




# **BREWARRINA SHIRE COUNCIL**

**MEETING OF COUNCIL AGENDA**

# **OCTOBER**

**FRIDAY 27th OCTOBER 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  
Fax: (02) 6839 2100

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 27<sup>th</sup> February 2023** at the **Brewarrina Shire Council Chambers commencing at 10.00 am** for the transaction of the following business.

<b>1.</b>	<b>Opening Prayer &amp; Acknowledgement of Country:</b>	
<b>2.</b>	<b>Apologies / Leave of Absence:</b>	
<b>3.</b>	<b>Declaration of Interest:</b>	Page 3
<b>4.</b>	<b>Confirmation of Minutes:</b>	
	Minutes of Ordinary Council Meeting held on Friday 15 <sup>th</sup> September 2023	Page 7
<b>5.</b>	<b>Mayoral Minute</b>	Page 19
<b>6.</b>	<b>Reports of Committees:</b>	NIL
<b>7.</b>	<b>Reports to Council For Action:</b>	
	1. Monthly Financial Reports - OCT 2023	Page 39
	2. Work Health and Safety Policy Review Report	Page 43
	3. Debt Management, Recovery and Financial Hardship Policy Review Report	Page 49
	4. Gifts and Benefits Policy Review Report	Page 79
	5. Mainstreet Masterplan Report	Page 93
	6. Regional Emergency Road Repair Fund Report	Page 95
<b>8.</b>	<b>Reports for Information:</b>	
	• Reports For Information Covering Report	Page 111
	• Status Report	Page 113
	a. General Manager / Mayor Diary	Page 119
	b. Transport	Page 123
	c. Plant	Page 125
	d. Utilities	Page 127

	e. EDM	Page 129
	f. Human Services	Page 137
	<b>• Items for Correspondence.</b>	
	1. Draft AWC Board Meeting Minutes - 8 September 2023	Page 141
	2. DRAFT - Meeting Minutes -231004 (Barwon Darling)	Page 147
	3. Position Paper - Addressing Town Water Security for regional NSW	Page 161
<b>9.</b>	<b>Notice of Motion / Questions with Notice:</b>	
	1. Feasibility Study – Carp Fertiliser Facility	Page 167
<b>10.</b>	<b>Confidential Matters:</b>	
	1. Evaluation Report – Supply and Delivery of Bitumen Emulsion	Page 177
	2. Evaluation Report – Provision of Linemarking	Page 185
	3. Evaluation Report – Provision of Traffic Control	Page 195
<b>11.</b>	<b>Conclusion of Meeting:</b>	

**Delegations:** Nil  
David Kirby  
General Manager

The Council of the  
**SHIRE OF BREWARRINA**



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57 Bathurst Street

BREWARRINA NSW 2839 PO Box 125

BREWARRINA NSW 2839 Telephone: (02) 6830 5100

Fax: (02) 6839 2100

Email: breshire@brewarrina.nsw.gov.au

**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  
15TH SEPTEMBER 2023

Meeting commenced at 10:00 am

**1: PRESENT:**

**Councillors**

Vivian SLACK-SMITH  
Noel SHERIDAN  
Thomas STANTON  
Donna JEFFRIES  
Angelo PIPPOS  
Patricia FRAIL *via Teleconference*  
Douglas GORDON  
Isaac GORDON  
Mark BROWN

**General Manager**

David KIRBY

**Executive Assistant**

Arianne TAN

**2: APOLOGIES**

- NIL

Councillors agreed on a 10 minute adjournment of the meeting at 10:10am

Council meeting resumed at 10:24am

**3: TELEPHONE CONFERENCE**

117/23

RESOLVED on MOTION by Councillor STANTON; Seconded by Councillor D GORDON; that Council grant for Councillor FRAIL to attend via Teleconference for the Friday 15<sup>th</sup> SEPTEMBER 2023 Ordinary Business Meeting.

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

**4. DECLARATION OF PECUNIARY OR NON-PECUNIARY CONFLICT OF INTEREST:**

- NIL

**5: CONFIRMATION OF MINUTES:**

Confirmation of the Minutes of the Ordinary Meeting of Friday 25<sup>th</sup> August 2023

118/23

RESOLVED on MOTION by Councillor PIPPOS; Seconded by Councillor JEFFRIES;

that the Minutes of the Ordinary Meeting of Friday 25<sup>TH</sup> August 2023 covered by resolutions 106/23 to 116/23 action request be adopted.

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

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#### 6: MAYORAL MINUTE:

NIL

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#### 7: REPORTS OF COMMITTEES

NIL

#### 8: REPORTS FOR ACTION TO COUNCIL:

##### ITEM 2a: ELECTION OF MAYOR

##### PURPOSE:

The purpose of this report is to inform Council on the process for electing a Mayor.

##### RECOMMENDATION:

That:

1. If there is more than one Mayoral candidate, the Council resolves whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting;
2. That a Mayor is elected in accordance with the legislated process for a term of one year;
3. That the General Manager in his capacity as Returning Officer notifies the result of the election to the *Director-General of the Department of Local Government* and to the *Secretary of the Local Government New South Wales*; and;
4. All ballot papers are to be destroyed following the election.

119/23

**RESOLVED on MOTION by Councillor PIPPOS, Seconded by Councillor I GORDON; that**

1. **As there was more than one candidate that the election is to proceed by preferential ballot.**
2. **That the Mayor is elected in accordance with the legislated process for a term of one year;**
3. **That the General Manager in his capacity as Returning Officer notifies the result of the election to the *Director-General of the Department of Local Government* and to the *Secretary of the Local Government New South Wales*; and;**
4. **All ballot papers are to be destroyed following the election.**

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

The General Manager as Returning Officer conducted the election for the position of Mayor and declared that Councillor Vivian Slack-Smith had been elected to the position of Mayor.

The Mayor Cllr Slack-Smith Assumed the Chair and thanked the Councillors for their confidence and support in the role of Mayor.

---

**ITEM 2b: ELECTION OF DEPUTY MAYOR**

**PURPOSE:**

The purpose of this report inform Council on the process for electing a Deputy Mayor.

**RECOMMENDATION:**

That:

1. The Council determines whether it will elect a Deputy Mayor; and
2. If the Council determines to elect a Deputy Mayor,
  - (a) That an election is held;
  - (b) That the General Manager in his capacity as Returning Officer advises the election result to the *Director-General of the Department of Local Government* and to the *Secretary of the Local Government and Shires Associations of New South Wales*; and;
  - (c) That the term of the Deputy Mayor be the same as for the Mayor (one year)
3. All ballot papers are to be destroyed following the election.

120/23

**RESOLVED on MOTION by Councillor D GORDON, Seconded by Councillor FRAIL; that Council will elect a Deputy Mayor and that the term of the Deputy Mayor be the same as for the Mayor.**

The General Manager, serving as the Returning Officer, advised the Council that only one Councillor was nominated for Deputy Mayor. Accordingly, he declared that Councillor Angelo Pippas had been elected to the position of Deputy Mayor.

The Deputy Mayor Cllr Angelo Pippas thanked the Mayor and Councillors for their confidence and support in the role of Deputy Mayor.

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**ITEM 3: STANDING AND OTHER COMMITTEES AND ELECTION OF DELEGATES**

**PURPOSE:**

The purpose of this report is for Council to determine its committee membership and elects it delegates.

**RECOMMENDATION:**

That Council determines its committee membership and elects its delegates.

121/23

**RESOLVED on MOTION by Councillor JEFFRIES, Seconded by Councillor D GORDON; that Council accept the attached table of committee membership and delegates.**

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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  
15TH SEPTEMBER 2023**

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<b>Committee</b>	<b>Name of Councillors (Mayor – member all committees)</b>	<b>Council Officers</b>	<b>Councillor Delegate 23/24</b>
Aged Care	Mayor and one Councillor	GM or delegate	<b>Councillor Pippos Councillor Brown</b>
Brewarrina General Cemetery Committee	Two Councillors	Utilities Manager	<b>Councillor D Gordon Councillor Brown Councillor Frail</b>
Plant Committee	All Councillors	General Manager & Transport Manager	<b>All Councillors</b>
Tourism and Cultural Committee	Two Councillors	General Manager, Community Services Manager & Tourism Officer	<b>All Councillors</b>
Traffic Committee	One Councillor (Council only has one vote)	Transport Manager	<b>Councillor Pippos</b>
Roads and Maritime Services Regional Consultative Committee	Transport Manager	Two Councillors	<b>Councillor Jeffries and Councillor D Gordon</b>
Murray Darling Association	General Manager	Mayor and One Alternate	<b>Councillor Frail</b>
Big Sky Library	General Manager or delegate	Councillor or Alternate	<b>Councillor Pippos</b>
Local Emergency Management Committee	General Manager or delegate	GM is LEMC Chair	<b>Councillor Jeffries</b>

**MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE SHIRE OF  
BREWARRINA HELD AT THE BREWARRINA SHIRE COUNCIL CHAMBERS ON FRIDAY  
15TH SEPTEMBER 2023**

Western Regional Weeds Committee	General Manager & delegate	One Councillor	<b>Councillor Sheridan</b>
Water Users Various Committees	General Manager	Mayor and one Alternate	<b>Councillor Sheridan Councillor Pippas</b>
Heritage Committee	General Manager	One Councillor	<b>Councillor Brown Councillor Frail</b>

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

**ITEM 4: ANNUAL COUNCIL MEETING SCHEDULE**

**PURPOSE:**

The purpose of this report is to determine the dates of the Council meetings from October 2023 to September 2024.

**RECOMMENDATION:**

That Council:

1. Approve the attached Meeting Schedule Calendar of proposed Ordinary Council Meeting Dates.
2. Approve the meeting start time for Ordinary Council Meetings dates as 10am, and;
3. Determine to publically advertise Council's meeting schedule dates with locations for the period October 2023 – September 2024 in the following manner;
  - a. Website
  - b. Newspaper
  - c. Main Council Office

122/23

**RESOLVED on MOTION by Councillor JEFFRIES, seconded by Councillor I GORDON; that the Council's December meeting be changed to December 8th and that all other future Council meeting dates in the calendar be approved.**

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

**ITEM 5: LEAVE POLICY**

**PURPOSE:**

The purpose of this report is to inform Council on changes to the Leave Policy and ensure compliance with Award obligation.

123/23

**RECOMMENDATION:**

That Council re-adopts the Leave Policy with in line with Award amendments and updates.

**RESOLVED on MOTION by Councillor PIPPOS, Seconded by Councillor STANTON;** that the Council re-adopt the updated Leave Policy consistent with Award amendments and updates.

**ITEM 6: INTERNALLY RESTRICTED ASSETS**

**PURPOSE:**

The purpose of this report is to present to the Council the list of internally restricted assets as of 30 June 2023 for formal adoption.

124/23

**RECOMMENDATION:**

That Council formally adopts its internally restricted assets as at 30 June 2023 as per the list provided.

**RESOLVED on MOTION by Councillor SHERIDAN, Seconded by Councillor PIPPOS;** that the Council formally adopts the internally restricted assets listed, effective as of 30 June 2023.

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

**ITEM 7: BANK RECONCILIATION & INVESTMENTS**

**PURPOSE:**

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

**RECOMMENDATION:**

**That Council;**

125/23

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 31 August 2023 be received and noted.

**RESOLVED on MOTION by Councillor SHERIDAN, Seconded by Councillor PIPPOS;** 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 31 August 2023 be received and noted.
3. The Council acknowledges and commends the Finance Manager for their

exemplary work and contribution.

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

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**ITEM 8: UNION PICNIC DAY 2023**

**PURPOSE:**

The purpose of this report is to inform Council of the request to hold the Union Picnic Day on Thursday 28<sup>th</sup> September 2023.

**RECOMMENDATION:**

126/23

That;  
Council resolve that the Union Picnic Day be held on Thursday 28<sup>th</sup> September 2023.

**RESOLVED on MOTION by Councillor FRAIL, Seconded by Councillor JEFFRIES;  
That the Council resolves to hold the Union Picnic Day on Thursday 28<sup>th</sup>  
September 2023.**

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

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**ITEM 9: ENVIRONMENT, PLANNING, HEALTH AND BUILDING  
INFORMATION REPORT**

**PURPOSE:**

The purpose of this report is to request delegation to the General Manager to sign two development applications for quarry activities on land owned or controlled by Council, being the (1) Charlton Road Site; and the (2) Rocks Quarry, off Aerodrome Rd.

**RECOMMENDATION:**

127/23

That Council; note the report contents and authorise the General Manager to sign the two Development Applications proposed by Mr T Lukas so he can extract materials from the identified sites.

**RESOLVED on MOTION by Councillor FRAIL, Seconded by Councillor JEFFRIES;  
That; the Council noted the contents of the report and authorised the General  
Manager to sign the two Development Applications proposed by Mr T Lukas for the  
Extraction of materials from the (1) Charlton Road Site and the (2) Rocks Quarry, off  
Aerodrome Rd.**

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

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**ITEM 10: INAUGURAL GOODOOGA OUTBACK SHEARS**

**PURPOSE:**

To inform Council of the request to hold the Inaugural Goodooga Outback Shears competition over the Easter long Weekend 2024.

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**RECOMMENDATION:**

1. That Council resolve that Council provide in-kind support for the Inaugural Goodooga Outback Shears deemed appropriate by the General Manager.
2. That Council consider ongoing support and partnership options with Regional Enterprise Development Institute (REDI) for a Shearing School program utilising facilities at Old Correctional Facility.

128/23

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

1. **That the Council provides in-kind support for the Inaugural Goodooga Outback Shears as deemed appropriate by the General Manager.**
2. **That the Council considers ongoing support and partnership options with the Regional Enterprise Development Institute (REDI) for a Shearing School program utilizing the facilities at the Old Correctional Facility.**

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

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<b>REPORTS FOR INFORMATION:</b>
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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.

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## 9: REPORTS FOR INFORMATION

- a) Status Report, General Manager and Mayors Diary
- b) Transport Manager
- c) Plant
- d) Utilities
- e) Consultant – Health & Building Officer
- f) Economic Development
- g) Human Resources
- h) Correspondence

129/23

**RESOLVED on MOTION by Councillor SHERIDAN; Seconded by Councillor D GORDON;**

**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: CONFIDENTIAL MATTERS**

- NIL

**Meeting concluded at 11:29am**

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***REPORTS TO COUNCIL FOR ACTION***

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# BREWARRINA SHIRE COUNCIL

Agenda Submission for Ordinary Meeting held on Friday 27<sup>th</sup> OCT 2023.

<b>TITLE:</b>	<b>BANK RECONCILIATION &amp; INVESTMENTS</b>	<b>DOC REF:</b>
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<b>REPORT BY:</b>	Rizwan Mushtaq Assistant Accountant	<b>DATE</b> 05/10/2023
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<b>IP&amp;R REFERENCE:</b>
Objective 5.2.2 - Timely and accurate reporting for efficient management and accountability

<b>RECOMMENDATION:</b>
That:
<ol style="list-style-type: none"> <li>1. The bank reconciliation report is received as information.</li> <li>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.</li> </ol>

<b>CONTENT:</b>																																						
1. <b><u>BANK RECONCILIATION</u></b>																																						
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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
71	NAB	1,500,000.00	83 days @ 4.80%	13/12/2023
81	NAB	3,000,000.00	92 days @ 5.10%	25/10/2023
82	NAB	1,500,000.00	85 days @ 4.85%	08/11/2023
90	NAB	1,000,000.00	91 days @ 4.70%	29/11/2023
91	NAB	1,500,000.00	90 days @ 4.93%	22/11/2023
92	NAB	1,000,000.00	92 days @ 5.14%	04/10/2023
108	CBA	2,000,000.00	183 days @ 5.31%	21/02/2024
112	CBA	1,000,000.00	90 days @ 4.88%	18/10/2023
113	CBA	1,500,000.00	77 days @ 4.78%	11/10/2023
114	CBA	1,500,000.00	84 days @ 4.86%	01/11/2023
115	CBA	1,000,000.00	70 days @ 4.51%	06/12/2023
At Call	CBA	-	at call - variable	
Bos At call	CBA	544,587.41	at call - variable	
<b>Total</b>		<b>17,044,587.41</b>		

### 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

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# BREWARRINA SHIRE COUNCIL

Agenda Submission for Ordinary Meeting held on Friday 27<sup>th</sup> October 2023

<b>TITLE:</b>	<b>WORK HEALTH AND SAFETY POLICY</b>	<b>DOC REF:</b> GM: 2
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<b>REPORT BY:</b>	Tara Byrnes <b>HUMAN RESOURCES MANAGER</b>	<b>DATE:</b> 9 <sup>th</sup> October 2023
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**IP&R REFERENCE:**  
**5.2.2 Timely and accurate reporting for efficient management and accountability**

**PURPOSE:**  
The purpose of this report is to inform Council about the Work Health and Safety Policy changes to ensure compliance with Council legislative obligations.

**RECOMMENDATION:**  
**That Council;**  
**Re-adopts the Work Health and Safety Policy with legislative amendments and updates.**

**CONTENT:**

The objective of the Work Health and Safety Policy is to provide a Council side set of WHS standards aimed at ensuring the safety and well-being of our workforce, protecting our assets, and ensuring the safety of our community.

The WHS Policy objectives aim to prioritise health and safety over operational needs, foster open communication, ensure strict compliance with WHS regulations, establish effective worker health monitoring systems, and provide a safe working environment as our primary duty of care.

The WHS Policy is designed with several key points in mind to ensure a safe and healthy workplace. The Policy:

- Emphasises the importance of a harm-free workplace by implementing a rigorous and systematic approach to identifying, mitigating, and controlling risks. This approach aims to prevent incidents and prioritise the well-being of all employees, volunteers and contractors.
- Promotes the development of an effective and safe systems of work. This system is built on principles of communication, consultation, and inclusion, ensuring that all stakeholders are actively engaged in achieving WHS objectives and goals.
- Recognises the legal and moral obligations of the Council as a 'person conducting a business or undertaking' (PCBU) and holds leadership accountable for their actions in maintaining a safe working environment and
- Empowers the workforce with the authority and responsibility to intervene and stop work processes if they identify unsafe conditions.

The WHS Policy revolves around creating a harm-free workplace, fostering effective communication and collaboration, and ensuring compliance with legal and moral obligations..

Policies and procedures of Brewarrina Shire Council must be reviewed on a regular basis in line with changes in legislative requirements and procedural changes. Changes to the WHS Act 2011 and Regulations of 2017 have required the Work Health and Safety Policy to be reviewed, updated and presented to Council for re-adoption.

**FINANCIAL IMPLICATIONS:**

Nil.

**LEGAL IMPLICATIONS:**

Council is required to have an effective and up to date Work Health and Safety policy under WHS Legislation.

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**David Kirby**  
General Manager

**ATTACHMENTS:**

1. Work Health and Safety Policy

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## Work Health and Safety Policy

Version: 1; Adopted: 23 November 2018

### 1. Intent

This policy aims to provide a framework that ensures the health and safety of Council's workforce, and the protection of its assets and the community.

The objectives of this policy are to:

- Create a workplace culture that prioritises health and safety over operational needs;
- Facilitate consultation and communication on all matters relating to work health and safety (WHS);
- Ensure compliance with the Work Health and Safety Act 2011 & Regulation 2017;
- Ensure effective systems for monitoring the health of workers and workplace conditions; and
- To provide a safe place of work, a safe system of work as our primary duty of care.

### 2. Scope

This policy applies to current and prospective employees and extends to cover councillors, apprentices, trainees, volunteers, contractors, service providers and visitors.

### 3. Framework

Council strives to achieve a harm-free workplace that prevents incidents through a rigorous and systematic process of risk identification, mitigation/control and management.

Council will develop an effective, safe system of work that promotes communication, consultation and inclusion so that all stakeholders are effective in meeting our WHS objectives and aims.

To meet Council's legal and moral obligations as the 'person conducting a business or undertaking' (PCBU), we empower our workforce with the authority and responsibility to stop the work process if they believe conditions are unsafe, and for our leadership to be accountable for their actions.

### 4. Accountabilities

#### 4.1. GENERAL MANAGER

- Exercise Due Diligence to ensure that Council complies with the WHS Act 2011 and WHS Regulations 2017

#### 4.1.1.

- Ensure the policy framework promotes a workplace committed to continuously improving WHS performance.
- Ensure managers and supervisors support, manage and apply this policy within their area.
- Set measurable objectives and targets to assess the Council's performance.

#### 4.2. MANAGERS/SUPERVISORS

- Understand this policy and its associated procedures, including the Grievance and Dispute Procedures of the Local Government (State) Award 2017 ("the Award").

- Make available education, information and support regarding the policy and its associated procedures.
- Apply the policy and its associated procedures fairly, reasonably and consistently, including provide adequate instruction, consultation, training and supervision that is reasonably necessary to ensure a harm-free workplace, ensure employees continuously meet their responsibilities and accountabilities and respond in an appropriate, timely and effective manner to address any concerns, hazards or risks raised by any worker or stakeholder of the Council.

### 4.3. WORKERS, ELECTED PERSONS & CONTRACTORS

Each worker has an obligation to meet the Councils objectives and Part 2: Section 28 of the Work Health and Safety Act 2011.

While at work, a worker must:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers

## 5. Definitions

Term	Definition
PCBU	A 'person conducting a business or undertaking' is a legal term under WHS laws for individuals, businesses or organisations that are conducting business.
Stakeholder	Any individual, group or organisation that can affect, be affected by, or perceive itself to be affected by this policy.
Worker	Anyone who performs work in any capacity for an employer, business or organisation is considered a worker. This includes volunteers and contractor.

## 6. Linkages

### 6.1. APPLICABLE LEGISLATION

This policy is to be read in conjunction with the following:

- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulations 2017

### 6.2. RELATED POLICIES ~~\_\_\_\_\_~~ AND PROCEDURES

Please refer to the following policies/procedures:

- Code of Conduct
- Managing Psychosocial Hazards at work
- Harassment Policy
- 

## 7. Review

This policy was developed as part of a Bourke, Brewarrina and Walgett Joint Project (2018).



This Policy will be reviewed every three years or if identified as required. Any amendment to the Policy must be by way of a Council Resolution or the approval of the General Manager.

### 7.1. POLICY AMENDMENTS

<b>Version</b>	<b>Date Approved</b>	<b>Resolution No</b>	<b>Description of Changes</b>
V1	23 November 2018	219/18	
<a href="#">V2</a>	<a href="#">27 October 2023</a>	<a href="#">TBA</a>	<a href="#">Legislative updates</a>



# BREWARRINA SHIRE COUNCIL

Agenda Submission for Ordinary Meeting held on Friday 27<sup>th</sup> October 2023

<b>TITLE:</b>	<b>POLICIES REVIEW DEBT MANAGEMENT DEBT RECOVERY &amp; PROVISION OF CREDIT FINANCIAL HARDSHIP</b>	<b>DOC REF:</b> GM:
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<b>REPORT BY:</b>	Angus Chan <b>FINANCE AND ADMINISTRATION MANAGER</b>	<b>DATE:</b> 11 <sup>th</sup> October 2023
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**IP&R REFERENCE:**  
**5.2.2 Timely and accurate reporting for efficient management and accountability**

**PURPOSE:**

The purpose of this report is to inform Council's Debt Management policies to recovery overdue debt and relief under S567 and S607 to rates payer experience short term financial hardship.

**RECOMMENDATION:**

**That Council;**

**Re-adopts the amendments and updates for below polices,**

- **Debt Management Policy**
- **Debt Recoveries and Provision of Credit Policy**
- **Financial Hardship Policy**

**CONTENT:**

The objective of the Debt Management, Debt Recovery and Provision of Credit and Financial Hardship polices are to provide a framework and procedures with reference to Office of Local Government's Debt Management and Hardship Guidelines (November 2018) to manage Council's debts and provide relief for rate payer undergoes short term financial hardship.

It is important for council to recover debt from unpaid rates and charges fairly and equitably. Special consideration should be given to individuals experiencing hardship, limiting additional financial stress by minimizing fees, interest, and legal costs during difficult times.

The policies set out procedures and actions that councils must take into account when exercising its right to collect debt and offer relief to rates payer experiencing financial hardship polices.

**FINANCIAL IMPLICATIONS:**

Nil.

**LEGAL IMPLICATIONS:**

NIL

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**David Kirby**  
General Manager

**ATTACHMENTS:**

Debt Management Policy

Debt Recoveries and Provision of Credit Policy

Financial Hardship Policy

Debt Management and hardship guideline (for reference)





## LEGISLATIVE COMPLIANCE DEBT MANAGEMENT POLICY

VERSION: TBA; ADOPTED: 28 OCTOBER 2023

### Purpose

The purposes of the policies are,

1. To make a policy as a result of implementation of Local Government Act, 1993, and to maximise Council's operating revenue by minimising the amount of monies owed to Council
2. Ensure efficient debt management for Council
3. Provide compassionate assistance to debtors facing genuine financial hardship
4. Council staff are sympathetic and helpful to debtors suffering genuine financial hardship
5. Meet statutory obligations in accordance to the Local Government Act 1993 and related regulations for rates and other user pay fees recovery
6. Council fulfils the statutory requirements contained in the Local Government Act 1993 and associated Local Government Regulations with respect to the recovery of rates and other user pays fees and charges
7. Optimised Council cash flow and enhance debt the collection of outstanding debts is maximised
8. Establish a transparent debt management policy
9. Staff have a clear policy with regard to the management of debt in Council's operating environment

### Scope

This policy applies to all situations where a debtor defaults on an obligation to pay Council an amount of money including, but not limited to:

- Rates and charges
- Water usage charges
- Fees and charges as approved by Council

This policy will apply to:

- Councillors, Council staff, Council Contractor and Consultant
- Rate Payer and council customer or debtor

### Policy Principles

1. Council facilitates prompt payments through modern methods, including electronic transactions, like Bpay, CenterPay and Direct Debt. Council will recover debt from unpaid rates and charges fairly and equitably. Council will give special consideration when debtors face hardship to limit unnecessary fees, interest and legal costs that can cause additional financial stress.
2. Council will provide debtors in default with an overdue notice. The overdue notice will contain a date by which the account should be settled and the actions Council will take should the account not be paid by the date contained in the overdue notice. This will include a warning about restriction of services or access to facilities.

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## LEGISLATIVE COMPLIANCE DEBT MANAGEMENT POLICY

VERSION: TBA; ADOPTED: 28~~7~~ OCTOBER~~JULY~~ 2023

Council will suggest the debtor to seek for local support services including free legal advice or financial counselling.

Council may consider engaging in either a repayment arrangement or an Informal Dispute Resolution Process where it forms the view that doing so will achieve a mutually satisfactory outcome for both Council and the debtor.

3. Debtors who are experiencing financial hardship and needs Council to formally consider providing relief, they can make an application for financial relief in accordance with the Financial Hardship Policy.
4. Council will only restrict access to services if a debtor has been provided with adequate notice. For overdue water debtor, Council may install on water meters a flow limiting device where the account has not been paid, and a suitable arrangement has not been entered in to. Such a device shall restrict the flow of water in accordance with Clause 144 Local Government (General) Regulation 2005.
5. Council requires that all tenants of a Council owned rental property pay rent two weeks in advance. Council also expects electricity and other utilities are paid on time. Residential tenants who fall into arrears will be dealt with pursuant to the requirements contained in the Residential Tenancies Act 2010.
6. Council will apply best practice legal methods for the recovery of debt. Debt recovery action may include the passing of a debt to a commercial recovery agent, or Council undertaking legal action through the appropriate Court to recover the debt. In certain circumstances Council may seek to sell land to recover unpaid rates if the requirements of s713 Local Government Act 1993 have been met.

### 1- Outstanding Rates

~~1.11.~~ Recovery action shall be ~~instituted taken~~ if current ~~instalment-outstanding~~ is not paid by the due date unless arrangements have been made for payment by instalment either pursuant to Section 562 of the Local ~~GG~~ Government Act (the "Act") or by mutual agreement with Council's Rates Officer when payment of rates would cause hardship.

~~1.22.~~ Recovery action shall include ~~personal visits~~, letters, telephone calls, Reminder Notices or Notices of Demand, Statement of Liquidated Claim, Writs, Garnishee Orders, Section 569 Notices, Warrant of Apprehension, Notices to wind up company and sale of land for overdue rates under Section 713 of the Act.

~~1.33.~~ Ratepayers who ~~because of undergoes a financial~~ hardship wish to enter into a mutual agreement with Council to pay ~~overdue~~ rates by instalments, other than Section 562, shall supply to Council's Rates Officer such information as is required by them to determine the matter.

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## LEGISLATIVE COMPLIANCE DEBT MANAGEMENT POLICY

VERSION: TBA; ADOPTED: ~~28~~ 7 OCTOBER ~~JULY~~ 2023

~~1.44.~~ Where a ratepayer who has made arrangements to pay overdue rates in instalments by mutual agreement with Council's Rates Officer does not meet their full obligations under the agreement, the agreement is terminated and legal action shall be immediately instituted for the recovery of any outstanding rates.

~~1.55.~~ Any agreement entered into with a ratepayer for the payment of outstanding rates other than pursuant to Section 562 of the Act, shall endeavour to ensure that all rates outstanding are fully paid by end of year close off of the rating year, and an agreement for payment of outstanding rates shall not exceed beyond two years during which time all later levied rates shall be liquidated

### ~~2-~~ Extra Charges

~~1.~~ ~~Interest will be charged on~~ ~~2.1~~ ~~Overdue rates shall be increased~~ in accordance with Section 566 of the Act by the minimum allowable under the Act.  
~~allowable under the Act.~~

~~2.22.~~ ~~Extra interest ch~~arges may be written off in accordance with Section 567 of the Act by Council ~~+~~ resolution or by delegation of authority to the General Manager.

### ~~3-~~ Pensioners

~~1.~~ ~~3.1~~ Eligible pensioners shall be required to pay the amounts of rates remaining following any statutory reduction in rates granted under the Act. Such amounts remaining may be paid by instalments pursuant to Section 562 of the Act or by part payments provided that the required amount is paid prior to end of year close off.

~~2.~~ ~~3.2~~ Council's Rates Officer shall take into account the limited income of eligible pensioners and may enter into a mutual agreement with them for the payment of rates by arrangement but within the year in which the rates were levied.

~~3.~~ ~~3.3~~ Under delegated authority, Extra Charges may be written off on property owned by eligible pensioners where the rates are paid within the current rating year, in cases of hardship.

~~4.~~ ~~3.4 (a)~~ Where payment of rates is likely to cause extreme hardship to an eligible pensioner, the General Manager upon the recommendation of the ~~Manager Finance or Director Corporate Services~~ Finance and Administration Manager may allow rates and extra charges to accrue against property until the death of the eligible pensioner or the sale of the property (whichever occurs first). ~~when such rates and extra charges shall be paid, These arrears of~~

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## LEGISLATIVE COMPLIANCE DEBT MANAGEMENT POLICY

VERSION: TBA; ADOPTED: 28 OCTOBER 2023

~~rates and extra charges may be paid in full by the eligible pensioner at any time in order to pay agreed instalments in the current year without extra charges being raised.~~

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~~3.4 (b) Before allowing rates and extra charges to accrue against a property in accordance with paragraph 3.4 (a) Council's Rates Officer shall obtain from the ratepayer relevant financial and other details in order to determine that the payment of rates and extra charges would cause extreme hardship~~

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### 4- ~~▲~~ Sundry Debtor

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~~1. 4.1 Monthly statements are to be forwarded posted or sent via email to Sundry Debtors monthly amounts. When the outstanding amount is for more than fourteen fourteen days from invoice date, they are to be regarded as overdue.~~

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~~2. 4.2 Where amounts are outstanding for more than thirty thirty days credit may be stopped, and the matter is referred to the Finance Section for further actions to recover the debt.~~

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### 5- DEFINITIONS

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Term	Definition
None	

### 6- REVIEW

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This Policy will be reviewed every 3 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.

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### 7- POLICY AMENDMENTS

Policy Amendments

VERSION	DATE APPROVED	RESOLUTION NO	DESCRIPTION OF CHANGES
1	1999	420/1999	
2	27 July 2004	104/04	Review

4

BREWARRINA SHIRE COUNCIL  
POLICY NUMBER: FIN/TBA



**LEGISLATIVE COMPLIANCE DEBT MANAGEMENT POLICY**

VERSION: TBA; ADOPTED: ~~27 OCTOBER~~ JULY 2023

<u>3</u>	<u>27 OCTober 2023</u>		<u>Updated</u>
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## DEBT MANAGEMENT POLICY

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

### Purpose

The purposes of the policies are,

1. Ensure efficient debt management for Council
2. Provide compassionate assistance to debtors facing genuine financial hardship
3. Meet statutory obligations in accordance to the Local Government Act 1993 and related regulations for rates and other user pay fees recovery
4. Optimised Council cash flow and enhance debt collection efforts
5. Establish a transparent debt management policy.

### Scope

This policy applies to all situations where a debtor defaults on an obligation to pay Council an amount of money including, but not limited to:

- Rates and charges
- Water usage charges
- Fees and charges as approved by Council

This policy will apply to:

- Councillors, Council staff, Council Contractor and Consultant
- Rate Payer and council customer or debtor

### Policy Principles

1. Council facilitates prompt payments through modern methods, including electronic transactions, like Bpay, CenterPay and Direct Debt.  
Council will recover debt from unpaid rates and charges fairly and equitably. Council will give special consideration when debtors face hardship to limit unnecessary fees, interest and legal costs that can cause additional financial stress.
2. Council will provide debtors in default with an overdue notice. The overdue notice will contain a date by which the account should be settled and the actions Council will take should the account not be paid by the date contained in the overdue notice. This will include a warning about restriction of services or access to facilities.  
Council will suggest the debtor to seek for local support services including free legal advice or financial counselling.  
Council may consider engaging in either a repayment arrangement or an Informal Dispute Resolution Process where it forms the view that doing so will achieve a mutually satisfactory outcome for both Council and the debtor.
3. Debtors who are experiencing financial hardship and needs Council to formally consider providing relief, they can make an application for financial relief in accordance with the Financial Hardship Policy.



## DEBT MANAGEMENT POLICY

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

4. Council will only restrict access to services if a debtor has been provided with adequate notice. For overdue water debtor, Council may install on water meters a flow limiting device where the account has not been paid, and a suitable arrangement has not been entered in to. Such a device shall restrict the flow of water in accordance with Clause 144 Local Government (General) Regulation 2005.
5. Council requires that all tenants of a Council owned rental property pay rent two weeks in advance. Council also expects electricity and other utilities are paid on time. Residential tenants who fall into arrears will be dealt with pursuant to the requirements contained in the Residential Tenancies Act 2010.
6. Council will apply best practice legal methods for the recovery of debt. Debt recovery action may include the passing of a debt to a commercial recovery agent, or Council undertaking legal action through the appropriate Court to recover the debt. In certain circumstances Council may seek to sell land to recover unpaid rates if the requirements of s713 Local Government Act 1993 have been met.

### Outstanding Rates

1. Recovery action shall be taken if current outstanding is not paid by the due date unless arrangements have been made for payment by instalment either pursuant to Section 562 of the Local Government Act (the "Act") or by mutual agreement with Council's Rates Officer when payment of rates would cause hardship.
2. Recovery action shall include, letters, telephone calls, Reminder Notices or Notices of Demand, Statement of Liquidated Claim, Writs, Garnishee Orders, Section 569 Notices, Warrant of Apprehension, Notices to wind up company and sale of land for overdue rates under Section 713 of the Act.
3. Ratepayers who undergoes a financial hardship wish to enter into a mutual agreement with Council to pay overdue rates by instalments, other than Section 562, shall supply to Council's Rates Officer such information as is required by them to determine the matter.
4. Where a ratepayer who has made arrangements to pay overdue rates in instalments by mutual agreement with Council's Rates Officer does not meet their full obligations under the agreement, the agreement is terminated and legal action shall be immediately instituted for the recovery of any outstanding rates.
5. Any agreement entered into with a ratepayer for the payment of outstanding rates other than pursuant to Section 562 of the Act, shall endeavour to ensure that all rates outstanding are fully paid by end of year close off of the rating year, and an agreement for payment of





## DEBT MANAGEMENT POLICY

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

outstanding rates shall not exceed beyond two years during which time all later levied rates shall be liquidated

### Extra Charges

1. Interest will be charged on overdue rates in accordance with Section 566 of the Act by the minimum allowable under the Act.
2. Interest charges may be written off in accordance with Section 567 of the Act by Council resolution or by delegation of authority to the General Manager

### Pensioners

1. Eligible pensioners shall be required to pay the amounts of rates remaining following any statutory reduction in rates granted under the Act. Such amounts remaining may be paid by instalments pursuant to Section 562 of the Act or by part payments provided that the required amount is paid prior to end of year close off.
2. Council's Rates Officer shall take into account the limited income of eligible pensioners and may enter into a mutual agreement with them for the payment of rates by arrangement but within the year in which the rates were levied.
3. Under delegated authority, Extra Charges may be written off on property owned by eligible pensioners where the rates are paid within the current rating, year, in cases of hardship.
4. Where payment of rates is likely to cause extreme hardship to an eligible pensioner, the General Manager upon the recommendation of the Finance and Administration Manager may allow rates and extra charges to accrue against property until the death of the eligible pensioner or the sale of the property (whichever occurs first).

### Sundry Debtor

1. Statements are posted or sent via email to Sundry Debtors monthly. When the outstanding amount is more than fourteen days from invoice date, they are regarded as overdue.
2. Where amounts are outstanding for more than thirty days credit may be stopped, and the matter is referred to the Finance Section for further actions to recover the debt.



## DEBT MANAGEMENT POLICY

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

### REVIEW

This Policy will be reviewed every 3 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.

### POLICY AMENDMENTS

Policy Amendments

VERSION	DATE APPROVED	RESOLUTION NO	DESCRIPTION OF CHANGES
1	1999	420/1999	
2	27 July 2004	104/04	Review
3	27 OCTober 2023		Updated



## DEBT RECOVERY AND PROVISION OF CREDIT POLICY

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

### Objective Purpose

To provide ~~direction~~ a roadmap to staff to employ efficient strategies and techniques, thereby enhancing the overall effectiveness of debt recovery initiatives. In turn, to ensure the efficient and effective recovery a streamlined and successful recovery process for ~~of~~ all types of Council debts.

### ~~Background/Legislative Requirements~~

~~Sections 569, 605 and 712-726 of the Local Government Act 1993 deals with debt recovery of outstanding rates and charges, expenses with tracing persons, liability of the occupier and sale of land. Regulation 133 of the Local Government (General) Regulation 2005 details procedures for the sale of land to recover overdue rates and charges~~

### Policy, Protocol or Procedural Statement

#### Recovery Action

(a) Recovery action will commence when rates and charges are not paid by the due date for each quarterly instalment and by the invoice due date (which is 14 days from the invoice date) for a sundry debtor account.

(b) A Reminder Letter will be issued after the due date for amounts with an outstanding balance greater than \$20.00. The reminder letter will request full payment or an acceptable payment arrangement to be entered into within 14 days from the issue date of the letter.

(c) If no acceptable payment arrangement or full payment is received by the due date of the Reminder Letter, a Letter of Demand will be issued. The Letter of Demand will request full payment or an acceptable payment arrangement to be entered into within 14 days from the issue of the letter.

(d) If full payment is not received or a suitable arrangement is entered into following the issuing of a Letter of Demand the debt will be forwarded to Council's external debt recovery policy for recovery of the outstanding debt.

(e) The external debt recovery company will forward a Letter of Demand advising that legal proceedings and costs will be incurred if full payment or a suitable payment arrangement is not actioned within 14 days from issue.

(f) If full payment is not received or suitable payment arrangement entered into, a Statement of Claim will be issued and served. Following the expiration of the statutory period, to protect Council's interest in the matter and all available actions to recover the amount outstanding, if the debt is not cleared, a Notice of Motion Default Judgement for liquidated claim will be lodged.

(g) Recovery actions by Council's external debt recovery company to recover the outstanding debts that will be considered may include, but not limited to:

- (i) Writ of Execution on goods and chattels
- (ii) Examinations summons
- (iii) Service of a rent order where the property is tenanted



## DEBT RECOVERY AND PROVISION OF CREDIT POLICY

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

- (iv) A garnishee of income
- (v) Sale of land for unpaid rates in accordance with Section 713 of the Local Government Act 1993.

All legal costs and expenses incurred in recovering outstanding rates and charges will be charges against the property in accordance with Section 605 of the Local Government Act, 1993. Legal costs incurred in outstanding sundry debtor accounts will be billed against the applicable sundry debtor account of which the debt is owed.

### Payment Arrangements

Ratepayers or sundry debtors who are unable to pay a debt amount owing to Council by the due date, may apply to enter into an arrangement with Council to make periodical payments by completing a Council issued payment arrangement form.

Arrangements are to be negotiated with the aim of recovering all arrears and the current year's charges within the current financial year where possible. Payments can be made periodically weekly, fortnightly or monthly.

Where the ratepayer fails to adhere to a payment arrangement and has not contacted Council to amend the current arrangement, recovery action will commence. If legal action has been suspended due to the ratepayer entering into a payment arrangement and the agreement has not been met by the ratepayer, the legal action will be reactivated at the level when the suspension took place.

In accordance with Section 556 of the Local Government Act, 1993 Council charges interest on overdue rates and charges. Entering into a payment arrangement does not negate the charging of interest.

If a ratepayer is experiencing financial hardship due to rates and charges they can apply for relief in accordance with Council's policy titled "Financial Hardship Policy."

### Sale of Land for Unpaid Rates

Where any rate or charge is overdue and has remained unpaid for more than 5 years from the date on which it became payable, Council may proceed to sell the land in accordance with Division 5, Part 2, Chapter 17 of the Local Government Act, 1993.

Where any rate or charge is overdue in respect of vacant land and the amount exceeds the Valuer General's current valuation of the property, Council may proceed to sell the land in accordance with Division 5, Part 2, Chapter 17 of the Local Government Act, 1993.

On an annual basis, a report shall be referred to Council for consideration listing all ratepayers who fall into the above category. The report will provide a detailed history of the circumstances of each case together with a recommendation in relation to the possible sale of the land to recover the overdue rates and charges.



## DEBT RECOVERY AND PROVISION OF CREDIT POLICY

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

### **Sundry Debtors and the Provision of Credit**

Sundry debtors are overdue if not paid within 14-14 days of the issuing of an invoice. Council may cease the provision of credit facilities to debtors when an account is overdue by more than 30 days.

Debtors are subject to the same recovery procedures as rates and charges outlined in this policy.

No credit is to be provided to any person(s) or organisation(s) except for Government Departments or other Councils without prior approval of the General Manager or delegated nominee.

Approval will only be considered upon completion of an approved application form.

Credit approval for all amounts less than or equal to \$300.00 will be denied unless otherwise approved by the General Manager or delegated nominee. Any approvals in this instance also require a Council issued credit application to be completed.

### **Variation**

Council reserves the right to amend this Policy from time to time



## DEBT RECOVERY AND PROVISION OF CREDIT POLICY

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

### Background/Legislative Requirements Reference

Sections 569, 605 and 712-726 of the Local Government Act 1993 deals with debt recovery of outstanding rates and charges, expenses with tracing persons, liability of the occupier and sale of land.

Regulation 133 of the Local Government (General) Regulation 2005 details procedures for the sale of land to recover overdue rates and charges

### REVIEW

This Policy will be reviewed every 3 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.

### POLICY AMENDMENTS

Policy Amendments

VERSION	DATE APPROVED	RESOLUTION NO	DESCRIPTION OF CHANGES
1	1999	420/1999	
2	27 July 2004	104/04	Review
3	27 OCTober 2023		Updated



## DEBT RECOVERY AND PROVISION OF CREDIT POLICY

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

### Purpose

To provide a roadmap to staff to employ efficient strategies and techniques, thereby enhancing the overall effectiveness of debt recovery initiatives. In turn, to ensure a streamlined and successful recovery process for all types of Council debts.

### Policy, Protocol or Procedural Statement

#### Recovery Action

(a) Recovery action will commence when rates and charges are not paid by the due date for each quarterly instalment and by the invoice due date (which is 14 days from the invoice date) for a sundry debtor account.

(b) A Reminder Letter will be issued after the due date for amounts with an outstanding balance greater than \$20.00. The reminder letter will request full payment or an acceptable payment arrangement to be entered into within 14 days from the issue date of the letter.

(c) If no acceptable payment arrangement or full payment is received by the due date of the Reminder Letter, a Letter of Demand will be issued. The Letter of Demand will request full payment or an acceptable payment arrangement to be entered into within 14 days from the issue of the letter.

(d) If full payment is not received or a suitable arrangement is entered into following the issuing of a Letter of Demand the debt will be forwarded to Council's external debt recovery policy for recovery of the outstanding debt.

(e) The external debt recovery company will forward a Letter of Demand advising that legal proceedings and costs will be incurred if full payment or a suitable payment arrangement is not actioned within 14 days from issue.

(f) If full payment is not received or suitable payment arrangement entered into, a Statement of Claim will be issued and served. Following the expiration of the statutory period, to protect Council's interest in the matter and all available actions to recover the amount outstanding, if the debt is not cleared, a Notice of Motion Default Judgement for liquidated claim will be lodged.

(g) Recovery actions by Council's external debt recovery company to recover the outstanding debts that will be considered may include, but not limited to:

- (i) Writ of Execution on goods and chattels
- (ii) Examinations summons
- (iii) Service of a rent order where the property is tenanted
- (iv) A garnishee of income
- (v) Sale of land for unpaid rates in accordance with Section 713 of the Local Government Act 1993.



## DEBT RECOVERY AND PROVISION OF CREDIT POLICY

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

All legal costs and expenses incurred in recovering outstanding rates and charges will be charges against the property in accordance with Section 605 of the Local Government Act, 1993. Legal costs incurred in outstanding sundry debtor accounts will be billed against the applicable sundry debtor account of which the debt is owed.

### Payment Arrangements

Ratepayers or sundry debtors who are unable to pay a debt amount owing to Council by the due date, may apply to enter into an arrangement with Council to make periodical payments by completing a Council issued payment arrangement form.

Arrangements are to be negotiated with the aim of recovering all arrears and the current year's charges within the current financial year where possible. Payments can be made periodically weekly, fortnightly or monthly.

Where the ratepayer fails to adhere to a payment arrangement and has not contacted Council to amend the current arrangement, recovery action will commence. If legal action has been suspended due to the ratepayer entering into a payment arrangement and the agreement has not been met by the ratepayer, the legal action will be reactivated at the level when the suspension took place.

In accordance with Section 556 of the Local Government Act, 1993 Council charges interest on overdue rates and charges. Entering into a payment arrangement does not negate the charging of interest.

If a ratepayer is experiencing financial hardship due to rates and charges they can apply for relief in accordance with Council's policy titled "Financial Hardship Policy".

### Sale of Land for Unpaid Rates

Where any rate or charge is overdue and has remained unpaid for more than 5 years from the date on which it became payable, Council may proceed to sell the land in accordance with Division 5, Part 2, Chapter 17 of the Local Government Act, 1993.

Where any rate or charge is overdue in respect of vacant land and the amount exceeds the Valuer General's current valuation of the property, Council may proceed to sell the land in accordance with Division 5, Part 2, Chapter 17 of the Local Government Act, 1993.

On an annual basis, a report shall be referred to Council for consideration listing all ratepayers who fall into the above category. The report will provide a detailed history of the circumstances of each case together with a recommendation in relation to the possible sale of the land to recover the overdue rates and charges.





## DEBT RECOVERY AND PROVISION OF CREDIT POLICY

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

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### **Sundry Debtors and the Provision of Credit**

Sundry debtors are overdue if not paid within 14 days of the issuing of an invoice. Council may cease the provision of credit facilities to debtors when an account is overdue by more than 30 days.

Debtors are subject to the same recovery procedures as rates and charges outlined in this policy.

No credit is to be provided to any person(s) or organisation(s) except for Government Departments or other Councils without prior approval of the General Manager or delegated nominee.

Approval will only be considered upon completion of an approved application form.

Credit approval for all amounts less than or equal to \$300.00 will be denied unless otherwise approved by the General Manager or delegated nominee. Any approvals in this instance also require a Council issued credit application to be completed.

### **Variation**

Council reserves the right to amend this Policy from time to time



## DEBT RECOVERY AND PROVISION OF CREDIT POLICY

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

### Legislative Requirements Reference

Sections 569, 605 and 712-726 of the Local Government Act 1993 deals with debt recovery of outstanding rates and charges, expenses with tracing persons, liability of the occupier and sale of land.

Regulation 133 of the Local Government (General) Regulation 2005 details procedures for the sale of land to recover overdue rates and charges

### REVIEW

This Policy will be reviewed every 3 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.

### POLICY AMENDMENTS

Policy Amendments

VERSION	DATE APPROVED	RESOLUTION NO	DESCRIPTION OF CHANGES
1	1999	420/1999	
2	27 July 2004	104/04	Review
3	27 OCTober 2023		Updated



## FINANCIAL HARDSHIP

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

### Purpose

To ~~determine~~ establish a systematic approach for evaluating the ~~process for considering~~ applications of financial hardship in payment of rates and charges (including water, sewerage, waste and stormwater).

### Scope

This policy applies to a person or legal entity who experiences financial hardship and apply in writing to Council's General Manger for financial relief through changes to payment arrangement for Council's rates, annual charges and user pay fees.

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### Background - Hardship Provisions

Section 567 of the Local Government Act 1993 provides for Council to write off accrued interest on rates or charges payable by a person, if, in Council's opinion the reasons that the person was unable to pay the rates or charges when they became due and payable were beyond the person's control, or that the person is unable to pay the accrued interest for reasons beyond their control, or that the payment of the accrued interest would cause the person hardship.

Section 601 of the Local Government Act 1993 provides for ratepayers who incur a rate increase in the first year following a revaluation of land values to apply to Council for rate relief if the increase in the amount of rates payable would cause them substantial hardship.

In such circumstances Council has the discretion to waive, reduce or defer the payment of the whole or any part of the increase in the amount of the rate payable for such period and subject to such conditions that Council deems appropriate.

### Policy

-The Policy - Financial Hardship is to establish provisions to assist in the application of financial hardship that may be experienced by ratepayers in the payment of rates and charges.

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A Financial Hardship application if approved and an arrangement for payment adhered to, may result in any of the following:

- Interest not being charged on arrears for a set period of time.
- Write-off interest on rates and charges already incurred either in full or part.
- An arrangement for payment of outstanding rates and/or charges.
- Any combination of the above.



## FINANCIAL HARDSHIP

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

This policy is to apply in dealing with all applications concerning financial hardship to ensure consistency.

### Hardship Provisions

~~Section 567 of the Local Government Act 1993 provides for Council to write off accrued interest on rates or charges payable by a person if, in Council's opinion the reasons that the person was unable to pay the rates or charges when they became due and payable were beyond the person's control, or that the person is unable to pay the accrued interest for reasons beyond their control, or that the payment of the accrued interest would cause the person hardship.~~

~~Section 601 of the Local Government Act 1993 provides for ratepayers who incur a rate increase in the first year following a revaluation of land values to apply to Council for rate relief if the increase in the amount of rates payable would cause them substantial hardship.~~

~~In such circumstances Council has the discretion to waive, reduce or defer the payment of the whole or any part of the increase in the amount of the rate payable for such period and subject to such conditions that Council deems appropriate.~~

### Application Conditions/Procedure

- The property for which the financial hardship relates to is the principal place of residence of the applicant.
- That financial hardship is genuine and can be displayed

• A dated and signed written request is to be made to Council's General Manager outlining the reason for applying for financial hardship and the duration of time the financial hardship may apply.

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• Supporting documentation is to be provided with the written request. The documentation may include:

- Monthly expenditure – details of income and expenditure
- Copies of most recent bank statements.
- Centrelink information – ~~Other~~ information that supports hardship claim.

Council may request further supporting documentation to determine the ratepayers financial hardship status if deemed necessary.



## FINANCIAL HARDSHIP

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

- Council staff to provide to applicants at the time of/or prior to receipt of a financial hardship application the contact details of Government and Charity organisations who offer financial assistance.

The application will be reviewed by ~~the Rates Officer and/or the Council's~~ Finance and Administration Manager and in accordance with Council policy Write-Off of Rates and Charges ~~and within~~ the General Managers delegated authority.

A recommendation to be made to the General Manager for amounts less than \$2,000, and for amounts greater than \$2,000 a report to be prepared for resolution in Closed Council to protect the applicant(s) privacy in accordance with Section 10A(2)(b) of the Local Government Act 1993.

The General Manager or Council will review the information provided and determine if financial hardship will be granted. Options available to the General Manager or Council to grant to a ratepayer are:

- Interest not being charged on arrears for a set period of time.
- Write-off interest on rates and charges already incurred either in full or part.
- An arrangement for payment of outstanding rates and/or charges.
- Any combination of the above.

### Guidelines When Granting Financial Hardship

- Interest is charged and then written-off where a repayment schedule is adhered to and the arrangement provides for accrued interest to be waived.
- Where a scheduled repayment default occurs, the levying of interest charges are to be reactivated from the last payment made in accordance with the repayment schedule. The ratepayer will be contacted via correspondence and advised of the repayment default.

### Continuing Financial Hardship



## FINANCIAL HARDSHIP

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

If the ratepayer continues to experience hardship after the period approved by Council has expired, a new application must be made by the ratepayer with new supporting documentation required as outlined above.

### Cancellation of Financial Hardship Arrangement

The financial hardship arrangement may be cancelled as a result of the following:

- Defaulting on a payment arrangement-
- The ratepayer no longer owns the land-
- The ratepayer advises Council that financial hardship no longer applies-
- Council receives information that the financial hardship no longer exists-

Such cancellation will be at the discretion of the General Manager.

### Privacy of the Applicant

Personal information collected as a result of this policy will only be used for the purpose of assessing eligibility under the policy and will not be used for any other purpose, or disclosed to any other person, unless required by law to do so, or authorised to do so by the person to whom that personal information relates.

### Variation

Council reserves the right to amend this Policy from time to time.



## FINANCIAL HARDSHIP

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

### Legislative Requirements Reference

Local Government Act 1993 – Section 567, 60

### REVIEW

This Policy will be reviewed every 3 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.

### POLICY AMENDMENTS

Policy Amendments

VERSION	DATE APPROVED	RESOLUTION NO	DESCRIPTION OF CHANGES
1	13 December 2013	301/13	Adopted
2	27 October 2023		Review and updated

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## FINANCIAL HARDSHIP

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

### Purpose

To establish a systematic approach for evaluating the applications of financial hardship in payment of rates and charges (including water, sewerage, waste and stormwater).

### Scope

This policy applies to a person or legal entity who experiences financial hardship and apply in writing to Council's General Manger for financial relief through changes to payment arrangement for Council's rates, annual charges and user pay fees.

### Background - Hardship Provisions

Section 567 of the Local Government Act 1993 provides for Council to write off accrued interest on rates or charges payable by a person, if in Council's opinion the reasons that the person was unable to pay the rates or charges when they became due and payable were beyond the person's control, or that the person is unable to pay the accrued interest for reasons beyond their control, or that the payment of the accrued interest would cause the person hardship.

Section 601 of the Local Government Act 1993 provides for ratepayers who incur a rate increase in the first year following a revaluation of land values to apply to Council for rate relief if the increase in the amount of rates payable would cause them substantial hardship.

In such circumstances Council has the discretion to waive, reduce or defer the payment of the whole or any part of the increase in the amount of the rate payable for such period and subject to such conditions that Council deems appropriate.

### Policy

The Policy - Financial Hardship is to establish provisions to assist in the application of financial hardship that may be experienced by ratepayers in the payment of rates and charges.

A Financial Hardship application if approved and an arrangement for payment adhered to, may result in any of the following:

- Interest not being charged on arrears for a set period of time.
- Write-off interest on rates and charges already incurred either in full or part.
- An arrangement for payment of outstanding rates and/or charges.
- Any combination of the above.

This policy is to apply in dealing with all applications concerning financial hardship to ensure consistency.



## FINANCIAL HARDSHIP

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

### Application Conditions/Procedure

- The property for which the financial hardship relates to is the principal place of residence of the applicant.
- That financial hardship is genuine and can be displayed
- A dated and signed written request is to be made to Council's General Manager outlining the reason for applying for financial hardship and the duration of time the financial hardship may apply.
- Supporting documentation is to be provided with the written request. The documentation may include:
  - Monthly expenditure – details of income and expenditure
  - Copies of most recent bank statements.
  - Centrelink information – other information that supports hardship claim.

Council may request further supporting documentation to determine the ratepayers financial hardship status if deemed necessary.

- Council staff to provide to applicants at the time of/or prior to receipt of a financial hardship application the contact details of Government and Charity organisations who offer financial assistance.

The application will be reviewed by Council's Finance and Administration Manager and in accordance with Council policy Write-Off of Rates and Charges within the General Managers delegated authority.

A recommendation to be made to the General Manager for amounts less than \$2,000, and for amounts greater than \$2,000 a report to be prepared for resolution in Closed Council to protect the applicant(s) privacy in accordance with Section 10A(2)(b) of the Local Government Act 1993.

The General Manager or Council will review the information provided and determine if financial hardship will be granted. Options available to the General Manager or Council to grant to a ratepayer are:

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- Any combination of the above.



## FINANCIAL HARDSHIP

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

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### Guidelines When Granting Financial Hardship

- Interest is charged and then written-off where a repayment schedule is adhered to and the arrangement provides for accrued interest to be waived.
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### Continuing Financial Hardship

If the ratepayer continues to experience hardship after the period approved by Council has expired, a new application must be made by the ratepayer with new supporting documentation required as outlined above.

### Cancellation of Financial Hardship Arrangement

The financial hardship arrangement may be cancelled as a result of the following:

- Defaulting on a payment arrangement
- The ratepayer no longer owns the land
- The ratepayer advises Council that financial hardship no longer applies
- Council receives information that the financial hardship no longer exists

Such cancellation will be at the discretion of the General Manager.

### Privacy of the Applicant

Personal information collected as a result of this policy will only be used for the purpose of assessing eligibility under the policy and will not be used for any other purpose, or disclosed to any other person, unless required by law to do so, or authorised to do so by the person to whom that personal information relates.

### Variation

Council reserves the right to amend this Policy from time to time.



## FINANCIAL HARDSHIP

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

### Legislative Requirements Reference

Local Government Act 1993 – Section 567, 60

### REVIEW

This Policy will be reviewed every 3 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.

### POLICY AMENDMENTS

Policy Amendments

VERSION	DATE APPROVED	RESOLUTION NO	DESCRIPTION OF CHANGES
1	13 December 2013	301/13	Adopted
2	27 October 2023		Review and updated

# BREWARRINA SHIRE COUNCIL

Agenda Submission for Ordinary Meeting held on Friday 27<sup>th</sup> October 2023

<b>TITLE:</b>	<b>POLICIES REVIEW GIFTS AND BEBEFITS POLICY</b>	<b>DOC REF:</b> GM:
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<b>REPORT BY:</b>	Angus Chan <b>FINANCE AND ADMINISTRATION MANAGER</b>	<b>DATE:</b> 11 <sup>th</sup> October 2023
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**IP&R REFERENCE:**  
**5.2.2 Timely and accurate reporting for efficient management and accountability**

**PURPOSE:**

The purpose of this report is to offer guidance to Councillors and staff in regard to receiving or being offered gifts or benefits and to provide direction for managing the Gifts and Benefits disclosure process.

**RECOMMENDATION:**

**That Council;  
Re-adopts the amendments and updates for Gifts and Benefits Policy**

**CONTENT:**

Section 440 of the LGA requires every council to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct and outlines the expected behaviour and principles of conduct for all Council officials.

It is important for councillors, Council staff and key stakeholders to take all reasonable steps not to receive gifts or benefits that could appear to an impartial observer to be an attempt to influence or secure a favour.

The policies set out procedures and actions that Councillor, Council staff and key stakeholder must not accept any offer of money, never accept gifts and benefits that have more than a nominal or token value. In case, it is not possible to decline, then a gift or benefit must be disclosed immediately to the Council management.

**FINANCIAL IMPLICATIONS:**

Nil.

**LEGAL IMPLICATIONS:**

NIL

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**David Kirby**  
General Manager

**ATTACHMENTS:**  
Gift and Benefit Policy



## FINANCIAL HARDSHIP GIFTS AND BENEFITS

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

### Purpose

The purpose of this policy is to ~~provide offer~~ guidance to Councillors and staff ~~in~~ regarding ~~to the issue of~~ receiving or being offered gifts or benefits and to ~~provide direction for managing the Gifts and Benefits disclosure process~~ ensure that ~~in dealing with any gifts, benefits or the offer of gifts or benefits. This is to ensure~~ Councillors and staff are not influenced in the performance of their duties and that there is no perception of undue influence due to these offers.

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### Statement Background

Section 440 of the LGA requires ~~every council to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct and outlines the expected behaviour and principles of conduct for all Council officials.~~

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A councillor or staff member, ~~including their immediate family members, must should~~ not seek or accept any payment, gift or benefit intended or likely to influence, or that could be reasonably perceived by an impartial observer as intended or likely to influence a Councillor or staff member to:

- act in a particular way (including making a particular decision)
- fail to act in a particular circumstance
- otherwise deviate from the proper exercise of his or her official duties.

~~Under rare and extenuating circumstances present or refusal may offend, A~~ Councillor or staff member may accept gifts or benefits of a nominal or token value that do not create a sense of obligation on his or her part.

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### Scope

~~This policy applies to Councillors, all Council staff members, key stakeholders such as suppliers, contractors and consultants; customers; and third parties associated with tasks and activities conducted on behalf of the Council.~~

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### Policy

~~A councillor or staff member must never accept an offer of money, regardless of the amount.~~

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~~A councillor or staff member must never accept gifts and benefits that have more than a nominal or token value. These gifts or benefits include tickets to major sporting events, corporate hospitality at a corporate facility at a sporting venue, discounted products for personal use, the frequent use of facilities such as gyms, use of holiday homes, free or discounted travel and free training excursions.~~

~~If it is not possible to decline, then a gift or benefit must be disclosed immediately to your reporting manager, the General Manager or the Mayor.~~

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~~Avoid any situations where it may seem that someone is trying to influence or gain favour by providing hospitality or benefits.~~

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## **FINANCIAL HARDSHIP GIFTS AND BENEFITS**

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

Situations in which the appearance may be created that any person or body, through the provision of hospitality or benefits of any kind, is securing or attempting to influence or secure a favour must be avoided.

All reasonable steps must also be taken to ensure that immediate family members of Councillors or staff do not receive gifts or benefits that could appear to an impartial observer to be an attempt to influence or secure a favour. Immediate family members ordinarily include parents, spouses, children and siblings.

### **Token gifts and benefits**

Generally speaking, token gifts and benefits may include:

- gifts of single bottles of reasonably priced alcohol to individual council officials at end of year functions, public occasions or in recognition of work done (such as providing a lecture/training session/address)
- free or subsidised meals, of a modest nature, and/or beverages provided infrequently (and/or reciprocally) that have been arranged primarily for, or in connection with, the discussion of official business
- free meals, of a modest nature, and/or beverages provided to council officials who formally represent their council at work related events such as training, education sessions, workshops
- refreshments, of a modest nature, provided at conferences where a Councillor or staff member is a speaker
- ties, scarves, coasters, tie pins, diaries, chocolates, flowers and small amounts of beverages
- invitations to appropriate out of hours parties or social functions organised by groups, such as, council committees and community organisations.

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### **Policy**

~~A councillor or staff member must never accept an offer of money, regardless of the amount.~~

~~A councillor or staff member must never accept gifts and benefits that have more than a nominal or token value. These gifts or benefits include tickets to major sporting events, corporate hospitality at~~





## **FINANCIAL HARDSHIP GIFTS AND BENEFITS**

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

~~a corporate facility at a sporting venue, discounted products for personal use, the frequent use of facilities such as gyms, use of holiday homes, free or discounted travel and free training excursions.~~

### **Procedure for recording the receipt of a gift or benefit or the offer of a gift or benefit**

If a Councillor or staff member receives the offer or a gift or benefit gift, the Councillor or staff member shall:

- disclose this promptly to their ~~supervisor~~ manager, ~~the Mayor or~~ the General Manager or ~~the Mayor~~ and complete a Gifts Register return.

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If a Councillor or staff member receives a gift or benefit in circumstances where it cannot reasonably be refused or returned, the Councillor or staff member shall:

- accept the gift and disclose this promptly to their manager, the General Manager or the Mayor ~~the appropriate person, ie a supervisor, the Mayor or the General Manager.~~
- complete a Gifts Register return which shall be signed by the General Manager and recorded in the Gifts Register. The General Manager will then arrange for the gift to be returned or make a determination where the gift is of a token value.

~~Situations in which the appearance may be created that any person or body, through the provision of hospitality or benefits of any kind, is securing or attempting to influence or secure a favour must be avoided.~~

~~All reasonable steps must also be taken to ensure that immediate family members of Councillors or staff do not receive gifts or benefits that could appear to an impartial observer to be an attempt to influence or secure a favour. Immediate family members ordinarily include parents, spouses, children and siblings.~~

Councillors ~~and other designated persons~~ and Council staff must by law disclose a description of any gift or gifts totalling a value exceeding \$500 made by the same person during a period of 12 months or less. (required to be included in the disclosure of interests ~~returns~~ – section 449).

### **Improper and undue influence**

A Councillor or staff member must not take advantage of his or her position to improperly influence other council officials in the performance of their public or professional duties to secure a private benefit for themselves or for somebody else.



## **FINANCIAL HARDSHIP GIFTS AND BENEFITS**

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

A Councillor or staff member must not take advantage (or seek to take advantage) of his or her status or position with, or functions performed for, council in order to obtain unauthorised or unfair benefit for themselves or for any other person or body.

It should be noted that a reference to a gift or benefit does not include a political donation or contribution to an election fund that is subject to the provisions of the relevant election funding legislation.

### **Examples**

#### **Examples 1 – Gifts, benefits and hospitality**

A regular supplier offers the council's purchasing officer a free weekend for two at a beach resort. The officer's impartiality when dealing with a supplier would be compromised if he or she accepts the offer.

Planning and building staff are regularly offered alcohol, food, tickets to major sporting events and free lunches by developers, builders, project managers and suppliers. Staff sometimes accept these gifts without declaring them and argue that they are in return for providing good service and are an accepted way of "doing business". Again, this will be perceived to have compromised the impartiality of the staff concerned. In this situation staff should, in the first instance, refuse any gift offered. If staff feel obliged to accept gifts, then they should declare the gift and have it recorded in council's gift register. Council may then determine how these gifts are dealt with and could, for example, donate specific items to charity.

#### **Example 2 – Acceptance of gifts and bribery**

A local council employee is involved in a series of inspections on a building site. During the inspections, the developer offers the employee numerous gifts including alcohol and a present for the employee's new born child. The employee accepts the gifts as he feels they are offered as unconditional and genuine tokens of appreciation for his work, especially as the inspection involved a number of lengthy tasks.

The employee believes he is not compromised by the gifts and eventually makes a recommendation that is not in the developer's interests. After the recommendation is made, the developer complains to the council about the employee accepting gifts.

Although the employee accepts the gifts in good faith, he nevertheless places himself in a vulnerable position. While each of the gifts is of modest value, when viewed in total, the value of the gifts seems quite substantial. The developer is able to manipulate the situation to allege the employee has accepted bribes.

The employee's acceptance of the gifts could also be used as circumstantial evidence of bribery.



## **FINANCIAL HARDSHIP GIFTS AND BENEFITS**

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

The employee could not rely on the fact that he made a decision he would have made, regardless of the gifts, as a defence to bribery.

### **Example 3 – Acceptance of gifts and influence**

A council's Information Technology Manager attends two meetings with potential suppliers. During the first meeting the suppliers serve tea, coffee and biscuits. The second meeting is held at a restaurant and the suppliers pay for the manager's three course meal. Both of the meetings arguably provide the manager's council with a benefit, namely the opportunity to discuss the supplier's products. Despite this, a contrast can be drawn between the meetings. In the first, the refreshments are only modest in nature and consequently do not create the impression that an attempt is being made to gain the manager's favour. In the second, the nature of the lunch creates the impression that an attempt is being made to compromise the manager's impartiality. The damage of this perception far outweighs any benefit associated with the manager's absence.

### **Who is responsible for implementing this Policy?**

~~Group Manager Corporate & Community Services.~~ Finance and Administration Manager

### **Document owner**

Finance and Administration Manager

~~Group Manager Corporate & Community Services.~~

### **Legislative Requirements Reference**

Code of Conduct, Local Government Act 1993

### **REVIEW**

This Policy will be reviewed every 3 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.



**FINANCIAL HARDSHIP GIFTS AND BENEFITS**

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

**POLICY AMENDMENTS**

Policy Amendments

VERSION	DATE APPROVED	RESOLUTION NO	DESCRIPTION OF CHANGES
1	18 April 2008	135/08	Adopted
2	27 October 2023		Review and updated



## GIFTS AND BENEFITS

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

### Purpose

The purpose of this policy is to offer guidance to Councillors and staff in regard to receiving or being offered gifts or benefits and to provide direction for managing the Gifts and Benefits disclosure process. This is to ensure Councillors and staff are not influenced in the performance of their duties and that there is no perception of undue influence due to these offers.

### Background

Section 440 of the LGA requires every council to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct and outlines the expected behaviour and principles of conduct for all Council officials.

A councillor or staff member, including their immediate family members, should not seek or accept any payment, gift or benefit intended or likely to influence, or that could be reasonably perceived by an impartial observer as intended or likely to influence a Councillor or staff member to:

- act in a particular way (including making a particular decision)
- fail to act in a particular circumstance
- otherwise deviate from the proper exercise of his or her official duties.

Under rare and extenuating circumstances present or refusal may offend, a Councillor or staff member may accept gifts or benefits of a nominal or token value that do not create a sense of obligation on his or her part.

### Scope

This policy applies to Councillors, all Council staff members, key stakeholders such as suppliers, contractors and consultants; customers; and third parties associated with tasks and activities conducted on behalf of the Council.

### Policy

A councillor or staff member must never accept an offer of money, regardless of the amount.

A councillor or staff member must never accept gifts and benefits that have more than a nominal or token value. These gifts or benefits include tickets to major sporting events, corporate hospitality at a corporate facility at a sporting venue, discounted products for personal use, the frequent use of facilities such as gyms, use of holiday homes, free or discounted travel and free training excursions.

If it is not possible to decline, then a gift or benefit must be disclosed immediately to your reporting manager, the General Manager or the Mayor.

Avoid any situations where it may seem that someone is trying to influence or gain favour by providing hospitality or benefits.



## GIFTS AND BENEFITS

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

All reasonable steps must also be taken to ensure that immediate family members of Councillors or staff do not receive gifts or benefits that could appear to an impartial observer to be an attempt to influence or secure a favour. Immediate family members ordinarily include parents, spouses, children and siblings.

### Token gifts and benefits

Generally speaking, token gifts and benefits may include:

- gifts of single bottles of reasonably priced alcohol to individual council officials at end of year functions, public occasions or in recognition of work done (such as providing a lecture/training session/address)
- free or subsidised meals, of a modest nature, and/or beverages provided infrequently (and/or reciprocally) that have been arranged primarily for, or in connection with, the discussion of official business
- free meals, of a modest nature, and/or beverages provided to council officials who formally represent their council at work related events such as training, education sessions, workshops
- refreshments, of a modest nature, provided at conferences where a Councillor or staff member is a speaker
- ties, scarves, coasters, tie pins, diaries, chocolates, flowers and small amounts of beverages
- invitation to appropriate out of hours parties or social functions organised by groups, such as, council committees and community organisations.

### Procedure for recording the receipt of a gift or benefit or the offer of a gift or benefit

If a Councillor or staff member receives the offer or a gift or benefit gift, the Councillor or staff member shall:

- disclose this promptly to their manager, the General Manager or the Mayor and complete a Gifts Register return.

If a Councillor or staff member receives a gift or benefit in circumstances where it cannot reasonably be refused or returned, the Councillor or staff member shall:

- accept the gift and disclose this promptly to their manager, the General Manager or the Mayor.
- complete a Gifts Register return which shall be signed by the General Manager and recorded in the Gifts Register. The General Manager will then arrange for the gift to be returned or make a determination where the gift is of a token value.



## GIFTS AND BENEFITS

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

Councillors and Council staff must by law disclose a description of any gift or gifts totalling a value exceeding \$500 made by the same person during a period of 12 months or less. (required to be included in the disclosure of interest return – section 449).

### Improper and undue influence

A Councillor or staff member must not take advantage of his or her position to improperly influence other council officials in the performance of their public or professional duties to secure a private benefit for themselves or for somebody else.

A Councillor or staff member must not take advantage (or seek to take advantage) of his or her status or position with, or functions performed for, council in order to obtain unauthorised or unfair benefit for themselves or for any other person or body.

It should be noted that a reference to a gift or benefit does not include a political donation or contribution to an election fund that is subject to the provisions of the relevant election funding legislation.

### Examples

#### Examples – Gifts, benefits and hospitality

A regular supplier offers the council's purchasing officer a free weekend for two at a beach resort. The officer's impartiality when dealing with a supplier would be compromised if he or she accepts the offer.

Planning and building staff are regularly offered alcohol, food, tickets to major sporting events and free lunches by developers, builders, project managers and suppliers. Staff sometimes accept these gifts without declaring them and argue that they are in return for providing good service and are an accepted way of "doing business". Again, this will be perceived to have compromised the impartiality of the staff concerned. In this situation staff should, in the first instance, refuse any gift offered. If staff feel obliged to accept gifts, then they should declare the gift and have it recorded in council's gift register. Council may then determine how these gifts are dealt with and could, for example, donate specific items to charity.

#### Example – Acceptance of gifts and bribery

A local council employee is involved in a series of inspections on a building site. During the inspections, the developer offers the employee numerous gifts including alcohol and a present for the employee's new born child. The employee accepts the gifts as he feels they are offered as unconditional and genuine tokens of appreciation for his work, especially as the inspection involved a number of lengthy tasks.



## GIFTS AND BENEFITS

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

The employee believes he is not compromised by the gifts and eventually makes a recommendation that is not in the developer's interests. After the recommendation is made, the developer complains to the council about the employee accepting gifts.

Although the employee accepts the gifts in good faith, he nevertheless places himself in a vulnerable position. While each of the gifts is of modest value, when viewed in total, the value of the gifts seems quite substantial. The developer is able to manipulate the situation to allege the employee has accepted bribes.

The employee's acceptance of the gifts could also be used as circumstantial evidence of bribery.

The employee could not rely on the fact that he made a decision he would have made, regardless of the gifts, as a defence to bribery.

### Example – Acceptance of gifts and influence

A council's Information Technology Manager attends two meetings with potential suppliers. During the first meeting the suppliers serve tea, coffee and biscuits. The second meeting is held at a restaurant and the suppliers pay for the manager's three course meal. Both of the meetings arguably provide the manager's council with a benefit, namely the opportunity to discuss the supplier's products. Despite this, a contrast can be drawn between the meetings. In the first, the refreshments are only modest in nature and consequently do not create the impression that an attempt is being made to gain the manager's favour. In the second, the nature of the lunch creates the impression that an attempt is being made to compromise the manager's impartiality. The damage of this perception far outweighs any benefit associated with the manager's absence.

### Who is responsible for implementing this Policy?

Finance and Administration Manager

### Document owner

Finance and Administration Manager

### Legislative Requirements Reference

Code of Conduct, Local Government Act 1993





## GIFTS AND BENEFITS

VERSION: TBA; ADOPTED: 27 OCTOBER 2023

### REVIEW

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### POLICY AMENDMENTS

Policy Amendments

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1	18 April 2008	135/08	Adopted
2	27 October 2023		Review and updated

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# BREWARRINA SHIRE COUNCIL

Agenda Submission for Ordinary Council Meeting to be held on Friday 27<sup>th</sup> October 2023

<b>TITLE:</b>	<b>BREWARRINA MAINSTREET MASTERPLAN</b>	<b>DOC REF:</b>
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<b>REPORT BY:</b>	Fran Carter <b>Economic Development Manager</b>	<b>DATE:</b> 12 <sup>th</sup> Oct 2023
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## **IP&R REFERENCE:**

Theme 4: A Community With Integrated Leadership - L2.4 Accountability to the community.

## **PURPOSE:**

To update Council on the Brewarrina Mainstreet Masterplan Redevelopment and Place Making Study

## **RECOMMENDATION:**

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.

## **CONTENT:**

### **Overview**

It is with pleasure we finally get the present the Brewarrina Mainstreet Masterplan Report recently completed by Hassel Group. This summary offers a concise overview of the key findings, recommendations, and implications of the report, providing you with essential insights to guide your decision-making process.

Focusing on people, experiences and future possibilities, a broad and deep array of stakeholders have been engaged to inform the Master Plan. Engagement sessions have varied from targeted group sessions and site visits to a community drop-in and casual conversations on the street. A walk with Country with Traditional Owners guided the project team to better understanding the deep-time histories of this place and to recognise the unbroken connection the local First Nations peoples have to Brewarrina and the broader Ngemba Country and Orana region.

Four formal stakeholder engagement sessions occurred throughout the five-day site visit, with over 70 attendees and 336 data points collected. This information has enabled the design team to understand a broad range of perspectives about Brewarrina comprehensively. It has provided a solid foundation to determine place objectives and spatial strategies.

### **Project Objectives;**

1. Redefine the streetscape and enhance the public amenity to provide a safe, attractive and comfortable pedestrian environment.
2. Increase tree canopy cover and urban greening to provide natural shade and cooling.
3. Introduce a range of locally and regionally native plants to enhance biodiversity

and habitat.

4. Promote active transport (e.g. walking & cycling) to become a safe, convenient and enjoyable experience for people of all ages.
5. Create 'places for people' that offer moments to dwell, rest and gather.
6. Incorporate opportunities for activation and events.
7. Enhance the connectivity, permeability and accessibility of the wider street network.
- 8.

### **Summary of Findings:**

The Mainstreet Masterplan Report is a comprehensive analysis of the Brewarrina main street and its potential for transformation, including all tourism and community assets yet to be activated for future use. The report identifies the following key findings:

1. **Urban Design & Streetscape Enhancement:** The report recognises the need for revitalising the main street through urban design and streetscape improvements to create a more aesthetically pleasing and functional environment.
2. **Historical Significance:** Brewarrina's rich historical heritage is acknowledged as a valuable asset that should be preserved and integrated into the revitalisation process.
3. **Economic Development:** The report underscores the importance of fostering economic development through a mix of businesses and support for local entrepreneurs.
4. **Community Engagement:** Community involvement is highlighted as a critical factor for the plan's success, emphasizing the need for continuous engagement to align the project with community desires.
5. **Sustainability:** Sustainable practices and technologies are incorporated to ensure the project's environmental responsibility and promote eco-friendly transportation alternatives.

### **GOVERNANCE IMPLICATIONS:**

### **CONCLUSION:**

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.

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David Kirby  
General Manager

## BREWARRINA SHIRE COUNCIL

### Agenda Submission for Ordinary Meeting held on Friday 27<sup>th</sup> October 2023

<b>TITLE:</b>	<b>REGIONAL EMERGENCY ROAD REPAIR FUND</b>	<b>DOC REF:</b> GM:
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<b>REPORT BY:</b>	David Kirby <b>GENERAL MANAGER</b>	<b>DATE:</b> 12 <sup>th</sup> October 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 advise Council of the funding received under the Regional Emergency Road Repair Fund (RERRF).

**RECOMMENDATION:**

**That Council; Receive this Regional Emergency Road Repair Fund Report as Information.**

**CONTENT:**

In 2022, repeated flood events wreaked havoc across NSW and caused unimaginable devastation in our communities. Persistent rainfall and unprecedented wet weather conditions have significantly impacted the road network in both regional and metropolitan NSW. TfNSW has a road network that is more than 185,000 kilometres in length with Brewarrina Shire Council itself have over 1500km of road network.

The NSW Government's \$500 million Regional and Local Roads Repair Program (RLRRP) has been established so all local councils across NSW have access to funding to repair damaged Local and Regional Roads under their care and responsibility. This grant funded program is administered by Transport for NSW.

All NSW Councils were invited to apply for funding to undertake vital repairs on their Local and Regional road network under this program from 11 January to Friday 20 January 2023.

The RLRRP is in addition to several grant funding programs already in place to support councils manage a safe and efficient road network, including the \$543 million Fixing Country Roads Program, \$500 million Fixing Local Roads program, the \$50 million Fixing Local Roads – Pothole Repair Round, the Towards Zero - Local Government Road Safety Program, and the annual Regional Road Block and REPAIR grants.

Council has been allocated **\$4,048,556** under the RERRF fund and will assist Council in flood damage repair to not only rural roads but also town streets including drainage and laneways. In conjunction with the Pothole Repair fund which has seen Council undertake a large infrastructure project across the shire patching local and regional roads, this program will follow on for that program into the 2024 calendar year and ensure work continues.

**FINANCIAL IMPLICATIONS:**

**LEGAL IMPLICATIONS:**

NIL

**ATTACHMENTS:**

1. State Allocation
2. Program Guidelines
3. Shire Roads Map Hierarchy

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David Kirby  
**General Manager**

# Funding allocations

September 2023

Council Name	Total combined Regional and Local road length (kilometres)	Allocation
Albury City Council	575	\$ 1,469,646
Armidale Regional Council	1,850	\$ 4,728,427
Ballina Shire Council	715	\$ 1,827,473
Balranald Shire Council	1,581	\$ 4,040,888
Bathurst Regional Council	1,223	\$ 3,125,873
Bega Valley Shire Council	1,521	\$ 3,887,533
Bellingen Shire Council	607	\$ 1,551,435
Berrigan Shire Council	1,373	\$ 3,509,259
Bland Shire Council	2,536	\$ 6,481,778
Blayney Shire Council	730	\$ 1,865,812
Bogan Shire Council	1,614	\$ 4,125,233
Bourke Shire Council	2,455	\$ 6,274,750
Brewarrina Shire Council	1,584	\$ 4,048,556
Broken Hill City Council	255	\$ 651,756
Byron Shire Council	609	\$ 1,556,547
Cabonne Council	2,322	\$ 5,934,814

<b>Council Name</b>	<b>Total combined Regional and Local road length (kilometres)</b>	<b>Allocation</b>
Carrathool Shire Council	2,610	\$ 6,670,915
Central Coast Council	2,238	\$ 5,720,118
Central Darling Shire Council	2,392	\$ 6,113,728
Cessnock City Council	1,091	\$ 2,788,494
Clarence Valley Council	2,476	\$ 6,328,424
Cobar Shire Council	2,241	\$ 5,727,786
Coffs Harbour City Council	889	\$ 2,272,201
Coolamon Shire Council	1,399	\$ 3,575,713
Coonamble Shire Council	1,610	\$ 4,115,009
Cootamundra Gundagai Regional Council	1,366	\$ 3,491,368
Cowra Shire Council	1,272	\$ 3,251,113
Dubbo Regional Council	2,784	\$ 7,115,643
Dungog Shire Council	722	\$ 1,845,364
Edward River Council	1,599	\$ 4,086,894
Eurobodalla Shire Council	1,100	\$ 2,811,497
Federation Council	2,306	\$ 5,893,920
Forbes Shire Council	1,863	\$ 4,761,653
Gilgandra Shire Council	1,305	\$ 3,335,458
Glen Innes Severn Council	1,151	\$ 2,941,848
Goulburn Mulwaree Council	1,281	\$ 3,274,116
Greater Hume Shire Council	2,085	\$ 5,329,065
Griffith City Council	1,310	\$ 3,348,237
Gunnedah Shire Council	1,469	\$ 3,754,626



<b>Council Name</b>	<b>Total combined Regional and Local road length (kilometres)</b>	<b>Allocation</b>
Gwydir Shire Council	2,323	\$ 5,937,370
Hay Shire Council	941	\$ 2,405,108
Hilltops Council	2,747	\$ 7,021,075
Inverell Shire Council	2,313	\$ 5,911,811
Junee Shire Council	877	\$ 2,241,530
Kempsey Shire Council	1,261	\$ 3,222,998
Kyogle Council	1,196	\$ 3,056,864
Lachlan Shire Council	3,892	\$ 9,947,587
Lake Macquarie City Council	1,445	\$ 3,693,285
Leeton Shire Council	899	\$ 2,297,760
Lismore City Council	1,215	\$ 3,105,426
Lithgow City Council	918	\$ 2,346,322
Liverpool Plains Shire Council	1,322	\$ 3,378,908
Lockhart Shire Council	1,331	\$ 3,401,911
Lord Howe Island	11	\$ 28,115
Maitland City Council	753	\$ 1,924,597
Mid-Coast Council	3,630	\$ 9,277,940
Mid-Western Regional Council	2,268	\$ 5,796,795
Moree Plains Shire Council	2,702	\$ 6,906,059
Murray River Council	2,976	\$ 7,606,377
Murrumbidgee Council	1,589	\$ 4,061,335
Muswellbrook Shire Council	621	\$ 1,587,218
Nambucca Valley Council	728	\$ 1,860,700

<b>Council Name</b>	<b>Total combined Regional and Local road length (kilometres)</b>	<b>Allocation</b>
Narrabri Shire Council	2,155	\$ 5,507,978
Narrandera Shire Council	1,556	\$ 3,976,990
Narromine Shire Council	1,676	\$ 4,283,699
Oberon Council	975	\$ 2,492,009
Orange City Council	514	\$ 1,313,736
Parkes Shire Council	2,170	\$ 5,546,317
Port Macquarie-Hastings Council	1,364	\$ 3,486,256
Port Stephens Council	731	\$ 1,868,367
Queanbeyan-Palerang Regional Council	1,691	\$ 4,322,038
Richmond Valley Council	1,064	\$ 2,719,484
Shellharbour City Council	479	\$ 1,224,279
Shoalhaven City Council	1,808	\$ 4,621,079
Singleton Council	910	\$ 2,325,875
Snowy Monaro Regional Council	2,657	\$ 6,791,043
Snowy Valleys Council	1,195	\$ 3,054,308
Tamworth Regional Council	3,237	\$ 8,273,469
Temora Shire Council	1,333	\$ 3,407,023
Tenterfield Shire Council	1,685	\$ 4,306,702
The Council of the Municipality of Kiama	268	\$ 684,983
Tweed Shire Council	1,247	\$ 3,187,215
Unincorporated Far West	2,983	\$ 7,624,268
Upper Hunter Shire Council	1,755	\$ 4,485,616

<b>Council Name</b>	<b>Total combined Regional and Local road length (kilometres)</b>	<b>Allocation</b>
Upper Lachlan Shire Council	1,910	\$ 4,881,781
Uralla Shire Council	921	\$ 2,353,990
Wagga Wagga City Council	2,310	\$ 5,904,143
Walcha Council	916	\$ 2,341,210
Walgett Shire Council	2,548	\$ 6,512,449
Warren Shire Council	1,325	\$ 3,386,576
Warrumbungle Shire Council	2,518	\$ 6,435,772
Weddin Shire Council	1,078	\$ 2,755,267
Wentworth Shire Council	2,011	\$ 5,139,928
Wingecarribee Shire Council	1,220	\$ 3,118,206
Yass Valley Council	1,259	\$ 3,217,886
<b>TOTAL</b>	149,536	<b>\$ 382,200,000</b>
Plus 2% administration		\$ 7,800,000
<b>GRAND TOTAL</b>		<b>\$ 390,000,000</b>

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## Why is the Fund being implemented?

Ongoing severe weather and flooding across NSW in 2022 has devastated regional communities and caused significant damage to Regional and Local road networks. Some parts of the 185,000-kilometre NSW road network have not fully recovered and regional councils require support to address the additional maintenance and repair works needed after these severe weather events.

The Regional Emergency Road Repair Fund (RERRF) supports councils across regional NSW to fix damaged roads, providing an additional \$390 million to regional councils to start vital repair and maintenance work. This builds on the \$280 million allocated to regional NSW councils through the [Regional and Local Roads Repair Program \(RLRRP\)](#).

Together these initiatives are providing \$670 million in much needed funding to support regional areas of NSW to recover from natural disasters and maintain an efficient, safe and reliable road network.

The funding will be made available for priority maintenance works and immediate repair of potholes on Local and Regional Roads managed by councils.

## Which councils are eligible to receive funding?

The RERRF is available to 95 regional Local Government Bodies, including the Unincorporated Far West and Lord Howe Island Board.

A full list of eligible Local Government Bodies is available on the RERRF webpage.

## How much funding will be allocated to regional councils?

The RERRF provides an additional \$390 million for regional councils on top of the already allocated \$280 million for regional councils under RLRRP. This funding boost will help regional Local Government Areas (LGAs) continue to repair damaged roads across the state.

Eligible Local Government Bodies will receive a funding deed variation to top up their funding allocation provided through RLRRP based on kilometres of road network (including sealed and unsealed) managed in their LGA. Transport for NSW will publish funding allocation details via the RERRF webpage.

## Why aren't Blue Mountains, Wollongong and Newcastle LGAs and metropolitan councils in Greater Sydney eligible for the RERRF funding?

The RERRF builds on the \$280 million allocated to regional LGAs through the RLRRP in January 2023.

The RLRRP was available for all councils in NSW, including LGAs in regional, metropolitan and Greater Sydney areas. Under RLRRP, metropolitan councils in Greater Sydney, and including Blue Mountains, Wollongong and Newcastle LGAs, received significantly higher allocations per kilometre compared to regional LGAs. This was due to the calculation applied for metropolitan and Greater Sydney LGAs being adjusted to account for the larger population, traffic and expected wear and tear on the Local and Regional road network for these metropolitan and Greater Sydney LGAs.

Considering the higher allocation received by Greater Sydney and Metropolitan LGAs under the RLRRP, the NSW Government developed the RERRF as a dedicated fund specific to regional LGAs to address the ongoing need in regional NSW for urgent road repairs following significant periods of severe weather and flooding experienced in 2022.

## How is funding determined?

Funding allocations for the RERRF will not require an application and are determined based on the existing applications received under the RLRRP, total Local and Regional Road network within each Local Government Area (LGA) and the funding availability.

The method to determine the funding envelope provided to each council for the RERRF is consistent with the RLRRP and is based on kilometres of road network (including sealed and unsealed) managed in their Local Government Area (\$/km). The funding is determined by considering:

- The total number of kilometres of Local roads in each council area
- The total number of kilometres of Regional roads in each council area
- Funding availability

## What are the delivery timeframes under the RERRF?

Eligible Local Government Bodies will have until 31 October 2027 for repair work to be delivered and reporting finalised.

## Will the RERRF extend the delivery timeframes for work funded through the RLRRP?

Yes, for regional Local Government Bodies who are eligible to receive funding under the RERRF, the delivery timeframes for RLRRP funded works have also been extended to 31 October 2027.

## When will councils receive funding deeds?

Transport for NSW will execute funding deed variations throughout October 2023.

## When will councils receive payment?

Councils will receive a 100% upfront payment of the calculated grant funding when the funding deed variation is signed and returned by council, and fully executed by Transport for NSW.

## What are the reporting requirements?

Reporting for the RERRF will be aligned with the similar processes already in place for the RLRRP.

From time-to-time we may request specific or detailed information on a project or need to be notified when works are completed and open to traffic. It is a requirement for councils to provide this in a timely and efficient manner when requested to do so.

To reduce the administrative burden on councils, reporting will be aligned with existing programs, noting most councils provide monthly reports.

## Can allocated funds be used for administrative or labour costs associated with the delivery of planned works?

Yes, a reasonable proportion (under 2%) of the allocated funds may be used for associated administration and/or management costs of delivering works under the RERRF.

## What will be required for completed works documentation required as part of reporting?

Reporting for the RERRF will be aligned with the similar processes already in place for RLRRP.

From time-to-time we may request specific or detailed information on a project, it is a requirement council provide this in a timely and efficient manner when requested to do so.

## What will the external audit process involve?

Transport for NSW will advise councils of audit requirements as part of the funding deed.

## More questions?

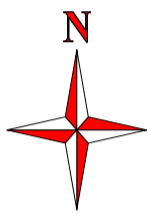
Questions about the RERRF, including eligibility and the application process, can be emailed to [rerrf@transport.nsw.gov.au](mailto:rerrf@transport.nsw.gov.au)

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# Brewarrina Shire Council

State of Queensland



Bourke Shire

Walgett Shire

Warren Shire

Bogan Shire



Scale 1:650,000

**Rd\_Hierarchy**

- - - - - Local Rd - Formed
- - - - - Local Rd - Gravelled
- Local Rd - Sealed
- - - - - Regional Rd - Formed
- - - - - Regional Rd - Gravelled
- Regional Rd - Sealed
- State HWY - Sealed
- - - - - Spur Rd - Formed

ID	RoadName
1	Jobs Gate Rd
2	Gongolgon Tarcoon Rd
3	Narran Lake Rd
5	Charlton Rd
6	Goodooga Langboyd Rd
7	Gongolgon Byrock Rd
8	Monkey Bridge Rd
9	Bora Whyman Rd
10	East Culgoa Rd
11	Nidgerly Byrock Rd
12	Kahmoo Dansandle Rd
13	Black Box Rd
14	Carcool Rd
15	Milroy West Bend Rd
16	Coola Tallawanta Rd
17	Bukulla Brenda Rd
18	Bow Creek Rd
19	Tarcoon Byrock Rd
20	Tarrion Yarrowin Rd
21	Wilby Wilby Rd
22	Cowga Rd
23	Coola Bunnawanna Rd
24	Aerodrome Rd
25	Goonoo Goonoo Rd
27	Goodooga Brenda Rd
29	Old Mission Rd
30	Marra Creek Rd
308	Carrama Ln
403	Twin Rivers Rd
438	Fingerpost Rd
439	Evacuation Route
RR1	Jobs Gate Rd
RR4	Boomi Billybingbone Rd
RR70	Goodooga Rd
RR437	Bangate Rd
HW29	Kamillaroi HWY
MR70	Arthur Hall Vc Way
901	Bobelah
902	Sainsbury Park
903	Toorak
904	Myall Park
905	Coolaburra
906	Bundeera
907	Bokhara
908	Eurah
909	Narran Plains
910	Wodalla
911	Killarney
912	Muckerawa
913	Yurcurrie

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# ***REPORTS FOR INFORMATION***

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# BREWARRINA SHIRE COUNCIL

Agenda Submission for Ordinary Meeting held on Friday 27th October 2023

<b>TITLE:</b>	<b>REPORTS FOR INFORMATION</b>	<b>DOC REF:</b> Item: a
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<b>REPORT BY:</b>	David Kirby General Manager	<b>DATE:</b> 6th October 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-H, 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 / Mayor
  - b. Transport
  - c. Plant
  - d. Utilities
  - e. EDM
  - f. Human Services
  - g. FAM
  - h. Correspondence
- **Items for Correspondence:**
  1. Dolly Parton's Imagination Library.
  2. Transport for NSW Presentation
  3. Position Paper - Addressing Town Water Security for regional NSW
  4. Draft AWC Board Meeting Minutes - 8 September 2023
  5. DRAFT - Meeting Minutes -231004 (Barwon Darling)

**GOVERNANCE IMPLICATIONS: NA**

**CONCLUSION:**

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

**ATTACHMENTS:**

- **Status Report**
- **Information Report**
  - a. General Manager / Mayor
  - b. Transport
  - c. Plant
  - d. Utilities
  - e. EDM
  - f. Human Services
  - g. FAM
  - h. Correspondence
- **Items for Correspondence:**
  1. Dolly Parton's Imagination Library.
  2. Transport for NSW Presentation
  3. Position Paper - Addressing Town Water Security for regional NSW
  4. Draft AWC Board Meeting Minutes - 8 September 2023
  5. DRAFT - Meeting Minutes -231004 (Barwon Darling)

**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 Pippas 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>5/09/2023 - Awaiting final approval from NSW Crown Lands.</b></p> <p><del>15/08/2023 - No Change</del>  <del>11/07/2023 - No Change</del>  <del>14/06/2023 - Going to Public Exhibition July</del>  <del>17/05/2023 - CHB finalising action plan</del>  <del>21/04/2023 - No Change</del>  <del>21/03/2023 - No Change</del>  <del>8/02/2023 - No Change</del>  <del>13/08/2018 - Awaiting action plan.</del></p>
24th July 2020 - Ordinary Council Meeting			
Resolution Number	Officer Action	Information:	Action Taken:
98/20	GM	<p><b>RESOLVED on MOTION by Councillor Wheatley, Seconded by Councillor Slack-Smith;</b></p> <p><b>That Council endorse the proposal for the Council to utilise funding from the Local Roads and Community Infrastructure Fund for the following identified projects:</b></p> <ol style="list-style-type: none"> <li><b>1. Goodooga Road Rest Stop Budget \$100k</b></li> <li><b>2. Weilmoringle Tennis Courts \$100k</b></li> <li><b>3. Culgoa Tennis Courts \$80k</b></li> <li><b>4. Tourism Signage – with proposals to be discussed and referred to Council \$80k</b></li> <li><b>5. Fish Traps interpretative Signage, new seating revamp of the carpark &amp; viewing platform etc. \$160k.</b></li> <li><b>6. Balance of funds approx. \$260 to be allocated on dollar for dollar basis with R2R funds for road repair up North.</b></li> </ol>	<p><b>5/09/2023 – An email has been sent to the contractor regarding overdue penalty rate charges.</b></p> <p><del>15/08/2023 - No Change</del>  <del>11/07/2023 - No Change</del>  <del>14/06/2023 - No Change</del>  <del>17/05/2023 - No Change</del>  <del>21/04/2023 - No Change</del>  <del>21/03/2023 - No Change</del>  <del>8/02/2023 - Finalising Signage Installation</del>  <del>17/08/2020 In progress, submissions /proposals to council - See report to Council.</del></p>

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

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>• <b>Goodooga Skate Park allocation of \$100,000.00</b></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>5/09/2023 - No change</b></p> <p><del>15/08/2023 – No Change</del></p> <p><del>11/07/2023 – No Change</del></p> <p><del>14/06/2023 – No Change</del></p> <p><del>17/05/2023 – No Change</del></p> <p><del>21/04/2023 – No Change</del></p> <p><del>21/03/2023 – No Change – Waiting for Picnic area to be completed</del></p> <p><del>8/02/2023 – No Change</del></p> <p><del>11/05/2021 – Local Roads and Community Infrastructure Program Phase 2 Work Schedule – Project Nomination completed and submitted – awaiting confirmation that work can proceed.</del></p>
24th September 2021 – Ordinary Council Meeting			
Resolution Number	Officer Action	Information:	Action Taken:
118/21	UM / CHB	<p><b>RESOLVED on MOTION by Councillor Pippas, Seconded by Councillor Slack-Smith; that Council approve the conceptual design of the proposed Brewarrina Aboriginal Fishtraps Viewing Platform.</b></p>	<p><b>5/09/2023 – The final design is pending the main street master plan.</b></p> <p><del>15/08/2023 – No Change</del></p> <p><del>11/07/2023 – No Change</del></p> <p><del>14/06/2023 – No Change</del></p> <p><del>17/05/2023 – In final design phase</del></p> <p><del>21/04/2023 – No change</del></p> <p><del>21/03/2023 – Project to be combined with master plan redevelopment</del></p> <p><del>8/02/2023 – No Change</del></p> <p><del>11/10/2021 – For public consultation – November edition of Bre News.</del></p>
24th February 2022 – Ordinary Council Meeting			
Resolution Number	Officer Action	Information:	Action Taken:
11/22		<p><b>RESOLVED on MOTION by Councillor Pippas, Seconded by Councillor Stanton; that Council note the report and approve the General Manager to continue to</b></p>	<p><b>5/09/2023 Consultant has been engaged to finalise the committee.</b></p>



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

	<b>GM / FAM</b>	examine options to enable Council to comply with ARIC guidelines once the review is completed.	<del>15/08/2023 – No Change</del> <del>11/07/2023 – No Change</del> <del>14/06/2023 – No Change</del> <del>17/05/2023 – No Change</del> <del>21/04/2023 – No Change</del> <del>21/03/2023 – No Change</del> <del>08/02/2023 – No Change</del> <del>12/10/2022 – No change</del>
<b>23/22</b>	<b>GM / HR</b>	<b>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.</b>	<b>5/09/2023 – The HR manager is coordinating with LG NSW.</b> <del>15/08/2023 – Still awaiting for a response</del> <del>11/07/2023 – No Change</del> <del>14/06/2023 – No Change</del> <del>17/05/2023 – No Change</del> <del>21/04/2023 – No Change</del> <del>21/03/2023 – No Change</del> <del>08/02/2023 – No Change</del> <del>6/12/2022 – No Change</del> <del>14/11/2022 – No Change</del> <del>12/10/2022 – No Change</del> <del>06/09/2022 – Report going to Council</del> <del>10/08/2022 – Referred to OLG email in agenda. Awaiting response from LGNSW</del>
<b>22<sup>nd</sup> April 2022 – Ordinary Council Meeting</b>			
<b>Resolution Number</b>	<b>Officer Action</b>	<b>Information:</b>	<b>Action Taken:</b>
<b>57/22</b>	<b>CHB</b>	<b>RESOLVED on MOTION by Councillor JEFFRIES, Seconded by Councillor PIPPOS;</b> <b>That;</b> <b>1. Council accept the proposal to build a new facility</b> <b>2. RFS to reconsider the location due to being a residential area and ongoing contamination issues</b> <b>3. A further detailed proposal be provided to Council before a final decision is made</b>	<b>5/09/2023 – The topographical survey has been completed; awaiting the final design from RFS.</b> <del>15/08/2023 – Awaiting letter of consent</del> <del>11/07/2023 – Awaiting response from RFS</del> <del>14/06/2023 – No Change</del> <del>17/05/2023 – Report going to Council this month</del> <del>21/04/2023 – No Change</del> <del>21/03/2023 – Finalising acquisition of land</del> <del>8/02/2023 – No Change</del> <del>6/12/2022 – No Change</del> <del>14/11/2022 – RFS looking at detailed design</del> <del>12/10/2022 – No Change</del> <del>10/08/2022 – Report going to Council this month</del>
<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><b>RESOLVED on MOTION by Councillor PIPPOS, Seconded by Councillor FRAIL;</b>  <b>That Council;</b>                      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>5/09/2023 - Awaiting feedback from the local area commander.  <del>15/08/2023 – No Change</del>  <del>11/07/2023 – No Change</del>  <del>14/06/2023 – No Change</del>  <del>17/05/2023 – No Change</del>  <del>21/04/2023 – No Change</del>                      21/03/2023 – CHB investigating                      8/02/2023 – No Change                      6/12/2022 – Community consultation form and survey to be created</p>
<b>24<sup>th</sup> February 2023 – Ordinary Council Meeting</b>			
16/23	UM / EDM	<p><b>RESOLVED on MOTION by Councillor BROWN, Seconded by Councillor D GORDON;</b>  <b>That Council;</b>                      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.</p>	<p>5/09/2023 - Construction recommenced.  <del>15/08/2023 – Awaiting Development Consent</del>  <del>11/07/2023 – No Change</del>  <del>14/06/2023 – No Change</del>                      17/05/2023 – Finalising Design                      21/04/2023 – No Change                      21/03/2023 – Council staff finalising design                      24/02/2023 – Successful letter &amp; purchase order to be sent</p>
19/23	UM / EDM	<p><b>RESOLVED on MOTION by Councillor D GORDON, Seconded by Councillor PIPPOS;</b>  <b>That Council;</b>                      Approves the tender received from Grind Skate Parks Pty Ltd for constructing Goodooga Skate Park with a total cost of \$345,500 + GST.</p>	<p>5/09/2023 - Awaiting commencement date.  <del>15/08/2023 – Awaiting construction commencement date</del>  <del>11/07/2023 – No Change</del>  <del>14/06/2023 – No Change</del>                      17/05/2023 – Finalising Design                      21/04/2023 – No Change                      21/03/2023 – Finalising design                      24/02/2023 – Successful letter &amp; purchase order to be sent</p>

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

24 <sup>th</sup> March 2023 – Ordinary Council Meeting			
Resolution Number	Officer Action	Information:	Action Taken:
38/23	UM / EA	<p><b>RESOLVED on MOTION by Councillor FRAIL, Seconded by Councillor BROWN;</b></p> <p><b>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.</b></p> <p><b>2. The Council allocate \$240,000 from water reserves to complete this project</b></p>	<p><b>5/09/2023 - Just finalising installation confirmation</b></p> <p>15/08/2023 – In final stages</p> <p>11/07/2023 – No Change</p> <p>14/06/2023 – No Change</p> <p>17/05/2023 – Finalising Designs &amp; System</p> <p>21/04/2023 – No Change</p> <p>24/03/2023 – Successful Letter sent and meters ordered.</p>
39/23	GM / EA	<p><b>RESOLVED on MOTION by Councillor FRAIL, Seconded by Councillor I GORDON;</b></p> <p><b>That Council receive the report;</b></p> <p><b>1. That all conforming tenders for Regional Procurement Plant Hire 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)</b></p> <p><b>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.</b></p>	<p><b>5/09/2023 - No change</b></p> <p>15/08/2023 – No Change</p> <p>11/07/2023 – Following up missing agreements</p> <p>14/06/2023 – No Change</p> <p>17/05/2023 – All letters &amp; agreements have been signed by Contractors</p> <p>21/04/2023 – No Change</p> <p>24/03/2023 – Successful letters sent</p>
40/23 / 91/23	UM	<p><b>RESOLVED on MOTION by Councillor D GORDON, Seconded by Councillor PIPPOS;</b></p> <p><b>That Council;</b></p> <p><b>1. That Council approve the new Brewarrina Swimming Pool Contract No. 2023-04 for the new three (3) years swimming pool contract commencing 1<sup>st</sup> September 2023 to 31<sup>st</sup> August 2026.</b></p> <p><b>2. That Council authorise the tender be advertised from 3<sup>rd</sup> April through until 28<sup>th</sup> April 2023.</b></p>	<p><b>5/09/2023 - Contractor commenced.</b></p> <p>15/08/2023 – Acceptance Letter sent</p> <p>11/07/2023 – Awarded to Kylie Gibson Pty Ltd – Acceptance Letter to be sent</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>

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## BREWARRINA SHIRE COUNCIL

Agenda Submission for Ordinary Meeting held on Friday 27<sup>th</sup> October 2023

<b>TITLE:</b>	<b>GENERAL MANAGER - DIARY</b>	<b>DOC REF:</b> Item: a
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<b>REPORT BY:</b>	David Kirby <b>GENERAL MANAGER</b>	<b>DATE:</b> 20 <sup>th</sup> Oct 2023
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<b>IPR / MANAGEMENT PLAN REFERENCE:</b> Theme 4: A community with integrated leadership Governance.
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<b>PURPOSE:</b> 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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<b>GENERAL MANAGER ACTIVITY:</b>	
DATE	ACTIVITY
7/09/2023	Board Meeting - Alliance of Western Councils
7/09/2023	MDBEDP R3 - Brewarrina Shire Council - Brewarrina Aboriginal Fishtraps Lookout & River Walk Project
12/09/2023	MEHB Manager Position Interview
13/09/2023	Meeting with LALC CEO – Youth Program
15/09/2023	Council Meeting Day and Performance Review
20/09/2023	Business Case Meeting – Byrock Road
20/09/2023	Meeting with State Cover - CIP Compliance
21/09/2023	Central West Orana and Far West Regional Recovery Committee
25/09/2023	Brewarrina - Info council Specification Meeting
26/09/2023	Get NSW Active 23/24 - Inception meeting with Brewarrina Council
09/10/2023	Meeting - Ballone Shire Council Mayor and GM regarding MOU
14/10/2023	TfNSW Executive Safety Summit Sydney
16/10/2023	Cyber Security NSW - DMARC Policy transition
19/10/2023	Regional NSW Meeting – Precinct Funding Program

<b>INFORMATION DISTRIBUTED TO COUNCILLORS</b>
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**GOVERNANCE IMPLICATIONS:**  
For Information.

**CONCLUSION:**  
For Council Information.

**CONSULTATION:**  
Various Staff, Councillors & Agencies.

**RECOMMENDATION:**  
That Council receive the General Manager Diary Report as information.

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David Kirby  
**General Manager**

**ATTACHMENTS:**  
Nil

# BREWARRINA SHIRE COUNCIL

Agenda Submission for Ordinary Meeting held on Friday 27th October 2023

<b>TITLE:</b>	<b>MAYOR - DIARY</b>	<b>DOC REF:</b> Item: a2
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<b>REPORT BY:</b>	Vivian Slack-Smith Mayor	<b>DATE:</b> 6th Oct 2023
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## **IPR / MANAGEMENT PLAN REFERENCE:**

**Theme 4:** A community with integrated leadership Governance.

## **PURPOSE:**

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

## **MAYOR ACTIVITY: Murray Darling Basin Water Buy Backs Forum – Moree**

The Mayor and Utilities Manager attended a Murray Darling Basin Water Buy Back Forum in Moree on the 5<sup>th</sup> October, hosted by the Hon Mark Coulton, Hon Matt Canavan and Senator Perrin Davey.

The Murray-Darling Basin Water Buybacks have been a contentious issue in Australia, stemming from a government program designed to recover water for environmental purposes in the country's largest river system. This initiative has faced several challenges and criticisms:

1. **Water Scarcity:** The Murray-Darling Basin suffers from prolonged droughts and increasing water scarcity, leading to concerns about maintaining the health of the ecosystem and supporting agricultural activities.
2. **Environmental Concerns:** The water buyback program aims to restore and protect the basin's fragile ecosystem by purchasing water entitlements from willing sellers. However, there have been debates about the effectiveness of these measures in achieving ecological goals.
3. **Socioeconomic Impact:** The buyback program has also raised concerns about its economic impact on local communities and agricultural industries, particularly in terms of job losses and reduced agricultural productivity.
4. **Transparency and Fairness:** Questions have been raised about the transparency and fairness of the buyback process, with allegations of favouritism and inadequate monitoring of water use.
5. **Political Controversy:** The Murray-Darling Basin Water Buybacks have become a political battleground, with different parties and stakeholders offering conflicting views on the program's success and implementation.

In summary, the Murray-Darling Basin Water Buybacks have generated controversy due to their environmental, economic, and political implications, highlighting the need for a balanced approach to manage this critical water resource in Australia. It was good to hear an array of issues faced by those right across the basin. Fortunately for Brewarrina, water security isn't a major issue however we did raise the matter of Water Quality during drier periods.

**CONSULTATION:**

*Various Staff, Councillors & Agencies.*

**GOVERNANCE IMPLICATIONS:**

For Information.

**CONCLUSION:**

For Council Information.

**RECOMMENDATION:**

**That Council receive the Mayors Diary Report as Information.**

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David Kirby  
General Manager

**ATTACHMENTS:**

Nil.



## BREWARRINA SHIRE COUNCIL

### Agenda Submission for Ordinary Meeting held on Friday 27 October 2023

<b>TITLE:</b>	<b>TRANSPORT INFORMATION REPORT</b>	<b>DOC REF:</b> Item:
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<b>REPORT BY:</b>	<b>Technical Services Administrative Officer Debbie Zaslona Project Engineer Bikash Tripathi</b>	<b>Date:</b> 10 October 2023
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<b>IP&amp;R REFERENCE:</b> <b>Theme 1:</b> A Growing Economy - E2.10 Set priorities to improve local roads <b>Theme 2:</b> A Healthy Natural Environment - H1.2.6.15 Provide services to manage and maintain rural roads. <b>Theme 3:</b> A Caring Community - C5.4.1 Support local residents ability to access Services available in regional centres.
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<b>PURPOSE:</b> 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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<b>CONTENT:</b> Following are works that have been carried out in the last month within the Shire by our Road Crew:  <ul style="list-style-type: none"><li>* Work is still being carried out on Narran Lake Road;</li><li>* Work is continuing on repairs to Carcool Road;</li><li>* Repair works on Coola Bunnawanna Road - ongoing;</li><li>* Repair of potholes on Goodooga Road - ongoing;</li><li>* Replaced signs on all three State Highways – routine maintenance and is ongoing;</li><li>* RMCC work continuing on MR70 which is now up to sealing - completed.</li></ul> <b>RMCC MAINTENANCE CONTRACT WORK</b> The following jobs are in the planning stages under this contract: <ul style="list-style-type: none"><li>* Culverts Replacements on MR70</li><li>* Shoulder Widening works on MR70</li><li>* Heavy Patching on all three state highways;</li></ul> <b>JOBS GATE ROAD SEAL EXTENSION (UPDATE)</b> Crews are continuing work on recommencement of this project. This project is all part of the Fixing Local Roads funding and is reported on a monthly basis. There is 5km of construction
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work planned and it is hoped to finish 1km of Stage 2 and will then continue onto Stage 3.

**LOCAL AND REGIONAL ROADS POTHOLE REPAIRS**

Goodooga Road: an additional 150 potholes repaired since previous report

**ATTACHMENTS:** Nil.

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Debbie Zaslona  
Technical Administrative Officer

# BREWARRINA SHIRE COUNCIL

## Agenda Submission for Ordinary Meeting held on 14 October

<b>TITLE:</b>	<b>PLANT REPORT</b>	<b>DOC REF:</b> Item: c
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<b>REPORT BY:</b>	<b>TBA</b> <b>Workshop Supervisor</b>	<b>DATE: 17/10/23</b>
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**IP&R REFERENCE:**

Theme 2: A Healthy Natural Environment - H.1.2.6 Council Assets

**PURPOSE:**

The purpose of this report is to update Council on the status on the 2023 Fleet Performance for the period ending September/October 2023. This is a monthly plant report showing the current position of Council's Fleet.

Plant No	Plant Number Description	Work Performed
861 + 862	Kahmoo camp gensets	<ul style="list-style-type: none"> <li>• Carry out engine service every 10 days</li> <li>• Service and valve adjustment</li> </ul>
103	Western star prime mover	<ul style="list-style-type: none"> <li>• Reassemble clutch</li> <li>• Repair wiring</li> </ul>
066	Hilux	<ul style="list-style-type: none"> <li>• Service</li> </ul>
202	CAT 150 grader	<ul style="list-style-type: none"> <li>• Service</li> </ul>
214	John Deer 670g Grader	<ul style="list-style-type: none"> <li>• Replace hydraulic fan motor</li> <li>• Repair a/c</li> <li>• brakes</li> </ul>
201	John Deer 770g Grader	<ul style="list-style-type: none"> <li>• Service</li> <li>• Check diff</li> </ul>
554	Amman multi tyre roller	<ul style="list-style-type: none"> <li>• Repair work lights</li> </ul>
137	Small tipper	<ul style="list-style-type: none"> <li>• Rego defects</li> <li>• Repair PTO wiring</li> </ul>
078	Isuzu D-max	<ul style="list-style-type: none"> <li>• Recharge a/c</li> </ul>
643	JCB backhoe	<ul style="list-style-type: none"> <li>• a/c</li> <li>• repair tyre</li> </ul>
550	Amman padfoot roller	<ul style="list-style-type: none"> <li>• Service</li> <li>• Repair gear lever</li> </ul>

082	Hilux	<ul style="list-style-type: none"> <li>• Service</li> </ul>
215	CAT 12m Grader	<ul style="list-style-type: none"> <li>• Replace LH/RH door glass</li> </ul>
139	Garbage truck	<ul style="list-style-type: none"> <li>• Replace PTO shaft uni joints</li> </ul>
086	Hilux	<ul style="list-style-type: none"> <li>• service</li> </ul>
014	Toyota fortuna	<ul style="list-style-type: none"> <li>• replace tyres</li> <li>• replace front rims</li> <li>• replace power steering pump and rack</li> </ul>
736	RT – water tanker (white)	<ul style="list-style-type: none"> <li>• replace rear sprays</li> </ul>
334	CAT loader	<ul style="list-style-type: none"> <li>• service</li> <li>• replace bucket arm pins and bushes</li> <li>• replace overflow bottle</li> <li>• replace wiper motor</li> </ul>
109	Mack Prime mover	<ul style="list-style-type: none"> <li>• service</li> <li>• replace steer tyre</li> </ul>
066	Hilux	<ul style="list-style-type: none"> <li>• Replace a/c fan</li> <li>• Replace battery</li> </ul>
099	Renault bus	<ul style="list-style-type: none"> <li>• Pick up from Tamworth</li> </ul>
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# BREWARRINA SHIRE COUNCIL

Agenda Submission for Ordinary Meeting held on Friday 27<sup>th</sup> October 2023

<b>TITLE:</b>	<b>UTILITIES INFORMATION REPORT</b>	<b>DOC REF:</b> Item: d
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<b>REPORT BY:</b>	<b>Russell Holz Utilities Manager</b>	<b>DATE:</b> 13 <sup>th</sup> October 2023
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<b>IP&amp;R REFERENCE:</b> <b>Theme 1 - A Growing Economy</b> <b>Theme 2 - A Healthy Natural Environment</b> <b>Theme 3 - A Caring Community</b>
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<b>PURPOSE:</b> The purpose of this report is to update Council on the status, as at, 13 <sup>th</sup> October 2023 of all works in Utilities Section. The report is based on the 2023/ 2024 financial year.
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<p><b><u>PARKS, GARDENS &amp; WASTE:</u></b></p> <ul style="list-style-type: none"><li>• September comprised mostly of routine and scheduled maintenance.</li><li>• Council continues improving Geoff New Complex maintenance.</li><li>• Council continues the Racecourse and showground maintenance.</li><li>• Continuing improvements of Brewarrina Waste Disposal Facility.</li><li>• Planning has commenced for the expansion of the grassed area at the Brewarrina Cemetery to allow for more allocated plots.</li></ul> <p><b><u>WATER AND SEWER:</u></b></p> <ul style="list-style-type: none"><li>• Repairs to water system at Glenelg continuing.</li><li>• 9 x mains breaks on the raw water reticulation.</li><li>• Repaired 8 water services throughout month of September.</li><li>• Programmed and scheduled maintenance undertaken on sewer pumping stations including the cleaning and vacuuming.</li><li>• 7 sewer chokes cleared in mains service lines for month of September.</li><li>• Works beginning on automatic watering system at Brewarrina WTP.</li></ul> <p><b>Microbiological Water Sampling:</b></p> <ul style="list-style-type: none"><li>• 8 x allocated samples for Brewarrina, Weilmoringle and Goodooga were sent away for the month of September. Extra samples were taken from all supplies under NSW Health's pesticide monitoring program. This is completed once a month.</li></ul>
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**Brewarrina – Barwon River Raw Water Extraction and Filtered Water Supplied:**

	Filtered ML		Raw ML	
	Total	Daily	Total	Daily
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	11	0.4	48	1.8
July	12	0.4	50	1.8
August	12	0.5	50	1.8
September	14	0.5	60	1.9

**Projects**

- Skate Park Goodooga in final development stage.
- Smart Water Meters in the planning stage for rollout.
- Goodooga Splash Park final design been approved and construction has begun.
- Swimming Pool is now open.
- Works completed on Evaporation ponds from Barwon Four sewer.
- Bourke St footpath has been completed with stage two commencing connecting Butcher and Swimming pool to pathway.

**Regulatory Officer Activity:**

Council assets sprayed for the month of September include;

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

Animal control for the month of September once again had a clear focus on nuisance dogs with a number of attacks recorded in Brewarrina and Goodooga. Councils Regulatory Officer has been instructed to focus on reported nuisance areas. .

	Total	Complaints	Re-homed	Released
Dogs	3	3	1	2
Cats	3	-	-	-

**AERODROMES:**

**Brewarrina & Goodooga:**

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

**ATTACHMENTS:** Nil.

# BREWARRINA SHIRE COUNCIL

Agenda Submission for Ordinary Meeting held on Friday 27<sup>th</sup> October 2023

<b>TITLE:</b>	<b>Economic Development Manager Report</b>	<b>DOC REF:</b> Item: f
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<b>REPORT BY:</b>	Fran Carter	<b>DATE:</b> 9th October 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 that sit under the Economic Development Unit. This includes Community Service, Tourism & Events and Economic Development.

## **1. Economic Growth and Investment:**

### **Regional Housing Strategic Planning Fund**

- An application for a local housing strategy action plan and LEP scoping paper has been lodged to provide the platform and framework to address the significant housing challenges in Brewarrina Shire.

### **Community Assets Program**

- Application was lodged for \$1m to replace facilities and infrastructure at the Four Mile Reserve that were washed away and/or significantly damaged when the Barwon River flooded.

### **Reducing Social Isolation for Senior's**

- Coordinating implementation of workshops and activities between Brewarrina, Goodooga and Weilmoringle that will celebrate and support our ageing population.

## **2. Industry Development and Diversification:**

Council's training mobile van has experienced delays in its readiness, primarily due to maintenance and preparations. Nevertheless, following the installation of an air-conditioning system and the application of paint and branding, it will be ready for our upcoming season.

### **3. Infrastructure Development:**

#### **Revitalisation Town Centre**

Following the initial community engagement process back in May, the Hassell design team, in collaboration with Council, developed design options for the main street and identified several project opportunities across the broader Brewarrina precinct. The engagement process was focused on testing of design thinking with the community through an open and engaging environment.

During the second community engagement period in September several formal stakeholder sessions occurred within Council chambers along with a community drop in session within Memorial Park. Each session used a variety of design communication techniques and formats including:

- Illustrative plans, sections and renders (digital and physical)
- PDF presentation
- Virtual/ 360\* virtual views that could be accessed via a QR code on a smart phone

Following this series of engagements the Hassell design team spent the morning collating all written feedback and finalising a wrap-up presentation that was provided to Council.

### **4. Collaboration and Community Engagement:**

The new **Community Engagement Coordinator** has been actively working to establish and nurture meaningful relationships with community leaders, local organisations, businesses, and residents. They have also been researching and exploring new programs that benefit the youth and families within the community.

The team participated in Child Protection Week at the Memorial Park, collaborating with various organisations to promote the event.

The September school holidays featured a dynamic program, offering children a range of exciting and educational activities. The program was a resounding success, with over 150 youth participants during the school holidays.

The **Brewarrina Honour Roll** has undergone preservation and has been reinstalled at Brewarrina Public School in a secure and protected, yet accessible location.

The inscription, with its fine v-cut lettering, has been restored for clear legibility, allowing the honour roll to serve its function of commemorating local people's service in World War One. Of particular significance is the explicit inclusion of Nurse N. BROMLEY, which distinguishes this Honour Roll as it acknowledges women's service, a rare occurrence on WWI war memorials.

The project received funding from the NSW Government - Veterans Affairs & Brewarrina Shire Council who also facilitated the project with the Brewarrina Public School.





***The Honour Roll was reinstalled in a specially constructed frame on a wooden wall near to the War Memorial precinct, such that it is clearly linked to and visible with the new commemoration and flagpoles, while also being protected from direct weather exposure.***

***The location is also within the footprint of the original school building where the war memorial was first installed.***

#### **5. Tourism and Cultural Heritage:**

Visitation numbers for the month of September showed an 11% increase on last year and a 2% increase on the month of August. The boost in numbers can be attributed to the annual Birdsville race that sees visitors travel through Brewarrina en-route to the event.

As we transition into the off-season of the year, it is anticipated that visitor numbers will gradually decline. The decline is driven by the "baby boomers", typically over the age of 60, who are seeking cooler zones as the temperatures rise out here. It is noteworthy that a significant portion of these visitors (35%) are from Queensland and are passing through Brewarrina, while 22% choose to stay for at least one night.

The **Bald Archy Art Prize** has officially confirmed that it will return to Brewarrina in 2024. The signing of the contract not only solidifies our commitment to hosting the Bald Archy event but also underscores our dedication to upholding the artistic significance it holds in our community.

#### **Brewarrina Visitor Information Centre**

- Visitor numbers in September were up 2% on August and 11% above for the same month, last year.
- Enquiries via email / calls were up 6% to previous month.
- Training in collaboration with the Australian Tourism Data Warehouse for staff
- Hosted six workshops/events in the exhibition room with 70 people in attendance.
- Services Australia Mobile Service Centre utilised the Visitor Information Centre car park to provide information, support and services to the community. The Mobile Service Centre was also in attendance at Goodooga.

- 27 enquiries referred to the Aboriginal Cultural Museum from individuals and groups expressing their interest in participating in tours to the fish traps.
- Provided visitors with accurate and up-to-date information about local attractions, events, accommodations, dining options, and recreational activities.
- 8 boxes of the Brewarrina brochure were distributed along with other promotional materials.

## **6. Partnerships and Collaborations:**

### **Darling River Run**

- Discussion about funding for "What's Up Downunder 2024 Episodes - Darling River" with potential support from DRR. Brewarrina Council has stepped down from the treasurer role after 5 years and Bourke Shire Council will take on the role.

The finance report shows an unchanged account balance of \$53,158.22

### **Kamilaroi Highway**

- The Annual General Meeting (AGM) held. The Treasurers report indicated spending of \$13,665 in 2022/23, with net assets of \$80,299 as of June 30, 2023.

Membership fees were set at \$4,000 (+ GST). The group is celebrating its 20th anniversary and is working on a new website. The group's participation in Caravan and Camping Shows for 2023 was approved, starting with the Newcastle show.

### **CONSULTATION:**

### **GOVERNANCE IMPLICATIONS:**

### **CONCLUSION:**

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

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David Kirby  
General Manager

## BREWARRINA SHIRE COUNCIL

### Information Report Attachment for Ordinary Meeting held on Friday 27<sup>th</sup> October 2023

<b>TITLE:</b>	BREWARRINA LIBRARY	<b>DOC REF:</b> Item I
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<b>REPORT BY:</b>	CAROL NORTON LIBRARY OFFICER	<b>DATE</b> 5th October 2023
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**IPR REFERENCE:**  
Theme 3 – A Caring Community – C5.4.1.5

**PURPOSE:**  
To inform Council on the activities of the Brewarrina Shire Council Library. For December 2021-January 2022.

#### **CONTENT:**

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 out weighs 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 will meet Saturday 9<sup>th</sup> September to review “Canticle Creek” by Adrian Highland also to give out our next month Book which is “The Fossil Hunter” by Tea Cooper.

In October we have author Patsy Kemp visiting our Library on the 26<sup>th</sup> October at 1.30pm. She is presenting her new book “The Drovers Daughter Rides Again”. Everyone is welcome to come along and see Patsy.

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**Local History Project** will be starting to catalogue local history objects and documents.

### **Professional Development**

Spydus 10.5 upgrade went live on the 11<sup>th</sup> 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:**

<b>ACTIVITY</b>	<b>CUSTOMER VOLUME-per month</b>
Number of books renewed	77
Number of books returned	53
Number of books requested from other libraries	0
Library Computer Bookings	34
Library books through kiosk	0
Library visits	273
Number of new members signed up or re-registered	5

<b>Library Use</b>	<b>Total</b>
Borrowing	77
Public PC	34
iPad table	5
WiFi	8
Play	3
Reading (eg. newspapers)	0
Reading (eg. books)	4
VR	0
Relaxing	28
Other:	20
Membership	547

## BREWARRINA SHIRE COUNCIL

Information Report Attachment for Ordinary Meeting held Friday 27<sup>th</sup> October  
2023

<b>TITLE:</b>	<b>BREWARRINA SERVICES AUSTRALIA</b>	<b>DOC REF:</b> Item j
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<b>REPORT BY:</b>	Carol Norton Services Australia	<b>DATE:</b> 5 <sup>th</sup> October 2023
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**IPR REFERENCE:**

**Theme 3 – A Caring Community – C5.4.1.2 and C5.4.1.1 Provision SERVICES AUSTRALIA, Services**

**PURPOSE:**

To inform Council on the activities of the Brewarrina Shire Council Services Australia Agent. For December 2021-January 2022.

**CONTENT:**

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	96
Centrelink	123
Medicare	1
Child Support	2
Trial	0
Other (ATO)	2
<b>Assistance Provided</b>	
Register customer for MYGov	0
Register Customer for Agency Linking Codes	6
Assist Customer with MyGov website	1
Assist Customer with MyGov App	1
Assist Customer with own Device	1
Assist Customer on computer (sst)	65
Assist Customer with document upload (Scan)	11
Assist customer using Silver Service	11

Assist customer with faxing	3
Assist with Identity confirmation	1
Assist with form completion	3
Assist providing forms/publications	7
Refer Customer to Service Australia phones(Smart call centre)	24
<b>Time Taken</b>	
Less than 5 minutes	77
5 to 15 Minutes	37
15 to 30 Minutes	12
30 to 60 minutes	4
Over 60 minutes	11

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.

<b>Counts of service</b>	<b>Residency</b>
77	Brewarrina

# BREWARRINA SHIRE COUNCIL

Agenda Submission for Ordinary Meeting held on Friday 27<sup>th</sup> October 2023

<b>TITLE:</b>	<b>HUMAN RESOURCES INFORMATION REPORT</b>	<b>DOC REF:</b> Item: m
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<b>REPORT BY:</b>	Tara Byrnes <b>HUMAN RESOURCES MANAGER</b>	<b>DATE:</b> 9 <sup>th</sup> October 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
12-18 Sep	Truck Licencing Upgrades	Face to Face – Transport
25-26 Sept 2023	Mental First Aid Training	Face to Face – all of Council Management (Brewarrina)
10-11 Oct 2023	Mental Health Awareness training	Block groups delivered onsite – All staff

### RECRUITMENT & ADVERTISING:

Position	Reason	Filled or Readvertised
Transport Manager	Resignation	Advertised – closes April 18 Interviews conducted 5 May 23 Re-advertising Acting consultant placement. Re-advertised – Council interviewing Council site visit and appointment finalisation
Customer Service Officer – Service NSW / Records	Resignation	Appointment made with applicant to commencement on 18 September 2023. Applicant withdrew on 4 September 2023. Re-advertising – closes 22 September 2023 Interviewing 13 October 2023
Casual Labourer (Water and Sewer)	Transferred	Additional support commenced 3 October 2023

**EMPLOYEE STATISTICS:**

	Number
Male	56
Female	25
Indoor	33
Outdoor	48
Indigenous	52
Non-Indigenous	30
Full-Time	44
Part-Time	2
Casual	27
Term of Contract	8
Manager	6
Supervisor	4

<b>TOTAL EMPLOYEES</b>	82
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**APPOINTMENTS/RESIGNATIONS FOR REPORTING MONTH:****APPOINTMENTS:**

- Labourer (Casual)

**RESIGNATIONS:**

- Nil

**BUILDING REPAIR & MAINTENANCE UPDATE:**

- King Street Property; undergoing repair work, yard and pipe replacement, ceiling rectification works – completed
- Bourke Street Property; undergoing repair work, floor replacements Carpet scheduled for 19 September, ceiling rectification works - completed. Bathroom repairs – ongoing.
- Footpath rectification works main street
- Worksite Safety Inspections and toolbox meeting – Outdoor Work Crews.

**INCIDENT REPORT MONTHLY UPDATE:**

IR#	Date- Details	Investigation & Action	Personnel Responsible	Status
Nil				

**FINANCIAL IMPLICATIONS:**

Budget variations to housing repair works, King Street property.

**CONCLUSION:**

To inform Council of the monthly activities.

**ATTACHMENTS:**

Nil

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David Kirby  
General Manager



***ITEMS FOR CORRESPONDENCE***

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## Draft Minutes Board Meeting

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**Date:** 8 September 2023  
**Time:** 8.30am  
**Venue:** Dubbo Regional Council, Girinyalanha Room

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### ATTENDEES:

Clr Glen Neill	Mayor Bogan Shire Council
Leonie Brown	General Manager Bourke Shire Council
Clr Barry Hollman	Mayor Bourke Shire Council
David Kirby	General Manager Brewarrina Shire Council
Peter Vlatko	General Manager Cobar Shire Council
Clr Tim Horan	Mayor Coonamble Shire Council
Clr Mathew Dickerson	Mayor Dubbo Regional Council
Murray Wood	CEO Dubbo Regional Council
David Neeves	General Manager Gilgandra Shire Council
Clr Doug Batten	Mayor Gilgandra Shire Council
Julian Geddes	Mid-Western Regional Council
Jane Redden	General Manager Narromine Shire Council
Clr Craig Davies (Chair)	Mayor Narromine Shire Council
Sally McDonnell	Secretariat Narromine Shire Council
Gary Woodman	General Manager Warren Shire Council

### GUESTS:

Leo Krikmann	United Way, Dolly Parton Imagination Library
The Hon Jenny Aitchison, MP	Minister for Regional Transport and Roads
Alistair Lunn	Regional Director, Transport for NSW
Brendan Guiney	Executive Officer, NSW Water Directorate

## 1 WELCOME

The Chair declared the meeting open at 8.34am.

## 2 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was made by the Chair.

### 3 APOLOGIES

Apologies were received for:

Derek Francis	General Manager Bogan Shire Council
Clr Vivian Slack-Smith	Mayor Brewarrina Shire Council
Bob Stewart	Administrator Central Darling Shire Council
Greg Hill	General Manager Central Darling Shire Council
Clr Peter Abbott	Mayor Cobar Shire Council
Paul Gallagher	General Manager Coonamble Shire Council
Clr Des Kennedy	Mayor Mid-Western Regional Council
Brad Cam	General Manager Mid-Western Regional Council
Megan Dixon	General Manager Walgett Shire Council
Clr Jane Keir	Mayor Walgett Shire Council
Clr Milton Quigley	Mayor Warren Shire Council
Roger Bailey	General Manager Warrumbungle Shire Council
Clr Ambrose Doolan	Mayor Warrumbungle Shire Council

**RESOLVED** Clr Hollman/Clr Batten, that the apologies received be accepted.

**2023/10**

### 4 DECLARATION OF INTEREST

There were no declarations of interest.

### 5 CONFIRMATION OF MINUTES OF AWC BOARD MEETING HELD 19 MAY 2023

**RESOLVED** Clr Neill/Gary Woodman that the minutes of the AWC Board Meeting held on 19 May 2023 be adopted.

**2023/11**

### 6 CONFIRMATION OF MINUTES OF GMAC MEETING HELD 21 JULY 2023

**RESOLVED** Murray Wood/Jane Redden that the minutes of the GMAC Meeting held on 21 July 2023 be adopted.

**2023/12**

### 7 GENERAL BUSINESS

#### 7.1 *Chairs Report*

**RESOLVED** Clr Horan/Clr Glen Neill that the information be noted.

**2023/13**

#### 7.2 *Orana Water Utilities Alliance Committee Meeting No 28*

**RESOLVED** Clr Hollman/Julien Geddes that the information be noted.

**2023/14**

### **7.3 Regional Local Government Training Facility**

Discussion was held in relation to the draft Funding Case to Establish a Water Training Centre in the OWUA Region. The projected cost to build the required infrastructure is \$912,000.

**David Kirby joined the meeting at 9.00am.**

**RESOLVED** Clr Horan/Clr Neill that the Alliance of Western Councils Board approach high levels of State and Federal governments to access funding.

**2023/15**

### **7.4 Discussion regarding Presenters at Future Meetings**

Discussion was held in relation to future presenters to ensure that all Councils are benefiting from them. The following suggestions were made:

- **Assistant Commissioner Brett Greentree**, Regional Commander
- **The Hon Prue Car, MP**, Deputy Premier, Minister for Education and Early Learning, Minister for Western Sydney, and Minister for Skills, TAFE and Tertiary Education
- **The Hon Tara Moriarty, MLC**, Minister for Agriculture, Minister for Regional New South Wales, and Minister for Western New South Wales
- **The Hon Rose Jackson, MLC**, Minister for Water, Minister for Housing, Minister for Homelessness, Minister for Mental Health, Minister for Youth
- **Simon Banks**, Commonwealth Environmental Water Holder (CEWH)
- **Troy Grant**, Inspector-General of Water Compliance
- **Dugald Saunders, MP**, Local Member for Dubbo Electorate
- **Roy Butler, MP**, Member for Barwon
- **Landcom** – NSW Government owned land and property development organisation.
- **Contour3D**

## **8 PRESENTATIONS**

### **8.1 Leo Krikmann – United Way – Dolly Parton Imagination Library**

The Chair welcomed Leo Krikmann to the meeting, who delivered a presentation in relation to the Dolly Parton Imagination Library program.

**It was noted** that the presentation and further information will be distributed to members after the meeting (**Attachment No. 1**).

## **8.2 The Hon Jenny Aitchison, BA, Grad Dip App Psych, GAICD MP – Minister for Regional Transport and Roads**

Minister Aitchison provided an overview of her portfolio, and the following items were discussed:

- With a challenging introduction to the portfolio, and new challenges fast approaching, she wants to ensure that in the future, money will be distributed efficiently and addressing the priorities.
- The final report from the Regional Road Transfer and Road Classification Review has not been made available to the Minister yet.
- The Regional and Local Road Repair Program deadline of February 2024 is likely to be extended. More information to be provided with the budget.
- The Minister advised she wants to have one on one discussions with each of the Council's representatives, followed by visits to their Shires in the future to get a clearer picture on what is needed in their respective areas.

## **8.3 Allistair Lunn – Director West, Transport for NSW**

Allistair delivered a presentation to the group (**Attachment No. 2**) providing an update from Transport for NSW with the following points noted:

- There has been a focus on Community Transportation including equity access for transport.
- The state of the roads, following natural disasters in recent years, remains the biggest challenge at present with 2,500 kilometres of damage to the State Road network.
- RMCC remains an integral part of maintenance of the State Road network and TfNSW values the relationships they have with Councils.
- TfNSW can partner with Councils on their events to assist in the don't drink and drive message including breathalyzer services etc.

## **8.4 Brendan Guiney – NSW Water Directorate**

Brendan Guiney provided an update from NSW Water Directorate with the following points noted:

- Brendan advised they have been working closely with Local Government and more recently the Country Mayors Association on the issue of water security in Regional NSW.
- Due to have an inquiry on the ownership of water utilities with the hope that the NSW Government will agree with continuing on with Council ownership. Local knowledge is imperative when it comes to maintaining water utilities.
- Discussion was held in relation to the position paper that was distributed prior to the meeting (**Attachment No. 3**) 'Addressing town water security for regional NSW cities and towns, to advocate for better recognition of water and sewerage assets within our Councils. The Chair advised that he will be a guest speaker at the upcoming Australian Water Associations, NSW Minister's Breakfast on the 4 October 2023 in Sydney, where he will be addressing Water Supply and Security in Regional and Rural NSW. It was requested that any specific issues relating to your Shire be shared via email.



## **9 DATE OF NEXT MEETING**

The next Alliance of Western Councils Board meeting will be held on Friday, 8 December 2023.

## **10 CONCLUSION OF MEETING**

The Chair thanked all members and guests for attending.

The Chair acknowledged Peter Abbott, Mayor of Cobar and also Jane Keir, Mayor of Walgett who are retiring from their roles. A letter will be forwarded to both of them to acknowledge and thank them for their contributions.

There being no further business the meeting concluded at 12.07pm.

## **CHAIR**

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## MINUTES OF THE BARWON DARLING BUSHFIRE MANAGEMENT COMMITTEE

4<sup>th</sup> October 2023 – Bourke FCC

Meeting Started: 10:00

Participant	Agency	Type	Present	Apology	Absent
Amos, Michael	NSW RFS – Volunteer Representative (Bourke)	P	X		
Azevedo, Anthony	DPI – Crown Lands	P	X		
Brown, Leonie (Chair)	Bourke Shire Council	P	X		
Caswell, David	NSW RFS – Volunteer Representative (Brewarrina)	P	X		
Coxhead, Alana	LLS	P			X
Dave Marr (Acting Inspector)	NSW Police (Bourke)	P	X		
Dickson, Kurt	Essential Energy	P			X
Flanagan, Paul	Bourke Shire Council	P	X		
Gava, Sgt Matt	NSW Police (Bourke)	P	X		
Glover, Gerard	NSW RFS – Volunteer Representative (Brewarrina)	P	X		
Glover, Sue	NSW Farmers Association	P		X	
Hagarty, David	NSW RFS – Far West Team	P	X		
Hams, Melissa	NPWS	P		X	
Hollman, Barry	Bourke Shire Council	P		X	
Kirby, David	Brewarrina Shire Council	P	X		
Cusack, Chris	Fire Rescue NSW	P			X
Lennon, Brad (XO)	NSW RFS – Far West Team	P	X		
Morrall, Chris	Bourke Shire Council	G	X		
O'Mally, Des	NSW RFS – Volunteer Representative (Bourke)	P	X		
Pokarier, Willy	NSW RFS – Volunteer Representative (Brewarrina)	P		X	
Reidy, John	LALC – Brewarrina	P		X	
Townsend, Fiona	Transport NSW	P	X		
Longeron, Peter	NPWS	P	X		
Warwick Craig	NPWS	P	X		

P = Participant

O = Observer

G = Guest

AP = Alternate / Proxy

S = Support

Item			Action
1 & 2	<b>Welcome and apologies</b>	All Welcomed and apologies noted – given apology from Barry Holman – asked with approval of the BFMC if Leonie Brown would take the Chair - SUPPORTED	
2.	<b>Confirmation of minutes of previous meeting</b>	Minutes from the 5 <sup>th</sup> July 2022 <b>Moved:</b> Craig Warwick <b>Seconded:</b> David Caswell	PASSED
3.	<b>Business arising from the previous minutes</b>	<b>Section 52 Plan</b> <ul style="list-style-type: none"> <li>Positions needs to be updated, last signed was 2021, please supply required information to RFS</li> </ul> <b>Bush Fire Risk Management Plan</b> <ul style="list-style-type: none"> <li>Signed off in 2021 - plans will be in place for 5 years</li> <li>National Parks &amp; Wildlife Service area needs to be updated in the plan</li> <li>Population statistics need be updated</li> </ul>	
4.	<b>Correspondence</b>	<ul style="list-style-type: none"> <li>XO Report</li> <li>BFA 2023 Assessment (Bush Fire Awareness) training is to be carried out by RFS Operational Officer, Capability, Matt Staniforth.</li> <li>Training to be held with Bourke Shire Council staff and others at the Back O' Bourke Exhibition Centre Conference Room on Thursday, 5 October 2023</li> </ul>	

5.	<b>Agency Reports</b>	<p><b>(a) NSW RFS – Far West District</b> (Inspector Brad Lennon)</p> <ul style="list-style-type: none"> <li>• As per attached XO Report – covered the critical points <ul style="list-style-type: none"> <li>a. Current Seasonal Outlook (July - Sept)</li> <li>b. Community Actions – post Fire Danger Period</li> <li>c. Fire Trails Management &amp; Review – current project across the Far West impacting BFMCs</li> <li>d. Neighbourhood Safer Places</li> </ul> </li> </ul>	Inspector Lennon
		<p><b>(b) NSW RFS – Brigade Representatives</b></p> <ul style="list-style-type: none"> <li>• <b>Bourke HQ</b> (Captain Michael Amos) <ul style="list-style-type: none"> <li>○ Hazard, big fuel loading in the areas towards</li> <li>○ Byrock and Coolibah</li> <li>○ Goodooga to Angledool</li> <li>○ Access to HP on fire on Mooculta Station</li> <li>○ Spinifex risk – increased loading.</li> </ul> </li> <li>• <b>Yantabulla</b> (Des O'Mally) <ul style="list-style-type: none"> <li>○ High fuel loads in some areas – others not grown back at all</li> <li>○ Grass in areas has gone to seed</li> <li>○ Cuttaburra – Water still in channels and ground is wet</li> <li>○ Barrington – fuel loads similar to 2012</li> </ul> </li> <li>• <b>Twin Rivers</b> (David Caswell) <ul style="list-style-type: none"> <li>○ High fuel loading, looking to be a bad season</li> <li>○ Several incident of side by sides starting fires</li> <li>○ Media advice regarding the use of side x side vehicles.</li> </ul> </li> <li>• <b>Brewarrina</b> (Gerard Glover) <ul style="list-style-type: none"> <li>○ South areas are the same as the others</li> <li>○ Red country has fuel loading</li> <li>○ Black country has green at the bottom</li> </ul> </li> </ul>	
		<p><b>(c) FRNSW</b> (Chris Morrall)</p> <ul style="list-style-type: none"> <li>• 11 members currently with three (3) coming through</li> <li>• New pumper has arrived recently</li> <li>• Planned for new tanker</li> </ul>	
		<p><b>(d) NSW Police</b> (Sgt Matt Gava)</p> <ul style="list-style-type: none"> <li>• Fire at Mooculta Station <ul style="list-style-type: none"> <li>○ It was the vehicle in the paddock which started the fire</li> <li>○ Staff notifying about fire ----</li> <li>○ Des O'Mally commented that DPF (diesel particulate filter) and catalytic converter will start fires</li> </ul> </li> </ul>	

		<p><b>(e) Councils</b></p> <ul style="list-style-type: none"> <li>• <b>Bourke</b> (Leonie Brown) <ul style="list-style-type: none"> <li>○ Council continue to maintain Council roads</li> </ul> </li> <li>• <b>Brewarrina</b> (Dave Kirby) <ul style="list-style-type: none"> <li>○ Work on Barwon 4 <ul style="list-style-type: none"> <li>▪ Brewarrina Council is finally set up on Arena HP</li> <li>▪ Need to look at pricing structure</li> </ul> </li> </ul> </li> <li>• <b>Bourke</b> (Paul Flanagan) <ul style="list-style-type: none"> <li>○ Bourke Shire Council attended a couple of fires</li> <li>○ Council staff members will be attending BFA training tomorrow</li> <li>○ Slashing along the Byrock Road commencing soon</li> <li>○ Village fire break inspections to be carried out and if required grading will go ahead next week</li> </ul> </li> </ul>	
		<p><b>(f) NPWS</b> (Craig Warwick)</p> <ul style="list-style-type: none"> <li>○ No open fires are allowed on Park</li> <li>○ 2600ha, HR at Lednapper 60% covered</li> <li>○ 90% fire trails Culgoa and Lednapper</li> <li>○ 1 striker at Brindingabba</li> <li>○ 7 strikers, 1 on each park, 2 in Bourke</li> <li>○ 4 crew available and 2 strikers on roster for assisting out of area</li> <li>○ 16 qualified and 2 Crew Leaders, 4 RAFT crew members available</li> </ul>	
		<p><b>(g) Forestry NSW</b></p> <ul style="list-style-type: none"> <li>• Not Applicable for this LGA</li> </ul>	
		<p><b>(h) Local Land Services</b></p> <ul style="list-style-type: none"> <li>• Absent no report received</li> <li>• Invitation to be sent to Alana Coxhead for next meeting. (change contact details on contact sheet)</li> </ul> <p><b>Crown Lands</b> (Anthony Azevedo)</p> <ul style="list-style-type: none"> <li>• A review of Asset Protection Zone (APZ) has been done on Crown Lands</li> <li>• Maps of Crown Lands APZ proposals for Bourke &amp; Brewarrina presented to meeting</li> </ul>	
6.	<b>Agency Reports</b>	<p><b>(i) Local Aboriginal Lands Council (LALC)</b> (John Reidy)</p> <ul style="list-style-type: none"> <li>• Apology received – no report received</li> </ul>	
		<p><b>(j) Essential Energy</b> (Kurt Dickson)</p> <ul style="list-style-type: none"> <li>• Absent – no report received</li> </ul>	
		<p><b>(k) Rail Authorities</b></p> <ul style="list-style-type: none"> <li>• Not applicable for this LGA</li> </ul>	
		<p><b>(l) Other Agencies – Farmers Representative</b> (Sue Glover)</p> <ul style="list-style-type: none"> <li>• Apologies – no report provided</li> </ul>	
		<p><b>(m) Transport NSW</b> – (Fiona Townsend)</p> <ul style="list-style-type: none"> <li>• Monitor as fires occur with road closures and assistance</li> </ul>	
		<p><b>(n) NSW RFS – Community Risk Officer</b></p> <ul style="list-style-type: none"> <li>• Absent</li> </ul>	

7A	<b>Other business – Standing Items</b>	<ul style="list-style-type: none"> <li>• <b>FAFT Update</b></li> <li>• RFS have FAFT (Fire Access &amp; Fire Trail) Plans for working with other agencies</li> <li>• Soil conservation have been inspecting and upgrading certain Fire Trails in the Far West.</li> </ul>	
		<b>(a) Bushfire Risk Management Plan</b> (Craig Warwick) <ul style="list-style-type: none"> <li>•</li> </ul>	
		<b>(b) HR Activities</b> <ul style="list-style-type: none"> <li>• High risk Angledool</li> </ul>	
7B	<b>Other Business</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	
8	<b>General Business</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	
9	<b>Date of next meeting</b>	<ul style="list-style-type: none"> <li>• District Manager advised that he would take this on notice and advise of date to be confirmed</li> </ul>	All
10	<b>Close</b>	11:02	

DRAFT

## BARWON DARLING BFMC - TASK REGISTER

Meeting	Task Ref #	Task description	Responsible	Current details (including status, outstanding issues and planned actions)	Due date
		Bush Fire Risk Management Plan	BFMC		

### XO Report – All BFMC Areas

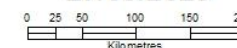
#### Current Situation:

From the Bureau (3 months – July – September)

- July to September rainfall is likely to be above median for much of Australia, but below median for south-west Tasmania.
- July to September maximum temperatures are likely to be above median for northern, coastal south-western and far south-eastern parts of Australia, but below median for most other locations.
- Minimum temperatures for July to September are likely to be warmer than median for most of Australia except central WA.
- The likely development of a negative Indian Ocean Dipole, the weakening La Niña, and warmer than average waters around northern Australia are likely to be influencing this outlook.

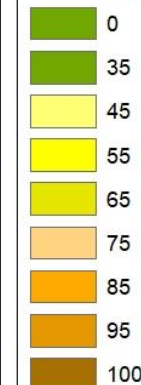


**NSW Rural Fire Service  
Predictive Services  
Grassland Curing  
27/09/2023**



**LEGEND**

**Grass Curing (%)**



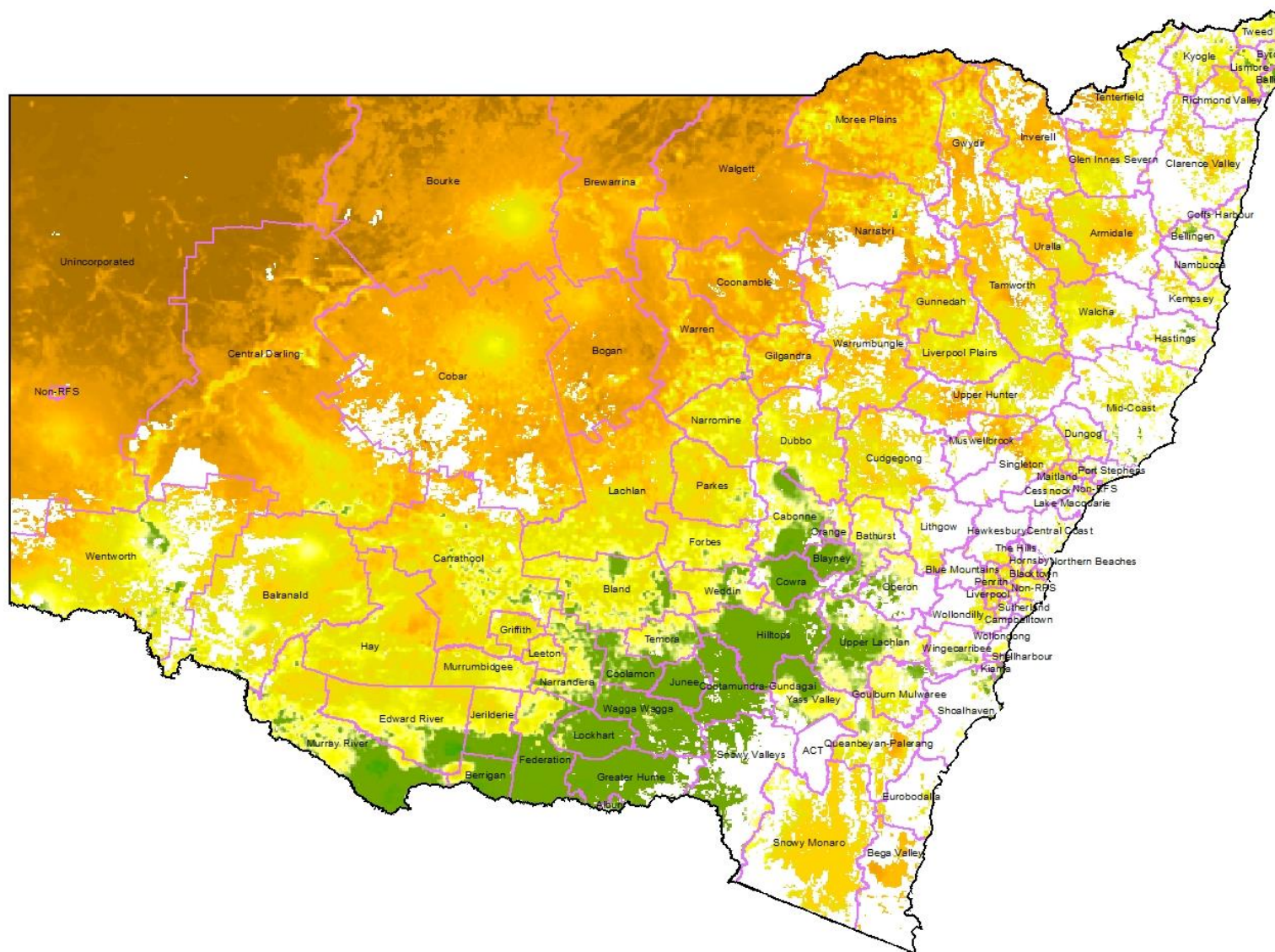
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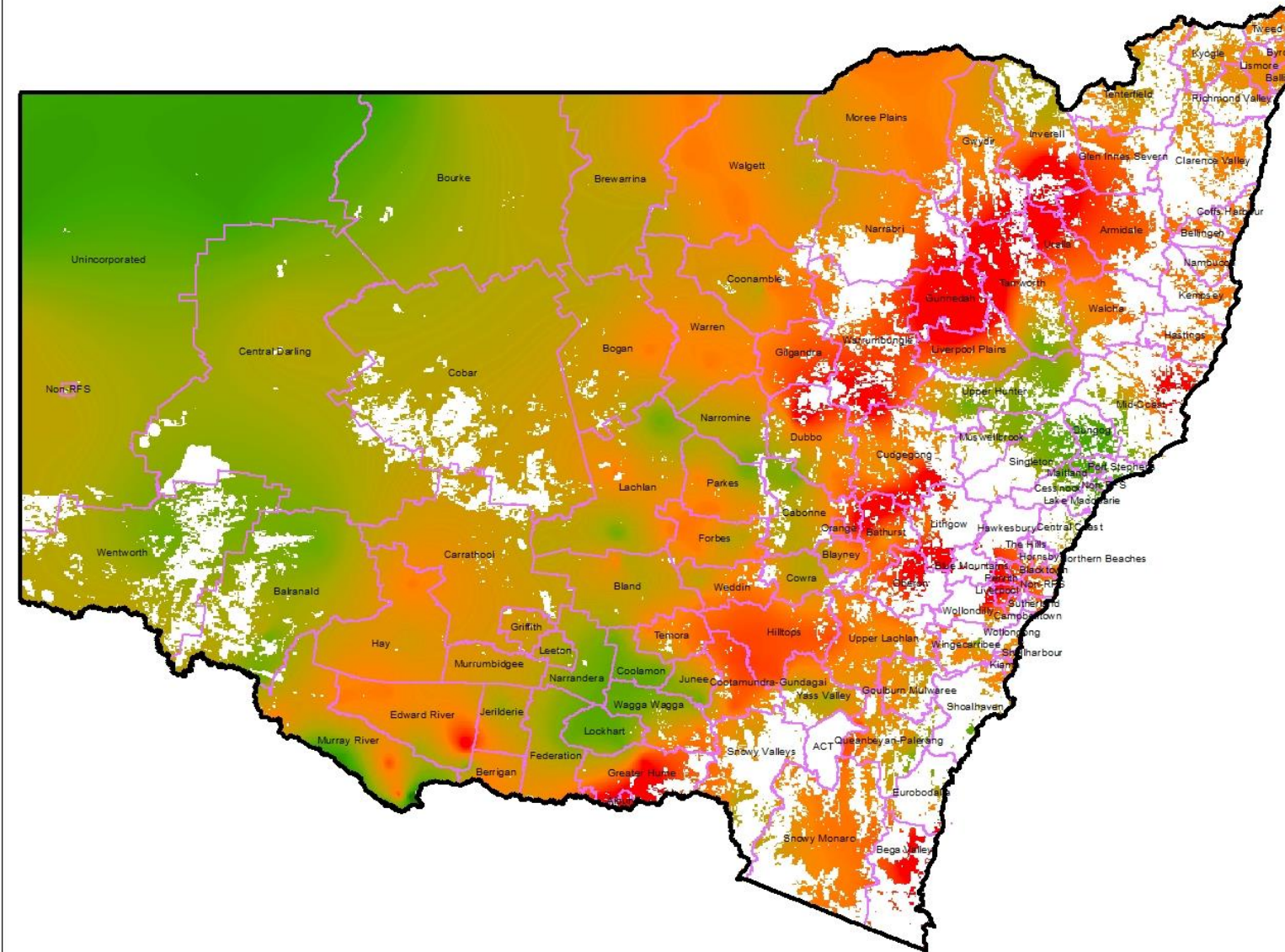
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 Datum: WGS 1984  
 Units: Degree  
 Data extract: Fuel State Editor  
 Prepared By: Mareel  
 Authorised Date: 27/09/2023



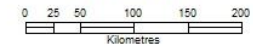
**WARNING INFORMATION**

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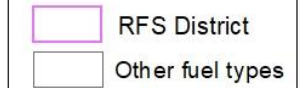
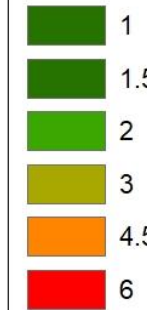


**NSW Rural Fire Service  
Predictive Services  
Grass Fuel Load  
27/09/2023**



**LEGEND**

**Grass Fuel Load (t/ha)**



**PRODUCTION INFORMATION**

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 Units: Degree  
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 Prepared By: MareeL  
 Authorised Date: 27/09/2023



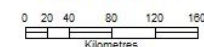
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**NSW Rural Fire Service  
Predictive Services  
Grassland Curing  
Difference**



LEGEND

**Grass Curing (%)  
20230920 - 20230927**



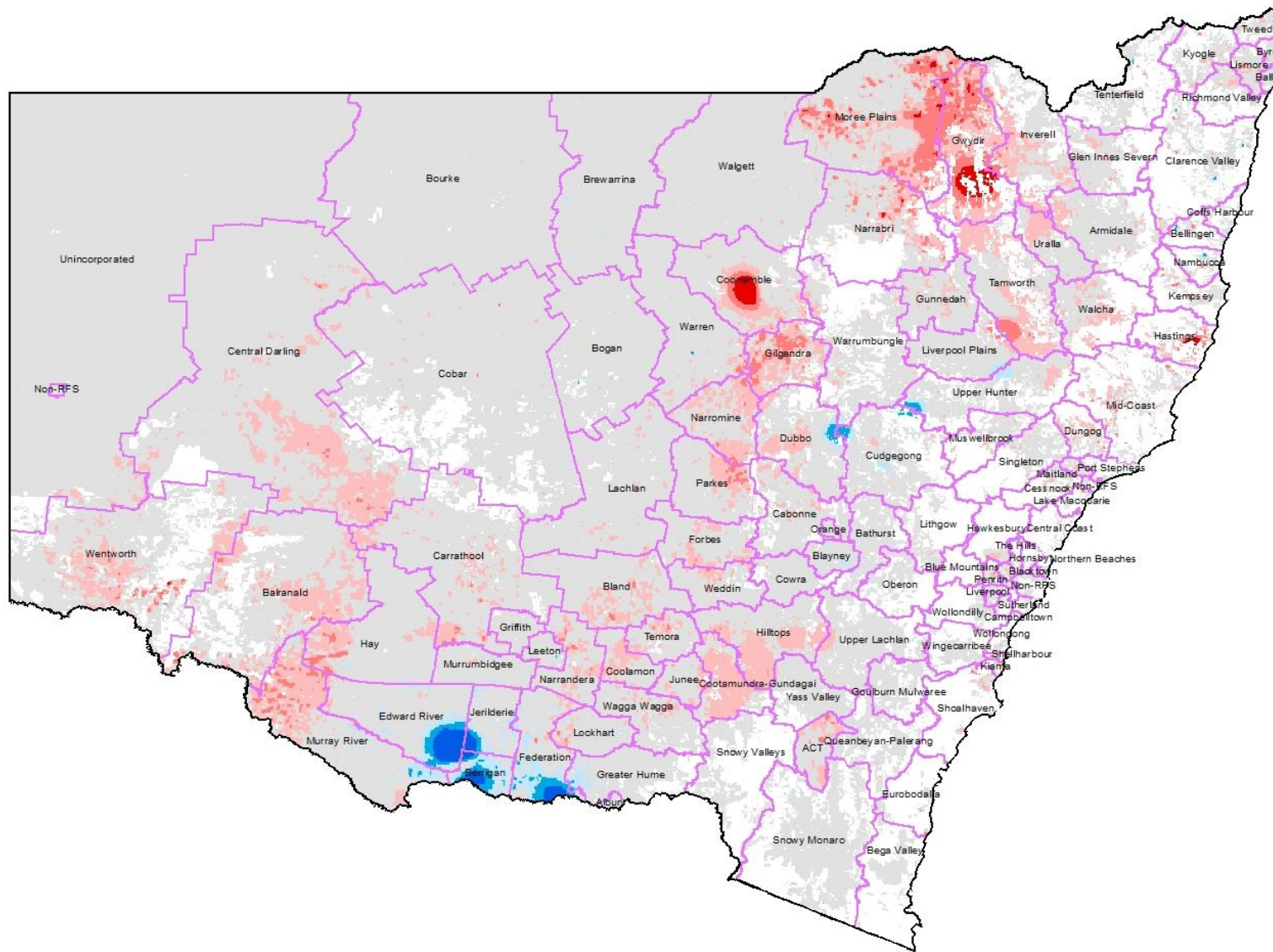
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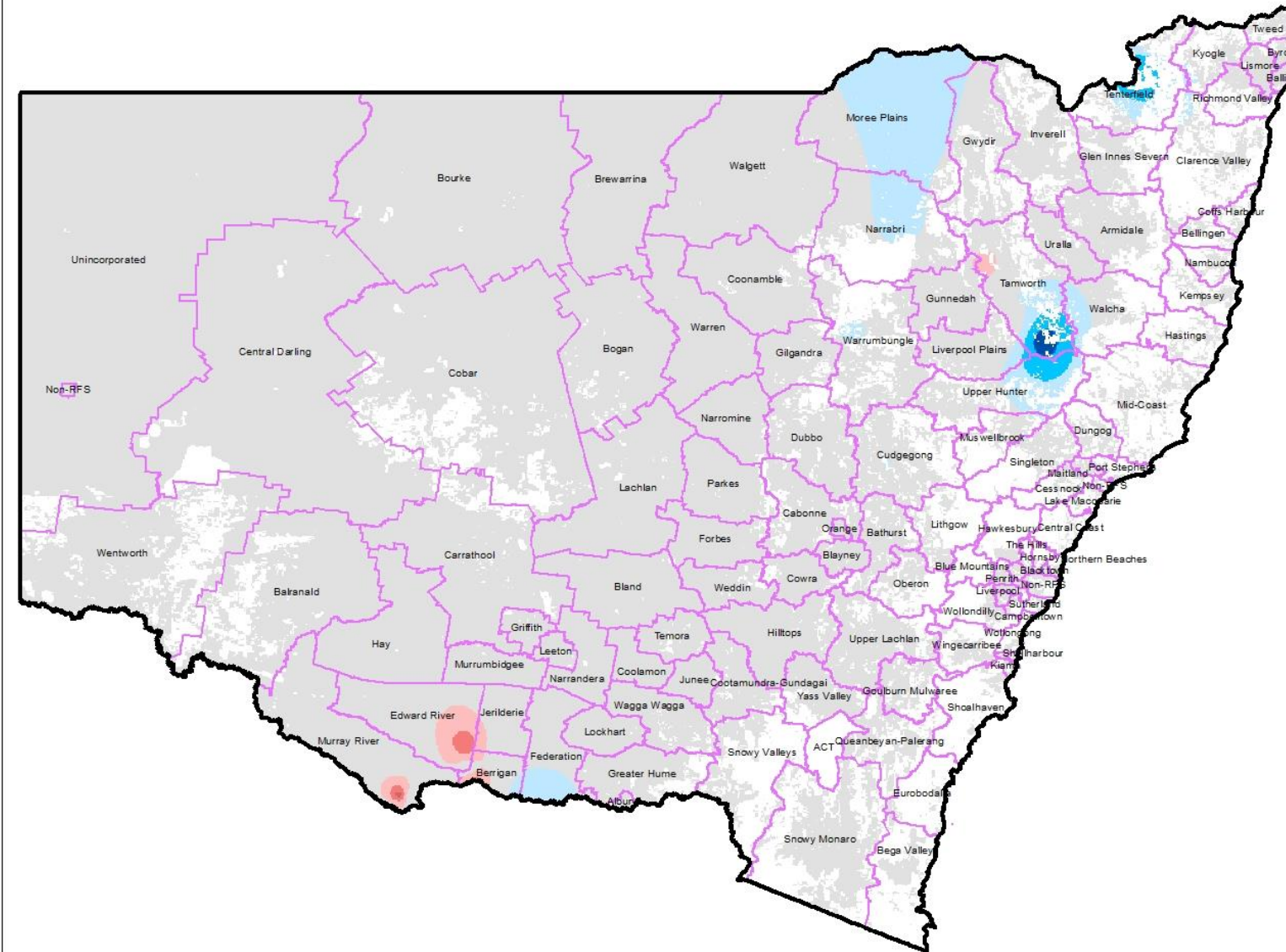
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 Prepared By: Maree L  
 Date: 27/09/2023



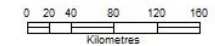
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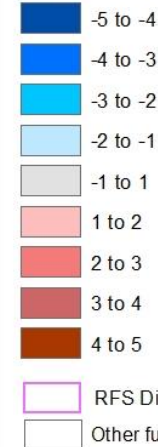


**NSW Rural Fire Service  
Predictive Services  
Grass Fuel Load (t/ha)  
Difference**



**LEGEND**

**Grass Fuel Load (t/ha)  
20230920 - 20230927**



**PRODUCTION INFORMATION**

**Map Details**  
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 Datum: WGS 1984  
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 Data extra: Fuel State Editor  
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## Far West – 2022 / 2023 Fire Danger Period and Actions

### Community Actions

The Fire Danger Period for the Far West has commences in October however landholder both within villages and on properties need to prepare NOW. The rains both past and projected show an increased risk of fires in the landscape due to the increase in available fuel that is not been seen for some time due to prolonged drought.

For those intending to burn - all standard conditions as noted below still apply:

- Notifying neighbours
- Notifying your local brigade & Fire Control Centre 24 hour before intent to burn
- Lodge their intent to burn via [rfs.nsw.gov.au/notify](https://rfs.nsw.gov.au/notify) – or contact the Fire Control Office to assist
- Installing fire breaks around the area to be burnt
- A responsible person being in attendance
- Firefighting equipment in working order being on site

The staff at the Fire Control Offices are more than happy to assist all landholders with this activity.

If a fire escapes control, in the first instance please call Triple Zero (000) then call the local Fire Control Centre.

- Make sure you firefighting equipment (Hoses and Pumps) are tested and working
- Ensure you have a Fire Plan – what are you going to do, what are you going to take

## Management & Reviews

### Far West Bush Fire Preparedness Working Group

The increase in grass growth across the Western Area has not gone un-noticed by land managers and RFS as an agency and a Working Group consisting of RFS (State, Area and District) and Crown Land is looking at all Villages across the Far West Area to validate and identify any Asset Protection Zones (APZs) that may require additional works.

This group is meeting roughly every 3 weeks to create a robust process to enable a consistent and comprehensive review so action can be undertaken before the next Fire Season.

### Review of FAFT Plans – All BFMC

A standing item on the BFMC Agenda is Fire Trails and this is an opportunity for all agencies / land managers to review the current trails and where necessary discuss the upgrading of trails to either Tactical or Strategic.

### Neighbourhood Safer Places

Following the last round of meetings, a review has commenced on additional NSPs across a number of BFMCs

#### Bourke

- Byrock Fire Shed
- Enngonia Public School
- Fords Bridge Fire Shed
- *J.B. Renshaw Oval*
- Louth Racecourse
- M.A Davidson Oval

#### Brewarrina

- Brewarrina Showground
- Goodooga Magpies Sports Oval
- Weilmoringle Public School Playground

These additional sites have been inspected and will need to be ratified at the next round of BFMC Meetings.

## BARWON DARLING BFMC CONTACT LIST

Please review and provide changes as needed

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Name	Agency	Email Address	Contact Number
Amos, Michael	NSW RFS – Volunteer Representative (Bourke)		
Azevedo, Anthony	DPI – Crown Lands	<a href="mailto:Anthony.azevedo@crownlands.nsw.gov.au">Anthony.azevedo@crownlands.nsw.gov.au</a>	02 6870 8625
Brown, Leonie	Bourke Shire Council	<a href="mailto:lbrown@bourke.nsw.gov.au">lbrown@bourke.nsw.gov.au</a>	0409 953 748
Caswell, David	NSW RFS – Volunteer Representative	<a href="mailto:eurah@bigpond.com">eurah@bigpond.com</a>	0428 795 300
Coxhead, Alana	Local Land Services (LLS)	<a href="mailto:Alana.coxhead@lls.nsw.gov.au">Alana.coxhead@lls.nsw.gov.au</a>	0448 759 190
Cusack, Chris	Fire Rescue NSW	<a href="mailto:christopher.cusack@fire.nsw.gov.au">christopher.cusack@fire.nsw.gov.au</a>	
Dickson, Kurt	Essential Energy	<a href="mailto:Kurt.dickson@essentialenergy.com.au">Kurt.dickson@essentialenergy.com.au</a>	
Dicky David	Transport NSW	<a href="mailto:David.dicky@transport.nsw.gov.au">David.dicky@transport.nsw.gov.au</a>	
Glover, Gerard	NSW RFS – Volunteer Representative (Brewarrina)		
Glover, Sue	NSW Farmers Association	<a href="mailto:toorang@hotmail.com">toorang@hotmail.com</a> <a href="mailto:toorang2@outlook.com">toorang2@outlook.com</a>	0429 391 860
Hams, Melissa	NPWS	<a href="mailto:Melissa.hull@environment.nsw.gov.au">Melissa.hull@environment.nsw.gov.au</a>	
Hippensteel, Kurt	NSW RFS – Fire Trails (Community Risk)	<a href="mailto:Kurt.Hippensteel@rfs.nsw.gov.au">Kurt.Hippensteel@rfs.nsw.gov.au</a>	
Hollman, Barry (Chair)	Bourke Shire Council	<a href="mailto:mayor@bourke.nsw.gov.au">mayor@bourke.nsw.gov.au</a>	0409 037 903
Kirby, Dave	Brewarrina Shire Council (GM)	<a href="mailto:gm@brewarrina.nsw.gov.au">gm@brewarrina.nsw.gov.au</a>	0437 176 532
Lennon, Brad (XO)	NSW RFS – Far West Team	<a href="mailto:brad.lennon@rfs.nsw.gov.au">brad.lennon@rfs.nsw.gov.au</a>	0407 904 940
Longeron, Peter???	NPWS		
O'Mally, Des	NSW RFS – Volunteer Representative	<a href="mailto:oybaar.brk@bigpond.com">oybaar.brk@bigpond.com</a>	0419 248 404
Pokarier, Willy	NSW RFS – Volunteer Representative (Brewarrina)		
Reidy, John	LALC – Brewarrina	<a href="mailto:ceo@brelalc.org">ceo@brelalc.org</a>	0438 286 477
Walton, Peter (Inspector)	NSW Police (Bourke)	<a href="mailto:Walt1pet@police.nsw.gov.au">Walt1pet@police.nsw.gov.au</a>	0428 668 671

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## Position paper

### Addressing town water security for regional NSW cities and towns

#### Summary

The 2017-2020 drought was the worst in 130 years and severely impacted regional cities and towns across NSW, yet investment in resilient town water supplies remains insufficient. Failure to act will repeat serious social and economic consequences in a future drought. All communities in NSW deserve secure, affordable water supplies.

#### Recommendations

On behalf of councils and communities across country NSW we ask that the NSW government:

1. Analyses and publishes measures of town water security to identify and prioritise towns with the most significant water security challenges.
2. Considers a more adaptive regulatory approach in Water Sharing Plans to properly recognise water supply for critical human needs.
3. Actively encourages diversification into alternative water supplies to improve town water security in regional NSW, including streamlining approvals and removing regulatory hurdles. All options must be on the table.
4. Urgently considers increasing funding for the Safe and Secure Water Program with a focus on improving water security, investing before a drought triggers emergency funding.
5. Revisits the funding criteria and program management approach of the Safe and Secure Water Program.
6. Prioritises activities and investment in operational, non-infrastructure solutions to water security and drinking water quality to complement the Safe and Secure Water Program. This includes training for operators and engineers delivered in regional NSW facilities, expanding the use of digital technology and a renewed focus on catchment management.
7. Ensure that our local water utilities remain in local government ownership.

#### Background and context

There are 92 councils, county councils and corporations that have Local Water Utility responsibilities serving a population of 1.9 million in regional NSW. The extreme drought of 2017-2020 was the worst in NSW and Australia in 130 years of records. By late 2019, more than 50 town water supplies in regional NSW were at high risk of failure.

The social and economic costs of complete failure of any town water supply are extremely high and are not commonly considered in traditional benefit-cost analyses for water security projects. For an inland city the size of Tamworth, there is nowhere for 50,000 people to move in a complete water supply failure scenario. There would be no water for business, schools, hospitals, no jobs, leading to economic failure. Food processing industries would grind to a halt which could lead to shortages in some staple foods made in NSW.

The mining industry is also a significant customer of some Local Water Utilities. Although the population of some mining towns can be quite small, mining royalties from regional NSW government represent billions of dollars, with only a fraction of that invested in water security that sustains the population of mining towns. The economic costs of failure in foregone royalties would consequently be very high in a water supply failure scenario.

Although town water allocations in the Murray Darling Basin are a small fraction of total allocation, this paper suggests that insufficient attention has been paid to water supply for critical human needs.

Urgent action is required if we are to avoid a repeat of the impacts of the 2017-2020 drought. Diversification of water supplies will also provide resilience against other extreme events such as bushfire and flooding. The introduction of Health Based Targets for drinking water management has also increased the need for urgent infrastructure investment.

## Discussion

### Planning for water security

- Every town water supply scheme needs a Plan B and a Plan C to diversify water sources and improve water security. All options must be on the table, including dams, regional pipelines, groundwater (including groundwater recharge), water recycling and stormwater harvesting. However, it must also be recognised that with the scale of needed investment in water security being in the billions of dollars, we are unlikely to 'build our way out of trouble'.
- The NSW government's Regional Water Strategies so far have not sufficiently addressed town water security with priorities, commitments and timeframes.
- Water Sharing Plans need a major re-think. A review of water reserves for critical human needs is required for existing major dams to secure water for inland cities and towns to optimise our existing major water security infrastructure. Water Sharing Plans are based on historical inflows up to 2010, when the drought of record has become the 2017-2020 drought. When councils require water for towns in an extreme drought the transmission losses are very high. Different, more flexible methods of water allocation are required in extreme drought to conserve water for critical human needs.
- Councils are rarely responsible for an entire water catchment or groundwater aquifer. Water sources are shared amongst many users. Local knowledge is frequently overlooked in water planning and infrastructure investment. The responsibility for town water security planning needs to be shared between state and local government, with surface water and groundwater modelling led, funded and managed by the state with an appropriate level of local community input.
- Groundwater is often pursued as a last resort in the face of looming surface water supply failure, however many groundwater studies have been insufficient, failing to quantify sustainable yield or characterise groundwater quality. Groundwater quality can be difficult and expensive to manage for safe and palatable drinking water. Treatment processes such as Reverse Osmosis are complex to operate and expensive and invariably not sustainable for small communities to own and operate without significant ongoing external funding and operational support.

### Regulatory environment

- Urban stormwater runoff is increased by the existence of hard surfaces in cities and towns, yet it remains very difficult for local water utilities to augment town water security with stormwater harvesting schemes. Regulatory hurdles for urban stormwater harvesting are significant and need to be addressed. It is easier to let urban stormwater drain into a river and pump water from a river than to harvest stormwater in a town with all of the water quality and access licensing requirements that are imposed.
- Purifying recycled water for public open spaces, for industrial use or for supplementing drinking water supplies introduces a source of water that doesn't rely on rainfall. There is little encouragement by state regulators for regional communities to fund or approve advanced water recycling, and notably no regulatory approval pathway. The handling of byproducts from the treatment process, the brine, needs further research to identify sustainable climate independent solutions for inland NSW.



## Funding, delivering, owning and operating town water infrastructure

- Local government is best placed to plan for, deliver and manage essential local water and sewerage infrastructure. Local water utilities must remain in local government ownership, not state government and must not be privatised.
- The local government sector does not have control over catchments and large dams and most small councils can't fund water security projects on their own.
- The Safe and Secure Water Program continues decades of co-operation between state and local government to fund safe and affordable water supply and sewerage services across NSW. However, the program has not achieved its objective of eliminating the water supply and sewerage backlog in urban areas of country NSW.
- Focussing on capital funding rather than whole of life costs for water infrastructure has led to perverse consequences, threatening the financial sustainability of some councils. Operational costs for advanced treatment such as energy, treatment chemicals, consumables such as membrane replacement are a high proportion of the whole-of-life costs. Funding needs to be urgently extended to operational support for existing infrastructure to complement capital funding for new infrastructure as a Community Service Obligation to maintain minimum water supply standards. Digital technologies have a huge part to play, and yet are not prioritised for funding.
- Emergency funding during extreme drought was necessary in 2017-2020, amounting to \$284 million. When projects need to be progressed very quickly, the solutions are more expensive and sub-optimal. In the worst cases investment can be stranded when emergency consents expire, or the cost of sustaining additional infrastructure is too high. A better result will be obtained with better planning and stronger commitment to investment before drought occurs.
- Where state agencies have been involved with managing projects for small towns, the cost overheads have been high and project delivery has not been optimal. More attention is required to project management capability and performance for delivery of regional water infrastructure. The state's project assurance framework is unnecessarily complex for small water projects and needs to be overhauled.
- Technical support for council water operators needs to recognise that many treatment plants have not been properly designed with operability in mind. Many designs continue a one size fits all approach. Treatment plant design and technical support needs to be fit-for-purpose and adaptable to changing water quality and water sources across regional NSW.

## The relationship between water quality and water security

- The importance of meeting 'aesthetic' criteria for drinking water has been understated for many years. If drinking water is unpalatable then clearly people won't drink it and will pursue alternatives including soft drinks, which creates health problems.
- Managing catchment water quality is a tragedy of the commons that cannot be solely managed by local government. The absence of attention to catchment water quality has led to notable failures in drinking water quality due to circumstances beyond council's control. Retaining water in the landscape will improve catchment water quality as well as water security.
- Having capable operators is essential to delivering safe and reliable town water supply. Training needs to be fit-for-purpose and delivered in region, 'on country', which means creating water training centres in regional NSW.

## Contact for further discussion

- Country Mayors Association of NSW: <https://nswcountrymayors.com.au/>
- NSW Water Directorate: <https://www.waterdirectoriate.asn.au/>

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***NOTICE OF MOTION***

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# BREWARRINA SHIRE COUNCIL

Agenda Submission for Ordinary Meeting held on Friday 27<sup>th</sup> October 2023

<b>TITLE:</b>	<b>NOTICE OF MOTION</b> <b>Feasibility Study – Carp Fertiliser Facility</b>	<b>DOC REF:</b>
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<b>REPORT BY:</b>	David Kirby <b>GENERAL MANAGER</b>	<b>DATE:</b> 12 <sup>th</sup> October 2023
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**IP&R REFERENCE:**

Objective 5.2.2 - Timely and accurate reporting for efficient management and accountability

**PURPOSE:**

To table the Notice of Motion for discussion from Councillor Jeffries regarding a feasibility study for the establishment of carp fertilising facility.

**RECOMMENDATION :**

- 1. That Council receive this report and resolve to apply for funding to conduct a feasibility study for the establishment of a Carp and Plant Fertilisers Processing Facility in Brewarrina.**

**CONTENT:**

**Executive Summary**

This feasibility study is conducted to assess the viability of establishing a Carp Fertilizer Processing Facility in Brewarrina, Australia. The motivation behind this project is the significant presence of carp biomass in the Barwon Darling River system, which poses both environmental and economic challenges. The proposed facility aims to address these issues by processing carp into organic fertilizer, which can have valuable agricultural applications.

The study evaluates various aspects, including market potential, technical feasibility, environmental considerations, and financial viability. The key findings of the feasibility study are summarized below:

**Market Potential**

The Barwon Darling River system has a substantial and unsustainable population of carp, which threatens the local ecosystem and water quality. The availability of this biomass source presents a unique opportunity for the production of organic fertilizer.

The demand for organic fertilizers has been steadily increasing due to their environmental benefits and superior soil health properties. The local and regional agricultural sectors provide a strong market for organic fertilizers.

Government agencies are actively encouraging initiatives to manage the carp population and improve environmental conditions. This project aligns with these objectives and could receive regulatory support.

**Technical Feasibility**

Carp can be collected from the Barwon Darling River system through various fishing and trapping methods. The scalability and sustainability of these methods will be critical to the project's success.

The facility's design and construction will need to meet environmental and safety standards. Additionally, it should be equipped with the necessary machinery for processing carp into fertilizer.

The conversion of carp into organic fertilizer requires appropriate equipment and processing techniques. It is technically feasible, and experts in the field can be consulted to ensure efficient operations.

### **Environmental Considerations**

The project will contribute to reducing the carp population in the Barwon Darling River system, thereby improving the local ecosystem. The production process will be designed to minimize environmental impact, including waste management and water usage. The facility will comply with all relevant environmental regulations.

### **Financial Viability**

The initial capital investment required for the establishment of the facility will include land, construction, equipment, and workforce. Operating costs will cover labour, maintenance, raw material procurement, energy, and transportation.

Revenue will be generated from the sale of organic fertilizer to local and regional agricultural markets. The study will provide financial projections, including a cost-benefit analysis, to estimate the project's ROI.

### **Conclusion**

The feasibility study for the establishment of a Carp Fertilizer Processing Facility in Brewarrina would indicate that the project is technically feasible, aligned with environmental goals, and has potential in the local agricultural market. However, its success will depend on the careful management of carp biomass collection, efficient processing operations, and favourable financial performance.

This initial update is an initial assessment of the project's feasibility, and further detailed studies are recommended to assess specific aspects, such as market dynamics, regulatory compliance, and risk mitigation.

If this project proceeds, it has the potential to address ecological challenges, contribute to the local economy, and align with environmental sustainability goals. It is advisable to conduct in-depth market research, financial modelling, and regulatory consultation before making a final investment decision.

This report serves as an initial roadmap for further exploration and evaluation of the Carp Fertilizer Processing Facility in Brewarrina

**GOVERNANCE IMPLICATIONS: Nil**

### **ATTACHMENTS:**

- **Notice of Motion Councillor Jeffries**

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David Kirby  
**General Manager**

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# BREWARRINA SHIRE COUNCIL



*All communications to be addressed to the General Manager*

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## **Notice of Motion to Council Meeting**

### **Local Government Act 1993**

### **Code of Meeting Practice**

**(Incorporating Local Government (Meetings) Regulations)**

To: The General Manager  
Brewarrina Shire Council

#### **Item 9: MOTION FOR COUNCIL CONSIDERATION**

I Councillor Donna Jeffries do hereby give notice of the following motion for consideration at the Council meeting scheduled for 27<sup>th</sup> October 2023.

Dated this 18<sup>th</sup> day of September 2023

#### **Motions for Council Meeting 27<sup>th</sup> October 2023.**

1. Brewarrina Shire Council seek government funding to prepare a feasibility study and lodge a development application to establish a European Carp Fertiliser and Pet Food Processing Plant in Brewarrina NSW.

#### **Background information**

Establishing a European Carp Fertilising and Pet Food Plant in Brewarrina, supported by a combination of government funding and private enterprise, would make excellent business sense for several compelling reasons. This venture not only addresses environmental concerns related to invasive carp population but also presents significant and long term economic and social benefits for the Brewarrina Shire Council, local community, and surrounding regions.

#### **1. Environmental Conservation**

European Carp have become a significant ecological problem in our inland river systems. They disrupt native ecosystems, damage water quality, and deplete native fish populations. Establishing a processing plant can help mitigate this issue by reducing carp populations.

## **2. Preservation of Native Species**

Our native fish species are under threat due to carp competition, predation, and habitat destruction. By processing carp into products like garden fertilizers and pet food, we can shift the focus away from harming native species and towards protecting and restoring our unique river ecosystems.

## **3. Unemployment Alleviation**

Brewarrina faces high unemployment rates, particularly among Indigenous communities. A carp processing plant would create numerous job opportunities, both skilled and unskilled, thus reducing unemployment and offering a chance for economic empowerment, especially to the Indigenous population.

## **4. Skills Development**

Carp processing primarily requires a workforce with various levels of skills, offering training and employment opportunities for a diverse range of individuals. This can include roles in harvesting, processing, quality control, packaging, and distribution.

## **5. Local Economic Boost**

A processing plant would stimulate the local economy by generating income for employees and local suppliers. It could also encourage ancillary businesses, such as transportation and logistics services, to operate in the area.

## **6. Community Retention and Attraction**

With stable employment opportunities, residents are less likely to leave Brewarrina in search of work. In fact, the presence of a processing plant may attract more people to the area, including skilled workers and entrepreneurs interested in supporting the new industry.

## **7. Diversification of Local Industry**

Diversifying the local economy with a carp processing plant reduces the community's reliance on a single industry, increasing economic resilience and stability.

## **8. Environmental Stewardship**

This project aligns with broader environmental sustainability goals, showcasing the Brewarrina Shire Council's commitment to responsible resource management and biodiversity conservation.

## **9. Government Support and Funding**

Pursuing government funding for such a venture demonstrates a proactive approach to addressing local and regional challenges. It also highlights the council's commitment to leveraging external resources for community betterment.

## **10. Educational and Training Opportunities**

The processing plant could collaborate with local educational institutions to offer training programs, further enhancing the skill set of the local workforce.

In conclusion, establishing a European Carp Fertilising and Pet Food Plant in Brewarrina presents a unique opportunity to address environmental concerns, reduce unemployment, and bolster the local economy. By transforming an invasive species into valuable products, Brewarrina can simultaneously contribute to ecological conservation and create a sustainable future for its residents, while also potentially attracting new businesses and individuals to the area. This endeavour represents a holistic approach to economic development and environmental stewardship that benefits both the community and the ecosystem.

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