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**NARROMINE SHIRE COUNCIL**  
**ORDINARY MEETING BUSINESS PAPER – 9 MARCH 2022**  
**REPORTS TO COUNCIL – GENERAL MANAGER**

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## **1. INTEGRATED PERFORMANCE AND REPORTING FRAMEWORK TIMETABLE**

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|--------------------------------|---|
| <b>Author</b>                  | Director Governance   |
| <b>Responsible Officer</b>     | General Manager   |
| <b>Link to Strategic Plans</b> | CSP – 4.3.1 Operate and manage Council in a financially sustainable manner that meets all statutory and regulatory compliance and Council policies<br>D.P. – 4.3.1.1 Implementation of the Delivery Program and Operational Plan including Budget and Asset Management Plan on an annual budget |

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### **Executive Summary**

This report is presented to Council to consider holding an Extraordinary Council Meeting on 4 May 2022 to endorse the Integrated Planning and Reporting Framework documents to go on public exhibition.

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### **Report**

Council is required to adopt the Community Strategic Plan (CSP) by 30 June following an election. There is no specific requirement to develop a whole new CSP. Following a review of the CSP Council may endorse the existing CSP, endorse amendments to the existing CSP or develop and endorse a new CSP. The CSP must cover a minimum of 10 years.

Council is also required to have a four-year Delivery Program (DP), a ten-year Long-Term Financial Plan (LTFP), and an Operational Plan (OP) adopted before the beginning of each financial year, outlining the activities to be undertaken that year, as part of the DP.

The CSP, DP, LTFP and OP must be publicly exhibited for at least 28 days and public submissions can be made to Council during this period.

The following timeline has been prepared to meet this requirement: -

|                  |  |
|------------------|--|
| Wed, 9 Mar 2022  | Ordinary Council Meeting – consideration of Extraordinary Council Meeting and IP&R workshop date                   |
| Wed, 23 Mar 2022 | IP&R papers provided to Councillors prior to workshop  |
| Thu, 31 Mar 2022 | IP&R Workshop with Councillors   |
| Wed, 13 Apr 2022 | Ordinary Council Meeting – draft CSP for endorsement to go on public exhibition                                    |
| Wed, 20 Apr 2022 | Finalisation of draft IP&R documents   |
| Wed, 4 May 2022  | Extraordinary Council meeting to endorse draft IP&R documents to go on public exhibition                           |
| Thu, 5 May 2022  | Draft IP&R documents placed on public exhibition for 28 days   |
| Wed, 11 May 2022 | Ordinary Council Meeting   |
| Thu, 2 June 2022 | Public exhibition period closes, preparation of final IP&R documents and report with submissions for consideration |
| Wed, 15 Jun 2022 | Ordinary Council Meeting - Adoption of final IP&R documents  |

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**1. INTEGRATED PERFORMANCE AND REPORTING FRAMEWORK TIMETABLE (Cont'd)**

***Financial Implications***

Consideration of Operational Plan 2022/2023 and Long-Term Financial Plan

***Legal and Regulatory Compliance***

Integrated Planning and Reporting framework requirements as required under the Local Government Act 1993.

***Risk Management Issues***

Adherence to timeframes for the adoption of final documentation.

Council will need to hold an Extraordinary Meeting on 4 May 2022 to allow time for public exhibition and consideration of submissions prior to adoption of the CSP, DP, OP and LTFP.

***Internal/External Consultation***

A workshop is scheduled for Thursday 31 March 2022 with Councillors to consider draft documentation.

Attachments

- Nil

**RECOMMENDATION**

That Council hold an Extraordinary Meeting on 4 May 2022 to consider endorsing the draft Integrated Planning and Reporting Framework documents for public exhibition.

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**2. ESSENTIAL ENERGY – DEED OF AGREEMENT**

|                         |   |
|-------------------------|---|
| Author                  | Director Governance   |
| Responsible Officer     | General Manager   |
| Link to Strategic Plans | CSP – 4.3.4 Ensure Council's property assets are monitored and well managed |

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**Executive Summary**

This report is presented to Council for consideration of the renewal of the Deed of Agreement between Narromine Shire Council and Essential Energy for the lease of the Nymagee Street depot building and appurtenant land enclosed by fencing.

## **2. ESSENTIAL ENERGY – DEED OF AGREEMENT (Cont'd)**

### **Report**

Essential Energy leases the Nymagee Street depot building and the appurtenant land enclosed by fencing. These premises are erected on land of which Council is the registered owner. Whilst the building is owned by Essential Energy, the land underneath the building was transferred to Council with the vesting of the reservoirs in 1995. A Deed of Agreement was entered into with Essential Energy (at that stage Country Energy) so that if they ever decide to close down the Narromine branch and sell the premises, then Council would obtain the value of the land from any sale.

The current lease expires on 24 May 2022 and Essential Energy have advised that they wish to continue to have a physical presence in the community and have therefore requested that Council renew the existing Deed of Agreement for a further five year period.

### ***Financial Implications***

Essential Energy pay Council rates and charges assessed on the depot, as well as building insurance premiums and public liability. No charge is made for the lease of the land.

### ***Legal and Regulatory Compliance***

Council will need to enter into a new Deed of Agreement with Essential Energy.

### ***Risk Management Issues***

The lessee is required to hold public liability insurance coverage in the amount of \$20,000,000 for the areas leased from Council.

### ***Internal/External Consultation***

Consultation with Essential Energy

### **Attachments**

Nil

## **RECOMMENDATION**

That Council renew the Deed of Agreement with Essential Energy for a further five-year period.

Jane Redden  
**General Manager**