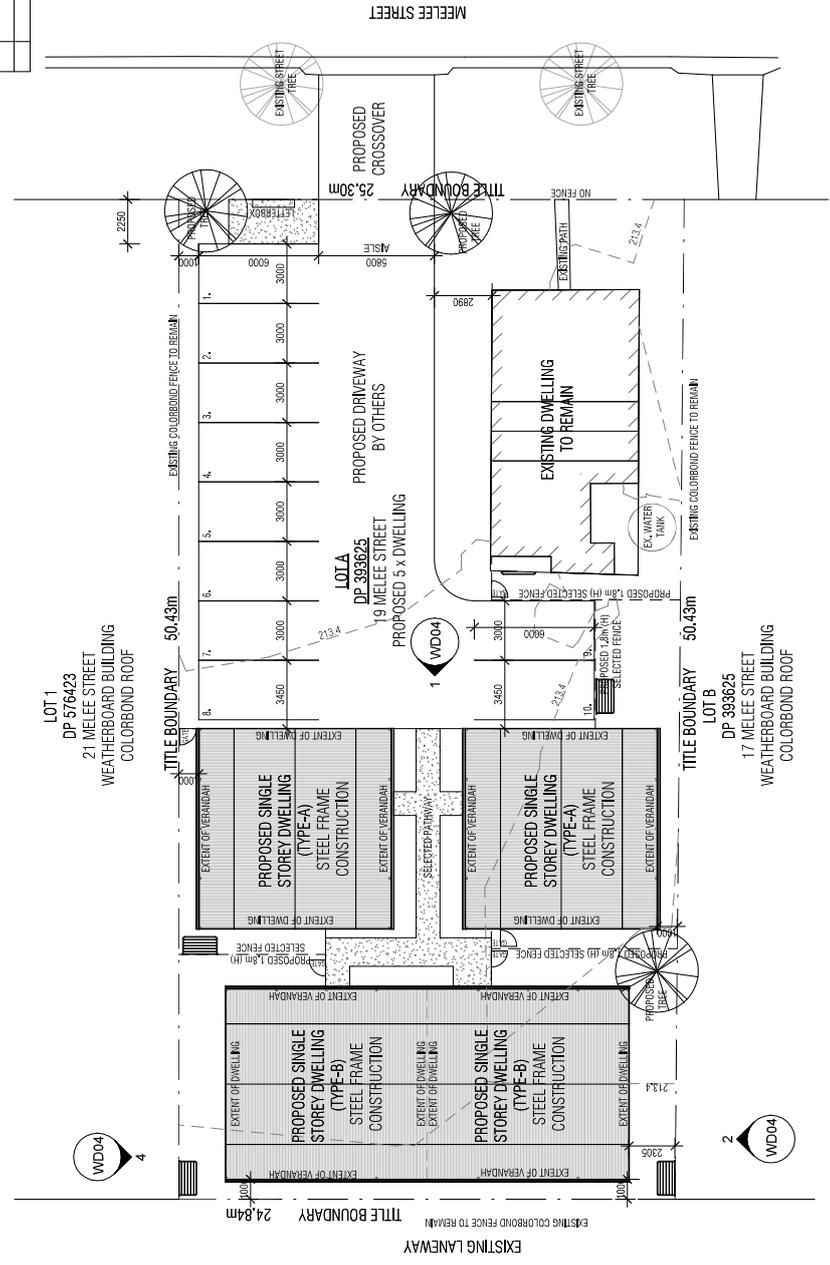
Building work or subdivision work must not be carried out until a construction certificate or subdivision works certificate, respectively, has been issued and a principal certifier has been appointed.

A document referred to in this consent is taken to be a reference to the version of that document which applies at the date the consent is issued, unless otherwise stated in the conditions of this consent.



DESIGN APPROVAL

No.	Revisions/Description	Date



i-Build Building Solutions
 54 HERRING CREEK, P.O. BOX 109 2618
 MURFREESVILLE, NSW 2875
 T: (08) 8542 2288
 E: info@i-build.com.au
 W: www.i-build.com.au

SITE PLAN
 SCALE: 1:200

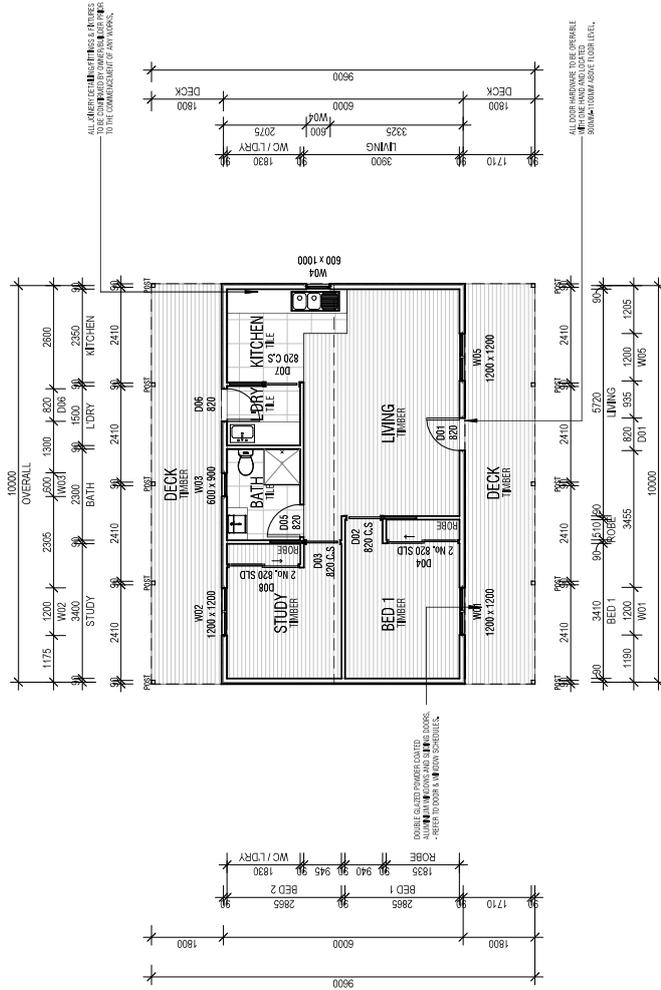
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 2. CHECK AND VERIFY ALL DIMENSIONS AND DETAILS ON SITE PRIOR TO THE COMMENCEMENT OF ANY WORKS AND NOTIFY ALL DISCREPANCIES OR AMBIGUITIES TO THE OFFICE OF BUILDING SOLUTIONS.
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PROJECT	- PROPOSED DWELLING (AV/LA)	JOB NO.	- K6171	DESIGNER	- i-Build	DATE:	21/04/23	DRAWING	- SITE PLAN	DESIGNED FOR -	ROSELLA HATTON
ADDRESS	- 19 MEELEE STREET, NARRABRI NSW 2390	DRAWN BY	- D.P.	BUILDER	- TBC	SHEET SIZE	- A3	SCALE	- 1:100	DRAWING NO. -	W001



DESIGN APPROVAL

No.	Revised Description	Date



GROUND FLOOR PLAN - TYPE A (TYPICAL)

SCALE - 1:100

General Notes:

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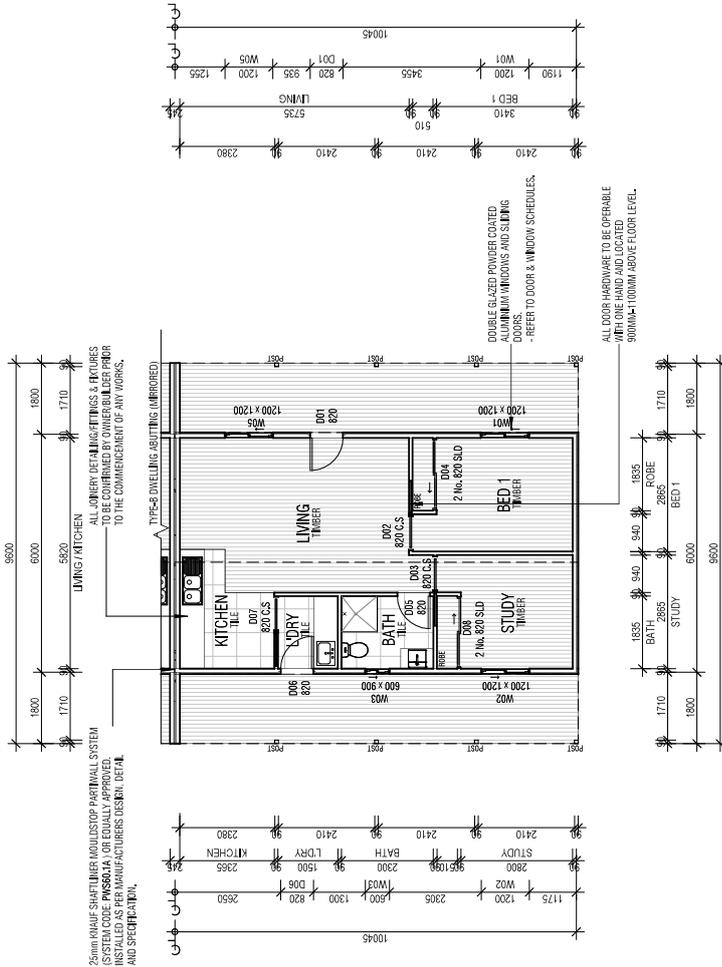
i-Build Building Solutions
 54 HUNTER CREEK RD
 MURRUMBidgee, VIC 3740
 Ph: (03) 4642 2388
 E: info@i-build.com.au
 W: www.i-build.com.au

PROJECT	- PROPOSED DWELLING (AVILA)	DESIGNED FOR -	ROSELLA HATTON
ADDRESS	- 19 MEELEE STREET, NARRABRI NSW 2390	DRAWING NO. -	WD02
JOB NO.	- K6171	DATE:	21/04/23
DRAWN BY	- D.P	DESIGNER	- i-BUILD
BUILDER	- TBC	SCALE	- 1:100
SHEET SIZE	- A3	DRAWING NO.	- WD02



DESIGN APPROVAL

No.	Revisions Description	Date



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GROUND FLOOR PLAN - TYPE B (TYPICAL)

SCALE: 1:100

General Notes:

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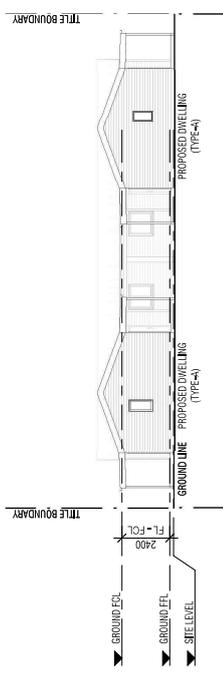
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PROJECT	- PROPOSED DWELLING (AVILA)	DESIGNER	- i-Build	DATE	21/04/23	DRAWING	- GROUND FLOOR PLAN - TYPE B	DESIGNED FOR -	ROSELLA HATTON
ADDRESS	- 19 MEELEE STREET, NARRABRI NSW 2390	BUILDER	- TBC	SHEET SIZE	- A3	SCALE	- 1:100	DRAWING NO. -	WD03
JOB NO.	- K6171	DRAWN BY	- D.P						

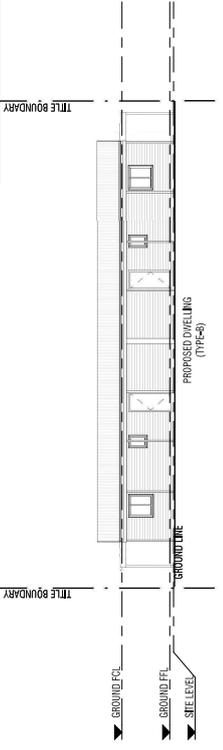


DESIGN APPROVAL

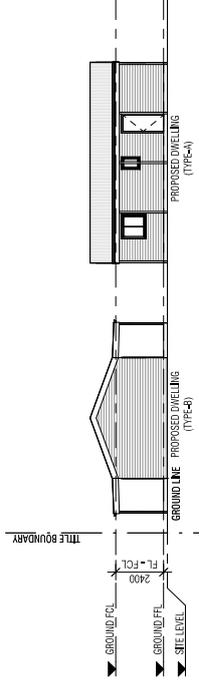
No.	Revisions/Description	Date



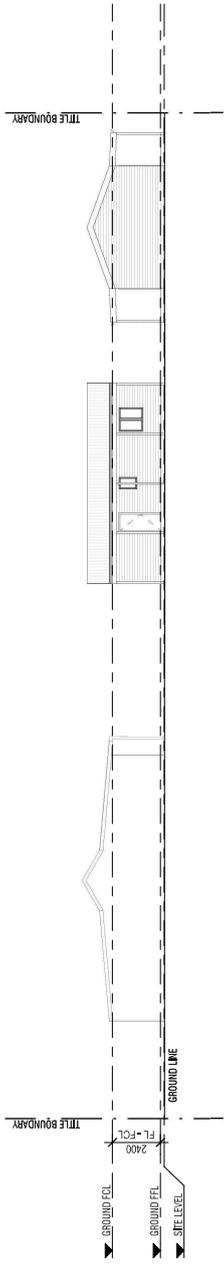
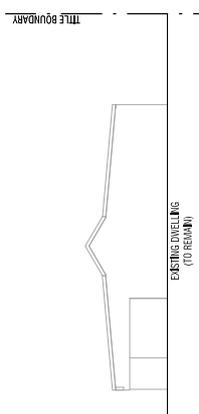
NORTH-EAST ELEVATION
SCALE: 1:200



SOUTH-WEST ELEVATION
SCALE: 1:200



SOUTH-EAST ELEVATION
SCALE: 1:200



NORTH-WEST ELEVATION
SCALE: 1:200

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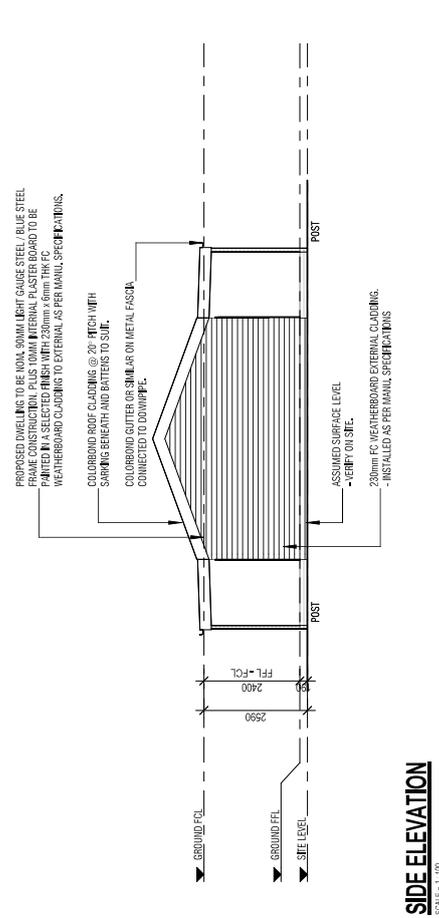
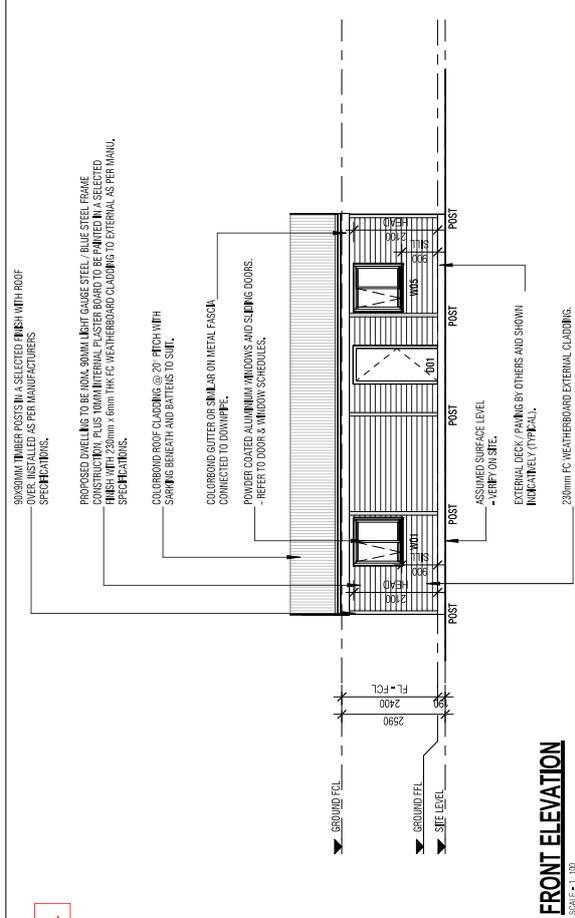
i-Build Building Solutions
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 PO BOX 2018
 WERRINGA, VIC 3749
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PROJECT - PROPOSED DWELLING (AVILA)	JOB NO. - K6171	DESIGNER - i-Build	DATE: 21/04/23	DRAWING - SITE ELEVATIONS	DESIGNED FOR - ROSELLA HATTON
ADDRESS - 19 MEELEE STREET, NARRABRI NSW 2390	DRAWN BY - D.P	BUILDER - TBC	SHEET SIZE - A3	SCALE - 1:100	DRAWING NO. - W004



DESIGN APPROVAL

No.	Revision Description	Date



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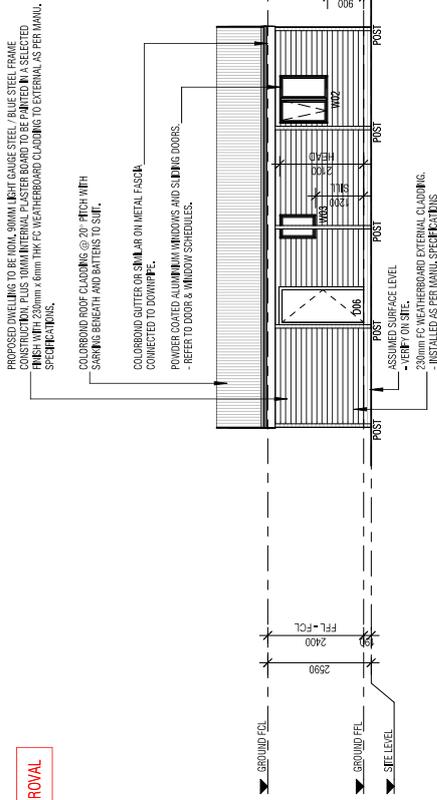
i-Build Building Solutions
 54 HERRIDGE ROAD
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 MURFREESVILLE VIC 3700
 Australia
 Tel: (03) 4642 2288
 Fax: (03) 4642 2288
 Email: info@i-build.com.au
 Website: www.i-build.com.au

PROJECT	- PROPOSED DWELLING (AVILA)	DESIGNED FOR -	ROSELLA HATTON
ADDRESS	- 19 MEELEE STREET, NARRABRI NSW 2390	DRAWING NO. -	WD05
JOB NO.	- K6171	DATE:	21/04/23
DRAWN BY	- D/P	DESIGNER	- i-Build
BUILDER	- TBC	DRAWING	- PROPOSED ELEVATIONS
SCALE	- 1:100	SHEET SIZE -	A3

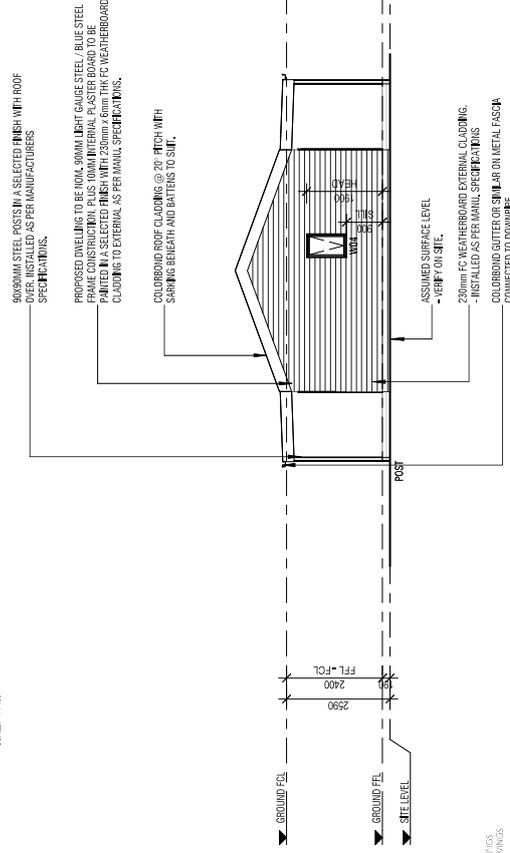


DESIGN APPROVAL

No.	Revisions Description	Date



REAR ELEVATION
SCALE = 1:100



SIDE ELEVATION
SCALE = 1:100

General Notes:

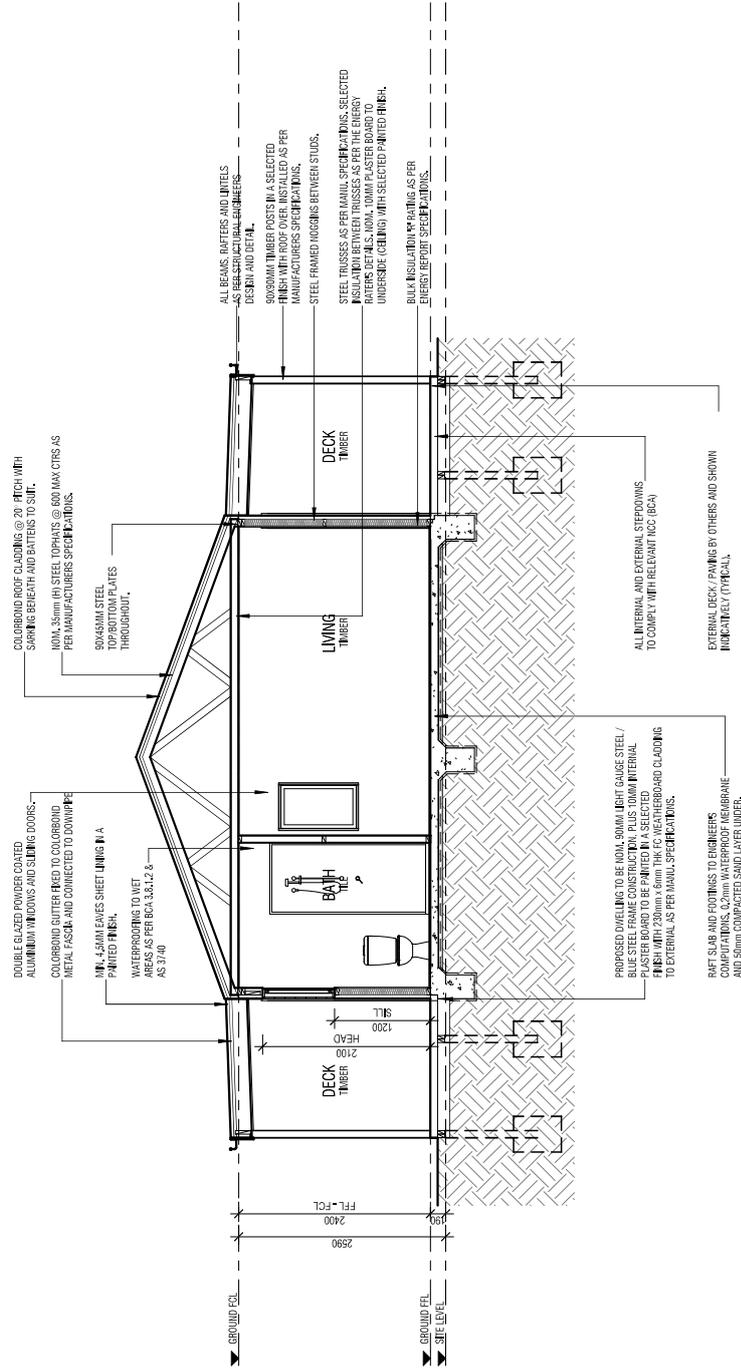
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PROJECT	- PROPOSED DWELLING (AVILA)	DESIGNED FOR -	ROSELLA HATTON
ADDRESS	- 19 MEELEE STREET, NARRABRI NSW 2390	DRAWING NO. -	WD06
JOB NO.	- K6171	DATE:	21/04/23
DRAWN BY	- D.P	DESIGNER	- i-Build
BUILDER	- TBC	SCALE	- 1:100
SHEET SIZE	- A3	DRAWING NO. -	WD06



No.	Revised Description	Date

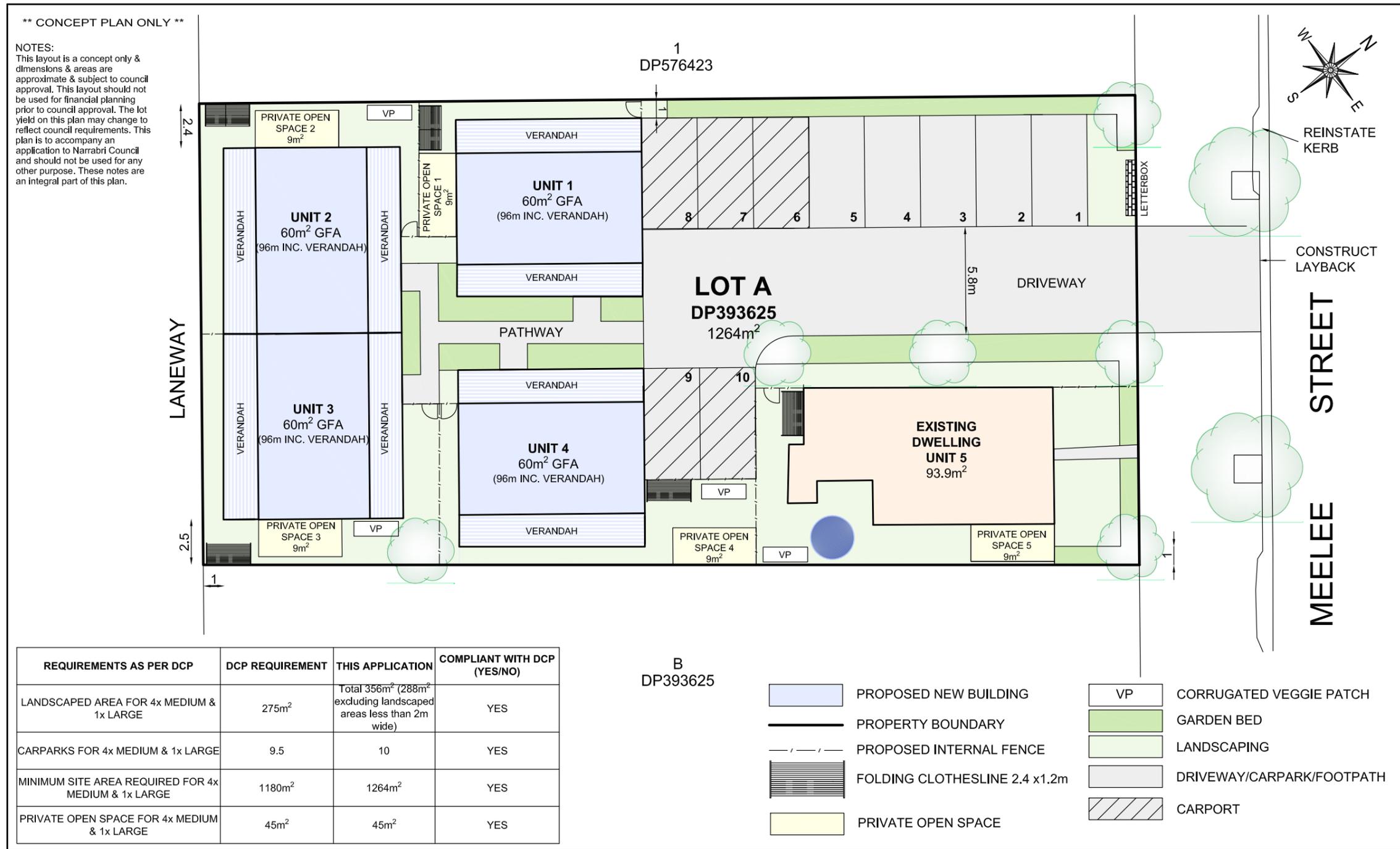


SECTION AA
SCALE: 1/50

General Notes:
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PROJECT	- PROPOSED DWELLING (AVILA)	JOB NO.	- K6171	DESIGNER	- i-BUILD	DATE	2/04/23	DRAWING	- SECTION A-A	DESIGNED FOR -	ROSELLA HATTON
ADDRESS	- 19 MEELEE STREET, NARRABRI NSW 2390	DRAWN BY	- D.P	BUILDER	- TBC	SHEET SIZE	- A3	SCALE	- 1/100	DRAWING NO. -	WD07



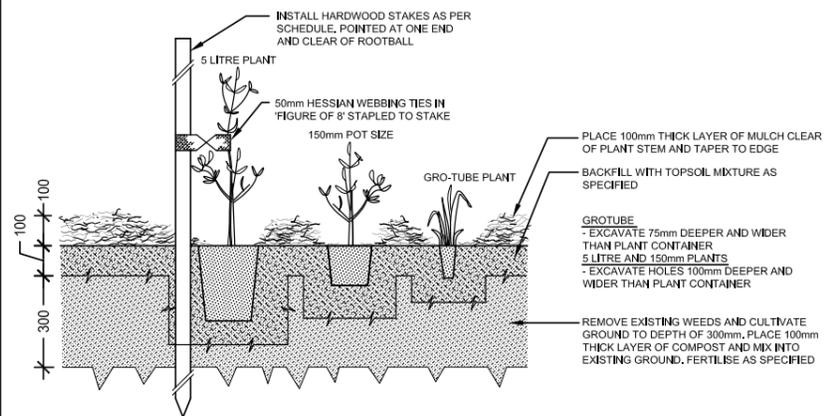
<p>STEWART SURVEYS Pty Ltd Inc in NSW ABN 65 002 886 508 109 Conadilly Street P.O. Box 592 GUNNEDAH NSW 2380 T 02 67422966 F 02 67420684 E office@stewartsurveys.com</p> <p>Local people. Local knowledge. Surveying, Environmental & Landscape Architecture</p>	<p>REDUCTION RATIO 1:200</p>	CLIENT: HATTON PROPERTIES PTY LTD ATF HATTON COMMUNITIES NARRABRI	DESCRIPTION: SITE PLAN FOR PROPOSED MULTI-DWELLING DEVELOPMENT ON LOT A DP 393625		
		PROJECT: 19 MEELEE STREET, NARRABRI	Date: 19 JULY 2023	File Ref: 5898	Drawn: KJS/JA

**** CONCEPT PLAN ONLY ****
 AREAS AND DIMENSIONS ARE APPROXIMATE AND SUBJECT TO APPROVALS AND SURVEYS

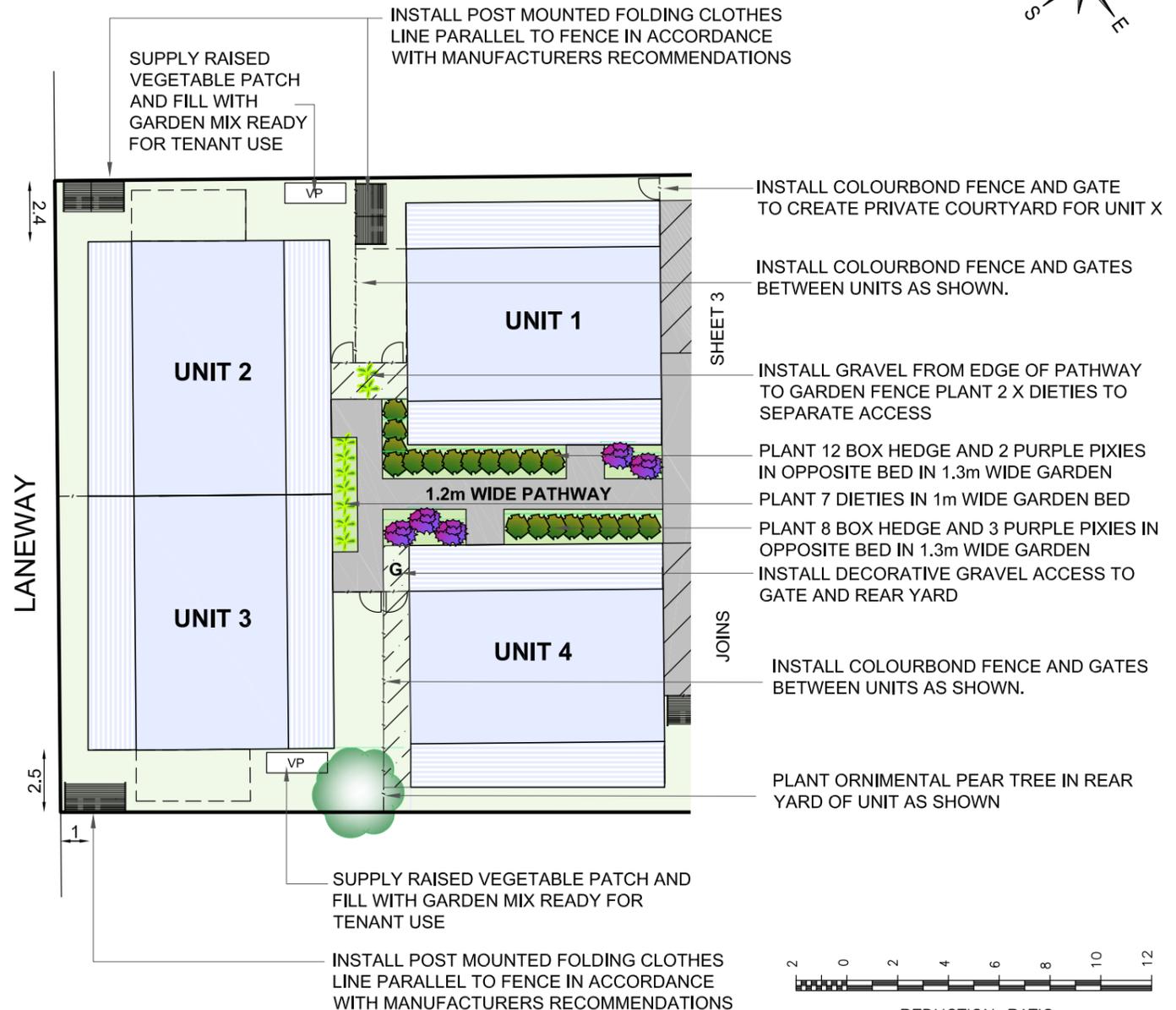


PLANT SCHEDULE (SHEETS 1 TO 3)

SYM	BOTANICAL NAME	COMMON NAME	POT SIZE	MATURE HEIGHT/SPREAD	QTY
	Dietes Grandiflora	Wild Iris	50x50x90	0.75m	30
	Buxus Microphylla	Japanese Box Hedge	150mm	1.2m H x 0.9m W	36
	Murraya paniculata	Orange Blossom	150mm	1.2m H x 0.9m W	31
	Loropetalum Purple Pixie	Purple Pixie	150mm	0.5m H x 1.5m W	5
	Pyrus calleryana	Ornamental Pear	5L	10m H x 3m W	4
	Lagerstroemia indica	Crepe Myrtle	5L	6m H x 6m W	2
	Callistemon viminalis	Weeping Bottlebrush	5L	6m H x 4.5m W	2



1 **PLANTING IN EXISTING TOPSOIL**



STEWART SURVEYS
 Pty Ltd Inc in NSW ABN 65 002 886 508
 109 Conadilly Street
 P.O. Box 592
 GUNNEDAH NSW 2380
 T 02 67422966 F 02 67420684
 E office@stewartsurveys.com

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 Surveying, Environmental & Landscape Architecture

NOTES:
 This layout is a concept only & dimensions & areas are approximate & subject to council approval. This layout should not be used for financial planning prior to council approval. The lot yield on this plan may change to reflect council requirements. This plan is to accompany an application to Narrabri Council and should not be used for any other purpose. These notes are an integral part of this plan.

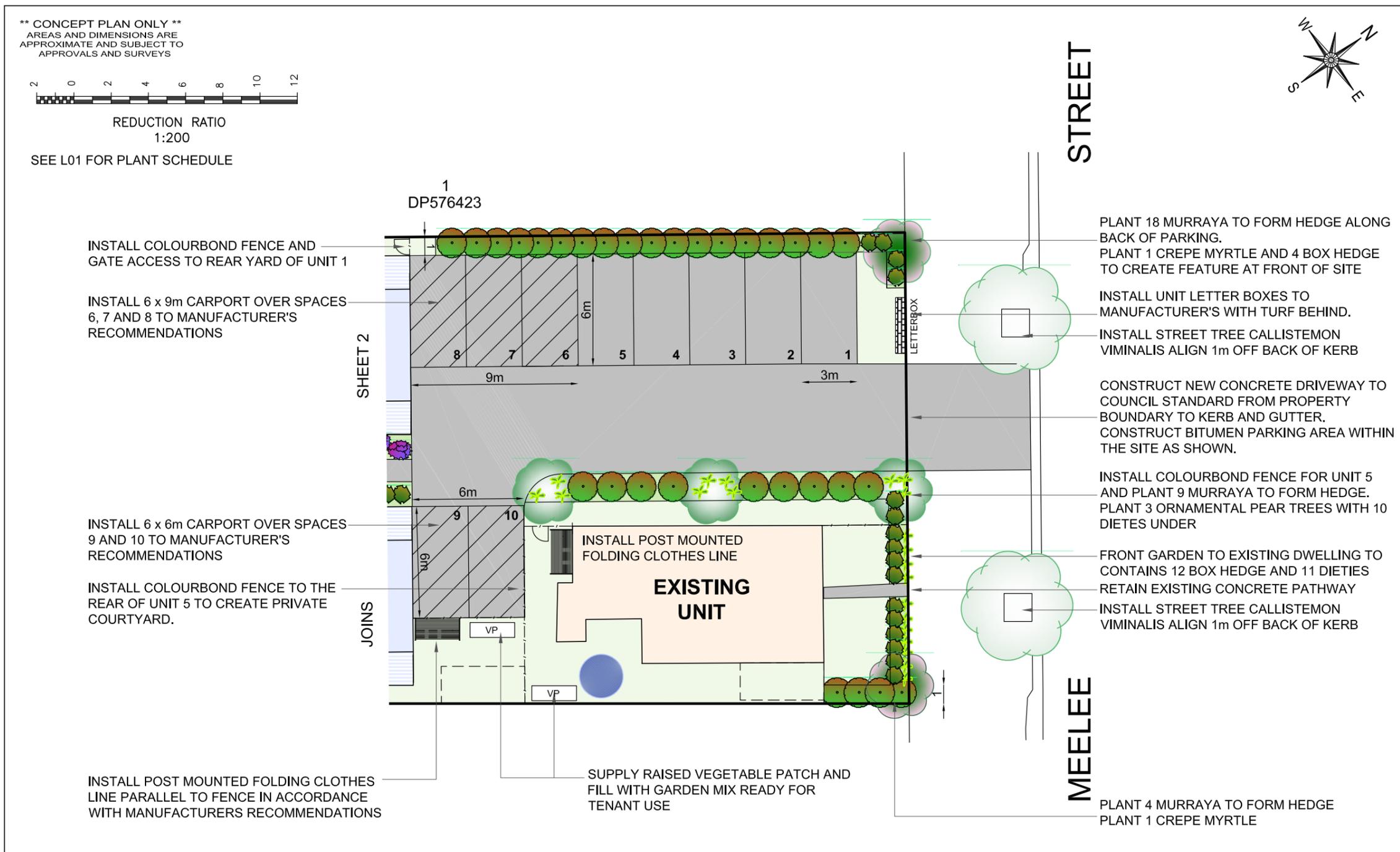
CLIENT: HATTON PROPERTIES PTY LTD
 ATF HATTON COMMUNITIES NARRABRI

PROJECT:
 19 MEELEE STREET, NARRABRI

Date: 19 JULY 2023 File Ref: 5898

DESCRIPTION:
 LANDSCAPE PLAN FOR PROPOSED MULTI-DWELLING DEVELOPMENT ON LOT A DP 393625

Drawn: KJS/JA Scale: 1:200 Sheet: 4



Stewart Surveys
 Local people Local knowledge
 Surveying, Environmental & Landscape Architecture

STEWART SURVEYS
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 GUNNEDAH NSW 2380
 T 02 67422966 F 02 67420684
 E office@stewartsurveys.com

NOTES:
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CLIENT: HATTON PROPERTIES PTY LTD
 ATF HATTON COMMUNITIES NARRABRI

PROJECT:
 19 MEELEE STREET, NARRABRI

Date: 19 JULY 2023 File Ref: 5898

DESCRIPTION:
 LANDSCAPE PLAN FOR PROPOSED MULTI-DWELLING DEVELOPMENT ON LOT A DP 393625

Drawn: KJS/JA Scale: 1:200 Sheet: 5

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

Re: Notification of Development Application DA 2024/0018

Development Application No:	DA2024/0018
Applicant:	Mrs R Hatton c/- The Trustee for Hatton Communities Narrabri
Consent Authority:	Narrabri Shire Council
Proposed Development:	Multi-Dwelling Housing
Land Description:	Lot A DP393625
Street Address:	19 Meelee Street Narrabri
Development Type:	Local Development
Notification Period:	25 October 2023 until 8 November 2023

Dear Mr Weidenmann

I object to the above planning application for the following reasons:

Design – The proposed dwellings are not of a design that is in keeping with the scale, character, or appearance of Meelee Street. All other dwellings in this particular block are single-family dwellings. This proposal is for five dwellings where there is currently one dwelling.

The concern for me as a homeowner is that I will be forced to have five neighbouring dwellings next to my property rather than one. The impact during construction along with the ongoing issues of multi-dwelling buildings can not be underestimated. Noise and traffic are two examples along with the detrimental effects of property prices for homes that neighbour the proposed development.

Privacy –

Unit 4 has a verandah on the plan that is significantly closer to the fence line than the current dwelling. This would lead to a significant reduction in privacy

Building use- The plan that I received for the proposed dwellings does not outline the purpose for which they are being built. Will these dwellings be sold as individual homes/units as a part of a strata arrangement, will they be available as long-term rentals, are they being constructed as part of social/low-cost housing initiatives or will they be made available for short-term rentals, such as Air B and Bs?

During a recent phone conversation with you, I was informed that the application states affordable housing which is in line with council policies. This statement does not answer any of the questions outlined above. What does affordable housing mean? Is there a possibility that the dwellings will be used to cater for clients who need support to live independently for any number of reasons? If so, who will be overseeing and supporting residents and maintaining the properties and grounds?

How these dwellings are intended to be used has different implications for me as a homeowner and I believe the council has an obligation to consider the impacts on neighbouring homes, properties and ratepayers when considering this proposal. When I purchased my home, I deliberately chose a single-family home in a block of other single-family homes for a variety of reasons and I consider it to be untenable that I will now be forced to neighbour a multi-dwelling complex.

Gunther Weidenmann
Development Planner
Narrabri Shire Council
PO Box 261
NARRABRI NSW 2390
Sir,

Re: Notification of Development Application DA 2024/0018 @ 19 Meelee Street Narrabri

I write this submission, made on behalf of owner/occupiers of **dwelling at No 32, 36, 38, 40 and 42 Goobar Street, Narrabri**, for the above mention development application.

With reference to the site plans we wish to bring to your attention the laneway behind the proposed building application between Meelee and Goobar Streets.

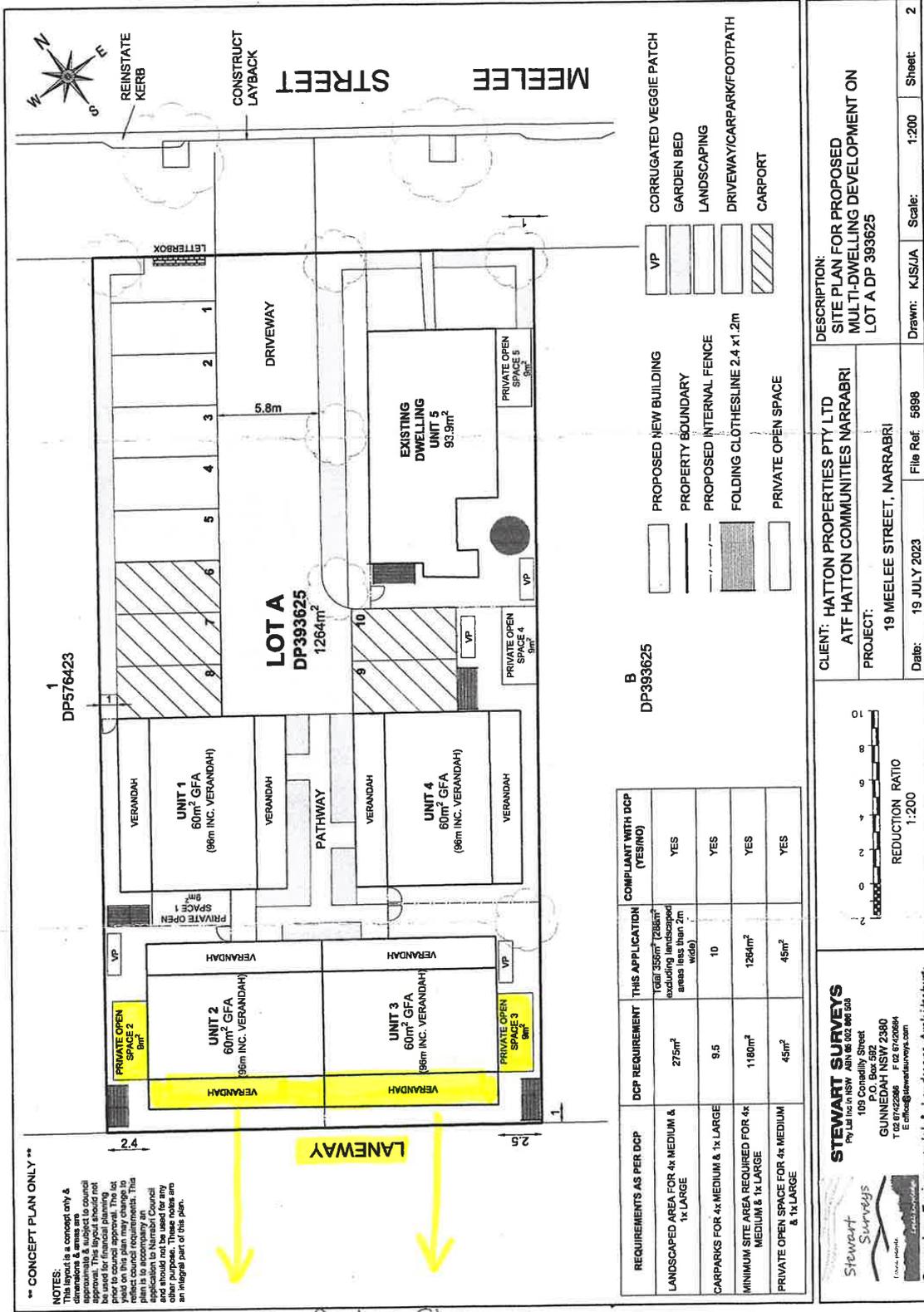
This laneway is the only access to our properties. There is no front access in Goobar Street.

We would like to bring to your attention that thirteen (13) motor vehicles utilise this laneway daily, together with, other motor vehicles of friends, relatives, council staff and others within the community.

It is our request that this laneway be sealed to reduce dust that impacts on our properties, moreover, without sealing the greater impact of dust and noise will be on units 2 and 3 of the proposed development.

We would also like confirmation on how high the fences will be on the property boundary so that the private open spaces adjoining units 2 and 3 will not be invading the privacy to either sides or from the back facing verandas into the rear yard of **36 Goobar Street, Narrabri**.

Thank you for consideration of this submission.



Document Set ID: 311819
Version: 1, Version Date: 07/11/2023

36 Goobar St. dwelling

DA 2024/0018
19 Meelee St, Narrabri

Response to Submission – adjoining land owner:

We have reviewed the submission letter from the adjoining land owner and understand her concerns regarding her uncertainty about having a multi-dwelling development adjacent to her property and her wishes for the adjoining property to remain a single dwelling.

Our clients purchased this property recently with the intentions of a multi-dwelling development, which is permissible under the Narrabri Local Environmental Plan, 2012 on the site. The land owner's vision for 19 Meelee Street Narrabri is to create a quality multi-dwelling development which would suit single or older residents who were capable of living independently and wanted to remain close to family within the Narrabri Residential area. The units are weatherboard single storey units with a verandah along the front and rear. We believe the design is keeping with the architectural style of Meelee Street. The units would be low maintenance containing two bedrooms (with second bedroom smaller in size and suited to a study or hobby room) and are set at the rear of the property with improved landscaping proposed. We believe they are in keeping with the existing character of Meelee Street and the visual impacts along Meelee Street will remain similar to surrounding single dwelling sites.

While we acknowledge that the development is more dense than some other surrounding properties on Meelee Street, we have demonstrated that it is within the development controls for the shire.

We believe the proposal is aligned in the Narrabri Shire Council Local Strategic Planning Statement 2040 which has the aim of "better understand housing needs and help to make life more affordable for residents". The planning priorities include "provide new space to grow and deliver greater housing diversity to suit changing needs". The proposed development allows a residence size which market research shows there is demand for. It allows housing diversity within the established residential area and infill development allows more efficient use of services and land within the existing residential footprint.

The submission raises concerns over impacts during construction. This development includes transportable units which minimise the onsite construction requirements and the length of time for installation. To mitigate the impacts of construction the statement of environmental effects recommends limited work hours to the "Day time" period and erosion and sediment control measures be implemented. We believe the impacts of construction will be short term and reduced by the nature of the transportable units and mitigation measures proposed.

There are concerns regarding privacy with Unit 4 being closer to the fence than the existing dwelling. The existing dwelling is setback 2.15m from the side fence. Proposed Unit 4 is setback 1m from the boundary fence. There are two existing outbuildings located in the position of Unit 4, which are 0.3m from the boundary. These buildings are proposed to be removed. The two adjoining residences are setback from the rear of the site, a similar distance to the existing dwelling on the site, as shown in the image below. Unit 4 is located 7.7m behind the rear of the existing dwelling on the site. It is proposed to install a 1.8 metre high colourbond fence

along the property boundary to provide privacy both into unit 4 and the neighbouring property. The overall height of the building is 3.329 metres. We do not believe there will be any overshadowing of the adjoining residence as a result of this application.



The building use will be privately leased long term rental accommodation. There is no proposal to strata the development. The development is not senior, social, government or low cost housing. There will be no short-term or Air B&B accommodation proposed at this site. The term affordable housing is how the land owner refers to the development, because they plan to keep rental costs affordable to the community. Units will cater for people who can live independently. Each renter will be responsible for the maintenance of the site, however the landowner intends to create a high quality development and will maintain gardens and lawns where necessary.

We believe the development meets all the planning policies and development controls and is permissible on the subject site with council consent. We acknowledge the concerns of the neighbour but do not believe there is any planning basis to the objection.

Response to Submission – Owner of No. 32, 36, 38 and 42 Goobar Street, Narrabri

It is proposed to install a 1.8m high colourbond fence along the property boundary to the laneway. We believe this will provide adequate privacy between the proposed units and the properties on the other side of the

lane. This development does not propose any access from the laneway and will not contribute any vehicle movements, increased noise or dust to this laneway.

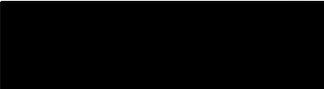
We believe as the development is not contributing to traffic on the laneway it would be onerous for council to require the bitumen seal the road as part of this approval. The landowner accepts the lane in its current state and propose a solid colourbond fence across the site frontage to mitigate dust, noise and maintain privacy both on the subject site and at adjoining properties.

We trust that this additional justification for the development will satisfy the request for additional information.

If you require further clarification, please contact our office.

Yours faithfully

STEWART SURVEYS PTY LTD



Kathryn Stewart

18 CONFIDENTIAL (CLOSED COUNCIL) MEETING

RECOMMENDATION

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

18.1 Narrabri Shire Youth Council - Application Received

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

18.2 Seniors Festival 2024 - Senior of the Year Nomination

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

18.3 Business Paper and Unconfirmed Minutes of the Audit, Risk and Improvement Committee

This matter is considered to be confidential under Section 10A(2) - (f) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property.

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.

19 MEETING CLOSED
