

**AGENDA** 

Narrabri

# Ordinary Council Meeting 30 April 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 <u>5pm on the working day before the date on which the public forum is to be held</u> 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 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



Mr Rob Williams



**Director Financial and Commercial** Services Mr Ted Harrington



Director Infrastructure Delivery Mrs Eloise Chaplain



**Director Planning and Sustainability** Ms Donna Ausling





# 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.



## **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 Gomeroi People of the Kamilaroi Nation, and recognise their continuing connection to land, waters and culture.

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

#### 3 RECOGNITION OF SERVICE MEN & WOMEN

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

#### 4 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 PUBLICGrounds 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 Business Paper and Unconfirmed Minutes of the Audit, Risk and Improvement Committee
- 18.2 National Volunteer 2024 Volunteer Of The Year Nomination

#### 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 26 March 2024 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, 26 MARCH 2024 AT 1:00 PM

**PRESENT:** Cr Darrell Tiemens, Cr Rohan Boehm, Cr Robert Browning, Cr Ron Campbell, Cr

John Clements, Cr Brett Dickinson, Cr Greg Lamont, Cr Catherine Redding, Cr

Lisa Richardson

IN ATTENDANCE: Rob Williams (General Manager), Michelle Henry (Acting Director Planning and

Sustainability), Eloise Chaplain (Director Infrastructure Delivery), Ted Harrington (Director Financial and Commercial Services), Jason Townsend

(Manager Governance and Risk), Samara Woolley (Minute Clerk)

Proceedings of the meeting commenced at 1:00 pm.

#### 1 OPENING PRAYER

Members and officers were upstanding for the opening prayer by Travis Lions of Thrive Church Narrabri, 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

#### 5 APOLOGIES/GRANTING OF LEAVE OF ABSENCES

Nil

#### 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	PECUNIARY/	REASON
	NUMBER	NON- PECUNIARY	
Cr Darrell Tiemens	15.2	Significant Non- Pecuniary	Is a member of Rotary

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

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

18.1 Fee Waiver for Burial Interment

#### 8 PRESENTATIONS

Presentations made to Council:

2. Nil.

#### 9 CONFIRMATION OF MINUTES

#### MINUTE 036/2024

Moved: Cr Brett Dickinson Seconded: Cr Ron Campbell

1. That the minutes of Ordinary Meeting of the Narrabri Shire Council held on 27 February 2024 as circularised be confirmed and signed as a correct record by the Mayor.

In Favour: Crs Darrell Tiemens, Rohan Boehm, Robert Browning, Ron Campbell, Brett

Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 8/0

#### 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 17 FEBRUARY 2024 TO 17 MARCH 2024

#### MINUTE 037/2024

Moved: Cr Darrell Tiemens

1. That Council note the Mayoral appointments for the period 17 February to 17 March 2024.

In Favour: Crs Darrell Tiemens, Rohan Boehm, Robert Browning, Ron Campbell, Brett

Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 8/0

At 1:11 pm, Cr John Clements entered the meeting.

#### 14 OUR CIVIC LEADERSHIP

#### 14.1 INVESTMENT REPORT - FEBRUARY 2024

#### MINUTE 038/2024

Moved: Cr Brett Dickinson Seconded: Cr Ron Campbell

1. That Council note the Investment Report for February 2024.

In Favour: Crs Darrell Tiemens, Rohan Boehm, Robert Browning, Ron Campbell, John

Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 9/0

#### 14.2 MONTHLY FINANCIAL REPORT - FEBRUARY 2024

#### MINUTE 039/2024

Moved: Cr Rohan Boehm Seconded: Cr Brett Dickinson

1. That Council note the Monthly Financial reports for February 2024.

In Favour: Crs Darrell Tiemens, Rohan Boehm, Robert Browning, Ron Campbell, John

Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

**CARRIED 9/0** 

#### 14.3 FINANCIAL STATEMENTS RECTIFICATION PLAN

MINUTE 040/2024

Moved: Cr Ron Campbell Seconded: Cr John Clements

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

In Favour: Crs Darrell Tiemens, Rohan Boehm, Robert Browning, Ron Campbell, John

Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

**CARRIED 9/0** 

#### 14.4 RESOLUTIONS REGISTER - FEBRUARY TO MARCH 2024

#### MINUTE 041/2024

Moved: Cr John Clements Seconded: Cr Catherine Redding

1. That Council receive and note the outstanding Resolutions Register as at 19 March 2024.

2. That Council receive and note the completed Resolutions Register as at 19 March 2024.

<u>In Favour:</u> Crs Darrell Tiemens, Rohan Boehm, Robert Browning, Ron Campbell, John

Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 9/0

#### 14.5 INFRASTRUCTURE DELIVERY STATUS REPORT - FEBRUARY 2024

#### MINUTE 042/2024

Moved: Cr John Clements Seconded: Cr Catherine Redding

- 1. That Council receive and note the Infrastructure Delivery Status Report for February 2024.
- 2. That Council receive and note the Local Traffic Committee Minutes of 12 December 2023 meeting.

In Favour: Crs Darrell Tiemens, Rohan Boehm, Robert Browning, Ron Campbell, John

Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

**CARRIED 9/0** 

#### 14.6 PLANNING AND DEVELOPMENT REPORT - FEBRUARY 2024

#### MINUTE 043/2024

Moved: Cr John Clements Seconded: Cr Brett Dickinson

1. That Council receive the Planning and Development Report for February 2024

In Favour: Crs Darrell Tiemens, Rohan Boehm, Robert Browning, Ron Campbell, John

Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

**CARRIED 9/0** 

#### 14.7 MOTIONS FOR NATIONAL GENERAL ASSEMBLY 2024

#### MINUTE 044/2024

Moved: Cr Lisa Richardson Seconded: Cr Ron Campbell

- 1. That Council authorise the General Manager to present the following motions to the 2024 National General Assembly of Local Government:
  - a. Social and Affordable Housing that the National General Assembly advocate to the Australian Government, to:
    - (i) Increase sustained funding and maintain investment in public, social and affordable housing;
    - (ii) Work with all levels of government to undertake a review of all government-owned property to identify suitable sites for redevelopment as affordable housing;

- (iii) Continue to work with local Councils, developers and community housing organisations to facilitate the construction of affordable social housing; and
- (iv) Ensure that any commensurate housing programs do not result in cost shifting to local government.
- b. Rural Health Crisis that the National General Assembly calls on the Australian Government to provide long term investment for programming and services to improve the health and wellbeing outcomes for communities in rural and regional areas and urgently establish a Rural Health Taskforce.
- c. Rural/Remote Public Transport Services that the National General Assembly advocates to the Australian Government to give greater consideration to equity and accessibility of bus transport within remote rural and regional areas.
- d. Childcare that the National General Assembly calls on the Australian Government, in partnership with the States, to:
  - (i) Support regional and local government employees with parenting responsibilities to participate in the workforce, by providing targeted capital funding to identified at or nearing capacity areas to construct additional early education and childcare centres to meet community need, particularly for children in the 0-5 age range;
  - (ii) Further implementing taxation and educational incentives to address skills shortages and high vacancy rates for early childhood, childcare and outside school hours care educators in regional, rural, and remote Australia; and
  - (iii) Ensuring that the implementation of such programs shall not result in cost shifting to local government authorities.
- e. Renewable Energy that the National General Assembly calls on the Australian Government, to:
  - Prioritise research and investment in recycling products from renewable industry in recognition of its status as a key national environmental priority; and
  - (ii) Develop a national legal framework to address end of life of solar panels and lithium batteries.
- f. Flood Insurance that the National General Assembly calls on the Australian Government to urgently progress the Inquiry into insurers' responses to recent major flood claims, and to:
  - (i) Expedite its current suite of reforms to help reduce insurance costs for homeowners and businesses, and in addition;
  - (ii) Expand the disaster event re-insurance framework for all small, medium, rural and remote area communities impacted by natural disasters;
  - (iii) Increase targeted investment in community resilience building initiatives at the regional level; and

- (iv) Invest in increased and sustained infrastructure betterment funding to local governments.
- g. Constitutional Recognition That the National General Assembly advocate for the Federal Government to recognise local government in the Constitution of Australia.

<u>In Favour:</u> Crs Darrell Tiemens, Rohan Boehm, Robert Browning, Ron Campbell, John

Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 9/0

# 14.8 DRAFT TRANSPORT FOR NSW (TFNSW) CUSTOMER JOURNEY RESILIENCE PLAN - NEW ENGLAND NORTH WEST

#### MINUTE 045/2024

Moved: Cr John Clements Seconded: Cr Ron Campbell

- 1. That Council receive and note the report on the Draft Transport for NSW (TfNSW) Customer Journey Resilience Plan New England North West.
- 2. That Council endorse the draft organisational submission on the Draft Transport for NSW (TfNSW) Customer Journey Resilience Plan New England North West.

In Favour: Crs Darrell Tiemens, Rohan Boehm, Robert Browning, Ron Campbell, John

Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 9/0

At 2:01 pm, Cr John Clements left the meeting.

#### 14.9 2024 LOCAL ROADS CONGRESS

#### MINUTE 046/2024

Moved: Cr Ron Campbell Seconded: Cr Rohan Boehm

 That Council nominates Cr Brett Dickinson to attend the 2024 Roads Congress taking place in Sydney on 3 June 2024.

In Favour: Crs Darrell Tiemens, Rohan Boehm, Robert Browning, Ron Campbell, Brett

Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

Not Present: Cr John Clements

**CARRIED 8/0** 

# 14.10 DELEGATE REPORT - MINUTES OF THE MAULES CREEK COAL MINE COMMUNITY CONSULTATIVE COMMITTEE MEETING - 14 FEBRUARY 2024

#### MINUTE 047/2024

Moved: Cr Brett Dickinson Seconded: Cr Catherine Redding

1. That Council note the Delegate Report on the minutes of the Maules Creek Coal Mine Community Consultative Committee meeting held on 14 February 2024.

In Favour: Crs Darrell Tiemens, Rohan Boehm, Robert Browning, Ron Campbell, Brett

Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

Not Present: Cr John Clements

**CARRIED 8/0** 

# 14.11 DELEGATE REPORT - MINUTES OF THE TARRAWONGA COAL COMMUNITY CONSULTATIVE COMMITTEE MEETING - 14 FEBRUARY 2024

#### MINUTE 048/2024

Moved: Cr Darrell Tiemens Seconded: Cr Brett Dickinson

1. That Council note the Delegate Report on the minutes of the Tarrawonga Coal Community Consultative Committee meeting held on 14 February 2024.

In Favour: Crs Darrell Tiemens, Rohan Boehm, Robert Browning, Ron Campbell, Brett

Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

Not Present: Cr John Clements

CARRIED 8/0

Supplementaty Item 14.3 was dealt with at a later part in the meeting.

#### 15 OUR SOCIETY

# 15.1 APPLICATION FOR CONCESSIONAL USE OF THE CROSSING THEATRE- NSW EMBROIDERERS' GUILD, NARRABRI GROUP

#### MINUTE 049/2024

Moved: Cr Rohan Boehm Seconded: Cr Catherine Redding

1. That Council approve the concessional use rate of 50% of the room hire to the NSW Embroiderers' Guild, Narrabri Group

In Favour: Crs Darrell Tiemens, Rohan Boehm, Robert Browning, Ron Campbell, Brett

Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

Not Present: Cr John Clements

CARRIED 8/0

The Mayor vacated the Chair.

At 2:10 pm, Cr Tiemens left the meeting after declaring a pecuniary interest in relation to Item 15.2, due to a non-pecuniary non-significant interest due to being a member of Rotary Club and was not present at or in sight of the meeting during the consideration of the item.

At 2:10pm, Cr Brett Dickinson assumed chair of the meeting.

# 15.2 APPLICATION FOR CONCESSIONAL USE OF THE CROSSING THEATRE- ROTARY CLUB OF NARRABRI- SCIENCE AND ENGINEERING CHALLENGE

#### MINUTE 050/2024

Moved: Cr Rohan Boehm Seconded: Cr Catherine Redding

1. That Council approve the concessional use rate of 50% of the room hire to the Rotary Club of Narrabri.

In Favour: Crs Rohan Boehm, Robert Browning, Ron Campbell, Brett Dickinson, Greg Lamont,

Catherine Redding and Lisa Richardson

Against: Nil

Not Present: Crs Darrell Tiemens and John Clements

CARRIED 7/0

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

At 2:13 pm, Cr Darrell Tiemens returned to the meeting.

At 2:13pm, Cr Darrell Tiemens resumed chair of the meeting.

At 2:15 pm, Cr Greg Lamont returned to the meeting.

#### SUPPLEMENTARY 14.3 NOTICE OF MOTION - NAMOI RIVER BRIDGE

#### MINUTE 051/2024

Moved: Cr Brett Dickinson Seconded: Cr Rohan Boehm

1. That Narrabri Shire Council writes to the Minister and Transport for NSW in relation to the bridge across the Namoi River on the Newell Highway (Cooma Road) expressing our concern at the lack of segregation between pedestrians (particularly school children and others) and the busy highway. We note that this highway is an important route for wide loads so any solution would need to accommodate wide loads while reducing risks to pedestrians.

In Favour: Crs Darrell Tiemens, Rohan Boehm, Robert Browning, Ron Campbell, Brett

Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

Not Present: Cr John Clements

**CARRIED 8/0CARRIED** 

#### 16 OUR ENVIRONMENT

#### 16.1 REGULATORY COMPLIANCE REPORT - FEBRUARY 2024

#### MINUTE 052/2024

Moved: Cr Brett Dickinson Seconded: Cr Lisa Richardson

1. That Council receive and note the Regulatory Services Report for February 2024.

In Favour: Crs Darrell Tiemens, Rohan Boehm, Robert Browning, Ron Campbell, Brett

Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

Not Present: Cr John Clements

CARRIED 8/0

#### 17 OUR ECONOMY

Nil reports.

#### 18 CONFIDENTIAL (CLOSED COUNCIL) MEETING

#### MINUTE 053/2024

Moved: Cr Ron Campbell Seconded: Cr Rohan Boehm

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 Fee Waiver for Burial Interment

This matter is considered to be confidential under Section 10A(2) - (b) 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 discussion in relation to the personal hardship of a resident or ratepayer.

In Favour: Crs Darrell Tiemens, Rohan Boehm, Robert Browning, Ron Campbell, Brett

Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

Not Present: Cr John Clements

CARRIED 8/0

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

At 2:23 pm, Cr Brett Dickinson returned to the meeting.

At 2:49 pm, Cr John Clements returned to the meeting.

#### 18.1 FEE WAIVER FOR BURIAL INTERMENT

#### MINUTE 054/2024

Moved: Cr Ron Campbell Seconded: Cr Catherine Redding

1. That Council will review its policy regarding concessions for certain burials/interments in its next Policy review cycle.

In Favour: Crs Darrell Tiemens, Rohan Boehm, Robert Browning, Ron Campbell, John

Clements, Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

CARRIED 9/0

MIN	ILITE	- 05	5/2	024

Moved: Cr Ron Campbell Seconded: Cr Brett Dickinson

 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.

<u>In Favour:</u> Crs Darrell Tiemens, Rohan Boehm, Robert Browning, Ron Campbell, John Clements,

Brett Dickinson, Greg Lamont, Catherine Redding and Lisa Richardson

Against: Nil

**CARRIED 9/0** 

The Council moved out of Closed (Public Excluded Meeting), the time being 3;58 pm and the General Manager read out to those present the resolutions of the Closed (Public Excluded) Meeting.

#### 19 MEETING CLOSED

The Meeting closed at 2:58pm.

The minutes of this meeting are scheduled to be confirmed at the Ordinary Council Meeting to be held on 30 April 2024.

	CHAIRPERSON

# 10 MATTERS OF GREAT URGENCY

NIL REPORTS.

## 11 QUESTIONS WITH NOTICE

Nil reports.

#### 12 MAYORAL MINUTE

#### 12.1 MAYORAL APPOINTMENTS FOR THE PERIOD 18 MARCH TO 19 APRIL 2024

Responsible Officer: Rob Williams, General Manager

Author: Darrell Tiemens, Mayor

Attachments: Nil

#### RECOMMENDATION

1. That Council note the Mayoral appointments for the period 18 March to 19 April 2024.

#### 18 March 2024

Attended Narrabri Shire Council's Audit, Risk and Improvement Committee (ARIC) Meeting.

#### 19 March 2024

Attended the Boggabri Lion's Senior of the Year morning tea on behalf of Councillor Lisa Richardson.

#### 19 March 2024

Joined by Director Planning and Sustainability, Donna Ausling, we accepted an invitation from Deputy Principal of Narrabri High School, Emily McInerney, to discuss areas of concern, possible solutions and future planning of skills delivery in the Narrabri Region.

#### 20 March 2024

Invited to open and speak at the official opening of the long-awaited and much needed upgrade to the Wee Waa Depot for Narrabri Shire Council.

#### 20 March 2024

Met with Narrabri Sector Oxley Police District Chief Inspector Robert Dunn to continue discussions on DV, crime rates and other pressing shire matters.

#### 20 March 2024

Joined by Deputy Mayor, Brett Dickinson, we accepted an invitation to attend, and for me to speak, at the Wee Waa Lion's Senior of the Year announcement and Seniors Festival Juncheon.

#### 21 March 2024

Attended a meeting with the Hon. Sarah Mitchell, MLC, Shadow Minister for Education and Early Learning, in the NSW Parliament House in Sydney regarding childcare concerns.

#### 22 March 2024

- Joined by the General Manager, Rob Williams, we attended the Country Mayors Association General Meeting on Crime, Law and Order held in Sydney. Speakers included The Hon Yasmin Catley, MP Minister for Police and Counter Terrorism, Deputy Commissioner Paul Pisanos NSW Police Service, Ms Jacki Fitzgerald Executive Director NSW Bureau of Crime Statistics and Research, The Hon Paul Toole MP Shadow Minister for Police to name a few.
- Attended a meeting with the Hon. Stephen Lawrence MLC, Member of the Legislative Council, in the NSW Parliament House in Sydney regarding childcare concerns.

#### Saturday, 23 March 2024

Invited to attend the Wee Waa Rotaract Club's Charter Night celebration. Twelve young people have formed the backbone of the new Club.

#### 25 March 2024

- Invited by the Narrabri High School to attend their Junior School Leaders Induction.
- Attended an interview with Channel Seven in response to Crime Prevention, Law and Order.

#### 26 March 2024

- Attended Narrabri Shire Council's special Councillor Briefing session on Regional Drought Resilience Plan.
- Attended an interview with NBN News Tamworth in response to the Regional Drought Resilience
- Chaired Narrabri Shire Council's Ordinary Council Meeting.

#### 2 April 2024

Joined by Director Planning and Sustainability, Donna Ausling, we accepted an invitation to meet with Narrabri & District Historical Society's Honorary Secretary, Max Pringle, to discuss the iconic Panton Cottage.

#### Saturday 7 April to Tuesday 9 April 2024

Drove down and back with Moree Plains Shire Council's Mayor, Cr Mark Johnson, to attend the Country Mayors Association Regional Housing Conference hosted by Forbes Shire Council. Please refer to the Delegate Report against my name in relation to the Regional Housing Conference.

#### 10 April 2024

Deputy Mayor Brett Dickinson accepted an invitation on my behalf from the Hon Courtney Houssos MLC Minister for Natural Resources to attended and participate in a roundtable discussion, held in Gunnedah, on the future of regional jobs and investment in the North West region. The roundtable included representation from leaders from local businesses, community, mining industry, unions, and local, state, and federal government.

#### 11 April 2024

Virtual attendance at the Whitehaven Vickery Extension Project Community Consultative Committee meeting.

#### 16 April 2024

- Attended the LGNSW online forum to brief mayors and general managers on the parliamentary inquiry into the ability of local government to fund infrastructure and services.
- Attended Narrabri Shire Council's Councillor Briefing session.

#### 17 April 2024

Accompanied by Director of Planning and Sustainability, Donna Ausling, we held a follow up meeting with Crown Lands Area Manager, Shaun Barker, and Bellata Memorial Hall Committee President.

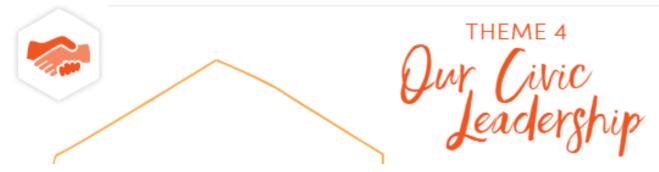
#### 18 April 2024

Accompanied by the General Manager, Rob Williams, we accepted an invitation from Country University Centre's to attend their Chairperson's luncheon held in Narrabri. The lunch is tailored to bring together business leaders in Narrabri, providing a unique platform for networking, knowledge exchange, and fostering valuable connections.

#### 19 April 2024

Attended a phone interview with ABC New England North West in response to the upgrades to the Wee Waa multi-court sport facility upgrades.

#### 13 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

#### 13.1 INVESTMENT REPORT - MARCH 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:

- Three (3) investments matured, totalling \$6 million; and
- Four (4) investments were placed, totalling \$8 million.

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

#### **RECOMMENDATION**

That Council note the Investment Report for March 2024.

#### **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 March 2024.

Investments maturing during the month:

•	06/03/24	MyState	\$2,000,000	364 days @ 4.80%
•	13/03/24	NAB	\$2,000,000	259 days @ 5.42%
•	20/03/24	AMP	\$2,000,000	371 days @ 4.80%

New Investments secured during the month:

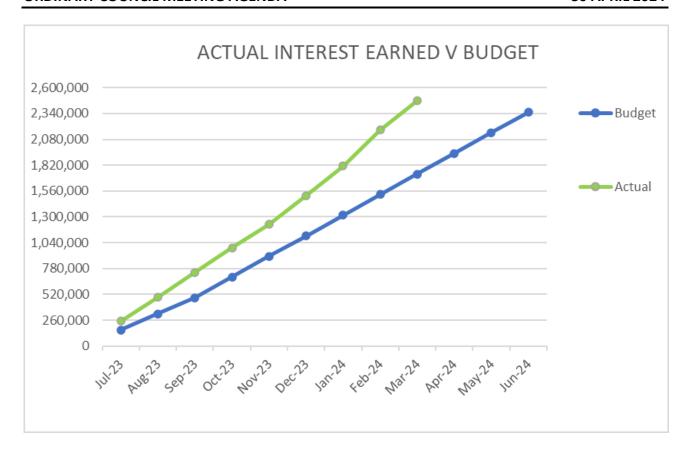
•	04/03/24	MyState	\$2,000,000	366 days @ 5.15%
•	06/03/24	MyState	\$2,000,000	364 days @ 5.10%
•	13/03/24	ING	\$2,000,000	364 days @ 5.14%
•	20/03/24	BOQ	\$2,000,000	238 days @ 5.10%

**Total Cash & Investments** 

66,005,778.02

100.00%

**30 APRIL 2024** 





### **Investment Rate Summary for March 2024**

Average Interest Rate on Investments:	5.20%
Weighted Average Interest Rate on Investments	5.22%
Council's Benchmarks	
Bank Bill Swap Rate (BBSW) 90-day index (02/04/2024) <sup>1</sup>	4.34%
Average 11am Cash Rate	4.35%

<sup>&</sup>lt;sup>1</sup> Source: www.asx.com.au

#### 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 projects for roads, new plant and the Central Northern Regional Library contribution were the largest payments for the month of March 2024.

Reported interest income for the period 1 July 2023 to 31 March 2024 is \$2.467M. 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.

#### 13.2 2022/2023 DRAFT ANNUAL FINANCIAL STATEMENTS

Responsible Officer: Ted Harrington, Director Financial and Commercial Services

Author: **Luke Meppem, Acting Manager Financial Services** 

Attachments: Draft Annual Financial Statements 2022-23 (under separate cover) 1.



#### **DELIVERY PROGRAM ALIGNMENT**

4 Civic Leadership - Council as strong leaders for the Community

Objective 4.3 A resilient and sustainable Council

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

#### **EXECUTIVE SUMMARY**

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

#### RECOMMENDATION

- 1. That Council formally adopt the draft Annual Financial Statements for the year ended 30 June 2023 as presented, for referral to audit.
- 2. The Mayor, Deputy Mayor, General Manager and Responsible Accounting Officer be authorised to sign the Statements by Councillors and Management on the preparation of the General Purpose and Special Purpose Financial Statements for the year ended 30 June 2023.
- 3. The General Manager be delegated the authority to issue the audited Annual Financial Statements upon receipt of the auditors' reports, subject to there being no material audit changes or audit issues.
- 4. That Council present the audited Annual Financial Statements and Auditors Reports to the public at a meeting to be held in conjunction with its next available Ordinary Council meeting.

#### **BACKGROUND**

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

#### **CURRENT SITUATION**

Council's draft Financial Statements for the year ended 30 June 2023 have been prepared, noting the extension granted to 30 April 2024 for signing of the audit. The primary statements - the General Purpose and Special Purpose Financial Statements (statements subject to audit) are attached. Council will be supplied a complete set of reports, including the auditors reports for the next available public meeting after the completion of audit.

#### **FINANCIAL IMPLICATIONS**

Nil.

#### STATUTORY AND POLICY IMPLICATIONS

These draft financial statements have been prepared in accordance with:

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

#### **CONSULTATION**

#### **External Consultation**

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

#### **Internal Consultation**

- Executive Management.
- Numerous Council staff.

#### 13.3 INFRASTRUCTURE DELIVERY STATUS REPORT - MARCH 2024

Responsible Officer: Eloise Chaplain, Director Infrastructure Delivery

Author: Eloise Chaplain, Director Infrastructure Delivery

Attachments: 1. Infrastructure Delivery Status March 2024 🗓 🖺

#### **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 March 2024.

#### **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 March 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.

#### **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**

Nil.

#### **Internal Consultation**

- Infrastructure Delivery Managers.
- Financial Services.

# **Infrastructure Delivery Status Report - March**

For weekly updates see Infrastructure Delivery Update | NSC (nsw.gov.au)

#### Roads Maintenance

Please see below Maintenance activities completed in Marchand plan for April.

Grading			
Completed March	Plan Next Month		
MR072 Kamilaroi Highway	MR127 Pilliga Road		
MR127 Pilliga Road	MR072 Kamilaroi Highway		
MR127 Wee Waa Road	MR127 Wee Waa Road		
MR357 Rangari Road	MR343 Kamilaroi Highway		
SR002 Berrigal Road	SH017 Newell Highway		
SR004 Spring Plains Road	SR007 Couradda Road		
SR005 Kaputar Road	SR009 Bald Hill Road		
SR006 Eulah Creek Road	SR011 Harparary Road		
SR010 Old Gunnedah Road	SR016 Browns Lane		
SR011 Harparary Road	SR020 Blairmore Road		
SR017 Old Narrabri Road	SR029 Yarrie Lake Road		
SR019 Maules Creek Road	SR039 Gwabegar Road		
SR029 Yarrie Lake Road	SR045 Nowley Road		
SR030 Culgoora Road	SR046 Doreen Lane		
SR046 Doreen Lane	SR057 Mayfield Road		
SR057 Mayfield Road	SR061 Turrawan Road		
SR072 Bundock Creek Lane	SR163 Delwood Road		
SR107 Waiwera Lane			
SR127 Hoads Lane			
SR163 Delwood Road			
SR183 Tuppiari Road			
SR184 Jacks Creek Road			
SR188 Kurrajong Creek Road			
SR227 Pine Creek Road			

Other matters arising:

Other maintenance works also completed, include signage works, tar patching, minor patching and Slashing.

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

Shared path in Boggabri has commenced.

The tender for Yarrie Lake to Pilliga Road Freight Link Stage 1 – Woomera Creek Road is set to commence April 15 2024.

Kerb and Gutter program and Selina Guest shared path are currently being advertised.

#### Parks and Open Space Maintenance

Completed March	Plan Next Month
Completion of concrete slab for netball storage shed	Narrabri Netball Court surface painting
Asphalt resurfacing of netball courts	Wee Waa Multi Sport project commencement
Sports field set up for Winter sports	Tenders closed for Dangar Park Grandstand
Completion of fence around Dangar Park	Narrabri sports field lighting tender closed
Completion of irrigation at Dangar Park Wee Waa	Dangar Park Wee Waa installation of pump and tank

#### Other matters arising:

• Vehicle incident in Maitland Street, damaged a centre medium and light pole structure

### Water/ Sewer Maintenance

Projects and Operations delivered in March	Project and Operations planned for Next Month
Renewal of Water Mains in Narrabri, Wee Waa and Boggabri will continue.	Water Main renewal project continuing Narrabri Fitzroy Street is being undertaken first.
GHD are preparing an access design for Selina, Doyle and Boggabri Reservoir.	Stair Design by GHD in progress.
STP drum screen and grinder tender to be awarded	Section 60 approval from DPE is pending prior to the award of drum screen project
Hydrant and Stop Valve Maintenance continuing in Narrabri and commencing in Boggabri and Baan Baa	Hydrant and Stop Valve maintenance is now in Boggabri and Baan Baa
Implementation of SCADA alarm review	Trility are undertaking chlorine dosing maintenance and all water delivery sites as part of a major scheduled maintenance.
Facility Upgrade will continue at Narrabri STP	Facility upgrade continuing at Narrabri STP
Bulk Water Filling Stations	Bulk water filling stations ordered and installation currently out to procurement via vendor panel
Mi Water App and Aqualis Water Management review and upgrade.	Review plan for MI Water app and Aqaulis integration to tech one has been received and being reviewed

#### 13.4 PLANNING AND DEVELOPMENT REPORT - MARCH 2024

Responsible Officer: Donna Ausling, Director Planning and Sustainability

Author: Michelle Henry, Manager Planning and Development

Attachments: 1. Planning Status Report March 2024 🗓 🖺

2. Planning Statistics Report March 2024 U

3. FRMAC March 2024 Minutes 🗓 📸

#### **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 the month of March 2024.

#### RECOMMENDATION

1. That Council receive the Planning and Development Report for March 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 month of March 2024 (Attachment 1, 2, & 3).

#### **CURRENT SITUATION**

#### **Building Services:**

- One (1) new Construction Certificate application was lodged during the period reported (March 2024).
- Seven (7) Construction Certificates were issued during the month of March 2024.
- The average processing time for the period reported was 48 days assessment times have increased 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.
- External resources in the building certification area continue to be utilised as necessary.
   Consultation with Council's People and Values team in regard to offering a cadet/trainee building surveyor role continue.

• No Local Approvals for Manufactured homes were issued in the reported period – this is a separate approval pathway from a traditional Development Application (DA) and is resourced by Councils only accredited certifier.

#### **Statutory Planning:**

- Eleven (11) Development Applications with a capital investment value of \$3,963,543 were determined during March 2024.
- The average processing time for Development Applications for the reported period is 23 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 \$1,571,643 were lodged in March 2024.
- Following an interview process, the successful candidate for the Assistant Planner role has been retained and will commence with Council on Monday 22 April 2024.
- Council's Development Systems Officer (DSO) role has been advertised with applications recently closing. Interviews with successful candidates will be held in the coming weeks.

#### **Current Projects:**

- Council's Community facing online flood portal (WaterRIDE Lite platform) was recently nominated for the 2024 Local Government Excellence Awards, in an email received from LG Professionals, Council staff have been notified that the project has been chosen as a finalist in the category Special Project Initiative Under 150,000. The Winners and Highly Commended in each category will be announced at the LG Awards Dinner to be held in Sydney in June.
- The Assessment process for the Namoi Gwydir Fire Control Centre development application continues with the Northern Regional Planning Panel supporting the application at the recently scheduled determination meeting. Minor amendments to the conditions of consent were requested and Planning staff will then forward the document to the Crown for final review. The determination/Approval is expected to be finalised in early May.

#### Floodplain Risk Management Advisory Committee:

Minutes from the FRMAC meeting held 2 April 2024 are attached to this report for review (see **Attachment 3**).

The next FRMAC meeting is scheduled to take place in June.

#### **FINANCIAL IMPLICATIONS**

Nil.

#### STATUTORY AND POLICY IMPLICATIONS

Nil.

#### **CONSULTATION**

#### **Internal Consultation**

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

### **External Consultation**

• Northern Regional Planning Panel.

### Planning and Development – Status Report – March 2024

### **Development and Planning**

Development Applications (DA)								
<b>Development Applications lodg</b>	Development Applications lodged and determined							
Number Year-to-date March March 2024 Average Applications Value \$ 2024 No.  Value \$ days determined to the second of the second								
Applications lodged	69	\$76,003,282	5	\$1,571,643	-			
Applications determined	Applications determined 97 \$27,542,485.15 11 \$3,963,543 23							
Applications awaiting determination			5	\$53,457,810	-			

Development Applications lodged by type						
	Year-to-date	Year-to-date	March 2024	March 2024		
	Total	Value \$	Total	Value \$		
Dwellings/Dual Occupancy	17	\$10,850,135	2	\$1,447,443		
Sheds	12	\$1,564,563	-	-		
Commercial	6	\$7,435,495	=	-		
Industrial	3	\$15,100,570	-	-		
Subdivision	9	\$1,097,000	-	-		
Tourism Development	0	0	-	-		
Modifications	7	\$1,848,532	1	\$0		
Others	14	\$13,121,562	2	\$124,200		
Infrastructure/Solar/Pond	1	\$25,345,425	=	-		
Total	69	\$76,003,282	5	\$1,571,643		

Year-to-Date Figures DA Determined by Council					
Month	Deter	Determined		Lodged	
	Number of DA	Value of DA \$	Number of DA	Value of DA	<b>Processing Time</b>
					(to EOM)
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	31
December	5	\$1,298,800.00	5	\$903,500.00	34
Total Q2	35	\$8,165,846.00	23	\$24,609,600	34
January	11	\$7,037,637	6	\$38,421,121	31
February	9	\$2,283,563	6	\$2,216,400	40
March	11	\$3,963,543	5	\$1,571,643	23
Total Q3	31	\$13,284,743	17	\$42,209,164	31
April					
May					
June					
Total Q4					
YTD Total	97	\$27,542,485.15	69	\$69,990,801	34

Page 1 of 6

Average Employee Cost Per Application Determined – Development Applications				
	YEAR TO DATE			
Planning Budget	\$151,358			
Number of employees	2			
Total number of applications decided to date (Total applications determined to date)	97			
Average employee cost per application determined	\$1,560.39			

Construction Certificates (CC)							
Construction Certificates lodge	d and determin	ned					
Number CC YTD Value March March 2024 Average days Applications \$ 2024 No. Value \$ determination of CC							
Council lodged	27	\$5,149,889	1	\$389,400	-		
Council determined	36	\$5,098,628	7	\$644,790	60		
Construction Certificate Determined within 20 days	37%	-	0	-	60		
Construction Certificates awaiting determination			22	\$4,811,323	-		

Construction Certificate lodged by type for March					
	Private Certifier	Council	March 2024 Total	March 2024 Value \$	
Dwelling	-	-	-	-	
Shed/Garage	-	1	\$389,400	\$389,400	
Commercial	-	-	-	-	
Industrial	-	-	-	-	
Alteration/additions to	-	-	-		
dwelling				-	
Others	-	-	-	-	
Total	-	-	\$389,400	\$389,400	

Year to Date Figures CC Determined by Council					
Month	Deter	mined	Lode	ged	<b>Processing Time</b>
	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	\$8000	17
December	2	\$17,000	0	0	56.5
Total Q2	6	\$713,000	3	\$47,000	36.5
January	5	\$645,000	4	\$1,259,653	55
February	3	\$214,582	3	\$145,000	88.3
March	7	\$644,790	1	\$389,400	60
Total Q3	15	\$1,504,372	8	\$1,794,053	67.76
April					
May					
June					
Total Q4					
YTD Total	36	\$5,098,628	27	\$5,149,889	46.42

Average Employee Cost Per Application Determined – Construction Certificate				
	YEAR TO DATE			
Building employee budget	\$85,823			
Number of employees	1			
Total number of CC applications determined to date	36			
Average employee cost per application determined	\$2,383.98			

Inspections				
Type of Inspections	Number			
Footing	10			
Framing	-			
Final	1			
Wet area	-			
Stormwater	-			
External Drainage	3			
Internal Drainage	1			
Site Inspections	6			
Swimming Pool	2			
Other	1			
Total	24			

Occupation Certificates						
Lodged Issued						
Council	0	1				
Private Certifiers	0					
Total 0 1						

Swimming Pool Compliance Inspections						
Application Number	Date Lodged	Inspected (including re- inspections)	NOI/Direction Issued	Non- Compliance Issued	Certificate of Compliance Issued	
SPCC2024/0016	19/03/24	21/3/24	-	-	27/03/24	
SPCC2024/0015	15/03/2024	27/03/24	-	-	-	

	Building Unit CCs lodged for March (status current ie paid)								
Application ID	Status	Primary Property	Full Details	Value \$	Date Lodged	Decision Date	Number of Business Days		
CC2024/0038	Current	1-5 James Street NARRABRI NSW 2390	Construction single storey steel frame hire car complex	\$389,400	15/03/20 24	N/A	11		

	Planning Unit DAs Lodged for March										
Application ID	Status	Primary Property	Value \$	Date Lodged	Decision Date	Number of Days					
DA2024/0082	Past	49 Riverside Drive, NARRABRI NSW 2390	New single storey dwelling	\$854,045	06/03/2024	12/03/2024	6				
DA2024/0080	Current	37 Boolcarrol Road, WEE WAA NSW 2388	Remove & dispose of old signage and install 1x 6m pylon, 3x building signs, and 1x fence sign	\$70,500	06/03/2024	-	25				
DA2024/0079	Past	152 Cumnock Lane, BULLAWA CREEK NSW 2390	Installation of single storey, two-bedroom manufactured home	\$593,398	06/03/2024	11/03/202 4	5				
ModDA2024/00 14	Past	15 Queen Elizabeth Ii Avenue, NARRABRI NSW 2390	Section 4.55(1A) Modification to DA2024/0002 - Installation of a Single Storey Residential Dwelling (Manufactured Home)	0	08/03/2024	08/03/202	1				
DA2024/0083	Past	5 Haley Avenue, NARRABRI NSW 2390	Construction of an in-ground swimming pool	\$53,700	21/03/2024	21/03/202	1				

Floodplain Risk Management Advisory Committee						
Meeting Date	Minutes					
Next meeting: June - TBA	2 April 2024 - minutes					
	attached seperately					

#### \* Year to Date = Financial Year

#### Development Applications (DAs)

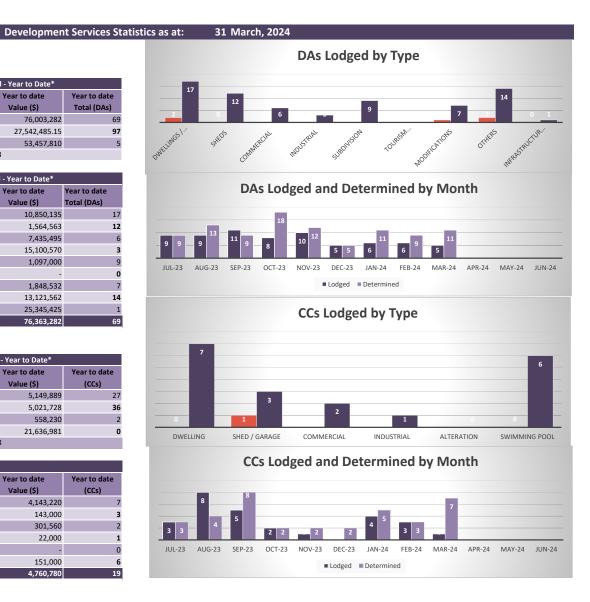
Development Applications Lodged and Determined - Year to Date*										
		March	March		Year to date	Year to date				
	,	Value (\$)	(DAs)		Value (\$)	Total (DAs)				
Applications Lodged	\$	1,571,643	5	\$	76,003,282	69				
Applications Determined	\$	3,963,543	11	\$	27,542,485.15	97				
Yet to be Determined		53,457,810	5	\$	53,457,810	5				
Avg days for determination				23	3					

Development Applications lodged and determined - Year to Date*										
Detelopmen	l q	March	March		Year to date	Year to date				
	١	/alue (\$)	(DAs)		Value (\$)	Total (DAs)				
Dwellings / Dual Occupancy	\$	1,447,443	2	\$	10,850,135	17				
Sheds	\$	-	0	\$	1,564,563	12				
Commercial	\$	-	0	\$	7,435,495	6				
Industrial	\$	-	0	\$	15,100,570	3				
Subdivision	\$	-	0	\$	1,097,000	9				
Tourism development	\$	-	0	\$	-	0				
Modifications	\$	-	1	\$	1,848,532	7				
Others	\$	124,200	2	\$	13,121,562	14				
Infrastructure / Solar / Pond	\$	-	0	\$	25,345,425	1				
Total	\$	1,571,643	5	\$	76,363,282	69				

#### Construction Certificates (CCs)

Construction Certificates Lodged and Determined - Year to Date*										
		March	March		Year to date	Year to date				
		Value (\$)	(CCs)		Value (\$)	(CCs)				
Applications Lodged	\$	389,400	1	\$	5,149,889	27				
Council Determined	\$	644,790.00	7	\$	5,021,728	36				
Private Certifier Determined	\$	-	0	\$	558,230	2				
Yet to be Determined	\$	4,811,323.00	22	\$	21,636,981	0				
Avg days for determination				48	3					

Construction Certificates lodged - Year to Date*									
	,	March Value (\$)	March (CCs)	Year to date Value (\$)		Year to date (CCs)			
Dwelling	\$	-	0	\$	4,143,220	7			
Shed / Garage	\$	389,400	1	\$	143,000	3			
Commercial	\$	-	0	\$	301,560	2			
Industrial	\$	-	0	\$	22,000	1			
Alteration	\$	-	0	\$	-	0			
Swimming Pool	\$	-	0	\$	151,000	6			
Total	\$	389,400	1	\$	4,760,780	19			



#### FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE MEETING MINUTES

2 APRIL 2024

## MINUTES OF NARRABRI SHIRE COUNCIL FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE MEETING HELD AT THE NARRABRI SHIRE COUNCIL CHAMBERS, 46-48 MAITLAND STREET, NARRABRI ON TUESDAY, 2 APRIL 2024 AT 11.00AM

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 Department of Climate Change, Energy, the Environment and Water), Katherin Angelin (Alluvium), Julie Power (Department of Climate Change, Energy, the Environment and Water), Shane Rily (Manager Assets and Engineering)

#### 1 OPENING AND WELCOME

Opened by the Chair 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 Lisa Richardson, Rob Williams (General Manager), Cr Ron Campbell, Ainslie Frazer (Department of Climate Change, Energy, the Environment and Water)

#### **CONFIRMATION OF MINUTES**

#### **MINUTE FMAC-005/2024**

Moved: Director Planning and Sustainability Donna Ausling Seconded: SES Representative Anthony Battam

That the minutes of Floodplain Risk Management Advisory Committee Meeting of the Narrabri Shire Council held on 20 February 2024 as circularised be confirmed.

#### FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE MEETING MINUTES 2 APRIL 2024

#### 4 REPORTS

#### 5.1 GWABEGAR FLOOD STUDY - UPDATE

#### MINUTE FMAC-006/2024

Moved: Cr Brett Dickinson Seconded: SES Representative Anthony Battam

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

#### 5.2 WEE WAA LEVEE FEASIBILITY PROJECT UPDATE

#### MINUTE FMAC-007/2024

Moved: Cr Brett Dickinson Seconded: Community Member Delegate Jonathon Phelps

1. That the update on the Wee Waa Levee Project be received.

#### 5.3 BOGGABRI FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN

#### MINUTE FMAC-008/2024

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

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

#### FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE MEETING MINUTES

2 APRIL 2024

#### 5.4 DEPARTMENT UPDATE ON THE FLOOD RISK MANAGEMENT COMMITTEE HANDBOOK

#### **MINUTE FMAC-009/2024**

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

#### **FOR DISCUSSION**

The current Flood Risk Management (FRM) Committee handbook provides a good overview of the flood risk management framework, and helpful explanations of flood behaviour in layman's terms as well as an explanation of the Committees role.

The handbook has been previously furnished for the Committee's information and is enclosed to this report for future reference.

Julie will provide further information and answer any questions the Committee may have.

#### 5.5 UPDATE ON ADDRESSING FLOOD RISK IN PLANNING DECISIONS

#### **MINUTE FMAC-010/2024**

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

1. That the Committee note the update on addressing flood risk in planning decisions

#### 5.6 MINUTES FMA NSW ACT MEETING 15-02-2024

#### **MINUTE FMAC-011/2024**

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

#### **FOR DISCUSSION**

Minutes of Floodplain Management Australia (FMA) NSW/ACT Chapter dated 15 February 2024 are enclosed for the information of the Committee and general discussion.

#### FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE MEETING MINUTES 2 APRIL 2024

#### 5 ACTIONS

Action: Director of Planning and Sustanibility to arrange comms and media to be released regarding WaterRIDE project and forward facing customer portal on the website.

ACTION: When the applications for next round of Grant funding open, consideration be given to an application to be made for funding of a feasibility study and analysis into recommendations around voluntary house raising and house purchase projects.

**ACTION**: Ensure communications are open with regard to Wee Waa Levee project

ACTION: Manager Assets and Engineering to review information in regards to the ownership and operation of the pump station and drainage at the Wee Waa High School.

ACTION: Manager Assets and Engineering to provide a report in regard to ownership and and access of the land surrounding the Wee Waa Levee.

ACTION: Manager Assets and Engineering to follow up on communication with the chamber and community to give them an update on the Wee Waa Levee Feasibility Project – surounding landholders and eveyone inside.

ACTION: Director Planning and Sustainability and Manager of Planning and Development provide a report to the committee following their attendance at the FMA Conference in Brisbane in May.

6	NEXT	MEETING

Early June – Date TBA

#### 7 MEETING CLOSED

The Meeting closed at 12:00pm.

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

CHAIRPERSON

Page 4

#### 13.5 RESOLUTIONS REGISTER - MARCH TO APRIL 2024

Responsible Officer: Jason Townsend, Manager Governance and Risk

Author: Kira O'Neil, Governance Support Officer

Attachments: 1. Resolution Register - Outstanding as at 22 April 2024 🗓 🖺

2. Resolution Register - Completed as at 22 April 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 22 April 2024, is therefore presented to Council.

#### RECOMMENDATION

- 1. That Council receive and note the outstanding Resolutions Register as at 22 April 2024.
- 2. That Council receive and note the completed Resolutions Register as at 22 April 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 22 April 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	Revised	Current Status
1	25/09/2018	224/2018	Acquisition of Land for Expansion for Narrabri Landfill	<ol> <li>MINUTE 224/2018</li> <li>That Council:         <ol> <li>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.</li> <li>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.</li> </ol> </li> <li>Make all necessary arrangements to:         <ol> <li>Classify the land as operational land in accordance with section 31 of the Local Government Act 1993.</li> <li>Apply its Common Seal to any necessary documents relating to the acquisition.</li> </ol> </li> </ol>	Director Financial and Commercial Services	Target Date 09/10/2018	1arget Date 01/06/2023	18 Mar 2024 3:35pm Director Infrastructure Delivery – Reallocation Action reassigned to Director Financial and Commercial Services by Director Infrastructure Delivery – Property Services team are required to progress land acquisition.
2	26/02/2019	025/2019	Single Property – Amendment to Local Government Boundary	<ol> <li>MINUTE 025/2019</li> <li>That Council:         <ol> <li>Support the proposed boundary change.</li> <li>Seek a Council resolution from Moree Plains Shire Council that also supports the boundary change.</li> </ol> </li> <li>Authorise making a joint proposal to the Minister for Local Government and His Excellency the Governor of New South Wales.</li> <li>Request a provision for the payment of any outstanding rates and charges to be included in a proclamation to affect the boundary change.</li> </ol>	Finance Coordinator	12/03/2019	30/06/2023	21 Feb 2024 10:08am Governance Support Officer 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.



## **Outstanding Actions**

N	lo.	Start Date	Minute	Report Title	Resolution	Responsible	Original	Revised	Current Status
						Officer		Target Date	
	3	23/02/2021	038/2021	Provision Of New Doctors Residence in Boggabri	<ul> <li>MINUTE 038/2021</li> <li>1. That Council provide a suitable prefabricated home on vacant Council land at 37 Dalton Street Boggabri, at an estimated cost of \$274,800.</li> </ul>	Manager Commercial Services	09/03/2021	28/06/2024	18 Mar 2024 9:50am Manager Commercial Services – Target Date Revision  Target date changed by Manager Commercial Services from 01  July 2023 to 28 June 2024 – Negotiating with Ochre Health on land parcel for building residence.
					<ol> <li>That the provision of the home be funded from the Maules Creek Coal Voluntary Planning Agreement (VPA) for Boggabri Community projects.</li> </ol>				
					<ol> <li>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.</li> </ol>				
					<ol> <li>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.</li> </ol>				
					<ol><li>That Council approve the use of the Council Seal for all relevant documents to enact this resolution.</li></ol>				
	4	22/03/2022	070/2022	Council Committees	<ul><li>MINUTE 070/2022</li><li>1. That Council hold a workshop to consider the formation of Council standing committees.</li></ul>	Townsend, Jason	21/04/2022	30/06/2023	20 Feb 2024 3:19pm Townsend, Jason On advice from GM that matter is currently on hold.
	5	26/04/2022		Narrabri Underground Voluntary Planning Agreement (VPA) Update	1. That Council accept the \$2.603 million Voluntary Planning Agreement offer from Whitehaven Coal dated 27 January 2022, as negotiated for the Narrabri Underground mine and this motion remain confidential until such time as the matter is concluded.	Manager Planning and Development	26/05/2022	30/04/2024	18 Mar 2024 10:53am Manager Planning and Development – Target Date Revision Target date changed by Manager Planning and Development from 29 February 2024 to 30 April 2024 – Waiting on review and response from Whitehaven legal team. Another request for update email sent 18/03/2024.



## **Outstanding Actions**

No	o. :	Start Date	Minute	Report Title	Resolution	Responsible Officer	Original Target Date	Revised Target Date	Current Status
	6	23/08/2022	<u>CO-</u> 282/2022	Road Opening and Closure at 3206 Killarney Gap Road Narrabri	1. That Council;  a. approve the proposed land swap with the landowner noted within this report.  b. completes the required Council Road Closure Process under Part 4 Division 3 of the Roads Act 1993 (NSW).  c. completes the required Council Road Opening Process under Part 2 Division 1 of the Roads Act 1993 (NSW).	Manager Commercial Services	22/09/2022	31/03/2023	29 Feb 2024 10:07am Manager Commercial Services Liaising with surveyors for lodgement of plans.
					<ul> <li>d. prepares a Plan of First Title Creation and takes all steps required to complete registration by the Land Registry Services NSW.</li> </ul>				
					<ul> <li>e. authorise the General Manager to sign all relevant documents required to effect the road opening and closure and land swap.</li> </ul>				
	7	27/09/2022	293/2022	Notice of Motion – Roads	<ol> <li>That NSC investigate and report on the following;</li> <li>a. Road repair and construction workforce adequacy.</li> <li>b. Adequacy of current plant and equipment to the capacity to repair and maintain our roads.</li> <li>c. Adequacy of current arrangements with external contractors as far a support for the repair and maintenance of NSC roads.</li> <li>d. A full list of culverts in need of repair or upgrade to concrete base.</li> <li>e. The current state of all negotiations with state disaster recovery funding processes.</li> <li>f. Funds held currently for road repair.</li> <li>That Council fully supports and recognises the</li> </ol>		27/10/2022	31/07/2024	18 Mar 2024 3:41pm Director Infrastructure Delivery Consultant currently reviewing historical financial and asset data.
					2. That Council tully supports and recognises the efforts of staff in this area.				



## **Outstanding Actions**

No.	Start Date	Minute	Report Title	Resolution	Responsible Officer	Original Target Date	Revised Target Date	Current Status
8	22/11/2022	373/2022	Notice of Motion – Wee Waa Lagoon Bridge Extension	MINUTE 373/2022  1. That Narrabri Shire Council seek funding under the NSW Betterment fund or similar State or Commonwealth resilience fund for the following purposes:	Director Infrastructure Delivery	22/12/2022	31/07/2024	22 Apr 2024 10:50am Director Infrastructure Delivery Initial stakeholder meeting schedule early May 2024.
				(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;				
				<ul><li>(b) To fully investigate whether with a Lagoon creek bridge extension, an increase in the road height at Bohena Creek would be justified;</li></ul>				
				(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;				
				<ul> <li>(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;</li> </ul>				
				<ul> <li>(e) That a local reference committee be set up at the appropriate time to utilise local knowledge.</li> </ul>				



## **Outstanding Actions**

No.	Start Date	Minute	Report Title	Resolution	Responsible	Original	Revised	Current Status
					Officer	Target Date	Target Date	
9	22/08/2023	213/2023	Proposed Amendment to Narrabri Local Environmental Plan (LEP) 2012 – Additional Permitted Use	<ol> <li>MINUTE 213/2023</li> <li>That Council prepare a Planning Proposal to amend the Narrabri Local Environmental Plan 2012, pursuant to section 3.33 of the Environmental Planning and Assessment Act 1979 (NSW) to permit the land use 'retail premises' on Lots 10 and 11 in DP1242823, 10 and 11 Caroline Way, Narrabri.</li> <li>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 Environmental Planning and Assessment Act 1979 (NSW).</li> <li>That Council undertake community and government agency consultation in accordance with the requirements of the gateway determination and Council's adopted Policy.</li> <li>That Council consider a further report on the results of the community consultation.</li> </ol>	Manager Planning and Development		31/05/2024	18 Mar 2024 10:55am Manager Planning and Development - Target Date Revision  Target date changed by Manager Planning and Development from 31 March 2024 to 31 May 2024 - Draft proposal currently being prepared in consultation with DPHI.
10	19/12/2023	353/2023	Licence for Charging Stations for Electric Vehicles – Visitor Information Centre (VIC) Car Park	<ol> <li>MINUTE 353/2023</li> <li>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.</li> <li>That the licence agreement be for a term of 5 years with 2 x 5 years options.</li> <li>That the licence fee for the term of the licence is set at \$1 per annum plus GST, with an annual rent review.</li> <li>That Council delegate the authority to the General Manager to enter into the licence agreement and execute relevant documentation in accordance with this resolution.</li> </ol>	Land and Leasing Coordinator	18/01/2024	18/01/2024	21 Feb 2024 7:47 am Manager Commercial Services Further negotiations to take place with Tesla Motors.
11	26/03/2024	054/2024	Fee Waiver for Burial Interment	<ul> <li>MINUTE 054/2024</li> <li>That Council will review its policy regarding concessions for certain burials/interments in its next Policy review cycle.</li> </ul>	Director Financial and Commercial Services	25/04/2024	30/09/2024	



## **Outstanding Actions**

1	lo.	Start Date	Minute	Report Title	Resolution	Responsible	Original	Revised	Current Status
						Officer	Target Date	Target Date	
	12	26/03/2024	046/2024	2024 Local Roads Congress	<ul> <li>MINUTE 046/2024</li> <li>1. That Council nominates Cr Brett Dickinson to attend the 2024 Roads Congress taking place in Sydney on 3 June 2024.</li> </ul>		25/04/2024	25/04/2024	22 Apr 2024 10:20am Governance Support Officer – Reallocation Action reassigned to Executive Assistant by Governance Support Officer – Please action as required.



## **Resolution Register**

(Completed)

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

Council

**Printed:** 22 April 2024 11:15 AM

No.	Start Date	Minute	Report Title	Resolution	Responsible Officer	Target Date	Completed	Current Status
1	31/10/2023	282/2023	Mary's Mount Quarry Modification Update (Gunnedah Shire Council LGA)	<ol> <li>MINUTE 282/2023</li> <li>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.</li> <li>That Council authorise the General Manager to issue a further submission to Gunnedah Shire Council in line with the contents of this Report.</li> </ol>	Director Infrastructure Delivery	30/11/2023	22/04/2024	22 Apr 2024 10:49am Director Infrastructure Delivery – Completion Completed by Director Infrastructure Delivery (action officer) on 22 April 2024 at 10:49:56 AM – Information sent to Gunnedah
8	19/12/2023	352/2023	Applications for Community Financial Assistance Grant (CFAG) Round 2 2023–24	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.	Director Planning and Sustainability	18/01/2024	22/04/2024	22 Apr 2024 10:46am Director Planning and Sustainability – Completion Completed by Director Planning and Sustainability (action officer) on 22 April 2024 at 10:46:43 AM – Completed in accordance with the terms of Council's resolution.



## **Resolution Register**

(Completed)

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

Council

**Printed:** 22 April 2024 11:15 AM

No.	Start Date	Minute	Report Title	Resolution	Responsible Officer	Target Date	Completed	Current Status
11	19/12/2023	347/2023	Draft Drought Management Plan	<ol> <li>MINUTE 347/2023</li> <li>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.</li> <li>That a report be returned to Council following the conclusion of the Public Exhibition Period to the next available Ordinary Council Meeting.</li> <li>That Council note the Drought Management Plan will undergo corporate branding prior to Adoption.</li> </ol>	Director Infrastructure Delivery	18/01/2024	22/04/2024	22 Apr 2024 10:48am Director Infrastructure Delivery – Completion Completed by Director Infrastructure Delivery (action officer) on 22 April 2024 at 10:48:07 AM – Presented in April OCM
20	27/02/2024	015/2024	Narrabri West Freight Activation Precinct Project	<ol> <li>MINUTE 015/2024</li> <li>That Council receive and note "Narrabri West Precinct Freight Activation Project" report.</li> <li>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.</li> </ol>	Director Infrastructure Delivery	28/03/2024	22/04/2024	22 Apr 2024 10:48am Director Infrastructure Delivery – Completion Completed by Director Infrastructure Delivery (action officer) on 22 April 2024 at 10:48:29 AM – Letter sent to Minister
21	27/02/2024	020/2024	Crime Prevention Plan	<ol> <li>MINUTE 020/2024</li> <li>That Council endorse the draft Crime Prevention Plan 2024/2028 for the purpose of public exhibition.</li> <li>That Council endorse the Report 'Crime Prevention Plan in Narrabri: Research Results' noting that it is for internal use only.</li> <li>That Council endorse the discussion paper 'CCTV As a Crime Prevention Tool'.</li> </ol>	Manager Tourism and Cultural Services	28/03/2024	19/03/2024	19 Mar 2024 4:12pm Manager Tourism and Cultural Services – Completion Completed by Manager Tourism and Cultural Services (action officer) on 19 March 2024 at 4:12:07 PM – The Draft Crime Prevention plan was endorsed and is now on Public Exhibition
22	27/02/2024	029/2024	Narrabri Shire Youth Council - Application Received	<ol> <li>MINUTE 029/2024</li> <li>That Council endorse the enclosed application for candidate 1 for the Narrabri Shire Youth Council's second term 2023–2025.</li> </ol>	Community Development Coordinator	28/03/2024	22/03/2024	22 Mar 2024 4:32pm Community Development Coordinator – Completion Completed by Community Development Coordinator (action officer) on 22 March 2024 at 4:32:25 PM – The applicant was informed officially in writing on 04/3/24 and attended her first Youth Council meeting on 11 March 2024.



# Resolution Register (Completed)

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

Council

**Printed:** 22 April 2024 11:15 AM

No	o. Start Date	Minute	Report Title	Resolution	Responsible Officer	Target Date	Completed	Current Status
2.	3 26/03/2024	047/2024	Delegate Report – Minutes of the Maules Creek Coal Mine Community Consultative Committee Meeting – 14 February 2024	<ol> <li>MINUTE 047/2024</li> <li>That Council note the Delegate Report on the minutes of the Maules Creek Coal Mine Community Consultative Committee meeting held on 14 February 2024.</li> </ol>	Executive Assistant	25/04/2024	02/04/2024	02 Apr 2024 12:08pm Governance Support Officer – Completion Completed by Governance Support Officer on behalf of Executive Assistant (action officer) on 02 April 2024 at 12:08:32 PM – No further action required.
24	4 26/03/2024	045/2024	Draft Transport for NSW (TfNSW) Customer Journey Resilience Plan – New England North West	<ol> <li>MINUTE 045/2024</li> <li>That Council receive and note the report on the Draft Transport for NSW (TfNSW) Customer Journey Resilience Plan – New England North West.</li> <li>That Council endorse the draft organisational submission on the Draft Transport for NSW (TfNSW) Customer Journey Resilience Plan – New England North West.</li> </ol>	Director Planning and Sustainability	25/04/2024	22/04/2024	22 Apr 2024 10:47am Director Planning and Sustainability – Completion Completed by Director Planning and Sustainability (action officer) on 22 April 2024 at 10:47:03 AM – Completed in accordance with the terms of Council's resolution.
2:	5 26/03/2024	044/2024	Motions for National General Assembly 2024	1. That Council authorise the General Manager to present the following motions to the 2024 National General Assembly of Local Government:  a. Social and Affordable Housing – that the National General Assembly advocate to the Australian Government, to:  (i) Increase sustained funding and maintain investment in public, social and affordable housing;  (ii) Work with all levels of government to undertake a review of all government—owned property to identify suitable sites for redevelopment as affordable housing;  (iii) Continue to work with local Councils, developers and community housing organisations to facilitate the construction of affordable social housing; and  (iv) Ensure that any commensurate housing programs do not result in cost shifting to local government.  b. Rural Health Crisis – that the National General Assembly calls on the Australian	Director Planning and Sustainability	25/04/2024	22/04/2024	22 Apr 2024 10:46am Director Planning and Sustainability – Completion Completed by Director Planning and Sustainability (action officer) on 22 April 2024 at 10:46:55 AM – Completed in accordance with the terms of Council's resolution.

Page 3 of 7 Narrabri Shire Council



# Resolution Register (Completed)

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

Council

**Printed:** 22 April 2024 11:15 AM

No.	Start Date	Minute	Report Title	Resolution	Responsible Officer	Target Date	Completed	Current Status
				Government to provide long term investment for programming and services to improve the health and wellbeing outcomes for communities in rural and regional areas and urgently establish a Rural Health Taskforce.				
				c. Rural/Remote Public Transport Services – that the National General Assembly advocates to the Australian Government to give greater consideration to equity and accessibility of bus transport within remote rural and regional areas.				
				<ul> <li>d. Childcare – that the National General Assembly calls on the Australian Government, in partnership with the States, to:</li> </ul>				
				(i) Support regional and local government employees with parenting responsibilities to participate in the workforce, by providing targeted capital funding to identified at or nearing capacity areas to construct additional early education and childcare centres to meet community need, particularly for children in the 0-5 age range;				
				(ii) Further implementing taxation and educational incentives to address skills shortages and high vacancy rates for early childhood, childcare and outside school hours care educators in regional, rural, and remote Australia; and				
				(iii) Ensuring that the implementation of such programs shall not result in cost shifting to local government authorities.				
				e. Renewable Energy – that the National General Assembly calls on the Australian Government, to:				
				(i) Prioritise research and investment in recycling products from renewable industry in recognition of its status as a key national environmental priority; and				

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# Resolution Register (Completed)

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

Council

**Printed:** 22 April 2024 11:15 AM

No.	Start Date	Minute	Report Title	Resolution	Responsible Officer	Target Date	Completed	Current Status
				<ul><li>(ii) Develop a national legal framework to address end of life of solar panels and lithium batteries.</li></ul>				
				f. Flood Insurance – that the National General Assembly calls on the Australian Government to urgently progress the Inquiry into insurers' responses to recent major flood claims, and to:				
				<ul> <li>(i) Expedite its current suite of reforms to help reduce insurance costs for homeowners and businesses, and in addition;</li> </ul>				
				(ii) Expand the disaster event re- insurance framework for all small, medium, rural and remote area communities impacted by natural disasters;				
				(iii) Increase targeted investment in community resilience building initiatives at the regional level; and				
				<ul><li>(iv) Invest in increased and sustained infrastructure betterment funding to local governments.</li></ul>				
				g. Constitutional Recognition – That the National General Assembly advocate for the Federal Government to recognise local government in the Constitution of Australia.				
26	26/03/2024	048/2024	Delegate Report – Minutes of the Tarrawonga Coal Community Consultative Committee Meeting – 14 February 2024	<ol> <li>MINUTE 048/2024</li> <li>That Council note the Delegate Report on the minutes of the Tarrawonga Coal Community Consultative Committee meeting held on 14 February 2024.</li> </ol>	Executive Assistant	25/04/2024	02/04/2024	02 Apr 2024 12:04pm Governance Support Officer – Completion Completed by Governance Support Officer on behalf of Executive Assistant (action officer) on 02 April 2024 at 12:04:42 PM – No further action required.
27	26/03/2024	052/2024	Regulatory Compliance Report – February 2024	MINUTE 052/2024  1. That Council receive and note the Regulatory Services Report for February 2024.	Director Planning and Sustainability	25/04/2024	02/04/2024	02 Apr 2024 10:47am Governance Support Officer – Completion Completed by Governance Support Officer on behalf of Director Planning and Sustainability (action officer) on 02 April 2024 at 10:47:18 AM – No further action required.

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# Resolution Register (Completed)

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

Council

**Printed:** 22 April 2024 11:15 AM

No.	Start Date	Minute	Report Title	Resolution	Responsible Officer	Target Date	Completed	Current Status
28	26/03/2024	050/2024	Application for Concessional Use of The Crossing Theatre– Rotary Club of Narrabri– Science and Engineering Challenge	<ul> <li>MINUTE 050/2024</li> <li>That Council approve the concessional use rate of 50% of the room hire to the Rotary Club of Narrabri.</li> </ul>	Director Financial and Commercial Services	25/04/2024	02/04/2024	02 Apr 2024 12:13pm Governance Support Officer – Completion
29	26/03/2024	049/2024	Application for Concessional Use of The Crossing Theatre- NSW Embroiderers' Guild, Narrabri Group	<ol> <li>MINUTE 049/2024</li> <li>That Council approve the concessional use rate of 50% of the room hire to the NSW Embroiderers' Guild, Narrabri Group</li> </ol>	Venue Manager	25/04/2024	11/04/2024	11 Apr 2024 9:00am Venue Manager – Completion Completed by Venue Manager (action officer) on 11 April 2024 at 9:00:01 AM – Concessional Use approval sent. ECM ID 2150776
30	26/03/2024	039/2024	Monthly Financial Report – February 2024	MINUTE 039/2024  1. That Council note the Monthly Financial reports for February 2024.	Director Financial and Commercial Services	25/04/2024	02/04/2024	<b>02 Apr 2024 11:59am Governance Support Officer – Completion</b> Completed by Governance Support Officer on behalf of Director Financial and Commercial Services (action officer) on 02 April 2024 at 11:59:25 AM – No further action required.
31	26/03/2024	038/2024	Investment Report – February 2024	<ul><li>MINUTE 038/2024</li><li>1. That Council note the Investment Report for February 2024.</li></ul>	Director Financial and Commercial Services	25/04/2024	02/04/2024	<b>02</b> Apr 2024 12:08pm Governance Support Officer – Completion Completed by Governance Support Officer on behalf of Director Financial and Commercial Services (action officer) on 02 April 2024 at 12:08:57 PM – No further action required.
32	26/03/2024	037/2024	Mayoral Appointments for the period 17 February 2024 to 17 March 2024	<ul><li>MINUTE 037/2024</li><li>1. That Council note the Mayoral appointments for the period 17 February to 17 March 2024.</li></ul>	Executive Assistant	25/04/2024	02/04/2024	02 Apr 2024 12:08pm Governance Support Officer – Completion Completed by Governance Support Officer on behalf of Executive Assistant (action officer) on 02 April 2024 at 12:08:48 PM – No further action required.
33	26/03/2024	040/2024	Financial Statements Rectification Plan	MINUTE 040/2024  1. That Council note the progress of the Financial Statements Rectification Plan.	Director Financial and Commercial Services	25/04/2024	02/04/2024	<b>02</b> Apr 2024 10:47am Governance Support Officer – Completion Completed by Governance Support Officer on behalf of Director Financial and Commercial Services (action officer) on 02 April 2024 at 10:47:32 AM – No further action required.
34	26/03/2024	043/2024	Planning and Development Report – February 2024	MINUTE 043/2024  1. That Council receive the Planning and Development Report for February 2024	Director Planning and Sustainability	25/04/2024	02/04/2024	02 Apr 2024 11:59am Governance Support Officer – Completion Completed by Governance Support Officer on behalf of Director Planning and Sustainability (action officer) on 02 April 2024 at 11:59:15 AM – No further action required.
35	26/03/2024	042/2024	Infrastructure Delivery Status Report – February 2024	<ol> <li>MINUTE 042/2024</li> <li>That Council receive and note the Infrastructure Delivery Status Report for February 2024.</li> <li>That Council receive and note the Local Traffic Committee Minutes of 12 December 2023 meeting.</li> </ol>	Director Infrastructure Delivery	25/04/2024	02/04/2024	02 Apr 2024 12:12pm Governance Support Officer – Completion Completed by Governance Support Officer on behalf of Director Infrastructure Delivery (action officer) on 02 April 2024 at 12:12:02 PM – No further action required.

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# Resolution Register (Completed)

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

Council

**Printed:** 22 April 2024 11:15 AM

Vo.	Start Date	Minute	Report Title	Resolution	Responsible Officer	Target Date	Completed	Current Status
36	26/03/2024	041/2024	Resolutions Register – February to March 2024	<ol> <li>MINUTE 041/2024</li> <li>That Council receive and note the outstanding Resolutions Register as at 19 March 2024.</li> <li>That Council receive and note the completed Resolutions Register as at 19 March 2024.</li> </ol>	General Manager	25/04/2024	02/04/2024	02 Apr 2024 11:07am Governance Support Officer – Completion Completed by Governance Support Officer on behalf of General Manager (action officer) on 02 April 2024 at 11:07:29 AM – No further action required.

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#### 13.6 ORDINARY COUNCIL MEETING SCHEDULE UNTIL SEPTEMBER 2024

Responsible Officer: Jason Townsend, Manager Governance and Risk

Author: Kira Goodhew, Governance Support Officer

Attachments: Nil

#### **DELIVERY PROGRAM ALIGNMENT**

4 Civic Leadership - Council as strong leaders for the Community

Objective 4.1 A transparent and accountable Council

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

#### **EXECUTIVE SUMMARY**

Council resolved to set the Ordinary Council Meeting dates as per minute 233/2023 at the September 2023 Ordinary Council Meeting. Traditionally, election results are released by this time, however, the NSW Electoral Commission has stated that the results from the 2024 Local Government Election will be progressively declared from 2 October 2024.

#### **RECOMMENDATION**

- That Council amend the meeting schedule as established at the September 2023 Ordinary Council Meeting to remove the Ordinary Council Meeting that was originally scheduled for 24 September 2024, due to the Local Government Election period.
- 2. That Council will schedule an Extraordinary Council Meeting in October 2024, following the declaration of results from the 2024 Local Government Election.

#### **BACKGROUND**

The Ordinary Council Meeting calendar is set by Council annually. Council has resolved meeting dates up until September 2024. Traditionally, election results are released by this time, however, the NSW Electoral Commission has stated that the results from the 2024 Local Government Election will be progressively declared from 2 October 2024. As a result, the Ordinary Council Meeting that was originally scheduled for Tuesday, 24 September 2024 will need to be removed from the schedule.

#### **CURRENT SITUATION**

The next Local Government Elections will occur in September 2024. An election for councillors is only complete once results have been officially declared. Official results will be published on the Electoral Commission's website immediately following each declaration and a copy will be provided to each Council's General Manager.

The proposed timetable for counting and results is relevant for councils planning their meetings for 2024, particularly the first meeting of the new council following election day. The NSW Electoral Commission have stated that the results of the election will be progressively released from 2 October 2024. Following the declaration of results for Narrabri Shire Council, Council may schedule an Extraordinary Council Meeting for October 2024 and resolve ongoing meeting dates for the following 12 month period, until September 2025.

As Council meets every month of the year, excluding January, it is able to remove the September 2024 Ordinary Council Meeting without breaching s 365 of the *Local Government Act 1993* (NSW).

#### **FINANCIAL IMPLICATIONS**

Nil.

#### STATUTORY AND POLICY IMPLICATIONS

Local Government Act 1993 (NSW) s 365
 The council is required to meet at least 10 times each year, each time in a different month.

#### **CONSULTATION**

#### **External Consultation**

Nil.

#### **Internal Consultation**

• General Manager.

#### 13.7 DRAFT INTERNAL AUDIT CHARTER

Responsible Officer: Jason Townsend, Manager Governance and Risk

Author: Maree Bales, Senior Corporate Risk Advisor

Attachments: 1. Draft Internal Audit Charter 🗓 🖺

#### **DELIVERY PROGRAM ALIGNMENT**

4 Civic Leadership - Council as strong leaders for the Community

Objective 4.3 A resilient and sustainable Council

Strategy 4.3.1 Ensure policies and procedures are effective and implemented in accordance with

legislative requirements and best practice principles

#### **EXECUTIVE SUMMARY**

Councils from 1 July 2024 are required to adopt an internal audit charter to guide how internal audit will be undertaken by the council that is informed by the approved Model Internal Audit Charter provided at Appendix 5 of the *Guidelines for Risk Management and Internal Audit for Local Government in NSW* ("Guidelines").

A draft internal audit charter adapted from the Model was presented to the Audit, Risk and Improvement ("ARIC") at the ordinary meeting held on Monday, 18 March 2024 in which the ARIC resolved to endorse the draft Internal Audit Charter to be adopted by Council.

Council's draft internal audit charter is attached for Council to review and adopt for implementation.

#### **RECOMMENDATION**

1. That Council adopt the Draft Internal Audit Charter.

#### **BACKGROUND**

It is important that council's internal audit function has clear guidance on how it should support the ARIC and council, and that the ARIC and council has input into how the internal audit function will operate.

This will ensure there is clarity in the relationships between the ARIC, the council and the internal audit function and that the performance of the internal audit function can be assessed.

#### **CURRENT SITUATION**

Councils from 1 July 2024 are required to adopt an Internal Audit Charter to guide how internal audit will be undertaken by the council that is informed by the approved Model Internal Audit Charter provided at Appendix 5 of the Guidelines.

The Internal Audit Charter is to be developed by the ARIC in consultation with the general manger and the internal audit coordinator and approved by resolution by council.

Councils may include additional provision in their internal audit charter so long as they are not inconsistent with the approved Model Internal Audit Charter.

The ARIC is to review council's Internal Audit Charter annually in consultation with the general manager and the internal audit coordinator.

A draft internal audit charter adapted from the Model was presented to the ARIC at the ordinary meeting held on Monday, 18 March 2024 in which the ARIC resolved to endorse the draft Internal Audit Charter to be adopted by Council.

Council's draft internal audit charter is attached for Council to review and adopt for implementation.

#### **FINANCIAL IMPLICATIONS**

Nil.

#### STATUTORY AND POLICY IMPLICATIONS

A Council must appoint an Audit, Risk and Improvement Committee under s428A of the *Local Government Act 1993* (NSW) to keep under review aspects of council's operations. The Committee is also to provide information to the council for the purposes of improving the council's performance of its function.

#### **CONSULTATION**

#### **External Consultation**

Audit, Risk and Improvement Committee.

#### **Internal Consultation**

- Manager Governance and Risk;
- Senior Corporate Risk Advisor; and
- General Manager.





# NARRABRI SHIRE COUNCIL INTERNAL AUDIT CHARTER

**Responsible Department:** General Manager **Responsible Section:** Governance and Risk

Responsible Officer: Manager Governance and Risk

Narrabri Shire Council ("Council") has established the internal audit function as a key component of the council's governance and assurance framework, in compliance with the *Local Government (General)* Regulation 2021 and the Office of Local Government's Guidelines for risk management and internal audit for local government in NSW. This charter provides the framework for the conduct of the internal audit function in the council and has been approved by the governing body taking into account the advice of the council's audit, risk and improvement committee ("ARIC").

# **Purpose of internal audit**

Internal audit is an independent, objective assurance and consulting activity designed to proactively add value and improve the council's operations. It helps the council accomplish its objectives by bringing a systematic, disciplined approach to assess, evaluate and make recommendations on the effectiveness of risk management, control and governance processes.

Internal audit provides an independent and objective review and advisory service to provide advice to the governing body, general manager and ARIC about the council's governance processes, risk management and control frameworks and its external accountability obligations. It also assists the council to improve its overall business performance.

# Independence

Council's internal audit function is to be independent of the council so it can provide an unbiased assessment of the council's operations and risk and control activities.

The internal audit function reports functionally to the council's ARIC on the results of completed audits, and for strategic direction and accountability purposes, and reports administratively to the general manager to facilitate day-to-day operations. Internal audit activities are not subject to direction by the council and the council's management has no role in the exercise of the council's internal audit activities.

The ARIC is responsible for communicating any internal audit issues or information to the governing body. Should the governing body require additional information, a request for the information may be made to the chairperson by resolution. The chairperson is only required to provide the information requested by the governing body where the chairperson is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Local Government Act. Individual councillors are not entitled to request or receive information from the committee.

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The general manager must consult with the chairperson of the council's ARIC before appointing or making decisions affecting the employment of the internal audit coordinator.

Where the chairperson of the council's ARIC has any concerns about the treatment of the internal audit coordinator, or any action taken that may compromise their ability to undertake their functions independently, they can report their concerns to the governing body.

The internal audit coordinator is to confirm at least annually to the ARIC the independence of internal audit activities from the council.

# **Authority**

Council authorises the internal audit function to have full, free and unrestricted access to all functions, premises, assets, personnel, records and other documentation and information that the internal audit coordinator considers necessary for the internal audit function to undertake its responsibilities.

All records, documentation and information accessed while undertaking internal audit activities are to be used solely for the conduct of those activities. The internal audit coordinator and individual internal audit staff are responsible and accountable for maintaining the confidentiality of the information they receive when undertaking their work.

All internal audit documentation is to remain the property of council, including where internal audit services are performed by an external third-party provider.

Information and documents pertaining to the internal audit function are not to be made publicly available. The internal audit function may only release council information to external parties that are assisting the internal audit function to undertake its responsibilities with the approval of the general manager, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

#### Role

The internal audit function is to support the council's ARIC to review and provide independent advice to the council in accordance with section 428A of the *Local Government Act 1993*. This includes conducting internal audits of council and monitoring the implementation of corrective actions.

The internal audit function is to also play an active role in:

- developing and maintaining a culture of accountability and integrity
- facilitating the integration of risk management into day-to-day business activities and processes, and
- promoting a culture of high ethical standards.

The internal audit function has no direct authority or responsibility for the activities it reviews. The internal audit function has no responsibility for developing or implementing procedures or systems and does not prepare records or engage in council functions or activities (except in carrying out its own functions).

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# Internal audit coordinator (Manager Governance and Risk)

Council's internal audit function is to be led by a member of council's staff with sufficient skills, knowledge and experience to ensure it fulfils its role and responsibilities to the council and the ARIC. The internal audit coordinator must be independent, impartial, unbiased and objective when performing their work and free from any conflicts of interest.

Responsibilities of the internal audit coordinator include:

- contract management
- managing the internal audit budget
- ensuring the external provider completes internal audits in line with the ARIC's annual work plan and four-year strategic work plan
- forwarding audit reports by the external provider to the ARIC
- acting as a liaison between the external provider and the ARIC
- monitoring the council's implementation of corrective actions that arise from the findings of audits and reporting progress to the ARIC, and
- assisting the ARIC to ensure the council's internal audit activities comply with the Office of Local Government's Guidelines for risk management and internal audit for local government in NSW.

# Internal audit team

Council is to contract an external third-party provider to undertake its internal audit activities. To ensure the independence of the external provider, the internal audit coordinator is to ensure the external provider:

- does not conduct any audits on specific council operations or areas that they have worked on within the last two years;
- is not the same provider conducting the council's external audit;
- is not the auditor of any contractors of the council that may be subject to the internal audit;
- can satisfy the requirements of the Office of Local Government's Guidelines for risk management and internal audit for local government in NSW.

The internal audit coordinator must consult with the ARIC and general manager regarding the appropriateness of the skills, knowledge and experience of any external provider before they are engaged by the council.

# **Performing internal audit activities**

The work of the internal audit function is to be thoroughly planned and executed. The council's ARIC must develop a strategic work plan every four years to ensure that the matters listed in Schedule 1 are reviewed by the committee and considered by the internal audit function when developing their risk-based program of internal audits. The strategic work plan must be reviewed at least annually to ensure it remains appropriate.

The committee must also develop an annual work plan to guide the work of the internal audit function over the forward year.

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All internal audit activities are to be performed in a manner that is consistent with relevant professional standards including the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and current Australian risk management standard.

The internal audit coordinator is to provide the findings and recommendations of internal audits to the ARIC at the end of each audit. Each report is to include a response from the relevant senior manager.

The internal audit coordinator is to establish an ongoing monitoring system to follow up council's progress in implementing corrective actions.

The general manager, in consultation with the ARIC, is to develop and maintain policies and procedures to guide the operation of the council's internal audit function.

The internal audit coordinator is to ensure that the ARIC is advised at each of the committee's meetings of the internal audit activities completed during that quarter, progress in implementing the annual work plan and progress made implementing corrective actions.

### Conduct

Internal audit personnel must comply with the council's code of conduct. Complaints about breaches of council's code of conduct by internal audit personnel are to be dealt with in accordance with the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW. The general manager must consult with the council's ARIC before any disciplinary action is taken against the internal audit coordinator in response to a breach of the council's code of conduct.

Internal auditors must also comply with the Code of Ethics for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors.

# **Administrative arrangements**

# Audit, risk and improvement committee meetings

The internal audit coordinator will attend ARIC meetings as an independent non-voting observer. The internal audit coordinator can be excluded from meetings by the committee at any time.

The internal audit coordinator must meet separately with the ARIC committee at least once per year.

The internal audit coordinator can meet with the chairperson of the ARIC at any time, as necessary, between committee meetings.

# **External Audit**

Internal and external audit activities will be coordinated to help ensure the adequacy of overall audit coverage and to minimise duplication of effort.

Periodic meetings and contact between internal and external audit shall be held to discuss matters of mutual interest and to facilitate coordination.

External audit will have full and free access to all internal audit plans, working papers and reports.

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### **Dispute resolution**

The internal audit function should maintain an effective working relationship with the council and the ARIC and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between the internal audit function and the council, the dispute is to be resolved by the general manager and/or the ARIC. Disputes between the internal audit function and the ARIC are to be resolved by the governing body.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive of the Office of Local Government in writing.

#### **Review arrangements**

The council's ARIC must review the performance of the internal audit function each year and report its findings to the governing body. A strategic review of the performance of the internal audit function must be conducted each council term that considers the views of an external party with a strong knowledge of internal audit and reported to the governing body.

This charter is to be reviewed annually by the committee and once each council term by the governing body. Any substantive changes are to be approved by the governing body.

#### **Further information**

For further information on council's internal audit activities, contact Jason Townsend on risk@narrabri.nsw.gov.au or by phone 02 6799 6866.

Reviewed by internal audit coordinator, manager governance and risk

11 March 2024

Reviewed by chairperson of the council's audit, risk and improvement committee

18 March 2024

Reviewed by general manager

15 April 2024

Reviewed by council in accordance with a resolution of the governing body

<Insert Date>

<Insert resolution reference>

# **History**

Minute Number	Meeting Date	<b>Description of Change</b>
ARIC - IARC-003/2024	18 March 2024	Endorse new Internal Audit Charter

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# Schedule 1 – internal audit function responsibilities

# **Audit**

### **Internal audit**

- · Conduct internal audits as directed by the council's audit, risk and improvement committee.
- Implement the council's annual and four-year strategic internal audit work plans.
- Monitor the implementation by the council of corrective actions.
- · Assist the council to develop and maintain a culture of accountability and integrity.
- Facilitate the integration of risk management into day-to-day business activities and processes.
- Promote a culture of high ethical standards.

#### **External audit**

- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided.
- Review all external plans and reports in respect of planned or completed audits and monitor the council's implementation of audit recommendations.
- Provide advice on action taken on significant issues raised in relevant external audit reports and better practice guides.

#### **Risk**

# Risk management

#### Review and advise:

- if the council has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard
- whether the council's risk management framework is adequate and effective for identifying and managing the risks the council faces, including those associated with individual projects, programs and other activities
- if risk management is integrated across all levels of the council and across all processes, operations, services, decision-making, functions and reporting
- of the adequacy of risk reports and documentation, for example, the council's risk register and risk profile
- whether a sound approach has been followed in developing risk management plans for major projects or undertakings
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- if the council has taken steps to embed a culture which is committed to ethical and lawful behaviour
- if there is a positive risk culture within the council and strong leadership that supports effective risk management
- of the adequacy of staff training and induction in risk management

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- how the council's risk management approach impacts on the council's insurance arrangements
- of the effectiveness of the council's management of its assets, and
- of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

#### **Internal controls**

#### Review and advise:

- whether the council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective
- whether the council has in place relevant policies and procedures and that these are periodically reviewed and updated
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with
- if the council's monitoring and review of controls is sufficient, and
- if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately.

#### **Compliance**

Review and advise of the adequacy and effectiveness of the council's compliance framework, including:

- if the council has appropriately considered legal and compliance risks as part of the council's risk management framework
- how the council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and
- whether appropriate processes are in place to assess compliance.

# Fraud and corruption

Review and advise of the adequacy and effectiveness of the council's fraud and corruption prevention framework and activities, including whether the council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

# **Financial management**

Review and advise:

- if the council is complying with accounting standards and external accountability requirements
- of the appropriateness of the council's accounting policies and disclosures
- of the implications for the council of the findings of external audits and performance audits and the council's responses and implementation of recommendations
- whether the council's financial statement preparation procedures and timelines are sound
- the accuracy of the council's annual financial statements prior to external audit, including:
  - o management compliance/representations
  - o significant accounting and reporting issues

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- the methods used by the council to account for significant or unusual transactions and areas of significant estimates or judgements
- o appropriate management signoff on the statements
- if effective processes are in place to ensure financial information included in the council's report is consistent with signed financial statements
- if the council's financial management processes are adequate
- the adequacy of cash management policies and procedures
- if there are adequate controls over financial processes, for example:
  - o appropriate authorisation and approval of payments and transactions
  - o adequate segregation of duties
  - o timely reconciliation of accounts and balances
  - o review of unusual and high value purchases
- if policies and procedures for management review and consideration of the financial position and performance of the council are adequate
- if the council's grants and tied funding policies and procedures are sound.

#### Governance

Review and advise of the adequacy of the council governance framework, including the council's:

- · decision-making processes
- · implementation of governance policies and procedures
- reporting lines and accountability
- assignment of key roles and responsibilities
- committee structure
- management oversight responsibilities
- · human resources and performance management activities
- · reporting and communication activities
- information and communications technology (ICT) governance, and
- management and governance of the use of data, information and knowledge.

# **Improvement**

# Strategic planning

Review and advise:

- of the adequacy and effectiveness of the council's integrated, planning and reporting (IP&R) processes
- if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and
- whether the council is successfully implementing and achieving its IP&R objectives and strategies.

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# Service reviews and business improvement

#### Review and advise:

- if the council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance
- if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and
- how the council can improve its service delivery and the council's performance of its business and functions generally

#### **Performance data and measurement**

#### Review and advise:

- if the council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives
- if the performance indicators the council uses are effective, and
- of the adequacy of performance data collection and reporting.

#### 13.8 REVIEW OF AUDIT, RISK AND IMPROVEMENT COMMITTEE TERMS OF REFERENCE

Responsible Officer: Jason Townsend, Manager Governance and Risk

Author: Maree Bales, Senior Corporate Risk Advisor

Attachments: Audit, Risk and Improvement Committee Terms of Reference 🗓 🖼 1.

#### **DELIVERY PROGRAM ALIGNMENT**

4 Civic Leadership - Council as strong leaders for the Community

Objective 4.1 A transparent and accountable Council

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

#### **EXECUTIVE SUMMARY**

The Audit, Risk and Improvement Committee's ("ARIC") Terms of Reference have been updated to adapt to the model terms of reference as required in the Guidelines for Risk Management and Internal Audit for Local Government in NSW ("Guidelines").

Council's ARIC reviewed and endorsed the Terms of Reference at their ordinary meeting, Monday, 18 March 2024.

The ARIC's terms of reference are to be approved by resolution of council and reviewed annually by the ARIC and once each council term (i.e. four years) by the governing body.

Due to the significant rise of traveling and to encourage more attendance at the meetings by the Chairperson and Committee Members in the future, it is recommended that Council consider reimbursement of reasonable travel costs for the ARIC Chairperson and Committee Members as detailed below:

- Use of private vehicle reimbursement at the rate per kilometre as determined in the Local Government (State) Award; and
- One (1) night accommodation per meeting reimbursement of actual expense.

Council's updated Audit, Risk and Improvement Committee Terms of Reference are attached for Council to review and adopt. If Council determine to adopt reimbursement of reasonable travel costs for ARIC members as detailed above, the resolution and details of reimbursement will be added to the ARIC Terms of References.

### RECOMMENDATION

- 1. That Council adopt the updated Audit, Risk and Improvement Committee Terms of Reference that have been updated to adapt to the model terms of reference as required in the Guidelines for Risk Management and Internal Audit for Local Government in NSW.
- 2. That Council adopt the addition of reimbursement of reasonable travel costs for Audit, Risk and Improvement Committee Members (Chairperson included) into the Terms of Reference due to the significant rise of traveling and to encourage more attendance at the meetings by the Committee Members in the future as detailed below:
  - a. Use of private vehicle reimbursement at the rate per kilometre as determined in the Local Government (State) Award; and
  - b. One (1) night accommodation per meeting reimbursement of actual expense.

#### **BACKGROUND**

It is important that Council's ARIC has clear guidance on how it should serve council, and that council has input into how the ARIC will operate given its investment.

This will ensure clarity in the relationship between council and the ARIC, and that council can measure the ARIC's performance.

#### **CURRENT SITUATION**

The Guidelines state that Councils must consider the model terms of reference approved by the Departmental Chief Executive contained in Appendix 3 of the Guidelines before adopting terms of reference.

The ARIC's Terms of Reference have been updated to adapt to the model terms of reference as required in the Guidelines. Council's ARIC reviewed and endorsed the Terms of Reference at their ordinary meeting, Monday, 18 March 2024.

The ARIC's terms of reference are to be approved by resolution of the council and reviewed annually by the ARIC and once each council term (i.e. four years) by the governing body. The terms of reference will be reviewed and subsequently presented back to Council following the 2024 election to align the review period with council term. Council's ARIC must exercise its functions in accordance with the terms of reference adopted by the Council.

Due to the significant rise of traveling and to encourage more attendance at the meetings by the Chairperson and Committee Members in the future, it is recommended that Council consider reimbursement of reasonable travel costs for the ARIC Chairperson and Committee Members as detailed below:

- Use of private vehicle reimbursement at the rate per kilometre as determined in the Local Government (State) Award; and
- One (1) night accommodation per meeting reimbursement of actual expense.

Council's updated Audit, Risk and Improvement Committee Terms of Reference are attached for Council to review and adopt. If Council determine to adopt reimbursement of reasonable travel costs for ARIC members as detailed above, the resolution and details of reimbursement will be added to the ARIC Terms of References.

#### FINANCIAL IMPLICATIONS

Reimbursement of reasonable travel expenses is estimated to be \$2,480 per financial year. This is based on \$310 for attendance at four (4) meetings for two (2) ARIC Members.

# STATUTORY AND POLICY IMPLICATIONS

A Council must appoint an Audit, Risk and Improvement Committee under s428A of the *Local Government Act 1993* (NSW) to keep under review aspects of council's operations.

# **CONSULTATION**

# **External Consultation**

Audit, Risk and Improvement Committee.

# **Internal Consultation**

- Manager Governance and Risk;
- Senior Corporate Risk Advisor; and
- General Manager.





# NARRABRI SHIRE COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE TERMS OF REFERENCE

Narrabri Shire Council has established an audit, risk and improvement committee in compliance with section 428A of the *Local Government Act 1993*, the *Local Government (General) Regulation 2021* and the Office of Local Government's *Guidelines for risk management and internal audit for local government in NSW*. These terms of reference set out the committee's objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

# **Objective**

The objective of council's audit, risk and improvement committee is to provide independent assurance to council by monitoring, reviewing and providing advice about the council's governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

# Independence

The committee is to be independent to ensure it has no real or perceived bias or conflicts of interest that may interfere with its ability to act independently and to provide council with robust, objective and unbiased advice and assurance.

The committee is to have an advisory and assurance role only and is to exercise no administrative functions, delegated financial responsibilities or any management functions of the council. The committee will provide independent advice to the council that is informed by the council's internal audit and risk management activities and information and advice provided by staff, relevant external bodies and subject matter experts.

The committee must always ensure it maintains a direct reporting line to and from the council's internal audit function and act as a mechanism for internal audit to report to the governing body and the general manager on matters affecting the performance of the internal audit function.

# **Authority**

Council authorises the committee, for the purposes of exercising its responsibilities, to:

- access any information it needs from the council
- use any council resources it needs
- have direct and unrestricted access to the general manager and senior management of the council
- seek the general manager's permission to meet with any other council staff member or contractor
- discuss any matters with the external auditor or other external parties

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**30 APRIL 2024** 

- · request the attendance of any employee at committee meetings, and
- obtain external legal or other professional advice in line with councils' procurement policies.
  - Prior approval is required from either Manager Governance and Risk, General Manager or their delegates.
  - A purchase order is to be raised by Council for the committee to issue prior to any financial commitment for external legal or other professional advice.
  - The committee should refer to Council's Procurement Guidelines for further guidance on this process.

Information and documents pertaining to the committee are confidential and are not to be made publicly available. The committee may only release council information to external parties that are assisting the committee to fulfil its responsibilities with the approval of the general manager, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

# **Composition and tenure**

The committee consists of an independent chairperson and two independent members who have voting rights and one non-voting councillor, as required under the *Local Government (General) Regulation 2021*.

The governing body is to appoint the chairperson and members of the committee.

All committee members must meet the independence and eligibility criteria prescribed under the *Local Government (General) Regulation 2021*.

Members will be appointed for up to a four-year term. Members can be reappointed for one further term, but the total period of continuous membership cannot exceed eight years. This includes any term as chairperson of the committee. Members who have served an eight-year term (either as a member or as chairperson) must have a two-year break from serving on the committee before being appointed again. To preserve the committee's knowledge of the council, ideally, no more than one member should retire from the committee because of rotation in any one year.

The terms and conditions of each member's appointment to the committee are to be set out in a letter of appointment. New members will be thoroughly inducted to their role and receive relevant information and briefings on their appointment to assist them to meet their responsibilities.

Prior to approving the reappointment or extension of the chairperson's or an independent member's term, the governing body is to undertake an assessment of the chairperson's or committee member's performance. Reappointment of the chairperson or a committee member is also to be subject to that person still meeting the independence and eligibility requirements prescribed under the *Local Government (General) Regulation 2021*.

Members of the committee must possess and maintain a broad range of skills, knowledge and experience relevant to the operations, governance and financial management of the council, the environment in which the council operates, and the contribution that the committee makes to the council. At least one member of the committee must have accounting or related financial management experience with an understanding of accounting and auditing standards in a local government environment. All members should have sufficient understanding of the council's financial reporting responsibilities to be able to contribute to the committee's consideration of the council's annual financial statements.

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#### Remuneration

The sitting fees for the Committee were set by Council at the June 2022 Ordinary Council Meeting as per Minute 182/2022.

- a) Independent Voting Chair \$2,000 per meeting (including travel)
- b) Independent Voting Member \$800 per meeting (including travel)

#### Role

As required under section 428A of the *Local Government Act 1993* (the Act), the role of the committee is to review and provide independent advice to the council regarding the following aspects of the council's operations:

- compliance
- risk management
- fraud control
- · financial management
- governance
- implementation of the strategic plan, delivery program and strategies
- service reviews
- collection of performance measurement data by the council, and
- internal audit.

The committee must also provide information to the council for the purpose of improving the council's performance of its functions.

The committee's specific audit, risk and improvement responsibilities under section 428A of the Act are outlined in Schedule 1 to these terms of reference.

The committee will act as a forum for consideration of the council's internal audit function and oversee its planning, monitoring and reporting to ensure it operates effectively.

The committee has no power to direct external audit or the way it is planned and undertaken but will act as a forum for the consideration of external audit findings.

The committee is directly responsible and accountable to the governing body for the exercise of its responsibilities. In carrying out its responsibilities, the committee must at all times recognise that primary responsibility for management of the council rests with the governing body and the general manager.

The responsibilities of the committee may be revised or expanded in consultation with, or as requested by, the governing body from time to time.

# Role

# **Independent members**

The chairperson and members of the committee are expected to understand and observe the

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requirements of the Office of Local Government's *Guidelines for risk management and internal audit for local government in NSW*. Members are also expected to:

- make themselves available as required to attend and participate in meetings
- contribute the time needed to review and understand information provided to it
- apply good analytical skills, objectivity and judgement
- · act in the best interests of the council
- have the personal courage to raise and deal with tough issues, express opinions frankly, ask
  questions that go to the fundamental core of the issue and pursue independent lines of inquiry
- maintain effective working relationships with the council
- have strong leadership qualities (chairperson)
- · lead effective committee meetings (chairperson), and
- oversee the council's internal audit function (chairperson).

#### Councillor members

To preserve the independence of the committee, the councillor member of the committee is a non-voting member. Their role is to:

- relay to the committee any concerns the governing body may have regarding the council and issues being considered by the committee
- provide insights into local issues and the strategic priorities of the council that would add value to the committee's consideration of agenda items
- advise the governing body (as necessary) of the work of the committee and any issues arising from it. and
- assist the governing body to review the performance of the committee.

Issues or information the councillor member raises with or provides to the committee must relate to the matters listed in Schedule 1 and issues being considered by the committee.

The councillor member of the committee must conduct themselves in a non-partisan and professional manner. The councillor member of the committee must not engage in any conduct that seeks to politicise the activities of the committee or the internal audit function or that could be seen to do so.

If the councillor member of the committee engages in such conduct or in any other conduct that may bring the committee and its work into disrepute, the chairperson of the committee may recommend to the council, that the councillor member be removed from membership of the committee. Where the council does not agree to the committee chairperson's recommendation, the council must give reasons for its decision in writing to the chairperson.

# Conduct

Independent committee members are required to comply with the council's code of conduct.

Complaints alleging breaches of the council's code of conduct by an independent committee member are to be dealt with in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*. The general manager must consult with the governing body before taking any disciplinary action against an independent committee member in response to a breach of the council's code of conduct.

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# **Conflicts of interest**

Once a year, committee members must provide written declarations to the council stating that they do not have any conflicts of interest that would preclude them from being members of the committee. Independent committee members are 'designated persons' for the purposes of the council's code of conduct and must also complete and submit returns of their interests.

Committee members and observers must declare any pecuniary or non-pecuniary conflicts of interest they may have in a matter being considered at the meeting at the start of each meeting or as soon as they become aware of the conflict of interest. Where a committee member or observer declares a pecuniary or a significant non-pecuniary conflict of interest, they must remove themselves from committee deliberations on the issue. Details of conflicts of interest declared at meetings must be appropriately minuted.

#### **Standards**

Committee members are to conduct their work in accordance with the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and current Australian risk management standard, where applicable.

# **Work plans**

The work of the committee is to be thoroughly planned and executed. The committee must develop a strategic work plan every four years to ensure that the matters listed in Schedule 1 are reviewed by the committee and considered by the internal audit function when developing their risk-based program of internal audits. The strategic work plan must be reviewed at least annually to ensure it remains appropriate.

The committee may, in consultation with the governing body, vary the strategic work plan at any time to address new or emerging risks. The governing body may also, by resolution, request the committee to approve a variation to the strategic work plan. Any decision to vary the strategic work plan must be made by the committee.

The committee must also develop an annual work plan to guide its work, and the work of the internal audit function over the forward year.

The committee may, in consultation with the governing body, vary the annual work plan to address new or emerging risks. The governing body may also, by resolution, request the committee to approve a variation to the annual work plan. Any decision to vary the annual work plan must be made by the committee.

When considering whether to vary the strategic or annual work plans, the committee must consider the impact of the variation on the internal audit function's existing workload and the completion of pre-existing priorities and activities identified under the work plan.

#### **Assurance reporting**

The committee must regularly report to the council to ensure that it is kept informed of matters considered by the committee and any emerging issues that may influence the strategic direction of the council or the achievement of the council's goals and objectives.

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The committee will provide an update to the governing body and the general manager of its activities and opinions after every committee meeting.

The committee will provide an annual assessment to the governing body and the general manager on the committee's work and its opinion on how the council is performing.

The committee will provide a comprehensive assessment every council term of the matters listed in Schedule 1 to the governing body and the general manager.

The committee may at any time report to the governing body or the general manager on any other matter it deems of sufficient importance to warrant their attention. The mayor and the chairperson of the committee may also meet at any time to discuss issues relating to the work of the committee.

Should the governing body require additional information, a request for the information may be made to the chairperson by resolution. The chairperson is only required to provide the information requested by the governing body where the chairperson is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Local Government Act. Individual councillors are not entitled to request or receive information from the committee.

# **Administrative arrangements**

# Meetings

The committee will meet at least four (4) times per year, including a special meeting to review the council's financial statements.

The committee can hold additional meetings when significant unexpected issues arise, or if the chairperson is asked to hold an additional meeting by a committee member, the general manager or the governing body.

Committee meetings can be held in person, by telephone or videoconference. Proxies are not permitted to attend meetings if a committee member cannot attend.

A quorum will consist of a majority of independent voting members. Where the vote is tied, the chairperson has the casting vote.

The chairperson of the committee will decide the agenda for each committee meeting. Each committee meeting is to be minuted to preserve a record of the issues considered and the actions and decisions taken by the committee.

The mayor, general manager and the internal audit coordinator should attend committee meetings as non-voting observers. The external auditor (or their representative) is to be invited to each committee meeting as an independent observer. The chairperson can request the council's Director Financial and Commercial Services, Senior Corporate Risk Advisor, Directors, Managers, any councillors, any employee/contractor of the council and any subject matter expert to attend committee meetings. Where requested to attend a meeting, persons must attend the meeting where possible and provide any information requested. Observers have no voting rights and can be excluded from a meeting by the chairperson at any time.

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The committee can hold closed meetings whenever it needs to discuss confidential or sensitive issues with only voting members of the committee present.

The committee must meet separately with the internal audit coordinator and the council's external auditor at least once each year.

#### **Dispute resolution**

Members of the committee and the council's management should maintain an effective working relationship and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between the committee and the general manager or other senior managers, the dispute is to be resolved by the governing body.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive of the Office of Local Government in writing.

#### Secretariat

The general manager will nominate a staff member to provide secretariat support to the committee. The secretariat will ensure the agenda for each meeting and supporting papers are circulated after approval from the chairperson at least one (1) week before the meeting and ensure that minutes of meetings are prepared and maintained. Minutes must be approved by the chairperson and circulated within two (2) weeks of the meeting to each member.

# Resignation and dismissal of members

Where the chairperson or a committee member is unable to complete their term or does not intend to seek reappointment after the expiry of their term, they should give two (2) months notice to the chairperson and the governing body prior to their resignation to allow the council to ensure a smooth transition to a new chairperson or committee member.

The governing body can, by resolution, terminate the appointment of the chairperson or an independent committee member before the expiry of their term where that person has:

- breached the council's code of conduct
- performed unsatisfactorily or not to expectations
- declared, or is found to be in, a position of a conflict of interest which is unresolvable
- been declared bankrupt or found to be insolvent
- experienced an adverse change in business status
- been charged with a serious criminal offence
- been proven to be in serious breach of their obligations under any legislation, or
- experienced an adverse change in capacity or capability.

The position of a councillor member on the committee can be terminated at any time by the governing body by resolution.

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# **Review arrangements**

At least once every council term, the governing body must review or arrange for an external review of the effectiveness of the committee.

These terms of reference must be reviewed annually by the committee and once each council term by the governing body. Any substantive changes are to be approved by the governing body.

# **Further information**

For further information on council's audit, risk and improvement committee, contact Jason Townsend on <a href="mailto:risk@narrabri.nsw.gov.au">risk@narrabri.nsw.gov.au</a> or by phone 02 6799 6866.

Reviewed by chairperson of the audit, risk and improvement committee.

18/03/2024

Reviewed by council in accordance with a resolution of the governing body.

<Insert date>

<Insert resolution>

Next review date: <Insert date>

# **History**

Minute Number	Meeting Date	Description of Change
IARC-011/2024	18/03/2024	Updated Terms of Reference



# Schedule 1 – Audit, risk and improvement committee responsibilities

#### **Audit**

#### Internal audit

- Provide overall strategic oversight of internal audit activities
- Act as a forum for communication between the governing body, general manager, senior management, the internal audit function and external audit
- Coordinate, as far as is practicable, the work programs of internal audit and other assurance and review functions
- Review and advise the council:
  - o on whether the council is providing the resources necessary to successfully deliver the internal audit function
  - if the council is complying with internal audit requirements, including conformance with the International Professional Practices Framework
  - if the council's internal audit charter is appropriate and whether the internal audit policies and procedures and audit/risk methodologies used by the council are suitable
  - o of the strategic four-year work plan and annual work plan of internal audits to be undertaken by the council's internal audit function
  - if the council's internal audit activities are effective, including the performance of the internal audit coordinator and the internal audit function
  - of the findings and recommendations of internal audits conducted, and corrective actions needed to address issues raised
  - o of the implementation by the council of these corrective actions
  - on the appointment of the internal audit coordinator and external providers, and
  - if the internal audit function is structured appropriately and has sufficient skills and expertise to meet its responsibilities

#### **External audit**

- Act as a forum for communication between the governing body, general manager, senior management, the internal audit function and external audit
- Coordinate as far as is practicable, the work programs of internal audit and external audit
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided
- Review all external plans and reports in respect of planned or completed audits and monitor council's implementation of audit recommendations
- Provide advice to the governing body and/or general manager on action taken on significant issues raised in relevant external audit reports and better practice guides

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### Risk

## Risk management

Review and advise the council:

- if the council's has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard
- whether the council is providing the resources necessary to successfully implement its risk management framework
- whether the council's risk management framework is adequate and effective for identifying and managing the risks the council faces, including those associated with individual projects, programs and other activities
- if risk management is integrated across all levels of the council and across all processes, operations, services, decision-making, functions and reporting
- of the adequacy of risk reports and documentation, for example, the council's risk register and risk profile
- whether a sound approach has been followed in developing risk management plans for major projects or undertakings
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- if the council has taken steps to embed a culture which is committed to ethical and lawful behaviour
- if there is a positive risk culture within the council and strong leadership that supports effective risk management
- of the adequacy of staff training and induction in risk management
- how the council's risk management approach impacts on the council's insurance arrangements
- of the effectiveness of the council's management of its assets, and
- of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

#### Internal controls

Review and advise the council:

- whether the council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective
- whether the council has in place relevant policies and procedures and that these are periodically reviewed and updated
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with
- if the council's monitoring and review of controls is sufficient, and
- if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately.

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# Compliance

Review and advise the council of the adequacy and effectiveness of the council's compliance framework, including:

- if the council has appropriately considered legal and compliance risks as part of the council's risk management framework
- how the council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and
- whether appropriate processes are in place to assess compliance.

#### Fraud and corruption

Review and advise the council of the adequacy and effectiveness of the council's fraud and corruption prevention framework and activities, including whether the council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

### **Financial management**

Review and advise the council:

- if the council is complying with accounting standards and external accountability requirements
- of the appropriateness of the council's accounting policies and disclosures
- of the implications for the council of the findings of external audits and performance audits and the council's responses and implementation of recommendations
- whether the council's financial statement preparation procedures and timelines are sound
- the accuracy of the council's annual financial statements prior to external audit, including:
  - o management compliance/representations
  - o significant accounting and reporting issues
  - the methods used by the council to account for significant or unusual transactions and areas of significant estimates or judgements
  - o appropriate management signoff on the statements
- if effective processes are in place to ensure financial information included in the council's annual report is consistent with signed financial statements
- if the council's financial management processes are adequate
- the adequacy of cash management policies and procedures
- if there are adequate controls over financial processes, for example:
  - o appropriate authorisation and approval of payments and transactions
  - o adequate segregation of duties
  - o timely reconciliation of accounts and balances
  - review of unusual and high value purchases
- if policies and procedures for management review and consideration of the financial position and performance of the council are adequate
- if the council's grants and tied funding policies and procedures are sound.

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#### Governance

Review and advise the council regarding its governance framework, including the council's:

- decision-making processes
- implementation of governance policies and procedures
- · reporting lines and accountability
- assignment of key roles and responsibilities
- committee structure
- management oversight responsibilities
- human resources and performance management activities
- · reporting and communication activities
- information and communications technology (ICT) governance, and
- management and governance of the use of data, information and knowledge

# **Improvement**

# Strategic planning

Review and advise the council:

- of the adequacy and effectiveness of the council's integrated, planning and reporting (IP&R) processes
- if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and
- whether the council is successfully implementing and achieving its IP&R objectives and strategies.

# Service reviews and business improvement

- Act as a forum for communication and monitoring of any audits conducted by external bodies and the implementation of corrective actions (for example, NSW government agencies, Commonwealth government agencies, insurance bodies)
- Review and advise the council:
  - if the council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance
  - if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and
  - how the council can improve its service delivery and the council's performance of its business and functions generally



# **Performance data and measurement**

Review and advise the council:

- if the council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives
- if the performance indicators the council uses are effective, and
- of the adequacy of performance data collection and reporting.

#### 13.9 CURRENT COMMUNITY ADVOCACY OPPORTUNITIES - APRIL 2024

Responsible Officer: Rob Williams, General Manager

Author: Donna Ausling, Director Planning and Sustainability

Attachments: 1. Draft Reconstruction Authority Inquiry Submission 4.

2. Draft Virtual Stock Fencing Bill Submission 🗓 🖺

3. LGNSW Summary of Comments and Themes J.

#### **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**

Council is regularly invited to make formal submissions in relation to various hearings and inquiries. This Report provides details of the associated consultations and engagement along with prospective organisational submissions for Council's further consideration and feedback.

### RECOMMENDATION

- That Council receive and note the Report on April 2024 community advocacy opportunities.
- 2. That Council endorse the draft organisational submission on the NSW Reconstruction Authority Review of the NSW Reconstruction Authority Act 2022.
- 3. That Council endorse the draft organisational submission on the Inquiry into the Prevention of Cruelty to Animals Amendment (Virtual Stock Fencing Bill) 2024.

#### **BACKGROUND**

As detailed previously, Council is regularly invited to make formal submissions in relation to various hearings and inquiries. This Report provides details of the associated consultations and engagement along with prospective organisational submissions for Council's further consideration and feedback.

## **CURRENT SITUATION**

Joint Select Committee on the NSW Reconstruction Authority – Review of the NSW Reconstruction Authority Act 2022

The NSW Parliament Joint Select Committee on the NSW Reconstruction Authority is currently conducting a statutory review of the NSW Reconstruction Authority Act 2022. The terms of reference for this review are as follows:

The functions of the Joint Select Committee on the NSW Reconstruction Authority under section 93 of the NSW Reconstruction Authority Act 2022 (the 'Act') includes reviewing the Act to determine whether—

- (a) the policy objectives of the Act remain valid, and
- (b) the terms of the Act remain appropriate for securing the objectives.

The Committee will report by 28 November 2024 and submissions close on 17 May 2024. Further information in relation to the inquiry is available from:

https://www.parliament.nsw.gov.au/committees/inquiries/Pages/inquiry-details.aspx?pk=3039

# Staff Commentary:

In relation to item (a) under the inquiry terms of reference, the current object under the Act is as follows:

# 3 Primary object

The primary object of this Act is to promote community resilience to the impact of disasters in New South Wales through—

- (a) disaster prevention, preparedness and adaptation, and
- (b) recovery and reconstruction following disasters.

It is considered that the initial focus on community-based resilience has shifted following a series of recent natural disasters. Consequently, the defined objectives and organisational purpose and organisational purpose do not appear to accurately align with those presently espoused by the NSW Reconstruction Authority.

It is acknowledged that if resilient populations handle future natural disasters more efficiently, the reliance on the concept of resilience by policymakers to avoid future government interventionism is unsurprising. Resilience, however, is a social ability that is built within communities and can only be effectively developed if the same social capital is shared. This is frequently not the case in marginalised and socially disadvantaged communities, and those located within rural and regional areas. On this basis, it is recommended that the objectives of the Act be amended to place appropriate context around community resilience and a greater focus on critical planning and preparedness with communities, businesses and all levels of government to reduce the impact natural disasters have on communities.

In relation to item (b) of the terms of reference, in accordance with the LGNSW Advocacy Priorities for 2023/2024 in respect of natural disaster resilience, wherever practicable the following should be accurately reflected or captured in the corresponding terms of the Act:

- Increase of financial support and funding for restoration, remediation and betterment of local community infrastructure, including water and sewerage assets, as well as early warning and monitoring systems, both in advance of disasters where the risks are identified and in the recovery stage.
- Permanently embed State and federal government funded Community Recovery Officers into councils across NSW in recognition of the increasing frequency, scale and long recovery timeframes of natural disasters.
- Commit to proactive strategies to respond to natural disasters and adapt to climate risks.

Achievement of an appropriate line of sight and harmonisation between the *NSW Reconstruction Authority Act 2022* and national emergency management legislative framework including, but not limited to, the *National Emergency Declaration Act 2020*.

A draft organisational submission is enclosed at **Attachment 1**.

# Legislative Assembly Committee on Investment, Industry and Regional Development – Inquiry into the Prevention of Cruelty to Animals Amendment (Virtual Stock Fencing Bill) 2024

The Legislative Assembly Committee on Investment, Industry and Regional Development is currently conducting an inquiry into the *Prevention of Cruelty to Animals Amendment (Virtual Stock Fencing) Bill 2024*. The Inquiry terms of reference are reproduced below and are also contained on the Committee's website.

That the Committee inquire into and report on the Prevention of Cruelty to Animals Amendment (Virtual Stock Fencing) Bill 2024, with particular reference to:

- (a) the provisions of the bill,
- (b) the animal welfare, biosecurity and community safety implications of permitting virtual fencing,
- (c) any benefits, issues or unintended consequences raised by the bill, and whether any amendments may address those,
- (d) any other related matter.

Submissions in relation to this item close on 17 May 2024.

The Bill aims to change the law to permit the use of virtual stock fencing devices for the purposes of confining, tracking and monitoring stock animals.

# Staff Commentary:

Staff have reviewed the contents of the draft bill and provide the following feedback:

- It is considered that the bill will promote improved biosecurity outcomes through effective stock management practices.
- Narrabri Shire Council has an extensive Travelling Stock Route (TSR) network with direct interface with highly trafficked transportation networks including the Kamilaroi and Newell Highways. Subject to uptake of the technology, the proposed amendments are likely to create improved community safety outcomes, particularly in regard to likely reduction of traffic-related incidents and accidents.
- The Narrabri Local Government Area (LGA) has been subject to a number of natural disasters including bushfires and flooding and the prevalence of extreme weather events is increasing. Accordingly, the use of such technology would assist landholders and livestock owners to effectively manage stock during and post extreme weather events.
- Any new technology permitted under the legislative amendments should meet applicable animal welfare standards and associated best practice.

A draft organisational submission is enclosed at **Attachment 2**.

# Legislative Council Standing Committee on State Development – Inquiry into the Ability of Local Governments to Fund Infrastructure and Services

An Upper House inquiry has been recently established to inquire into the ability of local government to fund infrastructure and services. The inquiry terms of reference are reproduced as follows and are also contained on the Committee's website:

https://www.parliament.nsw.gov.au/committees/inquiries/Pages/inquirydetails.aspx?pk=3040

That the Standing Committee on State Development inquire into and report on the ability of local governments to fund infrastructure and services, and in particular:

- (a) the level of income councils require to adequately meet the needs of their communities
- (b) examine if past rate pegs have matched increases in costs borne by local governments
- (c) current levels of service delivery and financial sustainability in local government, including the impact of cost shifting on service delivery and financial sustainability, and whether this has changed over time
- (d) assess the social and economic impacts of the rate peg in New South Wales for ratepayers, councils, and council staff over the last 20 years and compare with other jurisdictions
- (e) compare the rate peg as it currently exists to alternative approaches with regards to the outcomes for ratepayers, councils, and council staff
- (f) review the operation of the special rate variation process and its effectiveness in providing the level of income Councils require to adequately meet the needs of their communities
- (g) any other related matters.

The closing date for submissions is Friday 26 April 2024.

# Staff Commentary:

Due to the consultation timeframes falling outside of Council meeting cycles, and LGNSW being unsuccessful in its efforts to obtain an extension for all NSW Councils, a staff-level submission will be prepared which will be forwarded for the information of Council separately. It should be noted that LGNSW is currently preparing a sector-wide submission on behalf of its member Councils addressing the issues identified in **Attachment 3**. It is anticipated that the staff submission will also generally align with the feedback raised therein.

# House of Representatives Standing Committee on Regional Development, Infrastructure and Transport – Inquiry into Local Government Sustainability

The House of Representatives Standing Committee on Regional Development, Infrastructure and Transport has commenced a new inquiry into local government sustainability. As part of this inquiry the Committee will examine financial sustainability and funding frameworks of local governments, alongside changing infrastructure requirements and service delivery obligations. The Committee has advised that it is seeking to understand the challenges faced by local governments in servicing infrastructure requirements across regional, rural and remote locations.

Workforce shortages across Australia relating to infrastructure and other service areas more broadly, particularly in regional, rural and remote areas, will also be a focus of the inquiry. The inquiry will also inquire into the issues relating to skills development and job security, along with labour hire and retention trends and practices to identify barriers and opportunities to support job security and local government service delivery obligations.

Further information in relation to the inquiry is available from: <a href="https://www.aph.gov.au/Parliamentary">https://www.aph.gov.au/Parliamentary</a> Business/Committees/House/Regional Development Inf</a> rastructure and Transport/Localgovernmentsustaina#:~:text=The%20Committee%20adopted%20 an%20inquiry,the%20Hon%20Catherine%20King%20MP.

The submission due date has recently been extended to 31 May 2024.

# Staff Commentary:

The Australian Local Government Association (ALGA), the peak national representative body of councils is currently preparing a sector-wide submission on this inquiry. ALGA have advised that ALGA will provide a comprehensive, evidence-based submission on behalf of all local governments.

Additionally, a draft organisational submission is currently being prepared and will be submitted for Council's further consideration at the May 2024 Ordinary Council Meeting. The submission will focus on the following key elements:

- Ongoing financial impact of rate pegging.
- Cost shifting.
- The need to significantly increase Financial Assistance Grants (FA Grants), particularly for rural and regional Australia.
- The fact that rural and regional Councils such as Narrabri Shire Council are suffering disproportionately relative to their metropolitan Council counterparts due to larger and ageing infrastructure, less opportunities to extract non-rate revenue and chaotic grant allocation.
- Any other matters raised by Council's elected representatives.

# **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**

• Senior Management Team.



Our Reference: DLA:SR
Your Reference: XXX
Contact Name: Donna Ausling



Via email: <a href="mailto:nswreconstructionauthority@parliament.nsw.gov.au">nswreconstructionauthority@parliament.nsw.gov.au</a>

<insert date>2024



NARR/BRI SHIRE

DISCOVER THE POTENTIAL

Joint Select Committee on the NSW Reconstruction Authority – Review of the NSW Reconstruction Authority Act 2022 – Narrabri Shire Council Submission

Dear Sir

Thank you for the opportunity to provide feedback in relation to the NSW Reconstruction Authority inquiry.

It is understood that the following terms of reference (ToRs) are applicable to the current review process:

The functions of the Joint Select Committee on the NSW Reconstruction Authority under section 93 of the NSW Reconstruction Authority Act 2022 (the 'Act') includes reviewing the Act to determine whether—

- (a) the policy objectives of the Act remain valid, and
- (b) the terms of the Act remain appropriate for securing the objectives.

#### **Local Context**

Narrabri Shire is a <u>local government area</u> in the <u>North West Slopes</u> region of NSW. The primary settlement of Narrabri is located adjacent to the <u>Namoi River</u> and at the confluence of the <u>Newell</u> and <u>Kamilaroi Highways</u>. The local government area (LGA) is strategically positioned halfway between Sydney and Brisbane, and is considered to be resource-rich. Key local industries include mining and agriculture. At the last census (2021) the resident population was 12,721 persons.

Narrabri Shire Council's vision is articulated in the Community Strategic Plan as follows:

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

The township of Narrabri is considered to be one of the most flood prone settlements in NSW. The community of Wee Waa, located west of Narrabri, is periodically completely isolated by flood waters for long periods (up to two weeks) and is protected by a ring



Narrabri Shire Council 45 - 48 Maitland Street PO Box 251, Narrabri NSW 2390





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levee. Narrabri Shire contains a number of vulnerable and at-risk communities that are flood-affected. These communities have a high Aboriginal population, low socio-economic base and are also ageing in nature.

Narrabri Shire Council provides the following feedback to the Joint Select Committee in relation to the review of the NSW Reconstruction Authority Act 2022.

- It is considered that the initial focus on community-based resilience has shifted following a series of recent natural disasters. Consequently, the defined objectives and organisational purpose do not appear to accurately align with those presently espoused by the NSW Reconstruction Authority.
- 2. It is acknowledged that if resilient populations handle future natural disasters more efficiently, the reliance on the concept of resilience by policymakers to avoid future government interventionism is unsurprising. Resilience, however, is a social ability that is built within communities and can only be effectively developed if the same social capital is shared. This is frequently not the case in marginalised and socially disadvantaged communities, and those located within rural and regional areas. On this basis, it is recommended that the objectives of the Act be amended to place appropriate context around community resilience and a greater focus on critical planning and preparedness with communities, businesses and all levels of government to reduce the impact natural disasters have on communities.
- 3. In relation to item (b) of the terms of reference, in accordance with the LGNSW Advocacy Priorities for 2023/2024 in respect of natural disaster resilience, wherever practicable the following should be accurately reflected or captured in the corresponding terms of the Act:
  - Increase of financial support and funding for restoration, remediation and betterment of local community infrastructure, including water and sewerage assets, as well as early warning and monitoring systems, both in advance of disasters where the risks are identified and in the recovery stage.
  - Permanently embed State and federal government funded Community Recovery Officers into councils across NSW in recognition of the increasing frequency, scale and long recovery timeframes of natural disasters.
  - Commit to proactive strategies to respond to natural disasters and adapt to climate risks.
- Achievement of an appropriate line of sight and harmonisation wherever possible between the NSW Reconstruction Authority Act 2022 and the national

emergency management legislative framework including, but not limited to, the *National Emergency Declaration Act 2020.* 

Should you require any additional information or clarification in this regard you are invited to contact Council's Director Planning and Sustainability, Ms Donna Ausling at (02) 6799 6866 or by emailing <a href="mailto:council@narrabri.nsw.gov.au">council@narrabri.nsw.gov.au</a>.

Yours faithfully,

#### **Rob Williams**

General Manager



DLA:SR Our Reference: Your Reference: XXX Contact Name: Donna Ausling



Legislative Assembly Committee on Investment, Industry & Regional Development Parliament of New South Wales Parliament House, Macquarie Street Sydney, NSW 2000

Via email: investmentindustry@parliament.nsw.gov.au

<insert date>2024

Legislative Assembly Committee on Investment, Industry & Regional Development - Inquiry into the Prevention of Cruelty to Animals Amendment (Virtual Stock Fencing Bill) 2024 - Narrabri Shire Council Submission

Dear Sir

Thank you for the opportunity to provide feedback in relation to the above inquiry.

It is understood that the following terms of reference (ToRs) are applicable to the current review process:

That the Committee inquire into and report on the Prevention of Cruelty to Animals Amendment (Virtual Stock Fencing) Bill 2024, with particular reference to:

- (a) the provisions of the bill,
- (b) the animal welfare, biosecurity and community safety implications of permitting virtual fencina.
- (c) any benefits, issues or unintended consequences raised by the bill, and whether any amendments may address those,
- (d) any other related matter.

#### **Local Context**

Narrabri Shire is a local government area in the North West Slopes region of NSW. The primary settlement of Narrabri is located adjacent to the Namoi River and at the confluence of the Newell and Kamilaroi Highways. The local government area (LGA) is strategically positioned halfway between Sydney and Brisbane, and is considered to be resource-rich. Key local industries include mining and agriculture. At the last census (2021) the resident population was 12,721 persons.

Narrabri Shire Council's vision is articulated in the Community Strategic Plan as follows:

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







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E. council@narrabri.nsw.gov.au www.narrabri.nsw.gov.au

The township of Narrabri is considered to be one of the most flood prone settlements in NSW. The community of Wee Waa, located west of Narrabri, is periodically completely isolated by flood waters for long periods (up to two weeks) and is protected by a ring levee. Narrabri Shire contains a number of vulnerable and at-risk communities that are flood-affected. These communities have a high Aboriginal population, low socio-economic base and are also ageing in nature.

Narrabri Shire Council provides the following feedback to the Legislative Assembly Committee in relation to the Inquiry into the Prevention of Cruelty to Animals Amendment (Virtual Stock Fencing Bill) 2024:

- It is considered that the bill will promote improved biosecurity outcomes through effective stock management practices.
- Narrabri Shire Council has an extensive Travelling Stock Route (TSR) network with direct interface with highly trafficked transportation networks including the Kamilaroi and Newell Highways. Subject to uptake of the technology, the proposed amendments are likely to create improved community safety outcomes, particularly in regard to likely reduction of traffic-related incidents and accidents.
- 3. The Narrabri Local Government Area (LGA) has been subject to a number of natural disasters including bushfires and flooding and the prevalence of extreme weather events is increasing. Accordingly, the use of such technology would assist landholders and livestock owners to effectively manage stock during and post extreme weather events.
- Any new technology permitted under the legislative amendments should meet applicable animal welfare standards and associated best practice.

Should you require any additional information or clarification in this regard you are invited to contact Council's Director Planning and Sustainability, Ms Donna Ausling at (02) 6799 6866 or by emailing <a href="mailto:council@narrabri.nsw.gov.au">council@narrabri.nsw.gov.au</a>.

Yours faithfully,

**Rob Williams** 

General Manager

Page 2



# Summary of comments from 16 April 2024 LGNSW Online Forum

# Parliamentary Inquiry into the ability of local governments to fund infrastructure and services

### Financial sustainability of local governments

- Need more flexibility in applying zoning and rates to short-term rental accommodation (STRA) areas. Affordability of rates can be a concern are there fairer rate application methods? Are there opportunities for IPART to do that work for LGs so that the application of rates is fair?
- Funding challenges faced by councils, particularly in funding community
  facilities/buildings and managing growth areas. There is a need for adequate
  funding mechanisms to cover essential services and infrastructure. Rates would
  need to be 50% higher than they currently are as the growth factor does not
  cover base level services (i.e. depots, office spaces, workshops).
- Growth factor that is being applied by IPART is important particularly for councils with significant population growth. Growth factor must continue in the event that the rate peg isn't removed. LGNSW Submission needs to take into account each council's requirements.
- The financial sustainability of councils in managing waste is under pressure due
  to EPA mandates, with Sydney projected to run out of landfill space in 8 years.
  Managing waste in line with emission reduction goals is crucial for councils in
  the coming decade, with funding capacity and timing of funding being key
  considerations. Additionally, councils face challenges in addressing housing
  targets imposed by the NSW Government, which are often unbudgeted for in
  rates income, necessitating prudent debt management strategies.
- The need for increased maturity in asset management has led to decreased sustainability, particularly in managing road valuations. Challenges arise from the arbitrary nature of the valuation process, with initiatives like Fit For the Future presenting moving targets. Despite a favorable cash position, poor ratios pose concerns, exacerbated by depreciation requirements. Furthermore, a recent inquiry into Local Water Utilities (LWUs) examined Community Service Obligations (CSO). This highlighted the need for capital grants for enabling infrastructure.





#### Cost shifting

- Cost shifting places a significant burden on councils, and funding from NSW Government not matching the greatest need. Affordability for residents and ratepayers needs to be a key consideration, and councils need to find other streams of income not just solely relying on rate levies such as tourism etc.
- The NSW Government is consuming council rates excessively. And there needs
  to be alternative income sources beyond raising rates, suggesting a tourism tax
  such as those implemented in Bali, New Zealand and Amsterdam, to alleviate the
  burden on residents and address costs imposed by visitors benefiting from local
  infrastructure and services such as roads, sewer, waste etc.
- Dams Safety NSW Levy is a form of cost-shifting onto councils.

#### Infrastructure funding and grants

- Rural councils are very dependent on grants with limited capacity to generate
  additional revenue. Challenges extend beyond waste management to water,
  sewer, and infrastructure renewal. The duplication of services strains
  resources, especially for small councils heavily reliant on grants for road
  maintenance. Additionally, renewable energy development necessitates
  substantial infrastructure investment, posing challenges in managing worker
  accommodation demand while ensuring services support residents, renters, and
  tourism capacity without negative impacts.
- A sewerage treatment plant upgrade is needed in one council but it is being
  deferred and postponed as council cannot afford it right now due to not having a
  large rate base. Maintaining roads to an expected service level of a limited rates
  base is also so challenging. Capacity to manage assets is constrained by
  available grants, with challenges impacting on very small councils with smaller
  populations.
- Financial Assistance Grants are declining in real terms, impacting operational
  funding for regional and rural councils. While the government suggests
  alternative funding like Roads to Recovery (R2R), the tied nature of R2R grants
  presents challenges as they restrict spending flexibility. This squeeze on
  operational budgets worsens annually.
- Heavy congestion on roads necessitates investment, not just for repair but for general maintenance to support ongoing road usage. Population growth and a weak state budget pose challenges, leading to dramatic asset deterioration over the next 5 to 10 years. Better planning is essential to address evolving road needs and increasing costs, with 18% of roads still lacking kerb and gutter. Grant funding from the state government is insufficient and unsustainable, requiring a





shift towards a partnering approach rather than onerous contracting, as grants should complement rather than burden council services.

• We are being approached by the NSW Government to set specific housing targets, which pose significant demands not budgeted for in our rate income. As prudent managers, we aim to avoid accumulating debts. It's crucial for local government to emphasise the need for clear commitment to infrastructure to support population growth. Growth is unsustainable without adequate investment in roads. We expect infrastructure funding to match additional population demands, and cooperation with the state government should involve reciprocal infrastructure provision.

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Please share a copy of your submission or comments with LGNSW Chief Economist, Shaun McBride (shaun.mcbride@lgnsw.org.au)



#### 13.10 ACCEPTANCE OF TENDERS UNDER DELEGATION - APRIL 2023

Responsible Officer: Eloise Chaplain, Director Infrastructure Delivery

Author: Amy Withington, Contracts and Projects Coordinator

Attachments: Nil

#### **DELIVERY PROGRAM ALIGNMENT**

4 Civic Leadership - Council as strong leaders for the Community

Objective 4.1 A transparent and accountable Council

Strategy 4.1.4 Ensures transparent and accountable decision making for our community

#### **EXECUTIVE SUMMARY**

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

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

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

#### RECOMMENDATION

1. That Council note the determination of tenders under delegation for the period to March 2024.

#### **BACKGROUND**

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

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

#### **CURRENT SITUATION**

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

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

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

| Tender/Contract Description |                                                                                          | Successful Tenderer            | No. of Tenders<br>(Local Tenders) | Tender<br>Price<br>ex GST |
|-----------------------------|------------------------------------------------------------------------------------------|--------------------------------|-----------------------------------|---------------------------|
| 1.                          | 2023-24/04 SR17 Old Narrabri<br>Road SR61 Intersection Re-<br>Alignment and Road Upgrade | WTC Group Pty Ltd              | 4(2)                              | \$1,264,906.86            |
| 2.                          | 2023-24/06 Shared path<br>Infrastructure – Boggabri                                      | Daracon Contractors<br>Pty Ltd | 4(1)                              | \$872,582.41              |
| 3.                          | LGP419 Supply and Delivery of PSA<br>Class 20-25 Excavator                               | CJD Pty Ltd                    | 6(0)                              | \$353,052.22              |

#### FINANCIAL IMPLICATIONS

Nil.

#### STATUTORY AND POLICY IMPLICATIONS

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

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

This report fulfils the second condition of the delegation.

#### **CONSULTATION**

**External Consultation** 

Nil.

**Internal Consultation** 

Nil.

#### 13.11 ADOPTION OF THE NARRABRI SHIRE COUNCIL DROUGHT MANAGEMENT PLAN

Responsible Officer: Eloise Chaplain, Director Infrastructure Delivery

Author: Dirk Jol, Manager Water Services

Attachments: 1. Narrabri Shire Council Drought Management Plan (under separate

cover) 🕍

#### **DELIVERY PROGRAM ALIGNMENT**

4 Civic Leadership - Council as strong leaders for the Community

Objective 4.3 A resilient and sustainable Council

Strategy 4.3.1 Ensure policies and procedures are effective and implemented in accordance with

legislative requirements and best practice principles

#### **EXECUTIVE SUMMARY**

At the Council meeting of December 2023 Council (Minute 347/2023) placed the Narrabri Shire Council Draft Drought Management Plan on exhibition. Having received no formal correspondence on the plan from the public, the plan is now presented back to Council for adoption.

#### RECOMMENDATION

1. That Council adopt the Narrabri Shire Council Drought Management Plan, as attached in this report.

#### **BACKGROUND**

The purpose of the Drought Management Plan (DMP) and its adoption will guide Narrabri Shire Council (NSC) as a Local Water Utility. Council supplies treated water to residents and businesses in across NSC. The aim of the DMP is to provide guidance to staff when managing drought events, inform the community of the issues associated with drought management and the community's role during drought. Extend water security to Council's customers as long as operationally possible while maintaining water standards to Australian Drinking Water Guidelines. Optimise water security for residents and businesses. Having a sound Drought Management Plan in place is part of the NSW Government best-practice management requirements for water supply.

#### **CURRENT SITUATION**

The introduction of any potential restrictions will see a change in revenue; however, the water fund manages it reserves in such a way to allow for these instances even though in context of operations would be short term and sporadic.

#### STATUTORY AND POLICY IMPLICATIONS

The adoption of this plan has been delivered consultative format. The plan will allow for Council to meet is sustainability requirements and fulfill our role in the Integrated Water Cycle Management Strategy process by implementing a critical management tool.

#### **CONSULTATION**

The exhibition phase of the plan allowed internal and external stakeholders and any member of the public to provide comment and feedback to the plan, there were no formal submissions received during the exhibition period, which was extended due to the Christmas close down period.

### 13.12 MINUTES OF THE NARRABRI AIRPORT ADVISORY COMMITTEE MEETING HELD ON 19 SEPTEMBER 2023

Responsible Officer: Ted Harrington, Director Financial and Commercial Services

Author: Ted Harrington, Director Financial and Commercial Services

Attachments: 1. Minutes of the Narrabri Airport Advisory Committee Meeting held

on 19 September 2023

#### RECOMMENDATION

1. That the Minutes of the Narrabri Airport Advisory Committee Meeting held on 19 September 2023 be received and the proposed actions therein be adopted.

#### **BACKGROUND**

The Narrabri Airport Advisory Committee is advisory in nature, and makes recommendations to Council, but does not have the authority to commit council, or Council staff, to the implementation of those recommendations or actions. The general responsibility of the Committee is to provide advice on all matters relating to the ongoing operation and future development of the Airport precinct.

With the onset of the Global Pandemic in 2020, Committee meetings were held in abeyance.

#### **CURRENT SITUATION**

Once normal operations at the Airport resumed, and traffic numbers increased, the Airport Committee was reconstituted and convened in March 2023.

The minutes of the meeting of held 19 September 2023 are presented for Council's consideration and noting.

#### FINANCIAL IMPLICATIONS

Nil

#### STATUTORY AND POLICY IMPLICATIONS

- Narrabri Shire Community Strategic Plan 2023-2033.
- Narrabri Shire Delivery Program 2022-2026.

#### **CONSULTATION**

#### **External Consultation**

Nil.

#### **Internal Consultation**

- Director Financial and Commercial Services.
- Manager Commercial Services.
- Airport Coordinator.

#### NARRABRI AIRPORT ADVISORY COMMITTEE MEETING MINUTES

**19 SEPTEMBER 2023** 

## MINUTES OF NARRABRI SHIRE COUNCIL NARRABRI AIRPORT ADVISORY COMMITTEE MEETING HELD AT THE NARRABRI SHIRE COUNCIL CHAMBERS, 46-48 MAITLAND STREET, NARRABRI ON TUESDAY, 19 SEPTEMBER 2023 AT 10.03AM

PRESENT: Cr Darrell Tiemens (Deputy Chairperson), Rob Williams (General Manager),

Ted Harrington (Chief Financial Officer), Geoff Smith (Airport Coordinator), Chief Inspector Robert Dunn (LEOCON LEMC), Michelle Henry (Acting Director

Planning and Sustainability)

IN ATTENDANCE: Sarah Rushton (Minute Taker)

#### 1 OPENING AND WELCOME

Opened by Cr Tiemens

#### 2 ACKNOWLEDGEMENT OF COUNTRY

Opened by General Manager

#### 3 APOLOGIES/GRANTING OF LEAVE OF ABSENCES

Donna Ausling (Director Planning and Sustainability), David Perry (Manager Commercial Services), Cr Rohan Bohem (Chairperson)

#### 4 CONFIRMATION OF MINUTES

#### **MINUTE NAAC-002/2023**

Moved: Cr Darrell Tiemens Seconded: Airport Coordinator Geoff Smith

That the minutes of Narrabri Airport Advisory Committee Meeting of the Narrabri Shire Council held on 30 May 2023 as circularised be confirmed.

#### 5 REPORTS

#### 5.1 AIRPORT OPERATIONS

That the committee receive the update for the airport operations

#### 6 ACTIONS

ACTION: Airport Emergency Management Plans to be presented to the Committee ACTION: Emergency Management SubPlan to be presented to the LEMC for adoption

Page 1

**19 SEPTEMBER 2023** 

| ACTION: LEOCON (LEMC) to investigate potential exercise for the Airport                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ACTION: Amend the Terms of reference for change from Service Plan to Master Plan, as Service Plan is operational and Committee should be focussing on Strategic Matters |
| 7 NEXT MEETING                                                                                                                                                          |
| Date TBC once Master Plan Tender/Quotation is recommended.                                                                                                              |
| 8 MEETING CLOSED                                                                                                                                                        |
| The Meeting closed at 10.28.                                                                                                                                            |
| The minutes of this meeting were confirmed at the Narrabri Airport Advisory Committee Meeting held on .                                                                 |
|                                                                                                                                                                         |
| CHAIRPERSON                                                                                                                                                             |

NARRABRI AIRPORT ADVISORY COMMITTEE MEETING MINUTES

Page 2

# MINUTES OF NARRABRI SHIRE COUNCIL NARRABRI AIRPORT ADVISORY COMMITTEE MEETING HELD AT THE NARRABRI SHIRE COUNCIL CHAMBERS, 46-48 MAITLAND STREET, NARRABRI ON TUESDAY, 19 SEPTEMBER 2023 AT 10.03AM

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#### 1 OPENING AND WELCOME

Opened by Cr Tiemens

#### 2 ACKNOWLEDGEMENT OF COUNTRY

Opened by General Manager

#### 3 APOLOGIES/GRANTING OF LEAVE OF ABSENCES

Donna Ausling (Director Planning and Sustainability), David Perry (Manager Commercial Services), Cr Rohan Bohem (Chairperson)

#### 4 CONFIRMATION OF MINUTES

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Moved: Cr Darrell Tiemens Seconded: Airport Coordinator Geoff Smith

That the minutes of Narrabri Airport Advisory Committee Meeting of the Narrabri Shire Council held on 30 May 2023 as circularised be confirmed.

#### 5 REPORTS

#### 5.1 AIRPORT OPERATIONS

That the committee receive the update for the airport operations

#### 6 ACTIONS

**ACTION**: Airport Emergency Management Plans to be presented to the Committee

ACTION: Emergency Management SubPlan to be presented to the LEMC for adoption

ACTION: LEOCON (LEMC) to investigate potential exercise for the Airport

ACTION: Amend the Terms of reference for change from Service Plan to Master Plan, as Service Plan is operational and Committee should be focussing on Strategic Matters

#### 7 NEXT MEETING

Date TBC once Master Plan Tender/Quotation is recommended.

#### 8 MEETING CLOSED

The Meeting closed at 10.28.

The minutes of this meeting were confirmed at the Narrabri Airport Advisory Committee Meeting held on .

.....

**CHAIRPERSON** 

## 13.13 DELEGATE REPORT - COUNTRY MAYORS ASSOCIATION REGIONAL HOUSING CONFERENCE IN FORBES - 8-9 APRIL 2024

Responsible Officer: Darrell Tiemens, Mayor
Author: Darrell Tiemens, Mayor

Attachments: Nil

#### **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 Country Mayors Association Regional Housing Conference held in Forbes on 8-9 April 2024.

#### **DELEGATES REPORT**

The Country Mayors Association (CMA) held their first regional conference for 2024 from Sunday 7 April to 9 April 2024, hosted by the Forbes Shire Council.

The program offered speakers and activities for delegates to explore and enjoy the Forbes lakeside environment, public art and tours of the Forbes Central West Livestock Exchange, Forbes housing developments and visit one of the largest commercial enterprises in the New South Wales, Moxey Farms.

Forbes Central West Livestock Exchange is a premium, state of the art livestock selling facility drawing producers and buyers from all over New South Wales and beyond.

The Forbes Housing Strategy 2021-2041 plans for the 30% growth expected in Forbes over the next 20 years. It proposes future land releases, structure plans and development controls to cater for their diverse community via a range of measures into the future.

Over the last century Moxey Dairy Farms have grown from a traditional family farm into a World class dairy farming company. They produce around 350,000 litres of milk per day supplying much of the A2 milk in Australia as well as a significant input into Bega's cheese production. They are a vertically integrated business growing their own feed, producing feed pellets for diaries around their region, producing electricity (from methane) to supply their own needs and to feed into the grid. It is the largest diary in the Southern Hemisphere.

#### Guest speakers included:

Federal Minister for Local Government – The Hon Kristy McBain spoke about the Federal Government's audacious goal of 1.2 million new houses over the next five years. Further reading: Helping more Australians buy a home. The federal government has release details about two streams of funding. Stream one is to develop planning skills and enable planning capabilities across

the three layers of government. Stream two is to support infrastructure for new housing, including water, sewer, electricity, kerb and guttering infrastructure, etc.

Minister for Water, Homelessness, Youth, Mental Health and the North Coast – The Hon Rose Jackson spoke mainly about social and affordable homes. A number of issues were discussed, including modular housing, maintaining existing social housing, and a social housing accelerator to refurbish existing empty homes.

Shadow Minister for Housing, Planning and Public Spaces, Cities and the Hunter and Central Coast – The Hon Scott Farlow spoke mainly about the importance of supporting our regional areas.

Secretary of Planning, Housing and Infrastructure – Kiersten Fishburn spoke extensively about challenges in the planning space. She discussed problems with the New South Wales planning portal.

Assistant Secretary, Housing Support Branch, Australian Government Department of Infrastructure – Erin Cassie spoke in detail about the new federal government's Housing Support Program, which has been budgeted for \$500 million to support housing goals by building skills and systems in planning and to also build housing infrastructure.

State Member for Orange – Philip Donato MP spoke about the importance of housing in our regional areas. He also emphasised the importance of encouraging more regional high school leavers to take up a trade instead of just going to university. He referenced a successful New Zealand campaign called "A tricky chat" which encouraged parents and kids to consider a trade.

Tiny Homes Group – Elizabeth Grice showed us examples of a number of tiny houses being built across Australia. She spoke generally about the regulations and requirements for building tiny homes to the Australian Building Code.

Member of the Legislative Council – The Hon. Sam Farraway MLC spoke about cost shifting, rate pegging, and the Resources for Regions program.

## 13.14 DELEGATE REPORT - MINUTES OF THE LEARD FOREST PRECINCT ENVIRONMENTAL TRUST INC MEETING - 14 MARCH 2024

Responsible Officer: Catherine Redding, Councillor

Author: Catherine Redding, Councillor

Attachments: 1. Minutes - 14 March 2024 (draft) 🗓 🖫

#### **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 draft minutes of the Leard Forest Precinct Environmental Trust Inc. Extraordinary meeting held on 14 March 2024.

#### **DELEGATES REPORT**

The Leard Forest Precinct Environmental Trust Inc. held an Extraordinary Meeting on Thursday 14 March 2024.

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

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

Meeting Held: Thursday 14 March 2024 from 3:00 pm

Venue: Via video- and tele-conference.

Present: Lloyd Finlay (LF) – community representative, Mitchum Neave (MN) – community

representative, Ros Druce (RD) – community representative, Cr Cathy Redding (CR) – Narrabri Shire Council, Colleen Fuller (CF), Darren Swain (DS) – Whitehaven Coal, Stewart Dunlop (SD) – Boggabri Coal, Landon Brady (LB) – Narrabri Shire Council

(Alternate

Apologies: Alex Williams (AW) – Boggabri Coal, Michelle Henry (MH) – Narrabri Shire Council,

Colleen Fuller (CF) - community representative

Independent Chair: David Ross (DR) Independent Secretary: N/A

#### 1. Welcome & Apologies

DR welcomed everyone to this extraordinary meeting. He reminded people that this meeting was a continuation of a discussion that was held during the last Trust meeting and was specifically to focus on an application previously received from Boggabri Rotary for a watering system for Rotary Park.

#### 2. Review and Consideration of Application

DR – Reminded members that a second quote had been provided by Rotary since the last Trust meeting. Rotary is seeking \$20,000. DR observed that not only is it rare for a group to offer a co-contribution, but Rotary was intent on making a sizeable co-contribution of \$20,000, themselves. He then invited all members to share their thoughts on the additional information provided.

A discussion then took place with some members believing that it was a good application for Boggabri, one that met the Trust's criteria.

MN – NSC should have provided some funding for the proposal.

 $\ensuremath{\mathsf{LB}} - \ensuremath{\mathsf{We}}$  do have a community fund, which Rotary was aware of.

Clarification was sought by MN on whether the proposal was solely about beautification.

DR – Rotary have noted in their application, as well as telling me directly, that they wish to out in plant sin order to attract wildlife.

 $\ensuremath{\mathsf{RD}}-\ensuremath{\mathsf{Expressed}}$  concern that funding had not been provided by WHC mines.

DS – WHC is happy to review grant applications received. Emphasised that the proposal met the Trust's criteria.

DR then invited members to vote on the application on the application. The majority of members voted for the application to receive funding to the tune of \$20,000. Two members did not support the proposal being funded.

Minutes of the Environmental Trust Meeting held on Thursday 26 October 2023

**1** | Page

Commented [DS1]: Suggest reword

#### Date for Next Meeting

DR thanked members for their contributions over several years. Next meeting is anticipated to take place on  $16^{\text{th}}$  May 2024, subject to acceptance by the new Trust President.

Meeting closed: 3:30 pm

Minutes of the Environmental Trust Meeting held on Thursday 26 October 2023

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## 13.15 DELEGATE REPORT - MINUTES OF THE NARRABRI MINE COMMUNITY CONSULTATIVE COMMITTEE MEETING - 13 MARCH 2024

Responsible Officer: Catherine Redding, Councillor

Attachments: 1. Minutes - 13 March 2024 (draft) 4 Table 2024

**Catherine Redding, Councillor** 

#### **DELIVERY PROGRAM ALIGNMENT**

**Author:** 

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 draft minutes of the Narrabri Mine Community Consultative Committee meeting held on 13 March 2024.

#### **DELEGATES REPORT**

The Narrabri Mine Community Consultative Committee held a meeting on Wednesday 13 March 2024.

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



Narrabri Mine Community Consultative Committee Meeting #64

Date: Wednesday 13<sup>th</sup> March 2024

Time: 5:15pm

Location: Narrabri Coal Operations Boardroom

Meeting Commenced at 5:15pm

Present: Russell Stewart (RS)

Ian Duffy (ID)
James Stieger (JS)
Peter Webb (PW)
Bruce Danson (BD)
Geoff Hunter (GH)
Cathy Redding (CR)
Geoff Hunter (GH)

David Ellwood (DE) – Whitehaven Coal Ben Simpson (BS) – Whitehaven Coal Harriet Davies (HD) – Whitehaven Coal Brent Baker (BB) – Whitehaven Coal Gerald Linde (GL) – Whitehaven Coal

Apologies:

Alan Grumley (AG)

Darren Swain (DS) – Whitehaven Coal Jabin De Keizer (JDK) Whitehaven Coal

Moved: RS Seconded: PW

1. DECLARATION OF PECUNIARY INTEREST

No declarations.

Moved: RS Seconded: PW JS

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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: RS Seconded: GH and CS

#### 2.1 BUSINESS ARISING FROM PREVIOUS MINUTES

| MEETING | MEETING ACTIONS                                                           |                                            |  |  |  |  |
|---------|---------------------------------------------------------------------------|--------------------------------------------|--|--|--|--|
| Person  | Action                                                                    | Due                                        |  |  |  |  |
| ВВ      | Add noise monitoring for the Bow Hills property to the 2023 Annual Review | Completed. Included in 2023 Annual Review  |  |  |  |  |
| DE      | Obtain number of new apprentice spaces.                                   | Completed                                  |  |  |  |  |
| HD      | Include new GW monitoring bores and graphs in the next CCC meeting        | Completed                                  |  |  |  |  |
| DS      | Investigate land management on properties, feral animals, fencing         | Completed. Detail provided in presentation |  |  |  |  |

 JS asked about NCO's feral animal baiting program due to increased pig sightings. HD confirmed two baiting programs by NCO in late 2023 and January 2024, with plans for ongoing baiting. DE mentioned trials of aerial shooting on offset properties but noted challenges due to dense vegetation. Aerial shooting isn't viable on the mine lease due to safety regulations.

Moved: RS Seconded: PW

#### 3. OPERATIONS PROGRESS REPORT AND SAFETY UPDATE

Presented by GL

- GL presented the production figures to date. Production is reduced due to challenges the LW has faced with unfavourable geological conditions; stone intrusions and washouts within the LW panel.
- 103 First Aid (scratches, bumps etc) 6 medical treatments, 2 restricted work due to an injury at work 1 lost time injury FY24 to date.
- There have been successful results with labour hire throughout the company. Recruitment continues with 25/30 vacancies open across the business. Slower production has resulted in reallocation of tasks underground so night hire recruitment has been paused and rotas and employees reallocated work within the underground operation.
- JS asked how long until the LW passes the fault and production increases. GL gave an explanation of the geological formations, the stone intrusion and the washouts concluding that they will be present throughout the LW203 panel.

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- The Brine Dam has been completed and commissioned with continuing testing.
- Ventilation shaft drilling has commenced on southern mine lease boundary, located above LW205.

#### 4. STAGE 3 UPDATE

Presented by DE

- DE updated on the progress of the stage 3 project.
- There has not been much change with the PA as per the last CCC meeting. The court case was finalised in September however, a second appeal from the Environmental Justice Australia (EJA) was lodged. The new court case was in February 2024. Following the court case, the project goes back to the Minister for approval and signature.
- The construction of the ventilation shaft sinking has commenced. ASD are the contracting company
  constructing the shaft, the same company who constructed the first shaft. The shaft goes from the surface to
  the underground, and should take roughly one year to complete. The shaft sits above LW205. DE explained the
  basics to how the shaft is developed.
- DE mentioned that make-good agreements are still in progress, with six out of nine signed and a verbal agreement in place with the seventh pending paperwork. One landholder requested additional investigation on a bore. GH asked about next steps if agreements aren't signed. DE explained that NCO must make best endeavours to reach agreement with affected landholder, if an agreement cannot be reached then either party can refer the issue to the planning secretary.
- GH expressed community concerns about trust in NCO's independent testing for GW bore investigations. GH asked if there is scope for NCO to fund landholders to test their bores independently. DE discussed process of building the groundwater model for the purpose of undertaking the groundwater assessment, and this is why a single consulting company is preferred. GL stated that NCO have followed the environmental assessment process required by government. DE advised GH that NCO would be willing to speak with any concerned landholders regarding bores that may be potentially impacted. GL assured that NCO's contractors were selected impartially and are selected on their professionalism to ensure no bias is involved.
- BD affirmed the existence of baseline bore data for each installation. DE clarified that the government's bore registration system provides much of this data, but many unregistered bores lack baseline information, prompting the field surveys and landholder engagement.
- PW proposed landholders accompany groundwater experts during data collection from their bore. There was
  general agreeance that this is a good recommendation, and DE stressed NCO's active encouragement of such
  participation.

#### 5. UPDATE ON APPROVALS

Presented by BB.

- EPA: EPL12789 License Variation approved (05/02/24) to include wet weather discharge point for western shaft sediment dam.
- Resources Regulator: Exploration License 6243- Activity Approval granted (02/02/24) for exploration work program. NCO are delaying the Exploration License 9455 & 9456 program due to budget restraints.

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- NRAR (Natural Resources Access Regulator). Conducting audit on NCO compliance with non-urban water metering rules. They are visiting NCO in April 2024 for a site visit.
- DPE- NCO received a warning Letter issued 17/01/24 due to a failure to implement Energy Savings Action Plan.
   The Greenhouse Gas Minimisation plan was reviewed and approved 21/12/23 which also includes the Energy Savings Action Plan.
- Groundwater Impact Assessment- approval granted to assign additional 650 shares in Gunnedah-Oxley Basin MDB Groundwater source to account for indirect take as a result of mining. This brings total assigned shares to 1.871 ML/year.
- GH inquired about NCO's Greenhouse Gas Minimization plan and their efforts to reduce emissions. DE
  mentioned ongoing trials, such as using mine-produced gas for algae growth, which proved successful. There
  are plans for potential flaring of pre-drainage gas and sealing old underground workings to minimize gas
  leakage.

#### **Bush Fire Concern**

- GH and local landholders expressed concerns about perceived lack of support from WHC during the December 2023 bushfires. They felt they didn't receive the assistance they requested from WHC.
- In response to this concern, GL emphasised that the request to NCO was, "Do you have firefighters" to which NCO response was "No". GL emphasised that NCO staff are to be kept safe. Narrabri Mine enlisted trained firefighters through a contracting company for asset protection at Narrabri Mine, but regulations limit employees involvement due to restrictions and legislation.
- GH highlighted concern about WHC's significant landholding in the area, leading to labour shortages during events like this. GH advocated for improved management of WHC properties before catastrophes to ensure better preparedness for all involved.
- CR expressed admiration for the decision that GL and NCO for the decision to not engage employees for firefighting purposes due to safety concerns.
- DE firefighting is unsafe for untrained people.
- JS suggested controlled back burning and other management methods with the large amounts of land that WHC have within the area.
- GL: NCO and Forestry NSW have been planning for several years for a coordinated hazard reduction burn along the boundary of Mine Lease and Jacks Creek State Forest. However unfavourable weather and forest conditions delayed the planned burn; this is ultimately Forestry NSW decision.
- BB advised CCC that WHC representatives attended daily Local Emergency Committee briefings. Narrabri Mine
  offered assistance in the form of water supply from site dams to be made available for resupply of helicopter
  water bombers, and provision of graders to improve Scratch Road firebreak.

#### 6. ENVIRONMENTAL MONITORING REPORT

Presented by BS. All CCC members receive a hard copy of the environmental monitoring report.

- ENVIRONMENTAL INCIDENTS: BS
  - No reportable incidents to regulatory agencies since previous CCC meeting.

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- COMPLAINTS:
  - 1 complaint to the local land services
- DEPOSITIONAL DUST:
  - 2023 annual average (year to date) for all monitoring locations are below the licence limit.
  - Analysis of February 2024 results have not been finalised by the laboratory. March 2024 samples are due to be collected 14.03.2024.
- PM10 AIR QUALITY:
  - No exceedances of the 24-hour limit within last 12-month period at both Turrabaa and Claremont monitoring.
  - Rolling 12-month average currently below annual average limit for the two monitoring locations (Claremont and Turrabaa).
- QUARTERLY NOISE MONITORING
  - Q1 2023 monitoring 11<sup>th</sup> 14<sup>th</sup> March. The report will follow EPA to receive this data within 30 days of obtaining the sampling results.
- 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 groundwater bores were sampled in December 2023 / January 2024. Access was prohibited to the Pilliga in December 2023 due to bushfires.
  - Presented Hydrographs for groundwater monitoring locations.
  - AGE and recalibration of the GW model and review underway.
- SUBSIDENCE MONITORING
  - Lidar data was taken in December 2023. A suitably qualified professional is revieing the data against subsidence predications, due in March 2024.
  - All monitoring results fell within modelled predictions.
- REHABILITATION

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- 7.1 hectares from beginning of year (2024) to date.
- GH asked why the NCO are using a lot less licensed water. GL explained that lower production resulted in less water demand, in addition the efficiency of water treatment plant on-site results in more water reclaimed form underground dewatering.
- GH asked about the recalibration of P16. BB advised this is addressed in the 2023 Annual Review. GH
  requested copy of report to review prior to next CCC meeting.
- No further questions/comments from members.

#### 7. GENERAL BUSINESS

- RS asked who assists with the bore water for Baan Baa and if NCO was involved. CR was it NCO? CR
  confirmed that this is Narrabri Shire Council (NSC) and that said person should contact NSC directly for
  assistance.
- No other general business

#### 8. COMMUNITY

Darren Swain and Jabin de Keizer expressed their apologies as they unable to attend Q1 CCC meeting. No more business

#### Meeting Closed at 18:18

| MEETING A | ETING ACTIONS                                                                                                             |                |  |
|-----------|---------------------------------------------------------------------------------------------------------------------------|----------------|--|
| Person    | Action                                                                                                                    | Due            |  |
| ВВ        | GW Model recalibration report and Annual Review to<br>be issued two weeks prior to next meeting for<br>members to review. | ' '            |  |
| ВВ        | Update on the Solar Farm Progress                                                                                         | Q2 CCC Meeting |  |

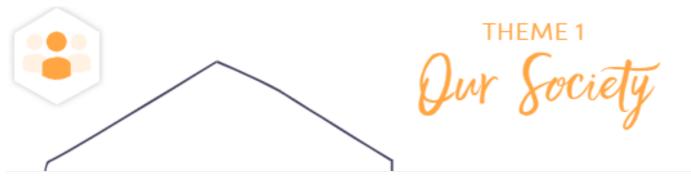
#### **NEXT MEETING**

19th June 2024, 5:15pm in the Boardroom, NCO

Narrabri Coal Operations Pty Ltd  $\,$  ABN 76 107 813 963  $\,$ 

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#### 14 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

**30 APRIL 2024** 

#### 14.1 WEE WAA NAB BUILDING CBD MEMORIAL GROVE AND DANGAR PARK MASTERPLANS

Responsible Officer: Eloise Chaplain, Director Infrastructure Delivery

Author: Evan Harris, Manager Parks and Open Spaces

Attachments: 1. Draft Wee Waa CBD and Surrounds Masterplan (under separate

cover) 🔼

2. Community Engagement Report for the Preparation of the Wee Waa

CBD and Surrounds Masterplan (under separate cover) 🖺

#### **DELIVERY PROGRAM ALIGNMENT**

1 Society - An empowered, inclusive and connected community

Objective 1.3 A resilient and strong community

Strategy 1.3.4 Increase public amenity across all townships

#### **EXECUTIVE SUMMARY**

The NAB Building and CBD memorial grove and Dangar Park Masterplan sets out the future projects in both open spaces and community access. This type of plan improves Councils ability to access grant funding and to ensure a planned approach to integrate individual projects into one overall vision.

#### **RECOMMENDATION**

- 1. That Council endorse the draft Wee Waa CBD and Surrounds Masterplan 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 Masterplan.
- 2. That a report be returned to Council following the conclusion of the Public Exhibition Period to the next available Ordinary Council Meeting detailing the results of the public exhibition.

#### **BACKGROUND**

In 2022 Council endorsed The Resources for Regions Grant funding for a number of masterplans to be developed across the shire for the 2023-24 Operational plan. The masterplan for the NAB building CBD Memorial Grove and Dangar 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 Wee Waa.

Community engagement was conducted to provide a scope and direction for a draft plan to be presented to Council and the community. This draft presents 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 the Current NAB building. 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 one project that are displayed in the Masterplans (**Attachment 1**) which is the NAB building project the funds provided by Resources for Regions.

#### FINANCIAL IMPLICATIONS

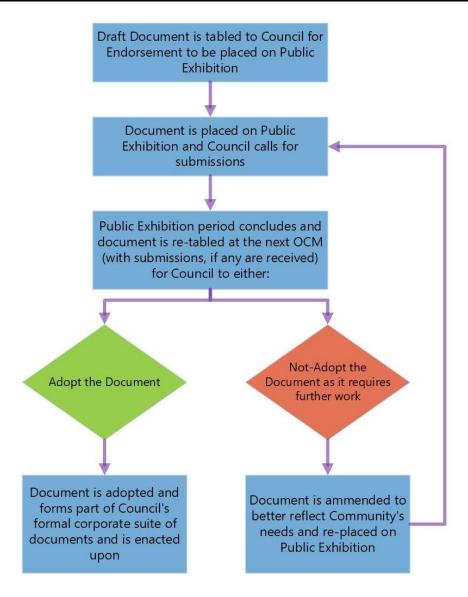
Council has secured funding for the NAB Building project the remainder of the Masterplans the CBD Memorial grove and Dangar Park will need to source funding for development into the future.

#### STATUTORY AND POLICY IMPLICATIONS

- This action has been identified in the following Council Strategies and Plans:
  - 2023/2032 Community Strategic Plan: Strategy 1.3.1: Implement programs to revitalise townships across the Shire
  - Sport, Recreation and Open Space Plan 2017-2032:
    - WW2 Prepare a concept plan to guide future development at Dangar Park Develop as the key play park for older youth and the town community 'common'.
  - o 2022/2026 Delivery Program:
    - 1.2.2.29 Wee Waa Dangar Park Develop Masterplan
    - 1.2.2.56 Wee Waa Identify appropriate community use for the former NAB building
    - 1.2.2.57 Wee Waa Old NAB Building Refurbishment

#### **CONSULTATION**

Once the Draft Plan is placed on exhibition, Council's will reach out to the community to allow it its intent and process to be received by the community and the ability to respond with feedback. Once Endorsed to be placed on Public Exhibition, Council will publicise the draft Plan and encourage the Community to provide feedback on the document. All submissions on the draft Plan will be re-tabled to Council along with the draft Strategy for Adoption. Once Adopted, the Plan will be incorporated into future Operational Plans and delivered as budget permits. All improvements have been developed with current resourcing constraints in mind and are subject to funding.



#### **External Consultation**

Community Consultation was undertaken Mid 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.

#### 14.2 NAMING OF A PUBLIC ASSET - PARK BENCH IN HONOUR OF DR. ROBERT ANDERSON

Responsible Officer: Ted Harrington, Director Financial and Commercial Services

Author: Nicole Gordon, Land and Leasing Coordinator

Attachments: 1. Naming Public Assets Policy 🗓 🖺

2. Request for naming a public asset - Karen Kirkby Narrabri Rotary Club

J. Adebs

#### **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**

Council's endorsement is sought to the installation of a memorial park bench in honour of Dr. Robert (Bob) Anderson, in line with Council's Naming Public Assets Policy.

#### RECOMMENDATION

- 1. That Council receive and note the report on the naming of a park bench to be installed in Selina Street Open Space area known as Lot 1 Section 6 DP 939800.
- 2. That Council name the park bench in honour of Dr. Robert (Bob) Anderson.
- 3. That Council note that Rotary of Narrabri will be responsible for the costs associated with the supply of the proposed park bench and concrete slab in accordance with Council's specifications.
- 4. That Council undertake the installation works at the expense of the Narrabri Rotary Club.
- 5. Upon completion Council retain ownership of the asset.

#### **BACKGROUND**

Council at its meeting in November 2022 reviewed and adopted Council's Naming Public Assets Policy (Minute 362/2022). In March 2024 Council received a request from the Rotary Club of Narrabri President to install a park bench in the Selina Street open space area known as Lot 1 Section 6 DP939800, in honour of the late Dr Robert Anderson. A copy of the correspondence is enclosed as background at **Attachment 2**.

#### **CURRENT SITUATION**

Council's Naming Public Assets Policy was last reviewed and adopted in November 2022. A copy of the Policy is enclosed as background at **Attachment 1**. The Policy sets out the framework to commemoratively name Council assets as a way of recognising the historical and cultural significance, and outstanding achievement of residents in the community.

The Rotary of Narrabri President has provided extensive documents outlining the life and achievements of the late Dr. Robert (Bob) Anderson and is outlined as follows:

#### Role of Excellence:

- A rural medical practitioner for 49 years in the Narrabri district.
- Visiting surgeon at Narrabri District Hospital from 1958-1998 and the State Government Medical Officer from 1997-2007.
- Commonwealth Medical Officer from 1977-2007.
- Hon. Medical Officer for the Police Citizens Boys Club.
- Hon. Medical Officer for the establishment of the Red Cross Blood Bank in Narrabri District Hospital in 1977.
- Hon. Medical Officer for the Narrabri Tuberculosis Clinic which was established at the request of Dr Keith Harris in the 1960s, operating for 7 years.
- Hon. Medical Officer for the early immunisation clinics for local schools and baby clinics in Narrabri.
- Hon. Medical Officer for the Tibbereena Aboriginal Reserve from 1958-1988. This service
  was provided free of charge to patients and "Dr Andy" was a widely respected member of
  the Aboriginal community.
- Member for the Aged Care Assessment Team from 1988-1993.
- Hon. Member of the Narrabri Rotary Club from 1988-2007 and full member from 2003 until he passed away.

#### Demonstration of service worthy of recognition:

Dr Bob was dedicated to the delivery of:

- Medical services to members of the Narrabri and district community for 49 years.
- Surgical procedures in obstetrics, general and orthopaedics. Dr Bob instigated the acquisition of an anaesthetic machine and premature baby incubator in his early years and encouraged the establishment of a pathology department.
- State and Commonwealth Medical Officer duties for 30 years.
- Unpaid community service to the Police Citizens Boys Club, Narrabri Branch of the Red Cross Blood Bank, Narrabri Tuberculosis Clinic, The Tibbereena Aboriginal Service and Medical Officer.
- Volunteer services to the Aged Care Assessment Team assisting with the selection and transition of aged people not coping in their own homes for nursing care. Organising meals on wheels, cleaning services, additional nursing and companionship for aged residents remaining at home.
- Community service as Hon Member of the Narrabri Rotary Club from 1988-2007 and a full member from 2003, in addition to the Rotary District 9650 Australian Rotary Health Research Fund committee.

#### **Recognition:**

Dr. Bob, esteemed and affectionately regarded, received numerous accolades for his meritorious service, including:

- A testimonial dinner hosted by the Narrabri District Hospital Board (1987).
- Rotarian of the Year Award (2003/2004).
- Paul Harris Citation (2005).
- The prestigious Medal of the Order of Australia (OAM) in 2008.

It is considered that the application as submitted meets the criteria detailed in the Policy. Given that there is currently no financial allocation for the installation of the seating, all costs will be required

to be met by Rotary. In line with the contents of the resolution, it is intended to prepare a separate quotation for this purpose.

Liaison will also be undertaken with Council's Parks and Open Spaces Team to ensure that the selected seating meets relevant standards.

#### **FINANCIAL IMPLICATIONS**

Detailed in the body of the Report.

#### STATUTORY AND POLICY IMPLICATIONS

Naming Public Assets Policy.

#### **CONSULTATION**

#### **External Consultation**

Narrabri Rotary Club.

#### **Internal Consultation**

- Manager Parks and Open Spaces.
- Senior Management Team.





#### NAMING PUBLIC ASSETS POLICY

Responsible Department: Corporate and Commercial Services

Responsible Section: Property Services

Responsible Officer: Manager Property Services

#### Objective

To provide:

- Guidelines and a process for the naming of Public Assets within the Shire that, preserves the Shire's identity
  and heritage.
- The opportunity for Council and all community stakeholders to have input to the naming of the Shire's Public Assets.

To ensure consistency, openness, and transparency of Council's determination of requests for the naming of Public Assets under the control of Council.

#### Introduction

The naming of assets after people who have made significant contributions to the community is a long-standing tradition. This policy sets out a framework to commemoratively name Council assets as a way of recognising the historical and cultural significance, and outstanding achievement of residents in the community in a way that:

- Provides a means of acknowledgement of the importance of place, acts of bravery, community service, and exceptional accomplishment of individuals; and
- Provides a consistent and fair approach to naming public assets after individuals.

#### **Policy**

#### 1. Definitions

1.1. Terms within this policy have their ordinary meaning unless otherwise specified.

#### 2. Application

- 2.1. This policy applies to naming:
  - (a) Bridges;
  - (b) Parks;
  - (c) Playgrounds;
  - (d) Ovals:
  - (e) Reserves;
  - (f) Recreational facilities;
  - (g) Buildings;
  - (h) Rooms;
  - (i) Carparks;
  - (j) Lookouts;
  - (k) Shelters:

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- (I) Footpaths, bike paths, tracks, and trails;
- (m) Geographical features; and
- (n) Roads.
- 2.2. This policy does not apply to:
  - (a) Place naming (towns/villages/areas);
  - (b) Memorials; or
  - (c) Assets not within Narrabri LGA.

#### 3. Commemorative Naming of Public Assets

#### **Individuals**

- 3.1. Council may, from time-to-time name public assets after individuals in accordance with this policy.
- 3.2. In order for an individual's name to be eligible to have a public asset named after them, the individual must have:
  - (a) Made a significant contribution to the local area, New South Wales, or Australia.
  - (b) Made a significant contribution to the local social or cultural heritage of the community, particularly the Aboriginal Community;
  - (c) Achieved excellence in a particular field or endeavour of local, state, national, or international significance;
  - (d) Provided extensive community service; and
  - (e) No longer be living, except in exceptional circumstances.
- 3.3. For the avoidance of doubt, the following classes of people are deemed to be eligible:
  - (a) Former Mayors;
  - (b) Former Councillors who served three consecutive terms;
  - (c) Former local recognised Aboriginal Elders;
  - (d) Victoria Cross recipients;
  - (e) Recipients of other gallantry awards; and
  - (f) Other persons as agreed by Council.
- 3.4. The mere fact that a person owned property, or was a resident, and has died is not sufficient reason to name a public asset after them.
- 3.5. Individuals must have been of good character. Where an individual after whom an asset is named is found to not have been of good character, the asset will be renamed.
- 3.6. The use of given names will generally be avoided. A given name will only be included with a family name where it is essential to identify an individual or where it is necessary to avoid ambiguity or in the case of a component of a Public Asset.

#### Groups

- 3.7. Council may, from time-to-time name public assets after groups in accordance with this policy.
- 3.8. In order for a group's name to be eligible to have a public asset named after them, the group must have:
  - (a) Made a significant contribution to the local area, New South Wales, or Australia.
  - (b) Made a significant contribution to the local social or cultural heritage of the community, particularly the Aboriginal Community;
  - (c) Achieved excellence in a particular field or endeavour of local, state, national, or international significance; or
  - (d) Provided extensive community service; and
  - (e) Have a significant tie to the asset or location of the asset proposed to be named after them.
- 3.9. The mere fact that a group operated in the LGA and had ties to a location or asset is not sufficient reason to name a public asset after them.

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3.10. Groups must have been in good standing in the community.

#### **Other Categories**

- 3.11.Council may, from time-to-time name public assets after things other than individuals or groups in accordance with this policy.
- 3.12. In order for the name to be eligible, it must:
  - (a) Include geographic features, original natural systems, or wildlife unique to the site or area;
  - (b) Be of Aboriginal origin or have historical background;
  - (c) Acknowledge the multicultural nature of society; or
  - (d) Function as a reminder of a significant event or material object in history.

#### General

- 3.13. Names chosen for assets are to be permanent unless it is no longer appropriate to name the asset after the particular individual, group, or other matter.
- 3.14. A name should not be used for more than one public asset. Council will keep and maintain a list of all public assets named after individuals, groups, or other things.
- 3.15. Any naming approved will be on the basis that such naming does not compromise any future Council use of the Public Asset.
- 3.16. Should a Public Asset be demolished or replaced an application to name the new Public Asset must be named in accordance with this Policy.
- 3.17. Names for public assets must not be:
  - (a) Offensive;
  - (b) incongruous out of place
  - (c) commercial or company (except in the case of Sponsorship, see below)
  - (d) Commence with the definite article "the"
  - (e) Long and difficult, such as some scientific names
  - (f) More than 34 characters long without exceptional reasons.
- 3.18. Names in long usage, which commemorate or preserve for the historical record, events and people as part of the pattern of history of the landscape, are preferred for the naming of previously unnamed features or where alteration of a name is being considered
- 3.19. Where names have been changed or altered by long established local usage, it is not usually advisable to attempt to restore the original form: that spelling which is sanctioned by general usage should be adopted.
- 3.20. For Aboriginal names, the traditional spelling(s) should be used. Council will seek advice of the local Aboriginal Community in relation to this.

#### 4. Corporate or other sponsorship of public assets

- 4.1. A corporate body or commercial entity may be included in a naming sign on a public asset where it:
  - (a) Was the main contributor (more than 50% of the cost) to the provision, including major upgrade of the Public Asset: or
  - (b) A sponsorship arrangement for maintenance exists between the entity and Council and:
    - (i) The contribution by the body or entity is at least 50% of the annual cost of maintaining the Public Asset for a period of no less than five (5) years.
- 4.2. After five years under clause 4.1(b) above, the sign will be amended/removed if the agreement is not renegotiated.
- 4.3. The inclusion of the name of a corporate body or commercial entity in a naming sign must be a specific Resolution of Council.

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#### 5. Specific Requirements for Parks and Reserves

- 5.1. Parks or reserves in excess of 1.5 hectares will be defined as a Park and be given the suffix Park or Oval(s).
- 5.2. Parks or reserves less than 1.5 hectares will be defined as a Reserve and be given the suffix Reserve.
- 5.3. Priority will be given to the naming of Parks and Reserves after an adjacent street or feature to maximise the identification of that Park or Reserve with an area.
- 5.4. Names that commemorate or may be construed to commemorate living persons will not be considered for Parks or Reserves.
- 5.5. Components of Parks and Reserves (e.g. picnic facilities, gates, gardens, play equipment etc, excluding public buildings) may be named in honour of still living community members who are otherwise eligible under this policy.

#### 6. Specific Requirements for Public Buildings

- 6.1. Priority will be given to the naming of Public Buildings after an historical event, town/locality or feature to maximise the identification of that Building with an area.
- 6.2. Names that commemorate or may be construed to commemorate living persons will not be considered for Public Buildings.
- 6.3. Components of buildings (eg. forecourts, plazas, courtyards, lawns, gardens, walkways, rooms, stairs and terraces etc) may be named in honour of still living community members are otherwise eligible under this policy.
- 6.4. Buildings should not be named to reflect the activity within them, in order to enable flexibility in future use of the building without renaming it.
- 6.5. Rooms can be named after the activity within them.

#### 7. Specific Requirements for Roads

- 7.1. Council will not use compass directions as a prefix or suffix (eg North, South etc) if this can be avoided unless:
  - (a) the road is split by another road; and
  - (b) the compass direction will reduce ambiguity for emergency services.
- 7.2. For large subdivisions with multiple streets an overall theme for the naming of streets and parks is recommended
- 7.3. Components of roads (eg. gardens, seats, lights, walkways, rest areas etc) may be named in honour of still living community members who have are otherwise eligible under this policy.
- 7.4. All private accesses (including private thoroughfares created under Community Title) should be clearly identified with the statement "Private".
- 7.5. Where roads are only maintained by Council for part of their length, the remainder being normally a Crown road reserve, then a sign be erected at the end of the Council maintained section indicating that Council does not maintain the road beyond this point.
- 7.6. Roads crossing Local Government boundaries should have a single and unique name, where possible.
- 7.7. Proposals for road names should include an appropriate road type suffix. Assistance to both the motoring and pedestrian public should be a major consideration in this choice.
- 7.8. When a type of suffix with a geometric or geographic characteristic is chosen, it should generally reflect the form of the road.

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7.9. The following is a list of suitable road type suffixes (and abbreviations):

Ave

| Circuit            |      |
|--------------------|------|
| Close (cul-de-sac) | Cl   |
| Court (cul-de-sac) |      |
| Crescent           | Cres |
| Drive              | Dr   |
| Esplanade          | Espl |
| Lane               |      |
| Mall               |      |
| Parade             | Pde  |
| Place (cul-de-sac) | PΙ   |
| Promenade          |      |
| Road               | Rd   |
| Street             | St   |
| Terrace            | Tce  |
| Way                |      |
|                    |      |

#### 8. Crown Road Considerations

Avenue

8.1. Accesses over privately maintained Crown Road Reserves may be signposted, in accordance with the procedure in this policy (i.e. be advertised, including notification to NSW Department of Lands and The Geographical Names Board of New South Wales. The sign will not include a reference to Council and include the words "privately maintained". All costs involved in providing the sign are to be borne by the applicant.

#### 9. Initiating Asset Naming

- 9.1. Public asset naming may be initiated by:
  - (a) Council calling for expressions of interests;
  - (b) A request from a community member, group, or entity;
  - (c) A notice of motion by a Councillor; or
  - (d) The General Manager or their delegate bringing a report to Council recommending naming a public
- 9.2. Requests from a community member, group, or entity must be made using a form prescribed by the General Manager.
- 9.3. A request from a community member or report by the General Manager or delegate must, at a minimum, contain the following information:
  - (a) The asset proposed to be named;
  - (b) The proposed name of the asset;
  - (c) For individuals: biographical details, including dates of birth and death (if relevant), length and years of service or association, and evidence that the next of kin or family have been consulted;
  - (d) The basis for naming the asset against the eligibility criteria;
  - (e) Evidence supporting the basis referred to above; and
  - (f) The prescribed fee (if any).

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#### 10. Assessment of Proposals

- 10.1. Where proposals are made by expressions of interests, community requests, or internal Council processes, the General Manager or their delegate will ensure that a preliminary assessment is conducted on proposals.
- 10.2. Wide community consultation should occur in relation to proposals to name public assets.
- 10.3.A panel of no less than three persons, selected by the General Manager or their delegate, will convene to conduct the preliminary assessment.
- 10.4. In relation to the constitution of the panel:
  - (a) At least one member should have previous experience in managing the particular asset class; and
  - (b) It should be multi-disciplinary;
- 10.5. The panel will present a report to the General Manager or their delegate making recommendations or providing a shortlist.
- 10.6. The General Manager or their delegate will bring a report to Council making recommendations or providing a shortlist for Council to consider.
- 10.7. All decisions to name public assets will be by Council Resolution.

#### 11.Signage

- 11.1.Each named Asset named will have a clearly visible sign erected as soon as practicable after Council's resolution to name the Asset.
- 11.2. Signage will to be similar to signs on like Assets as determined by the General Manager or their delegate, unless a different standard is especially resolved by Council.
- 11.3. Official opening plaques will acknowledge the Mayor, Councillors, and Senior Staff.

#### 12. Renaming of Assets

12.1.If renaming is proposed because of some exceptional circumstance, a proposal should be made in accordance with the above procedure, with reasons as to why the current name is no longer appropriate.

#### 13. Spelling and Grammar

- 13.1.Generally, names proposed or approved should not contain abbreviations, except for "saint" becoming
- 13.2. The apostrophe mark (') must be omitted in the possessive case.
- 13.3. The use of hyphens should be avoided

#### References

• The Geographical Names Act 1966 (NSW).

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# History

| Minute Number | <b>Meeting Date</b> | <b>Description of Change</b>   |
|---------------|---------------------|--------------------------------|
| 681/2007      | October 2, 2007     | Adopted                        |
| 63/2010       | February 16, 2010   | Reviewed                       |
| 210/2013      | April 2, 2013       | Reviewed                       |
| 164/2017      | August 15, 2017     | Reviewed                       |
|               | March 8, 2021       | Rebranded                      |
| 336/2022      | October 18, 2022    | Endorsed for Public Exhibition |
| 362/2022      | November 22, 2022   | Adopted                        |

From: "Karen Kirkby" <karen.kirkby@dpi.nsw.gov.au>

**Sent:** Mon, 11 Mar 2024 08:53:28 +1100

To: "Rob Williams" <robw@narrabri.nsw.gov.au>
Cc: "Jocellin" <Jocellin@janssonandco.com.au>
Subject: Proposed commemorative naming of a public asset

Dear Rob,

I understand that I need to request a form from you to initiate the process for commemoratively naming an asset. The Rotary Club of Narrabri wishes to suggest the placement of a seat with a commemorative plaque within the recently renovated gazebo area on Selina Street, a project undertaken by Rotary. The proposed name for this asset is Dr. Bob Anderson (26/06/1924-19/11/2015).

Dr. Bob Anderson was an exemplary country doctor who made significant contributions to our local community. With over 50 years of service to the Narrabri community, including 30 years as a visiting surgeon at the hospital (1958-1988) and 30 years as a Commonwealth Government Medical Officer (1977-2007), Dr. Bob left a lasting impact. His dedication extended to various volunteer roles, such as Honorary Medical Officer to the Police Citizens Boys Club, Narrabri Tuberculosis Clinic, Red Cross Blood Bank, Tibereena Aboriginal Reserve, and several other organizations. Joining the Rotary Club of Narrabri in 1988, Dr. Bob also served on the Rotary District 9560 Australian Rotary Health Research Committee.

Dr. Bob, esteemed and affectionately regarded, received numerous accolades for his meritorious service, including a testimonial dinner hosted by the Narrabri District Hospital Board (1987), Rotarian of the Year Award (2003/2004), Paul Harris Citation (2005), and the prestigious Medal of the Order of Australia (OAM) in 2008.

Supported by Dr. Bob's family and the community, the Rotary Club of Narrabri seeks approval for the commemorative naming of an asset. Given Dr. Bob's profound contributions to the local area and his impact on social and cultural heritage, including the Aboriginal community, we believe this proposal aligns with all criteria specified in the Council's naming public assets policy.

Kind regards

Karen Kirkby Rotary Club of Narrabri President

M (+61) 428944500 E karen.kirkby@dpi.nsw.gov.au

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#### 14.3 **CRIME PREVENTION PLAN**

Responsible Officer: Donna Ausling, Director Planning and Sustainability

**Scott Pollock, Manager Tourism and Cultural Services** Author:

Attachments: Crime Prevention Plan (under separate cover) 1.

# **DELIVERY PROGRAM ALIGNMENT**

1 Society - An empowered, inclusive and connected community

Objective 1.1 A safe and healthy community

1.1.2 Implement programs to improve crime prevention and risk management across the Strategy

Shire

# **EXECUTIVE SUMMARY**

The Crime Prevention Plan 2024/2028 is presented for Council's endorsement following the conclusion of the public exhibition period.

#### RECOMMENDATION

That the Narrabri Shire Crime Prevention Plan 2024/2028 be endorsed.

# **BACKGROUND**

The UNE Centre for Rural Criminology have recently completed Narrabri Shire Council's Crime Prevention Plan 2024/2028, which was developed in line with Council's Community Strategic Plan and subsequent to Council requesting a report on the possibility of installing back to base monitoring of Council Cameras in Wee Waa.

Council endorsed the Draft Crime Prevention Plan for the purposes of public exhibition at the February 2024 Council Meeting.

# **CURRENT SITUATION**

The Draft Crime Prevention Plan was placed on Public Exhibition until 31 March 2024. In response, no submissions were received from the public.

The Plan at **Attachment 1** is now submitted to Council for final endorsement.

# FINANCIAL IMPLICATIONS

The project has been funded via existing budgetary allocations. A separate budget bid(s) will be made for the plan implementation over the life of the Plan and as part of the 2024/2025 budget cycle.

# STATUTORY AND POLICY IMPLICATIONS

There are no statutory or policy implications to report at this time.

# **CONSULTATION**

# **External Consultation**

- Public exhibition as detailed in the body of the Report.
- 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 and Development Coordinator.
- Director of Planning and Sustainability.

# 15 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

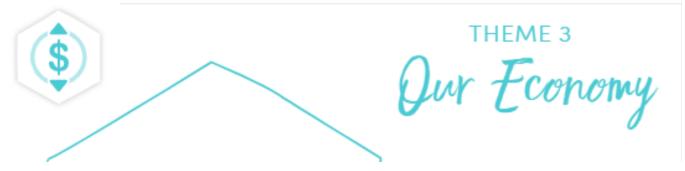
# **KEY STAKEHOLDERS**

- Narrabri Shire Council
- Narrabri Shire Community
- Not for Profit Organisations
- NSW Department of Planning andEnvironment
- 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

Nil reports.

# 16 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

# 16.1 MINUTES OF THE SALEYARDS ADVISORY COMMITTEE MEETING HELD ON 27 MAY 2019

Responsible Officer: Ted Harrington, Director Financial and Commercial Services

Author: Ted Harrington, Director Financial and Commercial Services

Attachments: 1. Minutes of the Saleyards Advisory Committee Meeting held on 27

May 2019

# RECOMMENDATION

1. That the Minutes of the Saleyards Advisory Committee Meeting held on 27 May 2019 be received and the recommendations/actions therein be adopted.

#### **BACKGROUND**

The Saleyards Advisory Committee is advisory in nature, and makes recommendations to Council, but does not have the authority to commit council, or Council staff, to the implementation of those recommendations or actions. The general responsibility of the Committee is to provide advice on all matters relating to the ongoing operation and future development of the Saleyards.

With the onset of the Global Pandemic in 2020, the Saleyards fell into disuse, and the Committee did not reconvene until 2023.

#### **CURRENT SITUATION**

No sales have occurred at the Narrabri Saleyards since July 2022, and the period between March 2020 and July 2022 saw only sporadic events and low numbers through the facility. The Committee did not meet for this period, and only reconvened in 2023.

The minutes of the meeting of held 27 May 2019 are presented for Council's consideration and noting.

# **FINANCIAL IMPLICATIONS**

Nil

# STATUTORY AND POLICY IMPLICATIONS

- Narrabri Shire Community Strategic Plan 2023-2033.
- Narrabri Shire Delivery Program 2022-2026.

# **CONSULTATION**

# **External Consultation**

Nil.

# **Internal Consultation**

- Director Financial and Commercial Services.
- Manager Commercial Services.
- Saleyards Operational Staff.

# **MINUTES**

Saleyards Advisory Committee Meeting

27 May 2019

#### **SALEYARDS ADVISORY COMMITTEE MEETING MINUTES**

27 MAY 2019

# MINUTES OF NARRABRI SHIRE COUNCIL SALEYARDS ADVISORY COMMITTEE MEETING HELD AT THE NARRABRI SHIRE COUNCIL CHAMBERS, 46-48 MAITLAND STREET, NARRABRI ON MONDAY, 27 MAY 2019 AT 2.07 PM

PRESENT: Cr Maxine Booby, Cr Cameron Staines, Cr Ron Campbell, Hunter Harley

(Davison Cameron and Co), Bruce Evans (Landmark), Matt Collett (Landmark), David Mortimer (Hamilton, Mortimer & Co.), Scott Hamilton (Hamilton, Mortimer & Co.), Marcela Lopez (Narrabri Shire Council), Peter Dafter (Narrabri Shire Council), John Rumsby (Narrabri Shire Council), Daniel Boyce (Narrabri Shire Council), Debbie Foster (Narrabri Shire Council), Deanne

Stanfield (Narrabri Shire Council)

IN ATTENDANCE: As Above

#### 1 OPENING AND WELCOME

# 2 APOLOGIES/GRANTING OF LEAVE OF ABSENCES

Nil

#### 3 CONFIRMATION OF MINUTES

#### **RECOMMENDATION**

That the minutes of Saleyards Advisory Committee Meeting of the Narrabri Shire Council held on 12 April 2018 comprising as circularised be confirmed and signed as a correct, moved by Cr Cameron Staines and seconded by Cr Maxine Booby.

# 4 REPORTS

# 4.1 ANNUAL SURVEY

The survey was conducted at the beginning of the meeting. The agents present at the meeting handed back their completed surveys to Council.

Bruce Evans discussed that a point from completing the survey was that the agents were having issues with the scanners and PDA's and asked if it was possible to have two PDA's available. John Rumsby clarified that when the new one was purchased for around \$5000 in May 2018 the old PDA was kept as a 2<sup>nd</sup> PDA. Cr Maxine Booby and Cr Cameron Staines both raised the question if the old PDA is up to date with the current software to still be a viable back up to the first PDA. Marcela will have John check with Shane Wheeler to see if the old ones are up to date with software and working to be used as backups. Cr Staines suggested looking into the warranties for the PDAs.

27 MAY 2019

#### 4.2 WORK HEALTH & SAFETY - GENERAL OBLIGATIONS

John Rumsby confirmed that little work has been done towards WHS issues due to a lack of available staff members at the Saleyards. New staff member Peter Dafter has joined the Saleyards and works for both Saleyards and Waste. On the 3<sup>rd</sup> April 2019 a Safe Work reinduction was completed by agents, with no further induction since the 3<sup>rd</sup> April 2019.

A Sign in book discussed in last year's meeting has yet to be implemented, but John Rumsby has stated that the WHS processes will need to be finalised.

No incidents have occurs on site at the saleyards to date.

WHS will be the main focus of the capital works to ensure safe work practices.

It was confirmed by Marcela Lopez that the agents are responsible for their own actions whilst at the saleyards, but if an incident is to occur that the council is to be notified so can investigate the matter and follow up on any actions that they may be responsible for.

Marcela Lopez discuss the new signage and highlighted the changes in the new signs. Four (4) of the new signs have already been fitted for display at the saleyards with a further four (4) to come.

New to the signs is CCTV notification to use as a deterrent for break-ins and also no littering as both have been of some concern.

#### 4.3 SALEYARDS UPDATE

Marcela Lopez highlighted the changes in the new signs.

Weighbridge has been calibrated.

Introduction of new saleyard assistant Peter Dafter who will be part-time at the Saleyard and Waste.

The additional aeration for the sedimentation pond is now complete and working properly. Work has been completed to the Truck wash area ensure better drainage at the site, by improving the slope.

New gates have been added to the manure drying bed which is now providing better management of the drying beds.

Th new lights installed are now providing crossover and preventing black spots in the coverage areas. The lights are used overnight one (1) night every two (2) weeks and are turned off in the morning. A new steel light pole has been fitted to serve the light over the race crush area.

### 4.4 FINANCIAL RESULTS

Marcela Lopez presented the relevant financial spreadsheets and advised any changes that had occurred since the last financial year, Marcela discussed the impact the drought has had on the stock numbers that have passed through the saleyards and the possible impacts this will continue to have as the drought continues. The 2018 – 2019 financial year is the lowest financial return in the past ten years, the third quarter was the best performing quarter for the year. On a positive it was also the lowest deficient figure in the same ten-year period.

Cr Staines questioned the impact of online markets to use of the saleyard locally, but the agents felt that this had little impact as they feel that the stock would at some point pass through the

#### **SALEYARDS ADVISORY COMMITTEE MEETING MINUTES**

27 MAY 2019

saleyards.

Cr Staines would also like to action that the Council advertise / promotes the saleyards via social media avenues, up dates in the local newspapers and radio channels informing the public of sale days and time and any other extra information that may promote the services the saleyards offer.

Marcela has offered for the agents to arrange a time to sit down and discuss options for promoting the Narrabri Saleyards and avoid people going to Moree or Gunnedah. The agents also suggested this will also improve spending within our CBD when people come in to town.

#### 4.5 PLANNING FOR 2019-2020 FINANCIAL YEAR

Marcela Lopez presented the updates on the Safety management system implementation, replacement of water troughs and additional Standpipes. Marcela Lopez discussed the NSQA Audit that will be completed on the 5/6/2019 referring to a copy of the document provided to all in attendance, for the agents to review and ensure that they complete the tasks that are listed within the document that are required to complete.

Marcela Lopez discussed the option of the Saleyards participating in the 2% Truck Wash Levy done by the Livestock Services Research and Innovations. A 2% levy would be a cost added to the use of the truck wash, to help with upgrades. Presently \$57,000.00 is the annual income from the truck wash which would mean \$1,140.00 would be paid out via the Levy if enforced. All agents agreed to complete further research into Livestock Services Research and Innovations until after this financial year and at this stage they would decline the request to be part of the levy program.

#### 4.6 LICENCE AGREEMENT

Marcela Lopez advised that the new Licence Agreement for the coming financial year will be sent to all Agents within the next two days. All signed Licence Agreements are to be returned to Council by the third week of June 2019. Signed copies are to be returned to all Agents by Council by the second week of July 2019. The agents agreed with the day proposed.

# 4.7 FEES AND CHARGES 2019-2020

A draft copy of the 2019-2020 fees and charges were provided to all who attended. Marcela Lopez asked all attendees if they had any comments or concerns. No responses were given. Marcela Lopez advised everyone to contact her if they have any concerns before the fees and charges are adopted by Council.

A discussion on the possibility of reducing costs to the agents. Marcela Lopez advised that council was doing as much as possible to reduce costs. Cr Ron Campbell asked agents to put together some recommendations.

#### 5 ACTIONS

 Council advertise / promotes the saleyards via social media avenues, updates in the local newspapers and radio channels informing the public of sale days and time and any other extra information that my promote the services the saleyards offer.

# SALEYARDS ADVISORY COMMITTEE MEETING MINUTES

27 MAY 2019

- Marcela Lopez is to finalise the licence agreements as described above for the relevant due dates.
- John Rumsby to ensure there is a second scanner available at the saleyards.

|  | MEETING |
|--|---------|

To be confirmed

# 7 MEETING CLOSED

The Meeting closed at 3:08PM.

The minutes of this meeting were confirmed at the Saleyards Advisory Committee Meeting held on .

CHAIRPERSON



# **MINUTES**

# Saleyards Advisory Committee Meeting

27 May 2019

# MINUTES OF NARRABRI SHIRE COUNCIL SALEYARDS ADVISORY COMMITTEE MEETING HELD AT THE NARRABRI SHIRE COUNCIL CHAMBERS, 46-48 MAITLAND STREET, NARRABRI ON MONDAY, 27 MAY 2019 AT 2.07 PM

**PRESENT:** Cr Maxine Booby, Cr Cameron Staines, Cr Ron Campbell, Hunter Harley

(Davison Cameron and Co), Bruce Evans (Landmark), Matt Collett (Landmark), David Mortimer (Hamilton, Mortimer & Co.), Scott Hamilton (Hamilton, Mortimer & Co.), Marcela Lopez (Narrabri Shire Council), Peter Dafter (Narrabri Shire Council), John Rumsby (Narrabri Shire Council), Daniel Boyce (Narrabri Shire Council), Debbie Foster (Narrabri Shire Council), Deanne Stanfield

(Narrabri Shire Council)

IN ATTENDANCE: As Above

# 1 OPENING AND WELCOME

# 2 APOLOGIES/GRANTING OF LEAVE OF ABSENCES

Nil

# 3 CONFIRMATION OF MINUTES

# RECOMMENDATION

That the minutes of Saleyards Advisory Committee Meeting of the Narrabri Shire Council held on 12 April 2018 comprising as circularised be confirmed and signed as a correct, moved by Cr Cameron Staines and seconded by Cr Maxine Booby.

# 4 REPORTS

### 4.1 ANNUAL SURVEY

The survey was conducted at the beginning of the meeting. The agents present at the meeting handed back their completed surveys to Council.

Bruce Evans discussed that a point from completing the survey was that the agents were having issues with the scanners and PDA's and asked if it was possible to have two PDA's available. John Rumsby clarified that when the new one was purchased for around \$5000 in May 2018 the old PDA was kept as a 2<sup>nd</sup> PDA. Cr Maxine Booby and Cr Cameron Staines both raised the question if the old PDA is up to date with the current software to still be a viable back up to the first PDA. Marcela will have John check with Shane Wheeler to see if the old ones are up to date with software and working to be used as backups. Cr Staines suggested looking into the warranties for the PDAs.

# 4.2 WORK HEALTH & SAFETY - GENERAL OBLIGATIONS

John Rumsby confirmed that little work has been done towards WHS issues due to a lack of available staff members at the Saleyards. New staff member Peter Dafter has joined the Saleyards and works for both Saleyards and Waste. On the 3<sup>rd</sup> April 2019 a Safe Work reinduction was completed by agents, with no further induction since the 3<sup>rd</sup> April 2019.

A Sign in book discussed in last year's meeting has yet to be implemented, but John Rumsby has stated that the WHS processes will need to be finalised.

No incidents have occurs on site at the saleyards to date.

WHS will be the main focus of the capital works to ensure safe work practices.

It was confirmed by Marcela Lopez that the agents are responsible for their own actions whilst at the saleyards, but if an incident is to occur that the council is to be notified so can investigate the matter and follow up on any actions that they may be responsible for.

Marcela Lopez discuss the new signage and highlighted the changes in the new signs. Four (4) of the new signs have already been fitted for display at the saleyards with a further four (4) to come.

New to the signs is CCTV notification to use as a deterrent for break-ins and also no littering as both have been of some concern.

#### 4.3 SALEYARDS UPDATE

Marcela Lopez highlighted the changes in the new signs.

Weighbridge has been calibrated.

Introduction of new saleyard assistant Peter Dafter who will be part-time at the Saleyard and Waste.

The additional aeration for the sedimentation pond is now complete and working properly. Work has been completed to the Truck wash area ensure better drainage at the site, by improving the slope.

New gates have been added to the manure drying bed which is now providing better management of the drying beds.

Th new lights installed are now providing crossover and preventing black spots in the coverage areas. The lights are used overnight one (1) night every two (2) weeks and are turned off in the morning. A new steel light pole has been fitted to serve the light over the race crush area.

# 4.4 FINANCIAL RESULTS

Marcela Lopez presented the relevant financial spreadsheets and advised any changes that had occurred since the last financial year, Marcela discussed the impact the drought has had on the stock numbers that have passed through the saleyards and the possible impacts this will continue to have as the drought continues. The 2018 – 2019 financial year is the lowest financial return in the past ten years, the third quarter was the best performing quarter for the year. On a positive it was also the lowest deficient figure in the same ten-year period.

Cr Staines questioned the impact of online markets to use of the saleyard locally, but the agents felt that this had little impact as they feel that the stock would at some point pass through the saleyards.

Cr Staines would also like to action that the Council advertise / promotes the saleyards via social media avenues, up dates in the local newspapers and radio channels informing the public of sale days and time and any other extra information that may promote the services the saleyards offer.

Marcela has offered for the agents to arrange a time to sit down and discuss options for promoting the Narrabri Saleyards and avoid people going to Moree or Gunnedah. The agents also suggested this will also improve spending within our CBD when people come in to town.

# 4.5 PLANNING FOR 2019-2020 FINANCIAL YEAR

Marcela Lopez presented the updates on the Safety management system implementation, replacement of water troughs and additional Standpipes. Marcela Lopez discussed the NSQA Audit that will be completed on the 5/6/2019 referring to a copy of the document provided to all in attendance, for the agents to review and ensure that they complete the tasks that are listed within the document that are required to complete.

Marcela Lopez discussed the option of the Saleyards participating in the 2% Truck Wash Levy done by the Livestock Services Research and Innovations. A 2% levy would be a cost added to the use of the truck wash, to help with upgrades. Presently \$57,000.00 is the annual income from the truck wash which would mean \$1,140.00 would be paid out via the Levy if enforced. All agents agreed to complete further research into Livestock Services Research and Innovations until after this financial year and at this stage they would decline the request to be part of the levy program.

# 4.6 LICENCE AGREEMENT

Marcela Lopez advised that the new Licence Agreement for the coming financial year will be sent to all Agents within the next two days. All signed Licence Agreements are to be returned to Council by the third week of June 2019. Signed copies are to be returned to all Agents by Council by the second week of July 2019. The agents agreed with the day proposed.

# 4.7 FEES AND CHARGES 2019-2020

A draft copy of the 2019-2020 fees and charges were provided to all who attended. Marcela Lopez asked all attendees if they had any comments or concerns. No responses were given. Marcela Lopez advised everyone to contact her if they have any concerns before the fees and charges are adopted by Council.

A discussion on the possibility of reducing costs to the agents. Marcela Lopez advised that council was doing as much as possible to reduce costs. Cr Ron Campbell asked agents to put together some recommendations.

# 5 ACTIONS

- Council advertise / promotes the saleyards via social media avenues, updates in the local newspapers and radio channels informing the public of sale days and time and any other extra information that my promote the services the saleyards offer.
- Marcela Lopez is to finalise the licence agreements as described above for the relevant due dates.
- John Rumsby to ensure there is a second scanner available at the saleyards.

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To be confirmed

# 7 MEETING CLOSED

The Meeting closed at 3:08PM.

The minutes of this meeting were confirmed at the Saleyards Advisory Committee Meeting held on .



# 17 CONFIDENTIAL (CLOSED COUNCIL) MEETING

# RECOMMENDATION

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

# 17.1 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.

# 17.2 National Volunteer 2024 - Volunteer 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).

#### RECOMMENDATION

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

# 18 MEETING CLOSED