



**I hereby give notice that an Ordinary Meeting of Council will be held on:**

**Date: Tuesday, 28 May 2019**

**Time: 1.00pm**

**Location: Narrabri Shire Council Chambers  
46-48 Maitland Street  
Narrabri**

# **BUSINESS PAPER**

**Ordinary Council Meeting  
28 May 2019**

**Stewart Todd  
GENERAL MANAGER**

**Request to Speak/Addressing Council on an Agenda Item:**

If the matter is listed within the Council Business Paper, you can request to address Council by:

- Completing the “*Request to Speak in Public Forum*”, at an Ordinary Council Meeting, which can be obtained, from Council’s Administration Office, or by downloading it from Council’s website. On-line at <http://www.narrabri.nsw.gov.au/speaking-at-public-forum-1232.html>
- The completed form can then be submitted via the following methods:  
Fax: **02 6799 6888**; or email to **council@narrabri.nsw.gov.au**

**Your request to address Council must be received by Council no later than 5.00pm on the day prior to the Council Meeting.**

Council's Code of Meeting Practice sets out the following guidelines for addressing Council:

- Addresses in the Public Forum will commence at 1.00pm.
- Addresses will be limited to **3 minutes** in duration.
- Council accepts no responsibility for any defamatory statements made by speakers.
- Audio-visual presentations must be received by 1.30pm on the day prior to the meeting.
- When your name is called, please proceed to the Council lectern (usually located to the right hand side of the Chamber).
- Members of the public may quietly enter and leave the Meeting at any time.

**All mobile phones are to be turned off at commencement and for the duration of the meeting.  
This request also applies to all audio and visual recording devices, unless prior approval has been sought  
from the General Manager.**



Mayor  
Cr Cathy Redding



Deputy Mayor  
Cr Robert Kneale



Cr Maxine Booby



Cr Ron Campbell



Cr Ron Campey



Cr Lloyd Finlay



Cr Ann Loder



Cr Annie McMahon



Cr Cameron Staines



General Manager  
Mr Stewart Todd



Director  
Infrastructure Delivery  
Mr Darren Raeck



Director  
Corporate Services  
Mr Lindsay Mason



Director  
Development &  
Economic Growth  
Mr Daniel Boyce

## Our Values



### Integrity

Ensuring transparency and honesty in all our activities.



### Leadership

Providing guidance and direction to our community and our people.



### Customer Focus

Delivering prompt, courteous and helpful services and being responsive to the community's changing needs.



### Accountability

Accepting our responsibility for the provision of quality services and information.



### Respect

Treating everyone with courtesy, dignity and fairness.



### Excellence

Being recognised for providing services, programs and information which consistently meet and exceeds standards.



## Our Vision

A strong and vibrant regional growth centre providing a quality living environment for the entire Shire community.

## Our Strategic Direction



### Theme 1: Our Society

#### Strategic Direction 1: Safe, Inclusive and Connected Community

*A safe, supportive community where everyone feels welcomed, valued and connected.*



### Theme 2: Our Environment

#### Strategic Direction 2: Environmentally Sustainable and Productive Shire

*Maintaining a healthy balance between our natural and built environments.*



### Theme 3: Our Economy

#### Strategic Direction 3: Progressive and Diverse Economy

*A strong, diverse economy that attracts, retains and inspires business, industry and tourism growth.*



### Theme 4: Our Civic Leadership

#### Strategic Direction 4: Collaborative and Proactive Leadership

*Working pro-actively together to achieve our shared vision with strong strategic direction.*

**AGENDA**

<b>1</b>	<b>Opening Prayer by a Member of the Narrabri Minister's Fraternal .....</b>	<b>7</b>
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**1 OPENING PRAYER BY A MEMBER OF THE NARRABRI MINISTER'S FRATERNAL**

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Councillors, Council staff and people in the gallery are asked to be upstanding for the opening prayer.

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**2 ACKNOWLEDGEMENT OF COUNTRY**

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I acknowledge the Traditional Owners of the land on which we meet today, the Kamilaroi people, and pay my respects to Kamilaroi Elders both past and present.

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**3 APOLOGIES/GRANTING OF LEAVE OF ABSENCES**

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Nil (at time of agenda and business paper compilation).

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**4 DECLARATION OF PECUNIARY AND NON- PECUNIARY INTERESTS**

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Councillors are reminded of their obligation to declare their interest in any matters listed before them.

In considering your interest, you are reminded to include pecuniary and non-pecuniary conflicts of interest as well as any other interest you perceive or may be perceived of you.

Councillors may declare an interest at the commencement of the meeting, or alternatively at any time during the meeting should any issue progress or arise that would warrant a declaration.

Councillors must state their reasons in declaring any type of interest.

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**5 ITEMS TO BE CONSIDERED IN THE CONFIDENTIAL (PUBLIC EXCLUDED) MEETING**

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**Extract from Council's Code of Meeting Practice**

**Part 4 Section 17a.**

**17a. Which parts of a meeting can be closed to the public?**

- (1) A Council, or a Committee of the Council of which all the members are Councillors, may close to the public so much of its meeting as comprises:
  - (a) the discussion of any of the matters listed in Sub-Clause (2) below, or
  - (b) the receipt or discussion of any of the information so listed.
- (2) The matters and information are the following:
  - (a) personnel matters concerning particular individuals (other than Councillors),
  - (b) the personal hardship of any resident or ratepayer,
  - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business,
  - (d) commercial information of a confidential nature that would, if disclosed:
    - i. prejudice the commercial position of the person who supplied it, or
    - ii. confer a commercial advantage on a competitor of the Council, or
    - iii. reveal a trade secret,

- (e) information that would, if disclosed, prejudice the maintenance of law,
  - (f) matters affecting the security of the Council, Councillors, Council staff or Council property,
  - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
  - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land.
- (3) A Council, or a Committee of the Council of which all the members are Councillors, may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.
  - (4) Members of the public may be allowed to make representations to or at a Council or Committee meeting for a period of up to three (3) minutes, immediately after the motion to close the part of the meeting.
  - (5) is moved and seconded, as to whether that part of the meeting should be closed at the discretion of the Council

The following matters will be considered in the Closed (Public Excluded) Meeting:

- 13.1 Industrial and Logistics Hub - Land Purchase and Funding Strategy
- 13.2 Contract 2018-19/18 - Construction of a Concrete Shared Pathway along Narrabri Creek

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## **6 PUBLIC FORUM AND PRESENTATIONS**

Presentation requests received to date nil.

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## **7 CONFIRMATION OF MINUTES**

### **RECOMMENDATION**

That the minutes of the Ordinary Meeting of the Narrabri Shire Council held on 29 April 2019 comprising Minute Nos 064/2019 to 090/2019 as circularised be confirmed and signed as a correct record by the Mayor.



**MINUTES OF NARRABRI SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE NARRABRI SHIRE COUNCIL CHAMBERS, 46-48 MAITLAND STREET, NARRABRI  
ON MONDAY, 29 APRIL 2019 AT 9.32AM**

**PRESENT:** Cr Catherine Redding (Mayor), Cr Robert Kneale (Deputy Mayor), Cr Maxine Booby, Cr Ron Campbell, Cr Ron Campey, Cr Lloyd Finlay, Cr Ann Loder, Cr Annie McMahon, Cr Cameron Staines.

**IN ATTENDANCE:** Stewart Todd (General Manager), Lindsay Mason (Director Corporate Services), Darren Raeck (Director Infrastructure Delivery), Delece Hartnett (Administration).

Proceedings of the meeting commenced at 9.32am.

**1 OPENING PRAYER BY A MEMBER OF THE NARRABRI MINISTER'S FRATERNAL**

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Members and officers were upstanding for the opening prayer by Rev Paul Cosier of Narrabri Uniting Church, in association with the Narrabri Ministers Fraternal.

At 9:34 am, Cr Ann Loder presented to the meeting.

**2 ACKNOWLEDGEMENT OF COUNTRY**

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The Mayor acknowledged the Traditional Owners of the land on which the Council met, the Kamilaroi people, and paid her respects to Elders past and present.

**3 APOLOGIES/GRANTING OF LEAVE OF ABSENCES**

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Nil.

The Mayor noted the advice of Cr Ron Campbell that he would be arriving late due to returning by air to Narrabri.

**4 DECLARATION OF PECUNIARY AND NON- PECUNIARY INTERESTS**

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Nil.

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**5 ITEMS TO BE CONSIDERED IN THE CONFIDENTIAL (PUBLIC EXCLUDED) MEETING**

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**MINUTE 064/2019**

Moved: Cr Robert Kneale                      Seconded: Cr Maxine Booby

**That the following matters will be considered in the Closed (Public Excluded) Meeting:**

**13.1 Industrial and Logistics Hub****13.2 2019 National Volunteer Week**

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey, Lloyd Finlay, Ann Loder, Annie McMahon and Cameron Staines

Against: Nil

**CARRIED 8/0**

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**6 PUBLIC FORUM AND PRESENTATIONS**

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Public Forum requests received to date:

- Nil.

Presentation requests received to date:

- Nil.

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**7 CONFIRMATION OF MINUTES**

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**MINUTE 065/2019**

Moved: Cr Maxine Booby                      Seconded: Cr Lloyd Finlay

**That the minutes of Ordinary Meeting of the Narrabri Shire Council held on 26 March 2019 comprising Minute Nos 42/2019 to 63/2019 as circularised be confirmed and signed as a correct record by the Mayor.**

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey, Lloyd Finlay, Ann Loder, Annie McMahon and Cameron Staines

Against: Nil

**CARRIED 8/0**

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**8 MAYORAL MINUTE**

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**8.1 MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR MARCH/APRIL 2019****MINUTE 066/2019**

Moved: Cr Catherine Redding

**That Council note the Mayoral Appointments for the period March/April 2019.**

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey, Lloyd Finlay, Ann Loder, Annie McMahon and Cameron Staines

Against: Nil

**CARRIED 8/0**

## **8.2 MAYORAL MINUTE - REQUEST FOR DONATION - THE LONG RIDE**

### **MINUTE 067/2019**

Moved: Cr Catherine Redding

**That Council defer the consideration of the request for donation from the Prostate Cancer Foundation of Australia, 'The Long Ride' until after 1 July 2019.**

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey, Lloyd Finlay, Ann Loder, Annie McMahon and Cameron Staines

Against: Nil

**CARRIED 8/0**

## **9 OUR SOCIETY**

### **9.1 DELEGATES REPORT - NARRABRI DISTRICT HEALTH SERVICE ADVISORY COMMITTEE MEETING - 8 APRIL 2019**

#### **MINUTE 068/2019**

Moved: Cr Ann Loder                      Seconded: Cr Annie McMahon

**That Council note Cr Loder's Delegates Report from the Narrabri District Health Service Advisory Committee Meeting held on Monday 8 April 2019.**

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey, Lloyd Finlay, Ann Loder, Annie McMahon and Cameron Staines

Against: Nil

**CARRIED 8/0**

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**10 OUR ENVIRONMENT**

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**10.1 SECTION 94A PLAN UPDATE TO SCHEDULE OF WORKS****MINUTE 069/2019**

Moved: Cr Robert Kneale      Seconded: Cr Maxine Booby

- 1. That Council endorse the amended Schedule of Works to the Narrabri Shire Section 94A Development Contributions Plan, as attached, for the purpose of public exhibition.**
- 2. That Council place on exhibition the amended Schedule of Works to the Narrabri Shire Section 94A Development Contributions Plan for a minimum period of 28 days, during the exhibition period call for and accept submissions from the public on the draft amended plan.**

In Favour:      Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey, Lloyd Finlay, Ann Loder, Annie McMahon and Cameron Staines

Against:      Nil

**CARRIED 8/0**

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**11 OUR ECONOMY**

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**11.1 REPORT OF THE NARRABRI AIRPORT ADVISORY COMMITTEE****MINUTE 070/2019**

Moved: Cr Cameron Staines      Seconded: Cr Annie McMahon

**That Council adopt the Minutes of the Narrabri Airport Advisory Committee meeting held on Tuesday 26 March 2019.**

In Favour:      Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey, Lloyd Finlay, Ann Loder, Annie McMahon and Cameron Staines

Against:      Nil

**CARRIED 8/0**



**11.2 DEVELOPMENT APPLICATION DA71/2019 - WEE WAA SHOWGROUND TRUST - WAIVING OF DEVELOPMENT APPLICATION FEES****MINUTE 071/2019**

Moved: Cr Maxine Booby                      Seconded: Cr Annie McMahon

**That Council, having regard to the social contribution of the development to the community of Wee Waa and surrounds; waive the applicable Development Application fees paid for DA71/2019, being \$3,659.08.**

In Favour:      Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey, Lloyd Finlay, Ann Loder, Annie McMahon and Cameron Staines

Against:        Nil

**CARRIED 8/0**

**12 OUR CIVIC LEADERSHIP****12.1 DELEGATES REPORT - MAULES CREEK COAL COMMUNITY CONSULTATIVE COMMITTEE MEETING - 13 FEBRUARY 2019****MINUTE 072/2019**

Moved: Cr Lloyd Finlay                      Seconded: Cr Ron Campey

**That Council note Cr Finlay's Delegate Report from the Maules Creek Coal Community Consultative Committee Meeting held on Wednesday 13 February 2019.**

In Favour:      Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey, Lloyd Finlay, Ann Loder, Annie McMahon and Cameron Staines

Against:        Nil

**CARRIED 8/0**

**12.2 DELEGATES REPORT - BOGGABRI COAL COMMUNITY CONSULTATIVE COMMITTEE MEETING - 14 FEBRUARY 2019****MINUTE 073/2019**

Moved: Cr Robert Kneale                      Seconded: Cr Lloyd Finlay

**That Council note Cr Kneale's Delegates Report from the Boggabri Coal Community Consultative Committee held on 14 February 2019.**

In Favour:      Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey, Lloyd Finlay, Ann Loder, Annie McMahon and Cameron Staines

Against:        Nil

**CARRIED 8/0**

**12.3 DELEGATES REPORT - NARROMINE TO NARRABRI (N2N) INLAND RAIL COMMUNITY CONSULTATIVE COMMITTEE - 20 MARCH 2019****MINUTE 074/2019**

Moved: Cr Cameron Staines      Seconded: Cr Lloyd Finlay

**That Council note Cr Campbell's Delegate Report from the Narromine to Narrabri (N2N) Inland Rail Community Consultative Committee held on Wednesday 20 March 2019.**

In Favour:      Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey, Lloyd Finlay, Ann Loder, Annie McMahon and Cameron Staines

Against:      Nil

**CARRIED 8/0**

**12.4 DELEGATES REPORT - NAMOI-PEEL CUSTOMER ADVISORY GROUP, 14 MARCH 2019****MINUTE 075/2019**

Moved: Cr Maxine Booby      Seconded: Cr Robert Kneale

**That Council note Director Infrastructure Delivery's Delegates Report from the Namoi-Peel Customer Advisory Group Meeting held on Thursday 14 March 2019.**

In Favour:      Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey, Lloyd Finlay, Ann Loder, Annie McMahon and Cameron Staines

Against:      Nil

**CARRIED 8/0**

**12.5 REPORT OF THE INTERNAL AUDIT AND RISK COMMITTEE****MINUTE 076/2019**

Moved: Cr Robert Kneale      Seconded: Cr Maxine Booby

**That Council note the Minutes of the Internal Audit and Risk Committee meeting held on 20 March 2019.**

In Favour:      Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey, Lloyd Finlay, Annie McMahon and Cameron Staines

Against:      Cr Ann Loder

**CARRIED 7/1**

**12.6 INVESTMENT REPORT - MARCH 2019****MINUTE 077/2019**

Moved: Cr Ron Campey

Seconded: Cr Annie McMahon

**That Council note the Investment Report for March 2019.**

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey, Lloyd Finlay, Ann Loder, Annie McMahon and Cameron Staines

Against: Nil

**CARRIED 8/0****12.7 ACCEPTANCE OF TENDERS UNDER DELEGATION – MARCH 2019****MINUTE 078/2019**

Moved: Cr Cameron Staines

Seconded: Cr Maxine Booby

**That Council note the determination of tenders under delegation for the period to March 2019.**

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey, Lloyd Finlay, Ann Loder, Annie McMahon and Cameron Staines

Against: Nil

**CARRIED 8/0****12.8 OPERATIONAL AND SERVICE PLAN QUARTERLY REPORT - MARCH 2019****MINUTE 079/2019**

Moved: Cr Lloyd Finlay

Seconded: Cr Maxine Booby

**That Council adopt the Quarterly Operational and Service Plan Report, as attached, detailing Council's progress in meeting its actions, capital works and key performance measures for the March 2019 quarter.**

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey, Lloyd Finlay, Ann Loder, Annie McMahon and Cameron Staines

Against: Nil

**CARRIED 8/0****12.9 MARCH QUARTERLY BUDGET REVIEW****MINUTE 080/2019**

Moved: Cr Maxine Booby

Seconded: Cr Lloyd Finlay

**That Council adopt the Quarterly Budget Review Statement for the period ended 31 March 2019 as the revised Budget estimates for the year ended 30 June 2019 and the Operational Plan and Capital Works Plan be amended accordingly.**

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey, Lloyd Finlay, Ann Loder, Annie McMahon and Cameron Staines

Against: Nil

**CARRIED 8/0**

## 12.10 DRAFT CODE OF MEETING PRACTICE

### MINUTE 081/2019

Moved: Cr Ron Campey                      Seconded: Cr Lloyd Finlay

1. That Council endorse the draft Code of Meeting Practice for Narrabri Shire Council.
2. That Council place on exhibition the draft Code of Meeting Practice for Narrabri Shire Council for a minimum period of 28 days; and also call for and receive submissions from the public for 42 days from the first day of exhibition.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey, Lloyd Finlay, Ann Loder, Annie McMahon and Cameron Staines

Against: Nil

**CARRIED 8/0**

## 12.11 DRAFT CODE OF CONDUCT

### MINUTE 082/2019

Moved: Cr Annie McMahon                      Seconded: Cr Maxine Booby

1. That Council endorse the draft Code of Conduct for Narrabri Shire Council.
2. That Council place on exhibition the draft Code of Conduct for Narrabri Shire Council for a minimum period of 28 days; and also call for and receive submissions from the public for 42 days from the first day of exhibition.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey, Lloyd Finlay, Ann Loder, Annie McMahon and Cameron Staines

Against: Nil

**CARRIED 8/0**

## SUSPENSION OF STANDING ORDERS

### MINUTE 083/2019

Moved: Cr Maxine Booby                      Seconded: Cr Lloyd Finlay

A motion was moved that Council suspend standing orders, at 10.47am.

**CARRIED**



At 11:00 am, Cr Ron Campbell presented to the meeting.

#### RESUMPTION OF STANDING ORDERS

##### MINUTE 084/2019

Moved: Cr Maxine Booby                      Seconded: Cr Ann Loder

**A motion was moved that Council resume standing orders at 11.05am.**

**CARRIED**

#### 12.12 DRAFT 2019/2020 OPERATIONAL PLAN

##### MINUTE 085/2019

Moved: Cr Ron Campey                      Seconded: Cr Lloyd Finlay

- 1. That Council endorse the following draft documents for public exhibition for a minimum period of 28 days pursuant to the requirements of the Local Government Act 1993:**
  - a. Draft 2019/2020 Operational Plan.**
  - b. Draft 2019/2020 Revenue Policy.**
  - c. Draft 2019/2020 Fees and Charges.**
  - d. Draft 2019/2020 Operational Budget.**
  - e. Draft 2019/2020 Capital Works Program.**
- 2. That Council place on exhibition the draft documents (a. – e. above) for a period of at least 28 days, during the exhibition period call for and accept submissions from the public on the draft documents.**

In Favour:        Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder, Annie McMahon and Cameron Staines

Against:        Nil

**CARRIED 9/0**

#### 12.13 SALE OF 72-74 GIBBONS STREET, NARRABRI

##### MINUTE 086/2019

Moved: Cr Ron Campbell                      Seconded: Cr Ann Loder

**That Council authorise the affixing of Council's common seal to any documents relating the sale of 72-74 Gibbons Street, Narrabri to Nurruby Children's Services Incorporated for the price of \$31,805.80.**

**CARRIED 9/0**

**13 CONFIDENTIAL (CLOSED COUNCIL) MEETING****MINUTE 087/2019**

Moved: Cr Ann Loder                      Seconded: Cr Maxine Booby

That at 11.16am Council move into Closed (Public Excluded) Meeting of Council and that the press and members of the public be asked to leave the room whilst Council considers the following items:

**13.1 Industrial and Logistics Hub**

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

**13.2 2019 National Volunteer Week**

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

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder, Annie McMahon and Cameron Staines

Against: Nil

**CARRIED 9/0**

**13.1 INDUSTRIAL AND LOGISTICS HUB****MINUTE 088/2019**

Moved: Cr Cameron Staines                      Seconded: Cr Ron Campbell

- 1. That Council adopt the Narrabri Shire Industrial and Logistics Hub Strategic Business Case.**
- 2. That Council endorse the purchase of land as highlighted in this report.**
- 3. That Council request the General Manager to provide a report outlining funding strategies to purchase the properties under consideration.**

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder, Annie McMahon and Cameron Staines

Against: Nil

**CARRIED 9/0**

**13.2 2019 NATIONAL VOLUNTEER WEEK****MINUTE 089/2019**

Moved: Cr Maxine Booby                      Seconded: Cr Lloyd Finlay

- 1. That Council note the nominations for 2019 National Volunteer Week and vote for the recipient of this award by a show of hands.**
- 2. That Council keep the outcome confidential until the winner is announced at the 2019 National Volunteer Week luncheon to be held on Friday 24 May 2019 in the Council Chambers**
- 3. That Council Award the Shire Volunteer of 2019 to Mr Darrell Tiemens.**

In Favour:        Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder, Annie McMahon and Cameron Staines

Against:        Nil

**CARRIED 9/0**

**MINUTE 090/2019**

Moved: Cr Ann Loder                      Seconded: Cr Robert Kneale

**That at 11.27am Council move out of Closed (Public Excluded) Meeting and that the resolutions from the Closed (Public Excluded) Meeting be read out aloud.**

In Favour:        Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campbell, Ron Campey, Lloyd Finlay, Ann Loder, Annie McMahon and Cameron Staines

Against:        Nil

**CARRIED 9/0**

**14 MEETING CLOSED**

The Meeting closed at 11.29am.

The minutes of this meeting are scheduled to be confirmed at the Ordinary Council Meeting scheduled to be held on 28 May 2019.

.....  
**CHAIRPERSON**

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**8 MAYORAL MINUTE**

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**8.1 DELEGATES REPORT ON MAYOR REDDING'S ATTENDANCE AT THE CENTRAL NORTHERN REGIONAL LIBRARIES (CNRL) ORDINARY MEETING - WEDNESDAY 1 MAY 2019****File Number:****Responsible Officer:** Catherine Redding, Mayor**Author:** Catherine Redding, Mayor**Attachments:**  
1. CNRL Ordinary Meeting Minutes- 14 November 2018    
2. Draft CNRL Ordinary Meeting Minutes - 1 May 2019  **RECOMMENDATION**

**That Council notes the delegates report on Mayor Redding's attendance at the CNRL Ordinary Meeting held in Tamworth, Wednesday 1 May 2019.**

**DELEGATES REPORT**

The CNRL Committee held a Meeting on Wednesday 1 May 2019.

An overview of the meeting is provided within this report.

**CNRL Draft Budget**

The draft 2019-2020 budget was presented to the CNRL Committee in November 2018. The scheduled February CNRL Committee meeting was re-scheduled to May. Details of the state funding model (ie, individual council payments) for 2019-2020 are not yet known. When the amounts are known it may be necessary to revisit the 2019-2020 CNRL budget to make the adjustments. This will be scheduled for discussion at the CNRL Committee in November 2019.

**Public Library Funding – Major increase from 2019-2020**

A significant new public library funding package was announced by the Liberal Government, on 24 August 2018, totalling \$60m over the forward estimates to 2022/23. This is the largest single commitment to increasing public library funding by the NSW Government since the Library Act was introduced in 1939. The State Library will be working with NSW councils to ensure that these funds significantly improve public libraries state-wide.

The new package will include a \$24m capital grant program and increases to subsidy adjustment payments for all councils. While the State Library shared some high-level detail on the funding commitment, the finer details, including individual council payments, will be confirmed once additional modelling and stakeholder consultation has been undertaken.

The Public Libraries Consultative Committee (PLCC) considered a range of allocation models on 4 December 2018, noting that a new approach to the subsidy adjustments will be desirable once the increased per capita amounts are implemented, to ensure that small to medium sized councils receive equitable increases. Further modelling was considered by the PLCC in March 2019, and the State Library will update councils once achieved. The PLCC also provided guidance on parameters for a new infrastructure grants program, including a higher ceiling than the previous program which had a maximum grant of \$200,000.

The information to date is available at: <https://www.sl.nsw.gov.au/public-libraryservices/subsidies-grants/public-library-funding-201920>

**Service NSW Kiosks**

As part of the NSW Government's \$60m public library funding package, \$250,000 per annum is available over 4 years to fund the roll-out of Service NSW Kiosks to interested public libraries. Public library managers and council general managers have been contacted by Service NSW to register interest in the kiosks. This is an opt-in program. Manilla Library (part of Tamworth Regional Council) has been selected to be a pilot Service NSW kiosk site. A memorandum of understanding has been signed and the kiosk is expected to be functioning in May 2019.

**NB:** Due to the size of the kiosks, they are not an option for Narrabri or Boggabri Libraries. Narrabri Library Manager has put forward Wee Waa Library as an option for investigation for Narrabri Shire.

**CWA – Country of Study**

The CWA Country of Study for 2019 is Papua New Guinea. CNRL has prepared a website with information pages and links to support the Country of Study.

<http://www.cnl.nsw.gov.au/cgi-bin/spydus.exe/MSGTRNGEN/WPAC/CWA>

**RFID (Radio Frequency Identification)– Progress Report**

Retrospective tagging of resources has taken place. The CNRL Library Services Manager and technology staff visited all CNRL branches to identify the best self-check locations and ensure data and power requirements could be met. The self-check units will be delivered to Narrabri Shire Libraries on 10 May 2019. Installation of hardware will take place between 13 and 14 May 2019.

Narrabri Library Manager put forward that, as cards are necessary to operate the RFID technology, replacement cards should be provided to patrons, who have lost their card, free of charge for a period of six (6) months. This was approved by the committee.

**Sydney Writers Festival (SWF)**

The Sydney Writer's Festival (Friday May 3 to Sunday May 5) was live Streamed at four (4) CNRL branches. The full three (3) day program was live streamed at Tamworth Library and Nundle Library. Uralla Library and Narrabri Library opted to stream selected sessions that fell within regular library open times.

The public response at Narrabri Library was very favourable.

**New South Wales Public Libraries Association (NSWPLA) SWITCH Conference**

This year's conference will be held at Penrith from 19 -22 November. Conference registrations are open. The conference fees are \$700 for an early bird registration (23 April to August 30) and \$750 for standard registration. Information about the conference can be found at <https://nswpla.org.au/switch2019/> The main conference themes are: Smart, Engaged, Resilient

**New Service Model for Barraba**

The Barraba Library has undergone extensive renovations and has re-emerged as a main street shared location, with library, RMS and council services available from the one facility.

**QUARTERLY REPORTS**

The quarterly reports for December 2018 (Attachment 2) and March 2019 (Attachment 3) were presented and accepted.

**LIVING LEARNING LIBRARIES REPORT 2017**

The Library Council of NSW has formulated recommended minimum standards and guidelines for public library services in NSW, to help councils assess the level of service given by their public libraries to their respective communities.

The latest edition, entitled Living Learning Libraries – a population approach: standards and guidelines for NSW public libraries, is an evidence-based guide to the development of library services in NSW. Living Learning Libraries provides a framework for service assessment and continuous improvement, as well as a practical basis for comparison among library services. It is intended to encourage best practice in service delivery by highlighting state and peer cohort medians and the services that have been achieved by leading libraries.

The standards and guidelines are intended to assist public libraries and councils to:

- Evaluate current services
- Set targets for improvement
- Develop continuous improvement in service delivery
- Plan for future needs.

The document also contains strategies from library practitioners for tailoring services to the needs of local communities based on such factors as age, disability, socioeconomic status, cultural diversity and affordability.

A summary of CNRL's performance against the standards in 2010 and 2017 can be found in the Meeting Agenda – Attachment 1. A more detailed analysis is found in Attachment 4 - Living Learning Libraries: standards and guidelines for NSW public libraries 2017 (CNRL).

From the Living Learning Libraries Assessment there are a number of areas that stand out for branch attention. Among these are:

- Floor space
- Open hours
- Staff training

CNRL will conduct a user survey in the second half of 2019 and the data from this may be useful for any council wishing to review their library open hours. From the Living Learning Libraries exercise, CNRL staff have identified the need to update the Regional Resources Policy and Social Inclusion Policy. Apart from identifying areas for improvement, the Living Learning Libraries exercise indicated that CNRL and CNRL branches have significant strengths in program delivery as well as provision of Internet access and public access computers.

**CURRENT YEAR BUDGET REPORT**

The 2018-19 State allocation for funding Public Libraries totalled \$23.528M. This was a reduction from the \$28.8M provided in 2017-2018, due to the expiry of the four (4) year Public Library Infrastructure Grants program, and the \$1.3M adjustments provided in 2016/17 and 2017-2018 only. The 2018-2019 CNRL budget was prepared prior to the announcement of reduced funding and was based on the previous year's state funding level. The reduced funding has resulted in a \$54,685 shortfall in the current year CNRL budget.

The Committee moved to cover the shortfall in subsidy by releasing funds from reserves.

**GENERAL BUSINESS**

The next NSWPLA North East Zone meeting will be held in Armidale on 30 May 2019. The committee was encouraged to send staff and Councillors.

Regional Resources Librarian Megan Pitt discussed ways to engage Aboriginal patrons after attending the *Indigenous Services and Collections in Libraries Masterclass* run by the Jumbunna Institute for Indigenous Education & Research at the University of Technology Sydney.

Narrabri Library Manager informed the meeting that Narrabri Shire Council departments are about to undergo Dementia Friendly Awareness Training. Details of the training will be shared with other CNRL branches.

The Narrabri Library Manager requested an update on the proposed fines amnesty. Unfortunately the current Spydus software does not have the functionality to perform this task. Branches may manually waive fines.

The next meeting was set for 13 November 2019.

A demonstration of the virtual reality technology now available through CNRL was given after the meeting closed.



SF2712

## Central Northern Regional Libraries (CNRL)

## Minutes of the Ordinary Meeting

Wednesday, 14 November 2018  
 Council Chamber, Level 4, Ray Walsh House  
 437 Peel Street, Tamworth  
 Meeting commenced at 2.25pm

## Members Present:

Organisation	Name
Gwydir Shire Council	Tim Cox
Liverpool Plains Shire Council	Cr Paul Moules
Liverpool Plains Shire Council	Marg Muirson
Narrabri Shire Council	Cr Cathy Redding (Mayor)
Tamworth Regional Council	Cr Juanita Wilson
Tamworth Regional Council	Kay Delahunt
Tamworth Regional Council	Shiralee Franks
Tamworth Regional Council	Marian Bennett
Tamworth Regional Council	Narelle Lightfoot
Tamworth Regional Council	Megan Pitt
Tamworth Regional Council	Kelly Makepeace
Uralla Shire Council	Cr Isabel Strutt
Uralla Shire Council	Jane Ogden
Walcha Council	Cr Bill Heazlett (Chair)

## 1. Welcome

Cr Bill Heazlett opened the Ordinary meeting.

## 2. Apologies

Noted - Central Northern Regional Libraries (CNRL) Annual General Meeting.

## 3. Minutes from the Previous Meeting – 6 June 2018

*Motion: That the Minutes from the previous Ordinary Meeting of the Central Northern Regional Library, dated 6 June 2018, be accepted as a true and accurate record.*

*Moved: Cr Cathy Redding*

*Seconded: Tim Cox*

**CARRIED**

## 4. Business Arising from the Previous Minutes – 6 June 2018

No business arising.



**5. Library Services Manager's Report**

Library Services Manager, Kay Delahunt, spoke to her Report.

Item 5.4 Tamworth Libraries and the Dolly Parton Imagination Library

- Cr Bill Heazlett congratulated Cr Juanita Wilson and Tamworth Regional Council on the project.
- Kay added that she saw it as no threat to the Tamworth Libraries but sees it as an opportunity to possibly run further programs that extend the stories provided by the Dolly Parton Imagination Library books.

Item 5.6 Renew Our Libraries Campaign

- Discussion ensued with it being agreed that questions and concerns around future library funding be raised through Country Mayors. Cr Isabel Stratt to prepare and forward to Cr Cathy Redding a Notice of Motion.

*Motion: That the Library Services Manager's Report be received and noted.*

*Moved: Cr Cathy Redding*

*Seconded: Cr Paul Moules*

**CARRIED**

**6. Quarterly Report for September 2018**

Information and Collections Librarian, Shiralee Franks, prepared and spoke to the Report.

Questions were raised around NBN installation - Marian Bennett advised that NBN is being rolled out with the next installations to be carried out at Werris Creek and Walcha - Narrabri scheduled last for the Region.

*Motion: That the Quarterly Report for September 2018 be received and noted.*

*Moved: Cr Juanita Wilson*

*Seconded: Cr Isabel Stratt*

**CARRIED**

**7. Spydus Upgrade to Version 10.1.6**

Digital and Communications Librarian, Marian Bennett, prepared and spoke to the Report. A visual of the webpage was also shown.

*Motion: That the Spydus Upgrade to Version 10.1.6 Report be received and noted.*

*Moved: Tim Cox*

*Seconded: Cr Isabel Stratt*

**CARRIED**

**8. Radio Frequency Identification (RFID) Report**

Digital and Communications Librarian, Marian Bennett, prepared and spoke to the Report.

*Motion: That the Radio Frequency Identification (RFID) Report be received and noted.*

*Moved: Cr Paul Moules*

*Seconded: Cr Cathy Redding*

**CARRIED**

**9. Makerspace Report**

Library Services Manager, Kay Delahunt, spoke to the Report which was prepared by Makerspace and Digital Learning Coordinator, Jonathan Stilts.

Discussion ensued with particular mention being made to:

- rebranding of the Digital Hub, now known as the Innovation Studio.
- Tamworth Regional Youth Centre (Youthie) – has grant funded digital equipment and is able to host Makerspace programs.
- Cr Cathy Redding advised that with the Country University Centre opening in Narrabri next year, this will have a positive impact on the local Library.

*Motion: That the Makerspace Report be received and noted.*

*Moved: Cr Cathy Redding*

*Seconded: Tim Cox*

**CARRIED**

**10. Children's Literacy Framework**

Children's Services Officer, Kelly Makepeace, provided an update on the Framework Workshop to be held for staff on the CNRL Regional Training Day, 26 November 2018.

- Kelly advised that individual branches/officers are able to advise what they require.
- Cr Cathy Redding questioned the date as it clashes with the State Conference – Kelly replied that a visit to Narrabri has already been planned.

**11. Draft Budget 2019/2020**

Library Services Manager, Kay Delahunt, spoke to the Budget Report (11.1, 11.2 & 11.3)

- Kay advised that some digits are missing in the figures sent out in the original document, and she will have a corrected version emailed out to Council's with the meeting minutes.
- Kay suggested that no changes be made to the draft Budget until the funding announcement has been made.
- Cr Paul Moules asked if anybody knows the working formula - Item 11.3 CNRL Funding
  - Kay added that she has requested information on the formula for the geographic and disability allowance but was unable to obtain the detail.
  - It was suggested that maybe the answer could be asked at the NSWPLA State Conference.

*Motion: That the Budget Report be received and noted.*

*Moved: Cr Cathy Redding*

*Seconded: Cr Juanita Wilson*

**CARRIED**

**12. General Business**

- Cr Paul Moules asked if there was any feedback on the State Library's visit.
  - Shiralee Franks - stated that no negative feedback was received. Shiralee continued to add that they had made mention of each Library being different and tailored to their community, which was seen as a positive.
  - Jane Ogden - added that when they visited Uralla, their questions were centered around legal information.
- Cr Paul Moules – advised that the design for the new Quirindi Library is now on Public Display.
- Cr Bill Heazlett:
  - advised that the Walcha GM is looking to source additional land for further Sculptures.
  - \$1m new Council owned preschool – building has commenced.
  - Water issues – Walcha has only around 80 days worth.
- Cr Cathy Redding – Boggabri Library refurbishments - Official opening is to be held in a couple of weeks.
- Cr Paul Moules – questioned was there the ability for support services to outer areas of the Region (Premer /Spring Ridge)?
  - Kay replied by saying it is a challenge to service the outlining areas, although maybe possible with the implementation of RFID to allow for drop off and pick up locations, wifi hotspots. Kay indicated that mobile libraries are not a good fit for the CNRL Region as there are such huge distances between branches and their use would mean less permanent library presence in the towns.
- Cr Isabel Stratt – advised that the Uralla Library is open 7 days a week. Open times are staggered to suit the needs of the community.
- Cr Juanita Wilson – commended Kay Delahunt and staff on their work carried out at the

Tamworth Library. Cr Wilson continued to say that from Community feedback - the Library is now becoming a community hub.

- Tim Cox – provided an update on the new Bingara Library - \$600k project. Adding that it has a modern/contemporary look following the needs of the community. A formal invitation to the opening will be sent to all CNRL members.

**13. Next Meeting – 6 February 2019 – Venue (TBA).**

**Meeting Closed 3.47pm**



SF2712

## Central Northern Regional Libraries (CNRL)

## Minutes of the Ordinary Meeting

Wednesday, 1 May 2019  
 Function Room, Level 4, Ray Walsh House  
 437 Peel Street, Tamworth  
 Meeting commenced at 2pm

## Members Present:

Organisation	Representative
Gwydir Shire Council	Cr Catherine Egan
Gwydir Shire Council	Georgia Standerwick
Liverpool Plains Shire Council	Cr Paul Moules
Narrabri Shire Council	Cr Cathy Redding (Mayor)
Narrabri Shire Council	Jennifer Campbell
Tamworth Regional Council	Cr Juanita Wilson
Tamworth Regional Council	Kay Delahunt
Tamworth Regional Council	Shiralee Franks
Tamworth Regional Council	Marian Bennett
Tamworth Regional Council	Narelle Lightfoot
Tamworth Regional Council	Megan Pitt
Uralla Shire Council	Cr Isabel Strutt
Uralla Shire Council	Luise Scherer
Walcha Council	Cr Bill Heazlett (Chair)

## 1 Welcome

Cr Bill Heazlett welcomed all to the meeting and made the following acknowledgement - *I would like to acknowledge the Kamilaroi people who are the traditional custodians of this land. I also pay my respect to Elders, both past and present, and extend that respect to other Aboriginal people who are present today.*

## 2 Apologies

Apologies were received from Jane Ogden (Uralla Shire Council) and Gail Philippott (Gwydir Shire Council).

## 3 Minutes from the Previous Meeting – 14 November 2018

*Motion: That the Minutes from the previous Ordinary Meeting of the Central Northern Regional Library, dated 14 November 2018, be accepted as a true and accurate record.*

*Moved: Cr Isabel Strutt*

*Seconded: Cr Juanita Wilson*

**CARRIED**

**4 Business Arising from the Previous Minutes – 14 November 2018**

No business arising.

Amendment to spelling of Cr Isabel Strutt

**5 Library Services Manager's Report**

Library Services Manager, Kay Delahunt, spoke to her Report.

**5.2 Public Library Funding – Major increase from 2019/2020**

The draft 2019-20 budget was presented to the CNRL Committee in November 2018 and was based on a council contribution of \$12.70. Details of the state funding model (ie, distribution formula) for 2019-20 is not yet known. When the State funding amounts are known it may be necessary to revisit the 2019-20 CNRL budget to make adjustments.

Cr Juanita Wilson questioned if the CNRL committee get a chance to provide input into the outcome of the funding package.

Kay Delahunt replied by advising that input into the funding package is provided through the NSW Public Libraries Association and Public Libraries Consultative Committee (PLCC) .

**5.5 Radio Frequency Identification (RFID) – Progress Report**

Kay Delahunt acknowledged Marian Bennett's efforts in the coordination of training and the implementation of RFID (Radio Frequency Identification) units across all branches throughout the CNRL region. Cr Bill Heazlett along with all in attendance thanked Marian.

Jennifer Campbell raised that a number of Library members within the Narrabri Shire Council have misplaced their Library cards; and asked would CNRL consider replacing Library cards for free? Discussion ensued with the following motion being made:

*Motion: That CNRL replace for free Library members' misplaced cards – once only.*

*Moved: Cr Catherine Egan*

*Seconded: Cr Isabel Strutt*

**CARRIED**

*Motion: That the Library Services Manager's Report be received and noted.*

*Moved: Cr Paul Moules*

*Seconded: Cr Juanita Wilson*

**CARRIED**

**5 Quarterly Report for December 2018**

Information and Collections Librarian, Shiralee Franks, prepared this Report.

Cr Isabel Strutt made comment of the excellent outcomes – stating that *Library's do a great job reporting to their community.*

Cr Juanita Wilson expressed how wonderful it was with the variety of programs available for adults and children.

*Motion: That the Quarterly Report for December 2018 be received and noted.*

*Moved: Cr Paul Moules*

*Seconded: Cr Juanita Wilson*

**CARRIED**

**6 Quarterly Report for March 2019**



Information and Collections Librarian, Shiralee Franks, prepared this Report.

*Motion: That the Quarterly Report for March 2019 be received and noted.*  
*Moved: Cr Cathy Redding* *Seconded: Cr Isabel Strutt*

**CARRIED**

## 7 Living Learning Libraries - 2017

Library Services Manager, Kay Delahunt, spoke to this Report.

The question was raised of what happens to old stock?

- Kay replied by advising that the Friends of the Tamworth Library sell the stock and half the proceeds are returned to CNRL for purchase of new books

Cr Isabel Strutt added that it was a great achievement overall that the *Action Indicator* shows a higher number of 'working well' than 'needing attention'.

Jennifer Campbell commented on the Report by thanking Kay Delahunt for having all the information in the one spot available for staff.

Cr Bill Heazlett continued to comment on floor space. He advised that Walcha Council has recently received government funding – money which is to be spent on opening a gym in the town. He added that floor space in the town Library is a problem, leaving them unable to offer children's activities.

Further discussion ensued with the following being raised:

- the figures from this Report should be used when applying for any funding.
- questions around applying for government funding either individually or as a joint organisation. Kay Delahunt added that CNRL is able to apply for grant funding as an organisation but the purpose of the application must be seen as beneficial for all CNRL Libraries.

*Motion: That the Living Learning Libraries – 2017 Report be received and noted.*  
*Moved: Cr Paul Moules* *Seconded: Cr Isabel Strutt*

**CARRIED**

## 8 CNRL Budget 2018-2019

Library Services Manager, Kay Delahunt, spoke to this Report.

Discussion ensued with Cr Paul Moules questioning, *how do you budget for next year when not knowing what the budget will be?*

- Kay Delahunt advised that current year State funding is used as an estimate for the next year. This procedure is used consistently..

*Motion: That approval is given to release \$54,685 from the CNRL reserves to cover the budget shortfall that has resulted from reduced state funding received in 2018-2019.*

*Moved: Cr Cathy Redding* *Seconded: Cr Catherine Egan*

**CARRIED**

## 9 General Business

Cr Paul Moules – following the Liverpool Shire Council meeting held (30 April) raised the following:

- could all correspondence around CNRL meetings be sent Attention: Donna Ausling – as Council raised concern over not receiving notifications within a suitable timeframe.
- ABS statistics - indicate 10% Aboriginal people within the Council area.
  - Kay Delahunt advised that cultural awareness training is available.
  - TRC to rollout further training - trainer from Armidale.
- CNRL policies – could they be made available to all members of CNRL for reference for individual Library policies.

- Quirindi Library – undergoing renovations – floor space an issue. Grant funding available \$200,000 project to be carried out over 3/4 stages..

Cr Bill Heazlett:

- advised that the next NSWPLA North East Zone Meeting is to be held in Armidale on 30 May 2019.

Cr Catherine Egan:

- Bingara Library received \$200,000 in government funding for upgrade to Library.
- Tim Cox has left Council – Georgia Standerwick has taken his place on CNRL.

*Motion: That a letter of thanks be sent to Tim for his time with CNRL.*

*Moved: Cr Bill Heazlett*

*Seconded: Cr Paul Moules*

**CARRIED**

Cr Isabel Strutt – thanked Kay Delahunt for all Reports – found them very informative.

Jennifer Campbell:

- Dementia Seminar held in Narrabri – course available online.
  - once course completed you are issued with a sign displaying – Dementia Friendly Library.
  - Jennifer to forward information to Kay Delahunt for distribution.
- Library fines amnesty
  - Marian replied by advising that the software is unable to do what was originally thought, and branch staff are able to waive the fee manually.

Makerspace staff – provided a demonstration of virtual reality.

**10 Next Meeting – 13 November 2019 – Venue (TBA).**

**Meeting Closed 3.07pm**

**8.2 MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR APRIL/MAY 2019****File Number:****Responsible Officer:** Catherine Redding, Mayor**Author:** Delece Hartnett, Personal Assistant to GM & Mayor**Attachments:** Nil**RECOMMENDATION****That Council note the Mayoral Appointments for the period April/May 2019.****MAYORAL MINUTE**

For the information of Councillors, I provide details of my Mayoral appointments and attendances between the dates (onwards from last Council Meeting) as follows:

**Thursday 25 April 2019**

- Attended ANZAC Day services at Narrabri West Memorial (dawn Service), Narrabri central ceremony (saluting at Administration Building, then participating in main ceremony), then attending lunch at the Narrabri RSL Club with the Narrabri Sub-Branch Committee members.

**Friday 26 April 2019**

- Attended morning meeting with Roy Butler – Member elect for Barwon, and discussed a variety of items within the Shire.

**Monday 29 April 2019**

- Chaired the April 2019 Ordinary Council Meeting, in the Administration Building/Council Chambers.

**Tuesday 30 April 2019**

- Invited to and attended the 'Narrabri Dementia Friendly Community' Committee Meeting at HealthWise in Barwan Street, Narrabri.

**Wednesday 1 May 2019**

- Organised and attended meeting with Mr David Quirk – General Manager Mehi Cluster/Hunter New England Health, with Cr Booby and Cr Loder also in attendance, as per routine quarterly update meetings with Council.
- Attended Central Northern Regional Libraries committee meeting with Narrabri Library Manager, in Tamworth at Ray Walsh House.
- Invited to and attended Narrabri Showgirl Presentation and Cocktail evening at the Narrabri Showground facility.



**Thursday 2 May 2019**

- Attended the cotton harvest (final stages) at Federation Farm with Gary Coulton (Federation Farm Manager), and Council's Water Services Manager.
- Invited to and attended Narrabri Real Estate 're-opening/re-location' morning tea and cake cutting.
- Presided over Narrabri Shire Citizenship Ceremony for four (4) nominees at the Council Chambers at afternoon ceremony.

**Saturday 4 May 2019**

- Attended Narrabri Show for the afternoon and evening.

**Tuesday 7 May 2019**

- Attended May 2019 Councillor Briefing/Workshop day with fellow Councillors and Senior Managers.

**Thursday 9 May 2019**

- Attended brief meeting with Member for Parkes Mark Coulton MP, and then both travelled to Horsearm Creek, Narrabri, for funding announcement by the Member, for Timber Bridges Replacement Program in the Narrabri Shire – these being for Horsearm Creek and also Spring Creek on the Bald Hill Road, Narrabri.

**Friday 10 May 2019**

- Attended 'National Neighbourhood Centre Week' luncheon being held at the Narrabri District & Community Aid Service Centre in Maitland Street, Narrabri.

**Saturday 11 May 2019**

- Invited to and provided 'Welcome' to approximately 160 motorbike riders for members of 'The Long Ride' who are travelling through NSW to Canberra to raise funds for the National Prostate Cancer Foundation of Australia, at the Narrabri RSL Club for evening dinner.

**Wednesday 15 May 2019**

- Travelled to Sydney in the afternoon to attend the 'Small Business Friendly Council Conference' on following days - Thursday 16 and Friday 17 May 2019.

**Thursday 16 May 2019**

- Attended 'Small Business Friendly Council Conference' in Sydney.

**Friday 17 May 2019**

- Attended 'Small Business Friendly Council Conference' in Sydney, and travelled back home to Narrabri on same evening.

**Tuesday 21 May 2019**

- Attended Vickery Coal Community Consultation Committee Meeting in Gunnedah Whitehaven Coal Office.

**Wednesday 22 May 2019**

- Attended and opened the 'Container Exhibition' official opening at the Narrabri Visitor Information Centre, Tibbereena Street/parklands, with fellow Councillors and Senior Staff.

## 9 OUR SOCIETY



### THEME 1: OUR SOCIETY

#### STRATEGIC DIRECTION 1: SAFE, INCLUSIVE AND CONNECTED COMMUNITY

*By 2027, we will provide a safe, supportive community where everyone feels welcomes, valued and connected.*

#### COMMUNITY ENGAGEMENT

Through extensive community engagement, the Narrabri Shire community identified several social priority areas to be actioned over the 2017 - 2018 financial year.

#### COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

- Community development
- Community health and safety
- Community arts, events and entertainment
- Community care services and transport
- Parks, open spaces and sporting facilities
- Children, youth and aged care services
- Disability access services
- Library services

#### COMMUNITY OUTCOMES

In partnership with the community, government and non-government agencies, the Operational Plan will work towards achieving the following social strategic outcomes:

- Increased community arts, events and entertainment
- Reduction in anti-social behaviour and public offences
- Improved community accessibility and inclusiveness
- Improved sport and recreational services and facilities
- Improved educational services and learning pathways
- Improved community health and support services

**9.1 REQUEST FOR MAYOR REDDING TO ATTEND THE NSW PUBLIC LIBRARIES (NSWPLA) LIBRARY CONFERENCE 19-22 NOVEMBER 2019****File Number:****Responsible Officer:** Catherine Redding, Mayor**Author:** Jenny Campbell, Library Manager**Attachments:** Nil**DELIVERY PROGRAM ALIGNMENT****1. Society**

Objective	1.1 Community health, safety and support services will adequately meet changing community needs
Strategy	1.1.1 Support and encourage health and wellbeing programs and services to improve resident lifestyles

**EXECUTIVE SUMMARY**

This report details the benefits of attending the New South Wales Public Libraries Association (NSWPLA) Library Conference to be held in Sydney 19 November 2019 to 22 November 2019, which includes the NSWPLA Annual General Meeting.

**RECOMMENDATION**

**That Council endorse Mayor Redding's attendance to the NSWPLA Library Conference in November 2019.**

**BACKGROUND**

An NSWPLA Library Conference is held annually, alternating between Metropolitan and Country Library locations. This year the conference is in Sydney at the Penrith Panthers. Councillor Redding is the Deputy Chair of the Central North Regional Library Committee.

**CURRENT SITUATION**

There are many benefits derived from attendance at the annual Public Library Conference. These benefits include but are not limited to the following:

- **Developing networks**

Attending the NSWPLA Conference will make Narrabri Library's network stronger as connection are made and information is shared others in the library sector.

- **Increasing the reputation of the library**

Attendance at the Conference shows that Narrabri Shire is committed to professional development and improving its services through innovation.

- **Staying informed**

Attendance at the conference ensures that Narrabri Libraries will not be left behind when the next wave of innovations for libraries takes place. This is an opportunity to hear about what others are doing both in Australia and abroad to change the way libraries operate.

- **Serving library users better**

Attendees come back with inspired ideas and renewed enthusiasm.

- **Opportunities to find out about new vendors and suppliers**

Attendance at the conference highlights new products and who the best supplier is.

- **Meeting leaders in the library field**

This is an opportunity to meet and speak to leaders in the library industry

This year's Conference theme is Smart – Engaged – Resilient.

As the funding model for libraries has increased, the conference will be a valuable vehicle to share ideas on how other libraries are utilising this funding.

Further details on the conference can be seen via the NSWPLA website:

<https://nswpla.org.au/switch2019/>

## **FINANCIAL IMPLICATIONS**

The cost of the two (2) day conference, including:

- Welcome Reception
- Exhibitors & Sponsors Dinner
- Conference Dinner

Early Bird: 23 April – 30 August 2019 • Fee: \$700 plus GST

Standard: 31 August – 1 November 2019 • Fee: \$750 plus GST

The cost of three (3) nights' accommodation at Penrith Panthers Conference Location at the conference negotiated rate:

- Standard Queen: \$165
- Standard Double: \$165
- Superior King: \$185

Travel to Sydney by Mayoral car and sundry meals whilst travelling are additional.

## **STATUTORY AND POLICY IMPLICATIONS**

Nil.

## **CONSULTATION**

Nil.

## 10 OUR ENVIRONMENT



### THEME 2: OUR ENVIRONMENT

#### STRATEGIC DIRECTION 2: ENVIRONMENTALLY SUSTAINABLE AND PRODUCTIVE SHIRE

*By 2027, we will maintain a healthy balance between our natural and built environments.*

#### COMMUNITY ENGAGEMENT

Through extensive community engagement, the Narrabri Shire community identified several environmental priority areas to be actioned over the 2017 - 2018 financial year.

#### COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

- Waste management and recycling
- Environmental planning
- Planning and development
- Parks and open spaces
- Noxious weeds control
- Floodplain management
- Water and sewer management
- Stormwater management

#### COMMUNITY OUTCOMES

In partnership with the community, government and non-government agencies, the Operational Plan will work towards achieving the following environmental strategic outcomes:

- Improved air, water and soil quality
- Reduction in domestic and industry waste
- Management of potential impacts from extractive industries
- Improved emergency service provision and resources
- Maintenance of heritage sites for future generation

**NIL REPORTS.**

## 11 OUR ECONOMY



### THEME 3: OUR ECONOMY

#### STRATEGIC DIRECTION 3: PROGRESSIVE AND DIVERSE ECONOMY

*By 2027, we will have developed a strong, diverse economy that attracts, retains and inspires business, industry and tourism growth.*

#### COMMUNITY ENGAGEMENT

Through extensive community engagement, the Narrabri Shire community identified several economic priority areas to be actioned over the 2017 - 2018 financial year.

#### COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

- Economic development
- Planning and development
- Entertainment and conferences
- Local and regional tourism and events
- Saleyards
- Airport

#### COMMUNITY OUTCOMES

In partnership with the community, government and non-government agencies, the Operational Plan will work towards achieving the following economic strategic outcomes:

- Increased community events, conferences and entertainment
- Increased employment through industry innovation, investment and value adding
- Established freight hub for the Norther Inland Region
- Increased housing availability and affordability
- Broadened economic base



**11.1 DELEGATES REPORT - INLAND RAIL SUMMIT 2019****File Number:****Responsible Officer:** Cameron Staines, Councillor**Author:** Cameron Staines, Councillor**Attachments:** Nil**DELIVERY PROGRAM ALIGNMENT****3. Economy****Objective** 3.2 We will become a logistics hub for the northern inland region**Strategy** 3.2.1 Promote Narrabri Shire as a Regional Logistics Hub**RECOMMENDATION**

- 1. That Council note Cr Staines and Campbell's Delegate Report from the Inland Rail Summit held on 30 March and 1 May 2019.**
- 2. That Council considering the advanced stages of planning and development, showcase the Industrial and Logistics Hub at opportunities such as the Inland Rail Summit in 2020 and other like events at which prominent stakeholders and investors will be present.**

**DELEGATES REPORT**

On 30 March and 1 May, Councillor Ron Campbell, the General Manager Stewart Todd and I (Councillor Cameron Staines) attended the second annual Inland Rail Summit in Sydney.

Both days were informative with speakers from across the board including scientific studies on ballast and how it affects rail line movement as well as how to use recycled product to secure and stabilise line movement.

This Summit was somewhat focused at large contractors such as Downer and Laing O'Rourke.

Richard Wankmuller, CEO Inland Rail ARTC, provided an update on the Inland Rail project, citing:

- \$16 billion economic benefits.
- 16,000 direct and indirect jobs.
- 5,000 jobs in NSW.
- \$2.6 billion increase in Gross Domestic Product (GDP) for NSW.

He also discussed the potential for the discovery of sustainable water supplies during the project which could be transferred to additional lasting benefits for communities post-construction.

The majority of project construction is forecast to occur during 2021 – 2025.

The session presented by SCT Logistics was very interesting, they have depots spread between Melbourne and Brisbane covering the eastern Australian ports where SCT have mini intermodals with customised business models which cater for their contractors.

A session by Chris Baker, Tunnel Systems Discipline Leader Future Freight Joint Venture, was extremely informative. He presented the portal doors for the rail tunnels.

Our networking was once again very successful. Conversations with SCT Logistics, New South Wales Transport and New South Wales Premier and Cabinet were highly informative and resulting in some good decision-making in our future adventures.

Moving forward, I believe for the next Inland Rail Summit in 2020 we should push the envelope, test the market and present our Industrial and Logistics Hub and really showcase what we have to offer – especially considering our recent resolution to purchase the subject land for the Hub.

Moree Shire presented there intermodal proposal and what they can offer to attract business which I thought was a competitive strategy in front of our business model.

## 12 OUR CIVIC LEADERSHIP



### THEME 4: OUR CIVIC LEADERSHIP

#### STRATEGIC DIRECTION 4: COLLABORATIVE AND PROACTIVE LEADERSHIP

*By 2027, we will proactively together to achieve our shared vision with strong strategic direction.*

##### COMMUNITY ENGAGEMENT

Through extensive community engagement, the Narrabri Shire community identified several civic leadership priority areas to be actioned over the 2017 - 2018 financial year.

##### COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

- Integrated strategic planning and reporting
- Community engagement and consultation
- Representation and governance
- Human resource management
- Customer services
- Information services
- Financial services
- Risk management
- Compliance and regulation

##### COMMUNITY OUTCOMES

In partnership with the community, government and non-government agencies, the Operational Plan will work towards achieving the following civic leadership strategic outcomes:

- Improved community engagement and decision-making processes
- Well established community, industry, government and non-government partnerships
- Well maintained core infrastructure and service provision that delivers public value
- Transparent and accountable planning and reporting
- Financial efficiency and sustainability

**12.1 DELEGATES REPORT - NARRABRI MINE COMMUNITY CONSULTATIVE COMMITTEE MEETING - 6 MARCH 2019**

**File Number:**

**Responsible Officer:** Cameron Staines, Councillor

**Author:** Delece Hartnett, Personal Assistant to GM & Mayor

**Attachments:** 1. Narrabri Mine Community Consultative Committee Meeting - 6 March 2019 [↓](#) 

**DELIVERY PROGRAM ALIGNMENT****4. Leadership**

Objective 4.4 Our strategic goals will be achieved through transparent and accountable planning and reporting

Strategy 4.4.2 Ensure effective and sound local governance practice

**RECOMMENDATION**

**That Council note Cr Staines' Delegates Report from the Narrabri Mine Community Consultative Committee Meeting held on Wednesday 6 March 2019.**

**DELEGATES REPORT**

The Narrabri Gas Project Community Consultative Committee held a Meeting on Wednesday 6 March 2019.

The Minutes from the meeting are attached.



**Location:** Narrabri Mine Office

**Present:** Russell Stewart (RS) – Independent Chair  
Peter Webb (PW)  
Mark Foster (MF)  
Geoff Hunter (GH)  
Rodney Dunlop (RD)  
Cameron Staines (CS) – Narrabri Shire Council Delegate  
Steve Bow (SB) – Narrabri Mine General Manager  
Mark Vile (MV) – Narrabri Mine Environmental Superintendent

## 1. APOLOGIES

James Stieger (JS)  
David Ellwood (DE) – Technical Services Superintendent  
Aron Cane (AC) – Surface Operations Manager

## 2. DECLARATION OF PECUNIARY OR OTHER INTERESTS

MF leases land from the Narrabri Mine.

### 3. PREVIOUS MINUTES

Moved: GH                      Seconded: RD

### 3.1 BUSINESS ARISING FROM PREVIOUS MINUTES

### 3.1.1 Readvertise for CCC Members

- CCC currently advertising for new members.
- Opportunity to include other members of the community. A CCC member suggested someone from a school to pass information on to students and parents.
- New guideline process needs to be followed.

### Actions

- RS to chase up new process for CCC member, and proforma for advertisement.
- RS to request current CCC members to put forward any potential member's from section of the community that may not be covered at the moment.

### 3.1.2 Community Meetings for Stage 3

- Approval process update:

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- Gateway Certificate lodged and is available on Department of Planning and Environment (DPE) website and Whitehaven Coal website. Access limited for undertaking some survey works.
- Request for SEARs to be submitted in the coming weeks.
- **Community meeting** - CCC requested a community meeting. Narrabri Coal Operations has not undertaken this to date as further information from mine planning and environmental studies required so there is adequate information to present.

#### **Actions**

- NCO to bring a plan for a community meeting to the next CCC meeting.
- Dave Ellwood to attend next CCC meeting to provide update to members on Stage 3

#### **3.1.3 Use of Mayfield Road for Stage 3**

- CCC members asked if Mayfield Road would be used as an access point for Stage 3
- NCO confirmed that the access point for Stage 3 will be the current access point on Kurrajong Ck road. Any work on Mayfield road would be a negotiation with Council.

#### **3.1.4 Mine-owned Land Lease Conditions**

- Land management practices of lessees - CCC member's raised that there is concern in the community regarding the practices of some lessees, and this is reflecting poorly on Whitehaven Coal. Asked if there are any conditions in the leases regarding land management. MV tabled a standard lease agreement which had the following clause:

##### **Clause 6 – Best Agricultural Practice**

1. *The licensee must manage the property according to the best agricultural and environmental practices*
  2. *the licensee must not overstock the property having regard to seasonal conditions in accordance with the agents recommendations.*
  3. *The licensee must minimise soil erosion on and from the property.*
- CCC members asked what actions can be taken if this clause is not followed. NCO said this is overseen by Tim Muldoon (Group Manager - Community Relations & Property). SB noted that TM is looking at aggregating leases to make more attractive as leases are coming up for renewal, as well as looking at some improvements in lease conditions including more rights as the owner.

#### **Action**

- NCO to arrange TM to provide an update on leasing arrangements in future CCC meetings.

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### 3.1.5 White Substance Around Boreholes

- White material on drill pads raised by a neighbouring landowner.
- NCO confirmed it has inspected these areas and the material is cement.

#### Action

- CCC to write to neighbouring landholder notifying it was cement.

### 3.1.6 Exploration / Approvals Update

- EL6243 is going to be renewed in May.
- NCO gained approval for further exploration in the EL via an Activity Approval which required a Review of Environmental Factors.
- Some activities have commenced on the EL, including four coal quality sampling drill pads. Another 12 are planned for this financial year.
- Works on Scratch Road was undertaken by Forestry to align with its public road design guidelines. Recent works included widening of road, installation of mitre drains and roll overs.

## 4. Operations Progress Report and Safety Update

SB presented:

- **Operations** - fairly standard, however some issues with longwall face at the moment which is affected planned production volumes. Expecting same issues in the same area of next longwall panel (LW109) as the geology stretches across several longwalls. Also expecting slower production when mining through a fault in the coming 6 months. These issues are typical in any mining operation.
- **Employment** - steady, similar to last quarter. Currently looking to employ more local people, targeting local operators, more local trades such as fitters and electricians.
- **Safety** - a few injuries in last quarter, but in line with previous results. Still within top 10% in the state.

Detailed information below:

### Mine Progress Report (to 28 February 2019)

Coal produced (t):	February 2019	372,602
	FY-to-date	3,727,170

Coal Railed (t):	February 2019	317,574
	FY-to-date	3,926,417

Average workforce numbers (February 2019):

NCO	Waged – 124
	Salary – 125
	Total – 249
Contractors	Total – 266

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Safety Update (FY to February 2019):

Lost Time Injury (LTI)	5
Days LTI Free:	8
Total Recordable Injuries:	12
Planned Task Observations:	8,269
Take 5 Assessments:	124,397
Work Hours (Feb-19):	95,097

## 5. Environmental Monitoring Report

MV presented

- **Noise** – attended noise monitoring in November 2018 – all results within compliance limits
- **Dust** – deposited dust all within compliance limits
- **HV samples** – overall aver D9 and D10 associated with regional dust storms
- **Groundwater** – fairly steady, however P13 and P9 dropped and recovered due to a production bore.
- **Surface water** – no licenced discharge, so no monitoring
- **Subsidence** – maximum subsidence within predicted modelling. Tilt values were within modelled values. Some occurrences above modelled for maximum tensile strain and maximum compressive strain, however 97-98% within predicted ranges. Key matter is subsidence which remains within modelled predictions.

### Complaints in last quarter:

#### Four in total

- Three from the same complainant related to dust from the CHPP – resolved with complainant at the time of complaint.
- One complaint is a follow up from October 2018 related to noise, dust, odour, management of biodiversity areas and lighting. A number of actions will be committed to in a letter, and discussions and actions ongoing to resolve complaint, including additional noise and dust monitoring.
- CCC member noted that one complainant had also approached Council, and suggested further communication would help with addressing the complaints.

#### Actions

- NCO to continue to communicate with complainants

## 6. New/General Business

- **Water** – CCC members asked what plans are in place if the dry period continues. SB explained currently extracting from the licenced bore and current predictions are that there will be adequate for the rest of the financial year.
- **Water licence** – CCC members asked who purchased the recent water access licence. SB explained it was purchased by Whitehaven and may be utilised at one of several sites.

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- **Other water sources** - CCC members asked if WHC can purchase other water sources if extra needed rather than from alluvial system, such as the coal seam. SB noted that the most accessible water is the alluvial system and other sources do not produce the flow rates required.
- **Water expert** - CCC member requested someone independent like Jock Laurie present at next CCC to provide a presentation on the regional underground water system and licencing. Another member suggested Glenn Toogood (previously Santos, now Beach Energy) could provide a presentation. CCC to follow up.
- **Property purchases** – Oakleigh in process of being purchased now. A number of properties also being negotiated as part of planning for the Stage 3 expansion.
- **NCO personnel** - Dave Ellwood moving to new role in NCO and will be replaced by Aron Cane. However, DE may attend when requested.
- **CCC meeting minutes** – CCC members asked if they could be shorter and more clearly identify the actions.

#### **Actions**

- CCC to arrange a water expert to do a presentation.
- NCO to reformat meeting minutes to clearly highlight actions.

#### **7. Date and Agenda for next meeting**

Next CCC meeting proposed for Wednesday 12 June.

#### **8. Closure of meeting**

Meeting closed at 6:23pm.

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**12.2 RE-NAMING OF LAGOON BRIDGE, WEE WAA - PROCESS****File Number:****Responsible Officer:** Lindsay Mason, Director Corporate Services**Author:** Tan Vo, Manager Property Services**Attachments:** Nil**DELIVERY PROGRAM ALIGNMENT****4. Leadership**

Objective 4.1 We will proactively engage and partner with the community and government to achieve our strategic goals

Strategy 4.1.2 Ensure the community is informed and involved in Council activities through implementing quality consultation

**EXECUTIVE SUMMARY**

In November 2018, Council requested a report from the General Manager outlining the requirements for renaming “Wee Waa Lagoon Bridge” to “Sweetman Bridge”. This report outlined the process and the criteria for naming a public asset in accordance with Council’s Naming Public Assets Policy.

**RECOMMENDATION**

**That Council note the information on the proposal to rename ‘Wee Waa Lagoon Bridge’ to ‘Sweetman Bridge’ Wee Waa.**

**BACKGROUND**

Council at its meeting of 27 November 2018 considered a notice of motion and resolved (Minute 257/2018) that:

*The General Manager prepare a report, in alignment with the requirements of Council’s Naming Public Assets Policy, on the proposal to re-name “Lagoon Bridge”, Wee Waa to “Sweetman Bridge”.*

**CURRENT SITUATION**

Council’s Naming Public Assets Policy was last reviewed and adopted by Council in August 2017 (Minute 164/2017).

**FINANCIAL IMPLICATIONS**

Nil.

**STATUTORY AND POLICY IMPLICATIONS**

Council’s Naming Public Assets Policy supports naming of public assets after personal names provided that:

The person being honoured by the naming should be of proven character, and have either had a direct long-term association with the area, or have made a significant contribution to the area; and:

- The person has three or more terms of office as an elected member of the Council (however, Councillors or Parliamentarians cannot be considered for naming until they are deceased); or
- The person has 25 or more years association with a local community group; or
- The person had carried out action to protect, restore, enhance or maintain an area that produces substantial long-term improvements for the community or area over a period of 25 years.

The Geographical Naming Board (GNB) does not deal with naming of bridges as the naming of bridges and other structures on roads does not have a formal legislative basis. However, RMS is responsible for the naming of bridges and other structures on freeways. GNB's guidelines suggest that it is logical for RMS to approve naming proposals for bridges on local, regional and state roads. RMS will approve a naming proposal for a bridge or structure provided that:

- The name has wide community support (through public consultation);
- The name is consistent with GNB place name criteria; and
- The design of the name signage or plaque accords with RMS requirements.

Should Council support the proposal for renaming of "Wee Waa Lagoon Bridge" to "Sweetman Bridge", a motion could be put forward as follows:

1. *That Council advertise the proposal to rename 'Lagoon Bridge' to 'Sweetman Bridge' Wee Waa; as per Council Policy and allow a period of 28 days for public submission.*
2. *That Council make arrangements for obtaining RMS's approval should there be no objections against this renaming proposal.*

Council, after the above consultation, would be presented a further report which would include the resultant outcomes of the consultation, should Council resolve to further the proposal.

## CONSULTATION

Nil.

**12.3 SETTING OF COUNCILLOR FEES 2019/2020****File Number:****Responsible Officer:** Lindsay Mason, Director Corporate Services**Author:** Lindsay Mason, Director Corporate Services**Attachments:** 1. NSW Local Government Remuneration Tribunal Annual Report  **DELIVERY PROGRAM ALIGNMENT****4. Leadership**

Objective 4.4 Our strategic goals will be achieved through transparent and accountable planning and reporting

Strategy 4.4.2 Ensure effective and sound local governance practice

**EXECUTIVE SUMMARY**

Council needs to set Councillors Fees each year, based on recommendations from the Local Government Remuneration Tribunal.

**RECOMMENDATION**

**That Council adopt the maximum fee payable under the Local Government Remuneration Tribunal determination, in accordance with the Local Government Act 1993.**

**BACKGROUND**

In accordance with [Chapter 9 Part 2 Division 4](#) of the *Local Government Act 1993* (“the Act”) the level of remuneration payable to councillors and mayors is reviewed annually by the Local Government Remuneration Tribunal. Such review sets the maximum and minimum amounts that councillors and mayors are to receive.

[Section 248](#) of the Act outlines that Council may fix the annual fee payable to Councillors.

**CURRENT SITUATION**

The Local Government Remuneration Tribunal determination for the 2019/2020 year was published in the Government Gazette of the State of New South Wales on 26 April 2019. The Tribunal determined that the minimum and maximum fees applicable to each category will be increased by 2.5 per cent which is consistent with the government’s policy on wages.

Council is classified in the Category – Rural. The maximum and minimum remunerations as prescribed within the Determination are:

	Minimum Annual Fee	Maximum Annual Fee
Councillor	\$9,190	\$12,160
Mayor	\$9,780	\$26,530
Total Mayor	\$18,970	\$38,690

**FINANCIAL IMPLICATIONS**

An appropriate budget allocation has been made in the draft 2019/2020 budget.

**STATUTORY AND POLICY IMPLICATIONS**

If Council does not determine the annual fee(s) payable, the minimum annual fee will apply.

**CONSULTATION****External Consultation**

- Local Government Remuneration Tribunal.

**Internal Consultation**

Nil.



# ***Government Gazette***

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NSW Government Gazette No 37 of 26 April 2019 pages 1208 to 1228

# Local Government Remuneration Tribunal

Annual Report  
and  
Determination

*Annual report and determination under sections 239 and  
241 of the Local Government Act 1993*

**15 April  
2019**

[NSW Remuneration Tribunals website](#)

## Local Government Remuneration Tribunal

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**Local Government Remuneration Tribunal**

## Executive Summary

The Local Government Remuneration Tribunal (the Tribunal) is required to report to the Minister for Planning and Public Spaces by 1 May each year as to its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

**Categories**

The Tribunal did not undertake a broad review of the categorisation of councils and considered only those requests where an individual submission was made. The Tribunal found that the current allocation of councils into the current categories is appropriate.

The Tribunal will next consider the model, the criteria applicable to each group and the allocation of councils in detail in 2020. The criteria applicable to each of the categories are published in Appendix 1 of the determination and are unchanged from 2018.

**Fees**

The Tribunal has determined that the minimum and maximum fees applicable to each category will be increased by 2.5 per cent which is consistent with the government's policy on wages.

## Local Government Remuneration Tribunal

# Section 1 Introduction

1. The role of Assessor assisting the Local Government Remuneration Tribunal (the Tribunal), pursuant to section 236 (1) (b) of the *Local Government Act 1993* (the LG Act) was undertaken by Mr Ian Reynolds from 1 July 2015 until the expiration of his appointment on 27 November 2018. The Tribunal thanks Mr Reynolds for his contributions over those years.
2. On 28 November 2018, Dr Robert Lang was re-appointed as the Tribunal and Mr Brian Bell PSM was appointed to the role of Assessor assisting the Tribunal pursuant to section 236 (1) (b) of the LG Act. The role of Assessor assisting the Tribunal pursuant to 236 (1) (a) continues to be undertaken by Mr Tim Hurst, CEO, Office of Local Government, Department of Planning and Environment.

# Section 2 Background

3. Section 239 of the LG Act provides for the Tribunal to determine the categories of councils and mayoral offices and to place each council and mayoral office into one of those categories. The categories are to be determined at least once every 3 years.
4. Section 241 of the LG Act provides for the Tribunal to determine, not later than 1 May in each year, for each of the categories determined under section 239, the maximum and minimum amount of fees to be paid to mayors and councillors of councils, as well as chairpersons and members of county councils.
5. In determining the maximum and minimum fees payable in each of the categories, the Tribunal is required, pursuant to section 242A (1) of the LG Act, to give effect to the same policies on increases in remuneration as those of the Industrial Relations Commission. The current policy on wages is that public sector wages cannot increase by more than 2.5 per cent, and this includes the maximum and minimum fees payable to councillors and mayors and chairpersons and members of county councils.
6. The Tribunal is however able to determine that a council can be placed in another existing or a new category with a higher range of fees without breaching the government's wage policy pursuant to section 242A (3) of the LG Act.

### Local Government Remuneration Tribunal

7. The Tribunal's determinations take effect from 1 July in each year.

## Section 2      2018 Determination

1. The Tribunal considered ten requests for re-categorisation having regard to the case put forward and the criteria for each category. A multi variable approach was adopted in assessing each council against all the criteria (not only population) for the requested category and the relativities within the categories.
2. The Tribunal noted that at the time of making the determination only the population data as of 2016 was available.
3. The Tribunal found that the current categorisation for the ten councils was appropriate and noted that some of those councils seeking to be moved are likely to meet the criteria for re-categorisation in future determinations in the medium term.
4. The Tribunal's 2018 Determination was made on 17 April 2018 and provided a general increase of 2.5 per cent which was consistent with the Government's policy on wages.

## Section 3      2019 Review

5. The Tribunal wrote to all mayors in December 2018 advising of the commencement of the 2019 Annual Review. In doing so the Tribunal noted that it is only required to review the categories every three years and will next consider the model, the criteria applicable to each group and the allocation of councils in detail in 2020.
6. The Tribunal also stated that it does not intend to alter the groups that apply to individual councils unless there is a very strong case to do so. Any requests for a review should be supported by evidence which would indicate that the council is more appropriately allocated in another category based on the criteria.
7. The Tribunal also wrote to the President of Local Government NSW (LGNSW) in similar terms, and subsequently met with the President and Chief Executive of LGNSW. The Tribunal thanks the President and Chief Executive for making the time to meet with the Tribunal.
8. In response to this review the Tribunal received 20 submissions from individual councils and a submission from LGNSW. Those submissions addressed the allocation of councils into

### **Local Government Remuneration Tribunal**

those categories and fees. The Tribunal also received a submission from a joint organisation requesting that the Tribunal determine the fees for members of the boards of joint organisations. A summary of the matters raised, and the Tribunal's consideration of those matters is outlined below.

#### **Categorisation**

9. Ten submissions received from councils requested re-categorisation now and two submissions requested re-categorisation when the Tribunal considers the categories in detail in 2020. Each of the ten requests for re-categorisation now were considered having regard to the case put forward and the criteria for each category.
10. At the time of making the determination the Tribunal had available to it the 30 June 2018 population data released by the Australian Bureau of Statistics (ABS) on 27 March 2019. In reviewing the submissions received the Tribunal also applied a multi variable approach assessing each council against all the criteria (not only population) for the requested category and the relativities within the categories.
11. The Tribunal finds that the allocation of councils into the current categories is appropriate but again notes that some of those councils seeking to be moved are likely to meet the criteria for re-categorisation in future determinations.
12. A few submissions have suggested alternative categorisation models. The Tribunal will consider this in detail in the 2020 review. The Tribunal intends to commence the 2020 annual review earlier than usual to ensure there is time to review the existing model and to examine alternatives. The Tribunal is of the preliminary view that a case may exist to revise the number of categories, and their applicable criteria, particularly for regional and rural councils.
13. A summary of the Tribunal's findings for each of the 2019 applications for re-categorisation is outlined in the following paragraphs.

#### **Metropolitan Large**

14. Canterbury-Bankstown and Penrith have sought re-categorisation to new categories noting that no changes to the categories of councils are planned until 2020. Canterbury-Bankstown has proposed a new categorisation model for consideration in the 2020 review. The proposed model would provide different categories for metropolitan councils. Penrith

### **Local Government Remuneration Tribunal**

has again sought to be re-categorised to a new category - 'Metropolitan Large – Growth Centre'.

15. Both councils may wish to provide further details for consideration in the 2020 annual review.

#### **Metropolitan Medium Councils**

16. Inner West has again sought to be re-categorised to Metropolitan Large. The Tribunal outlined in the 2018 determination that Inner West did not demonstrate enough additional criteria to warrant re-categorisation at that time, but with population growth the council would likely be more comparable with other Metropolitan Large councils in the short to medium term.
17. The Tribunal has again considered in detail the features of Inner West having regard to the other criteria for Metropolitan Large councils. The Tribunal finds that Inner West does not provide the same degree of regional servicing or have an equivalent sphere of economic influence as other Metropolitan Large councils. This is supported by development and planning information published by the Greater Sydney Commission.
18. Inner West's June 2018 population of 198,024 is below the indicative population of other Metropolitan Large councils. Based on existing growth predictions it is likely Inner West will meet the minimum population threshold for inclusion in Metropolitan Large in 2020.

#### **Metropolitan Small Council**

19. Willoughby and Camden have sought to be re-categorised to Metropolitan Medium.
20. Willoughby's June 2018 population of 80,339 is below the indicative population of Metropolitan Medium Councils. The Tribunal outlined in the 2018 determination that Willoughby sought recognition of its scale of operations and businesses and regional significance of its centres and high percentage of non-resident visitors and workers. The Tribunal found the characteristics of the council were more appropriately aligned with those of other Metropolitan Small councils and found no case for it to be re-categorised at that time.
21. Willoughby's 2019 submission argues there is an over emphasis on resident population and no recognition of the complexity or burden on high volumes of non-resident populations.
22. As previously stated, the Tribunal considers a range of factors (not only population) in determining categories as required under section 240 of the LG Act. The Tribunal has again considered in detail the features of Willoughby having regard to the other criteria for other

### **Local Government Remuneration Tribunal**

Metropolitan Medium councils and finds that Willoughby has not demonstrated the criteria to warrant inclusion in the Metropolitan Medium group at this time.

23. Camden's 2018 population of 94,159 is below the indicative population of Metropolitan Medium councils. The Tribunal has considered the features of Camden having regard to the other criteria for Metropolitan Medium councils. The Tribunal finds that Camden does not provide the same degree of regional servicing or have an equivalent sphere of economic influence as Metropolitan Medium councils. The Tribunal notes however that the ABS identifies that Camden has the largest and fastest population growth in NSW. Based on existing growth predictions it is likely Camden will meet the minimum population threshold for inclusion in Metropolitan Medium in 2020.

#### **Regional Strategic Area Councils**

24. Central Coast has sought to be re-categorised to Regional City. The council submits that its characteristics are more like Newcastle and Wollongong (Regional City) and substantially different to Lake Macquarie (Regional Strategic Area). The Tribunal finds that Central Coast has not demonstrated the additional criteria to warrant inclusion in the Regional City group.

#### **Regional Rural Councils**

25. Shellharbour and Port Macquarie have sought re-categorisation to Regional Strategic Area.
26. Shellharbour's June 2018 population of 72,240 is significantly below the indicative population of Regional Strategic Area councils. In addition, the submission was not supported by evidence which would indicate that the council is more appropriately allocated in another category based on the criteria.
27. Port Macquarie's June 2018 population of 83,131 is significantly below the indicative population of Regional Strategic Area councils. The Tribunal finds that Port Macquarie has not demonstrated the additional criteria to warrant inclusion in the Regional Strategic Area group.
28. Port Macquarie (as an alternative) and Mid-Coast sought to be re-categorised to a new category between Regional Strategic Area and Regional Rural. Both councils may wish to provide further details for consideration in the 2020 annual review.

#### **Rural Councils**

29. Muswellbrook and Federation have sought to be re-categorised to Regional Rural.

### Local Government Remuneration Tribunal

30. Muswellbrook's June 2018 population of 16,383 and Federation's June 2018 population of 12,462 are well below the indicative population of Regional Rural councils. Both councils have not demonstrated the additional criteria to warrant inclusion in the Regional Rural group.
31. The Tribunal also undertook a review of Hilltops having regard to its 2018 submission and the Tribunal's findings that re-categorisation at that time was not warranted:

*"41. Hilltops Council has sought to be re-categorised from Rural to Regional Rural. The new Hilltops Council is an amalgamation of three former councils in the Rural category (Young, Boorowa and Harden). The submission states that the new council has increased complexity of business and should be recognised as Regional Rural.*

*42. The Tribunal notes that Hilltops has a population of 19,150 (2016) which is just below the indicative population range of Regional Rural councils. The category of Regional Rural currently includes one council – Broken Hill – which has a population similar to that of Hilltops. Broken Hill warrants categorisation as Regional Rural in recognition of the degree of regional servicing it provides to far western NSW. It is not considered that Hilltops provides the same degree of regional services and on that basis re-categorisation is not warranted at this time."*

32. Hilltops' June 2018 population of 18,782 is below the indicative population range of Regional Rural councils. The Tribunal has reviewed the additional criteria and finds no reason to alter its findings as outlined in the 2018 determination.

### Fees

33. The LGNSW submission requested that the Tribunal increase fees by the allowable maximum of 2.5 per cent. The submission also repeated its view that the current arrangement for setting fees is inadequate and does not compensate elected members for the significant workload and range of responsibilities which are expanding. Comparative information was presented in respect to board fees, fees paid to mayors and councillors of councils in Queensland, and salaries for members of Parliament. A report detailing the findings of an independent review conducted on current remuneration paid to councillors and mayors was also provided. The LGNSW submission

### **Local Government Remuneration Tribunal**

also requested that the Tribunal make a recommendation in support of the payment of superannuation.

34. Several submissions sought an increase to the allowable maximum of 2.5 per cent and raised similar issues to LGNSW in respect to the current fees not being adequate compensation for increased responsibilities and workload required to carry out mayoral and councillor duties and non-payment of superannuation. Several submissions also sought an increase significantly higher than the allowable 2.5 per cent or that fees be increased by benchmarking them to Principal CBD fees or population per councillor or using the base salary and allowances for Members of Parliament in the relevant region.
35. Two submissions also raised the matter of fees for deputy mayors. The Tribunal addressed this matter in the 2018 determination and will make no further comment.
36. The Tribunal has considered the submissions received. The Tribunal is mindful that the roles and responsibilities of councillors and mayors in NSW are outlined in the LG Act and notes that they are not necessarily comparable to the roles and responsibilities of councillors and mayors in other states, members of Parliament or members of boards and committees.
37. The Tribunal again notes that some of the other matters raised by submissions are more appropriately dealt with in the context of the current Local Government reform agenda and are outside the Tribunal's powers.
38. The Tribunal is required to have regard to the Government's wages policy when determining the increase to apply to the maximum and minimum fees that apply to councillors and mayors. The public sector wages policy currently provides for a cap on increases of 2.5 per cent.
39. The Tribunal has reviewed the key economic indicators, including the Consumer Price Index and Wage Price Index, and had regard to budgetary limitations imposed by the Government's policy of rate pegging, and finds that the full increase of 2.5 per cent is warranted. The 2.5 per cent increase will apply to the minimum and the maximum of the ranges for all existing categories.



## Local Government Remuneration Tribunal

### Other matters

40. The submission from LGNSW and several councils have again raised the matter of the non-payment of superannuation. The Tribunal addressed this matter in the 2018 determination as outline below and will make no further comment:

*“54. The matter of the non-payment of superannuation has been previously raised in submissions to the Tribunal and is not a matter for the Tribunal to determine. Section 251 of the LG Act confirms that councillors are not employees of the council and the fee paid does not constitute a salary under the Act. The Tribunal notes that the Australian Tax Office has made a definitive ruling (ATO ID 2007/205) that allows councillors to redirect their annual fees into superannuation on a pre-tax basis and is a matter for councils (Ref: Councillor Handbook, Oct 2017, Office of Local Government p.69).”*

41. The Tribunal also received a submission from the Canberra Region Joint Organisation (CRJO) although no invitation to do so was issued by the Tribunal. The CRJO has requested that the Tribunal set chair and member fees for joint organisations in the 2019 annual determination.
42. The Tribunal is constituted under Chapter 9, Part 2, Division 4 of the LG Act. The Tribunal’s determinations apply to Councils, Mayors and Councillors within the meaning of Chapter 9 of the LG Act.
43. Joint organisations, including the Board of a joint organisation, are constituted under Chapter 12, Part 7 of the LG Act. The Tribunal’s jurisdiction does not apply to joint organisations, as provided for in section 400ZH(3)(e) of the LG Act.
44. On that basis the Tribunal has no power to consider the CRJO submission and it is a matter that the CRJO may wish to raise with the Minister for Planning and Public Spaces who is the Minister responsible for the LG Act. The Tribunal has written to the CRJO in the above terms.

### Conclusion

45. The Tribunal’s determinations have been made with the assistance of the two Assessors - Mr Brian Bell and Mr Tim Hurst. The allocation of councils into each of the categories,

**Local Government Remuneration Tribunal**

pursuant to section 239 of the LG Act, is outlined in Determination No. 1. The maximum and minimum fees paid to councillors and mayors and members and chairpersons of county councils, pursuant to section 241 of the LG Act, are outlined in Determination No. 2.

**The Local Government Remuneration Tribunal**

***(Signed)***

**Dr Robert Lang**

**Dated: 15 April 2019**

## Local Government Remuneration Tribunal

## Section 4 Determinations

**Determination No. 1- Determination Pursuant to Section 239 of  
Categories of Councils and County Councils Effective From 1 July 2019**

**Table 1: General Purpose Councils - Metropolitan**

<b>Principal CBD (1)</b>	<b>Major CBD (1)</b>
Sydney	Parramatta
<b>Metropolitan Large (8)</b>	<b>Metropolitan Medium (9)</b>
Blacktown	Bayside
Canterbury-Bankstown	Campbelltown
Cumberland	Georges River
Fairfield	Hornsby
Liverpool	Ku-ring-gai
Northern Beaches	Inner West
Penrith	Randwick
Sutherland	Ryde
	The Hills
<b>Metropolitan Small (11)</b>	
Burwood	
Camden	
Canada Bay	
Hunters Hill	
Lane Cove	
Mosman	
North Sydney	
Strathfield	
Waverley	
Willoughby	
Woollahra	

## Local Government Remuneration Tribunal

Table 2: General Purpose Councils – Non-Metropolitan

Regional City (2)		Regional Strategic Area (2)	
Newcastle		Central Coast	
Wollongong		Lake Macquarie	

Regional Rural (37)		Rural (57)	
Albury		Balranald	Kyogle
Armidale		Bellingen	Lachlan
Ballina		Berrigan	Leeton
Bathurst		Bland	Liverpool Plains
Bega		Blayney	Lockhart
Blue Mountains		Bogan	Moree Plains
Broken Hill		Bourke	Murray River
Byron		Brewarrina	Murrumbidgee
Cessnock		Cabonne	Muswellbrook
Clarence Valley		Carrathool	Nambucca
Coffs Harbour		Central Darling	Narrabri
Dubbo		Cobar	Narrandera
Eurobodalla		Coolamon	Narromine
Goulburn Mulwaree		Coonamble	Oberon
Griffith		Cootamundra-Gundagai	Parkes
Hawkesbury		Cowra	Snowy Valleys
Kempsey		Dungog	Temora
Kiama		Edward River	Tenterfield
Lismore		Federation	Upper Hunter
Lithgow		Forbes	Upper Lachlan
Maitland		Gilgandra	Uralla
Mid-Coast		Glen Innes Severn	Walcha
Mid-Western		Greater Hume	Walgett
Orange		Gunnedah	Warren
Port Macquarie-Hastings		Gwydir	Warrumbungle
Port Stephens		Hay	Weddin
Queanbeyan-Palerang		Hilltops	Wentworth
Richmond Valley		Inverell	Yass
Shellharbour		Junee	
Shoalhaven			
Singleton			
Snowy Monaro			
Tamworth			
Tweed			
Wagga Wagga			
Wingecarribee			
Wollondilly			

**Local Government Remuneration Tribunal****Table 3: County Councils**

<b>Water (4)</b>
Central Tablelands
Goldenfields Water
Riverina Water
Rous

<b>Other (6)</b>
Castlereagh-Macquarie
Central Murray
Hawkesbury River
New England Tablelands
Upper Hunter
Upper Macquarie

### Local Government Remuneration Tribunal

#### Determination No. 2- Determination Pursuant to Section 241 of Fees for Councillors and Mayors

Pursuant to s.241 of the *Local Government Act 1993*, the annual fees to be paid in each of the categories to Councillors, Mayors, Members and Chairpersons of County Councils effective on and from 1 July 2019 are determined as follows:

**Table 4: Fees for General Purpose and County Councils**

Category		Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee*	
		Minimum	Maximum	Minimum	Maximum
General Purpose Councils - Metropolitan	Principal CBD	27,640	40,530	169,100	222,510
	Major CBD	18,430	34,140	39,160	110,310
	Metropolitan Large	18,430	30,410	39,160	88,600
	Metropolitan Medium	13,820	25,790	29,360	68,530
	Metropolitan Small	9,190	20,280	19,580	44,230
General Purpose Councils - Non-metropolitan	Regional City	18,430	32,040	39,160	99,800
	Regional Strategic Area	18,430	30,410	39,160	88,600
	Regional Rural	9,190	20,280	19,580	44,250
	Rural	9,190	12,160	9,780	26,530
County Councils	Water	1,820	10,140	3,920	16,660
	Other	1,820	6,060	3,920	11,060

\*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).

**The Local Government Remuneration Tribunal**  
(Signed)

**Dr Robert Lang**

**Dated: 15 April 2019**

**Local Government Remuneration Tribunal**

# Appendices

## Appendix 1 Criteria that apply to categories

**Principal CBD**

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.

**Major CBD**

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As a secondary CBD to metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety has been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.

### Local Government Remuneration Tribunal

#### Metropolitan Large

Councils categorised as Metropolitan Large will typically have a minimum population of 200,000.

Other features may include:

- total operating revenue exceeding \$200M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Large will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

#### Metropolitan Medium

Councils categorised as Metropolitan Medium will typically have a minimum population of 100,000.

Other features may include:

- total operating revenue exceeding \$100M per annum
- services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- industrial, commercial and residential centres and development corridors
- high population growth.

The sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Large councils.

#### Metropolitan Small

Councils categorised as Metropolitan Small will typically have a population less than 100,000.

Other features which distinguish them from other metropolitan councils include:

- total operating revenue less than \$150M per annum.

While these councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium councils the overall sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Medium councils.



### Local Government Remuneration Tribunal

#### Regional City

Councils categorised as Regional City will typically have a population above 150,000. These councils are metropolitan in nature with major residential, commercial and industrial areas. These Councils typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development.

These councils provide a full range of higher order services and activities along with arts, culture, recreation and entertainment facilities to service the wider community and broader region. These councils typically also contain ventures which have a broader State and national focus which impact upon the operations of the council.

Newcastle City Council and Wollongong City Councils are categorised as Regional City.

#### Regional Strategic Area

Councils categorised as Regional Strategic Area are differentiated from councils in the Regional Rural category on the basis of their significant population. Councils categorised as Regional Strategic Area will typically have a population above 200,000. These councils contain a mix of urban and rural settlements. They provide a range of services and activities including business, office and retail uses, along with arts, culture, recreation and entertainment facilities to service the wider community. These councils host tertiary education campuses and health facilities.

While councils categorised as Regional Strategic Area may have populations which exceed those of Regional City, they would not typically provide the same range of regional services or have an equivalent sphere of economic influence.

Central Coast Council and Lake Macquarie Council are categorised as Regional Strategic Area.

#### Regional Rural

Councils categorised as Regional Rural will typically have a minimum population of 20,000.

Other features which distinguish them from other non-metropolitan councils include:

- a major town or towns with the largest commercial component of any location in the surrounding area
- a significant urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages or may be located on or close to the coast with high levels of population and tourist facilities
- provide a full range of higher-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- regional services to the wider community through principal referral hospitals, tertiary education services and major regional airports
- these councils may also attract large visitor numbers to established tourism ventures.

### Local Government Remuneration Tribunal

#### Rural

Councils categorised as Rural will typically have a population below 20,000.

Other features which distinguish them from other non-metropolitan councils include:

- one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre
- a limited range of services, facilities and employment opportunities compared to Regional Rural councils
- local economies based on agricultural/resource industries.

#### County Councils - Water

County councils that provide water and/or sewerage functions with a joint approach in planning and installing large water reticulation and sewerage systems.

#### County Councils - Other

County councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the *Noxious Weeds Act 1993*.

(n2019-1018)

**12.4 INVESTMENT REPORT - APRIL 2019****File Number:** 446808**Responsible Officer:** Lindsay Mason, Director Corporate Services**Author:** Luke Meppem, Senior Finance Officer**Attachments:** Nil**DELIVERY PROGRAM ALIGNMENT****4. Leadership**

Objective 4.4 Our strategic goals will be achieved through transparent and accountable planning and reporting

Strategy 4.4.3 Report in a clear, concise manner that is easily understood

**EXECUTIVE SUMMARY**

Council is required to consider a report on its investments in accordance with clause 212 of the *Local Government (General) Regulation 2005*.

During the month:

- Two (2) investments matured, totalling \$4 million.
- One (1) new investment was placed, totalling \$2 million.

Council's Responsible Accounting Officer has certified that Council's investments are in accordance with requirements.

**RECOMMENDATION**

**That Council note the Investment Report for April 2019.**

**BACKGROUND**

Council is required to consider a report on its investments in accordance with [clause 212](#) of the *Local Government (General) Regulation 2005*.

**CURRENT SITUATION**

The following is a summary of investment movements for April 2019:

Investments maturing during the month:

- |              |              |             |                  |
|--------------|--------------|-------------|------------------|
| • 10/04/2019 | Auswide Bank | \$3,000,000 | 183 days @ 2.78% |
| • 17/04/2019 | ME Bank      | \$1,000,000 | 154 days @ 2.70% |

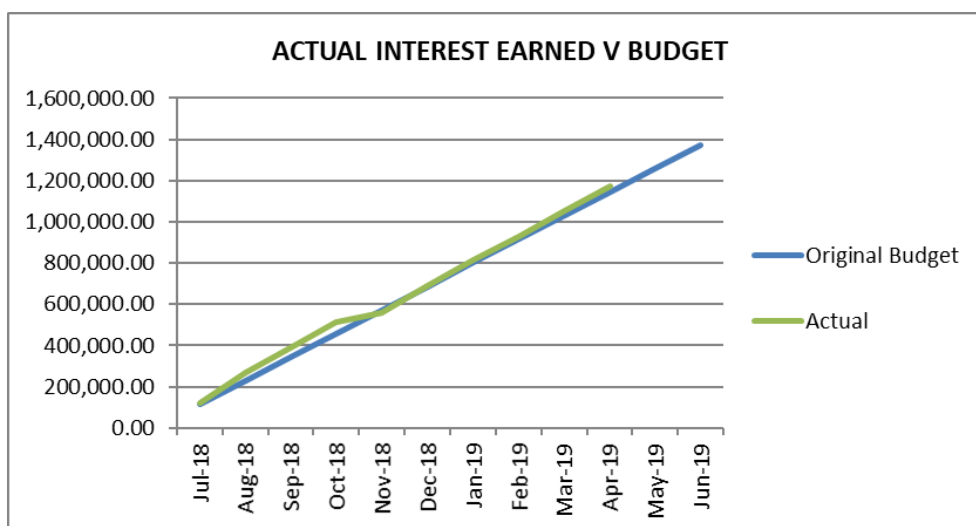
New investments secured during the month:

- |              |              |             |                  |
|--------------|--------------|-------------|------------------|
| • 10/04/2019 | Auswide Bank | \$2,000,000 | 273 days @ 2.58% |
|--------------|--------------|-------------|------------------|

	Market Value (\$)	Term (days)	Rate	Maturity Date	% of Portfolio
<b>Short Term Deposits (&lt;1 yr)</b>	<b>49,000,000.00</b>				<b>95.04%</b>
Auswide Bank	2,000,000.00	181	2.73%	08/05/19	3.88%
BOQ	1,000,000.00	182	2.73%	22/05/19	1.94%
BOQ	1,000,000.00	180	2.73%	29/05/19	1.94%
Auswide Bank	2,000,000.00	183	2.80%	05/06/19	3.88%
BOQ	2,000,000.00	182	2.78%	05/06/19	3.88%
Rural Bank	2,000,000.00	364	2.91%	21/06/19	3.88%
Beyond	2,000,000.00	121	2.65%	03/07/19	3.88%
ME Bank	1,000,000.00	153	2.73%	24/07/19	1.94%
AMP	3,000,000.00	182	2.80%	21/08/19	5.82%
ME Bank	3,000,000.00	364	2.73%	28/08/19	5.82%
ME Bank	2,000,000.00	364	2.73%	04/09/19	3.88%
Defence Bank	2,000,000.00	279	2.80%	11/09/19	3.88%
AMP	2,000,000.00	210	2.80%	02/10/19	3.88%
NAB	3,000,000.00	369	2.75%	16/10/19	5.82%
BOQ	1,000,000.00	209	2.68%	16/10/19	1.94%
MyState Bank	3,000,000.00	363	2.80%	06/11/19	5.82%
Defence Bank	3,000,000.00	364	2.85%	13/11/19	5.82%
AMP	2,000,000.00	273	2.80%	20/11/19	3.88%
NAB	4,000,000.00	369	2.80%	04/12/19	7.76%
AMP	3,000,000.00	273	2.80%	18/12/19	5.82%
Auswide Bank	2,000,000.00	273	2.58%	08/01/20	3.88%
ME Bank	1,000,000.00	364	2.73%	12/02/20	1.94%
Defence Bank	2,000,000.00	364	2.80%	04/03/20	3.88%
<b>Cash Deposits</b>	<b>2,554,956.07</b>				<b>4.96%</b>
NAB At Call A/c	1,500,000.00	At Call	1.65%	n/a	2.91%
NAB Working A/c	1,054,956.07	At Call	1.25%	n/a	2.05%
<b>Total Cash &amp; Investments</b>	<b>51,554,956.07</b>				<b>100.00%</b>

**Movements within Bank account for the reporting period (\$)**

Cash Book balance at 31 March 2019	1,586,900.48
Plus Receipts	4,821,150.62
Less Payments	-5,909,211.35
Cash Book balance at 30 April 2019	498,839.75
Less Outstanding Deposits	-174,788.90
Plus Unpresented Payments	730,905.22
Statement Balance as at 30 April 2019	1,054,956.07



### Investment Rate Summary for April 2019

Average Interest Rate on Investments: 2.72%

Weighted Average Interest Rate on Investments 2.74%

### Council's Benchmarks

Bank Bill Swap Rate (BBSW) 90 day index (01/05/2019)<sup>1</sup> 1.57%

Average 11am Cash Rate 1.50%

### FINANCIAL IMPLICATIONS

The interest income for the month:

General Fund	\$40,888
Externally Restricted Funds	\$25,000
Water Fund	\$30,135
Sewer Fund	\$20,798
<b>Total Interest Income</b>	<b>\$116,821</b>

### STATUTORY AND POLICY IMPLICATIONS

[Clause 212](#) of the *Local Government (General) Regulation 2005* requires Council's Responsible Accounting Officer to provide a monthly report setting out the details of all money that the Council has invested under [section 625](#) of the *Local Government Act 1993*.

It is certified that Council's investments have been made in accordance with:

- *Local Government Act 1993*.
- *Local Government (General) Regulation 2005*.
- Ministerial Investment Order dated 12 January 2011.
- Council's Investment Policy dated 15 August 2017.

<sup>1</sup> Source: [www.asx.com.au](http://www.asx.com.au)

**CONSULTATION**

**External Consultation**

Nil.

**Internal Consultation**

- Responsible Accounting Officer.

**12.5 ALC/ARA INLAND RAIL CONFERENCE - TOOWOOMBA, AUGUST 2019****File Number:****Responsible Officer:** Stewart Todd, General Manager**Author:** Delece Hartnett, Personal Assistant to GM & Mayor**Attachments:** Nil**DELIVERY PROGRAM ALIGNMENT****3. Economy****Objective** 3.2 We will become a logistics hub for the northern inland region**Strategy** 3.2.1 Promote Narrabri Shire as a Regional Logistics Hub**EXECUTIVE SUMMARY**

The Australian Logistics Council (“**ALC**”) and Australian Railway Association (“**ARA**”) are jointly hosting an Inland Rail Conference in Toowoomba QLD between 21-22 August 2019. Due to the influence and impact of the Inland Rail, Councillor representation should be seriously considered for this Conference. Both Federal and State Governments will be represented with many other key stakeholders such as Australian Rail Track Corporation (“**ARTC**”) also being represented.

**RECOMMENDATION**

**That Council determine Councillor attendance at the Toowoomba 2019 Inland Rail Summit to be held in Toowoomba on 21-22 August 2019.**

**BACKGROUND**

Over the past 12 months, Council representatives have travelled to Brisbane in May 2018, Parkes in July 2018, Sydney in April 2019 for various national Inland Rail Summits, which have proven to be very productive and highly beneficial, enabling contacts and networking to be established with many industry representatives as well as seeing Narrabri Shire showcased during presentations.

**CURRENT SITUATION**

With Council’s proposed Industrial & Logistics Hub and the advent of the Inland Rail Project the Australian Logistics Council (“**ALC**”) and Australian Railway Association (“**ARA**”) Inland Rail Conference will be an event that Council cannot afford to not attend at this crucial development stage.

Numerous representatives from Inland Rail stakeholders such as key logistics companies, will be present at the Conference in Toowoomba, however the program has not yet been finalised and distributed.

Attending such an event will enable Council to further promote the Industrial and Logistics Hub to key stakeholders such as logistics companies and other attendees.

The Conference will also explore the critical issues of skills, connectivity, supporting regional growth opportunities and community consultation processes. We will also discuss how the Inland Rail Project will underpin the National Freight and Supply Chain Strategy, due to be released later this year.

The Conference Program is currently being finalised, however, once available will be distributed to the nominated attendees, as Council delegates. However, further industry information can be gathered at the following link: <https://ara.net.au/events-and-networking/inland-rail-conference>

### FINANCIAL IMPLICATIONS

The conference attendance fee is \$770.00 per attendee (inc GST).

Accommodation costs for two (2) nights will be approximately \$350 (in total) per person for the 2 day conference.

### STATUTORY AND POLICY IMPLICATIONS

#### Reporting Requirements of the Payment of Expenses and Provision of Facilities to Councillors Policy

*Councillors will report, in writing, in an open session of a Council Meeting on the outcome of the conference, seminar or similar function attended. The report will be submitted to the General Manager (or their delegate) within one (1) month of the Councillor's attendance at the conference, seminar or similar function.*

*If a number of Councillors attend the same function, a single report may be submitted on behalf of all Councillors that attended, however the report must be signed by all Councillors that were in attendance.*

*The report to Council will be in writing and include the following:*

- *The purpose/subject matter of the conference, including the reason for the attendance of the delegate(s).*
- *The agenda of the conference.*
- *Any items of interest to Council discussed at the conference.*
- *Recommendations for further areas of action or investigation (if applicable).*

*A Councillor(s) who attend the annual conference of Local Government NSW (LGNSW) do not need to provide a written report to Council.*

### CONSULTATION

Nil.



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**13 CONFIDENTIAL (CLOSED COUNCIL) MEETING**

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**RECOMMENDATION**

That Council move into Closed (Public Excluded) Meeting of Council and that the press and members of the public be asked to leave the room whilst Council considers the following items:

**13.1 Industrial and Logistics Hub - Land Purchase and Funding Strategy**

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

**13.2 Contract 2018-19/18 - Construction of a Concrete Shared Pathway along Narrabri Creek**

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

**RECOMMENDATION**

That Council move out of Closed (Public Excluded) Meeting and that the resolutions from the Closed (Public Excluded) Meeting be read out aloud.

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**14 MEETING CLOSED**

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