



BREWARRINA SHIRE COUNCIL MEETING OF COUNCIL AGENDA JUNE

**FRIDAY 23RD JUNE 2023
COMMENCING AT 10:00AM**

**BREWARRINA SHIRE COUNCIL
57 BATHURST STREET
BREWARRINA NSW 2839**

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The Council of the
SHIRE OF BREWARRINA



All communications to be addressed to the General Manager

SHIRE OFFICE
57 Bathurst Street
BREWARRINA NSW 2839
PO Box 125
BREWARRINA NSW 2839
Telephone: (02) 6830 5100
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Email: breshire@brewarrina.nsw.gov.au

NOTICE OF ORDINARY MEETING

NOTICE is hereby given that an ORDINARY MEETING of the Council of Brewarrina will be held on **Friday 23rd June 2023** at the **Brewarrina Shire Council Chambers commencing at 10.00 am** for the transaction of the following business.

1.	Opening Prayer & Acknowledgement of Country:	
2.	Apologies / Leave of Absence:	
3.	Declaration of Interest:	Page 3
4.	Confirmation of Minutes:	
	Minutes of Ordinary Council Meeting held on Friday 26 th May 2023	Page 7
5.	Mayoral Minute	NIL
6.	Reports of Committees:	NIL
7.	Reports to Council For Action:	
	1. Bank Reconciliation & Investments May 2023	Page 17
	2. Adoption of Development Control Plan	Page 19
	3. Integrated Planning & Reporting Operational Plan 2023/24	Page 21
	4. Review of Purchasing Policy – Delegation Authority	Page 23
	5. Making & Levying of 2023/24 Rates & Charges	Page 27
	6. Bank Reconciliation & Investments April 2023	Page 33
8.	Reports for Information:	
	• Reports For Information Covering Report	Page 37
	• Status Report	Page 39
	a. General Manager	Page 47
	b. Roads	Page 49
	d. Utilities	Page 53
	f. EDM	Page 55
	m. Human Resources	Page 61
	• Items for Correspondence.	
	a. OLG Council Circular - 23-04 - Changes to Public access to council records under the State Records Act 1998	Page 67
	b. OLG Council Circular - 23-05 - Ward boundary and name changes	Page 69

9.	Notice of Motion / Questions with Notice:	
	1. Notice of motion from CL Trish Frail: Weir Park	Page 73
10.	Confidential Matters:	NIL
11.	Conclusion of Meeting:	

Delegations: Nil
David Kirby
General Manager

The Council of the
SHIRE OF BREWARRINA



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DISCLOSURE OF INTEREST AT ORDINARY COUNCIL MEETING

Meeting Date:

Item Number:

Subject:

.....
.....

I, declare the following interest:

Pecuniary:

Must leave Chamber; take no part in the discussion and voting.

Non-Pecuniary - Significant Conflict:

Recommended that affected person leaves Chamber, takes no part in discussion and voting.

Non-Pecuniary - Insignificant Conflict:

Affected person may choose to remain in Chamber and participate in discussion and voting.

For the reason that:

.....
.....

Signed: Date:

(Definitions are provided on the next page)

Definitions

(Local Government Act and Code of Conduct)

Pecuniary - An interest that a person has in a matter because of a reasonable likelihood or expectation or appreciable financial gain or loss to the person or another person with whom the person is associated.

(Local Government Act, 1993 Sections 442 and 443).

A Councillor or other member of a Council Committee who is present at a meeting and has a pecuniary interest in any matter which is being considered must disclose the nature of that interest to the meeting as soon as practicable.

The Councillor or other member must not take part in the consideration or discussion on the matter and must not vote on any question relating to that matter.

(Section 451)

Non-Pecuniary - A private or personal interest the council official has that does not amount to

a pecuniary interest as defined in the Act (for example; a friendship, membership of an association, society or trade union or involvement or interest in an activity and may include an interest of a financial nature).

If you have declared a non-pecuniary conflict of interest you have a broad range of options for managing the conflict. The option you choose will depend on an assessment of the circumstances of the matter, the nature of your interest and the significance of the issue being dealt with. You must deal with a non-pecuniary conflict of interest in at least one of these ways.

- It may be appropriate that no action is taken where the potential for conflict is minimal. However, Council officials should consider providing an explanation of why they consider a conflict does not exist.
- Limit involvement if practical (for example, participate in discussion but not in decision making or vice-versa). Care needs to be taken when exercising this option.
- Remove the source of the conflict (for example, relinquishing or divesting the personal interest that creates the conflict or reallocating the conflicting duties to another officer).
- Have no involvement by absenting yourself from and not taking part in any debate or voting on the issue as if the provisions in Section 451(2) of the Act apply (particularly if you have a significant non-pecuniary conflict of interest).

Previous Months Minutes

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**MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF
BREWARRINA HELD AT THE BREWARRINA SHIRE COUNCIL CHAMBERS ON
FRIDAY 26TH MAY 2023**

Meeting commenced at 10.00am

1: PRESENT:

Councillors

**Vivian Slack-Smith
Noel SHERIDAN
Douglas GORDON
Thomas STANTON
Mark BROWN
Donna JEFFRIES
Trish FRAIL**

General Manager

David KIRBY

Executive Assistant

Laura GORDON

2: APOLOGIES

58/23

RESOLVED on MOTION by Councillor BROWN; Seconded by Councillor JEFFRIES; That Council grant the leave of absences for Councillor I GORDON & Councillor PIPPOS for Friday 26th May 2023 Ordinary Business Meeting.

The MOTION upon being PUT to the MEETING was declared CARRIED.

3. DECLARATION OF PECUNIARY OR NON-PECUNIARY CONFLICT OF INTEREST:

- Councillor Douglas Gordon declared a Pecuniary Interest to item: CONFD 2 – Brewarrina Swimming Pool Tender.
- Councillor Vivian Slack-Smith declared a Non-Pecuniary Interest to item: CONFD 2 – Brewarrina Swimming Pool Tender.

4: PRESENTATION:

- Moogahlin Performing Arts – Lillian Shearer & Penny Johnson attended Council meeting Friday 26th May 2023 to present, an update around the Moogahlin Performing Arts program.

5: CONFIRMATION OF MINUTES:

Confirmation of the Minutes of the Ordinary Meeting of Friday 28th April 2023

59/23

RESOLVED on MOTION by Councillor JEFFRIES ; Seconded by Councillor D GORDON; that the Minutes of the Ordinary Meeting of Friday 26th May 2023 covered by resolutions 42/23 to 57/23 action request be adopted.

The MOTION upon being PUT to the MEETING was declared CARRIED.

6: MAYORAL MINUTE: BIOSECURITY LEVIES ISSUES

PURPOSE:

The purpose of this report is to update Council on the impacts the new biosecurity Levy will have on farmers in the Brewarrina Shire.

RECOMMENDATION:

That the Mayor write to Hon Murray Watt Agriculture Minister and Hon Mark Coulton member for Parkes raising concerns over the impacts the new Biosecurity Levies will have on Farmers and Industry in the Brewarrina Shire.

RESOLVED on MOTION by Councillor JEFFRIES, Seconded by Councillor D GORDON;

60/23

That the Mayor write to Hon Murray Watt Agriculture Minister and Hon Mark Coulton member for Parkes and the Hon Tara Moriarty Minister for Agriculture/ Minister for Western NSW raising concerns over the impacts the new Biosecurity Levies will have on Farmers and Industry in the Brewarrina Shire.

7: REPORTS OF COMMITTEES:

- NIL

8: REPORTS FOR ACTION TO COUNCIL:

ITEM 1: GRIEVANCE POLICY

PURPOSE:

The purpose of this report is to inform Council about the Grievance Policy changes to ensure compliance with Council legislative obligations.

RECOMMENDATION:

**That Council;
Re-adopts the Grievance Policy with legislative amendments and updates.**

61/23

RESOLVED on MOTION by Councillor STANTON, Seconded by Councillor BROWN;

**That Council;
Re-adopts the Grievance Policy with legislative amendments and updates.**

The MOTION upon being PUT to the MEETING was declared CARRIED.

ITEM 2: RESPECT AT WORK POLICY

PURPOSE:

The purpose of this report is to inform Council about the Respect at Work Policy changes to ensure compliance with Council legislative obligations.

RECOMMENDATION:

That;

Re-adopts the Respect at Work Policy with legislative amendments and updates.

62/23

RESOLVED on MOTION by Councillor D GORDON, Seconded by Councillor BROWN;

That;

Re-adopts the Respect at Work Policy with legislative amendments and updates.

The MOTION on being PUT to the MEETING was declared CARRIED.

D Gordon excused himself from the Chambers at 10:37am

ITEM 3: INVESTMENT POLICY

PURPOSE:

The purpose of this report is to review and update the Council's Investment Policy to ensure that it complies with current requirements and maintains proper stewardship over the management of Council's short and medium term financial investment.

RECOMMENDATION:

That;

Receive the report as information and adopt the revised Investment Policy.

63/23

RESOLVED on MOTION by Councillor FRAIL, Seconded by Councillor JEFFRIES;

That;

Receive the report as information and adopt the revised Investment Policy.

The MOTION on being PUT to the MEETING was declared CARRIED.

D Gordon returned to the Chambers at 10:40am

ITEM 4: LOAN RENEWALS

PURPOSE:

The purpose of this report is to gain Council endorsement to renew and pay off the loans in next five years.

RECOMMENDATION:

That Council;

- 1. Endorse the action taken option 1, to renew Loan number 64 for a fixed interest rate at 4.92% (indicative as at 11 May 23) for further five years and payoff the loan at 28 June 2028 when it expires. This will save Council over \$225,000 interest payment over next 17 years.**
- 2. That Council endorse the action taken to renew Loan 65 for a fixed interest rate at 4.92% (indicative as at 11 May 23) for further five years. This will enable Council's financial liquidity and have better cash flow management.**

64/23

RESOLVED on MOTION by Councillor D GORDON, Seconded by Councillor FRAIL;

That Council;

Pay both Loans 64 & 65 the remaining funds and utilise the liquidated funds from the Yetta Clearance Sale to be able to do so.

The MOTION on being PUT to the MEETING was declared CARRIED.

ITEM 5: RATES ADOPTION FY 2023/24

PURPOSE:

The purpose of this report is to gain Council's endorsement to adopt differential rate levy scenario 1 as recommended by Council's consultant.

RECOMMENDATION:

That Council;

Endorse consultancy's recommendations to adopt differential rate levy scenario 1 for FY 2023/24

65/23

RESOLVED on MOTION by Councillor FRAIL, Seconded by Councillor D GORDON;

That;

Endorse consultancy's recommendations to adopt differential rate levy scenario 1 for FY 2023/24

The MOTION on being PUT to the MEETING was declared CARRIED.

D Jeffries excused herself from the Chambers at 10:56am

D Jeffries returned to the Chambers at 10:59am

ITEM 6: DRAFT BUDGET 2023/24

PURPOSE:

The purpose of this report is for Council to approve and adopt the Draft 2023/24 Budget - Fees and Charges, Budget, Capital Works Program.

RECOMMENDATION:

That Council;

1. Approve and adopt the Draft 2023/24 Budget and Revenue Policy - including Fees and Charges, Budget, Capital Works Program.
2. Place the 2023/24 Budget, Delivery Plan 2023/2024 and Revenue Policy on public exhibition for 28 days from Friday 26th May 2023 to Sunday 22nd June 2022 and accept submissions from the public during this period.

66/23

RESOLVED on MOTION by Councillor JEFFRIES, Seconded by Councillor D GORDON;

That Council;

1. Approve and adopt the Draft 2023/24 Budget and Revenue Policy - including Fees and Charges, Budget, Capital Works Program.
2. Place the 2023/24 Budget, Delivery Plan 2023/2024 and Revenue Policy on public exhibition for 28 days from Friday 26th May 2023 to Sunday 22nd June 2023 and accept submissions from the public during this period.

The MOTION on being PUT to the MEETING was declared CARRIED.

Councillors agreed to a 10 minutes adjournment of the Meeting at 11:01am

Council meeting resumed at 11:16am

ITEM 7: GOODOOGA TIN CAMP AND CEMETERIES

PURPOSE:

The purpose of this report is to provide Council with an update from Department Planning and Environment regarding the Gazettal Notice for changes to the Goodooga Tin Camp and Cemetery.

RECOMMENDATION:

That;

1. Council receive this report as information.
2. The Council register and recognise the importance of the Goodooga Tin Camp and Cemeteries as Aboriginal Places under section 84 of the National Parks and Wildlife Act 1974 (NPW Act).

67/23

RESOLVED on MOTION by Councillor FRAIL, Seconded by Councillor D GORDON;

That;

1. Council receive this report as information.
2. The Council register and recognise the importance of the Goodooga Tin Camp and Cemeteries as Aboriginal Places under section 84 of the National Parks and Wildlife Act 1974 (NPW Act).

The MOTION on being PUT to the MEETING was declared CARRIED.

ITEM 8: MANAGING PSYCHOSOCIAL HAZARDS AT WORK POLICY

PURPOSE:

The purpose of this report is to inform the council of Managing Psychosocial Hazards at Work Policy to ensure compliance with Council legislative obligations.

RECOMMENDATION:

That Council;
Adopts the Managing Psychosocial Hazards at Work Policy.

68/23

RESOLVED on MOTION by Councillor SHERIDAN, Seconded by Councillor D GORDON;
That Council;
Adopts the Managing Psychosocial Hazards at Work Policy.

The MOTION on being PUT to the MEETING was declared CARRIED.

REPORTS FOR INFORMATION:

The purpose of this report is for Councillors to receive the Status Report, Councils Information Reports as well as the items for Correspondence.

RECOMMENDATION:

That the Status Report, Information Reports, which are listed from a-n, and the Items for Correspondence be received as information.

9: REPORTS FOR INFORMATION

- a) Status Report, General Manager and Mayors Diary
- b) Roads
- c) Plant
- g) Library
- h) Human Services
- m) Human Resources

69/23

RESOLVED on MOTION by Councillor BROWN; Seconded by Councillor STANTON;
That;
The status Report, Information Reports and Items of Correspondence be received and noted.

The MOTION on being PUT to the MEETING was declared CARRIED.

10: NOTICE OF MOTION/ QUESTIONS WITHOUT NOTICE:

- NIL

11: CLOSED SESSION

70/23

RESOLVED on MOTION by Councillor FRAIL, Seconded by Councillor SHERIDAN;
that Council move to close the Meeting to the public as per section of the Local
Government Act 1993:

**Section 10B (2) (a) of the Local Government Act 1993, the discussion of personnel
matters concerning particular individuals (other than Councillors)**

The MOTION on being PUT to the MEETING was declared CARRIED.

Meeting moved into closed session at 11.42am

75/23

**RESOLVED on MOTION by Councillor JEFFRIES, Seconded by Councillor
SHERIDAN;**

That Council move into open session.

Council resumed open session at 12:00pm

12: OPEN SESSION

- The General Manager reported to the OPEN session of the Council meeting that
the following resolutions were moved in CLOSED session:

CONFID 1 – YETTA DHINNAKAL AUCTION SALE

- That Council receive this report as information

CONFID 2 – BREWARRINA SWIMMING POOL TENDER

- That Council do not accept the recommendation and that the Brewarrina Swimming Pool Tender be
re-advertised till 23rd June 2023 and be re-tabled at the June Council meeting.

CONFID 3 – ITEMS FOR CORRESPONDENCE

- That Council Receive items for correspondence – Safe Work Improvement Notice as
information.

Meeting concluded at 12:02pm

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REPORTS TO COUNCIL FOR ACTION

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BREWARRINA SHIRE COUNCIL

Agenda Submission for Ordinary Meeting held on Friday 23rd June 2023

TITLE:	BANK RECONCILIATION & INVESTMENTS	DOC REF: GM: 1
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REPORT BY:	Rizwan Mushtaq ASSISTANT ACCOUNTANT	DATE 5 th June 2023
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IP&R REFERENCE:

Objective 5.2: A Council that provides quality service to ratepayers and residents and delivers cost-effective services to these customers - 5.2.2 - Timely and accurate reporting for efficient management and accountability

RECOMMENDATION:

That;

1. The bank reconciliation report is received as information.
2. The Certification of the Responsible Accounting Officer for compliance with the Investment Policy and the Ministerial Investment Order dated 28 April 2017 be received and noted.

CONTENT:

1. BANK RECONCILIATION

PURPOSE:

The purpose of this report is to present the reconciliation of Council's cashbook and bank statement as at 31th May 2023. The presentation of this information is not a requirement of any Act, however it has been provided historically for the information of Councillors.

Bank Reconciliation for 31th May 2023	
Cash book	
Opening Cashbook balance	909,605.43
Add: Receipts	5,101,859.76
Add: Recalled investments	4,500,000.00
Less: Payments	7,868,111.06
Less: Investments	2,000,000.00
Current Cashbook Balance	643,354.13
Council Operating Account	
Opening Statement Balance	909,490.92
Add: Receipts	5,099,285.50
Add: Recalled investment	4,500,000.00
Less: Payments	7,868,111.06
Less: Investments	2,000,000.00
Current Statement Balance	640,665.36
Add: Unpresented Receipts	2,688.77
Less: Unpresented Payments	-
Reconciliation Balance	643,354.13
Difference	-

2. INVESTMENTS

PURPOSE

In accordance with Clause 212 of the Local Government (General) Regulation 2005, the responsible accounting officer must provide the Council with a written report (setting out details of all money that the council has invested under Section 625 of the Act) to be presented to the ordinary meeting each month.

Ref	Institution	Amount	Term & Rate	Maturity Date
82	NAB	2,000,000.00	90 days @ 4.60%	15/08//2023
88	NAB	2,000,000.00	92 days @ 4.35%	19/06/2022
90	NAB	1,000,000.00	91 days @ 4.70%	30/08/2022
91	NAB	2,000,000.00	90 days @ 4.65%	21/08/2023
108	CBA	2,000,000.00	92 days @ 4.48%	22/08/2023
109	CBA	1,000,000.00	60 days @ 4.19%	03/07/2023
111	CBA	2,000,000.00	90 days @ 4.27%	20/06/2022
50	MACQ	1,000,000.00	105 days @ 4.68%	07/09/2023
51	MACQ	1,000,000.00	112 days @ 4.68%	14/09/2023
At Call	CBA	-	at call - variable	
Bos At call	CBA	1,756,266.09	at call - variable	
Total		15,756,266.09		

Certification – Responsible Accounting Officer

I hereby certify that the investments listed above have been made in accordance with Section 625 of the Local Government 1993, Clause 212 of the Local Government (General) Regulation 2005 and Council's Investment Policy.

Angus Chan
Responsible Accounting Officer

GOVERNANCE IMPLICATIONS:

Compliance with Local Government (General) Regulation 2005- Clause 212:

The responsible accounting officer of a council must provide the council with a written report (setting out details of all money that the council has invested under section 625 of the Act) to be presented;

- If only one ordinary meeting of the council is held in a month, at a meeting , or*
- If more than one such meeting is held in a month, at whichever of those meetings the council by resolution determines.*

David Kirby
General Manager

ATTACHMENTS:

Nil

BREWARRINA SHIRE COUNCIL

Agenda Submission for Ordinary Meeting held on Friday 23rd June 2023

TITLE:	ADOPTION OF DEVELOPMENT CONTROL PLAN	DOC REF: GM: 2
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REPORT BY:	Phil Denniston CONSULTANT ENVIRONMENT PLANNING, HEALTH & BUILDING	DATE: 13 th June 2023
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IP&R REFERENCE:

Objective 4.1: Management of the local environment - 4.1.1: Monitor Brewarrina Shire Council LEP

PURPOSE:

The purpose of this report is for Council to accept the changed recommendations & adopt the new Development Control Plan 2023.

RECOMMENDATION:

That Council;

- 1. Note the required extensive advertising of the Draft Development Control Plan (with attached annexures) and notes there were no submissions or objections received.**
- 2. That Council authorise the General Manager to take all necessary steps to replace the existing DCP (2012) with the draft DCP, as advertised.**
- 3. That Development Control Plan 2023 and 9 Annexures shall repeal DCP 2012.**

CONTENT:

At the ordinary meeting of Council held on Friday 24th February 2023, report GM: 8 Amendments to Brewarrina Shire Council's Development Control Plan (DCP) was considered.

At this meeting, Council resolved to publicly exhibit proposed amendments to the DCP. After this meeting, research was made to confirm the exact time of advertising required for this process.

The Draft Development Control Plan was submitted for Public Exhibition for 28 days on the 26th April 2023 closing 24th May 2023. The proposed major changes to the DCP that Council reviewed and adopted had been widely advertised in the Western herald, over the air on 2WEB, Councils Web page and its Social media pages for public consultation, comment and submissions. No consultation, comments or submissions were received prior to the closing date.

The proposed changes that have been made to the DCPs are relatively minor in nature and primarily update the DCP to ensure their currency with NSW planning legislation and policy, and to correct errors, omissions or provide clarity of content.

CONCLUSION: For finalisation of the replacement of DCP 2012 with a new DCP 2013

David Kirby
General Manager

ATTACHMENTS:

Final Draft Changes for the Development Control Plan

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BREWARRINA SHIRE COUNCIL

Agenda Submission for Ordinary Meeting held on Friday 23rd June 2023

TITLE:	INTEGRATED PLANNING & REPORTING OPERATIONAL PLAN 2023/24	DOC REF: GM: 3
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REPORT BY:	Angus Chan FINANCE & ADMINISTRATION MANAGER	DATE: 14 th June 2023
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IP&R REFERENCE:

Community Strategic Plan, Resourcing Strategy, Delivery Program and Operational Plan (Revenue Policy, Fees and Charges, Budget, Capital Works Program)

PURPOSE:

For Council to approve and adopt the Delivery Program and Operational Plan that has been on Public Exhibition since 26th May 2023.

Note: in an attempt to save paper the Delivery Program, Operational Plan 2023/24, including Revenue Policy, Fees and Charges and Budget were provided at the May 2022 Council meeting. A new copy is available at Council's front counter, council's website www.brewarrina.nsw.gov.au or on request.

RECOMMENDATION:

That Council:

Approve and adopt the Delivery Program and Operational Plan 2023/24, including the Revenue Policy, Fees and Charges, Making and Levying Rates & Charges.

CONTENT:

There has been no public submission as of the writing of this report. Any responses received during the exhibition period will be reported at the council meeting.

The following are the surpluses for each fund, as they were in the draft budget:

General Fund	\$ 1,684,028	[Surplus Fund]
Water Fund	\$ (173,500)	[Deficit Fund]
Sewer Fund	\$ 147,000	[Surplus Fund]

TOTAL: \$ 1,657,528

CONSULTATION:

Draft placed on public exhibition on the 26th May 2023.

GOVERNANCE IMPLICATIONS:

Nil at this stage

CONCLUSION:

Council will discuss the adoption of the Delivery Program and Operational Plan at the Council meeting on 23rd June 2023.

David Kirby
General Manager

ATTACHMENTS:

Nil

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BREWARRINA SHIRE COUNCIL

Agenda Submission for Ordinary Meeting held on Friday 23rd June 2023

TITLE:	REVIEW OF PURCHASING POLICY DELEGATION AUTHORITY	DOC REF: GM: 4
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REPORT BY:	Angus Chan FINANCE AND ADMINISTRATION MANAGER	DATE: 14 th June 2023
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IP&R REFERENCE: Objective 5.2.2 - Timely and accurate reporting for efficient management and accountability

PURPOSE: The purpose of this report is for Council to review and approve the delegation authority as per attachment, to ensure that it complies with current requirements and maintains proper stewardship over the management of Council's Procurement Policy.

RECOMMENDATION: That; Council endorse the Schedule of Financial Delegations as per attachment 4.a
--

CONTENT: Pending a review of the organisational structure it is essential that the current purchasing authorities are updated to reflect changes to staffing and personnel in acting positions. Accordingly the following list of financial delegations is presented to Council for endorsement with changes, from the previous being: <ul style="list-style-type: none">• Economic Development Manager (new delegation)• Finance and Administration Manager (new delegation)• Utilities Manager (new delegation)• Project Engineer (new delegation)• Occupied by updates to include;<ul style="list-style-type: none">○ General Manager – David Kirby○ Transport Manager – April Richards (Acting)○ Human Resources – Tara Byrnes (Acting)○ Project Engineer – Bikash Tripathi○ Community Development Officer – Position Vacant <p>This change will ensure fluid operation of Council's financial affairs in the processing of electronic payments to creditors and authorisation of the electronic payroll.</p>

CONSULTATION: General Manager

GOVERNANCE IMPLICATIONS: Council is required to establish policy and procedure with respect to Council's Procurement Policy.
--

CONCLUSION: The updated Delegation Authority complies with the legislative framework and is in order for Council to adopt.
--

David Kirby
General Manager

ATTACHMENTS:
Updated Financial Delegation Listing

Position	Authorisation	Occupied By
General Manager	Any goods or services with unlimited value	David Kirby
Transport Manager	Any goods or services with a value not exceeding \$80,000 (new)	(Acting) April Richards
Economic Development Manager	Any goods or services with a value not exceeding \$50,000 (new)	Fran Carter
Finance and Administration Manager	Any goods or services with a value not exceeding \$50,000 (new)	Angus Chan
Utilities Manager	Any goods or services with a value not exceeding \$50,000 (new)	Russell Holz
Environmental Health & Building Manager	Any goods or services with a value not exceeding \$10,000	Phil Denniston
Human Resources Manager	Any goods or services with a value not exceeding \$10,000	(Acting) Tara Byrnes
Executive Assistant	Any goods or services with a value not exceeding \$5,000	Laura Gordon
Store Person	Any goods or service with a value not exceeding \$5,000	Patricia Light
Workshop Supervisor	Any goods or services with a value not exceeding \$3000 (Operating only)	Jacob Boney
Project Engineer	Any goods or services with a value not exceeding \$1,000 (Operating only)	Bikash Tripathi
Technical Services Administration Officer	Any goods or services with a value not exceeding \$1,000 (Operating only)	Deborah Zaslona
WH&S / Risk & Property Officer	Any goods or services with a value not exceeding \$1,000 (Operating only)	Rob McAnally
Community Development Officer	Any goods or services with a value not exceeding \$500 (Operating only)	
Roads Supervisor	Any goods or services with a value not exceeding \$500 (Operating only)	Fred Gibson
Town Supervisor	Any goods or services with a value not exceeding \$500 (Operating only)	Garry Turner

Last updated on 16 June 2023

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BREWARRINA SHIRE COUNCIL

Agenda Submission for Ordinary Meeting held on Friday 23rd June 2023

TITLE:	MAKING AND LEVYING OF 2023/2024 RATES & CHARGES	DOC REF: GM: 5
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REPORT BY:	Angus Chan FINANCE & ADMINISTRATION MANAGER	DATE: 14 th June 2023
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IP&R REFERENCE:

Objective 5.1: A community that partners with Council in decision making – 5.1.1: Implementation of Councils Community Engagement Strategy, 5.2.2: Timely and accurate reporting for efficient management and accountability.

PURPOSE:

The purpose of this report is to recommend to Council of the proposed rates and charges to be levied in 2023/24.

RECOMMENDATION:

That Council;

Whereas, following the due public notice of Council's intention to levy rates and charges through its Delivery Program 2021/2025 and Operational Plan 2023/24, the draft estimates of income and expenditure of the consolidated funds of the Council for the year 2023/2024 were adopted by the Council on the 26th of May 2023 and following the due public notice of Council's intention to levy rates and charges through its Delivery Program 2021/2025 and Operational Plan 2023/24 exhibited for a period of 28 days and, whereas the Council's consideration of submissions relating to the publicly displayed Delivery Program and Operational Plan, it is hereby **RESOLVED** that, in accordance with Section 535 of the Local Government Act 1993, the Council does now make and levy the rates and charges for all ordinary rates, water charges, sewer charges, and waste charges for the financial year commencing on the first day of July, Two Thousand and Twenty Two as specified hereunder:

A. ORDINARY RATES

- (i) **Adopt the reduced rate-pegging limit of 2.70% increase in General rate income for the year 2023/24.**
- (ii) **Residential (Brewarrina) rate of 1.519790¢ in the dollar in terms of Section 516 and 529 of the Local Government Act 1993 calculated on the land value in respect of rateable land the dominant use of which is for residential purposes situated in the town of Brewarrina.**

A minimum rate of \$142.00 for each parcel of land as prescribed under Section 548 of the Local Government Act 1993 shall apply for this rate.
- (iii) **Residential (Goodooga) rate of 6.586940¢ in the dollar in terms of Section 516 and 529 of the Local Government Act 1993 calculated on the land value in respect of rateable land the dominant use of which is for residential purposes situated in the village of Goodooga.**

A minimum rate of \$112.00 for each parcel of land as prescribed under Section 548 of the Local Government Act 1993 shall apply for this rate.

- (iv) Residential (Angledool) rate of 0.507730¢ in the dollar terms of Section 516 and 529 of the Local Government Act 1993 calculated on the land value in respect of rateable land the dominant use of which is for residential purposes situated in the village of Angledool.

A minimum rate of \$86.00 for each parcel of land as prescribed under Section 548 of the Local Government Act 1993 shall apply for this rate.

- (v) Residential (Gongolgon) rate of 0.389370¢ in the dollar in terms of Section 516 and 529 of the Local Government Act 1993 calculated on the land value in respect of rateable land the dominant use of which is for residential purposes situated in the village of Gongolgon.

A minimum rate of \$86.00 for each parcel of land as prescribed under Section 548 of the Local Government Act 1993 shall apply for this rate.

- (vi) Business (Brewarrina) rate of 1.579020¢ in the dollar calculated on the land value of all rateable land in the town of Brewarrina in terms of Section 518 and 529 of the Local Government Act 1993 excluding land defined as residential and farmland.

A minimum rate of \$142.00 for each parcel of land as prescribed under Section 548 of the Local Government Act 1993 shall apply for this rate.

- (vii) Business (Goodooga) rate of 7.28658¢ in the dollar calculated on the land value of all rateable land in the village of Goodooga in terms of Section 518 and 529 of the Local Government Act 1993 excluding land defined as residential and farmland.

A minimum rate of \$112.00 for each parcel of land as prescribed under Section 548 of the Local Government Act 1993 shall apply for this rate.

- (viii) A farmland rate of 0.192430¢ in the dollar calculated on the land value of all rateable land which qualifies as farmland as defined in Section 515 of the Local Government Act 1993.

A minimum rate of \$86.00 for each parcel of land as prescribed under Section 548 of the Local Government Act 1993 shall apply to this rate.

B. WATER CHARGES

- (i) A standard 20mm filtered water access charge for each assessment in the town of Brewarrina be \$525.20 except for those with a 25mm connection the charge to be \$820.60, those with a 32mm connection the charge to be \$1,344.50, those with a 40mm connection the charge to be \$2,100.80, those with a 50mm connection the charge to be \$3,282.50, those with a 80mm connection the charge to be \$8,403.20, and those with a 100mm connection the charge to be \$13,130.00 in accordance with the provisions of Section 552 of the Local Government Act 1993.
- (ii) A standard 20mm raw water access charge for each assessment in the town of Brewarrina be \$455.60, except for those with a 25mm connection the charge to be \$711.90, those with a 32mm connection the charge to be \$1,166.30, those with a 40mm connection the charge to be \$1,822.40, those with a 50mm connection the charge to be \$2,847.50, those with a 80mm connection the charge to be \$7,289.60 and those with a 100mm connection the charge to be \$11,390.00 in accordance with the provisions of Section 552 of the Local Government Act 1993.
- (iii) A standard 20mm filtered water access charge for each assessment in the village of Goodooga be \$395.70 except for those with a 25mm connection the charge to be \$618.30, those with a 32mm connection the charge to be \$1,013.00, those with a 40mm connection the charge to be \$1,582.80, those with a 50mm connection the charge to be \$2,473.10, those with an 80mm connection the charge to be \$6,331.20, and those with a 100mm connection the charge to be \$9,892.50 in accordance with the provisions of Section 552 of the Local Government Act 1993.
- (iv) A standard 20mm raw water access charge for each assessment in the village of Goodooga be \$425.40 except for those with a 25mm connection the charge to be \$664.70, those with a 32mm connection the charge to be \$1,089.00, those with a 40mm connection the charge to be \$1,701.60, those with a 50mm connection the charge to be \$2,658.80, those with an 80mm connection the charge to be \$6,808.40, and those with a 100mm connection the charge to be \$10,635.00 in accordance with the provisions of Section 552 of the Local Government Act 1993.
- (v) A standard 20mm bore water access charge for each assessment connected in the village of Angledool be \$409.80, and a standard water access charge for each assessment not connected in the village of Angledool be \$204.90 in accordance with the provisions of Section 552 of the Local Government Act 1993.
- (vi) A filtered water usage charge of \$2.26 per kilolitre in the town of Brewarrina and the village of Goodooga.
- (vii) A raw water usage charge of \$1.39 per kilolitre in excess of 1,500 kilolitres per annum in the town of Brewarrina and the village of Goodooga on those assessments with a 40mm, 50mm, 80mm or

100mm connection; and a bore water usage charge of \$1.39 per kilolitre in excess of 1,000 kilolitres per annum in the village of Angledool.

C. SEWERAGE CHARGES

- (i) An access charge for each assessment in Brewarrina be \$943.00 on connected occupied lands with each additional connection access charge to be \$472.00 with an access charge of \$472.00 on unoccupied lands in accordance with the provisions of Section 552 of the Local Government Act 1993.
- (ii) An access charge for each assessment in Goodooga be \$409.00 on connected occupied lands with each additional connection access charge to be \$205.00 with an access charge of \$205.00 on unoccupied lands in accordance with the provisions of Section 552 of the Local Government Act 1993.
- (iii) An access charge for each assessment includes up to 2 water closets per household.
- (iv) Additional water closets more than two per household be charged at \$238.00 for each additional service up to five and \$80.00 for each additional service in excess of five, plus a charge of \$80.00 for each urinal installed.

D. WASTE MANAGEMENT CHARGES

- (i) A Domestic Waste Management charge of \$457.00 per service for a once weekly service rendered in the town of Brewarrina within the scavenging areas as defined in that town charged in accordance with the provisions of Section 496 of the Local Government Act 1993.
- (ii) A Domestic Waste Management charge of \$389.00 per service for a once weekly service rendered in the village of Goodooga within the scavenging areas as defined in that village charged in accordance with the provisions of Section 496 of the Local Government Act 1993.
- (iii) A Domestic Waste Management charge of \$334.00 per service for a once weekly service rendered in the village of Gongolgon within the scavenging areas as defined in that village charged in accordance with the provisions of Section 496 of the Local Government Act 1993.
- (iv) A Waste Management charge of \$25.50 for vacant lots in the scavenging areas of the town of Brewarrina and the village of Goodooga. Such charges being levied in accordance with the provisions of Section 496 of the Local Government Act 1993.
- (v) A Tip Access Charge of \$75.00 for occupied assessments in the town of Brewarrina outside the scavenging area as defined in that town. Such charge being levied in accordance with the provisions of Section 501 of the Local Government Act 1993.
- (vi) A Tip Access Charge of \$88.00 for occupied assessments in the village of Angledool. Such charges being levied in accordance

with the provisions of Section 501 of the Local Government Act 1993.

- (vii) **A Commercial Waste Management charge of \$536.00 per bin for a once weekly service rendered in the town of Brewarrina and the village of Goodooga for commercial properties. Such charges being levied in accordance with the provisions of Section 501 of the Local Government Act 1993.**
- (viii) **A Rural Waste Management charge of \$11.10 per 240 litre service plus \$3.60 per km return, such charges being levied in accordance with the provisions of Section 502 of the Local Government Act 1993.**

E. EXTRA CHARGE (INTEREST) ON OVERDUE RATES

In accordance with section 566(3) of the Act, Office of Local Government has determined that the maximum rate of interest payable on overdue rates and charges for the period 1 July 2023 to 30 June 2024 (inclusive) will be 9.0% per annum.

F. RATES

Making and Levying 2023/2024 Service of Rate Notice

CONTENT:

Under the Local Government Act 1993 Section 494 ordinary rates must be made and levied annually.

GOVERNANCE IMPLICATIONS:

Financial: To formally make the rates and charges for the year 2023/24 to enable the rates be levied and the notices served by the final date of 31 July 2023.
Legal: As required by the Local Government Act 1993

David Kirby
General Manager

ATTACHMENTS:

Nil

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BREWARRINA SHIRE COUNCIL

Agenda Submission for Ordinary Meeting held on Friday 23rd June 2023

TITLE:	BANK RECONCILIATION & INVESTMENTS	DOC REF: GM: 6
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REPORT BY:	Rizwan Mushtaq ASSISTANT ACCOUNTANT	DATE 3 rd May 2023
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IP&R REFERENCE:
Objective 5.2.2 - Timely and accurate reporting for efficient management and accountability

RECOMMENDATION:
That:
<ol style="list-style-type: none"> 1. The bank reconciliation report is received as information. 2. The Certification of the Responsible Accounting Officer for compliance with the Investment Policy and the Ministerial Investment Order dated 28 April 2017 be received and noted.

CONTENT:																																								
<ol style="list-style-type: none"> 1. <u>BANK RECONCILIATION</u> 																																								
PURPOSE:																																								
The purpose of this report is to present the reconciliation of Council's cashbook and bank statement as at 30 th April 2023. The presentation of this information is not a requirement of any Act, however it has been provided historically for the information of Councillors.																																								
<table border="1"> <thead> <tr> <th colspan="2">Bank Reconciliation for 30th April 2023</th> </tr> </thead> <tbody> <tr> <td>Cash book</td> <td></td> </tr> <tr> <td>Opening Cashbook balance</td> <td>392,557.36</td> </tr> <tr> <td>Add: Receipts</td> <td>1,261,627.67</td> </tr> <tr> <td>Add: Recalled investments</td> <td>1,300,000.00</td> </tr> <tr> <td>Less: Payments</td> <td>2,044,579.60</td> </tr> <tr> <td>Less: Investments</td> <td>-</td> </tr> <tr> <td>Current Cashbook Balance</td> <td>909,605.43</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>Council Operating Account</td> <td></td> </tr> <tr> <td>Opening Statement Balance</td> <td>392,437.36</td> </tr> <tr> <td>Add: Receipts</td> <td>1,246,917.88</td> </tr> <tr> <td>Add: Recalled investment</td> <td>1,300,000.00</td> </tr> <tr> <td>Less: Payments</td> <td>2,029,864.32</td> </tr> <tr> <td>Less: Investments</td> <td>-</td> </tr> <tr> <td>Current Statement Balance</td> <td>909,490.92</td> </tr> <tr> <td>Add: Unpresented Receipts</td> <td>114.51</td> </tr> <tr> <td>Less: Unpresented Payments</td> <td>-</td> </tr> <tr> <td>Reconciliation Balance</td> <td>909,605.43</td> </tr> <tr> <td>Difference</td> <td>-</td> </tr> </tbody> </table>	Bank Reconciliation for 30th April 2023		Cash book		Opening Cashbook balance	392,557.36	Add: Receipts	1,261,627.67	Add: Recalled investments	1,300,000.00	Less: Payments	2,044,579.60	Less: Investments	-	Current Cashbook Balance	909,605.43			Council Operating Account		Opening Statement Balance	392,437.36	Add: Receipts	1,246,917.88	Add: Recalled investment	1,300,000.00	Less: Payments	2,029,864.32	Less: Investments	-	Current Statement Balance	909,490.92	Add: Unpresented Receipts	114.51	Less: Unpresented Payments	-	Reconciliation Balance	909,605.43	Difference	-
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2. INVESTMENTS

PURPOSE

In accordance with Clause 212 of the Local Government (General) Regulation 2005, the responsible accounting officer must provide the Council with a written report (setting out details of all money that the council has invested under Section 625 of the Act) to be presented to the ordinary meeting each month.

Ref	Institution	Amount	Term & Rate	Maturity Date
82	NAB	2,000,000.00	90 days @ 4.10%	17/05//2023
88	NAB	2,000,000.00	92 days @ 4.35%	19/06/2022
90	NAB	1,000,000.00	90 days @ 4.23%	31/05/2022
108	CBA	3,000,000.00	91 days @ 4.18%	22/05/2023
109	CBA	1,000,000.00	90 days @ 4.08%	04/05/2023
111	CBA	2,000,000.00	90 days @ 4.27%	20/06/2022
50	MACQ	1,000,000.00	93 days @ 4.26%	25/05/2023
51	MACQ	1,000,000.00	83 days @ 4.26%	15/05/2023
At Call	CBA	-	at call - variable	
Bos At call	CBA	2,447,000.00	at call - variable	
Total		15,447,000.00		

Certification – Responsible Accounting Officer

I hereby certify that the investments listed above have been made in accordance with Section 625 of the Local Government 1993, Clause 212 of the Local Government (General) Regulation 2005 and Council's Investment Policy.

Angus Chan
Responsible Accounting Officer

GOVERNANCE IMPLICATIONS:

Compliance with Local Government (General) Regulation 2005- Clause 212:

The responsible accounting officer of a council must provide the council with a written report (setting out details of all money that the council has invested under section 625 of the Act) to be presented;

- *If only one ordinary meeting of the council is held in a month, at a meeting , or*
- *If more than one such meeting is held in a month, at whichever of those meetings the council by resolution determines.*

David Kirby
General Manager

ATTACHMENTS:

Nil

REPORTS FOR INFORMATION

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BREWARRINA SHIRE COUNCIL

Agenda Submission for Ordinary Meeting held on Friday 26th June 2023

TITLE:	REPORTS FOR INFORMATION	DOC REF: Item: a
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REPORT BY:	David Kirby GENERAL MANAGER	DATE: 14 th June 2023
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IP&R REFERENCE:

Objective 5.2: A Council that provides quality service to ratepayers and residents and delivers cost-effective services to these customers

PURPOSE:

The purpose of this report is for Councillors to receive the Status Report, Councils Information Reports as well as the items for Correspondence.

RECOMMENDATION:

That the Status Report, Information Reports, which are listed from a-n, and the Items for Correspondence be received as information.

CONTENT:

This report will cover the January Status Report, the Information Reports for each department that was compiled during the reporting period and Correspondence for Information.

The reports will be received in the following order;

- **Status Report**
- **Information Report**
 - a. General Manager
 - b. Roads
 - d. Utilities
 - f. EDM
 - m. Human Resources
 - o. Correspondence
- **Items for Correspondence:**
 - 1. OLG Council Circular - 23-04 - Changes to Public access to council records under the State Records Act 1998
 - 2. OLG Council Circular - 23-05 - Ward boundary and name changes

GOVERNANCE IMPLICATIONS: NA

CONCLUSION:

To inform Council of the monthly activities undertaken by the various departments within the Council.

ATTACHMENTS:

- **Status Report**
- **Information Reports**
 - a. General Manager
 - b. Roads
 - d. Utilities
 - f. EDM
 - m. Human Resources
 - o. Correspondence
- **Items for Correspondence:**
 1. OLG Council Circular - 23-04 - Changes to Public access to council records under the State Records Act 1998
 2. OLG Council Circular - 23-05 - Ward boundary and name changes

27th July 2018 - Ordinary Council Meeting			
Resolution Number	Officer Action	Information:	Action Taken:
134/18	GM	<p>RESOLVED on MOTION by Councillor Pippas Seconded by Councillor Chapman;</p> <p>That Council accept the grant from the Office of Local Government and note the requirement to utilise the funding for the purposes of developing compliant plans under the Crown lands Management Act for crown reserves.</p>	<p>14/06/2023 – Going to Public Exhibition July</p> <p>17/05/2023 – CHB finalising action plan</p> <p>21/04/2023 – No Change</p> <p>21/03/2023 – No Change</p> <p>8/02/2023 – No Change</p> <p>13/08/2018 – Awaiting action plan.</p>
24th July 2020 - Ordinary Council Meeting			
Resolution Number	Officer Action	Information:	Action Taken:
98/20	GM	<p>RESOLVED on MOTION by Councillor Wheatley, Seconded by Councillor Slack-Smith;</p> <p>That Council endorse the proposal for the Council to utilise funding from the Local Roads and Community Infrastructure Fund for the following identified projects:</p> <ol style="list-style-type: none"> 1. Goodooga Road Rest Stop Budget \$100k 2. Weilmoringle Tennis Courts \$100k 3. Culgoa Tennis Courts \$80k 4. Tourism Signage – with proposals to be discussed and referred to Council \$80k 5. Fish Traps interpretative Signage, new seating revamp of the carpark & viewing platform etc. \$160k. 6. Balance of funds approx. \$260 to be allocated on dollar for dollar basis with R2R funds for road repair up North. 	<p>14/06/2023 – No Change</p> <p>17/05/2023 – No Change</p> <p>21/04/2023 – No Change</p> <p>21/03/2023 – No Change</p> <p>8/02/2023 – Finalising Signage Installation</p> <p>17/08/2020 In progress, submissions /proposals to council - See report to Council.</p>

		27th November 2020 – Ordinary Council Meeting																															
Resolution Number	Officer Action	Information:			Action Taken:																												
159/20	GM	<p>RESOLVED on MOTION by Councillor Stanton, Seconded by Councillor Loughnan;</p> <p>That Council endorse the proposal with the following amendments for the Council to utilise funding from the Local Roads and Community Infrastructure Fund Extension for the continuing replacement of road safety ramps and other programs as follows;</p> <ul style="list-style-type: none"> • Road Safety Grid Program allocation of \$200,000.00 • Goodooga Skate Park allocation of \$100,000.00 • Brewarrina Memorial Park Picnic Areas allocation of \$100,000.00 • Brewarrina Memorial Pool – Toddlers Pool allocation of \$190,000.00 			<p>14/06/2023 – No Change 17/05/2023 – No Change 21/04/2023 – No Change 21/03/2023 – No Change – Waiting for Picnic area to be completed 8/02/2023 – No Change 11/05/2021 – Local Roads and Community Infrastructure Program Phase 2 Work Schedule – Project Nomination completed and submitted – awaiting confirmation that work can proceed.</p>																												
		18th December 2020 - Ordinary Council Meeting																															
Resolution Number	Officer Action	Information:			Action Taken:																												
185/20	TM	<p>RESOLVED on MOTION by Councillor Pippas Seconded by Councillor Stanton;</p> <p>That Council approves including the following contractors on the panel for fencing installation on the Brewarrina - Goodooga – Hebel Rd.</p> <table border="1"> <thead> <tr> <th rowspan="2">Description</th> <th rowspan="2">Unit</th> <th colspan="3">Unit Rate \$ + GST</th> </tr> <tr> <th>MKD Fencing Pty Ltd Forest Grove - NSW</th> <th>Red Dog Rural Contracting Duramana - NSW</th> <th>GG & SG Halls Hebel - QLD</th> </tr> </thead> <tbody> <tr> <td>Installing a 7 line 900 m Hinge Joint Roll</td> <td>m</td> <td>\$0.90</td> <td>\$1.26</td> <td>\$1.40</td> </tr> <tr> <td>Installing Steel Strainer</td> <td>Each</td> <td>\$20</td> <td>\$20</td> <td>\$50</td> </tr> <tr> <td>Installing end assemblies type “H”</td> <td>Each</td> <td>\$110</td> <td>\$100</td> <td>\$120</td> </tr> <tr> <td>Installing 14 foot Gate</td> <td>Each</td> <td>\$25</td> <td>\$30</td> <td>\$30</td> </tr> </tbody> </table>			Description	Unit	Unit Rate \$ + GST			MKD Fencing Pty Ltd Forest Grove - NSW	Red Dog Rural Contracting Duramana - NSW	GG & SG Halls Hebel - QLD	Installing a 7 line 900 m Hinge Joint Roll	m	\$0.90	\$1.26	\$1.40	Installing Steel Strainer	Each	\$20	\$20	\$50	Installing end assemblies type “H”	Each	\$110	\$100	\$120	Installing 14 foot Gate	Each	\$25	\$30	\$30	<p>14/06/2023 – No Change 17/05/2023 – No Change 21/04/2023 – No Change 21/03/2023 – No Change 8/02/2023 – No Change 15/02/2021 – New Contractor on-site MKD fencing.</p>
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		Installation Rate \$ per m	\$1.16	\$1.50	\$1.74	
24th September 2021 – Ordinary Council Meeting						
Resolution Number	Officer Action	Information:				Action Taken:
118/21	UM	RESOLVED on MOTION by Councillor Pippos, Seconded by Councillor Slack-Smith; that Council approve the conceptual design of the proposed Brewarrina Aboriginal Fishtraps Viewing Platform.				<p>14/06/2023 – No Change</p> <p>17/05/2023 – In final design phase</p> <p>21/04/2023 – No change</p> <p>21/03/2023 – Project to be combined with master plan redevelopment</p> <p>8/02/2023 – No Change</p> <p>11/10/2021 – For public consultation – November edition of Bre News.</p>
24th February 2022 – Ordinary Council Meeting						
Resolution Number	Officer Action	Information:				Action Taken:
11/22	GM / FAM	RESOLVED on MOTION by Councillor Pippos, Seconded by Councillor Stanton; that Council note the report and approve the General Manager to continue to examine options to enable Council to comply with ARIC guidelines once the review is completed.				<p>14/06/2023 – No Change</p> <p>17/05/2023 – No Change</p> <p>21/04/2023 – No Change</p> <p>21/03/2023 – No Change</p> <p>8/02/2023 – No Change</p> <p>12/10/2022 – No change</p>
23/22	GM / HR	RESOLVED on MOTION by Councillor Jeffries, Seconded by Councillor Sheridan; that Brewarrina Shire Council work with the NSW Office of Local Government to enlist the services of an independent assessor to conduct a 360 review of all Management positions on Council. This motion is to be acted upon without delay.				<p>14/06/2023 – No Change</p> <p>17/05/2023 – No Change</p> <p>21/04/2023 – No Change</p> <p>21/03/2023 – No Change</p> <p>08/02/2023 – No Change</p> <p>6/12/2022 – No Change</p> <p>14/11/2022 – No Change</p> <p>12/10/2022 – No Change</p> <p>06/09/2022 – Report going to Council</p> <p>10/08/2022 – Referred to OLG email in agenda.</p> <p>Awaiting response from LGNSW</p>

22 nd April 2022 – Ordinary Council Meeting			
Resolution Number	Officer Action	Information:	Action Taken:
57/22	CHB	<p>RESOLVED on MOTION by Councillor JEFFRIES, Seconded by Councillor PIPPOS; That; 1. Council accept the proposal to build a new facility 2. RFS to reconsider the location due to being a residential area and ongoing contamination issues 3. A further detailed proposal be provided to Council before a final decision is made</p>	<p>14/06/2023 – No Change 17/05/2023 – Report going to Council this month 21/04/2023 – No Change 21/03/2023 – Finalising acquisition of land 8/02/2023 – No Change 6/12/2022 – No Change 14/11/2022 – RFS looking at detailed design 12/10/2022 – No Change 10/08/2022 – Report going to Council this month</p>
25 th November 2022 – Ordinary Council Meeting			
Resolution Number	Officer Action	Information:	Action Taken:
158/22	CHB	<p>RESOLVED on MOTION by Councillor PIPPOS, Seconded by Councillor FRAIL; That Council; 1. Council endorse community consultation process to commence on the re-establishment of existing Alcohol Free Zones in Brewarrina and Goodooga for the period up until 30 June 2025.</p>	<p>14/06/2023 – No Change 17/05/2023 – No Change 21/04/2023 – No Change 21/03/2023 – CHB investigating 8/02/2023 – No Change 6/12/2022 – Community consultation form and survey to be created</p>

24 th February 2023 – Ordinary Council Meeting			
Resolution Number	Officer Action	Information:	Action Taken:
5/23	GM	RESOLVED on MOTION by Councillor FRAIL, Seconded by Councillor JEFFRIES; That Council; Write to the NSW Department of Fisheries to undertake an investigation to determine the functioning capacity of the Brewarrina Weir Fish way.	14/06/2023 – No Change 17/05/2023 – No Change 21/04/2023 – Response Letter going to Council in Correspondence – April meeting. 21/03/2023 – No Change 24/02/2023 – Letter to be sent to NSW DPI
16/23	UM / EDM	RESOLVED on MOTION by Councillor BROWN, Seconded by Councillor D GORDON; That Council; Accept the preferred tender for the design and construction of Goodooga Splash Park be awarded to Beau Corp Projects for total \$713,260 ex GST.	14/06/2023 – No Change 17/05/2023 – Finalising Design 21/04/2023 – No Change 21/03/2023 – Council staff finalising design 24/02/2023 – Successful letter & purchase order to be sent
18/23	GM / TM	RESOLVED on MOTION by Councillor PIPPOS, Seconded by Councillor BROWN; That Council; 1. Receive and acknowledge the report 2. That Council award the Bourke Street Footpath Project to Lukas Building & Excavation to the value of \$327,365.50 GST Included.	14/06/2023 – Works to commence in July 17/05/2023 – No Change 21/04/2023 – No Change 21/03/2023 – Finalising design with contractor 24/02/2023 – Successful letter & purchase order to be sent
19/23	UM / EDM	RESOLVED on MOTION by Councillor D GORDON, Seconded by Councillor PIPPOS; That Council; Approves the tender received from Grind Skate Parks Pty Ltd for constructing Goodooga Skate Park with a total cost of \$345,500 + GST.	14/06/2023 – No Change 17/05/2023 – Finalising Design 21/04/2023 – No Change 21/03/2023 – Finalising design 24/02/2023 – Successful letter & purchase order to be sent

		24 th March 2023 – Ordinary Council Meeting	
Resolution Number	Officer Action	Information:	Action Taken:
38/23	UM	<p>RESOLVED on MOTION by Councillor FRAIL, Seconded by Councillor BROWN;</p> <p>1. That Council accept the proposal from Nucleus 3 and Telstra for the supply and installation of 500 Smart Water Meters for total \$224,970 Ex GST.</p> <p>2. The Council allocate \$240,000 from water reserves to complete this project</p>	<p>14/06/2023 – No Change</p> <p>17/05/2023 – Finalising Designs & System</p> <p>21/04/2023 – No Change</p> <p>24/03/2023 – Successful Letter sent and meters ordered.</p>
39/23	TM/GM	<p>RESOLVED on MOTION by Councillor FRAIL, Seconded by Councillor I GORDON;</p> <p>That Council receive the report;</p> <p>1. That all conforming tenders be awarded the contract as the panel source suppliers to Brewarrina Shire Council for the period 1 April 2023 to 31 March 2025 (24 Months)</p> <p>2. That a provision be allowed for a 12 – month extension based on satisfactory supplier performance, which may take this contract through to 31 March 2026.</p>	<p>14/06/2023 – No Change</p> <p>17/05/2023 – All letters & agreements have been signed by Contractors</p> <p>21/04/2023 – No Change</p> <p>24/03/2023 – Successful letters sent</p>
40/23	UM	<p>RESOLVED on MOTION by Councillor D GORDON, Seconded by Councillor PIPPOS;</p> <p>That Council;</p> <p>1. That Council approve the new Brewarrina Swimming Pool Contract No. 2023-04 for the new three (3) years swimming pool contract commencing 1st September 2023 to 31st August 2026.</p> <p>2. That Council authorise the tender be advertised from 3rd April through until 28th April 2023.</p>	<p>14/06/2023 – Re-advertised tender – Close end of June</p> <p>17/05/2023 – Report going to Council this month</p> <p>21/04/2023 – No Change</p> <p>24/03/2023 – Tender advertised</p>

		28 th April 2023 – Ordinary Council Meeting														
Resolution Number	Officer Action	Information:		Action Taken:												
49/23	HR / FAM	<p>RESOLVED on MOTION by Councillor D GORDON, Seconded by Councillor FRAIL;</p> <p>That Council; Resolve to spread ordinary working hours for both indoor and outdoor staff to reflect a nine (9) day working fortnight as per table 1.1;</p> <table border="1"> <thead> <tr> <th></th> <th>Indoor Staff</th> <th>Outdoor Staff</th> </tr> </thead> <tbody> <tr> <td>Start</td> <td>8am</td> <td>6:50am</td> </tr> <tr> <td>Lunch</td> <td>12-1pm</td> <td>12-12:30pm</td> </tr> <tr> <td>Finish</td> <td>5pm</td> <td>4pm</td> </tr> </tbody> </table>			Indoor Staff	Outdoor Staff	Start	8am	6:50am	Lunch	12-1pm	12-12:30pm	Finish	5pm	4pm	<p>14/06/2023 – No Change 17/05/2023 – HR & FAM working on changes 28/04/2023 – GM to notify finance department & HR department of up-and-coming changes</p>
	Indoor Staff	Outdoor Staff														
Start	8am	6:50am														
Lunch	12-1pm	12-12:30pm														
Finish	5pm	4pm														
52/23	GM	<p>RESOLVED on MOTION by Councillor STANTON, Seconded by Councillor PIPPOS;</p> <p>That Council approve the Draft operational plan 2022/2023 for public exhibition</p>		<p>14/06/2023 – Report going to June Council meeting 17/05/2023 – No Change 28/04/2023 – Council to publish plan for 28 days</p>												
57/23	GM	<p>RESOLVED on MOTION by Councillor D GORDON, Seconded by Councillor BROWN;</p> <p>That Council;</p> <p>1. Authorise the General Manager to advertise for an Expression of Interest for the following two weeks; From Friday 28th April 2023 until Friday 12th of May 2023 for the lease of Yetta Dhinnakkal Farmland (Glenelg).</p> <p>2. Authorise the General Manager to finalise the lease agreement upon the acceptance of an expression of interest.</p>		<p>14/06/2023 – Final discussions with winning EOI 17/05/2023 – No Change 28/04/2023 – EOI to be advertised into paper, social media pages & website</p>												

26 th May 2023 – Ordinary Council Meeting			
Resolution Number	Officer Action	Information:	Action Taken:
64/23	FAM	<p>RESOLVED on MOTION by Councillor D GORDON, Seconded by Councillor FRAIL;</p> <p>That Council;</p> <p>Pay both Loans 64 & 65 the remaining funds and utilise the liquidated funds from the Yetta Clearance Sale to be able to do so.</p>	<p>14/06/2023 – To be paid out end of June</p> <p>26/05/2023 – No Change</p>
66/23	FAM	<p>RESOLVED on MOTION by Councillor JEFFRIES, Seconded by Councillor D GORDON;</p> <p>That Council;</p> <p>1. Approve and adopt the Draft 2023/24 Budget and Revenue Policy - including Fees and Charges, Budget, Capital Works Program.</p> <p>2. Place the 2023/24 Budget, Delivery Plan 2023/2024 and Revenue Policy on public exhibition for 28 days from Friday 26th May 2023 to Sunday 22nd June 2023 and accept submissions from the public during this period.</p>	<p>14/06/2023 – Report going to June Council meeting</p> <p>26/05/2023 – No Change</p>

BREWARRINA SHIRE COUNCIL

Agenda Submission for Ordinary Meeting held on Friday 23rd June 2023

TITLE:	GENERAL MANAGER - DIARY	DOC REF: Item: a
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REPORT BY:	David Kirby GENERAL MANAGER	DATE: 16 th June 2023
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IPR / MANAGEMENT PLAN REFERENCE: Theme 4: A community with integrated leadership Governance.
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PURPOSE: The purpose of this report is to provide Council with a summary of meetings and functions attended during the reporting period.
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GENERAL MANAGER ACTIVITY:	
DATE	ACTIVITY
22/05/2023	Manager Environmental Health Interviews
22/05/2023	Briefing – Hassel Group and Councillors
23/05/2023	Briefing & onsite meetings with Hassel Group
23/05/2023	Meeting – Regional Procurement Mark Kentish
24/05/2023	Community Consultation Meetings Main street Redevelopment
24/05/2023	Meeting – Introduction to new Commonwealth Bank Manager
25/05/2023	Wrap-up briefing session with Hassel Group & Councillors
25/05/2023	Monthly projects catch up meeting Regional NSW
1/06/2023	Australian Water Association Webinar Presentation – Panel Member
5/06/2023	Project meeting Jason Cuffe Hassel Group with EDM
5/06/2023	Monthly Projects Meeting – Transport for NSW (TfNSW)
7/06/2023	Brad Lennon & Dave Hegarty Rural Fire Service – Projects Update
8/06/2023	Presentation Briefing LGNSW State Water Conference – Speaker
14/06/2023	Manex meeting

INFORMATION DISTRIBUTED TO COUNCILLORS

19/05/2023	EA	Email reminder for Wrap-up Session to main street redevelopment
25/05/2023	EA	Email Correspondence from the Hon Jenny Aitchison MP
26/05/2023	EA	Council Circular 23-04 – Changes to Public access to Council records under the State Records Act 1998
08/06/2023	EA	Council Circular – 23-05 – Ward boundary and name changes

CONSULTATION:

Various Staff, Councillors & Agencies.

GOVERNANCE IMPLICATIONS:

For Information.

CONCLUSION:

For Council Information.

RECOMMENDATION:

That Council receive the General Manager Diary Report as information.

David Kirby
General Manager

ATTACHMENTS:

Nil

BREWARRINA SHIRE COUNCIL

Agenda Submission for Ordinary Meeting held on Friday 23rd June 2023

TITLE:	ROADS INFORMATION REPORT	DOC REF: Item: b
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REPORT BY:	April Richards ACTING TRANSPORT MANAGER	DATE: 14 th June 2023
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IP&R REFERENCE: Theme 1: A Growing Economy – E2.10 Set priorities to improve local roads Theme 2: A Healthy Natural Environment – H1.2.6.15 Provide services to manage and maintain rural roads. Theme 3: A Caring Community – C5.4.1 Support local residents ability to access Services available in regional centres
--

PURPOSE: The purpose of this report is to update Council on various road maintenance and construction activities completed in the previous month and provide a work program for the coming period.
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CONTENT: <u>Maintenance Works:</u> During May and June, maintenance works have been going well with crews being very active on our local roads, Grading crews are getting local roads back to a good standard. There has been some signage works and pothole patching conducted on the bitumen road network. Flood damage works have been underway on the VC Arthur Hall Way (MR70) fixing damaged floodway's, with the remaining heavy patching to be completed in the next fortnight. Crews have started on the gravel re-sheeting on Billybingbone Rd and further work will re-commence following completion of the Narran Lake Rd. During the past few months maintenance grading was conducted on the following roads;								
<table border="1"><thead><tr><th>Roads Name</th><th>Kms Completed</th></tr></thead><tbody><tr><td>Collerina road</td><td>All</td></tr><tr><td>Carcool road</td><td>Commencing June</td></tr><tr><td>Narran Lake road</td><td>To commence following Carcool Road. It is proposed to be undertaken in association with drain cutting, gravel to causeways, new cutting of causeways in Linrey paddock with road to be built up in certain areas with gravel–</td></tr></tbody></table>	Roads Name	Kms Completed	Collerina road	All	Carcool road	Commencing June	Narran Lake road	To commence following Carcool Road. It is proposed to be undertaken in association with drain cutting, gravel to causeways, new cutting of causeways in Linrey paddock with road to be built up in certain areas with gravel–
Roads Name	Kms Completed							
Collerina road	All							
Carcool road	Commencing June							
Narran Lake road	To commence following Carcool Road. It is proposed to be undertaken in association with drain cutting, gravel to causeways, new cutting of causeways in Linrey paddock with road to be built up in certain areas with gravel–							

	AR to investigate financial matters regarding gravel allocations to rural roads and causeways.
Carramar road	All
Cowga road	All
Monkey bridge road	All

Road Maintenance Council Contract (RMCC)

During May and June, crews have been busy conducting recovery works on the road pavements that were affected during the flood and finishing that off prior to June 30 to get the bulk of it done. A contract stabilizer has been engaged to work along with council crews to stabilize the sections of road that are failing due to the flooding in November to December this work is estimated to go for the next few months as the Highways and main roads throughout the shire were damaged significantly during the flood event – still ongoing. Crews have been conducting reactive maintenance on the RMCC contract as required due to limited resources, this includes pre mixing potholes, slashing and signage works. Re-sealing works will be commencing after heavy patching is complete and won't commence until summertime due to road temperature requirements. WorkControl are now engaged for TfNSW RMCC Works in relation to flood damages work, to assist with resources and compliant traffic management.

All road occupancy licences and speed zone authorisations have been renewed with TfNSW to commence as a single overarching licence within Brewarrina LGA for all State Highways as of 1/7/2023, for a six month period.

Capital Works

Jobs Gate Rd – Stage 02 & 03

During previous months, contractors have conducted drainage works on this site. Three cell culverts were installed in two locations to help flood proof the road during flooding periods. Road construction crew is currently away from this project doing other projects with timelines that need doing before the financial year. It's estimated that they will return in July 2023.

Stage 2 is about 1.5kms from being completed. Lucas Excavation has concreted the 3 cell box culverts but is yet to back fill them. Waiting for line markers to paint the 8.2kms completed earlier and the centre line has been marked ready for application.

Goodooqa Road - Repair Program – Grant work complete

Council was awarded \$400,000.00 from TfNSW REPAIR program; these funds have been matched dollar for dollar by council Block Grant Funding. The project approved under this

funding requires council to widen and seal a 3.1km section of the Goodooga road from the Jobs Gate Road intersection heading south towards Brewarrina. During February, crews did complete a 2 km section, this involved crews boxing out the roads side shoulders 150mm deep and importing gravel from the airport pit to fill the box and overlay the existing road. The pavement was stabilized 200mm deep, trimmed and sealed. This project is completed with line marking due to commence in early April. (Grant work completed)

Resealing Program

Council receives Block Grant funding every year to help maintain the region roads throughout the shire. This year funding was allocated to resealing works on Jobs Gate Road and the Goodooga Road. These works were completed during February by one of Councils contractors. The works involved council crews conducting shoulder works on the nominated sections and contract crews spraying new bitumen down and covering it with new stone. This project was selected by the contractor to have a mixing plant brought in from Queensland to help mix in recycled tyre rubber into the bitumen. This project is the first time that this plant has been into NSW. This process helps get further life out of the bitumen reseal and road pavement.

MR70 Re-Sheeting

Work crews have completed one segment of 2km. An additional 700m has now been sealed, with an additional 1.3km to be sealed by the end of June.

By the end of the financial year 57% of the re-sheeting on MR70 will have been completed.

Flood Damage works

AGRN 987

A consultant has been engaged to help sort the current data and information needed to complete this claim. A claim has been lodged with TfNSW for assessment.

AGRN 1034

During September, the Brewarrina Shire Council was declared as being in a natural disaster area. This entitles council to claim funding through the federal government in helping clean up and get our assets back to a good standard. Recover works have been started around the shire with extra graders being hired in to help get the road back to a good standard.

David Kirby
General Manager

ATTACHMENTS: Nil.

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BREWARRINA SHIRE COUNCIL

Agenda Submission for Ordinary Meeting held on Friday 23rd June 2023

TITLE:	UTILITIES INFORMATION REPORT	DOC REF: Item: d
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REPORT BY:	Russell Holz UTILITIES MANAGER	DATE: 14 th June 2023
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IP&R REFERENCE:

Theme 1 - A Growing Economy
Theme 2 - A Healthy Natural Environment
Theme 3 - A Caring Community

PURPOSE:

The purpose of this report is to update Council on the status, as at 31st May2023, of all works in Utilities Section. The report is based on the 2022/2023 financial year.

CONTENT:

PARKS, GARDENS & WASTE:

- May comprised mostly of routine and scheduled maintenance
- Finalising scheduled Septic Tank cleaning completed, Cato Rest Area, 4 Mile, Boat Ramp, Brewarrina Showground & Dog Pound.
- Town Approaches completed at both West Brewarrina and Barwon 4. Coolabah Road entrance to be completed in lead up to Cod Cup.
- Brewarrina Showground upgrade of Male and Female Toilet block completed. The bar area is the only remaining works to be completed.
- Completion of walking track inside the perimeter of Geoff New Sporting complex.
- Geoff New oval lights connected and in use, only PA system to be completed.

WATER AND SEWER:

- Complete renewal of water and underground sewer for toilet block at showground (all works done by BSC staff).
- 6 x mains breaks on the raw water reticulation.
- Repaired 2 water service throughout month of May.
- Programmed and scheduled maintenance undertaken on sewer pumping stations including the cleaning and vacuuming.
- Weilmoringle water supply upgrade to include new Ultra-violet light filter.
- 5 sewer chokes cleared in mains service lines for month of May.
- Completion of connections of four new housing developments in Newtown area to Council services.

Microbiological Water Sampling:

- 10 x allocated samples for Brewarrina, Weilmoringle and Goodooga were sent away for the month of May. Extra samples were taken from all supplies under NSW Health's pesticide monitoring program. This is completed once a month.

Brewarrina – Barwon River Raw Water Extraction and Filtered Water Supplied:

	Filtered ML		Raw ML	
	Total	Daily	Total	Daily
July	17	0.5	60	2
August	17	0.5	65	2
September	16	0.5	60	2
October	18	0.5	65	2
November	19	0.5	70	2.1
December	16	0.5	65	2
January	12	0.4	52	1.8
February	16	0.5	70	2.1
March	12	0.4	50	1.8
April	11	0.4	48	1.8
May	12	0.4	50	1.8
June				

Projects

- Skate Park Goodooga in final development stage.
- Smart Water Meters in the planning stage for rollout.
- Goodooga Splash Park in talks re final design.
- Swimming Pool contract, Council has been forwarded all Tenderers for decision.

Regulatory Officer Activity:

Council assets sprayed for the month of May include;

- **Town Streets & Laneways.**
- **Brewarrina Showground**
- **Brewarrina Cemetery**
- **Town Bridge Approaches and Welcome Signage.**
- **Sewerage Treatment Works**

Animal control for the month of May once again had a clear focus on nuisance dogs with a number of attacks recorded in Brewarrina. Councils Regulatory Officer has been instructed to focus on reported nuisance areas. Assisted RSPCA in desexing (47) and micro-chipping (>100) animals.

	Total	Complaints	Re-homed	Released
Dogs	15	3	10	3
Cats	2	-	-	-

AERODROMES:

Brewarrina & Goodooga:

- General maintenance & inspections.
- Mowing and slashing completed around Terminal, Apron and Taxiway.

ATTACHMENTS:

Nil

David Kirby
General Manager

BREWARRINA SHIRE COUNCIL

Agenda Submission for Ordinary Meeting held on Friday 23rd June 2023

TITLE:	Economic Development Manager Report	DOC REF: Item: f
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REPORT BY:	Fran Carter ECONOMIC DEVELOPMENT MANAGER	DATE: 13th June 2023
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IP&R REFERENCE:

- 1.1: Improve social well-being to offer a competitive lifestyle to attract and retain working families.
- 2.1: Strengthening agriculture and existing local industries and exploring other options.
- 5.1: A community that partners with Council in decision making

PURPOSE:

The purpose of this report is to inform Councillors of the progression of the projects and programs.

CONTENT:

The Economic Development team have been actively engaged in fostering sustainable economic development in Brewarrina over the month of May. Our primary focus has been to identify opportunities, build partnerships, and implement strategies that support local businesses, attract investments, and improve the overall economic landscape of the town.

1. Tourism Development Initiatives:

Currently upgrading and expanding the Brewarrina Visitor Information Centre to provide better services and resources for visitors.

Sourcing additional staff members to cater for the growing number of visitors, meetings and events.

Increase in visitor numbers to the Visitor Information Centre for May as a direct result of the Bald Archy Art Exhibition that will stay on display until the 27th June.

The Visitor Information Centre continually serves as a platform to promote local businesses, attractions, and other events by providing exposure and recommendations, the centre helps drive footfall to local establishments, benefiting the local economy and fostering sustainable tourism growth.

2. Promotion of Local Attractions and Events:

Collaborated with local businesses, community groups, and event organisers to promote Brewarrina's unique attractions and events.

Developed event marketing campaign targeting other regional areas to attract visitors to Brewarrina.

Utilised digital platforms and social media to reach a wider audience and increase awareness of local offerings.

Staff are preparing for the “Brewarrina Blizzard” from the 3rd -9th July. In a first for Western NSW that will see a real ice skating rink brought into Brewarrina

3. Economic Development Initiatives:

Identifying available land for development and/or expansion and completing investigation to determine validity of land for use.

Two expression of interests have been lodged under the Growing Regional Economies Fund for \$14 million for infrastructure projects that will improve the social and business environment and attract new investment to Brewarrina.

5. Infrastructure Development:

Hassell Studio conducted a series of community consultations from the 22nd-25th May here in Brewarrina. The primary objective of these consultations was to gather insights and understand the needs and priorities of the community members regarding the main street redevelopment.

This information will serve as a foundation for the architects to develop a design that reflects the community's vision. The consultation aimed to foster open and transparent communication between the architects, project stakeholders, and the community. Building these relationships and trust is crucial to ensure a collaborative and inclusive design process.

Progressing with the upgrades of public spaces, streetscapes, and amenities to create an attractive and welcoming environment for residents, visitors, and businesses.

6. Industry Diversification:

Supporting the exploration and development of new industries and business opportunities in the Brewarrina shire to diversify the local economy.

One of these opportunities has involved the purchase of a mobile coffee van in partnership with Regional NSW that will provide training and qualifications in the world of hospitality and barista skills to students in Goodooga, Brewarrina and Weilmoringle.

LIBRARY

Brewarrina Shire Council is affiliated with North West Slopes and Plains Regional Library. This partnership includes Moree, Walgett, Lightning Ridge, Mungindi and Brewarrina. Brewarrina contributes to the regional partnership by way of a subscription each year which enables Brewarrina to have access to the regional Library Management system for management of books and also regular book exchanges. The reasonable small amount this does cost the council outweighs the cost of council buying new books ourselves and managing and maintaining a Library Management system.

Saturday Morning Program

NSW State library increased funding which has given Council the opportunity to increase service delivery for community to access and utilise the wonderfully new renovated library space and technologies.

Book Club

The Book Club met Saturday 27th May at Muddy Waters to review “A Gentleman in Moscow” by Amor Towles. After our discussion there were mixed feelings about the book some really enjoyed it others couldn't get through reading the book found it boring.

I gave out the book for next month which was ‘Treasure & Dirt’ by Chris Hammer.

We will meet again on Saturday 8th July

Local History Project will be starting a catalogue of local history objects and documents.

Professional Development

Spydus 10.5 upgrade went live on the 11th November 2020.

Big Sky Library (BSL) Strategic Planning

BSL has contracted a consultant to review, gather and interpret all necessary information from stakeholders during this month using online platforms. This information will be collated to form the new BSL strategic plan for the next 3-5 years. A copy will be attached when it is complete.

Monthly Activity Statistics:

ACTIVITY	CUSTOMER VOLUME-per month
Number of books renewed	56
Number of books returned	56
Number of books requested from other libraries	3
Library Computer Bookings	88
Library books through kiosk	0
Library visits	411
Number of new members signed up or re-registered	10
Membership	534

St Patricks School attending Simultaneous Story Time on Wednesday 24th May
The book for 2023 being “ The Sleepy Sloth” by Rebecca Young and Heath McKenzie



Students and Teachers from Brewarrina Central School attending National Simultaneous Story Time on Wednesday 24th May.



HUMAN SERVICES

Brewarrina Shire Council has entered into an Agreement with Services Australia for the provision of services to Brewarrina. This agreement provides council with payment to cover 25 hours per week.

With the changes with Centrelink we now provide all Federal Government services on the Centrelink computers such as:

• Centrelink	• Medicare	• Child Support
	• Australian tax Office	

Monthly Activity Statistics:

Below is the breakdown of the monthly statistics that we send to Centrelink:

MyGov	125
Centrelink	156
Medicare	1
Child Support	5
Trial	0
Other (ATO)	4
Assistance Provided	
Register customer for MYGov	1
Register Customer for Agency Linking Codes	6

Assist Customer with MyGov website	1
Assist Customer with MyGov App	0
Assist Customer with own Device	6
Assist Customer on computer (sst)	53
Assist Customer with document upload (Scan)	12
Assist customer using Silver Service	23
Assist customer with faxing	7
Assist with Identity confirmation	1
Assist with form completion	9
Assist providing forms/publications	10
Refer Customer to Service Australia phones(Smart call centre)	31
Time Taken	
Less than 5 minutes	108
5 to 15 Minutes	38
15 to 30 Minutes	22
30 to 60 minutes	8
Over 60 minutes	9

As part of the Centrelink response to Coronavirus, Brewarrina Agency has been asking clients to sign in, and for those from out of town, to provide contact details, in the advent of an outbreak, which would be passed to health authorities to assist with tracing.

Counts of service	Residency
91	Brewarrina

CONSULTATION:

GOVERNANCE IMPLICATIONS:

CONCLUSION:

This report provides Council with information and an update on the progress of the Economic Development Managers programs and plans.

David Kirby
General Manager

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BREWARRINA SHIRE COUNCIL

Agenda Submission for Ordinary Meeting held on Friday 23rd June 2023

TITLE:	HUMAN RESOURCES INFORMATION REPORT	DOC REF: Item: m
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REPORT BY:	Tara Byrnes HUMAN RESOURCES MANAGER	DATE: 13 th June 2023
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IP&R REFERENCE:

Objective 1.1: Improve social well-being to offer a competitive lifestyle to attract and retain working families.

- 1.1.1: Local access to essential services
- 1.1.4: Ensure high standard of education for Shire residents
- 1.1.5: Retain and develop housing for skilled people

Objective 1.2: Support young people and encourage their development

- 1.2.3 – Development of traineeship programs to retain youth and provide with new skills.

PURPOSE:

The purpose of this report is to inform Council on Human Resources current positions vacant and training that will be ongoing throughout 2023.

CONTENT:

The below table outlines training and conferences that have been attended and/or scheduled during the reporting period.

TRAINING & CONFERENCES:

DATE	TITLE	DESCRIPTION OF TRAINING / CONFERENCE
Date change July/August	Mental First Aid Training	Hybrid delivery – online all of Council Management
June 2023	TAFE NSW Plumbing Apprenticeship	1 x Water and Sewer Employees – block training commenced 12-16 June 2023.
June 2023	WHS Committee Meeting	Staff WHS Committee Meeting 2 June 2023
June 2023	HVAIS Examiner Training	1x Staff - Tamworth
June 2023	Chemical Accreditation	2x Staff - Brewarrina
June 2023	Developing Successful Grant Applications	1x staff member through Department of Planning and Environment, under the Regional Housing Strategic Planning Fund is offering training for 'Developing Successful Grant Applications'
May 2023	Whitecard	1x Staff - Online
May	NSW Planning Portal Training	1x NSW Planning portal training - online
May	ASCIS – TAFE	Workshop Staff
May	Traffic Control and Implement Traffic Control Training	Traffic Control and Implement Traffic Control Plans - Dubbo Training provider.

March 2023	SNSW Training	1 x staff member in Parkes for 2 week training
February 2023	TAFE NSW Plumbing Apprenticeship	2 x Water and Sewer Employees – block training commenced 27 Feb 2023.
February 2023	Traffic Control Training	10 x scheduled to undertake TC training in April.
February 2023	Statement of Attainment in Agricultural Chemical Skill Set	Enquired through TAFE NSW re: availability for course.
February 2023	Centrelink Training	Liaising with Services Australia to enrol 2 x staff members to complete training.
February 2023	White Card Training	Booked for 2 x staff members – March 2023
January 2023	Code of Conduct Training	Currently organising suitable date for all staff to complete Code of Conduct Training.
January 2023	Workplace Sexual Harassment Training – Evolving Obligations for Team Members	Enquiry sent for availability on training for all staff.
January 2023	CERT III Automotive Servicing Technology	2 x Apprentice Mechanic's enrolled.

RECRUITMENT & ADVERTISING:

Position	Reason	Filled or Readvertised
Transport Manager	Resignation	Advertised – closes April 18 Interviews conducted 5 May 23 Re-advertised – closes 23 June 23 Acting consultant placement.
Environmental Health and Building Manager	Resignation	Filled – to start 3 April 2023 Position – interviewing stage Re-advertising
Youth Worker	Resignation	Advertising – casual position
Community Engagement Coordination	Resignation	Advertising – closes 23 June
Customer Service Officer – Services NSW / Records	Resignation	Filled
Internal Finance Officer	New Position	Filled
Casual Labourer/plant Operator	Resignation	Filled

EMPLOYEE STATISTICS:

	Number
Male	56
Female	25
Indoor	32
Outdoor	49
Indigenous	52
Non-Indigenous	30
Full-Time	43
Part-Time	2
Casual	27
Term of Contract	8
Manager	6
Supervisor	4

TOTAL EMPLOYEES	81
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APPOINTMENTS/RESIGNATIONS FOR REPORTING MONTH:

APPOINTMENTS:

- Customer Service Officer – Services NSW / Records
- Internal Finance Officer
- Casual Labourer/plant Operator
- Acting Transport Manager - Consultant

RESIGNATIONS:

- Youth Worker
- Community Engagement Coordinator

BUILDING REPAIR & MAINTENANCE UPDATE:

- Bourke Street Property; undergoing repair work, floor replacements, ceiling rectification works.
- VIC rectification works; smashed windows replaced, decking corrections, lighting works and plastering.
- Installation of cement area at Dooral Street.
- Gutter cleaning on all Council buildings – ongoing.
- Worksite Safety Inspections conducted at Council Buildings – ongoing.
- Electrical testing and tagging – ongoing.

INCIDENT REPORT UPDATE:

IR#	Date- Details	Investigation & Action	Personnel Responsible	Status
23.9	15.4.23 – vehicle incident; airline replacement	Incident, driver error	Transport Manager	Completed.

Performance Reviews:	Month to Date	Year to Date
	1	1

FINANCIAL IMPLICATIONS:

Budget variations to training.

CONCLUSION:

To inform Council of the monthly activities.

ATTACHMENTS:

Nil

David Kirby
General Manager

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ITEMS FOR CORRESPONDENCE

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Circular Details	Circular No 23-04 / 25 May 2023 / A860043
Previous Circular	<i>21-33 Compliance with records management provisions and transfer of local government records to the State Archives Collection</i>
Who should read this	Councillors / General Managers / Joint Organisation Executive Officers / governance and records management staff
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Information / Council to Implement

Changes to public access to council records under the *State Records Act 1998*

What's new or changing

- Changes to the *State Records Act 1998* (the Act) that take effect from 1 January 2024 will affect council records. Under the changes:
 - State records will be open to the public by default once they are 20 years old, unless they are closed via a Closed to Public Access (CPA) direction
 - public offices (including councils) will be required to submit a plan in 2024 outlining their intention to transfer records that are required as State archives.
- As a result of changes to the Act that took effect on 31 December 2022, parts of the Act governing public access, transfers and records that have strayed ('estrays') are now administered by Museums of History NSW (MHNSW), a new statutory body.
- Other parts of the Act are administered by State Records Authority NSW (State Records NSW).

What this will mean for your council

- Councils will need to renew or register CPA directions with MHNSW well in advance of 1 January 2024 to ensure appropriate protection of sensitive information.
- During 2024, councils will need to submit a transfer plan to MHNSW.

Key points

- Changes to the parts of the Act administered by MHNSW are as follows:
 - Section 32(4): Transfer planning - this new section will require public offices (including councils) to plan for the transfer of records required as State archives into the State Archives Collection, and to submit a plan to MHNSW. This requirement will apply even if there is no intention to transfer records at the present time.
 - Section 50: Reduction in the Open Access Period - the Open Access Period for State records will reduce from 30 years to 20 years. The Act establishes a presumption that records in the Open Access Period should be open to public access.

- Section 51: State records will become open to the public by default after 20 years - State records that are at least 20 years old will be open to public access if they are currently subject to an Open to Public Access (OPA) direction or do not have an access direction in place. There is no change to the capacity for a public office to apply a CPA direction or the requirement for CPA directions to be renewed every 5 years.
- The changes mean that from 1 January 2024:
 - State records that currently have a 30-year OPA direction registered will be open to the public once they are 20 years old
 - State records that are 20 or more years old and do not have an access direction registered will automatically be open to the public.
- CPA directions that were made more than 5 years ago will need to be renewed before 1 January 2024 or the records will automatically be open to the public once they are 20 years old.

Where to go for further information

- Advice on access directions is available on the [Public access to records section](#) of the MHNSW website.
- Councils can review or renew existing access directions and register new directions through the Service Portal operated by MHNSW and State Records NSW. The Service Portal is available via the [Agency Services webpage](#).
- Email transfer@mhnsw.au for advice and assistance with these new requirements.

Brett Whitworth
Deputy Secretary, Local Government

Circular Details	Circular No 23-05 / 5 June 2023 / A855318
Previous Circular	19-24 – Ward boundary and name changes
Who should read this	Councillors / General Managers / Governance staff
Contact	Council Governance Team / 4428 4100 / olg@olg.nsw.gov.au
Action required	Information / Response to OLG / Council to Implement

Ward boundary and name changes

What's new or changing

- Councils must review their ward boundaries and notify the NSW Electoral Commission (NSWEC) of any changes to ward boundaries and/or names by **5 October 2023**.

What this will mean for your council

- Under section 211 of the *Local Government Act 1993* councils that are divided into wards must keep ward boundaries under review to ensure the difference in elector numbers between wards does not exceed 10%. The attachment to this Circular provides further information regarding the calculation of the 10% variation to elector numbers within wards.
- Before altering ward boundaries, councils must:
 - consult the NSWEC and the Australian Statistician; and
 - prepare and publicly exhibit a plan detailing any proposed alteration (the ward boundary plan).
- Under section 277A of the *Local Government (General) Regulation 2021* ward boundary and name changes must be made by **5 October 2023** to be in effect for the **14 September 2024** ordinary elections unless the Electoral Commissioner otherwise approves in special circumstances.

Key points

- Local government ordinary elections are to be held on **14 September 2024**.
- The last date for councils to make ward boundary alterations and name changes is **5 October 2023**.
- The NSWEC maintains a website to assist councils to review their ward boundaries and provide guidance on the process for consulting with it. The website is available [here](#).
- Councils must publicly exhibit the ward boundary plan for at least 28 days and consider any submissions made during the 42 day consultation period.

Where to go for further information

- More information is available on the NSWEC's website [here](#).
- Contact Data Analytics and Geospatial Services Team (Manager, Omar Altaie) at the NSW Electoral Commission on 9290 5999 or via email redistribution@elections.nsw.gov.au.

Brett Whitworth
Deputy Secretary, Local Government

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Attachment

To ascertain if there is a difference greater than 10% in the number of electors between wards, councils need to determine the percentage variation between the numbers of electors between wards.

The most efficient way to ascertain if there is a variation of greater than 10% is as follows:

1. Find the difference between the ward with the most electors and the ward with the fewest electors
2. Divide that difference by the number of electors in the smallest ward (that is, the ward with the fewest electors)
3. If the result is more than 10%, follow the ward boundary alteration processes

For example: a Local Government Area where the largest ward has 10,000 electors, and the smallest ward has 9,000 electors:

- Ward A: 10,000 electors (largest ward)
- Ward B: 9,000 electors (smallest ward)
- Ward C: 9,400 electors
- Ward D: 9,600 electors

Difference between Ward A and Ward B: $10,000 - 9,000 = 1,000$

Difference as a percentage of Ward B (smallest ward): $1,000/9,000 = 0.111$ **(11%)**

In the above example, there is a variation of more than 10% between the number of electors in two wards of the Area. As the variation is greater than 10%, the council is required to alter its ward boundaries in compliance with section 211 of the *Local Government Act 1993*.

NOTICE OF MOTION

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BREWARRINA SHIRE COUNCIL

Agenda Submission for Ordinary Meeting held on Friday 23rd June 2023

TITLE:	NOTICE OF MOTION WEIR PARK	DOC REF: NOM: 1
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REPORT BY:	David Kirby GENERAL MANAGER	DATE: 16 th June 2023
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IP&R REFERENCE:

Theme 4: A Community with Integrated Leadership - L4. Benchmarking Quality of Life and Reporting

PURPOSE:

The purpose of this report is to inform Council of the Notice of Motion lodged by Councillor Frail regarding Weir Park.

RECOMMENDATION:

That Council;

Consider Councillors Frails Notice of Motions;

- 1. That the entrance to the Ngunnhu with a car be closed and cars and buses to park outside on the road. This area to be beautified with a seating, information and BBQ area.**
- 2. Removal of the sandstone boulders**

CONTENT:

Notice was hereby given by Councillor Frail that Council consider the following at its June 2023 Ordinary Meeting of Council;

1. That the entrance to the Ngunnhu with a car be closed and cars and buses to park outside on the road. This area to be beautified with a seating, information and BBQ area.
2. Removal of the sandstone boulders.

Background (Councillor Frail)

1. When Europeans arrived at the Ngunnhu they did not understand what they were looking at, they did not understand that the area that they chose to be the car park was an area of corroborees' and families coming together, tribes would come together and celebrate with corroborees and passing on the Dreaming stories
Whilst the car park area is an area for people to park their cars, they either sit in it for approximately 5-10minutes, or they get out of their car and go for a walk along the Barwon for approximately 20minutes.
There is a lot of safe parking area in Sandon St
2. Removal of the sandstone boulders that are on the traditional corroboree area at the Ngunnhu, these boulders are not from country and there had been no community consultation regarding bringing them on country or the placing them at a suitable area.

General Manager Commentary

Weir Park is a crown reserve that is managed by Brewarrina Shire Council. The park consist of a small communal area, historic lookout (refurbished) and a Yarning Circle constructed under the Local Roads Community Infrastructures Program (LRCIP) Phase 2.

The vehicle access has always been an issue when trying to contain vehicles within the reserve. The road and turnaround bay don't provide adequate space for vehicles to park inside and generally used for vehicles (mostly locals) to take a quick look at the River whilst either on a leisurely drive or showing family and friends.

To close off the area would simply require a bollard placed in the middle of the driveway and would be an inexpensive exercise. The bollard would also allow for pedestrian traffic including disable wheelchairs and scooters to pass easily. The bollard would be easily removable.

The Yarning Circle was constructed under Phase 2 of the LRCIP and community consultation was undertaken with both Traditional Owners and the wider Aboriginal community. The concept and design was tabled at a members meeting of the Brewarrina Local Aboriginal Land Council who agreed that the idea of a meeting place was needed for that area. Local Ngemba man Morris Sullivan was then engaged by Council to do the design of the sandstone boulders to ensure the designs were culturally appropriate. Its use since its construction has been primarily for large community gatherings and more recently weddings which received good feedback from community and visitors.

The feedback of the Circle being too big for meeting and too small for dancing has seen Council support local gatherings and festivals in spreading sand for events free of charge in make shift dance circle arrangement for corroborees which seems to work well. There has been feedback that a larger stand-alone dance circle and smaller yarning circles be constructed in the park to suit the needs of community.

If these options were considered, Council would need to look at the option of reusing the boulders for the smaller yarning circles or in other areas of the Shire. There would also need to be a new budget allocated to the project to undertake any future works.

FINANCIAL IMPLICATIONS:

Nil

LEGAL IMPLICATIONS:

David Kirby
General Manager

ATTACHMENTS:

- Clr Frail Notice of Motion

BREWARRINA SHIRE COUNCIL



All communications to be addressed to the General Manager

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Email: breshire@brewarrina.nsw.gov.au

Notice of Motion to Council Meeting

Local Government Act 1993

Code of Meeting Practice

(Incorporating Local Government (Meetings) Regulations)

To: General Manager
Brewarrina Shire Council

Item 9: MOTION FOR COUNCIL CONSIDERATION

I, Councillor Trish Frail do hereby give notice of the following motion for consideration at the Council meeting on 23rd June 2023.

Motion for Council Meeting

- 1) That the entrance to the Ngunnhu with a car be closed and cars and buses to park outside on the road. This area to be beautified with a seating, information and bbq area.
- 2) Removal of the sandstone boulders

Background

- 1) When Europeans arrived at the Ngunnhu they did not understand what they were looking at, they did not understand that the area that they chose to be the car park was an area of corroborees' and families coming together, tribes would come together and celebrate with corroborees and passing on the Dreaming stories
Whilst the car park area is an area for people to park their cars, they either sit in it for approximately 5-10minutes, or they get out of their car and go for a walk along the Barwon for approximately 20minutes.
There is a lot of safe parking area in Sandon St
- 2) Removal of the sandstone boulders that are on the traditional corroboree area at the Ngunnhu, these boulders are not from country and there had been no community consultation regarding bringing them on country or the placing them at a suitable area.

This area is over 65,000 years old, and we need to respect it and acknowledge that this is a sacred area.

Councillor Frail

