



Date: Tuesday, 29 October 2024

Time: 10:00 AM

Location: Brewarrina Shire Council

57 Bathurst Street

Brewarrina NSW 2839

AGENDA

Ordinary Council Meeting

29 October 2024

INCLUDES FULL CONFIDENTIAL ITEMS

This page is intentionally left blank

NOTICE OF ORDINARY MEETING

NOTICE is hereby given that an ORDINARY MEETING of the Council of Brewarrina will be held on **Tuesday 29th October 2024** at the **Brewarrina Shire Council, 57 Bathurst Street, Brewarrina NSW 2839 commencing** at 10:00 AM for the transaction of the following business.

Table of Contents

1	Opening Prayer & Acknowledgement of Country.....	7
2	Apologies/Leave of Absence	7
3	Declaration of Interest.....	7
4	Confirmation of Minutes.....	7
5	Mayoral Minute.....	20
	Nil	
6	Reports of Committees	20
	Nil	
7	Reports to Council for Action	21
	7.1 Bank Reconciliation & Investment Report.....	21
	7.2 Domestic Violence Leave Policy	31
	7.3 Christmas Closure 2024.....	37
	7.4 Delegations - Mayor, Deputy Mayor & General Manager	39
	7.5 Council Committees	49
	7.6 4 Mile Redevelopment.....	61
	7.7 General Manager Diary.....	89
	7.8 Draft Annual Report - 2023-2024	91
	7.9 Brewarrina Mainstreet Redevelopment - Project Update	93
8	Reports for Information	96
	8.1 Human Resources and Work Health and Safety	96
	8.2 TRANSPORT - INFORMATION REPORT	100
	8.3 Status Report.....	102
	8.4 Economic Development Manager	109
9	Notice of Motion / Questions with Notice.....	114
	Nil	
10	Confidential Matters	
	10.1 TRANSPORT - VEHICLES FOR TENDER	
	10.2 Billabong Redevelopment - Tender 2000740	
11	Open Session.....	114
12	Conclusion of Meeting	114

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 – 27 August 2024

Extraordinary Council Meeting - 9 October 2024



Date: Tuesday, 27 August 2024

Time: 9:00 AM

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

MINUTES

Ordinary Council Meeting

27 August 2024

This page is intentionally left blank

**MINUTES OF BREWARRINA SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE BREWARRINA SHIRE COUNCIL, 57 BATHURST STREET, BREWARRINA NSW
2839
ON TUESDAY, 27 AUGUST 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 Noel Sheridan, Cr Tommy Stanton

IN ATTENDANCE: David Kirby (General Manager)

1 OPENING PRAYER & ACKNOWLEDGEMENT OF COUNTRY

2 APOLOGIES/LEAVE OF ABSENCE

RESOLVED 099/24

**Moved: Cr Angelo Pippas
Seconded: Cr Tommy Stanton**

That the apology received from Cr Douglas Gordon 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

NIL.

4 CONFIRMATION OF MINUTES

RESOLVED 100/24

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

That the Minutes of the Ordinary Meeting of Tuesday 23rd July 2024 covered by resolutions 080/24 to 092/24 and the Minutes of the ExtraOrdinary Meeting of Monday 29th July 2024 covered by resolutions 093/24 to 098/24 action request be adopted.

The MOTION upon being PUT to the MEETING was declared CARRIED

General Manager David Kirby presented the Council's achievements from 2021-2024 to the Councillors, as this was the final Ordinary Meeting with the current Councillors.

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 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.

RESOLVED 101/24**Moved: Cr Angelo Pippos****Seconded: Cr Trish Frail****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

**7.2 ANNUAL FINANCIAL REPORTS
YEAR ENDED 30 JUNE 2024****PURPOSE**

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

RESOLVED 102/24**Moved: Cr Trish Frail****Seconded: Cr Noel Sheridan****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).

The MOTION upon being PUT to the MEETING was declared CARRIED

7.3 INTERNALLY RESTRICTED ASSETS

RESOLVED 103/24

Moved: Cr Trish Frail

Seconded: Cr Angelo Pippas

That Council formally adopt its internally restricted assets as at 30 June 2024 as per the list below.

The MOTION upon being PUT to the MEETING was declared CARRIED

8 REPORTS FOR INFORMATION

8.1 UTILITIES REPORT

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.

8.2 TRANSPORT - INFORMATION REPORT

PURPOSE

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

8.3 HUMAN RESOURCES AND WHS

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 GENERAL MANAGER - DIARY**PURPOSE**

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

8.5 MAYORS DIARY**PURPOSE**

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

8.6 CORRESPONDENCE**PURPOSE**

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

8.7 STATUS REPORT**PURPOSE**

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

RESOLVED 104/24

Moved: Cr Tommy Stanton

Seconded: Cr Isaac Gordon

That Councillors receive items 8.1 to 8.7 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

NIL.

11 OPEN SESSION

NIL.

12 CONCLUSION OF MEETING

Meeting concluded at 10:46AM.



Date: Wednesday, 9 October 2024

Time: 10:00 AM

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

MINUTES

Extraordinary Council Meeting

9 October 2024

This page is intentionally left blank

**MINUTES OF BREWARRINA SHIRE COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE BREWARRINA SHIRE COUNCIL, 57 BATHURST STREET, BREWARRINA NSW
2839
ON WEDNESDAY, 9 OCTOBER 2024 AT 10:00 AM**

As this was the first meeting following the Ordinary Council Election the General Manager David Kirby assumed the Chair to conduct the swearing in of Councillors and election of Mayor.

All Councillors were present and the Affirmation or Oath was made before the meeting as follows:

- Patricia Frail – Affirmation on 9 October 2024
- Belinda Colless – Oath on 9 October 2024
- Jason Morton – Oath on 9 October 2024
- Douglas Gordon – Oath on 9 October 2024
- Vivian Slack-Smith – Oath on 9 October 2024
- Angelo Pippas – Oath on 9 October 2024
- Mark Brown – Affirmation on 9 October 2024
- Thomas Stanton – Oath on 9 October 2024
- Michael Pederson – Oath on 9 October 2024

PRESENT: Cr Vivian Slack-Smith , Cr Angelo Pippas , Cr Mark Brown, Cr Trish Frail, Cr Douglas Gordon, Cr Michael Pederson, Cr Belinda Colless, Cr Jason Morton, Cr Tommy Stanton

IN ATTENDANCE: David Kirby (General Manager), Olivia Hecksher (Economic Development Coordinator), Tracy Pak (Executive Assistant to the Mayor and General Manager), Angus Chan (Finance and Administration Manager), Ian Cole (The Western Herald – Outback Radio 2WEB)

1 OPENING PRAYER & ACKNOWLEDGEMENT OF COUNTRY

2 APOLOGIES/LEAVE OF ABSENCE

NIL.

3 DECLARATION OF INTEREST

At 10:48am; in relation to agenda item 4.5 Composition of Council Committees and Confirmation of Appointment of Delegates to Other Organisations, after discussing delegates for the Tourism and Cultural Committee, the following was noted:

General Manager, David Kirby:

“So who did we have? Three? Um, Councillor Slack-Smith, Councillor Colless and Councillor Frail”

Councillor Belinda Colless:

“Yep. Thank you. And can I just have it noted in the minutes that I am a business owner um, of a tourism... just like to declare that.”

Councillor Trish Frail:

“Yeah well I’ll note it that I used to be and next month, uh next year, I will be that again, so.”

4 REPORTS TO COUNCIL FOR ACTION

4.1 OATH OR AFFIRMATION OF OFFICE BY COUNCILLORS

PURPOSE

The purpose of this report is for each Councillor take the Oath or Affirmation of Office required under the Local Government Act.

RESOLVED 105/24

Moved: Cr Trish Frail

Seconded: Cr Angelo Pippas

1. That each Councillor proceed to take the Oath or make an Affirmation of office as required by the Local Government Act and that the General Manager record such action in the Meeting Minutes.

The MOTION upon being PUT to the MEETING was declared CARRIED

4.2 MAYORAL ELECTION

PURPOSE

The purpose of this report is to officially elect a Mayor for the required two year term of Council from October 2024 until October 2026.

RESOLVED 106/24

Moved: Cr Mark Brown

Seconded: Cr Angelo Pippas

1. That should an election be required for the Office of Mayor and Deputy Mayor that Council determine the method of voting via preferential ballot, by ordinary ballot or by open voting;
2. That it be noted that the Mayoral Term for this period is from 9th October 2024 to October 2026, with the actual date in October 2026 being subject to determination of a meeting date in this month to conduct the Mayoral Election.

3. 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. That on the finalisation of the count all ballot papers, if applicable, be destroyed.

The MOTION upon being PUT to the MEETING was declared CARRIED

The General Manager as Returning Officer conducted the election by way of ordinary ballot, for the position of Mayor. The General Manager proceeded to invite nominations for the election of the office of Mayor for the Mayoral Term. At the close of nominations, the General Manager advised that the following written nominations had been received;

- Clr. Vivian Slack-Smith nominated by Clr. Vivian Slack-Smith and Clr. Mark Brown;
- Clr. Tommy Stanton nominated by Clr. Mark Brown and Clr. Angelo Pippas.

The General Manager conducted ordinary ballot for above nominees and the results were declared as follows;

- Clr. Tommy Stanton received seven (7) votes;
- Clr. Vivian Slack-Smith received two (2) votes.

Accordingly, the General Manger as Returning officer declated Clr. Tommy Stanton duly elected to the office of the Mayor of Brewarrina Shire Council for the Mayoral term. Mayor, Clr. Stanton assumed the Chair and thanked the Councillors for their confidence and support in the role of Mayor.

4.3 DEPUTY MAYOR - ELECTION

PURPOSE

To elect the Deputy Mayor for the next 2 year office term from October 2024 through until October 2026.

RESOLVED 107/24

Moved: Cr Belinda Colless
Seconded: Cr Michael Pederson

1. That Council proceed to create the Office of Deputy Mayor, Brewarrina Shire Council and elect a Deputy Mayor.
2. That the period for which the Deputy Mayor is to be elected is the Mayoral Term.
3. That on the finalisation of the count all ballot papers, if applicable, be destroyed.

The MOTION upon being PUT to the MEETING was declared CARRIED

The General Manager as Returning Officer conducted the election by way of ordinary ballot, for the position of Deputy Mayor. The General Manager proceeded to invite nominations for the election of the office of Deputy Mayor for the Mayoral term. At the close of nominations, the General Manager advised that the following written nominations had been received;

- Clr. Vivian Slack-Smith nominated by Clr. Vivian Slack-Smith and Clr. Mark Brown;
- Clr. Belinda Colless nominated by Clr. Belinda Colless and Clr. Jason Morton;
- Clr. Angelo Pippas nominated by Clr. Mark Brown and Clr. Michael Pederson.

The General Manager announced that, as three (3) nominations were received, an initial round of voting will be held. The nominee with the fewest votes will be excluded, followed by a second round to determine the Deputy Mayor. The results of the first round were as follows;

- Clr. Vivian Slack-Smith received two (2) votes;
- Clr. Belinda Colless received two (2) votes;
- Clr. Angelo Pippas received five (5) votes.

As per the Office of Local Government Guidelines on the Election of Mayor and Deputy Mayor by Councillors, the General Manager advised that because the lowest number of votes were tied, Clr. Vivian Slack-Smith and Clr. Belinda Colless's names would be written on a slip of paper, folded and placed in the hat to be drawn, noting that the nominee whose name is drawn out will be excluded.

The General Manger conducted the draw and announced that Clr. Belinda Colless's name had been drawn, excluding her from the next round of voting.

The General Manager advised that there were now two candidates, Clr. Vivian Slack-Smith and Clr. Angelo Pippas.

The results of the second round of voting were as follows;

- Clr. Vivian Slack-Smith received five (5) votes;
- Clr. Angelo Pippas received four (4) votes.

Accordingly, the General Manager as Returning Officer declared Clr. Vivian Slack-Smith duly elected to the office of Deputy Mayor of Brewarrina Shire Council for the Mayoral term. Deputy Mayor, Clr. Slack-Smith thanked the Councillors for their confidence and support in the role of Deputy Mayor.

4.4 COMPOSITION OF COUNCIL COMMITTEES AND CONFIRMATION OF APPOINTMENT OF DELEGATES TO OTHER ORGANISATIONS**PURPOSE**

The purpose of this report is for Councillors to nominate their services to both internal and external Council Committees.

RESOLVED 108/24

Moved: Cr Douglas Gordon

Seconded: Cr Vivian Slack-Smith

- 1. That Council review and amend the list of delegates/alternates to its Internal Committees including Regional Advisory Groups.**
- 2. That the name of the “Plant Committee” be changed to the “Technical Services Committee” and the name of the “Tourism and Cultural Committee” be changed to the “Economic Development and Cultural Committee”.**
- 2. That having regard to any required changes, the listing of representatives and delegates be adopted and the revised listing, terms of reference and scope for the Technical Services Committee and Economic Development and Cultural Committee be circulated to Councillors at the next meeting; for consideration.**
- 3. That the Delegates to outside organisations be notified to those organisations together with appropriate contact details.**

The MOTION upon being PUT to the MEETING was declared CARRIED

ELECTION OF MEMBERS AND DELEGATES INTERNAL COMMITTEES:

Committee	Name of Councillors (Mayor – member all committees)	Council Officers	Quorum	Public Rep.
Aged Care	Clr. Angelo Pippos.	GM or delegate	2	4
Brewarrina General Cemetery Committee	Clr. Mark Brown, Clr. Trish Frail & Clr. Douglas Gordon.	UM	6	9
Plant Committee	All Councillors.	GM & TM	4	N/A
Tourism and Cultural Committee	Clr. Trish Frail, Clr. Vivian Slack-Smith & Clr. Belinda Colless.	GM & EDM	4	2
Traffic Committee	Clr. Jason Morton, Clr. Angelo Pippos & Clr. Michael Pederson (voting delegate)	TM	N/A	N/A
Audit Risk Improvement Committee (ARIC)	Clr. Belinda Colless (1 x independent Chair, 2 independent members)	N/A	N/A	N/A

APPOINTMENT OF DELEGATES TO EXTERNAL COMMITTEES:

Committee	Proposed Staff Delegate	Proposed Councillor Delegates	Councillor Delegate
Transport NSW Regional Consultative Committee	Transport Manager	Two Councillors	Clr. Michael Pederson & Clr. Jason Morton.
Western Alliance Councils	General Manager	Mayor or Deputy Mayor	Mayor Tommy Stanton & Deputy Mayor Vivian Slack-Smith.
Western Division Councils	General Manager	Mayor or Deputy Mayor	Mayor Tommy Stanton & Deputy Mayor Vivian Slack-Smith.
Border Region Organisation of Councils (BROC)	General Manager	Mayor	Mayor Tommy Stanton.
Murray Darling Association (MDA)	General Manager or Utilities Manager	Mayor and one alternate	Mayor Tommy Stanton & Clr. Trish Frail.
Big Sky Library	General Manager or Delegate	Councillor or alternate	Clr. Michael Pederson.
Local Emergency Management Committee (LEMC)	General Manager or Delegate	Mayor and General Manager is LEMC Chair	Mayor Tommy Stanton.
Western Regional Weeds Committee	CHB and delegate	One Councillor	Clr. Vivian Slack-Smith.
Heritage Committee	General Manager	One Councillor	Clr. Trish Frail & Clr. Mark Brown.
Regional Bushfire Committee	General Manager	One Councillor	Clr. Douglas Gordon.
Outback Arts	Economic Development Coordinator	One Councillor	Clr. Trish Frail.

4.5 DETERMINATION OF COUNCIL MEETING DATES**PURPOSE**

The purpose of this report is for Council to determine its ordinary meeting dates for the next 2 years (Mayoral Term).

RESOLVED 109/24

Moved: Cr Michael Pederson

Seconded: Cr Angelo Pippas

- 1. That Council determine the day and time of its Ordinary Council Meetings to be every fourth Tuesday at 10.00am, with the exception of December where Council would generally meet on the third Tuesday and then not meet in January.**
- 2. That public notice be given in relation to the proposed meeting schedule in accordance with Clause 232 of the Local Government (General) Regulation.**
- 3. That Council resolve to change submission deadline for public forum applications from Friday 4.00pm before the date on which the public forum is to be held, to the Monday 10.00am before the date on which the public forum is to be held.**

The MOTION upon being PUT to the MEETING was declared CARRIED

4.6 APPROVAL TO HOLD A COUNTBACK INSTEAD OF BY-ELECTION**PURPOSE**

To provide Council with the option of either a countback appointee or by-election in the event there is a resignation of Councillors within 18 months of the Election Day 14th September 2024.

RESOLVED 110/24

Moved: Cr Trish Frail

Seconded: Cr Vivian Slack-Smith

- 1. Pursuant to section 291A(1)(b) of the Local Government Act 1993 (the Act) Brewarrina Shire Council declares that casual vacancies occurring in the office of a councillor within 18 months after the last ordinary election of councillors for the Council on 14 September 2024 are to be filled by a countback of votes cast at that election for the office in accordance with section 291A of the Act and directs the general manager to notify the election manager of the Council's decision within 7 days of the decision.**

The MOTION upon being PUT to the MEETING was declared CARRIED

5 REPORTS FOR INFORMATION**5.1 COUNCILLOR INDUCTION AND TRAINING****PURPOSE**

To provide Council with an overview of Councillor Induction Training and Future professional development training.

RESOLVED 111/24

Moved: Cr Angelo Pippas

Seconded: Cr Trish Frail

1. That Council note and receive this report as information.
2. Highlight any future training needs of interest for professional development.

The MOTION upon being PUT to the MEETING was declared CARRIED

6 NOTICE OF MOTION / QUESTIONS WITH NOTICE

NIL.

7 CONFIDENTIAL MATTERS

NIL.

8 OPEN SESSION

NIL.

9 CONCLUSION OF MEETING

Meeting concluded at 11:22AM.

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:** 16th October 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 – AS AT 31 AUGUST 2024**

PURPOSE:

The purpose of this report is to present the reconciliation of Council's cashbook and bank statement as at 31 August 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 Aug 2024	
Cash book	
Opening Cashbook balance	128,676
Add: Receipts	9,201,157
Add: Recalled investments	2,000,000
Less: Payments	6,193,156
Less: Investments	5,000,000
Current Cashbook Balance	136,677
Council Operating Account	
Opening Statement Balance	128,676
Add: Receipts	9,054,331
Add: Recalled investment	2,000,000
Less: Payments	6,046,331
Less: Investments	5,000,000
Current Statement Balance	136,677
Add: Unpresented Receipts	
Less: Unpresented Payments	-
Reconciliation Balance	136,677
Difference	

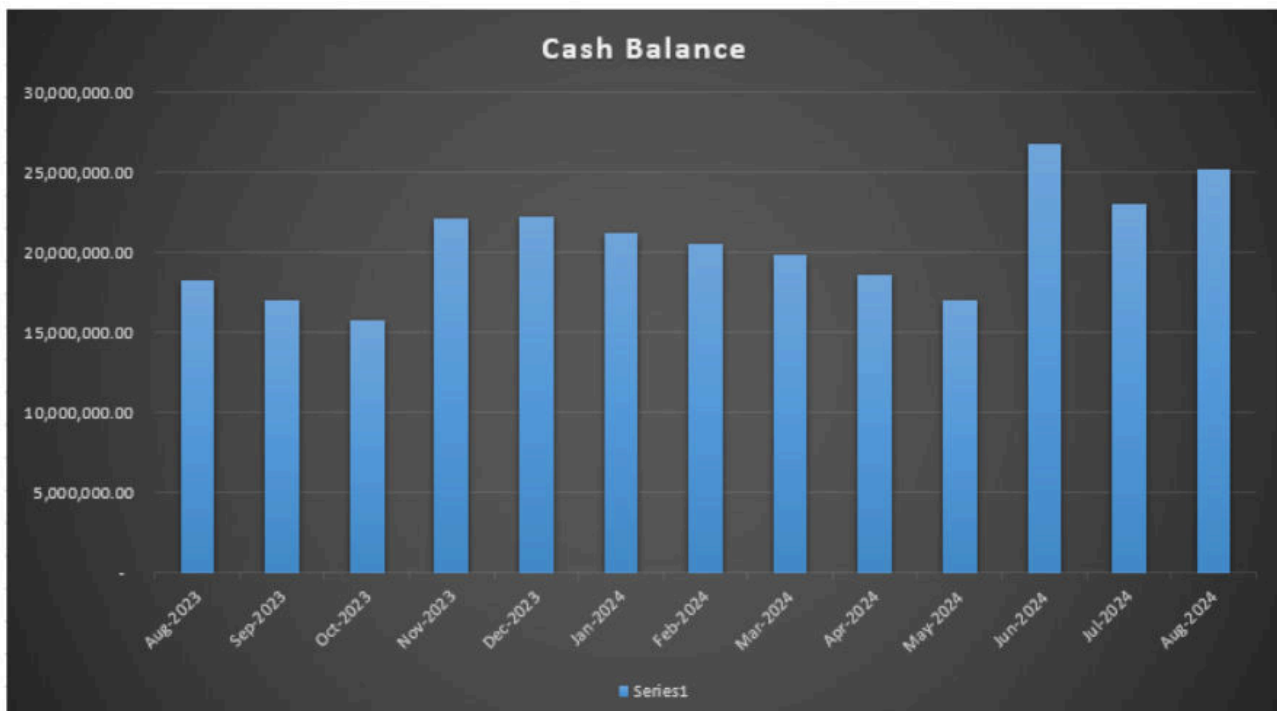
2. INVESTMENTS - AS AT 31 AUGUST 2024

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.

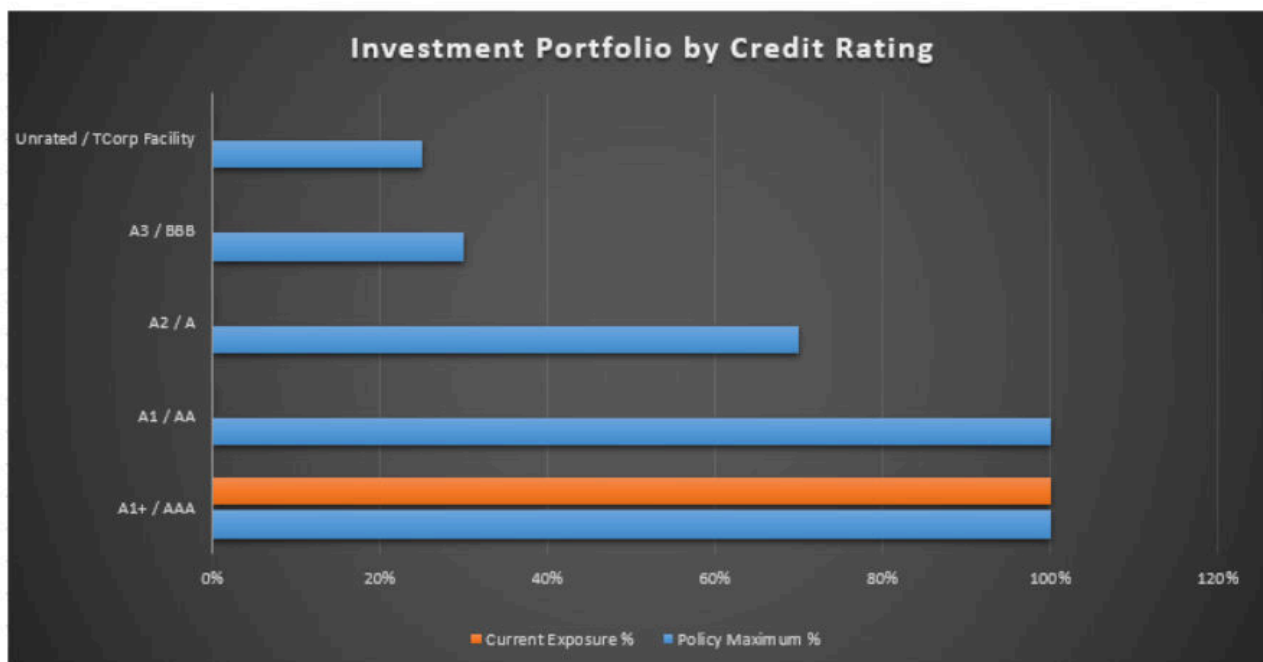
a) Council Investments as at 31 Aug 2024

	Cash Working A/C	Amount	Credit rating	Date Lodged	Maturity date	Term (Days)	Rate
	CBA Operating A/C	136,677	A1+ / AAA	n/a	n/a	at call	0.25%
	CBA BOS Account	1,560,000	A1+ / AAA	n/a	n/a	at call	4.35%
		1,696,677					
Ref	Term Deposits < 12 Months						
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	28/08/24	22/01/2025	147	4.95%
91	NAB	1,500,000	A1+ / AAA	21/08/24	2/01/2025	134	5.00%
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%
102	NAB	1,000,000	A1+ / AAA	13/08/24	20/11/2024	99	4.96%
103	NAB	1,000,000	A1+ / AAA	13/08/24	4/12/2024	113	4.97%
104	NAB	1,000,000	A1+ / AAA	21/08/24	8/01/2025	140	4.97%
105	NAB	1,000,000	A1+ / AAA	21/08/24	15/01/2025	147	4.98%
106	NAB	1,000,000	A1+ / AAA	28/08/24	5/02/2025	161	5.00%
		23,500,000					
	Total Short Term	25,196,677					



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

S&P Rating (or equivalent)	Policy Maximum %	Current Exposure %	Current Investment \$
A1+ / AAA	100%	100.00%	25,196,677
A1 / AA	100%	0.00%	-
A2 / A	70%	0.00%	-
A3 / BBB	30%	0.00%	-
Unrated / TCorp Facility	25%	0.00%	-
Total Cash			25,196,677



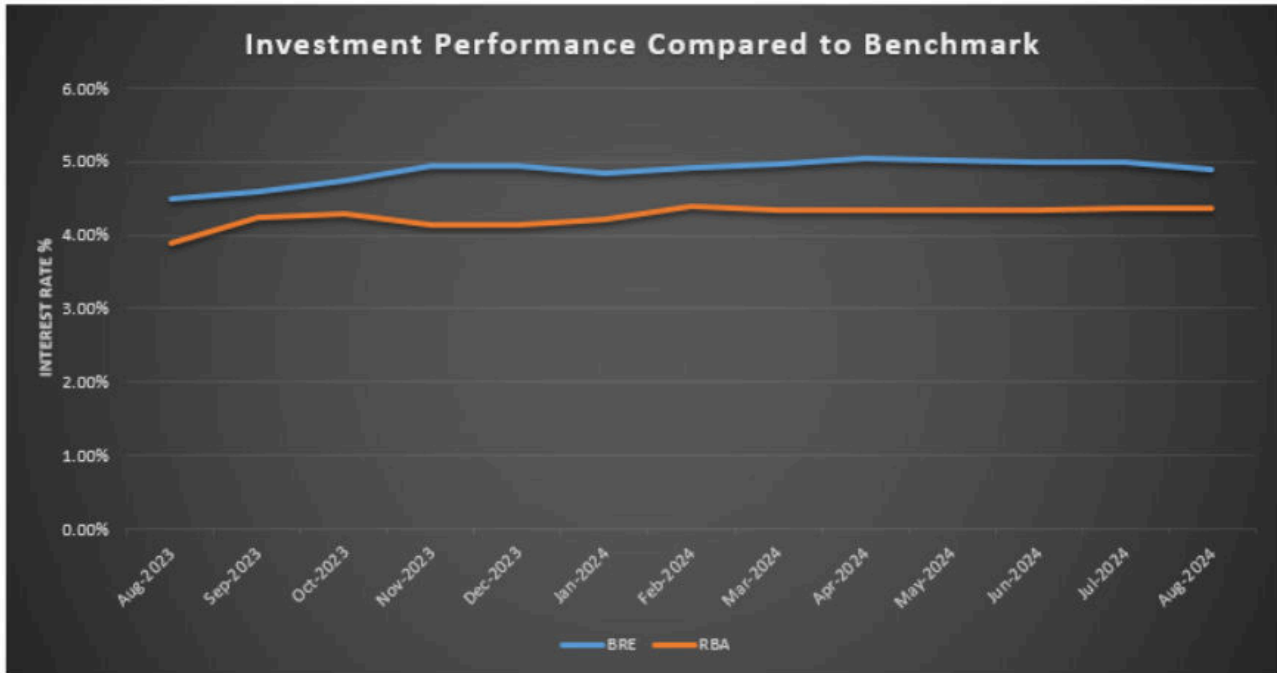
c) Exposure to a Single Institution as at 31 Aug 2024

Institution	S&P Rating	Policy Maximum %	Current Exposure %	Current Investment \$
NAB	A1+ / AAA	100%	93.27%	23,500,000
CBA	A1+ / AAA	80%	6.73%	1,696,677
Macquarie	A1/A+	30%	0.00%	-
TCorp	unrated	25%	0.00%	-
Total Cash			100.00%	25,196,677

d) Investment Portfolio Performance as at 31 Aug 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%	4.38%
3 month average	5.05%	4.41%
6 month average	5.01%	4.39%
12 month average	4.98%	4.34%



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

BANK RECONCILIATION – AS AT 30 SEPTEMBER 2024**PURPOSE:**

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

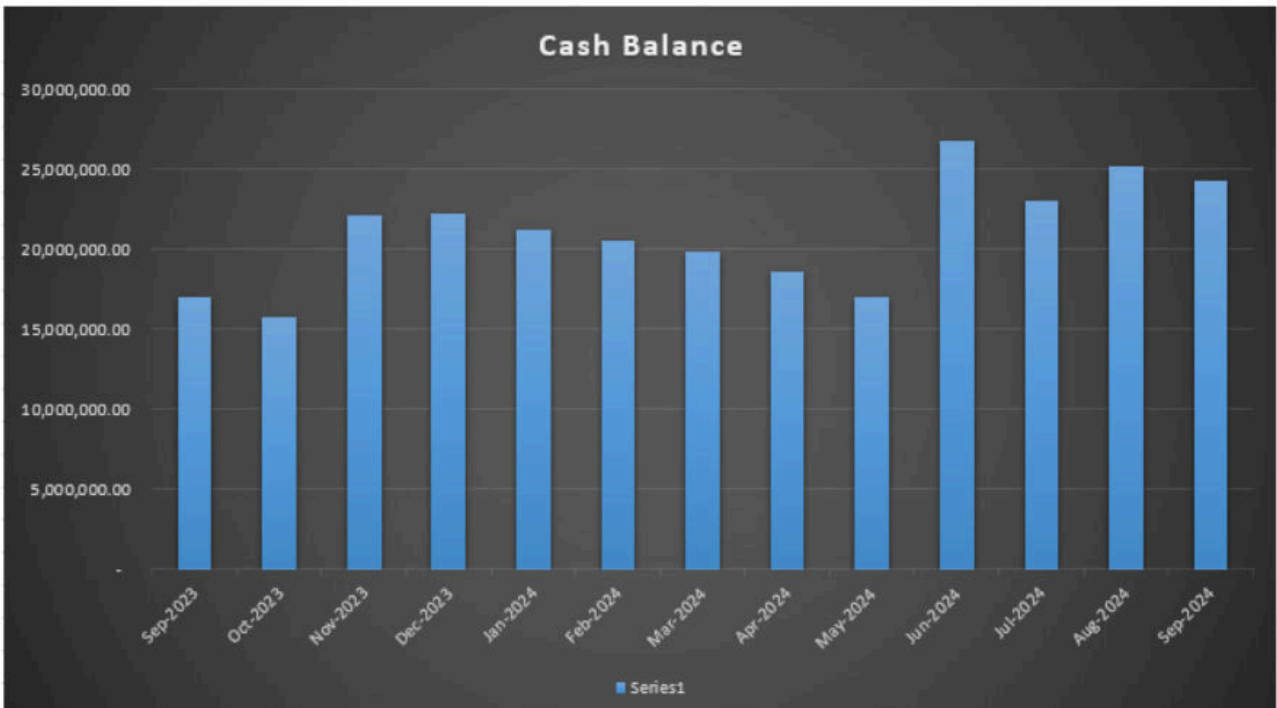
Bank Reconciliation for 30 Sept 2024	
Cash book	
Opening Cashbook balance	136,677
Add: Receipts	2,697,556
Add: Recalled investments	-
Less: Payments	2,809,188
Less: Investments	-
Current Cashbook Balance	25,045
Council Operating Account	
Opening Statement Balance	136,677
Add: Receipts	2,697,548
Add: Recalled investment	-
Less: Payments	2,809,180
Less: Investments	-
Current Statement Balance	25,045
Add: Unpresented Receipts	
Less: Unpresented Payments	-
Reconciliation Balance	25,045
Difference	

3. INVESTMENTS - AS AT 30 SEPTEMBER 2024**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.

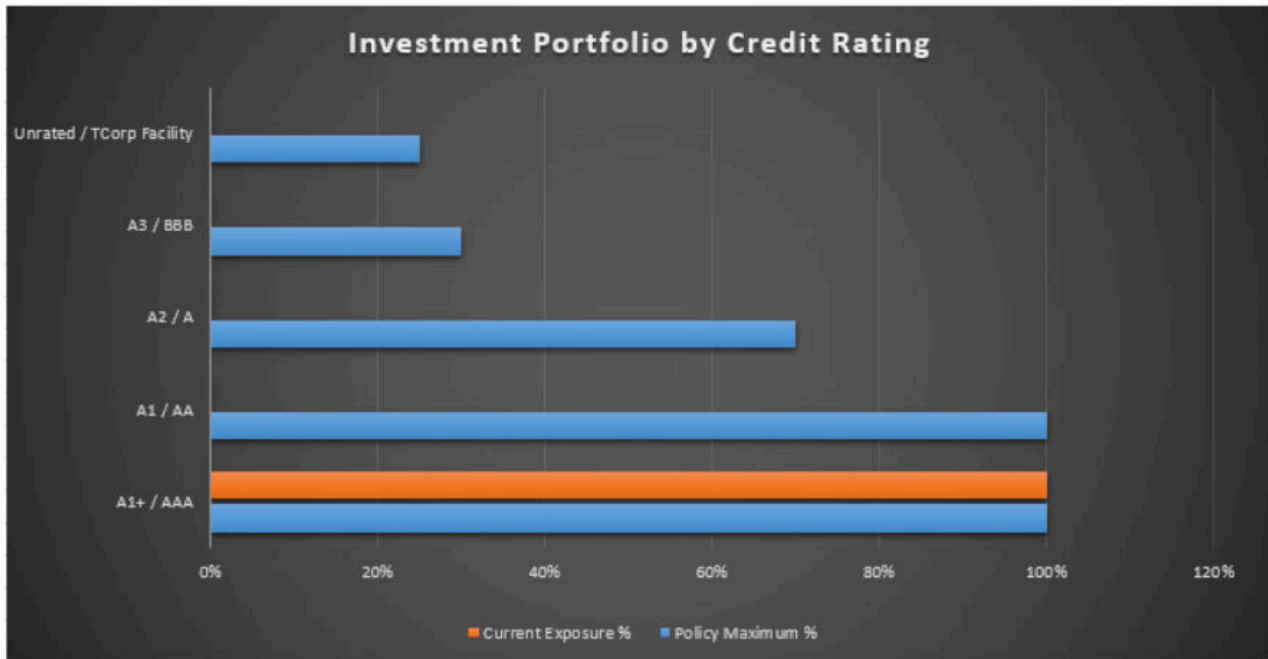
a) Council Investments as at 30 Sept 2024

	Cash Working A/C	Amount	Credit rating	Date Lodged	Maturity date	Term (Days)	Rate
	CBA Operating A/C	25,045	A1+ / AAA	n/a	n/a	at call	0.25%
	CBA BOS Account	705,000	A1+ / AAA	n/a	n/a	at call	4.35%
		730,045					
Ref	Term Deposits < 12 Months						
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	28/08/24	22/01/2025	147	4.95%
91	NAB	1,500,000	A1+ / AAA	21/08/24	2/01/2025	134	5.00%
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%
102	NAB	1,000,000	A1+ / AAA	13/08/24	20/11/2024	99	4.96%
103	NAB	1,000,000	A1+ / AAA	13/08/24	4/12/2024	113	4.97%
104	NAB	1,000,000	A1+ / AAA	21/08/24	8/01/2025	140	4.97%
105	NAB	1,000,000	A1+ / AAA	21/08/24	15/01/2025	147	4.98%
106	NAB	1,000,000	A1+ / AAA	28/08/24	5/02/2025	161	5.00%
		23,500,000					
	Total Short Term	24,230,045					



b) Investment Exposure by Credit Rating Type as at 30 Sept 2024

S&P Rating (or equivalent)	Policy Maximum %	Current Exposure %	Current Investment \$
A1+ / AAA	100%	100.00%	24,230,045
A1 / AA	100%	0.00%	-
A2 / A	70%	0.00%	-
A3 / BBB	30%	0.00%	-
Unrated / TCorp Facility	25%	0.00%	-
Total Cash			24,230,045



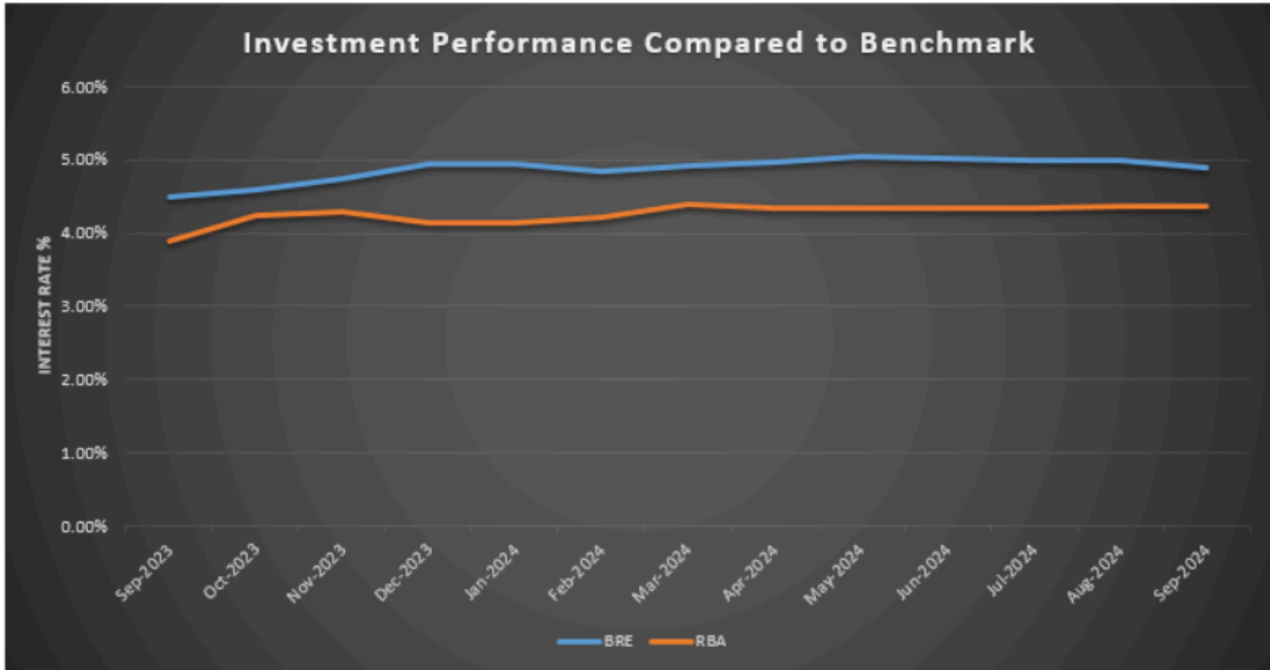
c) Exposure to a Single Institution as at 30 Sept 2024

Institution	S&P Rating	Policy Maximum %	Current Exposure %	Current Investment \$
NAB	A1+ / AAA	100%	96.99%	23,500,000
CBA	A1+ / AAA	80%	3.01%	730,045
Macquarie	A1/A+	30%	0.00%	-
TCorp	unrated	25%	0.00%	-
Total Cash			100.00%	24,230,045

d) Investment Portfolio Performance as at 30 Sept 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%	4.42%
3 month average	5.08%	4.42%
6 month average	5.02%	4.40%
12 month average	4.99%	4.36%



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 DOMESTIC VIOLENCE LEAVE POLICY**DOC REF:****REPORT BY:** Tara Byrnes, Human Resources**AUTHORISER:** David Kirby, General Manager**DATE:** 17th October 2024**IP&R REFERENCE:**

Objective 5.2.3 Effective staff training and development processes inplace

PURPOSE

The purpose of this report is to present the Domestic Violence Leave Policy for Council's approval. The policy is designed to support employees who are affected by domestic violence by providing clear guidance on leave entitlements as per the Local Government (State) Award 2023.

RECOMMENDATION

That Council adopt the Domestic Violence Leave Policy.

EXECUTIVE SUMMARY

The Domestic Violence Leave Policy has been developed to support employees experiencing domestic violence by providing paid leave, and flexible support arrangements and services. This policy aligns with current legislation and Council's commitment to the wellbeing and safety of our employees. The policy ensures compliance with provisions of Fair Work Act 2009 (Cth) and the Local Government (State) Award 2023, and formalises Council's approach to handling these sensitive matters.

The Policy provides clear guidance for managers and staff on leave entitlements and flexible support options for those affected by domestic violence, while ensuring strict confidentiality and assistance through both Council and the Employee Assistance Program (EAP) providers.

CONTENT

The policy recognises the impact domestic violence can have on employees' lives, affecting their safety, wellbeing, and financial security. This policy aims to provide guidance and support through leave entitlements, flexible working arrangements, and access to confidential services.

This policy applies to all permanent full-time, part-time, temporary, and casual employees. It ensures that affected employees can access up to 10 days of paid leave per year (not accumulative year to year).

Key Features:

- Paid Leave - 10 days of paid leave for medical, legal, and counselling appointments, caring obligations as well as court appearances.
- Flexible Working Arrangements - Options will be considered on a case by case basis to help employees deal with the impact of domestic violence.
- Confidentiality - Strict guidelines ensure that sensitive information is kept confidential unless disclosure is necessary to prevent harm.

- Support Services - The Employee Assistance Program (EAP) provides free, accessible and confidential counselling services to affected employees.

GOVERNANCE IMPLICATIONS

The Domestic Violence Leave Policy complies with the following legislative frameworks:

- Subdivision CA of Division 7 of Part 2-2 of the Fair Work Act 2009 (Cth)
- Privacy and Personal Information Protection Act 1998 (NSW)
- Government Information (Public Access) Act 2009 (NSW)
- Local Government (State) Award 2023

Managers and supervisors are responsible for application of the policy, maintaining confidentiality, and providing access to flexible arrangements, where required. The General Manager and Human Resources are tasked with ensuring the policy is understood and applied fairly across Council.

FINANCIAL IMPLICATIONS

Financial impact due to the provision of paid domestic violence leave. Entitlements are in line with Subdivision CA of Division 7 of Part 2-2 of the Fair Work Act 2009 (Cth) which forms part the Local Government (State) Award 2023, Clause 23 - Leave Provision m: Paid Family and Domestic Violence Leave. The entitlements are part of Council's existing obligations, and the Employee Assistance Program (EAP) is currently already funded within the current HR budget. As such, the overall financial impact is expected to be manageable and in accordance with Council's operational provisions.

CONCLUSION

The Domestic Violence Leave Policy ensures that Council is well positioned to support employees experiencing domestic violence through clear policy and associated leave provisions, flexible work options, and access to confidential assistance through the Employee Assistance Program (EAP).

The policy aligns with Council's obligations under the Local Government (State) Award 2023 and relevant legislations.

ATTACHMENTS

1. **Domestic Violence Leave Policy**

Brewarrina Shire Council Corporate Policy
Policy Number: HR1/2

Domestic Violence Leave Policy

Version: 1; Adopted: 29 Oct 2024 (TBA)



1. Intent

This policy aims to recognise the impact that domestic violence can have on the lives of those that experience such abuse, including on their working lives and financial security.

Council acknowledges that domestic violence can affect an employee's safety, wellbeing, and ability to perform their duties. As such, this policy seeks to provide clear guidance on the support available to employees who are experiencing domestic violence, including leave entitlements, flexible working arrangements, and confidentiality provisions.

The objective of this policy is to provide information and guidance on a range of leave provisions and related payments in accordance with the Local Government (State) Award (the Award) and/or Council provisions.

2. Scope

This policy applies to all permanent full-time, part-time, temporary and casual employees.

This Policy does not form part of any employee's contract of employment. Nor does it form part of any other contractors' contract for service.

3. Framework

Council is committed to supporting employees who are experiencing domestic violence through the following mechanisms:

- Provision of 10 days each 12 month period of paid leave entitlements to allow employees to attend medical, legal, or counselling appointments, as well as court appearances.
- Flexible working arrangements that take into account the personal circumstances of employees experiencing domestic violence.
- Access to confidential support services, including counselling through the Employee Assistance Program (EAP).

Council defines domestic violence as an abuse of power perpetrated by a partner or following separation in an intimate relationship. This abuse often manifests as a pattern of behaviour aimed at controlling the partner through fear. Domestic violence can take many forms, including, but not limited to, physical assault, emotional abuse, sexual abuse, financial exploitation, and economic deprivation.

In supporting employees, Council recognises that each case of domestic violence is unique, and responses will be tailored to meet the individual needs of affected employees.

Where an employee is returning to work after leave due to domestic violence related issues, employees are encouraged to speak with their immediate supervisor or manager and/or Human Resources regarding any on-going safety concerns.

Employees that have identified a risk to their safety or to that of their colleagues in the workplace are encouraged, in conjunction with their manager, to develop a workplace domestic violence safety plan, or to review a safety plan which was previously in place (if one already existed).

Council does not tolerate domestic violence being perpetrated in or from the workplace.

Any employee who threatens, harasses or abuses a family or household member at, or from the workplace may be subject to disciplinary action.

If an employee is observed or suspected of perpetrating domestic violence from the workplace, managers have a responsibility to take appropriate management action.

4. Accountabilities

4.1. GENERAL MANAGER

- Ensure the policy framework promotes and supports the objectives of this policy.
- Ensure managers and supervisors apply this policy consistently within their areas, ensuring appropriate support is offered to employees affected by domestic violence.

4.2. MANAGERS AND SUPERVISORS

- Understand this policy and its associated procedures.
- Make available education, information and support available to employees regarding this policy and its associated procedures.
- Apply this policy and its associated procedure fairly, reasonably and consistently, including considering requests for leave, or flexible work arrangements
- Ensuring associated documentation is accurate and complete and monitoring leave of employees to ensure leave usage is managed appropriately.
- Maintain strict confidentiality around any disclosures of domestic violence, except where disclosure is necessary to prevent or lessen a threat to life or health.
- Offer assistance to employees by referring them to support mechanisms such as the Employee Assistance Program and by facilitating flexible work arrangements where appropriate.

4.3. EMPLOYEES

- Understand this policy and its associated procedure.
- Genuinely and respectfully engage with the leave or flexible work arrangement process, keeping open communication with management where necessary.
- Genuinely and respectfully participate in the leave process, including considering the broader impact of the request and work collaboratively with management in requesting leave.
- Seek information, guidance and support through the appropriate channels, including Human Resources or the Employee Assistant Program (EAP), if experiencing domestic violence.

4.4. HUMAN RESOURCES

- Provide guidance and support to employees and management regarding the implementation of this Policy.
- Ensure confidentiality is maintained in accordance with applicable legislation. No confidential information regarding domestic violence will be stored on an employee's personal file without employee written consent.
- Assist managers in reviewing and considering leave requests and flexible work arrangements.

4.5. PAYROLL

- Administer the process with respect to payment of leave and record keeping.



5. Linkages

5.1. APPLICABLE LEGISLATION

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

- Fair Work Act 2009 (Cth)
- Privacy and Personal Information Protection Act 1998
- Government Information (Public Access) Act 2009
- Local Government (State) Award 2023

5.2. RELATED POLICIES AND PROCEDURES

Please refer to the following policies/procedures:

- Leave Procedure
- Leave Policy
- Respect at Work Policy
- Work Health and Safety Policy
- Flexible Work Arrangement Procedure

6. Review

This policy will be reviewed every three 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.

6.1. POLICY AMENDMENTS

Version	Date Approved	Resolution No	Description of Changes



7. Appendix

7.1. COUNCIL PROVISIONS

EMPLOYEE ASSISTANCE PROGRAM	<p>The Employee Assistance Program (EAP) provides confidential counselling and support services for employees who are experiencing domestic violence. Employees are encouraged to contact the EAP to seek assistance in addressing personal challenges and improving their health and wellbeing.</p> <p>Council's EAP service can be contacted through Associated Employee Assistance Providers on 02 8007474 or via employeeassistance.com.au.</p>
DOMESTIC VIOLENCE	<p>Behaviours that can be exhibited in domestic violence can include but is not limited to threats, physical assault, emotional abuse, sexual abuse, financial exploitation, humiliation, Coercive control and economic deprivation.</p> <p>An employee is not considered to be experiencing domestic violence if they have been the victim of violence from someone who is not intimately known to them.</p>
CONFIDENTIALITY	<p>Where an employee discloses to Council that they are experiencing domestic violence and such information is personal/confidential, the information will be managed in accordance with applicable legislation, including but not limited to the Privacy and Personal Information Protection Act 1998 and the Government Information (Public Access Act 2009).</p> <p>Without limiting the forgoing, confidential information which discloses that an employee is experiencing domestic violence will be kept confidential, provided that the Council may disclose the information if it believes on reasonable grounds that the disclosure is necessary to obtain advice and/or to prevent or lessen a threat to the life or health of the individual concerned or another person.</p>
COUNCIL LEAVE FORM	<p>Taking of leave requires leave form completion.</p>
PAID FAMILY AND DOMESTIC VIOLENCE LEAVE	<p>Subdivision CA of Division 7 of Part 2-2 of the Fair Work Act 2009 (Cth) forms part of the Local Government (State) Award and is applicable in the following way:</p> <ul style="list-style-type: none"> • Division 2A of Part 6-3 of the Fair Work Act 2009 (Cth) extends federal entitlements to family and domestic leave to all employers/employees, including NSW local government employers/employees. • Under the Fair Work Act 2009 (Cth) all employees can access 10 days of paid family and domestic violence leave during each 12 month period of employment. <p>This includes part-time and casual employees.</p> <p>The entitlement does not accumulate from year to year</p>

7.3 CHRISTMAS CLOSURE 2024**DOC REF:****REPORT BY:** David Kirby, General Manager**AUTHORISER:****DATE:** 20th October 2024**IP&R REFERENCE:**

Objective 1.1.2 Maintain high levels of community cohesion and community spirit

PURPOSE

To provide Council with a report relating to the proposed Christmas/New Year shutdown period.

RECOMMENDATION

1. That Council allocates to Indoor Staff 7 Concessional Leave Days for the Christmas and New Year 2024/2025 closure period; and
2. Council supports the closure of Council offices from 12noon Friday 20th December 2024 to 9.00am Monday 6th January 2025

CONTENT

The HR Salary & Leave Policy, Clause 1.6.15 states:

'The Award does not have specific provisions relating to Christmas and New Year concessional leave.'

Council has a tradition of granting permanent indoor staff special leave between Christmas and the New Year in lieu of unpaid overtime worked throughout the year, with the balance being made up of annual leave and rostered days off. Outdoor staff are not granted any special leave as they are paid for any non-emergency overtime throughout the year.

The office is normally closed between Christmas and New Year with skeleton outdoor staff on duty for any emergencies that may arise.

The General Manager has the authority to approve Christmas/New Year Concessional Leave.'

As per policy, the General Manager can approve two days and a request to Council for consideration for any extra days of concessional leave. Traditionally, the Council has awarded Council indoor employees the working days between Boxing Day and New Year's Day as additional time off, with full pay, in lieu of unpaid overtime.

Outdoor staff are paid 76 hours per fortnight and are entitled to overtime however, indoor staff are paid 70 hours per fortnight and cannot claim any paid overtime hence the gratis days granted by Council during the Christmas/New Year Period.

Western Alliance General Managers from the 14 Councils across the region have had a discussion to try align the shutdown period dates across the Alliance footprint and have proposed the following which equates to 7 days gratis leave;

- **Closure from Midday (12pm) Friday 20th December 2024**

- **Reopen 9.00am Monday 6th January 2025**

Council indoor staff understand that each year fluctuates where some shut down periods are longer than others, and this years is a total of 7 days.

GOVERNANCE IMPLICATIONS

This is an over award entitlement that recognises the unpaid overtime that is worked by indoor staff on occasions throughout the year.

CONCLUSION

1. That Council allocates to Indoor Staff 7 Concessional Leave Days for the Christmas and New Year 2024/2025 closure period; and
2. Council supports the closure of Council offices from 12noon Friday 20th December 2024 to 9.00am Monday 6th January 2025.

ATTACHMENTS

Nil

7.4 DELEGATIONS - MAYOR, DEPUTY MAYOR & GENERAL MANAGER**DOC REF:****REPORT BY:** David Kirby, General Manager**AUTHORISER:****DATE:** 20th October 2024**IP&R REFERENCE:**

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

PURPOSE

To implement formal delegations to the Mayor, Deputy Mayor and General Manager as of the 29th October 2024.

RECOMMENDATION

1. That Policy No HR1/28 being Mayoral, Deputy Mayor & General Manager Delegations be adopted.
2. That Council delegates to the Mayor, Deputy Mayor & General Manager the delegations as detailed in attached Policy document numbered HR1/28.

CONTENT

The purpose of this report is to present to Council the updated "Delegation of Authority to Mayor, Deputy Mayor, and General Manager" policy, reflecting the appointments of Councillor Thomas Stanton as Mayor, Councillor Vivian Slack-Smith as Deputy Mayor, and David Kirby as General Manager. The report also outlines the incorporation of recent legislative changes under the NSW Local Government Act 1993 and related regulations.

Background

Brewarrina Shire Council's existing "Delegation of Authority" policy, outlines the specific powers and responsibilities delegated to the Mayor, Deputy Mayor, and General Manager. Following recent changes in Council leadership and updates to relevant legislation, it is necessary to review and amend the policy to ensure it remains compliant and reflects the current organisational structure.

Key Changes

The updated policy reflects the following key changes:

- **Appointments** - The new policy recognises Councillor Thomas Stanton as Mayor, Councillor Vivian Slack-Smith as Deputy Mayor, and David Kirby as General Manager. All delegations have been formally assigned to these roles.

- **Legislative Updates** - Recent changes to the NSW Local Government Act 1993 and other applicable laws have been integrated, including updates regarding financial transparency, emergency expenditure limits, and governance.
- **Delegation Powers** - The delegated authorities to the Mayor, Deputy Mayor, and General Manager have been updated to reflect current operational needs, ensuring efficiency in decision-making and the ability to respond effectively to community needs.

Details of the Delegations

1. **Mayor (Councillor Thomas Stanton)** - The Mayor is delegated powers under Section 226 of the Local Government Act 1993, including chairing Council meetings, providing policy leadership, and representing the community in civic and ceremonial roles. The Mayor is authorised to expend up to \$50,000 in times of emergency and is responsible for promoting Council's strategic goals.
2. **Deputy Mayor (Councillor Vivian Slack-Smith)** - The Deputy Mayor is authorised to act in the Mayor's stead when required and to exercise all functions of the Mayor, including the execution of documents and representing the Council in formal engagements.
3. **General Manager (David Kirby)** - The General Manager is responsible for the day-to-day operations of the Council, implementation of Council decisions, staff management, and financial oversight. Delegations are consistent with Section 335 of the Local Government Act 1993, which outlines the General Manager's statutory responsibilities.

Conclusion

The proposed update to the "Delegation of Authority to Mayor, Deputy Mayor, and General Manager" policy ensures that Brewarrina Shire Council's governance framework is aligned with its current leadership and legislative requirements. It provides clear, updated guidance on the roles and responsibilities of the Council's executive leadership.

GOVERNANCE IMPLICATIONS

The revised policy complies with the following sections of the **Local Government Act 1993**:

- **Section 226**: The role and authority of the Mayor.
- **Section 377**: The general delegation of powers by Council.
- **Section 378**: Delegations by the General Manager.
- **Section 379**: Delegation of regulatory functions.

FINANCIAL IMPLICATIONS

There are no significant financial implications associated with the updated policy. The emergency expenditure limit for the Mayor remains capped at \$50,000, subject to reporting requirements. All other financial delegations are in line with Council's budget and financial management framework.

CONCLUSION

3. That Policy No HR1/28 being Mayoral, Deputy Mayor & General Manager Delegations be adopted.

4. That Council delegates to the Mayor, Deputy Mayor & General Manager the delegations as detailed in attached Policy document numbered HR1/28.

ATTACHMENTS

1. **Delegation Policy HR1/28**



Council Policy Manual

DELEGATION OF AUTHORITY TO MAYOR, DEPUTY MAYOR AND GENERAL MANAGER

Policy, procedure protocol	
Document version	9
Policy number	HR1/28
Obsolete Number	2/2.5/3 2/2.5/4
Keyword classification	
Adoption date	29 th October 2024
Resolution	TBA
Review due date	
Date revoked	Each council must review all its delegations during the first 12 months of each term of office.
Documents superseded	
Related Documents	
Relevant delegations	
Responsible officer	Human Resources



Council Policy Manual

The relevant provisions of the Local Government Act 1993 are set out below:

Section 377 General power of the council to delegate

1. A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council, other than the following:
 - a. the appointment of a general manager,
 - b. the making of a rate,
 - c. a determination under section 549 as to the levying of a rate,
 - d. the making of a charge,
 - e. the fixing of a fee,
 - f. the borrowing of money,
 - g. the voting of money for expenditure on its works, services or operations,
 - h. the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),
 - i. the acceptance of tenders which are required under this Act to be invited by the council,
 - j. the adoption of an operational plan under section 405, Local Government Act 1993 No 30
 - k. the adoption of a financial statement included in an annual financial report,
 - l. a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,
 - m. The fixing of an amount or rate for the carrying out by the council of work on private land,
 - n. the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work,
 - o. the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979,
 - p. the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194,
 - q. a decision under section 356 to contribute money or otherwise grant financial assistance to persons,
 - r. a decision under section 234 to grant leave of absence to the holder of a civic office,
 - s. the making of an application, or the giving of a notice, to the Governor or Minister,



Council Policy Manual

- t. this power of delegation,
 - u. any function under this or any other Act that is expressly required to be exercised by resolution of the council.
2. A council may, by resolution, sub-delegate to the general manager or any other person or body (not including another employee of the council) any function delegated to the council by the Director-General except as provided by the instrument of delegation to the council.

Section 378 Delegations by the general manager

- 1. The general manager may delegate any of the functions of the general manager, other than this power of delegation.
- 2. The general manager may sub-delegate a function delegated to the general manager by the council to any person or body (including another employee of the council).
- 3. Subsection (2) extends to a function sub-delegated to the general manager by the council under section 377 (2).

Section 379 Delegation of regulatory functions

- 1. A regulatory function of a council under Chapter 7 must not be delegated or sub-delegated to a person or body other than:
 - a. a committee of the council of which all the members are councillors or of which all the members are either councillors or employees of the council, or
 - b. an employee of the council, or
 - c. a county council.
- 2. A regulatory function of a county council under Chapter 7 must not be delegated or sub-delegated to a person or body other than:
 - a. a committee of the county council of which all the members are members of the county council or of which all the members are either members of the county council or employees of the county council, or
 - b. an employee of the county council, or
 - c. a council.
- 3. However, if:
 - a. a regulatory function is delegated to a county council, the function may be delegated to the general manager and by the general manager to an employee of the county council, or
 - b. a regulatory function is delegated to a council, the function may be delegated to the general manager and by the general manager to an employee of the council.



Council Policy Manual

DELEGATION OF AUTHORITY TO MAYOR

1. ROLE OF THE MAYOR

Section 226 of the Local Government Act 1993, defines the role of the Mayor, and is:

- i. to exercise, in cases of necessity, the policy making functions of the Governing Body of the Council between meetings of the Council;
- ii. to exercise such other functions of the Council as the Council determines;
- iii. to preside at meetings of the Council; and
- iv. to carry out the civic and ceremonial functions of the mayoral office.

2. DELEGATIONS OF AUTHORITY TO THE MAYOR

In accordance with Section 377 of the Local Government Act 1993, Brewarrina Shire Council hereby delegates to the Mayor, Councillor Thomas Stanton, the authority to exercise the additional powers, functions, duties and authorities specified as follows:

This instrument of delegation shall commence on the 29th October 2024, and remain in force until otherwise amended or revoked.

I hereby accept this Delegation of functions and the associated authority and accountability.

.....

COUNCILLOR THOMAS STANTON

MAYOR

Delegations to the Mayor

- 1. To carry out any function conferred on and duty imposed on the Mayor under any Act, regulation, or Council resolution.
- 2. To carry out the general supervision and direction of the General Manager including approving any application for leave and variation of the structure of the General Managers contract.
- 3. To affix the Common Seal of Council in conjunction with the General Manager or Deputy Mayor to any necessary document pursuant to or consequent upon any decision of Council.
- 4. To respond to media publicity on Council matters and to issue media releases and make statements to the media on behalf of Council.
- 5. To approve attendance by elected members at conferences, seminars and congresses within budget provisions.



Council Policy Manual

6. To spend up to \$50,000 in times of emergency, subject to details of the work so authorised being referred to the next ordinary meeting of Council for its information.
7. To issue references under Council letterhead.
8. To promote the area of Council through representations, delegations, functions and personal approaches.
9. To invite any group or individual to address any committee or Council meeting.
10. To authorise release of Council plant and other resources to assist fire fighting and emergency work.
11. To provide civic receptions or similar recognition as deemed appropriate

End of Delegation

DELEGATION OF AUTHORITY TO DEPUTY MAYOR

SECTION 377 LOCAL GOVERNMENT ACT 1993

In accordance with Section 377 of the Local Government Act 1993, Brewarrina Shire Council hereby delegates to the Deputy Mayor, Councillor Vivian Slack-Smith authority to exercise any function, power, duty and authority of the Mayor at the request of the Mayor or if the Mayor is prevented by illness, absence or otherwise from exercising the function, power, duty and authority, or if there is a casual vacancy in the Office of Mayor.

This instrument of delegation shall commence on the 29th October 2024, and remain in force until otherwise amended or revoked.

I hereby accept this Delegation of functions and the associated authority and accountability.

.....

COUNCILLOR VIVIAN SLACK-SMITH

DEPUTY MAYOR

Delegations to the Deputy Mayor

1. To carry out the statutory functions of the Mayor and exercise the delegations conferred upon the Mayor whenever the Mayor is absent from the Council area or is otherwise unable to carry out his/her duties.



Council Policy Manual

2. To affix the Common Seal of Council in conjunction with the Mayor or General Manager to any necessary document pursuant to or consequent upon any decision of Council.
3. To issue references under Council letterhead.

End of Delegation

DELEGATION OF AUTHORITY TO GENERAL MANAGER

SECTION 377 LOCAL GOVERNMENT ACT 1993

1. FUNCTIONS OF THE GENERAL MANAGER

In accordance with Section 335 of the Local Government Act, 1993, the General Manager shall be generally responsible for the efficient and effective operation of the Council's organisation and for ensuring the implementation, without undue delay, of decisions of the Council. The General Manager shall have the following particular functions:-

- i. the day-to-day management of the Council;
 - ii. to exercise such of the functions of the Council as are delegated by the Council to the General Manager;
 - iii. to appoint staff in accordance with an organisation structure and resources approved by the Council. (The General Manager may appoint or dismiss Senior Staff only after consultation with the Council);
 - iv. to direct and dismiss Staff;
 - v. To write off amounts not exceeding \$1,000 where appropriate circumstances exist; and
 - vi. to implement the Council's equal employment opportunity management plan.
- ##### 2. DELEGATIONS OF AUTHORITY TO THE GENERAL MANAGER

Brewarrina Shire Council in order to provide for the expedient exercise of its powers and duties and the efficient management of its business and responsibilities hereby delegates to in accordance with the provisions Section 377 of the Local Government, 1993, David Kirby, the employee of the Council in whom the Council has vested the function of GENERAL MANAGER, the authority to exercise the powers, functions duties and responsibilities arising from legislation specified in schedule 1 below, subject to the limitations in Schedule 2, below

Schedule 1

The powers, functions, duties and authorities of the Council as specified in:

- i. the Local Government Act and Regulations, and



Council Policy Manual

- ii. all other Acts and Regulations under which Council has powers, authorities, duties and functions

Schedule 2

1. Limitations arising from the provisions of the Local Government Act 1993 and all other legislation relevant to this delegation of authority.
2. All resolutions from time to time of Council directing the General Manager from time to time in the exercise of any powers, authorities, duties and functions."

This instrument of delegation shall commence on the 29th October 2024, and remain in force until otherwise amended or revoked.

I hereby accept this Delegation of functions and the associated authority and accountability.

.....

Mr David Kirby

General Manager

End of Delegation

7.5 COUNCIL COMMITTEES**DOC REF:****REPORT BY:** David Kirby, General Manager**AUTHORISER:****DATE:** 20th October 2024**IP&R REFERENCE:**

Objective 5.1: A community that partners with Council in decision making

PURPOSE

To provide Council with the updated changes to the Plant Committee and Tourism Committee with respective name changes to Technical Committee, Economic Development Committee & Cultural Committee.

RECOMMENDATION

- 1. The name of the "Plant Committee" be changed to the "Technical Services Committee."**
- 2. The name of the "Tourism & Cultural Committee" be changed to the "Economic Development and Culture Committee."**
- 3. The Committee Constitutions be tabled at the first meeting of committees for approval.**
- 4. All necessary administrative changes be made to reflect these name changes in accordance with Section 355 of the NSW Local Government Act.**

CONTENT

This report recommends that Council approve the renaming of two standing committees to better reflect their expanded scope and align with Council's operational objectives and strategic direction.

At the Extraordinary Meeting of Council on the 9th October 2024, Councillors formally resolved to change both the Plant Committee and Tourism and Cultural Committee to the Technical Service Committee and Economic Development and Culture Committee.

Background

Under Section 355 of the NSW Local Government Act, Council has the authority to establish and manage committees to assist in exercising its functions. Currently, Brewarrina Shire Council operates the following two committees:

- **Plant Committee:** Focuses on management, maintenance, and procurement of Council plant and fleet resources.

- **Tourism & Cultural Committee:** Oversees initiatives related to tourism and cultural activities within the Shire.

With the changing needs of the community and Council's strategic objectives, it is recommended that these committees be renamed to more accurately represent their broader responsibilities and contributions. Remuneration

Proposed Changes

1. **Plant Committee → Technical Services Committee**
The current Plant Committee's role extends beyond the plant and fleet to encompass broader technical services such as infrastructure maintenance, roadworks, and operational services. The new name, "Technical Services Committee," better reflects the committee's expanded remit.
2. **Tourism & Cultural Committee → Economic Development and Cultural Committee**
As Council intensifies its focus on promoting economic growth alongside tourism, renaming the committee to the "Economic Development and Culture Committee" aligns it with the objectives to foster business development, attract investment, and support the Shire's cultural and tourism sectors. This name change encapsulates the wider economic and cultural mandate.

Justification

These name changes reflect the evolving responsibilities of the committees:

- The **Technical Services Committee** will provide broader oversight of all technical aspects of Council operations, allowing for a more strategic and integrated approach to infrastructure, services, and fleet management.
- The **Economic Development and Cultural Committee** will integrate economic growth strategies with cultural and tourism initiatives, ensuring cohesive planning and collaboration across these key areas of the Shire's development.

Both changes align with Brewarrina Shire's strategic priorities and will enhance the effectiveness of Council's work in delivering services and development initiatives.

Consultation

Internal consultation has been conducted with relevant Council staff and committee members. Feedback has been supportive of the proposed changes.

Conclusion

The proposed name changes for the Plant Committee and the Tourism & Cultural Committee reflect their broader roles and responsibilities, aligning with Council's strategic focus areas. It is recommended that Council approve the name changes to:

- "Technical Services Committee"
- "Economic Development and Cultural Committee"

GOVERNANCE IMPLICATIONS

The renaming of the committees falls under Section 355 of the NSW Local Government Act, which authorises Council to delegate functions to committees and other bodies. The new names will be formally reflected in all future Council communications and documentation.

FINANCIAL IMPLICATIONS

There are no significant financial implications associated with renaming the committees. Minor administrative costs, such as updates to documentation and signage, will be managed within existing budgets.

ATTACHMENTS

- 1. Draft Economic Development and Cultural Committee TOR**
- 2. Draft Technical Services Committee TOR**



ECONOMIC DEVELOPMENT AND CULTURAL COMMITTEE

TERMS OF REFERENCE

1. NAME

Economic Development and Cultural Committee.

2. STATUS

The Committee shall be a Committee of Council in accordance with Division 5, Council Committees, of the Local Government General Regulations 2021. The Committee will be bound by the Local Government Act 1993 and the Local Government (General) Regulation 2021 in particular and other laws and legislation in general.

3. ESTABLISHMENT

The Committee was established by resolution of Council on Tuesday 29th October 2024.

4. FUNCTION

Functions of the Committee are to consider the aspects of Council's policy to develop, and monitor implementation of environmentally friendly land development, facilitating tourism responsive programs, attracting new commercial ventures and preserve heritage and culture of the land. The Committee will ensure that the services provided to the stakeholders are maintained at the highest possible standards, reflect current best practice and technologies and represents value for money.

5. TERMS OF REFERENCE:

Tourism & Economic Development

- a. Investigate initiatives that will result in the increase of tourists visiting and staying in the Brewarrina Shire area.
- b. Liaise with all appropriate government bodies in relation to funding opportunities in relation to tourism.

- c. Ensure that a coordinated approach is taken to the promotion of tourism within the shire to achieve the best value for dollar available.
- d. Seek the co-operation of all tourist oriented facilities and businesses within the Shire in the publication of brochures and other promotional material.
- e. Ensure that the Tourist Centre in Brewarrina provides tourists with a good first impression and offers a level of service that will result in increased stay and visitation.
- f. Generally advise Council on all matters pertaining to increasing and maintaining an increased share of the tourism market.
- g. Promote the natural features of the Shire.
- h. Assist the community as requested in the coordination of local festivals and major events.

Heritage & Culture

- a. Ensure that where possible that all heritage items within the area are preserved for future generations to enjoy.
- b. Recognising that the area has a strong Aboriginal heritage and has unique features such as the fish traps, the Committee will work with the Aboriginal community of the Shire to ensure these features are given particular attention.
- c. Ensure that the areas long association with the wool industry is recognised and that items of significance are preserved.
- d. Seek avenues of funding to enable preservation works to be undertaken and that funding is available for future development.

Development

- a. Liaise with all potential developers within the shire to actively encourage development opportunities.
- b. Ensure that all planning instruments within the Shire are consistent with the strategic vision for the shire.
- c. Undertake initial assessment of all development applications which cannot be determined under delegated authority.
- d. Provide input into the development of any Local Environment Plan for the Shire.
- e. Review any proposed legislation that will impact on Brewarrina Shire and where necessary compile any submission required.
- f. Actively seek funding which will result in the further development of the Shire.

6. MEMBERSHIP

Councillors:

The membership of the Committee shall be the Mayor and 2 Councillors.

Community Representation (Advisory and Service Capacity only i.e. Non-voting):

Representatives;

- Brewarrina Local Aboriginal Land Council – CEO CEO/Chairperson

- Brewarrina Aboriginal Cultural Museum – CEO or Proxy
- Brewarrina Heritage Committee – Chairperson or Proxy

Staff: (Advisory and Service Capacity Only i.e. Non voting)

The Meeting will be attended by the following

- General Manager
- Economic Development Manager
- Manager Environmental Health and Building
- Other Staff as required from time to time

7. (a) APPOINTMENT OF COUNCIL MEMBERS

Members of the Committee shall be elected at the meeting of Council convened annually to elect the Mayor.

(b) APPOINTMENT OF COMMUNITY MEMBERS

Immediately following the appointment of Council members of the Committee the General Manager shall write to the Brewarrina Local Aboriginal Land Council, Brewarrina Aboriginal Cultural Museum and Brewarrina Heritage Committee. If at any time Brewarrina establishes a Chamber of Commerce, the General Manager shall write to formally invite them to partake in committee.

Should either party be unable or unwilling to nominate a representative then the General Manager will seek nominations from other suitable groups.

8. TERM OF THE COMMITTEE

The Committee shall serve for a 24 month period (Mayoral Term) from the date of appointment or until the next election referred to in clause 7.

The Committee may be dissolved at any time by a resolution of Council.

9. THE CHAIRMAN

The Chairman shall be a Councillor elected at the first meeting of the Committee each year following the election of the committee in accordance with clause 7 above.

10. MEETING PRACTICES

The Provisions of Council's adopted Code of Meeting Practice shall apply to the conduct of meetings of the Committee.

11. POWERS

- The Committee shall not have the power to incur expenditure, unless being given specific delegated authority to do so under the provisions of Section 377 of the Local Government Act 1993.
- The Committee shall not have the power to bind the Council unless being given specific delegated authority to do so by resolution of Council.

12. DELEGATIONS

Nil

13. MEETINGS

All Meetings of the Committee shall be opened to the public, however, the Chairman shall have the power to exclude members of the Press and public from Committee Meetings in accordance with provisions – 10D of the Local Government Act 1993.

14. TIMETABLE OF MEETINGS

Meetings will be called on an as needed basis and will be convened by the General Manager in consultation with the Chairman of the Committee.

The General Manager must send to each Committee Member at least 7 days prior to each meeting a notice specifying:

- The time and place at which the meeting is to be held
- The business proposed to be transacted at the meeting
- In the case of a meeting called in an emergency less than three days notice may be given

15. RECOMMENDATIONS

- i. Any recommendation of a Committee, or any portions thereof, may be amended by the Council in any manner that the Council may think fit or may be referred back to the Committee for further consideration.
- ii. The recommendations of the Committee, shall if adopted by Council, be by resolution of Council, provided that recommendations of the Committee shall not take effect until adopted by Council.
- iii. The minutes and recommendations of the meeting shall be submitted to the next meeting of Council for adoption.

16. CODE OF CONDUCT

The Code of Conduct of Brewarrina Shire Council shall apply.

17. QUORUM

A quorum shall be three Councillors.

18. VENUE

Unless otherwise specified in the meeting notice the venue for all meetings of the Committee shall be at the Council Chambers Bathurst Street Brewarrina



TECHNICAL SERVICES COMMITTEE

TERMS OF REFERENCE

1. NAME

Technical Services Committee.

2. STATUS

The Committee shall be a Committee of Council in accordance with Division 5, Council Committees, of the Local Government General Regulations 2021. The Committee will be bound by the Local Government Act 1993 and the Local Government (General) Regulation 2021 in particular and other laws and legislation in general.

3. ESTABLISHMENT

The Committee was established by resolution of Council on Tuesday 29th October 2024

4. FUNCTION

Functions of the Committee are to consider the aspects of Council's policy to develop, and monitor implementation of policy in transport associated infrastructure management, open space management and provision of utility services. The Committee should not only ensure that the services provided to the stakeholders are maintained at the highest possible standards but also reflects current best practice and technologies and represents value for money.

5. TERMS OF REFERENCE:

- a. Provide advice to Council as to priorities in relation to the improvements to the Shire's road network, both within the urban area and the rural sector.
- b. Provide advice and recommendations to Council in relation to use, development and improvement of the parks and natural areas within the Shire with the exception of sporting ovals.
- c. Review Council Plant requirements taking into consideration work to be undertaken, the availability of alternate options and funding availability.
- d. In conjunction with Staff development a plant replacement program for submission to Council.
- e. Seek consultation from the public in the development of the streetscape with the urban areas of the Shire.
- f. Benchmarking and comparing organisational performance against industry norms and best practice methods.
- g. Direct policy development for tendering process requirements.

6. MEMBERSHIP

Councillors:

The membership of the Committee shall be the Mayor and 8 Councillors.

Community Representation:

Nil

Staff: (Advisory and Service Capacity only i.e. Non voting)

The Meeting will be attended by the following

- General Manager
- Transport Manager
- Utilities Manager
- Other Staff as required from time to time

7. TERM OF THE COMMITTEE

Members of the Committee shall be elected at the meeting of Council convened bi-annually to elect the Mayor.

8. TERM OF THE COMMITTEE

The Committee shall serve for a 24 month period (aligning with Mayoral term) from the date of appointment or until the next election referred to in clause 7.

The Committee may be dissolved at any time by a resolution of Council.

9. THE CHAIRMAN

The Chairman shall be a Councillor elected at the first meeting of the Committee each year following the election of the committee in accordance with clause 7 above.

10. MEETING PRACTICES

The Provisions of Council's adopted Code of Meeting Practice shall apply to the conduct of meetings of the Committee.

11. POWERS

- The Committee shall not have the power to incur expenditure, unless being given specific delegated authority to do so under the provisions of Section 377 of the Local Government Act 1993.
- The Committee shall not have the power to bind the Council unless being given specific delegated authority to do so by resolution of Council.

12. DELEGATIONS

Nil

13. MEETINGS

All Meetings of the Committee shall be opened to the public, however, the Chairman shall have the power to exclude members of the Press and public from Committee Meetings in accordance with provisions – 10D of the Local Government Act 1993.

14. TIMETABLE OF MEETINGS

Meetings will be called on an as needed basis and will be convened by the General Manager in consultation with the Chairman of the Committee.

The General Manager must send to each Committee Member at least 7 days prior to each meeting a notice specifying:

- The time and place at which the meeting is to be held
- The business proposed to be transacted at the meeting

- In the case of a meeting called in an emergency less than three days notice may be given

15. RECOMMENDATIONS

- i. Any recommendation of the Committee, or any portions thereof, may be amended by the Council in any manner that the Council may think fit or may be referred back to the Committee for further consideration.
- ii. The recommendations of the Committee, shall if adopted by Council, be by resolution of Council, provided that recommendations of the Committee shall not take effect until adopted by Council.
- iii. The minutes and recommendations of the meeting and shall be submitted to the next meeting of Council for adoption.

16. CODE OF CONDUCT

The Code of Conduct of Brewarrina Shire Council shall apply.

17. QUORUM

A quorum shall be three Councillors.

18. VENUE

Unless otherwise specified in the meeting notice the venue for all meetings of the Committee shall be at the Council Chambers Bathurst Street Brewarrina.

7.6 4 MILE REDEVELOPMENT**DOC REF:****REPORT BY:** David Kirby, General Manager**AUTHORISER:****DATE:** 21st October 2024**IP&R REFERENCE:**

Objective 2.2: Enhance the experience of visitors to Brewarrina Shire.

PURPOSE

To seek Council endorsement to progress to detailed design and preparation of tender documentation for the Four Mile Project

RECOMMENDATION

1. That Council endorse the concept design for the Four Mile Project and proceed to detailed design including the preparation of Tender Documents.
2. That council note the positive feedback from the community and the success of the engagement process and look to replicate for future projects.

CONTENT

The project has demonstrated solid progress to date, with key procurement milestones successfully achieved. The following key appointments and achievements have been made:

- Projence is delivering project management role.
- Hassell has taken on the position of design lead.
- Moir Studio has been engaged to provide design and survey services.

Key Milestones Achieved

- Several significant milestones have been reached, ensuring the project is progressing according to schedule:
- Completion of Concept Design: Achieved on 13 September 2024.
- Community Consultation Process: Conducted on 23 September 2024.
- Development Application (DA) Documentation: Currently on track for completion by 1 November 2024, marking a critical upcoming milestone in the project's timeline.
- Procurement of contractors to undertake construction is targeted to be in the market in December 2024 with responses assessed by January 2025 and construction to commence shortly after.
- Part of the tender assessment will evaluate potential contractor's timeline to deliver the project, however the project team are working towards a completion date of 28 March 2025. Obviously on a site such as 4 mile, any wet weather will impact construction significantly, as will materials and contractor availability. Project updates will enable the council and the community to be aware of any changes to the proposed delivery dates.

The designers and project managers will present to the Council during the meeting to outline the design and demonstrate how the consultant process has informed design and lead to imp

Financial Performance

The project's financial performance remains robust. The current expenditure stands at \$79,972.50 out of a total project budget of \$1,325,420.00, leaving a balance of \$1,245,447.50.

Expenditure to date primarily covers project management, design lead services, and survey work.

Community Consultation Summary Report

Overview

Council received a total of **46 responses** to our community consultation survey. The feedback was predominantly positive, reflecting strong community support for the proposed designs. Below is an overview of the key insights and feedback.

Key Findings

Feedback on Designs:

- **51%** of respondents indicated they liked the designs "a great deal."
- **27%** liked them "a lot."
- **13%** expressed liking them to a "moderate amount."
- **7%** liked them only "a little."
- Only **one respondent** did not like the designs at all. Their sole comment was a suggestion to prioritise spending in town rather than providing specific feedback.

There was a significant amount of positive feedback about the designs, with many respondents appreciating both the overall concept and specific details. This consultation process has established a strong framework for future project engagements. Conducting small group or individual, informal consultations to inform concept designs before presenting them to the wider community has proven highly effective for this project. It is recommended to continue using a similar methodology in future projects to maintain consistency in community engagement. Over time, this consistent approach will help the community become familiar with and confident in how they are being engaged, leading to stronger, more effective feedback and outcomes.

Key suggestions for amendments

- **Fish scaling area** - Multiple respondents mentioned including or improving this feature.
- **Kids' playground** - Another frequently requested addition to the designs.
- **Accessibility** - Ensuring that tables have space for wheelchairs to fit comfortably underneath.
- **Inclusion of Traditional Names** - One respondent suggested incorporating the traditional name as part of the project, reflecting cultural respect and inclusivity.

Social Reach & Sentiment Analysis

The project reached a considerable number of people through social media:

- **Organic reach:** Over **17,000** across various posts, with significant engagement levels, including link clicks and shares.
- **Paid reach:** Reached nearly **24,000** through targeted paid posts, with high engagement metrics, suggesting strong interest and community involvement.

GOVERNANCE IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

CONCLUSION

1. That Council endorse the concept design for the Four Mile Project and proceed to detailed design including the preparation of Tender Documents
2. That council note the positive feedback from the community and the success of the engagement process and look to replicate for future projects

ATTACHMENTS

1. 4 Mile Concept Plans



Four Mile Reserve

Draft Concept Report



In conjunction with

Hassell

Concept Statement

Moir Studio are working with Brewarrina Shire Council to upgrade Four Mile Reserve, as part of a larger place-making masterplan.

The reserve is currently used by local and non-local users throughout the year. User activities include camping, fishing and boating, with hopes that the new upgrade will attract more people to this unique and beautiful landscape. The upgrade will see new toilet, shower and changeroom facilities, a flexible lawn area, formalised car parking and wayfinding, and a stabilised river bank, improving ease of access to the river's edge.

During conversations with community members, we were told anecdotally the story of the Rainbow Serpent, Wawei. In this story, the serpent travels across the landscape colouring the world with the vibrancy and textures we know today. Afterwards, it was here, at this bend in the Pawaan (Barwon) River where the water reaches it's deepest depth, that the Rainbow Serpent came to rest.

It is the cultural significance of this place; its proximity to the creative spirit Wawei, the depth and stillness of the river, and the dynamic flow of water that has been, and continues to be, the lifeblood of the community that makes this place so special.

The design concept for the upgraded Four Mile Reserve should reflect the visual and tactile elements of this creation story and provide the community with formalised spaces and facilities to strengthen their connections with the Pawaan River landscape.

We achieve this through the use of shifting colours, organic winding forms and use of local materials. This is a place built for and by the community; utilising simple construction methods that can be easily undertaken by the Brewarrina Shire Council and community members. This will ensure a sense of empowerment, ownership, improved maintenance and longevity for this moving into the future.



Snaking form of the Pawaan/Barwon River



Baime's Ngunnhu - Brewarrina Fish Traps



Mosaic by Brad Steadman, Brewarrina Aboriginal Cultural Museum



Snake-like roof form



Snake-like retaining wall form



Colour gradient

Day Use Activation

Cultural activities

From in-person meetings with representatives from the Brewarrina Local Aboriginal Land Council (LALC), the need for a flexible cultural space was identified to facilitate locally run cultural dance and language workshops. The space should be large enough to host small and large-scale events, with the suggestion the space could host large corroborees throughout the year. The cultural space should include seating areas with strong visual ties to the river.

Amenities

The current amenities at the Reserve include toilets and showers. These facilities however are dated and require improvement. The project presents an opportunity for an amenities upgrade to better serve the space and users.

Fishing

Brewarrina is known for fishing and is a key tourism drawcard for the area. Creating better opportunities for boat access and land-based fishing will increase visitation.

Access

The current access to the reserve is via a sealed road off Tarrion Yarrowin Road. The road access within the reserve is in disrepair, with numerous potholes and unsealed edges. Additionally, many informal access paths have been made, and wayfinding through the site is unclear. Formalising the access road will help users navigate the Reserve and introduce a safe and defined separation between vehicles and pedestrians.

Camping

Four Mile Reserve is a popular camping location for caravaners and campers alike. The projects present opportunities to enhance the camping experience through intuitive wayfinding and amenity upgrades.



Cultural event space



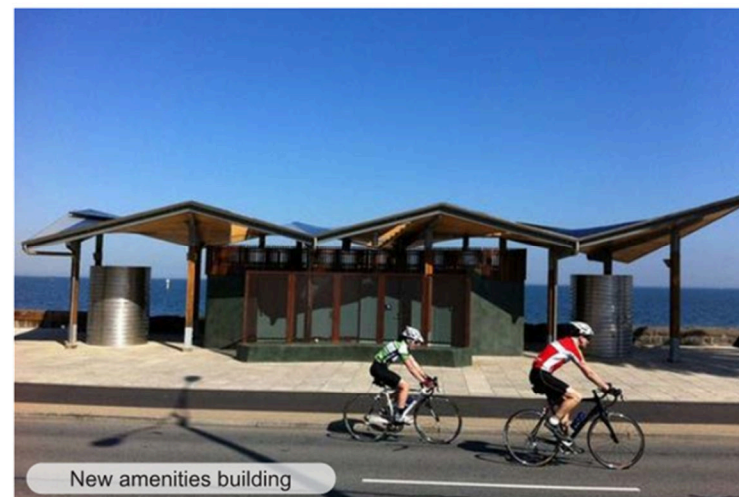
Fishing



Camping



Boating



New amenities building



Upgraded road and car parking

Materials and Skills

Materiality

The design will look to leverage the area’s local resources to reduce import and transportation costs as well as celebrate the area’s natural resources and contribute to the existing sense of place. Through our discussions with Brewarrina Council, there is opportunity to leverage off the existing quarry stockpile to establish granite as a key material type for the project. Natural rock has the potential to be used as:

- Gabion walls to facilitate retaining walls, signage walls and other built form elements.
- Bollard devices to help establish legibility and wayfinding.
- Bank stabilisation
- Feature markers in the landscape

Being prone to flood conditions, the design will look to utilise fit-for-purpose materials that are underpinned by robustness and longevity, as well as sustainability. Elements steel and fibre reinforced polymer (FRP), will be utilised over materials such as soft and hardwood timbers to facilitate pedestrian movement and used in structural elements. Limiting the material palette will help to create a strong identity for the space that celebrates its unique natural setting.

Skillsets

Moir Studio recognises the challenges involved in the tender and construction process within rural communities. Therefore, the design will aim to leverage local skills and construction methods familiar to the area. This approach not only has the potential to boost the local economy but also allows for the possibility of construction of the project to be led and undertaken by the Brewarrina Council Team. This approach will instil stewardship and ownership over the project, and lead to a better outcome.



Locally sourced materials



Gabion wall



Council-led construction



Gabion wall steel component

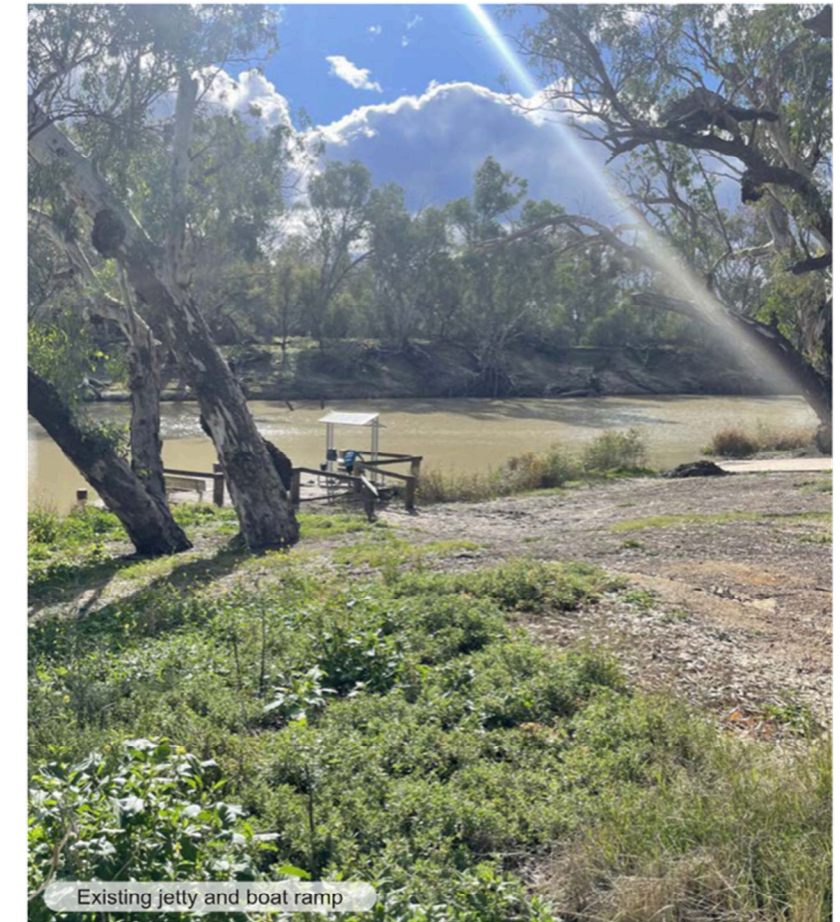
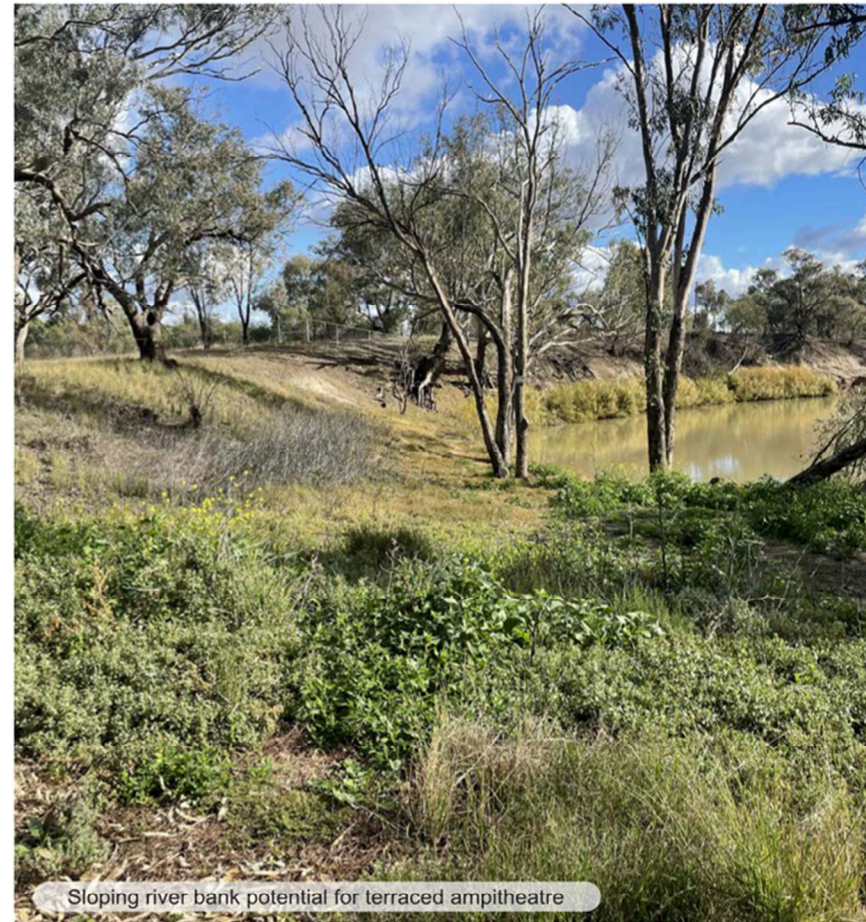


FRP Boardwalks

Site Conditions

The existing Four Mile Reserve is a popular free campground situated on the southern bank of the Barwon River, east of Brewarrina, that is easily accessed by sealed road. The land is relatively flat, sandy and hosts strands of mature River Red Gums.

Current facilities include toilets, cold showers, open fire barbeques, a jetty and a boat ramp.



Flood Consideration

Four Mile Reserve and the surrounding low-lying areas are prone to flooding from the Barwon River. The max flood level on the site is unknown, but the design should consider the placement of built-form elements such as amenity buildings to ensure they are located in areas less susceptible to flooding.

— Known flood level
Please note: flooding may exceed this line



Concept Master Plan



- 1. Carparking
- 2. Entry walls
- 3. Amenities building
- 4. Elevated platform
- 5. Gabion wall
- 6. Stabilised river bank edge
- 7. Existing boat ramp
- 8. Floating pontoon jetty
- 9. Shelter and BBQ/seating area
- 10. Vehicle turning bay
- 11. Rock bollards
- 12. Boat and caravan parking
- 13. Food truck zone
- 14. Irrigated lawn

SCALE 1:500 @ A3 0 5 10 15 20m

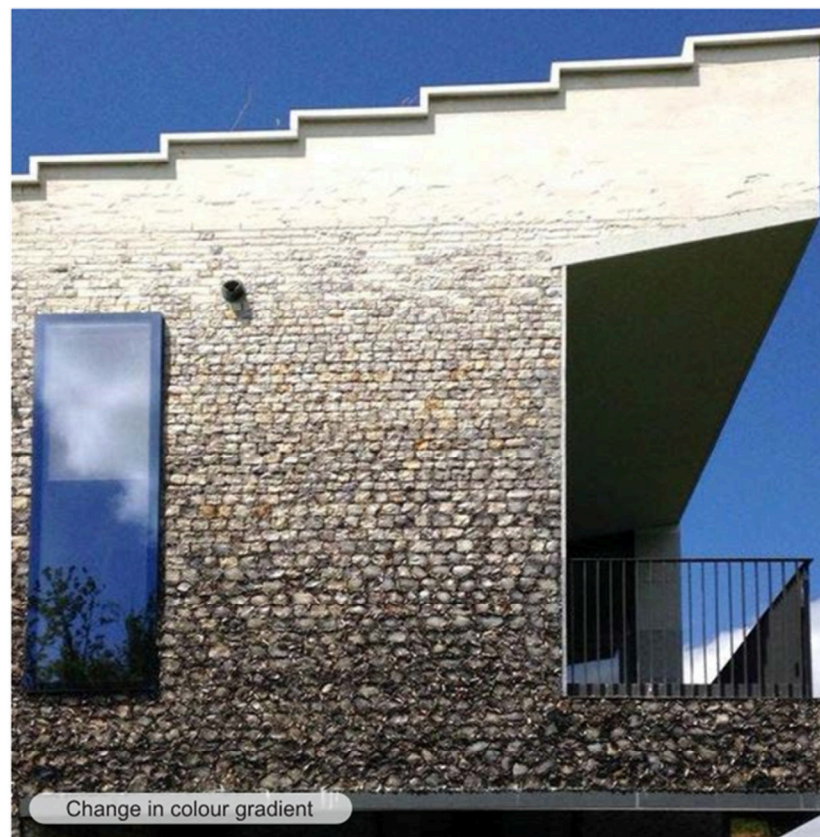
Amenities and Shelter

The current amenities within the reserve are quite dated and in need of replacement.

The design proposes to consolidate the amenities into one building and move their location further south, reducing its risk of inundation in times of flooding. As shown on the plan, a nominal-sized space has been allocated for the new amenities. Further discussion with Council is needed to understand the operational requirements.

In keeping with the proposed material palette of the reserve, Gabion walls will be explored for the structure of the amenities building, with a simple and lightweight roof structure. In its location at the entry to the reserve, it offers an opportunity to help create a unique arrival experience and can be largely constructed by local skillsets.

In addition, the solid nature on amenities building offers the opportunity to be playful and innovative with the way in which rock can be stacked within the gabion cages to create different effects, or tell different stories. Please see reference imagery right.



Cultural Space and Terracing

The design aims to feature a performance space encircled by a sloped and terraced landscape. This performance area will accommodate both small and large gatherings and will also serve as the stabilised shoreline for easy access to the river bank. The terracing will be constructed using gabion retaining walls filled with locally sourced rock, and the terraces will be made of decomposed granite, providing seating close to the water's edge. The performance space will be strategically positioned to take advantage of the existing contours, minimising on-site excavation and reducing the impact on structural root zones.



Water Activation

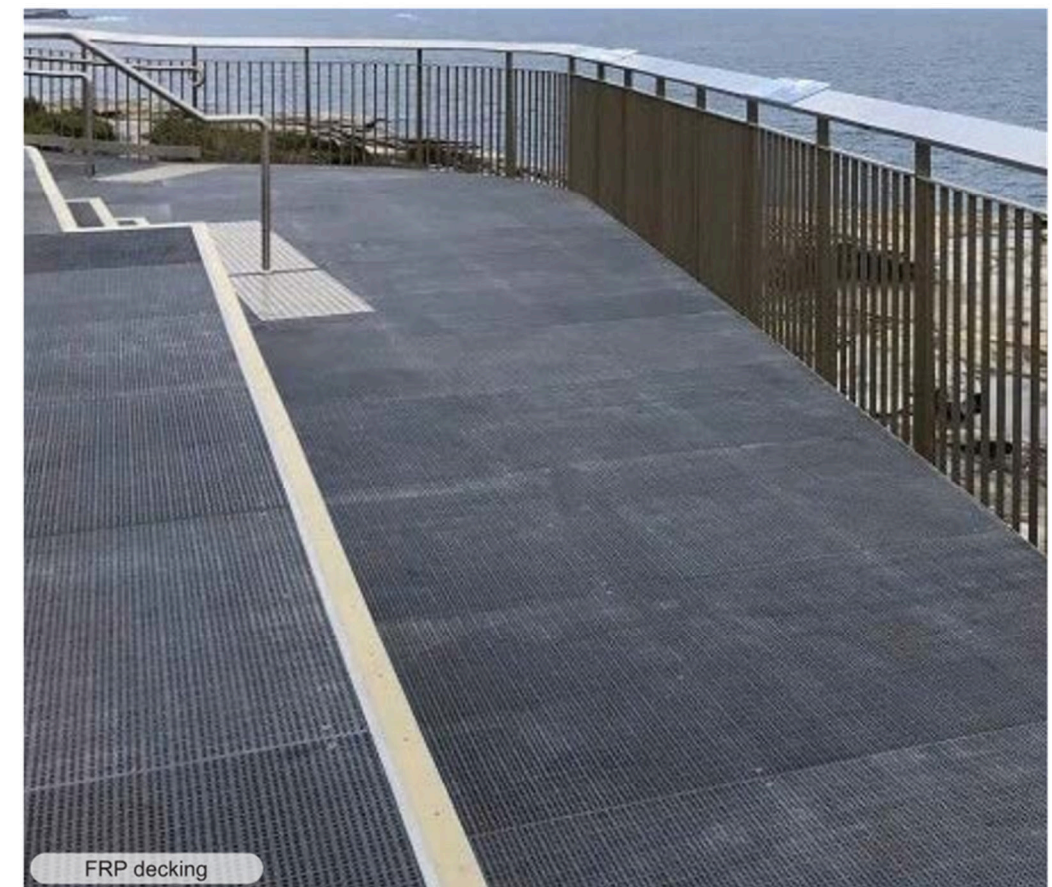
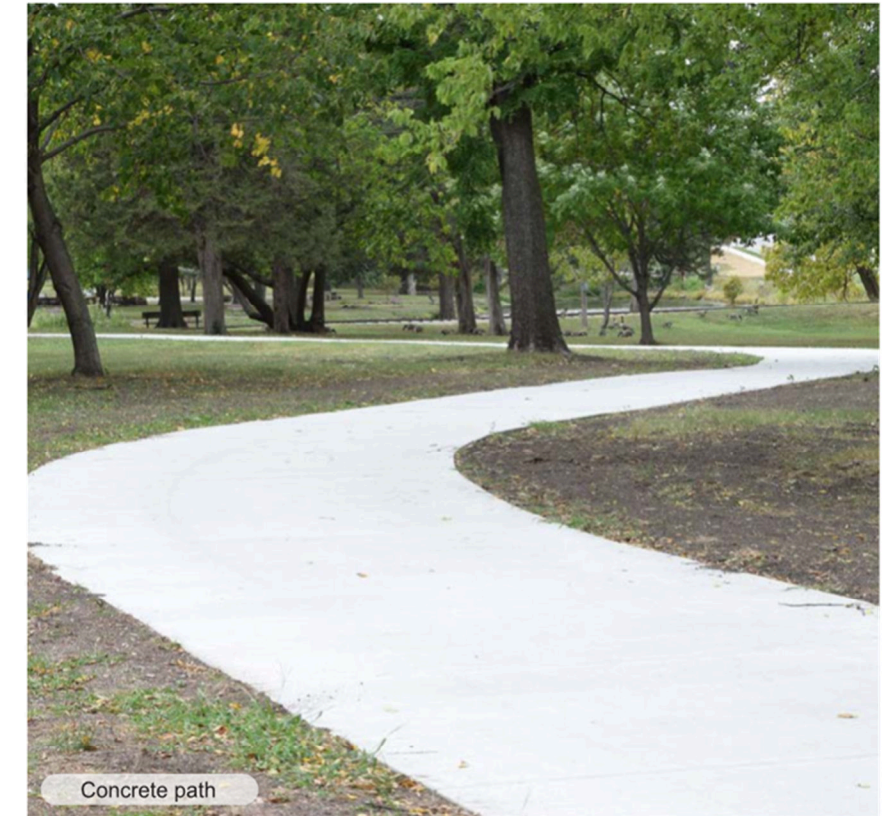
The proposed floating pontoon jetty will serve all river users. Positioned parallel to the boat ramp, it allows boaters to tie up while parking or reversing their trailers. On the eastern side, the pontoon will create a calm zone with a stabilised bank for easy access to the Barwon River. The jetty will extend into the deeper parts of the river, offering users the opportunity to explore these areas. Anchored by two pylons, the pontoon can be swiftly detached during floods to prevent damage.



User Movement

The design aims to address existing level changes by incorporating fibre-reinforced polymer (FRP) boardwalks, ramps, and stairs. FRP decking, a lightweight material often used in inundation-prone areas, will be utilised alongside concrete footpaths to enhance pedestrian movement throughout the day-use area.

The existing turning bay is maintained to allow flow of vehicles, space for trailer operation up and down the boat ramp, with additional rock bollards to prevent off-road driving and improve pedestrian safety and wayfinding.



Perspective A - Aerial view of entry



Perspective B - Aerial view of car parking



Perspective C - View from elevated platform



Perspective D - View towards new barbeque facilities



Perspective E - Shelter Shadow at 9am in Summer

Open section of shelter allows for debris to fall through

Shelter angled down facing the river to frame the view and control shadows during the hottest months

All picnic benches remain shaded during this time of the day

Battens to eastern face manage morning shadows into shelter

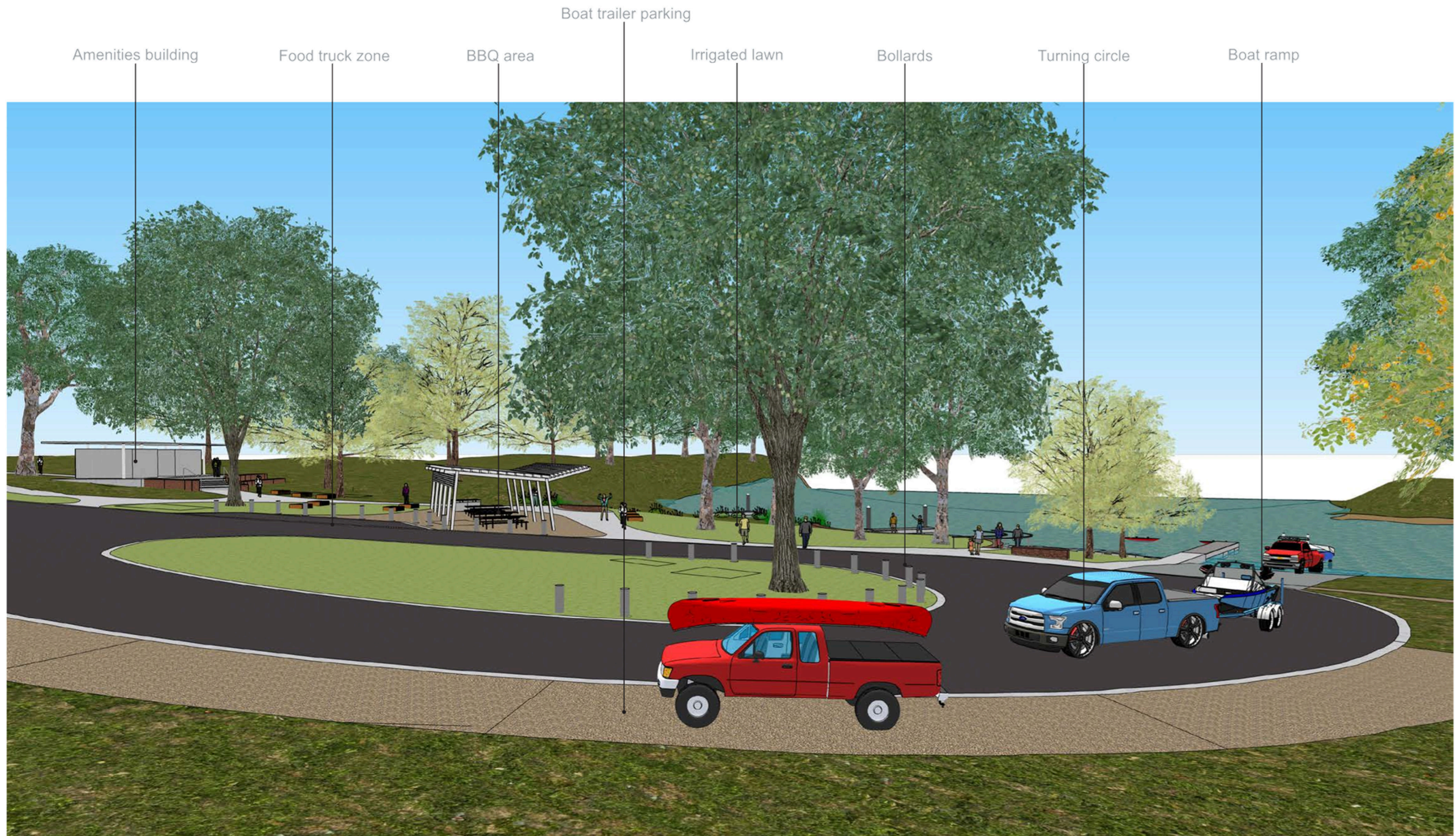


Perspective F - Shelter Shadow at 3pm in Summer

- Open section of shelter allows for debris to fall through
- Shelter angled down facing the river to frame the view and control shadows during the hottest months
- All picnic benches remain shaded during this time of the day
- Battens to eastern face manage morning shadows into shelter



Perspective G - View towards boat ramp and boat trailer parking



Perspective H - View towards car parking area



Perspective I - View of elevated platform towards BBQ facilities



Perspective J - View towards BBQ facilities



Perspective K - View of boat ramp and river edge



Perspective L - View of boat ramp and river edge flooding



Perspective M - View of floating pontoon and stabilised river bank edge



Perspective N - View of floating pontoon and stabilised river bank edge flooding



7.7 GENERAL MANAGER DIARY**DOC REF:****REPORT BY:** David Kirby, General Manager**AUTHORISER:****DATE:** 21st October 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 and meetings from the office of the General Manager.

RECOMMENDATION

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

CONTENT

- 20/08/2024 -Northern Basin Regional Community Forum - MDBA
- 21/08/2024 - Four Mile Reserve Concept Design Discussion – Hassel, Projence and Moir Architects
- 23/08/2024 - Mission and Hospital Creek Projects Discussion with Extent Heritage
- 26/10/2024 – ABC Western Plains Interview – Project Updates
- 26/10/2024 – 2DU Radio Dubbo – Project Updates
- 26/10/2024 – Orana RDA Board Meeting
- 27/10/2024 – NSW State Library Meeting – Future Grant Funding
- 28/10/2024 - Monthly Meeting with Department Regional NSW
- 29/08/2024 to 17/09/2024 – General Manager on Leave
- 17/09/2024 – Great Aussie Road Trips Interview at 4 Mile Camping Reserve
- 19/09/2024 - Draft Far West Customer Journey Resilience Plan - Council Briefing Session
- 19/09/2024 - StateCover Performance and Comparison report
- 19/09/2024 – Water NSW - Town Water Risk Reduction Program
- 19/09/2024 – Transport NSW - Jobs Gate Road Fixing Local Roads Projects
- 23/09/2024 - Brewarrina Student Dental Program Annual Project Meeting
- 23/09/2024 – Executive Assistant Interviews
- 24/09/2024 - LGNSW HR Conference - Speaker Briefing
- 25/09/2024 – Transport NSW – Fixing Local Roads Project Manager Site Visits

- 25/09/2024 – Meeting new Nationals Candidate for Parkes Jamie Chaffey
- 25/09/2024 – Radio Interview ABC Western Plains – Project Update
- 25/09/2024 – Radio Interview 2DU Dubbo – Project Updates
- 27/09/2024 – Transport NSW – Meeting re Railway Land Contamination and Reuse Options
- 02/10/2024 - Culvert Design and Placement of Brenda - Goodooga Rd - Engineering Services
- 08/10/2024 – NSW Audit Office - Audit Arrangement for 30 June 2025 and beyond
- 09/10/2024 – Extraordinary Council Meeting
- 11/10/2024 – Border Regions Organisations Council (BROC) AGM & Ordinary Meeting
- 14/10/2024 – Monthly Manex Meeting
- 14/10/2024 – Meeting with PCYC CEO Ben Hobby
- 15/10/2024 – Regional Development Australia Orana (RDAO) Finance Sub-Committee Meetings
- 17/10/2024 – Barwon Darling CAG Meeting Bourke
- 17/10/2024 – Interview at 2WEB Radio Station
- 18/10/2024 – Meeting Rod Crowfoot Macquarie Homestay

GOVERNANCE IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

CONCLUSION

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

ATTACHMENTS

Nil

7.8 DRAFT ANNUAL REPORT - 2023-2024**DOC REF:****REPORT BY:** David Kirby, General Manager**AUTHORISER:****DATE:** 21st October 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 present Councillors with the Annual Report 2023-2024, for review and adoption by Council.

RECOMMENDATION

- That Council resolve to adopt the Brewarrina Shire Council Annual Report 2023-2024

CONTENT

The Brewarrina Shire Council's 2022/2023 Annual Report is prepared under the IP&R Guidelines as set out by the NSW Office of Local Government (OLG).

"The annual report is one of the key points of accountability between a council and its community. It is not a report to the Office of Local Government or the NSW Government; it is a report to the community. The annual report focuses on the council's implementation of the Delivery Program and Operational Plan because these are the plans that are wholly the council's responsibility.

The report also includes some information that is prescribed by the Local Government (General) Regulation 2005. This information has been included in the Regulation because the Government believes that it is important for community members to know about it – to help their understanding of how the council has been performing both as a business entity and a community leader.

Local Government Act describes the following as a summary of the requirements of section 428 of the Act

1. The Council must prepare an annual report within five months of the end of the financial year.
2. The report will outline the council's achievements in implementing its Delivery Program.
3. The annual report in the year of the ordinary election will also include an outline of achievements in implementing the Community Strategic Plan.
4. The report must contain the Council's audited financial statements and notes and any information required by the regulation or the guidelines.
5. A copy of the report must be posted on the Council's website and provided to the Minister.

Clause 217 of the Regulation requires the following information to be included in the annual report:

- Details of overseas visits by Councillors and Council Staff
- Details of Mayoral and Councillor fees, expenses and facilities including
 - the attendance of Councillors at conferences and seminars,
 - the provision of induction training for Councillors, supplementary induction training for Mayors and professional development programs for Mayors and other Councillors,
 - other training of Mayors and Councillors and the provision of skill development for Mayors and Councillors
- Contracts awarded by the Council
- Amounts incurred in relation to legal proceedings
 - Private works and financial assistance
 - Details of external bodies, companies and partnerships
 - Details of the General Manager's total remuneration
 - Details of the total expenditure on Senior Staff remuneration
 - Information on storm water levies and charges
 - Information on companion animals management
 - A statement of the activities undertaken by the council to implement its equal employment opportunity management plan.
 - Remuneration of General Manager and Senior Staff

The Annual Report has been prepared under the above guidelines as set by the NSW OLG.

GOVERNANCE IMPLICATIONS

A key requirement of section 428 of the Act

FINANCIAL IMPLICATIONS

NIL

CONCLUSION

That Council resolve to adopt the Brewarrina Shire Council Annual Report 2023-2024

ATTACHMENTS

Nil

7.9 BREWARRINA MAINSTREET REDEVELOPMENT - PROJECT UPDATE**DOC REF:****REPORT BY:** David Kirby, General Manager**AUTHORISER:****DATE:** 21st October 2024**IP&R REFERENCE:**

Objective 2.2.1 Implementation of Streetscape Masterplan– upgrade streetscape including landscaping, gardens and street furniture, empty shop fronts displays

PURPOSE

To Provide Council a Status update of the Brewarrina Main Street Project

RECOMMENDATION

1. That Council note the status update
2. The scope variation of the project be endorsed

CONTENT

The project has made progress to date, with critical tasks completed on schedule, such as the issuance of the variation information request and a project status update to the State Government, both completed on time in mid-September and further information provided in mid-October. State Government's pending decision on the scope variation request is pivotal as it will define the future direction of the project, including the final project scope and timeline.

This delay in the approval process introduces risks to the overall schedule. If the variation request is not approved or delayed further, the project team will need to revise the program and design to accommodate the current funding limits. Contingency plans are in place to adjust the design to prioritise key areas and allow work to proceed in a staged manner, but this will depend on the timing of the State Government's response. The project team remains vigilant in monitoring these developments and is prepared to submit requests for time extensions if necessary.

The total budget of \$6,445,740.00 Expenses to date have included development of the master plan (Hassell Studio) and survey work (Moir Studio), both of which have been fully delivered within budget, in addition to project management (Projence) costs.

The most significant financial commitments, such as design and construction, remain pending the approval of the scope variation request. This will influence future budget allocations, particularly around design costs and the construction works, which account for the majority of the remaining budget.

The masterplan developed by Hassell and subsequently placed on exhibition to the community has resulted in the need to refine the original scope of the project. Aspects need to be delivered in stages in order to achieve the approve masterplan.

In summary, while the project is progressing and remains within budget, its future detailed timeline heavily depends on the State Government's decision regarding the scope variation. The project team is focused on effective risk management, stakeholder engagement, and maintaining project momentum to ensure continued progress and success.

Current Project Timeline

Milestone 1: 1/08/2024

Masterplan Design - Completed

Now seeking variation to the scope to align with the masterplan.

Milestone 2: 26/05/2025

Detailed design, Approved DA and Tender and procurement for construction

Milestone 3: 31/12/2025

Construction

Milestone 4: 30/06/2026

Project completion

Next Key Actions November – December 2024

- Finalise Scope Staging Variation Request (Expected within days)
- Commence Detailed Design (Noting Survey has been undertaken)
- Lodge Development application
- Develop Request for Tender Packages

Community and Stakeholder Engagement

This is a high profile by very complex project that requires significant planning. The variations and refinement of the scope have taken a significant time to finalise. This process is almost completed and as such a ramp up of activities and information such as detailed design

Where opportunities to inform the community have been available, they have been undertaken. This includes the drone survey work, local material investigations and site visit by the designers.

Off the successful process of Four Mile a more community facing update of the project will be developed to ensure the community are aware when they can be involved in consultation and key activities of the development of the project

GOVERNANCE IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

CONCLUSION

1. That Council note the status update
2. The scope variation of the project be endorsed

ATTACHMENTS

Nil

8 REPORTS FOR INFORMATION**8.1 HUMAN RESOURCES AND WORK HEALTH AND SAFETY****DOC REF:****REPORT BY:** Tara Byrnes, Human Resources**AUTHORISER:** David Kirby, General Manager**DATE:** 16th October 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, Work Health and Safety and scheduled 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:

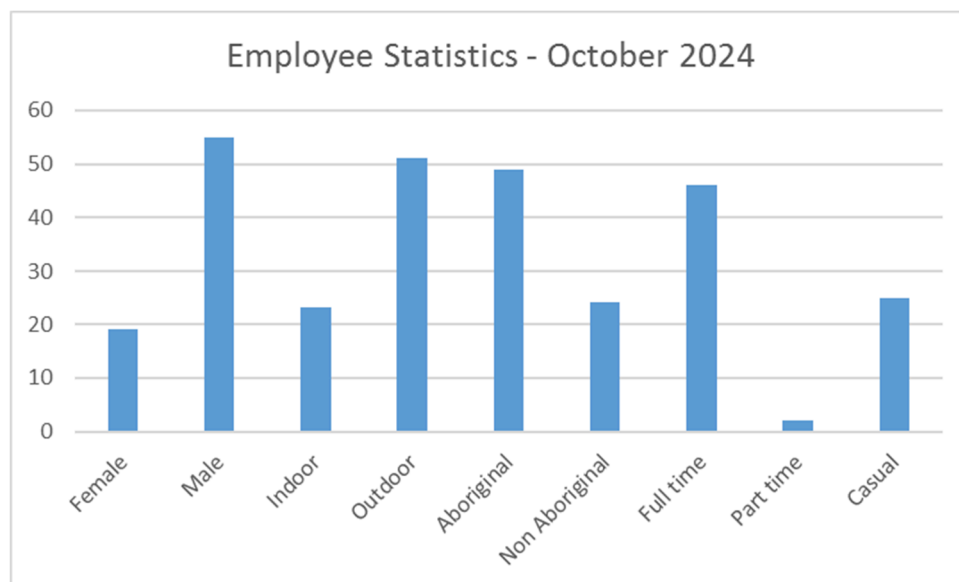
Date	Title	Description of training
Sep 24	TAFE Block training Mechanical	1x Workshop Block Training (Dubbo)
Sep 24	TAFE Plumbing Block Training	1x Utilities Block Training (Tamworth)
Sep 24	White card	1x Utilities (Dubbo) 1x Workshop (Online)
14 Oct 24	Tag and Test Training	1x Workshop (Orange)
21 Oct 24 (TBC)	4 in 1 Machinery Tickets front end loader, skid steer. backhoe	Open to all Utilities and Transport Staff (Brewarrina)
23 Oct 24 (TBC)	Traffic Control – Combo	Open to all Utilities and Transport Staff (Brewarrina)
23-25 Oct 24	LGNSW HR Conference	2x Managers (Sydney)
27 Oct 24	TAFE Block training Mechanical	1x Workshop Block Training (Dubbo)
4 -15 Nov 24	RMS Training - Admin	1x Admin RMS (Parkes)
Nov 24	Rangers Conference	1x Utilities Conference (Dubbo)
Nov 24	Chem Cert	1x Utilities (Nyngan)
Nov 24	Dangerous Dog Awareness Training	1x Utilities (Narromine)
Nov 24	Micro-chipping	1x Utilities (Online)

Nov 24	TAFE	1x Utilities Block Training (Tamworth)
--------	------	--

Recruitment and Advertising:

Position	Reason	Filled or Readvertised
Executive Assistant	Resignation	Appointment made
Technical Services Admin Officer	Resignation	Appointment made
Utilities Manager	Resignation	Casual contractor Appointment. Offer made. Offer withdrawn by applicant. Recruitment again underway.
Youth Worker	Resignation	Casual appointment made
Activities Support Worker (Youth)	Additional support school holidays programs	Casual appointment made
Finance Officer	Internal Appointment	Appointment made
Financial Accountant	Resignation	Appointment made
Customer Service Officer	Resignation	Casual appointment made
Casual cleaner	Resignation	Casual appointment made
WHS Compliance Coordinator	Resignation	Advertising underway

Employee Statistics:



Building Repair and Maintenance Update:

- Senior Citizens and Resource Room Upgrade: Internal project work has commenced, including the removal of flooring, evaporative air conditioners, and the old kitchen. Replacement quotations for rectification works are currently being obtained.
- Generator Pump House: Rectification support works completed.
- 5 Bourke Street: Ongoing building repairs and maintenance.
- Muddy Waters: Bin replacement fitted out.

- New Flag Poles: Installed and now completed
- Visitor Information Centre (VIC): Ongoing rectification works, including painting and re-installation mirrors.
- General Maintenance: Multiple small tasks completed across various departments.

Incident Report Monthly Update:

<u>IR#</u>	<u>Date + Details</u>	<u>Action</u>	<u>Responsible</u>	<u>Status</u>
24-44	4-8-24 Near Miss	Poor lighting on call-out vehicle when called out in hours of darkness ie night airstrip requirements.	Transport	Purchase of driving lights fitted to vehicle for such night work activities.
24-45	4-8-24 Near Miss	Operator error process reviewed regarding handling of hazardous substances.	Transport	Operator revised with Supervisor JSA regarding correct handling hazardous materials.
24-46	19-8-24 Vehicle Damage	Vehicle windscreen cracked during travel for training.	Admin	Windscreen repair works have been scheduled.
24-47	30-7-24 Face injury	Trip and fall on footpath	Public complaint	Youth had placed a pole over public footpath obscuring access. Pole was removed from footpath.
24-48	17-9-24 Face injury	Stone flicked staff in face whilst Whipper snipping	Utilities	Staff reviewed with Supervisor Council Policy of double eye protection when undertaking such activities.
24-49	17-9-24 Hand injury	Awkward tap placement. Hand pushed into cage when tightening tap.	Utilities	Staff reviewed with Supervisor the requirement to wear gloves when undertaking such activities.
24-50	8-10-24 Public aggression	Staff exposed to an aggressive interaction with public youth members.	Admin	Staff provided EAP and Police support. Apology provide by Youth for inappropriate interactions. Apology accepted.

CONCLUSION

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

GOVERNANCE IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

IR 24-49 Worker Compensation; notification of incident provided to insurer no financial implication or further action required at this time.

ATTACHMENTS

Nil

8.2 TRANSPORT - INFORMATION REPORT**DOC REF:****REPORT BY:** Transport Manager, Transport Manager**AUTHORISER:** David Kirby, General Manager**DATE:** 18th October 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

THAT COUNCIL RECEIVE THE TRANSPORT REPORT AS INFORMATION

CONTENT

Works currently underway by the Shire by our Road Crew

- * 3.5km of Goodooga Road Widening under Road to Recovery Grant is deemed for completion by end of October (weather permitting).
- * Jobs Gate Road Stage 3 is currently on its final leg, with 7.0km of road stabilised following sealing at the end of October. Crushing contractors are also working on site and supplying material for this and other projects within the Shire.

RMAP (UNDER RMCC)

Currently underway.

- * All defects completed by the road crew including removal of dead animals, slashing, weed spraying are currently being accomplished on REFLECT, and in turn reported back to Transport.
- * Heavy Patching (including flood affected areas) have been marked by Transport surveillance officer. These works will start beginning of November.
- * Culvert replacement under emergency works has commenced on Arthur Hall VC Way (MR70). Further culvert replacement will follow.

BLOCK GRANT

Council will allocate this grant to the maintenance of Goodooga Road and Bangate Road.

INFRASTRUCTURE BETTERMENT FUND (IBF) – INSTALLATION OF CULVERTS BRENDA GOODOOGA ROAD

Council has engaged Barker Ryan and Stewart (preferred consultants through Regional Procurement) to undertake catchment assessment and sizing of culverts on Brenda Goodooga Road. A kick-off meeting has taken place, and topographical survey undertaken. Construction is programmed to begin early 2025.

LOCAL AND REGIONAL ROADS REPAIR PLAN

List 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

Black Box Road – maintenance grading (resheeting) complete

Narran Lake Road – maintenance grading (resheeting) underway

Fingerpost Road – maintenance grading underway

WORKSHOP UPDATE – JAKE BONEY

- Western Star has had too much down time and is recommended for replacement.
- Council owned Paveline (tar truck) is to be sent for repairs / servicing to Ausroad on the 23rd October.
- Ausroad is currently being approached for costing on the purchase of their new Jetmaster.
- 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 STATUS REPORT**DOC REF:****REPORT BY:** David Kirby, General Manager**AUTHORISER:****DATE:** 22nd October 2024**IP&R REFERENCE:**

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

PURPOSE

To provide Council with the latest update on activities and projects through the monthly Status Report

RECOMMENDATION

That Council receive and note the monthly Status Report as information.

CONTENT

The monthly Status Report is an update of all Council related activities and projects from all resolutions of Council.

GOVERNANCE IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

CONCLUSION

That Council receive and note the monthly Status Report as information.

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>14/10/2024 – Waiting on update from Health and Building Consultant.</p> <p>12/08/2024—Consultants finalising plans in August 2024</p> <p>4/12/2023—No Change</p> <p>7/11/2023—No Change</p> <p>5/09/2023—Awaiting final approval from NSW Crown Lands.</p> <p>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>14/10/2024 - Completed</p> <p>12/07/2024—Quotations received</p> <p>4/12/2023—Finalising design, construction to commence early 2024</p> <p>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		<p>RESOLVED on MOTION by Councillor JEFFRIES, Seconded by Councillor PIPPOS;</p> <p>That;</p> <p>1. Council accept the proposal to build a new facility</p>	<p>14/10/2024 – No update – still awaiting information from RFS.</p> <p>12/08/2024 – Awaiting Information from RFS</p>

Status Report: Council Resolutions and Tasks to be Finalised.

	CHB	2. RFS to reconsider the location due to being a residential area and ongoing contamination issues 3. A further detailed proposal be provided to Council before a final decision is made	4/12/2023 – Awaiting on RFS to complete design 7/11/2023 – Detailed design phase 5/09/2023 – The topographical survey has been completed; awaiting the final design from RFS.
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.	14/10/2024 – No change, awaiting response. 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	14/10/2024 – 80% complete – to be finalised by December. 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.	14/10/2024 – No change 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.	14/10/2024 – No change 12/08/2024 – No Changes 4/12/2023 – GM conducting review
23rd February 2024 – Ordinary Council Meeting			
Resolution Number	Officer Action	Information:	Action Taken:
001/24	EDM	RESOLVED Moved: Cr Douglas Gordon Seconded: Cr Angelo Pippos That 1. Council resolve to prepare further costing report in regards to Caravan Park based on emergency accommodation. 2. Further costing report to be tabled to council.	14/10/2024 – No update – see resolution 091/24. 12/08/2024 – Costings and Options investigations ongoing

Status Report: Council Resolutions and Tasks to be Finalised.

		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> <p>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> <p>The MOTION upon being PUT to the MEETING was declared CARRIED</p>	<p>14/10/2024 – Notice served – no update. 12/08/2024 – Trespass Notice Served. Court Order Pending – No Changes. Council met with Crown lands Chief of Staff to discuss further action.</p>
25th 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>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.</p> <p>2. Council allocate \$200,000 in the 2024-2025 financial year budget to complete the project.</p>	<p>14/10/2024 – Final design on-going. 12/08/2024 – Works Commenced</p>

Status Report: Council Resolutions and Tasks to be Finalised.

		<p>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> <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>	<p>14/10/2024 – 500m to complete – will be finished by end of October. 12/08/2024 – Works Commenced</p>
<p>23rd July 2024 – Ordinary Council Meeting</p>			
Resolution Number	Officer Action	Information:	Action Taken:
090/24	GM	<p>RESOLVED</p> <p>Moved: Cr Angelo Pippas Seconded: Cr Isaac Gordon;</p> <ol style="list-style-type: none"> 1. That Council resolve to accept the proposal by Project Management Services to establish an Audit Risk Improvement Committee. <p>The MOTION upon being PUT to the MEETING was declared CARRIED</p>	<p>14/10/2024 – Advertisement for Independent Chair commencing. 15/08/2024 – Project commenced.</p>

Status Report: Council Resolutions and Tasks to be Finalised.

<p>091/24</p>	<p>GM</p>	<p>RESOLVED</p> <p>Moved: Cr Angelo Pippos 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>14/10/2024 – New Council to re-visit. 15/08/2024 – no update.</p>
---------------	-----------	---	--

8.4 ECONOMIC DEVELOPMENT MANAGER**DOC REF:****REPORT BY:** Fran Carter, Economic Development Manager**AUTHORISER:** David Kirby, General Manager**DATE:** 22nd October 2024**IP&R REFERENCE:**

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

PURPOSE

This report provides an overview of the key activities and initiatives undertaken by the Brewarrina Shire Council's Economic Development team for August/September 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.

CONTENT**Economic Development Activities****Regional Housing Strategic Planning Fund**

Council was successful in securing \$75,000 grant under the NSW Regional Housing Strategic Planning Fund. Following a competitive process inviting quotes from three qualified organisations, Jenny Rand and Associates were selected to lead the project. Jenny was chosen based on her in-depth knowledge of the community, competitive pricing aligned with the available grant funding, and her ability to start the project immediately and meet the required timeframe.

The project is now underway with a draft document expected to be available for Councillors' feedback at the December 2024 meeting. The plan is due to be completed by early February 2025.

This project aims to deliver a comprehensive action plan to address housing shortages, positioning the Council strategically for seeking additional external funding support in the future.

Golf Clubhouse

High level options have been developed and staff are currently in the process of sourcing cost estimates and quotations from various suppliers.

Get Active - Active Transport Strategy

Council received \$110,000 to develop an active transport strategy. The objective of the Get NSW Active program is to support the development and delivery of walking and bike riding projects that:

- Contribute to continuous and connected walking and bike riding networks across NSW that connect communities to local destinations
- Enable more people to safely walk and ride as part of their everyday travel
- Facilitate children's and young people's independent mobility by improving safe walking and bike riding options for travel to and from school
- Support multimodal journeys by integrating active and public transport

- Deliver quality place outcomes that contribute to vibrant places, and liveable neighbourhoods that support local lifestyles
- Enable and encourage behaviour change and shift community perception towards walking and bike riding as everyday travel options for short trips
- Deliver walking and bike riding connections that enable all people, regardless of gender, to move freely within their communities.

To develop this plan, quotes were obtained from qualified organisations, and People, Place & Partnerships has been selected to lead the project. Work has commenced, and initial engagement with key stakeholders will take place ahead of planned site visits scheduled for November.

We are committed to ensuring that the community remains well-informed and actively involved throughout this process. Comprehensive community engagement activities will be rolled out, providing ample opportunities for residents to discuss and share their views on active transport improvements across the shire.

Brewarrina Main Place Project Signage

The signage for the Brewarrina Main Place project is nearing completion and will soon be installed across the community. These signs are designed to keep residents and visitors informed about the progress and updates related to the Main Street development, offering clear and accessible information about the ongoing project.

Bre & Co educational van

The Bre & Co Coffee Van has been actively involved around the shire throughout the year, having participated in over six different events. Its presence at these events not only provided quality coffee and refreshments but also added a social element that enhanced the atmosphere. Beyond just serving coffee, the initiative has been instrumental in offering practical training opportunities to local youth.

Through hands-on barista training sessions, more than 12 students have gained valuable skills in coffee preparation, customer service, and small business operations. This training aims to empower young people by equipping them with transferable skills and experience, potentially opening doors for future employment in hospitality or entrepreneurship.

The coffee van continues to be a versatile asset for community engagement, providing both a functional service at events and a platform for skill development and education.

Brewarrina Interagency

The new Community Engagement Coordinator- Nicola Barker has resumed Council's monthly interagency meetings, bringing together community service providers from across the shire. These gatherings, scheduled for the first Wednesday of each month, aim to foster stronger collaboration and communication among local service providers and the Council.

The meetings provide a valuable platform for agencies to share updates on their services, discuss potential joint initiatives, and explore new opportunities to enhance service delivery across the region. By facilitating these regular interactions, the Council seeks to strengthen partnerships and ensure that services are more effectively coordinated to meet the needs of the Brewarrina community.

The reintroduction of these interagency meetings reflects the Council's ongoing commitment to working closely with local organisations to address community needs, encourage the exchange of ideas, and maximize the impact of available resources.

School Holiday Program

The Brewarrina September school holiday program attracted over 480 children who participated in a vibrant Colour Run, creative workshops- including a jewelry weaving session where kids learned new skills and crafted their own unique pieces. There was also plenty of physical fun with inflatable slides and castles, providing hours of entertainment and opportunities for children to stay active.

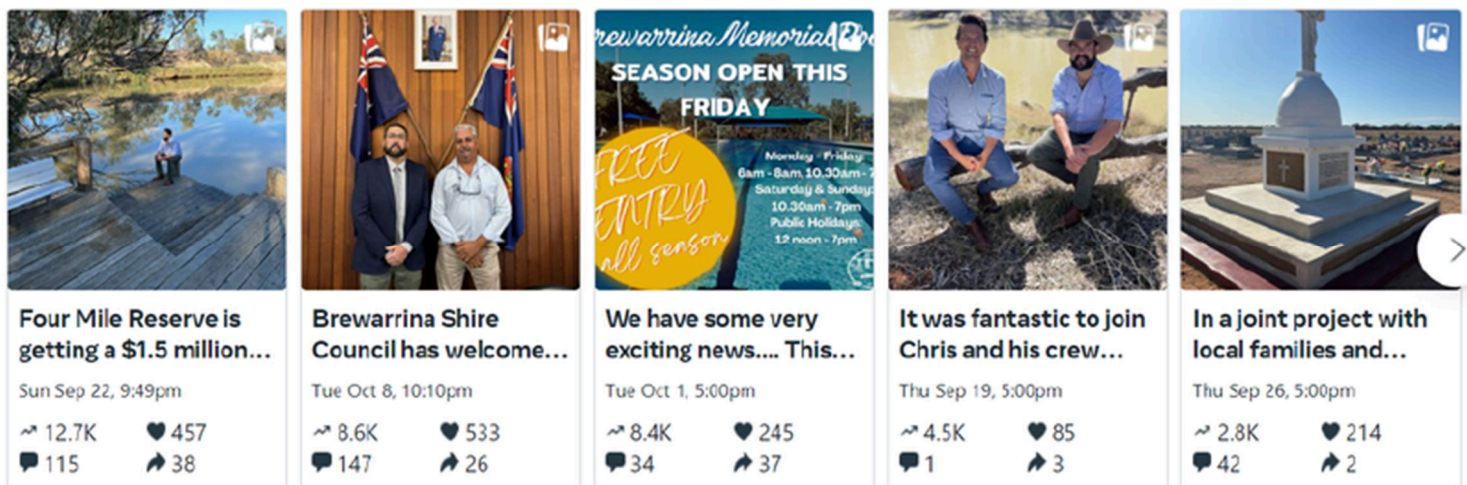
To round off the festivities, the holiday program hosted a movie night, creating a relaxed atmosphere for families to enjoy a film together under the stars. Overall, the event was well-received by the community and provided a variety of activities to keep children engaged and entertained during the school break.

Media & Social Update: October 2024

Social Media Overview

- Followers: 2,653 (+57)
- Reach: 46.5k
- Post Interactions: 3.1k
- Link Clicks: 950
- Profile Page Visits: 5.6k (+26%)

Top Performing Campaigns



Four Mile Reserve Design Community Feedback

- Media coverage: ABC Radio, ABC Western Plains Online, 2DU, 2WEB, Western Herald, Western Plains App.
- Feedback: Overwhelmingly positive response with significant social engagement.
- Organic Reach: 16.5k | Impressions: 18k | Interactions: 700
- Paid Reach: 24k | Interactions: 980

School Holiday Activity Program

- Social Reach: 8.7k | Impressions: 9.4k | Interactions: 220

New Mayor & Councillor Announcement

- Media coverage: ABC Radio, ABC Western Plains Online, 2WEB, Western Herald, Western Plains App.
- Social Reach: 8.5k | Impressions: 9k | Interactions: 700

Media Coverage Highlights

- Various media stories and interviews across local outlets helped boost community engagement and reach for key campaigns.



The new mayors leading Western Plains Councils

At least six new mayors with have been voted to Western Plains councils, with only Lachlan Shire yet to decide their leaders.

Read more in the Western Plains App

#whatswhatoutwest #localpeoplelocalstories #westernplains #communityjournalism #ruralnews #ruralcommunities #localgovernment #LocalGovernmentElection



westernplains.app.link

The new mayors leading western plains councils



Brewarrina reserve feedback sought:

Residents are being urged to help shape the future of a Brewarrina camping reserve. The Brewarrina Shire Council has released its first designs for the Four Mile Camping and Fishing Reserve along the Barwon River. The \$1.5 million in proposed upgrades include new toilet facilities, car and van parking, road improvements, and a shade and barbecue area. Shire general manager David Kirby says the plans were inspired and formed by local Dreaming stories, the landscape and local resources. The community has until October 11 to give feedback on the design.



Brewarrina Shire Council

Have your say on

Four Mile Reserve transformation

As part of an extensive makeover of public spaces in Brewarrina Shire, the local council has unveiled design plans for the transformation of Four Mile Reserve.

The \$1.5 million transformation of the popular camping and fishing spot will see a host of new facilities and features added inspired by local culture and environment.

New amenities will include a shade and BBQ area, improved access to the river, ground cover, car and van parking and road upgrades.

Brewarrina Shire Council General Manager David Kirby said he was very pleased to see the designs – all inspired by local Dreaming stories, the local landscape and local resources – taking shape.

"Careful thought and community input have gone into every aspect of the planning for Four Mile by experienced architects and landscape experts," Mr Kirby said.

"They've considered current and future use, cultural significance, flood mitigation,

utilising local resources and the local workforce, and how we can improve the facilities at this town environmental hotspot."

Mr Kirby said the Four Mile is currently popular for camping and recreation and is also a special place for First Nations people.

"Dreaming stories tell us the Rainbow Serpent travelled across the landscape creating the river and came to rest at the bend in the river where the water reaches its deepest – what we know today as Four Mile," he said.

"The project team met with community members including staff from the Brewarrina Local Aboriginal Land Council and heard their story, and it has inspired much of the design elements for the makeover."

As well as inspiration from the history of Four Mile, the design team also looked to the local landscape and local natural resources to inspire key elements of the plan.

Mr Kirby said that Brewarrina was lucky to have some truly beautiful natural resources in its region, including the

deep coloured natural rocks and granite at the council quarry.

"We will utilise these local resources and materials for some of the buildings and structures at the site, as well as leveraging the local workforce to complete the project," he said.

"This will be a place built for and by the community."

Another important aspect of the design is the impact flooding can have on the location.

"Four Mile Reserve and the surrounding area are flood prone and the upgrades will be built to withstand flood, be removable, or be built to areas less susceptible to flooding," Mr Kirby said.

Key elements of the new Four Mile design plans include:



An artistic impression of the Four Mile makeover at Brewarrina.

Key elements of the new Four Mile design plans include:

- New amenities building with balconies, showers and change rooms, featuring locally sourced stacked rock walls that not only look good, and suit the natural landscape but also reduce costs and boost the local economy.
- A new BBQ area and shelter designed to provide shade throughout the day, be a cool place to gather, eat and enjoy the river.
- Lava areas and 'reading' seating, granite walls and benches made from locally sourced stacked rocks to provide flood mitigation and provide the shoreline as well as offer comfortable places to sit and a natural gathering place.
- Better access to the water through a stabilised freshwater area and a new floating platform parallel to the boat ramp that extends into the deeper section of the river.
- Upgraded roads, parking

ways, footpaths and boardwalks, ensuring the space is accessible for all, and easily manoeuvrable for cars, trailers, buses and vans.

A detailed copy of the plans, including images, is on display on council's website and at council offices, with the community invited to submit their feedback via an online survey, which will open until Friday, October 11.

Mr Kirby said that Council wants to hear from the community on the Four Mile plans.

"We have an online survey open now for the next few weeks where you can have

your say," Mr Kirby said.

"We have now implemented this place for the community, whether it's for fishing, camping, boating, and just generally enjoying the outdoors and our river, so it's important our upgrade plans are truly enhancing Four Mile and making it better for all to enjoy for years to come."

The information on the Four Mile transformation visit www.brewarrina.org.au

Have your say on the Four Mile plans by completing the feedback survey by Friday 11 October. at www.survey-monkey.com/232226MR

Cat-astrophe at Brewarrina



Have your day in the the future of Four Mile Reserve

Community members in Brewarrina have been invited to contribute to what the future of the Four Mile Reserve will look like as the transformation of the site nears its final stages.

Read more in the Western Plains App

#whatswhatoutwest #localpeoplelocalstories #westernplains #communityjournalism #ruralnews #ruralcommunities #Brewarrina #fourmilereserve #barwonriver #communityconsultation



westernplains.app.link

Have your say in the future of the Four Mile Reserve

CONCLUSION

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

GOVERNANCE IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

ATTACHMENTS

Nil

9 NOTICE OF MOTION / QUESTIONS WITH NOTICE

Nil

10. CONFIDENTIAL MATTERS

Nil

10 OPEN SESSION

11 CONCLUSION OF MEETING