



Date: Tuesday, 27 August 2024

Time: 9:00 AM

Location: Brewarrina Shire Council

57 Bathurst Street

Brewarrina NSW 2839

AGENDA

Ordinary Council Meeting

27 August 2024

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NOTICE OF ORDINARY MEETING

NOTICE is hereby given that an ORDINARY MEETING of the Council of Brewarrina will be held on **Tuesday 27th August 2024** at the **Brewarrina Shire Council, 57 Bathurst Street, Brewarrina NSW 2839 commencing** at 9:00 AM for the transaction of the following business.

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The Council of the
SHIRE OF BREWARRINA



All the communications to be addressed to the General Manager

SHIRE OFFICE
57 Bathurst Street
BREWARRINA NSW 2839 PO Box 125
BREWARRINA NSW 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).

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

Ordinary Council Meeting - 23 July 2024



Date: Tuesday, 23 July 2024

Time: 9:00 AM

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

MINUTES

Ordinary Council Meeting

23 July 2024

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**MINUTES OF BREWARRINA SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE BREWARRINA SHIRE COUNCIL, 57 BATHURST STREET, BREWARRINA NSW
2839
ON TUESDAY, 23 JULY 2024 AT 9:00 AM**

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

IN ATTENDANCE: David Kirby (General Manager), Olivia Hecksher (Economic Development Coordinator)

1 OPENING PRAYER & ACKNOWLEDGEMENT OF COUNTRY

2. APOLOGIES/ LEAVE OF ABSENCE

RESOLVED 080/24

Moved: Cr Tommy Stanton

Seconded: Cr Angelo Pippas

That the apology received from Cr Douglas Gordon and Cr Noel Sheridan be accepted and leave of absence granted.

The MOTION upon being PUT to the MEETING was declared CARRIED

3 DECLARATION OF INTEREST

- Cr Donna Jeffries declared a 'Non-Pecuniary – Significant Conflict' to confidential late report item; 'Notice of Motion'.
- Cr Vivian Slack-Smith declared a 'Pecuniary' interest to confidential late report item; 'Notice of Motion'.

CONFIDENTIAL MATTER

RESOLVED 081/24

Moved: Cr Angelo Pippas

Seconded: Cr Mark Brown

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

- LATE REPORT – NOTICE OF MOTION – COUNCILLOR JEFFRIES

This matter is considered confidential under Section 10A(2)(a) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors)

The MOTION upon being PUT to the MEETING was declared CARRIED

At 9:02 am, Cr Donna Jeffries, Cr Slack-Smith and General Manager David Kirby, left the meeting.

Meeting moved into closed at 9:02AM

RESOLVED 082/24

**Moved: Cr Trish Frail
Seconded: Cr Angelo Pippas**

That Council moves into open session.

The MOTION upon being PUT to the MEETING was declared CARRIED

At 9:22 am, Cr Donna Jeffries, Cr Slack-Smith and General Manager David Kirby, returned to the meeting.

Meeting resumed open session at 9:22AM

4 CONFIRMATION OF MINUTES

RESOLVED 083/24

**Moved: Cr Tommy Stanton
Seconded: Cr Isaac Gordon**

That the Minutes of the Ordinary Meeting of Tuesday 25th June 2024 covered by resolutions 068/24 to 079/24 action request be adopted.

The MOTION upon being PUT to the MEETING was declared CARRIED

5 MAYORAL MINUTE

Nil.

6 REPORTS OF COMMITTEES

Nil.

7 REPORTS TO COUNCIL FOR ACTION**7.1 BANK RECONCILIATION & INVESTMENT REPORT****PURPOSE:**

The purpose of this report is to present the reconciliation of Council's cashbook and bank statement as at 30 June 2024. The presentation of this information is not a requirement of any Act, however it has been provided historically for the information of Councillors.

RESOLVED 084/24

Moved: Cr Trish Frail
Seconded: Cr Angelo Pippas

That;

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

The MOTION upon being PUT to the MEETING was declared CARRIED

At 9:59 am, Cr Donna Jeffries left the meeting.

CONFIDENTIAL MATTER**RESOLVED 085/24**

Moved: Cr Trish Frail
Seconded: Cr Isaac Gordon

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

- ZOOM MEETING WITH NSW OFFICE OF ENVIRONMENT AND HERITAGE

This matter is considered confidential under Section 10A(2)(c) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct business.

The MOTION upon being PUT to the MEETING was declared CARRIED

Meeting moved into closed at 10:02AM

RESOLVED 086/24

Moved: Cr Trish Frail
Seconded: Cr Angelo Pippas

That Council moves into open session.

The MOTION upon being PUT to the MEETING was declared CARRIED

Meeting resumed open session at 10:39AM

8 REPORTS FOR INFORMATION**8.1 TRANSPORT - INFORMATION REPORT****PURPOSE**

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

8.2 UTILITIES REPORT**PURPOSE**

The purpose of this report is to update Council on the status as at 19 July 2024 of all works in the Utilities Section. This report is based on the 2024/2025 financial year.

8.3 HUMAN RESOURCES**PURPOSE**

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

8.4 ECONOMIC DEVELOPMENT MANAGER REPORT**PURPOSE**

This report provides an overview of the key activities and initiatives undertaken by the Brewarrina Shire Council's Economic Development Team for June 2024. The report serves to inform stakeholders about ongoing projects, achievements, and upcoming plans, with a focus on promoting tourism, economic growth, and community engagement within the Shire.

8.5 MAYORS DIARY

PURPOSE

To provide an update to Council of Mayoral Activities for the month of June/July 2024.

8.6 STATUS REPORT - JULY 2024**PURPOSE**

To provide Council with an update of the Brewarrina Shire Council Status Report for the month of July 2024

8.7 GENERAL MANAGER DIARY**PURPOSE**

To provide Council with an update of activities from the General Managers office for the month of June/July 2024.

8.8 CORRESPONDENCE**PURPOSE**

To provide Council with an update of correspondence received relating to Council business

RESOLVED 087/24

Moved: Cr Tommy Stanton

Seconded: Cr Mark Brown

That Councillors receive item 8.1 to 8.8 in the Reports for Information Section as information.

The MOTION upon being PUT to the MEETING was declared CARRIED

9 NOTICE OF MOTION / QUESTIONS WITH NOTICE

Nil.

10 CONFIDENTIAL MATTERS**RESOLVED 088/24****Moved: Cr Trish Frail****Seconded: Cr Mark Brown**

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

10.1 AUDIT RISK IMPROVEMENT COMMITTEE

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

10.2 BREWARRINA RIVERSIDE MOTEL

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

THE MOTION UPON BEING PUT TO THE MEETING WAS DECLARED CARRIED

Meeting moved into closed session at 10:41AM

RESOLVED 089/24**Moved: Cr Mark Brown****Seconded: Cr Tommy Stanton**

That Council moves into open session.

The MOTION upon being PUT to the MEETING was declared CARRIED

Meeting resumed open session at 11:18AM

11 OPEN SESSION

The General manager reported in Open Session that items 10.1 Audit Risk Improvement Committee and 10.2 Brewarrina Riverside Motel, were discussed and resolutions made as per recommendations.

12 CONCLUSION OF MEETING

Meeting concluded at 11:20AM



Date: Monday, 29 July 2024

Time: 9:00 AM

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

MINUTES

ExtraOrdinary Council Meeting

29 July 2024

**MINUTES OF EXTRAORDINARY COUNCIL MEETING
HELD AT THE BREWARRINA SHIRE COUNCIL, 57 BATHURST STREET, BREWARRINA NSW
2839
ON MONDAY, 29 JULY 2024 AT 9:00 AM**

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

IN ATTENDANCE: David Kirby (General Manager), Olivia Hecksher (Economic Development Coordinator)

1 OPENING PRAYER & ACKNOWLEDGEMENT OF COUNTRY

2. APOLOGIES/ LEAVE OF ABSENCE

RESOLVED 093/24

Moved: Cr Mark Brown

Seconded: Cr Douglas Gordon

That the apology received from Cr Trish Frail and Cr Donna Jeffries be accepted and leave of absence granted.

The MOTION upon being PUT to the MEETING was declared CARRIED

3. DECLARATION OF INTEREST

- Cr Vivian Slack-Smith declared a 'Pecuniary' interest to Agenda Item 1 – Code of Conduct Complaint.

RESOLVED 094/24

Moved: Cr Noel Sheridan

Seconded: Cr Mark Brown

That Cr Angelo Pippas be appointed as Acting Mayor for the Extraordinary Council Meeting on Tuesday, 29 July 2024.

The MOTION upon being PUT to the MEETING was declared CARRIED

4. CONFIDENTIAL MATTERS

RESOLVED 095/24

**Moved: Cr Mark Brown
Seconded: Cr Douglas Gordon**

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

AGENDA ITEM 1 – CODE OF CONDUCT COMPLAINT

This matter is considered confidential under Section 10A(2)(a) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors)

The MOTION upon being PUT to the MEETING was declared CARRIED

Meeting moved into closed at 9:02AM

RESOLVED 096/24

**Moved: Cr Noel Sheridan
Seconded: Cr Douglas Gordon**

That Council moves into open session.

The MOTION upon being PUT to the MEETING was declared CARRIED

Meeting resumed open session at 10:37AM

5. OPEN SESSION

The General Manager reported in open session;

1. That Council resolve to form a sub-committee consisting of the whole of Council to evaluate the Brewarrina Swimming Pool Tender 2025-01 on Wednesday 7th August 2024, and;
2. That Council authorise the General Manager to finalise the Brewarrina Swimming Pool Contract 2025-01 upon Council recommendation from the sub-committee on Wednesday 7th August 2024.

6. CONCLUSION OF MEETING

Meeting concluded at 10:38AM

5 MAYORAL MINUTE

Nil

6 REPORTS OF COMMITTEES

Nil

7 REPORTS TO COUNCIL FOR ACTION**7.1 BANK RECONCILIATION & INVESTMENT REPORT****DOC REF:****REPORT BY:** Angus Chan, Finance Manager**AUTHORISER:** David Kirby, General Manager**DATE:** 11th August 2024**IP&R REFERENCE:**

Objective 5.2.2 Timely and accurate reporting for efficient management and accountability

RECOMMENDATION

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

CONTENT**1. BANK RECONCILIATION****PURPOSE:**

The purpose of this report is to present the reconciliation of Council's cashbook and bank statement as at 31 July 2024. The presentation of this information is not a requirement of any Act, however it has been provided historically for the information of Councillors.

Bank Reconciliation for 31 July 2024	
Cash book	
Opening Cashbook balance	5,718,615
Add: Receipts	8,053,367
Add: Recalled investments	1,000,000
Less: Payments	6,143,306
Less: Investments	8,500,000
Current Cashbook Balance	128,676
Council Operating Account	
Opening Statement Balance	5,718,511
Add: Receipts	7,994,221
Add: Recalled investment	1,000,000
Less: Payments	6,084,055
Less: Investments	8,500,000
Current Statement Balance	128,676
Add: Unpresented Receipts	
Less: Unpresented Payments	-
Reconciliation Balance	128,676
Difference	

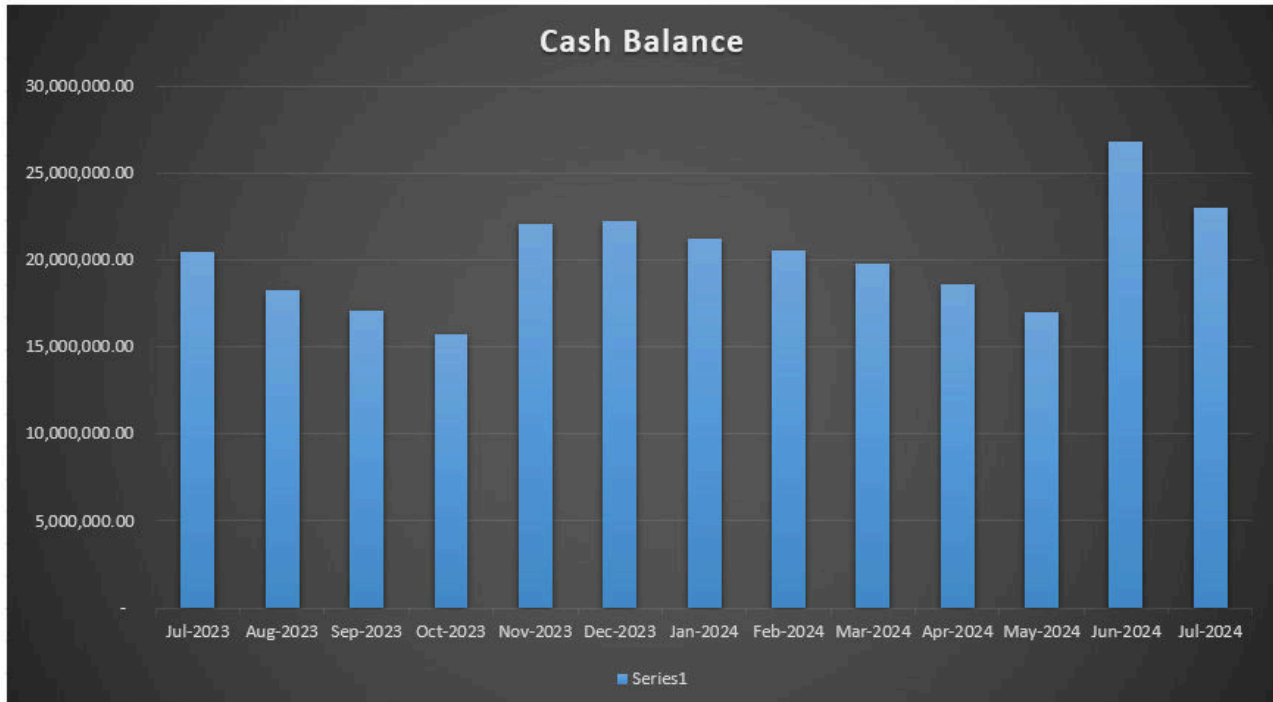
2. INVESTMENTS

PURPOSE

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

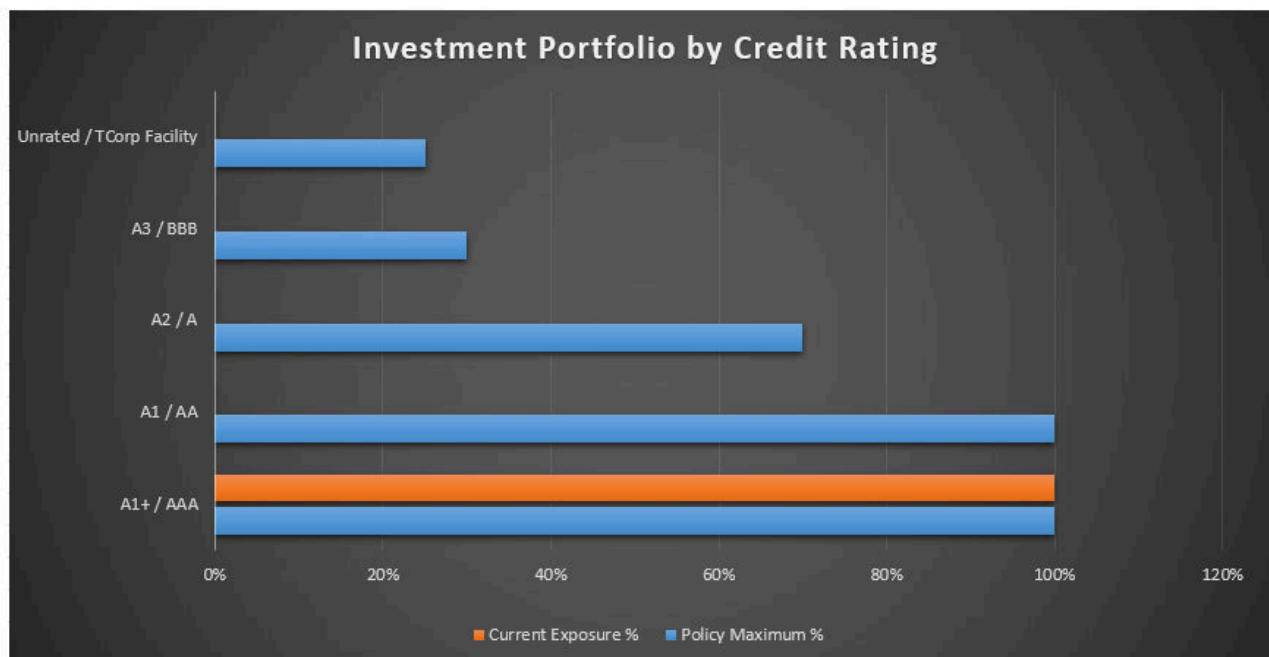
a) Council Investments as at 31 July 2024

	Cash Working A/C	Amount	Credit rating	Date Lodged	Maturity date	Term (Days)	Rate
	CBA Operating A/C	128,676	A1+ / AAA	n/a	n/a	at call	0.25%
	CBA BOS Account	1,360,000	A1+ / AAA	n/a	n/a	at call	4.35%
		1,488,676					
Ref	Term Deposits < 12 Months						
71	NAB	1,000,000	A1+ / AAA	07/06/24	7/08/2024	61	4.65%
75	NAB	1,500,000	A1+ / AAA	10/04/24	9/10/2024	182	5.05%
81	NAB	3,000,000	A1+ / AAA	24/04/24	25/02/2025	307	5.05%
82	NAB	1,000,000	A1+ / AAA	17/04/24	16/10/2024	182	5.05%
90	NAB	1,000,000	A1+ / AAA	29/05/24	28/08/2024	91	4.95%
91	NAB	1,500,000	A1+ / AAA	21/02/24	21/08/2024	182	5.10%
93	NAB	1,000,000	A1+ / AAA	06/06/24	4/09/2024	90	5.00%
94	NAB	1,000,000	A1+ / AAA	28/06/24	2/10/2024	96	5.15%
95	NAB	1,500,000	A1+ / AAA	01/07/24	18/09/2024	79	5.00%
96	NAB	1,000,000	A1+ / AAA	01/07/24	30/10/2024	121	5.20%
97	NAB	1,500,000	A1+ / AAA	01/07/24	13/11/2024	135	5.24%
98	NAB	1,500,000	A1+ / AAA	01/07/24	28/11/2024	150	5.25%
99	NAB	1,000,000	A1+ / AAA	04/07/24	6/11/2024	125	5.22%
100	NAB	1,000,000	A1+ / AAA	04/07/24	11/12/2024	160	5.26%
101	NAB	1,000,000	A1+ / AAA	04/07/24	18/12/2024	167	5.27%
108	CBA	2,000,000	A1+ / AAA	21/02/24	21/08/2024	182	4.92%
		21,500,000					
	Total Short Term	22,988,676					



b) Investment Exposure by Credit Rating Type as at 31 July 2024

S&P Rating (or equivalent)	Policy Maximum %	Current Exposure %	Current Investment \$
A1+ / AAA	100%	100.00%	22,988,676
A1 / AA	100%	0.00%	-
A2 / A	70%	0.00%	-
A3 / BBB	30%	0.00%	-
Unrated / TCorp Facility	25%	0.00%	-
Total Cash			22,988,676



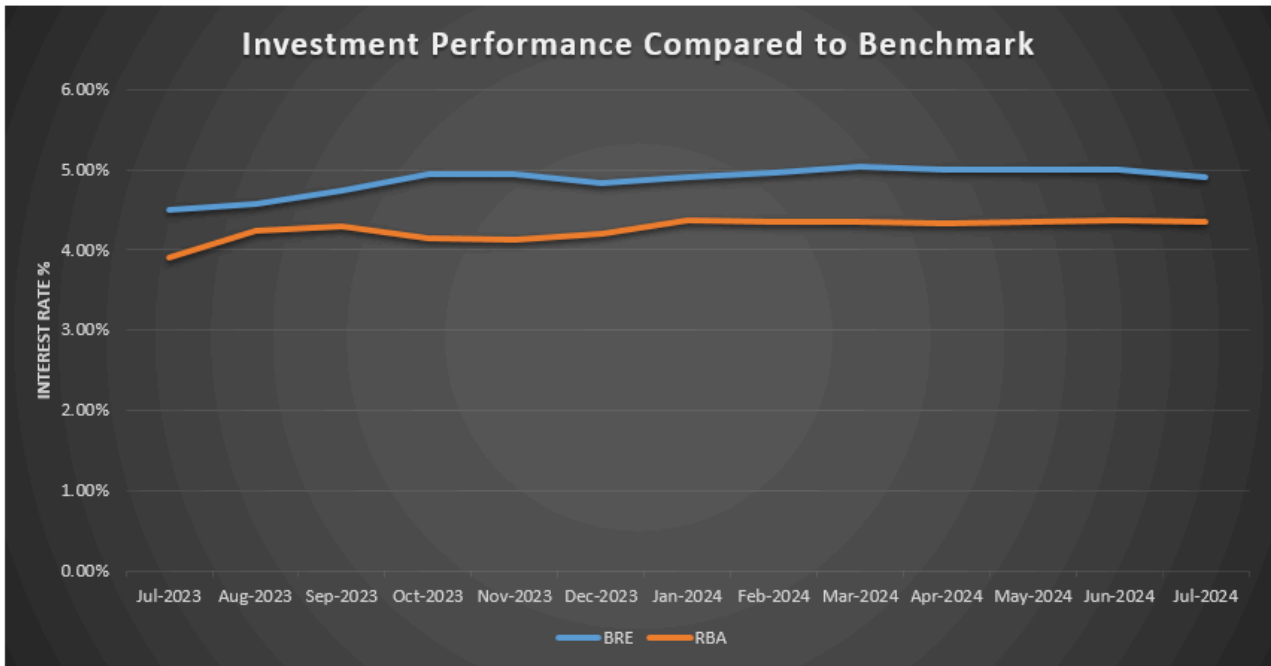
c) Exposure to a Single Institution as at 31 July 2024

Institution	S&P Rating	Policy Maximum %	Current Exposure %	Current Investment \$
NAB	A1+ / AAA	100%	84.82%	19,500,000
CBA	A1+ / AAA	80%	15.18%	3,488,676
Macquarie	A1/A+	30%	0.00%	-
TCorp	unrated	25%	0.00%	-
Total Cash			100.00%	22,988,676

d) Investment Portfolio Performance as at 31 July 2024

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

	Investment Portfolio return (%pa)	Benchmark: BBSW 90 day Bank Bill Index (source RBA)
1 month average	5.08%	4.46%
3 month average	5.00%	4.40%
6 month average	5.00%	4.38%
12 month average	4.97%	4.32%



CERTIFICATION

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

Angus Chan
Responsible Accounting Officer

GOVERNANCE IMPLICATIONS

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

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

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

FINANCIAL IMPLICATIONS**Nil****ATTACHMENTS****Nil**

7.2	ANNUAL YEAR ENDED 30 JUNE 2024	FINANCIAL	REPORTS
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DOC REF:**REPORT BY:** Angus Chan, Finance Manager**AUTHORISER:** David Kirby, General Manager**DATE:** 14th August 2024**IP&R REFERENCE:**

Objective 5.2.2 Timely and accurate reporting for efficient management and accountability

PURPOSE

The purpose of this report is to seek Council approval to refer the 2023/24 Annual Financial Statements to audit.

RECOMMENDATION**That**

- 1. Council's Financial Reports for the year ending 30 June 2024 be referred to audit;**
- 2. The necessary elected members and staff be authorised to sign the statements on the annual General Purpose Financial Report and the Special Purpose Financial Report for the year ended 30 June 2024; and**
- 3. Council delegate to the General Manager the authority to "finalise the date" at which the auditor's report and financial statements are to be presented to the public as per Section 418(1).**

CONTENT

Section 413 – "*Preparation of financial reports*" – of the Local Government Act, 1993 requires Council to prepare financial reports for each year, and must refer them to audit as soon as practicable (having regard to the requirements of section 416 (1)) after the end of that year.

Section 413 (2c) requires Council to include a statement in the approved form by the Council as to its opinion on the General Purpose Financial Report and the Special Purpose Financial Report.

Attached are the approved statements that are required to be signed by the Mayor, one Councillor, General Manager and Responsible Accounting Officer before the Auditors can undertake an audit of Councils accounts and the signed documents are to be attached to the relevant Annual Financial Reports.

Council's Auditors, Nexia Australia, will be conducting the audit of Council's accounts from 2nd of September 2024.

Section 418 – “*Public notice to be given of presentation of financial reports*” – of the Local Government Act, 1993 states:

- (1) As soon as practicable after a council receives a copy of the auditor’s reports:
- (2)
 - (a) it must fix a date for the meeting at which it proposes to present its audited financial reports, together with the auditor’s reports, to the public, and
 - (b) it must give public notice of the date so fixed.
- (2) The date fixed for the meeting must be at least 7 days after the date on which the notice is given, but not more than 5 weeks after the auditor’s reports are given to the council.

With the strict timeframe from the date of receipt of the Auditors Report to when the public meeting must be held it is recommended that Council delegate to the General Manager the authority to “authorise the Year End Accounts” for issue subject to there being no materials audit changes or audit issues, in accordance with AASB 110.

GOVERNANCE IMPLICATIONS

Council’s Annual Financial Reports are required to be lodged electronically at the Department of Local Government by 31st October 2024.

ATTACHMENTS

1. **Draft Financial Statement FY 24-25 (Summary)**

DRAFT

Brewarrina Shire Council
GENERAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2024

*Building on the economic and social sustainability in order
to preserve the rich heritage of the community*



Brewarrina Shire Council

General Purpose Financial Statements
for the year ended 30 June 2024

Statement by Councillors and Management made pursuant to Section 413 (2c) of the *Local Government Act 1993* (NSW)

The attached general purpose financial statements have been prepared in accordance with:

- the *Local Government Act 1993* and the regulations made thereunder,
- the Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board
- the Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these statements:

- present fairly the Council's operating result and financial position for the year
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 27 August 2024.

Vivian Slack-Smith
Mayor
27 August 2024

Angelo Pippas
Councillor
27 August 2024

David Kirby
General Manager
27 August 2024

Angus Chan
Responsible Accounting Officer
27 August 2024

Brewarrina Shire Council | Income Statement | for the year ended 30 June 2024

Brewarrina Shire Council

Income Statement

for the year ended 30 June 2024

Original unaudited budget 2024 \$ '000		Notes	Actual 2024 \$ '000	Actual 2023 \$ '000
Income from continuing operations				
2,450	Rates and annual charges	B2-1	2,691	2,618
2,082	User charges and fees	B2-2	6,074	6,732
255	Other revenues	B2-3	339	378
10,209	Grants and contributions provided for operating purposes	B2-4	15,245	16,244
15,312	Grants and contributions provided for capital purposes	B2-4	5,996	4,529
714	Interest and investment income	B2-5	1,020	606
147	Other income	B2-6	138	143
-	Net gain from the disposal of assets	B4-1	-	199
31,169	Total income from continuing operations		31,503	31,449
Expenses from continuing operations				
4,509	Employee benefits and on-costs	B3-1	6,566	5,959
6,139	Materials and services	B3-2	13,313	9,934
65	Borrowing costs	B3-3	10	59
6,370	Depreciation, amortisation and impairment of non-financial assets	B3-4	5,910	5,658
393	Other expenses	B3-5	456	420
-	Net loss from the disposal of assets	B4-1	110	-
17,476	Total expenses from continuing operations		26,365	22,030
13,693	Operating result from continuing operations		5,138	9,419
13,693	Net operating result for the year attributable to Council		5,138	9,419
(1,621)	Net operating result for the year before grants and contributions provided for capital purposes		(858)	4,890

The above Income Statement should be read in conjunction with the accompanying notes.

Brewarrina Shire Council | Statement of Comprehensive Income | for the year ended 30 June 2024

Brewarrina Shire Council

Statement of Comprehensive Income
for the year ended 30 June 2024

	Notes	2024 \$ '000	2023 \$ '000
Net operating result for the year – from Income Statement		5,138	9,419
Other comprehensive income:			
Amounts which will not be reclassified subsequently to the operating result			
Gain (loss) on revaluation of infrastructure, property, plant and equipment	C1-7	12,564	9,882
Impairment (loss) reversal / (revaluation decrement) relating to infrastructure, property, plant and equipment	C1-7	(1,425)	–
Total items which will not be reclassified subsequently to the operating result		11,139	9,882
Total other comprehensive income for the year		11,139	9,882
Total comprehensive income for the year attributable to Council		16,277	19,301

The above Statement of Comprehensive Income should be read in conjunction with the accompanying notes.

DRAFT

Brewarrina Shire Council | Statement of Financial Position | as at 30 June 2024

Brewarrina Shire Council

Statement of Financial Position
as at 30 June 2024

	Notes	2024 \$ '000	2023 \$ '000
ASSETS			
Current assets			
Cash and cash equivalents	C1-1	23,819	19,301
Investments	C1-2	3,000	–
Receivables	C1-4	4,443	1,077
Inventories	C1-3	284	343
Contract assets and contract cost assets	C1-5	7,213	9,588
Other		45	23
Total current assets		38,804	30,332
Non-current assets			
Infrastructure, property, plant and equipment (IPPE)	C1-7	252,828	240,713
Total non-current assets		252,828	240,713
Total assets		291,632	271,045
LIABILITIES			
Current liabilities			
Payables	C3-1	4,113	1,852
Contract liabilities	C3-2	5,400	3,322
Borrowings	C3-3	–	43
Employee benefit provisions	C3-4	1,369	1,093
Total current liabilities		10,882	6,310
Non-current liabilities			
Payables	C3-1	51	51
Borrowings	C3-3	–	320
Employee benefit provisions	C3-4	89	31
Total non-current liabilities		140	402
Total liabilities		11,022	6,712
Net assets		280,610	264,333
EQUITY			
Accumulated surplus		178,338	173,200
IPPE revaluation reserve	C4-1	102,272	91,133
Council equity interest		280,610	264,333
Total equity		280,610	264,333

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

7.3 INTERNALLY RESTRICTED ASSETS

DOC REF:

REPORT BY: Angus Chan, Finance Manager

AUTHORISER: David Kirby, General Manager

DATE: 20th August 2024

IP&R Reference:
OBJECTIVE 5.2.2 TIMELY AND ACCURATE REPORTING FOR EFFICIENT MANAGEMENT AND ACCOUNTABILITY

Recommendation
THAT COUNCIL FORMALLY ADOPT ITS INTERNALLY RESTRICTED ASSETS AS AT 30 JUNE 2024 AS PER
THE LIST BELOW.

EXECUTIVE SUMMARY

Internally Restricted Assets:

Council is required to formally adopt the type and value of its internally restricted assets (Reserves) that is; funds that Council has set aside for a future purpose.

Councillors should note that Council has had to draw down on internally restricted cash reserves available to fund plant purchase, infrastructure replacement and to carry over \$1.0m outstanding in road grant funding as at 30th June 2024.

Hence, it leaves a very small balance of \$0.5m in unrestricted cash.

Note C1-3 of Council’s annual financial statements shows the actual cash and investments held as at 30th June 2024, broken up into:

- External Restrictions
- Internal Restrictions
- Unrestricted cash

Externally restricted funds are governed by legislation or are restricted specific purpose grant funds that must be used for that purpose and cannot be changed. Council can only adjust its own internally restricted assets and these adjustments depend on the amount of cash held.

Balances on completion of the draft Note C1-3 [subject to audit]

Brewarrina Shire Council | Notes to the Financial Statements 30 June 2024

C1-3 Restricted and allocated cash, cash equivalents and investments

	2024 \$ '000	2023 \$ '000
(a) Externally restricted cash, cash equivalents and investments		
Total cash, cash equivalents and investments	26,819	19,301
Less: Externally restricted cash, cash equivalents and investments	<u>(15,142)</u>	<u>(10,728)</u>
Cash, cash equivalents and investments not subject to external restrictions	11,677	8,573
External restrictions		
External restrictions – included in liabilities		
External restrictions included in cash, cash equivalents and investments above comprise:		
Specific purpose unexpended grants – general fund	5,743	3,302
Specific purpose unexpended grants – sewer fund	45	20
External restrictions – included in liabilities	5,788	3,322
External restrictions – other		
External restrictions included in cash, cash equivalents and investments above comprise:		
Specific purpose unexpended grants – (GF)	6,324	4,083
Water supplies – (bank)	1,848	2,204
Sewerage services – (bank)	1,182	967
Domestic waste management	–	152
External restrictions – other	9,354	7,406
Total external restrictions	15,142	10,728

Cash, cash equivalents and investments subject to external restrictions are those which are only available for specific use by Council due to a restriction placed by legislation or third-party contractual agreement.

Details of current Internal Reserves are as shown below. The purpose of these reserves may be changed by Council resolution.

Brewarrina Shire Council | Notes to the Financial Statements 30 June 2024

C1-3 Restricted and allocated cash, cash equivalents and investments (continued)

	2024 \$ '000	2023 \$ '000
(b) Internal allocations		
Cash, cash equivalents and investments not subject to external restrictions	11,677	8,573
Less: Internally restricted cash, cash equivalents and investments	<u>(11,136)</u>	<u>(8,008)</u>
Unrestricted and unallocated cash, cash equivalents and investments	541	565

Internal allocations

At 30 June, Council has internally allocated funds to the following:

Plant and vehicle replacement	1,000	–
Infrastructure replacement	2,000	1,000
Employees leave entitlement	1,459	1,124
Carry over works	1,000	–
Prepaid financial assistance grant – general	4,221	4,243
Prepaid financial assistance grant – roads	<u>1,456</u>	<u>1,641</u>
Total internal allocations	11,136	8,008

Cash, cash equivalents and investments not subject to external restrictions may be internally allocated by resolution or policy of the elected Council.

	2024 \$ '000	2023 \$ '000
(c) Unrestricted and unallocated		
Unrestricted and unallocated cash, cash equivalents and investments	541	565

GOVERNANCE IMPLICATIONS

As required by Local Government Act.

FINANCIAL IMPLICATIONS

Internally restricted funds are available for future works.

ATTACHMENTS

Nil

8 REPORTS FOR INFORMATION**8.1 UTILITIES REPORT****DOC REF:****REPORT BY:** Russell Holz, Utilities Manager**AUTHORISER:** David Kirby, General Manager**DATE:** 14th August 2024**IP&R REFERENCE:**

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

PURPOSE

The purpose of this report is to update Council on the status as at 14 August 2024 of all works in the Utilities Section. This report is based on the 2024/2025 financial year.

RECOMMENDATION

THAT THE UTILITIES REPORT FOR THE MONTH OF JULY 2024 BE RECEIVED AND NOTED.

CONTENT**PARKS, GARDENS & WASTE:**

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

WATER AND SEWER:

- 6 water mains repaired on raw water reticulation.
- 5 water mains repaired on treated water reticulation.
- Continued maintenance on sewer pumping stations throughout the shire.
- 1 boundary rise replaced for connection to Council mains.
- The Pool complex in Brewarrina is now closed and continuing off season maintenance.
- Sewer mains around town were sprayed by pest control.

Microbiological Water Sampling

- 4 x allocated samples for Brewarrina, Weilmoringle and Goodooga were sent away for the month of July. Extra samples are taken for testing under the NSW Health's pesticide monitoring program.

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

	Filtered ML		Raw ML	
	Total	Daily	Total	Daily
July	12	0.4	50	1.8
August	12	0.4	50	1.8
September	12	0.5	60	1.9
October	14	0.5	65	2
November	19	0.5	70	2.1
December	19	0.5	65	2
January	16	0.5	65	2
February	16	0.5	70	2.1
March	12	0.4	55	1.8
April	11	0.4	48	1.8
May	12	0.4	50	1.8
June	11	0.4	48	1.8

Projects

- Utilities Staff have begun installation of the new Smart Water Meters with approximately 140 meters already installed, replacing old existing meters.
- Final stage of Shared Footpath Project from Bourke St to South Bre Butchery has been completed.
- Commenced MDBEDP R3 - Brewarrina Aboriginal Fishtraps Lookout and River Walk Project, Stage 1 from boat ramp to northern side of Billabong completed, Stage II is near completion with only lighting and seating to be installed. Completion expected at the end of August.
- The Utilities team assisted with several major Brewarrina events over the last few weeks including the Brewarrina Bull Ride, Brewarrina Blizzard and Brewarrina Quick Shear. All of which have been deemed a success by the local community.

Regulatory Officer Activity

Council assets sprayed for the month of July include;

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

Property Inspection

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

	TOTAL	COMPLAINTS	RE-HOMED	RELEASED
DOGS	16	10	6	6
CATS	7			

AERODROMES:

Brewarrina and Goodooga

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

ATTACHMENTS

Nil

8.2 TRANSPORT - INFORMATION REPORT**DOC REF:****REPORT BY:** Transport Manager, Transport Manager**AUTHORISER:** David Kirby, General Manager**DATE:** 15th August 2024**IP&R REFERENCE:**

Objective 3.1: Good quality transport infrastructure

PURPOSE

The purpose of this report is to update Council on various road maintenance, construction activities within the Shire and general Transport Department news.

RECOMMENDATION**CONTENT**

Works currently underway by the Shire by our Road Crew

- * 3.5km of Goodooga Road Widening under Road to Recovery Grant. The site is going through shoulder clearing, delivery of road base, and road edge tidied (using pulvi-mixer).
- * 2km of Jobs Gate Road Stage 3 has been stabilised and sealed. Another 5.5km of earthworks being carried before heading into Stage 4, potentially by end of October. Crushing contractors working on site and supplying material for this project.

RMAP (UNDER RMCC)

Currently underway.

- * Road defects are being noted using REFLECT system
- * All defects completed by the road crew are also currently being accomplished on REFLECT.
- * Heavy Patching (including flood affected areas) have been marked by Transport surveillance officer. These works will start soon.
- * Transport have also confirmed culvert replacement works to commence soon.

BLOCK GRANT

Council is yet to nominate areas where this grant can be used.

LOCAL AND REGIONAL ROADS REPAIR PLAN

State of local roads below where maintenance grading has taken place

Yarrowin Road – maintenance grading complete

Brenda Bukulla Road – maintenance grading complete

Twin Rivers Road – maintenance grading complete

Narran Lake Road – maintenance grading (resheeting) underway

Black Box Road – maintenance grading (resheeting) underway

WORKSHOP UPDATE – JAKE BONEY

Brewarrina Garbage Truck repaired and working around the Shire.
Komatsu Dozer still undergoing maintenance.
Quotes for new Water Truck / Cart and Tar Truck are being sought.
General vehicle maintenance ongoing to keep Shire fleet in good order.

DEPOT / STORES

Contractor has been sought to demolish, remove and provide new vehicular access at the depot. Once this is being constructed, the rear gate at depot to be utilised for in and out access. Wash bay area also needs slab extension which would be done in conjunction.

Stores has been audited for PPE gear and has been directed to maintain continual supply of gear for team use. Spot checks will be carried out as follow up measure.

ATTACHMENTS

Nil

8.3 HUMAN RESOURCES AND WHS**DOC REF:****REPORT BY:** Tara Byrnes, Human Resources**AUTHORISER:** David Kirby, General Manager**DATE:** 15th August 2024**IP&R REFERENCE:**

Objective 5.2.3 Effective staff training and development processes inplace

PURPOSE

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

CONTENT

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

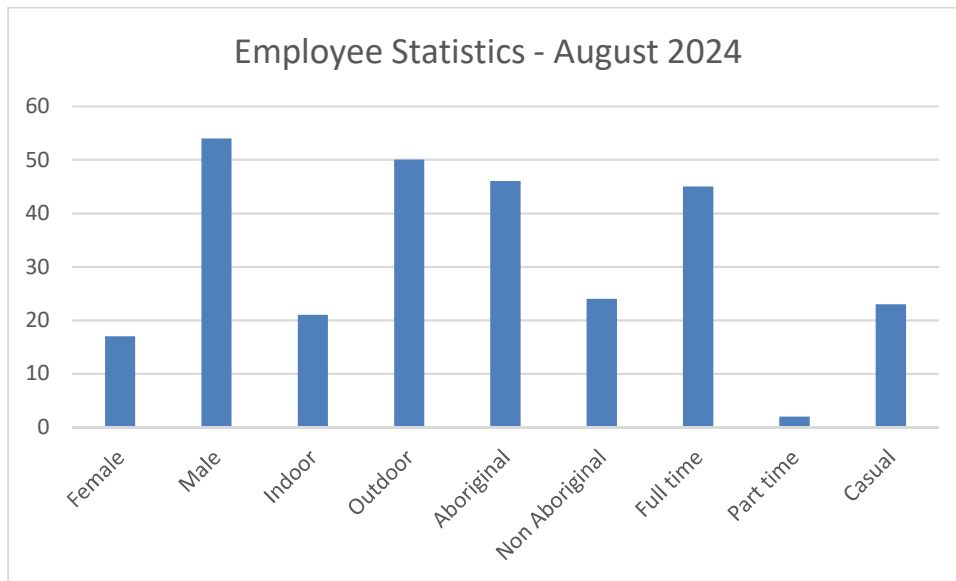
Training and Conferences:

Date	Title	Description of training
1 Aug 24	Tag and Test Training	1-2x Workshop, and 1 Maintenance Staff (Orange)
2-16 Aug 24	Transport for NSW	1x Admin RMS (Parkes)
20-22 Aug 24	First Aid Certificate	Interested indoor/outdoor staff (Brewarrina)
22 Aug 24	Risk Management Annual Conference StateWide	WHS Coordinator (Sydney)
22-23 Aug 24	StateCover Risk Conference	1x WHS (Sydney)
29 Aug 24	Local Government Child Protection Training	1x CEC (Sydney)

Recruitment and Advertising:

Position	Reason	Filled or Readvertised
Executive Assistant	Resignation	Advertising Internally
Technical Services Admin Officer	Resignation	Casual Appointment. F/T Position Advertising continues.
Utilities Manager	Resignation	Casual contractor Appointment. Offer made
Regulatory Officer	Resignation	Appointment made.
Finance Officer	Internal Appointment	Appointment made.

Employee Statistics:



Appointments:

- Regulatory Officer
- Finance Officer

Resignations:

- Utilities Manager – Withdrawn

Building Repair and Maintenance Update:

- Ongoing rectification works at the VIC building.
- Work with EDM and Utilities staff to prepare and pack down Brewarrina Blizzard
- Fix gas leak in VIC Kitchen
- General maintenance work in Flat 3 / 27 Bourke in preparation for new tenant
- Completed multiple small tasks across all departments

Incident Report Monthly Update:

IR#	Date + Details	Action	Responsible	Status
24-36	2024-07-04 Arm/shoulder injury	Manual handling injury	Utilities	W/Comp injury or age related issue
24-37	2024-07-23 Vehicle Damage	Ute window broken on gravel road as truck passed	Transport	Little to be done due to the nature of the circumstances Repair
24-39	2024-08-01 Spider bite	Work place incident No time lost	Utilities	Management Review
24-40	2024-08-05	Poor lighting at tanker fill stations	Transport	Management Review

	Near miss	hazardous in hours of darkness		
-	2024-07-30 Broken window	Rear Window broken on truck when working on gravel road	Transport	Management Review
-	2024-08-14 Near miss	Ute bogged when turning around vehicle recovered	Transport	Management Review

CONCLUSION

To inform Council on the monthly HR and WHS activities of Council.

GOVERNANCE IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

ATTACHMENTS

Nil

8.4 GENERAL MANAGER - DIARY**DOC REF:****REPORT BY:** David Kirby, General Manager**AUTHORISER:****DATE:** 20th August 2024**IP&R REFERENCE:**

Objective 1.1.2 Maintain high levels of community cohesion and community spirit

PURPOSE

To provide Council with an update of activities undertaken in the office of the General Manager during the months of July/August 2024.

RECOMMENDATION

That Council note and receive the General Manager Diary report as information.

CONTENT

- 17/07/2024 – Murray Darling Basin Authority Project Update Billabong Footpath
- 19/07/2024 – Western NSW Local Health District CEO Mark Spittal
- 22/07/2024 – NSW Reconstruction Authority Disaster Adaption Plan Meeting
- 23/07/2024 – Council Meeting Day
- 23/07/2024 – Office Environment & Heritage (Fishtraps World Heritage Listing)
- 24/07/2024 – Regional and Remote Programs Discovery Phase – Australian Water Association.
- 25/07/2024 – Transport NSW Get NSW Active Inception Meeting (Weilmoringle Footpath).
- 26/07/2024 – Border Regions Organisation of Councils Meeting in Walgett.
- 31/07/2024 – Transport NSW – Belinda Roberts Catch Up Meeting
- 06/08/2024 – Debrief with staff regarding the accident on the Bourke Road near West Bre.
- 07/08/2024 – Local Emergency Management Committee Meeting and Local Rescue Committee Meeting.
- 07/08/2024 – Regional NSW Meeting regarding the Main Street Project.
- 08/08/2024 – Meeting with professor Joseph Drew regarding new Productivity Commissioners report into Local Water Utilities.
- 08/08/2024 – Meeting with Hon David Harris Minister Aboriginal Affairs and Local Member Roy Butler in Sydney at Parliament House.

- 08/08/2024 – Meeting with Ed McDougal the Chief of Staff to the Minister for Crown Lands Hon Stephen Kamper regarding Tent Embassy.
- 14/8/2024 – Projence Brewarrina Capital Works Project Update Meeting
- 19/08/2024 – Transport NSW Fixing Local Roads, Jobs Gate Road Round 1,2,3 & 4
- 19/08/2024 – Regional NSW & Public Works meeting regarding Airport Upgrades Program.

GOVERNANCE IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

CONCLUSION

That Council note and accept the General Managers Diary as information.

ATTACHMENTS

Nil

8.5 MAYORS DIARY**DOC REF:****REPORT BY:** David Kirby, General Manager**AUTHORISER:****DATE:** 20th August 2024**IP&R REFERENCE:**

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

PURPOSE

To Provide Council with an update of activities from the Mayor's Office.

RECOMMENDATION

That Council receive and note the Mayors Diary as information.

CONTENT

- 26/07/2024 – Border Regions Organisation of Councils Meeting in Walgett. Main issues discussed included the Dog Fence and a lack of progress, crime issues across all communities and connectivity issues face for most rural and remote Councils.
- Weekly briefings with General Manager.
- Weekly Western Herald Columns and Radio Interviews.
- 08/08/2024 – Meeting with Hon David Harris Minister Aboriginal Affairs and Local Member Roy Butler in Sydney at Parliament House.(Brief Attached)
- 08/08/2024 – Meeting with Ed McDougal the Chief of Staff to the Minister for Crown Lands Hon Stephen Kamper regarding Tent Embassy. (Brief Attached)

GOVERNANCE IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

CONCLUSION

That Council receive and note the Mayors Dairy as information.

ATTACHMENTS**1. Breifing Minister Harris**

8TH JULY 2024

BRIEFING - HON DAVID HARRIS (MINISTER ABORIGINAL AFFAIRS)

Date: August 7, 2024

Subject: Murdi Paaki Regional Assembly

Purpose

To inform the NSW Minister for Aboriginal Affairs, David Harris, of the Bre Council's resolution to withdraw recognition from the Murdi Paaki Regional Assembly and Brewarrina Community Working Party due to governance concerns, and to seek the Minister's support in addressing these issues.

Background

- I. On June 3, 2024, Mayor Vivian Slack-Smith of Brewarrina Shire Council formally advised the NSW Department of Premier and Cabinet of a unanimous resolution passed on May 28, 2024, to not recognise the Murdi Paaki Regional Assembly and Brewarrina Community Working Party.
- II. This decision was driven by concerns regarding the governance and democratic legitimacy of these bodies, as they are perceived to operate without formal regulatory oversight or democratic election processes.
- III. The Council's decision is influenced by persistent issues with the Local Decision Making Accord (LDMA), which has reportedly failed to meet expectations for transparent and accountable governance.

Issues Identified

1. Non-Democratic Structures:

- I. The Murdi Paaki Regional Assembly and Brewarrina Community Working Party are criticised for their lack of democratic election processes.
- II. There is a perception that these bodies do not adequately represent the broader community's interests.

• Governance and Accountability:

- I. Repeated governance issues have undermined the trust in these entities.
- II. The LDMA has not provided the expected level of transparent and accountable governance, leading to frustrations within the community.

• Lateral Violence and Bullying:

- I. Reports of lateral violence and bullying within these consultative mechanisms have been noted, exacerbating community tensions.

- II. The lack of formal regulatory processes or independent oversight has allowed these issues to persist.

- **Council Representation:**

- I. The Brewarrina Shire Council, which includes six First Nations councillors, emphasises its commitment to democratic values and effective governance.
- II. The Council has never formally recognised or participated in the LDMA process due to these longstanding concerns.

Council's Position

- I. The Council seeks alternative models that better reflect democratic values and effective governance to ensure the community's needs and voices are adequately represented.
- II. The Council is open to engaging in discussions to explore and implement these alternative models.

Requested Action

- I. **Support and Understanding:** The Council requests the support of the Minister for Aboriginal Affairs in addressing these governance concerns.
- II. **Collaborative Discussions:** The Council invites the Minister to participate in discussions to develop and implement governance models that uphold democratic principles and enhance community trust.

Conclusion

The Brewarrina Shire Council's resolution reflects a strong commitment to democratic governance and community representation. Addressing the identified governance issues within the Murdi Paaki Regional Assembly and Brewarrina Community Working Party is essential for restoring trust and efficacy. The Council looks forward to collaborating with the Minister for Aboriginal Affairs to find solutions that benefit the community.

Sincerely,

Mayor Vivian Slack-Smith

BREWARRINA SHIRE COUNCIL

8.6 CORRESPONDENCE**DOC REF:****REPORT BY:** David Kirby, General Manager**AUTHORISER:****DATE:** 20th August 2024**IP&R REFERENCE:**

Objective 5.2.2 Timely and accurate reporting for efficient management and accountability

PURPOSE

To provide Council with correspondence for the month of July/August 2024.

RECOMMENDATION

That Council receive and note correspondence for the month of July/August.

CONTENT

Monthly Correspondence Attached.

1. Circular – Annual Reporting Labour Statistics.
2. Circular – Local Government Elections Communications Toolkit.
3. Circular – Post Election Guide
4. Letter – Election Information

GOVERNANCE IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

CONCLUSION

That Council receive and note correspondence for the month of July/August.

ATTACHMENTS

1. Labour Statistics
2. Election Toolkit
3. Post Election Guide
4. Letter - Chief Commissioner

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject/title	Annual Reporting of Labour Statistics
Circular Details	Circular No 24-13/ 23 July 2024/ A907664
Previous Circular	23-08 Annual Reporting of Labour Statistics
Who should read this	Councillors / General Managers / Human Resources
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

What's new or changing?

- Wednesday, 14 February 2024 has been chosen as the "relevant day" for councils to report on their labour statistics in their annual reports under section 217 of the Local Government (General) Regulation 2021 (the Regulation).

What will this mean for council?

- In their 2023/24 annual reports, councils must publish a statement of the total number of persons who performed paid work for them on **Wednesday, 14 February 2024** including, in separate statements, the total number of the following:
 - the number of persons directly employed by the council:
 - on a permanent full-time basis
 - on a permanent part-time basis
 - on a casual basis
 - under a fixed-term contract
 - the number of persons employed by the council who are "senior staff" for the purposes of the *Local Government Act 1993*
 - the number of persons engaged by the council, under a contract or other arrangement with the person's employer, that is wholly or principally for the labour of the person

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www.olg.nsw.gov.au



- the number of persons supplied to the council, under a contract or other arrangement with the person's employer, as an apprentice or trainee.

Key points

- The “relevant day” for the purpose of reporting labour statistics under section 217 of the Regulation is required to be fixed by the Secretary of the Department of Planning, Housing and Infrastructure after the end of each financial year. This date is to be a different day to the one fixed by the Secretary for the previous year.
- This information assists in the compilation of labour force data across the sector, including understanding the numbers of apprentices and trainees.
- The data will also assist in developing programs to deliver on the Government's election commitment of increasing the numbers of apprentices and trainees.

Where to go for further information

- For further information please contact the Council Governance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.

Brett Whitworth
Deputy Secretary
Office of Local Government

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject/title	Local Government elections communication toolkit
Circular Details	Circular No 24-14 / 6 August 2024 / A906377
Previous Circular	24-10 Resources for candidates standing at the local government elections
Who should read this	General Managers / Council governance and communications staff
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

What's new or changing?

- The Office of Local Government (OLG) has issued a communication toolkit for use by councils ahead of the 2024 local government elections.
- The Toolkit can be found under 'Community Resources' on OLG's [Local Government Elections](#) webpage.

What will this mean for council?

- The Toolkit has been developed to assist councils communicate with their communities about:
 - The importance of diversity in our councils
 - The importance of local government and the roles and responsibilities of a councillor
 - Where to go for more information.
- The Toolkit includes suggested text for newsletter, website and social media content, as well as links to the 'Local Government Elections' webpage, 'Become a councillor' webpage, candidate guides, an online interactive candidate tool, fact sheets (including translations) and animations that can be easily used in information campaigns on council's media channels.

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Department of Planning, Housing and Infrastructure
Office of Local Government



Key points

- It is important that prospective candidates at the upcoming local government elections understand what will be expected of them should they be elected.
- OLG's Councillor Induction and Professional Development Guidelines encourage councils to conduct information campaigns for prospective candidates within their areas.
- By conducting information campaigns for prospective candidates, councils can ensure that candidates who nominate have given serious consideration to whether they have the personal attributes required to fulfil the responsibilities of civic office and can effectively meet the demands of representing their community on a council.
- Additionally, increasing awareness and educating a more diverse cohort of potential candidates on the role and responsibilities of a councillor will create more favourable conditions for the election of a more representative group of councillors.
- It is important our councils reflect the communities they represent. With more diversity, the policies, strategies, and decisions of councils will better reflect the views and needs of the communities they represent.

Where to go for further information

- To download a copy of the Toolkit, visit 'Community Resources' on OLG's [Local Government Elections](#) webpage.
- For more information, visit [Councillor Induction and Professional Development Guidelines](#) on OLG's website.
- For further information, contact the Council Governance Team on 4428 4100 or olg@olg.nsw.gov.au.

A handwritten signature in blue ink, appearing to read 'Brett Whitworth'.

Brett Whitworth
Deputy Secretary, Office of Local Government

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject/title	Post-Election Guide launched on the Office of Local Government's website
Circular Details	Circular No 24-15/ 15 August 2024 / A902689
Previous Circular	24-04 New local government elections webpage launched on the Office of Local Government's website
Who should read this	Councillors / general managers / council governance staff
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

What's new or changing?

- There are several key decisions and activities that need to occur at the first meetings of councils, county councils, and Joint Organisations following the upcoming local government elections and in the 12 months that follow.
- The Office of Local Government (OLG) has prepared a post-election guide for councils, county councils, and Joint Organisations (Post-Election Guide) to assist them to comply with these requirements.
- The Post-Election Guide can be found under 'Information for councils' on OLG's [Local Government Elections](#) webpage.

What will this mean for council?

- The Post-Election Guide provides guidance to councils, county councils, and Joint Organisations on key tasks that need to be completed at the first 2 meetings of council and in the first 12 months following the local government elections.
- The Post-Election Guide also contains a checklist of tasks. Some of the tasks covered in the Post-Election Guide include:

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Office of Local Government



Key points

- oaths and affirmations of office
- mayoral and chairperson elections
- appointment of a councillor member to the audit, risk and improvement committee
- induction and refresher training for mayors and councillors
- lodgement of written returns of interests
- Integrated Planning and Reporting obligations
- review and adoption of the code of conduct and code of meeting practice.
- OLG has previously published a pre-election guide for councils (Pre-Election Guide) which provides guidance on the rules, restrictions and other considerations that apply to the decisions councils make and the way they exercise their functions in the lead up to the local government elections.

Where to go for further information

- For more information, visit the [Local Government Elections](#) webpage on OLG's website.
- Download the [Post-Election Guide](#) on OLG's website.
- Download the [Pre-Election Guide](#) on OLG's website.
- For further information, contact the Council Governance Team on 02 4428 4100 or olg@olg.nsw.gov.au.

Commented [CB1]: Pls insert url once the Guide been uploaded to the website.

Brett Whitworth
Deputy Secretary
Office of Local Government



8 August 2024

Our Ref: Z22/0095

Dear Councillor

Integrity issues relating to the 2024 NSW Local Government Elections

As the September 2024 Local Government elections fast approach, I am writing to current local government councillors, registered political parties and registered candidates to highlight some important integrity related matters.

“Weaponisation” of the Commission

In the past, particularly in the context of campaigning, individuals have ‘weaponised’ the Independent Commission Against Corruption (the Commission) by directing allegations of corruption against their political rivals. These allegations may be accompanied by public statements that the matter has been referred to the Commission. Doing so, irrespective of whether there is a reasonable basis for such allegations, may cause political damage, and such allegations should not be used as a weapon to level at a political rival.

The weaponisation of the Commission for political advantage, whether it be via a referral or some other means, is inappropriate. This type of conduct, particularly when undertaken during an election campaign, leaves the Commission with little time to adequately assess and then investigate the allegation. It may also jeopardise the Commission’s investigation opportunities, where evidence may be destroyed. Timely and unpublicised reporting assists the Commission to deal effectively with an allegation.

If any person holds a genuine suspicion of corrupt conduct, it should be [reported](#) to the Commission in the usual manner. Reporting suspected corruption allegations to the Commission, actively contributes to a NSW public sector that is more resistant to corruption.

Although the Commission typically refrains from confirming or denying the existence of any allegation or investigation, if it becomes apparent that the Commission’s functions are being weaponised, the Commission may determine that it is in the public interest to clarify the status of its involvement in a matter.

Ongoing obligations

Some councillors will not be contesting the local government election, while others may be successful or unsuccessful in their campaign for re-election. For those councillors currently in office, they should be aware of important obligations, including during the caretaker period (16th August to 3rd September 2024).

- The exercise of certain council functions are restricted during caretaker period. Some of these restrictions include entering or receipting of certain valued contracts or

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undertakings, determining controversial development applications, and the appointment, reappointment, or removal of the general manager. It is important that councillors adhere to these restrictions.

- Councillors may have access to commercial-in-confidence or other confidential information during their time in office. It is imperative that this information not be misused while in or transitioning out of office. Councillors must not seek to personally benefit from such information in any way.
- Transitioning out of office does not negate a councillor's obligation to disclose their pecuniary interests and non-pecuniary conflicts of interests. This also extends to current councillors, including those campaigning for re-election.

Engaging in any of the above conduct could result in a breach the relevant code of conduct, the law, and may amount to corrupt conduct.

Other obligations

a. Councillors

When considering their fundraising activities, candidates for local council should be aware that as a general rule, councillors cannot vote on matters in which their reportable donors have an interest. This requirement, set out in each council's code of conduct, is intended to ensure that councillors cannot be improperly influenced by their donors.

Councillors must not misuse council resources, including council staff, or council facilities to assist their election campaign or that of others. Further, they must not use such resources for private purposes. This requirement is available in each council's code of conduct.

b. Candidates

Once elected, local councillors become public officials and are expected to act in the public interest at all times. While the "public interest" is multi-faceted and can involve a degree of political judgment, it is important for all candidates to understand that public office cannot be used for the purpose of conferring personal benefits on individuals and groups.

In addition, candidates should understand that councillors' accountability requirements entail disclosing details about their income, assets, and other financial interests in regular pecuniary interest returns. Although minor redactions can be made to protect privacy, these returns are public documents and are an important mechanism for managing risks that arise from conflicts of interest.

Registered candidates campaigning to become a local government councillor should be aware of their obligations in the lead up to the election. This includes issues around campaigning, political donations, and payments for electoral-related expenditure. The NSW Electoral Commission provides guidance material on its website (www.elections.nsw.gov.au) to assist election participants to meet their obligations.

It is imperative that all candidates be mindful of their actions both publicly and in a private capacity. Candidates, whether campaigning for office or re-election, should always act with integrity and observe the highest standards of probity. Candidates must not attempt to circumvent electoral funding laws or be involved in improper arrangements surrounding political donations to their campaign, as donations may be used as a mechanism to exert improper influence to secure favourable decisions.

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Next steps

The Commission takes a proactive approach to the education of elected officials and encourages councils to reach out to the Commission to discuss training opportunities for their councillors. The Commission would be happy to work with NSW local councils to uplift their education programs.

Should you have any questions about the matters raised in this letter, please contact the Commission at education@icac.nsw.gov.au.

Yours sincerely



The Hon John Hatzistergos AM
Chief Commissioner

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8.7 STATUS REPORT**DOC REF:****REPORT BY:** David Kirby, General Manager**AUTHORISER:****DATE:** 20th August 2024**IP&R REFERENCE:**

Objective 1.1.2 Maintain high levels of community cohesion and community spirit

PURPOSE

To provide Council the latest status of Council resolutions and projects.

RECOMMENDATION

That Council note and receive the Status Report as of July/August 2024.

CONTENT

Status Report Attached

- Please note, Carp Fertiliser Facility Feasibility Study notice of motion placed back on the Status Report.

GOVERNANCE IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

CONCLUSION

That Council note and receive the Status Report as of July/August 2024.

ATTACHMENTS

1. Status Report

Status Report: Council Resolutions and Tasks to be Finalised.

27th July 2018 - Ordinary Council Meeting			
Resolution Number	Officer Action	Information:	Action Taken:
134/18	GM	<p>RESOLVED on MOTION by Councillor Pippos Seconded by Councillor Chapman;</p> <p>That Council accept the grant from the Office of Local Government and note the requirement to utilise the funding for the purposes of developing compliant plans under the Crown lands Management Act for crown reserves.</p>	<p>12/08/2024 – Consultants finalising plans in August 2024</p> <p>4/12/2023 – No Change 7/11/2023 – No Change 5/09/2023 – Awaiting final approval from NSW Crown Lands. 15/08/2023 – No Change</p>
27th November 2020 – Ordinary Council Meeting			
Resolution Number	Officer Action	Information:	Action Taken:
159/20	GM	<p>RESOLVED on MOTION by Councillor Stanton, Seconded by Councillor Loughnan;</p> <p>That Council endorse the proposal with the following amendments for the Council to utilise funding from the Local Roads and Community Infrastructure Fund Extension for the continuing replacement of road safety ramps and other programs as follows;</p> <ul style="list-style-type: none"> • Road Safety Grid Program allocation of \$200,000.00 • Goodooga Skate Park allocation of \$100,000.00 • Brewarrina Memorial Park Picnic Areas allocation of \$100,000.00 • Brewarrina Memorial Pool – Toddlers Pool allocation of \$190,000.00 	<p>12/07/2024 – Quotations received</p> <p>4/12/2023 – Finalising design, construction to commence early 2024 7/11/2023 – Finalising design, construction to commence early 2024</p>
Resolution Number	Officer Action	Information:	Action Taken:
22 nd April 2022 – Ordinary Council Meeting			
57/22	CHB	<p>RESOLVED on MOTION by Councillor JEFFRIES, Seconded by Councillor PIPPOS;</p> <p>That;</p> <ol style="list-style-type: none"> 1. Council accept the proposal to build a new facility 2. RFS to reconsider the location due to being a residential area and 	<p>12/08/2024 – Awaiting Information from RFS</p> <p>4/12/2023 – Awaiting on RFS to complete design 7/11/2023 – Detailed design phase</p>

Status Report: Council Resolutions and Tasks to be Finalised.

		ongoing contamination issues 3. A further detailed proposal be provided to Council before a final decision is made	5/09/2023 – The topographical survey has been completed; awaiting the final design from RFS.
25th November 2022 – Ordinary Council Meeting			
Resolution Number	Officer Action	Information:	Action Taken:
158/22	CHB	RESOLVED on MOTION by Councillor PIPPOS, Seconded by Councillor FRAIL; That Council; 1. Council endorse community consultation process to commence on the re-establishment of existing Alcohol Free Zones in Brewarrina and Goodooga for the period up until 30 June 2025.	12/08/2024 – No change 4/12/2023 – No Change 7/11/2023 – Waiting feedback from local area commander 5/09/2023 – Awaiting feedback from the local area commander.
24th March 2023 – Ordinary Council Meeting			
Resolution Number	Officer Action	Information:	Action Taken:
38/23	UM / EA	RESOLVED on MOTION by Councillor FRAIL, Seconded by Councillor BROWN; 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. 2. The Council allocate \$240,000 from water reserves to complete this project	12/08/2024- Water Meter Installation Commenced. 4/12/2023 – Smart Meters in manufacturing process 7/11/2023 – Smart Meters in manufacturing process 5/09/2023 – Just finalising installation confirmation 15/08/2023 – In final stages 11/07/2023 – No Change 14/06/2023 – No Change 17/05/2023 – Finalising Designs & System

Status Report: Council Resolutions and Tasks to be Finalised.

27 th October 2023 – Ordinary Council Meeting			
Resolution Number	Officer Action	Information	Action Taken
140/23	GM	RESOLVED on MOTION by Councillor JEFFRIES; Seconded by Councillor PIPPOS; That Council; 1. Receive this report and resolve to apply for funding to conduct feasibility study for the establishment of a Carp and Plant Fertilisers Processing Facility in Brewarrina.	15/08/2024 – Council monitoring Grant Opportunities for feasibility study.
24 th November 2023 – Ordinary Council Meeting			
Resolution Number	Officer Action	Information:	Action Taken:
156/23	GM	RESOLVED on MOTION by Councillor PIPPOS; Seconded by Councillor D GORDON; That Council: Authorise the General Manager to advertise expression of Interest for other vacant residential land in Goodooga and to execute the sale of any such land in conjunction with fair market value.	12/08/2024 – No Changes 4/12/2023 – GM conducting review
23 rd February 2024 – Ordinary Council Meeting			
Resolution Number	Officer Action	Information:	Action Taken:
001/24	EDM	RESOLVED Moved: Cr Douglas Gordon	12/08/2024 - Costings and Options investigations ongoing

Status Report: Council Resolutions and Tasks to be Finalised.

		<p>Seconded:Cr Angelo Pippos</p> <p>That</p> <ol style="list-style-type: none"> 1. Council resolve to prepare further costing report in regards to Caravan Park based on emergency accommodation. 2. Further costing report to be tabled to council. 3. Prepare costing on Brewarrina Showground carpark with installation of electricity, and a bituminous surface car park. 	
		22nd March 2024 – Ordinary Council Meeting	
Resolution Number	Officer Action	Information:	Action Taken:
032/24	GM	<p>RESOLVED Moved: Cr Donna Jeffries Seconded:Cr Douglas Gordon</p> <ol style="list-style-type: none"> 1. That upon receiving formal advice from Crown Lands, Council resolves to formally advise the General Manager further instruction via email to resolve the matter. <p>The MOTION upon being PUT to the MEETING was declared CARRIED</p>	<p>12/08/2024 – Trespass Notice Served. Court Order Pending – No Changes. Council met with Crown lands Chief of Staff to discuss further action.</p>
		25 th June 2024 – Ordinary Council Meeting	
Resolution Number	Officer Action	Information:	Action Taken:
072/24	GM	<p>Moved: Cr Douglas Gordon Seconded:Cr Noel Sheridan</p>	<p>12/08/2024 – Works Commenced</p>

Status Report: Council Resolutions and Tasks to be Finalised.

		<ol style="list-style-type: none"> 1. That Council accept the Quotation from SIMTEC for the Supply and Installation of CCTV Cameras on town entrances and Brewarrina Youth Centre for total \$161,148.01 Incl GST. 2. Council allocate \$200,000 in the 2024-2025 financial year budget to complete the project. 3. That Council Authorise the General Manager to negotiation with supplier for additional cameras in the Mainstreet of Brewarrina and other locations required by the NSW Police. <p>The MOTION upon being PUT to the MEETING was declared CARRIED</p>	
073/24	TM	<p>RESOLVED</p> <p>Moved: Cr Isaac Gordon Seconded: Cr Noel Sheridan</p> <ol style="list-style-type: none"> 1. That Council approve the proposed widening on Goodooga Road under the Roads to Recovery grant for \$870,000. 2. That the Goodooga Road Widening Project be updated in Roads to Recovery Portal. <p>The MOTION upon being PUT to the MEETING was declared CARRIED</p>	12/08/2024 – Works Commenced
23rd July 2024 – Ordinary Council Meeting			
Resolution Number	Officer Action	Information:	Action Taken:
	GM	<p>RESOLVED</p> <p>Moved: Cr Angelo Pippas Seconded: Cr Isaac Gordon;</p>	15/08/2024 – Project commenced.

Status Report: Council Resolutions and Tasks to be Finalised.

		<p>1. That Council resolve to accept the proposal by Project Management Services to establish an Audit Risk Improvement Committee.</p> <p>The MOTION upon being PUT to the MEETING was declared CARRIED</p>	
	<p>GM</p>	<p>RESOLVED</p> <p>Moved: Cr Angelo Pippas Seconded: Cr Trish Frail</p> <p>1. That Council defer decision in relation to Brewarrina Riverside Motel until October Council Meeting.</p> <p>The MOTION upon being PUT to the MEETING was declared CARRIED</p>	<p>15/08/2024</p>

9 NOTICE OF MOTION / QUESTIONS WITH NOTICE

Nil

10 CONFIDENTIAL MATTERS

Nil

11 OPEN SESSION

12 CONCLUSION OF MEETING