



**Date: Friday, 22 March 2024**

**Time: 10:00 AM**

**Location: Brewarrina Shire Council**

**57 Bathurst Street**

**Brewarrina NSW 2839**

# **AGENDA**

## **Ordinary Council Meeting**

**22 March 2024**

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## NOTICE OF ORDINARY MEETING

NOTICE is hereby given that an ORDINARY MEETING of the Council of Brewarrina will be held on **Friday 22nd March 2024** at the **Brewarrina Shire Council, 57 Bathurst Street, Brewarrina NSW 2839 commencing** at 10:00 AM for the transaction of the following business.

### Table of Contents

<b>1</b>	<b>Opening Prayer &amp; Acknowledgement of Country.....</b>	<b>6</b>
<b>2</b>	<b>Apologies/Leave of Absence .....</b>	<b>6</b>
<b>3</b>	<b>Declaration of Interest .....</b>	<b>6</b>
<b>4</b>	<b>Confirmation of Minutes.....</b>	<b>6</b>
<b>5</b>	<b>Mayoral Minute.....</b>	<b>21</b>
	Nil	
<b>6</b>	<b>Reports of Committees .....</b>	<b>21</b>
	Nil	
<b>7</b>	<b>Reports to Council for Action .....</b>	<b>22</b>
	7.1 Smoke Free Policy .....	22
<b>8</b>	<b>Reports for Information.....</b>	<b>27</b>
	8.1 Bank Reconciliation & Investment Report.....	27
	8.2 Timeframes for 2024/25 Budget Information Report.....	32
	8.3 TRANSPORT - INFORMATION REPORT .....	34
	8.4 General Manager Diary .....	36
	8.5 Human Resources .....	38
	8.6 Mayors Diary .....	42
	8.7 Status Report March .....	44
	8.8 Economic Development Managers Report .....	51
	8.9 Utilites Report .....	55
<b>9</b>	<b>Notice of Motion / Questions with Notice.....</b>	<b>58</b>
	Nil	
<b>10</b>	<b>Confidential Matters .....</b>	<b>59</b>
	10.1 Rates Exemption Claims Under S555 (1)(b1) for John Hart ( Rates Account # 890 ).....	
	10.2 Weir Park .....	
<b>11</b>	<b>Open Session.....</b>	<b>74</b>
<b>12</b>	<b>Conclusion of Meeting .....</b>	<b>74</b>

The Council of the  
**SHIRE OF BREWARRINA**



*All the communications to be addressed to the General Manager*

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57 Bathurst Street  
BREWARRINA NSW 2839 PO Box 125  
BREWARRINA NSW Telephone: (02) 6830 5100  
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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).

- 1 OPENING PRAYER & ACKNOWLEDGEMENT OF COUNTRY**
- 2 APOLOGIES/LEAVE OF ABSENCE**
- 3 DECLARATION OF INTEREST**
- 4 CONFIRMATION OF MINUTES**

Ordinary Council Meeting - 23 February 2024



**Date: Friday, 23 February 2024**

**Time: 10:00 AM**

**Location: Brewarrina Shire Council  
57 Bathurst Street  
Brewarrina NSW 2839**

# **MINUTES**

## **Ordinary Council Meeting**

**23 February 2024**

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**MINUTES OF BREWARRINA SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE BREWARRINA SHIRE COUNCIL, 57 BATHURST STREET, BREWARRINA NSW  
2839  
ON FRIDAY, 23 FEBRUARY 2024 AT 10:00 AM**

**PRESENT:** Cr Vivian Slack-Smith (Mayor), Cr Angelo Pippas (Deputy Mayor), Cr Mark Brown, Cr Trish Frail, Cr Douglas Gordon, Cr Isaac Gordon, Cr Donna Jeffries, Cr Noel Sheridan, Cr Tommy Stanton

**IN ATTENDANCE:** David Kirby (General Manager), Arianne Tan (EA to General Manager)

**1 OPENING PRAYER & ACKNOWLEDGEMENT OF COUNTRY**

2 Apologies/Leave of Absence

**APOLOGY**

**RESOLVED 001/24**

**Moved: Cr Douglas Gordon**

**Seconded: Cr Trish Frail**

**That the apology received from Cr Tommy Stanton be accepted and leave of absence granted.**

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

3 Declaration of Interest

Cr Donna Jeffries declared a non-pecuniary – insignificant conflict to Item Brewarrina Swimming Pool.

Cr Douglas Gordon declared a pecuniary interest to Item Brewarrina Swimming Pool.

Cr Isaac Gordon declared a pecuniary interest to Item Brewarrina Swimming Pool.

**4 CONFIRMATION OF MINUTES**

**MOTION**

Moved: Cr Mark Brown

Seconded: Cr Donna Jeffries

That the Minutes of the Ordinary Meeting of Friday 15<sup>th</sup> December 2023 covered by resolutions 159/23 to 168/23 action request be adopted.

**5 MAYORAL MINUTE**

**5.1 MAYORAL MINUTE**

**PURPOSE**

The aim of this Mayoral Minute is to propose an initiative for enhancing the security of Brewarrina by installing surveillance cameras at critical locations around the town, as soon as possible. This includes all major entry and exit points, such as Gongolgon Road's entry, and along the main street. The project will be carried out in close consultation with the local police force, who will also provide guidance on the strategic placement of these cameras to maximise their effectiveness.

**CONTENT**

In response to community concerns regarding safety and in recognition of the potential benefits of surveillance technology, this initiative seeks to proactively address security issues in Brewarrina. By installing cameras at key points around the town, particularly at all entry and exit points, we aim to deter criminal activity and provide valuable assistance to the local police force in their investigative and preventive efforts.

The decision to consult closely with the police ensures that we benefit from their knowledge of local crime patterns and their expertise in surveillance operations. This partnership approach will enable us to identify the most critical areas for surveillance, thereby ensuring an efficient and effective security infrastructure.

This project not only aims to reduce crime but also to enhance the community's sense of safety, contributing to Brewarrina's overall well-being. With the council's approval, we can proceed with this vital project, demonstrating our commitment to maintaining and improving public safety in our town..

**RESOLVED 002/24**

**Moved: Cr Trish Frail**

**Seconded: Cr Douglas Gordon**

**That Councillors;**

- 1. Support the proposal for installing security cameras at key locations around Brewarrina, including all town entry and exit points and along the main street as a matter of urgency.**
- 2. Delegate the General Manager to work in consultation with local police to identify critical areas for camera installation, ensuring the initiative aligns with overarching community safety goals.**
- 3. Authorise the allocation of necessary funds from the current budget for the project's preliminary phase, with a comprehensive plan and budget details to be presented at the subsequent council meeting.**
- 4. Form a steering committee, comprising council representatives and local police, to guide the project's execution, guaranteeing transparency, accountability, and active community involvement.**

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

**6 REPORTS OF COMMITTEES**

Nil

**7 REPORTS TO COUNCIL FOR ACTION****7.1 MONTHLY FINANCIAL REPORT****PURPOSE**

The Purpose of this report is to present the reconciliation of Council's cashbook and bank statement as at 30<sup>th</sup> Nov 2023.

**RESOLVED 003/24**

Moved: Cr Noel Sheridan  
Seconded: Cr Angelo Pippas

That;

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

The MOTION upon being PUT to the MEETING was declared CARRIED

**7.2 COUNCIL MONTHLY REPORT – JAN 2024****PURPOSE**

The Purpose of this report is to present the reconciliation of Council's cashbook and bank statement as at 31<sup>st</sup> Jan 2024.

**RESOLVED 004/24**

Moved: Cr Noel Sheridan  
Seconded: Cr Angelo Pippas

That;

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

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

**7.3 QUARTERLY BUDGET REVIEW STATEMENT  
2ND QUARTER 2023/2024**

**PURPOSE**

The Purpose of this report is to submit to Council a report detailing the variances to the budget for the 2023/2024 financial year as presented in the Quarterly Budget Review Statement for the quarter ended 31 December 2023.

**RESOLVED 005/24**

**Moved: Cr Angelo Pippos**

**Seconded: Cr Isaac Gordon**

**That Councillors;**

**Receive this report as information.**

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

**7.4 LOAN # 63 - TO RENEW OR TO PAYOFF****PURPOSE**

The purpose of this report is to gain Council's approval to pay off the loan # 63.

**RESOLVED 006/24**

**Moved: Cr Trish Frail**

**Seconded: Cr Angelo Pippos**

**That Councillors;**

**Endorse the action taken option 1 to pay off Loan # 63 at 8 April 2024 when the current 5 years fixed interest arrangement expires. This will save Council over \$66,000 interest payment over seven years.**

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

**7.5 IPART DETERMINATION OF RATE PEG FOR 2024/25**

**PURPOSE**

The purpose of this report is to gain Council's approval to apply full rate peg 4.5% for fiscal year 2024/25.

**RESOLVED 007/24**

**Moved: Cr Angelo Pippos**  
**Seconded: Cr Mark Brown**

**That;**

- 1. The Rate Pegging report is received as information.**
- 2. That Council apply the 3.5% general pegging to its General Rate Income for the 2024/25 rating year.**

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

**7.6 INVESTMENT POLICY - MINOR AMENDMENT****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.

**RESOLVED 008/24**

**Moved: Cr Trish Frail**  
**Seconded: Cr Douglas Gordon**

**That Councillors adopt the Investment Policy – Minor Amendment.**

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

**7.7 BREWARRINA CARAVAN PARK****PURPOSE**

The purpose of this report is to update Council on activities related to the Brewarrina Caravan Park and intended future use.

**RESOLVED 009/24**

**Moved: Cr Douglas Gordon**  
**Seconded: Cr Angelo Pippos**

**That**

- 1. Council resolve to prepare further costing report in regards to caravan park based on emergency accommodation.**

2. Further costing report to be tabled to council.
3. Prepare costing on Brewarrina Showground carpark with installation of electricity, and a bituminous surface car park.

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

## **7.8 RMCC PERFORMANCE REPORT QUARTERS 3&4**

### **PURPOSE**

To provide Council with an update of the Transport for NSW RMMC Performance reports in the 3<sup>rd</sup> and 4<sup>th</sup> quarter.

**RESOLVED 010/24**

**Moved: Cr Trish Frail**

**Seconded: Cr Angelo Pippos**

**That Council resolve to receive this report as information**

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

## **8 REPORTS FOR INFORMATION**

### **8.1 GENERAL MANAGER DIARY**

**PURPOSE**

The purpose of this report is to provide Council with a summary of meetings and functions attended during the reporting period.

**GENERAL MANAGER ACTIVITY**

- 19th December: Brewarrina Projects Check-In.
- 21st December: Central West Orana and Far West Regional Recovery Committee Meeting.
- 27th December: Monthly Meeting with DRNSW - Brewarrina Shire Council.
- 11th January: Meeting with Jenny Aitchison, Minister.
- 24th January: Discussion on Brewarrina Aboriginal Fishtraps Lookout & River Walk Project
- 25th January: Australia Day Eve Event.
- 26th January: Australia Day Event.
- 31st January: NSW Telco Meeting.
- 2nd February: AWC GMAC Meeting; Severe Weather Pre-Event Briefing. Attended Western Alliance General Managers meeting in Narromine; discussed cybersecurity, investment policies, and RFS Red Fleet issues.
- 4th February: Interagency Severe Weather Briefing.
- 6th February: Brewarrina Project Meeting RNSW817.
- 7th February: LEMC LRC Meeting.
- 8th February: Project Information Catch-Up with Randall Medd.
- 9th February: BROCC Meeting; discussed threats like Fire Ants and Services Mapping; noted the benefits of membership.
- 10th February: Visit by Ashley Welinga to Brewarrina Tour De Oroc.
- 12th February: Presentation of Asset Accounting System MAG.
- 13th February: Bohda Ltd Long Overdue Debt Discussion; Brewarrina FLR Projects.

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**8.2 MAYOR DIARY****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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**8.3 STATUS REPORT**

**PURPOSE**

The purpose of this report is to provide the Council with a summary status report.

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**8.4 TRANSPORT - INFORMATION REPORT****PURPOSE**

The purpose of this report is to update Council on various road maintenance and construction activities in the previous month and provide a work program for the coming period.

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**8.5 UTILITIES INFORMATION REPORT****PURPOSE**

The purpose of this report is to update Council on the status, as at, 13<sup>th</sup> February 2024 of all works in Utilities Section. The report is based on the 2023/ 2024 financial year.

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**8.6 ENVIRONMENT, PLANNING, HEALTH AND BUILDING - INFORMATION REPORT****PURPOSE****Discussion Regarding Planning Constraints and Possible Options.**

To make Council aware of some of the Planning constraints in relation to current zones and options to utilise State Environmental Planning Policies – Variation of Standards option and re-consider current zone constraints in and around the various communities.

It is proposed that there be a brief question and answer session with Councillors and staff at the meeting to ensure Councillors are aware of some constraints and issue to re-consider what changes (if any) might be desirable to our zoning maps and constraints that apply within those zones.

For example, there is a strong case for an Industrial zone in Brewarrina and perhaps even a more restrictive control of Commercial developments which has historically been able to utilise virtually any parcel of land zoned RU5 (Village). In fact, that historical option has ensured that community facilities and services have been able to utilise older buildings (often old houses) and vacant lots for a practical use, rather than remaining vacant. Add the general shortage of satisfactory residential premises throughout the Shire, that utilisation of residential property for Commercial uses could be viewed as counterproductive.

Some of the constraints such as massive areas requirements for Community Title/Multiple Occupancy are unrealistic and again counterproductive.

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**8.7 HUMAN RESOURCES****PURPOSE**

The purpose of this report is to inform Council on Human Resources current positions vacant and training that will be ongoing throughout 2024.

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**8.8 ECONOMIC DEVELOPMENT MANAGER REPORT****PURPOSE**

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

**8.9 CORRESPONDENCE****PURPOSE**

For Councillors to receive the items for Correspondence.

**RESOLUTION****RESOLVED 011/24**

**Moved: Cr Trish Frail**

**Seconded: Cr Mark Brown**

That Councillors;

Receive Item 8.1 to 8.9 in the Reports for Information Section as information.

For Item 8.9, the council is to write a letter of thanks to the Environmental Defenders Office

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

**9 NOTICE OF MOTION / QUESTIONS WITH NOTICE****9.1 NOTICE OF MOTION - QUESTIONS FOR NEXT MEETING**

I, Councillor Donna Jeffries, give notice that at the next Ordinary Meeting of Council to be held on 23 February 2024, I intend to move the following motion:

**RESOLVED 012/24**

**Moved: Cr Donna Jeffries**

**Seconded: Cr Douglas Gordon**

That;

**Brewarrina Shire Council reintroduce the agenda item 'Questions for Next Meeting' to the Code of Meeting Practice.**

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

**9.2 NOTICE OF MOTION - COUNCIL COMMITTEES**

I, Councillor Trish Frail, give notice that at the next Ordinary Meeting of Council to be held on 23 February 2024, I intend to move the following motion:

**RESOLVED 013/24**

**Moved: Cr Angelo Pippos**

**Seconded: Cr Mark Brown**

**That Council;**

- 1) Emphasise the importance of transparency and accountability in preparation for the upcoming elections.**
- 2) Propose the establishment of regular communication channels among Councillors for sharing committee updates.**
- 3) Prioritise the provision of comprehensive reports to constituents detailing committee efforts and outcomes.**
- 4) Commit to actively engage with fellow Councillors and the community to ensure transparent and effective fund allocation efforts aligned with constituents' needs.**

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

### **9.3 NOTICE OF MOTION - COUNCIL CLOSED MEETINGS & INSURANCE MATTERS**

I, Councillor Trish Frail, give notice that at the next Ordinary Meeting of Council to be held on 23 February 2024, I intend to move the following motion:

**RESOLVED 014/24**

**Moved: Cr Trish Frail**

**Seconded: Cr Isaac Gordon**

- 1) That Insurance in Brewarrina is escalating with two major issues,**
  - I. Draft letter to the Australian Prudential Regulation Authority (APRA) and Local Member Mark Coulton requesting formal feedback regarding Insurance premiums in Brewarrina Shire and the thresholds of the premium fee structure.**
  - II. Council liaise with NSW Fire Bridge to help promote their Smoke Alarm Assistance program in Brewarrina.**

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

## **10 CONFIDENTIAL MATTERS**

**RESOLVED 015/24**

**Moved: Cr Isaac Gordon**

**Seconded: Cr Donna Jeffries**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993:

**10.1 Closed Session - Evaluation Report - Provision of Design Services**

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

**10.2 Closed Session - Evaluation Report - Provision of Surveying Services**

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

**10.3 Environment, Planning, Health and Building Information Report**

This matter is considered to be confidential under Section 10A(2) - a, d(i), d(iii), f and g of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors), commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it, information that would, if disclosed, reveal a trade secret, details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property and advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

**10.4 Environment, Planning, Health and Building Information Report**

This matter is considered to be confidential under Section 10A(2) - d(iii) and f of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, reveal a trade secret and details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property.

The MOTION upon being PUT to the MEETING was declared CARRIED

**Meeting moved into closed session at 12:03pm**

At 1:15pm, Cr Douglas Gordon, Cr Donna Jeffries, and Cr Isaac Gordon left the meeting due to conflict of interest with the Brewarrina Swimming Pool.

**RESOLVED 016/24**

**Moved: Cr Noel Sheridan**

**Seconded: Cr Trish Frail**

**That Council moves into open session.**

The MOTION upon being PUT to the MEETING was declared CARRIED

Meeting resumed open session at 1:39pm

11 OPEN SESSION

Nil

12 CONCLUSION OF MEETING

Meeting concluded at 1:41pm

**5 MAYORAL MINUTE**

Nil

**6 REPORTS OF COMMITTEES**

Nil

## 7 REPORTS TO COUNCIL FOR ACTION

### 7.1 SMOKE FREE POLICY

**DOC REF:****REPORT BY:** Tara Byrnes, Human Resources**AUTHORISER:** David Kirby, General Manager**DATE:** 14<sup>th</sup> March 2024**IP&R REFERENCE:**

Objective 5.2.3 Effective staff training and development processes inplace

**PURPOSE**

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

**RECOMMENDATION**

That Council re-adopt the Smoke Free Workplace Policy in 2024 with legislative amendments and updates.

**EXECUTIVE SUMMARY**

Brewarrina Shire Council introduces the Smoke Free Workplace Policy Version 4 to ensure a safer, healthier workplace. This update extends our smoke-free zones to include vaping, directly tackling Environmental Tobacco Smoke (ETS) and aligning with health and legislative standards

**CONTENT**

The objective of this policy is to inform council about the need to review and re-adopt Council's Smoke Free Workplace Policy. The Smoke Free Workplace Policy has been reviewed and updated to ensure its effectiveness in management of (ETS) within the workplace.

The Policy aims to remove exposure to Environmental Tobacco Smoke (ETS) in all council-owned and operated areas, plant, vehicles and machinery. Our objective is clear, to create a smoke-free environment that aligns with current legislation, and addresses emerging concerns, of vapes and vaping. By broadening Council's definition of smoking to include these newer forms of tobacco use, we safeguard the health of all our workers.

The scope of this policy is comprehensive, covering employees, contractors, volunteers, and visitors, to ensure a smoke-free environment. Responsibilities for upholding this policy are distributed at every level, from the General Manager down to individual employees.

The policy aims to provide a formal framework to support employees understand the health risk of smoking, the repercussion for smoking in a non-designated area and the ongoing commitment Council has to support them in getting help, if they decide to quit.

Policies and Procedures of Brewarrina Shire Council must be reviewed on a regular basis in line with changes in legislative requirements and procedural recommendations. Changes to the WHS Act 2011 and Regulations of 2017, NSW WHS Amendment Bill 2023 and the Local Government (State)

Award 2023 have required the Smoke Free Workplace Policy to be reviewed, updated and presented to Council for adoption

**GOVERNANCE IMPLICATIONS**

Adoption of the Smoke Free Workplace Policy ensures the council's alignment with national health and safety standards, particularly in relation to the Work Health and Safety legislation. It reinforces the Council's duty of care to minimise health risks associated with passive smoking, thereby supporting the overall governance framework focused on creating a safe and inclusive work environment.

**FINANCIAL IMPLICATIONS**

Minor costs associated with its implementation and ongoing support for smoking cessation programs. These investments, however, are seen as valuable contributions towards the long-term health and productivity of Council staff.

**CONCLUSION**

The Smoke Free Workplace Policy reflects Brewarrina Shire Council's commitment to enhancing workplace health and safety. This policy not only meets legislative requirements but also demonstrates Council approach to employee well-being and health promotion, including offering support to those wishing to stop smoking.

**ATTACHMENTS**

1. **Smoke Free Workplace Policy V4**

BREWARRINA SHIRE COUNCIL  
POLICY NUMBER: HR1/21

## SMOKE FREE WORKPLACE POLICY

Version: 4; Adopted: TBA



### 1. INTENT

Brewarrina Shire Council is committed to ensuring a safe and healthy work environment free from the risks associated with Environmental Tobacco Smoke (ETS). This policy aims to eliminate exposure to ETS for all employees, visitors, and other individuals within council premises, promoting a smoke-free environment. Smoking under this Policy also refers to vapes and vaping.

The objectives of this policy are to:

- Eliminating smoking in undesignated areas of Council workplaces / worksites.
- Protecting employees and visitors from the harmful effects of ETS.
- Supporting employees who wish to quit smoking.
- Ensuring compliance with relevant legislation and health standards.

### 2. SCOPE

This policy applies to all employees, contractors, volunteers, and visitors within Brewarrina Shire Council premises, including all enclosed areas and council vehicles. It extends to any council-operated spaces and events.

### 3. FRAMEWORK

Passive smoking, or the inhalation of Environmental Tobacco Smoke (ETS), poses significant health risks. Under Work Health and Safety legislation, the Council has a duty of care to minimise these risks by creating a smoke-free work environment.

### 4. ACCOUNTABILITIES

Council has a legal responsibility to prevent risks and ensure employees are aware of the procedures outlined in this policy.

Everyone within the workplace/worksites also has an individual responsibility and a duty of care to ensure a safe and healthy workplace.

#### 4.1. General Manager

- Oversees policy implementation, monitoring, and support for rehabilitation programs.
- Model appropriate workplace behaviour and monitor the workplace to ensure the behaviour of others is in accordance with this policy.
- Ensure managers and supervisors support, manage and apply this policy within their area.
- Ensure all employees are aware of the procedures outlined in this policy.
- Handle serious and complex grievances referred by line managers/supervisors or brought directly by employees.

#### 4.2. Managers

- Ensure all employees are aware of the procedures outlined in this policy.
- Act as the first point of contact for the receipt, investigation, and resolution of staff grievances, wherever possible.



- Make available education, information and support regarding the policy and its associated procedures.
- Model appropriate workplace behaviour and monitor the workplace to ensure the behaviour of others is in accordance with this policy.
- Apply the policy and its associated procedures fairly, reasonably and consistently.
- Monitor compliance and handle incident reports, complaints, investigations, and disciplinary actions related to smoking violations.

#### 4.3. Employees

- Are to comply by the Policy at all times
- Must not smoke in prohibited areas, and
- Encourage compliance amongst coworker and report Policy breaches
- Keep records of incidents, responses, and any supporting evidence.

#### 4.4. Human Resources

- Provide information, guidance, training and support to management and employees where necessary.
- Investigate potential Policy breaches and support Managers with Policy enforcement management.
- Provide support for employees seeking to quit smoking, including access to cessation programs and resources.

#### 4.5. WHS Committee

- a) Promote the safety and welfare of workers and other individuals in the workplace.
- b) Eliminate unsafe work practices,
- c) Ensure compliance with the Work Health and Safety Act 2011 (NSW), Work Health and Safety Regulation 2017 (NSW), and associated codes of practice.
- d) Provide information, guidance and support to management and employees.

### 5. SUPPORT FOR QUITTING

Brewarrina Shire supports employees who wish to stop smoking by providing:

- a) Access to smoking cessation programs and resources.
- b) Information on nicotine replacement therapies and other quit aids.
- c) Flexible work arrangements to attend smoking cessation sessions, subject to operational requirements and GM approval.

### 6. COMPLIANCE AND ENFORCEMENT

Smoking will not be permitted anywhere on Council workplaces and or job specific sites that are not designated smoking areas. No smoking is to take place in any of Council Plant, equipment or machinery or within 5 meters of a doorway or opening that leads into an enclosed workplace.

Non-compliance with this policy may result in:

- a) Reminders and warnings for initial breaches.
- b) Disciplinary action in accordance with Local Government (State) Award 2023 and Council's disciplinary procedures for repeated non-compliance.

## 7. DEFINITIONS

Term	Definition
Environmental Tobacco Smoke (ETS):	Also known as secondhand smoke, comprising smoke from burning tobacco products and smoke exhaled by the smoker.
Smoke-Free Area:	Any area within council-owned or -operated properties, vehicles, or at council events where smoking is prohibited.
Smoking:	The act of inhaling and exhaling the smoke of tobacco or a drug, including the use of cigarettes, e-cigarettes (vaping), cigars, and pipes..

## 8. LINKAGES

### 8.1. Applicable Legislation

THIS POLICY IS TO BE READ IN CONJUNCTION WITH THE FOLLOWING:

- LOCAL GOVERNMENT ACT 1993 (NSW)
- LOCAL GOVERNMENT (STATE) AWARD 2023
- WORK HEALTH SAFETY ACT 2011 (NSW)
- WORK HEALTH SAFETY REGULATION 2017
- SMOKE-FREE ENVIRONMENT ACT 2000
- NSW WHS AMENDMENT BILL 2023

### 8.2. Related Policies and Procedures

PLEASE REFER TO THE FOLLOWING POLICIES/PROCEDURES:

- CODE OF CONDUCT
- RESPECT AT WORK
- WHS POLICY

## 9. REVIEW

This Policy will be reviewed every 2 years or as required in the event of legislative changes. Any amendment to the Policy must be by way of a Council Resolution or the approval of the General Manager.

### 9.1. Policy Amendments

VERSION	DATE APPROVED	RESOLUTION NO	DESCRIPTION OF CHANGES
1	14 DEC 07	411/07	
2	2/2	4/8	
	26 JUL 13	148/13	
3	22 MAR 24	TBA	LEGISLATION UPDATES, AND INTRODUCTION OF OTHER SMOKING DEVICES

**8 REPORTS FOR INFORMATION****8.1 BANK RECONCILIATION & INVESTMENT REPORT****DOC REF:****REPORT BY:** Angus Chan, Finance Manager**AUTHORISER:** David Kirby, General Manager**DATE:** 8<sup>th</sup> March 2024**IP&R REFERENCE:**

Objective 5.2.2 Timely and accurate reporting for efficient management and accountability

**RECOMMENDATION**

1. The bank reconciliation and Investment report are 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 29<sup>th</sup> February 2024. The presentation of this information is not a requirement of any Act, however it has been provided historically for the information of Councillors.

<b>Bank Reconciliation for 29<sup>th</sup> February 2024</b>	
<b>Cash book</b>	
Opening Cashbook balance	104,544.88
Add: Receipts	2,381,424.62
Add: Recalled investments	1,272,464.59
Less: Payments	3,668,514.19
Less: Investments	-
<b>Current Cashbook Balance</b>	<b>89,919.90</b>
<b>Council Operating Account</b>	
Opening Statement Balance	94,907.01
Add: Receipts	2,388,293.80
Add: Recalled investment	1,272,464.59
Less: Payments	3,666,241.56
Less: Investments	-
<b>Current Statement Balance</b>	<b>89,423.84</b>
Add: Unpresented Receipts	496.06
Less: Unpresented Payments	-
<b>Reconciliation Balance</b>	<b>89,919.90</b>
Difference	-

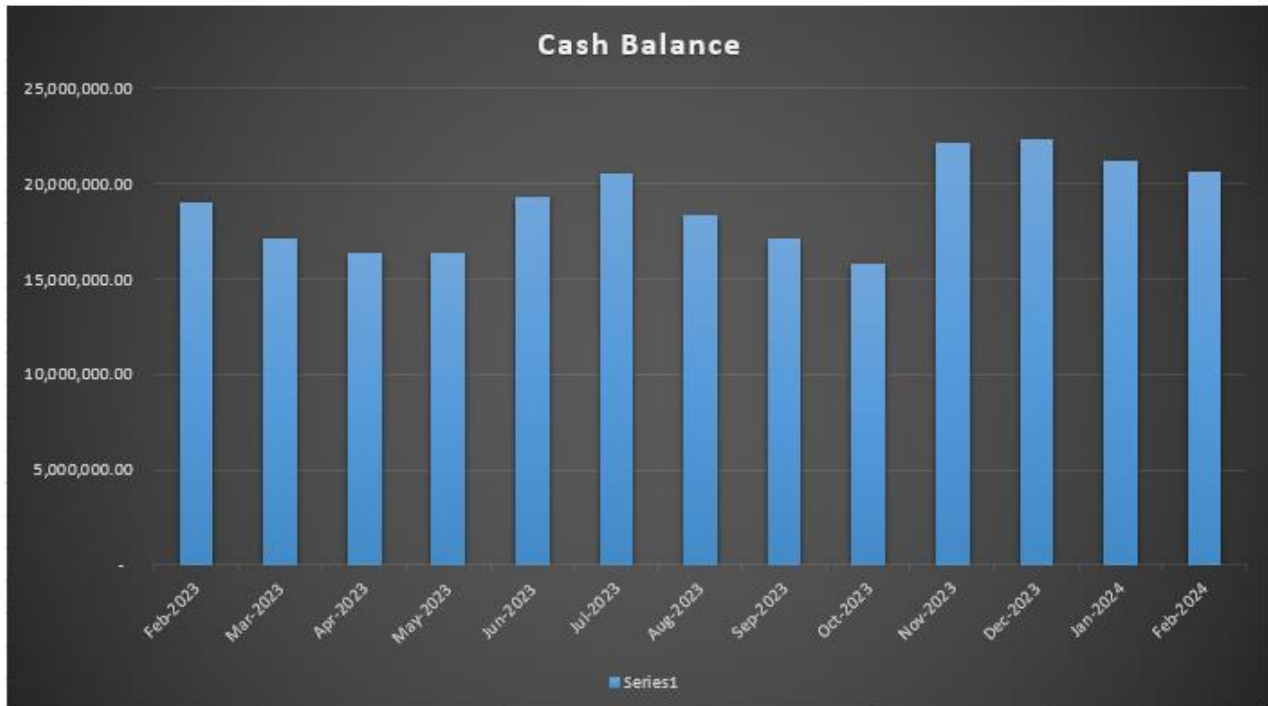
## 2. INVESTMENTS

### 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.

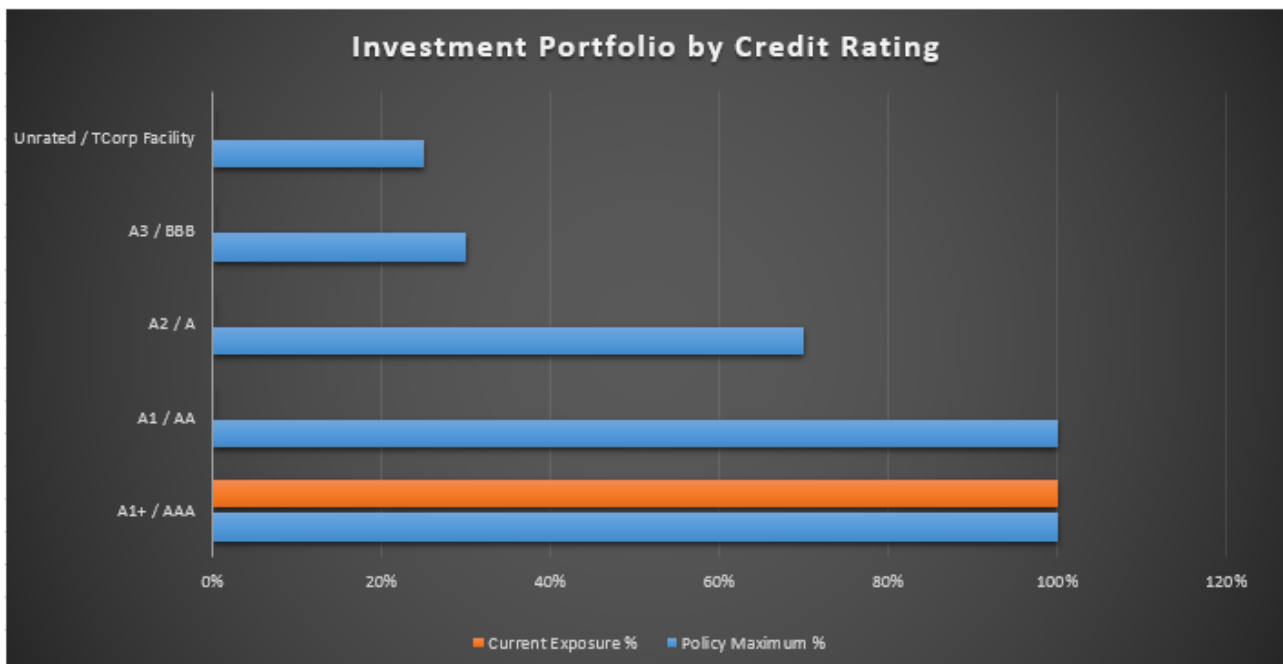
#### a) Council Investments as at 29 February 2024

	Cash Working A/C	Amount	Credit rating	Date Lodged	Maturity date	Term (Days)	Rate
	CBA Operating A/C	89,424	A1+ / AAA	n/a	n/a	at call	0.25%
	CBA BOS Account	1,000,000	A1+ / AAA	n/a	n/a	at call	4.10%
		<b>1,089,424</b>					
Ref	Term Deposits < 12 Months						
71	NAB	2,000,000	A1+ / AAA	13/12/23	20/03/2024	98	5.00%
72	NAB	1,000,000	A1+ / AAA	10/01/24	27/03/2024	77	4.86%
73	NAB	1,000,000	A1+ / AAA	31/01/24	30/04/2024	90	5.05%
75	NAB	1,500,000	A1+ / AAA	10/01/24	10/04/2024	91	5.05%
81	NAB	3,000,000	A1+ / AAA	23/01/24	24/04/2024	92	5.05%
82	NAB	1,000,000	A1+ / AAA	17/01/24	17/04/2024	91	5.05%
90	NAB	1,000,000	A1+ / AAA	28/02/24	29/05/2024	91	5.05%
91	NAB	1,500,000	A1+ / AAA	21/02/24	21/08/2024	182	5.10%
108	CBA	2,000,000	A1+ / AAA	21/02/24	21/08/2024	183	4.92%
113	CBA	1,000,000	A1+ / AAA	13/12/23	13/03/2024	91	4.85%
115	CBA	1,000,000	A1+ / AAA	06/12/23	5/03/2024	90	4.51%
116	CBA	3,500,000	A1+ / AAA	30/11/23	29/05/2024	181	5.19%
		<b>19,500,000</b>					
	<b>Total Short Term</b>	<b>20,589,424</b>					



**b) Investment Exposure by Credit Rating Type**

S&P Rating (or equivalent)	Policy Maximum %	Current Exposure %	Current Investment \$
A1+ / AAA	100%	100.00%	20,589,424
A1 / AA	100%	0.00%	-
A2 / A	70%	0.00%	-
A3 / BBB	30%	0.00%	-
Unrated / TCorp Facility	25%	0.00%	-
<b>Total Cash</b>			<b>20,589,424</b>



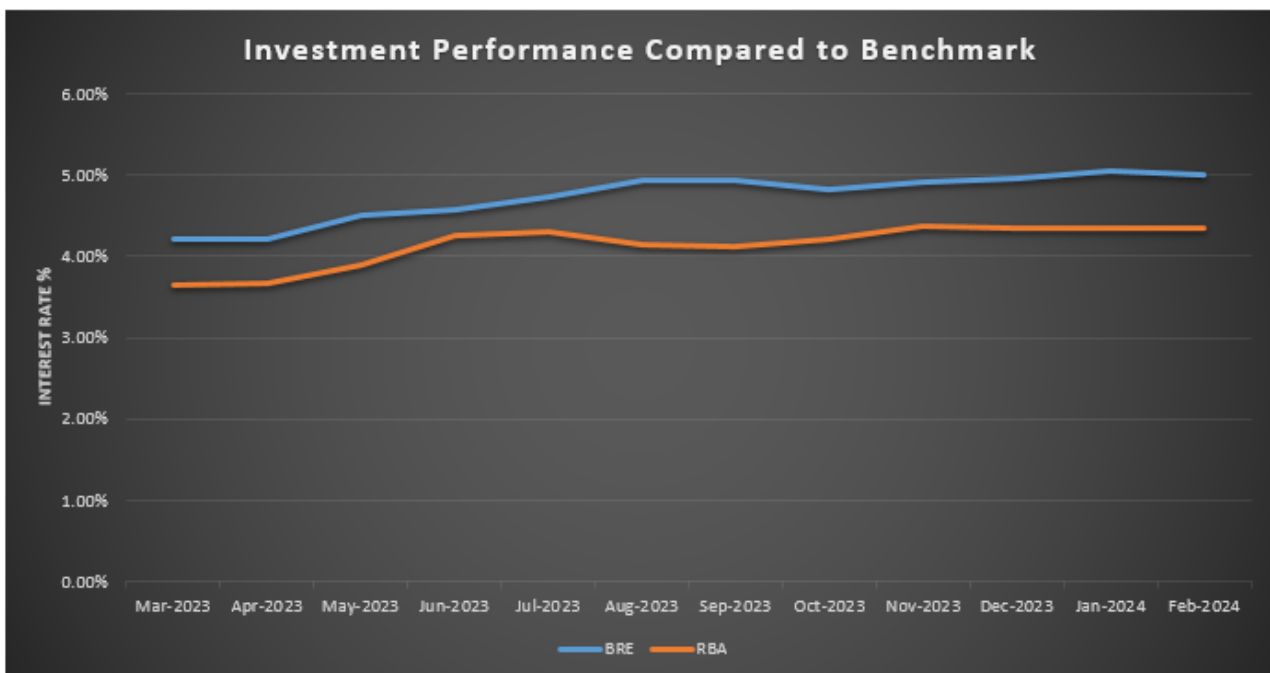
**c) Exposure to a Single Institution**

Institution	S&P Rating	Policy Maximum %	Current Exposure %	Current Investment \$
NAB	A1+ / AAA	100%	58.28%	12,000,000
CBA	A1+ / AAA	80%	41.72%	8,589,424
Macquarie	A1/A+	30%	0.00%	-
TCorp	unrated	25%	0.00%	-
<b>Total Cash</b>				<b>20,589,424</b>

**d) Investment Portfolio Performance**

( Against RBA - Bank Accepted Bills/Negotiable Certificates of Deposit-3 months; monthly average )

	Investment Portfolio return	Benchmark: BBSW 90 day Bank Bill Index (source RBA)
1 month average	5.01%	4.34%
3 month average	5.01%	4.35%
6 month average	4.95%	4.29%
12 month average	4.74%	4.14%



**CERTIFICATION**

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.



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**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.*

**FINANCIAL IMPLICATIONS**

**Nil**

**ATTACHMENTS**

**Nil**

**8.2 TIMEFRAMES FOR 2024/25 BUDGET INFORMATION REPORT****DOC REF:****REPORT BY:** Angus Chan, Finance Manager**AUTHORISER:** David Kirby, General Manager**DATE:** 11<sup>th</sup> March 2024**IP&R REFERENCE:**

Objective 5.2.2 Timely and accurate reporting for efficient management and accountability

**PURPOSE**

The purpose of this report is to advise the Council of the timeframes for 2024/25 budget.

**RECOMMENDATION**

Council to adopt the timetable as our plan to deliver and adopt Operation Budget 2024/25

**CONTENT**

In accordance with the provisions of sections 404 and 405 of the Local Government Act 1993, Council requires to prepare its Annual Budget as a part of an Operational Plan and Delivery Program each year. The timeframes for 2024/25 budget are planned as below:

<b>Councillors' Workshop for Preliminary Draft Budget</b>	<b>26-Apr-24</b>
<b>Draft Budget Adopted</b>	<b>24-May-24</b>
<b>Draft Operational Plan Placed on Display</b>	<b>24-May-24</b>
<b>Review of Submissions About Operational Plan</b>	<b>21-Jun-24</b>
<b>Adoption of the Operational Plan and Budget</b>	<b>28-Jun-24</b>

The Preliminary Draft Budget will be prepared based on the application of following factors:

1. Rates will be increased only by 3.5% ( where allowed Rate Peg is 4.5% ) as approved in council meeting held on the 29<sup>th</sup> of February 2024;
2. Fees and Charges 2024/25:
  - Fees that are owned by Council will be increased by 4.5% as per Rate Peg to reflect the rise in inflation rate or to increase in line with the policing policies.
  - Fees that are legislated (i.e. companion animal fees) will be updated by Council when advised by the State and will not require Council's further approval; and
3. Salary & Wages will be increased by 3.5% according to Local Government State Award 2023 plus payment of a lump sum to permanent full-time employee with at least 12



months continuous service ( part-time employee will be at pro-rate basis) at 0.5% of employee's annual salary or \$1,000 whichever is the greater.

The Preliminary Draft Budget also will include the Capital Projects for 2024/25 financial year.

The Draft Operation plan will put on public display after the Council meeting at 24 May 2024. Public will have 28 days to submit their comments or suggested changes in writing for Council to consider in meeting at 21 June 2024.

The Operation plan and Budget 2024 / 2025 is planned to adopt in Council meeting at 28 June 2024.

### **GOVERNANCE IMPLICATIONS**

Compliance with Local Government Act section 404 :

- The council must have an annual Operational Plan, adopted before the beginning of each financial year, outlining the activities to be undertaken that year, as part of the Delivery Program.
- The Operational Plan will include the Statement of Revenue Policy.
- The draft Operational Plan must be publicly exhibited for at least 28 days and public submissions can be made to the council during the period.
- The exhibition must be accompanied by a map showing where the various rates will apply within the local government area.
- The council must accept and consider any submissions made on the draft Operational Plan before adopting the Operational Plan.
- The council must post a copy of its Operational Plan on the council's website within 28 days after the plan is adopted.

### **Section 405**

A council must have a plan (called its "operational plan") that is adopted before the beginning of each year and details the activities to be engaged in by the council during the year as part of the delivery program covering that year.

### **FINANCIAL IMPLICATIONS**

To maintain financial sustainability of Council.

### **ATTACHMENTS**

**Nil**

**8.3 TRANSPORT - INFORMATION REPORT****DOC REF:****REPORT BY:** Transport Manager, Transport Manager**AUTHORISER:** Transport Manager, Transport Manager**DATE:** 13<sup>th</sup> March 2024**IP&R REFERENCE:**

Objective 3.1: Good quality transport infrastructure

**PURPOSE**

The purpose of this report is to update Council on various road maintenance and construction activities in the previous month and provide a work program for the coming period.

**CONTENT**

Following are works that have been carried out in the last month within the Shire by our Road Crews

- \* Repair of potholes on Goodooga Road – Ongoing
- \* Shoulder widening on Goodooga Road – Ongoing

**RMCC MAINTENANCE CONTRACT WORK**

Approval has now been given by TfNSW to recommence work on all Road Maintenance Council Contract (RMCC) Work.

- \* Culverts Replacements on MR70 (Start date – March 2024);
- \* Shoulder Widening works on MR70 - postponed;
- \* Shoulder Grading works on MR70 (includes slashing and prep-work) – Current;
- \* Heavy Patching to follow on all three state highways.
- \* Resealing on these roads to be completed by the end of the financial year

**JOBS GATE ROAD SEAL EXTENSION (UPDATE)**

Crews are continuing work on this project. This project is all part of the Fixing Local Roads Funding and is reported on a monthly basis. Stage 2 is now complete, Stage 3 underway completion expected August 2024, Stage 4 completion expected for December 2024.

**LOCAL AND REGIONAL ROADS REPAIR PLAN**

Currently grading and repairs to flood damaged Narran Lake Road is underway. Funding is available for this ongoing maintenance until the end of the financial year, which will potentially be carried forward.

**CONCLUSION**

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**GOVERNANCE IMPLICATIONS**

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**FINANCIAL IMPLICATIONS**

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**ATTACHMENTS**

Nil

**8.4 GENERAL MANAGER DIARY****DOC REF:****REPORT BY:** David Kirby, General Manager**AUTHORISER:****DATE:** 14<sup>th</sup> March 2024**IP&R REFERENCE:**

Objective 1.1.2 Maintain high levels of community cohesion and community spirit

**PURPOSE**

To update Council on all General Manager activities for the month of February/March 2024.

**CONTENT**

DATE	ACTIVITY
22/02/2024	Airstrip Expansion Discussion – Brewarrina Hospital HSM and Brewarrina Ambulance
22/02/2024	Meeting with Councillors and Mark Coulton
22/02/2024	Monthly catch up with Department Regional NSW – Grant Funding
22/02/2024	MDBEDP R3 - Brewarrina Aboriginal Fishtraps Lookout & River Walk Project
22/02/2024	Depot Toolbox Meeting with all Outdoor Staff
27/02/2024	Far West 1st Quarter Regional Emergency Management Committee meeting (Teams)
29/02/2024	Shaun Barker – Regional Manager Far West Crown Lands. (Weir Park)
04/03/2024	Brewarrina March Transport for NSW Monthly Meeting – Grant Funding
04/03/2024	Destination Country & Outback and Regional NSW - Dinner
05/03/2024	Destination Country & Outback and Regional NSW- Presentation
05/03/2024	Miranda Fry (Roy Butlers Office) – 2025 State Budget items
07/03/2024	Brad Lennon – Meeting regarding proposed RFS building
11/03/2023	Meeting with JLT Accounts Manager - Matt Dewitt
12/03/2024	Craig Wood - Compliance Investigation & Enforcement Crown Lands
13/03/2024	Water Meter Project Discussion - Telstra
13/03/2024	DPMC – Flood Damage Claims Transport for NSW

**CONCLUSION**

That Council receive the General Managers Diary as information.

**GOVERNANCE IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**ATTACHMENTS**

Nil

**8.5 HUMAN RESOURCES****DOC REF:****REPORT BY:** Tara Byrnes, Human Resources**AUTHORISER:** David Kirby, General Manager**DATE:** 14<sup>th</sup> March 2024**IP&R REFERENCE:**

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

**PURPOSE**

The purpose of this report is to inform Council on Human Resources current positions vacant and training that will be ongoing throughout 2024.

**CONTENT**

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

Training and Conferences:

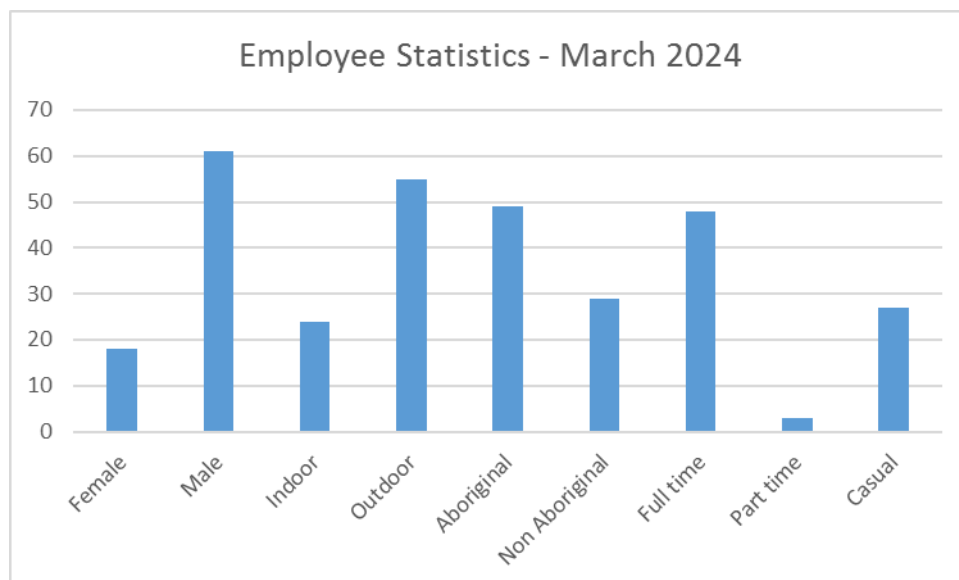
<b>Date</b>	<b>Title</b>	<b>Description of training</b>
Feb to Mar 2024	Leadership 360 Survey	Individual surveys for leaders using standard VOICE – Online / Brewarrina (Stage 1)
19.2.24	Peer Exchange Group PEG	RMCC Annual Conference - Dubbo 2x Transport 1x WHS (speaker Situational Awareness)
22.2.24	Council Defensive Driving and Wellbeing Day	All staff Annual Wellbeing Day incorporating sessions on defensive driving and motivation speaker – Brewarrina.
4.12.23 through to 10.3.24	Services NSW Training	2x CSO Services NSW Staff – (Parkes) 4.12.23, 10.12.23, 12.2.24, 18.2.24, 10.3.24
10.3.24 to 16.3.24	NRMA Non-Technical Course Training	1x Workshop Staff (Coffs Harbour)
24.3.24 to 28.3.24	TAFE Block training	1x Mechanical Trades staff (Dubbo) 1x Plumbing Trades staff (Tamworth)
13-14.3.24	The Drug Detection Agency TDDA	Blanket D&A Testing All staff indoor / outdoor - Brewarrina / Weilmoringle
14-15.3.24	Design Worksite Traffic Control Plan	16x Transport Staff 1x WHS Staff

18-19.3.24	Services NSW – Bourke assistance	1x Customer Service Support (Bourke)
21.3.24	StateCover Workshop Psychosocial Hazards in the Workplace	2x HR & WHS Staff (Nyngan + Orange)
3.4.24	Safe Dog Handling Course	8x Utilities Staff 1x WHS Staff

Recruitment and Advertising:

Position	Reason	Filled or Readvertised
SBAT Mechanical Assistant	New	1x Part-Time Appt 4 March 24
Apprentice Mechanic	Resignation	Interviewing underway. Completion 19.3.24
Rural Roads Supervisor	Full Time Opportunity	Advertising underway.
Labour / Plant Operator	Additional support EOI	3x Casual Appt March

Employee Statistics:



Appointments:

- Labourer / Plant Operator (2x Casual)
- Youth Worker (2x Casual)

Resignations :

- Executive Assistant (Casual)
- Rural Roads Supervisor

Building Repair and Maintenance Update:

- 1/33 Bourke Repaired leaking roof – cleaned gutters there & adjoining property (2/33 Bourke St)
- Crim-safe organised for Library, Pool and Jeff new oval Club house
- Completed repairs; repaired plumbing, replaced timbers, fascia boards and guttering. Also boarded over windows to rear storage room.
- Ongoing works at the old Bowling Club shed including alterations for the Economic Development Department.
- Completed repairs and renovations at Youth Centre.
- Fencing repairs at Caravan Park.
- Fencing repairs at Pool including re-hanging damaged gates.
- Rectification repairs completed at pool Kiosk.

Incident Report Monthly Update:

<u>IR#</u>	<u>Date + Details</u>	<u>Action</u>	<u>Responsible</u>	<u>Status</u>
24-9	2024-02-08 Staff/injury	Back strain lifting crates on and off Ute and trailer – LTI	Utilities	Returned to work
24-10	2023-01-23 Animal Collision	Kangaroo vs vehicle	Transport	Damage to lower bull bar
24-11	2023-October Reports lodged on Previous vehicle damage	Late reporting of damage during flooding. Driver at time unknown. Damage reported by new driver on uplifting vehicle	Utilities	Vehicle fault repaired
24-12	2024-02-19 Vehicle/staff	Damaged tyres on truck due to driver error	Roads	Tyers replaced ongoing staff training for new drivers
24-13	2024-02-28 Property damage/Staff	Sapling clearing on roadside caught telephone line found to be less than 50mm below surface.	Roads	Reported to Telstra
24-14	2024-02-24 Faulty Tyres	Tyre blowout and other tyres wearing excessively	Roads	Tyers found to be inferior quality. Brand change organised
24-15	2024-02-15 Property damage/ Danger to public	Stolen car burnt out on Gongolgon/Byrock road.	Public reported to staff member	Transport/roads removal of vehicle due to



				potential danger to public
24-16	2024-03-10 Property damage/police report	Pool Kiosk break and enter, including theft of property. Reported to Police.	Economic Development Dept. Damaged	Additional security measures installed, damaged area under rectification.

**CONCLUSION**

To inform Council of Monthly HR & WHS Activities

**GOVERNANCE IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**ATTACHMENTS**

Nil

**8.6 MAYORS DIARY****DOC REF:****REPORT BY:** David Kirby, General Manager**AUTHORISER:****DATE:** 14<sup>th</sup> March 2024**IP&R REFERENCE:**

Objective 1.1.3 Provide leadership and coordination of service providers in the Brewarrina Shire

**PURPOSE**

To provide Council with an update of all Mayoral activities throughout February/March 2024

**CONTENT****22/02/2024 – Meeting with Mark Coulton**

Items discussed Included;

- Recent Crime Wave
- Housing Issues
- Brewarrina Multi-purpose Centre grant (Growing Regions Fund)
- Aged care and Disability matters.
- Brewarrina Aerodrome Issues – Aircraft landing issues with new NSW Ambulance contractor.
- Industry Opportunities

**29/02/2024 – Ngemba Tent Embassy Representatives****04/03/2024 - Destination Country & Outback and Regional NSW – Dinner**

- Council hosted a dinner for the attendees and delegates of the Destination Country and Outback Regional NSW Forum at the Brewarrina VIC for attendees and delegates.

**05/03/2024 – Meeting Miranda Fry (Roy Butlers Office)**

Items Discussed Include;

- 2025 State Budget Items proposed form Brewarrina Shire.
- Law and Order Issues
- Housing Issues
- Partner Funding Potential Brewarrina Multi-purpose Centre
- Industry Opportunities
- Brewarrina Aerodrome Issues – Aircraft landing issues with new NSW Ambulance contractor.

**15/03/2024 – Orana RDA CEO Justine Lawler (Industry Opportunities)**

**CONCLUSION**

That Council receive the Mayoral Diary as information.

**GOVERNANCE IMPLICATIONS**

NSW Local Government Act 1993

**FINANCIAL IMPLICATIONS**

Nil

**ATTACHMENTS**

Nil

**8.7 STATUS REPORT MARCH****DOC REF:****REPORT BY:** David Kirby, General Manager**AUTHORISER:****DATE:** 14<sup>th</sup> March 2024**IP&R REFERENCE:**

Objective 1.1.3 Provide leadership and coordination of service providers in the Brewarrina Shire

**PURPOSE**

To provide Council an update of the Status Report for the month of March 2024.

**CONTENT**

Councils Status Report is provided monthly to update Council on all matters progressed pertaining to Council resolutions and task.

**CONCLUSION**

That Council receive the March Status Report as Information.

**GOVERNANCE IMPLICATIONS***Local Government Act 1993***FINANCIAL IMPLICATIONS**

All projects as per Councils allocated budget and grant funds obtained.

**ATTACHMENTS**

- 1. March Status Report**

**Status Report: Council Resolutions and Tasks to be Finalised.**

27th July 2018 - Ordinary Council Meeting			
Resolution Number	Officer Action	Information:	Action Taken:
134/18	GM	<p><b>RESOLVED on MOTION by Councillor Pippos Seconded by Councillor Chapman;</b></p> <p><b>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.</b></p>	<p><b>14/03/2024 – Consultants finalising plans</b>            4/12/2023 – No Change            7/11/2023 – No Change            5/09/2023 – Awaiting final approval from NSW Crown Lands.            15/08/2023 – No Change            11/07/2023 – No Change            14/06/2023 – Going to Public Exhibition July            17/05/2023 – CHB finalising action plan</p>
27th November 2020 – Ordinary Council Meeting			
Resolution Number	Officer Action	Information:	Action Taken:
159/20	GM	<p><b>RESOLVED on MOTION by Councillor Stanton, Seconded by Councillor Loughnan;</b></p> <p><b>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;</b></p> <ul style="list-style-type: none"> <li>• <del>Road Safety Grid Program allocation of \$200,000.00</del></li> <li>• Goodooga Skate Park allocation of \$100,000.00</li> <li>• <del>Brewarrina Memorial Park Picnic Areas allocation of \$100,000.00</del></li> <li>• <del>Brewarrina Memorial Pool – Toddlers Pool allocation of \$190,000.00</del></li> </ul>	<p><b>14/03/2024 – Getting more quotes</b>            4/12/2023 – Finalising design, construction to commence early 2024            7/11/2023 – Finalising design, construction to commence early 2024            5/09/2023 – No change</p>
24th September 2021 – Ordinary Council Meeting			
Resolution Number	Officer Action	Information:	Action Taken:
118/21		<p><b>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.</b></p>	<p><b>14/03/2024 – Project 70% Completed.</b>            4/12/2023 – Going to tender December 2023            7/11/2023 – Footpath going to tender November 2023            5/09/2023 – The final design is pending the main street master plan.            15/08/2023 – No Change</p>

**Status Report: Council Resolutions and Tasks to be Finalised.**

	UM / CHB		11/07/2023 — No Change 14/06/2023 — No Change 17/05/2023 — In final design phase 21/04/2023 — No change 21/03/2023 — Project to be combined with master plan redevelopment 8/02/2023 — No Change 11/10/2021 — For public consultation — November edition of Bre News.
		<b>24th February 2022 – Ordinary Council Meeting</b>	
<b>Resolution Number</b>	<b>Officer Action</b>	<b>Information:</b>	<b>Action Taken:</b>
11/22	GM / FAM	RESOLVED on MOTION by Councillor Pippas, 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.	14/03/2024 – Quotations requested for independent chair services. 4/12/2023 – No change 7/11/2023 – No change 5/09/2023 – Consultant has been engaged to finalise the committee.
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.	14/03/2024 – Project commenced. 4/12/2023 – Engaged consultant LG NSW, awaiting available facilitation date. 7/11/2023 – No change 5/09/2023 – The HR manager is coordinating with LG NSW. 15/08/2023 – Still awaiting for a response
		<b>22<sup>nd</sup> April 2022 – Ordinary Council Meeting</b>	
57/22	CHB	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	14/03/2024 – Final detailed design phase ongoing. 4/12/2023 – Awaiting on RFS to complete design 7/11/2023 – Detailed design phase 5/09/2023 – The topographical survey has been completed; awaiting the final design from RFS. 15/08/2023 – Awaiting letter of consent 11/07/2023 – Awaiting response from RFS 14/06/2023 – No Change
		<b>25<sup>th</sup> November 2022 – Ordinary Council Meeting</b>	

**Status Report: Council Resolutions and Tasks to be Finalised.**

Resolution Number	Officer Action	Information:	Action Taken:
158/22	CHB	<p>RESOLVED on MOTION by Councillor PIPPOS, Seconded by Councillor FRAIL; That Council;</p> <ol style="list-style-type: none"> <li>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.</li> </ol>	<p>14/03/2024 – No change 4/12/2023 – No Change 7/11/2023 – Waiting feedback from local area commander 5/09/2023 – Awaiting feedback from the local area commander. 15/08/2023 – No Change 11/07/2023 – No Change 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 <sup>th</sup> February 2023 – Ordinary Council Meeting	
		24 <sup>th</sup> March 2023 – Ordinary Council Meeting	
Resolution Number	Officer Action	Information:	Action Taken:
38/23	UM / EA	<p>RESOLVED on MOTION by Councillor FRAIL, Seconded by Councillor BROWN;</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. The Council allocate \$240,000 from water reserves to complete this project</li> </ol>	<p>14/03/2024- No Change 4/12/2023 – Smart Meters in manufacturing process 7/11/2023 – Smart Meters in manufacturing process 5/09/2023 – Just finalising installation confirmation 15/08/2023 – In final stages 11/07/2023 – No Change 14/06/2023 – No Change 17/05/2023 – Finalising Designs &amp; System 21/04/2023 – No Change 24/03/2023 – Successful Letter sent and meters ordered.</p>
		27 <sup>th</sup> October 2023 – Ordinary Council Meeting	
Resolution Number	Officer Action	Information:	Action Taken:

**Status Report: Council Resolutions and Tasks to be Finalised.**

137/23	GM/EDM	RESOLVED on MOTION by Councillor d GORDON, Seconded by Councillor PIPPOS; 1. That Council resolve to endorse and accept the Brewarrina Mainstreet Masterplan Report by Hassel Group. 2. That Council authorise the General Manager to find potential grants for each of the study areas and finalise a scope of works for each area.	14/03/2024 – Completed 4/12/2023 – Initiating detailed design plan
		24 <sup>th</sup> November 2023 – Ordinary Council Meeting	
Resolution Number	Officer Action	Information:	Action Taken:
156/23	GM	RESOLVED on MOTION by Councillor PIPPOS; Seconded by Councillor D GORDON; That Council: Authorise the General Manager to advertise expression of Interest for other vacant residential land in Goodooga and to execute the sale of any such land in conjunction with fair market value.	14/03/2024 – No Change 4/12/2023 – GM conducting review
		24 <sup>th</sup> November 2023 – Ordinary Council Meeting	
02/04	GM	RESOLVED 001/24 Moved: Cr Trish Frail Seconded: Cr Douglas Gordon That Councillors; 1. Support the proposal for installing security cameras at key locations around Brewarrina, including all town entry and exit points and along the main street as a matter of urgency. 2. Delegate the General Manager to work in consultation with local police to identify critical areas for camera installation, ensuring the initiative aligns with overarching community safety goals. 3. Authorise the allocation of necessary funds from the current budget for the project's preliminary phase, with a comprehensive plan and budget details to be presented at the subsequent council meeting.	Designs and Quotations Received Simtec (liaising with police)



**Status Report: Council Resolutions and Tasks to be Finalised.**

		4. Form a steering committee, comprising council representatives and local police, to guide the project's execution, guaranteeing transparency, accountability, and active community involvement.	
002/24	FAM	<p><b>RESOLVED</b>  Moved: Cr Trish Frail  Seconded: Cr Angelo Pippas</p> <p>That Councillors;  Endorse the action taken option 1 to pay off Loan # 63 at 8 April 2024 when the current 5 years fixed interest arrangement expires. This will save Council over \$66,000 interest payment over seven years.</p>	Completed
003/24	EDM	<p><b>RESOLVED</b>  Moved: Cr Douglas Gordon  Seconded: Cr Angelo Pippas</p> <p>That</p> <ol style="list-style-type: none"> <li>1. Council resolve to prepare further costing report in regards to caravan park based on emergency accommodation.</li> <li>2. Further costing report to be tabled to council.</li> <li>3. Prepare costing on Brewarrina Showground carpark with installation of electricity, and a bituminous surface car park.</li> </ol>	Costings and Options investigations commenced
004/24	GM	<p><b>RESOLVED</b>  Moved: Cr Trish Frail  Seconded: Cr Isaac Gordon</p> <ol style="list-style-type: none"> <li>1) That Insurance in Brewarrina is escalating with two major issues, <ol style="list-style-type: none"> <li>I. Draft letter to the Australian Prudential Regulation Authority (APRA) and Local Member Mark Coulton requesting formal</li> </ol> </li> </ol>	Letters Sent

**Status Report: Council Resolutions and Tasks to be Finalised.**

		<p>feedback regarding Insurance premiums in Brewarrina Shire and the thresholds of the premium fee structure.</p> <p>II. Council liaise with NSW Fire Bridge to help promote their Smoke Alarm Assistance program in Brewarrina.</p>	
005/24	TM	<p><b>RESOLVED</b></p> <p>Moved: Cr Douglas Gordon Seconded: Cr Isaac Gordon</p> <ol style="list-style-type: none"> <li>1. That Barker Ryan Stewart Pty Ltd be awarded this contract as the Panel Source suppliers to Brewarrina Shire Council for the period 1 January 2024 to 31 December 2025, and</li> <li>2. That a provision be allowed for a 12-month extension based on satisfactory supplier performance, which may take this contract through to 31 December 2026.</li> </ol>	Completed
006/24	TM	<p><b>RESOLVED</b></p> <p>Moved: Cr Douglas Gordon Seconded: Cr Noel Sheridan</p> <p>That Council</p> <ol style="list-style-type: none"> <li>1. That Barker Ryan Stewart Pty Ltd be awarded this contract as the Panel Source suppliers to Brewarrina Shire Council for the period 1 January 2024 to 31 December 2025, and</li> <li>2. That a provision be allowed for a 12-month extension based on satisfactory supplier performance, which may take this contract through to 31 December 2026.</li> </ol>	Completed

**8.8 ECONOMIC DEVELOPMENT MANAGERS REPORT****DOC REF:****REPORT BY:** Fran Carter, Economic Development Manager**AUTHORISER:** David Kirby, General Manager**DATE:** 15<sup>th</sup> March 2024**IP&R REFERENCE:**

Objective 2.1.2 Assist and encourage the development of new business

**PURPOSE**

The Purpose of this report is to provide Council with an update of all activities in the Economic Development department.

**CONTENT****Collaboration and Community Engagement:**

- The Economic Development team has primarily been engaged in ensuring the compliance and smooth operation of the Brewarrina Swimming Pool since February 27<sup>th</sup>. This comprehensive effort has included not only overseeing the management of the pool but also implementing necessary improvements.

This revitalization of the pool has resulted in certain instances where the Visitor Information Centre (VIC) and Youth Centre have been left unattended. To address this, activities typically held at the Youth Centre will now be relocated to the pool for the remainder of the pool season. This decision aims to optimize resources and ensure that the community continues to benefit from vibrant youth programs while also enjoying the amenities of the pool facility.

- Efforts to train high school students from our communities in skill sets relevant to the BRE & Co educational coffee van are continuing with high schools offering their support. Through workshops and practical sessions, we are equipping students with food preparation, customer service, and hospitality skills. This will provide confidence and knowledge in preparation for our upcoming events we anticipate holding throughout the year. In this space high school students will be invited to assist and lead in roles of the BRE & Co coffee van.
- The Community Engagement Coordinator attended the first YAMS (Youth Action Meeting) this year. This platform is instrumental in supporting the growth and development of the youth in Brewarrina, building connections between various services.
- Networking and relationship-building efforts have been a focus this month as we begin to map out our events for the year. We have engaged with Mooghalin Performing Arts, Northern Beaches Council, Central High School, Green Point, Catholic Care Wilcannia Forbes, Birrang Driver Lessons and Department of Community Justice paving the way for collaborative initiatives and support for our community.

- The advertisement for staff in youth positions at the Youth Centre produced positive results, with interviews conducted two applicants were successfully appointed.
- The Brewarrina Library book club met on Saturday 10<sup>th</sup> February to discuss the book "Belgravia" by Julian Fellows. Next month's book is "Portrait of a Turkish Family" by Irfan Orga. The book club will meet again 23<sup>rd</sup> March.

Big Sky Library (BSL) Strategic Planning 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.

Throughout February, the librarian facilitated connections to services for individuals in the community. This included legal assistance, child assistance, financial counselling, employment support, and more.

The library provided access to a wide range of resources, including books, magazines, newspapers, and online databases. For the month of February there were;

Books Renewed: 64  
Books Returned: 64  
Interlibrary Book Requests: 2  
Computer Bookings at the Library: 34  
Library Visits: 252  
New Members Signed Up or Re-registered: 10  
Membership: 569

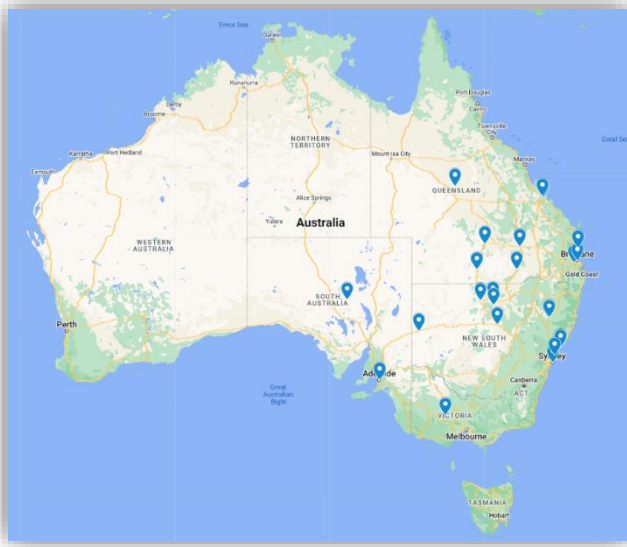
138 community members were assisted in December with accessing the library's digital services. This allowed community members to search for jobs, complete online forms, and access government services conveniently.

### **Tourism and Cultural Heritage:**

- In collaboration with (DNCO) Destination Country & Outback, NATOC (NSW Aboriginal Tourism Operators Council), and Regional NSW, the team have been busy facilitating a workshop at the Visitor Centre scheduled for March 5th, centered on exploring First Nations Tourism opportunities. This event will serve as a platform for industry specialists to convene and delve into various facets of business development, mentorship programs, and other avenues for growth within the tourism sector. The BRE & Co training coffee van will be present and provide morning tea and coffee.
- Multiple meetings with the organisers of the upcoming Tour de'OROC to coordinate accommodation, meals, fundraising, transportation, and other logistics for riders and support staff during their stay in Brewarrina. VIC staff have been actively sourcing donations for the auction held during this event, which aims to raise funds for Macquarie Home Stay.
- The Kamilaroi Highway Group convened on Thursday, February 8th to discuss matters including the Newcastle Caravan and Camping Show, as well as upgrades to the website.
- The team at the Visitor Centre are in the process of organising and hosting the "Welcome to Brewarrina" event, which will occur on March 7th at the Brewarrina RSL Club. The event will serve as a pivotal opportunity for newcomers to be officially welcomed and acquainted with a diverse array of community representatives.

### Brewarrina Visitor Information Centre

- Visitor numbers for February saw an increase in visitation by 9% on this time last year.



- Postcodes of Visitors:
- NSW: 74.83%
- QLD: 17.88%
- VIC: 0.66%
- WA: 0%
- SA: 1.32%
- TAS: 0%
- International: 5.3%

- Enquiries via email / calls were similar to last month with over 173
- Finalising the implementation of Councils new uniform which has involved collaborating with indoor staff, individually, to carefully select colours and styles that align with our vision. We expect the uniform rollout to be finished by the end of April, which includes embroidery.
- Renovation efforts are ongoing at the Visitor Information Centre, with painting and restoration work underway at the bowling shed to enhance its appearance and optimise the space.
- Over 600 Brewarrina brochures were distributed around the NSW region for February.
- The Visitor Information Centre Hall was utilised on Saturday February 24th to host the NSW Aboriginal Land Council Elections.
- Renovations within the VIC grounds are ongoing.
- Throughout February VIC staff have had 4 hall bookings and 3 events scheduled.

### Economic Growth and Investment:

- Currently working with project officers on providing the Master Plan, Place Framework, schematic designs, detailed designs, detailed budget breakdowns, schedules, procurement plans, risk assessments with the goal to affirm to the NSW Government that the project is progressing well and will deliver value to both the government and the community.

We have emphasised our desire for an exceptional design that sets Brewarrina apart from other rural towns, while also maximising cultural, environmental, and economic opportunities.

### CONCLUSION

Council receive the Economic Development Managers Report as information.

**GOVERNANCE IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**ATTACHMENTS**

Nil

**8.9 UTILITES REPORT****DOC REF:****REPORT BY:** Russell Holz, Utilities Manager**AUTHORISER:** David Kirby, General Manager**DATE:** 15<sup>th</sup> March 2024**IP&R REFERENCE:**

Objective 1.1.3 Provide leadership and coordination of service providers in the Brewarrina Shire

**PURPOSE**

The purpose of this report is to update Council on the status as at 15<sup>th</sup> March 2024 of all works in the Utilities section. This report is based on the 2023/2024 financial year.

**CONTENT****PARKS, GARDENS & WASTE:**

- February comprised mostly of scheduled maintenance.
- Sporting fields and parks are getting fertilised
- Continued planning on Cemetery expansion with some works already starting
- Ongoing Waste Disposal improvements.
- Council started the new streamlined times for all the domestic and commercial bins, Council is delighted to report that is transition has gone extremely well and would thank everyone involved in getting that information out to Community.
- Staff have started the grounds maintenance at the Olympic Pool and the Caravan Park.

**WATER AND SEWER:**

- 6 water mains repaired on raw water reticulation.
- 4 water mains repaired on treated water reticulation.
- Continued maintenance on sewer pumping stations throughout the shire.
- 2 boundary rises replaced for connection to Council mains.
- Watering system installed around Goodooga Splash Park ready for turf to be laid.
- Staff have the Pool complex in Brewarrina in their daily work schedule now until the end of this current season.

**Microbiological Water Sampling**

- 4 x allocated samples for Brewarrina, Weilmoringle and Goodooga were sent away for the month of February along with weekly tests of the Brewarrina Olympic, Splash and Baby Pool. Extra samples are taken for testing under the NSW Health's pesticide monitoring program.

**Brewarrina-** Barwon River Raw Water Extraction and Filtered Water Supplied.

	Filtered ML		Raw ML	
	Total	Daily	Total	Daily
March	12	0.4	50	1.8
April	11	0.4	48	1.8
May	12	0.4	50	1.8
June	11	0.4	48	1.8
July	12	0.4	50	1.8
August	12	0.4	50	1.8
September	12	0.5	60	1.9
October	14	0.5	65	2
November	19	0.5	70	2.1
December	19	0.5	65	2
January	16	0,5	65	2
February	16	0.5	70	2.1



**Projects**

- **Smart meter rollout put on hold due to contractual issues, no start date for commencement at this time.**
- Goodooga Splash Park commissioned and works on surrounding grounds completed.
- Commenced MDBEDP R3 - Brewarrina Aboriginal Fishtraps Lookout & River Walk Project, Stage 1 from boat ramp to northern side of Billabong completed with Stage 2 commencing.
- Upgrades to Racetrack and facilities commenced.

**Regulatory Officer Activity**

Council assets sprayed for the month of February include;

- Town Streets & Laneways
- Brewarrina Showground
- Brewarrina Cemetery
- Town Bridge Approaches and Welcome signs
- Sewerage Treatment Works and Sewer Pump stations

**Property Inspection**

Animal control for the month of February has an ongoing focus on roaming dogs throughout the townships.

	<b>TOTAL</b>	<b>COMPLAINTS</b>	<b>RE-HOMED</b>	<b>RELEASED</b>
<b>DOGS</b>	<b>17</b>	<b>4</b>	<b>9</b>	<b>3</b>
<b>CATS</b>	<b>5</b>			

**AERODROMES:**

\_Brewarrina & Goodooga

- General Maintenance & inspections
- Mowing and slashing completed around terminal, apron and taxiways

**ATTACHMENTS**

Nil

**9 NOTICE OF MOTION / QUESTIONS WITH NOTICE**

Nil

**11 OPEN SESSION**

**12 CONCLUSION OF MEETING**