



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

Date: Tuesday, 26 November 2019

Time: 1.00pm

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

AGENDA

Ordinary Council Meeting 26 November 2019

**Stewart Todd
GENERAL MANAGER**

PUBLIC FORUM (held outside formal Council Meeting)

The Council may hold a public forum prior to each Ordinary Meeting of the Council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting (listed on the Agenda).

Public forums may also be held prior to Extraordinary Council Meetings and meetings of committees of the Council.

Public forums are to be chaired by the mayor or their nominee.

Request to Speak in the Public Forum

To speak at a public forum, a person must first make an application to the Council in the approved form. Applications to speak at the public forum must be received by 5pm on the working day before the date on which the public forum is to be held and must identify the item of business on the agenda of the Council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.

Approved speakers at the public forum are to register with the Council any written, visual or audio material to be presented in support of their address to the Council, and to identify any equipment needs at 5pm on the working day before the Public Forum.

The General Manager or their delegate may refuse to allow such material to be presented.

A person may apply to speak on no more than 2 items of business on the agenda of the Council Meeting.

Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.

The General Manager or their delegate may refuse an application to speak at a public forum.

No more than three (3) speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the Council Meeting.

If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.

Each speaker will be allowed three (3) minutes to address the Council. This time is to be strictly enforced by the Chairperson.

The Chairperson of the meeting can grant one extension of up to a maximum of two (2) minutes, should further information, be considered to be important to the Council. This is solely at the discretion of the Chair.

Speakers at public forums must not digress from their nominated item on the agenda. If a speaker digresses to irrelevant matters, the Chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a Public Forum. Questions put to a speaker must be direct, succinct and without argument. Debate will not be permitted by the speaker, Councillors or staff.

Speakers are under no obligation to answer a question. Answers by the speaker, to each question are to be limited to three (3) minutes.

Speakers at public forums cannot ask questions of the Council, Councillors or Council staff.

The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to 5 minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.

Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.

The “*Request to Speak in Public Forum*”, at an Ordinary Council Meeting, can be obtained, from Council’s Administration Office, or by downloading it from Council’s website at:

<http://www.narrabri.nsw.gov.au/speaking-at-public-forum-1232.html>



USE OF MOBILE PHONES AND UNAUTHORISED RECORDING OF MEETINGS

Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.

(Clause 15.20 Code of Meeting Practice)

A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the Council.

(Clause 15.21 Code of Meeting Practice)



Mayor
Cr Cathy Redding



Deputy Mayor
Cr Cameron Staines



Cr Maxine Booby



Cr Ron Campbell



Cr Ron Campey



Cr Lloyd Finlay



Cr Robert Kneale



Cr Ann Loder



Cr Annie McMahon



General Manager
Mr Stewart Todd



Director
Infrastructure
Delivery
Mr Darren Raeck



Director
Corporate and Community
Services
Mr Lindsay Mason



Executive Manager
Planning and
Environment
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 Strategic Direction

OUR VISION:

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



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 an 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.

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

Members and officers are asked to be upstanding for the opening prayer.

2 ACKNOWLEDGEMENT OF COUNTRY

I'd like to begin by acknowledging the Traditional Owners of country throughout Australia, and in particular the Gomeroi People of the Kamilaroi Nation, and recognise their continuing connection to land, waters and culture.

We pay our respects to their Elders past, present and emerging.

3 APOLOGIES/GRANTING OF LEAVE OF ABSENCES

4 DECLARATION OF PECUNIARY AND NON- PECUNIARY INTERESTS

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, non-pecuniary and 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.

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

Extract from Council's Code of Meeting Practice:

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:

- (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,
- (i) alleged contraventions of the council's code of conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

- 14.2 The council or a committee of the council 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.

Note: Clause 14.2 reflects section 10A(3) of the Act.

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

- 13.1 Northern NSW Inland Port (N2IP)

6 PRESENTATIONS

Presentation requests received to date:

- Nil.

7 CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of the Ordinary Meeting of the Narrabri Shire Council held on 21 October 2019 comprising Minute Nos 233/2019 to 248/2019 as circularised be confirmed and signed as a correct record by the Mayor.

RECOMMENDATION

That the minutes of the Extraordinary Council Meeting of the Narrabri Shire Council held on 14 November 2019 comprising Minute Nos 249/2019 to 251/2019 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, 21 OCTOBER 2019 AT 11.19 AM**

PRESENT: Cr Catherine Redding (Mayor), Cr Robert Kneale, Cr Maxine Booby, Cr Ron Campey, Cr Ann Loder, Cr Cameron Staines (Deputy Mayor).

IN ATTENDANCE: Stewart Todd (General Manager), Lindsay Mason (Director Corporate Services), Chris Watkins (Acting Director Infrastructure Delivery), Delece Hartnett (Minute Clerk).

Proceedings of the meeting commenced at 11.19am.

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

Members and officers were upstanding for the opening prayer by Ps Travis Lions of Christian Outreach Centre Narrabri, in association with the Narrabri Ministers Fraternal.

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 APOLOGIES/GRANTING OF LEAVE OF ABSENCES

Mayor Cr Redding, noted at this time that Cr Staines had advised he would be late to the Ordinary Council Meeting due to his current involvement with local bushfires and Rural Fire Service duties.

MINUTE 233/2019

Moved: Cr Ron Campey Seconded: Cr Maxine Booby

That apologies from Cr Annie McMahon (*vide* previous Leave of Absence Resolution No. 214/2019), and Cr Ron Campbell and Cr Lloyd Finlay be received and accepted.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey and Ann Loder.

Against: Nil

CARRIED 5/0

4 DECLARATION OF PECUNIARY AND NON- PECUNIARY INTERESTS

Nil.

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

Nil.

6 PRESENTATIONS

Presentation requests received to date:

Nil.

7 CONFIRMATION OF MINUTES

MINUTE 234/2019

Moved: Cr Robert Kneale Seconded: Cr Ann Loder

That the minutes of Ordinary Meeting of the Narrabri Shire Council held on 24 September 2019 comprising Minute Nos 201/2019 to 230/2019 as circularised be confirmed and signed as a correct record by the Mayor.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey and Ann Loder.

Against: Nil

CARRIED 5/0

MINUTE 235/2019

Moved: Cr Robert Kneale Seconded: Cr Ann Loder

That the minutes of Extraordinary Council Meeting of the Narrabri Shire Council held on 17 October 2019 comprising Minute Nos 231/2019 to 232/2019 as circularised be confirmed and signed as a correct record by the Mayor.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey and Ann Loder.

Against: Nil

CARRIED 5/0

8 MAYORAL MINUTE

8.1 MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR SEPTEMBER/OCTOBER 2019**MINUTE 236/2019**

Moved: Cr Catherine Redding

That Council note the Mayoral Appointments for the period September/October 2019.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey and Ann Loder.

Against: Nil

CARRIED 5/0

9 OUR SOCIETY

9.1 REPORT ON THE CENTRAL NORTHERN REGIONAL LIBRARY COMMITTEE MEETING HELD IN TAMWORTH 4 SEPTEMBER 2019**MINUTE 237/2019**

Moved: Cr Catherine Redding Seconded: Cr Maxine Booby

That Council That Council notes the report on the Central Northern Regional Library meeting held in Tamworth 4 September 2019.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey and Ann Loder.

Against: Nil

CARRIED 5/0

9.2 REPORT ON THE NSW PUBLIC LIBRARIES ASSOCIATION (NSWPLA) NORTH EAST ZONE MEETING HELD ON 19 SEPTEMBER 2019.**MINUTE 238/2019**

Moved: Cr Catherine Redding Seconded: Cr Ann Loder

That Council note the report on NSWPLA North East Zone Meeting held on 19 September 2019.

CARRIED

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey and Ann Loder.

Against: Nil

CARRIED 5/0

9.3 PUBLIC SAFETY CLOSED-CIRCUIT TELEVISION (CCTV) CAMERA POLICY**MINUTE 239/2019**

Moved: Cr Maxine Booby Seconded: Cr Robert Kneale

That Council adopt the Public Safety Closed-Circuit Television (CCTV) Camera Policy.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey and Ann Loder.

Against: Nil

CARRIED 5/0

9.4 DELEGATES REPORT - NARRABRI DISTRICT HEALTH SERVICE ADVISORY COMMITTEE MEETING - 9 SEPTEMBER 2019**MINUTE 240/2019**

Moved: Cr Ann Loder Seconded: Cr Maxine Booby

That Council note Cr Loder's Delegates Report from the Narrabri District Health Service Advisory Committee Meeting held on Monday 9 September 2019.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey and Ann Loder.

Against: Nil

CARRIED 5/0

9.5 REPORT REQUESTING THE ABOLITION OF OVERDUE LIBRARY FINES**MINUTE 241/2019**

Moved: Cr Catherine Redding Seconded: Cr Maxine Booby

- 1. That Council abolish overdue library fines, in conjunction with Central Northern Regional Library resolution of 4 September 2019.**
- 2. That Council advertise the abolition of these fines, for a period of 28 days, and invite public submissions.**

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey and Ann Loder.

Against: Nil

CARRIED 5/0

10 OUR ENVIRONMENT**10.1 BOGGABRI FLOOD STUDY****MINUTE 242/2019**

Moved: Cr Robert Kneale Seconded: Cr Ann Loder

- 1. That Council note the Minutes of the Narrabri Shire Floodplain Risk Management Committee meeting held on Wednesday 9 October 2019 and adopt their recommendation to accept WRM Water + Environment's proposal of \$125,690 (ex GST) to complete the Boggabri Flood Study.**
- 2. That Council's contribution of \$17,955.71 (ex GST) be drawn from its Strategic Land Use Planning Restricted Asset.**

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey and Ann Loder.

Against: Nil

CARRIED 5/0

11 OUR ECONOMY

Nil reports.

12 OUR CIVIC LEADERSHIP

12.1 CAPITAL WORKS CARRY FORWARDS, REVOTES AND OVER RUNS**MINUTE 243/2019**

Moved: Cr Ron Campey Seconded: Cr Ann Loder

1. That Council revoke in 2019/2020 an amount of \$62,500, as identified in attachment 1 to this report, from the 2018/2019 capital works program.
2. That Council carry forward to 2019/2020 an amount of \$6,483,894, as identified in attachment 1 to this report, to finalise works not completed as at the end of 2018/2019 financial year.
3. That Council create an internal restriction for the works funded from untied funding, being \$230,159, at 30 June 2019.
4. That Council reduce multi-year capital project budgets in 2019/2020 by an amount of \$2,930,272, for projects that exceeded their projected votes at 30 June 2019, as identified in the attachments to this report.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey and Ann Loder.

Against: Nil

CARRIED 5/0

12.2 DETERMINATION OF ORGANISATIONAL STRUCTURE AND SENIOR STAFF**MINUTE 244/2019**

Moved: Cr Maxine Booby Seconded: Cr Ron Campey

1. That Council adopt the Organisational Structure, as contained within this report.
2. That Council determine the positions of:
 - a. Director Infrastructure Delivery; and
 - b. Director Corporate and Community Services;

to be Senior Staff positions as per section 332 of the Local Government Act 1993.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey and Ann Loder.

Against: Nil

CARRIED 5/0

12.3 OPERATIONAL AND SERVICE PLAN QUARTERLY REPORT - SEPTEMBER 2019**MINUTE 245/2019**

Moved: Cr Ann Loder Seconded: Cr Ron Campey

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

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey and Ann Loder.

Against: Nil

CARRIED 5/0

12.4 INVESTMENT REPORT - SEPTEMBER 2019**MINUTE 246/2019**

Moved: Cr Robert Kneale Seconded: Cr Maxine Booby

That Council note the Investment Report for September 2019.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey and Ann Loder.

Against: Nil

CARRIED 5/0

12.5 COUNCIL'S SURPLUS LAND DISPOSAL PROGRAM**MINUTE 247/2019**

Moved: Cr Maxine Booby Seconded: Cr Ron Campey

1. That Council offer the following properties for Sale by Private Treaty, engaging a registered real estate agent:
 - a. 35-37 Dalton Street, Boggabri.
 - b. 103 Caloola Road, Boggabri.
 - c. 39 Williams Drive, Narrabri West.
 - d. 31-33 Vivian Street, Pilliga.
 - e. 77 Vera Leap Road, Wee Waa.
2. That the General Manager, following receipt of input/advice from a qualified property valuer, be authorised to approve the selling prices and/or set the reserve prices for the selling of the properties listed in Item 1 above.
3. That the General Manager be able to negotiate the selling price, via the appointed registered real estate agent, with any prospective purchaser, noting the reserve prices set.
4. That the Council's Common Seal be affixed to all relevant documents, to effect the sale of the properties listed in Item 1 above.

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey and Ann Loder.

Against: Nil

CARRIED 5/0

12.6 ACCEPTANCE OF TENDERS UNDER DELEGATION – SEPTEMBER 2019**MINUTE 248/2019**

Moved: Cr Robert Kneale Seconded: Cr Maxine Booby

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

In Favour: Crs Catherine Redding, Robert Kneale, Maxine Booby, Ron Campey and Ann Loder.

Against: Nil

CARRIED 5/0

13 CONFIDENTIAL (CLOSED COUNCIL) MEETING

Nil reports.

14 MEETING CLOSED

The Meeting closed at 12.10pm.

The minutes of this meeting are scheduled to be confirmed at the Ordinary Council Meeting to be held on 26 November 2019.

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CHAIRPERSON

**MINUTES OF NARRABRI SHIRE COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE NARRABRI SHIRE COUNCIL CHAMBERS, 46-48 MAITLAND STREET, NARRABRI
ON THURSDAY, 14 NOVEMBER 2019 AT 6.04 PM**

PRESENT: Cr Cameron Staines (Deputy Mayor), Cr Robert Kneale, Cr Ron Campbell, Cr Ron Campey, Cr Ann Loder, Cr Annie McMahon,

IN ATTENDANCE: Stewart Todd (General Manager), Darren Raeck (Director Infrastructure Delivery), Daniel Boyce (Executive Manager Planning & Environment Services), Delece Hartnett (Minute Clerk).

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

Members and officers were upstanding for the opening prayer read by the Deputy Mayor, Cr Cameron Staines.

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 APOLOGIES/GRANTING OF LEAVE OF ABSENCES

MINUTE 249/2019

Moved: Cr Ann Loder Seconded: Cr Ron Campey

That apologies from Mayor, Cr Catherine Redding, Cr Maxine Booby and Cr Lloyd Finlay be accepted.

In Favour: Crs Robert Kneale, Ron Campbell, Ron Campey, Ann Loder, Annie McMahon and Cameron Staines

Against: Nil

CARRIED 6/0

4 DECLARATION OF PECUNIARY AND NON-PECUNIARY INTERESTS

Nil.

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

Nil.

6 PUBLIC FORUM AND PRESENTATIONS

Public Forum requests received to date:

- Nil.

Presentation requests received to date:

- Nil.

7 OUR ENVIRONMENT

7.1 NARRABRI SHIRE COUNCIL COMMUNITY PARTICIPATION PLAN**MINUTE 250/2019**

Moved: Cr Ron Campbell Seconded: Cr Annie McMahon

- 1. That Council endorse the Narrabri Shire Council Community Participation Plan.**
- 2. That Council place on exhibition the Narrabri Shire Council Community Participation Plan for a minimum period of twenty-eight (28) days.**

In Favour: Crs Robert Kneale, Ron Campbell, Ron Campey, Ann Loder, Annie McMahon and Cameron Staines

Against: Nil

CARRIED 6/0

8 OUR ECONOMY

8.1 DEVELOPMENT APPLICATION 83/2019 - PROPOSED ERECTION OF INDUSTRIAL BUILDING FOR USE AS METAL FABRICATION AND ASSOCIATED OFFICE**MINUTE 251/2019**

Moved: Cr Ron Campey Seconded: Cr Ron Campbell

- 1. That Council determine the Development Application 83/2019 for the erection of an industrial building for use as metal fabrication and associated office by granting consent to the application subject to conditions in Attachment 1.**
- 2. That Council release the following restrictions on the use of land on Lot 12 DP 1242823:**
 - a. Development limitation to 20% site coverage (fill and construction of buildings)**
- 3. That Council apply the following restrictions on the use of land on Lot 12 DP 1242823:**
 - a. Development (fill and construction of buildings) requires a flood impact assessment demonstrating that the cumulative flood level increases are within the acceptable limits identified in the Narrabri Supplementary Floodplain Management Study by Osborne Lane and Max Winders and Associates dated February 2002.**

In Favour: Crs Robert Kneale, Ron Campbell, Ron Campey, Ann Loder, Annie McMahon and Cameron Staines

Against: Nil

CARRIED 6/0

9 MEETING CLOSED

The Meeting closed at 6.22pm.

The minutes of this meeting are scheduled to be confirmed at the Ordinary Meeting of the Narrabri Shire Council held on 26 November 2019.

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CHAIRPERSON

8 MAYORAL MINUTE

8.1 MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR OCTOBER/NOVEMBER 2019**Responsible Officer:** Catherine Redding, Mayor**Author:** Delece Hartnett, Personal Assistant to GM & Mayor**Attachments:** Nil**RECOMMENDATION**

- 1. That Council note the Mayoral Appointments for the period October/November 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 17 October 2019

- Attended quarterly update meeting with Mr David Quirk – Mehi Cluster General Manager (Hunter New England Health). Cr Loder and Cr Booby were also in attendance at this meeting as Local Health Area Committee delegates.
- Attended Extraordinary Council Meeting in Boggabri to discuss the Vickery Mine VPA, and resolve same. Councillors and Senior Staff were also in attendance at this meeting at the Boggabri Golf Club.

Friday 18 October 2019

- Invited to and attended Multicultural Morning Tea at Narrabri Public School with current and potential students of the school with their parents and teaching staff at the School.
- Hosted meeting with NSW Minister for Education, Ms Sarah Mitchell, to discuss the potential for further educational facilities within Narrabri Shire.

Monday 21 October 2019

- Attended October 2019 Ordinary Council Meeting, with Councillors and senior staff also in attendance.
- Attended an evening meeting in Wee Waa for the 'recruitment' of a Wee Waa GP/VMO with Mr David Quirk - Mehi Cluster General Manager (Hunter New England Health), and various members of the Wee Waa Community to discuss an action plan for attraction of GP's to Wee Waa.

Tuesday 22 October 2019

- Attended Inland Rail Benefits meeting with ARTC consultant, Mr Colin Bettles.

Monday 28 October 2019

- Cr Loder attended the Manchester Unity Conference, on behalf of the Mayor, to welcome attending guests of the association to our Shire.

Thursday 30 October 2019

- Travelled to Sydney for Country Mayor's Association Meeting in Sydney the following day.
- Cr Staines attended the Manchester Unity (Conference) evening dinner, on behalf of the Mayor, as the conclusion of their conference in the Narrabri Shire.

Friday 1 November 2019

- Attended the Country Mayor's Association Ordinary Meeting, and also the Annual General Meeting (and last meeting for 2019) in Sydney, with the General Manager also in attendance.

Monday 4 November 2019

- Hosted the AR Bluett Memorial Award Plaque unveiling ceremony and also the Stephen Ward Scholarship announcement at the Administration Building. Ms Tara McCarthy – Chief Executive from LGNSW, and Cr Kneale, Cr Staines, Cr Campbell and Senior Staff were also in attendance.
- Attended the 'Have your Say Information Session' at the Crossing Theatre on the Draft Namoi Surface Water Resource Plan, organised by the Department of Industry – Water.

Tuesday 5 November 2019

- Attended photo placement with Federation Farm Committee Members regarding the formal signing of the Share farming Agreement.
- Attended November 2019 Councillor Briefing/Workshop day, with Councillors and senior staff also in attendance.

Thursday 7 November 2019

- Attended New England Joint Organisation (NEJO) Road Network meeting in conjunction with consultation from NEJO Member Councils.
- Attended Santos (representative) meeting to discuss progress within the Gas Community Benefits Fund.

Monday 11 – Friday 15 November 2019

- Travelled to and attended the Country University Centre Symposium with Centre Manager, Cathy Walters.
- Deputy Mayor, Cr Cameron Staines, attended the Remembrance Day ceremony on Monday 11 November 2019 at the Narrabri RSL Club, as Council's delegate, as invited by the Narrabri RSL Sub-Branch Committee.

Thursday 14 November 2019

- Deputy Mayor Cr Staines chaired the November 2019 Extraordinary Council Meeting, with Councillors and Senior Staff also in attendance.

Monday 18 November 2019

- Meeting with NEJO Executive Officer to cover specific operational 'Member Council' opportunities for Narrabri Shire Council.

Tuesday 19 – Friday 22 November 2019

- Attended SWITCH Annual NSW Library Association Conference in Penrith with Cr Booby also in attendance, as the Council delegate for this Committee.

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 MINUTES OF THE ACCESS AND INCLUSION ADVISORY COMMITTEE MEETING HELD ON 2 OCTOBER 2019

Responsible Officer: Lindsay Mason, Director Corporate and Community Services

Author: Jane Linehan, Community Development Officer

Attachments: 1. Minutes of the Access & Inclusion Advisory Committee meeting on 02/10/2019  

DELIVERY PROGRAM ALIGNMENT**1 Society**

Objective 1.3 Our communities will be provided with facilities and services to increase social connectivity and accessibility

Strategy 1.3.4 Continually improve access to community facilities and services across the Shire

EXECUTIVE SUMMARY

A meeting of the Access and Inclusion Advisory Committee was held on Wednesday, 2 October 2019.

RECOMMENDATION

1. That Council note the Minutes of the Narrabri Shire Access and Inclusion Advisory Committee meeting held on Wednesday, 2 October 2019.

REPORT

The objective of the Access and Inclusion Committee is to provide advice to Narrabri Shire Council on matters relating to access, inclusion and the implementation of the Disability Inclusion Action Plan 2017-2021. Minutes of the Narrabri Shire Access and Inclusion Advisory Committee meeting held on 2 October are attached.

ACCESS AND INCLUSION ADVISORY COMMITTEE MEETING MINUTES

2 OCTOBER 2019

**MINUTES OF NARRABRI SHIRE COUNCIL
ACCESS AND INCLUSION ADVISORY COMMITTEE MEETING
HELD AT THE NARRABRI SHIRE COUNCIL, 46-48 MAITLAND STREET, NARRABRI
ON WEDNESDAY, 2 OCTOBER 2019 AT 5.30 PM**

PRESENT: Cr Ann Loder, Mayor Cr Cathy Redding, NSW Health Representative Margo Carberry, Interagency Representative Nicola O'Neill, Community Member Kylie Mullen, Community Development Officer Jane Linehan, Tourism Manager Penny Jobling

IN ATTENDANCE: Library Manager Jenny Campbell

1 OPENING AND WELCOME

2 APOLOGIES/GRANTING OF LEAVE OF ABSENCES

Community Representative Paul Robinson, Cr Cameron Staines, Cr Ron Campbell, Director Corporate Services Lindsay Mason

3 CONFIRMATION OF MINUTES

MINUTE AAICC-014/2019

Moved: NSW Health Representative Margo Carberry Seconded: Interagency Representative Nicola O'Neill

Minutes of Access and Inclusion Advisory Committee Meeting held on 12 June 2019 as circularised be confirmed.

CARRIED

4 REPORTS

4.1 PRESENTATION 1: MANAGER, LIBRARY SERVICES - IMPROVE LIBRARY SERVICES THAT PROMOTE ACCESS AND INCLUSION ACROSS THE SHIRE.

MINUTE AAICC-015/2019

Moved: NSW Health Representative Margo Carberry Seconded: Interagency Representative Nicola O'Neill

1. The Committee note the presentation as presented by Manager, Library Services.

CARRIED

ACCESS AND INCLUSION ADVISORY COMMITTEE MEETING MINUTES

2 OCTOBER 2019

Attachments

- 1 Library Presentation: Social Stories
- 2 Library Presentation: Inclusive Spaces

4.2 DISABILITY INCLUSION ACTION PLAN 2017 / 2021 ACTION TABLE UPDATE**MINUTE AAICC-016/2019**

Moved: NSW Health Representative Margo Carberry Seconded: Community Member Kylie Mullen

The Committee accept the Disability Inclusion Action Plan 2017 / 2021 Action Table Updates as presented and that the Community Development Officer follow up on Action 1.3.4.11 – Council to encourage and support people with a disability to apply for positions at Council with the relevant responsible officer to see why this action is on hold, and report back at next meeting.

CARRIED**MINUTE AAICC-017/2019**

Moved: NSW Health Representative Margo Carberry Seconded: Community Member Kylie Mullen

Invite HR Manager to the November meeting to address the Committee regarding council's plan in relation to this Action and other HR initiatives to do with making council employment more inclusive.

CARRIED**4.3 EASY READ DISABILITY INCLUSION ACTION PLAN****MINUTE AAICC-018/2019**

Moved: Community Member Kylie Mullen Seconded: Interagency Representative Nicola O'Neill

1. The Committee endorse the new 'branded' Easy Read version of the Disability Inclusion Action Plan 2017 – 2021 to be available to the community.

CARRIED

ACCESS AND INCLUSION ADVISORY COMMITTEE MEETING MINUTES

2 OCTOBER 2019

4.4 UPDATE ON THE 'ACCESS AT A GLANCE' PROJECT**RECOMMENDATION**

1. The Committee endorse a way forward for the 'Access at a Glance' project.

Council's Community Development Officer addressed the committee with the plan to carry out 'mini audits' of Council facilities and present results back to the Committee when audits are complete. Mini audits will commence prior to presenting to Narrabri Chamber of Commerce on 12 November 2019 to provide insight to what is involved in the audits and to demonstrate Council's commitment to the project and ensuring accessible facilities. The committee agreed this was a good way forward and have asked that we invite the community to participate in the audit to identify accessibility issues to Council facilities.

4.5 MANAGER, BEST EMPLOYMENT AND COMMUNITY REPRESENTATIVE FOR THE INTERAGENCY GROUP ADDRESS THE COMMITTEE REGARDING NEW INITIATIVE FROM NARRABRI INTERAGENCY GROUP FOR A COMMUNITY CONNECT DAY**MINUTE AAICC-019/2019**

Moved: Community Member Kylie Mullen Seconded: NSW Health Representative Margo Carberry

1. The Committee decide whether supporting an event in Narrabri is within their scope as the Access and Inclusion Advisory Committee.

The Committee felt that Narrabri hosting a Community Connect Day in October 2020 sits within the scope of this committee as our Objective 1.3 is that 'Our communities will be provided with facilities and services to increase social connectivity and accessibility' and our Strategy 1.3.4 to 'Continually improve access to community facilities and services across the Shire'. Nicky said it would bring the community together and build their spirit as well as increasing local awareness. It would be a good way for business to showcase their services and promote an inclusive community.

CARRIED**4.6 PEDESTRIAN ACCESS AND MOBILITY PLAN****MINUTE AAICC-020/2019**

Moved: Interagency Representative Nicola O'Neill Seconded: NSW Health Representative Margo Carberry

The Committee agree to invite the Design Services Manager and Community Facilities Manager to attend the next meeting to discuss issues relating to access and proposed Capital Works items to improve accessibility around the Shire townships and provide their written responses to the Design Services Manager by next meeting.

ACCESS AND INCLUSION ADVISORY COMMITTEE MEETING MINUTES**2 OCTOBER 2019****CARRIED****4.7 ACCESS AND INCLUSION SURVEY ON MINORITY GROUPS ACROSS THE NARRABRI SHIRE REGION AREA****RECOMMENDATION**

1. The Committee review the draft survey and provide any comments or suggestions.

4.8 NATIONAL DISABILITY INSURANCE SCHEME REPRESENTATIVE TO ATTEND NEXT MEETING TO DISCUSS LOCAL SERVICE PROVIDERS**RECOMMENDATION**

Community Development Officer invite a representative from the National Disability Insurance Service to attend the meeting and discuss local service availability.

5 NEXT MEETING

Wednesday 27 November 2019

6 MEETING CLOSED

The Meeting closed at 7:09 pm.

The minutes of this meeting were confirmed at the Access and Inclusion Advisory Committee Meeting held on 27 November 2019.

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CHAIRPERSON

**MINUTES OF NARRABRI SHIRE COUNCIL
ACCESS AND INCLUSION ADVISORY COMMITTEE MEETING
HELD AT THE NARRABRI SHIRE COUNCIL, 46-48 MAITLAND STREET, NARRABRI
ON WEDNESDAY, 2 OCTOBER 2019 AT 5.30 PM**

PRESENT: Cr Ann Loder, Mayor Cr Cathy Redding, NSW Health Representative Margo Carberry, Interagency Representative Nicola O'Neill, Community Member Kylie Mullen, Community Development Officer Jane Linehan, Tourism Manager Penny Jobling

IN ATTENDANCE: Library Manager Jenny Campbell

1 OPENING AND WELCOME

2 APOLOGIES/GRANTING OF LEAVE OF ABSENCES

Community Representative Paul Robinson, Cr Cameron Staines, Cr Ron Campbell, Director Corporate Services Lindsay Mason

3 CONFIRMATION OF MINUTES

MINUTE AAICC-014/2019

Moved: NSW Health Representative Margo Carberry Seconded: Interagency Representative Nicola O'Neill

Minutes of Access and Inclusion Advisory Committee Meeting held on 12 June 2019 as circularised be confirmed.

CARRIED

4 REPORTS

4.1 PRESENTATION 1: MANAGER, LIBRARY SERVICES - IMPROVE LIBRARY SERVICES THAT PROMOTE ACCESS AND INCLUSION ACROSS THE SHIRE.

MINUTE AAICC-015/2019

Moved: NSW Health Representative Margo Carberry Seconded: Interagency Representative Nicola O'Neill

1. The Committee note the presentation as presented by Manager, Library Services.

CARRIED

4.2 DISABILITY INCLUSION ACTION PLAN 2017 / 2021 ACTION TABLE UPDATE**MINUTE AAICC-016/2019**

Moved: NSW Health Representative Margo Carberry Seconded: Community Member Kylie Mullen

The Committee accept the Disability Inclusion Action Plan 2017 / 2021 Action Table Updates as presented and that the Community Development Officer follow up on Action 1.3.4.11 – Council to encourage and support people with a disability to apply for positions at Council with the relevant responsible officer to see why this action is on hold, and report back at next meeting.

CARRIED**MINUTE AAICC-017/2019**

Moved: NSW Health Representative Margo Carberry Seconded: Community Member Kylie Mullen

Invite HR Manager to the November meeting to address the Committee regarding council's plan in relation to this Action and other HR initiatives to do with making council employment more inclusive.

CARRIED**4.3 EASY READ DISABILITY INCLUSION ACTION PLAN****MINUTE AAICC-018/2019**

Moved: Community Member Kylie Mullen Seconded: Interagency Representative Nicola O'Neill

1. The Committee endorse the new 'branded' Easy Read version of the Disability Inclusion Action Plan 2017 – 2021 to be available to the community.

CARRIED

4.4 UPDATE ON THE 'ACCESS AT A GLANCE' PROJECT**RECOMMENDATION**

1. The Committee endorse a way forward for the 'Access at a Glance' project.

Council's Community Development Officer addressed the committee with the plan to carry out 'mini audits' of Council facilities and present results back to the Committee when audits are complete. Mini audits will commence prior to presenting to Narrabri Chamber of Commerce on 12 November 2019 to provide insight to what is involved in the audits and to demonstrate Council's commitment to the project and ensuring accessible facilities. The committee agreed this was a good way forward and have asked that we invite the community to participate in the audit to identify accessibility issues to Council facilities.

4.5 MANAGER, BEST EMPLOYMENT AND COMMUNITY REPRESENTATIVE FOR THE INTERAGENCY GROUP ADDRESS THE COMMITTEE REGARDING NEW INITIATIVE FROM NARRABRI INTERAGENCY GROUP FOR A COMMUNITY CONNECT DAY**MINUTE AAICC-019/2019**

Moved: Community Member Kylie Mullen
Seconded: NSW Health Representative Margo Carberry

1. The Committee decide whether supporting an event in Narrabri is within their scope as the Access and Inclusion Advisory Committee.

The Committee felt that Narrabri hosting a Community Connect Day in October 2020 sits within the scope of this committee as our Objective 1.3 is that 'Our communities will be provided with facilities and services to increase social connectivity and accessibility' and our Strategy 1.3.4 to 'Continually improve access to community facilities and services across the Shire'. Nicky said it would bring the community together and build their spirit as well as increasing local awareness. It would be a good way for business to showcase their services and promote an inclusive community.

CARRIED

4.6 PEDESTRIAN ACCESS AND MOBILITY PLAN**MINUTE AAICC-020/2019**

Moved: Interagency Representative Nicola O'Neill
Seconded: NSW Health Representative Margo Carberry

The Committee agree to invite the Design Services Manager and Community Facilities Manager to attend the next meeting to discuss issues relating to access and proposed Capital Works items to improve accessibility around the Shire townships and provide their written responses to the Design Services Manager by next meeting.

CARRIED

4.7 ACCESS AND INCLUSION SURVEY ON MINORITY GROUPS ACROSS THE NARRABRI SHIRE REGION AREA

RECOMMENDATION

1. The Committee review the draft survey and provide any comments or suggestions.

4.8 NATIONAL DISABILITY INSURANCE SCHEME REPRESENTATIVE TO ATTEND NEXT MEETING TO DISCUSS LOCAL SERVICE PROVIDERS

RECOMMENDATION

Community Development Officer invite a representative from the National Disability Insurance Service to attend the meeting and discuss local service availability.

5 NEXT MEETING

Wednesday 27 November 2019




6 MEETING CLOSED

The Meeting closed at 7:09 pm.

The minutes of this meeting were confirmed at the Access and Inclusion Advisory Committee Meeting held on 27 November 2019.

.....
CHAIRPERSON

9.2 NARRABRI SHIRE COMMUNITY SAFETY AND CRIME PREVENTION PLAN 2019/2023**Responsible Officer:** Lindsay Mason, Director Corporate and Community Services**Author:** Jane Linehan, Community Development Officer**Attachments:**

1. Minutes Crime Prevention Advisory Committee Meeting 15 October 2019  
2. Narrabri Shire Community Safety and Crime Prevention Plan 2019/2023 (under separate cover) 

DELIVERY PROGRAM ALIGNMENT**1 Society**

Objective 1.1 Community health, safety and support services will adequately meet changing community needs

Strategy 1.1.2 Maximise community safety through the implementation of crime prevention and risk management actions

EXECUTIVE SUMMARY

At their meeting on 15 October 2019, Narrabri Shire Crime Prevention Advisory Committee (the Committee) endorsed the Draft Community Safety and Crime Prevention Plan as the final 2019 – 2023. No written submissions were received after the document had been on Public Exhibition for 28 days.

RECOMMENDATION

1. That Council note the minutes of the Narrabri Shire Crime Prevention Advisory Committee meeting held on Tuesday, 15 October 2019.
2. That Council adopt the Community Safety and Crime Prevention Plan 2019 – 2023.

BACKGROUND

Action 1.1.2.16 in Council's 2018/2019 Operational Plan is to "Develop a new Crime Prevention Strategy for the Narrabri Shire". The draft Narrabri Shire Community Safety and Crime Prevention Plan 2019/2023 was created in consultation with representatives for the Oxley Police District, the Narrabri Shire Crime Prevention Advisory Committee, various service providers and agencies, and the community.

CURRENT SITUATION

The Narrabri Shire Community Safety and Crime Prevention Plan 2019/2023 sets out a clear path for the methods that Council, in partnership with NSW Police, Federal and State Governments, local service providers, and community organisations will use to address concerns about crime within Narrabri Shire Local Government Area.

FINANCIAL IMPLICATIONS

This plan outlines projects and programs to be completed within the 2019/2020 to 2022/2023 financial years.

Once the Narrabri Shire Community Safety and Crime Prevention Plan 2019/2023 has been adopted by Council and subsequently approved as a Safer Community compact under Part 4 of the *Children (Protection and Parent Responsibility) Act 1997*, projects and programs identified within the plan will be eligible for funding through the NSW Crime Prevention Grants program.

STATUTORY AND POLICY IMPLICATIONS

Nil.

CONSULTATION**External Consultation**

- Narrabri Shire Crime Prevention Advisory Committee.
- NSW Police.
- Narrabri Shire Interagency Group.
- Narrabri & District Community Aid Service Inc.

Internal Consultation

- Economic Development Manager.
- Community Relations Manager.
- Community Facilities Manager.
- Information Services Manager.
- Design Services Manager.
- Library Manager.

CRIME PREVENTION ADVISORY COMMITTEE MEETING MINUTES

15 OCTOBER 2019

**MINUTES OF NARRABRI SHIRE COUNCIL
CRIME PREVENTION ADVISORY COMMITTEE MEETING
HELD AT THE NARRABRI SHIRE COUNCIL CHAMBERS, 46-48 MAITLAND STREET, NARRABRI
ON TUESDAY, 15 OCTOBER 2019 AT 5.30PM**

PRESENT: Member, Steven Bradshaw; Corporate Services Director, Lindsay Mason; Narrabri Shire Council Representative, Cr Robert Kneale; Member, Tony Longworth, Member, Insp Robert Dunn; Chairperson, Cr Ann Loder; Member, Marion Tame; Community Development Officer, Jane Linehan.

IN ATTENDANCE:**1 OPENING AND WELCOME****2 APOLOGIES/GRANTING OF LEAVE OF ABSENCES**

Narrabri Shire Council Representative, Mayor Cr Cathy Redding; Member, Terry Hynch; Member, Joe Hungerford; Member David Pierce; Member, Wendy Ross, Narrabri Shire Council Representative, General Manager Stewart Todd.

3 CONFIRMATION OF MINUTES**MINUTE CPAC-001/2019**

Moved: Insp Robert Dunn Seconded: Member Tony Longworth

That the minutes of Crime Prevention Advisory Committee Meeting of the Narrabri Shire Council held on 25 June 2019 as circularised be confirmed.

CARRIED**4 REPORTS****4.1 2019 / 20 COMMUNITY SAFETY AND CRIME PREVENTION PLAN ACTION TABLE UPDATE****MINUTE CPAC-002/2019**

Moved: Insp Robert Dunn Seconded: Mr Steven Bradshaw

- 1. That the Committee accept the Community Safety and Crime Prevention Plan 2019 / 20 Action Table Update.**

Action 1.1.2.1:

Discussion around the damage at Dangar Park at Wee Waa and the installation of CCTV – it was advised that there was never any intention to install CCTV at the playground as they cannot be installed everywhere.

CRIME PREVENTION ADVISORY COMMITTEE MEETING MINUTES**15 OCTOBER 2019****Action 1.1.2.3:**

Darren Raeck will provide update in later months. Inspector Dunn felt that legislation is pretty tight and not due for renewal until 1st July 2020.

Action 1.1.2.13:

Five inspections still being completed per week

Action 1.1.2.16:

The Community Safety and Crime Prevention Plan should be endorsed at the Ordinary Council meeting on 26 November, 2019.

CARRIED**4.2 DRAFT COMMUNITY SAFETY AND CRIME PREVENTION PLAN 2019 - 2023 PUBLIC EXHIBITION CLOSED THURSDAY 3RD OCTOBER 2019.****MINUTE CPAC-003/2019**

Moved: Insp Robert Dunn Seconded: Member Tony Longworth

1. That the Committee

- a. Discuss any written submissions received to either accept the changes or not; and
- b. Endorse the Draft Community Safety and Crime Prevention Plan as the final 2019 – 2023 Community Safety and Crime Prevention Plan to be adopted at Council's ordinary November meeting if no written submissions are received.

CARRIED**4.3 UPDATE / REPORTS ON PRIORITY AREAS: COMMUNITY AWARENESS; ASSAULT - DOMESTIC VIOLENCE RELATED; PROPERTY CRIME; DRUG AND ALCOHOL OFFENCES; VANDALISM AND MALICIOUS DAMAGE AND RURAL CRIME****MINUTE CPAC-004/2019**

Moved: Insp Robert Dunn Seconded: Member Tony Longworth

1. That the Committee accept the Update / Report on PriorityAreas as provided by Inspector Robert Dunn.

CARRIED**5 ACTIONS**

Nil

CRIME PREVENTION ADVISORY COMMITTEE MEETING MINUTES**15 OCTOBER 2019**

6 NEXT MEETING

The next meeting of the Crime Prevention Advisory Committee is scheduled for Thursday 28th November, 2019 at 5:30pm.

7 MEETING CLOSED

The Meeting closed at 6:20pm.

The minutes of this meeting were confirmed at the Crime Prevention Advisory Committee Meeting held on .

.....
CHAIRPERSON

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

NIL REPORTS.

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 NARRABRI GAS PROJECT

Responsible Officer: Daniel Boyce, Executive Manager Planning and Environment

Author: Daniel Boyce, Director Development and Economic Growth

Attachments:

1. Council Response to RTS (under separate cover) 
2. Council Response to Supplementary RTS (under separate cover) 
3. Santos Response to Council Response to Supplementary RTS  
4. Draft Submission (26 November 2019)  

DELIVERY PROGRAM ALIGNMENT**2. Environment**

Objective 2.4 The impacts of extractive industries on the environment will be minimised

Strategy 2.4.4 Potential environmental and community impacts are minimised through thorough assessment and independent monitoring

EXECUTIVE SUMMARY

This report provides an update on the status of the Narrabri Gas Project.

Council made a submission in response to the NGP Environmental Impact Statement in May 2017 and Santos provided a [response to submissions](#) ("RTS") which Council responded to in May 2018 (Attachment 1).

Santos provided a [supplementary RTS](#) in April 2019 which Council Staff responded to on 14 May 2019 (Attachment 2).

The outstanding issues as at 14 May 2019 were:

- Monitoring of natural gas wells and gathering lines.
- Rehabilitation fund.
- Road maintenance agreement.
- Social impacts on vulnerable groups.
- Capacity of local waste facilities for waste salt.

A further response was provided by Santos on 16 October 2019 (Attachment 3) addressing the above outstanding issues.

The Santos response satisfies, as far as is possible, the intent of Council's submission. The NSW Government will need to satisfy itself as to certain matters during the assessment process and apply appropriate conditions of consent to satisfy Council's submission.

Council can now make a further submission to the NSW Government to update them on the outstanding issues relating to the Narrabri Gas Project.

RECOMMENDATION

That Council adopt the attached draft submission on the Narrabri Gas Project and submit the document to the New South Wales Government.

BACKGROUND

The Narrabri Gas Project (“**NGP**”) involves the progressive development of a coal seam gas field comprising up to 850 gas wells on up to 425 well pads over 20 years, and the construction and operation of gas processing and water treatment facilities.

The NGP is State significant development and the Independent Planning Commission (“**IPC**”) is the consent authority because there have been **25 or more public objections** to the application with the assessment being carried out by the Department of Planning and Environment (“**DPE**”).

Council made a submission in response to the NGP Environmental Impact Statement in May 2017 and Santos provided a [response to submissions](#) (“**RTS**”) which Council responded to in May 2018 (Attachment 1).

Santos provided a [supplementary RTS](#) in April 2019 which Council Staff responded to on 14 May 2019 (Attachment 2).

The following matters were outstanding as at 14 May 2019 (Attachment 2) (“**Outstanding Issues**”):

- Monitoring of natural gas wells and gathering lines
- Rehabilitation fund
- Road maintenance agreement
- Social impacts on vulnerable groups
- Capacity of local waste facilities for waste salt

CURRENT SITUATION

A further response to the Outstanding Issues was provided by Santos on 16 October 2019 (Attachment 3).

Monitoring of natural gas wells and gathering lines

The Chief Scientist and Engineer concluded that the NSW Code of Practice for Coal Seam Gas – Well Integrity is “in line with international best practice” (p. 12) and that “...a conclusion can be drawn that if wells are properly designed, installed and maintained, the risk of long-term leakage from CSG wells from both the casing and cement can be considered to be minimal,...” (NSW Chief Scientist & Engineer, 2014, p. 5).

Professor O’Kane did however acknowledge “...no long-term studies could be found dealing specifically with deterioration of CSG wells...” (NSW Chief Scientist & Engineer, 2014, p. 5) and that “there is scope for additional research specifically to assess the impact of abandoned CSG wells over extended timeframes.” (NSW Chief Scientist & Engineer, 2014, p. 5).

The NSW Chief Scientist and Engineer further concluded that “...if the integrity of these wells is compromised at any stage during construction, operation or after abandonment, they have the potential to affect the environment adversely, mainly in the form of either contamination of subsurface water systems or via fugitive methane emissions.” (NSW Chief Scientist & Engineer, 2014, p. 12)

Council has consistently advocated the adoption of the precautionary principle in relation to mining projects. Given the absence of long-term studies on deterioration of CSG wells Council has asked for ongoing monitoring overseen a public authority.

Council is of the view that the precautionary principle should be applied in this matter and indefinite monitoring of decommissioned coal seam gas wells by a public authority should be

required until there is a sufficient body of evidence by way of long-term studies to conclude that the risk of contamination of water resource aquifers is negligible (Page 5 NSC Response to RTS).

Santos has committed to engaging an independent third party (such as CSIRO) to conduct a study into the decommission wells (Attachment 3). Council can expand its position on this matter to acknowledge that this is the first step to developing “a sufficient body of evidence by way of long-term studies to conclude that the risk of contamination of water resource aquifers is negligible.”

The Santos response satisfies, as far as it is possible for a Proponent to do so, the intent of Council’s submission. The NSW Government will need to apply appropriate conditions of consent to satisfy Council’s submission.

Council may wish to make the following submission to the NSW Government:

- 1. That, if the NGP is determined by way of approval, a condition of consent be applied requiring:**
 - a. That a long-term study dealing specifically with deterioration of CSG wells and assessing the impact of abandoned CSG wells over extended timeframes be undertaken to the satisfaction of the NSW Chief Scientist & Engineer.**
 - b. That the Proponent pay for independent third-party monitoring of decommissioned coal seam gas wells.**
 - c. That the monitoring be overseen by the EPA and results published on the EPA website.**
 - d. That the requirement for monitoring continue until the NSW Chief Scientist & Engineer is satisfied, on the basis of evidence provided by a long-term study dealing specifically with deterioration of CSG wells and assessing the impact of abandoned CSG wells over extended timeframes, that the risk of contamination of water resource aquifers is negligible.**

Reason: To ensure that decommissioned coal seam gas wells do not contaminate water resource aquifers.

Rehabilitation fund

The NSW Chief Scientist and Engineer recommended, “...potential adoption of a 3-layered policy of security deposits, enhanced insurance coverage and an environmental rehabilitation fund administered by government.” (NSW Chief Scientist & Engineer, 2014b, p.8)

The NSW Chief Scientist and Engineer further recommended, “That Government consider a robust and comprehensive policy of appropriate insurance and environmental risk coverage of the CSG industry to ensure financial protection short and long term. Government should examine the potential adoption of a three-layered policy of security deposits, enhanced insurance coverage, and an environmental rehabilitation fund.” (NSW Chief Scientist & Engineer, 2014c, p.13)

Along with the monitoring of CSG wells, a “three-layered policy of security deposits, enhanced insurance coverage, and an environmental rehabilitation fund” continues the adoption of the precautionary principle by Council.

Santos advised that a policy framework addressing the above recommendation of the NSW Chief Scientist and Engineer is currently being developed by the NSW Government (Attachment 3).

The Santos response satisfies, as far as it is possible for a Proponent to do so, the intent of Council's submission. The NSW Government will need to apply appropriate conditions of consent to satisfy Council's submission.

Council may wish to make the following submission to the NSW Government:

2. That, if the NGP is determined by way of approval, a condition of consent be applied requiring:
 - a. The application of a three-layered policy of security deposits, enhanced insurance coverage, and an environmental rehabilitation fund or an alternative to the satisfaction of the NSW Chief Scientist & Engineer.
 - b. Publication of details of the financial assurance that the State will hold to cover the cost of on-site and off-site remediation and rehabilitation in the event of sudden accidental pollution and from unforeseen and long term impacts of the Project including groundwater contamination, including an explanation of the methodology used to determine that this amount is sufficient to ensure that no costs are passed on to the Public.

Reason: To ensure that the State holds sufficient financial assurance to cover the cost of rehabilitation and the Public are protected in the event of sudden accidental pollution caused by the Project and from unforeseen and long-term impacts of the Project.

Road maintenance agreement

Santos does not dispute that the Project will result in increased traffic generation despite concluding that roads are generally expected "...to operate within ... functional classification under the ultimate peak traffic scenario for the project." (Santos NSW (Eastern) Pty Ltd, 2018, p. 5-143-144).

In September 2014 the NSW Chief Scientist and Engineer recommended, "That Government investigate ... funding (derived from the fees and levies paid by CSG companies) for local councils to enable them to fund, in a transparent manner, infrastructure and repairs required as a consequence of the CSG industry." (NSW Chief Scientist & Engineer, 2014c, p. 12).

Santos advised that it will enter into a Road maintenance agreement with Council (Attachment 3).

The Santos response satisfies, as far as it is possible for a Proponent to do so, the intent of Council's submission. The NSW Government will need to apply appropriate conditions of consent to satisfy Council's submission.

As these discussions continue Council may wish to make the following submission to the NSW Government:

3. That, if the NGP is determined by way of approval, a condition of consent be applied requiring:
 - a. That the Proponent be required to enter into a road maintenance agreement with Narrabri Shire Council.
 - b. That an appropriate road maintenance contribution be applied under Section 7.11 of the EP&A Act.

Reason: To ensure the Narrabri Shire community is not unfairly burdened by maintenance of road infrastructure as a result of the Project.

Social impacts on vulnerable groups

The Proponent acknowledges “The potential for localised inequality in the distribution of potential socio-economic benefits or impacts...” (Santos NSW (Eastern) Pty Ltd, 2018, p. 5-145).

According to the Proponent, “Social impact monitoring would be undertaken in line with the proponent’s Social Impact Management Plan.” Investment in social infrastructure and services will be provided through “...the Gas Community Benefit Fund...” (Santos NSW (Eastern) Pty Ltd, 2018, p. 5-145).

Council is of the view that the Gas Community Benefit Funds should not be used to provide essential services and infrastructure but rather support improved economic and social outcomes for the community so that the people of Narrabri benefit from the Project not merely maintain the status quo.

Santos advised that it will enter into a voluntary planning agreement (“VPA”) with Council (Attachment 3). The Gas Community Benefit Fund will occur separate to the VPA.

The Santos response satisfies, as far as it is possible for a Proponent to do so, the intent of Council’s submission. The NSW Government will need to ensure that VPA processes are concluded prior to the determination of the NGP to satisfy Council’s submission.

As these discussions continue Council may wish to make the following submission to the NSW Government:

- 4. That, prior to the determination to the NGP, the Proponent be required to enter into a VPA with Council that reflects the socio-economic impacts in, and immediately around, the locality and provides a lasting net economic benefit to the locality, the wider Narrabri Shire.**

Capacity of local waste facilities for waste salt

The EPA requested “... on the facilities to be utilised for waste salt disposal and their long-term capacity to accept it. It also recommended that information be provided on contingency planning in the event that licensed facilities within 150 kilometres of the project be unable to accept waste salt.” (Santos NSW (Eastern) Pty Ltd, 2018, p. 5-68).

Santos has identified six facilities to be utilised for waste salt disposal within 150 km of the Project and reiterated its commitment to pursuing beneficial reuse of waste salt as the preferred option (Attachment 3). Santos has also clarified that none of the facilities are within the Narrabri Shire.

The Santos response satisfies, as far as it is possible for a Proponent to do so, the intent of Council’s submission. The NSW Government will need to satisfy itself as to certain matters during the assessment of the NGP to satisfy Council’s submission.

Council can be satisfied that the disposal of waste salt will not impact the community, however, may wish to retain its current position:

- 5. That the EPA satisfies itself that the facilities to be utilised for waste salt disposal have long-term capacity to accept it and adequate contingency planning is in place for disposal of waste salt.**

A draft submission (Attachment 4) has been prepared in accordance with the above report.

References

NSW Chief Scientist & Engineer (2014a). Independent Review of Coal Seam Gas Activities in NSW. Information paper: Abandoned wells.

NSW Chief Scientist & Engineer (2014b). Environmental risk & responsibility and insurance arrangements for the NSW CSG industry.

NSW Chief Scientist & Engineer (2014c). Final Report of the Independent Review of Coal Seam Gas Activities in NSW.

Santos NSW (Eastern) Pty Ltd (2018). Narrabri Gas Project Response to Submissions Report Part A.

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

Council submissions have been prepared in accordance with Council's Extractive Industries Policy.

CONSULTATION

External Consultation

People for the Plains Environmental Group and various NSW Government Agencies were consulted in the preparation of Council's in response to the NGP Environmental Impact Statement in May 2017.

People for the Plains Environmental Group met with Council Staff in October 2019.

Internal Consultation

Internal consultation was undertaken with the Infrastructure Delivery Directorate in the preparation of Council's in the preparation of Council's in response to the NGP Environmental Impact Statement in May 2017.

Council resolved to make the submission in response to the NGP Environmental Impact Statement in May 2017 and the submission responding to the Santos RTS in May 2018.

Council received an update on the submission responding to the Santos Supplementary RTS in June 2019.

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16 October 2019

Mr Stewart Todd
General Manager
Narrabri Shire Council
PO Box 261
Narrabri NSW 2390

Dear Mr Todd

Thank you for the opportunity to provide additional information regarding the Narrabri Gas Project assessment and outstanding items raised by the Narrabri Shire Council. Attached are the responses that have been prepared in consultation with the relevant technical consultants for the project on the five outstanding items raised by Narrabri Shire Council.

- Monitoring of natural gas wells and gathering lines
- Rehabilitation Fund
- Road Maintenance Agreement
- Social impacts on vulnerable groups
- Capacity of local waste facilities for waste salt

Please contact me on 07 3838 3768 if there are any queries regarding these responses.

Yours sincerely,

A handwritten signature in black ink, reading "Joshua Gilroy".

Joshua Gilroy
Social & Environmental Studies Coordinator
Santos Limited



1. Monitoring of natural gas wells and gathering lines

Council is **not satisfied** with the response provided by the applicant and reiterates its previous comments, being:

Council is of the view that the precautionary principle should be applied in this matter and indefinite monitoring of decommissioned coal seam gas wells by a public authority should be required until there is a sufficient body of evidence by way of long-term studies to conclude that the risk of contamination of water resource aquifers is negligible.

Council's Recommendation 8

Should development consent be granted Council requests:

- 1. That the Proponent pay for independent third party monitoring of decommissioned coal seam gas wells indefinitely.*
- 2. That the monitoring be overseen by the EPA and results published on the EPA website.*

Reason: *To ensure that decommissioned coal seam gas wells do not contaminate water resource aquifers.*

Can Santos' provide a response to item 1 above?

In addition to complying with the relevant legislation, Santos commits to engage an independent third party (e.g. CSIRO) to conduct a study into the integrity of decommissioned wells across its operations, including in Queensland. This study will provide a baseline assessment of the long-term integrity of decommissioned coal seam gas wells. The study will subsequently be reviewed and updated throughout development and decommissioning of the Narrabri Gas Project.

As discussed in the RTS, wells that have reached the end of their functional life will be plugged and decommissioned in accordance with the NSW Code of Practice for Coal Seam Gas – Well Integrity (NSW Trade and Investment 2012), or the applicable code in place at the time of decommissioning. As part of relinquishment processes under the NSW Petroleum (Onshore) Act 1991, records of the plug and decommissioning process undertaken for each well are provided to the NSW Government.

Final rehabilitation will take place, with sites relinquished, in accordance with processes set out under the Petroleum (Onshore) Act 1991. Final rehabilitation and relinquishment reports are provided for each well site to the NSW Government for assessment through the NSW Resources Regulator. The relinquishment must be approved prior to release of the security deposit held in relation to the infrastructure.

At the cessation of production, gathering systems and pipelines would be isolated at their connection points. The pipelines would then be isolated, drained, vented and capped in accordance with the Australian Pipeline Industry Association (APIA) Code of Environmental Practice for Onshore Pipelines (2013), or the applicable code in place at the time of decommissioning. After the well sets are decommissioned, the subsurface components of the gathering system would remain in situ, and vegetation maintenance within the gathering system corridor would cease. All above ground components of the gathering system would be removed, including all pipeline marker signs.



2. Rehabilitation Fund

Council is **not satisfied** with the response provided by the applicant and reiterates its previous comments, being:

Council is of the view that a "world class regime for the extraction of gas" cannot be achieved unless the State holds sufficient financial assurance to cover the true cost of rehabilitation, pollution and natural resource damage both on-site and off-site and unforeseen long term impacts.

Council's Recommendation 9

Should development consent be granted Council requests:

- 1. The Proponent shall pay a security deposit in the form of a cash bond or bank guarantee of an appropriate amount that covers the true cost of rehabilitation.*
- 2. The Proponent shall carry pollution legal liability insurance that covers pollution and natural resource damage both on-site and off-site including groundwater contamination and for the benefit of the insured, third parties, and contractors.*
- 3. The Proponent shall contribute to an Environmental Fund (similar to the Western Australian Government Mining Rehabilitation Fund) established to cover off-site remediation and rehabilitation including groundwater contamination and other long term, gradual onset damage.*

Council's Recommendation 10

Should development consent be granted Council requests:

1. That the DPE:

- a. Publish details of the financial assurance that the State will hold to cover the cost of on-site and off-site remediation and rehabilitation in the event of sudden accidental pollution and from unforeseen and long term impacts of the Project including groundwater contamination, and*
- b. Explains the methodology used to determine that this amount is sufficient to ensure that no costs are passed on to the Public.*

Reason: *To provide public confidence that the amount of financial assurance that the State holds is sufficient to cover the cost of rehabilitation and the Public are protected in the event of sudden accidental pollution caused by the Project and from unforeseen and long term impacts of the Project including groundwater contamination.*

Can Santos' provide a response to item 2 above?

As a condition of tenure the proponent is required to lodge a security deposit for the full cost of rehabilitation of its activities in accordance with Council's recommendation 1 above. The value of the security is independently verified by an appropriately qualified third party and approved by the NSW Government. The security remains in place until the NSW Government is satisfied that rehabilitation has been successfully completed.

In relation to recommendation 2 above, should an event occur that causes harm to the environment (both on-site and off-site), the current legislative framework (including both the *Petroleum (Onshore) Act 1991* and *Protection of the Environment Operations Act 1997*) would result in the proponent being given a direction to rectify the harm, and may include a mechanism for cost recovery and prosecution if the proponent does not complete the works in compliance with the direction.



Recommendation 9 of the Chief Scientist and Engineer's Final Report of the Independent Review of Coal Seam Gas Activities in NSW (September 2014) was "that Government consider a robust and comprehensive policy of appropriate insurance and environmental risk coverage of the CSG industry to ensure financial protection short and long term. Government should examine the potential adoption of a three-layered policy of security deposits, enhanced insurance coverage, and an environmental rehabilitation fund". In the report, *Implementing the Final Report of the Chief Scientist and Engineer's Independent Review of Coal Seam Gas Activities in NSW* (October 2015), the NSW Government stated that actions to address this recommendation were in progress. It is the proponent's understanding that the NSW Government is currently finalising a proposal to address this recommendation.

In relation to Council's recommendations 2 and 3 above, it is the proponent's understanding that the NSW Government will develop a policy framework to address *legacy contamination, long-term liabilities and unforeseeable events* and that the NSW Government is currently finalising a proposal. Once this policy framework has been implemented, it is expected that this will satisfy the items raised by the Narrabri Shire Council.



3. Road Maintenance Agreement

Council is **not satisfied** with the response provided by the applicant and reiterates its previous comments, being:

That the Proponent be required to enter into a road maintenance agreement with Narrabri Shire Council.

Recommendation 15

Should development consent be granted Council requests:

1. That the Proponent be required to enter into a road maintenance agreement with Narrabri Shire Council.

Reason: *To ensure the Narrabri Shire community is not unfairly burdened by maintenance of road infrastructure as a result of the Project*

Can Santos' provide a response to item 3 above?

The proponent is in the process of developing a Road Maintenance Agreement which will be negotiated with the Narrabri Shire Council to address concerns raised in relation to the ongoing maintenance of council roads utilised. It is intended that this Road Maintenance Agreement is negotiated with Council during October 2019.



4. Social impacts on vulnerable groups

Council is **not satisfied** with the response provided by the applicant and reiterates its previous comments, being:

The Proponent acknowledges "The potential for localised inequality in the distribution of potential socioeconomic benefits or impacts ... " (Santos NSW (Eastern) Pty Ltd, 2018, p. 5-145).

According to the Proponent, "Social impact monitoring would be undertaken in line with the proponent's Social Impact Management Plan." Investment in social infrastructure and services will be provided through "... the Gas Community Benefit Fund ... " (Santos NSW (Eastern) Pty Ltd, 2018, p. 5-145).

Council is of the view that the Gas Community Benefit Funds should not be used to provide essential services and infrastructure but rather support improved economic and social outcomes for the community so that the people of Narrabri benefit from the Project not merely maintain the status quo.

The SRTS identifies that NSW Health did not raise social impacts on vulnerable groups as a concern in their submission dated 6 September 2018 on the RTS document. Subsequent discussions with NSW Health have indicated that they would not ordinarily provide comments on social impacts. Nevertheless, Council In this regard a revised recommendation 17 is provided for this issue:

Recommendation 17

During the assessment of the application, Council requests:

That the proponent enter into a VPA with Council that reflects the socio-economic impacts in, and immediately around, the locality and provides a lasting net economic benefit to the locality, the wider Narrabri Shire.

Can Santos' provide a response to item 4 above?

The proponent is in the process of entering into a Voluntary Planning Agreement which will be negotiated with the Narrabri Shire Council to address concerns raised about the potential socioeconomic benefits or impacts within the immediate locality while providing lasting net economic benefit to the wider Narrabri Shire. It is intended that this Voluntary Planning Agreement is negotiated with Council during October 2019.



5. Capacity of local waste facilities for waste salt

Council is **not satisfied** with the response provided by the applicant and reiterates its previous comments, being:

Recommendation 19

During the assessment of the application Council requests:

That the EPA satisfies itself that the facilities to be utilised for waste salt disposal have long term capacity to accept it and adequate contingency planning is in place for disposal of waste salt.

Can Santos' provide a response to item 5 above?

Santos understands that the Narrabri Waste Management Facility does not have the capacity, or appropriate design/construction, to accept Santos' salt waste.

The proponent has identified six NSW landfills within a 150 km radius from the project and a further four from 150km to 200km of the project that are licensed to accept general solid (non-putrescible) waste. In the event that none of the ten options identified within 200km of the project are able to accept the waste, a number of alternative options exist in the greater Sydney region.

Should the NGP be approved, and prior to commencing production, Santos would identify a suitable facility(ies) to lawfully accept salt waste. This would be determined in discussion with the owners/operators of the facility(ies) and the EPA and would be influenced by the following factors:

- Acceptance by the Council or owner/operator of the facility
- Landfill capacity and design
- EPA acceptance
- Distance from the site
- Community acceptance.

The proponent's priority is to beneficially reuse brine/salt and reduce waste to landfill.

Santos is committed to conducting a Beneficial Reuse and Salt Waste Study prior to commencement of production (operation of gas production wells and related infrastructure) in order to optimise beneficial reuse opportunities in addition to the Waste Management Plan outlined in the Narrabri Gas Project EIS.

Salt that is unable to be beneficially reused and needs to be disposed of is classified as general solid (non-putrescible) waste in accordance with the Waste Classification Guidelines (EPA 2014). As discussed in the EIS, RTS and SRTS, there are a substantial number of waste facilities available within NSW, including government and privately owned facilities, which collectively are licensed to receive general solid waste at the required volumes. The average volume of salt produced annually by the project would be a very small proportion of the overall capacity of these facilities.



Our Reference: DB:MH XXX
 Your Reference: XXX
 Contact Name: Daniel Boyce



Ms Rose-Anne Hawkeswood
 NSW Planning and Environment
 GPO Box 39
SYDNEY NSW 2001

Rose-Anne.Hawkeswood@planning.nsw.gov.au

Wednesday, 6 November 2019

RE: NARRABRI GAS PROJECT - RESPONSE TO SUPPLEMENTARY RESPONSE TO SUBMISSIONS

Further to previous submissions Council makes the following submission in relation to the Narrabri Gas Project ("NGP").

Monitoring of natural gas wells and gathering lines

1. That, if the NGP is determined by way of approval, a condition of consent be applied requiring:
 - a. That a long-term study dealing specifically with deterioration of CSG wells and assessing the impact of abandoned CSG wells over extended timeframes be undertaken to the satisfaction of the NSW Chief Scientist & Engineer.
 - b. That the Proponent pay for independent third-party monitoring of decommissioned coal seam gas wells.
 - c. That the monitoring be overseen by the EPA and results published on the EPA website.
 - d. That the requirement for monitoring continue until the NSW Chief Scientist & Engineer is satisfied, on the basis of evidence provided by a long-term study dealing specifically with deterioration of CSG wells and assessing the impact of abandoned CSG wells over extended timeframes, that the risk of contamination of water resource aquifers is negligible.

Reason: To ensure that decommissioned coal seam gas wells do not contaminate water resource aquifers.

Rehabilitation fund

2. That, if the NGP is determined by way of approval, a condition of consent be applied requiring:
 - a. The application of a three-layered policy of security deposits, enhanced insurance coverage, and an environmental rehabilitation fund or an alternative to the satisfaction of the NSW Chief Scientist & Engineer.
 - b. Publication of details of the financial assurance that the State will hold to cover the cost of on-site and off-site remediation and rehabilitation in the event of sudden accidental pollution and from



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unforeseen and long-term impacts of the Project including groundwater contamination, including an explanation of the methodology used to determine that this amount is sufficient to ensure that no costs are passed on to the Public.

Reason: To ensure that the State holds sufficient financial assurance to cover the cost of rehabilitation and the Public are protected in the event of sudden accidental pollution caused by the Project and from unforeseen and long-term impacts of the Project.

Road maintenance agreement

3. That, if the NGP is determined by way of approval, a condition of consent be applied requiring:
 - a. That the Proponent be required to enter into a road maintenance agreement with Narrabri Shire Council.
 - b. That an appropriate road maintenance contribution be applied under Section 7.11 of the EP&A Act.

Reason: To ensure the Narrabri Shire community is not unfairly burdened by maintenance of road infrastructure as a result of the Project.

Social impacts

4. That, prior to the determination to the NGP, the Proponent be required to enter into a VPA with Council that reflects the socio-economic impacts in, and immediately around, the locality and provides a lasting net economic benefit to the locality, the wider Narrabri Shire.

Capacity of local waste facilities for waste salt

5. That the EPA satisfies itself that the facilities to be utilised for waste salt disposal have long-term capacity to accept it and adequate contingency planning is in place for disposal of waste salt.

Kind Regards,

Daniel Boyce





Executive Manager Planning and Environment

12.2 DELEGATES REPORT - COUNTRY MAYORS ASSOCIATION MEETING - 1 NOVEMBER 2019

Responsible Officer: Catherine Redding, Mayor

Author: Delece Hartnett, Personal Assistant to GM & Mayor

Attachments:

1. Country Mayors Association Annual General Meeting Minutes - 1 November 2019  
2. Country Mayors Association Ordinary Meeting Minutes - 1 November 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 Mayor Reddings' Delegates Report from the Country Mayors Association Ordinary Meeting and Annual General Meeting held in Sydney on Friday 1 November 2019.

DELEGATES REPORT

The Minutes from the Country Mayors Association Ordinary Meeting and Annual General Meeting held in Sydney on Friday 1 November 2019, are attached.



Country Mayors Association of NEW SOUTH WALES

Chairperson: Cr Katrina Humphries
PO Box 420 Moree NSW 2400
02 6757 3222
ABN 92 803 490 533

AGM MINUTES

ANNUAL GENERAL MEETING

FRIDAY, 1 NOVEMBER 2019, THEATRETTE, PARLIAMENT HOUSE, SYDNEY

The meeting opened at 9.00 a.m.

1. ATTENDANCE:

Armidale Regional Council, Cr Peter Bailey
Bathurst Regional Council, Cr Bobby Burke, Mayor
Bega Valley Shire Council, Cr Kristy McBain, Mayor
Bellingen Shire Council, Cr Dominic King, Mayor
Bellingen Shire Council, Ms Liz Jeremy, General Manager
Bland Shire Council, Cr Brian Monaghan, Mayor
Blayney Shire Council, Cr Scott Ferguson, Mayor
Blayney Shire Council, Ms Rebecca Ryan, General Manager
Cabonne Shire Council, Cr Kevin Beatty, Mayor
Cabonne Shire Council, Mr Brad Burns, General Manager
Coolamon Shire Council, Cr John Seymour, Mayor
Coonamble Shire Council, Cr Allan Karanouh, Mayor
Cootamundra-Gundagai Regional Council, Cr Abb McAlister
Dubbo Regional Council, Mr Michael McMahon, CEO
Forbes Shire Council, Cr Phyllis Miller, Mayor
Forbes Shire Council, Mr Steve Loane, General Manager
Gilgandra Shire Council, Cr Ash Walker, Deputy Mayor
Gilgandra Shire Council, Mr David Neeves, General Manager
Glen Innes Shire Council, Cr Carol Sparkes, Mayor
Griffith City Council, Mr Brett Stonestreet, General Manager
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor
Gunnedah Shire Council, Mr Eric Growth, General Manager
Gwydir Shire Council, Cr John Coulton, Mayor
Gwydir Shire Council, Mr Max Eastcott, General Manager
Hilltops Council, Cr Brian Ingram, Mayor
Kempsey Shire Council, Cr Liz Campbell, Mayor
Kiama Municipal Council, Cr Mark Honey, Mayor
Kyogle Council, Cr Danielle Mulholland, Mayor
Leeton Shire Council, Cr Paul Maytom, Mayor
Leeton Shire Council, Ms Jackie Kruger, General Manager
Lithgow City Council, Cr Ray Thompson, Mayor
Lithgow City Council, Mr Graeme Faulkner, General Manager

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Lockhart Shire Council, Cr Roger Schirmer, Mayor
Lockhart Shire Council, Mr Peter Veneris, General Manager
Moree Plains Shire Council, Cr Katrina Humphries, Mayor
Moree Plains Shire Council, Ms Libby Carter, Integrated Planning and Reporting Manager
Murray River Council, Cr Christopher Bilkey, Mayor
Narrabri Shire Council, Cr Catherine Redding, Mayor
Narrabri Shire Council, Mr Stewart Todd, General Manager
Narromine Shire Council, Cr Craig Davies, Mayor
Oberon Council, Cr Kathy Sajowitz, Mayor
Oberon Council, Mr Gary Wallace, General Manager
Parkes Shire Council, Cr Ken Keith, Mayor
Queanbeyan-Palerang Regional Council, Mr Tim Overall, Mayor
Shellharbour City Council, Cr Marianne Saliba, Mayor
Shoalhaven City Council, Cr Amanda Findley, Mayor
Shoalhaven City Council, Mr Stephen Dunshea, CEO
Singleton Council, Cr Sue Moore, Mayor
Snowy Monaro Regional Council, Cr Peter Beer, Mayor
Snowy Monaro Regional Council, Mr Peter Bascombe, General Manager
Temora Shire Council, Cr Rick Firman, Mayor
Temora Shire Council, Mr Steve Firth, Director Administration and Finance
Tenterfield Shire Council, Cr Peter Petty, Mayor
Upper Lachlan Shire Council, Cr John Stafford, Mayor
Uralla Shire Council, Cr Michael Pearce, Mayor
Walcha Council, Cr Eric Noakes, Mayor
Walcha Council, Ms Anne Modderno, General Manager
Warrumbungle Shire Council, Cr Denis Todd, Mayor
Warrumbungle Shire Council, Mr Roger Bailey, General Manager
Wentworth Shire Council, Cr Melisa Hendrics, Mayor
Wentworth Shire Council, Mr Ken Ross, General Manager
LGNSW, President, Cr Linda Scott
LGNSW, Chief Executive, Tara McCarthy

APOLOGIES:

As read

2. ADOPTION OF MINUTES OF PREVIOUS MEETING:

RESOLVED that the minutes of the Annual General Meeting held on 2 November 2018 be accepted as a true and accurate record (Parkes Shire Council /Shell Harbour City Council).

3. Chairman's Report

RESOLVED That the Chairman's report be received and noted (Moree Plains Shire Council /Coolamon Shire Council)

4. Secretaries Report – Financial Report

RESOLVED That the financial reports for the 2018/19 year as tabled be accepted (Forbes Shire Council/ Singleton Council)

Page 3

5. **Notice of Motion** (Coolamon Shire Council, Cootamundra-Gundagai Regional Council, Lockhart Shire Council, Temora Shire Council)
Cr Humphries vacated the Chair for this item and both Cr Humphries and Cr Pearce (Deputy Chairman) vacated the meeting room
Cr Kathy Sajowitz Executive Member chaired the meeting
Following two speakers for and two against Forbes Shire Council moved that the motion be put
CARRIED

RESOLVED That the current Chairperson, Vice Chairperson and Secretary be allowed to nominate for executive positions of the Country Mayors Association at the 2019 Annual General Meeting, as is permissible under clause 26 of the Association's Constitution (Tenterfield shire Council/Coolamon Shire Council)

Cr Humphries and Cr Pearce returned to the meeting room and Cr Humphries resumed chair of the meeting

6. **Returning Officer**

RESOLVED That the returning Officer for the conduct of the elections be Mr Allan Burgess (Parkes Shire Council / Coolamon Shire Council)

The Chairperson Cr Katrina Humphries Vacated the chair

7. **Election of Office Bearers**

7.1 Chairperson

The Returning Officer advised that he had received two nominations in writing for Cr Katrina Humphries, Mayor, Moree Plains Shire Council, who was nominated by Narrabri Shire Council and Temora Shire Council and for Cr Peter Petty, Mayor Tenterfield Shire Council, who was nominated by Uralla Shire Council and Moree Plains Shire Council. Cr Petty withdrew his nomination. The Returning Officer called for any further nominations for the position of Chairperson. No other nominations were received. As there was only one nomination the Returning Officer declared Cr Katrina Humphries elected Chairperson for the 2019/20 year

7.2 Vice Chairperson

The Returning Officer advised that he had received three nominations in writing. Cr Michael Pearce, Mayor, Uralla Shire Council who was nominated by Narrabri Shire Council and Temora Shire Council, Cr Kathy Sajowitz, Mayor, Oberon Council, who was nominated by Tenterfield Shire Council and Moree Plains Shire Council and Cr Amanda Findley, Mayor, Shoalhaven City Council, who was nominated by Bellingen Shire Council and Glen Innes Severn Council. Cr Sajowitz withdrew her nomination. The Returning Officer called for any further nominations for the position of Vice Chairperson. No other nominations were received. As there were two nominations an election was to be held

RESOLVED That the method of election be by open voting (Shellharbour City Council/Tenterfield Shire Council)

Page 4

Following the open vote the Returning Officer declared Cr Michael Pearce elected as Deputy Chairperson for the 2019/20 year

7.3 Secretary/Public Officer

RESOLVED That Mr Lester Rodgers General Manager, Moree Plains Shire Council, be appointed Secretary/Public Officer (Tenterfield Shire Council / Forbes Shire Council)

7.4 Executive

Nominations for the six positions on the Executive were called for. Nominations were received for Cr John Seymour, Coolamon Shire Council, Cr Allan Karanouh, Coonamble Shire Council, Cr Carol Sparks, Glen Innes Severn Council, Cr Liz Campbell, Kempsey Shire Council, Cr Catherine Redding, Narrabri Shire Council, Cr Kathy Sajowitz, Oberon Council, Cr Ken Keith, Parkes Shire Council, Cr Amanda Findley, Shoalhaven City Council and Cr Peter Petty, Tenterfield Shire Council

RESOLVED That the method of election be by ordinary ballot (Bellingen Shire Council/ Shoalhaven City Council)

To allow the counting of votes the AGM was adjourned at 9.39am

The AGM was resumed at 10.35am

Following the count of the votes by the Returning Officer and Cr Linda Scott, President LGNSW the Returning Officer declared the following delegates elected to the Executive for the 2019/20 year

- Cr Ken Keith, Parkes Shire Council
- Cr Peter Petty, Tenterfield Shire Council.
- Cr Kathy Sajowitz, Oberon Council
- Cr Catherine Redding, Narrabri Shire Council
- Cr Liz Campbell, Kempsey Shire Council
- Cr John Seymour, Coolamon Shire Council

The Chairperson Cr Katrina Humphries resumed the chair

8. SETTING OF ANNUAL MEMBERSHIP FEES

RESOLVED That the fees for the 2019/20 year remain at \$750 for Councils with a population of 10,000 and over, and Councils with a population of less than 10,000 paying 75% \$562.50 (Singleton Council / Parkes Shire Council)

8. Secretariat

RESOLVED That Allan Burgess trading as Alkanat Consulting be appointed the Secretariat (Forbes Shire Council / Singleton Council)

Page 5

9. Meeting dates for 2020

RESOLVED that the meeting dates for 2020 be 6 March, 29 May, 7 August and 6 November (Kyogle Council / Temora Shire Council)

There being no further business the meeting closed at 10.40 am.

Cr Katrina Humphries

Chair – Country Mayor's Association of NSW



Country Mayors Association of NEW SOUTH WALES

Chairperson: Cr Katrina Humphries
PO Box 420 Moree NSW 2400
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ABN 92 803 490 533

MINUTES

GENERAL MEETING

FRIDAY, 1 NOVEMBER 2019 THEATRETTE, PARLIAMENT HOUSE, SYDNEY

The meeting opened at 9.40 a.m.

1. ATTENDANCE:

Armidale Regional Council, Cr Peter Bailey
Bathurst Regional Council, Cr Bobby Burke, Mayor
Bega Valley Shire Council, Cr Kristy McBain, Mayor
Bellingen Shire Council, Cr Dominic King, Mayor
Bellingen Shire Council, Ms Liz Jeremy, General Manager
Bland Shire Council, Cr Brian Monaghan, Mayor
Blayney Shire Council, Cr Scott Ferguson, Mayor
Blayney Shire Council, Ms Rebecca Ryan, General Manager
Cabonne Shire Council, Cr Kevin Beatty, Mayor
Cabonne Shire Council, Mr Brad Burns, General Manager
Coolamon Shire Council, Cr John Seymour, Mayor
Coonamble Shire Council, Cr Allan Karanouh, Mayor
Cootamundra-Gundagai Regional Council, Cr Abb McAlister
Dubbo Regional Council, Mr Michael McMahon, CEO
Forbes Shire Council, Cr Phyllis Miller, Mayor
Forbes Shire Council, Mr Steve Loane, General Manager
Gilgandra Shire Council, Cr Ash Walker, Deputy Mayor
Gilgandra Shire Council, Mr David Neeves, General Manager
Glen Innes Shire Council, Cr Carol Sparkes, Mayor
Griffith City Council, Mr Brett Stonestreet, General Manager
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor
Gunnedah Shire Council, Mr Eric Growth, General Manager
Gwydir Shire Council, Cr John Coulton, Mayor
Gwydir Shire Council, Mr Max Eastcott, General Manager
Hilltops Council, Cr Brian Ingram, Mayor
Kempsey Shire Council, Cr Liz Campbell, Mayor
Kiama Municipal Council, Cr Mark Honey, Mayor
Kyogle Council, Cr Danielle Mulholland, Mayor
Leeton Shire Council, Cr Paul Maytom, Mayor

Page 2

Leeton Shire Council, Ms Jackie Kruger, General Manager
Lithgow City Council, Cr Ray Thompson, Mayor
Lithgow City Council, Mr Graeme Faulkner, General Manager
Lockhart Shire Council, Cr Roger Schirmer, Mayor
Lockhart Shire Council, Mr Peter Veneris, General Manager
Moree Plains Shire Council, Cr Katrina Humphries, Mayor
Moree Plains Shire Council, Ms Libby Carter, Integrated Planning and Reporting Manager
Murray River Council, Cr Christopher Bilkey, Mayor
Narrabri Shire Council, Cr Catherine Redding, Mayor
Narrabri Shire Council, Mr Stewart Todd, General Manager
Narromine Shire Council, Cr Craig Davies, Mayor
Oberon Council, Cr Kathy Sajowitz, Mayor
Oberon Council, Mr Gary Wallace, General Manager
Parkes Shire Council, Cr Ken Keith, Mayor
Queanbeyan-Palerang Regional Council, Mr Tim Overall, Mayor
Shellharbour City Council, Cr Marianne Saliba, Mayor
Shoalhaven City Council, Cr Amanda Findley, Mayor
Shoalhaven City Council, Mr Stephen Dunshea, CEO
Singleton Council, Cr Sue Moore, Mayor
Snowy Monaro Regional Council, Cr Peter Beer, Mayor
Snowy Monaro Regional Council, Mr Peter Bascombe, General Manager
Temora Shire Council, Cr Rick Firman, Mayor
Temora Shire Council, Mr Steve Firth, Director Administration and Finance
Tenterfield Shire Council, Cr Peter Petty, Mayor
Upper Lachlan Shire Council, Cr John Stafford, Mayor
Uralla Shire Council, Cr Michael Pearce, Mayor
Walcha Council, Cr Eric Noakes, Mayor
Walcha Council, Ms Anne Modderno, General Manager
Warrumbungle Shire Council, Cr Denis Todd, Mayor
Warrumbungle Shire Council, Mr Roger Bailey, General Manager
Wentworth Shire Council, Cr Melisa Hendrics, Mayor
Wentworth Shire Council, Mr Ken Ross, General Manager
LGNSW, President, Cr Linda Scott
LGNSW, Chief Executive, Tara McCarthy

APOLOGIES:

As submitted

SPECIAL GUESTS:

Mr Rob Rogers AFSM, Deputy Commissioner, NSW Rural Fire Service, and Mr Cory Shackleton, Director Community Resilience, NSW Rural Fire Service
Mr Matt Fuller, Acting Deputy Secretary, Regional and Outer Metropolitan, Transport for NSW and Peter Ryan, Senior Manager, Major Property Development and Corporate Real Estate, Corporate Services, Transport for NSW
Mr Gary White, Chief Planner, Planning, Industry and Environment

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2. Mr Rob Rogers AFSM, Deputy Commissioner, NSW Rural Fire Service and Mr Cory Shackleton, Director Community Resilience, NSW Rural Fire Service

So far this season there has been 5,350 bush and grass fires across the state since 1 July with 494,028 hectares burnt with 23 fires reaching Emergency Warning level and 33 fires reaching Watch and Act level. There have been 801 aircraft taskings across the state and 2.373 million litres of retardant dropped. 6,003 out of area personnel have been deployed and 594 interstate personnel deployed. 420 houses, buildings or facilities have been destroyed and 216 damaged. Lack of water is affecting some aerial fire fighting operations particularly helicopter bucketing. To assist landholders a Special Fire Permit will be available this season to assist with the disposal of livestock. Legislative changes since 2002 have resulted in greater emphasis on bush fire protection in the development approval process and bushfire land maps guidelines released. A bush fire prone area is designated under legislation. There are three categories of Bush Fire Prone Land in NSW with buffer zones ranging from 30 metres to 100 metres. If a bush fire risk management plan applies to a council area, council must request the NSW RFS Commissioner to designate land considered to be bush fire prone. A revised 2019 PBP will be published shortly and adopted by legislation in early 2020. Grassland deeming provisions introduced through PBP 2019 are
59m APZ – No bushfire protection measures
20m APZ – BAL 12.5 – Apply other BPM's
Less than 20m APZ – Full site assessment – Determine BAL – Apply other BPM's

3. ADOPTION OF MINUTES OF PREVIOUS MEETING:

RESOLVED that the minutes of the General Meeting held on 2 August 2019 be accepted as a true and accurate record (Kyogle Council / Uralla Shire Council).

4. Matters Arising from the Minutes

Waste Levy Taskforce

That it be noted that the Waste Levy Taskforce supports motion 3 LGNSW conference Waste and Recycling

Prioritisation of Electricity Grid Connections

RESOLVED That Minister Kean be asked for clarification and answers on how prioritisation of electricity grid connections are to be achieved (Bellingen Shire Council/ Glen Innes Severn Council)

5. CORRESPONDENCE

Outward

- (a) Hon Adam Marshall MP, Minister for Agriculture and Western NSW, thanking him for his presentation to the 2 August meeting
- (b) Hon Mark Coulton MP, Minister for Regional Services, Decentralisation and Local Government, Assistant Trade and Investment Minister, thanking him for his presentation to the 2 August meeting

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- (c) Geoff McKechnie APM, Assistant Commissioner, Commander, Western Region NSW Police Force, thanking him for his presentation to the 2 August meeting
- (d) Mr Richard Colbran, Chief Executive Officer, NSW Rural Doctors Network, thanking him for his presentation to the 2 August meeting
- (e) The Hon Shelley Hancock MP, Minister for Local Government, regarding the \$50 limit on gifts under the Model Code of Conduct
- (f) Cr Linda Scott, President, Local Government NSW, advising that Country Mayors supports the removal of the minimum per capita amount grant under the Local Govt Financial Assistance Act 1995
- (g) Executive Officer, Local Government Grants Commission, advising that Country Mayors supports the removal of the minimum per capita amount grant under the Local Govt Financial Assistance Act 1995
- (h) Mr John Cleland, Chief Executive Officer, Essential Energy, expressing opposition to the announced 182 job cuts in regional NSW
- (i) The Hon Shelley Hancock MP, Minister for Local Government, forwarding copies of letters sent to the Premier and the Minister for Police and Emergency Services opposing RFS increased contributions
- (j) Cr Linda Scott, President, local Government NSW, forwarding copies of letters sent to the Premier and the Minister for Police and Emergency Services opposing RFS increased contributions
- (k) The Hon Gladys Berejiklian MP, Premier, requesting a reply to our letter opposing the RFS increases to take affect from the 2019-2020 year
- (l) The Hon Gladys Berejiklian MP, Premier, requesting that Benefit Cost Ratio analysis be removed for funding programs
- (m) Independent Pricing and Regulatory Tribunal, advising that the Association does not support the funding hierarchy recommended by IPART's review of Local Government Costs

Inward

- (a) Hon Shelley Hancock MP, Minister for Local Government, regarding a Waste Levy Taskforce
- (b) Bruce Miller, Chair of Board, Local Government Super, regarding the Defined Benefits Scheme
- (c) Hon Gladys Berejiklian MP, Premier, regarding the Emergency Services Levy
- (d) Andrew Lewis, Executive Director, Energy Strategy, Planning, Industry and Environment regarding prioritization of electricity grid connections at substations
- (e) Hon Shelley Hancock MP, Minister for Local Government, regarding acceptance of gifts and benefits under the Model Code of Conduct
- (f) Hon Minister Barilaro MP, Deputy Premier, Minister for Regional NSW, Minister for Industry and Trade regarding royalties for regions
- (g) Essential Energy regarding workforce reshaping
- (h) Melanie Gibbons, MP, Parliamentary Secretary for Families, Disability, and Emergency Services, regarding the Emergency Services Levy for 2019-20
- (i) Essential Energy regarding proposed workforce reductions

NOTED

6. FINANCIAL REPORT

RESOLVED That the financial reports for the last quarter were tabled and accepted (Bathurst Regional Council / Parkes Shire Council)

7. Mr Matt Fuller, Acting Deputy Secretary, Regional and Outer Metropolitan, Transport for NSW and Peter Ryan, Senior Manager, Major property Development and Corporate Real Estate, Corporate Services, Transport for NSW

There is a 10 year blueprint and long term vision "Future Transport 2056". The vision comprises Core Values, Strategic Priorities, Those We Create Value For, and Primary Outcomes. Strategic priorities include Working in Partnership, Data Driven Decision Making, Technology and Innovation, Financial Sustainability, Place Based Integrated Service Design, Enabling the Mobility Ecosystem and Evolution at Work. They are looking at connecting regions in different ways. The Transport Department has been reorganized with a regional focus with divisions of Customer Strategy and Technology, Greater Sydney and Regional and Outer Metropolitan under the Secretary Transport for NSW. Regional and Outer metropolitan Division has 4,100 employees and a budget of \$10.9 billion. Regional NSW is a test bed for NSW for new and innovative transport options including new intercity and regional rail fleets and working towards zero with road safety.

8. Mr Gary White, Chief Planner, Planning, Industry and Environment

Planning for the future must start with an understanding of the context for which we are planning. We are consuming more than twice what we can sustain. Government policy will play an important role in developing new ways. As populations grow wealthier demand will rise for services and experiences. To maximise the opportunities to take Australia forward towards 2060 the CSIRO have identified Industry, Urban, Energy, Land and Culture. The NSW Government is committed to improving the planning systems through reforms to the EPA Act and a comprehensive regional planning framework. The planning system in NSW is becoming more strategic focused and outcomes orientated. Strategic planning is future orientated and presents a narrative or set of circumstances for the future. Rules for developing ought to be rational, they ought to be simple, they should be prohibitive and prescriptive and they should be stable. The rules should be calibrated at the most appropriate assessment level from strategic planning, planning delivery platforms, infrastructure delivery and projects and DA's. An overarching local strategic plan will include Land Use Vision, a Succinct Planning Context, Planning Priorities, and a Monitoring and Reporting Program. A competent planning system relies on political will, competent professionals, good data and monitoring, appropriate capacity and resources, shared responsibilities across government and evidence based policy and good legislative framework

9. IPART Review of Reporting and Compliance

Deferred to next meeting

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10. Additional Land for National Parks

Cr Sajowitz, Oberon Council brought to members attention the letter all councils would have received from Minister Matt Kean dated 2 October, regarding increasing the size of the National Park system by 200,000 hectares, and seeking councils advice on land acquisition proposals, and suggesting that all concerned councils should respond to the letter

11. Crown Land Review

RESOLVED That the Country Mayors Association write to the Minister for Lands requesting information on the progress of the Crown Lands Review and the next steps to be taken and requesting that Councils that are impacted by the review be notified immediately and the Minister be invited to the next meeting of Country Mayors to be held in March 2020 (Orange City Council/Hilltops Council)

12. Murray Darling Basin Plan

The Country Mayors association to organize a meeting on the afternoon of 6 March 2020 following the Country Mayors meeting with invitations being extended to Minister for Water, Water NSW, and Commonwealth Water Environmental Holder and others

13. Disaster Hardship Provisions

RESOLVED That Country Mayors write to the Minister for Environment, the Honourable Matt Kean, and the CEO of Essential Energy, asking them to review the hardship provisions in terms of bushfire and other disaster affected properties, to ensure continuity of service to rural communities and easing the related infrastructure-replacement financial burden on residents affected by disaster. and a copy of the letter be forwarded to members and the Insurance Council (Kyogle Council/Tenterfield Shire Council

14. FAG Grants Guest Speaker

Chair of NSW Grants Commission, and Tim Hurst Office of Local Government be invited to a future meeting to discuss Minister Coultons remarks regarding FAG grants

There being no further business the meeting closed at 12.50pm.

Cr Katrina Humphries
Chair – Country Mayor's Association of NSW

12.3 DELEGATES REPORT - NARROMINE TO NARRABRI (N2N) INLAND RAIL COMMUNITY CONSULTATIVE COMMITTEE - 25 SEPTEMBER 2019

Responsible Officer: Ron Campbell, Councillor

Author: Delece Hartnett, Personal Assistant to GM & Mayor

Attachments: 1. Minutes - Narromine to Narrabri (N2N) Inland Rail Community Consultative Committee - 25 September 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 Campbell's Delegates Report from the Narromine to Narrabri (N2N) Inland Rail Community Consultative Committee held on 25 September 2019.

DELEGATES REPORT

The Narromine to Narrabri (N2N) Inland Rail Community Consultative Committee held a meeting on Wednesday 25 September 2019.

The Minutes from the meeting are attached.

**MEETING MINUTES****Narromine to Narrabri Inland Rail Community****Consultative Committee****NARRABRI SUB-COMMITTEE****DATE / TIME**

25 September 2019
12.45 pm

LOCATION

Baradine Bowling Club, Baradine

FACILITATOR

Michael Silver OAM

MINUTE TAKER

Michael Silver OAM

DISTRIBUTION

Narrabri Sub-committee

ATTENDEES

- ▶ Michael Silver (Independent Chair)
- ▶ Russell Stewart (Community Member)
- ▶ Ted Hayman (Community Member)
- ▶ Elizabeth Tomlinson (Community Member)
- ▶ Jane Judd (Community Member)
- ▶ Cindy Neil (Community Member)
- ▶ Bruce Brierly (Community Member)
- ▶ David Scilley (Community Member)
- ▶ Christina Deans (Community Member)
- ▶ Cr Ron Campbell (Narrabri Shire Council)
- ▶ Darren Raek (Narrabri Shire Council)
- ▶ Cr Denis Todd (Warrumbungle Shire Council)
- ▶ Leanne Ryan (Warrumbungle Shire Council)
- ▶ Patricio Munoz
- ▶ Duncan Mitchell
- ▶ Andrew Skele
- ▶ Kyle Giggacher
- ▶ Jody Meier
- ▶ Robert Walker
- ▶ Dr Adam Wyatt (Jacobs GHD)
- ▶ Lauren Harding (Jacobs GHD)
- ▶ Carmen Lau (Jacobs GHD)

APOLOGIES

- ▶ Stewart Todd (Narrabri Shire Council)

GUESTS

- ▶ Malcolm Hartley (Friends of the Pilliga)
- ▶ Anna Howard (Department of Infrastructure, Transport, Cities and Regional Development)
- ▶ Julie Padanyi-Ryan (Department of Infrastructure, Transport, Cities and Regional Development)
- ▶ James White (Transport for NSW)
- ▶ Hannah Baldry (Transport for NSW)

Discussions

NO.	DISCUSSIONS
1. Welcome	The Chair welcomed all to the meeting, noting the presence of David Scilley attending his first meeting as a Community Representative and Darren Raek (Narrabri Shire Council) as an alternate for Stewart Todd. Mr Silver also acknowledged the community observers in attendance and the representatives of Commonwealth and State Government agencies.
2. Acknowledgement of Country	The Chair acknowledged the Traditional Owners of the land on which the meeting is held and recognised their continuing connection to land, waters and culture, paying respects to their Elders past, present and emerging.

MEETING MINUTES
NARRABRI SUB-COMMITTEE

NO.	DISCUSSIONS
3. Declarations of Interest	<ul style="list-style-type: none"> Michael Silver – Pecuniary interest – expenses of Independent Chair borne by ARTC. Cindy Neil – Non-Pecuniary interest – property located in Study area.
4. Chair's Minute	<p>The Chair detailed two matters:</p> <ul style="list-style-type: none"> Travel Allowance – Claims for travel allowance for Community Members should be made directly to ARTC with bank account details to be provided. Observers addressing CCC - Mr Silver reported on considerations at the Narramine and Gilgandra Sub-committee meetings regarding Observers being permitted to ask questions of the proponent. The Chair advised that a protocol to address the process for questions to be asked is to be developed. Cr Ron Campbell expressed concern that this should be permitted.
5. Minutes of Previous Meeting	It was noted that the minutes of the third meeting of the Sub-committee had been approved on 19 June 2019 and placed on the proponent's website.
6. Business Arising	<ul style="list-style-type: none"> Bruce Brierley requested an update on design work for the Baradine/Kenebri Road Overpass. Kyle Giggacher advised that the focus area hasn't been determined. This will involve a review of clearances and other design considerations. Mr Brierley advised that the community needs to know what is going to happen. Patricio Munoz advised that the treatment is in the early stages of design with the ALCAM process to be followed and a full risk assessment to be undertaken. Cr Denis Todd questioned the status of land purchases in the district. Mr Munoz indicated acquisitions would be via negotiation and private treaty wherever possible. Consideration would be given to matters of hardship. Jane Judd enquired as to the possibility of the public exhibition period for the Environmental Impact Statement (EIS) being extended beyond the statutory 28 days. She suggested that the period needs to be long enough for the community to effectively review the document. The Chair suggested that consideration of this matter was premature, however it was a matter that the CCC may wish to make comment to the DPIE when the EIS is complete. Ms Judd also sought clarification on the location of hubs. Mr Munoz advised this was not in the scope of the Inland Rail Project. He indicated that the Commonwealth Government is providing support to communities along the Inland Rail corridor to establish access. Cr Campbell advised that anyone can install a hub and gain access to the line. This ultimately will be a business discussion. It is a misconception that ARTC is responsible for the hub – Moree logistical hub is an initiative of Moree Plains Shire Council. The Chair invited Anne Howard of the Department of Infrastructure, Regional Development and Cities to outline the recently announced Commonwealth Government Program, a \$44 million initiative of the Federal Government to support improvements to Country Rail (\$24 million) and a Better Community Program (\$20 million) that will assist in the development of business opportunities. She highlighted that an information session will be held at Baradine on 4 October 2019.
7. Correspondence	1. Department of Infrastructure, Transport, Cities and Regional Development – Providing responses to historical questions regarding selection of the Study Area for the project and other specific project related matters. It was noted that a copy of the correspondence had been forwarded to members.
8. Proponent's Report	<i>Patricio Munoz, Kyle-James Giggacher, Andrew Skele, Jody Meier, Dr Adam Wyatt, Lauren Harding and Carmen Lau presented the proponent's report.</i>

MEETING MINUTES
NARRABRI SUB-COMMITTEE

NO.	DISCUSSIONS
	<p>8.1 Focus Area Investigation</p> <ul style="list-style-type: none"> Mr Munoz opened the presentation. Mr Brierley asked whether a map of the focus area is available? Mr Munoz advised when all affected landholders have been contacted a map will be released. Mr Munoz stressed the need for impacted landholders to be informed first. He advised that the process of refining the study area to a focus area along the 300 kilometres route will be undertaken generally in three broad stages (Stage 1 – Gilgandra, Stage 2 – Narromine and Stage 3 – Narrabri) although refinement in some areas may be delayed due to confirmation of site specific design matters or the opportunity to meet with landholders. Mr Brierley questioned who will undertake the consultation work with landholders. Mr Munoz advised ARTC staff (not contractors) will undertake the one-on-one meetings. He added all affected landholders will be offered a one-on-one meeting. Mr Munoz outlined the Multi Criteria Analysis (MCA) process utilised in determining the Focus Area. Where there is not a clear outcome a collaborative engagement process will be undertaken with the community to establish the preferred Focus Area e.g. Narromine – 2 options proposed. In response to concerns expressed by Mr Brierley, Mr Munoz acknowledged the delays in the process, but suggested it was important that affected landholders have time to assess the impacts and implications for their property. Mr Brierley further enquired as to the acquisition process, that is via compulsory acquisition. Duncan Mitchell responded, advising that 95% of purchases will be via private treaty - this is ARTC's preferred option. There is a compulsory acquisition option – if this is required it will rest with Transport for NSW as the responsible State Government agency to initiate the process under the <i>Land Acquisition (Just Terms) Compensation Act 1991</i>. Mr Munoz explained the community engagement process highlighting activities at Narromine. He indicated that Inland Rail is currently working through design matters in the Narrabri section. <p>8.2 Engineering, Environment and Environmental Impact Statement (EIS) Update</p> <ul style="list-style-type: none"> Mr Giggacher noted the NSW section of the Inland Rail is the most significant section of the overall project. Currently the Study Area of 2-5 kilometres is being referred to a Focus Area of 150-400 metres. Andrew Skele provided a review of progress on the EIS. Mr Skele advised that 35 potential borrow pit locations had been reduced to a short list of 17. These would now be subject to detailed assessment. David Scilley noted that between Baradine and Narrabri there was only one quarry site within the Pilliga Forest. Mr Giggacher highlighted that proximity to the alignment, environmental constraints and suitability of material were all considerations in the selection of borrow pits. Mr Scilley suggested that potential sites within the Pilliga Forest should be investigated with the possible residual benefit of the pit being used for water storage for fire-fighting purposes. Mr Skele advised that the potential to establish borrow pits in the Pilliga Forest would be investigated together with the residual benefit of subsequent use as water storage for fire-fighting purposes. <p>8.3 Flooding</p> <ul style="list-style-type: none"> Dr Adam Wyatt provided an overview of flood modelling and the data inputs. Mr Scilley questioned the relative height of flood levels, noting the Spring Creek – Bohena Creek lands where only local knowledge can provide inundation levels. Dr Wyatt said that the flood model does get close to "local knowledge" levels. He acknowledged it is difficult to establish precise local impacts given the flood modelling guideline requirements.

MEETING MINUTES
NARRABRI SUB-COMMITTEE

NO.	DISCUSSIONS
	<ul style="list-style-type: none"> Mr Scilley noted that because of the Newell Highway being raised that this had affected the flood levels from Spring Creek. Dr Wyatt acknowledged that minor adjustments to structures on the floodplain will affect levels. Dr Wyatt noted that changes to floodplain topography will be picked up by LiDAR and at the design stage when ground truthing will be undertaken to ensure accuracy of design drawings. Russell Stewart further highlighted changes to the floodplain and questioned how judgements on impact are determined. He also enquired as to the level of local knowledge considered in the modelling process. He highlighted the impact of banks on flows to Yarrie Lake. Dr Wyatt responded that the modelling relies on the data. The model is tested against the data and other information available viz. stream gauges, flow rates, levels etc. This results in a broad pattern of flood impact rather than an exact number which is assessed against known impacts. Cindy Neil questioned that flood mapping will be provided during one-on-one meetings? Mr Munoz advised that the impacts of flooding and flood maps will be discussed during meetings. Ms Neil also highlighted that those landholders outside the Focus Area need to be considered having regard to flood impacts. Mr Giggacher noted her comments and advised that a considerable number of flood photographs have been provided by landholders. Dr Wyatt explained how LiDAR works in obtaining topographical data and concluded his presentation with a flood impact inundation animation of Baradine. <p>8.4 Social Impact Assessment</p> <ul style="list-style-type: none"> Carmen Lau and Lauren Harding presented the Social Impact Assessment presentation. Ms Lau provided an overview of the N2N project and the current status of the EIS. She outlined the methodology to be followed in the development of the Social Impact Assessment (SIA). Ms Harding stepped the Committee through a Social Impact Assessment analysis and sought responses to various questions, the responses to which will be utilised in the development of the Social Impact Assessment. <ul style="list-style-type: none"> Community Values and Lifestyle <ul style="list-style-type: none"> Ms Harding sought advice on any key characteristics of the community Ted Heyman noted the implication of how communities are left after the project is completed – will there be any work? Ms Judd noted the variations in communities across the region – Agricultural communities, forestry at Baradine, Narrabri a commercial centre. Darren Raek highlighted the Narrabri Shire Council documents detailing development and economic information. Economic Development <ul style="list-style-type: none"> Ms Harding sought advice on current and future business opportunities in the region. Mr Stewart suggested contact be made with the Narrabri Chamber of Commerce. Cr Campbell suggested understanding development proposals in the pipeline is important. <ul style="list-style-type: none"> Fertiliser Plant (\$1.45m) looking to locate on logistical hub. Narrabri Hub – Preliminary hub study funding from Commonwealth Government (Northern NSW Inland Port) Potential for natural gas to the Narrabri Hub – expanded industrial opportunities.

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NARRABRI SUB-COMMITTEE

NO.	DISCUSSIONS
	<ul style="list-style-type: none"> ▪ Mr Stewart noted Bunnings has a consent to develop in Narrabri. ▪ Mr Scilley advised there was interest from a Brisbane based company in the area due to the potential of Inland Rail. ▪ The Chair highlighted the current proposal to establish a road/rail/air logistical hub at Tamworth and consideration was being given to a rail freight hub at Gunnedah. ▪ Mr Mitchell noted Inland Rail would increase competition between ports- particularly Brisbane and Newcastle relative to North West NSW. ○ Workforce <ul style="list-style-type: none"> ▪ Ms Harding sought advice on workforce availability and opportunities in the area. ▪ Cr Todd suggested there will be difficulties obtaining enough labour. Mr Mitchell agreed this will be a challenge. ▪ Cr Campbell suggested that there needs to be awareness created in the business community as to the skills required and support given to local contractors and sub-contractors to obtain work from the project. ▪ Mr Raek outlined opportunities to upskill landholders impacted by drought to obtain work. ▪ Discussion proceeded on the need for skills training – Mr Stewart noting Federally funded courses were available to upskill workers. ○ Community Infrastructure <ul style="list-style-type: none"> ▪ Ms Harding requested comment on the impact of an incoming workforce on community infrastructure. ▪ Mr Heyman noted that Baradine Airport requires upgrading to better support firefighting and emergency services. ▪ Mr Stewart suggested the smaller centres must benefit from this project. It is critical Baradine and Coonabarabran are supported. ▪ Mr Scilley noted that Ambulance and Emergency Services in the region could be improved suggesting there is a need for greater investment from the Government. ▪ Cr Campbell advised that there are numerous upcoming major construction projects in the region, viz, Vickery Mine, Santos gas and New Highway upgrade – consequently the demand on the available workforce will be high. ▪ Cr Todd advised that Baradine hospital requires additional beds. • Andrew Skele made the point that the community infrastructure impact must relate directly to the Inland Rail project. He noted that there are community infrastructure concerns which already exist (prior to Inland Rail). It is not up to the Inland Rail project to address these existing community infrastructure inadequacies, but it is critical that the Inland Rail project does not negatively impact on existing community infrastructure. ○ Housing and Accommodation <ul style="list-style-type: none"> ▪ Ms Harding sought advice on any seasonal demand for housing. ▪ Mr Stewart noted Narrabri has good accommodation capability viz. motels, hotels, Civeo. ▪ Cr Campbell suggested examination of Baradine's Camp Cypress for accommodation. Mr Skele advised that different accommodation options are being assessed to build a framework for contractors to consider. ▪ Leanne Ryan noted that Coonabarabran also offers extensive motel accommodation.

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NO.	DISCUSSIONS
	<ul style="list-style-type: none"> ▪ Cr Todd advised that a workers' camp site could be provided at Coonabarabran. ○ Landholders ▪ Ms Harding requested information on the type and nature of landholdings in the region. ▪ Ms Neil noted that a variety of property types existed viz. acreage, broadacre, grazing, cropping and intensive agriculture. ▪ Mr Scilley expressed concern at the size and workability of residual lots and how stock transfer across the rail line will be managed. ▪ Ms Neil raised concern that the dissection of properties could impact property values. Mr Scilley added dislocation of property assets and segregation of sections of holdings was also a significant concern. ▪ Ms Judd suggested that in respect of social benefits, impacted landholders won't see many benefits. ▪ Ms Ryan drew attention to the various Local Environmental Plans along the project alignment and particularly the provisions in respect of minimum lot sizes for agricultural land and the requirements relating to residual lots. ▪ Ms Harding advised that an Agricultural Impact Assessment will be contained in the EIS. ▪ Mr Stewart and Mr Skele commented on the impact on property sales whilst Ms Ryan suggested that as part of the acquisition process aggregation of lots and dwelling entitlements need to be considered to achieve the best outcome for landholders and the community. <p>8.5 Social Performance NSW</p> <ul style="list-style-type: none"> • Jody Meier provided an overview on ARTC's mechanism for delivering social outcomes and the development of Social Impact Management Plans. Mr Meier discussed learnings from the Parkes to Narromine Inland Rail Project currently under construction. Mr Meier noted that local opportunities for accommodation need to be maximised but should not do any harm e.g. rent prices rise as tourist accommodation availability falls. He indicated that ARTC will work with contractors to manage this issue. • Cr Campbell outlined impacts on Yamba during the Pacific Highway upgrade. Mr Meier advised that a boom/bust scenario must be avoided. Consequently, information on accommodation and community requirement is important to avoid negative services. • Mr Skele advised that ARTC will work with State Authorities to ensure appropriate planning around accommodation demands. • Mr Meier noted that management of worker behaviour is vital through code of conduct standards. Cr Campbell advised that Narrabri has become accustomed to work accommodation with the Civeo development supporting the resources sector. • Cr Campbell questioned how a local sub-contractor policy to the main contractor can be implemented, tested and monitored. Mr Meier responded by detailing processes used on the Parks to Narromine Project. He noted that tender documentation outlined the objectives of the contract with requirements for local content and EPI's in the contract requiring monthly reporting that details postcodes of the workforce members and other demographic information. Other actions to support the local economy include a local content specialist in the ARTC procurement team and a register of potential staff/sub-contractors for the Principal Contractor. • Mr Stewart noted that a potential rail construction contractor has sought information regarding local contractors for engagement as part of their EOI for the project – this has given local business/trades some confidence regarding

MEETING MINUTES
NARRABRI SUB-COMMITTEE

NO.	DISCUSSIONS
	<p>work opportunities. Mr Skele acknowledged the comment and noted this local interaction was an important component in the tender assessment process.</p> <ul style="list-style-type: none"> Mr Meier said that there needed to be realistic expectations associated with opportunities from the project. He said it is important to be very clear and measured regarding project opportunities by not creating false expectations. Similarly, training opportunities will be available over a two to three-year period, but it is limited. Mr Meier explained the two key components of the Social Investment Strategy: <ul style="list-style-type: none"> ARTC Inland Rail Academy Community Health and Wellbeing Mr Meier highlighted the need to provide mental health support, particularly to impacted communities and their members. Mr Meier noted the employment outcomes for the Parks to Narromine Project and particularly the training program undertaken at Peak Hill where 15 trainees were made job ready – 5 subsequently gaining employment. Mr Meier noted the number of significant projects likely to commence in the region and the challenge this will provide for the availability of the workforce. Robert Walker advised that the Narromine to Narrabri Project will be staged, with work starting at both ends. Discussions proceeded on workforce requirements - it being noted, of 813 workers on the Parkes to Narromine Project only 81 were trade qualified. Mr Meier highlighted the need for workers to be work ready noting that many of the skills are transferrable to other civil construction projects. Cr Campbell suggested there needed to be a strong focus on training to ensure people are "job" ready at the appropriate time.
<p>9. Other Agenda Items</p>	<ul style="list-style-type: none"> The proponent provided the following written responses to member 'Other Agenda Item' questions post the meeting. <p>Chair's note: Responses to questions at the Gilgandra Sub-committee were deferred as all questions could not be answered by the proponent at the meeting. The written responses, as detailed below, were forwarded to all CCC members on 27 September 2019.</p> <p>Narromine Sub-committee</p> <p><i>Murray Feddersen</i></p> <p>9.1 Where the route intersects a property which leaves a parcel of land isolated from the main property infrastructure and which has no other access, what arrangements will be made for access or, alternately, excising that isolated parcel and providing a separate title that may allow sale to a neighbour? Will a separate title be provided to permit sale and will zoning be altered to allow use as a small farm?</p> <p><i>Member Comment:</i> If alternate access is available by public road this would require registration of all farming plant and licencing of operators – this may not be feasible for a small parcel of land.</p> <p>9.2 Will the land occupied by the line be removed from the land title and separate title/titles issued for the remaining land? How will this work?</p> <p>A: During this phase of project design, ARTC's priority is understanding the potential impact of the project on landowners and their farming operations and identifying ways to mitigate these impacts. This may include understanding the need for alternative access and, where possible, identifying options for providing access. If this is not possible, the affected parcels of land will be identified for acquisition and discussions will commence with affected landowners.</p>

MEETING MINUTES
NARRABRI SUB-COMMITTEE

NO.	DISCUSSIONS
	<p>ARTC will manage any land until the construction of the project is completed and then dispose of any land not required for the operation of the rail project.</p> <p>9.3 Why can't the reduced study zone width be made public? <i>Member Comment:</i> With the drought, many people are under duress but as long as there is uncertainty over the final route and the impact of the trains, they are unable to plan for their future as their major asset is their farm. Whilst most are aware that the study zone has been significantly narrowed, they are waiting for "person-to-person" meetings to have this explained.</p> <p>A: ARTC Inland Rail apologises for any hardship associated with delays to the project schedule. We recognise the challenging conditions currently faced by landowners in regional Australia and are working hard to communicate openly, be more present within the community and progress with our design work. As noted in the July CCC, we are committed to meeting person-to-person with all landowners within the Focused Area of Investigation. It is anticipated that this work – across the entire alignment – will take approximately three-to-four months to complete. We will also directly contact landowners who are in the study area, but not presently in the Focused Area of Investigation. The primary purpose of the meeting is to inform landowners of the present location of the Focused Area of Investigation. The meetings will be attended by a stakeholder engagement representative; a technical expert; and – if requested – an agronomist and property specialist.</p> <p>Gilgandra Sub-committee</p> <p><i>Barbara Deans</i></p> <p>9.4 Can ARTC explain the proposed crossing structure in the investigation area where the Inland Rail will cross the Coonamble-Gilgandra rail line? 9.5 How does a Coonamble or a Gilgandra train access Inland Rail at that crossing? 9.6 Why it is not proposing to put 4 way turning loops in at Curban? 9.7 What the technical terms for the crossing of other lines is called? 9.8 Can ARTC advise the type of crossing proposed for the Warren and Coonamble Roads respectively? How many trains are you expecting to cross there? How will the safety be if the line-up of vehicles is 50 vehicles? Will the speed limit of 110kms be reduced to 100kms or slower? 9.9 Is it proposed to install an overpass on the Tooraweenah Road to the National Park given a lot of tourist and caravaners use this road? 9.10 What roads are proposed to be closed? Will part of the Goorianawa Road at Mt Tenandra to Black Hollow be closed and rerouted and how many land holders will be affected?</p> <p>A: ARTC Inland Rail acknowledges that this is an element of the rail project that generates significant interest within communities for connectivity, safety and other reasons. Regarding level crossing treatments, ARTC have a consistent methodology for determining proposed level crossing treatments across the program. This includes – but is not limited to – Australian Level Crossing Assessment Model (ALCAM) assessments which considers factors including road and rail travel speeds, vehicle types, train lengths, train numbers, road and rail traffic volumes and sight distances. We remain committed to working with Councils and relevant government agencies to better understand local needs and broader policies. We are still investigating design options across the alignment and hence the proposed level crossing treatment for roads is not finalised. Our preliminary work indicates:</p>

MEETING MINUTES
NARRABRI SUB-COMMITTEE

NO.	DISCUSSIONS
	<ul style="list-style-type: none"> ○ <i>Warren Road / Oxley Hwy – active level crossing.</i> ○ <i>Coonamble-Baradine Rd – active level crossing.</i> ○ <i>The highest traffic count on all the roads mentioned is 491 vehicles per day (in 2040). Accordingly, we do not expect a queue of 50 vehicles at any time.</i> ○ <i>Speed limit will not be reduced at crossings.</i> ○ <i>The junction at Curban is presently being discussed with TfNSW.</i> <p><i>It is important to note that all our design options are subject to ongoing discussions with Council and relevant government agencies.</i></p> <p>9.11 What have been the staff changes since the last CCC meeting?</p> <p><i>A: Reannan Ellaby, who recently replaced Scott Divers as Senior Project Manager, is presently on maternity leave. Her position is currently being held by Robert Walker.</i></p> <p>9.12 How many one-on-one meetings has ARTC conducted in the N2N section?</p> <p><i>A: As of mid-September 2019, ARTC Inland Rail has conducted over 30 one-on-one meetings with landowners on the Narromine to Narrabri section. This engagement work is directly related to the determination of the Focused Area of Investigation.</i></p> <p>9.13 Did every landholder involved in a one-on-one meeting receive the flooding hydrogeology mapping that was promised 2 weeks in advance?</p> <p><i>A: ARTC Inland Rail advises that while flooding maps were provided at one-on-one meetings, they were not distributed two weeks in advance. ARTC Inland Rail recognises the importance of the one-on-one meetings. Accordingly, we have sought to give landowners as much time as possible to ask questions – allocating one to two meetings per day. Information gathered at these meetings will be incorporated into the design process and the project Environmental Impact Statement.</i></p> <p>9.14 Are there hydrology reports that can be seen online?</p> <p><i>A: ARTC Inland Rail advises that there are no current plans to publish hydrology or flooding reports (above what is required by the SEARS). However, interested community members will be able to provide feedback on the project Environmental Impact Statement – which will include a broad range of environmental matters and mitigating measures – once it is publicly exhibited.</i></p> <p>9.15 Are the new MCA reports that ARTC were doing available online?</p> <p><i>A: ARTC Inland Rail is committed to respecting the privacy of landowners. We will publish design and technical reports, as well as updated maps of the project Focused Area of Investigation, following the completion of engagement activities.</i></p> <p>9.16 Have hydrology reports been provided to landholders that you have received the one-on-one meetings?</p> <p><i>A: Please refer to previous comments.</i></p> <p>9.17 How much insurance landholders will need if there is a derailment?</p> <p>9.18 If it is found at the landholder has caused a derailment due to straying stock, water run-off undermining line etc can ARTC advise how much insurance landholders will require?</p>

MEETING MINUTES
NARRABRI SUB-COMMITTEE

NO.	DISCUSSIONS
	<p>A: These questions are taken on notice. ARTC Inland Rail will seek further advice on the matter and respond in due time.</p> <p>9.19 How many forced easements will ARTC be applying for in the EIS and can a map of these be provided?</p> <p>A: ARTC Inland Rail requests further clarity on this question. Chair's comment: A presentation on property matters and land acquisition was given to the May CCC meetings. I will place the matter of property acquisition process [<i>Land Acquisition (Just Terms Compensation) Act 1991</i>] on the agenda for the next round of CCC meetings.</p> <p>9.20 How many properties has ARTC bought in the N2N section since the last CCC meeting?</p> <p>A: ARTC Inland Rail is committed to respecting the privacy of landowners. Accordingly, we are not in the position to discuss individual cases. Regarding property matters, please refer to previous comments.</p> <p>9.21 How many borrow pits have been confirmed for use and what is the location of these pits? How is ARTC going to manage the dust from the gravel of these pits?</p> <p>A: ARTC Inland Rail is presently investigating 17 borrow pit locations, which will be submitted as part of the project's Environmental Impact Statement. During the construction phase, the delivery contractor will determine use of these locations. The management of dust during construction will be subject to the stipulated Conditions of Approval and highlighted in the project's Construction Environmental Management Plans.</p> <p>9.22 How is ARTC going manage dust for the whole operation and how will dust be contained to the corridor?</p> <p>A: This question relates to the operation phase of the project. Please see comment above.</p> <p>9.23 What provisions are going to be taken for farmers income when farming enterprises will not be able to function for the time of the build? How do you propose to reimburse landholders and how will this compensation be determined?</p> <p>9.24 When will the new access roads for farms be put in? Does ARTC have a timeframe?</p> <p>9.25 When will ARTC be negotiating with non-directly affected landholders about access for directly affected landholders? Will the access be in place with ramps and lane ways before the N2N starts?</p> <p>9.26 Will non-directly affected landholders with new roads on their land be under state significance infrastructure laws and will this land be forcibly acquired? When will these negotiations start?</p> <p>9.27 How will these accesses be set up (e.g. ramps, width for machinery, stock access) and will they be public roads that ARTC or anyone else will be able to access? Will each property have a direct access to a public road and access to paddocks?</p> <p>A: The Narromine to Narrabri Inland Rail Project is presently in Refence Design. These questions will be addressed directly with landowners during the Detailed Design phase. However, it should be noted that all properties will have access to a public road.</p> <p>9.28 Will negotiations occur with landholders adjacent to the 180 properties identified for one-on-one meetings relative to ensuring access is maintained to their property?</p>

MEETING MINUTES
NARRABRI SUB-COMMITTEE

NO.	DISCUSSIONS
	<p><i>A: In the first instance, ARTC Inland Rail will engage directly with impacted landowners. This will then be followed by public information sessions and associated project updates informing the broader community. This engagement work relates directly to the determination of the Focused Area of Investigation. The progression of design work may necessitate discussion with adjoining landowners. This may include discussions related to site-specific concerns, including access requirements. ARTC Inland Rail remains committed to meeting with these landowners once design work is furthered.</i></p> <p>9.29 Can ARTC indicate where viaducts or culverts will be located?</p> <p>9.30 Do you have a list of all roads to be crossed, closed, and what sought of crossings will be installed? Where the line crosses minor roads where will those crossings be located?</p> <p><i>A: As noted above, we are still investigating design options across the alignment. All our design options are subject to ongoing discussions with Council and relevant government agencies.</i></p> <p>9.31 Is ARTC building Inland Rail to a budget, not specification, and what is your budget for the N2N section? How much has been spent on N2N section so far?</p> <p><i>A: ARTC Inland Rail advises that the total construction cost for Inland Rail is estimated at \$10.9 billion.</i></p> <p>9.32 How many passing loops will be installed in the N2N section? How long are these passing loops? Where are the passing loops to be located? Can you explain how the passing loops work?</p> <p><i>A: It is anticipated that the Narromine to Narrabri section will include seven (7) passing loops. The length of each passing loop is approximately 2200m long; though this length can change to accommodate varying train lengths and rail demand. ARTC Inland Rail would be happy to present on the nature of passing loops and their proposed location on the Narromine to Narrabri section. However, it is suggested that such a presentation be held following the progression of design, and engagement with impacted landowners and relevant councils and agencies.</i></p> <p>9.33 Are people allowed to ask the archaeologist questions?</p> <p><i>A: ARTC welcomes the questions and feedback it receives from interested community members. Landowners are welcome to ask technical staff questions related to field and site investigations being carried out on their property. This might include questions related to scope of work, duration and general approach. Questions related to the broader project are best addressed to ARTC community engagement staff who accompany technical staff while in the field. Alternatively, interested community members can contact us directly on 1800 732 761 (community and landowner enquiries) or at inlandrailnsw@artc.com.au.</i></p> <p>9.34 Will there be any purchase of land outside the alignment e.g. for gravel or fill?</p> <p>A: ARTC advises that these discussions will be undertaken on a case-by-case basis between Inland Rail and the landowner. However, in these situations, there is a preference towards entering an agreed lease, as opposed to acquisition.</p> <p>9.35 Will ARTC erect exclusion fencing along the corridor where it suits the farmer?</p>

MEETING MINUTES
NARRABRI SUB-COMMITTEE

NO.	DISCUSSIONS
	<p><i>A: The nature of fencing will be determined according to the nature of the surrounding land and whether fencing is along an existing rail line or corridor or in a completely new greenfield location.</i></p> <p><i>Inland Rail will meet the capital costs associated with erecting fences in consultation with landowners. Fencing will be on a fit for purpose basis and accord with current state legislation and/or protocols as well as current ARTC standards for fencing.</i></p> <p><i>Where fencing is in a new greenfield location, for the purposes of fencing the Inland Rail rail corridor, ARTC will meet the cost of construction and maintenance of such fencing. As such, it will be responsible for meeting the costs associated with repairing a damaged fence except where the fence is negligently or wilfully damaged by a landowner. ARTC and Inland Rail have an obligation, together with a landowner, to ensure that fencing helps keep rail corridors as free from intrusive animals as possible.</i></p> <p><i>Inland Rail will work closely with landowners to ensure that the timing of erecting fencing is appropriate. Inland Rail will also work with landowners on an individual basis to ensure gate width and associated issues are addressed as appropriate for the crossing of stock or machinery or vehicles.</i></p> <p><i>Karen McBurnie</i></p> <p>9.36 With How fast will trains be going through towns.</p> <p><i>A: ARTC Inland Rail advises that the maximum freight operating speed is 115km/h for a 21 tonnes axle load.</i></p> <p><i>It is noted that while the proposed rail line for the Narromine to Narrabri section goes to the east and west of major townships, it will not 'go through towns' – as for instance, it does on the Narrabri to North Star section at Moree.</i></p> <p>9.37 Is it correct that the train horn will be blown 200 metres before a crossing?</p> <p><i>A: ARTC Inland Rail advises that train horns ('sounding whistles') are sounded at level crossings or when approaching workers or members of the public on or near the track.</i></p> <p>9.38 Do farmers need a permit to move stock over the line?</p> <p><i>A: ARTC Inland Rail takes this question on notice. ARTC Inland Rail will seek further advice on the matter and respond in due time.</i></p> <p><i>John Single</i></p> <p>9.39 How is the landholder to know that due diligence in corridor selection has been conducted when engineering solutions are not provided as part of the information package for the one-on-one meetings?</p> <p><i>Member Comment:</i> At a previous CCC meeting ARTC said that two weeks prior to the one-on-one meetings occurring that the land holder would be presented with the final route narrowing within the existing corridor. This information was to contain the engineering solutions as to why this selection is preferred compared to other possible alternatives for landholder input. I am now led to believe that the engineering solutions have not been presented.</p> <p><i>A: ARTC Inland Rail has engaged extensively with the community throughout the design process. At times, this has included discussing preliminary technical findings and proposed route alignments with directly impacted landowners. We remain committed to open and ongoing engagement.</i></p>

MEETING MINUTES
NARRABRI SUB-COMMITTEE

NO.	DISCUSSIONS
	<p><i>As noted, ARTC Inland Rail will publish design and technical reports, as well as updated maps of the project Focused Area of Investigation, following the completion of engagement activities. It is anticipated that this work will be completed by December 2019.</i></p> <p><i>ARTC Inland Rail notes that all project documentation – including historic options and MCA reports – is publicly available at https://inlandrail.artc.com.au/N2N/documents.</i></p> <p>9.40 Can ARTC demonstrate that it clearly understands where property boundaries are located, where property infrastructure and main access roads are placed in order to minimise property severance?</p> <p><i>A: In May 2019, ARTC Inland Rail completed cadastral surveys across the alignment. This work allows us to accurately determine property boundaries (within approximately one metre). Another round of surveys will be completed once the rail corridor is further defined and the acquisition process commences. Inland Rail will continue to work with landowners and communities to try as much as possible to reduce impacts to farms and other property, particularly houses and farming infrastructure. Where direct impacts are unavoidable, Inland Rail will work with farmers to minimise impacts on their operations and to minimise the land that Inland Rail may need to acquire (for example by following roads or property boundaries).</i></p> <p><i>Where impacts are unavoidable, and compensation/acquisition is required, Inland Rail's preferred approach is to enter into voluntary negotiations with landowners to reach agreement.</i></p> <p>9.41 How does ARTC intend to restrict the spread by construction equipment of noxious weeds, such as Hudson Pear which exists on the proposed corridor?</p> <p><i>A: ARTC Inland Rail takes this question on notice. ARTC Inland Rail will seek further advice on the matter and respond in due time.</i></p> <p>Narrabri Sub-committee</p> <p><i>Jane Judd</i></p> <p>9.42 What were the reasons for selecting the most easterly route through the Pilliga Forest? Were problems with fire etc considered given the long distances in the State Forest?</p> <p><i>A: The Narromine to Narrabri 'greenfield' project is integral to delivering the full benefits of Inland Rail, connecting Melbourne and Brisbane in 24 hours or less. The decision to go via the Pilliga State Forest provided Inland Rail with the opportunity to minimise property impacts, gain time and save cost.</i></p> <p>9.43 Does the installation of passing loops require the rail corridor to be wider in these places? What decisions have been reached on the siting of these passing loops – will a passing loop be located within the forest or on other private land?</p> <p><i>A: Please refer to the previous comments regarding passing loops.</i></p>
10. General Business	<ul style="list-style-type: none"> • Overpass – Mr Brierley reiterated his interest in ensuring that an overpass is installed on the Baradine/Kenebri Road. <p>Meeting Closed at 4.10 pm. The Chair thanked all for their attendance.</p>

MEETING MINUTES
NARRABRI SUB-COMMITTEE

Actions

NO.	ACTIONS	ACTION BY	DUE DATE
1	That ARTC present a report on the likely engineering design for the railway across the flood plain north of Narrabri at a future meeting of the Sub-committee. Chair's note: <i>Preliminary visualisations of a typical viaduct arrangement presented, however the detailed design to be presented at a future meeting.</i>	KJG	TBC
2	That ARTC provide CCC members with a copy of the latest map of the overall Inland Rail alignment.	KJG	TBC
3	The Chair to refer Other Agenda Items questions regarding historical matters associated with the Inland Rail project to the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development for comment.	MJS COMPLETED	25/09/2019
4	That ARTC provide a response to recent public suggestions that a property acquisition associated with the Inland Rail project has been completed prior to determination of the final corridor.	PM COMPLETED	25/09/2019
5	That ARTC provide an updated noise logger location map at the next meeting of the CCC.	KJG	25/09/2019
6	That ARTC provide a report on the potential to establish borrow pits in the Pilliga Forest and their capability to be subsequently used for water storage for fire-fighting purposes.	AS	TBC

Next Meeting

The next meeting will be held at Narrabri at a date and time to be confirmed.

Meeting minutes approved.

Michael J. Silver OAM
Independent Chair

30 October 2019

12.4 DELEGATES REPORT - VICKERY COAL MINE COMMUNITY CONSULTATIVE COMMITTEE MEETING - 28 OCTOBER 2019

Responsible Officer: Cameron Staines, Councillor

Author: Delece Hartnett, Personal Assistant to GM & Mayor

Attachments: 1. Vickery Mine CCC Meeting Minutes - 28 October 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 Vickery Coal Mine Community Consultative Committee meeting held on Monday 28 October 2019.

DELEGATES REPORT

The Vickery Coal Mine Community Consultative Committee meeting was held on Monday 28 October 2019.

The Minutes from the meeting are attached.

**Minutes of the 6th Meeting of the
Vickery Project Community Consultative committee**

Meeting held: 28th October 2019 – 11.00am – 1.00pm

Venue: Whitehaven offices, Gunnedah

Present:	Roberta Ryan (RR) Stella Cimarosti (SC) Cr Robert Hooke (RH) Barry Thompson (BT) Brian Cole (BC) Darren Swain (DS) Andrew Johns (AJ) Keith Blanch (KB) Ron Fuller (RF) Grant McIlveen (GM) Alexandra Carynny (AC) Jorge Moraga (JM)	Independent Chair Minute taker Gunnedah Shire Council (GSC) Narrabri Shire Council (NSC) Executive General Manager, Project Delivery, WHC Community Relations Manager, WHC Gunnedah Shire Council (GSC) -staff Community Representative Community Representative Community Representative WHC Environmental WHC
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Apologies: Cr Cameron Staines – NSC

Item	Description	Action/ Responsibility
1	Present, introductions and apologies	
1.1	Meeting chair welcomed the group and members introduced themselves.	
2	Declaration of pecuniary or other interests	
2.1	No new declarations made.	
3	Previous minutes and matters arising	
3.1	Acceptance of minutes from the May 2019 meeting was moved by RH and seconded by GM. The minutes were accepted.	
4	Canyon and Vickery Environmental Monitoring Report Presentation attached to minutes.	
4.1	Questions arising from presentation RF – does Canyon still have water in it? AC - The water level here is around the same as detailed in the last report that was provided. No significant changes have been recorded. RF – Are there any interactions with the Red Hill area? AC - The void itself is acting like a groundwater sink. RF – Noted that there has been some filling of water trucks in the area east of the haul road. AC - ground water data shows that groundwater measured at GW-9 is moving towards that void. AC – The water storage to the east of the haul road is fed from Driggle Draggie Creek and contains surface water after rainfall.	
4.2	GM requested further information about the winged peppercress. AC noted that as soon as the plan regarding the peppercress is approved it can be provided this to the group.	AC to provide plan when available.
5.0	Vickery Extension Project – EIS Assessment Process Update	
5.1	BC key points: - Surface water, ground water, flooding and economics	

**Minutes of the 6th Meeting of the
Vickery Project Community Consultative committee**

	<p>assessments which were peer reviewed by WHC were also peer reviewed by DPIE peer reviewers.</p> <ul style="list-style-type: none"> - DPI&E is now in the process of conducting a Whole of Government (WoG) review after which it will issue a report. - WHC has prepared a Response to Submissions (RTS) which has been submitted to DPIE. - In preparing its RTS, WHC conducted some additional modelling to address issues raised by the IPC. - DPI&E will issue its WoG report which will go to the IPC. - Following receipt of the report the IPC will schedule another public hearing which could occur prior to Christmas. - The report from DPI&E is expected to make a statement about whether the project should be approved or not and if so what conditions of approval are being recommended. - IPC will run the public hearing, review the conditions and make a decision. - At this stage it is anticipated that a decision will be made by early next year. - Minor Amendments to the project have been submitted. The mine footprint has been reduced slightly with the result that the amount of tonnes to be mined has reduced. - Key issues raised in the consultation include: <ul style="list-style-type: none"> o Submissions overwhelmingly supported the project in terms of economic benefits for the region.. There were also some views on adverse socio-economic impacts. - No new issues came out of the submissions received and responses provided. - Predicted groundwater impacts as a result of the approved mine were very low. Extending the mine footprint marginally to the south would not have been expected to have much of an impact and this was what was found from the modelling. As groundwater is a topical issue questions were raised around the way modelling was carried out. Predictions demonstrated minor changes to the impact. - Since the last meeting we foreshadowed we would be doing some early work as part of the approved Vickery Coal Project. WHC has undertaken surveying, geotechnical engineering, access road maintenance and installation of compounds. - It is anticipated that construction could start at the end of 2020 or early 2021. In the meantime design works are being progressed. 	
5.2	<p>General questions raised</p> <p>GM – What percentage of the 345 supportive comments were from Whitehaven employees? BC – Don't know for sure but would estimate maybe around 10 to 20%. This information could be ascertained from the submissions listed on the DPIE website and the IPC website.</p> <p>GM – What size will the catchment dams be? BC – This is being determined at the moment in the design process.</p> <p>GM - Can we get the figures when it's done? BC – Yes, but this won't be decided until the final design has been completed.</p> <p>GM – How deep will the piles go into the ground? BC – They will generally have a pile cap. Depending on the detailed design they will either have piles or a pad footing sitting close to the</p>	

**Minutes of the 6th Meeting of the
Vickery Project Community Consultative committee**

	<p>ground surface. GM – So they won't go into the ground? BC – Yes they will. GM – How deep into the ground will they go? BC – It will depend on the ground conditions at each location. GM – How deep are they at Boggabri Maules Creek crossing? BC – From memory around 12 – 15 metres GM – On bedrock? BC – I don't think so. GM – How often would Maules Creek shut down at night due to inversions? DS – Pretty regularly during winter. They would shut sections of the operations or sometimes the whole mine. Sometimes they will change to using different equipment. It depends on the circumstances. GM – How are the trials with autonomous trucks at Maules Creek going? BC – Slowly. At the moment it involves intermitted work with one digger and one truck. Looking to start a 5-6 truck trial early next year. We will see how that goes and progressively extend it. This is the first application of autonomous hauling in a multi seam coal mine that I am aware of.</p> <p>RF – Where are you going to put the CHPP? BC – Just south of Braymont Road. RF – The sediment dams would still be there? GM – They will be further to the south than that. That will all be mined. BC – They have only just started the preliminary work for this.</p>	
5.3	<p>Questions regarding VEP VPA</p> <p>BT – In regards to the VPA, why after discussions with Narrabri Shire Council and after the Shire didn't agree to an offer, did Whitehaven return to the Shire with a lower offer knowing the affects to Boggabri Community from this project? BC – There is a VPA agreement for the approved mine which allocated money to Gunnedah Shire and Narrabri Shire. A VPA for the approved Vickery Mine of \$2.25m was agreed by NSC in 2014 and is included in the Project Approval. GM – Has this money been handed over yet? BC – No, the VPA condition was that it would be paid when construction started. KB – Was the community consulted at the time? AJ – That would be something council would have to arrange. BC – The VPA for the VCP is a Condition of Approval. The \$2.25 million for the approved mine was based on the tonnes to be mined. The extension represents a relatively minor increase in tonnes (around 35 mil tonnes). We have been discussing the VPA with NSC since 2016. Whitehaven made an offer to extend the VPA for the VEP from the agreed one using the same formula. That offer was made to both councils at that time. The councils elected to let that offer sit on the basis that they would wait to see what the EIS contained – bearing in mind we have been working on the EIS for about three years – when the EIS was submitted in 2018 we reaffirmed the offer to the Councils. In the case of Narrabri council the offer was not accepted. As previously indicated due to a change in the footprint of the mine, the number of tonnes to be produced was reduced, This was reflected in the offer put to Narrabri Council in April this year and was communicated to the GM and the Council. As of the last few days we have received correspondence from Council rejecting that offer and putting a counter proposal forward.</p>	

**Minutes of the 6th Meeting of the
Vickery Project Community Consultative committee**

	<p>KB – The VPA is calculated by the amount of coal? BC – Yes KB – The community at Boggabri feels forgotten in all of this. We don't have a councillor to represent us at the moment. RF – How much does Narrabri Shire Council get out of the Narrabri Mine? What is the cents per tonne? BC – I'd only be guessing. I am not across this detail. RF – Wouldn't it be the same as most other mines? BC – I'd assume they are getting a VPA from a few different mines – Maules Creek, Narrabri, Boggabri, etc. GM – How much was the VPA for Maules Creek for Narrabri Council? BC – I'm not sure of this.</p> <p>KB – Boggabri doesn't want to miss out on this money. Our community will be impacted by this mine and we deserve some of this money.</p> <p>RR – To answer the initial question – why was the offer lower? BC – Because the amount of tonnes produced was going to be lower due to the change in the footprint of the mine.</p> <p>BT – Given the EIS for this project was completed in 2018, will Whitehaven be making a modification to their worst case surface water modelling for the VEP? GM – If you're an irrigator located on the border of two zones - you can't move water from one zone to another. How does that work for Whitehaven? DS – WHC will follow the relevant rules and regulations. GM – The question is around the water being extracted from zone 4 to transferred to Zone 11 at Maules Creek? DS – The Groundwater Assessment for Maules Creek indicates that Maules Creek Mine is located in an area of outcropping bedrock surrounded by Zone 4, Zone 5 and Zone 11. RH – Does Whitehaven have to buy additional water licenses to run the mine – if so how many? BC – Not on the basis of the modelling that has been carried out which includes a number of significant droughts. The modelling shows that WHC has sufficient licenses. GM – What would Whitehaven do if the government said you could start mining there tomorrow? BC – We would ramp production but after the mine had been constructed. GM – Do you have enough water to fire up Vickery? BC – That's why we have the bore field in the plans. GM – But if you had to buy a licence to go to Maules Creek you must not have enough licenses. BC – That's related to Maules Creek not Vickery. The borefield isn't approved at the moment so it can't be installed. It is part of the scope for this project.</p>	
5	Date and agenda for next meeting	
	TBA depending on the approval process. Whitehaven will communicate any developments to the CCC.	
	<p>These minutes have been endorsed by the meeting Chair.</p> <p>Date:</p>	

12.5 DELEGATES REPORT - TARRAWONGA COMMUNITY CONSULTATIVE COMMITTEE MEETING - 30 OCTOBER 2019

Responsible Officer: Cameron Staines, Councillor

Author: Delece Hartnett, Personal Assistant to GM & Mayor

Attachments:

1. Tarrawonga CCC Minutes - 30 October 2019  
2. TAR-CCC Environmental Monitoring Report Q3 2019 (under separate cover) 

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

RECOMMENDATION

That Council note Deputy Mayor, Cr Staines Delegates Report from the Tarrawonga Community Consultative Committee Meeting held on Wednesday 30 October 2019.

DELEGATES REPORT

Please find attached the Combined Tarrawonga Community Consultative Committee Meeting Minutes from the meeting that was held on Wednesday 30 October 2019.

Minutes of the 58th Meeting of the Tarrawonga Coal Mine Community Consultative Committee (TCCC)

Meeting Held	30 th October 2019 between 10:00AM- 12:00 PM		
Venue	Tarrawonga Coal Mine (TCM), training room		
Agenda Item	Discussion and Description	Action and Accountability	Status/ Date
1. Present and Apologies	<u>Present:</u> Mr David Ross (DR)- Independent Chairman, Mr Andrew Johns (AJ), Gunnedah Shire Council Representative. Mr Robert Hooke (RH), Gunnedah Shire council Representative Mrs Cath Collyer (CC), Community Representative, Mrs Colleen Fuller (CF), Community Representative, Mrs Rebecca Ryan (RR)- Community Representative, Mr John Hamson (JHa), Operations Manager-TCM, Mr Sebastien Moreno (SM)- Environmental Superintendent- TCM,		
	<u>Apologies:</u> Mr David Moses (DM), Gunnedah Shire council Representative Mr Cameron Staines (CS), Narrabri Shire council Representative, Mrs Julie Heiler (JH), Community Representative,		

Minutes of the 58th Meeting of the Tarrawonga Coal Mine Community Consultative Committee (TCCC)

Meeting Held	30 th October 2019 between 10:00AM- 12:00 PM		
Venue	Tarrawonga Coal Mine (TCM), training room		
Agenda Item	Discussion and Description	Action and Accountability	Status/ Date
2. Declaration of Pecuniary or Non-Pecuniary Interests	DR- declared that he is paid a fee for participation as Independent Chairman		
3. Previous Minutes Actions	CCC Members- requested to organise a site tour next year.	JHa- to organise site tour before the next CCC meeting at 9am. DR- to confirm attendees.	Complete Site tour was offered to members present.
	SM- Tim Muldoon has left WHC and there is a new structure at group level.	DR- to prepare a 'thank you' letter for Tim on behalf of TCCC members.	Complete DR sent the letter.
	CC- asked where to find the link to Annual review and EPBC reports and CCC minutes.	SM- to provide a link to WHC website.	Complete: AR, EPBC and CCC Minutes information available at: http://www.whitehavencoal.com.au/sustainability/environmental-management/tarrawonga-mine/
	JHa- queried whether JH will continue to be attending TCCC meeting.	DR- to discuss with JH to confirm her position	
	DR- requested CCC members to discuss CCC meeting performance and format	CCC Members - to prepare questions and share ideas	

Minutes of the 58th Meeting of the Tarrawonga Coal Mine Community Consultative Committee (TCCC)

Meeting Held	30 th October 2019 between 10:00AM- 12:00 PM		
Venue	Tarrawonga Coal Mine (TCM), training room		
Agenda Item	Discussion and Description	Action and Accountability	Status/ Date
4. Business Arising	<p>CC- asked about replacement for Community and External relations Group Manager to attend TCM CCC meeting.</p> <p>JHa- Darren Swain was promoted Community Group Manager with a strong focus on MCCM and VEP but WHC is also seeking a second Community Group Manager. The accountabilities between those two Group Managers and the new Community and External relation structure has still to be confirmed.</p>		
5. Mine Progress Report	<p>JHa:</p> <ul style="list-style-type: none"> -Additional new machines being commissioned, - On track with production rate, -Safety- LTI free-YTD 337 days, TCM will celebrate if 365 days target is achieved. -Resource Regulator onsite conducting a safety audit. - On-going usage of "Dust A Side" product. <p>AJ- queried about DAS product to compare with the product used by GSC.</p> <p>JHa- advised a presentation was provided at the previous CCC meeting. The product is</p>		

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Minutes of Meeting of Tarrawonga Coal Mine – Community Consultative Committee

Minutes of the 58th Meeting of the Tarrawonga Coal Mine Community Consultative Committee (TCCC)

Meeting Held	30 th October 2019 between 10:00AM- 12:00 PM		
Venue	Tarrawonga Coal Mine (TCM), training room		
Agenda Item	Discussion and Description	Action and Accountability	Status/ Date

	biodegradable, easy to apply, environmental friendly, good value for money and has permitted TCM to significantly reduce water usage onsite.		
6. Environmental Monitoring report	SM: -read and explained the Quarterly Environmental Report results. - Annual review 2018 was available on WHC website, - Several updated management plans were resubmitted for approval		
7. General business	CF & CCC members- to congratulate BIS and haul truck contractors regarding safe and responsible way they drive on the road (i.e. slowing-down, using indicators, etc...) JHa- said will share positive feedback with the contractor' supervisors. RH- regarding skill shortage in the region and potential to reactivate the local TAFE through educational and apprenticeship programs in collaborations with industries.		

Minutes of the 58th Meeting of the Tarrawonga Coal Mine Community Consultative Committee (TCCC)

Meeting Held	30 th October 2019 between 10:00AM- 12:00 PM		
Venue	Tarrawonga Coal Mine (TCM), training room		
Agenda Item	Discussion and Description	Action and Accountability	Status/ Date
	JHa- advised that WHC has several programs in place including cadetship and apprenticeships programs but Daren Swain would be the person to contact to discuss further.		
8.Complaints	SM- no Complaint received since last CCC meeting.		
9. Next Meeting and Other Comments	DR: -next TCCC meeting will be held on 19 th February 2020 CCC members- Meeting not to be held 1 st or 3 rd Wednesday/Thursday of the month		

12.6 DELEGATES REPORT - MAULES CREEK COAL COMMUNITY CONSULTATIVE COMMITTEE MEETING - 30 OCTOBER 2019

Responsible Officer: Robert Kneale, Deputy Mayor

Author: Delece Hartnett, Personal Assistant to GM & Mayor

Attachments: 1. Maules Creek Coal CCC Meeting Minutes - Wednesday 30 October 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 Kneale's Delegates Report from the Maules Creek Coal Community Consultative Committee Meeting held on Wednesday 30 October 2019.

DELEGATES REPORT

The Maules Creek Coal Community Consultative Committee held a meeting on Wednesday 30 October 2019.

The Minutes from the meeting are attached.

Minutes: Minutes of the 27th Meeting of the Maules Creek Coal Community Consultative Committee
Held at the Boggabri Golf Club, Gunnedah Road, Boggabri NSW 2382

Wednesday 30 October 2019

Members Present: Cr Robert Kneale (RK) – Narrabri Shire Council, Darren Swain (DS) – WHC, Emma Bulkeley (EB) – WHC, Jack Warnock (JW) – Community Representative, Libby Laird (LL) – Maules Creek Community Representative, Lyndell Crowley (LC) – Boggabri Business & Community Progress Association, Ross Wilson (RW) – WHC, Simone Moodie (SMo) – Community Aboriginal Representative

Apologies: David Paull (DP) – Sustainable Living Armidale (SLA), Steve Eather (SE) – Community Representative.

Independent Chair: David Ross (DR)

Independent Secretary: Debbie Corlet (DC)

Agenda Items	Who to Present
1. Apologies	DR
2. Declaration of pecuniary or other interests	DR
3. Confirmation and Discussion of the minutes of the previous meetings – 15 May 2019	DR
4. Business arising from the previous minutes – Action List Distributed	DR
5. Correspondence	ALL
6. Questions and Answers Session	ALL
7. Company Reports and Overview of Activities: <ul style="list-style-type: none"> a. Progress at the mine b. Monitoring and environmental performance c. Community complaints and response to complaints d. Information provided to the community and any feedback 	
8. General Business <ul style="list-style-type: none"> a. Annual review 	ALL
9. Next Meeting – Wednesday 19 February 2020	ALL

Agenda Item	Discussion	Action/By Whom
1.	<p>Welcome and Apologies –David Paull and Steve Eather.</p> <p>DR welcomed everyone to the final meeting for 2019.</p>	
2.	<p>Declaration of pecuniary or other interests – DR advised he is paid a fee to chair these meetings as is DC for typing the Minutes.</p>	
3.	<p>Confirmation of the minutes of the previous meeting (August 2019) – The CCC endorsed the minutes as an acceptable record of what was discussed. LL sent through some additional comments for the WHC “Project Approval Conditions” section of the August minutes, which was approved by the CCC.</p>	
4.	<p>Business arising from the previous minutes – DR observed all actions from previous meeting completed, including action on him to write to Narrabri Shire Council regarding to Environmental Trust.</p> <p>JW – Requested to have the Hydrographs included from February 2019 as discussed at the last meeting. Took hours to get a graph off the bore government monitoring website. Especially with the Section 324 issued in Upper MC above Elfin Crossing.</p> <p>EB will provide members with hydrograph.</p>	
5.	<p>Correspondence – Email provided by MCCM to the CCC re trucking from Brighton property and down Warners Road up Therribri Road and along the mine access road. Anticipated to ramp up from 1 ML at present to 2 ML through time. Small unsealed section but no properties along there and watering to be carried out to minimise dust.</p> <p>LL – How many trucks per day?</p> <p>DS – About 5 or 6 trucks per day.</p>	
6.	<p>WHC Presentation by Darren Swain –</p> <p>Company Report & Overview of Activities</p> <ul style="list-style-type: none"> September 2019 quarter production figure 1.96Mt. FY20 target production 12.8Mtpa ROM (Run of Mine) coal. Safety record of 4.66 (Total Recordable Injury Frequency Rate (TRIFR) – injuries per million hours worked) at end of September, which is down from the June figure of 5.83. Continued focus to improve. <p>Health, Safety, Drug and Alcohol Programs</p> <ul style="list-style-type: none"> Employee health and safety programs continued to focus on: Employee health and safety programs continued to focus on: Injury Prevention, Fatigue Management, Annual Skin Checks, Ongoing Mental Health Awareness and Safety Leadership Induction for New Supervisors, Emergency Response Team Training, to name a few. Ongoing Employee Drug and Alcohol testing carried out. 	

	<p>Employment</p> <ul style="list-style-type: none"> Continued focus on local, indigenous and female employment with ongoing training programs undertaken. There have been 15 new trainees employed from July to September 2019. Over 600 people employed on site. <p>Air Quality Management</p> <ul style="list-style-type: none"> Annual rolling average for TEOM1 is 20.0 ug/m3 at 30 September 2019 (criteria 30ug/m3). Ongoing dust suppressant application across the operation. Progressive overburden emplacement and bulk shaping on the northern dump, with some topsoil spreading in progress. <p>Monitoring and Environmental Results</p> <ul style="list-style-type: none"> Monitoring and environmental results provided within the distributed information pack. <p>Groundwater Monitoring</p> <ul style="list-style-type: none"> Slides presented on groundwater locations and standing water levels. <p>Water Management</p> <ul style="list-style-type: none"> We are taking steps at all our mines to conserve water and support water security. The primary water source for Maules Creek is a high security water licence drawing upon the Namoi River, however this source has been severely impacted by the drought. Pipeline – Pipeline constructed from Whitehaven owned Olivedene property and bores to existing river pipeline. Second pipeline will be predominantly buried on Whitehaven owned land and in the Warners and Therribri Roads easements. Pipeline connects Whitehaven owned bores to the existing river pipeline. Proceeding through a range of applicable approvals processes in conjunction with Council and NRAR as required under the Water Management Act. <p>Biodiversity Management</p> <ul style="list-style-type: none"> Feral Animal Management – During the most recent Whitehaven Offset Area Feral Animal Control Program (September 2019) the results included: 55 out of total 100 pigs trapped were from the Maules Creek / Boggabri area, and 27 out of total 108 foxes baited were from the Maules Creek / Boggabri area (9% bait take rate). Revegetation – Maules Biodiversity Revegetation completed with over 76,000 trees planted. The watering ongoing achieving over 80% survival with damage from Kangaroos biggest issue. Fire Management – Annual fire break track maintenance of Biodiversity Offsets underway to maintain zero fuel barriers and good access around Maules Offsets. LRM Fire & Rescue are providing Bushfire Response Service for 2019 / 2020 fire season. Supporting the Rural Fire Service and National Parks & Wildlife Service at the Kaputar Fire. Upcoming Works – Feral Animal Control Program in November 2019. Tree Watering ongoing. Complete annual Fire Break Track Maintenance Program. Demolition of remaining Derelict / Obsolete above ground Structures ongoing. Annual Flora and Fauna Monitoring in November 2019. Annual Fire Hazard and Fuel Load Assessments. Maintenance of Boundary, Heritage and Threatened Species Fences ongoing. <p>AHS Movement to date – October 2019. Key Physical Achievements to Date</p> <ul style="list-style-type: none"> Six (6) EH5000s have now operated autonomously (full fleet for Phase 1 and 2). 865km travelled autonomously. 559 haul cycles (real and test). 187 loads hauled autonomously. 24,871bcm (55,839t) of waste hauled autonomously. 	
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<p>Community</p> <ul style="list-style-type: none"> Supporting the Future EDU program in Narrabri Shire in promotion of STEM. Whitehaven are advertising for 2020 Cadetship Program – Mining Engineering, Electrical Engineering, Mechanical Engineering, Mechatronics, Geology or Environmental Science - https://whitehaven.applynow.net.au/jobs/WHC419-2020-cadetship-program <p>Sponsorships and Donations Criteria</p> <ul style="list-style-type: none"> WHC regularly considers requests for donations, sponsorship and gifts in kind, which provide benefit in the following areas: Health, Education, Whole of Community, Representative Level Indigenous Sport – http://www.whitehavencoal.com.au/donations-and-sponsorship/ <p>Local Spend – July to September 2019</p> <ul style="list-style-type: none"> Sponsorships and donations have been made to Tamworth and Region (\$14,500), Narrabri area community (\$29,200) and Gunnedah area community (\$28,700). FY19 Whitehaven spent \$1.83 million with local indigenous businesses. \$333.9 million with local suppliers and \$189.9 million in wages. <p>General Discussion re the WHC Presentation</p> <p>JW – With the staff at the Maules site of 600 – does that include contractors?</p> <p>DS – It doesn't pick up the Biodiversity workers, but the rehab workers would be included in this number. This 600 is a full-time equivalent.</p> <p>EB – Email forwarded on Tuesday 29 October 2019 stated a change to the Annual Review. Originally 57 hectares of reshaping and 10 hectares of seeding had been reported, this has been modified to 57 hectares of reshape and 5.58ha of seeding. 30 hectares of reshaping work and no land topsoiled or seeded was required by the approved MOP. 2019 will see 100ha of area topsoiled in anticipation of seeding in 2020.</p> <p>There was a brief discussion about air quality, observing that there had been four spikes related to regional dust events. High volume air sampling (HVAS) – 24-hour random sample- 30m/g- average criteria is 29.1m/g. HVAS randomly took the sample on a dust event day- the exceedance day was 21/9/19. Exceedance was investigated and found not to be dust generated by the mine.</p> <p>A discussion was also held on the water – hydrograph slides. GW bores same as regional GW levels from the Government monitoring bores. Rio- different- water level has dropped in it. It is a long way away. There is pumping going on further to the west which may be impacting.</p> <p>MC regional bores- have remained quite stable over last 12 months.</p> <p>LL – Didn't all the offsets get burnt- at Wirradale, Lindesay and another property up there?</p> <p>DS/Emma/Ross – No.</p> <p>LL – Well according to our fire newsletter update they did.</p> <p>DS/Emma/Ross – Well some of them- not all.</p>	<p>ACTION 1 – WHC to organise site visit and meeting for February. Meet at Golf Club</p>
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	<p>LL – How much has been burnt? DS- No one can get in there to check.</p> <p>General comments – LL – Is that pipeline already going through from Olivedene? DS – Olivedene is operating. It's pumping. Second pipeline not because it is not approved. It is buried on our own land. LL – Not working across the road but working with NRAR and Council. Coming from two properties – Brighton and Roma? Is there water there? DS – Boggabri Coal did do testing in the area and yes there is water there and it is a good source. JW – Could we all be emailed all the sets of slides as well please. DR responded that they are always on the website. JW – Is a visit to the mine still on the tables? DS responded that they are happy to do a tour and meeting at the site.</p>	
7.	<p>General Business</p> <p>LL – Are WHC pumping from Zone 11? DS said No. LL asked which zones are being pumped and DS replied Zones 4 and 5 and Porous Rock. LL – Do you have the data for bore 1280? DS mentioned to look at the back of the Annual Review. EB - 1280 will be in the Annual Review.</p> <p>LL – Is there any chance for that to be done every quarter? EB advised that she'll have to look from her PC as can't tell from the phone. EB will clarify and report back.</p> <p>DS also handed out a few papers for the Committee (see Attachment 2). DR – Advised that he has a requirement to develop an Annual Report under the CCC Guidelines. So has a few questions for the Committee to think about in small groups.</p> <ol style="list-style-type: none"> 1. What have been the big things discussed this year? 2. Are there some things you'd like to do next year? <p>After a series of small group discussions, the following points were made by CCC members on what has been good this year:</p> <ul style="list-style-type: none"> • Putting in questions early so the community has answers within a few weeks of the CCC meetings has been good. • Water issues have been the key focus over the last 18 months. • JW – Reporting of management of biodiversity offset areas – pest control / weed control / planting management etc. RW has been involved over the weekend with fighting the fires – fire management. Find out more about the large areas of offsets and how it affects the community. 	<p>ACTION 2 – EB to confirm whether Bore 1280 is monitored – and monitored quarterly?</p>

	<ul style="list-style-type: none"> • JW – Information on water and water monitoring / management / sourcing water that are important from the community's point of view. Have the reporting on the performance – mine bore monitoring program and the regional bore monitoring. • Water, Air Quality and Noise – they are all standard Agenda Items and should continue. Happy with the questions and answered been asked. Answers seem to be getting answered now and not dragging on. • RK – People feel free to be able to ask questions, especially over the last 12 months. Takes a long time for new people coming together and it has settled down really well. I think we've gotten better with practice as it was a bit unruly in the beginning. Community have problems with the mine – this is the forum which the questions can be asked. As long as the answers are coming back – then what more can you expect. • SM – Questions and answers are good as it helps build confidence as well because a member may ask a question and that may trigger another question from someone else. <p>The following points were made by members on what they'd like to have happen in the CCC next year:</p> <ul style="list-style-type: none"> • It has been appreciated having government agencies attend this year. Next 12 months getting government to present on health perspective and what is happening in mining communities would be good. Water perspective – under Water Management Act – how regulation is enforced. • RW – Site visit maybe once a year to check on progress and see the operation moving. • SM – Yes, definitely for the site visit. We've been to the site as a community but to go as a group would be good. <p>SM – I am very happy with community programs and procurement process. In (WHC Community) the newsletter we met with Barada Barna people. They came to see how good it is here. They couldn't believe the programs we had.</p> <p>EB – Yes, mostly the money stays with the traditional owners. I have worked around there and others get nothing.</p> <p>LL – Answers in Briefing Notes are available, but they aren't in the Minutes.</p> <p>DR – Committed to having Electronic copies of the Briefing Notes with the Minutes – so all included as one document with attachments.</p>	
8.	<p>Next meeting date to be agreed - Next meeting Wednesday 19 February 2020 at 9:00 am, meeting at the Golf Club to be transported to the Maules Creek Mine.</p> <p>Note – everyone to wear safety clothing with long pants and enclosed shoes.</p>	

Meeting Closed: 4:00 pm

Appendix 1: Actions

Page No	Action No	Description	Date Raised
4	1	WHC to organise site visit and meeting for February. Meet at Golf Club	30 October 2019
5	2	EB to confirm whether Bore 1280 is monitored – and monitored quarterly	30 October 2019

Appendix 2: Briefing Notes from WHC

To:	Maules Creek Coal Mine CCC Members	From:	Maules Creek Coal Mine (MCC)
Date:	18 September 2019	Reference:	Questions MCC CCC October 2019
Subject:	Responses to August 2019 MCC CCC meeting questions		

CCC Member questions regarding	Responses
Rehabilitation <i>Question 1.</i> A. WHC to find out about how much planting has been done, B. the watering regime, and C. what works are being undertaken currently at offsets.	Over 76,000 trees planted to date in 2019 planting season. Watering is carried out at time of planting then approximately every two weeks. <ul style="list-style-type: none"> • Pest control works. • Tree planting and watering. • Weed control. • Habitat augmentation works. • Threatened species fencing. • Fire break maintenance.
Question 2. DS to chase up the plan associated with the slides.	See attached plan

To: Maules Creek Coal Mine CCC Members**From:** Maules Creek Coal Mine (MCC)**Date:** 30 October 2019**Reference:** Questions MCC CCC October 2019**Subject:** Responses to pre meeting Oct 2019 MCC CCC questions

CCC Member questions regarding	Responses
<p>Question 1.</p> <p><i>What works are being/have been undertaken within some of the offset sites?</i></p>	<p>As per correspondence of the 23 sept 2019 via the MCC CCC Chairman</p> <ul style="list-style-type: none"> • Pest control works. • Tree planting and watering. • Weed control. • Habitat augmentation works. • Threatened species fencing. • Fire break maintenance.
<p>Question 2.</p> <p><i>I understand the offsets been mapped by the BCT. Could this be made available to the committee?</i></p>	<p>Mapping is yet to be finalised for all offsets.</p>
<p>Question 3.</p> <p><i>Given some six years have elapsed since the approval without finalisation of offset arrangements, how is this a 'timely' delivery of the offsets as per commonwealth conditions?</i></p>	<p>Management of offsets is ongoing and not dependent upon in-perpetuity securement.</p>
<p>Question 4.</p> <p><i>Could we receive a brief as to the extent of active regeneration activities, how much area planted and for what purpose and success rates. What is the watering regime?</i></p>	<p>As per correspondence of the 23 sept 2019 via the MCC CCC Chairman</p> <ul style="list-style-type: none"> • 76,000 trees planted in 2019 planting season in Biodiversity Offset areas. • Watering is carried out at time of planting then approximately every two weeks.
<p>Question 5.</p> <p><i>How has Whitehaven responded to the preliminary findings of the consent authority regarding surface water take?</i></p>	<p>Whitehaven is reviewing the findings.</p>
<p>Question 6.</p> <p><i>Does Whitehaven report Aboriginal artefacts and sites to the government AHIMS database?</i></p> <p><i>Could those maps be made available to the committee?</i></p>	<p>Yes.</p> <p>NSW Office of Environment. AHIMS - Aboriginal Heritage Information Management System.</p> <p>This is a Govt database.</p>
<p>Question 7.</p> <p><i>There have been a number of 'miss-fire's' at the Whitehaven Coal mine recently, can you explain why this is happening? Is this a safety concern for contractors and mine staff? What causes a miss-fire?</i></p>	<p>It is an unfortunate reality, that misfires are part of the blasting business. Potentially defective initiating products, ground shift during the blast, fly rock during the blast, human error can all be contributing factors.</p>

	<p>In order to fire a shot, dedicated exclusion zones for people and equipment are in place. Sentries are placed in areas to prevent people entering the blast-controlled area.</p> <p>Industry standard exclusion distances are 500m for people, and 300m for equipment. As part of the firing process, once a blast is fired, it is inspected prior to the release of the area. If a misfire is detected, sentries remain in place, and procedures are followed to rectify. At no time do we place people in harm's way.</p>
<p>Question 8.</p> <p><i>What is the status of the Offset properties, have any been secured in perpetuity?</i></p>	<p>Whitehaven are working through the securement process with Govt.</p> <p>No</p>
<p>Question 9.</p> <p><i>(Jack's question)- Would it be possible to receive a report from Whitehaven at the CCC Meeting on October 30th, 2019 outlining the nature of the findings of the Natural Resource Access Regulator (NRAR) to apparent surface water "take" at Maules Creek Mine?</i></p>	<p>As per the email of the 8 October 2019 from DS.</p> <p>"Whitehaven Coal is surprised by the preliminary findings of the Natural Resources Access Regulator (NRAR), which the company is reviewing in detail.</p> <p>The water management regime in NSW is complex but does set out exemptions in relation to the capture of rainfall that are relied upon by mine operators right around NSW, not just at Maules Creek.</p> <p>The use of sediment-laden water captured within a disturbed mining area is a commonly accepted industry practice and acknowledged by Government departments and consent authorities as having the practical benefit of ensuring sediment-laden water on disturbed areas of a mine is not released into the downstream environment.</p> <p>Whitehaven will be reviewing the entirety of NRAR's preliminary findings and will respond in due course. We note that NRAR will not be making any further comments while the matter is being determined.</p> <p>Whitehaven acknowledges water is a critical shared resource, particularly at this time of drought, and that acting responsibly in relation to water use is a fundamental obligation for all stakeholders."</p>
<p>Question 10.</p> <p><i>How much longer will surveillance be occurring (sic) on Harparary Road? What data has Wilson Security been instructed to collect?</i></p>	<p>Noise monitoring is ongoing on Harparary Road.</p>

12.7 DELEGATES REPORT - BOGGABRI COAL COMMUNITY CONSULTATIVE COMMITTEE MEETING - 31 OCTOBER 2019

Responsible Officer: Robert Kneale, Deputy Mayor

Author: Delece Hartnett, Personal Assistant to GM & Mayor

Attachments: 1. Boggabri Coal CCC Meeting Minutes - 31 October 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 Kneale's Delegates Report from the Boggabri Coal Community Consultative Committee held on 31 October 2019.

DELEGATES REPORT

The Boggabri Coal Community Consultative Committee held a Meeting on 31 October 2019.

The Minutes from the meeting are attached.



OVERVIEW			
Meeting	Community Consultative Committee		
Date	31/10/2019	Time	9.30am
Venue	Boggabri Golf Club		
Chairperson	David Ross		
Presenter	Hamish Russell		
Attendees	Tim McDermott (TM), Hamish Russell (HR), Cath Collyer (CC), Ros Druce (RD), Mitchum Neave (MN), Richard Gilham (RG), Robert Kneale (RK), Peter Forbes (PF)		
Apologies	Anthony Margetts (AM), Stewart Dunlop (SD)		
Next Meeting	?Wednesday 19 th pm or Thursday 20 th am to be confirmed?		
ITEM	AGENDA		
1	Apologies		
2	Declaration of Pecuniary or other Interests		
3	Confirmation of previous minutes		
4	Changes to CCC Membership		
5	Business arising from previous minutes		
6	Correspondence		
7	Company reports and overview		
8	General business/questions		
9	Next Meeting		
Discussion Items			
1. Apologies: See above.			
2. Declarations of Pecuniary Interests:			
(DR) declared that he is paid a fee for his chairing services.			
(RG) declared his property is in the zone of affectation			
3. Acceptance of previous minutes:			
RD - Would like the previous minutes amended with a note she had taken from last meeting.			
TM - Reads out note "HR explained that the water would be pumped from the Coobooobindi bore (Maximum extraction capability 7ML/day), this bore hasn't been pumped for 6 months, the water will be stored in the tank on the haul road from Therribri to Idemitsu mine site, before being transferred to WHC"			
MN - Second that the note should be included in the previous minutes.			
RD & MN - both agreed there were some inconsistency's in the previous minutes regarding who said what.			
DR - Asked CCC members to review the minutes within the time allocated (2 weeks).			
RG – attended meeting at 9.50am			



4. Business from previous minutes:

HR - Rehab visit to occur on Wednesday 20th November. Will include a visit of the core shed to view core samples with a geologist and a tour of the HV workshop to view some trucks and noise attenuation technology.

PF: Tour will occur in the morning of the 20th of November, around 10:00am. Please let BCOP know if you can't make it.

HR – Provided a copy of the tree clearing report, referred to table 3.5 in the presentation

Water sharing

HR – Discusses talks about “the gap” in allocation that was mentioned in previous CCC meetings. Bore field limits are in approved management plans and have been accepted by DPI water. Annual extraction limit is 7ML a day over the year which is 2555ML total. If we don't need to extract that full amount there is opportunity to share it. Staying below the 2555ML annual limit, 410ML was shared with MCC, which still required to have the licence and approval.

RD – Have you finished sharing water with MCC?

HR – Yes, Finished in mid-October. A few weeks ago.

MN – Did BCOP's initial approval include water allocation?

HR – Initial approval did not contemplate groundwater allocation, only possessed a river licence.

MN – When BCOP got its initial approval, MCC did not exist. Did BCOP seek an amendment to approval knowing that MCC would want to share water eventually?

HR – No, Approval came through MOD 5. We have been using less than the 2555ML/year allocation due to changes in the source of water. BCOP has a 2 billion litre dam that reduces pressure on the borefield. MOD 5 was only submitted for our own use. The BTM has always contemplated water sharing though.

RD – What is BCOP's river allocation

HR – Around 200-300 units of lower Namoi general security water access licence. Will have to check.

PF – BCOP does no longer rely on the river.

HR – The allocation of river water varies from year to year.

Status of the Early Learning Facility (ELF)

PF - BCOP has now received Narrabri Shire Council (NSC) approval for the ELF. Minor details and the final design are currently being finalised and hopefully will have a slab poured by the end of the year and construction to begin in a few months.

CC: Was very happy with BCOP's discussions about the ELF with NSC

MN – 30 homes have been promised for the region. How many homes does the ELF count for?

PF - Houses for the region to drop by 2 or 3 overall due to the construction of the ELF.

MN – How much will the ELF cost BCOP?

PF – Roughly between \$1-2 Million.

List of new species since the EA survey

HR – Explained how ecologists discovered a new plant species in 2014. A small seasonal vine.



RD – Was familiar with the species, asked what BCOP's plan was when they encounter plant in future tree clearing.

TM – Explained there was an appendix in the Biodiversity Management Plan regarding details of this.

RD – Requested more information and a copy of the plan.

Offsets

RD – How have the offset's been progressing?

PF – Currently in the process of conservation, stewardship and national park agreements.

RD – would like a list of each property and how it is progressing as well as a rough timeline.

PF – Significant work is happening in the offsets to achieve good environmental outcomes and that the business is still actively managing these property's through tree planting, pest and weed control, fencing etc....

RG – Referring to the map. Why are there big pockets in the middle of the offsets? Why isn't all the land offsets?

PF – Referring to the map, not all land that BCOP owns will be offsets. BCOP was not going to offset every hectare it owns, some of this land will be farming country.

Offsets and Koala Recovery:

HR: Explains how refencing, tree planting, weed/pest management, de stocking and monitoring are all ways that BCOP is actively managing its offset property's, which forms part of the Koala recovery and management objectives.

MN – How many trees have survived during the drought?

PF – Around 50% tree survival rate overall. Explains how it is common practice to plant more trees than is required. BCOP has to commit 2 years in advance to get the seedlings they require to plant. Explains how it is like a conveyor belt and even though it is a drought the trees still need to be planted.

HR – Explains that BCOP must plant trees during drought

PF – Water around 100,000 trees, explains how smaller trees seem to have better success rates.

MN – Is *Tylophora linearis* located in the offset areas?

HR – Will find a map

HR – Explains how tree survival rate depends on soil type and other factors, which varies greatly throughout the offsets.

RD – Where did BCOP get a list of what tree species local Koala's like?

HR – Ecologists advise on which trees are appropriate for Koala's in the region.

RD – Asks if the trees are specific to this region? The koala foundation has a list of appropriate trees.

HR – Yes is logical. The ecologists have reviewed all the local Koala Recovery Plans to find the best suited species to the region.

RD – Does BCOP have any plans for watering points for Koalas?

HR – Not aware of any plans but is a good idea and will have a look.

CC – Does BCOP conduct soil testing prior to planting trees to make sure trees are compatible to where they are being planted? Any additives added to the soil?

HR – Soil testing does occur, and the results do come into consideration when planting trees e.g. types and density. Not aware of any additives added to the soil on offsets, although this does occur on trees in the rehab.

PF – Simon Buchanan is the soil scientist.

5. Correspondence:



NSW Department of Planning & Environment.

- Warning letter in relation to a blast exceeding 120dBL.

CC – What date did this blast exceedance occur.

PF – Occurred on the 21st of August 2019.

CC – Commented how TCM had a blast exceedance in September.

6. Company Reports & Reviews:

Presentation

Noise Monitoring:

HR – Showed locations of monitors and that no exceedances occurred and explained the results table.

Blast Monitoring

HR – Further explained the blast exceedance.

RD – Did BCOP self report the blast exceedance?

HR – Yes, was reported by BCOP to the regulator.

RG – Commented how “everyone” in town had felt the blast, but he did not.

MN – Requested clarity of the date of the blast exceedance.

HR – Explained how there is a very detailed pre blast procedure with a lot of checklists.

PF – Detailed how it was a very normal shot and BCOP hired an expert to investigate all the data to figure out the cause, which could have been a very high sheer weather event. Stated that the mine does have very good processes regarding blasting.

CC – Commented that there was a blast exceedance ‘years ago’.

RG – Stated that blasting has come along way since previous years.

Air quality monitoring:

HR - Refreshed members on the location of the monitors. Stated that the map was to be updated when the management plans were. Stated we have a lot more monitors than we are required to.

RD: Did BCOP update there EPL licence for the extra monitors?

HR: Yes, installed a lot more monitors and refers to the map. States we have 3 or 4 more monitors more than we need.

MN: Are there any monitors around Gunnedah or further afield in surrounding areas to pick up smaller particles which travel further.

PF – The Namoi Valley Air Quality Monitoring Network is in Gunnedah and Narrabri to look at the regional effects. The Hunter Valley has the Hunter Valley Air Quality Monitoring Network which is what the Namoi Valley network is based off. Namoi Valley Network is still in progress of being set up.

HR – Discussed depositional dust gauges, explains how Onavale is highly contaminated.

Groundwater monitoring

HR - Referring to the groundwater levels that are dropping in the graph are hardrock aquifers and the bores on the alluvium have remained constant, have been dropping slightly recently due to the drought. Explained that the hard rock aquifers have very low moisture levels and often the water doesn’t make it to the bottom of the pit.

CC: Where is the MW6 monitoring bore?

HR: Near the main office, next to Leard Forest Road.

RD: Asks if the next graph can have differentiation between which locations are in the hard rock and which are on the alluvium to make it easier to understand.



Water Storage

HR – Discussed water storage trends on site. Currently around 760ML stored on site.

PF – Explains drop in water storage was during a time when the bores were being commissioned to understand the effects of these.

HR – Comments on how BCOP is trying to consolidate water supply into a few large dams to reduce effect of evaporation. States how it is preferable to store water in the ground, but a base supply must be maintained on site.

CC – Would BCOP still use the bores if the river was flowing and extraction was possible?

HR – Explains how easy the process has become to withdraw water from the ground, but it is more expensive.

PF – States there would be a lot of effort for the company to extract river water.

MN – How did the infrastructure sharing work during the water sharing?

HR – BCOP had to share infrastructure with MCCM to share water. Stated that BCOP had now shared water with TCM and MCCM.

CC – Was there a fee involved during the water trading?

HR – There were commercial arrangements in place.

PF – States that before sharing water or doing any activity, BCOP ensures that is firstly legal, and then questions what the business imperatives are.

MN – Can other mines use BCOP property to put their pump on to use their own water allocation?

HR – Yes, a lot of stuff has to happen in the background though and it has to be lawful.

PF – If it is lawful and there is a business case then a business may do it. Further states that businesses swap and do deals all the time.

Rainfall

No comments

Community and complaints

HR – No Complaints.

MN – Does the '1800Boggabri' complaint line exist and work?

HR – Yes and it works. It was demonstrated and it worked

PF – It works, occasionally there have been issues, these are corrected immediately.

7. General Business.

CC – Where is Dan Martin?

PF – He is in a new role, Senior Approvals Specialist reports to Brisbane. Still based in Boggabri. He will be at the CCC occasionally.

RD – Who is the environment representative now?

PF – Hamish will be the focal point, he has taken on Dan's old role. Looking forward BCOP will be looking for a new enviro to replace Hamish. Overall a good move for everyone.

RG – Stated that the traffic on the gravel road is getting much worse, especially on Boston St.

PF – BCOP takes strong action against people travelling the wrong way to work.

RG – Also stated that the maps are out of date. (re offset property maps & attended noise monitoring sites)

HR – Will update the maps along with the management plans.

DR – Explained that the CCC guidelines require the group to review and reflect over the last 12 months on the big issues, and to look forward to the next 12 months. Due to time restrictions, this will be pushed to the February CCC meeting.



MN – Is there a time limit on how long we can stay on the CCC for.

DR – Explains how he appreciates the time of everyone involved in the CCC, there is no timeframe about how long you can be on a CCC for. Can be removed due to lack of involvement or behaviour.

MN – Gives group an update on the Red Chief Land Council. Is currently going through change with no CEO or chair person and is currently in limbo. MN was elected back on the board.

MN – An indigenous person was removed from the CCC, will they be replaced?

DR – CCC guidelines state that the council appoints a CCC representative. Explains how they cannot be an employee or a contractor of BCOP. Advertisements will be put in the paper if positions need to be filled. MN and DR to discuss another indigenous CCC rep.

CC – Asked If BCOP was still experiencing union strikes and wanted to know the status and how it was going to affect the community.

PF – Explained how BCOP was currently in the middle of an industrial dispute as there was a new EA required. Members of the CFMMEU have been taking protected industrial action even though the business believes the offer is fair and generous. Main issue of the CFMMEU is arbitration which the business is very reluctant to include, explains how it is an outdated mining condition due to the fact it cause more issues than it resolved. Some union members are staying behind to work with a small contractor work force, so mine is still operating. Cannot see a foreseeable end to striking.

MN – Are CCC members invited to attend the Christmas party?

PF – No, we may have a dinner.

HR – explains how he is currently in discussion with SBS to have 'The Kamiloro' documentary on SBS on NITV.

8. Next meeting

Wednesday 19th February at 2pm.

Boggabri Coal Training room.

CC – States how she will be unable to attend if it is in the afternoon. Thursday 20th am will be considered.

Actioned against	Action to be done
HR	What is BCOP's River allocation.
BCOP	Find the plan for <i>Tylophora linearis</i> found in the forest.
BCOP	List of offset property's and how they are progressing, provide a rough timeline for each.
BCOP	Find out where <i>Tylophora linearis</i> occurs in the offsets.
BCOP	Look into watering points for Koala's on offset's.
BCOP	Provide a date and more details about BCOP's blast exceedance on the 21 st August 2019.
BCOP	Differentiate between bores in the hard rock and on the alluvium in groundwater monitoring graph.

12.8 DELEGATES REPORT - COMBINED BOGGABRI/TARRAWONGA/MAULES CREEK COMMUNITY CONSULTATIVE COMMITTEE MEETING - 31 OCTOBER 2019

Responsible Officer: Robert Kneale, Deputy Mayor

Author: Delece Hartnett, Personal Assistant to GM & Mayor

Attachments: 1. Minutes of combined Boggabri/Tarrawonga/Maules Creek CCC October 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 Kneale's Delegates Report from the combined Boggabri-Tarrawonga-Maules Creek Community Consultative Committee Meeting held on Thursday 31 October 2019.

DELEGATES REPORT

Please find attached the combined Boggabri-Tarrawonga-Maules Creek Community Consultative Committee Meeting Minutes from the meeting that was held on Thursday 31 October 2019.

Minutes of the Boggabri – Tarrawonga – Maules Creek

Community Consultative Committee

Meeting Held: 31 October 2019 from 2:00pm
Venue: Boggabri Golf Club

1.0 Welcome

DR welcomed everyone to the Joint CCC final meeting for 2019. Leanne Graham (LG) from the Namoi Region Air Quality Committee and Rebecca Scrivener (RS) from EPA will be presenting shortly.

2.0 Present and Apologies

Present: Colleen Fuller (CF) – Gunnedah Shire Council, Darren Swain (DS) – MCCM, Emma Bulkeley (EB) – MCCM, Hamish Russell (HR) – BCOPL, Jack Warnock (JW) – Maules Creek, John Hamson (JHa) – Tarrawonga Coal, Julie Heiler (JH) – Tarrawonga CCC, Libby Laird (LL) – Maules Creek, Lyndell Crowley (LC) – Maules Creek CCC, Mitchum Neave (MN) – Boggabri Coal CCC, Nigel Wood (NW) – MCCM, Peter Forbes (PF) – Boggabri Coal, Richard Gillham (RGi) – Boggabri Coal CCC, Robert Kneale (RK) – Narrabri Shire Council, Roselyn Druce (RD) – Boggabri Coal CCC, Sebastien Moreno (SB) – Tarrawonga Coal

Apologies: Andrew Johns (AJ) – Gunnedah Shire, Anthony Margetts (AM) – Boggabri Coal, Catherine Collyer (CC) – BTM CCCs, Cameron Staines - Narrabri Shire Council, David Paull (DP) – Maules Creek and Boggabri Coal CCCs, Geoff Eather (GE) – Boggabri Coal CCC, Rebecca Ryan - Tarrawonga CCC, Ross Wilson (RW) – MCCM, Simone Moodie (SMo) – Maules Creek CCC, Steve Eather (SE) – Maules Creek CCC, Tim McDermott (TM) – Boggabri Coal CCC

Independent Chair: David Ross (DR)

Independent Secretary: Debbie Corlet (DC)

Guests: Leanne Graham (LG) from the Namoi Region Air Quality Committee and Rebecca Scrivener (RS) from the EPA

3.0 Declaration of Pecuniary or Non-Pecuniary Interests

MN – Has a daughter who works for WHC. JH, RD, & RGI - Have properties that have been acquired or fall into the 'Zone of Affection' for acquisition. DR gets paid for chairing these meetings as does DC for typing the minutes.

4.0 Acceptance of Previous Minutes and Business Arising

November 2018 Joint CCC meeting – accepted by all.

5.0 Business Arising from Previous Minutes

DR had invited DPIE to attend but they are an apology. They, will be very happy to attend our May Joint CCC meeting.

DR – There was an Action on Nick from ARTC to report back on the number of trains passing through and to check if the newsletters could be submitted electronically. Nick has actually resigned as Environmental Manager and Leah Cooke formerly of DPIE has gone into Nick's position. Action – DR to follow up with Leah.

There was an Action on Dan Martin, Peter Forbes and Hamish Russell re identify sharing of water.

HR – The GAP: how we came about sharing water with Maules creek- it sits inside the BTM project approval that shares water between the two mines- Sharing water with Maules Creek. We received a request from Maules Creek and facilitated that water share as it sits inside our Project Approval for the 3 mines which is included in the BTM Water Management Strategy. When we went through the Mod 5- Daisymeade- 2500ML the gap we don't use is made in accordance with those provisions- this is what we will use- there was this much room- below the Management Plan extraction limit- in our borefield.

Modification 5 for the bore field – 7 megs a day. Annual 2,555 megalitres – the remainder is available to share.

LL – Does, WHC, Boggabri and Tarrawonga have PA consent condition in their PA? What are the Project Approval Condition Numbers for this please? For all the mines?

ACTION – answer to be provided as soon as possible.

JH – Do you share infrastructure?

HR – Yes, tank (ours) - their pump. We have finished the water sharing the 410ML this month (Zone 4) with WHC from Coobooindi. BCC has enough water, and the right to water for the mine.

JH – What happens if drought persists? If you impact other water uses would you scale back?

HR –May need to revise the WMP's – adjust mining to water availability.

JHa – All the mines have the same Condition Number. ACTION: HR to provide Condition Number.

JH – So the Gap is what is left?

HR – It's a limit in my Management Plan – Extraction of 2,555 megalitres. I use a buffer and what's in storage and decide from there.

JH – What happens if the drought continues and there is too much pumping out of Zone 4 – does that mean your pumping will reflect that concern?

HR – Our Management Plans have been revised previously – you need to incorporate these conditions. In terms of allocation – we have to have a licence for everything we extract.

6.0 Presentation by Rebecca Scrivener – EPA's approach to compliance and enforcement

RS explained that the EPA have about 170 licences to manage with 5 operational staff in North West Branch (3 regional operations staff and 2 senior staff plus Lindsay Fulloon). Branch undertakes licencing, monitoring, regulation, enforcement. We believe everyone shares the responsibility to protect the environment, culture to emphasis ethical conduct and evidence-based decisions.

Compliance and Enforcement consists of:

1. Establish compliance priorities.
2. Provide information and compliance assistance.
3. Use of economic incentives.
4. Compliance Monitoring.

Appropriate Regulatory Responses may include

- Advisory Letters and official cautions
- Pollution reduction programs and notices, directions and orders
- Penalty notices, enforceable undertakings and prosecutions

The EPA evaluates the significance of the non-compliance to determine the regulatory response. Under the Protection of the Environment Operations (POEO) Act 1997 –

1. The EPA regulates all activities that require an Environment Protection Licence (EPL) as defined in Section 1 of the POEO Act.
2. The EPA also regulates all activities carried out by public authorities (including Councils) which do not require an EPL.
3. Councils have responsibility for regulating activities that don't require an EPL

The risk-based licensing system applies to all EPLs issued in NSW, ensuring that site specific risks are assessed. It considers measures the licensee has implemented to manage environmental impacts and the sites' regulatory performance over the last **three years**.

An overall risk rating of I (Low), II (Moderate) or III (High) is assigned to each licence for the reporting period, requiring that the EPA inspect licensed premises on the following minimum frequencies:

Rating Level I - once every 3 years.

Rating Level II - once every year.

Rating Level III - twice every year.

The risk level is re-calculated each year after the licensee submits the annual return to the EPA. More information on risk based licensing is available at: www.epa.nsw.gov.au/licensing-and-regulation/licensing.

PF – Do any industries go straight into Rating Level III?

RS – Petro chemical would normally go straight into this Rating Level but not sure if that has changed. We generate the licence and within 3 months we have to physically go out and visit that site.

MN – Is there a jail term at all?

RS – For some offenses, yes there is a jail term, but it is more like to be financial. For Waste- there is a gaol term. One person in Melbourne has gone to jail.

LL – With the mining industry, what level do they start on?

RS – They don't automatically start on any level. Petro chemicals are recognised within the State as being a significant risk as are hazardous materials. Everything else starts on a blank canvas, so to speak.

7.0 Presentation by Leanne Graham – Namoi Region Air Quality

Overview

1. Introduction – air pollutants, sources, national health standards.
2. How good was air quality, January 2018 to September 2019 and also 1 to 26 October 2019?
3. When was air quality poor? Why and how do we know?
4. What is the quickest way to check air quality if you have health concerns?
5. How to find out more? Where is Namoi industry data?

LG discussed the health impacts associated with PM2.5 and PM10, which include heart and lung disease. These particles are invisible to the naked eye. Greatest risk is to the elderly, children and people with respiratory conditions.

LG introduced the NSW Air Quality Index and described the monitoring stations across the region. These include: Narrabri, Maules Creek, Wil-gai, Gunnedah, Breeza, Werris Creek and Tamworth. The vast majority of the time between January 2018 to September 2019 air quality at each station has been very good to fair (96 % of days); however, there have been some circumstances where air quality has been categorised as poor to hazardous.

Also discussed when and why air quality was poor. This was predominantly due to dust storms (regional and local), smoke, wood smoke. The extent of dust storms across the region was described as was the extensive frequency of these, recently.

The quickest way to check air quality within the Namoi is by going to:

www.environment.nsw.gov.au/aqms/aqitable.htm.

The community can check the Air Quality Monitoring results from your phone or a PC.

LL – In regard to the slide about diseases – what age?

LG – The younger the more susceptible.

LL – Kids are frightened and concerned that the climate **is** changing – what do we tell our children?

LG – I understand and share your concerns. We've got the measurements to show them that air quality is a concern. Most of this year – 96% of the days have been within the health standards. No particles are good for our health. There are dry and wet phases – climate change is affecting the duration of those changes.

RD – Where is the monitor at Maules Creek?

LG – Industry owned – (WHC)

DS – The one at the hall.

RD – You drive to Gunnedah as we are in a horseshoe valley and you look back and you can see the dust. It is hanging in our valley. We're breathing this in, every day. The data you have mentioned, is not reflecting what we are dealing with every day. What can you do about it?

LG – There are 30 rural monitors – we can show the dust and track that now. A lot is wind-blown dust.

MN – How far back does the history go for the dust storms. Situations like this – can they shut industry down if they are contributing.

RS – Yes, we can shut down sites and we have shut them down. So, we have the power to do this, if we believe necessary.

PF – We shut our mine down over the weekend as did the other mines.

8.0 Company Updates on Strategies

Boggabri Coal Update by Peter Forbes

1. Water availability at Boggabri is still comfortable at this stage and will be for the next few years because of the bore field.
2. Early learning facility has had Council approval. Hoping for construction to start later this year.
3. Industrial Action re Enterprise Agreement which is up for re-negotiation this year. Industrial year – offer we've put on the table which we think is fair and generous, but union want expanded arbitration. Planned industrial action. Still producing coal at lower levels.
4. Hamish did a short film with local indigenous group. Won an NSW Minerals Award. It's heading for SBS.

JH, PF and HR then discussed water availability at the mine and impacts on local land holders. PF noted that, from the modelling work that we've done, we have 18 months to 2 years of pumping – real data plus modelling plus experts plus we are very conservative with the pumping.

JH – How do you believe the recharge will be as normal?

HR – We believe we've secured for the next couple of years. That's the short-term view. Water regulators have looked as well.

JH – Located land holders would be affected? Have you made good?

HR – Draw down impacts haven't exceeded 2 metres.

JH – The shallow wells are dry now and so why a 2-metre drawdown? Haven't you put down a new well?

HR – We received feedback from the property – drawdown on the well – 30cm instead of doing in depth analysis and offered to redrill a bore.

RD – Bores have been recharged? Where is the modelling and the reasons why there was a recharge? Could you please find that out? Action – HR and PF to provide information on recharge modelling.

Tarrawonga Coal Update by John Hamson

JHn – water is tight, but it'll last for a while. Dust suppressant is working. Getting new trucks and excavators.

CF – Yes, the trucks were on the road yesterday and they should be congratulated for showing respect to drivers.

Maules Creek Update by Darren Swain

Working on initiatives for water. Partnering with Boggabri Coal for 410 ML. Pumping water from Olivedene property to existing pipeline.

Trucking water to site from Brighton and Roma property. Bigger trucks coming in soon. Low volumes in total.

Dust suppressant on site and working well. Have had fires in the offsets – small areas. LRM our professional bushfire company are working on our behalf in that area at the moment.

RD – Olivedene pipeline – how long did that actually take? Did you get approval? For the TSR and when was it finalised?

DS – Took a number of months. Approvals are required for that. We drilled under the Road – TSR.

RD – Pipeline now from Brighton — what is the timeline for that pipeline to be put in? Do you have to put in a modification for that?

DS – Approvals from Narrabri Council. NRAR and approval from them.

RD – Licence from Crown Lands, and DA from Narrabri Shire Council under Section 138?

DS – Yes

MN – Water that's in the bottom of the hole – I'd like a scientist to come out and investigate what is at the bottom of the pits. What chemicals are in there. Minute particles of asbestos which gets in your lungs. The workers should be wearing masks. 'I'm no Scientist, I would like layman's terms to understand what is in the pit water. You are close to Barraba, a major asbestos mine and I am concerned about your workers – we had Black Lung years ago, we don't want the same thing in 20 or 30 years-time, all your workers should be wearing masks.'

DS – We would only provide clean water from our site – raw dam water for fire fighting if required.

EB – Those results would be in the Annual Review.

RD – Sediment in the dam on Back Creek – does that dam have treated water and then released back into Back Creek – what is the position?

EB – We couldn't treat that and put it back – even if treated. We don't discharge water from our site.

RS – They don't have a licence – if they discharge from their site and the water must match exactly the same as the creek. Authorised Section 120 – not to pollute the waters.

RD – So what happens when there is a big rain event, doesn't the sediment dam overflow back into Back Creek then, what's the difference? Where are the NRAR investigations up to?

DS – Still under investigation. It is a Department driven timeframe.

JH – Wasn't there a recommendation that there was an automatic monitor on them?

NW – We have people that actually go out.

JH – Thanked the three mines for their support with respect to the fires nearby.

9.0 General Business

Joint CCC members – are you comfortable with how these meetings are run or would you like to tweak something? It's been 3-years since we started, and we've had some great presentations from experts. An extensive conversation then followed with views shared.

DR – Action – 1 presentation only from now on. More time for discussions and Q&A to each of the mines about their operations.

LC – ACTION: DR to raise with DPIE the possibility of the Vickery CCC being part of the BTM.

RG – All the roads should be tarred. The condition of Boston Road and any road east of Boggabri.

DR then discussed the Environmental Trust, which has now resolved its future, thanks to RK and LF. BTM members were asked to start getting the word out again that the Environmental Trust is open for business for natural, social and built environmental improvement projects and within a 25 km radius of the forest precinct. Narrabri website has more details as we'd love to see more applications.

DR – Thanked Rebecca and Leanne.

9.0 Next Meeting – 14 May 2020.

Meeting closed at 4:40pm.

Appendix 1

Action List

Page No	Action No	Action to be completed	Action Owner
2	1	Follow up with ARTC re relevant actions from May 2019 meeting	David Ross
2	2	Provide condition number for water sharing	Peter Forbes
5	3	Raise with DPIE the possibility of the Vickery CCC being part of the BTM	David Ross
6	4	Bores that have been recharged. Provide information on the modelling and the reasons why there was a recharge	Hamish and Peter

12.9 MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE

Responsible Officer: Nicholas Ross, Executive Manager Human Resources

Author: Maree Bales, Business Process Officer

Attachments: 1. Audit, Risk and Improvement Committee Minutes - 16 October 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

EXECUTIVE SUMMARY

A meeting of the audit, risk and improvement committee was held on Wednesday 16 October 2019.

RECOMMENDATION

That Council note the Minutes of the Audit, Risk and Improvement Committee meeting held on 16 October 2019.

BACKGROUND

The objective of the Narrabri Shire audit, risk and improvement committee ("**Committee**") is to provide independent assurance and assistance to Council on risk management, control, governance and external accountability responsibilities.

CURRENT SITUATION

The minutes of the Committee meeting held on Wednesday, 16 October 2019 are an attachment to this report.

The minutes contain no recommendations requiring Council consideration. The minutes are provided for information.

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

Nil.

CONSULTATION**External Consultation**

- Audit, Risk and Improvement Committee.

Internal Consultation

Nil.

AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING MINUTES**16 OCTOBER 2019**

**MINUTES OF NARRABRI SHIRE COUNCIL
AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING
HELD AT THE NARRABRI SHIRE COUNCIL, 46-48 MAITLAND STREET, NARRABRI
ON WEDNESDAY, 16 OCTOBER 2019 AT 1.46 PM**

PRESENT: Mr Grahame Marchant (Chairman) and Mr Conrad Bolton.

IN ATTENDANCE: Director Corporate Services Lindsay Mason, Nicholas Ross (Executive Manager Human Resources) and Member Maree Bales.

APOLOGIES: Ms Louise Gett, Cr Cameron Staines (Deputy Mayor) and General Manager Stewart Todd.

1 OPENING AND WELCOME

Chairman – Grahame Marchant welcomed all attendees to the meeting.

2 APOLOGIES/GRANTING OF LEAVE OF ABSENCES

MINUTE IARC-025/2019

Moved: Mr Grahame Marchant Seconded: Mr Conrad Bolton

That apologies from Ms Louise Gett, Cr Cameron Staines and General Manager Stewart Todd be received and accepted.

CARRIED

3 CONFIRMATION OF MINUTES

MINUTE IARC-026/2019

Moved: Mr Grahame Marchant Seconded: Mr Conrad Bolton

That the minutes of Audit, Risk & Improvement Committee Meeting of the Narrabri Shire Council held on 17 July 2019 as circularised be confirmed.

CARRIED

AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING MINUTES

16 OCTOBER 2019

4 REPORTS

4.1 SERVICE PLAN ANNUAL REPORT - JUNE 2019**MINUTE IARC-027/2019**

Moved: Mr Conrad Bolton Seconded: Mr Grahame Marchant

That the Committee note the Service Plan Annual Report, as attached, detailing Council's progress in meeting its actions, capital works and key performance measures for the 2018/2019 financial year.

CARRIED**MINUTE IARC-028/2019**

Moved: Mr Conrad Bolton Seconded: Mr Grahame Marchant

That Management give consideration to producing a higher level Report to detail the progress in achieving outcomes against the original plans, for distribution and community consumption regarding objectives being met within the duration of the reporting period, being annually.

CARRIED

The Committee reviewed and discussed the content of the current format of the Service Plan Report and delivery of the information that may need to be 'refined', in particular for Capital Works Programs. Comments should include the intention of actions versus the completion of actions.

The Committee suggested traffic light indicators for KPI's. If a KPI is not meeting the target, what remedial action is taking place to meet the target? Service areas should comment on what specific activities have been implemented to improve.

If we over achieve the comment - should let Council know. The Chair suggested a 2 page visual report for the community. The community may not read or be interested in the actions that are business as usual.

Note: The above feedback relates to the Delivery Program Report below.

4.2 DELIVERY PROGRAM 6 MONTHLY PROGRESS REPORT - JUNE 2019**MINUTE IARC-029/2019**

Moved: Mr Grahame Marchant Seconded: Mr Conrad Bolton

That the Committee note the Delivery Program 6 Monthly Progress Report, as attached, detailing Council's progress in meeting its objectives, strategies and measures up to the June 2019 period.

CARRIED

AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING MINUTES

16 OCTOBER 2019

MINUTE IARC-030/2019

Moved: Mr Conrad Bolton Seconded: Mr Grahame Marchant

That Management give consideration to producing a higher level Report to detail the progress in achieving outcomes against the original plans, for distribution and community consumption regarding objectives being met within the duration of the reporting period, being six-monthly.

CARRIED**4.3 CORPORATE RISK REGISTER QUARTERLY REPORT SEPTEMBER 2019****MINUTE IARC-031/2019**

Moved: Mr Grahame Marchant Seconded: Mr Conrad Bolton

That the Committee note the Corporate Risk Register Quarterly Report for September 2019.

CARRIED

Executive Manager Human Resources provided the meeting members with an overview of the updates from the recently formatted Register, which was agreed that it is now a more readable and 'user-friendly' format, to determine what and when actions have been completed and what actions are needed to be completed by a targeted timeframe.

4.4 NCIS UPDATE - SEPTEMBER 2019**MINUTE IARC-032/2019**

Moved: Mr Grahame Marchant Seconded: Mr Conrad Bolton

That the information regarding the Narrabri Corporate Information System be noted.

CARRIED

Director Corporate Services provided a brief to the Committee Members of the current status of the Corporate Information System, including updates that have been installed and implemented in the past weeks. Positives, such as production flow has improved, including staff in the field using the new system. Timesheet collation and processing has improved within payroll staff.

AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING MINUTES16 OCTOBER 2019

4.5 STATUS OF OUTSTANDING AUDIT RECOMMENDATIONS - SEPTEMBER 2019

MINUTE IARC-033/2019

Moved: Mr Grahame Marchant Seconded: Mr Conrad Bolton

That the status of current outstanding audit report recommendations be noted.**CARRIED**

Committee members discussed itemised points contained within the report, with the suggestion of including a summary of 'closing off items', to include dates of completion, specific risk ratings, and further relevant information that can assist with providing transparency within the audit.

Specific points were further discussed, regarding:

- 'Excessive Employee Leave', with the benchmarking and limits accrual noted.
- Environmental – Waste Manager to be appointed, therefore these issues will be monitored when the position is filled.

4.6 STRATEGIC INTERNAL AUDIT PLAN 2018-2021 - PROGRESS UPDATE SEPTEMBER 2019

MINUTE IARC-034/2019

Moved: Mr Grahame Marchant Seconded: Mr Conrad Bolton

1. That the Committee note the progress of the Strategic Internal Audit Plan; as at September 2019.
2. That the Committee endorse the Work Health & Safety Work Plan.

CARRIED

Executive Manager Human Resources spoke to the meeting attendees regarding the current status of the current Internal Audit Plan, and including the process being completed by Centium.

A draft Work Health & Safety review report will be presented at the next meeting with a final presentation from Centium on the audit.

It was also noted that the Committee would like to see Service Reviews recommence at the start of the next reporting period.

AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING MINUTES

16 OCTOBER 2019

4.7 2018/2019 FINANCIAL STATEMENTS UPDATE

MINUTE IARC-035/2019

Moved: Mr Grahame Marchant Seconded: Mr Conrad Bolton

That the Committee note the extension of time granted for lodgement of Council's 2018/2019 Annual Financial Statements.

CARRIED**MINUTE IARC-036/2019**

Moved: Mr Grahame Marchant Seconded: Mr Conrad Bolton

The Chairman requested a report/schedule on the progress and improve the timing of the implementation on new accounting standards, including revaluations, capital works, etc, to be returned to each quarterly ARIC Committee Meeting.

CARRIED

The Finance Manager attended the meeting at this time, to discuss the current status of the Annual Financial Statements, as there has been a further extension of the due date, due to the updating of Councils NCIS.

4.8 A NEW RISK MANAGEMENT AND INTERNAL AUDIT FRAMEWORK

MINUTE IARC-037/2019

Moved: Mr Grahame Marchant Seconded: Mr Conrad Bolton

That the Committee provide opinion and/or views on the Internal Audit and Risk Management Framework work together to make a submission with feedback to The Office of Local Government by 31 December 2019.

CARRIED**MINUTE IARC-038/2019**

Moved: Mr Grahame Marchant Seconded: Mr Conrad Bolton

That Council collate and prepare a submission prior to the closure date on 31 December 2019 to include the following points:

- Potential Committee Members lacking Local Government experience, by excluding former Councillors, staff members, etc;
- Resourcing qualified 'Internal Audit' Committee Members;
- Estimated costs to comply with the framework;
- That Council recommend the Natural Resource Commission conduct an appraisal for the requirements and practicability of the guidelines and the intended outcome.

CARRIED

AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING MINUTES**16 OCTOBER 2019**

Executive Manager Human Resources provided a brief of the 'New Risk Management and Internal Audit Framework' document (as attached to the Agenda) suggested by the Office of Local Government.

A draft copy of the submission is to be distributed to the Audit Risk & Improvement Committee for review and discussion prior to finalisation and submission by the due date.

5 ACTIONS**6 NEXT MEETING**

Wednesday 18 December 2019

7 MEETING CLOSED

The Meeting closed at 3.06pm.

The minutes of this meeting are to be confirmed at the Audit, Risk & Improvement Committee Meeting held on 18 December 2019.

.....
CHAIRPERSON

12.10 CODE OF CONDUCT STATISTICS

Responsible Officer: Lindsay Mason, Director Corporate Services

Author: Lindsay Mason, Director Corporate Services

Attachments: 1. Code of Conduct Statistics 2018/2019  

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

EXECUTIVE SUMMARY

Council is required to report on certain statistics pertaining to Code of Conduct complaints via an annual return to the Office of Local Government. This report pertains to the period 1 September 2018 to 31 August 2019

RECOMMENDATION

1. That Council note the Code of Conduct Complaint Statistics for the period 1 September 2018 to 31 August 2019.
2. That Council forward the Code of Conduct Complaint Statistics to the Office of Local Government.

BACKGROUND

Council's Code of Conduct stipulates that Council's Complaints Coordinator is to report certain statistics pertaining to Code of Conduct complaints to Council each year.

CURRENT SITUATION

The statistics pertain to the period 1 September 2018 to 31 August 2019. There were no complaints received for the period. As requested, by the Office of Local Government, via email, these statistics are to be provided to the Office of Local Government no later than 30 November 2019.

FINANCIAL IMPLICATIONS

Nil

STATUTORY AND POLICY IMPLICATIONS

This report satisfies the statutory obligations of clauses 11.1 and 11.2 of the Procedures for the administration of the Council's Code of Conduct.

CONSULTATION

External Consultation

Nil.

Internal Consultation

Nil.

Model Code of Conduct Complaints Statistics Narrabri Shire Council		
Number of Complaints		
1	a	The total number of complaints received in the period about councillors and the General Manager (GM) under the code of conduct
		<input type="text" value="0"/>
	b	The total number of complaints finalised in the period about councillors and the GM under the code of conduct
		<input type="text" value="0"/>
Overview of Complaints and Cost		
2	a	The number of complaints finalised at the outset by alternative means by the GM or Mayor
		<input type="text" value="0"/>
	b	The number of complaints referred to the Office of Local Government under a special complaints management arrangement
		<input type="text" value="0"/>
	c	The number of code of conduct complaints referred to a conduct reviewer
		<input type="text" value="0"/>
	d	The number of code of conduct complaints finalised at preliminary assessment by conduct reviewer
		<input type="text" value="0"/>
	e	The number of code of conduct complaints referred back to GM or Mayor for resolution after preliminary assessment by conduct reviewer
		<input type="text" value="0"/>
	f	The number of finalised code of conduct complaints investigated by a conduct reviewer
		<input type="text" value="0"/>
	g	The number of finalised code of conduct complaints investigated by a conduct review committee
		<input type="text" value="0"/>
	h	The number of finalised complaints investigated where there was found to be no breach
		<input type="text" value="0"/>
	i	The number of finalised complaints investigated where there was found to be a breach
		<input type="text" value="0"/>
	j	The number of complaints referred by the GM or Mayor to another agency or body such as the ICAC, the NSW Ombudsman, the Office or the Police
		<input type="text" value="0"/>
	k	The number of complaints being investigated that are not yet finalised
		<input type="text" value="0"/>
	l	The total cost of dealing with code of conduct complaints within the period made about councillors and the GM including staff costs
		<input type="text" value="0"/>

Preliminary Assessment Statistics	
3	The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions:
a	To take no action <input type="text" value="0"/>
b	To resolve the complaint by alternative and appropriate strategies <input type="text" value="0"/>
c	To refer the matter back to the GM or the Mayor, for resolution by alternative and appropriate strategies <input type="text" value="0"/>
d	To refer the matter to another agency or body such as the ICAC, the NSW Ombudsman, the Office or the Police <input type="text" value="0"/>
e	To investigate the matter <input type="text" value="0"/>
f	To recommend that the complaints coordinator convene a conduct review committee to investigate the matter <input type="text" value="0"/>
Investigation Statistics	
4	The number of investigated complaints resulting in a determination that there was no breach , in which the following recommendations were made:
a	That the council revise its policies or procedures <input type="text" value="0"/>
b	That a person or persons undertake training or other education <input type="text" value="0"/>
5	The number of investigated complaints resulting in a determination that there was a breach in which the following recommendations were made:
a	That the council revise any of its policies or procedures <input type="text" value="0"/>
b	That the subject person undertake any training or other education relevant to the conduct giving rise to the breach <input type="text" value="0"/>
c	That the subject person be counselled for their conduct <input type="text" value="0"/>
d	That the subject person apologise to any person or organisation affected by the breach <input type="text" value="0"/>
e	That findings of inappropriate conduct be made public <input type="text" value="0"/>
f	In the case of a breach by the GM, that action be taken under the GM's contract for the breach <input type="text" value="0"/>
g	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 <input type="text" value="0"/>
h	In the case of a breach by a councillor, that the matter be referred to the Office for further action <input type="text" value="0"/>
6	Matter referred or resolved after commencement of an investigation under clause 8.20 of the Procedures and clause 7.20 of the new Procedures <input type="text" value="0"/>

Categories of misconduct	
7 The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct:	
a General conduct (Part 3)	0
b Conflict of interest (FMCC Part 4) and Non-pecuniary conflict of interest (NMCC Part 5)	0
c Personal benefit (FMCC Part 5 / NMCC Part 6)	0
d Relationship between council officials (FMCC Part 6 / NMCC Part 7)	0
e Access to information and resources (FMCC Part 7 / NMCC Part 8)	0
Outcome of determinations	
8 The number of investigated complaints resulting in a determination that there was a breach in which the council failed to adopt the conduct reviewers recommendation	0
9 The number of investigated complaints resulting in a determination that there was a breach in which the council's decision was overturned following a review by the Office	0

12.11 INVESTMENT REPORT - OCTOBER 2019

Responsible Officer: Jenny Campbell, Director Corporate Services

Author: Samantha Ratley, 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:

- Three (3) investments matured, totalling \$6 million.
- Three (3) new investments were placed, totalling \$5 million.

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

RECOMMENDATION

1. That Council note the Investment Report for October 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 October 2019:

Investments maturing during the month:

- | | | | |
|--------------|-----|-------------|------------------|
| • 02/10/2019 | AMP | \$2,000,000 | 210 days @ 2.80% |
| • 16/10/2019 | NAB | \$3,000,000 | 369 days @ 2.75% |
| • 16/10/2019 | BOQ | \$1,000,000 | 209 days @ 2.68% |

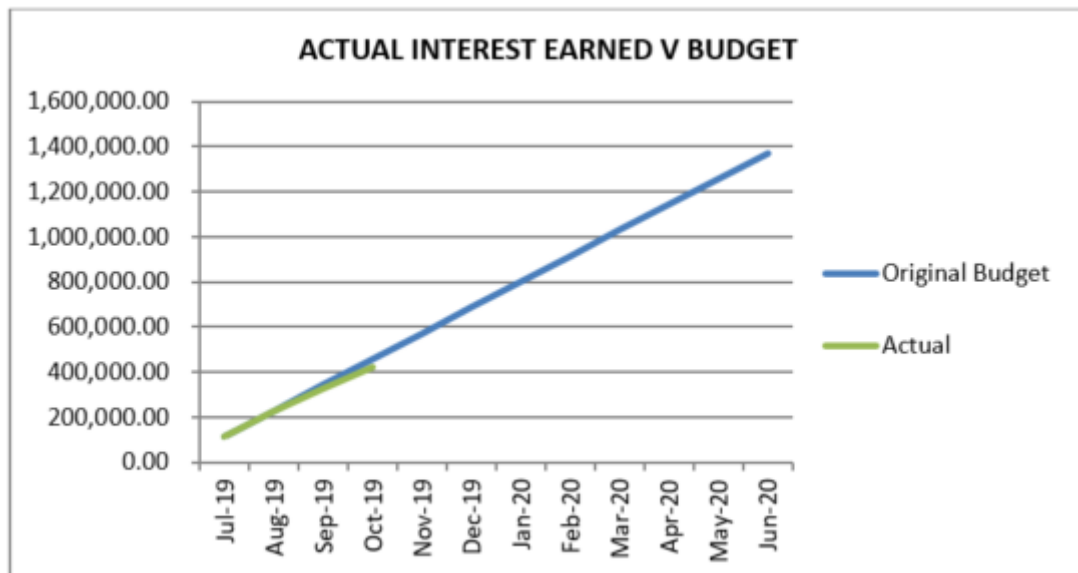
New investments secured during the month:

- | | | | |
|--------------|---------|-------------|------------------|
| • 16/10/2019 | NAB | \$3,000,000 | 182 days @ 1.59% |
| • 16/10/2019 | ME Bank | \$1,000,000 | 273 days @ 1.58% |
| • 16/10/2019 | BOQ | \$1,000,000 | 364 days @ 1.53% |

	Market Value (\$)	Term (days)	Rate	Maturity Date	% of Portfolio
Short Term Deposits (<1 yr)	49,000,000.00				96.75%
MyState Bank	3,000,000.00	363	2.80%	06/11/19	5.92%
Defence Bank	3,000,000.00	364	2.85%	13/11/19	5.92%
AMP	2,000,000.00	273	2.80%	20/11/19	3.95%
NAB	4,000,000.00	369	2.80%	04/12/19	7.90%
AMP	3,000,000.00	273	2.80%	18/12/19	5.92%
Auswide Bank	2,000,000.00	273	2.58%	08/01/20	3.95%
ME Bank	2,000,000.00	154	1.83%	08/01/20	3.95%
Auswide Bank	3,000,000.00	210	2.23%	15/01/20	5.92%
BOQ	1,000,000.00	182	1.93%	23/01/20	1.97%
Beyond Bank	2,000,000.00	245	2.40%	05/02/20	3.95%
ME Bank	1,000,000.00	364	2.73%	12/02/20	1.97%
Judo Bank	1,000,000.00	273	2.67%	19/02/20	1.97%
Auswide Bank	1,000,000.00	273	2.33%	26/02/20	1.97%
Defence Bank	2,000,000.00	364	2.80%	04/03/20	3.95%
NAB	2,000,000.00	238	1.88%	18/03/20	3.95%
Macquarie Bank	2,000,000.00	203	1.73%	26/03/20	3.95%
Macquarie Bank	2,000,000.00	210	1.73%	01/04/20	3.95%
NAB	3,000,000.00	182	1.59%	15/04/20	5.92%
AMP	3,000,000.00	245	1.80%	22/04/20	5.92%
BOQ	1,000,000.00	219	1.63%	06/05/20	1.97%
ME Bank	1,000,000.00	273	1.58%	15/07/20	1.97%
ME Bank	3,000,000.00	364	1.63%	26/08/20	5.92%
Judo Bank	1,000,000.00	364	2.05%	16/09/20	1.97%
BOQ	1,000,000.00	364	1.53%	14/10/20	1.97%
Cash Deposits	1,647,704.92				3.25%
NAB At Call A/c	1,000,000.00	At Call	1.40%	n/a	1.97%
NAB Working A/c	647,704.92	At Call	1.00%	n/a	1.28%
Total Cash & Investments	50,647,704.92				100.00%

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

Cash Book balance at 30 September 2019	1,263,289.72
Plus Receipts	5,091,029.13
Less Payments	-6,536,952.55
Cash Book balance at 31 October 2019	-182,633.70
Less Outstanding Deposits	-846,811.21
Plus Unpresented Payments	1,677,149.83
Reconciliation Balance as at 31 October 2019	647,704.92



Investment Rate Summary for September 2019

Average Interest Rate on Investments: 2.21%

Weighted Average Interest Rate on Investments 2.22%

Council's Benchmarks

Bank Bill Swap Rate (BBSW) 90 day index (30/09/2019)¹ 0.92%

Average 11am Cash Rate 0.75%

FINANCIAL IMPLICATIONS

The interest income for the month:

General Fund	\$53,748
Externally Restricted Funds	\$25,000
Water Fund	\$8,733
Sewer Fund	\$9,458
Total Interest Income	\$96,939

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.

¹ Source: www.asx.com.au

CONSULTATION

External Consultation

Nil.

Internal Consultation

- Responsible Accounting Officer.

12.12 NARRABRI WEST HEAVY VEHICLE TRAFFIC AUDIT

Responsible Officer: Darren Raeck, Director Infrastructure Delivery

Author: Anthony Smetanin, Design Services Manager

Attachments: 1. Local Traffic Facilities Committee Report - 22 October 2019  

DELIVERY PROGRAM ALIGNMENT**4 Leadership**

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

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

EXECUTIVE SUMMARY

On 24 July 2018, Council resolved (Minute 152/2018) to obtain a full twelve (12) month set of traffic data for the roads in the Narrabri West area and the findings to be presented back to the Local Traffic Facilities Committee. The purpose of this report is to present to Council the unanimous decision from the Local Traffic Facilities Committee and the results of the investigation regarding heavy vehicle traffic movements in this area.

RECOMMENDATION

1. That Council note the results of the twelve (12) month traffic audit undertaken to determine any heavy vehicle issues around the Narrabri West area (specifically Mooloolbar Street, Baranbar Street and Goobar Street) and take no further action.
2. That Council note the unanimous recommendation from the Local Traffic Facilities Committee: *"That the Local Traffic Facilities Committee note the results of the twelve (12) month traffic audit undertaken to determine any heavy vehicle issues around the Narrabri West area (specifically Mooloolbar Street, Baranbar Street and Goobar Street) and support the determination that no further action is required."*

BACKGROUND

On 24 July 2018, a copy of the Local Traffic Facilities Committee report and recommendation was presented to the Ordinary Meeting of Council. At this meeting Council resolved (Minute 152/2018); *"That Council obtain a full twelve (12) month set of traffic data from August 2018 to August 2019 with the Mooloolbar Street, Baranbar Street and Goobar Street precinct under investigation, and re-present the findings back to the Local Traffic Facilities Committee for further consideration."*

As a result of the Council resolution, Council staff installed five (5) traffic counters at the same locations as those previously used for the original study. These counters were monitored and maintained for a period of twelve (12) months.

CURRENT SITUATION

At the Local Traffic Facilities Committee held Tuesday 22 October 2019, a report was tabled and the Local Traffic Facilities Committee unanimously agreed;

“That the Local Traffic Facilities Committee note the results of the twelve (12) month traffic audit undertaken to determine any heavy vehicle issues around the Narrabri West area (specifically Mooloobar Street, Baranbar Street and Goobar Street) and support the determination that no further action is required.”

A copy of this report to the Local Traffic Facilities Committee has been included as an attachment to this report.

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

Mooloobar Street, Baranbah Street and Goobar Street are public roads owned and maintained by Narrabri Shire Council. Council has a “Duty of Care” obligation to ensure the safety of pedestrians and motorists.

In accordance with the Roads and Maritime Services (RMS) *“Delegation to Councils for the Regulation of Traffic”*, Council is required to seek the advice of the NSW Police and RMS via the Local Traffic Facilities Committee prior to exercising their delegated function.

CONSULTATION

External Consultation

- Local Traffic Facilities Committee (Roads & Maritime Services, and NSW Police).

Internal Consultation

Nil.

LOCAL TRAFFIC COMMITTEE MEETING AGENDA

22 OCTOBER 2019

4 REPORTS**4.1 NARRABRI WEST HEAVY VEHICLE TRAFFIC AUDIT****Responsible Officer:** Darren Raeck, Director Infrastructure Delivery**Author:** Anthony Smetanin, Design Services Manager**Attachments:** 1. Local Traffic Facilities Committee - June 2018 Report [↓](#) 
2. Traffic Locality Plan - 12 Month Audit [↓](#) **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

The purpose of this report is to present to the Local Traffic Facilities Committee the results of a 12 month traffic audit for the Narrabri West heavy vehicle traffic study.

RECOMMENDATION

1. That the Local Traffic Facilities Committee note the results of the twelve (12) month traffic audit undertaken to determine any heavy vehicle issues around the Narrabri West area (specifically Mooloolbar Street, Baranbar Street and Goobar Street) and support the determination that no further action is required.

BACKGROUND

On 24 July 2018, a copy of the Local Traffic Facilities Committee report and recommendation was presented to the Ordinary Meeting of Council. At this meeting Council resolved (Minute 152/2018);

“That Council obtain a full twelve (12) month set of traffic data from August 2018 to August 2019 with the Mooloolbar Street, Baranbar Street and Goobar Street precinct under investigation, and re-present the findings back to the Local Traffic Committee for further consideration.”

A copy of the original report has been included with this report as Attachment 1.

As a result of the Council resolution, Council staff installed five (5) traffic counters at the same locations as those previously used for the original study. These counters were monitored and maintained for a period of twelve (12) months.

CURRENT SITUATION

As per the previous investigation, the traffic data has been broken down and calculated to provide the peak hourly directional count (vph = vehicles per hour). A copy of these results have been included to this report as Attachment 2.

When these results are compared to the original report, it is clearly evident that there is an overall decrease in traffic numbers. On average, total traffic volumes have decreased by a factor of 11.4%, with heavy vehicle numbers decreasing by a factor of 40.7%.

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Item 4.1

LOCAL TRAFFIC COMMITTEE MEETING AGENDA

22 OCTOBER 2019

There are several reasons that have affected local traffic volumes, and specifically heavy vehicle traffic numbers. These include (but are not limited to);

- **Drought:** A long-term drought has resulted in major impacts to the region, with the 2018-2019 harvest season bringing lower volumes and therefore a reduction in the need for transportation off farms.
- **Cargill:** The announcement of the closure of Cargill's cotton seed crushing plant in November 2018 was a major contributing factor to the decrease in heavy vehicle numbers along Mooloobar Street.
- **Culgoora Road:** The reconstruction and sealing of Culgoora Road required the full road closure to all traffic. Larger industries such as Cotton Seed Distributors (CSD) and other businesses that would typically utilise this road as their main route have since travelled along the Kamilaroi Highway to access areas north of Narrabri.

Therefore, the criteria to justify the alteration of current intersection configurations is not warranted as a result of declining heavy vehicle traffic numbers within the Narrabri West area, as well as previously reported low traffic volumes overall, being well under 400 vph.

It is recommended that the Local Traffic Facilities Committee note the results of the twelve (12) month traffic audit undertaken to determine any heavy vehicle issues around the Narrabri West area (specifically Mooloobar Street, Baranbar Street and Goobar Street) and support the determination that no further action is required.

FINANCIAL IMPLICATIONS

The Local Traffic Facilities Committee does not require the consideration of financial implications.

STATUTORY AND POLICY IMPLICATIONS

Mooloobar Street, Baranbah Street and Goobar Street are public roads owned and maintained by Narrabri Shire Council. Council has a "Duty of Care" obligation to ensure the safety of pedestrians and motorists.

In accordance with the Roads and Maritime Services (RMS) "Delegation to Councils for the Regulation of Traffic", Council is required to seek the advice of the NSW Police and RMS via the Local Traffic Facilities Committee prior to exercising their delegated function.

LOCAL TRAFFIC COMMITTEE MEETING AGENDA

22 OCTOBER 2019

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NARRABRI SHIRE COUNCIL
JUNE 2018
LOCAL TRAFFIC COMMITTEE

2.2 LOCAL TRAFFIC FACILITIES COMMITTEE REPORT

Subject: NARRABRI WEST HEAVY VEHICLE TRAFFIC AUDIT

Director: Director Infrastructure Delivery – Darren Raeck

Author: Design Services Manager – Anthony Smetanin

RECOMMENDATION

That the Local Traffic Facilities Committee note the results of the traffic audit undertaken to determine any heavy vehicle issues around the Narrabri West area (specifically Mooloolbar Street, Baranbar Street and Goobar Street), and support the determination that no further action is required.

Delivery Program Alignment

Nil.

Background

At the end of the cotton harvest in 2017, Councils Infrastructure Delivery Department received a Councillor request to investigate a complaint received regarding heavy vehicles accessing local roads not permitted for B-Double and Road Train access, and also the issue of heavy vehicles parking along local streets (in particular where these vehicles are blocking private driveways).

This issue was reportedly due to the installation of 'No Parking Vehicles Under 6m Excluded 6PM-6AM' signage along Mooloolbar Street. It should be noted that Council has not received any other complaints from local residents, after the installation of the restricted parking signs. The complaints on Council records are primarily from heavy vehicle operators or from Cargill.

In reference to the heavy vehicle parking issue, heavy vehicles are permitted to park up to one hour on local streets under the NSW Road Rules 2014, which states;

NSW Road Rules 2014 - Part 12 - Division 6 - Rule 200 'Stopping on roads—heavy and long vehicles';

(1) The driver of a heavy vehicle, or long vehicle, must not stop on a length of road that is not in a built-up area, except on the shoulder of the road.

(2) The driver of a heavy vehicle, or long vehicle, must not stop on a length of road in a built-up area for longer than 1 hour, unless the driver is permitted to stop on the length of road for longer than 1 hour by information on or with a traffic control device, or under subrule (2A), (2A-1) or (2A-2).

(2A) The driver of a heavy vehicle, or long vehicle, other than a bus, is permitted to stop on a length of road in a built up area for longer than 1 hour if, throughout the period when the vehicle is stopped on the length of road, the driver is engaged in dropping off, or picking up, goods.

(2A-1) The driver of a heavy vehicle, or a long vehicle, is permitted to stop on a length of road in a built-up area for longer than 1 hour if:

LOCAL TRAFFIC COMMITTEE MEETING OF COUNCIL ISSUED ELECTRONICALLY ON TUESDAY, 26 JUNE 2018.

LOCAL TRAFFIC COMMITTEE MEETING AGENDA

22 OCTOBER 2019

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NARRABRI SHIRE COUNCIL
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LOCAL TRAFFIC COMMITTEE

(a) *the driver is carrying out functions under the road transport legislation, or*

(b) *the driver is complying with a direction given by a police officer or other person carrying out functions under the road transport legislation, or*

(c) *the heavy vehicle or long vehicle is a bus.*

(2A-2) *The driver of a heavy vehicle, or a long vehicle, is permitted to stop on a length of road in a built-up area for longer than 1 hour if the vehicle is stopped for a purpose that is ancillary to or connected with the lawful carrying out of a filming project (within the meaning of the Local Government Act 1993) that is approved under that Act.*

(3) *In this rule:*

heavy vehicle means a vehicle with a GVM of 4.5 tonnes or more.

long vehicle means a vehicle that, together with any load or projection, is 7.5 metres long, or longer.

road does not include a road related area, but includes any shoulder of the road.

The introduction of restricted parking signs appears to have resolved the issue of overnight long-term parking along Mooloolbar Street. Other heavy vehicles that are parking during the day are typically queuing to deliver cottonseed to Cargill, and the number of heavy vehicles queued at any one time has reduced.

To determine the issue of vehicles going "off-route" and detouring via local streets, several traffic counters were installed during the 2018 cotton harvest. These counters were placed at the following locations;

- Mooloolbar Street (between Baranbar Street and Burigal Street);
- Mooloolbar Street (between Baranbar Street and Railway Street North);
- Baranbar Street (between Mooloolbar Street and Goobar Street);
- Goobar Street (between Baranbar Street and Burigal Street);
- Goobar Street (between the two split sections of Baranbah Street).

Since receiving the request to investigate the issue of heavy vehicles in this area, Council staff have been monitoring the area and have reported no irregular traffic movements or parking infringements.

Current Situation

An investigation of the local streets in the Narrabri West area was conducted over several months with particular attention during the 2018 cotton harvest. Although the on-site investigation was only conducted during work hours, the traffic counters were collecting data continuously during the months of April and May 2018.

The traffic data was reviewed and produced the following results;

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Location	Average Daily Traffic (ADT)	Heavy Vehicle (ADT)	Heavy Vehicles (percentage)	B-Double and Road Train (percentage)
Mooloolbar St (south)	1322	307	23.2%	5.1%
Mooloolbar St (north)	1278	183	14.3%	1.2%
Baranbar St	803	158	19.7%	2.4%
Goobar St (south)	616	54	8.9%	0.2%
Goobar St (north)	1276	195	15.3%	1.4%

This data indicates that Mooloolbar Street is the main route for heavy vehicles in this area, with a similar volume of heavy vehicles splitting left to enter Cargill or right to continue along Yarrie Lake Road. Only a small portion of heavy vehicles (which includes buses) travel along the southern section of Goobar Street.

Only a small volume of heavy vehicles consists of B-Double and Road Train type combinations, and the vast majority are adhering to their designated routes. Less than 0.2% appear to have gone off-route along the southern portion of Goobar Street. This appears to be an isolated issue and does not warrant additional signage.

The investigation also considered a request to amend the current configuration at the Baranbar Street and Goobar Street intersection (southern intersection). The original concern was that Mooloolbar Street, Baranbar Street and the northern portion of Goobar Street is the main route for vehicles in this area and that traffic travelling along these roads should have priority. This would result in northbound traffic travelling along Goobar Street, to give way to southbound traffic turning into Baranbar Street (southern section).

Council's database indicates that there are zero reported accidents at this intersection and there are no previous requests to amend the configuration of this intersection. Therefore, the only factor that can determine the need to alter the current traffic arrangement is based on intersection capacity and flow. This is specified in Austroads 'Guide to Traffic Management Part 6: Intersections, Interchanges and Crossings' which states;

3.3.1 Intersection Capacity and Flow

Unsignalised intersections are suitable for situations where there are no (or are not likely be) operational problems, such as excessive delays/queues or safety problems, that would justify the provision of a roundabout or traffic signals. Such situations would typically include:

- low traffic volume situations
- residential streets
- major roads that have sufficient gaps to accommodate low flows from intersecting minor roads safely and without excessive delay.

The capability of the traffic stream that has priority to absorb additional traffic (practical absorption capacity), average delay and storage requirements for entering or turning traffic are dependent on the:

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- *priority stream flow rate*
- *critical acceptance gap for the manoeuvre to be undertaken*
- *follow-up headway for following vehicles in the non-priority stream.*

As an unsignalised intersection approaches capacity the supply of acceptable gaps in the major traffic stream reduces, queues and delays increase and drivers are tempted to accept smaller gaps. This can have an adverse effect on safety.

The Austroads guide additionally states that a detailed traffic analysis is required to determine major road and minor road flows. This data shall be viewed as 'vehicles per hour' (vph). The traffic data obtained was analysed in terms of vehicles per hour and divided into their respective lanes. A locality plan indicating the 'peak hour' traffic volumes has been created and is included to this report.

Austroads 'Guide to Traffic Management Part 6: Intersections, Interchanges and Crossings' provides key traffic management selection considerations when determining changes to unsignalised intersections. A copy of this selection criteria has been included to this report.

As noted in Table 2.4 of the Austroads guide, the minimum traffic volumes to warrant changes to the standard unsignalised intersection configuration for a two-way road are;

Major Road Flow (vph)	Minor Road Flow (vph)
400	250
500	200
650	100

The minimum hourly traffic volume along the major road that needs to be achieved to meet the criteria to review the intersection priority is 400vph. The traffic data obtained indicates that the combined peak traffic volume along Baranbar Street is 69vph, and the peak traffic volume along the northern section of Goobar Street is 119vph.

Therefore, the current traffic volume does not meet the warrants to justify the alteration to the current prioritisation of this intersection. The current traffic volumes during the peak hour period allow for sufficient gaps in traffic to enable continuous flow and minimal queuing.

Given that there is no history of illegal parking regarding heavy vehicles in this area (since the installation of the restricted parking signs) and that the issue regarding illegal parking of heavy vehicles can be enforced under part 12 of the NSW Road Rules 2014, it is recommended that no further action is required regarding this issue.

In addition, given the low traffic volumes and zero accident history at the intersection of Baranbar Street and Goobar Street, it is recommended that no further action be taken into reprioritising the current intersection configuration.

Financial Implications

The Local Traffic Facilities Committee does not require the consideration of financial implications.

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Statutory and Policy Implications

Mooloobar Street, Baranbah Street and Goobar Street are public roads owned and maintained by Narrabri Shire Council. Council has a 'Duty of Care' obligation to ensure the safety of pedestrians and motorists.

In accordance with the Roads and Maritime Services 'Delegation to Councils for the Regulation of Traffic' Council is required to seek the advice of the NSW Police and RMS via the Local Traffic Committee prior to exercising their delegated function.

Consultation

Nil.

Attachments

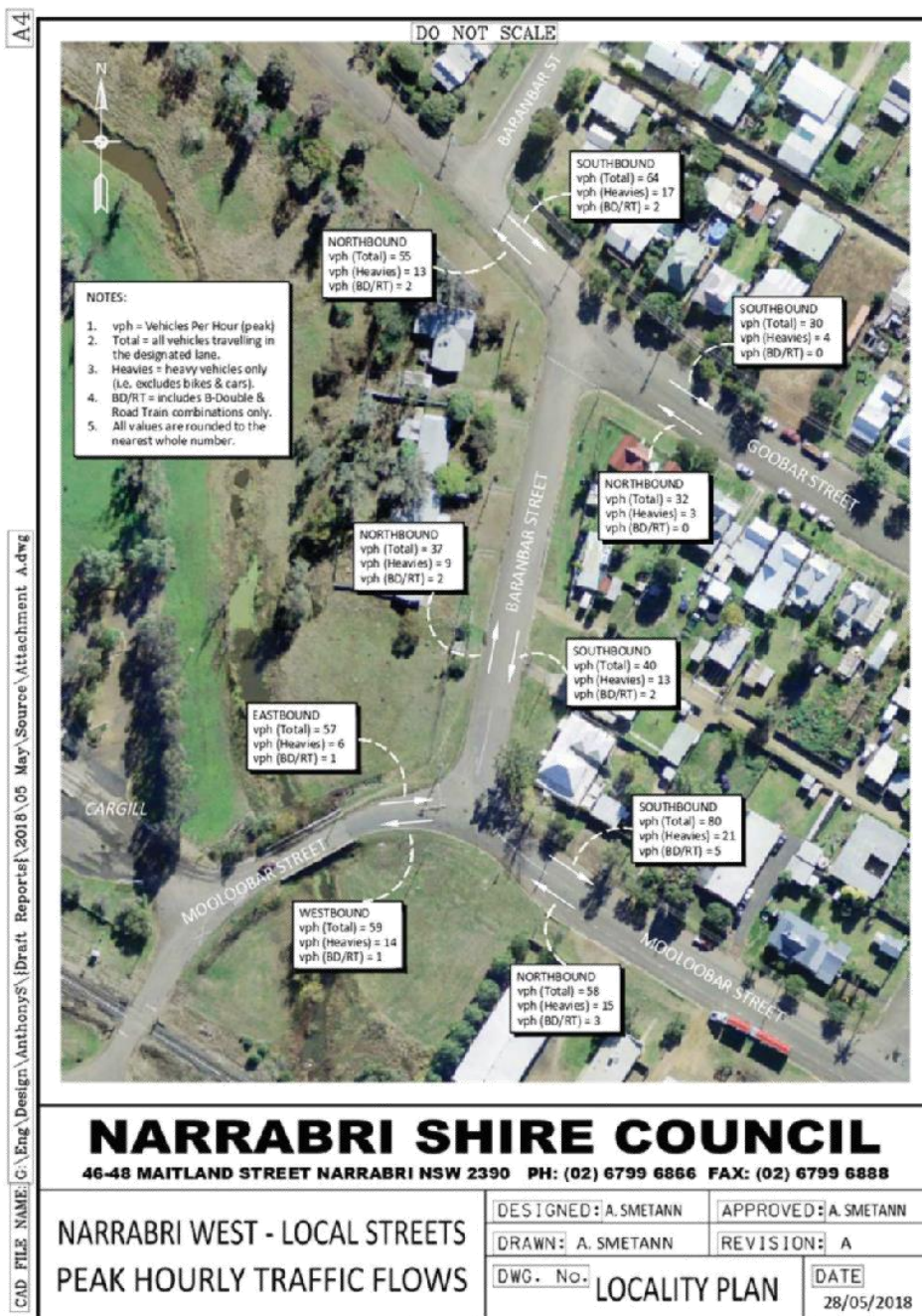
Attachment 2.2.a:	Locality Plan indicating Peak Traffic Volumes
Attachment 2.2.b:	Austrroads Guide to Traffic Management Part 6: Table 2.4

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GUIDE TO TRAFFIC MANAGEMENT PART 6: INTERSECTIONS, INTERCHANGES AND CROSSINGS

Table 2.4: Key traffic management considerations in selection of intersection type

Type of intersection	Key traffic management selection considerations																	
	At-grade intersections																	
Unsignalised	<p>Capacity</p> <p>Unsignalised intersections rely on gap selection for the entry of minor road traffic into or across the major road and for right turn movements from the major road.</p> <p>Higher conflicting volumes result in increased delays and higher risk of crashes.</p> <p>Intersection analysis can be undertaken to determine absorption capacity, delays and queue lengths.</p> <p>Refer to Part 3 of the Guide to Traffic Management</p> <p>Basic</p> <ul style="list-style-type: none">used at urban locations where low volumes and low speeds occur and at rural sites with low cross and turning volumesis designed to be compact and low cost, and can be used with any road surfaceoffers no protection to turning traffic and causes through traffic to slow when such movements occurY-junction layouts may have safety problemsthe capacity figures for uninterrupted flow generally apply (unless the intersection is located so close to signals that traffic arrives in platoons). <p>Refer to Part 4 of the Guide to Road Design</p> <ul style="list-style-type: none">The following table may be used as an initial guide to determine the need for a detailed traffic analysis in accordance with the procedure provided in Part 3 of the Guide to Traffic Management. When the volumes at an intersection are less than those shown, a detailed analysis to demonstrate that adequate capacity is available is unlikely to be necessary. Furthermore, flaring of the approaches is unlikely to be needed based on capacity. However, separate lanes for left or right-turning vehicles may be desirable on the major road for safety reasons. <table><tr><th>Major road type¹</th><th>Major road flow (vph)²</th><th>Minor road flow (vph)³</th></tr><tr><td rowspan="3">Two-lane</td><td>400</td><td>250</td></tr><tr><td>500</td><td>200</td></tr><tr><td>650</td><td>100</td></tr><tr><td rowspan="3">Four-lane</td><td>1000</td><td>100</td></tr><tr><td>1500</td><td>50</td></tr><tr><td>2000</td><td>25</td></tr></table> <p>Notes:</p> <ol style="list-style-type: none">Major road is through road (i.e. has priority).Major road flow includes all major road traffic with priority over minor road traffic.Minor road design volumes include through and turning volumes.	Major road type ¹	Major road flow (vph) ²	Minor road flow (vph) ³	Two-lane	400	250	500	200	650	100	Four-lane	1000	100	1500	50	2000	25
Major road type ¹	Major road flow (vph) ²	Minor road flow (vph) ³																
Two-lane	400	250																
	500	200																
	650	100																
Four-lane	1000	100																
	1500	50																
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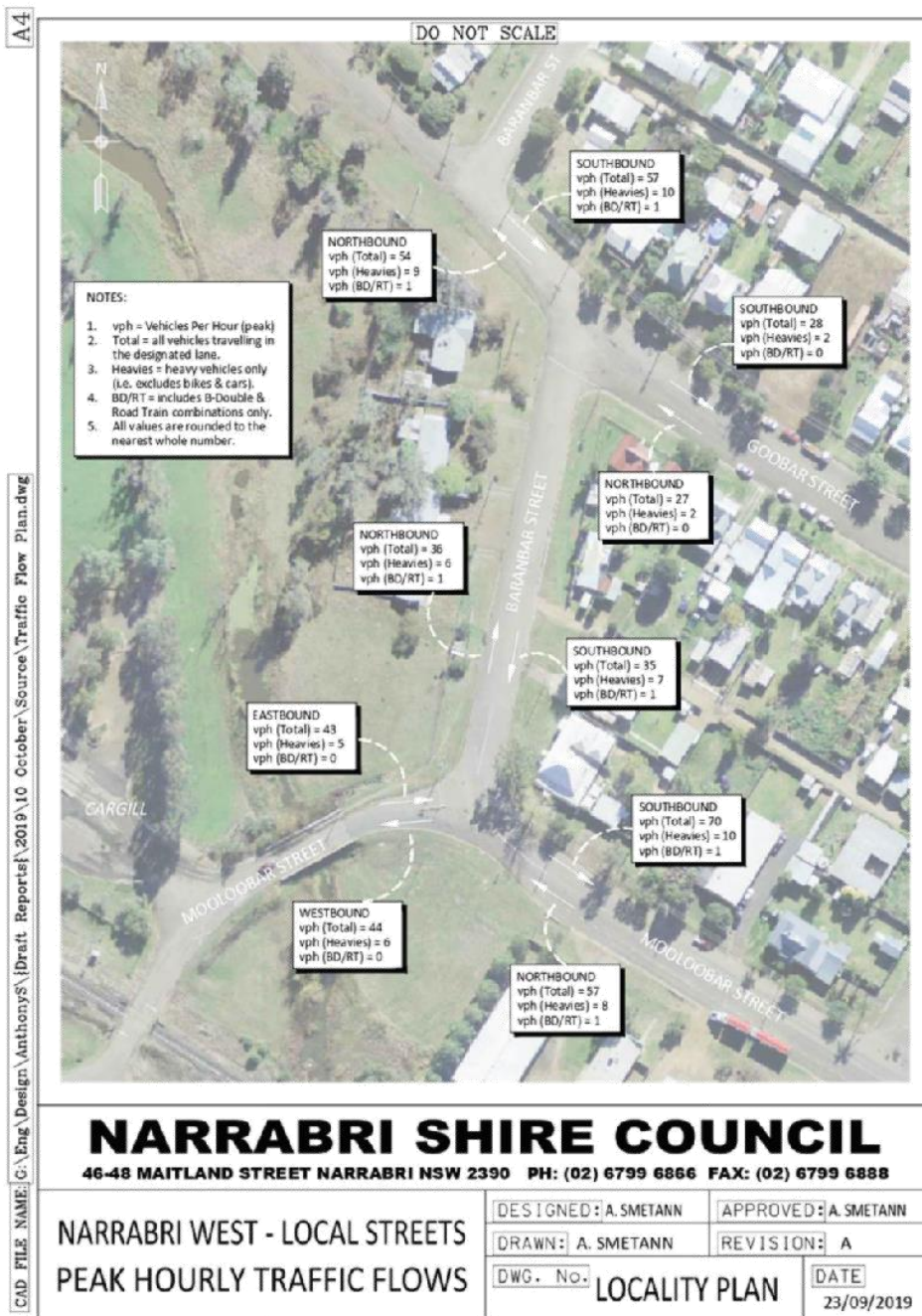
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Item 4.1- Attachment 2

12.13 FRAUD AND CORRUPTION POLICY

Responsible Officer: Lindsay Mason, Director Corporate Services

Author: Lindsay Mason, Director Corporate Services

Attachments: 1. Draft Fraud and Corruption Policy  

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

Following Council's Interim Audit by the Audit Office of New South Wales to the 30 June 2019 it was identified that Council should implement a Fraud and Corruption Policy to mitigate the risk of fraud or corrupt behaviour by councillors, staff, delegates and volunteers.

RECOMMENDATION

- 1. That Council endorse the draft Fraud and Corruption Policy.**
- 2. That Council advertise the draft Fraud and Corruption Policy for a period of 28 days and call for public submissions.**

CURRENT SITUATION

Council currently does not currently have a Fraud and Corruption Policy. The implication of not having such a policy, means that there is the potential for an increased risk of Council being exposed to fraud, which could undermine community confidence and trust. A Policy that dictates the undertaking of fraud risk assessments helps to ensure the fraud controls within Council remain contemporary and effective.

To be effective, the Policy will define the meaning of fraud, dictate the Council's commitment to investigating and prosecuting fraud, educate councillors, staff, delegates and volunteers as to their responsibilities relating to fraud prevention, and detail how council will carry out investigations. This Policy will be reviewed every four (4) years or following an ordinary election of Council, or earlier if there are relevant statutory or State Government policy changes.

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

- Local Government Act 1993.
- Independent Commission Against Corruption Act 1988.

- Public Interest Disclosure Act 1994 NSW.
- Narrabri Shire Council Code of Conduct 2019.
- Gifts and Benefits Policy.
- Procurement Policy.

CONSULTATION**External Consultation**

- Audit Office of NSW.

Internal Consultation

- Manager Financial Services.



FRAUD AND CORRUPTION POLICY

Responsible Department:	Corporate and Community Services
Responsible Section:	Corporate and Community Services
Responsible Officer:	General Manager

Objective:

To reinforce Narrabri Shire Council's commitment to the prevention of fraud and corruption and to outline the methodology to deter and detect fraudulent behaviour and corrupt conduct.

This policy applies to all Council officials – Councillors, staff, volunteers and delegates.

Introduction:

Narrabri Shire Council will not tolerate any form of fraudulent or corrupt conduct by Councillors, staff, contractors, consultants or volunteer.

Narrabri Shire Council is committed to the:

- Development and maintenance of a sound ethical culture supported by appropriate policies, procedures and strategies that prevent fraudulent and corrupt behaviour.
- Regular conduct and review of fraud and corruption risk assessments to identify circumstances in which fraud and corruption could occur.
- Implementation of fraud and corruption prevention and mitigation procedures in day to day operations.
- Use of formal procedures for the investigation of allegations of corrupt and fraudulent behaviour.
- tenderers, suppliers, consultants and contractors are conducted in an ethical manner.
- Ongoing education and training of all Council officers and elected members in relation to their obligations in combating dishonest and fraudulent behaviour

Policy:

1. Responsibilities

- 1.1. Council officials are responsible for reporting cases of suspected fraud or corrupt conduct.



Council officials have a responsibility to act honestly and to follow diligently Council's policies and procedures to prevent and mitigate fraud and corruption.

The General Manager is ultimately responsible for the prevention, detection and reporting of fraud and corruption through the implementation of appropriate and effective internal control systems. The General Manager must report "possible" corrupt conduct to the Independent Commission Against Corruption (ICAC) pursuant to the ICAC Act 1988.

1.2. Managers are also responsible for the prevention, detection and reporting of fraud and corrupt conduct by ensuring:

- There are mechanisms in place within their area of control to assess the risk of fraud and corrupt conduct and to manage such risks by appropriate internal controls.
- The promotion of employee awareness and training/education on the prevention of fraud and corruption.
- Compliance with all relevant policies and practices.
- Reporting of any fraud or corruption matters to the General Manager.
- That reasonable steps are undertaken to ensure that Council contractors within their area of control adhere to the provisions of this policy.

1.3. All Council officials are responsible for:

- Performing their functions and duties with diligence, honesty, integrity and impartiality.
- Complying with this policy and all legislative requirements to ensure they are not participating in corrupt or fraudulent behaviour.
- Reporting any suspicion of fraudulent or corrupt behaviour to the General Manager, the appropriate Manager or the Mayor if such behaviour concerns the General Manager, or by utilisation of Council's Internal Reporting Policy.
- Reporting any identified weaknesses in internal controls that could potentially facilitate a fraudulent or corrupt act.

Council officials should read Council's Internal Reporting Policy in relation to the protection afforded officials who report or disclose information for specified matters (such as fraud and corruption) internally or to external agencies.

2. Fraud and Corruption Risk Assesses

2.1. Council's main objective is to minimise the occurrence of fraud and corruption within the Council by:

- Identifying fraud and corruption risks.
- Determining strategies to control these risks.

2.2. The Director Corporate and Community Services will instigate a review of Council's fraud and corruption risk and control strategies every four years. The Director Corporate and Community Services will also ensure that periodic and comprehensive risk assessments are conducted by relevant Managers of each



area of operation pursuant to Council's Enterprise Risk Management Policy. Regular internal audits will be conducted to test the fraud and corruption control framework.

3. Examples of Fraudulent and Corrupt Activity

3.1. Theft

- Stationery and office supplies.
- Construction and maintenance equipment and tools.
- Lap top computers.
- Mobile phones.
- Technical equipment (mobile GPS, cameras etc.).
- Cash.
- Intellectual property, including documents and data.

3.2. Inappropriate or Misuse of Council Resources

- Unauthorised use of corporate credit cards, petrol cards, Cabcharge or vouchers.
- Staff undertaking secondary paid work during work hours.
- Staff using telephones excessively for private purposes without appropriate reimbursement of costs.
- Internet service being used extensively for non-work purposes.
- "Left-over" materials being taken by Council officers.
- Plant being used by staff for private use without authorisation or payment.

3.3. Gifts, Benefits and Bribes

Any gifts or benefits provided to, or any attempt to give a gift or benefit to a Council officer, is managed by Council's Gifts and Benefits Policy. The Policy prescribes when a gift may or not be accepted and relevant processes for dealing with such matters.

Bribes are given to influence the way a recipient carries out their official functions. For example, not respond to or report an illegal or unauthorised activity or procure goods and services from a specific person or company.

Higher risk areas for exposure to such behaviour includes:

- Officers who approve or can influence decisions.
- Officers who procure goods and services for Council.
- Regulatory and compliance staff.
- Staff who carry out work with the private sector.



3.4. Zoning and Development

- Coercion, intimidation and harassment of Council planning staff dealing with development applications (DAs).
- Inducement from developers to modify DA conditions imposed.

3.5. Procurement, Tendering and Contract Management

Activities associated with procurement, tendering and contract management have traditionally been susceptible to fraud and corruption risks. Examples of such risks include:

- Order splitting to avoid tendering provisions or quotes.
- The Collusion with suppliers (dummy quotes).
- Fraudulent contract variations.
- False invoices.

3.6. Human Resources

- Creation of false employees on the payroll system.
- Job applicants falsifying career background details.
- Direct recruitment of friends and relatives breaching the legislative requirement of merit-based employment.
- Claiming unworked overtime on timesheets.

3.7. Information Technology

- Unauthorised electronic transfer of funds.
- Unauthorised alteration of input data.
- Alteration or misuse of software.
- Unauthorised sale or provision of information to 3rd parties.

4. Discipline and Investigation

- 4.1. Narrabri Shire Council has zero tolerance for corrupt or fraudulent behaviour. Council staff found guilty of such matters will face disciplinary matters pursuant to the Code of Conduct and the Local Government (State) Award. Other (non-staff) Council officers will be disciplined pursuant to Council's Code of Conduct.

Further, as stated above, all "possible" corruption matters, involving Council officers, have a mandatory statutory reporting requirement to ICAC. The ICAC or Council itself can also seek criminal prosecutions by reporting fraud and other corruption matters to the NSW Police Service.

- 4.2. The General Manager must make an initial determination as to whether the matter in question concerns or may concern corrupt conduct. This may entail his or her own analysis of the circumstances



surrounding the matter or utilising another staff member or an investigator to carry out preliminary enquiries on which to base the determination.

- 4.3. After formal notification by the General Manager, the ICAC will normally determine if they will investigate the alleged corruption matter. Alternatively, the ICAC may instruct Council to carry out their own investigation and report the findings to the ICAC. In such circumstances Council should engage an experienced and suitably qualified investigator for the process.

5. Fraud and Corruption Prevention Training

- 5.1. Narrabri Shire Council acknowledges that a high level of awareness amongst all Council officers in relation to fraud and corruption issues is an essential element in identifying and combatting such behaviours. Awareness training will be implemented through the following programs:

- At induction for all new employees.
- At the induction program for all new councillors.
- At the induction program for all volunteers and delegates.
- Regular refreshers.
- Fraud and Corruption prevention information through meetings, memos and other internal publications.
- Follow up meetings with staff after internal and external audits where relevant.

6. Fraud and Corruption Mitigation Practices

- 6.1. Narrabri Shire Council recognises that appropriate policies and procedures must be implemented in certain operational areas to regulate and enable the monitoring of particular activities. These areas within Council include:

6.1.1. Risk Management

- Risk Assessment pursuant to the Enterprise Risk Management Plan.

6.1.2. Finance

- Cash Handling Procedures
- Petty Cash Handling Procedures
- Corporate Credit Card Policy

6.1.3. Governance

- Procurement and Disposal Policy.
- Councillors' Expenses and Facilities Policy.
- Secondary Employment Policy.
- Use of Council Resources (Corporate Practice Guide).
- Internal Reporting Policy.



6.1.4. Ethics

- Code of Conduct
- Fraud and Corruption Prevention Policy.
- Statement of Business Ethics.

6.1.5. Fraud Detection

- Fraud detection mechanisms/controls to aid in the early detection of suspicious or fraudulent behaviours. Such mechanisms may include monitoring staff and transactions and internal audit activities.
- The Stock take of equipment and resources provided for staff.

7. Definitions

7.1. Fraud

Can be defined as a deliberate and premeditated turn of events which involves the use of deception to gain advantage from a position of trust and authority. The type of events includes: acts of omission, theft, the making of false statements, evasion, manipulation of information and numerous other acts of deception (Audit Office of NSW).

7.2. Corruption

The ICAC Act 1988 at sections 7,8 and 9 defines corruption as:

- Any conduct of any person (whether or not a public official) that adversely affects, or that could affect, either directly or indirectly, the honest or impartial exercise of official functions by any public official, any group or body of public officials or any public authority, or
- Any conduct of a public official that constitutes or involves the dishonest or partial exercise of any of his or her official functions, or
- Any conduct of a public official or former public official that constitutes or involves a breach of public trust, or
- Any conduct of a public official or former public official that involves the misuse of information or material that he or she has acquired in the course of his or her official functions, whether or not for his or her benefit or the benefit of any other person.

7.3. Council Official

The Council official includes Councillors, members of staff, volunteers and delegates of council.
Related Legislation and Policies

- Local Government Act 1993



- Independent Commission Against Corruption Act 1988
- Public Interest Disclosure Act 1994 NSW
- Narrabri Shire Council Code of Conduct 2019.
- Gifts and Benefits Policy.
- Procurement Policy.

7.4. Review

Council reserves the right to vary, replace or terminate this policy at any time. This policy will be reviewed every 4 years or following an ordinary election of Council, or earlier if there are relevant statutory or State Government policy changes.

References:

- Local Government Act 1993.
- Independent Commission Against Corruption Act 1988.
- Public Interest Disclosure Act 1994 NSW.
- Narrabri Shire Council Code of Conduct 2019.
- Gifts and Benefits Policy.
- Procurement Policy.

History:

Minute Number	Meeting Date	Description of Change
Draft Policy	November 26, 2019	For Adoption

12.14 COMMUNITY GRANTS POLICY

Responsible Officer: Bill Birch, Economic Development Manager

Author: Amanda Wales, Grants Officer

Attachments: 1. Draft Community Grants Fund Policy  

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 4.1.4 Grow volunteer capacity to achieve community outcomes

EXECUTIVE SUMMARY

The purpose of this report is to undertake a final review of Council's Draft Community Grants Fund Policy, including any community feedback received as a result of the Public Exhibition period. Updates have been made to the Policy with the view of bringing Council's Community Grants Fund in line with current community expectations whilst also ensuring responsible fiscal processes. Public exhibition has been undertaken.

RECOMMENDATION

1. That Council adopt the revised Community Grants Fund Policy, as attached.

BACKGROUND

Council administers a yearly Community Grants fund which operates under section 356 of the *Local Government Act 1993* and states that "a council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions".

Council encourages applications from community groups, sporting clubs, and not-for-profit organisations who can seek funding for events, programs or projects that take place within the Narrabri Shire Local Government Area.

The Community Grants Fund is administered by Council staff who oversee the application, acceptance and acquittal process.

CURRENT SITUATION

The current Policy was adopted on 5 April 2016 and reviewed on 15 August 2017. The revised draft Policy was approved for public exhibition by Council at the August 2019 Ordinary Council Meeting. Public exhibition of the Policy took place from 3 September 2019 to 30 September 2019. No community feedback was received. As community needs change, so do grant requests. As such, the Community Grants Fund Policy needs to be updated in order to keep in line with community need and to ensure transparent management of Council funds.

FINANCIAL IMPLICATIONS

The funding allocated is subject to Council discretion. The financial implications may vary from year to year depending on the budget allocated.

STATUTORY AND POLICY IMPLICATIONS

- Section 356 of the Local Government Act 1993.

CONSULTATION**External Consultation**

Public exhibition allowing for community feedback on the draft Policy took place between 3 September 2019 and 30 September 2019. Advertising of the public exhibition period was undertaken via the “Your Council” section of the Courier newspaper, along with Facebook. Copies of the draft Policy could be reviewed in hard copy at Council’s administration building. A copy was also placed on Councils website. No community feedback has been received.

Internal Consultation

Consultation with Council Managers has taken place. MANEX have viewed the draft Policy, as have Councillors at the August 2019 Councillor briefing and Council meeting.

COMMUNITY GRANTS FUND POLICY



NARRABRI SHIRE
DISCOVER THE POTENTIAL

Responsible Department: Development &
Economic Growth
Responsible Section: Economic Development
Responsible Officer: Economic Development Manager

Policy and Grant Objectives

- To provide guidelines, conditions and information on Council's provision of financial assistance under section 356 of the *Local Government Act 1993*;
- To provide clear and transparent guidance on eligibility, criteria and accountability by which Community Grants applications will be assessed and determined, provided and acquitted;
- To address strategic objectives identified within the Narrabri Shire Strategic Plans;
- To provide funding to encourage and enable broad community participation in cultural, sporting, educational, environmental and community service activities;
- Assist with building community and/or organisational capacity and resilience.

Introduction

Section 356 (1) of the *Local Government Act, 1993* states that "A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions".

The Council Community Grants Fund will provide an amount annually, as determined by Council for community focussed projects, events and programs that directly benefit the Narrabri Shire community and address the key themes identified within Council's Strategic Plans.

Assessment of Applications

An assessment panel will be formed to review and determine funding allocations based on the assessment criteria. The assessment panel will be made up of Council staff members. Following their assessment of the eligibility of the applicants and weighting of the projects, recommended allocations will be made to MANEX for review prior to determination by Council. Council determination will be undertaken at the July Council meeting unless exceptional circumstances prevent assessment and determination. In this case, Council will determine an alternate assessment and determination date. Applicants may not receive the full amount of funding requested and may be offered an alternate amount.

Policy

Eligibility Requirements

- Applicants must be classed as one of the following:
 - Not-for-profit organisations;
 - Incorporated community group;
 - Registered sporting club;
 - School P and C Committee;
 - Not-For Profit Childcare Facility;
 - Registered Charity.
- Applications must be lodged in full by the publicised cut-off date. No late applications will be accepted;
- Applicants may be from outside the Shire however all grant funding must be used for events/programs/projects within Narrabri Shire Local Government Area;
- Only one (1) application may be lodged per organisation, per grant round;
- Grant expenditure must occur within the applied for financial year period unless otherwise determined by Council;
- Applications must be completed in full using the forms provided by Council;
- Applications for infrastructure works or the purchase of equipment must be supported with written quotations;
- A budget must be included with all applications received;
- Proposed projects must provide a direct benefit to Narrabri Shire residents;
- Proposed projects must address at least one of the key themes identified within Narrabri Shire Council's Strategic Plans;
- All Projects must occur within the Narrabri Shire Local Government Area;
- Applicants must match the requested grant funding on a dollar for dollar (50/50) basis. Applicants must contribute in cash or in-kind;
- Applicants must provide a valid Certificate of Currency for Public Liability Insurance with the application and must maintain this insurance cover for the entirety of the project;
- Council can, at their discretion, approve use of Council Plant outside the grant application timeframe, utilising funds remaining in the Community Grants Fund after the initial application related funding allocation.

Projects and Events not eligible for funding

- Applications from individuals, profit making entities, Government departments and agencies are not eligible for funding, with the exception of school P and C committee's and not-for-profit childcare facilities;
- Projects and events that are retrospective;
- Projects and events that have been funded in the previous financial year;
- Where the organisation has previously received funding and not provided acquittal documentation within the required timeframes – See Acquittal Process Obligations within this policy;

- Where applicants are able to self-fund the project, unless an explanation is provided at the time of application, with the final decision made at Council discretion;
- Applications requesting funding for general running costs.

Criteria for Assessment

Organisation Type

- Applicants must provide proof of organisation type. Acceptable documentation includes any one of the following:
 - Certificate of Incorporation;
 - AGM minutes signed by the current president;
 - Documentation from a governing organisation detailing the sub-organisations details;
 - An annual report.

Budget

- Budgets must be **INCLUDING GST**.
- Budgets must be completed in full and take in to account the requested grant contribution;
- Quotes must be dated within 30 days of the application submission to be considered current;
- Quotes must detail if GST has been included or excluded.

Applicants must demonstrate the following

- That the project/event/program will address at least one of the themes in the Narrabri Shire Council's Strategic Plans. These themes are outlined in the Community Grants Fund application form, with further information available in Council's Community Strategic Plan;
- That the project/event/program benefits a significant number of Narrabri Shire residents.

Higher priority will be given to projects that demonstrate the following

- Projects/events/programs that demonstrate a partnership between community groups and/or organisations;
- Projects/events/programs that have a high level of community support;
- Projects/events/programs that show a benefit to a broad cross section of the Narrabri Shire community;
- Projects and programs that prove to be sustainable after the period of funding has ended.

Obligations of successful applicants

- Provide written evidence of project partner contributions (in-kind or cash) on letterhead or witnessed by a Justice of Peace;
- Obtain a letter of authority from the land owner if your project is on land not owned or managed by the applicant;
- Participate in a meeting with Council's Grants Officer to review and sign a grant agreement that sets out the terms and conditions associated with the grant;

- Provide documentation as required by Council upon request, for example a bank statement to confirm an organisations bank details;
- Update Council immediately with change of contact details;
- Acknowledge Council's contribution in any advertising for the project/event/program. Infrastructure projects will be required, at Council discretion, to have a sign on display for a minimum of 12 months from the date of approved project acquittal. The sign will be supplied by Narrabri Shire Council;
- Invite a representative of Narrabri Shire Council to attend any opening and/or presentation relating to the project/program/event;
- Comply with all conditions outlined within the grant agreement;
- Provide evidence of appropriate Public Liability Insurance coverage if the Certificate of Currency provided with the application is now out of date;
- Provide acquittal documentation as outlined in the grant agreement;
- Seek approval prior to 30 April of the respective financial year, to alter proposed project, objectives, timeframes, or budgets;
- Complete all documentation and meet all timeframes required by Council;
- Council reserves the right to withdraw funding from applicants or representatives of applicants who can be deemed to have acted in a manner which may be considered illegal, unethical or may bring Council in to disrepute;

Acquittal Process Obligations

- Successful applicants must lodge a project acquittal on approved Council acquittal documentation and including all supporting documentation, prior to 30 June in the relevant financial year, as outlined in the grant agreement. Failure to lodge an acquittal within the time frame, except in cases where an extension has been granted by Council in writing, will result in the following actions:
 - Allocated grant funding will be forfeited and any monies already paid will become a debt owed to Council by the applicant;
 - Future applications will be deemed ineligible until an acquittal is lodged. No monies will be paid upon late lodgement however the applicant will be eligible to apply for funding in the next grant round with the understanding that Council will take in to account the failure to follow guidelines when assessing any new applications. This may result in an unfavourable decision for the applicant in respect to future applications;
 - Failure to lodge an acquittal, including a late acquittal will result in the applicant being ineligible to apply for new funding for five (3) financial years from 30 June of the year the acquittal was originally due.
- Funding is paid after the project is complete and a successful acquittal has been lodged. Exceptional circumstances may apply which allows applicants to access funding prior to project completion however requests must be lodged in writing, with Council discretion dictating the result.

Related Documentation

- Narrabri Shire Council Community Strategic Plan;
- Narrabri Shire Council Community Grant Fund Application, Agreement and Acquittal documents.

References

Community Grants Fund Policy - Page 4 of 3

- *Local Government Act (NSW) 1993.*

History

MINUTE NUMBER	MEETING DATE	DESCRIPTION OF CHANGE
114/2016	5 April 2016	Adopted
164/2017	15 August 2017	Reviewed
	27 August 2019	Reviewed

DRAFT

12.15 2018/2019 FINANCIAL STATEMENTS UPDATE

Responsible Officer: Lindsay Mason, Director Corporate and Community Services

Author: Tim McClellan, Financial Services Manager

Attachments: Nil

DELIVERY PROGRAM ALIGNMENT**4 Leadership**

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

Strategy 4.4.2 Ensure effective and sound local governance practice

EXECUTIVE SUMMARY

Under section 416 of the *Local Government Act 1993*, Council has been granted an extension of time for the lodgement of its 2018/19 Financial Statements.

An initial extension was to 30 November 2019, while a further extension to 31 January 2020 has been verbally agreed too.

RECOMMENDATION

That Council note the report on the progress of the 2018/2019 Financial Statements.

BACKGROUND

Council had initially planned for its audit to be undertaken in September, however it was evident early that this time frame was under pressure, and in consultation with its audit service provider and the NSW Audit Office, Council requested additional time to ensure the quality of its financial reporting.

Council is in the process of implementing a new corporate information system. The system not only replaces a relatively basic financial system but introduces Council to a fully integrated corporate package that encompasses finance, assets management, records management and customer service features amongst others.

Council completed the fastest ever financial implementation that effectively commenced in March 2018, with financial modules going live from 1 July 2018. Currently completing the first set of annual financial statements is identifying a number of set up issues that are causing delays in the preparation of the financial statements. The introduction of the new system has also been a huge learning curve for staff and requires developing new processes to prepare and extract the required end of year financial information from the system and to verify its integrity.

While the task this year has been onerous, the system itself is a giant leap forward and is already revealing its enormous potential.

CURRENT SITUATION

A draft set of Financial Statements will be presented to Council at its December meeting. Because of the delay, the auditor's timetable has also been disrupted, they will now be on-site to finalise their audit from 10 December 2019.

With this timetable, and with the pending Christmas closedowns of the NSW Audit Office, the Office of Local Government and Council, it is unlikely that the final audit reports will be available until January.

Once Council receives the auditor's reports, the audited Financial Statements can be lodged with the Office of Local Government.

Council has five weeks from receiving the auditor's reports to present the audited Financial Statements to the public.

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

Council has been granted an extension to lodge its 2018/2019 Financial Statements under section 416 of the *Local Government Act 1993*.

CONSULTATION**External Consultation**

- Forsyths (audit contractor of NSW Audit Office)
- NSW Audit Office
- NSW Office of Local Government

Internal Consultation

Nil.

12.16 2018/2019 ANNUAL REPORT

Responsible Officer: Nicholas Ross, Executive Manager Human Resources

Author: Maree Bales, Business Process Officer

Attachments: 1. 2018/2019 Annual Report (under separate cover) 

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

The Annual Report contains detailed reporting on Council's performance in terms of the Integrated Planning and Reporting outcomes, budget, and other statutory requirements outlined by the Office of Local Government. The current Annual Report covers the financial year from 1 July 2018 to 30 June 2019.

RECOMMENDATION

1. That Council adopt the 2018/2019 Annual Report, as attached.
2. That Council note the status of the audited annual financial statements.

BACKGROUND

The *Local Government Act 1993* requires each NSW council to prepare an Annual Report outlining the council's accomplishments during the previous 12-month period against the adopted Operational Plan as well as statutory information outlined within relevant legislation.

The following diagram shows how the Annual Report fits into the Integrated Planning and Reporting Framework.



CURRENT SITUATION

A considerable amount of time and effort has been put into coordinating, writing and producing the 2018/2019 Annual Report with relevant information gathered from all areas of the Council in order to produce a comprehensive document.

The 2018/2019 Annual Report has now been prepared and contains all statutory information required apart from Council's audited Financial Reports. Council has been granted an extension for the lodgement of its 2018/2019 Financial Statements which form part of the Annual Report.

This Annual Report has been prepared using unaudited financial figures and therefore any financial data included in Council's Annual Report may be amended upon receipt of Council's audited Financial Statements. The Annual Report will be updated as soon as practicable.

There are three appendices to the Annual Report – The Payment of Expenses and Provisions of Facilities to Councillors Policy, Audited Financial Reports (to be added upon receipt), and 'Easy Read' Disability Inclusion Action Plan.

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

Pursuant to the provisions of section 428 of the *Local Government Act 1993*, Council is required to:

1. Adopt the 2018/2019 Annual Report.
2. Submit the 2018/2019 Annual Report to the Minister for Local Government and Minister for Disability Services; and
3. Publish the 2018/2019 Annual Report on Council's website and make copies of the report available.

CONSULTATION**External Consultation**

Nil.

Internal Consultation

- The Mayor.
- Executive Management Staff.
- Senior Management Staff.

12.17 OPERATIONAL AND SERVICE PLAN QUARTERLY REPORT - SEPTEMBER 2019

Responsible Officer: Nicholas Ross, Executive Manager Human Resources

Author: Maree Bales, Business Process Officer

Attachments: 1. **Operational and Service Plan Quarterly Report - September 2019**
(under separate cover) 

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's Quarterly Operational and Service Plan Report provides the community with an update on Council's progress in achieving its strategic objectives through specific actions, key performance measures and capital works projects. Quarterly Operational and Service Plan Reporting lets the community track each service of Council in regard to what that service is providing, at what cost and where works are occurring throughout the year. As at 30 September 2019, 84% of Council's Operational Plan Actions were either Complete or On Track to be achieved by the 30 June 2020.

RECOMMENDATION

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

BACKGROUND

In 2009, the NSW Government introduced the new [Integrated Planning and Reporting \(IP&R\) Framework](#). The IP&R framework recognises that most communities share similar aspirations: a safe, healthy and pleasant place to live, a sustainable environment, opportunities for social interaction, opportunities for education and employment, and reliable infrastructure. This framework allows NSW councils to draw their various plans together, understand how they interact and get the maximum leverage from their efforts by planning holistically and sustainably for the future.

CURRENT SITUATION

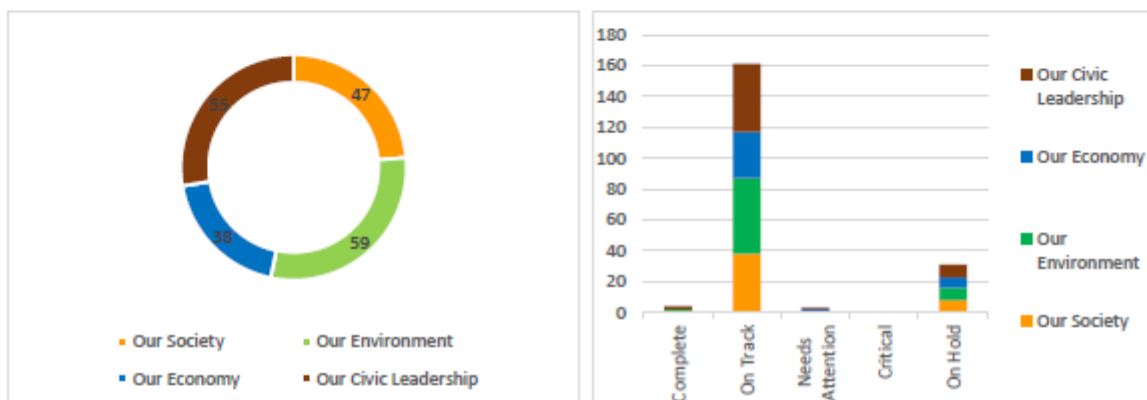
This report presents the Council's quarterly progress report against its Actions, Capital Works Program and Key Performance Measures for each of its service areas, as established in the Council's Integrated Planning and Reporting (IP&R) documents and related Service Plans. Council's Service Plans provide an in-depth strategic focus for all services of Council, defining exactly what each service is, what it provides, at what cost and where works are occurring. The community can analyse any of the individual Service Plans and ascertain what is being provided to the local community.

These Service Plans provide the community with key performance measures and a capital works program for each service area, that are measured in this report in terms of progress.

The attached September Quarterly Operational and Service Plan Report is Council's progress for the first quarter of the 2019/2020 financial year. From the September Quarterly Service Plan Report you will see that significant progress has been made towards achieving Council's 2019/2020 activities.

Progress by Theme – September 2019

Theme	Complete	On Track	Needs Attention	Critical	On Hold	Total
Our Society	1	38	0	0	8	47
Our Environment	1	49	1	0	8	59
Our Economy		30	1	0	7	38
Our Civic Leadership	2	44	1	0	8	55
	4	161	3	0	31	199



Progress by Action - September 2019

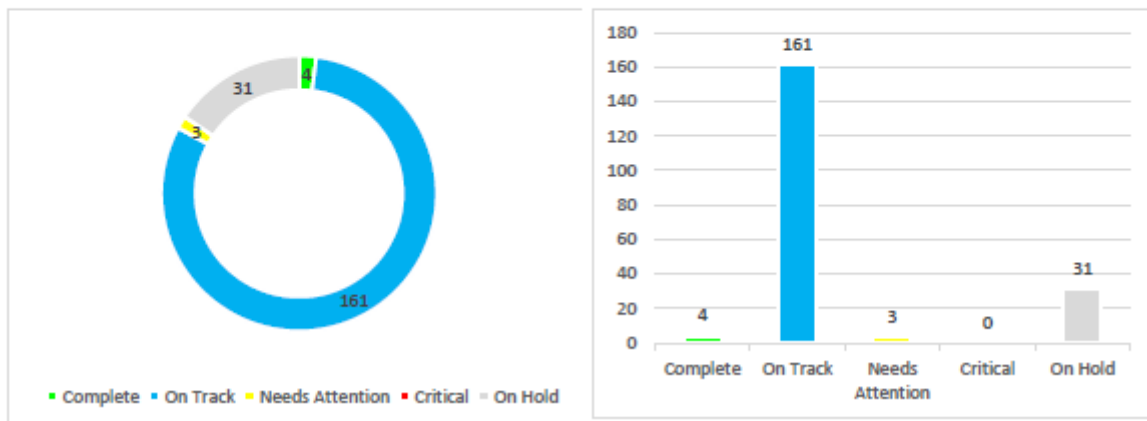


Figure 1 – Progress by Theme and Action for September 2019 – Technology One

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

Nil.

CONSULTATION

External Consultation

Nil.



Internal Consultation

- Executive Management.
- Senior Management.

12.18 QUARTERLY BUDGET REVIEW STATEMENT - SEPTEMBER 2019

Responsible Officer: Lindsay Mason, Director Corporate and Community Services

Author: Tim McClellan, Financial Services Manager

Attachments: 1. September 2019 Quarterly Budget Review Statement  

DELIVERY PROGRAM ALIGNMENT**4. Leadership**

Objective 4.2 Decision making will ensure Council remains financially sustainable

Strategy 4.2.1 Maintain and improve Council's financial sustainability with a focus on core business

EXECUTIVE SUMMARY

This report is presented to Council quarterly to revise estimates of income and expenditure in accordance with clause 203 of the *Local Government (General) Regulation 2005*.

This quarterly review is the first quarterly budget review completed in and on a budget prepared utilising TechnologyOne. Council staff are continuing to familiarise themselves with the new budgetary system and its functionality.

RECOMMENDATION

That Council adopt the Quarterly Budget Review Statement for the period ended 30 September 2019 as the revised Budget estimates for the year ended 30 June 2020 and the Operational Plan and Capital Works Plan be amended accordingly.

BACKGROUND

The budget review statement is provided in two formats. The first being by type and reflective of how the end of year Income Statement is reported. The second being by activity as per Note 2a of the Annual Financial Statements.

Council's Note 2a reflects the individual service plans that have been established as an additional reporting layer to the community. Pages 3 to 6 of the attachment provides the additional level of the information from the summary that appears on page 2.

A capital budget review is included on page 7 of the Quarterly Budget Review Statement attached, also reflecting individual service plan capital expenditures.

CURRENT SITUATION

This review is for the quarter ending 30 September 2019 and is attached for Council consideration.

This quarterly review is the first quarterly budget review completed fully in TechnologyOne and on a budget prepared utilising the TechnologyOne budgetary system. The previous, 2018/2019 budget was prepared outside TechnologyOne. Staff are continuing to familiarise themselves with the system and its functionality.

Council originally projected an Operating Result (excluding Capital Income) surplus of \$799,000. The September Quarterly Budget Review, as presented, reflects a budgeted deficit of \$4,398,000.

The budget result includes an adjustment down of \$3,486,000 in expectation of Council only receiving half of its annual Financial Assistance Grant income this year (untied grant funding). The Commonwealth Government prepaid the first two quarters of the 2019/20 allocation in June 2019 to improve their forward estimates position.

It is anticipated that further adjustments for wage expenses will be made in the December Quarterly Budget Review. These were not available for the completion of the report, given the commencement of the structural changes taking place on 4 November 2019.

Variations to the projected year end result as listed in the 'Variations for this Sep Qtr' column on page 2 of the attached Quarterly Budget Review Statement are summarised by Directorate below:

Directorate	Variation	Budget Implication
Income		
General Purpose Revenue	(\$3,486,000)	Decrease in Operating Income
Strategic Management & Governance	\$0	No Change
Corporate Services	(\$31,000)	Decrease in Operating Income
Development & Economic Growth	(\$25,000)	Increase in Operating Income
Infrastructure Delivery	(\$52,000)	Decrease in Operating Income
Expenditure		
Strategic Management & Governance	(\$43,000)	Increase in Expenditure
Corporate Services	(\$451,000)	Increase in Expenditure
Development & Economic Growth	(\$385,000)	Increase in Expenditure
Infrastructure Delivery	(\$724,000)	Increase in Expenditure
Result Variation (incl. Capital Income)	(\$5,197,000)	
Result Variation (excl. Capital Income)	(\$5,197,000)	Worse Net Operating Result

The capital budget on page 7 of Quarterly Budget Review Statement shows a net decrease in the expected cost of Capital Works of \$4,000. The decrease can largely be attributed to the following:

- Corporate Information System \$75,000
- Replace Access Control System at Admin Building \$42,000
- Replace Council Chambers Sound System \$25,000
- New Airport Terminal Design \$40,000
- Revised Plant Replacement Program (reduction) (\$295,000)
- Commencement of Old Turrawan Road project \$115,000
- Other minor adjustments (reduction) (\$6,000)

FINANCIAL IMPLICATIONS

The major variations (greater than \$10,000) are detailed below:

General Purpose Revenue (net decrease in operating income of \$3,486,000) for the Financial Assistance Grant adjustment as detailed above.

Strategic Management & Governance Expenditure (net increase in expenditure of \$43,000)

Strategic Management & Governance

- Governance - Council's Community Assistance Program was amalgamated with \$30,000 from Community Development to make a combined total program of \$72,000.

Corporate Services Revenue (net decrease in operating income of \$31,000)Airport Services

- Minor income revisions resulting in a reduction of \$22,000.

The Crossing Theatre

- Minor income revisions resulting in a reduction of \$13,000.

Corporate Services Expenditure (net increase in expenditure of \$451,000)Community & Customer Relations

- There have been additional positions added to this section; including a Graphic Design position; additional budget of \$416,000. This section will undergo further review as part of the December Quarter Budget Review.

Information Services

- Additional budget of \$53,000 for managed software support and systems maintenance.

Property Services

- Net savings of \$56,000, largely from Public Liability and Property insurance premiums being less than budgeted.

The Crossing Theatre

- Additional budget of \$21,000 for employment of casual staff.

Libraries

- Allowing for backpays to library staff of \$18,000.

Development and Economic Growth Revenue (net decrease in operating income of \$25,000)Saleyards

- Minor positive income adjustments of \$10,000.

Tourism

- Expected grants of \$40,000 for Nosh Narrabri and general events have been withdrawn.
- Minor positive income adjustments of \$5,000.

Development and Economic Growth Expenditure (net increase in expenditure of \$385,000)Economic Development Services

- A budget has been established in Economic Development of \$420,000 for the Northern NSW Inland Port (N2IP) operating costs. This will be funded from the internal restriction *Strategic Project Master Planning*.
- Community Development - Employee costs reduced by \$43,000 and \$30,000 transferred to Governance to amalgamate the Community Assistance Program.
- Grants Administration - marketing and legal costs reduced by \$11,000.

Cemeteries

- Additional plant hire costs of \$31,000.

Swimming Pools

- Additional electricity costs for Wee Waa Pool of \$15,000.

Tourism Services

- Additional consultancy costs of \$10,000.

Infrastructure Delivery Income (net decrease in operating income of \$52,000)Water Services

- Interest from investments reduced by \$36,000 based on current interest rates and the reduced level of available funds for investment.

Sewerage Services

- Interest from investments reduced by \$16,000 based on current interest rates and the reduced level of available funds for investment.

Infrastructure Delivery Expenditure (net increase in operating expenditure of \$724,000)Fleet Management

- Correcting an error from during the original budget process when a number of expenses (\$405,000) were omitted.

Water Services

- Establishing a budget of \$20,000 for the Water Connections Downsizing project as per Council resolution (Minute 145/2019).

Sewerage Services

- Addition budget of \$280,000 for routine repairs and maintenance.

Capital Expenditure Budget (net decrease in expenditure of \$4,000)

The major adjustments are listed previously in this report. All adjustments made to capital works are also listed in individual Service Plan reviews, with updated commentary, included in the Operational Plan Review (the subject of a separate report in this business paper).

STATUTORY AND POLICY IMPLICATIONS

A quarterly budget review is required under the *Local Government (General) Regulation 2005*, clause 203.

CONSULTATION**External Consultation**

Nil.

Internal Consultation

- Executive and senior management.

Narrabri Shire Council

Quarterly Budget Review Statement
for the period 01/07/19 to 30/09/19

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Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Narrabri Shire Council for the quarter ended 30/09/19 indicates that Council's projected financial position at 30/6/20 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: Tim McClellan

date: 11/11/19

Tim McClellan
Responsible Accounting Officer

Narrabri Shire Council

Quarterly Budget Review Statement

for the period 01/07/19 to 30/09/19

Income & Expenses Budget Review Statement

Budget review for the quarter ended 30 September 2019

Income & Expenses (Income Statement) - Council Consolidated

(\$000's)	Original Budget 2019/20	Approved Changes				Revised Budget 2019/20	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs					
Income										
Rates and Annual Charges	21,215					21,215	-		21,215	21,084
User Charges and Fees	10,948					10,948	6		10,954	460
Interest and Investment Revenues	1,498					1,498	(52)		1,446	311
Other Revenues	2,231					2,231	(22)		2,209	599
Grants & Contributions - Operating	10,976					10,976	(3,526)		7,450	1,765
Grants & Contributions - Capital	14,829					14,829	-		14,829	1,565
Total Income from Continuing Operations	61,697	-	-	-	-	61,697	(3,594)		58,103	25,784
Expenses										
Employee Costs	16,367					16,367	741		17,108	4,739
Borrowing Costs	252					252	(12)		240	53
Materials & Contracts	12,973					12,973	318		13,291	2,972
Depreciation	10,045					10,045	(4)		10,041	2,829
Legal Costs	136					136	-		136	25
Consultants	867					867	10		877	86
Other Expenses	5,429					5,429	550		5,979	1,690
Total Expenses from Continuing Operations	46,069	-	-	-	-	46,069	1,603		47,672	12,394
Net Operating Result from All Operations	15,628	-	-	-	-	15,628	(5,197)		10,431	13,390
Net Operating Result excl. Capital Income	799	-	-	-	-	799	(5,197)		(4,398)	11,825

This statement provides a summary of the budget movements based on the presentation format for the Income Statement in Council's annual financial reporting. 'Grants & Contributions - Capital' are included in the 'Net Operating Result from All Operations', but then excluded to provide the 'Net Operating Result before Capital Items'.

Budget review for the quarter ended 30 September 2019

Income & Expenses (Directorate Summary) - Council Consolidated

(\$000's)	Original Budget 2019/20	Approved Changes				Revised Budget 2019/20	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs					
Income										
General Purpose Revenue	21,057	-	-	-	-	21,057	(3,486)		17,571	14,304
Strategic Management & Governance	141	-	-	-	-	141	-		141	14
Corporate Services	2,071	-	-	-	-	2,071	(31)		2,040	350
Development & Economic Growth	7,464	-	-	-	-	7,464	(25)		7,439	3,272
Infrastructure Delivery	30,964	-	-	-	-	30,964	(52)		30,912	7,844
Total Income from Continuing Operations	61,697	-	-	-	-	61,697	(3,594)		58,103	25,784
Expenses										
Strategic Management & Governance	1,671	-	-	-	-	1,671	43		1,714	576
Corporate Services	7,608	-	-	-	-	7,608	451		8,059	2,582
Development & Economic Growth	12,579	-	-	-	-	12,579	385		12,964	2,756
Infrastructure Delivery	24,211	-	-	-	-	24,211	724		24,935	6,480
Total Expenses from Continuing Operations	46,069	-	-	-	-	46,069	1,603		47,672	12,394
Net Operating Result incl. Capital Income	15,628	-	-	-	-	15,628	(5,197)		10,431	13,390
Net Operating Result excl. Capital Income	799	-	-	-	-	799	(5,197)		(4,398)	11,825

This statement provides a summary of the budget movements of Council's service activities based on directorate responsibilities. The following pages (3-6) provides the services reported in Note 2(a) of Council's annual financial statements. This is broken down a further level (line items in green font) to provide a better understanding of the costing components of the services where applicable.

Narrabri Shire Council

Quarterly Budget Review Statement

for the period 01/07/19 to 30/09/19

Detailed Income & Expenses Budget Review Statement of Directorate Summary (on page 2)

Budget review for the quarter ended 30 September 2019

Income & Expenses - General Purpose Income

(\$000's)	Original Budget 2019/20	Approved Changes				Revised Budget 2019/20	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs					
Income										
Rates & Charges	13,309			-		13,309	-		13,309	13,294
Interest & Investment Revenue	497			-		497	-		497	105
General Purpose (Untied) Grants	7,251					7,251	(3,486)		3,765	905
Total Income from Continuing Operations	21,057	-	-	-	-	21,057	(3,486)		17,571	14,304
Expenses										
Nil						-			-	
Total Expenses from Continuing Operations	-	-	-	-	-	-	-		-	-
Net Operating Result before Capital Items	21,057	-	-	-	-	21,057	(3,486)		17,571	14,304

Budget review for the quarter ended 30 September 2019

Income & Expenses - Strategic Management & Governance

(\$000's)	Original Budget 2019/20	Approved Changes				Revised Budget 2019/20	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs					
Income										
Strategic Management & Governance	42					42	-		42	11
Governance	-					-			-	-
Strategic Management	42					42			42	11
Workforce Management	99	-	-	-	-	99	-		99	3
Human Resources Management	9					9	-		9	3
Organisational Development	90					90	-		90	-
Total Income from Continuing Operations	141	-	-	-	-	141	-		141	14
Expenses										
Strategic Management & Governance	922	-	-	-	-	922	43		965	310
Governance	630					630	32		662	173
Strategic Management	292					292	11		303	137
Workforce Management	749	-	-	-	-	749	-		749	266
Human Resources Management	505					505	-		505	191
Organisational Development	244					244	-		244	75
Total Expenses from Continuing Operations	1,671	-	-	-	-	1,671	43		1,714	576
Net Operating Result before Capital Items	(1,530)	-	-	-	-	(1,530)	(43)		(1,573)	(562)

Narrabri Shire Council

Quarterly Budget Review Statement

for the period 01/07/19 to 30/09/19

Detailed Income & Expenses Budget Review Statement of Directorate Summary (on page 2)

Budget review for the quarter ended 30 September 2019

Income & Expenses - Corporate Services

(\$000's)	Original Budget 2019/20	Approved Changes				Revised Budget 2019/20	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs					
Income										
Community & Customer Relations	1	-	-	-	-	1	1		2	-
Financial Services	170	-	-	-	-	170	-		170	7
Information Services	86	-	-	-	-	86	-		86	1
Property Services	387	-	-	-	-	387	3		390	(5)
Airport Services	215	-	-	-	-	215	(22)		193	56
Airside Operations	186					186	(13)		173	56
Landside Operations	15					15	(5)		10	-
Aviation Fuel Facilities	14					14	(4)		10	-
The Crossing Theatre	1,137	-	-	-	-	1,137	(13)		1,124	285
TCT Management	32					32	-		32	1
Cinemas	259					259	-		259	81
Front of House	381					381	(45)		336	80
The Crossing Café	213					213	-		213	55
User Pays Events	67					67	52		119	68
User Pays Live Events	85					85	-		85	-
Entrepreneurial Live Events	100					100	(20)		80	-
Libraries	75	-	-	-	-	75	-		75	6
Total Income from Continuing Operations	2,071	-	-	-	-	2,071	(31)		2,040	350
Expenses										
Community & Customer Relations	736	-	-	-	-	736	416		1,152	322
Customer Management	297					297	182		479	291
Records Management	217					217	96		313	(5)
Communications	222					222	138		360	36
Financial Services	1,412	-	-	-	-	1,412	3		1,415	371
Financial Support	1,137					1,137	32		1,169	308
Procurement & Stores	275					275	(29)		246	63
Information Services	694	-	-	-	-	694	54		748	174
IT Technical Support	402					402	1		403	107
IT Corporate Network	292					292	53		345	67
Property Services	1,636	-	-	-	-	1,636	(56)		1,580	831
Property Management	1,086					1,086	32		1,118	467
Geospatial Information Services	121					121	(1)		120	37
Insurance Management	429					429	(88)		341	327
Depot Services	213	-	-	-	-	213	-		213	65
Depot Operations - Narrabri	156					156	(3)		153	38
Depot Operations - Wee Waa	36					36	4		40	14
Depot Operations - Boggabri	21					21	-		21	13
Airport Services	769	-	-	-	-	769	(5)		764	176
Airport Management	671					671	(4)		667	150
Airside Operations	44					44	(1)		43	10
Landside Operations	46					46	-		46	14
Aviation Fuel Facilities	8					8	-		8	2
The Crossing Theatre	1,441	-	-	-	-	1,441	21		1,462	498
TCT Management	418					418	-		418	154
Cinemas	225					225	-		225	65
Front of House	369					369	-		369	113
The Crossing Café	207					207	22		229	95
User Pays Events	61					61	7		68	33
User Pays Live Events	70					70	-		70	30
Entrepreneurial Live Events	91					91	(8)		83	8
Libraries	707	-	-	-	-	707	18		725	145
Libraries Management	302					302	-		302	27
Library - Narrabri	269					269	18		287	85
Library - Wee Waa	91					91	-		91	22
Library - Boggabri	45					45	-		45	11
Total Expenses from Continuing Operations	7,608	-	-	-	-	7,608	451		8,059	2,582
Net Operating Result before Capital Items	(5,537)	-	-	-	-	(5,537)	(482)		(6,019)	(2,232)

Narrabri Shire Council

Quarterly Budget Review Statement

for the period 01/07/19 to 30/09/19

Detailed Income & Expenses Budget Review Statement of Directorate Summary (on page 2)

Budget review for the quarter ended 30 September 2019

Income & Expenses - Development & Economic Growth

(\$000's)	Original Budget 2019/20	Approved Changes				Revised Budget 2019/20	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs					
Income										
Planning & Regulatory Services	1,478	-	-	-	-	1,478	-		1,478	237
Strategic Land Use Planning	362	-	-	-	-	362	-		362	3
Statutory Land Use Planning	863	-	-	-	-	863	-		863	217
Building Surveying and Certification	122	-	-	-	-	122	-		122	7
Regulatory Enforcement	131	-	-	-	-	131	-		131	10
Environmental Health Services	115	-	-	-	-	115	-		115	55
Solid Waste Management Services	3,826	-	-	-	-	3,826	-		3,826	2,733
Urban Waste Management	1,694	-	-	-	-	1,694	-		1,694	1,655
Narrabri Waste Depot	1,830	-	-	-	-	1,830	-		1,830	789
Rural Waste (incl Transfer Stations)	302	-	-	-	-	302	-		302	289
Economic Development Services	11	-	-	-	-	11	-		11	1
Cemeteries	197	-	-	-	-	197	-		197	43
Swimming Pools	330	-	-	-	-	330	-		330	31
Parks & Open Spaces	1,052	-	-	-	-	1,052	-		1,052	7
Saleyard Services	211	-	-	-	-	211	10		221	64
Tourism Services	244	-	-	-	-	244	(35)		209	101
Visitor Information Centre Operations	86	-	-	-	-	86	-		86	32
Tourism Network Management	27	-	-	-	-	27	4		31	(1)
Shire Marketing & Promotion	91	-	-	-	-	91	1		92	70
Event Facilitation	40	-	-	-	-	40	(40)		-	-
Total Income from Continuing Operations	7,464	-	-	-	-	7,464	(25)		7,439	3,272
Expenses										
Planning & Regulatory Services	2,063	-	-	-	-	2,063	-		2,063	310
Strategic Land Use Planning	774	-	-	-	-	774	-		774	32
Statutory Land Use Planning	544	-	-	-	-	544	-		544	187
Building Surveying and Certification	347	-	-	-	-	347	-		347	15
Regulatory Enforcement	398	-	-	-	-	398	-		398	76
Environmental Health Services	488	-	-	-	-	488	-		488	195
Environmental Health Management	71	-	-	-	-	71	-		71	17
Weeds Management	210	-	-	-	-	210	-		210	89
Weeds North West Action Program	207	-	-	-	-	207	-		207	89
Solid Waste Management Services	3,385	-	-	-	-	3,385	-		3,385	679
Urban Waste Management	1,040	-	-	-	-	1,040	-		1,040	105
Narrabri Waste Depot	1,546	-	-	-	-	1,546	-		1,546	453
Rural Waste (incl Transfer Stations)	799	-	-	-	-	799	-		799	121
Economic Development Services	724	-	-	-	-	724	330		1,054	181
Economic Development	327	-	-	-	-	327	420		747	103
Community Development	273	-	-	-	-	273	(79)		194	51
Grants Administration	124	-	-	-	-	124	(11)		113	27
Cemeteries	462	-	-	-	-	462	31		493	76
Cemeteries Management	48	-	-	-	-	48	31		79	24
Cemeteries Interment Services	69	-	-	-	-	69	-		69	1
Cemeteries Maintenance	345	-	-	-	-	345	-		345	51
Swimming Pools	1,741	-	-	-	-	1,741	15		1,756	282
Swimming Pools Management	84	-	-	-	-	84	-		84	11
Swimming Pool Operations - Narrabri	1,100	-	-	-	-	1,100	-		1,100	190
Swimming Pool Operations - Wee Waa	243	-	-	-	-	243	15		258	43
Swimming Pool Operations - Boggabri	270	-	-	-	-	270	-		270	33
Artesian Bore Baths - Pilliga	44	-	-	-	-	44	-		44	5
Parks & Open Spaces	2,624	-	-	-	-	2,624	-		2,624	730
Parks & Open Spaces Management	1,000	-	-	-	-	1,000	-		1,000	283
Community Use & Event Support	13	-	-	-	-	13	-		13	3
Open Space Maintenance	457	-	-	-	-	457	-		457	362
Sporting Facilities	416	-	-	-	-	416	-		416	21
Recreational Parks	311	-	-	-	-	311	-		311	10
Public Waste / Litter Control	63	-	-	-	-	63	-		63	2
Street Trees Program	108	-	-	-	-	108	-		108	18
Public Amenities & Monument Maintenance	178	-	-	-	-	178	-		178	26
Central Business District Maintenance	78	-	-	-	-	78	-		78	5
Saleyard Services	299	-	-	-	-	299	(3)		296	127
Saleyard Operations	275	-	-	-	-	275	(3)		272	121
Truck Wash Facilities	24	-	-	-	-	24	-		24	6
Tourism Services	793	-	-	-	-	793	12		805	176
Visitor Information Centre Operations	497	-	-	-	-	497	-		497	141
Tourism Network Management	96	-	-	-	-	96	12		108	21
Shire Marketing & Promotion	146	-	-	-	-	146	-		146	12
Event Facilitation	54	-	-	-	-	54	-		54	2
Total Expenses from Continuing Operations	12,579	-	-	-	-	12,579	385		12,964	2,756
Net Operating Result before Capital Items	(5,115)	-	-	-	-	(5,115)	(410)		(5,525)	516

Narrabri Shire Council

Quarterly Budget Review Statement

for the period 01/07/19 to 30/09/19

Detailed Income & Expenses Budget Review Statement of Directorate Summary (on page 2)

Budget review for the quarter ended 30 September 2019

Income & Expenses - Infrastructure Delivery

(\$000's)	Original Budget 2019/20	Approved Changes				Revised Budget 2019/20	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs					
Income										
Infrastructure Delivery Support	5	-	-	-	-	5	-		5	1
Design & Investigation Services	23	-	-	-	-	23	-		23	1
Fleet Management	893	-	-	-	-	893	-		893	101
Emergency Support	232	-	-	-	-	232	-		232	18
Roads & Ancillary Services	13,604	-	-	-	-	13,604	-		13,604	1,674
Roads Management	19	-	-	-	-	19	-		19	5
State Highway Maintenance Contract	4,357	-	-	-	-	4,357	-		4,357	-
Regional Roads Maintenance	1,600	-	-	-	-	1,600	-		1,600	596
Shire Roads Maintenance	4,657	-	-	-	-	4,657	-		4,657	1,073
Bridges Maintenance	2,400	-	-	-	-	2,400	-		2,400	-
Town Streets Maintenance	56	-	-	-	-	56	-		56	-
Quarries	475	-	-	-	-	475	-		475	-
Roads Private Works	40	-	-	-	-	40	-		40	-
Water Services	7,129	-	-	-	-	7,129	(36)		7,093	2,666
Water Management	428	-	-	-	-	428	(36)		392	173
Baan Baa Water Operations	60	-	-	-	-	60	-		60	22
Bellata Water Operations	107	-	-	-	-	107	-		107	42
Boggabri Water Operations	643	-	-	-	-	643	-		643	242
Gwabegar Water Operations	59	-	-	-	-	59	-		59	15
Narrabri Water Operations	4,888	-	-	-	-	4,888	-		4,888	1,820
Pilliga Water Operations	98	-	-	-	-	98	-		98	42
Wee Waa Water Operations	846	-	-	-	-	846	-		846	310
Sewerage Services	9,078	-	-	-	-	9,078	(16)		9,062	3,383
Sewerage Management	287	-	-	-	-	287	(16)		271	132
Boggabri Sewerage Operations	4,665	-	-	-	-	4,665	-		4,665	378
Narrabri Sewerage Operations	2,309	-	-	-	-	2,309	-		2,309	2,179
Wee Waa Sewerage Operations	1,817	-	-	-	-	1,817	-		1,817	694
Total Income from Continuing Operations	30,964	-	-	-	-	30,964	(52)		30,912	7,844
Expenses										
Infrastructure Delivery Support	307	-	-	-	-	307	-		307	91
Infrastructure Delivery Management	47	-	-	-	-	47	-		47	33
Contracts & Tender Management	260	-	-	-	-	260	-		260	58
Design & Investigation Services	493	-	-	-	-	493	-		493	126
Fleet Management	(733)	-	-	-	-	(733)	424		(309)	(34)
Emergency Support	1,020	-	-	-	-	1,020	-		1,020	190
Roads & Ancillary Services	15,306	-	-	-	-	15,306	-		15,306	3,870
Roads Management	5,076	-	-	-	-	5,076	-		5,076	1,716
State Highway Maintenance Contract	3,556	-	-	-	-	3,556	-		3,556	269
Regional Roads Maintenance	478	-	-	-	-	478	-		478	126
Shire Roads Maintenance	3,548	-	-	-	-	3,548	-		3,548	731
Bridges Maintenance	91	-	-	-	-	91	-		91	112
Culverts / Causeways Maintenance	48	-	-	-	-	48	-		48	-
Town Streets Maintenance	1,812	-	-	-	-	1,812	-		1,812	303
Footpaths	57	-	-	-	-	57	-		57	35
Kerb & Guttering	34	-	-	-	-	34	-		34	416
Stormwater Management	131	-	-	-	-	131	-		131	31
Quarries	475	-	-	-	-	475	-		475	123
Roads Private Works	-	-	-	-	-	-	-		-	8
Water Services	4,301	-	-	-	-	4,301	20		4,321	1,182
Water Management	318	-	-	-	-	318	20		338	280
Baan Baa Water Operations	94	-	-	-	-	94	-		94	18
Bellata Water Operations	103	-	-	-	-	103	-		103	29
Boggabri Water Operations	624	-	-	-	-	624	-		624	152
Gwabegar Water Operations	78	-	-	-	-	78	-		78	75
Narrabri Water Operations	2,214	-	-	-	-	2,214	-		2,214	426
Pilliga Water Operations	112	-	-	-	-	112	-		112	21
Wee Waa Water Operations	758	-	-	-	-	758	-		758	181
Sewerage Services	3,517	-	-	-	-	3,517	280		3,797	1,055
Sewerage Management	-	-	-	-	-	-	280		280	306
Boggabri Sewerage Operations	475	-	-	-	-	475	-		475	114
Narrabri Sewerage Operations	2,291	-	-	-	-	2,291	-		2,291	454
Wee Waa Sewerage Operations	751	-	-	-	-	751	-		751	181
Total Expenses from Continuing Operations	24,211	-	-	-	-	24,211	724		24,935	6,480
Net Operating Result before Capital Items	6,753	-	-	-	-	6,753	(776)		5,977	1,364

Narrabri Shire Council

Quarterly Budget Review Statement
for the period 01/07/19 to 30/09/19

Capital Budget Review Statement

Budget review for the quarter ended 30 September 2019

Capital Budget - Council Consolidated

(\$000's)	Original Budget 2019/20	Approved Changes				Revised Budget 2019/20	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs					
Capital Expenditure										
New Assets										
- Plant & Equipment	343	4				347	75		422	211
- Land & Buildings	4,761	266				5,027			5,027	20
- Roads, Bridges, Footpaths	2	408				410			410	204
- Water & Sewerage Assets	932	(238)				694			694	140
- Other	1,084	621				1,705			1,705	744
Renewal Assets (Replacement)										
- Plant & Equipment	2,349	993				3,342	(227)		3,115	151
- Land & Buildings	372	241				613	67		680	9
- Roads, Bridges, Footpaths	11,578	1,669				13,247	115		13,362	2,680
- Water & Sewerage Assets	12,602	(996)				11,606			11,606	780
- Other	2,343	648				2,991	(34)		2,957	167
Loan Repayments (Principal) - General	763					763	-		763	118
Total Capital Expenditure	37,129	3,616	-	-	-	40,745	(4)		40,741	5,224
Capital Funding										
Rates & Other Untied Funding	707	230				937			937	118
Capital Grants & Contributions	14,749	(1,706)				13,043			13,043	2,800
Reserves:										
- Restrictions/Reserves	9,066	4,762				13,828	(4)		13,824	2,014
- VPA Restrictions	1,725	71				1,796			1,796	44
- s94a	305	-				305			305	42
- Water Fund	2,395	697				3,092			3,092	63
- Sewerage Fund	3,104	(438)				2,666			2,666	143
New Loans	4,300					4,300			4,300	-
Receipts from Sale of Assets										
- Plant & Equipment	778					778	-		778	-
- Land & Buildings										
Total Capital Funding	37,129	3,616	-	-	-	40,745	(4)		40,741	5,224
Net Capital Funding - Surplus/(Deficit)	-	-	-	-	-	-	-		-	-

Budget review for the quarter ended 30 September 2019

Capital Expenditure by Activity - Council Consolidated

(\$000's)	Original Budget	Approved Changes				Revised Budget	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs					
Capital Expenditure										
Information Services	356	(36)				320	143		463	193
Property Services	1,990	255				2,245			2,245	10
Depots	200	310				510			510	10
Airport	125	54				179	33		212	38
The Crossing Theatre	20	50				70			70	13
Libraries	50	-				50			50	
Planning & Regulatory	-	239				239			239	
Solid Waste Management	1,770	57				1,827			1,827	87
Economic Development	2,820	-				2,820			2,820	
Saleyards	85	7				92			92	15
Tourism	215	-				215			215	
Cemeteries	169	48				217			217	3
Swimming Pools	-	-				-			-	
Parks & Open Spaces	1,791	236				2,027			2,027	824
Fleet Management	2,432	826				3,258	(295)		2,963	109
Transport	11,019	2,638				13,657	115		13,772	2,884
Water Supplies	4,894	(408)				4,486			4,486	621
Sewerage Services	8,475	(660)				7,815			7,815	299
Loan Repayments (Principal) - General	718					718			718	118
Total Capital Expenditure	37,129	3,616	-	-	-	40,745	(4)		40,741	5,224

This statement provides the same capital expenditure information as above, but in Service activity format in line with Council's Service Plans.

Narrabri Shire Council**Quarterly Budget Review Statement**
for the period 01/07/19 to 30/09/19**Cash & Investments Budget Review Statement**

Budget review for the quarter ended 30 September 2019
Cash & Investments - Council Consolidated

Reconciliation Status

The YTD Cash & Investment figure reconciles to the actual balances held as follows: **\$ 000's**

Cash at Bank (as per bank statements)		937
Investments on Hand		51,000
less: Unpresented Cheques	(Timing Difference)	(5)
add: Undeposited Funds	(Timing Difference)	331
Reconciled Cash at Bank & Investments		52,263

Narrabri Shire Council

Quarterly Budget Review Statement
for the period 01/07/19 to 30/09/19

Key Performance Indicators Budget Review Statement - Industry KPI's (OLG)

Budget review for the quarter ended 30 September 2019

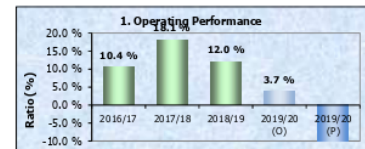
(\$000's)	Current Projection		Original Budget 19/20	Actuals Prior Periods 18/19 17/18	
	Amounts 19/20	Indicator 19/20			

NSW Local Government Industry Key Performance Indicators (OLG):

1. Operating Performance

Operating Revenue (excl. Capital) - Operating Expenses	-4,398	-10.2 %	3.7 %	12.0 %	18.1 %
Operating Revenue (excl. Capital Grants & Contributions)	43,274				

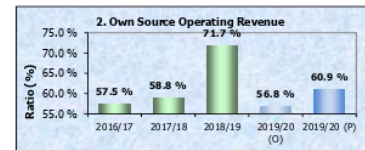
This ratio measures Council's achievement of containing operating expenditure within operating revenue.



2. Own Source Operating Revenue

Operating Revenue (excl. ALL Grants & Contributions)	35,404	60.9 %	56.8 %	71.7 %	58.8 %
Total Operating Revenue (incl. Capital Grants & Cont)	58,103				

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants & contributions.



Narrabri Shire Council

Quarterly Budget Review Statement

for the period 01/07/19 to 30/09/19

Contracts Budget Review Statement

Budget review for the quarter ended 30 September 2019

Part A - Contracts Listing - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
Uniplan Group P/L	Contract 2019-20/05 - Boggabri Caravan Park Buildings	683,488	25/07/19	4 Months	Y	
KCE P/L	Contract 2019-20/07 - Boggabri Caravan Park Civil Works	720,700	25/07/19	4 Months	Y	
Johnstone Concrete	Contract 2019-20/09 - Supply & Deliver Aggregate	Sch of Rates	01/09/19	2 Years	Y	
Saunders Civilbuild P/L	Contract 2019-20/06 - Design, Replace Tarriaro Bridge	1,899,404	20/09/19	6 Months	Y	

Notes:

1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser.
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
3. Contracts for employment are not required to be included.

Consultancy & Legal Expenses Budget Review Statement

Budget review for the quarter ended 30 September 2019

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	86,076	Y
Legal Fees	25,295	Y

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Comments

Expenditure included in the above YTD figure but not budgeted includes:

Details

12.19 VICKERY VOLUNTARY PLANNING AGREEMENT

Responsible Officer: Daniel Boyce, Executive Manager Planning and Environment

Author: Daniel Boyce, Executive Manager Planning and Environment

Attachments: 1. Whitehaven VPA Offer dated 14 November 2019  

DELIVERY PROGRAM ALIGNMENT**4 Leadership**

Objective 4.3 Infrastructure and service delivery will provide public value for the community

Strategy 4.3.1 Develop and integrate a methodology that measures and reports to communities on equitable distribution of Council funding

EXECUTIVE SUMMARY

The Vickery Coal Mine, Vickery Extension Project (“**Vickery**”) proposes to extract annual run-of-mine (“**ROM**”) coal from the open cut at an average rate of 7.2 million tonnes per annum (“**Mtpa**”) over 25 years, with a peak production of up to approximately 10 Mtpa. The estimated total resource is 179 million tonnes (“**Mt**”).

The proponent has offered to enter into a voluntary planning agreement (“**VPA**”) with Council.

At it’s Extraordinary Council Meeting held in Boggabri on Thursday 17 October 2019, Narrabri Shire Council unanimously resolved to request a revised VPA offer in the amount of \$14.87 million.

Whitehaven Coal responded (Attachment 1) with an offer of a \$3.2m one-off upfront payment upon commencement of construction, consisting of the following contributions:

- Upgrade to the Boggabri Pool - \$500,000
- Community meeting space - \$500,000
- Retirement units in Boggabri - \$850,000
- Merton Street Streetscape Project - \$500,000
- Showground improvements - \$750,000
- Contribution to a community development role for Boggabri - \$100,000.

Alternatively, Whitehaven are open to considering providing a contribution in-kind, via the transfer of land in Boggabri currently owned by Whitehaven to Council at market rates, to support the future development of an industrial estate by Council.

Council must consider this offer.

It is the view of Staff that the VPA offer:

- Does not meet the Council endorsed objectives for a planning agreement concerning the Vickery Mine Extension project.
- Is not fair and reasonable considering the impacts of the mine on the local community.
- Accepting the VPA offer is not in the Public Interest.

RECOMMENDATION

1. That Council reject the current Vickery Mine Extension VPA offer, for the following reasons:
 - a. It does not meet the Council endorsed objectives for a planning agreement concerning the Vickery Mine Extension project.
 - b. It is not fair and reasonable considering the impacts of the mine on the local community.
 - c. Accepting the VPA offer is not in the Public Interest.
2. That Council write to the NSW Government and advise them of the status of the VPA negotiations and request independent arbitration.
3. That Council write to the Independent Planning Commission and request that they defer the determination of the Project until the independent arbitration has been concluded.

BACKGROUND

The Vickery Coal Mine, Vickery Extension Project (“**Vickery**”) proposes to extract annual run-of-mine (“**ROM**”) coal from the open cut at an average rate of 7.2 million tonnes per annum (“**Mtpa**”) over 25 years, with a peak production of up to approximately 10 Mtpa. The estimated total resource is 179 million tonnes (“**Mt**”).

The proponent has offered to enter into a voluntary planning agreement (“**VPA**”) with Council.

VPA Legislation and Guidelines

Section 7.4 of the *Environmental Planning & Assessment Act 1979* (“**EPA Act**”) enables VPAs to be made as part of inter alia Development Applications (“**DA**”). The VPA can:

- *require the developer to dedicate land free of cost;*
- *pay a monetary contribution;*
- *provide any other material public benefit; or*
- *any combination of the above, providing it is used for or applied towards a public purpose.*

A public purpose is outlined by the EPA Act to include (without limitation):

- (a) *the provision of (or the recoupment of the cost of providing) public amenities or public services,*
- (b) *the provision of (or the recoupment of the cost of providing) affordable housing,*
- (c) *the provision of (or the recoupment of the cost of providing) transport or other infrastructure relating to land,*
- (d) *the funding of recurrent expenditure relating to the provision of public amenities or public services, affordable housing or transport or other infrastructure,*
- (e) *the monitoring of the planning impacts of development,*
- (f) *the conservation or enhancement of the natural environment.*

The former Department of Infrastructure Planning and Natural Resources Development Contributions Practice Note (NSW Department of Infrastructure Planning and Natural Resources 2005) provides commentary on the use of VPAs. In particular the following advice is provided:

... the public interest implicated by a planning agreement may be measured in terms of the need to mitigate any adverse impacts of development on the public domain or the desirability

of providing a planning benefit to the wider community (NSW Department of Infrastructure Planning and Natural Resources 2005) p.6.

... the safeguards applying to the use of planning agreements should:

- provide for a generally applicable test for determining the acceptability of a planning agreement, which embraces amongst other things concepts of reasonableness, (NSW Department of Infrastructure Planning and Natural Resources 2005) p.7.*

The generally applicable acceptability test referred to above should require that planning agreements:

- are directed towards proper or legitimate planning purposes, ordinarily ascertainable from the statutory planning controls and other adopted planning policies applying to development,
- provide for public benefits that bear a relationship to development that is not de minimis (that is benefits that are not wholly unrelated to development),
- produce outcomes that meet the general values and expectations of the public and protect the overall public interest,
- provide for a reasonable means of achieving the relevant purposes and outcomes and securing the benefits, and
- protect the community against planning harm. (NSW Department of Infrastructure Planning and Natural Resources 2005) p.7.
- Further the Practice Note outlines the objective that VPAs should be directed towards achieving:
- meeting the demands created by development for new public infrastructure, amenities and services,
- prescribing the nature of development to achieve specific planning objectives,
- securing off-site planning benefits for the wider community so that development delivers a net community benefit,
- compensating for the loss of or damage to a public amenity, service, resource or asset by development through replacement, substitution, repair or regeneration (NSW Department of Infrastructure Planning and Natural Resources 2005)p.9.

The NSW Department of Planning & Environments' Social Impact Assessment Guideline: For State Significant mining, petroleum production and extractive industry development provides commentary on the use of VPAs:

Planning agreements are voluntary and the EPA Act does not provide guidance for determining the quantum of contributions under an agreement. However, planning agreements should be commensurate with the scale and nature of the impacts on council infrastructure and services, taking into account other forms of contribution and any local benefits that the project is expected to deliver. Planning agreements may account for both the direct and indirect impacts of a resource project on a community, and may also relate to impacts on the social fabric of the community (NSW Department of Planning & Environment 2017)p.46.

The NSW Government also prepared Planning Agreement Guidelines: For State Significant Mining Projects. It is understood that these guidelines were only issued in draft; however, they provide guiding principles for VPA negotiations for mining projects.

- *Principle 1: Negotiations are entered into early and in good faith by all parties to the agreement, with all parties focused on delivering a planning agreement that is timely and follows best practice process*
- *Principle 2: The value of any contributions under a proposed planning agreement must be fair and reasonable, considering the impacts of the mine on the local community.*
- *Principle 3: Planning agreement negotiations reflect the priorities of the community, as outlined in council community strategic plans, and addresses impacts on the community over the life of the project.*
- *Principle 4: The implementation of a planning agreement is transparent and accountable, and the final planning agreement is made available to the public (NSW Government n.d.)pp.10-11.*

Vickery VPA negotiations

Council has had a number of interactions with Whitehaven Coal regarding a VPA (Table 1) and rejected the third VPA offer from Whitehaven Coal of \$2.712m following strong community sentiment at community engagement sessions on 11 September 2019 and because it did not meet the Council endorsed objectives.

Project	Date	Amount	Decision	Minute
Vickery Coal Project	Sept 2014	\$2.25m	Agreed	MINUTE 561/2014
Vickery Extension Project	Aug 2017	\$3.069m	Rejected	MINUTE 039/2019
Vickery Extension Project	April 2019	\$2.712m	Rejected	MINUTE 232/2019
Vickery Extension Project	Nov 2019	\$3.2m	TBD	N/A

Table 1 VPA Offers Vickery Coal Project and Vickery Extension Project

CURRENT SITUATION

Whitehaven Coal's latest offer (Attachment 1) is a \$3.2m one-off payment, consisting of the following contributions:

- Upgrade to the Boggabri Pool - \$500,000
- Community meeting space - \$500,000
- Retirement units in Boggabri - \$850,000
- Merton Street Streetscape Project - \$500,000
- Showground improvements - \$750,000
- Contribution to a community development role for Boggabri - \$100,000.

Alternatively, Whitehaven are open to considering providing a contribution in-kind, via the transfer of land in Boggabri currently owned by Whitehaven to Council at market rates, to support the future development of an industrial estate by Council.

VPA objectives

The Council endorsed objectives for a planning agreement associated with Vickery are to:

1. Meet the demands created by the Project for new public infrastructure, amenities and services;
2. Secure off-site planning benefits for the wider community so that the Project delivers a net community benefit;
3. Compensate for the loss of or damage to a public amenity, service, resource or asset by development through replacement, substitution, repair or regeneration.

Meet the demands created by the Project for new public infrastructure, amenities and services

The EIS has stated that the development would result in the following employment generation:

During Construction:

- *approximately 500 full time equivalent personnel*
- *majority of the construction workforce would be non-local hire*
- *90% of the construction workforce is to be housed in the Boggabri Accommodation Camp.*

During Operation:

- *approximately 450 full time equivalent personnel*
- *assumed 70% local hire (315 people)*
- *assumed 21% of the workforce would reside in Boggabri (94.5 people)*
- *assumed 13% of the workforce would reside in Narrabri (58.5 people)*

Narrabri LGA is identified as an “importer” of mining workers in the Social Impact Assessment (SIA) provided with the EIS. It would seem unlikely that 94.5 people, forming part of the workforce, would be sourced from Boggabri having an existing population of approximately 850. Therefore, it would seem likely that these 94.5 people would be relocating to Boggabri and likewise for Narrabri. The EIS states:

Whitehaven’s existing personnel include long term local residents, new local residents who have moved to the area as a result of employment and personnel who rent local houses, including Whitehaven-owned houses, and return to their home bases on weekends. Short term contractors are accommodated in the Civeo Villages in Boggabri and Narrabri.

Whitehaven is committed to employing a local workforce, and most of the Project’s operational personnel are expected to be drawn from the Narrabri and Gunnedah LGAs, or to move to the local area on a permanent basis, with some buying and some renting dwellings. If rental housing stocks are inadequate for demand when operations commence, non-local personnel would be accommodated in the Civeo Accommodation Village until such time as housing is available.

It is not clear how the additional required accommodation would be provided in Boggabri and to a lesser extent in Narrabri.

The increase in demand for accommodation would likely increase housing prices and may adversely impact locals who are not earning mining wages both in terms of rental availability, cost and purchases of property.

The proponent concedes that “significant changes to gender balance in smaller communities are likely to occur...during the construction period” (p170, RTS). In the absence of additional social and community infrastructure to cope with the influx of construction workers, it is likely that the community of Boggabri will bear the social costs of this project.

A community needs assessment report, prepared by an independent consultant would better establish the exact demand for “new public infrastructure, amenities and services” based on the potential population impacts.

It is a far simpler process to quantify the impacts of the projects on local road infrastructure. In its submission to the IPC dated 11 February 2019, Council suggested that the transport route put forward by the Proponent was fundamentally flawed. Council’s view as articulated in the submission is that legal and practical access should be via Braymont Road and that the Proponent should upgrade this route.

Council preliminary estimates for the capital cost of upgrading the Braymont Road route are \$7,467,500 with recurrent costs of \$1,690,000 or \$67,600 per annum.

The VPA offer does not address the estimated costs of upgrading the logical transport route via Braymont Road. Council is in no doubt that this route will be used in spite of conditions making this unlawful. This creates a perverse situation whereby the proponent derives significant economic benefits in the short to medium term, at the expense of future generations of ratepayers over the long-term.

Council has written to the Independent Planning Commission requiring the upgrade of Braymont Road or a contribution of \$7,467,500 and annual contribution of \$67,600 (subject to CPI).

Secure off-site planning benefits for the wider community so that the Project delivers a net community benefit

The community identified a number of projects that will provide some of the requisite community benefit for the Project. The corresponding Whitehaven offer is included in Table 2.

Project	Whitehaven Offer
An industrial subdivision and development in Boggabri	\$0
An upgrade to the Boggabri Pool	\$500,000
A community meeting and multi-purpose space (incl. sport)	\$500,000
Retirement units in Boggabri	\$850,000
Main street improvements	\$500,000
Riverbank embellishments	\$0
Showground embellishments	\$750,000
A contribution to a community development role in Boggabri	\$100,000
A contribution to a mining planner	\$0
Total	\$3,200,000

Table 2 Community Projects and Whitehaven proposed VPA contributions

In isolation of the impacts on road infrastructure and other public infrastructure the VPA offer of \$3.2 million provides a net community benefit, however, it is extremely questionable whether this is sufficient over the life of the mine.

Compensate for the loss of or damage to a public amenity, service, resource or asset by development through replacement, substitution, repair or regeneration.

The VPA offer of \$3.2 million does not provide any compensation to the Boggabri community impacts from the Project.

The VPA offer does not meet the Council endorsed objectives for a planning agreement associated with Vickery.

Is acceptance of the VPA offer in the Public Interest?

Because the VPA offer does not meet the Council endorsed objectives for a planning agreement associated with Vickery it follows that the VPA offer is not in the Public Interest.

According to the DPE *Draft Practice Note on Planning Agreements* (2016):

*“A critical consideration in whether to enter into a planning agreement is whether the agreement is in the **public interest**.*

*In some cases, the public interest may be measured in terms of the **need to mitigate any adverse impacts of development** on the public domain or the desirability of providing a **planning benefit to the wider community**.” (p. 8)*

In the case of the Project, there is both a need to “mitigate” impacts and provide a net community “benefit” to Boggabri in particular, with the EIS (Appendix R) concluding, “...*Boggabri, to date, had not experienced the same level of benefits that Gunnedah and Narrabri had experienced as a result of the region’s existing mining operations.*” (p. 7).

FINANCIAL IMPLICATIONS

Currently Whitehaven Coal have provided Council a VPA offer of \$3.2 million.

In rejecting the offer Council may not reach an agreed VPA with Whitehaven Coal.

STATUTORY AND POLICY IMPLICATIONS

The *Environmental Planning and Assessment Act 1979* provides the statutory framework for planning agreements.

The *Environmental Planning and Assessment Regulation 2000* (“**EPA Regulation**”) provides a framework for planning agreements. The EPA Regulation outlines the procedural requirements for the use of planning agreements as well as the making, amending and revocation of planning agreements and the public notice of planning agreements.

CONSULTATION**External Consultation**

Around thirty (30) members of the Boggabri community attended three community engagement sessions on 11 September 2019.

Internal Consultation

- Director Infrastructure Delivery.



14 November 2019

Mr Stewart Todd
General Manager
Narrabri Shire Council
PO Box 261
NARRABRI 2390

Dear Stewart

RE: Vickery Voluntary Planning Agreement (VPA) Community Consultation

Thank you for your communication dated 21 October 2019

In 2014, agreement was reached between Whitehaven Coal and the Narrabri Shire Council for a Vickery Coal Project (VCP) VPA contribution of \$2.25M based on the run-of-mine tonnes of coal planned to be mined under the Project.

On 17 April 2019, and building on the agreed VPA set out in the Conditions of Approval for the VCP VPA, Whitehaven proposed a revised VPA offer to Council of \$2.71M to account for the incremental product tonnes under the Vickery Extension Project (VEP). As we have stated on a number of occasions, we consider this offer to be fair and reasonable and, by objective reference to industry standards, generous.

It is disappointing that, having agreed to the terms of the VCP VPA, Council has rejected the revised VEP VPA offer and is now seeking an amount of \$14.87M, which represents a nearly seven-fold increase on the original figure agreed with Council five years ago. Additionally, we understand Council is seeking \$7.46M for the upgrade of Braymont Road, a transport route the VCP Conditions of Consent prohibit the use of, and which will almost certainly be reflected in the Conditions of Consent for the VEP, should it be approved.

A stated objective of Council throughout Vickery VPA discussions has been to ensure the VEP delivers a net community benefit to the Boggabri community and, to this end, Council sought direct community interface with Boggabri residents. Whitehaven notes a number of key outcomes from this interaction – as expressed in Council's Notice Paper for its 17 October meeting – was community feedback and advocacy for a number of locally-based initiatives, including:

- An industrial subdivision and development in Boggabri
- An upgrade to the Boggabri Pool
- A community meeting and multi-purpose space
- Retirement units in Boggabri
- Main street improvements-Riverbank embellishment

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- Showground embellishments
- A contribution to a community development role in Boggabri
- A contribution to a mining planner.

While we further note the Minutes of Council's 17 October meeting do not explicitly refer to these initiatives, Whitehaven nevertheless acknowledges the community views that have arisen from this process Council has designed and administered. To ensure the residents of Boggabri can continue to see the economic benefits of our presence, we therefore propose a revised VEP VPA centred around the projects nominated by the community above to the value of approximately \$3,200,000 as follows:

- Upgrade to the Boggabri Pool - \$500,000
- Community meeting space - \$500,000
- Retirement units in Boggabri - \$850,000
- Merton Street Streetscape Project - \$500,000
- Showground improvements - \$750,000
- Contribution to a community development role for Boggabri - \$100,000.

The Merton Street Streetscape Project has been proposed to Whitehaven via our interactions with the Boggabri small business community and is one which we understand to have significant local support. Council should note that the above are nominal amounts for each project, subject to further discussion and refinement once projects are scoped.

Alternatively, we are open to considering providing a contribution in-kind, via the transfer of land in Boggabri currently owned by Whitehaven to Council at market rates, to support the future development of an industrial estate by Council.

We consider this revised offer to be fair, taking into account as it does the direct feedback from the most recent community engagement process that Council itself initiated, and urge Council to give it appropriate consideration. If you have any questions please do not hesitate to contact me on (02) 8222 1111.

Yours sincerely

A handwritten signature in black ink, appearing to read "Paul Flynn", with a stylized flourish at the end.

Paul Flynn
Managing Director and CEO

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13 CONFIDENTIAL (CLOSED COUNCIL) MEETING

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 Northern NSW Inland Port (N2IP)

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

RECOMMENDATION

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

14 MEETING CLOSED
