



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

Date: Tuesday, 30 June 2020

Time: 1.00 pm

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

AGENDA

Ordinary Council Meeting 30 June 2020

**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)

AUDIO RECORDING NOTICE

Council advises that this Meeting will be recorded for the purpose of webcasting, and made available on the Internet. As such, all those present should refrain from making any defamatory statements. It is requested that Councillors within the duration of the Meeting, limit discussions to only the business on the agenda and what is permissible under our Code of Meeting Practice.

(Clause 5.2 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 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 Contract 2020-21/06 - Bitumen Sealing
- 13.2 Narrabri CBD Maitland Street Road Surface Replacement
- 13.3 Minutes of the Narrabri Shire Floodplain Risk Management Committee

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 26 May 2020 comprising Minute Nos 074/2020 to 099/2020 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 TUESDAY, 26 MAY 2020 AT 1.04PM**

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

IN ATTENDANCE: Darren Raeck (Director Infrastructure Delivery), Daniel Boyce (Executive Manager Planning and Environment), Delece Hartnett (Minute Clerk).

Proceedings of the meeting commenced at 1.04pm.

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

Members and officers were upstanding for the opening prayer by the Mayor, Cr Cathy Redding.

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 APOLOGIES/GRANTING OF LEAVE OF ABSENCES

Nil.

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.

COUNCILLOR	ITEM NUMBER	PECUNIARY/ NON-PECUNIARY	REASON
Cr Campbell	8.2 – Mayoral Minute – Narrabri Gas Project Economic Benefits	Pecuniary/Non- Significant	Fieldwork contractor

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

MINUTE 074/2020

Moved: Cr Catherine Redding Seconded: Cr Cameron Staines

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

13.1 Northern NSW Inland Port - Development Strategy

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

Against: Nil

CARRIED 8/0

6 PRESENTATIONS

Nil.

7 CONFIRMATION OF MINUTES

MINUTE 075/2020

Moved: Cr Robert Kneale Seconded: Cr Ron Campbell

That the minutes of Ordinary Meeting of the Narrabri Shire Council held on 28 April 2020 comprising Minute Nos 051/2020 to 064/2020 as circularised be confirmed and signed as a correct record by the Mayor.

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

Against: Nil

CARRIED 8/0

MINUTE 076/2020

Moved: Cr Robert Kneale Seconded: Cr Ron Campbell

That the minutes of Extraordinary Council Meeting of the Narrabri Shire Council held on 19 May 2020 comprising Minute Nos 065/2020 to 070/2020 as circularised be confirmed and signed as a correct record by the Mayor.

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

Against: Nil

CARRIED 8/0

MINUTE 077/2020

Moved: Cr Robert Kneale Seconded: Cr Ron Campbell

That the minutes of Extraordinary Council Meeting of the Narrabri Shire Council held on 22 May 2020 comprising Minute Nos 071/2020 to 073/2020 as circularised be confirmed and signed as a correct record by the Mayor.

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

Against: Nil

CARRIED 8/0

8 MAYORAL MINUTE

8.1 MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR APRIL/MAY 2020**MINUTE 078/2020**

Moved: Cr Catherine Redding

That Council note the Mayoral Appointments for the period April/May 2020.

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

Against: Nil

CARRIED 8/0

Cr Campbell declared a pecuniary interest in relation to item 8.2, due to ownership of a business that has a waste contract with Santos, and was not present at or in sight of the meeting during the consideration of the item.

At 1:14 pm, Cr Ron Campbell left the meeting.

8.2 MAYORAL MINUTE - NARRABRI GAS PROJECT ECONOMIC BENEFITS**MINUTE 079/2020**

Moved: Cr Catherine Redding

1. That Council endorse the economic benefits of the Narrabri Gas Project outlined in this report and make submissions and representations to the Independent Planning Commission and NSW Government in accordance with these agreed benefits during the Public Hearing and other Government processes.
2. That Council make submissions and representations to the Independent Planning Commission and NSW Government on environmental impact and management measures outlined in its previous submissions during the Public Hearing and other Government processes.

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

Against: Nil

CARRIED 7/0

At 1:32 pm, Cr Ron Campbell returned to the meeting.

9 OUR SOCIETY**9.1 ACCESS AND INCLUSION ADVISORY COMMITTEE - TERMS OF REFERENCE REVIEW****MINUTE 080/2020**

Moved: Cr Maxine Booby Seconded: Cr Cameron Staines

That Council adopt the attached reviewed Terms of Reference for the Access and Inclusion Advisory Committee.

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

Against: Nil

CARRIED 8/0

9.2 CRIME PREVENTION ADVISORY COMMITTEE - TERMS OF REFERENCE REVIEW**MINUTE 081/2020**

Moved: Cr Robert Kneale Seconded: Cr Ron Campey

That Council adopt the attached reviewed Terms of Reference for the Crime Prevention Advisory Committee.

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

Against: Nil

CARRIED 8/0

9.3 BOGGABRI COMMUNITY PROJECTS VPA - PROJECT EXPENDITURE APPROVAL**MINUTE 082/2020**

Moved: Cr Maxine Booby Seconded: Cr Lloyd Finlay

- 1. That Council approve the funding of the following projects:**
 - a. Boggabri Showground Pavilion, in the value of \$300,000 and;**
 - b. Boggabri Public School Outdoor Seating, in the value of \$22,000.**
- 2. Projects to be funded from Maules Creek Mine Voluntary Planning Agreement.**

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

Against: Nil

CARRIED 8/0

10 OUR ENVIRONMENT

10.1 DRAFT LOCAL STRATEGIC PLANNING STATEMENT AND GROWTH MANAGEMENT STRATEGY**MINUTE 083/2020**

Moved: Cr Cameron Staines Seconded: Cr Maxine Booby

- 1. That Council endorses the final draft Local Strategic Planning Statement and adopts it as the Council's Local Strategic Planning Statement pursuant to section 3.9(1) of the Environmental Planning & Assessment Act 1979.**
- 2. That Council endorses the final draft Growth Management Strategy 2020 and adopts it as the Council's Growth Management Strategy.**
- 3. That Council note that both the Local Strategic Planning Statement and Growth Management Strategy 2020 will undergo corporate branding.**

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

Against: Nil

CARRIED 8/0

11 OUR ECONOMY

11.1 DEFERRAL OF 1ST RATE INSTALLMENT**MINUTE 084/2020**

Moved: Cr Robert Kneale Seconded: Cr Maxine Booby

That Council defer the payment of the 1st Instalment of rates for 2020/2021 financial year from 31 August 2020 to 30 September 2020.

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

Against: Nil

CARRIED 8/0

11.2 COUNCIL COVID-19 RESPONSE - OUTDOOR DINING AND OTHER COMMERCIAL USE OF FOOTPATHS**MINUTE 085/2020**

Moved: Cr Ron Campbell Seconded: Cr Ron Campey

That Council waive the fees and charges associated with use of Council footpaths for outdoor dining and other commercial uses until 30 June 2021.

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

Against: Nil

CARRIED 8/0

12 OUR CIVIC LEADERSHIP**12.1 DELEGATES REPORT - BOGGABRI COAL COMMUNITY CONSULTATIVE COMMITTEE MEETING - 20 FEBRUARY 2020****MINUTE 086/2020**

Moved: Cr Robert Kneale Seconded: Cr Ron Campbell

That Council note Cr Kneale's Delegates Report from the Boggabri Coal Community Consultative Committee held on Thursday 20 February 2020.

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

Against: Nil

CARRIED 8/0

12.2 DELEGATES REPORT - WEE WAA LOCAL HEALTH SERVICE ADVISORY COMMITTEE MEETING - 4 MAY 2020**MINUTE 087/2020**

Moved: Cr Maxine Booby Seconded: Cr Lloyd Finlay

That Council note the Delegates Report from Cr Booby from the Wee Waa Local Area Health Service Advisory Committee Meeting held on Monday 4 May 2020.

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

Against: Nil

CARRIED 8/0

12.3 DELEGATES REPORT - NARRABRI GAS PROJECT COMMUNITY CONSULTATIVE COMMITTEE - 10 MARCH 2020**MINUTE 088/2020**

Moved: Cr Robert Kneale Seconded: Cr Ron Campey

That Council note Cr Kneale's Delegates Report from the Narrabri Gas Project Community Consultative Committee Meeting held on Tuesday 10 March 2020.

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

Against: Nil

CARRIED 8/0

12.4 MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE**MINUTE 089/2020**

Moved: Cr Cameron Staines Seconded: Cr Lloyd Finlay

That Council note the Minutes of the Audit, Risk and Improvement Committee meeting held on 18 March 2020.

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

Against: Nil

CARRIED 8/0

12.5 INVESTMENT REPORT - APRIL 2020**MINUTE 090/2020**

Moved: Cr Ron Campbell Seconded: Cr Maxine Booby

That Council note the Investment Report for April 2020.

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

Against: Nil

CARRIED 8/0

12.6 ALCOHOL FREE ZONES - RENEWAL**MINUTE 091/2020**

Moved: Cr Maxine Booby Seconded: Cr Ron Campey

That the Council acknowledge the results of the Public Consultation process and re-establish the following Alcohol-Free Zones up until 1 July 2023.

Alcohol Free Zones (Narrabri CBD and surrounds) to include all the public roads and public car-parks within the area described by the following streets:

- Tibbereena Street - from Fitzroy Street to Killarney Street
- Maitland Street - from 100m south of RSL Club to Killarney Street
- Barwan Street - from Fitzroy Street to Killarney Street

- **Fitzroy Street** - from Tibbereena Street to Barwan Street
- **Denison Street** - from Tibbereena Street to Barwan Street
- **Bowen Street** - from Tibbereena Street to Barwan Street
- **Dewhurst Street** - from Tibbereena Street to Barwan Street
- **Doyle Street** - from Tibbereena Street to Barwan Street
- **Lloyd Street** - from Tibbereena Street to Barwan Street
- **Killarney Street** - from Tibbereena Street to Barwan Street
- **Violet Street** - from Tibbereena Street to Gibbons Street
- **Gibbons Street** - from Violet Street to Grace Street
- **Selina Street** - from the Newell Highway to the railway line
- **Cameron Street** - from the Newell Highway to Narrabri Hospital
- **Buri Street** - from Mooloolbar Street to Goobar Street
- **Goobar Street** - from Buri Street to Burigal Street
- **Narrabri Airport** - Public Car Park and Airport Terminal

Alcohol Free Zones (Boggabri CBD and surrounds) to include all the public roads and public car parks within the area described by the following streets;

- **Wee Waa Street** - from Dalton Street to Caxton Street
- **Merton Street** - from Dalton Street to Caxton Street
- **Laidlaw Street** - from Dalton Street to Caxton Street
- **Lynn Street** - from Dalton Street to Caxton Street
- **Caxton Street** - from Wee Waa Street to Lynn Street
- **Brent Street** - from Wee Waa Street to Lynn Street
- **Dalton Street** - from Wee Waa Street to Lynn Street

Alcohol Free Zones (Wee Waa CBD and surrounds) to include all the public roads and public car parks within the area described by the following streets;

- **Cowper Street** - from Warrior Street to Rivers Street
- **Rose Street** - from Warrior Street to Rivers Street
- **Alma Street** - from Warrior Street to Rivers Street
- **Rivers Street** - from Cowper Street to Alma Street

- Nelson Street - from Cowper Street to Alma Street
- George Street - from Cowper Street to Alma Street
- Church Street - from Cowper Street to Alma Street
- Charles Street - from Cowper Street to Alma Street
- Warrior Street - from Cowper Street to Alma Street

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

Against: Nil

CARRIED 8/0

12.7 DETERMINATION ON A BY-ELECTION

MINUTE 092/2020

Moved: Cr Maxine Booby Seconded: Cr Robert Kneale

That Council apply to the Minister for Local Government under section 294(2)(a) of the Local Government Act 1993, to dispense with a by-election to fill the casual vacancy as it has occurred within 18 months of an ordinary election of Councillors for the area under section 294.

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

Against: Nil

CARRIED 8/0

12.8 SPORTING WALL OF FAME POLICY**MINUTE 093/2020**

Moved: Cr Robert Kneale Seconded: Cr Ron Campbell

- 1. That Council endorse the draft Sporting Wall of Fame Policy for the purposes of exhibition.**
- 2. That Council place the draft Sporting Wall of Fame Policy on public exhibition for a minimum of 28 days, during the exhibition period call for and accept submissions from the public on the draft Policy.**

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

Against: Nil

CARRIED 8/0

12.9 ESTABLISHMENT OF A 2019/2020 NARRABRI SHIRE SMALL BUSINESS GRANT PROGRAM**MINUTE 094/2020**

Moved: Cr Ron Campbell Seconded: Cr Ron Campey

That Council approve the development of the Narrabri Shire Business Assistance Grant, as detailed within this report.

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

Against: Nil

CARRIED 8/0

13 CONFIDENTIAL (CLOSED COUNCIL) MEETING**MINUTE 095/2020**

Moved: Cr Annie McMahon Seconded: Cr Maxine Booby

That at 2.04pm 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 - Development Strategy

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

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

Against: Nil

CARRIED 8/0

SUSPENSION OF STANDING ORDERS**MINUTE 096/2020**

Moved: Cr Ron Campbell Seconded: Cr Cameron Staines

That Council suspend standing orders to move into Committee of the Whole at 2.05pm.

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

Against: Nil

CARRIED 8/0

RESUMPTION OF STANDING ORDERS**MINUTE 097/2020**

Moved: Cr Annie McMahon Seconded: Cr Ron Campbell

That Council move out of Committee of the Whole at 2.42pm.

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

Against: Nil

CARRIED 8/0

13.1 NORTHERN NSW INLAND PORT - DEVELOPMENT STRATEGY**MINUTE 098/2020**

Moved: Cr Catherine Redding Seconded: Cr Cameron Staines

That Council's ongoing role is in the delivery of the following elements associated with the Northern NSW Inland Port:

- a. Plan and rezone;**
- b. Landowner (core land);**
- c. Delivering infrastructure to boundary; and**
- d. Further consideration of the purchase of additional land, if and when required.**

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

Against: Nil

CARRIED 8/0

MINUTE 099/2020

Moved: Cr Ron Campey Seconded: Cr Ron Campbell

That at 2.56pm Council move out of Closed (Public Excluded) Meeting and that the resolutions from the Closed (Public Excluded) Meeting be read out to those present by the General Manager or their nominee.

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

Against: Nil

CARRIED 8/0

14 MEETING CLOSED

The Meeting closed at 2.57pm.

The minutes of this meeting are scheduled to be confirmed at the Ordinary Council Meeting to be held on 30 June 2020.

.....
CHAIRPERSON

8 MAYORAL MINUTE

8.1 MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR MAY/JUNE 2020**Responsible Officer:** Catherine Redding, Mayor**Author:** Delece Hartnett, Personal Assistant to GM & Mayor**Attachments:** Nil**RECOMMENDATION****That Council note the Mayoral Appointments for the period May/June 2020.****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:

Monday 18 May 2020

- I participated within teleconference with sister-city Randwick City Council Mayor Danny Said.

Tuesday 19 May 2020

- Attended May 2020 Councillor Briefing/Workshop Day, with several Councillors attending via video conference, and remainder attending on site in Council Chambers.

Friday 22 May 2020

- Attended May 2020 Councillor Briefing for Budget Discussions prior to Extraordinary Council Meeting, with Councillors attending both in person and via video conferencing.
- Attended May 2020 Extraordinary Council Meeting with Councillors attending both in person and via video conferencing.

Monday 25 May 2020

- Attended video conferencing meeting with Council's Executive Manager Planning & Environment, for technical referencing and report discussions.

Tuesday 26 May 2020

- Attended May 2020 Ordinary Council Meeting with Councillors attending both in person and via video conferencing.

Wednesday 27 May 2020

- Attended Zoom conferencing meeting with Whitehaven Coal representatives for them to provide an update/presentation regarding the Narrabri Underground Stage 3 developments that Whitehaven will be undertaking.
- Participated in NBN TV face-to-face media interview, regarding the recent Target Country closure announcement.
- Participated in Prime TV face-to-face media interview, regarding the recent Target Country closure announcement.

- Attended the first day of COVID19 general public testing by Ochre Health Mobile Respiratory Testing at Gately Field in Narrabri. Mark Coulton was also present at this opening/launch of testing.
- Hosted meeting with Mark Coulton in the Mayoral Office, with Economic Development Manager and Director Infrastructure Delivery also in attendance, for an update on regional issues including Inland Rail.

Thursday 28 May 2020

- Attended via video conferencing with North East NSW Public Library Full Zone AGM and Ordinary Meeting.

Tuesday 9 June 2020

- Attended June 2020 Councillor Briefing/Workshop Day, with several Councillors attending both in person and also via video conference.
- Attended meeting with Council's Cultural Facilities Manager and Library Co-ordinator to discuss general Library services overview between Council and Central Northern Libraries, and the Public Library Association of NSW.

Wednesday 10 June 2020

- Attended Media photo request with Mrs Julie Dowleas, at the Visitor Information Centre, to congratulate her as recipient of the Queens Birthday June 2020 Order of Australia medal.

Thursday 11 June 2020

- Participated in Prime TV media interview, regarding a second update on the Target Country closure announcement.
- Invited to and attended the Office of Local Government/NSW Premier webinar – 'COVID19 Pandemic Response & Recovery', for all NSW Local Government bodies, with Cr Campbell in attendance.

Wednesday 17 June 2020

- Attended face-to-face discussions in Dubbo with representatives of Charles Sturt University regarding updates with the University day-to-day operations and processes going forward.

Friday 19 June 2020

- Attended 'online conferencing' meeting with Independent Planning Commission (IPC) panel for Vickery Mine.

Tuesday 23 June 2020

- Attended June 2020 Councillor Briefing for discussions regarding public submissions received for the draft Operational Plan, with Councillors attending both in person and via video conferencing.

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 welcomed, 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 BELLATA PRECINCT PLAN

Responsible Officer: Darren Raeck, Director Infrastructure Delivery

Author: Evan Harris, Parks and Open Space Manager

Attachments:

1. Draft Bellata Recreation Precinct Plan [↓](#) 
2. Bellata Recreation Precinct Plan Final Costs and Funding Scenarios [↓](#) 

DELIVERY PROGRAM ALIGNMENT

1 Society

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

Strategy 1.3.3 All towns and villages have access to at least one quality meeting place to facilitate social gathering

EXECUTIVE SUMMARY

Council's Delivery Program includes the Strategy that; 'all towns and villages have access to at least one quality meeting place to facilitate social gathering'.

In early 2019, Council engaged ROSS Planning to develop a consolidated Bellata Recreation Precinct Plan ("the Plan") to guide future development within the township of Bellata. The Plan was to take into consideration supporting infrastructure, playground equipment needs, sheltered areas, picnic tables, access to public toilets and potential retail outlet opportunities with the intention of increasing usage and visitation.

During the development and planning of the Bellata precinct, a proposal was put forward to locate these new assets at the Bellata Golf club, adjacent to Bellata Primary school. A preliminary plan was drafted and provided to Council for comment. The Plan was placed on public exhibition. The Council received three (3) submissions and from this point held meetings to further discuss the submissions from the Bellata Golf Club, Bellata Tennis club and Gwydir Mobile preschool. The collaboration of the groups and their request were incorporated into the draft Bellata Recreation Precinct Plan and the cost of the works reworked and calculated as per Attachment 2 – Bellata Recreation Precinct Plan Final Costs and Funding Scenarios to the report.

The Final Costs and Funding Scenarios are divided into two sections this is to identify areas of financial responsibility for both the Community and Council to give direction on future funding. On adoption of a plan Council will negotiate with the Bellata Golf club and Bellata Tennis club future maintenance responsibilities.

RECOMMENDATION

1. That Council adopt Bellata Recreation Precinct Plan Option 1, with the following amendments to the revised costings as per Attachment 2:
 - a. Council commence Maintenance Agreements consultation with the relevant parties.

b. Council initiate grant funding applications to fund the Bellata Recreation Precinct Plan.**BACKGROUND**

In 2008/2009 Council received a grant to construct a half basketball court at Bellata Park. Apart from this, investment in recreation or sport facilities in the village over the past decade has been limited.

In 2016/2017 Council developed a shire-wide Recreation, Sport and Open Space (“**SROS**”) Plan to proactively plan for the future provision of recreation, sport facilities and opportunities in towns and villages within the Shire. The SROS identified a need for a primitive campground primarily due to the closure of the Bellata Caravan Park.

Investigation of the primitive campground identified that there were also issues relating to the supply of recreation, sports and open space facilities in Bellata. Recognition of this resulted in further works being carried out to investigate options to consolidate facilities and provide an overall town masterplan. The result of this work is the draft Bellata Recreation Precinct Plan.

Since completing and adopting the SROS, Council has been systematically implementing identified projects with both Council and external grant funding across the Shire; this Plan is the foundation for work to commence in Bellata.

CURRENT SITUATION

The current parks and open spaces areas in Bellata are inadequate, with old and outdated playground equipment. The demographics of the Bellata Village and surrounding farmlands has changed significantly since the installation of these playground areas and they are now in need of replacement. The request for a primitive campground also highlights that the village does not have any defined camping areas. The combination of these factors has resulted in a review of facilities with the intention to provide children with something to do and travellers somewhere safe and inviting to stay.

The current planning and capital works being undertaken in villages throughout the Shire has resulted in development of community ‘hubs’, this was a major driver behind development of the Bellata Recreation Precinct Plan. The Precinct Plan takes into consideration the population and demographic changes occurring in Bellata, current community, sport and recreation facilities, trends in recreation and sport, results of targeted Council and community consultation and identified recreation, sport and social connection needs of Bellata residents, as well as visitors.

The draft Bellata Recreation Precinct Plan was presented to Council in a workshop which resulted in further discussion and scope being added. The additional scope included investigating water activity playgrounds, shade shelter, potential works around the Bellata tennis courts and reinstatement of the Bellata Park playground. This became Option 3 in the draft Bellata Recreation Precinct Plan. This draft was then put on public exhibition for community feedback.

On closure of the public display period, Council had received three (3) submissions from the community. Additional community consultation undertaken has included the Bellata Primary School, Bellata Golf, Bellata Tennis Club and Gwydir mobile Pre-school. The preferred option was Option 1 with some minor modifications.

Option 1 included the installation of a playground area and a multisport court on the grounds of the Bellata Golf Club instead of resurfacing one court at the Tennis Club. This was to enable the future potential amalgamation of the Golf Club and Tennis Club to govern over the facility. Council included this amendment in the final version of the draft Plan with the intention to have work included in the community section of the funding scenario.

If Option 1 is adopted it would allow the development of the Tennis Club courts as a hard surface skate cycle play area and the club house as a potential site for a day care. This amended option also included retention of elements of the existing park which include the basketball, shot practice area and the sheltered picnic table.

As Council will have to maintain this site into the future, the amendments also include the addition of nature play which is a low maintenance style of playground allowing the children to work on skills which include balance and imagination play. Additional tree planting to encourage shade and aesthetics to the area.

FINANCIAL IMPLICATIONS

Implementation of the Precinct Plan is proposed to be staged over ten years. Individual components of the Plan have been prioritised into three stages:

- Short-term = 1-2 years
- Medium-term = 3-5 years
- Long-term = 6-10 years

STATUTORY AND POLICY IMPLICATIONS

The Bellata Oval is on land owned by Council and designated for community purposes under the *Local Government Act 1993*. The proposed Precinct Plan will conform with Council's Plans of Management for community land to be updated and/or developed soon.

Council adopted the Narrabri Shire Recreation, Sport and Open Space Plan ("**RSOS**") in 2017. The proposed Precinct Plan aligns with the strategic outcomes of the RSOS.

Relevant legislative requirements of proposed projects identified in the Precinct Plan have been considered and are detailed in the draft Plan attached to this report.

CONSULTATION

The draft Plan was developed taking into consideration consultation with Councillors, Council staff, the Bellata Public School Principal, representatives of the Bellata Golf Club and a community member from Bellata specifically related to play opportunities for young children.

If the draft Plan is endorsed by Council for public exhibition, it is proposed to advertise the opportunity to provide feedback on the Plan to the broader community, existing community, sport and recreation groups and more particularly, residents of Bellata and the surrounding district.

External Consultation

- Bellata Golf Club.
- Bellata Tennis Club.
- Gwydir Mobile Pre School.

Internal Consultation

- Executive Manager Planning and Environment.
- Tourism Manager.

The draft Plan was presented to Councillors to provide an opportunity for Councillors to review the proposed plan and supply additional information and input to the draft Plan prior to public exhibition. As a result of the Councillors workshop, an alternate (option 2) for the Precinct Plan was

developed showing the children's play area located to the rear of the existing tennis courts, rather than the Golf Club.



Narrabri Shire Council

Bellata Recreation Precinct Plan
2019

DRAFT



This report has been prepared by:

ROSS Planning Pty Ltd
ABN 32 508 029 959
Upper floor, 63 Bay Terrace
Wynnum QLD 4178

PO Box 5660
MANLY QLD 4179
P: (07) 3901 0730
E: info@rossplanning.com.au
W: www.rossplanning.com.au

Document Control:

Version	Date	Document	Author	Reviewer	Recipient
V1.0	27.03.19	Draft Precinct Plan	HC	CP	EH
V2.0	21.05.19	Amended Draft Precinct Plan	HC	DC	EH



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Narrabri Shire Council - Belknap Wheat Harvest



Executive Summary

Facilities in Bellata developed for community, recreation and sport activities include a recreation park, sports oval, tennis courts, golf course and memorial hall. Of these facilities, Council manages the recreation park and sports oval. Community organisations manage the tennis courts, golf course and memorial hall. In recognition of a number of trends and emerging changes in the Bellata community, Council commissioned development of the Bellata Recreation Precinct Plan to guide further development of the oval and surrounding recreation and community facilities.

Bellata is a small township providing services to the surrounding agricultural district. The permanent population of the town itself has declined by over 40% in the past decade, with contributing factors including the increasing number of technological applications and mechanisation of farming, resulting in the reduced requirement for permanent and seasonal labour.

Council is intent on forming partnerships with communities to face the challenges that change brings to communities such as Bellata, and acknowledges that strong communities are those that have opportunities to connect socially. Recreation and sport is one proven way that builds strong and connected communities.

The Bellata Recreation Precinct Plan aims to analyse the current provision of recreation facilities in Bellata and the changes impacting on the community and proposes a plan to provide recreation opportunities for the community that meet its current and future recreation needs in a way that Council and the community can sustain with available resources, for the long term future.

The Precinct Plan recognises existing recreation activities occurring in the township and provides a staged plan to support community connection through recreation, sport and social activities by staged upgrading, relocating and rationalising facilities. Formalising land use is also identified where necessary.

Existing situation

Bellata oval is Council managed open space in the town and is currently used by Bellata Public School for its annual athletics carnival and cross-country. The oval has not been used for club or formal school sports for a number of years and Council is therefore reviewing how the land can best serve the recreation needs of the community in the future.

The oval is located between the school and the golf club. The tennis courts are adjacent to the school and is home to the local kindergarten/playgroup.

The services and activities of the school, tennis club and licensed golf club reach a considerable cross-section of the Bellata community.

Bellata Park currently has a number of very old pieces of play equipment that are not appealing and are used irregularly. A shelter with two table and chair settings is in fair condition and is located next to a half basketball court in good condition which was constructed in approximately 2009.

Demand for upgrades

Proposed development has been established through consultation with Council, Bellata Public School, Bellata Golf Club, targeted community members and consideration of previous community consultation undertaken during development of strategic planning processes of Council. Key directions include

- ensuring the oval can continue to be used for recreation, informal sport and annual school sport events
- rationalising existing and developing new children's play areas
- creation of a communal area including picnic facilities and fire or yarning circle
- formalising a primitive camping ground for visitors and seasonal workers
- colocating community facilities in close proximity to amenities to create a local destination that provides for a broad cross-section of the community
- development of a new lit multi-sport court.

Design directions

The proposed precinct plan is located within Section 5 of this plan. The vision for the precinct is:

"...to provide a local recreation precinct for community activities and school sports, a primitive camping ground and an attractive recreation and social setting for locals and visitors."

Proposed ultimate embellishments for the precinct includes:

- communal area including picnic shelter and camp fire circle
- primitive camping ground
- well-maintained clubhouse with upgraded amenities including a new barbeque and play area
- one lit multi-sport court (netball, basketball, tennis)
- 9 hole golf course
- defined truck turnaround and car parking area serving the oval and golf club and recognising seasonal activities in the town.



Background

1.1 Introduction and purpose

In early 2019, Narrabri Shire Council engaged ROSS Planning to develop a Precinct Plan to guide future development of the Bellata oval taking into account the changing recreation needs of the community and emerging drive-tourism demands. Bellata is a small township servicing the surrounding agricultural district and is located in the northern part of the Narrabri Shire local government area.

Recreation and sport facilities in Bellata consist of Council managed facilities and private facilities. Council owned and managed facilities include Bellata Park on the corner of North and Belar Streets and Bellata oval on Berrigal Road. The tennis courts adjacent to Bellata Public School, Bellata Memorial Hall in Wilga Street and the Bellata Golf Club are on either Crown or freehold land and are managed by community organisations.

Development of a shire-wide Sport, Recreation and Open Space Plan in 2017 recommended activation of recreation opportunities at the school, out-of-school hours, rationalisation of part of the Bellata Park as well as rationalisation of the former caravan park site which had been vacant for a number of years.

Bellata oval is located near the eastern edge of the township between the Bellata Public School and Bellata Golf Club. Its use is limited and is predominantly by school children for informal school sport and the annual school athletics carnival and cross-country event. The oval and golf course are used for the school cross-country each year.

The aim of the Bellata Recreation Precinct Plan is to identify opportunities to centralise and expand recreation opportunities for residents, design an appropriate primitive camping ground to provide short-term accommodation for seasonal workers and travelling visitors and provide opportunities for community members to connect socially. Identified projects are proposed for staged development due to limited community and Council resources. Ultimately, the report will guide community, Council and user group decision-making and resource allocation.

Through site analysis, background research and consultation, the project aims to provide optimal use of the available Council and community resources for community recreation, sport and social connection.

1.2 What is a precinct plan?

A Precinct Plan provides a vision for a site, identifying what it should look like and how it should function into the future. It establishes a strong and consistent direction, providing a framework for ongoing improvement.

The precinct plan does not suggest that all elements of the plan should proceed immediately, or that Council nor the main user groups should be responsible for all capital costs in respect of those items that are progressed. It is important to note that the intent of the Precinct Plan is to provide a framework for future development of the area over an extended time period so that ad hoc improvements are avoided and community use and long-term viability are maximised. The Precinct Plan should be regularly monitored to ensure the outcomes continue to meet community needs in the best possible way.



Bellata oval looking from school toward golf club

1.3 Project methodology

The methodology used to develop the precinct plan comprised the following stages:

Stage 1 - Preliminaries

- ☐ inception meeting
- ☐ review of relevant reports, plans, policies and other documents
- ☐ review of the demographic profile of the community including consideration of seasonal fluctuations

Stage 2 - Site assessment

- ☐ detailed site assessments
- ☐ discussions with Council officers

Stage 3 - Community engagement

- ☐ discussions with key stakeholders
- ☐ analysis of identified issues, ideas, needs and opportunities
- ☐ preparation of concept options for Council review

Stage 4 - Draft concept master plan

- ☐ preparation of draft precinct plan report and layout
- ☐ review of draft precinct plan by Council
- ☐ key stakeholders and public review

Stage 5 - Review and finalisation

- ☐ review of feedback on draft precinct plan report
- ☐ agreed amendments to the precinct plan report
- ☐ Council endorsement.

1.4 Literature review

In order to present a clear picture of the background issues impacting on the potential development of the precinct, a literature review has been undertaken. A detailed summary of each document reviewed is included below, while key impacts for the development of the precinct plan are highlighted in the summary breakout box.

Narrabri Community Strategic Plan 2017-2027

The Community Strategic Plan is the key document leading Council delivery over a four-year period. It is underpinned by the vision:

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

Key strategic objectives and actions are presented under four key themes. Those with the most direct relevance to the Precinct Plan are found within the 'Our Society' and 'Our Environment' themes and include:

- ☐ Safe, inclusive and connected community
 - Our vibrant country lifestyle will be enhanced through embracing our recreational and cultural diversity
 - Our communities will be provided with facilities and services to increase social connectivity and accessibility
- ☐ Environmentally sustainable and productive shire
 - We will maintain our open spaces, natural environment and heritage for future generations

These key themes have been considered throughout the development of the precinct plan.

Sport, Recreation and Open Space Plan 2017-2032

The Sport, Recreation and Open Space Plan was developed to provide a clear statement of Council's commitment to the management, provision and development of recreation and open space in the Shire. The Plan provides strategic guidance on key identified issues and includes actions to encourage opportunities for increased participation in sport and recreation by a broad cross-section of the community.

The Plan recommends priority actions for the Bellata township including:

- ☐ rationalise the former caravan park site
- ☐ rationalise the northern section of Bellata Park
- ☐ retain and upgrade the play node in Bellata
- ☐ liaise with the Department of Education regional officers and the local principal to 'activate' (outside of school hours) the opportunities available at the school for local residents.

These recommendations have been used to guide development of the precinct plan while considering information gained through targeted community consultation.

LITERATURE REVIEW

When considered together, the literature review highlights a number of key considerations:

- ☐ Council acknowledges the importance of sport and recreation facilities for the community
- ☐ Council highlights the benefits of colocating community facilities to increase use
- ☐ Council understands that a partnership approach with the community is essential.

1.5 Relevant legislation

The Local Government Act 1993

The Local Government Act provides the legal framework for the system of local government in NSW and sets out the responsibilities and powers of councils and councillors in a system that is accountable to the community¹.

Part 2 of the Act requires all public land to be classified as either community or operational. Bellata oval is currently classified as community land. Council is in the process of developing updated Plans of Management for community land and it is envisaged that this Precinct Plan will align with the relevant Plan of Management for the land, when finalised.

Section 68 sets out a range of activities that require Council approval. Operating a caravan park or camping ground is one of the activities listed that requires approval. This process, commonly referred to as Section 68 approvals, is in addition, or ancillary to, standard development application requirements.

Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulations 2005

The object of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005 is to guide provision of opportunities for affordable alternatives in short-term and long-term accommodation. Approval may be granted for primitive camping grounds where requirements of the regulation are met. An excerpt of the regulation is provided in Appendix 1.

Crown Land Management Act 2016

The objects of the Land Management Act are to provide for the ownership, use and management of Crown land within the context of environmental, social, cultural heritage and economic considerations. Use of Crown land is to be for the benefit of people in NSW, particularly Aboriginal people where relevant, because of the spiritual, social, cultural and economic importance of land to Aboriginal people.

The Bellata Golf Club currently leases the land for the golf course and club from the NSW Government.

Narrabri Local Environment Plan 2012

The Narrabri Local Environment Plan (LEP) aims to make local environmental planning provisions for land in Narrabri to encourage orderly management, development and conservation of resources by protecting, enhancing and conserving the highest values of the land, providing a choice of living opportunities, business and employment opportunities and being sensitive to the economic and social needs of a community.

¹ Local Government Act 1993 (NSW) Chapter 2, Section 7 (Australia)

1.6 Demographic considerations

In order to understand and plan for the precinct, a snapshot of existing and future population and demographic characteristics has been undertaken. Given the predominantly rural characteristic of Bellata and the surrounding district, it is acknowledged that use of recreation and sport facilities in Bellata will be primarily by people living in the township and on surrounding agricultural properties. Analysis of these characteristics² reveals:

- a population of 350 people at the 2016 Census with limited population growth
- 107 people or a quarter of the population was 14 years old or younger in 2016
- In 2016, of the 107 children and youth identified above, 18 attended high school, 6 attended a Catholic primary school, 37 attended a government primary school and 8 attended preschool (in the Shire or district, not necessarily in Bellata)
- people aged 65 years and over made up approximately 17% of the population
- median age is 37 which is consistent with NSW however slightly younger than Narrabri's median age of 40
- only three households were without a motor vehicle
- 31% of households in Bellata did not have internet connection, compared with 26% for Narrabri and approximately 14% across NSW and Australia.

Bellata's official population in 2011 was 407 and in 2006 was 529 people³. This indicates a declining population trend that requires thinking differently to identify innovative ways to continue providing community services and activities to residents and visitors.

² ABS (2016) Bellata

³ ABS (2011) Bellata. ABS (2006) Bellata



Narrabri Shire Council

1.7 Trend considerations

Formal sport trends

Volunteer sport organisations

The rate of volunteering in sport and recreation clubs has been declining for many years. Often, the responsibility for running clubs falls to one or two key personnel. To address this issue, there is a move toward amalgamations, with multi-sport clubs becoming more common. In other cases, organisations may become aligned to larger licensed clubs that take over some or all of the volunteers' roles as well as asset management responsibilities.

There is an opportunity for the Bellata Golf Club to consider becoming an 'umbrella' organisation for various sport and recreation activities in the community by making relatively minor adjustments to its management model.

Social competition

Australia-wide people are opting for social sport games that are less formal and that fit around busy work and family schedules. Recent examples included Twenty-20 cricket and pickleball, a modified form of tennis and badminton currently emerging in Australia.

Female participation

Participation in formal sport by girls and women is increasing with women's cricket and women's AFL the most prominent examples of this trend.

Playing surface quality

Water is a precious resource and irrigation of the oval is not proposed during periods of severe drought. However, installing infrastructure that allows for irrigation of the field and discrete recreation areas is worth serious consideration in the future.

Passive recreation trends

Park design

Parks play multiple roles in establishing and maintaining a community's quality of life; ensuring the health of residents and visitors and contributing to the economic and environmental well-being of a community and region. The design of a park is critical in ensuring that it is successfully utilised by the community.

Creating the 'right' park setting is essential to the community's use of it for both active and passive recreation. Numerous studies highlight the need for trails linking residential areas with parks and other types of open spaces. Walking continues to be the preferred physical activity for both men and women. Consideration should be given to installation of bollards with signs indicating direction and distance along key walking networks (between points of interest) within Bellata to encourage walking (and running) for residents and visitors.



Bellata Public School website/Bellata Public School students participating in the Zone Athletics Carnival



Existing situation

2.1 Site description

Bellata oval is located near the eastern edge of the township and is situated between the Bellata Public School and the Bellata Golf Club. Residential areas, churches and various services are located between the highway and the oval.

Bellata oval is a 3.5ha sport park and is Council-owned and managed. It is one land parcel:

- Lot 29 on DP753908.

Immediately adjacent the sport park and on the eastern edge of the township is the Bellata Golf Club which is 17.5ha of Crown land managed under lease by the golf club. It is made up of two land parcels:

- Lot 45 on DP753908
- Lot 48 on DP753908.

2.2 Planning considerations

Narrabri Local Environment Plan 2012

Primary production zone

Bellata oval and Bellata Golf Club is zoned Primary Production (RU1). The objectives of the RU1 are to:

- encourage sustainable primary production by maintaining and enhancing the natural resource base
- encourage diversity in primary industry enterprises and systems appropriate for the area
- minimise the fragmentation and alienation of resource lands
- minimise conflict between land uses within this zone and land uses within adjoining zones
- allow for non-agricultural land uses that will not restrict the use of other land for agricultural purposes.



The developments proposed in the precinct plan are permissible with consent from Council and include camping grounds, dwelling houses, farm stay accommodation, recreation areas, recreation facilities (major), recreation facilities (outdoor), rural workers' dwellings, signage and water recreation structures.

NSW Local Government Act Section 68

The precinct plan includes provision for establishment of a primitive camping ground on the Bellata oval and part of the Bellata Golf Club, subject to application and Council approval.

Under the Local Government Act 1993 Section 68, approval is required to engage in trade or business on community land managed by Council. Council is responsible for managing land in accordance with the core objectives detailed in the legislation. The core objectives for a park are to:

- ☐ encourage, promote and facilitate recreational, cultural, social and educational pastimes and activities
- ☐ provide for passive recreation activities or pastimes and for the casual playing of games
- ☐ improve the land in such a way as to promote and facilitate its use to achieve the other core objectives for its management.

Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005

Primitive camping grounds (PCGs) are one type of camping ground that are modest and understated.

Further to the NSW Local Government Act, the object of the regulation is to provide opportunities for affordable alternatives in short-term and long-term accommodation by:

- ☐ continuing the standards for the design of manufactured home estates, caravan parks and camping grounds
- ☐ continuing the standards for the design and construction of manufactured homes and other moveable dwellings and for their sites
- ☐ continuing the standard to promote the health, safety and amenity of the occupiers of manufactured homes and other moveable dwellings.

Under the regulation an approval to operate a PCG can either:

- ☐ designate camp sites where tents, caravans and campervans may be located where the maximum number of camp sites is not to exceed an average of two per hectare (over the total area of the PCG)

- ☐ not designate camp sites where the above applies with the concession that two or more tents occupied by not more than 12 persons camping together as a group are to be counted as only one tent¹.

2.3 Site elements

2.3.1 Site characteristics

Bellata is situated on the black soil basalt plains of north western NSW and is located 47 kilometres north of Narrabri and approximately halfway between Narrabri and Moree.

The land where the oval, golf course and club are located is predominantly level with the land gently sloping away from the rear of the golf clubhouse.

The Nandewar Range can be seen in the distance to the east of the township.

2.3.2 Buildings and improvements

Improvements to Bellata oval are limited to fencing along property boundaries and to separate the oval from the school and the golf club car park. An additional fence line separates the active sport oval from an undeveloped area of land between the active sport oval and the golf club car park.

2.3.3 Parking

A gravel car park is located on golf club land between the oval and the golf clubhouse. While individual car parks are not marked, it is estimated that up to 50 parked cars could be accommodated at any one time.

Overflow parking is on the oval or in areas near to the golf clubhouse, on the edges of the golf course.

The verge of Berrigal Road is also suitable for overflow parking.

2.3.4 Access, linkages and connectivity

Entry and access

There are currently two gated vehicle entries to the oval. One is directly off Berrigal Road near the property boundary with the school. The other entry to the oval is via a gate from the gravel car park between the oval and the golf club. The car park is accessed directly off Berrigal Road.

Linkages and connectivity

The oval shares property boundaries with the school, tennis courts and golf club. There are no formal pedestrian paths or cycle ways linking the oval with residential areas or other community facilities.

¹ NSW Dept Planning. PS 06-001 (10 January 06)

While school children may access the oval from the neighbouring school grounds, it is apparent that community members do not currently use the oval for unstructured recreation (walking, dog walking, running, social sport) or formal sport.

2.3.5 Shade and shelter

Temperatures in Bellata reach over 40 degrees Celsius during summer months. Winter temperatures can be sub-zero overnight and single digits during the day with strong winds contributing to the temperature feeling lower than official records. Therefore shade and shelter is essential to encourage use by the community.

Native species (mainly Eucalyptus) are located predominantly along property boundaries and fence lines, with individual small to medium trees scattered throughout areas beyond the oval.

2.3.6 Signage

There is no signage on the highway or major roads indicating the location of the oval or golf club. Signage on Berrigal Road identifies the location of the golf club.

2.4 Facility snapshot



Existing facilities

- | | |
|----------------------------------|----------------------------------|
| 1. Bellata oval | 6. Fenced concrete tennis courts |
| 2. Cricket pitch | 7. Kindergarten play area |
| 3. Existing fence-line | 8. Gravel car park |
| 4. Bellata Public School | 9. Bellata Golf Club clubhouse |
| 5. Bellata Tennis Club clubhouse | 10. Informal truck turnaround |

Bellata oval

Bellata oval has been used as a sports oval in the past however the community is changing and use of the oval for formal sport has declined. Currently the oval includes the following:

- ☐ level surface able to accommodate a junior cricket field
- ☐ concrete cricket pitch
- ☐ concrete slab (previously shed or shelter)
- ☐ sparse eucalyptus trees around the perimeter
- ☐ limited shade
- ☐ no irrigation system (water connected to site)
- ☐ overflow parking
- ☐ truck turnaround
- ☐ stock grazing.



Bellata Public School

Bellata Public School has a good quality children's playground with shade from established trees and a large fixed roof structure. A large open kick-about area is located at the rear of the school immediately adjacent to the oval, although separated by a fence.

NSW Government has a policy encouraging community use of school facilities for appropriate purposes and typically out-of-school hours.

The playground is located within the school grounds on the corner of Gurley Street and Berrigal Road and is highly visible from surrounding residential areas and passing vehicles. Children living in Bellata use the playground regularly.

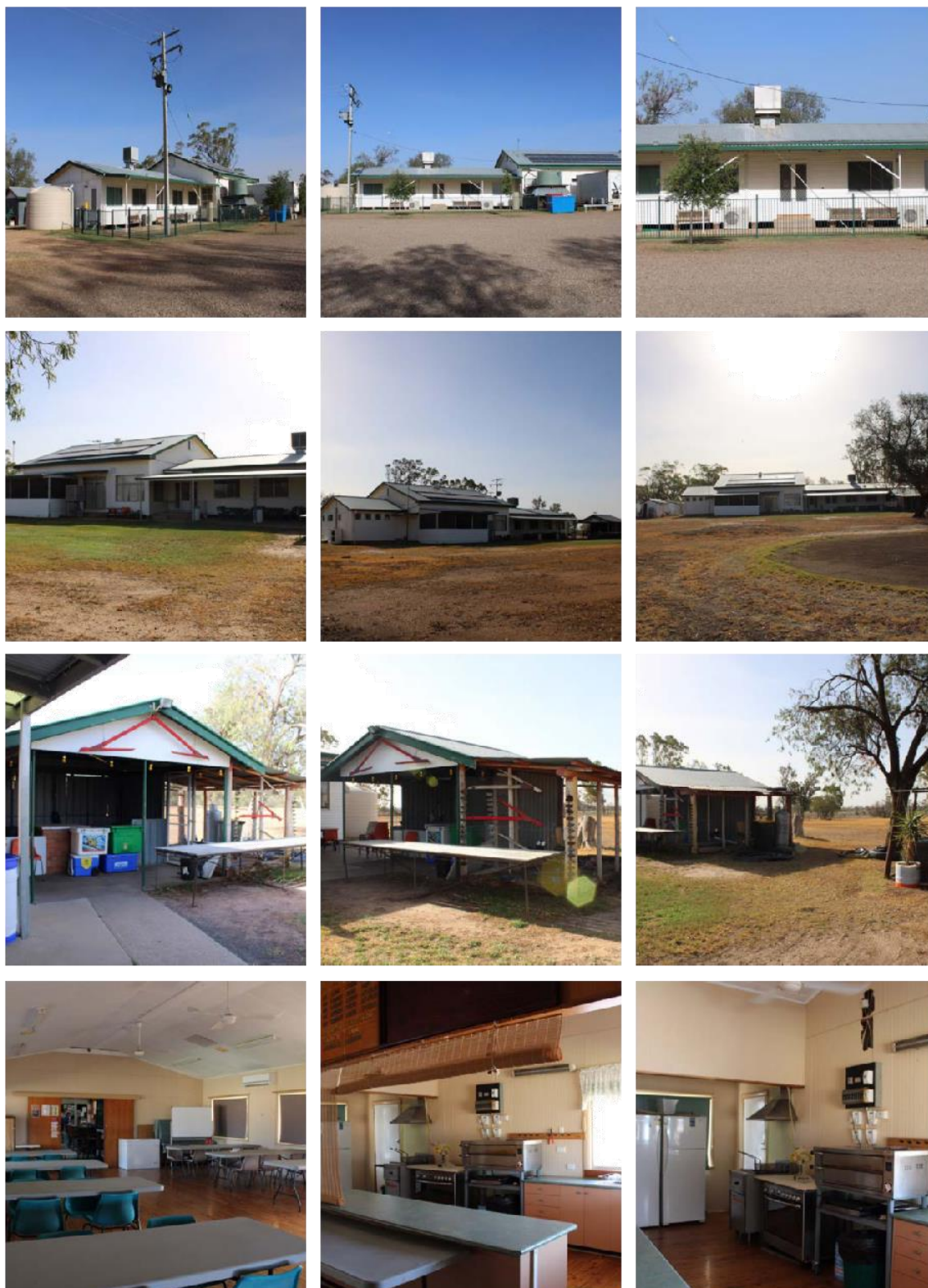


Bellata Tennis Courts

The tennis courts are located on the southern side of the public school and include two concrete courts with nets and perimeter fencing. A small timber clubhouse is situated on the northern side of the courts and includes a social room, newly refurbished kitchen and toilets.

The local community kindergarten/playgroup operates from the tennis clubhouse and the group has developed an infants playground including a ground level children's playhouse (cubby) and timber play structure with sand softfall and shade cover. The play structure is currently not in use and the community group intend replacing it.





Bellata Golf Club

The Bellata Golf Club includes the following facilities:

- ☐ 9 hole course with sand greens
- ☐ clubhouse with kitchen, dining hall, bar, toilets and showers
- ☐ paved social area at rear
- ☐ barbeque shed
- ☐ storage sheds.

Primitive camping ground

There is potential to develop a primitive camping ground to cater for seasonal agricultural workers and travelling visitors to Bellata. The clubhouse toilets and showers can be accessed from the exterior of the building while the remainder of the building is secured when not operating.





Demand analysis

Demand for upgrade and development of the oval and golf club has been established through consultation with Council, user groups, the school principal, targeted community members and review of Council's adopted strategic planning documents combined with an analysis of existing opportunities.

3.1 Consultation summary

3.1.1 Council

Potential opportunities and issues for consideration were discussed with a number of Council officers:

Issues

- ☐ existing play equipment at Bellata Park has reached the end of its useful life
- ☐ existing play equipment at Bellata Park does not comply with Australian standards
- ☐ community facilities are currently dispersed between a number of Council and community managed sites in the township
- ☐ community facilities are ageing and will require removal, replacement or upgrading/major maintenance within 1-5 years
- ☐ community managed recreation and sport facilities such as the golf and tennis clubs struggle to afford the maintenance of existing facilities and to attract funding for upgrades and improvements
- ☐ requests for a new and/or upgraded infant and children's playground in Bellata have been received from a number of individuals and groups in the community
- ☐ Bellata caravan park closed a number of years ago and there is currently an unmet demand for short term accommodation in the township.

Opportunities

- ☐ colocate recreation and sport infrastructure in a precinct providing a broad range of opportunities for a cross-section of the community
- ☐ plan for future shared facilities including social rooms, toilets and kitchen to maximise community resources
- ☐ facilitate an application for development of a primitive camping ground close to services and amenities.

3.1.2 Existing user groups

Bellata Public School

Facility use

- ☐ children in the town use the school playground during and after school hours and weekends
- ☐ use of the oval currently consists of informal play including sport during breaks in the school day
- ☐ annual school athletics carnival
- ☐ annual cross-country course utilises the oval and the neighbouring golf course

Proposed development and improvements

- ☐ weed management program and regular mowing
- ☐ modest shelter from which to cater for annual events
- ☐ nominated parking area on eastern side of oval (between oval and golf course car park) for events
- ☐ fencing to restrict access to the oval by motor bikes, motor vehicles and livestock.

Bellata Golf Club

Facility use

- ☐ clubhouse and golf course adjacent to Bellata oval
- ☐ 9 hole golf course with sand greens
- ☐ clubhouse including licensed bar, dining hall and kitchen, paved outdoor seating area, barbeque shed, lawn area and toilets and showers

Opportunities

- ☐ established not-for-profit club with current and potential income streams to support current and future activities
- ☐ available land for collocation of recreation and sport facilities
- ☐ area for primitive camping with access to amenities and services.



Bellata community use

Discussion in the community also revealed additional elements for consideration.

The importance of recognising that heavy vehicles use part of the Bellata oval as a truck turnaround location during harvest was highlighted.

A desire of community members, particularly those with infants and young children, to have access to water play was suggested, in part to provide relief from the hot, dry summers experienced in the Shire.

- ☐ half court basketball court and hoop is in good condition and was constructed in approximately 2009
 - ☐ no public toilet currently at Bellata Park
- Opportunities**
- ☐ remove old and outdated play equipment and consider options for replacement
 - ☐ colocate picnic and playground opportunities with like activities and services to create a more attractive and appealing destination for residents
 - ☐ investigate disposal of part of the existing Bellata Park land with proceeds contributing to proposed new facilities.

Councillor workshop

A workshop with Councillors was held to provide an opportunity for feedback on the proposed precinct plan. While Councillors agreed with the proposal, an alternate option was sought to include a play area at the rear of the existing tennis courts and upgrading of one of the existing courts for sport. The rationale for this alternate option included:

- ☐ perceived need for an immediate outcome for the community given the existing play equipment at Bellata Park has been in poor condition and unusable for some time
- ☐ perceived distance from residential areas to the golf club for families and particularly for children who are encouraged to walk or cycle from home to use playgrounds (independently without supervision of parents or carers)
- ☐ historical significance of the tennis courts to the Bellata community when there was participation in social tennis competitions relative to the population.

Bellata Tennis Club

The tennis club is a community managed sport facility located on the southern side of the school and includes two fenced concrete tennis courts, clubhouse and children's play area. The local kindergarten/playgroup operates from the tennis clubhouse.

Issues

- ☐ tennis court surfaces and perimeter fencing is ageing
- ☐ maintenance and upgrades to clubhouse required
- ☐ playground equipment requires replacement
- ☐ recent upgrades to kitchen and new play cubby house
- ☐ declining membership and volunteers

Opportunities

- ☐ colocate sport facilities to create one multi-sport venue
- ☐ amalgamate with other sport not-for-profit organisations to provide opportunities to the community
- ☐ consolidate ageing facilities and infrastructure to reduce overall costs to the community.

3.1.3 Catchment considerations**Bellata Park**

Bellata Park, sometimes referred to as Bellata Picnic Park, is located on the corner of Belar and North Streets in Bellata.

Issues

- ☐ play equipment is old, outdated, unappealing and does not comply with current standards
- ☐ due to severe heat during summer, anecdotally community members use the playground in winter, if at all
- ☐ teenagers 'hang out', sitting on the top of the slide in the park
- ☐ shade from trees in the park is almost non-existent
- ☐ shelter with concrete slab and two tables and chairs is in reasonable condition

Sport

Sport opportunities, based on available facilities in Bellata, is currently limited to tennis, cricket and golf. Provision of a new sport court marked for netball, basketball and tennis will expand the range of court sports available in the township. Similarly, retention of the oval as open space for sports on the oval will provide the opportunity for (most likely social) games of rugby league, rugby union, football (soccer) and touch football in addition to junior cricket, athletics and the annual school cross-country.

Recreation

There are very limited recreation and play opportunities available in Bellata. The recreation facilities proposed in the precinct plan are aimed at providing additional contemporary opportunities for activity in a community 'hub' for local residents and visitors to Bellata.



Design considerations

4.1 Opportunities and constraints

Key opportunities and constraints for the precinct are summarised below and provide much of the direction for the precinct design.

Issue	Opportunities/Constraints	Desired Outcomes/Design Drivers
MOVEMENT		
Entry	<ul style="list-style-type: none"> <input type="checkbox"/> There is an opportunity to investigate destination signage on the Newell Highway for the precinct <input type="checkbox"/> No signage exists currently for Bellata oval <input type="checkbox"/> The golf club is easily accessed off Berrigal Road and signage at the entry is maintained in good condition and provides clear messaging <input type="checkbox"/> Some signage may require review 	<ul style="list-style-type: none"> <input type="checkbox"/> Install directional signage on the Newell Highway <input type="checkbox"/> Create an entry statement to the precinct at the Berrigal Road entrance <input type="checkbox"/> Install vehicle speed limit signs within the car parking area and heavy vehicle warning signs for the truck turnaround
Parking	<ul style="list-style-type: none"> <input type="checkbox"/> Large gravel car park off Berrigal Road <input type="checkbox"/> Trucks use part of the land adjacent to the sports field as a turnaround area during harvest <input type="checkbox"/> Vehicle parking in the golf car park and on land adjacent to the oval <input type="checkbox"/> Parking on the verge is practical 	<ul style="list-style-type: none"> <input type="checkbox"/> Define truck turnaround and overflow parking areas on part of the Council land between the sports oval and the golf club car park
Pedestrian network	<ul style="list-style-type: none"> <input type="checkbox"/> No existing internal or external path system <input type="checkbox"/> Limited vehicle traffic in town generally <input type="checkbox"/> Heavy vehicle traffic during harvest 	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure regular road verge slashing to provide pedestrian access along fence lines to increase ease of movement between key community facilities (roads, school, tennis courts, golf club) <input type="checkbox"/> Consider use of signage bollards to provide direction and distance to destinations
Fencing	<ul style="list-style-type: none"> <input type="checkbox"/> Oval and golf club property boundary fencing is predominantly timber posts and/or star pickets with wire strand and welded mesh (square) <input type="checkbox"/> Child-proof/pool fencing defines a small area at the front of the golf clubhouse <input type="checkbox"/> Maintenance vehicle gate is located at the school end of the property boundary for the oval and Berrigal Road 	<ul style="list-style-type: none"> <input type="checkbox"/> Replace property boundary fencing within the next 3-5 years with similar style (post, mesh and top wire) <input type="checkbox"/> Extend child-proof/pool fencing to the rear of the golf clubhouse to contain the proposed children's play area and lawn. Use black fencing (as it recedes) <input type="checkbox"/> Proposed new multi-sport court will require 3m high perimeter fencing with pedestrian access gates



Issue	Opportunities/Constraints	Desired Outcomes/Design Drivers
BUILDINGS AND STRUCTURES		
Golf clubhouse	<input type="checkbox"/> Ageing timber building in need of maintenance and renovations including to kitchen, hall, bar, toilets and showers <input type="checkbox"/> Toilets and showers can be accessed from the exterior while the rest of the clubhouse is locked overnight <input type="checkbox"/> Outdoor paved social area and barbeque shed overlooking golf course <input type="checkbox"/> Opportunities to upgrade the kitchen to commercial catering standards <input type="checkbox"/> Opportunities to upgrade the outdoor social area particularly the barbeque area <input type="checkbox"/> Opportunity to provide a play area for young children	<input type="checkbox"/> Obtain design and quote for upgrade to kitchen, secure funding and complete upgrades <input type="checkbox"/> Redevelop the barbeque area and create a play area for children preferably undercover (predominantly primary school children) <input type="checkbox"/> Widely promote community use of the facility for community meetings and gatherings <input type="checkbox"/> Upgrade the toilets and showers and improve access for people with a disability
Communal or picnic area	<input type="checkbox"/> Concrete slab remaining from previous shelter at edge of oval <input type="checkbox"/> Social gathering area for residents and visitors that can also be used for annual school events	<input type="checkbox"/> Construct an area for social gatherings including a picnic shelter with lighting and tables and chairs and a 'yarning' or fire circle <input type="checkbox"/> Create a landscaped buffer planted with native species between the oval and shelter area <input type="checkbox"/> Interpretive and information map and sign promoting activities and sites of interest in the area (tourism)
PRIMITIVE CAMPING GROUND		
Camping areas	<input type="checkbox"/> Travellers are currently attracted to the golf club to purchase food (when the kitchen is operating) and drinks, use the amenities and play the course <input type="checkbox"/> Overnight visitors to Bellata will contribute to the local economy	<input type="checkbox"/> Identify indicative locations for a non-designated primitive camping ground over the golf course and oval <input type="checkbox"/> Apply to Council for relevant approvals to operate a primitive camping ground
On-site accommodation	<input type="checkbox"/> On-site accommodation may be viable in the longer term future, pending demand from travellers and seasonal casual workers in Bellata	<input type="checkbox"/> Identify service requirements for on-site accommodation (wastewater disposal, water supply, power) <input type="checkbox"/> Apply to Council for relevant approvals for on-site accommodation
OVAL		
Recreation and sport area	<input type="checkbox"/> Open space area for recreation and sport activities <input type="checkbox"/> Centrally located adjacent to school and golf club <input type="checkbox"/> Used annually by school for athletics carnival and cross-country <input type="checkbox"/> Ground is not currently irrigated and there is no demonstrated need to start irrigating the grounds	<input type="checkbox"/> Retain the land for informal recreation and sport activities <input type="checkbox"/> Increase tree planting through the site to provide additional shade and shelter while retaining the route for the informal athletics track (used once annually)
TENNIS COURTS		
Tennis courts	<input type="checkbox"/> Tennis courts are ageing and will require either major maintenance or replacement within 3-7 years <input type="checkbox"/> Community kindy utilises the tennis clubhouse which has a newly refurbished kitchen <input type="checkbox"/> New children's cubby house was recently installed and the play equipment requires replacement	<input type="checkbox"/> Build a single new multi-sport court with lights at the golf club to provide opportunities for a variety of court sports <input type="checkbox"/> Remove the internal posts and nets of the existing tennis courts to create a level surface for play and activities (wheeled toys, learn to ride circuit)



Precinct plan

The precinct plan has been developed by considering all consultation, appropriate strategic contexts and previous research. Overall, it provides an opportunity to consolidate community facilities managed by Council or the community in order to meet the recreation and sport needs of the community and attract visitors to Bellata.

The precinct plan formalises a number of existing site features with a limited range of new elements and embellishments, staged over a 10 year timeframe.

5.1 Vision

The vision for Bellata Recreation Precinct is:

"...to provide a local recreation precinct for community activities and school sports, a primitive camping ground and an attractive recreation and social setting for locals and visitors."

5.2 Facility design

The precinct plan options show the overall layout of the proposed designs. The table below depicts proposed developments and rationale.

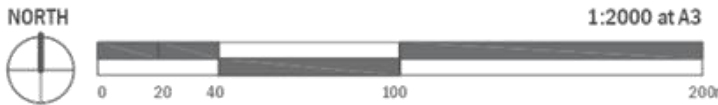
Element	Precinct plan reference	Description	Rationale
<i>Recreation and sport opportunities</i>			
Bellata oval	1	<input type="checkbox"/> Retain the oval as an open space area for recreation and social sport with additional tree planting to increase available shade over time <input type="checkbox"/> Implement a weed management program particularly to manage burrs and other weeds that prevent use of the oval by children for recreation and sport <input type="checkbox"/> Replace the fencing between the oval and the portion of the land between the oval and golf club car park, including a maintenance vehicle gate and at least two pedestrian access points at equal intervals along the fences length <input type="checkbox"/> Remove the concrete slab remaining from the previous shed <input type="checkbox"/> Remove the concrete cricket pitch when it is no longer safe or fit-for-purpose <input type="checkbox"/> Replace the property boundary fencing and gates	<input type="checkbox"/> Retain existing open space for recreation and social sport <input type="checkbox"/> Enhance the amenity and useability of the open space for its intended purpose <input type="checkbox"/> Prevent vehicles and stock from accessing the oval

Golf course	-	<input type="checkbox"/> Upgrade golf tees and sand greens <input type="checkbox"/> Plant additional trees throughout golf course	<input type="checkbox"/> Ensure golf course remains fit-for-purpose
Multi-sport court	9	<input type="checkbox"/> Design and construct a multi-sport court with lights within the golf club grounds (option 1) <input type="checkbox"/> Resurface one of the existing tennis courts to provide a multi-sport court with lights (option 2)	<input type="checkbox"/> Provide diverse sport opportunities for residents and visitors
Bellata Park	-	<input type="checkbox"/> Remove very old play equipment from the park <input type="checkbox"/> Retain the half basketball court, shelter and tables and chairs in the park <input type="checkbox"/> Strain fence lines where required to ensure appropriate tension <input type="checkbox"/> Install a new fence line at the mid point of the park, to the rear of the shelter to define the new park area <input type="checkbox"/> Dispose of lots (x3) adjoining Bellata Park and consider using proceeds to fund improvements identified in this precinct plan	<input type="checkbox"/> Remove old and unsafe play equipment <input type="checkbox"/> Improve efficiency of maintenance programs <input type="checkbox"/> Utilise Council and community resources effectively
Tennis courts	-	<input type="checkbox"/> Retain tennis courts and resurface at least one court <input type="checkbox"/> Remove internal posts and fencing and make the surface safe for informal use by wheeled toys, learn-to-ride circuits and similar	<input type="checkbox"/> Utilise existing infrastructure for alternative community purposes
Camping			
Primitive camping ground	4	<input type="checkbox"/> Define an area for non-designated primitive camping for recreation vehicles and tents <input type="checkbox"/> Install direction, information and vehicle speed signs to guide campers, inform them of amenities and facilities and meet legal requirements <input type="checkbox"/> Provide access to toilets and showers in the golf clubhouse for visitors <input type="checkbox"/> Monitor demand for a dump point for recreational vehicle use	<input type="checkbox"/> Comply with legislative and regulatory requirements <input type="checkbox"/> Encourage travellers and visitors to Bellata to increase the time spent in the area <input type="checkbox"/> Provide alternative accommodation options
Community facilities			
Communal area	2	<input type="checkbox"/> Construct a shelter (including provision for power in the future) and a fire or yarning circle as a communal area <input type="checkbox"/> Establish a landscaped buffer between the oval and the communal area	<input type="checkbox"/> Create a communal area for residents and visitors
Barbeque and play area	7	<input type="checkbox"/> Refurbish and upgrade existing barbeque area <input type="checkbox"/> Extend child-proof/pool fencing to include barbeque and children's play area (option 1) <input type="checkbox"/> Design and construct a children's play area at the rear of the existing tennis courts (option 2)	<input type="checkbox"/> Create an outdoor social area particularly for families with children
Golf Club - operations and sustainability			
Clubhouse	-	<input type="checkbox"/> Upgrade kitchen to commercial standard <input type="checkbox"/> Refurbish bar and cold room storage <input type="checkbox"/> Upgrade toilets and showers including disabled access	<input type="checkbox"/> Ensure the club remains a viable not-for-profit community organisation
Equipment	-	<input type="checkbox"/> Purchase a new zero turn mower and tractor and slasher <input type="checkbox"/> Establish sinking fund for major maintenance and upgrades to ageing clubhouse and equipment	<input type="checkbox"/> Ensure access to maintenance equipment for golf course and clubhouse surrounds



PROPOSED SITE LAYOUT (BY ACTIVITY / USE)
LOCATION: BELLATA OVAL PRECINCT
CLIENT: NARRABRI SHIRE COUNCIL

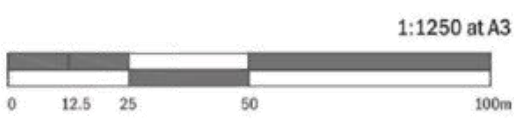
MAY 2019
REV. B





PROPOSED PRIMITIVE CAMPGROUND (UNDESIGNATED)
LOCATION: BELLATA OVAL PRECINCT
CLIENT: NARRABRI SHIRE COUNCIL

May 2019
Rev. B

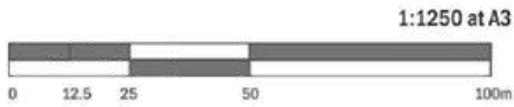




PROPOSED PRECINCT PLAN: OPTION 1

LOCATION: BELLATA OVAL PRECINCT
CLIENT: NARRABRI SHIRE COUNCIL

May 2019
Rev. B

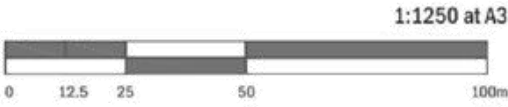




PROPOSED PRECINCT PLAN: OPTION 2

LOCATION: BELLATA OVAL PRECINCT
CLIENT: NARRABRI SHIRE COUNCIL

May 2019
Rev. B



Play area

The following images are provided as examples to further explain the concepts identified in the precinct plan. A play area is proposed to support the golf club to develop into a destination where a broader cross-section of the community can socialise, particularly families with children. The images provided here are examples of the following recommended play elements:

- imaginative and self-directed play using a mixture of play equipment and readily available materials
- water play that is sensitive to the need to conserve water and that can be maintained locally
- 'street library' for exchange of community donated books and board games - one could be aimed at primary school children, another for teenagers and another for adults
- some play elements aimed at older youth and teenagers including swings and hammock
- fixed all-weather shelter
- extension of child-proof/pool fencing to define the play area.



Communal area

The following images are provided as examples to assist to explain the concept for the communal area.

The purpose of the shelter and fire or yarning circle is to provide a location for various groups in the Bellata community to meet, connect and socialise together. These groups include:

- families and community members
- school parents and carers attending annual school sports
- travellers visiting Bellata and the surrounding area.

Every community requires places to gather and connect socially. Sharing a meal is common way to achieve this. Permanent residents of Bellata need opportunities to socialise just as much as travellers visiting the town for a few days. The area could also be used by the school for the annual athletics carnival and cross-country competition, as well as an outdoor classroom for learning opportunities.



Multi-sport court

The purpose of the multi-sport court with court lighting is to recognise the growing trend of people seeking out and participating in social games of sport rather than competition. This social aspect often extends to sharing a meal and can include families and diverse age groups. This in turn could contribute to ongoing viability of the golf club as a community facility, as shown in option 1. An alternative is provided showing the existing tennis courts refurbished in option 2. Sport courts also provide a safe place for older youth, teenagers and active young adults to interact and socialise. The proposed location close to the golf clubhouse provides access to toilets and purchased snacks.

While travellers most likely to stop and stay in Bellata are predominantly semi-retired and retired people, this age group is often active. Access to equipment to allow use of the sport court during their stay could encourage positive reviews and entice more travellers to visit.



5.3 Staged implementation and indicative costing

The cost to develop the precinct plan is beyond the Council's and the community's ability to fund in the short-term. Thus, this section provides staged budgeting. The information provided is designed as a flexible guide - changes in priorities or earlier opportunities for funding may alter staging. Timeframes are indicative and generally mean: short-term = 1-2 years; medium-term = 3-5 years; and long-term = 6-10 years. The adjoining table summarises indicative costs and the project leader or organisation responsible for driving the project. The costs do not include legal fees or goods and services tax.

Where necessary, items below have been identified as relevant to option 1 or 2 of the Precinct Plan.

Stage 1 (short-term)

- ☐ Apply for Section 68 approval from Council to operate a primitive camping ground using the Bellata oval and golf club land
- ☐ Construct the communal area
- ☐ Develop the landscaped buffer between the communal area and the oval
- ☐ Replace fencing between the communal area and the oval to prevent vehicles and stock from accessing the oval
- ☐ Define truck turnaround and overflow parking areas
- ☐ Install directional signage on the Newell Highway providing direction to travellers and seasonal workers
- ☐ Install vehicle speed limit signs within the car parking area and heavy vehicle warning signs for the truck turnaround
- ☐ Support the Golf Club to extend the child-proof/pool fencing to the rear of the golf clubhouse and the children's play area (option 1)
- ☐ Increase tree planting through the site to provide additional shade and shelter

Stage 2 (medium-term)

- ☐ Create an entry statement to the precinct at the Berrigal Road entrance
- ☐ Replace property boundary fencing (post, mesh and wire)
- ☐ Increase tree planting through the site to provide additional shade and shelter
- ☐ Consider use of signage bollards to provide direction and distance to destinations within the precinct and town
- ☐ Design upgrade to kitchen, secure funding and complete upgrades
- ☐ Redevelop the golf clubhouse barbeque area and create a play area for children (option one)
- ☐ Create a play area for children at the rear of the existing tennis courts (option two)
- ☐ Upgrade the toilets and showers and improve access for people with a disability
- ☐ Install interpretive and information map and sign promoting activities and sites of interest in the area

Stage 3 (long-term)

- ☐ Renew one of the tennis court surfaces at the existing courts and construct a lit multi-sport court within golf club grounds (option one)
- ☐ Remove the internal posts and nets of one of the existing tennis courts to create a level surface for play and activities associated with the kindergarten (option one)
- ☐ Resurface the existing tennis courts to establish one tennis court and one multi-sport court (option two)
- ☐ Identify service requirements for on-site (cabin-style) accommodation (wastewater disposal, water supply, power)
- ☐ Increase tree planting through the site to provide additional shade and shelter
- ☐ Apply to Council for relevant approvals for on-site accommodation (cabin style) and construct.

Option one

Stage	Area	Description	Council	Community
1	Primitive camping ground	Apply for Section 68 approval from Council to operate a primitive camping ground using the Bellata oval and golf club land	-	\$588*
	Oval	Construct the communal area	\$25,000	-
		Develop a landscaped buffer between the communal area and the oval	\$5,000	-
		Replace fencing between the communal area and the oval	\$7,500	-
		Define truck turnaround and overflow parking areas	\$5,000	-
		Install directional signage on the Newell Highway	\$50*	-
	Golf Club	Install vehicle speed limit signs within car parking area and heavy vehicle warning signs for the truck turnaround	-	\$150*
		Extend child-proof/pool fencing to the rear of the golf clubhouse to enclose the children's play area	-	\$15,000
	Oval and Golf Club	Increase tree planting through the site to provide additional shade and shelter	\$1,500	\$1,500
	Bellata Park	Remove old equipment retaining half court, shelter and table and chair settings	\$2,000	-
		Install posts, mesh and wire fence through centre of existing park at rear of shelter to define new park area	\$3,500	-
Stage 1	Sub-total (with rounding)		\$49,500	\$16,500
2	Oval	Replace property boundary fencing (post, mesh and wire)	\$22,500	-
	Golf Club	Upgrade golf club kitchen	-	\$30,000
		Redevelop golf club barbeque area and create play area for children including fixed roof shelter	-	\$85,000
		Upgrade toilets and showers and improve access for people with a disability	-	\$82,500
	Oval and Golf Club	Increase tree planting through the site to provide additional shade and shelter	\$750*	\$750*
		Create an entry statement to the precinct at the Berrigal Road entrance	\$750*	\$750*
		Consider use of signage bollards to provide direction and distance to destinations	\$2,500	-
		Install interpretive and information map and sign promoting activities and sites of interest in the area	\$5,000	-
	Stage 2	Sub-total (with rounding)		\$30,000
3	Oval and Golf Club	Increase tree planting through the site to provide additional shade and shelter	\$750*	\$750*
	Golf Club	Identify service requirements for on-site accommodation	-	\$35,000
		Apply to Council for relevant approvals for on-site accommodation and construct	-	\$80,000
	Tennis courts	Remove the internal posts and nets of the existing tennis courts to create a level surface for play and activities associated with kindergarten	-	\$1,500
	Golf Club	Construct a lit multi-sport court within golf club grounds	\$210,000	-
	Stage 3	Sub-total (with rounding)		\$210,000
Sub-total			\$289,500	\$330,500
	Contingency and sundry site works (10%)		\$28,950	\$33,050
Sub-total			\$318,450	\$366,190
	Escalation (2%)		\$6,369	\$7,324
TOTAL (excl GST)			\$324,819	\$373,514

*Maximum 42 sites x \$14.00 per site/annually = \$588.00 annually (2019). Operational cost listed but excluded from total capital costs.



Narrabri Shire Council

Option two

Stage	Area	Description	Council	Community
1	Primitive camping ground	Apply for Section 68 approval from Council to operate a primitive camping ground using the Bellata oval and golf club land	-	\$588*
	Oval	Construct the communal area	\$25,000	-
		Develop a landscaped buffer between the communal area and the oval	\$5,000	-
		Replace fencing between the communal area and the oval	\$7,500	-
		Define truck turnaround and overflow parking areas	\$5,000	-
		Install directional signage on the Newell Highway	\$50*	-
	Golf Club	Install vehicle speed limit signs within car parking area and heavy vehicle warning signs for the truck turnaround	-	\$150*
	Oval and Golf Club	Increase tree planting through the site to provide additional shade and shelter	\$1,500	\$1,500
	Tennis courts	Design and construct a new children's play area to the rear of the existing tennis courts	-	\$40,000
	Bellata Park	Remove old equipment retaining half court, shelter and table and chair settings	\$2,000	-
		Install posts, mesh and wire fence through centre of existing park at rear of shelter to define new park area	\$3,500	-
	Stage 1	Sub-total (with rounding)	\$49,500	\$56,650
2	Oval	Replace property boundary fencing (post, mesh and wire)	\$22,500	-
	Golf Club	Upgrade golf club kitchen	-	\$30,000
		Redevelop golf club barbeque area and create play area for children including fixed roof shelter	-	\$85,000
		Upgrade toilets and showers and improve access for people with a disability	-	\$82,500
	Oval and Golf Club	Increase tree planting through the site to provide additional shade and shelter	\$750*	\$750*
		Create an entry statement to the precinct at the Berrigal Road entrance	\$750*	\$750*
		Consider use of signage bollards to provide direction and distance to destinations	\$2,500	-
		Install interpretive and information map and sign promoting activities and sites of interest in the area	\$5,000	-
	Stage 2	Sub-total (with rounding)	\$31,500	\$197,500
3	Oval and Golf Club	Increase tree planting through the site to provide additional shade and shelter	\$750*	\$750*
	Golf Club	Identify service requirements for on-site accommodation	-	\$35,000
		Apply to Council for relevant approvals for on-site accommodation and construct	-	\$80,000
	Tennis courts	Resurface one of the tennis courts to create a multi-sport court (eg. tennis, netball, basketball)	\$160,000	-
	Stage 3	Sub-total (with rounding)	\$160,000	\$115,000
Sub-total			\$241,000	\$379,150
			Contingency and sundry site works (10%)	\$37,915
Sub-total			\$265,100	\$417,065
			Escalation (2%)	\$8,341
TOTAL (excl GST)			\$270,402	\$425,406

*Maximum 42 sites x \$14.00 per site/annually = \$588.00 annually (2019). Operational cost listed but excluded from total capital costs.



Appendix

6.1 Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005

Subdivision 9 Primitive camping grounds

132 Primitive camping grounds

- (1) If an approval to operate a primitive camping ground designates one or more camp sites within that ground, then the maximum number of designated camp sites is not to exceed a mean average of 2 for each hectare of the camping ground (where that figure is the average calculated over the total area of the primitive camping ground).
- (2) The following conditions apply to a primitive camping ground:
- (a) if the approval to operate the primitive camping ground designates one or more camp sites within that ground—camping is not permitted within the primitive camping ground other than on those designated camp sites,
 - (b) if the approval to operate the primitive camping ground does not designate one or more camp sites within that ground—the maximum number of caravans, campervans and tents permitted to use the camping ground at any one time is not to exceed a mean average of 2 for each hectare of the camping ground (where that figure is the average calculated over the total area of the primitive camping ground),
 - (c) a caravan, annexe or campervan must not be allowed to be installed closer than 6 metres to any other caravan, annexe, campervan or tent,
 - (d) a tent must not be allowed to be installed closer than 6 metres to any caravan, annexe or campervan or closer than 3 metres to any other tent,
 - (e) the camping ground must be provided with a water supply, toilet and refuse disposal facilities as specified in the approval for the camping ground,
 - (f) unoccupied caravans, campervans and tents are not to be allowed to remain in the camping ground for more than 24 hours,
 - (g) if a fee is charged for camping, a register must be kept that contains entries concerning the same matters as are specified in clause 122 and, in addition, that specifies the size of the group (if any) with whom the person listed in the register camped,
 - (h) such fire fighting facilities as may be specified in the approval are to be provided at the primitive camping ground.
- (3) If the approval to operate a primitive camping site does not designate camp sites, a council may impose as a condition of the approval that the installation of tents, caravans, campervans and annexes is not permitted on a particular area or areas of land within the primitive camping ground, for reasons of health or safety or to ensure consistency with the principles of ecologically sustainable development or for any other purpose.
- (4) The provisions of Subdivisions 1–8 do not apply to a primitive camping ground.
- (5) For the purposes of subclause (2) (b), in the calculation of the number of tents using a camping ground, 2 or more tents occupied by not more than 12 persons camping together as a group are to be counted as only one tent.

6.2 Bellata Park

Bellata Park currently includes the following embellishments:

- ☐ half basketball court
- ☐ shelter and two table and chair sets
- ☐ swing set
- ☐ infants slide and youth slide
- ☐ spring toy
- ☐ climbing frame
- ☐ water fountain
- ☐ mobile garbage bin.





Option One with amendments				
Stage	Area	Description	Council	Community
1	Primitive camping ground	Apply for Section 68 approval from Council to operate a primitive camping ground using the Bellata oval and golf club land	\$588	\$0
	Oval	Construct the communal area	25,000	0
		Develop a landscaped buffer between the communal area and the oval	5,000	0
		Replace fencing between the communal area and the oval	7,500	0
		Define truck turnaround and overflow parking areas	5,000	0
		Install directional signage on the Newell Highway	50	0
	Golf Club	Install vehicle speed limit signs within car parking area and heavy vehicle warning signs for the truck turnaround	0	150
		Extend child-proof/pool fencing to the rear of the golf clubhouse to enclose the children’s play area	0	15,000
	Oval and Golf Club	Increase tree planting through the site to provide additional shade and shelter	1,500	1,500
	Bellata Park	Remove old equipment retaining half court, shelter and table and chair settings and install new perimeter fence	30,000	0
		Install nature play and or challenge trail playground to replace existing playground equipment	30,000	0
Stage 1	Sub-total (with rounding)		104,638	16,650
2	Oval	Replace property boundary fencing (post, mesh and wire)	22,500	0
	Golf Club	Upgrade golf club kitchen	0	30,000
		Redevelop golf club barbeque area and create play area for children including fixed roof shelter	100,000	15,000
		Upgrade toilets and showers and improve access for people with a disability	0	82,500
	Oval and Golf Club	Increase tree planting through the site to provide additional shade and shelter	750	750
		Create an entry statement to the precinct at the Berrigal Road entrance	750	750
		Consider use of signage bollards to provide direction and distance to destinations	2,500	0
		Install interpretive and information map and sign promoting activities and sites of interest in the area	5,000	0
	Stage 2	Sub-total (with rounding)		131,500
3	Oval and Golf Club	Increase tree planting through the site to provide additional shade and shelter	750	750
	Golf Club	Identify service requirements for on-site accommodation	0	35,000
		Apply to Council for relevant approvals for on-site accommodation and construct	0	80,000
		Construct a multipurpose courts within golf club grounds	150,000	0
	Golf Club	Install second court adjacent to the Multisport court	0	110,000
	Golf club	Consider installation of court lighting for multi sport courts	0	70,000
	Tennis courts	Tennis courts to remain operable to installation of potentially second court at the Golf club. After installation of the court Changes to the tennis club trust to be negotiated with Crown lands on potentially repurposing the site for a day care centre and converting the courts to a bicycle play area and upgrades to the club house facilities	0	80,000
Sub-total	Stage 3	Sub-total (with rounding)	150,750	375,750
			386,888	375,750
Sub-total		Contingency with sundry site works (10%)	38,688	37,575
			425,576	413,325
TOTAL (excl GST)		Escalation (2%)	6,369	7,324
			431,945	420,649

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

10.1 MODIFICATION OF TARRAWONGA COAL MINE

Responsible Officer: Daniel Boyce, Executive Manager Planning and Environment

Author: Daniel Boyce, Executive Manager Planning and Environment

Attachments:

1. Council submission on Modification 7 Tarrawonga Coal Mine [↓](#) 
2. Plan of existing and proposed Tarrawonga Coal Mine [↓](#) 

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

Council received notification from the Department of Planning, Industry and Environment (**DPIE**) of a proposal to modify the State Significant Development (**SSD**) Application (No. 11_0047) for the Tarrawonga Coal Mine. The modification proposes:

- ROM coal production rate increase from 3.0 to 3.5 million tonnes per annum (**Mtpa**);
- increase in ROM coal transported along the Northern Section of the Approved ROM Coal Transport Route from 3.0 to 3.5 Mtpa
- reduction of the open cut extent to avoid mining:
 - the Upper Namoi alluvium; and
 - Goonbri Creek.
- revision of the post-mining landform and land use;
- relocation of the ROM coal stockpile and associated infrastructure;
- construction of a new site access road and intersection to allow haulage of ROM coal along a section of Goonbri Road; and
- construction and use of a water transfer pipeline between the Tarrawonga Coal Mine and the proposed Vickery Extension Project (which is the subject of a separate Development Application for State Significant Development [SSD] 74801).

The submissions were due on 8 June 2020 and due to timing were not able to be reported to a Council meeting. Therefore, the submission (Attachment 1) is provided as an information report.

The Council submission requested further information be provided to Council on the impacts of the development including on its road infrastructure.

RECOMMENDATION

1. That Council note the submission made to the Department of Planning, Industry and Environment regarding Modification 7 to SSD 11_0047 Tarrawonga Coal Mine.

BACKGROUND

The Tarrawonga Coal Mine is located approximately 20 kilometres northeast of Boggabri and is owned and operated by TCPL, a wholly owned subsidiary of Whitehaven Coal Limited (“Whitehaven”).

The Tarrawonga Coal Mine is an open cut coal mine which has been in operation since 2006. Run-of-mine (“ROM”) coal is crushed and screened on-site, and the sized ROM coal is loaded onto on-highway trucks for transport via the Approved ROM Coal Transport Route to the Whitehaven Coal Handling and Preparation Plant near Gunnedah.

CURRENT SITUATION

Council received notification from the Department of Planning, Industry and Environment (“DPIE”) of a proposal to modify the State Significant Development (“SSD”) Application (No. 11_0047) for the Tarrawonga Coal Mine. The submissions were due on 8 June 2020.

The modification proposes:

- ROM coal production rate increase from 3.0 to 3.5 million tonnes per annum (**Mtpa**);
- increase in ROM coal transported along the Northern Section of the Approved ROM Coal Transport Route from 3.0 to 3.5 Mtpa;
- reduction of the open cut extent to avoid mining:
 - the Upper Namoi alluvium; and
 - Goonbri Creek.
- revision of the post-mining landform and land use;
- relocation of the ROM coal stockpile and associated infrastructure;
- construction of a new site access road and intersection to allow haulage of ROM coal along a section of Goonbri Road; and
- construction and use of a water transfer pipeline between the Tarrawonga Coal Mine and the proposed Vickery Extension Project (which is the subject of a separate Development Application for State Significant Development [SSD] 74801).

The Modification would result in no change to the following elements of the approved Tarrawonga Coal Mine:

- mine life and operating hours;
- mining tenements;
- mining methods;
- employment; and
- domestic coal production.

The following table along with mine plan (Attachment 2) provide a comparison between the approved development and proposed modification.

Project Component	Summary of Existing/Approved Tarrawonga Coal Mine	Summary of the Modification
Mining Method	Conventional open cut mining of ROM coal.	No change.

Project Component	Summary of Existing/Approved Tarrawonga Coal Mine	Summary of the Modification
ROM Coal Production	ROM coal production of up to approximately 3.0 Mtpa.	ROM coal production rate increase up to approximately 3.5 Mtpa
Mine Life	A 17 year mine life with operations until December 2030.	No change.
Open Cut Extent	Open cut extent approximately 524 hectares (ha).	Reduction of the open cut extent to approximately 424 ha to avoid mining: <ul style="list-style-type: none"> the Upper Namoi alluvium; and Goonbri Creek.
ROM Coal Handling and Transport	<p>Use of the on-site coal crushing and screening facility and transport of sized ROM coal by road to the Whitehaven CHPP.</p> <p>ROM coal transported along the Northern Section of the Approved ROM Coal Transport Route up to 3.0 Mtpa (MOD 1).</p> <p>ROM coal transported along the Southern Section of the Approved ROM Coal Transport Route with a cumulative ROM coal haulage limit from the Tarrawonga Coal Mine, Rocglen Coal Mine and Vickery Coal Mine of up to 3.5 Mtpa (up to 4.5 Mtpa following the construction of the Kamilaroi Highway overpass).</p>	<p>Relocation of the ROM coal stockpile area and associated infrastructure within the approved disturbance area (Figure 1-3) to improve ROM coal haulage efficiency and to allow for the increase in production rate.</p> <p>Haulage of ROM coal by road to the Vickery Extension Project CHPP for processing, once it is approved and constructed¹.</p> <p>A new site access road and intersection would be constructed to allow for haulage of ROM coal along a section of Goonbri Road.</p> <p>Increase to ROM coal transported along the Northern Section of the haul road up to 3.5 Mtpa.</p> <p>No change to the cumulative ROM coal haulage limit on the Southern Section of the Approved ROM Coal Transport Route.</p>
Coal Processing and Product Coal Loadout	At the Whitehaven CHPP, sized ROM coal is either directly loaded onto trains or processed in the CHPP prior to being loaded onto trains for transport on the Werris Creek Mungindi Line.	Continue to process ROM coal at the Whitehaven CHPP until the Vickery Extension Project CHPP, train load-out and rail spur infrastructure is constructed and reaches full operational capacity. ROM coal processing would then transition to the Vickery Extension Project CHPP, prior to being loaded onto trains for transport to market ¹ .

Project Component	Summary of Existing/Approved Tarrawonga Coal Mine	Summary of the Modification
Waste Rock Management	<p>Placement of mine waste rock to in-pit and out-of-pit waste rock emplacements including:</p> <ul style="list-style-type: none"> • Northern Emplacement up to a maximum height of approximately 370 m AHD including full integration with the Boggabri Coal Mine final landform. • Southern Emplacement up to a maximum height of approximately 360 m AHD, with the final • landform reshaped to 330 m AHD. 	<p>Height of Northern Emplacement generally unchanged with localised areas up to approximately 376 m AHD to introduce micro-relief.</p> <p>A revised final landform between the Boggabri Coal Mine and the Modification.</p> <p>Construction of part of the Southern Emplacement final landform up to a height of approximately 370 m AHD.</p>
Domestic Coal Production	<p>Use of a mobile crusher for the crushing and screening of up to 150,000 tpa of ROM coal to produce domestic specification coal.</p>	<p>No change.</p>
Water Supply	<p>Mine water supply obtained from surface water and groundwater inflows to pit area, sediment basins and storage dams, and licensed groundwater extraction.</p> <p>An existing pipeline between the Tarrawonga Coal Mine and the Boggabri Coal Mine allows water transfer between the two mines.</p>	<p>No change to existing water management system.</p> <p>Construction of a pipeline to the proposed Vickery Extension Project to facilitate contingency transfer of water between the proposed Vickery Extension Project and the Tarrawonga Coal Mine.</p>
Water Management	<p>On-site water management system comprises water management storages and collection drains, runoff diversions, sediment control and open cut dewatering.</p> <p>Construction of the permanent Goonbri Creek alignment, low permeability barrier and permanent flood bund associated with the eastern extension of the open cut. Disposal of excess water via LDPs.</p>	<p>No change to water management system principles.</p> <p>Permanent flood bund requirement for the revised open cut extent to be confirmed via 2-dimensional flood modelling.</p> <p>Construction of the low permeability barrier and interception of Goonbri Creek no longer proposed as a result of the reduction in the open cut extent.</p>
Surface Development Extent and Relocation of Public	<p>The total approved surface development area is shown on Figure 1-2.</p>	<p>The Modification would result in an overall reduction in the total surface development area by approximately 87 ha.</p> <p>The approved realignment of a</p>

Project Component	Summary of Existing/Approved Tarrawonga Coal Mine	Summary of the Modification
Infrastructure		section of Goonbri Road and a section of the Electricity Transmission Line would no longer be required.
Mine Facilities Area	<p>The existing Mine Facilities Area (comprising a crib hut, offices, hardstand, first aid building, maintenance workshop, toilets, wash bay and light vehicle parking area) is located south of the open cut.</p> <p>A relocation of the Mine Facilities Area is approved further south of the existing Mine Facilities Area but has not been constructed.</p>	No change.
Mining Operation Hours	24 hours per day, seven days per week.	No change.
Electricity Supply	On-site diesel-powered generators.	TCPL may seek to connect the Tarrawonga Coal Mine to mains power in the future, subject to relevant approvals being in place (i.e. the connection is not part of the Modification application).
Employment	<p>The current operational workforce is approximately 211 on-site personnel.</p> <p>Construction/development activities during the life of the Tarrawonga Coal Mine would require up to approximately 20 additional people for short periods.</p>	No change.
Primary, Secondary and Ancillary Land Use	<p>Partially backfilled final void in the post-mining landform.</p> <p>Post-mining landform to be a combination of native woodland/forest and agricultural uses.</p>	<p>General post-mining landform concepts retained with minor changes to size/location to reflect modified open cut extent.</p> <p>Changes to post-mining landform including some areas of agricultural land to be rehabilitated to woodland to reflect the change in soil resources available for the Modification.</p>

The submissions were due on 8 June 2020 and due to timing were not able to be reported to a Council meeting. Therefore, the submission (Attachment 1) is provided as an information report.

The Council submission requested further information be provided to Council on the impacts of the development including on its road infrastructure.

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

Nil.

CONSULTATION**External Consultation**

Nil.

Internal Consultation

- Manager Design Services.



Our Reference: ED:MH:1783322
Your Reference: DocID: 1783322
Contact Name: Daniel Boyce



Mr. Philip Nevill
Department of Planning, Industry & Environment
Locked Bag 5022,
Parramatta NSW 2124.

***Lodged online via NSW Planning Portal Major Projects Site**

Thursday 4 June 2020

Re: SSD 11_0047 Tarrawonga Coal Mine – Modification 7 Life of Mine

Dear Mr Nevill,

Thank you for the opportunity to provide input into the assessment of the abovementioned modification application. Narrabri Shire Council (**Council**) has reviewed the documentation provided with the modification application and provides the following comments.

1. Water Supply Pipeline

The application proposes to construct and operate a water supply pipeline from the Tarrawonga Coal Mine and the proposed Vickery Extension Project. The details provided on the proposed pipeline are very limited and the plans of the proposed location pipeline are at such a small scale that it cannot be determined with any accuracy as to where the pipeline will be sited. It is also unclear from the referenced plan (1-4) as to the actual extent of the pipeline being sought for approval as the legend items do not match those shown on the plan.

In order to be able to determine the impacts of the pipeline, the following additional information is required to be provided:

- (a) An alignment plan of the proposed pipeline clearly showing the location and extent of the proposed pipeline. The alignment plan should be provided in the context of cadastral boundaries.
- (b) Details of the proposed pipeline itself. Including diameter, materials, construction methods. Ideally a cross section would be provided to illustrate its size, height above ground and typical footing to be used.
- (c) Details and plans are to provided for the proposed methods of crossing the public roads and any other works required within Council's road reserves.
- (d) A further opportunity is requested to review the additional documentation outlined above and to provide further comments, in particular to enable Council to assess the impacts on its land ownership and assets.


Narrabri Shire Council
45 - 48 Maitland Street
PO Box 251, Narrabri NSW 2390


P. (02) 6799 6866
F. (02) 6799 6888


E. council@narrabri.nsw.gov.au
www.narrabri.nsw.gov.au

Document Set ID: 1783322
Version: 2, Version Date: 04/06/2020

2. Traffic Impacts

- (a) The Traffic Assessment provided with the application states that existing roads have a posted speed limit of 80km/h. The public Roads in the area of the application (including Goonbri Road) have a posted speed limit of 100km/h. Assessment considerations need to be revised to incorporate this speed limit.
- (b) The modification is proposing to provide a new access to the Tarrawonga Mine. This is located approximately 1.4km to the east of the existing site access and requires vehicles to now traverse a 1.4km section of Goonbri Road. The application proposes an upgrade of this portion of Goonbri Road between the existing private haul road and the proposed new access road. The only details provided of the upgrade works is:

...upgraded and sealed to a standard consistent with the requirements of the Guide to Road Design Part 3: Geometric Design (Austroads, 2016). Works would be undertaken in consultation with the NSC.

Further details of the proposed road upgrade works, including concept plans, are to be provided in order to enable an understanding of the extent of works required and to consider the impacts of the upgrade works. These details and considerations are not appropriate to be left to any future section 138 application.

- (c) The application proposes to construct a new private access road off Goonbri Road, approximately 1.4km to the east of the intersection with the private haul road. It is proposed that the intersection would be constructed to a BAL treatment for the left hand turn from Goonbri Road into the site. No treatment is proposed for the right hand turn into the site. Further information is required to be submitted in relation to this proposed intersection, including:
 - (i) Demonstration that the proposed intersection can achieve the Safe Intersection Sight Distances required by Section 3.2.2 of Austroads *Guide to Road Design Part 4A: Unsignalised and Signalised Intersections*.
 - (ii) A concept design for the proposed property access road is to be provided. The design is to be in accordance with Section 7.2 of Austroads *Guide to Road Design Part 4: Intersections and Crossings – General*. The design is to demonstrate that:
 - (A) It accommodates the largest vehicle required to access the site (including provide of swept path drawings),
 - (B) It caters for the largest vehicle turning left into the site without crossing the centre line of Goonbri Road,
 - (C) The access driveway leg of the intersection is to provide a minimum storage length of 22m, measured from the edge of the road back into the property and clear of any access gates,
 - (D) Includes a BAL treatment, and
 - (E) Is generally consistent with Figure 7.4, except as required above.

A further opportunity is requested to review the additional documentation outlined above and to provide further comments, in particular to enable Council to assess the impacts on its land ownership and assets.

- (d) The application proposes to alter the haul route, with vehicles turning right onto Goonbri Road instead of travelling straight through the intersection. Further information is required to be submitted to determine whether any upgrade

works are required to this intersection in order to cater for the proposed turning movements associated with the modification. In particular it needs to be demonstrated that:

- (i) The intersection accommodates the largest vehicle required to access the site (including provide of swept path drawings),
- (ii) The intersection caters for the largest vehicle turning left from Goonbri Road without crossing the centre line of the haul road,

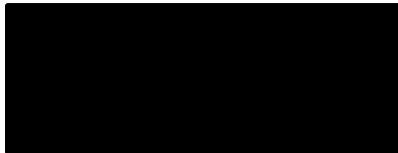
Should works be required to the intersection to accommodate the above requirements, concept plans are to be provided in order to enable an understanding of the extent of works required and to consider the impacts of the upgrade works. These details and considerations are not appropriate to be left to any future section 138 application.

A further opportunity is requested to review the additional documentation outlined above and to provide further comments, in particular to enable Council to assess the impacts on its land ownership and assets.

- (e) It is requested that the Road Maintenance Agreement with Council be updated to reflect the additional public roads included in the haul route.

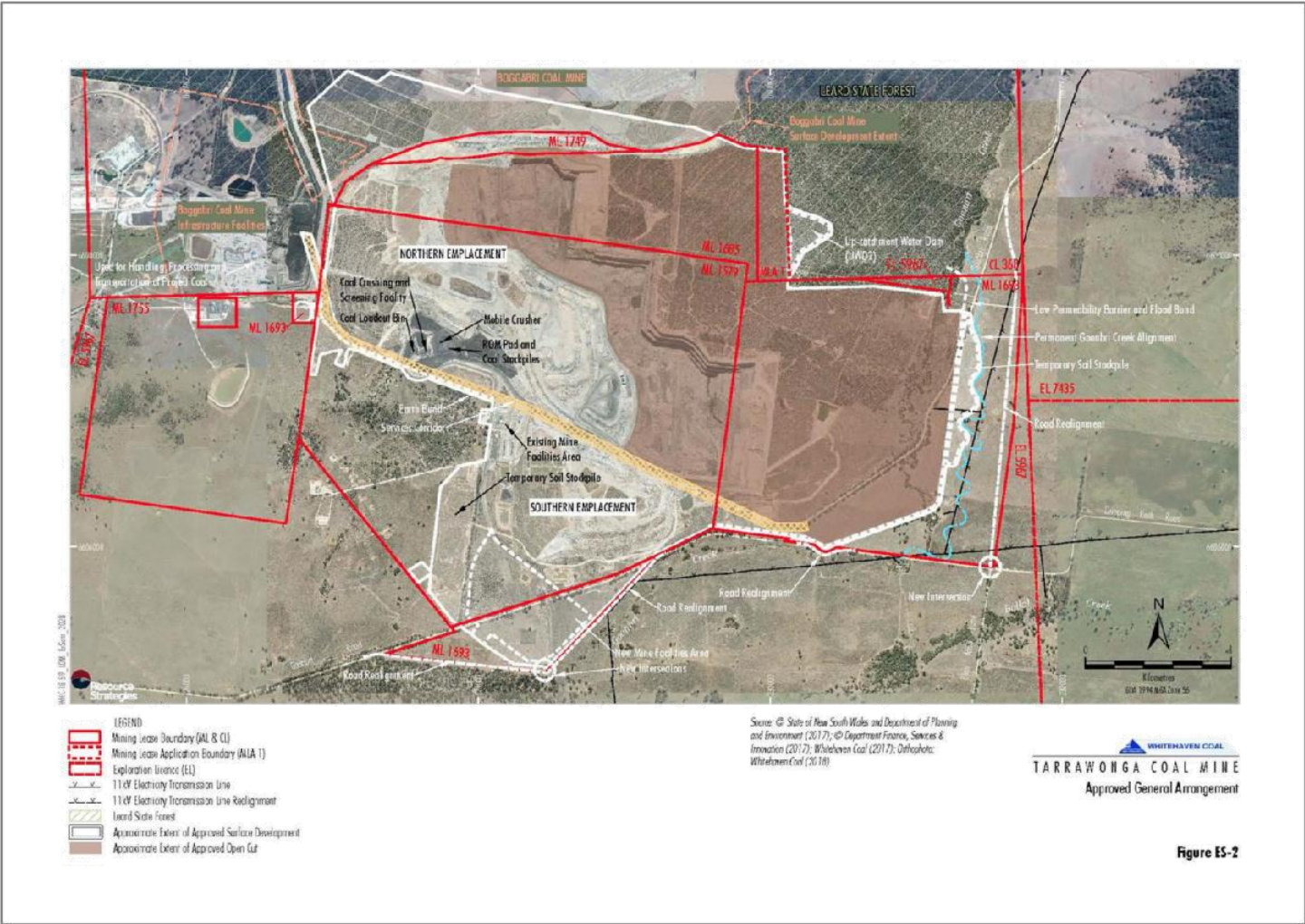
If you have any questions relating to this submission, please contact Daniel Boyce on (02) 6799 6866.

Kind Regards,



Daniel Boyce

Executive Manager Planning and Environment



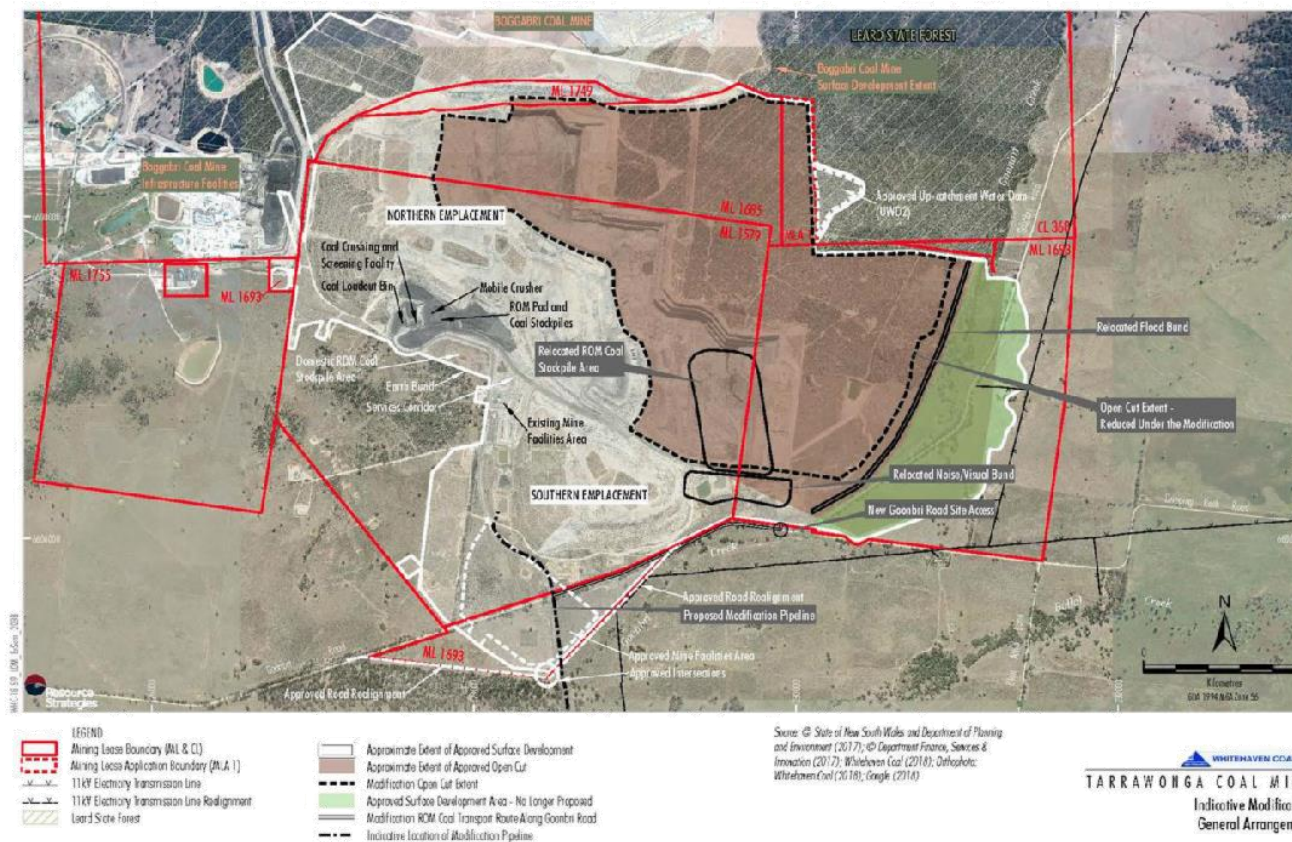


Figure ES-3

11 OUR ECONOMY



THEME 3: OUR ECONOMY

STRATEGIC DIRECTION 3: PROGRESSIVE AND DIVERSE ECONOMY

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

COMMUNITY ENGAGEMENT

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

COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

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

COMMUNITY OUTCOMES

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




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

11.1 SAFE & SECURE WATER PROGRAM (SSWP) – RISK PRIORITISATION ADVICE

Responsible Officer: Darren Raeck, Director Infrastructure Delivery

Author: Bilal Akhtar, Water Services Manager

Attachments:

1. Letter from DPIE regarding Safe & Secure Water Program (SSWP) – Risk Prioritisation Advice [↓](#) 
2. Risk scores - Safe & Secure Water Program (SSWP) [↓](#) 
3. Fact sheet on Safe & Secure Water Program (SSWP) – Risk Prioritisation Advice [↓](#) 

DELIVERY PROGRAM ALIGNMENT**4 Leadership**

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

Strategy 4.4.1 Engage with the community to determine affordable and acceptable levels of service

EXECUTIVE SUMMARY

A risk assessment of Council's water and wastewater infrastructure has been completed by the Prioritisation Review Panel (PRP), established by the NSW Government. The primary categories assessed include water quality, water security, socio-economic and environmental component of wastewater management.

The aim of the project is to prioritise infrastructure projects to be funded by the Safe and Secure Water Program. The Safe and Secure Water Program was established by the NSW Government to address key risks to regional water safety and security in NSW, to provide safe, secure and sustainable water and wastewater services to regional NSW towns.

RECOMMENDATION

1. That Council notes the correspondence received from the Department of Planning, Industry and Environment (DPIE) in relation to Safe & Secure Water Program (SSWP).

BACKGROUND

The Safe and Secure Water Program was established by the NSW government to address key risks to regional water safety and security in NSW, to provide safe, secure and sustainable water and wastewater services to regional NSW towns. Subsequently, a Prioritisation Review Panel (PRP) was established to assess the risk and prioritisation of works based on the Australian Standards, AS 4360/AS ISO 31000 as they relate to Town water and sewerage services across the State.

The attached "Fact sheet on Safe & Secure Water Program (SSWP) – Risk Prioritisation Advice" details how the risk score for each category are calculated.

CURRENT SITUATION

The NSW Government's multi-agency Prioritisation Review Panel (PRP) has finalised their review of major risks and issues in Water Quality, Water Security and Environmental categories as they relate to Town water and sewerage services across the State.

The Prioritisation Review Panel is comprised of representatives from Department of Planning, Industry and Environment and NSW government stakeholders (including NSW Health and Environment Protection Authority). The Prioritisation Review Panel is also responsible for overseeing and approving the prioritisation database which catalogues over one thousand known major risks and issues and validating the allocation of risk impact scores (1-5) to each (1=low impact, 5= high impact). In addition, the Prioritisation Review Panel makes funding recommendations on risks to be prioritised under SSWP.

Council has already addressed many of the highest risks with major projects currently underway (Narrabri Water Supply Augmentation, Wee Waa and Boggabri Sewage Treatment Plant Upgrades).

Narrabri's Sewage Treatment was identified as the highest risk (5) for the Shire with water treatment and water supply schemes also ranking highly in each of the major towns. Planning has already commenced as part of the Integrated Water Cycle Management plan on these schemes.

Upgrades Options report for the Narrabri Sewage Treatment Plant was completed separately as part of works required under the EPA licence. Security of supply in Wee Waa, Boggabri and Pilliga also ranked highly and will be finalised as part of the Integrated Water Cycle Management Planning process.

The reports will be provided to the NSW Public Works Advisory who have been engaged by Council to complete the Integrated Water Cycle Management Plan to ensure all risks are addressed in our future planning documents. Fifty percent of the Integrated Water Cycle Management Plan Consultancy was funded by the Safe and Secure Program and is expected to be completed in March 2021.

FINANCIAL IMPLICATIONS

There may be future funding opportunities available to the Council. To ensure the Council remains competitive in terms of applying for future funding opportunities, Council staff are in the process of preparing an Integrated Water Cycle Management Plan strategy. This strategy is being developed in partnership with the Public Works Advisory PWA through a funding agreement with the NSW government on a 50/50 cost sharing basis.

STATUTORY AND POLICY IMPLICATIONS

Nil.

CONSULTATION

The scoring was undertaken by the DPIE. Council was not consulted in this process.

External Consultation

Council staff are in regular contact with DPIE Officers who expect to reissue this advice notice to all councils at least annually and to affected councils as material changes are made to the prioritisation database.

Internal Consultation

Nil.



Planning,
Industry &
Environment

Mr Stewart Todd
General Manager
Narrabri Shire Council
46-48 Maitland Street
NARRABRI NSW 2390

Our ref: OUT20/3733

Email: council@narrabri.nsw.gov.au

Dear Mr Todd

Safe & Secure Water Program (SSWP) – Risk Prioritisation Advice

The \$1 billion Safe and Secure Water Program has been established to address key risks to regional water safety and security in NSW, to provide safe, secure and sustainable water and wastewater services to regional NSW towns.

To ensure that the program funds the highest priority risks and issues, all eligible risks and issues are assessed against prioritisation criteria.

The NSW Government's multi-agency Prioritisation Review Panel (PRP) has now finalised the Prioritisation Review Framework which categorises major risks and issues in Water Quality, Water Security and Environmental categories as they relate to Town water and sewerage services across the State.

The PRP is comprised of representatives from DPIE, NSW Health, EPA, OLG, Treasury, DPC. The PRP is also responsible for overseeing and approving the prioritisation database which catalogues over one thousand known major risks and issues and validating the allocation of risk impact scores (1-5) to each. In addition, the PRP makes funding recommendations on risks to be prioritised under SSWP.

An explanation of the criteria used to assign a risk impact score in each category is attached for your information. The database will be regularly updated as new risks are assessed or for known risks where new information requires re-evaluation of the risk impact score.

New or re-assessed risks may be updated in the database based on; strategic planning assessments provided by Local Water Utilities – typically an Integrated Water Cycle Management Strategy - and other key data sources such as from NSW Health water quality assessments.

At this stage, only projects with the highest risk ranking (5) can be considered for funding under the current program. However please note that, as the program budget is not sufficient to co-fund resolution of all high impact risks (5), funding is to be prioritised based on community socio-economic disadvantage. Socio economic disadvantage has been assessed for all eligible entities comprising of; Cost of service (OMA), Remoteness (ARIA) and Socio-economic disadvantage (IRSD). A full explanation of how this rank is determined is also attached along with a thematic map of the State.

The PRP has now met and endorsed the initial database and scores. SSWP funding commitments will be progressively allocated to high impact risks (5) based on socio-economic rank until all available funds are committed.

209 Cobra Street, Dubbo NSW 2830 | dpi.e.nsw.gov.au | 1



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A list of your Local Water Utility's identified risks and related risk scores is attached on the following page. Local Water Utilities will be advised separately if an eligible risk has been prioritised for funding to resolve.

For more information on the risk prioritisation please read the Questions and Answers available at the following link;

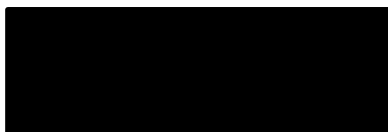
<https://forms.gle/RGJLnytEAhzUz1dv5>

This link also provides access to an online form via which Local Water Utilities may raise queries in relation to specific risks either listed in the attachments to this letter or other high risks which you believe should be listed.

DPIE is aware that some risks listed in the letter may have current projects underway to resolve the risk. These risks are expected to be updated once Local Water Utilities provide formal advice via the project completion report confirming that the objectives have been successfully delivered and the risk has been mitigated. Up until that time the risk will remain listed as active in DPIE's database.

DPIE expects to reissue this advice notice to all Councils at least annually and to affected Councils as material changes are made to the prioritisation database.

Yours sincerely



Michael Blackmore
Director Water Utilities

1 April 2020

Attachments;

- Specific Risks and related scores for your Council
- Generic Fact sheets on how risks are scored

Narrabri Shire Council

Your risks and issues have been recorded and assessed with the following risk impact scores:

Risk Issue Narrabri
Factor Environment
Risk Issue Type Sewage Treatment
Risk Score 5
Reason There is a mismatch of STP technology and effluent management, and the wastewater quality efficiency index is $\geq 20\%$. An NSW EPA Pollution Reduction Program is in place that targets effluent quality, asset design or asset condition. This impacts a population of greater than 2,500.

Risk Issue Narrabri
Factor Water Quality
Risk Issue Type Water Treatment
Risk Score 4
Reason Drinking water management fails to effectively control chlorine sensitive pathogens. Upgrade, repair or replacement of existing treatment barrier are needed for effective primary disinfection. Improved process monitoring and control are required to effectively manage barriers to pathogen contamination.

Risk Issue Wee Waa
Factor Water Security
Risk Issue Type Water Supply Scheme
Risk Score 4
Reason The water security deficiency index is equal to or greater than 6% and less than 11%, indicating that the consumptive need is significantly greater than the headwork capacity on a secure yield basis. These systems are expected to have more frequent and severe levels of restrictions during dry periods than the planned moderate restriction levels and with significant risk of water access failure in dry periods. This impacts a population of greater than 1,000.

Risk Issue Boggabri
Factor Water Security
Risk Issue Type Water Supply Scheme
Risk Score 4
Reason The water security deficiency index is equal to or greater than 6% and less than 11%, indicating that the consumptive need is significantly greater than the headwork capacity on a secure yield basis. These systems are expected to have more frequent and severe levels of restrictions during dry periods than the planned moderate restriction levels and with significant risk of water access failure in dry periods. This impacts a population of greater than 500 and less than or equal to 1,000.

Risk Issue	Boggabri
Factor	Environment
Risk Issue Type	Sewage Treatment
Risk Score	4
Reason	The STP capacity is less than the serviced population by more than 10% and medium-term growth is expected to be high or there are dry weather overflows. This impacts a population of greater than 1,000 and less than or equal to 2,500.
Risk Issue	Wee Waa
Factor	Environment
Risk Issue Type	Sewage Treatment
Risk Score	4
Reason	There is opportunistic reuse with no public contact but not to appropriate standards (AGWR and EPA) or there is a mismatch of STP technology and effluent management and/or wastewater quality efficiency index is <20%. Relevant infrastructure has a condition rating of 4 and/or was built between 1951 and 1970. This impacts a population of greater than 2,500.
Risk Issue	Narrabri
Factor	Water Security
Risk Issue Type	Water Supply Scheme
Risk Score	4
Reason	The water security deficiency index is equal to or greater than 6% and less than 11%, indicating that the consumptive need is significantly greater than the headwork capacity on a secure yield basis. These systems are expected to have more frequent and severe levels of restrictions during dry periods than the planned moderate restriction levels and with significant risk of water access failure in dry periods. This impacts a population of greater than 1,000.
Risk Issue	Pilliga
Factor	Water Security
Risk Issue Type	Water Supply Scheme
Risk Score	3
Reason	The water security deficiency index is equal to or greater than 6% and less than 11%, indicating that the consumptive need is significantly greater than the headwork capacity on a secure yield basis. These systems are expected to have more frequent and severe levels of restrictions during dry periods than the planned moderate restriction levels and with significant risk of water access failure in dry periods. This impacts a population of greater than 200 and less than or equal to 500.
Risk Issue	Pilliga
Factor	Environment
Risk Issue Type	UnServiced
Risk Score	2
Reason	The on-site wastewater management facilities have been classified as 'secondary health and medium environmental impact'. This means the on-site wastewater facilities have a localised and direct primary contact impact and/or a medium level impact to waterway uses and values. This impacts a population of greater than 100 and less than or equal to 500.

Risk Issue Baan Ba
Factor Water Security
Risk Issue Type Water Supply Scheme
Risk Score 2
Reason The water security deficiency index is equal to or greater than 6% and less than 11%, indicating that the consumptive need is significantly greater than the headwork capacity on a secure yield basis. These systems are expected to have more frequent and severe levels of restrictions during dry periods than the planned moderate restriction levels and with significant risk of water access failure in dry periods. This impacts a population of greater than 100 and less than or equal to 200.

Risk Issue Gwabegar
Factor Water Security
Risk Issue Type Water Supply Scheme
Risk Score 2
Reason The water security deficiency index is equal to or greater than 1% and less than 6%, indicating that the consumptive need is slightly greater than the headwork capacity on a secure yield basis. These systems are expected to have slightly more frequent and severe levels of restrictions during dry periods than the planned moderate restriction levels and with slight increase in the risk of water access failure in dry periods. This impacts a population of greater than 200 and less than or equal to 500.

Risk Issue Bellata
Factor Water Security
Risk Issue Type Water Supply Scheme
Risk Score 2
Reason The water security deficiency index is equal to or greater than 1% and less than 6%, indicating that the consumptive need is slightly greater than the headwork capacity on a secure yield basis. These systems are expected to have slightly more frequent and severe levels of restrictions during dry periods than the planned moderate restriction levels and with slight increase in the risk of water access failure in dry periods. This impacts a population of greater than 100 and less than or equal to 200.

Risk Issue Bellata
Factor Water Quality
Risk Issue Type Water Treatment
Risk Score 1
Reason No assessed scores of 1 – All water supplies have some level of risk

Risk Issue Boggabri
Factor Water Quality
Risk Issue Type Water Treatment
Risk Score 1
Reason No assessed scores of 1 – All water supplies have some level of risk

Risk Issue Pilliga
Factor Water Quality
Risk Issue Type Water Treatment
Risk Score 1
Reason No assessed scores of 1 – All water supplies have some level of risk

Risk Issue Edgeroi
Factor Environment
Risk Issue Type UnServiced
Risk Score 1
Reason The on-site wastewater management facilities are classified as high risk, however, there is no evidence of any impact to public health and/or waterway uses and values. This impacts a population of less than or equal to 100.

Risk Issue Wee Waa
Factor Water Quality
Risk Issue Type Water Treatment
Risk Score 1
Reason No assessed scores of 1 – All water supplies have some level of risk

Risk Issue Baan Baa
Factor Environment
Risk Issue Type UnServiced
Risk Score 1
Reason The on-site wastewater management facilities are classified as high risk, however, there is no evidence of any impact to public health and/or waterway uses and values. This impacts a population of greater than 100 and less than or equal to 500.

Risk Issue Bellata
Factor Environment
Risk Issue Type UnServiced
Risk Score 1
Reason The on-site wastewater management facilities are classified as high risk, however, there is no evidence of any impact to public health and/or waterway uses and values. This impacts a population of greater than 100 and less than or equal to 500.

Risk Issue Gwabegar
Factor Environment
Risk Issue Type UnServiced
Risk Score 1
Reason The on-site wastewater management facilities are classified as high risk, however, there is no evidence of any impact to public health and/or waterway uses and values. This impacts a population of greater than 100 and less than or equal to 500.

<i>Risk Issue</i>	Gwabegar
<i>Factor</i>	Water Quality
<i>Risk Issue Type</i>	Water Treatment
<i>Risk Score</i>	1
<i>Reason</i>	No assessed scores of 1 – All water supplies have some level of risk

The following table shows the socio economic disadvantage score and overall rank compared to the other 92 eligible entities.

<u>SE Score</u>	<u>EntityRank</u>
46.6	40/93

Water Quality Assessment Criteria

Overview

The *Australian Drinking Water Guidelines* (ADWG) describes a preventive risk management approach to managing drinking water quality. This approach moves away from relying on water quality testing to determine water safety, instead looking at risks to unsafe water and how these risks are controlled and monitored. This approach is embodied in the 12 elements of the Framework for Management of Drinking Water Quality.

Water quality risks have been prioritised by applying this Framework, addressing a wide range of risks and mitigation measures for individual drinking water supply systems.

Objective

The water quality component of the prioritisation framework assesses the risks to health posed by public drinking water supplies. The assessment focuses on the presence of risks in the source water, the barriers present in the drinking water supply system to manage these risks, and the management of the integrity of the distribution system. Pathogen contamination is the greatest risk to water supplies. Drinking water systems must maintain robust multiple barriers appropriate to the level of potential contamination in source water.

The assessment and ranking of water quality risks reflects the degree of control applied to contamination risks from specific water quality hazards: *Cryptosporidium*, other pathogens, cyanobacteria, chemical and radiological contamination, and aesthetic challenges. The score is based on an assessment of the potential hazards in the source water and the barriers currently in place to prevent the public being exposed to these hazards. The water quality risk score for a supply system is the highest score for any of the five water quality hazard categories.

The initial priority scores for water quality are based on *Cryptosporidium* risks and other pathogen risks. NSW Health has carried out a state-wide modelling assessment of *Cryptosporidium* risks to identify supply systems that may need a higher standard of operation or new infrastructure to deal with this chlorine resistant pathogen. The model considered potential *Cryptosporidium* sources in the catchment(s) and any existing controls, such as reservoir detention and water treatment. The model uses information provided by water utilities to determine the *Cryptosporidium* risk and associated water quality risk score. NSW Health has separately communicated the preliminary findings of this risk assessment with local water utilities. Councils have been invited to confirm the information in this assessment. Any updates to these assessments will be communicated to DPIE to update Safe and Secure risk impact scores where necessary.

Risks from other pathogens have largely been identified through work by contractors engaged by NSW Health to support water utilities in their implementation of drinking water management systems. NSW Health has provided support projects since 2014. NSW Health notes that risks identified in earlier years may now have been addressed. Contractor reports are provided to the local water utility at the end of each project. Types of risks include:

- Catchment risks
- Treatment barriers not adequate to manage risks in source water
- Potential for contamination of water in distribution systems
- Operational monitoring equipment not adequate to determine if barriers are effective
- Operational challenges/risks, particularly for key treatment barriers

These risks may be managed with infrastructure and/or non-infrastructure solutions.

The cyanobacteria, inorganic chemical and radiological risk categories exist to allow priorities to be set for supply systems as these risks are identified. Aesthetic risks have not been used to determine priorities at this time.

Impact or population is not factored into the risk score. This approach is consistent with the ADWG, which does not accommodate a lower level of service in terms of drinking water quality risk for smaller populations compared to larger populations.

No water quality risk assessment has been undertaken if the existing town water supply system has been declared to be non-potable (i.e. not for drinking) system. The risks can be assessed and a priority applied where a Council and the community wish to convert a non-potable system into a potable system or provide potable reticulated water to an un-serviced community.

The following table shows the water quality risk categories with the criteria for the risk scores from zero (lowest) to five (highest).

SCORE	RISK OUTCOME	RISK EXAMPLES
5	Drinking water management fails to effectively control chlorine sensitive pathogens.	New or additional treatment barrier needed for effective pathogen control.
	Drinking water management fails to effectively control chlorine resistant pathogens (e.g. <i>Cryptosporidium</i>)	High risk from <i>Cryptosporidium</i> as assessed by NSW Health.
	Drinking water management fails to control health related chemical and radiological parameters.	Health related chemical and/or radiological characteristics consistently measured in drinking water above ADWG value, with no effective barrier available.
	Drinking water management fails to control risks from cyanobacteria	Evidence of raw water source experiencing potentially toxic cyanobacteria blooms, with no effective barrier available.
4	Drinking water management fails to effectively control chlorine sensitive pathogens	Upgrade, repair or replacement of existing treatment barrier needed for effective primary disinfection. Improved process monitoring and control required to effectively manage barriers to pathogen contamination
	Drinking water management fails to effectively control chlorine resistant pathogens (e.g. <i>Cryptosporidium</i>)	Medium high risk from <i>Cryptosporidium</i> as assessed by NSW Health.
	Drinking water management fails to control health related chemical and radiological parameters	Health related chemical and/or radiological characteristics measured in drinking water above ADWG value due to ineffective operation of a treatment barrier.
	Drinking water management fails to control risks from cyanobacteria	Evidence of raw water conditions known to encourage cyanobacteria blooms, with no effective barrier available.
3	Drinking water management fails to effectively control chlorine sensitive pathogens	Poor operation and maintenance of reticulation infrastructure which fails to control risk from chlorine sensitive pathogens Critical control points and procedures not documented appropriately
	Drinking water management fails to effectively control chlorine resistant pathogens (e.g. <i>Cryptosporidium</i>)	Medium risk from <i>Cryptosporidium</i> as assessed by NSW Health.
	Drinking water management fails to control health related chemical and radiological parameters	Improvement required for treatment barrier to ensure known chemical and/or radiological characteristics are managed effectively. No evidence of exceeding ADWG in drinking water.
	Drinking water management fails to control risks from cyanobacteria	Improvement required to existing barrier to manage potentially toxic cyanobacteria blooms.
2	Water quality management effectively manages water quality risks	
1	No assessed scores of 1 – All water supplies have some level of risk	
0	No information available to make an assessment	

Water Security Assessment Criteria

Overview

Water security is important to ensure long term continuous access to reliable drinking water supply and water for sanitation. Uninterrupted long term access to water enables communities to grow and thrive by ensuring good public health, economic development opportunities, social amenity and liveability, and the revenue for utilities to meet fixed costs.

Fresh water is a finite resource and is highly influenced by climate and weather patterns; therefore, all water supply systems are planned and sized to accommodate moderate levels of restrictions. The town water supply systems in regional NSW are also planned and sized considering the historical and future consumptive needs and climate in consultation with the community. Australia with its highly variable wet and dry weather patterns depends heavily on the size of the surface and ground water storages and access to these storages for its water security.

Objective

The primary purpose of the water security component of the prioritisation framework is to assess the long term access risk a regional town water supply system faces for a reliable water source. This access risk has been assessed after taking into account the frequency and duration of water restrictions and the availability of water in the systems to meet the demands under moderate restrictions. Whilst it is recognised that the social and health impact of water restrictions are significant, the consequence of 'running out of water' is almost catastrophic requiring water carting or immediate access to alternate drinking water sources or evacuation. Thus, to avoid 'running out of water', long-term planning for water security is always future focused and considers the practicality of implementing tactical emergency measures such as higher levels of restrictions and water carting.

In consideration of these tactical measures, the inherent water security access risk is combined with the population serviced by the water supply system, to account for the practicality of implementing emergency measures such as water carting, to arrive at an overall water security risk impact score. Water carting is generally not considered practical for populations beyond 1,000.

The water security access risk profile of a town water supply system in regional NSW is dependent on the type of the water source and the size of storage. There are four main fresh water source types used for drinking in town water supply systems across regional NSW namely unregulated rivers, regulated rivers, groundwater and roof water harvested in rain water tanks (i.e. communities with no reticulated water supply system).

Water Security Deficiency Index (WSDI)

The water security deficiency index (WSDI) is the ratio of the water security access risk and demand. The water security access risk is the shortfall in a system's headwork capacity (referred to as secure yield) and the forecasted annual unrestricted drinking water demand placed by the community on the system's headworks. Secure yield is the highest annual drinking water demand that can be supplied from a water supply headworks system whilst meeting the "5/10/10" design rule and is determined using a system specific hydrologic water balance computer model that incorporates historical and future meteorological information.

The WSDI is based on the 5/10/10 design rule for water supply headwork infrastructure, which states:

- Duration of drought restrictions should not exceed 5% of the time
- Frequency of restrictions should not exceed 10% of years

- Severity of restrictions should not exceed 10%. That is, the system should be able to meet 90% of unrestricted water demand during the worst recorded drought at the level where restrictions are imposed.

Communities that harvests roof water in rain water tanks (i.e. communities with no reticulated water supply system) generally have a WSDI of 100% as they can be expected to regularly run completely out of water during periods of below average rainfall. This problem cannot be economically addressed with larger household storages since the roof catchment size is the primary determinant of refill volumes. However, it is acknowledged that for small communities it is more cost effective to cart water during these times, while for communities in excess of 1,000 people, water cartage in the event of failure of supply is less feasible. Thus, for a small community when the WSDI score and the population score is multiplied the overall water security risk impact score will be lower compared to a larger community with the same WSDI score.

Town water supply systems that use *unregulated river* as their supply source, the WSDI is calculated using the methodology described in the *NSW Guidelines of Assuring Future Urban Water Security – Assessment and Adaption Guidelines for NSW Local Water Utilities*, which apply the 5/10/10 rule to calculate the secure yield. For town systems that do not currently have reliable assessment of secure yield, the guideline methodology was extrapolated to these systems to estimate the WSDI.

Town water supply systems serviced by *regulated river systems* typically have the most secure entitlements owing to the large storage compared to the towns needs and would almost always receive 100% of their allocation as set out in the water sharing plan. However, during an extended dry period or drought, the water allocations to these town water supply systems could be significantly reduced as happened during the Millennium Drought. Drought reliability assessments to determine the water security access shortfalls to towns are being completed by the Department for the regulated river systems using Water Sharing Plan rules, water allocation principles and past experiences. The findings of these studies together with the location of these town systems in relation to the main regulating storage have been used to calculate the WSDI to be consistent with the 5/10/10 rule. The town water systems that source water from *groundwater systems* have inherently varying water security risk depending on the type of aquifer and regional hydrogeology. In the absence of system specific hydrogeological assessments, water security risk has been assessed based on past aquifer performances and general aquifer characteristics. Water sourced from the Great Artesian Basin is considered highly secure with a WSDI of 5%. Town systems that are dependent on fractured rock type aquifers are considered less secure with a WSDI of 20%. Town water system bores drawing on alluvial sources have security double the associated surface water system.

Methodology for Water Security Risk Ranking

The water security risk impact score is a combination of the inherent water security risk score and the impacted population, combined in accordance with the Australian Standards, AS 4360/AS ISO 31000.

The inherent water security risk score is based on the WSDI, the higher the deficiency index, the higher the risk score. Since the WSDI takes into consideration the frequency and duration of access failures and the possible consequential public health, social, environmental and economic impacts, an analysis was undertaken to determine risk thresholds so an inherent risk score of between 1 to 5 could be assigned to each water supply system. Analysis suggests that the failure frequency (i.e. running out of water) is almost exponential with increasing deficiency index and the duration of failure significantly increased when the WSDI is equal to or greater than 11%. Based on these observations the WSDI were assigned the risk scores as follows:

Risk Score	WSDI	Risk Narrative
5	Equal to or greater than 11%	Generally, includes systems with no storages or small storage compared to consumptive needs and most communities that depend on harvesting roof water in rainwater tanks.
4	Equal to or greater than 6 & less than 11%	
3	Equal to or greater than 1% & less than 6%	
1	Less than 1%	Systems where the secure yield is at least equal to the future unrestricted annual consumptive needs circa 2040
0		No data available

The population risk score was established by grouping the serviced population into five groups with the higher population cut-off of 1,000 reflecting the impracticality of implementing short term emergency response measures given drought affects a larger geographical area and hence could stretch the available regional resources (e.g. carter, \$, operational personnel, etc.) and the distance to a reliable alternative source.

The risk impact scores, which is the combination of the water security risk score and the impacted population, is categorised into 5 priority risk ranks following the Australian Standards, AS 4360/AS ISO 31000. The table below shows how the risk impact score is derived based on these two factors.

		Inherent risk score				Risk impact score
		5	4	3	1	
Population	>1000	5	5	4	2	
	>500-1000	5	4	3	1	
	>200-500	4	3	2	1	
	>100-200	3	2	2	1	
	<=100	2	1	1	1	

Environment Assessment Criteria

Overview

Sewage needs to be 'safely managed' to prevent public health impacts and impacts to receiving waterway uses and values. The NSW EPA as the regulator of Council owned and operated sewerage systems uses a risk based outcome focused regulatory approach.

Objective

The environment component of the prioritisation framework assesses both the risk to public health and the risk to receiving waterway uses and values from sewage management. The assessment focuses on the existing treatment technology and/or management barriers present to manage both these risks. The consequence of discharging untreated or partly treated sewage is high potentially causing death or severe illness in the impacted communities or significant to waterway uses and values, and may require improvement to existing management practices or pump-out for treatment at a different plant or implementation of new/additional barriers such as modern technology.

In regional NSW, the sewage (wastewater) is generally either managed on-site at the premises or collected and transferred off-site to a sewage treatment plant. Sewage handling and treatment facilities (collectively referred to as sewerage systems) are generally owned and operated by the local Council under the Local Government Act (LGA) and these systems are regulated by NSW EPA with or without an environmental pollution licence issued under the POEA Act. Licenses are generally not required for smaller sewerage systems if they can be operated without causing environmental pollution and where industry guidance can be followed to avoid pollution. On-site systems are regulated by the local Council under section 68 of the LGA.

For the purposes of this risk prioritisation framework, sewerage systems in regional NSW are grouped into three types:

1. **Sewered Communities with Unlicensed Systems** – These systems are generally small with a processing capacity of less than 2,500 equivalent persons or 750 kilolitres per day. Effluent management is generally by evaporation, reuse and/or discharge.
2. **Sewered Communities with Licensed Systems** - These systems typically service populations in excess of 2,500 equivalent persons and include a discharge and/or reuse (e.g. irrigation, recycling).
3. **Unsewered Communities and Towns** – These are generally small communities with populations less than 500 equivalent persons but there are few communities with population exceeding 1,000. Sewage management is achieved through on-site treatment and soil adsorption systems.

Two risk assessment methodologies have been developed, one covering the type 1 and 2 systems and the other covering the type 3 systems. In both methodologies, the risk to public health and the risk to waterway uses and values exist equally. However, in order to ensure consistency in prioritisation between this environmental risk framework and the other (water security and water quality) risk frameworks, impact to public health is considered a priority.

In consideration of the different regulatory regimes and the practicality of the tactical measures available to deal with emergencies, the inherent environmental risk score is combined with the population of the community to arrive at an overall environmental risk impact score.

Methodology for assessing environmental risk in type 1 and 2 systems

The risk assessment for sewerage communities uses four risk criteria, including (1) regulatory action; (2) performance; (3) loading/capacity; and (4) condition/age.

The following table outlines the basis for assigning the inherent risk score for each risk criteria. Inherent risk scores of between 1 and 5 will be assigned, with a score of 5 representing the highest environmental risk and a score of 1 the lowest environmental risk. A score of 0 is given where there is no information/data.

Risk Score	Criteria 1 - regulatory action	Criteria 2 - performance	Criteria 3 - load/capacity	Criteria 4 - condition/age
5	<ul style="list-style-type: none"> PRP - Effluent quality driven; or PRP - Asset design/condition/effluent quality driven 	<ul style="list-style-type: none"> Mismatch of STP technology and effluent management¹ and wastewater quality deficiency index $\geq 20\%$; 	<ul style="list-style-type: none"> Population > Capacity by > 10% and with high imminent growth prospect; or Dry weather overflows 	<ul style="list-style-type: none"> Pre 1950 built facility or facility with condition rating of 5
4	<ul style="list-style-type: none"> PRP – reuse driven; or PRP – overflows and by-pass driven (I/I); or PRP – Mass and volume limits driven; or PRP – Biosolids driven 	<ul style="list-style-type: none"> Opportunistic reuse with possible public contact but not to appropriate standards (AGWR + EPA); or Mismatch of STP technology and effluent management and/or wastewater quality deficiency index < 20% 	<ul style="list-style-type: none"> Population > Capacity by < 10% and with high medium-term growth prospect; or Wet weather overflows with high downstream user risk; or Daily flow volume exceeds licence limits with high impact to receiving environment 	<ul style="list-style-type: none"> 1951 – 1970 built facility or facility with condition rating of 4
3	<ul style="list-style-type: none"> PRP – Odour /noise issues 	<ul style="list-style-type: none"> Appropriate plant for effluent management (i.e., discharge and/or maximised reuse) BUT wastewater quality deficiency index $\geq 20\%$; or Dry/wet load by-passes/overflow in excess of state median 	<ul style="list-style-type: none"> Pop = Capacity and with low medium-term growth prospect; or Wet weather overflows with medium downstream user risk; or Daily flow volume exceeds licence limits with medium impact to receiving environment 	<ul style="list-style-type: none"> 1971 – 1990 built facility or facility with condition rating of 3
2	<ul style="list-style-type: none"> PRP – Administrative; or PRP – Trade waste policy/implementation 	<ul style="list-style-type: none"> Appropriate plant for effluent management BUT wastewater quality deficiency index < 20%; or Opportunistic reuse with NO public contact but not to appropriate standards (AGWR + EPA) 	<ul style="list-style-type: none"> Capacity > Population by > 10% and with low medium-term growth prospect; or Wet weather overflows with low impact to receiving environment; or Daily flow volume exceeds licence limits with low downstream user risk 	<ul style="list-style-type: none"> 1991 -2010 built facility or facility with condition rating of 2
1		<ul style="list-style-type: none"> wastewater quality deficiency index of 0%; or No known issues with reuse 	<ul style="list-style-type: none"> No known capacity Issue; or No known volume limit exceedance 	<ul style="list-style-type: none"> Post 2011 built facility or facility with condition rating of 1
0	<ul style="list-style-type: none"> Insufficient Information 	<ul style="list-style-type: none"> Insufficient Information 	<ul style="list-style-type: none"> Insufficient Information 	<ul style="list-style-type: none"> Insufficient Information

The inherent environmental risk is taken as the highest score from any of the above 4 criteria. As described below, this inherent environmental risk score is then multiplied with the population score to obtain an environmental risk impact score.

Methodology for assessing environmental risk in type 3 systems

The table below outlines the basis for assigning the risk score for un-sewered towns and villages.

RISK OUTCOMES	SCORE based on Risk
Primary health and High environmental Impacts: Wastewater from on-site wastewater management facilities has direct impact on drinking water supply source and/or with widespread direct primary contact impact to resident population and/or high impact on waterway uses and values	5
Secondary health and medium environmental Impacts: Wastewater from on-site wastewater management facilities has localised direct primary contact impact to resident population and/or medium impact on waterway uses and values	4
Tertiary health and low environmental Impact: Wastewater from on-site wastewater management facilities may potentially contribute to public health impacts and/or with low impacts on waterway uses and values	3
High risk on-site wastewater management facilities but has no evidence of public health impacts and/or impacts on waterway uses and values	2
Medium risk on-site wastewater management facilities but has no evidence of public health and/or impacts on waterway uses and values	1

The above environmental risk score is then multiplied with the population score to obtain an environmental risk impact score.

Methodology for Environmental Risk Priority Ranking

Combination of the inherent environmental risk score (likelihood of a hazard) and population (severity of impact) provides an environmental risk impact score. These impact scores are categorised into 5 priority risk ranks in accordance with the Australian Standards, AS 4360/AS ISO 31000.

The population risk score was established by grouping the serviced population into five groups with the higher population cut-off reflecting the POEA Act threshold of 2,500 population equivalent.

The risk impact score, which is the combination of the environmental risk score and the population, is categorised into 5 priority risk ranks following the Australian Standards, AS 4360/AS ISO 31000. The table below shows how the risk impact scores will be ranked between 1 and 5.

		Inherent risk score					Risk impact score
		5	4	3	2	1	
Population	>2500	5	5	4	3	2	
	>1000-2500	4	4	3	2	1	
	>500-1000	4	3	2	2	1	
	>100-500	3	2	2	1	1	
	<=100	2	1	1	1	1	

Socio-Economic Factors Assessment Criteria

Socio-economic capacity does not influence the risk impact score but is used to consider hardship and affordability issues faced by **the community** (not the proponent) impacted by the identified risk or issue. The socio-economic factor criterion ensures that prioritisation takes into account the particular challenges faced by socially disadvantaged and/or remote communities. Importantly this criteria should help prioritise co-funding for a “risk or issue” which may have been previously identified but remained unmitigated for several years due to a lack of capacity to pay for the mitigating works to achieve the desired level of service.

Socio –Economic Capacity Criterion

Index of Relative Socio-economic Disadvantage (IRSED)

Use of SEFIA as a prime indicator for socio-economic state of a community that compares relative socio-economic characteristics in terms of people’s access to material and social resources and their ability to participate in society, is well recognised. However, out of the four SEFIA indexes (IRSAD, IRSD, IEO, IER), the Index of Relative Socio-economic Disadvantage (IRSD is commonly used to rank the relative disadvantage of the areas and will provide an objective measure to assess the funding need of the communities). The indexes include variables like:

- Percentage of low-income households
- Unemployment rate
- Percentage of low-skilled occupations and people without qualifications
- Percentage of households without a car
- Percentage of people living overcrowded dwellings
- Percentage of people with a disability
- Other socio-economic variables that relate to persons or families.

Accordingly, IRSD has been used as an indicator for ranking this prioritisation criterion as it reflects relative capacity of communities to pay for services.

Accessibility and Remoteness Index of Australia (ARIA+)

(ARIA+) is purely a geographic measure of remoteness. Remoteness areas divide Australia into 5 classes of remoteness on the basis of a measure of relative access to services. The classifications are: Major Cities of Australia; Inner Regional Australia; Outer Regional Australia; Remote Australia (RA); and Very Remote Australia (VRA).

Degree of difficulties in providing services and the cost of services may increase with the increase in remoteness from the main service centres. Therefore, ARIA+ has been used as an indicator for ranking this prioritisation criterion to further emphasise the special need for remote communities. However, IRSD covers the main socio-economic factors associated with remoteness areas except the relatively higher costs of providing services in a remote community that may make services more unaffordable, therefore a lower weighting is on this indicator considered appropriate. There are other indicators that better reflects the comparative cost of water services (discussed below).

Operation, Maintenance and Administration (OMA) Cost per Property

Water supply and Sewerage OMA cost per property represents the relative cost of providing services averaged over a 3 year period. OMA cost reflects things like, economies of scale and density, topography, discreteness of water services schemes, complexity of treatment process, cost of materials and labours, resourcing costs due to remoteness.

Prioritisation Matrix

Criteria	Indexes	Score	Weight (%)
IRSD (Lower index means more disadvantage)	Nominal LWU scale indexes developed based on ABS LGA or Suburb indexes.	Scored 20-100 continuously with the most disadvantaged LWU scoring 100 and the least disadvantaged scoring 20	40
ARIA+ (Higher index means more remote)	Major cities (1) Inner Regional (2) Outer Regional (3) Remote (4) Very remote (5)	Scored 20-100 continuously with most remote scoring 100 and the least remote scoring 20	20
OMA cost per property	Each LWU: Water OMA and Sewerage OMA, 3 years average	Score 20-100 continuously with highest OMA scoring 100 and the lowest OMA scoring 20	40

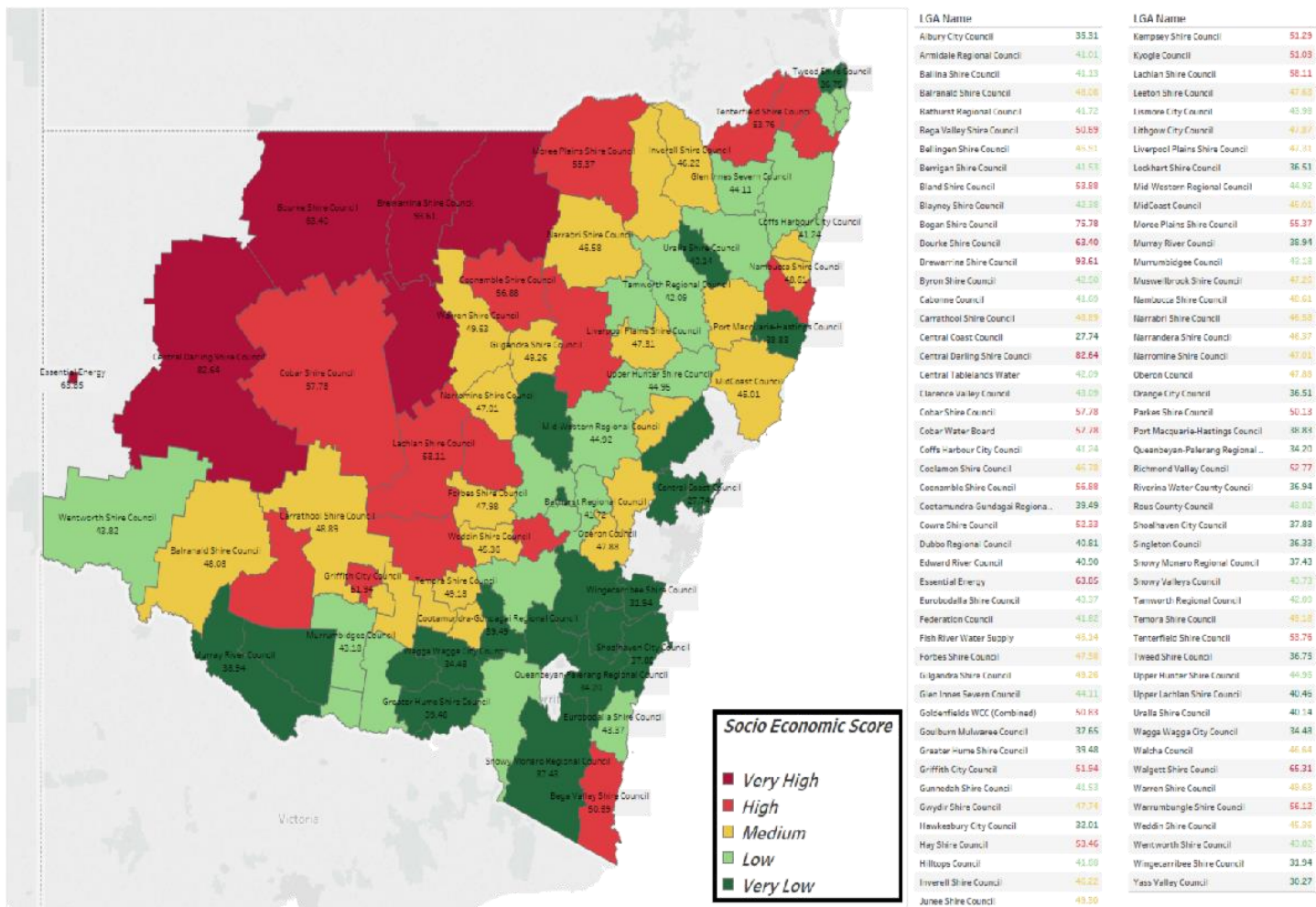
Prioritisation

The overall socio-economic score calculated on the basis above for each local water utility has been applied to prioritise the water supply and sewerage systems within their "risk impact" band only. This will ensure all priority risks ranked 5 are prioritised ahead of any risk ranked 4 and so on. Consequently, the first risk prioritised for funding will be a risk impact score 5 in the Council area with the lowest socio-economic (Central Darling Shire Council) followed by any other risks with impact score of 5 in that same Council area. Below those will be a risk impact score 5 in the next lowest socio-economic Council area (Bogan Shire Council) followed by any other risks with impact score of 5 in that Council area and so on. Note in the example above there are other Councils with a comparatively higher socio-economic score but no risks scored 5.

This means all major impact risks (scored 5) will be prioritised Council by Council in order of maximum socio-economic disadvantage with funding allocated accordingly from the top of the list.

A map and listing for socio-economic scores of all Councils across NSW follows on the next page.

Socio Economic Plot - Regional NSW



NSW Department of Planning, Industry and Environment | PUB | 13

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 DONATION IN LIEU OF ORDINARY RATES**Responsible Officer:** Stewart Todd, General Manager**Author:** Lindsay Mason, Director Corporate and Community Services**Attachments:** 1. Donation in Lieu of Ordinary Rates Policy  **DELIVERY PROGRAM ALIGNMENT****4 Leadership**

Objective 4.3 Infrastructure and service delivery will provide public value for the community

Strategy 4.3.3 Service delivery is enhanced through innovation and continuous improvement

EXECUTIVE SUMMARY

Annual Donation in Lieu of Ordinary Rates applications have been advertised and received.

RECOMMENDATION

1. That Council authorise the individual amounts totalling \$46,176.46 to be donated to community organisations in accordance with the 'Donations in Lieu of Ordinary Rates Policy'

BACKGROUND

Section 356 of the *Local Government Act* states that Council may contribute money or otherwise grant financial assistance to organisations for the purpose of exercising its functions.

Council's current Policy provides clear guidelines and transparent criteria by which Council will continue to make donations to the community.

CURRENT SITUATION

Council recently advertised for applications for 'Donations in Lieu of Ordinary Rates', and as per its policy. In April 2020, it also wrote to previous applicants advising them that applications were being sought for this annual submission. A total of 28 applications were received by the due date.

Two (2) submitted applications were not eligible as they do not currently pay a general rates component.

Council has assessed the applications and the following organisations are eligible for a donation of their annual rates:

Name of Organisation	Organisation Composition	Amount
1st Narrabri West Scout Group	Community Group	\$ 2,935.73
Abbeyfield Narrabri Inc	Community Group	\$ 1,815.20
Baan Baa Community Hall Incorporated	Community Organisation	\$ 558.00
Baan Baa Tennis Club	Sporting Club	\$ 737.05
Bellata War Memorial Hall	Community Organisation	\$ 558.00

Boggabri & District Historical Society	Community	\$ 2,003.71
Boggabri HACC Inc	Community Organisation	\$ 2,077.64
Boggabri Home for the Aged Incorporation	Community organisation	\$ 3,367.64
Galloping Gully Polocrosse Club Inc	Sporting Club	\$ 494.73
Kogil Street Preschool	Community Organisation	\$ 3,109.83
Life without Barriers	Charity Organisation	\$ 2,670.14
Namoi Aero Club	Sporting Club	\$ 385.18
Narrabri & District Citizens Boys Club	Sporting Club	\$ 2,383.19
Narrabri Art & Craft Society Inc	Community Organisation	\$ 3,181.51
WAY Church (Narrabri Christian Fellowship)	Community Organisation	\$ 1,103.50
Narrabri Clay Target Club Inc	Sporting Club	\$ 2,063.47
Narrabri Men's Shed Inc	Community Organisation	\$ 1,508.33
Narrabri Pistol Club Inc	Sporting Club	\$ 1,726.67
Narrabri Rifle Club	Sporting Club	\$ 1,197.68
Narrabri Shire Community Radio Inc	Community Organisation	\$ 3,112.20
Wee Waa CWA	Community Organisation	\$ 2,532.16
Wee Waa Gym	Sporting	\$ 529.70
Nurruby Childcare Centre	Community Organisation	\$ 4,931.10
Pilliga Community Centre Inc	Community Organisation	\$ 604.89
Pilliga Rural Transaction Centre	Community Organisation	\$ 589.21
Total		\$ 46,176.46

FINANCIAL IMPLICATIONS

Applications range from \$494.73 to \$ 4,931.10

The total amount of all eligible applications is \$ 46,176.46.

STATUTORY AND POLICY IMPLICATIONS

Within the 'Donation in Lieu of Ordinary Rates Policy' (4.4) there are not for profit organisations that receive donation of rates, for land which is used directly in association with the organisations activity.

CONSULTATION

External Consultation

Contact was made with previous applicants under Council's 'Donations in Lieu of Rates Policy'.

Internal Consultation

- Finance Officer – Rates.



DONATION IN LIEU OF ORDINARY RATES POLICY

Responsible Department:	Corporate & Community Services
Responsible Section:	Corporate & Community Services
Responsible Officer:	Manager Financial Services

Objective

- To consider financial assistance by way of donation to local service, cultural, sporting, charitable or non-profit organisations who operate within or provide benefit to the residents of Narrabri Shire or conduct quality cultural, sporting and community service programs and activities and who cannot attract sufficient funds from other sources;
- To address targets specified within the Community Strategic Plan or other Strategic Documents as well as objectives;
- Detail the principles whereby Council grants donations to organisations.

Introduction

Sections 555 through to 559 of the *Local Government Act 1993* outlines which land is exempt from ordinary rates and charges. This policy is formulated to provide a donation to community-based land in lieu of ordinary rates.

Policy

Donations in Lieu of Ordinary Rates

As Council operates separate funds for all its water and sewerage operations it contends that the present charging structure for each fund would be the cost of providing the service to that land.

The properties have been split into different classifications to enable detailed consideration of the options. Councils charging policy for each classification is as follows:

- **Crown Land Operated by State or Federal Departments**
Full water and sewerage access and consumption charges shall be levied.
- **School Related Properties**
Full water and sewerage access and consumption charges shall be levied.



- **Religious Body Properties**
(Includes churches and residences.)
 - 50% of normal water and sewerage access charges shall be levied.
 - Full rate for water usage shall be charged where applicable.
- **Hospitals**
Full water and sewerage access and consumption charges shall be levied.
- **Aged Person Hostels**
Privately owned and operated institutions to be charged full water and sewerage access and consumption charges.
- **Aboriginal Land Council Land**
Full water and sewerage access and consumption charges shall be levied as per Act.

Marketing of the Donations Policy

Council commits to the following promotion of the Donation in Lieu of Ordinary Rates Policy:

- Recipients of the donation in previous financial year will be notified via email of the opening of the application period;
- The Donation in Lieu of Ordinary Rates Policy application period will be advertised on the Narrabri Shire Council website and on the official Council Facebook page.

Applications for Donations

Those organisations wishing to apply for an annual donation, where the land is rateable on property used directly in association with the organisations activity are required to apply to Council annually.

Community Services or Local Charity

For organisations that provide a community service and/or local charity Council will contribute:

- 100% of General Rates
- 100% of Annual Charges (water access, sewer and DWM access)



The Organisation will be required to pay Water Usages charges and DWM Collection charges (should the organisation opt to have a collection service). Should the organisation opt not to have the collection service then Council will donate the relevant monetary amount.

Sporting or Social Clubs and Registered Clubs

For organisations recognised as a sporting or social club (excluding Registered Clubs as defined under the *Registered Clubs Act 1976*) Council will contribute:

100% of General Rate only

The Organisation will be responsible for all annual charges including water usage. Should the organisation opt not to have the collection service then Council will donate the relevant monetary amount.

Council will advertise for applications to be submitted for consideration for an annual donation towards the Ordinary Rates. The applications must be submitted in the format of the attached application form. Applications will be considered in accordance with the following criteria:

- organisations recognised as a sporting club (excluding Registered Clubs as defined under the *Registered Clubs Act 1976*).
- Organisations recognised as a social club (excluding Registered Clubs as defined under the *Registered Clubs Act 1976*).
- Organisations that provide a community service.
- Organisations recognised as a local charity.

The *Registered Clubs Act, 1976* has the following definitions:

"registered club" means a club that holds a club licence.

"club licence" means a club licence granted under the *Liquor Act 2007*.

Successful applications will be included in Council's Annual Budget for the financial year, however will be required to reapply annually for assistance.

Applications which do not meet the enclosed guidelines shall be advised that the request is not eligible for consideration under this policy. Council reserves the right to assess any application (not fitting the criteria for assessment) on its merits according to Council's Policy.



References

- *Local Government Act (NSW) 1993.*
- *Local Government (General) Regulation 2005.*
- *Registered Clubs Act, 1976*

History

Minute Number	Meeting Date	Description of Change
115/2014	April 5, 2016	Adopted
164/2017	August 15, 2017	Reviewed



DONATION OF ORDINARY RATE APPLICATION

IMPORTANT: The information provided by you on this form will be used to assist Narrabri Shire Council in determining the suitability of the volunteer for the task. The provision of this information is voluntary, however, if you do not provide the information, Council may not be able to fully process your application. Once collected by Council, the information can be accessed by you in accordance with Council's Privacy Management Plan or in special circumstances, where Commonwealth legislation requires or where you give permission for third party access.

Date:

Details of Organisation:

Name of Organisation:

Property Address:

Property ID (from rates notices):

Contact Person:

Mailing Address (if different to Property Address):

Email Address:

Phone: Mobile:

Organisation Composition:

Please tick the most applicable category

Community Organisation

Charity Organisation

Sporting Club -Excluding Registered Clubs as defined under the Registered Clubs Act 1976

Social Club -Excluding Registered Clubs as defined under the Registered Clubs Act 1976

☐
☐
☐
☐

Details of Organisation:

Please give a brief description of the Organisation for which assistance is sought:

.....

.....

.....

Office Use

Date Received:

Approved By:..... Date:.....

12.2 SETTING OF COUNCILLOR FEES 2020/21**Responsible Officer:** Lindsay Mason, Director Corporate and Community Services**Author:** Lindsay Mason, Director Corporate and Community Services**Attachments:** 1. LG Remuneration Tribunal Annual Report and Determination  **DELIVERY PROGRAM ALIGNMENT****4 Leadership**

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

Strategy 4.4.2 Ensure effective and sound local governance practice

EXECUTIVE SUMMARY

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

RECOMMENDATION

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

BACKGROUND

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

Section 248 of the Act outlines that Council may fix the annual fee payable to Councillors.

CURRENT SITUATION

The Local Government Remuneration Tribunal determination for the 2020/2021 year was published in the Government Gazette No. 120 of the State of New South Wales on 12 June 2020. The Tribunal determined that the minimum and maximum fees applicable to each category will remain unchanged from 2019/2020 due to current economic and social circumstances.

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

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

FINANCIAL IMPLICATIONS

An appropriate budget allocation has been made in the draft 2020/2021 budget.

STATUTORY AND POLICY IMPLICATIONS

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

CONSULTATION**External Consultation**

- Local Government Remuneration Tribunal.

Internal Consultation

Nil.

Local
Government
Remuneration
Tribunal

Annual Report and
Determination

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

10 June
2020

[NSW Remuneration Tribunals website](#)

Local Government Remuneration Tribunal

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Local Government Remuneration Tribunal

Executive Summary

The *Local Government Act 1993* (the LG Act) requires the Local Government Remuneration Tribunal (the Tribunal) to report to the Minister for Local Government by 1 May each year as to its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

In response to the COVID-19 pandemic the Minister for Local Government, the Hon Shelley Hancock MP, made the *Local Government (General) Amendment (COVID-19) Regulation 2020* which extends the time for the making of this determination to no later than 1 July 2020.

Categories

Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years. The Tribunal last undertook a significant review of the categories and the allocation of councils into each of those categories in 2017. In accordance with the LG Act the Tribunal undertook a review of the categories and allocation of councils into each of those categories as part of the 2020 review.

In reviewing the categories, the Tribunal examined a range of statistical and demographic data and considered the submissions of councils and Local Government NSW (LGNSW). Having regard to that information, the Tribunal has determined to retain a categorisation model which differentiates councils primarily on the basis of their geographic location, and the other factors including population, the sphere of the council's economic influence and the degree of regional servicing.

For the Metropolitan group the Tribunal has determined to retain the existing categories and has amended the population criteria applicable to Metropolitan Large and Metropolitan Medium. For the Non-Metropolitan group, the Tribunal has determined to: create two new categories - Major Strategic Area and Regional Centre; rename one category - Regional City to Major Regional City; and revise the criteria for some of the existing categories to account for the new categories.

In accordance with section 239 of the LG Act the categories of general purpose councils are determined as follows:

Metropolitan

- Principal CBD
- Major CBD
- Metropolitan Large
- Metropolitan Medium
- Metropolitan Small

Non-metropolitan

- Major Regional City
- Major Strategic Area
- Regional Strategic Area
- Regional Centre
- Regional Rural
- Rural

Local Government Remuneration Tribunal**Fees**

The Tribunal has determined that there will be no increase in the minimum and maximum fees applicable to each existing category. For the new categories, the Tribunal has determined fees having regard to relevant relativities.

Local Government Remuneration Tribunal

Section 1 Introduction

1. Section 239 of the LG Act provides for the Tribunal to determine the categories of councils and mayoral offices and to place each council and mayoral office into one of those categories. The categories are to be determined at least once every 3 years.
2. Section 241 of the LG Act provides for the Tribunal to determine, not later than 1 May in each year, for each of the categories determined under section 239, the maximum and minimum amount of fees to be paid to mayors and councillors of councils, as well as chairpersons and members of county councils.
3. In response to the COVID-19 pandemic the Minister for Local Government, the Hon Shelley Hancock MP, made the *Local Government (General) Amendment (COVID-19) Regulation 2020* which extends the time for the making of this determination to no later than 1 July 2020.
4. In determining the maximum and minimum fees payable in each of the categories, the Tribunal is required, pursuant to section 242A (1) of the LG Act, to give effect to the same policies on increases in remuneration as those of the Industrial Relations Commission. The current policy on wages is that public sector wages cannot increase by more than 2.5 per cent, and this includes the maximum and minimum fees payable to councillors and mayors and chairpersons and members of county councils.
5. The Tribunal is however able to determine that a council can be placed in another existing or a new category with a higher range of fees without breaching the Government's wage policy pursuant to section 242A (3) of the LG Act.
6. The Tribunal's determinations take effect from 1 July in each year.

Section 2 2019 Determination

7. The Tribunal considered ten requests for re-categorisation. At the time of making the determination the Tribunal had available to it the 30 June 2018 population data. In reviewing the submissions received the Tribunal applied a multi variable approach assessing each council against all the criteria (not only population) for the requested category and the

Local Government Remuneration Tribunal

relativities within the categories.

8. The Tribunal found that the allocation of councils into the current categories was appropriate but again noted that some of those councils seeking to be moved were likely to meet the criteria for re-categorisation in future determinations.
9. The Tribunal's 2019 Determination was made on 15 April 2019 and provided a general increase of 2.5 per cent which was consistent with the Government's policy on wages.
10. The Tribunal's findings for North Sydney was not addressed in the 2019 Determination and is dealt with in Section 3 below.

Section 3 Review of categories

Scope of review

11. Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years. The Tribunal last reviewed the categories during the 2017 annual review.
12. In determining categories, the Tribunal is required to have regard to the following matters that are prescribed in section 240 of the LG Act:

"240 (1)

- *the size of areas*
- *the physical terrain of areas*
- *the population of areas and the distribution of the population*
- *the nature and volume of business dealt with by each Council*
- *the nature and extent of the development of areas*
- *the diversity of communities served*
- *the regional, national and international significance of the Council*
- *such matters as the Remuneration Tribunal considers relevant to the provision of efficient and effective local government*
- *such other matters as may be prescribed by the regulations."*

13. The Tribunal foreshadowed in the 2019 Determination of its intention to undertake a review of the categories in accordance with the LG Act:

Local Government Remuneration Tribunal

“12. A few submissions have suggested alternative categorisation models. The Tribunal will consider this in detail in the 2020 review. The Tribunal intends to commence the 2020 annual review earlier than usual to ensure there is time to review the existing model and to examine alternatives. The Tribunal is of the preliminary view that a case may exist to revise the number of categories, and their applicable criteria, particularly for regional and rural councils.”

14. The Tribunal wrote to all mayors in October 2019 advising of the commencement of the 2020 review and invited submissions from councils on the following matters:

1. *Proposed classification model and criteria*
2. *Allocation in the proposed classification model*
3. *Range of fees payable in the proposed classification model*
4. *Other matters*

15. The Tribunal also wrote to the President of Local Government NSW (LGNSW) in similar terms, and subsequently met with the President and Chief Executive of LGNSW. The Tribunal thanks the President and Chief Executive for making the time to meet with the Tribunal.

16. The Tribunal also met with the Mayors and General Managers of Central Coast and Maitland Councils and the Tribunal thanks them for making the time to meet with the Tribunal.

Submissions received - categorisation

17. The Tribunal received 38 submissions from individual councils, a submission from LGNSW and a submission from Regional Cities NSW. Most of the submissions addressed the Tribunal's proposed categorisation model, the allocation of councils into those categories and fees. A summary of the matters raised, and the Tribunal's consideration of those matters is outlined below.

Proposed classification model and criteria

18. Submissions from 20 councils and LGNSW supported the Tribunal's proposal to create a new category of Regional Centre for the Non-Metropolitan group and were of the view

Local Government Remuneration Tribunal

that the range of fees would be somewhere between Regional Strategic Area and Regional Rural.

19. Several submissions from Non-Metropolitan councils proposed alternative changes to the model such as, the merging of the Regional Rural and Rural categories, the creation of a new 'Regional' category and the renaming of Regional City to 'Gateway City' or 'Nationally Significant Regional City'.
20. Four submissions from Metropolitan councils sought the creation of a new Metropolitan category with the title of 'Metropolitan Large – Growth Area' or 'Metropolitan Major'.

Allocation in the proposed classification model

21. The Tribunal proposed to allocate 24 councils in the proposed new category of Regional Centre. Of these 24 councils, 14 provided a submission - 11 councils noted or supported their allocation as Regional Centre and 3 councils sought re-categorisation as Regional Strategic Area.
22. In addition to the 3 councils, another 17 councils sought re-categorisation into one of the categories included in the Tribunal's proposed model or into requested alternative new categories. The 20 re-categorisation requests are addressed in Section 3 – Allocation of councils into categories.

Findings - categorisation

23. The Tribunal acknowledges the significant number of submissions received this year and is grateful for the positive response and effort made in those submissions to comment on the proposed categorisation model and suggest alternatives for consideration.
24. There has been broad support to the Tribunal's proposal to create a new Non-Metropolitan category of Regional Centre and rename Regional City to Major Regional City. On that basis the Tribunal will determine the new category of Regional Centre and rename Regional City to Major Regional City. There have been some new criteria added to the category of Major Regional City to acknowledge the broader national and state focus of these cities which impact upon the operations of the council.
25. After considering the views in submissions the Tribunal re-examined the Non-Metropolitan category of Regional Strategic Area in terms of its criteria and the

Local Government Remuneration Tribunal

characteristics of the councils allocated into it. The Tribunal concluded that the characteristics of the two councils allocated to this category – Central Coast and Lake Macquarie – were sufficiently different to warrant further differentiation. Central Coast has a population greater than 340,000 making it the third largest council by population in NSW and the sixth largest council by population in Australia. It also has the second largest revenue base of all councils in NSW. Central Coast is a significant contributor to the regional economy associated with proximity to and connections with Sydney and the Hunter Region. A new category has been created for Central Coast Council and is to be titled Major Strategic Area. The criteria for this category include local government areas with a minimum population of 300,000, and larger scale and scope to those categorised as Regional Strategic Area. There is no change to the population threshold for the category of Regional Strategic Area, however the other criteria have been amended to account for other changes in the Non-Metropolitan group.

26. The Tribunal's preliminary thinking was that no changes to the categories and criteria for Metropolitan and County Councils were warranted. In respect to the categories, the Tribunal continues to hold that view. In respect to the criteria, after considering submissions the Tribunal re-examined the population criteria for both the Metropolitan Medium and Metropolitan Large categories.

27. North Sydney and Willoughby councils again put forward cases for non-resident workers to be included in the population for Metropolitan Medium. To examine this claim more broadly the Tribunal reviewed non-resident working populations across all metropolitan councils. After careful consideration the Tribunal concluded there was a strong case to recognise the impact on councils of serving significant numbers of non-resident workers. The criteria now provide for councils with a non-resident working population of 50,000 or above to move to another category if their combined resident and non-resident working population exceeds the minimum population threshold. The criteria for Metropolitan Medium and Metropolitan Large have been amended as follows:

Metropolitan Large

Councils may also be categorised as Metropolitan Large if their residential population combined with their non-resident working population exceeds 200,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Metropolitan Medium

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Councils may also be categorised as Metropolitan Medium if their residential population combined with their non-resident working population exceeds 100,000. To satisfy this criteria the non-resident working population must exceed 50,000.

28. In making this determination the Tribunal reviewed the criteria for other Metropolitan categories and found that the current population thresholds are appropriate.

29. The revised model which will form the basis of this determination is as follows:

Metropolitan	Non-Metropolitan
<ul style="list-style-type: none"> • Principal CBD • Major CBD • Metropolitan Large • Metropolitan Medium • Metropolitan Small 	<ul style="list-style-type: none"> • Major Regional City • Major Strategic Area • Regional Strategic Area • Regional Centre • Regional Rural • Rural

30. The criteria for each of the categories are outlined at Appendix 1. Minor changes have been made to the criteria for some of the existing categories to account for the new categories. As with the previous categorisation model the predominant factor to guide categorisation is population. Other common features of councils within those categories are also broadly described. These criteria have relevance when population alone does adequately reflect the status of one council compared to others with similar characteristics. In some instances, the additional criteria will be significant enough to warrant the categorisation of a council into a group with a higher population threshold.

31. There is no change to the categorisation of county councils.

Allocation of councils into categories

32. In accordance with section 239 of the LG Act the Tribunal is required to allocate each of the councils into one of the categories. The allocation of councils is outlined in Determination No. 1 of Section 6.

33. Twenty (20) submissions received from councils requested re-categorisation and were considered having regard to the case put forward and the criteria for each category.

34. At the time of making the determination the Tribunal had available to it the 30 June 2019 population data released by the Australian Bureau of Statistics (ABS) on 25 March 2020.

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35. A summary of the Tribunal's findings for each of the applications for re-categorisation is outlined in the following paragraphs.

Metropolitan Large Councils

36. Canterbury-Bankstown, Penrith and Blacktown have requested the creation of new categories into which they be re-categorised. Canterbury-Bankstown has requested a new category named 'Metropolitan Major'. Penrith and Blacktown have requested a new category named 'Metropolitan Large – Growth Centre'.
37. The Tribunal considers that Canterbury-Bankstown, Penrith and Blacktown are appropriately categorised as Metropolitan Large.

Metropolitan Medium Councils

38. Inner West has again sought to be re-categorised as Metropolitan Large. The Tribunal outlined in the 2019 determination that Inner West's June 2018 population of 198,024 was below the indicative population of other Metropolitan Large councils, but based on growth predictions it was likely Inner West would meet the minimum population threshold for inclusion in Metropolitan Large in 2020.
39. Inner West's June 2019 population is 200,811 and the council now meets the criteria to be categorised as Metropolitan Large.
40. Ryde has sought to be re-categorised as Metropolitan Large on the basis of the large non-resident working population in the Macquarie Park Business Park (MPBP) precinct, the economic output of the precinct and its array of significant regional services.
41. The Hills has requested the creation of a new category named 'Metropolitan Growth' and that it be categorised into it. Recognition is sought for councils experiencing significant growth. The submission also notes that while Ryde does not meet the residential population criteria for Metropolitan Large it meets the other relevant criteria.
42. As previously discussed, the Tribunal has reviewed the impact of large numbers of non-residents visitors and workers and revised the criteria for Metropolitan Large Councils. Ryde and The Hills have been assessed against the new revised criteria being - *Councils may also be categorised as Metropolitan Large if their residential population combined*

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with their non-resident working population exceeds 200,000. To satisfy this criteria the non-resident working population must exceed 50,000.

43. Both Ryde and The Hills have a non-resident working population of more than 50,000 and combined with their resident populations they meet the revised criteria for inclusion in the group of Metropolitan Large councils. Both councils also provide a sphere of economic influence and provide regional services considered akin to those of other metropolitan large councils.

Metropolitan Small Councils

44. Camden, Willoughby and North Sydney have sought to be re-categorised as Metropolitan Medium.
45. The Tribunal outlined in the 2019 determination that Camden's June 2018 population of 94,159 was below the indicative population of other Metropolitan Medium councils, but based on growth predictions it was likely Camden would meet the minimum population threshold for inclusion in Metropolitan Medium in 2020.
46. Camden's June 2019 population is 101,437 and the council now meets the criteria to be categorised as Metropolitan Medium.
47. The Tribunal has previously considered requests from Willoughby and North Sydney Councils to be re-categorised as Metropolitan Medium in 2018 and 2019. Both Councils have populations within the indicative population range for Metropolitan Small councils but well below that of Metropolitan Medium. Both Councils have argued that their scale of operations, degree of regional servicing and high number of non-resident visitors and workers more closely align with the characteristics of Metropolitan Medium Councils.
48. As previously discussed, the Tribunal has reviewed the impact of large numbers of non-resident workers and revised the criteria for Metropolitan Medium Councils. Willoughby and North Sydney have been assessed against the new revised criteria being - *Councils may also be categorised as Metropolitan Medium if their residential population combined with their non-resident working population exceeds 100,000. To satisfy this criteria the non-resident working population must exceed 50,000.*
49. Both Willoughby and North Sydney have a non-resident working population of more than 50,000 and combined with their resident populations they meet the revised criteria for inclusion in the group of Metropolitan Medium councils. Both councils also meet the

Local Government Remuneration Tribunal

other criteria having: a significant regional role as the third and fourth biggest CBDs in Sydney after Sydney City and Parramatta; strategic significance as either transport hubs, business, cultural or employment centres.

50. Both North Sydney and Willoughby meet the criteria for re-categorisation as Metropolitan Medium.

Regional City Councils

51. Newcastle and Wollongong have proposed new categories into which they have sought to be re-categorised. Newcastle has proposed a new category named 'Gateway City' and Wollongong a new category named 'Nationally Significant Regional City'.
52. The Tribunal's revised categorisation model re-named the existing category of Regional City to Major Regional City and found no case to adopt the new categories proposed by Newcastle and Wollongong. The Tribunal considers that both councils are appropriately categorised as Major Regional City.

Regional Strategic Area Councils

53. Central Coast has again sought to be re-categorised as Regional City. The council submits that its characteristics are more like Newcastle and Wollongong (Regional City) and substantially different to Lake Macquarie (Regional Strategic Area).
54. Central Coast does not meet the broader criteria applicable to other councils in the category of Major Regional City - being Newcastle and Wollongong. As previously discussed a new category - Major Strategic Area - has been created to recognise the scale and unique position of Central Coast Council to both the Sydney and Hunter regions.

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Regional Rural Councils

55. Bathurst, Maitland, and Shoalhaven noted that under the Tribunal's proposed allocation of councils they would be allocated to the new Regional Centre category, however the three councils sought to be re-categorised as Regional Strategic Area.
56. Bathurst's June 2019 population of 43,618, Maitland's June 2019 population of 85,166 and Shoalhaven's June 2019 population of 105,648 are below the indicative population of Regional Strategic Area councils. The Tribunal considers that Bathurst, Maitland and Shoalhaven are all appropriately categorised as Regional Centre.
57. Bega, Byron and Eurobodalla have sought to be re-categorised to the new Regional Centre category. Bega's June 2019 population of 34,476, Byron's June 2019 population of 35,081 and Eurobodalla's June 2019 population of 38,473 are significantly below the indicative population of Regional Centre councils. These councils have not demonstrated the additional criteria to warrant inclusion in the Regional Centre group.

Rural Councils

58. Muswellbrook and Federation have again sought to be re-categorised as Regional Rural. Muswellbrook's June 2019 population of 16,377 and Federation's June 2019 population of 12,437 are well below the indicative population of Regional Rural councils. Both councils have not demonstrated the additional criteria to warrant inclusion in the Regional Rural group.

Section 4 Fees

59. In determining the maximum and minimum fees payable in each of the categories, the Tribunal is required, pursuant to section 242A of the LG Act, to give effect to the same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to under section 146C of the *Industrial Relations Act 1996* (IR Act), when making or varying awards or orders relating to the conditions of employment of public sector employees.
60. The current policy on wages pursuant to section 146C(1)(a) of the IR Act is articulated in the *Industrial Relations (Public Sector Conditions of Employment) Regulation 2014* (IR Regulation 2014). When the Tribunal undertook the annual review the effect of the IR Regulation 2014

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was that public sector wages could not increase by more than 2.5 per cent, and this includes the maximum and minimum fees payable to councillors and mayors and chairpersons and members of county councils.

61. The Tribunal received submissions for consideration during the annual review in late 2019. Those submissions were made prior to the pandemic and overwhelmingly supported a 2.5 per cent increase in the ranges of fees which was consistent with the Government's wages policy at the time. A summary of those submissions is outlined in the paragraphs 62 and 63.
62. The LGNSW submission requested that the Tribunal increase fees by the allowable maximum of 2.5 per cent. The submission also reiterated the long-held view that fees for mayors and councillors are well behind, the current fee structure fails to recognise the work of elected representatives and is inadequate to attract and retain individuals with the necessary skills and experience. Comparative information was again presented in respect to board fees, fees paid to mayors and councillors of councils in Queensland, and salaries for members of Parliament. The LGNSW submission also noted the Tribunal's previous observations that it does not have jurisdiction on the matter of non-payment of superannuation but again invited the Tribunal to make a recommendation to the NSW State Government for councillor remuneration to include a payment for superannuation equivalent to the Superannuation Guarantee.
63. Several submissions sought an increase to the allowable maximum of 2.5 per cent acknowledging the restrictions on the Tribunal from the Government's wages policy. Several submissions sought an increase greater than 2.5 per cent by requesting that fees be aligned to councillor fees in Victoria and Queensland or to NSW members of Parliament.
64. Since receiving and considering those submissions there have been a number of factors which have influenced the Tribunal's views in regard to the annual increase. These include the impact of the bushfires and the current COVID-19 pandemic on the state and federal economies and the wellbeing of our communities.
65. To ensure the Tribunal had sufficient time to consider the COVID-19 pandemic the Minister for Local Government, the Hon Shelley Hancock MP, made the *Local Government*

Local Government Remuneration Tribunal

(General) Amendment (COVID-19) Regulation 2020 which extends the time for the making of this determination to no later than 1 July 2020.

66. On 29 May 2020 the Premier, the Hon Gladys Berejiklian MP, made the *Industrial Relations (Public Sector Conditions of Employment) Amendment (Temporary Wages Policy) Regulation 2020*. That regulation amended the IR Regulation 2014 to implement a temporary wages policy, being a 12-month pause on wage increases for public sector employees covered by the IR Act.
67. On 2 June 2020 the amending regulation was disallowed by the Legislative Council. The effect of that disallowance is that the Government's wages policy which provides for increases of up to 2.5 per cent continues to apply.
68. While the Tribunal is required to give effect to the Government's wages policy in the making of this determination, it is open to the Tribunal to determine an increase of up to 2.5 per cent or no increase at all. Given the current economic and social circumstances, the Tribunal has determined that there be no increase in the minimum and maximum fees applicable to each existing category.
69. The minimum and maximum fees for the two new categories of Major Strategic Area and Regional Centre have been set having regard to relevant relativities. The new category of Major Strategic Area has equivalent annual fees to Major Regional City. The new category of Regional Centre has annual fees between those applicable to Regional Strategic Area and Regional Rural. In accordance with the LG Act councils can be placed in a new category with a higher range of fees without breaching the Government's wages policy.

Section 5 Other matters

70. The Tribunal addressed the matter of non-payment of superannuation in the 2019 Determination:

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

Local Government Remuneration Tribunal

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

71. By way of clarification, the amount redirected under this ruling is funded from the annual fees as determined by Tribunal – it is not an additional amount funded by the council.
72. The Tribunal notes that the Hon Shelly Hancock MP, Minister for Local Government released the *Councillor superannuation discussion paper* in March 2020, to seek the views of councils and their communities on whether councillors should receive superannuation payments. The deadline for submissions was Friday 8 May 2020.

Conclusion

73. The Tribunal's determinations have been made with the assistance of the two Assessors - Mr Brian Bell and Mr Tim Hurst. The allocation of councils into each of the categories, pursuant to section 239 of the LG Act, is outlined in Determination No. 1. The maximum and minimum fees paid to councillors and mayors and members and chairpersons of county councils, pursuant to section 241 of the LG Act, are outlined in Determination No. 2.

The Local Government Remuneration Tribunal

Signed

Dr Robert Lang

Dated: 10 June 2020

Local Government Remuneration Tribunal

Section 6 Determinations

**Determination No. 1- Determination Pursuant to Section 239 of
Categories of Councils and County Councils Effective From 1 July 2020**

Table 1: General Purpose Councils - Metropolitan

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

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Table 2: General Purpose Councils – Non-Metropolitan

Major Regional City (2)	Major Strategic Area (1)	Regional Strategic Area (1)
Newcastle	Central Coast	Lake Macquarie
Wollongong		

Regional Centre (24)		Regional Rural (13)	
Albury	Mid-Coast	Bega	
Armidale	Orange	Broken Hill	
Ballina	Port Macquarie-Hastings	Byron	
Bathurst	Port Stephens	Eurobodalla	
Blue Mountains	Queanbeyan-Palerang	Goulburn Mulwaree	
Cessnock	Shellharbour	Griffith	
Clarence Valley	Shoalhaven	Kempsey	
Coffs Harbour	Tamworth	Kiama	
Dubbo	Tweed	Lithgow	
Hawkesbury	Wagga Wagga	Mid-Western	
Lismore	Wingecarribee	Richmond Valley Council	
Maitland	Wollondilly	Singleton	
		Snowy Monaro	

Rural (57)			
Balranald	Cootamundra-Gundagai	Junee	Oberon
Bellingen	Cowra	Kyogle	Parkes
Berrigan	Dungog	Lachlan	Snowy Valleys
Bland	Edward River	Leeton	Temora
Blayney	Federation	Liverpool Plains	Tenterfield
Bogan	Forbes	Lockhart	Upper Hunter
Bourke	Gilgandra	Moree Plains	Upper Lachlan
Brewarrina	Glen Innes Severn	Murray River	Uralla
Cabonne	Greater Hume	Murrumbidgee	Walcha
Carrathool	Gunnedah	Muswellbrook	Walgett
Central Darling	Gwydir	Nambucca	Warren
Cobar	Hay	Narrabri	Warrumbungle
Coolamon	Hilltops	Narrandera	Weddin
Coonamble	Inverell	Narromine	Wentworth
			Yass

Table 3: County Councils

Water (4)	Other (6)
Central Tablelands	Castlereagh-Macquarie
Goldenfields Water	Central Murray
Riverina Water	Hawkesbury River
Rous	New England Tablelands
	Upper Hunter
	Upper Macquarie

Local Government Remuneration Tribunal

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

Pursuant to s.241 of the *Local Government Act 1993*, the annual fees to be paid in each of the categories to Councillors, Mayors, Members and Chairpersons of County Councils effective on and from 1 July 2020 are determined as follows:

Table 4: Fees for General Purpose and County Councils

Category		Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee*	
		Minimum	Maximum	Minimum	Maximum
General Purpose Councils - Metropolitan	Principal CBD	27,640	40,530	169,100	222,510
	Major CBD	18,430	34,140	39,160	110,310
	Metropolitan Large	18,430	30,410	39,160	88,600
	Metropolitan Medium	13,820	25,790	29,360	68,530
	Metropolitan Small	9,190	20,280	19,580	44,230
General Purpose Councils - Non-metropolitan	Major Regional City	18,430	32,040	39,160	99,800
	Major Strategic Area	18,430	32,040	39,160	99,800
	Regional Strategic Area	18,430	30,410	39,160	88,600
	Regional Centre	13,820	24,320	28,750	60,080
	Regional Rural	9,190	20,280	19,580	44,250
	Rural	9,190	12,160	9,780	26,530
County Councils	Water	1,820	10,140	3,920	16,660
	Other	1,820	6,060	3,920	11,060

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

The Local Government Remuneration Tribunal

Signed

Dr Robert Lang

Dated: 10 June 2020

Local Government Remuneration Tribunal

Appendices

Appendix 1 Criteria that apply to categories

Principal CBD

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

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

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

Major CBD

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

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

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

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

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Metropolitan Large

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

Councils may also be categorised as Metropolitan Large if their residential population combined with their non-resident working population exceeds 200,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

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

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

Metropolitan Medium

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

Councils may also be categorised as Metropolitan Medium if their residential population combined with their non-resident working population exceeds 100,000. To satisfy this criteria the non-resident working population must exceed 50,000

Other features may include:

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

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

Metropolitan Small

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

Other features which distinguish them from other metropolitan councils include:

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

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

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Major Regional City

Newcastle City Council and Wollongong City Councils are categorised as Major Regional City. These councils:

- are metropolitan in nature with major residential, commercial and industrial areas
- typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development
- provide a full range of higher order services and activities along with arts, culture, recreation, sporting and entertainment facilities to service the wider community and broader region
- have significant transport and freight infrastructure servicing international markets, the capital city and regional areas
- have significant natural and man-made assets to support diverse economic activity, trade and future investment
- typically contain ventures which have a broader State and national focus which impact upon the operations of the council.

Major Strategic Area

Councils categorised as Major Strategic Area will have a minimum population of 300,000.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Currently, only Central Coast Council meets the criteria to be categorised as a Major Strategic Area. Its population, predicted population growth, and scale of the Council's operations warrant that it be differentiated from other non-metropolitan councils. Central Coast Council is also a significant contributor to the regional economy associated with proximity to and connections with Sydney and the Hunter Region.

Regional Strategic Area

Councils categorised as Regional Strategic Area are differentiated from councils in the Regional Centre category on the basis of their significant population and will typically have a residential population above 200,000.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Currently, only Lake Macquarie Council meets the criteria to be categorised as a Regional Strategic Area. Its population and overall scale of council operations will be greater than Regional Centre councils.

Local Government Remuneration Tribunal

Regional Centre

Councils categorised as Regional Centre will typically have a minimum residential population of 40,000.

Other features may include:

- a large city or town providing a significant proportion of the region's housing and employment
- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$100M per annum
- the highest rates of population growth in regional NSW
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.

Regional Rural

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

Other features may include:

- a large urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages
- health services, tertiary education services and regional airports which service a regional community
- a broad range of industries including agricultural, educational, health, professional, government and retail services
- large visitor numbers to established tourism ventures and events.
- Councils in the category of Regional Rural provide a degree of regional servicing below that of a Regional Centre.

Rural

Councils categorised as Rural will typically have a residential population less than 20,000.

Other features may include:

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

County Councils - Water

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

County Councils - Other

County councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the *Biosecurity Act 2015*.

12.3 DELEGATES REPORT - TARRAWONGA COMMUNITY CONSULTATIVE COMMITTEE MEETING - 13 MAY 2020

Responsible Officer: Cameron Staines, Deputy Mayor

Author: Delece Hartnett, Personal Assistant to GM & Mayor

Attachments: 1. Tarrawonga Community Consultative Committee Meeting - 13 May 2020  

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 13 May 2020.

DELEGATES REPORT

Please find attached the Combined Tarrawonga Community Consultative Committee Meeting Minutes from the meeting that was held on Wednesday 13 May 2020.



Minutes of the 60th Meeting of the Tarrawonga Coal Mine Community Consultative Committee (TCCC)

Meeting Held	13 th May 2020 between 10:00AM- 11:15 AM		
Venue	Via Video conference		
Agenda Item	Discussion and Description	Action and Accountability	Status/ Date
1. Present and Apologies	<p>Present:</p> <p>Mr David Ross (DR)- Independent Chairman, Mr Robert Hooke (RH), Gunnedah Shire council Representative Mrs Colleen Fuller (CF), Community Representative, Mrs Cath Collyer (CC), Community Representative, Mrs Rebecca Ryan (RR)- Community Representative, Mr David Moses (DM), Gunnedah Shire council Representative Mr Andrew Johns (AJ), Gunnedah Shire Council Representative. Lloyd Finlay (LF), Narrabri Shire council Representative, Mr John Hamson (JHa), Operations Manager-TCM, Mr Sebastien Moreno (SM)- Environmental Superintendent- TCM, Maddi Wright (MW), Environmental Graduate-TCM</p>	SM- introduced Maddi to the CCC members	

Meeting Minutes of Tarrawonga Coal Mine – Community Consultative Committee

1



Minutes of the 60th Meeting of the Tarrawonga Coal Mine Community Consultative Committee (TCCC)

Meeting Held	13 th May 2020 between 10:00AM- 11:15 AM		
Venue	Via Video conference		
Agenda Item	Discussion and Description	Action and Accountability	Status/ Date

	<u>Apologies:</u> Mr Cameron Staines (CS), Narrabri Shire council Representative, Mrs Julie Heiler (JH), Community Representative,		
2. Declaration of Pecuniary or Non-Pecuniary Interests	DR- declared that he is paid a fee for participation as Independent Chairman. LF- leases lands from WHC		
3. Previous Minutes Actions	DR- regarding alternate members to represent NSC.	DR- to contact General Manager from NSC and confirm if LF could join TCCC as an alternate member.	
	CC- expressed her desire to step down from her role with TCCC but once her replacement has been completed.	DR- to start process to recruit new CCC Members and find a replacement for CC.	
	DR- Annual review report to discuss CCC meeting performance and format.	DR- to prepare an annual review report and CCC Members to review, prepare questions and share ideas at the next meeting	

2

Meeting Minutes of Tarrawonga Coal Mine – Community Consultative Committee



Minutes of the 60th Meeting of the Tarrawonga Coal Mine Community Consultative Committee (TCCC)

Meeting Held	13 th May 2020 between 10:00AM- 11:15 AM		
Venue	Via Video conference		
Agenda Item	Discussion and Description	Action and Accountability	Status/ Date
4. Business Arising	<p>DR- asked JHa to share with the CCC how Covid-19 may have affected the business</p> <p>JHa- advised Resource Regulator conducted several audits and found TCM was leading the way in NSW in term of early implementation of measures onsite, i.e.</p> <ul style="list-style-type: none"> -Hand sanitizer for everyone -Temperature checks -Wipes for the vehicles -Maintaining social distancing at prestart -Informative stickers in vehicles and around site, etc... <p>As to date there were no infected people onsite. Few had symptoms and were removed from site but did not test positive. Despite particular covid-19 climate, attendance to work has been high.</p> <p>CF- congratulated all the effort made by the mine to implement those measures</p>		



Minutes of the 60th Meeting of the Tarrawonga Coal Mine Community Consultative Committee (TCCC)

Meeting Held	13 th May 2020 between 10:00AM- 11:15 AM		
Venue	Via Video conference		
<i>Agenda Item</i>	<i>Discussion and Description</i>	<i>Action and Accountability</i>	<i>Status/ Date</i>
5. Mine Progress Report	<p>JHa:</p> <ul style="list-style-type: none"> - On track with production rate - Safety- LTI free-YTD 520 days, - Preparation of FY budgets - Enough water stored onsite after rainfall recorded since beginning of year <p>-CC- asked if the traineeship program for local candidates will be at TCM only,</p> <p>JHa- responded similar programs should be available with other WHC sites including MCCM and WCM.</p>		
6. Environmental Monitoring report	<p>SM:</p> <ul style="list-style-type: none"> -Read and explained the Quarterly Environmental Report results. - advised that an updated Water Management Plan (Version 6) was submitted in March and other EMPs will be submitted in 2020, - MOD7 (LOM) and MOD8 (temporary trucking water) were submitted to DPIE and are waiting for approval, 		

Meeting Minutes of Tarrawonga Coal Mine – Community Consultative Committee

4





Minutes of the 60th Meeting of the Tarrawonga Coal Mine Community Consultative Committee (TCCC)

Meeting Held	13 th May 2020 between 10:00AM- 11:15 AM		
Venue	Via Video conference		
Agenda Item	Discussion and Description	Action and Accountability	Status/ Date
	<ul style="list-style-type: none"> - Discussed sediment dam (SD2) incident after a ~1:500 years flood event. - Annual Return was submitted in March and Annual Review report was reviewed by DPIE and it is available on WHC website. 		
7. General business	<p>CCC members – asked why mines offset properties that are good for grazing- seeding are used for rehabilitation purposes,</p> <p>DR- advised this question to be raised with DPIE at the next joint BTM CCC meeting</p> <p>CCC members - no additional comments</p>		
8.Complaints	SM- no Complaint received since last CCC meeting.		
9. Next Meeting and Other Comments	<p>DR:</p> <ul style="list-style-type: none"> -next TCCC meetings will be held 12th August and 28th October 2020 -next BTM CCC meetings to be held 29th October 2020. 		

12.4 DELEGATES REPORT - MAULES CREEK COAL COMMUNITY CONSULTATIVE COMMITTEE MEETING - 13 MAY 2020

Responsible Officer: Robert Kneale, Councillor

Author: Delece Hartnett, Personal Assistant

Attachments: 1. Meeting Minutes - Maules Creek Community Consultative Committee Meeting 13 May 2020  

DELIVERY PROGRAM ALIGNMENT**4 Leadership**

Objective	4.1 We will proactively engage and partner with the community and government to achieve our strategic goals
Strategy	4.1.2 Ensure the community is informed and involved in Council activities through implementing quality consultation

RECOMMENDATION

That Council note Cr Kneale's Delegates Report from the Maules Creek Coal Community Consultative Committee Meeting held on Wednesday 13 May 2020.

DELEGATES REPORT

The Maules Creek Coal Community Consultative Committee held a meeting on Wednesday 13 May 2020.

The Minutes from the meeting are attached.

Notes: Notes of the 29th Meeting of the Maules Creek Coal Community Consultative Committee
Site via Zoom

Wednesday 13 May 2020

Members Present: Andrew Garratt (AG) – WHC, Cr Robert Kneale (RK) – Narrabri Shire Council, Darren Swain (DS) – WHC, David Paull (DP) – Sustainable Living Armidale (SLA), Emma Bulkeley (EB) – WHC, Jack Warnock (JW) – Community Representative, Libby Laird (LL) – Maules Creek Community Representative, Lyndell Crowley (LC) – Boggabri Business & Community Progress Association, Robyn Grover (RG) – Community Representative (Alternate), Ross Wilson (RW) – WHC, Simone Moodie (SMo) – Community Aboriginal Representative, Steve Eather (SE) – Community Representative

Apologies: N / A

Independent Chair: David Ross (DR)

Independent Secretary: Debbie Corlet (DC)

Agenda Items	Who to Present
1. Introductions and apologies	DR
2. Declaration of pecuniary or other interests	ALL
3. Business arising from the previous minutes – Action List Distributed	DR / DS
4. Minutes (notes) of the previous meetings – Wed 19 February 2020	DR
5. Correspondence	DR
6. Overview of the mine	DS
7. Environmental monitoring	DS / RW / EB
8. General business	ALL
9. Next Meeting – Wednesday 12 August 2020	

Agenda Item	Discussion	Action/By Whom
1.	<p>Welcome and Apologies – No apologies for this meeting.</p> <p>DR welcomed everyone to the second CCC meeting for the year, being held via Zoom.</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. RG has a daughter at Tarrawonga and a grandson at Boggabri Coal. SE has a son at Boggabri Coal. SMO has one at Maules Creek and one at Narrabri Coal.</p>	
3.	<p>Business Arising from the previous minutes – DR advised that there were a couple of actions that came out of our last meeting which Darren, Emma and Ross have provided responses to (Appendix 1).</p> <p>DR – LL had some questions for me “Why does Boggabri still not have a dust monitor” and also that “The Government promised that the Namoi Air Pollution Monitoring scheme would be the same as Upper Hunter – but it is not in real-time. After so long, why? DR will email the response directly to LL. Responses also included in Appendix 1.</p>	ACTION 1 – DR to email the EPA responses to LL
4.	<p>Confirmation of the minutes of the previous meeting (February 2020) –</p> <p>DR observed that LL had some additional comments for inclusion in the notes from the site visit. This were presented to the committee and members were happy for them to be included.</p> <p>EB pointed that that, within the inclusion in the notes, there was a comment that said we could have taken water from the 17 January – I just want to confirm that was actually the date that the embargo was lifted – we did not take water. (EB confirmed that the embargo was lifted on the 17th February).</p> <p>The CCC endorsed the “Notes” from the last meeting as an acceptable record of what was discussed.</p>	
5.	<p>Correspondence – No correspondence has been received.</p>	
6.	<p>WHC Presentation by Darren Swain</p> <p>Company Report & Overview of Activities</p> <ul style="list-style-type: none"> FY20 target production 10.74Mtpa ROM (Run of Mine) coal. Safety record of 4.11 (Total Recordable Injury Frequency Rate (TRIFR) – injuries per million hours worked) at end March, which is down from the December figure of 4.57. <p>Health and Safety – COVID-19 Considerations</p> <ul style="list-style-type: none"> Employee Health and Safety programs continued to focus on. RW described how WHC has incorporated an array of practices to prevent and control COVID-19 cases. This has included, but not limited to: temperature screening prior to boarding buses in town or at security gate; assessment for all visitors allowed to enter site; specific declaration at site log-in every shift; shift-specific focus is social distancing, use of hand sanitizer and cleaning products available for all 	

<p>equipment; and mandatory surgical masks for all bus passengers and vehicle passengers when more than one person located in a vehicle. There have been a lot of initiatives put in place and so far, going well.</p> <p>LL – Have you had any positive tests?</p> <p>RW – No positives. We’ve had a number of people that have come to us with certain conditions and been advised to socially isolate from everybody else. We go straight into the process of managing those as if they are. Every time we’ve done this so far, we’ve come up with a negative result.</p> <p>JW – How much has this affected your output – you mentioned a reduced expected tonnage for the year – is that related to some of these issues or the rain you had back in February?</p> <p>RW – The COVID hasn’t impacted on our business because we’ve been planning for this and going through the process for a number of months now. The weather does have impacts on our production. The wetter it is, the reduced hours we can actually operate the equipment, safely.</p> <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 26 new trainees employed from January to April 2020. 3 Apprentices were employed – all from the local area. Over 600 people employed on site. <p>RW reiterated how COVID-19 practices are incorporated into training. This has included having training online and emphasising the need for social distancing.</p> <p>Air Quality Management</p> <ul style="list-style-type: none"> Publically available results of TEOM1 available on the EPA website. Annual rolling average for TEOM1 is 28.1 ug/m3 at 31 March 2020 (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>LL – Revegetation across the northern ends. When are the trees going to go in?</p> <p>EB – Seeded with tree seed this year and then we’ll see what kind of strike rate we have for that and then trees will be available to planted in that area – probably in March or April 2021. So, the first point will be to seed with the mix of tree seed and see what comes up. There will be between 100 and 200 stems of hectare planted at the beginning of next year depending on strike rate.</p> <p>Monitoring and Environmental Results</p> <ul style="list-style-type: none"> Monitoring and environmental results provided within the distributed information pack. <p>DP – Rehabilitation reporting – it would be nice if we could get an overview of what you’ve done so far and how it’s all going all up in the different areas.</p>	
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EB talked about the rehab that's been done onsite, but was unable to talk about the offsets. She noted that in regard to the northern overburden emplacement area is the only area of rehab that's currently been done onsite or has been done. To date approximately 115 hectares have been topsoiled, and approximately 180 hectares have been reshaped. The plan is to reshape about another 75 hectares before the end of the year which would then have topsoil placed on it. So, the plan is to have 190 hectares of reshaped topsoiled seeded areas completed by 31 December 2020. It was noted that there are several "rock line drains" that have and are being built at the moment in that area. The landform mocks the natural highs and lows of the environment. When it is completed, it will look a lot better than what your traditional rehab will look like.

LL – Are you talking about the red dirt we can see? How deep is the topsoil?

EB - Yes and the topsoil layer is 300mm.

LL - Are you saying that you are doing reshaping to the natural landform? – I don't remember it being so high or steep?

Are you saying that's what it used to look like?

EB – No a traditional rehab slope would look like you've made a loaf of bread – it's very terraced and looks very unnatural. So, the idea of the "GEO Fluv" landform, generated by an engineering program, is that it's not that very square loaf like shape. It reshapes the overburden, so it has gullies and tributaries etc so it would mock what a small hill or what something would look like in nature.

LL – I'm registering my disappointment on that fact.

Water

- 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 water source has been severely impacted by the drought. Recent rains have seen the river flow again.

DS – We did draw some water from the High Security Water Licence – whilst the river was running. We didn't pump all the time but did access some – it was about 270 meg pumped since the last CCC meeting.

Biodiversity Management

- **Feral Animal Management** – During the most recent routine Whitehaven Offset Area Feral Animal Control program (March 2020) the results included: 6 out of total 59 pigs trapped were from the Maules Creek / Boggabri area (very wet); and 28 out of total 156 baits (1,080) taken were from the Maules Creek / Boggabri area.
- **Revegetation** – Undertaken ground preparation for upcoming tree planting program over 600ha.
- **Fire Management** – Continued fire break maintenance program to make sure that we've got some good fire breaks in place. About 600 hectares being prepared for the upcoming tree planting program.

<ul style="list-style-type: none"> • Monitoring – Autumn flora monitoring program underway. Redundant Infrastructure Removal. Continued removal of redundant fences from Wirradale and Wongala properties. Still cleaning up those properties for the offset. • Upcoming Works – Feral Animal Monitoring and Control Program in May and June 2020. Commence WHC Biodiversity Tree Planting Program 2020. Winter Bird and Spring 2020 Flora Monitoring. Planning and assessment for 2020 ecological and burn program. Maintenance of Boundary, Heritage and Threatened Species Fences ongoing. <p>DP – So are you talking about the offsets now? So, 600 hectares in the offset area? Are there any offsets in the forest?</p> <p>DS – Yes, that's correct. This Biodiversity Management is all in the offset areas. No offsets in the forest. No, they aren't planting trees in the forest. Just on our property.</p> <p>DP – All those issues like weed control and feral animal control – that's all to do with the offsets? Nothing to do with the Leards Forest?</p> <p>EB – We undertake feral animal and weed management on the mine lease itself – which is separate to the Biodiversity and separate to what's done in the offsets?</p> <p>AHS Movement to Date – April 2020</p> <ul style="list-style-type: none"> • Key Physical Achievements to Date – Six (6) EH5000s have now operated autonomously (full fleet for Phase 1 and 2). 16,428km travelled autonomously. 2,685 haul cycles (real and test). 1,896 loads hauled autonomously. 250,073bcm (572,979t) of waste hauled. <p>EB – They are running both on day and night shifts. The current plan is to run them at 60% of what a man truck would run at by June or July. There are 6 AHS trucks running out of a fleet of 56 trucks. About 10%.</p> <p>DS – There is a lot of work going on to make sure they get it right, because proofing up this part of it is the key and making sure trucks can interact with other equipment - water trucks, the graders, the bulldozers around all this gear.</p> <p>Community</p> <ul style="list-style-type: none"> • Whitehaven had committed to support numerous local events including the Drover Campfire and eIMEx. However due to COVID-19 social distancing these have been postponed or cancelled. Where possible Whitehaven will continue to support the local community through this time. Whitehaven are advertising for 2020 Cadetship Program – Mining Engineering, Electrical Engineering, Mechanical Engineering, Mechatronics, Geology, or Environmental Science. Full details on website – https://whitehaven.applynow.net.au/jobs/WHC419-2020-cadetship-program. <p>Local Spend</p> <ul style="list-style-type: none"> • Sponsorships and donations for January to March 2020 have been made to the – Tamworth and Region was \$16,500. Narrabri area community was \$21,000. Gunnedah area community was \$88,000 and other areas including Australian 	
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	<p>Red Cross, Westpac Rescue Helicopter etc was \$160,000. More information on Sponsorships and Donations can be found at – https://whitehavencoal.com.au/sustainability/community/donations-sponsorships/.</p> <p>General Discussion re the WHC Presentation</p> <p>LL – Just in regard to the complaints – what was the nature of the complaints that have come to WHC or the EPA?</p> <p>EB – From the EPA – 1 dust complaint and a noise complaint.</p>	
7.	<p>General Business</p> <p>SE – The fire trails – are they going to be ongoing, so they are kept updated?</p> <p>DS – Yes that's ongoing at this point by LRM.</p> <p>LC – Talked about importance of the general community being aware of who their community representatives are – not just on this but on the other CCC's. Proposed that members' names and contact details be included in the Green Flyer. Members agreed to this. Consideration was given to including the details in Narrabri and Gunnedah media; however, members were not comfortable with this.</p> <p>LL – Interested to know how the clean-up was going along that creek with the little polystyrene balls. Is there any progression on that issue with the release of the water from the broken dam?</p> <p>EB – The clean-up is currently being undertaken – it started the week after Easter, and we've got crews of men out there at the moment removing those balls? The balls are being located visually and blower-vacs used to suck them up.</p> <p>LL – Who did the survey?</p> <p>EB – Maules Creek did part of the survey and then an independent contractor did a survey of the Namoi River and Maules Creek from what I understand.</p> <p>DP – I would like to see an overview of the offset rehabilitation. Like a report card on that. My interest is biodiversity outcomes. Also, with the mine rehabilitation that you are now starting – is that being done according to a Rehabilitation Plan? I assume it would be and can I have a look at that?</p> <p>EB – The Rehabilitation Management Plan is available on our website.</p> <p>Link <u>Mining Operations Plan - Rehabilitation Management Plan</u></p> <p>LL – Is the Annual Review available?</p> <p>EB – The Annual Review has been submitted to Department of Planning and is currently being reviewed. Once they've reviewed it and come back to us – we'll make that available. That will be back in September.</p>	<p>ACTION 2 – Community Reps and DR's details to go into the Green Flyer</p> <p>ACTION 3 – WHC to organise for biodiversity staff to attend to answer questions on biodiversity.</p>

	AG – I met some of the CCC members when we did our tour of Maules Creek – so for those who I haven't met yet, my name is Andrew Garrett and joined the company in late January as the General Manager, Community Engagement and I look forward to meeting the members when we can have the face to face meeting.	
8.	Next meeting - Wednesday 12 August 2020 hopefully back at the Boggabri Golf Club at 2:00 pm.	

Meeting Closed: 3:15 pm

Appendix 1: Actions

Page No	Action No	Description	Date Raised
2	1	DR to email the EPA responses to LL.	13 May 2020
6	2	Community Reps and DR's details to go into the Green Flyer.	13 May 2020
6	3	WHC to organise for biodiversity staff to attend to answer questions on biodiversity.	13 May 2020

Appendix 2: WHC Briefing Note



WHITEHAVEN COAL

Briefing Note

To: Maules Creek Coal Mine CCC Members From: Maules Creek Coal Mine (MCC)

Date: 13 May 2020 Reference: Questions MCC CCC May 2020

Subject: Responses to February 2020 MCC CCC meeting questions

CCC Member questions regarding	Responses
Question 1. <i>request disclosure of the clean up report for the EPBs</i>	The clean-up is still in progress and no report is currently available.
Question 2. <i>Why does Boqqabri still not have a dust monitor?</i>	David Ross to contact EPA.
Question 3. <i>The govt promised that the Namoi Air Pollution Monitoring scheme would be the same as Upper Hunter - but it is not in real-time. After so long, why?</i>	David Ross to contact EPA.
Question 4. <i>Where is the maules creek mine operating at the moment?</i>	Mining in the approved pit area.
Question 5. a. <i>how close is it to the Fairfax school?</i> b. <i>how close is it to the noise monitor near the hall?</i>	About 8kms to the operational pit. About the same distance to the noise monitor near the Hall.
Question 6. <i>how much water has Whitehaven coal pumped from the Namoi since the last CCC?</i>	~270ML have been pumped since the last CCC meeting on the 19th February 2020.

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Responses from NSW EPA to Community Questions

2. Why does Boggabri still not have a dust monitor?

This issue remains under consideration by the Namoi Region Air Quality Advisory Committee, NSW EPA and DPIE Climate and Atmospheric Science. It is also complicated by the assessment of the Vickery Extension Project. If approved, it is possible that a monitor in Boggabri might be something the IPC require as this matter was raised in a number of public submissions.

3. The govt promised that the Namoi Air Pollution Monitoring scheme would be the same as Upper Hunter - but it is not in real -time. After so long, why?

The incorporation of the 4 industry monitors providing data that is published weekly on the EPA's website into the public network that is administered by DPIE Climate and Atmospheric Science is underway. It has however been delayed by the negotiation of funding arrangements with the mining industry. DPIE Climate and Atmospheric Science has recently assessed the equipment at each site to confirm what work will be required to integrate these monitors with the public network to provide near real-time data to the public.

12.5 DELEGATES REPORT - BOGGABRI COAL COMMUNITY CONSULTATIVE COMMITTEE MEETING - 14 MAY 2020

Responsible Officer: Robert Kneale, Councillor

Author: Delece Hartnett, Personal Assistant

Attachments: 1. Meeting Minutes - Boggabri Coal Community Consultative Committee - 14 May 2020 [↓](#) 

DELIVERY PROGRAM ALIGNMENT**4 Leadership**

Objective	4.1 We will proactively engage and partner with the community and government to achieve our strategic goals
Strategy	4.1.2 Ensure the community is informed and involved in Council activities through implementing quality consultation

RECOMMENDATION

That Council note Cr Kneale's Delegates Report from the Boggabri Coal Community Consultative Committee held on Thursday 14 May 2020.

DELEGATES REPORT

The Boggabri Coal Community Consultative Committee held a Meeting on Thursday 14 May 2020. The Minutes from the meeting are attached.



OVERVIEW	
Meeting	Community Consultative Committee
Date	14/05/2020
Time	10.00am
Venue	Video Conference
Chairperson	David Ross
Attendees	Tim McDermott (TM), Hamish Russell (HR), David Ross (DR) Cath Collyer (CC), Ros Druce (RD), Mitchum Neave (MN), Robert Kneale (RK), Anthony Margetts (AM), Peter Forbes (PF), Richard Gilham (RG).
Apologies	Geoff Eather (GE), Stewart Dunlop (SD)
Next Meeting	13 th August 2020

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 he is paid a fee for his chairing services. RG – Declared that his property is located in the zone of affectation.
3. Acceptance of previous minutes: Endorsed
4. Business from previous minutes: <u>Back up Representative</u> DR – Discussions have taken place with MN about a backup representative, MN to think about it. Trying to attract additional representatives to join CCC, potentially as an environmental representative. PF – Been in touch with Steve O'Donoghue from DPIE planning, will try to find another member. <u>New Biodiversity Offset Agreement</u> HR – New date for registration of conservation covenant(s) noted in the recently varied Federal Approval is 15 th December 2022.



DISCUSSION ITEMS
<p><u>Advertise jobs in the 'Green Flyer'</u> HR – All of Boggabri Coals vacancies advertised in 'SEEK'. CC – Accepts BC stance to only advertise on 'SEEK'.</p> <p><u>Completed Tree Clearing</u> HR – Explains figure on slide noting scale of 2020 tree clearing program.</p> <p><u>TSR locations</u> HR – Explains figure on slide. No TSR's are located within Boggabri Coal owned property.</p> <p><u>Progress compared to the 5-year plan</u> HR – Explains map and the difference between previous and current MOP.</p> <p><u>ELF</u> PF – Waiting on a sewage connection sign off from council, construction should be starting shortly.</p> <p><u>Koala Watering Project</u> HR – The koala watering units are currently being built, need to finalise locations. PF – BCOPL will be looking for community involvement and input in the installation of the watering units. Building of the Koala watering units is expected to be finished in the next week or so.</p>
5. Correspondence
<p>DPIE – RFI request tree clearing program, Annual review was submitted. DPIE Resources Regulator – MOP amendment A approved, issue raised during audit about overlapping petroleum exploration licence. Authority to undertake exploration activities in A355.</p> <p>RD – Could you elaborate on the issues with the overlapping lease. What cooperation agreement would need to be put in place? HR – Condition 9 of BC Coal Lease states BC must consult with anyone who has a lease overlapping any of BC leases. PEL001 is a Santos lease, there is a an overlap on CL368. RD – was this in the wildlife corridor? HR – No, it's to the east. RD – Is there a map? PF – Will provide a map showing leases and A355. Action</p> <p>DoEE – Federal Approval 'VARIATION OF CONDITIONS' approved on 26th February. Exploration queries EPA – Monthly noise reports, EPL12407 annual return submitted. Forestry Corporation of NSW – Negotiations continuing re access agreements.</p>



6. Company Reports & Reviews:

Noise monitoring

HR – No issues with noise monitoring. Real time noise monitor to be moved from the 'Bellevue' Property to the 'Wilberoi East' property and an additional monitor will be placed on the 'Glenhope' property. Both these properties are BCOP's closest privately-owned residences.

Air quality monitoring

HR – There were statewide air quality issues late 2019 due to dust storms. Reflected in site monitoring.

Air quality

HR – runs through slide. Explains February exceedances were not as a result of BCOP activities.

Groundwater monitoring

HR – Explains standing water level recharge in graphs. BCOP is not having a significant effect on bores in the alluvium.

RD – Where is 'Wilberoi East'?

HR – Halfway between the mine and the Namoi River. **Action – To provide map of monitoring bores.**

MN – Is BCOP pumping water from the river or helping other mines to do so?

HR – BCOP is not taking water from the river. BCOP is not involved in providing water to any other organisations, from any source.

Water storage on site:

HR – 1.2GL currently stored on site.

CC – Tarrawonga had big issues with a large rainfall event in February. Did BC have any issues?

HR – No dam issues, some erosion issues on the rehab and dumps but it was all contained in the disturbed area.

CC – No issues with runoff? Was it all contained?

HR – No damage to dams, all runoff was channelled into dams. Dams were big enough to capture all runoff.

MN – Could BCOP provide a figure showing where runoff goes and where the dams are to capture it?

HR – Will provide figures. **ACTION – figure of runoff and dams diagram.**

YTD Rainfall

HR - Column graph

Water management plan revisions

HR – Updating water management plans to incorporate changes approved in MOP 'A'. Also going to incorporate exploration activities in A355.

RD – So they will only be available to the public once the plans have been approved?

HR – Yes, they will be available on the website.

MN – In the revised plans, is connectivity between other mines allowed for?

HR – The Water Management Plan details BCOP's operation. The Water Management Strategy incorporates the 3 mines in the BTM complex.

Complaints

HR - None in reporting period. None in 12 months.



7. General Business.

RK – Could the committee get a final copy of the minutes?

DR – Timing for minutes should be, 1 week after the meeting draft minutes to be sent out. Members have 1 week to give feedback. Final minutes to be sent out 2-3 weeks after meeting.

RG – Can hear more noise than usual coming from the mine.

HR – The weather conditions experienced at the moment convey noise easier and further.

RG – The traffic is worse on the back roads, should be for locals only.

PF – Will act on that feedback.

MN – What were the decibel levels before and after noise attenuation was placed on the trucks.

PF – Sound power levels of 123db prior to noise attenuation. Now around 118-119db.

MN – Are there any TSR's in the mining area?

HR – No. There are no TSR's in the property the BCOPL has acquired.

MN – Once the ELF has completed construction, how long before houses will start being built in Narrabri and Boggabri?

PF – **ACTION: Find out when houses to be built post ELF.**

RD – Where do BC blasting contractors source explosives from?

PF – The blasting contractor is Orica, **ACTION: Find out where 'Orica' sources explosives.**

There were then questions to HR on whether BC sources from the Shenhua explosives plant.

HR – We conduct no business with Shenhua. (In response to followup question) We believe that, yes, a blasting compound has been built. However, it has not been built at BCM.

AM – Focus for the last 2 months has been Covid-19. It has been a challenge. BCOPL has been subject of Covid-19 audit by regulators a few times in the last months. BCOPL will conduct risk assessments when easing out of site restrictions.

Meeting close: 11:13am.

8. Next meetings

14th May 2020

HR – Thanks everyone for the efforts in videoconferencing.



Actioned against	Action to be done
BCOPL	Provide a map showing overlapping leases CL368, A355, A339 and PL001
BCOPL	Provide a map of BCM's monitoring bores
BCOPL	Provide a figure of BCM's dams and runoff catchments
BCOPL	Determine state of plan for building houses in Boggabri and Narrabri post ELF
BCOPL	Determine where 'Orica' source their explosives from.

12.6 DELEGATES REPORT - BOGGABRI-TARRAWONGA-MAULES CREEK COMMUNITY CONSULTATIVE COMMITTEE MEETING - 14 MAY 2020

Responsible Officer: Robert Kneale, Councillor

Author: Delece Hartnett, Personal Assistant

Attachments: 1. Meeting Minutes - Boggabri/Tarrawonga/Maules Creek Community Consultative Committee Meeting - 14 May 2020  

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 14 May 2020.

DELEGATES REPORT

The Boggabri-Tarrawonga-Maules Creek Community Consultative Committee held a Meeting on 14 May 2020.

The Minutes from the meeting are attached.

Minutes of the Boggabri – Tarrawonga – Maules Creek

Community Consultative Committee

Meeting Held: 14 May 2020 from 2:00pm

Venue: Via videoconferencing (Microsoft Teams)

1.0 Welcome

DR welcomed everyone to the Joint CCC meeting and notified of the apologies received.

2.0 Present and Apologies

Present: Anthony Margetts (AM) – Boggabri Coal, Colleen Fuller (CF) – Gunnedah Shire Council, Darren Swain (DS) – MCCM, Emma Bulkeley (EB) – MCCM, Geoff Eather (GE) – Boggabri Coal CCC, Hamish Russell (HR) – BCOPL, Jack Warnock (JW) – Maules Creek, Cr Lloyd Finlay (LF), Libby Laird (LL) – Maules Creek, John Hamson (JHa) – Tarrawonga Coal, 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, Rebecca Ryan – Tarrawonga CCC (RR), Ross Wilson (RW) – MCCM, Steve Eather (SE) – Maules Creek CCC, Tim McDermott (TM) – Boggabri Coal CCC

Apologies: Andrew Johns (AJ) – Gunnedah Shire, Catherine Collyer (CC) – BTM CCCs, Cameron Staines - Narrabri Shire Council, Julie Heiler (JH) – Tarrawonga CCC, Mitchum Neave (MN) – Boggabri Coal CCC, Simone Moodie (SMo) – Maules Creek CCC

Independent Chair: David Ross (DR)

Independent Secretary: Debbie Corlet (DC)

Guests: Steve O'Donoghue and Rose-Anne Hawkeswood - DPIE

3.0 Declaration of Pecuniary or Non-Pecuniary Interests

JH, RD, & RGI - Have properties that have been acquired or fall into the 'Zone of Affectation' 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

October 2019 Joint CCC meeting – the minutes were accepted by all present as an appropriate reflection on what was discussed.

5.0 Business Arising from Previous Minutes

DR talked to the few actions arising from the last meeting.

There were some actions on ARTC; however, their Environmental Manager had resigned. DR discussed these actions – whether the ARTC newsletter could in an electronic format and how many train movements were coming through Boggabri a day – with Leah Cook who is now the Principal Advisor, Environment and Community. Leah noted that ARTC are currently looking into having the newsletters in an electronic format.

DR will invite all BTM CCC members to notify him as to whether they want to be on ARTC's subscription list. Leah also noted that there were approximately 20 coal trains passing through Boggabri in a 24-hour period.

There had also been an action on DR to seek advice from DPIE as to whether the Vickery CCC could become a part of the BTM CCC complex. The Department noted that, as the Vickery proposal hasn't been assessed yet, it is too early to be considering an expansion of the Joint CCC.

6.0 Company Reports

BCOPL Report by Hamish

COVID-19

HR commenced by describing the COVID-19 mitigation measures that Boggabri Coal have implemented. These include, but are not restricted to: risk assessment process in place; social distancing; temperature checking of all personnel upon entry to site; staggered shift start times; limiting number of people in rooms, vehicles / trucks and buses; and working from home.

Tree Clearing and Boggabri Child Care Centre

83 hectares cleared in a recent tree clearing program. HR noted that Greg Bartlett Construction of Tamworth will build Boggabri's first childcare centre. Work is expected to start in May.

Query from previous Joint CCC Meeting re Drawdown and modelling

There had been an action on HR and PF to provide information on why there is recharge and the associated modelling. 'Recharge' was in reference to the effect on standing water levels in monitoring bores located in the alluvium, as a result of the operation of Boggabri's Coals bore field. MOD 5's drawdown impact assessment modelled negligible impact to standing water levels.

HR proceeded to discuss groundwater monitoring; recharge of alluvium monitoring bores; recharge of bores in the alluvium between BCO and the river; and water storage on site, which is at peak capacity.

- **Groundwater monitoring** - Leards Forest – boundary by red. Blue in the foreground in the alluvium – we've got those monitoring bores.
- **Recharge of alluvium monitoring bores** – 2 years' worth of rainwater data. Red line and black line – drop by a few hundred cms – recovering at the end of the reporting period.
- **Recharge of bores** - 2 years' worth of monitoring data – these bores are located are on privately owned properties. Those fluctuations – light blue line – when the bore was being used there was a significant change. Then it returns when not in use. The recharge has occurred and gone to normal?
- **Water storage on site** – Lot of historical data from 2013 – we've never had so much water on 1.2 gegalitres on site. Measures in place to maximum in storage and minimise the other sources.

RD question – Where is the modelling and the reasons why there was a recharge?

HR – Need access to the modelling in our Mod 5 on our website and the Dept of Planning website. You will find the drawdown assessment in there.

Maules Creek Mine Report by Darren

Health and Safety – COVID-19 Considerations

DS described the COVID-19 mitigation measures that Maules Creek Coal Mine have implemented. These include, but are not restricted to: temperature screening prior to boarding buses in town or at Security Gate; approval application process for all Visitors to site; social distancing; a designated First-Aid transport bus with a Perspex seal separating driver compartment from the seating area; prominently displayed posters outlining hygiene, social distancing and COVID precautions. Foot pedal hand washing stations. All the workers and bus passengers wear surgical masks.

Employment

Continued focus on local, indigenous, and female employment with ongoing training programs undertaken. There have been 26 new trainees employed from January to April 2020. 3 Apprentices were employed – all from the local area. Over 600 people employed on site.

Air Quality Monitoring

DS presented on the annual rolling average for TEOM1, which is 28.1 ug/m3 at 31 March 2020 (criteria 30ug/m3). There were numerous regional air quality events stemming from dust storms and fires from September 2019 to February 2020. Ongoing dust suppressant application across the operation. Progressive overburden emplacement and bulk shaping on the northern dump, with some topsoil spreading.

Water

WHC is taking steps at all their 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 water source has been severely impacted by the drought. Recent rains have seen the river flow again.

Biodiversity Management

With respect to MCCM's management of biodiversity. DS noted that:

- During the most recent routine Whitehaven Offset Area Feral Animal Control program (March 2020) the results included: 6 out of total 59 pigs trapped were from the Maules Creek / Boggabri area (very wet); and 28 out of total 156 baits (1,080) taken were from the Maules Creek / Boggabri area.
- Undertaken ground preparation for upcoming tree planting program over 600ha.
- Continued fire break maintenance program following wet weather.
- Autumn flora monitoring program underway. Redundant Infrastructure Removal. Continued removal of redundant fences from Wirradale and Wongala properties.
- Feral Animal Monitoring and Control Program in May and June 2020. Winter Bird and Spring 2020 Flora Monitoring. Planning and assessment for 2020 ecological and HR burn program.

AHS Movement to Date – April 2020

DS noted that six EH5000s have now operated autonomously. 16,428km travelled autonomously. 2,685 haul cycles (real and test). 1,896 loads hauled autonomously. 250,073bcm (572,979t) of waste hauled.

Community and Local Spend

Due to COVID-19 social distancing, numerous local events that WHC had committed to support have been postponed or cancelled. Where possible Whitehaven will continue to support the local community through this time. WHC Mining Engineering, Electrical Engineering, Mechanical Engineering, Mechatronics, Geology, or Environmental Science. Full details on website – <https://whitehaven.applynow.net.au/jobs/WHC419-2020-cadetship-program>.

Sponsorships and donations for January to March 2020: Tamworth and Region was \$16,500. Narrabri area community was \$21,000. Gunnedah area community was \$88,000 and other areas including Australian Red Cross, Westpac Rescue Helicopter etc was \$160,000.

LL – Question re the slide around water and 3,000 megalitres – has WHC pumped any water from the river since the last CCC?

DS: Yes.

LL: How much?

DS: about 270ML

LL: has any been on-sold?

DS – No, it hasn't been on-sold – the business will make a call at the end of next month but certainly not at this point.

ACTION: DS to provide members with copy of presentation.

Tarrawonga Mine Report by Sebastian

SM described the mitigation measures the mine has implemented with respect to COVID-19. These are similar to those described above by DS.

Environment

SM noted that 29.0 hectares have been cleared during the 2020 tree clearing campaign. With respect to rehabilitation, the tree planting campaign in 2019 amounted to 4,200 trees over 20 hectares. Annual Reporting submitted in March 2020:

- Annual Return 2019 (EPA) and
- Annual Review 2019 (DPE) – uploaded on WHC Website.

There has been ongoing support to community (\$70K spent in CY2019 increased by 10%). Approvals included:

- MOP (Amendment E) approved in January 2020.
- Variation EPL12365 approved in January 2020.
- Modification (MOD 7) of PA11_0047 submitted to DPIE in April 2020.

Next 6 months+ (Including Environment)

Production expected to ramp up. Local employment will continue as required. Health and Safety programs will continue.

- Annual Reporting:
 - Compliance Statement 2019 (EPBC) due in June 2020.
- Rehabilitation:
 - Tree planting campaign 2020 (6,000 trees over 30 hectares).
 - More trials in the rehabilitation areas (i.e. different planting techniques).
- Approvals:
 - Submission of New MOP (before November 2020).

LL – Question re modifications. There is a MOD 7 but there is also MOD 8. It's very confusing.

SM – There are 2 modifications. 1st was Mod 8 – temporary water haulage and bore field to the mine. Mod 7 was supposed to be submitted earlier but wasn't. So, just submitted 8 before 7. Mod 8 was temporary because of the drought. We have enough water now at Tarrawonga, but we still put it through and still waiting on it.

LL – There is also a Life of Mine Mod. Are you saying that you are proposing that the mine is going to be smaller? Are you working to go deeper?

SM and JH observed that WHC is not going to mine in alluvium – into the east of the mine. The footprint will be smaller.

RD (to SM) – Rehabilitation trials – what types of different techniques are you hoping to use.

SM – We are trying different things including different depths of topsoil, fertilisers – some without. Seeding – try to find the best and successful option. We are trying different things. We are limited to our approvals and using what is recommended but we do try different techniques.

7.0 General Business

DR welcomed and thanked Rose-Anne Hawkeswood and Steve O'Donaghue from DPIE for attending and answering any questions from members.

LL – How many and where did the the Maules Creek Mine get the surgical masks from?

DS: We got 60,000 surgical masks from China. We use 600 per day.

LL: How did you manage to get so many masks when they were not available to others?

RW: We have been planning for the pandemic since January.

RD – Re COVID-19 – who is responsible for the contractors on and offsite – social distancing and hygiene is that WHC or their relevant companies.

RW – It would be a combination – in the camp it is the responsibility of the individual and Civeo Camp – commuting to and from camp it is our responsibility.

LL – Question to Steve re the Annual Reviews. Why are WHC saying the Maules Creek mine Annual Review was submitted in March and will not be back until September 2020- and the mine considers this a typical timeframe? What is going on in the DPE what do you do with it, the community are requesting the Reviews?

SOD – DPIE Compliance essentially review it and DPIE Water may review it as well. Issues are clarified and then it goes back to the mining to provide more info. It might take information to get DPIE to get involved. I'm not sure where the current status is for Maules. SOD observed that he is not sure if that's typical. I'll feed that back to Heidi. I'll get more information and the steps taken and let DR know.

ACTION - SOD to report back to DR on steps taken for reviewing mines' annual reviews.

LL – Regarding explosive plant on Braymont Road were DPIE involved in assessing that?

SOD – I don't think that's come to us as a State development – I think it's a local.

LL – I thought it was between the mines?

DS – But not one of ours? HR – Boggabri don't use those explosives.

LF – I think it was about 18 months ago that it went to Narrabri Council.

ACTION – LF to report back to DR on outcome of NSC assessment.

LF - Production and agriculture land used for offsets. Issue ongoing for 7 or 8 years. WHC always getting "in trouble" for good ag land – they're only doing what the Department of Planning are directing them to do.

SOD – Offset package as part of the assessment process. Intact forest and introduce the rehabilitated landform. That's part of the strategy for both Boggabri and Maules and to a lesser degree Tarrawonga – broader offset strategy that is proposed.

DR – I have a question from Mitchum Neave re the value the Department places on the CCC. Does DPIE see that the CCCs and the community play an important role?

SOD – Yes, they do. It's in good faith – its respectful, communicates and people listen to people's views. The members have good suggestions -it's set up as a 2-way communication. Feedback how the mines can do better and feedback to the community – factual and the community can stop with the whispers.

LL – Tarrawonga Mod 7 – when is it going on exhibition?

RAH – Not sure – will go out on our website and go into the local paper shortly.

LL – Any modifications coming up or any major projects we need to be aware of?

SOD – Mod 7 next Tuesday 19 May going on exhibition.

Compliments were provided by some members for the mines for their ongoing support for Carols in the Park, the Lions Club BBQ as well as for their assistance with Westlands in delivering food.

RG – I don't think they should be on the gravel roads – the tarred roads are there for them to use. They don't need to be on the gravel roads as well.

DR – Noise concerns associated with the trains over the last couple of weeks has been brought to my attention. I've passed that onto Leah Cook at ARTC. Any future concerns you or the wider community have should be passed on to ARTC via enviroline@artc.com.au or 1300 550 402.

RD – There is probably nothing that the ARTC can do about the noise levels due to inversion layers. I can hear them ever night; they're very loud.

Meeting closed at 3:40 pm.

9.0 Next Joint CCC Meeting – 29 October 2020.

Appendix 1

Action List

Page No	Action No	Action to be completed	Action Owner
2	1	DR will invite all BTM CCC members to notify him as to whether they want to be on ARTC's subscription list.	David Ross
3	2	DS to provide members with copy of presentation.	Darren Swain
4	3	SOD to report back to DR on steps taken for reviewing mines' annual reviews.	Steve O'Donaghue
4	4	LF to report back to DR on outcome of NSC assessment of explosives plant.	Lloyd Finlay

12.7 DELEGATES REPORT - NEW ENGLAND JOINT ORGANISATION MEETING - 6 APRIL 2020

Responsible Officer: Catherine Redding, Mayor

Author: Delece Hartnett, Personal Assistant

Attachments: 1. NEJO Board Meeting Minutes - 6 April 2020  

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 Redding's Delegates Report on the New England Joint Organisation (NEJO) Meeting held on Monday 6 April 2020.

DELEGATES REPORT

The New England Joint Organisation held a Meeting on Monday 6 April 2020.

The Minutes from the meeting are attached.

MINUTES OF THE NEW ENGLAND JOINT ORGANISATION OF COUNCILS (NEJO) MEETING HELD VIA
TELECONFERENCE ON 6 APRIL 2020 COMMENCING AT 10.07AM

Present:

Cr Michael Pearce (Chairperson), Cr Peter Petty (Deputy Chairperson), Cr Simon Murray (Armidale Regional Council), Cr Carol Sparks (Glen Innes Severn Council) and Cr Cathy Redding (Narrabri Shire Council).

In attendance:

Ms Susan Law (Armidale Regional Council), Mr Scott Phillips (Uralla Shire Council), Mr Craig Bennett (Glen Innes Severn Council), Mr Terry Dodds (Tenterfield Shire Council), Mr Stewart Todd (Narrabri Shire Council), Mr Angus Witherby (Moree Plains Shire Council) and Mr Paul Henry (Interim Executive Officer).

Presenters:

Mr Darren Keegan, A/Director, New England & Northwest NSW, Regional NSW, Department of Planning, Industry and Environment and Ms Jodie Healy, Council Engagement Manager, New England/North West and Sydney North Shore and Northern Beaches, Office of Local Government.

Invitees:

David Aber and Brooke Southwell

1. WELCOME

The Chairperson opened the meeting at 10.07am.

2. APOLOGIES

Apologies were received from Mr Lester Rogers (Moree Plains Shire Council), Cr Katrina Humphries (Moree Plains Shire Council) and Cr Paul Harmon (Inverell Shire Council).

1/20 RESOLUTION:

That the apologies be received and noted.

Moved: Narrabri Shire Council Seconded: Armidale Regional Council

CARRIED

3. DISCLOSURE OF CONFLICT OF INTEREST/PECUNIARY AND NON-PECUNIARY INTERESTS

No disclosures were made by members.

Cr Sparks referred to Item 9 'waiving of rates' for fire affected properties.

Minutes of the NEJO Meeting – 6 April 2020

4. MINUTES OF THE PREVIOUS MEETING HELD 25 NOVEMBER, 2020

2/20 RESOLUTION:

That the minutes of the meeting held on 25 November, 2019 be adopted as a true and accurate record.

Moved: Tenterfield

Seconded: Narrabri

CARRIED

5. REPORTS

5.1 ASSOCIATE MEMBERSHIP

3/20 RESOLUTION:

- a) *That Gwydir Shire Council be advised that NEJO is prepared to accept an application for associate membership.*

Moved: Uralla

Seconded: Narrabri

CARRIED

Note: The Associate Member fee will be determined in conjunction with the report on membership contributions.

5.2 NSW JOINT ORGANISATION CHAIRS' FORUM

Cr Pearce informed the meeting on a number of matters:

- LGNSW pledged support for Councils recovering from bushfires
- LGNSW will be organising a summit to consider Local Governments response to the Government Waste Strategy and the Plastics Reduction Plan.
- Minister Constance spoke of the impact of fires in NSW. He urged Councils to work with their communities to rebuild after these events.
- Minister Toole spoke of the importance of the road network to economic activity. The importance of the State and Local Government working together on strategic planning of the network was stressed.
- Minister Hancock spoke of the joint impact of fires and drought on local communities. Also, spoke of support for the JO's in the form of a \$150K capacity building fund.

4/20 RESOLUTION:

That the information be noted.

Page 2 of 5

Minutes of the NEJO Meeting – 6 April 2020

Moved: Tenterfield

Seconded: Armidale

CARRIED

5.3 MEETINGS WITH FEDERAL MINISTERS

5/20 RESOLUTION:

- a) *That the cancellation of the 2020 National General Assembly be noted;*
- b) *That a meeting of the Board in Canberra be deferred until a suitable opportunity is identified; and*
- c) *That GMAC be requested to identify specific 'state issues' for the Board to discuss with state members of Parliament when this meeting is arranged.*

Moved: Armidale

Seconded: Narrabri

CARRIED

5.4 2020/21 OPERATIONAL PLAN

6/20 RESOLUTION:

- a) *That the 2020/2021 membership contribution be as follows:*

A flat fee for 50% plus a 50% per capita fee

	2016 Census	Flat Fee	Per Capital Contribution	Total	2.7% Rate Peg	Total
Armidale	31,500	8,500	19,080	27,580	740	28,320
Glen Innes	8,800	8,500	5,330	13,830	370	14,200
Inverell	17,300	8,500	10,480	18,980	510	19,490
Moree	13,750	8,500	8,330	16,830	450	17,280
Narrabri	13,400	8,500	8,120	16,620	450	17,070
Tenterfield	7,150	8,500	4,330	12,830	350	13,180
Uralla	6,350	8,500	3,850	12,350	330	12,680
	98,250	59,500	59,520	119,020	3200	122,220

- b) *That the Associate Membership fee be set at \$8500,*
- c) *That the draft Operational Plan be adopted,*
- d) *That member Councils be provided with a copy of the document and be permitted 28 days to comment on the document,*
- e) *That member Councils place the NEJO Draft Operational Plan on their Council websites for 28 days exhibition, and*
- f) *The Board meet by 'teleconference' to adopt the Operational Plan 2020/21.*

Moved: Tenterfield

Seconded: Narrabri

CARRIED

Page 3 of 5

Minutes of the NEJO Meeting – 6 April 2020

5.5 WASTE ISSUES

7/20 RESOLUTION:

1. *The NEJO liaise with the NIRW and write to the NSW EPA to ascertain the position on the on-going operation of the Community Recycling Centres within the region. Further, in relation to the costs for operating those facilities, it is the NEJO view that the state should continue to meet those costs. Still further, that this issue be drawn to the attention of LGNSW together with a request that they support the view of NEJO.*
2. *The NEJO request additional information from NIRW as to the issues associated with State Significant Development – Renewable Energy Projects and writes to the NSW Department of Planning, Industry and Environment to request a meeting to discuss the issue.*
3. *That NEJO writes to NIRW supporting the development of a Strategic Recycling Plan for the region similar to that of NetWaste.*

Moved: Tenterfield

Seconded: Narrabri

CARRIED

5.6 ROADS OF STRATEGIC IMPORTANCE (ROSI)

8/20 RESOLUTION

- a) *That individual member Councils be encouraged to submit projects for enhancement of the Newell and New England Highways direct to the Federal Department of Infrastructure,*
- b) *That the Federal Department of Infrastructure be advised that NEJO is not in a position at this stage, to determine a priority for road projects, as the Board has not been provided with the final version of 'Regional Road Strategy Report'.*
- c) *The Department also be advised that the projects proposed by members Councils for the upgrade of the Newell and New England Highways are of merit and the Board deems them worthy of financial support.*

Moved: Tenterfield

Seconded: Glen Innes

CARRIED

5.7 FINANCIAL REPORT

9/20 RESOLUTION

That the Income and Expenditure Statement be received and noted.

Moved: Armidale

Seconded: Glen Innes

CARRIED

Page 4 of 5

Minutes of the NEJO Meeting – 6 April 2020

5.8 TRANSPORT STUDY

Cardno will have a draft report available for the Working Group this week. The Working Group will form their views and provide feedback to the Consultant. An update will be communicated to the Board at a later time.

10/20 RESOLUTION

That the report be received and noted.

Moved: Tenterfield Seconded: Narrabri

CARRIED

6. PRESENTATIONS

Darren Keegan

- Advised of his recent appointment as A/Director, New England & Northwest NSW, Regional NSW, Department of Planning, Industry and Environment. He will be liaising with NEJO.
- Darren spoke of funding programs being under review and that successful applications under the Stronger Country Communities Program were recently announced.
- Darren spoke of COVID-19 related matters including the impacts of the closure of the NSW/QLD border.

Jodie Healy

- Jodie mentioned the Chairperson position of NEJO is required to be considered at the next meeting of the Board.
- COVID-19 responses have been the focus of the OLG. If Councils have specific issues/questions please raise them with OLG.
- Jodie stressed the importance of completing the daily survey on how Councils are responding to the crisis.
- Noted the concerns that Tenterfield has been omitted from "Loans Scheme for Small Businesses". Will investigate.
- OLG working on the many requests for 'rulings' on COVID-19 matters.

7. GENERAL BUSINESS

The recent Institution Redress Forum on Child Sexual Abuse was discussed and members were encouraged to familiarise themselves with this issue.

As there was no further business, the meeting closed at 12.13pm.

CR MICK PEARCE

CHAIRPERSON

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12.8 INVESTMENT REPORT - MAY 2020

Responsible Officer: Tim McClellan, Financial Services Manager

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 \$5 million.
- Five (5) new investment were placed, totalling \$10 million.

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

RECOMMENDATION

That Council note the Investment Report for May 2020.

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 May 2020.

Investments maturing during the month:

- | | | | |
|--------------|-----|-------------|------------------|
| • 06/05/2020 | BOQ | \$1,000,000 | 219 days @ 1.63% |
| • 13/05/2020 | AMP | \$2,000,000 | 181 days @ 1.90% |
| • 27/05/2020 | AMP | \$2,000,000 | 189 days @ 1.90% |

New investments secured during the month:

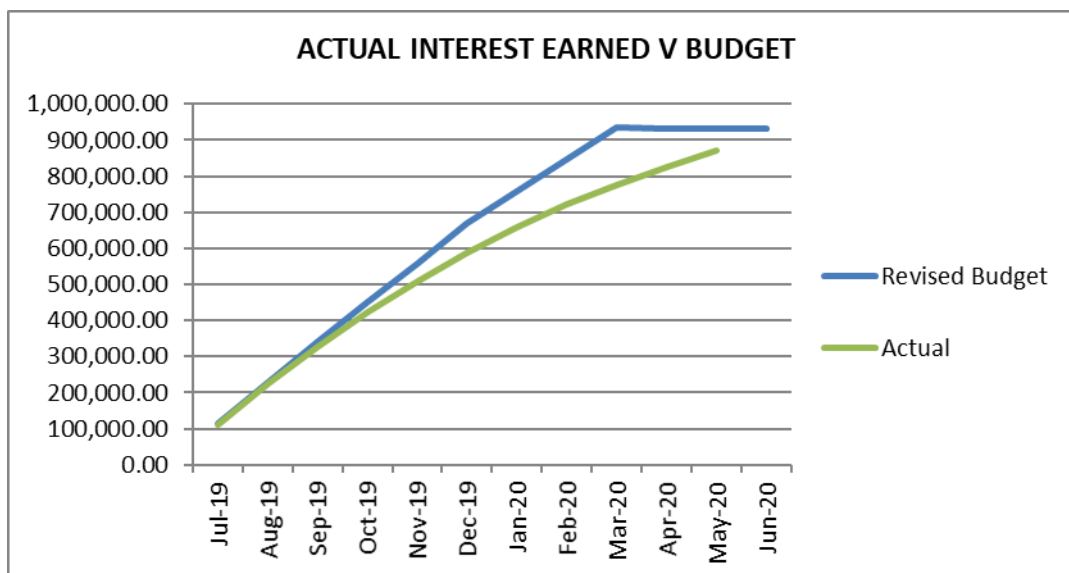
- | | | | |
|--------------|-----|-------------|------------------|
| • 06/05/2020 | BOQ | \$1,000,000 | 174 days @ 1.48% |
| • 13/05/2020 | AMP | \$2,000,000 | 266 days @ 1.60% |
| • 27/05/2020 | BOQ | \$2,000,000 | 119 days @ 1.08% |

- 27/05/2020 AMP \$2,000,000 182 days @ 1.65%
- 27/05/2020 ME Bank \$3,000,000 210 days @ 1.23%

	Market Value (\$)	Term (days)	Rate	Maturity Date	% of Portfolio
Short Term Deposits (<1 yr)	36,000,000.00				86.21%
Aus Unity	1,000,000.00	210	1.65%	10/06/20	2.39%
AMP	3,000,000.00	189	1.80%	24/06/20	7.18%
ME Bank	1,000,000.00	273	1.58%	15/07/20	2.39%
BOQ	3,000,000.00	189	1.65%	23/07/20	7.18%
ME Bank	1,000,000.00	210	1.58%	05/08/20	2.39%
ME Bank	3,000,000.00	364	1.63%	26/08/20	7.18%
Judo Bank	1,000,000.00	364	2.05%	16/09/20	2.39%
BOQ	2,000,000.00	119	1.08%	23/09/20	4.79%
BOQ	1,000,000.00	364	1.53%	14/10/20	2.39%
BOQ	1,000,000.00	174	1.48%	27/10/20	2.39%
Defence Bank	1,000,000.00	266	1.65%	18/11/20	2.39%
AMP	2,000,000.00	182	1.65%	25/11/20	4.79%
NAB	4,000,000.00	364	1.40%	02/12/20	9.58%
Auswide Bank	2,000,000.00	336	1.55%	09/12/20	4.79%
ME Bank	3,000,000.00	210	1.23%	23/12/20	7.18%
Macquarie Bank	2,000,000.00	287	1.70%	13/01/21	4.79%
AMP	2,000,000.00	266	1.60%	03/02/21	4.79%
Judo Bank	1,000,000.00	364	2.00%	17/02/21	2.39%
Macquarie Bank	2,000,000.00	364	1.70%	24/03/21	4.79%
Cash Deposits	5,757,946.09				13.79%
NAB At Call A/c	1,700,000.00	At Call	0.90%	n/a	4.07%
NAB Working A/c	4,057,946.09	At Call	0.50%	n/a	9.72%
Total Cash & Investments	41,757,946.09				100.00%

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

Cash Book balance at 30 April 2020	-4,196,148.20
Plus Receipts	16,230,691.76
Less Payments	-10,136,921.61
Cash Book balance at 29 May 2020	1,897,621.95
Less Outstanding Deposits	-1,234,612.61
Plus Unpresented Payments	3,394,936.75
Reconciliation Balance as at 29 May 2020	4,057,946.09



Investment Rate Summary for May 2020

Average Interest Rate on Investments: 1.59%

Weighted Average Interest Rate on Investments 1.49%

Council's Benchmarks

Bank Bill Swap Rate (BBSW) 90 day index (01/06/2020)¹ 0.09%

Average 11am Cash Rate 0.25%

FINANCIAL IMPLICATIONS

Interest income for the month was \$44,336, bringing the income earned for the year to \$870,058.

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.

CONSULTATION

External Consultation

Nil.

¹ Source: www.asx.com.au

Internal Consultation

- Responsible Accounting Officer.

12.9 NOTICE OF MOTION - REPRESENTATIONS TO NSW GOVERNMENT ON THE IMPACTS OF BIODIVERSITY LEGISLATION AND REHABILITATION ON THE ECONOMIC PROSPERITY OF NARRABRI SHIRE

Attachments: Nil

I, Councillor Cameron Staines, give notice that at the next Ordinary Meeting of Council be held on 30 June 2020, I intend to move the following motion:-

MOTION

- 1. That Council write to the Deputy Premier John Barilaro and Minister for Agriculture and Western New South Wales Adam Marshall and;**
 - a. Express Council's concerns regarding the NSW *Biodiversity Conservation Act* and other Land Management legislation and all associated regulations and their impacts on our farmers and economic development in the Narrabri Shire;**
 - b. Call for the immediate review of the *Biodiversity Conservation Act* and associated Regulations;**
 - c. Call for the involvement of regional local councils and farmers in any review of the *Biodiversity Conservation Act* and associated Regulations;**
 - d. Call for the immediate halt of retrospective prosecutions and all compliance actions under the now repealed *Native Vegetation Act*;**
 - e. Call for the end of so called "Restorative Justice" which unfairly requires farmers to lock up land under either Remediation Orders and/or Conservation Agreements;**
 - f. Express our support for the protection of basic and fundamental property rights and our support for the basic notion that Government should not acquire or restrict the use of private agricultural land without compensation.**

RATIONALE

Along with other Councillors, I received a briefing in November 2019 on the new Biodiversity Conservation legislation. Since that time, I have become increasingly concerned with the effect of this legislation on our farming community and the significant barrier it presents to economic development in Narrabri Shire.

Over the past month I have met with Council staff on several occasions to obtain their assistance to prepare this Notice of Motion.

Our Farmers

It is my belief that the system is stacked against farmers and, in many ways, it is impossible for farmers to navigate the legislation unless they hire a good lawyer to help.

Even if they do navigate the legislation it probably won't make economic sense for them to improve their farming country. Farmers cannot afford the payments into the Biodiversity Conservation Trust in exchange for clearing native vegetation from their properties.

I have heard of one example of a farmer who applied to clear approximately 600 hectares of native scrub from his property at Walgett and was advised that he would need to pay \$20,000 per hectare (\$12 million). This is completely unrealistic and unaffordable.

Loss of our agricultural land

It is also my view that rehabilitation conditions on mining projects within our Shire are too heavily weighted toward biodiversity and revegetation rather returning land to a productive agricultural use.

The Vickery Extension Project (**Vickery**) is the most recent example of rehabilitation of mining land being weighted toward biodiversity rather than farming.

Once Vickery closes, we will lose 2500 ha of agricultural land when it is rehabilitated to woodland (as well as the final void pit lake and highwall). Most of this land is currently suitable for grazing, yet it will be locked up forever as forest. Government rehabilitation should require this farming country to be returned to an equal or better standard than before mining.

The protection of agricultural land is paramount if we are to sustain and grow our local economy.

The biodiversity offsets can go somewhere else as far as I am concerned.

Economic development

Council has experienced the challenges of the Biodiversity legislation as we progress the Northern NSW Inland Port (**N2IP**). N2IP has the potential to position Narrabri as the energy and manufacturing heart of NSW, yet a major hurdle yet to be overcome is the potential need to pay vast amounts of money into the Biodiversity Conservation Trust in exchange for privilege of clearing some grassland.

The Biodiversity Conservation legislation is a genuine threat to the future prosperity of the Narrabri Shire and has the potential to sterilise vast amounts of land that might be used to create jobs for our community.

I propose that Council write to the Deputy Premier John Barilaro and Minister for Agriculture and Western New South Wales Adam Marshall and express these concerns regarding the Biodiversity Conservation legislation and its impacts on our farmers and economic development.

12.10 AQUATIC FACILITIES MANAGEMENT PLAN**Responsible Officer:** Darren Raeck, Director Infrastructure Delivery**Author:** Darren Raeck, Director Infrastructure Delivery**Attachments:** 1. Draft Aquatic Facilities Management Plan 2020  **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

The Aquatics Facilities Management Plan provide guidance on the day to day operations of the aquatic facilities at Boggabri, Narrabri and Wee Waa. Consolation of the Plan is an important part of ensuring that we are meeting the Community's expectations with regards to levels of service and legislative requirements. A significant amount of consultation has already been completed with key users and interested parties in the community however placing the Plan on public exhibition will ensure that the whole of the community has had the opportunity to contribute to the Plan.

RECOMMENDATION

- 1. That Council endorse the following draft Aquatic Facilities Management Plan for the purposing of public exhibition.**
- 2. That Council place on public exhibition the draft Aquatic Facilities Management Plan for a period of at least 28 days, during the exhibition period call for and accept submissions from the public on the draft Plan.**

BACKGROUND

The first Narrabri Shire Swimming Pool Operations Plan was established in 2006 to provide Council Staff with guidelines on how to operate its three (3) pools. The Plan was intended to provide Council staff with the ability to make consistent decisions with confidence. Since that point in time there have been a number of iterations and improvements. The Plan was last updated in 2015 and is once again due for review.

The Aquatic Facilities Management Plan as it is now called, provides the necessary instruction for Council staff to administer the routine functions of its public swimming facilities and provides a transparent means for the general public to understand the process.

The Management Plan aims to provide facilities which promote a healthy lifestyle and social interaction, for residents and visitors to the Region, it does not affect the operation of any Act or Regulation relating to the appropriate management of public swimming pools. The Act or Regulation shall have precedence.

In addition, the Office of Local Government Practice Note No. 15 - Water Safety, will provide guidance on standards not specifically discussed in this Plan. The Royal Life Saving Guidelines for

Safe Pool Operation (**GSPO**) is also recognised as an industry standard and as such will be used to assist in the provision of safe aquatic facilities.

The management of swimming pools operations plan has not been without controversy. The Plan intends to formalise operating hours, priorities for lane use, the role and allocations for swimming clubs, schools, and private swimming instructors/coaches.

CURRENT SITUATION

The Plan was last updated in 2015 and has been under review since August 2019.

In August 2019, Council consulted with swim coaches at the Narrabri Aquatic Facility about the opening hours and available lane space. Unfortunately, assumptions made for the Narrabri facilities were applied across the Shire resulting in reduced swimming hours / access at Wee Waa.

The opening times applied at Wee Waa were not consistent with the community's expectation resulting in a number of discussions with the Wee Waa community about the operation of the pool. A commitment was given to the community to consult with them throughout the review of the Aquatic Facility Management Plan and provide them with an opportunity have input into the final document.

A copy of the latest plan was circulated to users (those that had previously been in contact with Council about the Plan) of the Narrabri and Wee Waa Swimming Clubs on 4 June 2020. Further consultation with the Wee Waa Chamber of Commerce was planned for 17 June 2020. The Plan was distributed to the Boggabri Swim Club, Boggabri Progress Association and the Boggabri Chamber of Commerce for comment.

The current review has taken longer than first thought due to the complexities associated with the provision of trained lifeguards, available staff to open the Wee Waa Pool and complexities associated with operating two swim clubs at the Narrabri Pool.

The Aquatic Facilities Management plan has undergone a rigorous review however it is recommended that it be put on public exhibition prior to adoption by Council.

FINANCIAL IMPLICATIONS

Fees and charges are set in accordance with the LG Act and Regulation(s). Swimming facilities currently operate at a loss to Council however the community benefit is not taken into account.

This document influences the overall fees and charges however is not used to set them.

STATUTORY AND POLICY IMPLICATIONS

Nil.

CONSULTATION

External Consultation

- Narrabri Swimming Club.
- Wee Waa Swimming Club.
- Wee Waa Chamber of Commerce.
- Boggabri Swimming Club.
- Boggabri Progress Association.

- Boggabri Chamber of Commerce.
- Various community members.

Internal Consultation

- Parks and Open Spaces Manager.
- Aquatic Centre Coordinator.

AQUATIC FACILITIES MANAGEMENT PLAN

Narrabri Shire Council

2020



NARRABRI SHIRE
DISCOVER THE POTENTIAL

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1 INTRODUCTION

This Management Plan provides the necessary instruction for Council's staff to administer the routine functions of its public swimming facilities and provides a transparent means for the general public to understand the process.

The Management Plan aims to provide facilities which promote a healthy lifestyle and social interaction, for residents and visitors to the Region.

1.1 COMMENCEMENT

This Management Plan will commence; **XXXXXX** (Subject to exhibition period).

It should be noted that this plan makes recommendations as to the adjustment of some of the annual fees and charges. It is recommended that these fees and charges be updated to reflect the current operational requirements predominantly around hire of lanes for swim clubs.

1.2 REVIEW PROCESS

This document will be reviewed annually. Minor alterations will be at the discretion of the General Manager, major alteration or issues of community significant will require the endorsement of an ordinary Council meeting. Written submissions for review will be considered annually in accordance with the setting of the Fees and Charges up to the end display period.

1.3 APPLICATION

This Management Plan applies to all swimming pools operated and maintained by Narrabri Shire Council. A copy of the Plan will be available from;

- NSC swimming pools/centres.
- Download www.narrabri.nsw.gov.au

Patrons are encouraged to read and make written contribution to the plan during the consultation period.

This Management Plan does not affect the operation of any Act or Regulation relating to the appropriate management of public swimming pools. The Act or Regulation shall have precedence.

NSW Department of Local Government Practice Note No. 15- Water Safety, will provide guidance on standards not specifically discussed in this Plan.

Royal Life Saving Guidelines for Safe Pool Operation (GSPO) is recognised as an industry standard and as such will be used to assist in the provision of safe aquatic facilities.

1.4 DEFINITIONS

In this Policy:

Council; Narrabri Shire Council

Aquatic Facilities Coordinator;	The Council Officer in charge, amongst other things, the oversight of all NSC public swimming facilities.
Pool Team Leader;	The qualified employee responsible for overall operation of an aquatic facility.
Pool Lifeguard;	The qualified employee primarily responsible for pool supervision, customer service and maintenance. A Pool Lifeguard of suitable experience can be

	temporarily appointed to the role of Pool Lifeguard for the purpose of overseeing the operation of a facility in the absence of the Aquatic Facilities Coordinator. Minimum qualification is RLSSA Pool Lifeguard qualification
Pool Staff;	Any Council pool employee on duty at the swimming pool, including program staff, kiosk staff & approved volunteers.
Aquatic Responsibility Code;	A local code designed to communicate the standard of behaviour required of users at NSC public swimming facilities.
Mass evacuation plan;	A plan designed to ensure the safe egress of people from an area of threat to an area of safety.
Business;	Any company, sole trader, incorporated group, sports group, school, charity, event organiser or similar.
Professional Coach/ Instructor;	Any person who charges a fee or is otherwise paid, whether by an individual, individuals, club or association for the provision of swim training and or coaching.
Aquatic Group;	Any swimming, water polo, triathlon club that regularly uses a NSC public swimming facility.
Facility;	Any NSC public swimming pool including the surrounding buildings, grounds and fence line.

2 SWIMMING POOLS

Council aims to provide the following facilities at their swimming centres.

2.1 BOGGABRI MEMORIAL SWIMMING POOL

- 33m swimming pool.
- Solar Heating and thermal pool blanket.
- Toddler's pool.
- 1m springboard.
- 3m springboard.
- Kiosk facility.
- BBQ area.
- Change room facilities.
- Shade structures.
- Access- chair lift into main pool.

2.2 NARRABRI AQUATIC CENTRE

- 50m outdoor pool (seasonal operation)
- Outdoor splash pool.
- 25m indoor program pool.
- Observation stand.
- 1m diving board.
- BBQ facilities.
- Kiosk facility.
- Change room facilities.
- Multi-function room.
- Solar Heating and thermal (pool blanket indoor pool).
- Shade structures.
- Access; full disabled access.



2.3 WEE WAA MEMORIAL SWIMMING POOL

- 33m swimming pool.
- Solar Heating and thermal pool blanket.
- Pool Blanket Toddler's pool.
- Children's play equipment.
- BBQ facilities.
- Kiosk facility.
- Shade structures.
- Change room facilities.
- Access- chair lift into main pool.

3 EMERGENCIES

- a. The contact number for emergencies is 000.
- b. Council's Customer Service during operating hours (02) 6799 6866.
 - i. Boggabri Pool – (02) 6743-4379
 - ii. Narrabri Pool – (02) 6799-6782
 - iii. Wee Waa Pool – (02) 6795-4384
- c. Council's 24 hour Emergency Service number 0429 911 111.

4 MASS EVACUATION PLANS

Prior to any large event (e.g. a school carnival) Council staff will implement a mass evacuation plan. The plan will be included in a brief site induction for the event organisers and assistants. Refer Annexure 3 Template Narrabri.

5 ADMINISTRATION

5.1 RECORDS

- a) Staff will ensure all records for the operation of swimming pools are legible, and are to be uploaded into Councils electronic records system on a regular basis

5.2 RECORDS TO BE MAINTAINED BY EACH POOL

- a) A daily running sheet where water analysis, chemical additions, events, maintenance & staff attendance will be recorded.
- b) Incident/accident reports.
- c) Daily, monthly and annual patronage.
- d) All local sales transactions e.g. season tickets & kiosk sales.
- e) Daily financial reports and banking.
- f) All other documentation required by Council's WHS system.

5.3 GENERAL COMPLIANCE

- a) Staff, contractors & volunteers will comply with Councils WHS policies and procedures at all times.
- b) All incidents are to be reported, investigated and addressed in accordance with Council's WHS procedure.

6 ACCESS TO COUNCIL RESOURCES

- a. The phone in the facility is for the use of Council staff to conduct Council business.
- b. The phone in the facility is able to be used for children to contact parents. An appropriate fee applies.
- c. The phone in the facility is able to be used for emergency calls by members of the general public if no pool staff member can be found or if the person has been directed to by pool staff.

7 CONDITIONS OF ENTRY

7.1 AQUATIC RESPONSIBILITY CODE

The following is the wording from the Narrabri Shire Council Aquatic Responsibility Code which is a condition of entry that applies to all persons within Council's swimming pool grounds without written exemption from Council.

"Narrabri Shire Council is promoting the Aquatic Responsibility Code for patrons attending all Council operated swimming facilities. The code is a safety initiative introduced to keep all pool users safe. Regardless of how you enjoy your water activities, always show courtesy to others and be aware that there are inherent risks in all water based recreation activities that common sense and personal awareness can reduce. These risks include shallow water, wet surfaces and patrons of varying age and swimming ability.

It is your responsibility to know and obey this code. Pool safety is a shared responsibility that requires a cooperative and community approach. Observe the code below and share with others the responsibility for a great experience at the Pool.

- a) Observe and obey all signs and warnings at the pool as well as all lawful directives given by Pool Lifeguards and Pool Staff.
- b) Always check the pool depth before entering the water. Enter the water in a safe manner and check for other swimmers before jumping in. You must avoid people already in the water.
- c) Always be respectful of other people and the nature of their pool activity.
- d) Never run on wet areas at the pool. Always move around the pool in a safe manner.
- e) If you are involved in, or witness an incident at the pool, remain at the scene and identify yourself to the Pool Lifeguard.
- f) Do not swim, bathe or undertake any other aquatic activity if your ability is impaired by drugs or alcohol.
- g) Always swim in water that is a safe depth for your capability. Take lessons from a qualified instructor to progress and learn swimming, first aid and resuscitation skills.
- h) Children under the age of 10 must be actively supervised at all times by a responsible person over the age of 16.
- i) Parents and carers must communicate and establish responsibility for direct supervision of children at all times around water. Designate at least one adult "Water Watcher" to supervise children around pools especially during social gatherings. Don't rely on older siblings or other children to supervise swimmers and don't rely on swimming lessons, flotation devices or other equipment to make a child "water safe."
- j) It is recommended that you always swim with a friend and keep a look out for your mates.
- k) Our Pool Lifeguards are at the pool all day to assist, educate and help you to understand the Aquatic Responsibility Code. This will ensure that all pool patrons enjoy themselves at Narrabri Shire Council Pools. Irresponsible, reckless and anti-social behaviour may result in immediate suspension from pool use and/or cancellation of season passes."

7.2 RLSSA- KEEP WATCH AT PUBLIC POOLS

Supervision of young children at public pools has been a concern for the aquatics industry for many years. There is often the misconception by parents and carers that the responsibility for supervision of young children lies solely with lifeguards. Lifeguards are employed on a 1:100 ratio based on the expectation that parents will provide direct supervision of children.

WA Coroner Alistair Hope in response to a drowning in a public aquatic facility said:

"Competent lifeguards acting responsibly should provide an important safety feature, but they are not intended to, and cannot be expected to, replace the close supervision of parents and teachers which is required for many children, particularly primary school age children."

Keep Watch at Public Pools is an important program that contributes significantly to ensuring safety and reducing risk at our public swimming pools. It provides a consistent message in line with best practice to the

public about effective supervision of young children at public pools and demonstrates that the aquatics industry is organised and takes their responsibility for patron safety seriously. The program is administered by Royal Life Saving Society of Australia- NSW Branch and was adopted into NSC swimming facilities in 2012. It promotes the following safe supervision policies which are additional conditions of entry:

- a. Children under 5 years must be accompanied into the centre by a responsible adult over 16 years of age and supervised at arm's reach at all times.
- b. Children under 5 years must wear a coloured armband whilst in the facility. Armbands are a visual aid to assist Pool Staff in identifying who should be within arm's reach of an adult and a reminder to parents & guardians about the importance of close supervise for small children.
- c. Children under 10 years must be accompanied into the centre by a responsible adult over 16 years and actively supervised at all times.
 - i. Procedure for assessment of unattended swimmers 10 years to 16 years (refer Annexure D).
- d. In order for parents or guardians to actively supervise they should be dressed ready to take immediate action, including unexpected entry into a pool.

7.3 DIVING

The Royal Life Saving Society of Australia advises that there is a significant body of evidence to suggest that shallow water diving can lead to a range of injuries that include head injuries (broken teeth, scalp injuries and facial fractures), to the more significant spinal cord injury.

As such 'No Diving' and 'Shallow Water' signs have been positioned around Council's pools in locations where it is deemed dangerous.

Any group wishing to conduct dive starts into the shallow end of a competition pool (relays) must conduct a risk assessment of the activity beforehand and acknowledge responsibility for consequences arising from the activity. The group acknowledges that the Royal Life Saving Society and Narrabri Shire Council have warned against diving in such areas and that significant injury could result.

7.4 ADDITIONAL CONDITIONS OF ENTRY

The following conditions of entry also apply to all persons entering swimming pool grounds without written exemption from Council.

A person must:

- a. Pay the entry fee on entering the facility or display a current season ticket.
- b. Comply with Section 10 Activities Requiring Approval- All Pools.
- c. Not partake in behaviour considered to be anti-social, provocative, abusive or violent.
- d. Not obstruct the entry/exit points to a pool.
- e. Not bring glass or glass containers into the facility.
- f. Not interfere with any pool safety equipment.
- g. Follow all directions for the safe use of any area of the facility including, springboards, water slides, inflatable play equipment and children's play equipment etc.
- h. Not enter a pump room, chemical storage area, plant room, kiosk or staff area.
- i. Not enter a first aid room except to receive first aid or at the invitation of pool staff.
- j. Provide evidence of age, if requested.
- k. Always wear an appropriate unsoiled bathing costume.
- l. Be unsoiled before entering a pool.
- m. Not urinate or defecate anywhere in the grounds other than in a public toilet.
- n. Not attempt to enter the swimming pool grounds whilst intoxicated or under the influence of drugs, nor bring or consume alcoholic or non-prescription drugs on pool grounds.
- o. Not cause or permit an animal that is under the person's control to enter or remain in swimming pools grounds. Guide dogs excepted (see Section 16, Access for People Living with a Disability)
- p. Not smoke in any area of a public swimming facility nor within 4 m of an entrance.
- q. Not take photographs, video or electronic recordings in change rooms.

- r. Not sit on, dive over, or otherwise interfere with lane ropes.
- s. Not damage, deface, interfere with or alter swimming pool infrastructure or signage.
- t. Not obstruct any authorised person or employee of, or contractor to perform their required duties.

8 OPERATING STANDARDS

8.1 WATER QUALITY

- a. Water quality at NSC swimming pools will comply with guidelines set by the NSW Ministry of Health. Lengthy review processes have been known to lead to the Ministry's standards lagging current industry best practise. During these times the Aquatic Facilities Coordinator may, in conjunction with the Open Space Manager implement a regime outside of the Ministry's standards if they are widely considered by the aquatic industry to be better.
- b. Chemical concentrations will be automatically monitored and controlled.
- c. Pool staff will manually test chemical concentrations at least three times daily to confirm that automated equipment is properly calibrated and working correctly.
- d. Water turnover times will comply with guidelines set by the NSW Ministry of Health or to the capability of the pool's reticulation system i.e. a filtration system built in the 1960s can operate at maximum capacity but cannot achieve the turnover rates of modern filters.
- e. Microbiological sampling of pool water will be undertaken regularly and tested by a NATA (National Association of Testing Authorities) accredited laboratory for independent testing.
- f. The NSW Ministry of Health field officers are allowed free access to any facility to measure Council's compliance with the current health standards.
- g. If adequate sanitisation cannot be maintained for any reason the facility will be closed until the matter can be rectified.

8.2 GROUNDS MAINTENANCE

Lawns will be kept to the standard of high profile parkland. Lawn weeds and burs (e.g. bindii) will be eradicated quickly when detected. With regard to watering, facilities will comply with any water restrictions in place. These may differ from restrictions placed on domestic users.

Gardens will be kept tidy and free of weeds.

Trees will be periodically thinned to promote growth and longevity and to assist in the prevention of limb drop.

8.3 BUILDING MAINTENANCE

Buildings will be kept in a clean and serviceable state. Improvements to buildings will usually occur during quieter periods i.e. winter or pre-season establishment and as budgetary limitations allow, under the guidance of the NSC Open Space Manager.

8.4 SWIMMING POOL MAINTENANCE

Programmed preventative maintenance of swimming pools is primarily carried out in the winter season or during pre-season establishment. Maintenance issues that arise during the operational season will be dealt with in a timely manner as possible.

8.5 POOL SUPERVISION

Council currently use the minimum lifeguard to swimmer ratio of 1:100 as outlined in Royal Life Saving's Guidelines for Safe Pool Operation (GSPO).

During periods of high patronage or higher risk, more pool supervision is provided.

Supervisors of visiting groups (e.g. schoolteachers) are responsible for the supervision of their charges. At least one trained Lifeguard will be on site at all times to assist and intervene should emergency action be required.

NSC has adopted the Keep Watch at Public Pools program detailed in 7.2 of this plan to promote direct supervision of young children.

8.6 STAFF QUALIFICATIONS

NSC aims to provide pool staff with the following qualifications as minimum aquatic industry requirements; Aquatic Facilities Coordinator;

- Cert IV- Aquatic cluster of competencies from Community Recreation training package.
- RLSSA Pool Lifeguard Licence.
- WorkCover NSW approved first aid certificate.

Pool Team Leader

- Cert III- Aquatic cluster of competencies from Community Recreation training package.
- RLSSA Pool Lifeguard Licence.
- WorkCover NSW approved first aid certificate.

Pool Lifeguard

- RLSSA Pool Lifeguard Licence.
- WorkCover NSW approved first aid certificate.

Many staff have qualifications over the minimum level. External and in-house professional development is provided for staff to ensure currency of qualifications and competency of skills.

Pool staff comply with all working with children legislation as part of their employment with Narrabri Shire Council.

9 KIOSK FACILITIES

Narrabri Aquatic centre – kiosk café hours will correspond with opening hours of the season kitchen or hot food hours will be to correspond to times of higher patronage and adequate staffing including qualified food handling staff.

Boggabri and Wee Waa pools – Kiosk hours will correspond with opening hours kitchen/hot food will only be offered when a kiosk staff is rostered on for events or times of high patronage. To maximise access to package foods and drinks Council will consider the installation of vending style machines to minimise the impact on staff (especially as on most occasions there is only one staff member on duty in either pool) being taken away for supervising the pool water.

10 ACTIVITIES REQUIRING APPROVAL - ALL POOLS

A person must not do any of the following within swimming pool grounds without the written exemption from Council:

- a. Neither engage in trade or commerce nor distribute any circulars, advertisements, paper drawing or photographic material.
- b. Camp or reside on the land.
- c. Bring or leave any rubbish, refuse, scrap metal, rock, soil, sand or any other such substances onto swimming pool grounds.
- d. Remove any dead timber, logs, trees, flora, whether standing or fallen.
- e. Kill, capture or in any way interfere with any animal, bird, fish or other fauna, whether native or introduced, plant any tree, shrub, herbage or other plant without prior consent.

Offenders will be prosecuted under relevant State or Federal Law.

A person must not do any of the following within swimming pool grounds without approval from the Team Leader

- a. Bring or use inflatable devices such as air mattresses, domestic pool toys, or balls onto the grounds. This excludes PFD's (Personal Floatation Devices- Life jacket) and flotation devices specifically designed as a "learn to swim" aid.
- b. Use scuba diving fins.
- c. Play or conduct any unapproved sport or contest.
- d. Enter or leave the facility by any other means other than through the main entrance provided.

Offenders may be requested to leave the facility.

10.1 SWIMMING LESSONS

To ensure an appropriate level of safety and quality for the community, Narrabri Shire Council requires people wanting to conduct private learn to swim lessons at our facilities, to apply in writing and provide copies of the following;

- a. Current AUSTSWIM Certificate or equivalent.
- b. Current CPR qualification.
- c. Certificate of Currency- Public Liability & Professional Indemnity; \$20,000,000 each.
- d. Working with Children Check- Certificate for Self Employed People; for more information visit kids.nsw.gov.au

Applications should state which pool they wish to do business at and any previous experience they have. Once an application has been received it can usually be assessed quickly and verbal approval given if everything is in order. To assist with this, all required documents must be submitted with the application and be current.

Failure to do so may increase the application assessment time. Applicants will also receive a written determination.

Applications can be emailed, mailed or handed to the Pool Coordinator.

Once you have received approval you will be required to undertake a site induction of the facility and sign a site induction form. Please allow enough time (10 minutes) to complete this prior to your first lesson.

All learn to swim operators can leave their business details at facilities to be pass them onto patrons enquiring about learn to swim opportunities. Learn to swim instructors need to comply with all areas of this management plan.

Approval will only be granted where adequate lane space exists. Exclusive use of available lane space will attract the appropriate lane space charge.

11 AUTHORITY

All Pool Staff are authorised to:

- a. Refuse entry to school aged children during school hours unless they are accompanied by a parent or legal guardian.
- b. Request a person to leave the swimming pools facility if they do not comply with any part of this management plan; and
- c. Implement a temporary or permanent prohibition on entry to the facility.

If a person who is supervising others is requested to leave the facility, the person/s they are supervising will also be required to leave. Poorly behaved spectators, coaches, teachers, parents, visitors and other people may also be banned from a facility.

11.1 TIME OUT NOTICE

People who are banned from the pool may be issued a "Time Out Notice". The notice will outline the reason for the ban and the length of time which it is effective. People who return to the pool within the timeframe outlined may be charged with trespass and fined under the Enclosed Lands Protection Act NSW Section 4(1) 1901. Refer Annexure "Time Out Notice".

A ban at any one pool in the Council area applies to all pools operated within the Council area.

A ban will not interfere with a student's school education. As such any school activity which requires a student to attend the pool will not be included in the ban.

Before entering the facility after a ban, the patron must arrange to meet with the Aquatic Facilities Coordinator to confirm that the specified "time out" period has lapsed.

11.2 REFUSAL TO COMPLY

A patron refusing to comply with the directions of Pool Staff may be banned from entering any Narrabri Shire Council swimming pool grounds and issued a Time Out Notice.

Pool Staff are to contact the NSW Police or Council's Compliance Department to arrange the forced removal of an offender who will not voluntarily leave. Offenders may be charged with trespassing and fined under the Enclosed Lands Protection Act NSW Section 4(1) 1901.

11.3 APPEALS

A person who wishes to appeal the imposition of a ban is entitled to write to Council for a review and state their reasons why the ban should not be enforced.

A review will be conducted within 15 days of receipt of correspondence, and the appellant notified of the outcome in writing. The ban will remain in place during the appeals process.

11.4 SCHOOLS SUSPENSION

During school hours, children who have been suspended from school, and released into the supervision of a carer will not be permitted into a facility without their designated carer.

Suspended children who are perceived by the Team Leader to have arrived at the pool with the intention of interrupting a school group or teacher will be requested to leave the facility.

12 BOOKINGS / EVENTS

12.1 GENERAL

- a) All bookings must be lodged on an "Event Booking", with all fields on the application completed. The event booking must be in accordance with the applicant's insurance coverage and risk assessment on ratio of event staff to number of persons booked for the event.
- b) It is preferable that applications are submitted at least one calendar month prior to a proposed event.
- c) When the swimming pools are closed (winter) all applications are received by the Aquatic Facilities Coordinator via mail (46-48 Maitland Street, Narrabri, 2390) or email (council@narrabri.nsw.gov.au) and are entered into the electronic booking system before being passed onto the relevant Pool Coordinator for action. Confirmations are sent in writing prior to the start of the next swimming season.
- d) Applications should be lodged at Narrabri Shire Councils Head Office directly, via mail (46-48 Maitland Street, Narrabri, 2390) or email (council@narrabri.nsw.gov.au). Confirmations of the booking will be either verbally or in writing from an authorised Team Leader.
- e) A Facility User Agreement between the group and Council must be entered into before an event can commence. The Agreement will outline any supporting documentation required e.g. certificate of currency for public liability.
- f) A risk assessment for the event and a site induction for the organisers must be completed before an event can commence.
- g) After hour's events will be considered and the appropriate fee payable if the event is approved.

12.2 PRIORITIES FOR BOOKINGS

Each request to use the facilities during approved operating hours will in most cases be approved according to the following priority:

1. An event approved by resolution of Council

2. National / International events (including public holidays and days of national significance e.g. Australia Day festivities).
3. State events
4. Regional events
5. Local events
6. Annual school swimming carnivals
7. Relevant local incorporated swimming club events
8. Activities organised by Federal or State Government Departments
9. Non-swimming carnival school requests (e.g. school sport or physical education classes)
10. Community groups
11. Charity fund raising events
12. Private swimming instructors
13. Commercial businesses activities
14. Private functions

Council will also take into consideration the order in which booking requests are received, event income and size of the event when allocating time & space to events.

12.3 CANCELLATION OF BOOKINGS

- a) Council has the right to cancel or change bookings at any time. Affected parties will be notified as soon as possible.
- b) Where a booking is cancelled, Council staff will endeavour to provide an acceptable alternative if available.
- c) Groups who need to cancel an event will let the respective Pool Manager know as soon as possible to allow for changes to staffing & programming of pool space.

12.4 STANDING BOOKINGS

Pools are to facilitate the following bookings each year subject to the receipt of an application and any mandatory supporting documentation.

- a) The Boggabri Swimming Club Inc. - Swim training, club nights, club championships held on a normal club night and one carnival per year.
- b) The Narrabri Swimming Club Inc. - Swim training, club nights, club championships held on a normal club night and one carnival per year.
- c) The Wee Waa Swimming Club Inc. - Swim training, club nights, club championships held on a normal club night and one carnival per year.
- d) One swimming carnival event per school located in the Narrabri Shire Local Government area.
- e) State / regional school swimming carnivals.
- f) Intensive swimming program (lessons) for schools.

Should a user group fail to adhere to a booking time or their use of the Pool is not maintained for a period greater than two days without notification the booking may be terminated and no refund made.

12.5 BUSINESS COMPLIANCE

A person or business wishing to conduct trade at a swimming pool must apply in writing to Council and be able to provide evidence of:

- a) A current Workers Compensation policy, if they employ staff.
- b) Current child protection checks for staff.
- c) A current Public Liability Insurance policy (minimum value AUD \$20,000,000);
- d) Staff being adequately trained and qualified for the tasks they are proposing to undertake and ensure that:
 - i. Any equipment to be used at the pool is in good working order and designed and approved for the purpose for which it is intended;
 - ii. Operations comply with this Management Plan.

12.6 LIMITATIONS ON BUSINESSES PERMITTED

- a. A business may not compete against a similar service already offered at the pool without the consent of the Aquatic Facilities Coordinator, and the Licensee of that service if one exists.
- b. Council staff may prohibit any business which is not in keeping with this Management Plan or the principal purpose of a swimming pool.
- c. The mailing address of the pool is not to be provided as a point of contact for a business.

- d. The phone number at the pool is not to be provided as a point of contact for a business nor is it available for use by a business, excepting emergencies when pool staff are not available to make an emergency phone call.

13 POOL LANE ALLOCATION

The following lane allocations are the default setting for a pool when there are no bookings:

- a. At least one (1) lane will remain available to the general public at all times when the pool is open to the public for general use. Provision of an edge is preferable for both elderly and young swimmers as it offers a quick point of respite in the event of fatigue.
- b. Lane ropes will be installed for lap swimmers where practical.
- c. The Pool team leaders can assign different swimming speeds to lanes e.g. slow, medium, fast.
- d. Lap swimmers are required to swim in a lane with swimmers of a similar speed and ability.
- e. The number of lap swimming lanes can be increased or reduced at the discretion of the Pool Coordinator.
- f. Lane configuration is at the discretion of the Pool Team leader.
- g. The lane configuration should provide maximum utilisation of the available space.
- h. Lap swimmers are required to keep to the left of a lane (swim clockwise).
- i. The Pool Team Leader may temporarily ban the use of flippers, hand paddles or other swimming devices if they are perceived to create a risk to other swimmers.
- j. Pools with moveable stair ways will have such structures in place whenever the programming of the pool allows.

14 USE BY AQUATIC GROUPS

14.1 GENERAL

- a. It is Council responsibility to provide a facility that is safe for occupation and play, and one that is regularly and appropriately maintained.
- b. If at any time a group perceives that the facility is or has become unsafe then all practical measures must be taken to ensure the safety of its members. A representative of the group will notify the Pool Coordinator immediately.
- c. Aquatic groups must abide by this Management Plan and actively promote all conditions of entry to their members and visitors.
- d. All members will endeavour to maintain cordial relations with pool patrons, other coaching personnel, pool staff and Council officers.

14.2 EMPLOYEES & VOLUNTEERS

- a. Aquatic groups shall ensure that employees & volunteers of their group comply with NSW Child Protection Legislation.
- b. Aquatic groups will be required to take out and maintain appropriate Public Liability, Professional Indemnity as well as any other insurance required by the Workers Compensation Act, in regard to the conduct of activities of the group within the facility.
- c. Coaches, instructors and other predominant members of their organisation are required to complete a site induction with the Pool Team Leader at the beginning of each season. The site induction shall include the location of rescue equipment, fire extinguishers, telephone, emergency phone numbers, facility access and any other items relevant to the workplace and NSC's safety system. Site inducted persons are required to sign a site induction form.
- d. The group must ensure that any professional coach/instructors at the pool in their role as a professional coach/instructor holds;
 - i. A current WorkCover approved first aid qualification.
 - ii. CPR qualification.
 - iii. Level 1 Coaching qualification or equivalent as a minimum.

- e. From time to time Council may request copies of current qualifications to ensure compliance with this management plan and with any standing user agreement.
- f. Clubs must ensure that volunteer (unpaid) persons substituting, either long or short, for a professional coach/instructor satisfy all other areas of this management plan except clause 14.2 d iii. Council may request copies of the same from substitute coach/instructors performing duties at the facility.
- g. Supervision of participants under the direction of a coach, instructor or other predominant member of the club shall remain the responsibility of the aquatic group for the duration of the session. Before and after the session the group will ensure that any participant under the age of 10 years of age shall be under the active supervision of a person over the age of 16 at all times. Pool staff shall not be included in this type of supervision. The club, coach or group are responsible to collect all children upon entry and are responsible for the child to they depart the facility, or a parent guardian takes responsibility of the child.
- h. In the event of an aquatic emergency a coach, instructor or other predominant members of the group will be required to evacuate from the water all participants under their supervision. Those participants will be their primary consideration during the emergency. Secondary shall be any assistance they can provide to pool staff up to the level of their training. Other members of the group may also be called upon by pool staff if further assistance is required.

14.3 LANE SPACE

- a. The Pool Coordinator has discretionary authority to alter standing bookings. Consideration needs to be given to safety, bather load and programming. Extra allocations can be rescinded at any time. The group shall not presume extra lane space will be available when programming sessions. Extra lane space will be charged at the rate set out in the Narrabri Shire Council's Revenue Policy and Fees for Service.
- b. Groups attending the pool during a booked time slot are not to use lanes set aside for members of the public without the permission of the Pool Coordinator.
- c. General members of the public may individually book lanes however priority will be given to Swim Clubs and Group training sessions where sufficient notice has been provided.

14.4 EQUIPMENT

- a. Except where disputed by the resident club, lane ropes, false start ropes, backstroke flags and starting platforms kept at a facility, are a Council asset. These will be maintained and insured by Council.
- b. Equipment such as that listed above will be made available to aquatic group users for use at training, swim camps, club nights, club championships and carnival type events.
- c. Being the primary user of the equipment aquatic user groups will be approached to discuss a co-contribution when equipment requires replacement and or upgrading.

14.5 SWIM CLUBS

- a. Council will allow the formation of one swim club per facility. The swim club will be provided storage facilities where possible and a preference for bookings. The current swim club at each pool is the preferred swim club and no other swim club will be recognised while these club exist.
- b. Not for profit Swim clubs will be allowed one lane per booking free of charge. Additional lanes will be charged under the adopted Council fees and charges all lane hire will be undertaken utilising the lane hire booking application form all booking must be done prior to the day of the session and to optimise acceptance of the booking prior to the season commencement.
 - I. Swimming Coaches and instructors will only be provided a dedicated lane if they hold either:
 - II. Current AUSTSWIM Teacher of Swimming and Water Safety Certification, and a current CPR Certificate (where they will be teaching individuals how to swim).
 - III. Or a bronze, silver, gold, or platinum coaching license and a current CPR Certificate (where they are providing lap swimming instruction - not learn to swim).
- c. The Swim Club must:
 - I. Be incorporated and have a constitution

- II. Be run by an elected Committee that at least has the following individual office bearers President Secretary and Treasurer
- d. Parents or guardians must escort children 10 years old and under to and from Coaches/Instructors.
- e. These conditions apply to any activity at the pool where a fee is paid to the supervising individual or business.
- f. Have public liability insurance to the value 20 million dollars
- g. Provide and maintain their own equipment Use of this equipment must be approved by the Pool Coordinator
- h. Ensure sufficient supervision is provided to perform a custodial role for members under 10 years of age and not rely on Pool staff to do this role
- i. Nominate a liaison person (committee member to represent the club to discuss operational matters with the use of the pool and these matters are only to be discuss with pool management and if the issue is non-urgent written correspondence would be the preferred method to enable Pool management to investigate the issue in a timely manner. The aim of this clause is to reduce confusion on any issue and to remove the involvement of pool staff.

14.6 SWIM CLUBS STANDARD BOOKINGS

- a. The Narrabri Swimming Club – weekly meet between October and March for the pool between the hours of 6pm and 8pm on an agreed business day weeknight.
- b. The Wee Waa Swimming Club - weekly meet between October and March for the pool between the hours of 5pm and 7pm on an agreed business day weeknight.
- c. The Boggabri Swimming Club - weekly meet between October and March for the pool between the hours of 5pm and 7pm on an agreed business day weeknight.
- d. One swimming carnival event per swimming club located in Narrabri Shire.
- e. One swimming carnival school event per school located in Narrabri Shire.
- f. State / regional school swimming carnivals.

Council's Learn to Swim, Squad and other programs will be given precedence for lane hire above private instructors.

14.7 SWIMMING CLUB LANE ALLOCATION AND PAYMENT

- a. The Council must receive payment of all fees either on a weekly or monthly term. Upon booking the User will be required to stipulate the term.

Lane allocation

- a. Lane allocation is made by staff in accordance with this User Agreement and their decision is final.

Swimming Club:

- a. Council will provide one lane free of charge for the purpose of swimming club instruction and training.
- b. A second lane can be booked by swimming clubs for use by lodging a booking application with the Council.
- c. A monthly fee for lane hire applies to swimming clubs:
- d. 50m Outdoor Pool Narrabri - \$765.00 per calendar month between October and March; extension into April will occur dependent on State Championships.
- e. 25m Indoor Pool Narrabri - \$550.00 per calendar month between April and September.
- f. 33m Outdoor Pool Boggabri and Wee Waa - \$250.00 per calendar month between October and March.
- g. At least Fifteen (15) swimming club members will be using a single lane prior to use of the second lane being approved. This is to maximise lane use and public access to the pool.
- h. Additional lane hire will incur a fee of:
- i. 50m Outdoor Pool Narrabri – As per current Council Fees and Charges.
- j. 25m Indoor Pool Narrabri - As per current Council Fees and Charges.
- k. 33m Outdoor Pool Boggabri and Wee Waa - As per current Council Fees and Charges.

14.8 SCHOOLS

- a. No lane hire fee on standard sports bookings.
- b. Gate admissions are required to be invoiced at the end of each booked session.
- c. Cash payments will not be accepted from schools for entry into the pool.

- d. All schools are to complete the Schools invoice form prior to arriving at the pool. An Invoice will then be sent for payment from Council.

15 RECREATIONAL DEVICES & AREAS

15.1 SPRINGBOARDS

Where springboards are provided these will operate at the discretion of Council staff. A springboard will be disabled (closed) by the placement of a sign and/or barrier between the end of the board and the route which a person using a springboard correctly, would normally enter. Users of springboards must obey all directives and instructions given by Pool Staff and on signage. Safety is the paramount consideration when using a springboard. A person who uses a springboard without authorisation, incorrectly or in a manner which endangers themselves or others may be requested to leave the facility.

15.2 INFLATABLE PLAY STRUCTURES

Users of inflatable play equipment must obey all directives and instructions given by Pool Lifeguards and provided on signage. Noncompliance may result in the offender being requested to leave the facility.

15.3 CHILDREN'S PLAY EQUIPMENT

The use of any child play equipment is restricted to children under the age of 10 years. Noncompliance may result in the offender being requested to leave the facility.

15.4 TODDLER'S & WADING SWIM POOLS

- a. Toddler's and wading swim pools are for children under the age of 10 with developing swimming ability. The pool coordinator may make exceptions to this upon request and with suitable reason.
- b. "Rough play" is not allowed.
- c. People who use the toddler's & wading swim pools without regard for the safety of children may be requested to leave the facility.

A refund of the pool entry fee will not be given to a person instructed to leave the facility due to incorrect use of a recreational device or area.

16 ACCESS FOR PEOPLE LIVING WITH A DISABILITY

16.1 ASSISTANCE

Staff are to provide all reasonable assistance to facilitate the enjoyment of the swimming pool facilities by all patrons.

16.2 GUIDE DOGS

Trained guide dogs are permitted inside the facility.

16.3 POOL ACCESS

Council will aim to develop disabled access to each facility.

16.4 LIMITS ON MANUAL HANDLING & CARE OF IMPAIRED PERSONS

Due to the risks associated with manual handling of people, pool staff are not able to provide assistance to persons who require any kind of lifting as part of their everyday use of the facility.

16.5 REFUND ENTITLEMENT

If staff are unable to provide the assistance required to facilitate access to the pool for a person with a disability a refund of pool entry is to be made.

17 YOUNG CHILDREN

17.1 SUPERVISION

Children under the age of 10 must be actively supervised by a responsible person over the age of 16 at all times; 'actively supervised' in this instance means that the supervising person shall be dressed in attire consistent with entering the water, and be in the vicinity of and maintain visual contact with the child. Teachers and/or instructors given charge of students at an NSC swimming pool will provide supervision in accordance with supervision requirements set down by the NSW Department of Education and Training. With regard to supervision of students, Lifeguards and Teachers on duty can be included as part of supervision ratios. However, Lifeguards often have other duties to perform around the facility that take them away from the pool. Alternative supervision will need to be arranged by the group during these times. Supervision of students must be constant, and distractions restricted so far as practically possible.

17.2 CLOTHING

All children must;

- a. Wear a clean (unsoiled) bathing costume,
- b. Non toilet trained children must wear a waterproof nappy at all times when in the pool grounds.

Waterproof nappies are available from the kiosk.

17.3 CHANGE ROOMS

Children up to the age of 7 years are allowed to enter the change room of the opposite sex so long as they are accompanied by a supervising adult. The Pool Coordinator has discretionary authority to make exceptions to this if requested, on a case by case basis.

17.4 ABANDONED CHILDREN

Where a child under the age of 10 is identified as abandoned at the pool (i.e. without the required supervision), Pool Staff will firstly ensure the physical safety of the child and then attempt to contact the parent(s) or legal guardian via phone.

If a parent is unable to be contacted, refuses to collect the child or does not arrive within 30 minutes, Council staff will contact either the NSW Police Service or Department of Community Services (DOCS) to arrange the transfer of the child into their custody. The Aquatic Facilities Coordinator will be notified immediately.

The 24-hour contact number for DOCS Helpline is 132 111.

Any child abandonment incident is to be recorded on a near miss form and noted on the Daily Running Sheet.

18 CONSULTATION

18.1 SUPERVISION

Children under the age of 10 must be actively supervised by a responsible person over the age of 16 at all times; 'actively supervised' in this instance means that the supervising person shall be dressed in attire consistent with entering the water, and be in the vicinity of and maintain visual contact with the child. Teachers and/or instructors given charge of students at a NSC swimming pool will provide supervision in accordance with supervision requirements set down by the NSW Department of Education and Training. With regard to supervision of students, Lifeguards and Teachers on duty can be included as part of supervision ratios. However, Lifeguards often have other duties to perform around the facility that take them away from the pool. Alternative supervision will need to be arranged by the group during these times. Supervision of students must be constant, and distractions restricted so far as practically possible.

19 FEES & CHARGES

Swimming pool fees and charges will be in accordance with those set out in the Revenue Policy and Fees for Service of the current NSC Operational Plan.

19.1 SINGLE ENTRY FEES

- a) Fees will be charged for pool entry and pool services in accordance with Council's current Revenue Policy Fees for Service.
- b) A 'spectator' for the purpose of charging a single-entry fee is a person who enters the facility to supervise another patron, watch an event or use the facility, otherwise without entering the water.
- c) An 'adult' for the purpose of charging a single-entry fee is any person aged 18 years or older and who is no longer attends secondary education.
- d) A 'child' for the purpose of charging a single-entry fee is any person under the age of 18 and who is still enrolled in secondary education.
- e) Children aged 3 years and under are permitted free so long as they have a full fee paying adult entering with them.
- f) A 'concession' is offered to those persons using the facility who are holders of, and can produce, a Centre Link issued Pension Card, or a Department of Veteran's Affairs Pension Card. A concession only applies to the holder of the card.
- g) Pool Staff required to hold a Pool Lifeguard Licence as an essential qualification and who are entering the facility for the reason of training for the physical component of their Licence, or supervision of swimmers will be admitted free.
- h) Teachers entering the facility for the purpose of supervising a school group at the pool will pay a fee per teacher or per school.
- i) Resident swimming club coaches will pay for entry to the facility.
- j) Carers of people living with a disability entering the facility for the purpose of directly supervising the person under their care will pay a spectator fee.
- k) Individual who are prohibited from a swimming facility because of unacceptable behaviour or other contravention of this plan are not entitled to a refund.
- l) Council may enter into an agreement with schools and groups for a payment method for entry fees other than cash at the pool i.e. invoice.

19.2 SEASON TICKETS

- a) For the reason of setting season ticket prices to fairly reflect the service offered by a facility, Two (2) levels of service have been established.
 - i. Level 1: Small and medium sized facilities open between 6-10 hrs per day. (The Boggabri & Wee Waa centres fall within this category.)
 - ii. Level 2: Larger facilities open more than 10 hours per day. (The Narrabri centre falls within this category.)
- b) A "family" for the purpose of charging a fee for a family season ticket is a family unit of two adults in a relationship and their children up to the age of 18, and or listed on the family Medicare card. The Aquatic Facilities Coordinator has the delegation to consider personal circumstances which may require a variation from this definition. This will be done on a case by case basis for persons who request a variation and will be recorded via correspondence or a file note on Council's records system.
- c) Season tickets are issued to the designated person nominated on the season ticket application form and are not transferable. Unauthorised use of a season ticket by a person who is not the holder may result in the cancellation of the ticket with no refund.
- d) Season tickets are only valid for the swimming season in which they are purchased.
- e) Season ticket holders must have their ticket in their possession whilst at the facility and are required to use it to access the centre. Patrons who are not known to centre staff and who cannot produce their season ticket will be required to pay the relevant entry fee.

- f) At facilities where eftpos facilities are not available patrons can pay with cash or via eftpos at their nearest NSC Customer Service office. Season tickets can only be collected at the pool.
- g) Requests for refunds due to exceptional circumstances need to be in writing to Council and will be assessed on a case by case basis by the Aquatic Facilities Coordinator who has the delegation to approve a refund.

19.3 MULTI ENTRY PASSES

- a) Use of a multi entry pass is not restricted to the purchaser and can be used for multiple people to access any Narrabri Shire Council swimming facility.
- b) Multi entry passes are valid across more than one season however, staff have the authority to prevent a person purchasing more than one multi entry passes near the end of the pool season, if they think a person is doing so to avoid an anticipated price rise of the next season.

19.4 EVIDENCE OF AGE

- a) Children under the age of 10 years must be actively supervised at all times by a responsible person over the age of 16.
- b) Evidence of age can be requested as a condition of entry to a facility to;
 - i. Determine which fee to charge.
 - ii. Confirm they are 16 years old for the purpose of supervising children under the age of 10.
 - iii. To determine if the person is able to stay unsupervised by a responsible person.
- c) Discretionary authority is given to Council staff to charge the appropriate fee if he/she is reasonably convinced that a person is not the age that they pertain to be and is;
 - i. Attempting to avoid paying the full fee, or
 - ii. Attempting to enter the pool unsupervised, (i.e. claiming to be over the age of 10) or
 - iii. Attempting to supervise another patron (claiming to be over the age of 16)
- d) Acceptable evidence of age will be a current "Proof of Age Card", Drivers Licence including Learner, or Australian Passport.
- e) A person who cannot provide evidence will be;
 - i. Charged the full entry fee.
 - ii. Advised they are not eligible to supervise a person under the age of 10.
 - iii. Advised they are ineligible to enter the pool whilst not unsupervised by a person over the age of 16 years.

19.5 OTHER FEES

- a) Lane hire fees are applicable for user groups who require exclusive use of lane space. The charging of a lane hire fee does not exclude the user from complying with any part of this Management Plan.
- b) An after-hour's fee (per hour) is applicable to groups who have permission to hold an event outside of the normal operating hours. The relevant entry fee still applies to each member of the group in addition to the after-hour's fee.
- c) Council may apply a fee to the use and hire of recreational devices (spring boards, water slides, inflatable play equipment) which will be consistent with Council's Revenue Policy and Fees for Service.
- d) Council provides free entry to pools during official ceremonies for Australia Day.
- e) Council is able to provide one additional free entry day each year at each pool to celebrate a national or community event. Nomination of the free entry day will be approved by the General Manager.
- f) Council will allocate a set amount in each year's operational budget to cover the cost of waiving of fees. Requests for waiving of fees need to be made in writing to Council and approved by the General Manager within the annual budget allocation approved by Council.

20 OPERATING HOURS

20.1 POOL SEASON AND HOURS OF OPERATION

The summer swimming season will approximately align with terms 4 and 1 of the school years so long as weather conditions are favourable, and patronage is adequate.

The Narrabri Aquatic Centre will operate all year round, excluding any maintenance period required with the outdoor areas becoming available with the summer swimming season.

Discretion is given to the Open space Manager to make minor changes to season start finish dates as well as spread of hours. Major changes will be put to Council for review and consideration.

Opening dates will be advertised in The Narrabri Courier and on Council's website in the month prior to opening.

Each pool will have a permanent sign at the entrance displaying the start finish date of that centre. Those dates will also appear on Council's website for the duration of the season.

The spread of hours will generally be consistent with the two-tiered service delivery arrangement outlined in section 19.2 of this plan. The spread of hours will be set considering the requirements of key user groups, patrons, operational requirements and resource constraints.

20.2 SITE DETAILS

Boggabri summer season: 2nd Monday in October till 1st Friday in April.

October, March and April: 12:00 noon- 6:00pm

November December, January and February: 12:00 noon- 7:00pm

Public Holidays: 12:00 noon- 6:00pm

Christmas Day & Boxing Day: Closed

Narrabri summer season: 2nd Monday in October till day before the 1st Saturday in April

Mon- Fri- Summer: 6:00am- 7:00pm

Saturday- Summer season: 9:00am- 6:00pm

Sunday- Summer season: 12:00 noon- 6:00pm

Summer season Completion 1st of April End of Business Day

Where a State or Regional carnival is scheduled for late April, consideration will be given to extending the summer period subject to numbers

Narrabri winter season 1st Saturday in April till day before 2nd Monday in October.

Mon-Friday- Winter Season: 6:00am-6pm

Saturday- Winter season: 12:00noon - 4:00pm

Sunday- April, May and September: 12:00noon - 4:00pm

Sunday- June, July and August: Closed

Public Holidays Winter Season Closed

Christmas Day & Boxing Day: Closed

Good Friday to Easter Monday Closed

Wee Waa summer season: 2nd Monday in October till 1st Friday in April.

October, March and April: 12:00noon- 6:00pm

November, December, January and February: 12:00 noon - 7:00pm

6:00am- 8:00am (dependant on demand)

Public Holidays: 12:00 noon - 6:00pm

Christmas Day & Boxing Day: Closed

Where demand permits and qualified staff are available consideration will be given to extending morning and afternoon swimming times.

20.3 ALTERATIONS TO USUAL HOURS OF OPENING

All pools will be closed;

- a) 5pm Christmas eve.
- b) Christmas Day.
- c) Boxing Day.
- d) Good Friday through Easter Monday.

A pool may not open, may open late, or close early due to:

- a) Unfavourable weather resulting in absence or likely absence of swimmers e.g. rain.
- b) Safety reasons e.g. lightning, equipment failure, contamination, vandalism.
- c) Interruptions to power supply.
- d) In the event of imminent weather and or lightning Council Staff may close outdoor pool areas until such time as the weather is considered safely past. During such times patrons will be required to evacuate from the water and take appropriate cover until notified by Council staff that it is safe to return to the water.
- e) Aquatic Facilities Coordinator or Pool Team Leader is authorised to close any part of the facility or the entire facility to control a risk to patrons, colleagues or the facility if he or she considers the risk to be escalating toward high.
- f) The pool season may be extended to accommodate special events, training for State or National level swimming championships, school holidays or favourable weather. The pool hours may be adjusted during this time to suit the actual use.
- g) During periods of hot weather Aquatic Facilities Coordinator or Pool Team Leader have the authority to extend the opening times of the pool considering available staff and number of patron's present.
- h) The Aquatic Facilities Coordinator or Pool Team Leader will notify the organiser of any group booked in for an event of an alteration to usual hours as soon as possible.
- i) The Pool Team Leader will notify the Aquatic Coordinator Manager of changes to opening times as soon as possible.
- j) During brief power outages the pool can remain open if adequate disinfection levels, clarity and lighting etc. can be maintained. Other areas of the facility must also be able to continue to operate safely. During extended power outages the pool will be closed.

Annexures

[ECM 1208582 Aquatic Facility Management Plan Narrabri Shire Council](#)

[ECM 1727464 Aquatic Centre Facilities Pool Emergency Action Plan](#)

[ECM 1724177 Swimming Pool User Agreement 2018](#)

[ECM 1724176 Aquatic Facilities Booking Application - All Activities](#)

[ECM 1724174 Application for Swimming Pool Lane Space](#)

[ECM 1727462 Aquatic Facilities Conditions of Entry](#)

[ECM 1727475 Wee Waa Aquatic Facility Site Plan](#)

[ECM 1727473 Narrabri Aquatic Facility Site Plan](#)

[ECM 1727476 Boggabri Aquatic Facility Site Plan](#)

WWW.
narrabri.
nsw.gov.au

Narrabri Shire Council
46 - 48 Maitland Street
PO Box 261, Narrabri NSW 2390

P. (02) 6799 6866
F. (02) 6799 6888
E. council@narrabri.nsw.gov.au









Aquatic Facilities Management Plan – Narrabri Shire Council

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12.11 2020/2021 OPERATIONAL PLAN

Responsible Officer: Nicholas Ross, Executive Manager Corporate Planning & Workforce

Author: Maree Bales, Corporate Planning and Audit Officer

- Attachments:**
1. 2020/2021 Operational Plan (under separate cover) 
 2. 2020/2021 Revenue Policy (under separate cover) 
 3. 2020/2021 Fees and Charges (under separate cover) 
 4. 2020/2021 Operational Budget (under separate cover) 
 5. 2020/2021 Capital Works Program (under separate cover) 
 6. Public Submissions (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 4.4.2 Ensure effective and sound local governance practice

EXECUTIVE SUMMARY

The 2020/2021 Operational Plan (“**Operational Plan**”) and related attachments provides the public with a plan of Council’s strategic and business activities, financial planning, spending, capital works program, revenue policy, and fees and charges for the next financial year.

The Operational Plan has been finalised following the public exhibition stage from Friday 22 May – Monday 22 June 2020. Under the NSW Government’s Integrated Planning and Reporting Framework the draft Plan must be publicly exhibited for 28 days prior to formal adoption. During the public exhibition, thirty-five (35) submissions were received.

The Operational Plan incorporates the Actions identified in Council’s four-year Delivery Program, plus new Actions that have emerged during the 2019/2020 financial year through the development of new relationships and strategic activities. The various attachments comprise the Operational Budget, Capital Works Program, Revenue Policy, and Fees and Charges for the next financial year.

The Operational Plan once approved will be Council’s “Road Map” for 2020/2021, and will direct its major activities, budgetary spending and capital works priorities. Progress on the Operational Plan will be reported to Council and the community quarterly.

The Operational Plan was developed considering the community consultation undertaken during the 28-day exhibition period.

The Actions identified in the Operational Plan are a result of the pre-planning that exists in the 2017/2021 Delivery Program, ensuring Council is focussing on the specific Actions marked as a priority for 2020/2021 within its longer-term strategic plan. This Operational Plan marks the fourth Operational Plan from Council’s four-year Delivery Program; however, the existing Delivery Program will apply for a further 12 months because of extenuating circumstances under the COVID-19 pandemic therefore, a fifth Operational Plan from Council’s 2017/2021 Delivery Program will be developed for 2021/2022.

RECOMMENDATION

1. That Council adopt the 2020/2021 Operational Plan as attached and incorporate the following amendments:
 - a. The following Capital Expenditure Projects be deleted from the 2020/2021 Operational Plan:
 - i. Parks & Open Spaces – Wee Waa – Cook Oval – structural works to amenities building (carryover 2018/19). - \$15,000.00 (Project completed).
 - b. The following actions be added to the 2020/2021 Operational Plan:
 - i. 3.3.1.6 – Facilitate workshops for Small Business in Local Government Area.
 - ii. 3.3.1.7 – Assist in implementation of Council's Economic Development Strategy.
 - iii. 4.1.1.10 - Attend relevant Chamber of Business meetings within Local Government Area.
 - iv. 4.1.1.11 – Develop and maintain local business database.
 - v. 4.1.2.3 – Develop and facilitate annual Small Business Summit.
 - vi. 4.1.2.4 – Monthly newsletter to small business outlining opportunities and economic activity of the region.
 - c. The following Fees and Charges be added to the 2020/2021 Operational Plan:
 - i. Landing Fees – Aircraft <1,500kg for locally registered training aircraft only - \$4.00 per landing.
2. That Council adopt 0.0% (nil) increase in ordinary rates and make and levy the following ordinary rates for the 2020/2021 financial year:

Farmland Category

Levied on all property that complies with the definition of farmland contained in section 515 of the *Local Government Act 1993*:

	Base Rate	Ad Valorem Rate	Estimated Yield
Farmland	\$270.00	\$0.0030789	\$6,512,565.00
TOTAL FARMLAND RATE YIELD ESTIMATE			\$6,512,565.00

Residential Category

Levied on all property that complies with the definition of residential contained in section 516 of the *Local Government Act 1993*:

	Base Rate	Ad Valorem Rate	Estimated Yield
Residential – Boggabri	\$270.00	\$0.0080191	\$306,617.00
Residential – Narrabri	\$270.00	\$0.0098977	\$2,861,577.00
Residential – Rural	\$270.00	\$0.0050046	\$686,984.00
Residential – Wee Waa	\$270.00	\$0.0322870	\$713,340.00
TOTAL RESIDENTIAL RATE YIELD ESTIMATE			\$4,568,518.00

Mining

Levied on all property that complies with the definition of mining contained in section 517 of the *Local Government Act 1993*:

	Base Rate	Ad Valorem Rate	Estimated Yield
Mining	\$23,000.00	\$0.0016719	\$997,501.00
TOTAL MINING RATE YIELD ESTIMATE			\$997,501.00

Business Category

Levied on all property that complies with the definition of business contained in section 518 of the *Local Government Act 1993*:

	Base Rate	Ad Valorem Rate	Estimated Yield
Business – Boggabri	\$320.00	\$0.0102538	\$44,975.00
Business – Narrabri	\$320.00	\$0.0149009	\$1,079,846.00
Business – Rural	\$320.00	\$0.0078268	\$99,226.00
Business – Wee Waa	\$320.00	\$0.0406504	\$182,343.00
TOTAL BUSINESS RATE YIELD ESTIMATE			\$1,406,390.00

Special Rate – Tourism Promotion

This Special Rate is set to assist in funding of Council's promotional allocation. The rate is levied on all properties classified Business within the Shire area.

	Ad Valorem Rate	Estimated Yield
Tourism	\$0.0009138	\$71,221.00
TOTAL TOURISM LEVY YIELD ESTIMATE		\$71,221.00

3. That Council in relation to water supply charges make and levy the following charges for Water Supply Services for the 2020/2021 financial year:

	Service Charge	Estimated Yield
Baan Baa		
20/25mm Service	\$360.00	\$20,880.00
65mm Service	\$2,401.20	\$2,401.20
ESTIMATED ACCESS CHARGE YIELD		\$23,281.20
ESTIMATED USAGE CHARGE YIELD	\$1.05	\$11,550.00

Bellata

20/25mm Service	\$360.00	\$41,400.00
32mm Service	\$590.40	\$590.40
40mm Service	\$921.60	\$1,843.20
Unconnected Service	\$360.00	\$0.00
ESTIMATED ACCESS CHARGE YIELD		\$43,833.60
ESTIMATED USAGE CHARGE YIELD	\$1.05	\$28,350.00

Boggabri

20/25mm Service	\$360.00	\$201,240.00
32mm Service	\$590.40	\$4,723.20
40mm Service	\$921.60	\$3,686.40
50mm Service	\$1,443.60	\$12,992.40
80mm Service	\$3,686.40	\$7,372.80
100mm Service	\$5,760.00	\$11,520.00
Unconnected Service	\$360.00	\$9,000.00

ESTIMATED ACCESS CHARGE YIELD		\$250,534.80
ESTIMATED USAGE CHARGE YIELD	\$1.05	\$252,000.00

Gwabegar

20/25mm Service	\$360.00	\$22,680.00
40mm Service	\$921.60	\$921.60
Unconnected Service	\$360.00	\$2,520.00

ESTIMATED ACCESS CHARGE YIELD		\$26,121.60
ESTIMATED USAGE CHARGE	\$1.05	\$8,400.00

Narrabri – Metered

20/25mm Service	\$360.00	\$959,400.00
32mm Service	\$476.40	\$32,871.60
40mm Service	\$505.20	\$66,181.20
50mm Service	\$796.80	\$19,123.20
80mm Service	\$2,486.40	\$4,972.80
100mm Service	\$3,157.20	\$3,157.20
Unconnected	\$204.00	\$17,340.00

ESTIMATED ACCESS CHARGE YIELD		\$1,103,046.00
ESTIMATED USAGE CHARGE YIELD	\$1.05	\$1,365,000.00

Narrabri – Unmetered

20/25mm Service	\$563.00	\$23,646.00
32mm Service	\$923.00	\$923.00
40mm Service	\$1,440.00	\$1,440.00
100mm Service	\$9,005.00	\$9,005.00
Unoccupied	\$563.00	\$563.00

ESTIMATED ACCESS CHARGE		\$35,577.00
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Pilliga

20/25mm Service	\$360.00	\$37,440.00
40mm Service	\$921.60	\$1,843.20
50mm Service	\$1,440.00	\$1,440.00

Unconnected	\$360.00	\$3,240.00						
ESTIMATED ACCESS CHARGE YIELD		\$43,963.20						
ESTIMATED USAGE CHARGE YIELD	\$1.05	\$18,900.00						
Wee Waa								
20/25mm Service	\$360.00	\$287,640.00						
32mm Service	\$459.60	\$4,596.00						
40mm Service	\$523.20	\$9,940.80						
50mm Service	\$796.80	\$4,780.80						
80mm Service	\$2,029.20	\$6,087.60						
100mm Service	\$3,163.20	\$6,326.40						
Unconnected Service	\$216.00	\$1,080.00						
ESTIMATED ACCESS CHARGE YIELD		\$320,451.60						
ESTIMATED USAGE CHARGE YIELD	\$1.05	\$525,000.00						
Water charging structure based on the following benefit index								
Service Size								
(mm)	20/25	32	40	50	65	80	90	100
Benefit Index	1.00	1.64	2.56	4.01	6.76	10.24	12.96	16.00
4. That Council in relation to sewerage service charges Council make and levy the following charges for Sewerage Services for the 2020/2021 financial year:								
	Service Charge	Estimated Yield						
Sewerage Charges – Boggabri								
Occupied	\$632.00	\$281,872.00						
Unoccupied	\$316.00	\$13,588.00						
Pedestal Charges – Per Cistern/>6W.C	\$99.00	\$46,035.00						
Pedestal Charges – Water Closets (1-6)	\$99.00	\$5,544.00						
TOTAL BOGGABRI SEWER CHARGES YIELD		\$347,039.00						
Sewerage Charges – Narrabri								
Occupied	\$785.00	\$2,004,105.00						
Unoccupied	\$393.00	\$50,697.00						
Pedestal Charges – Per Cistern/>6W.C	\$121.00	\$73,810.00						
Pedestal Charges – Water Closets (1-6)	\$121.00	\$82,401.00						
TOTAL NARRABRI SEWER SERVICES		\$2,211,013.00						
Sewerage Charges – Wee Waa								
Occupied	\$819.00	\$619,164.00						

Unoccupied	\$410.00	\$13,530.00
Pedestal Charges – Per Cistern/>6W.C	\$121.00	\$3,025.00
Pedestal Charges – Water Closets (1-6)	\$121.00	\$28,314.00
TOTAL WEE WAA SEWER SERVICES		\$664,033.00

Onsite Wastewater Management Fee

Any/All assessments not connected to town sewer Which have an onsite wastewater system (OSWM)	\$33.00	\$69,960
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Total Onsite Wastewater Management Fee		\$69,960
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5. That Council in relation to waste management charges make and levy the following annual charges for Waste Management Services for the 2020/2021 financial year:

Domestic Waste Management (DWM) Charges

	Service Type	Service Charge	Estimated Yield
Urban Waste Management Fee	All Urban Assessments	\$165.00	
DWM – MSW/Recycling/Organics (Serviced Assessments Only)	Per 1x140 Litre MSW (Red), 1x240 Litre Recycling Bin (Yellow) & 1x240 Litre Organics Recycling Bin (Green)	\$330.00	
	Additional MGB (per Annum fee)	\$129.00	
Additional/Upsize Service	Upsize Mixed Solid Waste (MSW) Bin	\$77.50	
	Upsize existing Recycling bin to 360 Litres (one of fee)	\$62.00	
TOTAL DOMESTIC WASTE MANAGEMENT ESTIMATED YIELD			\$1,420,582.00

Other Waste Management Services (Non-Domestic) Charges

	Service Type	Service Charge	Estimated Yield
Urban Waste Management Fee	All Urban Assessments	\$165.00	

Business – MSW/Recycling (Serviced Assessments Only)	Per 1x140 Litre MSW (Red) and 1x240 Litre Recycling Bin (Yellow)	\$366.00
Additional/Upsize Service	Additional MGB (per Annum fee) Upsize Existing Recycling Bin to 360 Litres (one off fee)	\$160.00 \$62.00
Rural Waste Management Fee		\$165.00
Rural Waste Management Charge Unoccupied		\$57.00
TOTAL OTHER WASTE MANAGEMENT ESTIMATED YIELD		\$1,339,302.00
NB: MSW – Mixed Solid Waste		
<p>6. That Council in relation to interest on overdue rates and charges make and impose the maximum charge for interest of 0.0% (nil) for the period 1 July 2020 to 31 December 2020 (inclusive) and 7.0% for the period 1 January 2021 to 30 June 2021 as determined by the Minister for Local Government.</p> <p>7. That Council note all submissions received and formally advise those parties, who made written submissions on Council's draft 2020/2021 Operational Plan, of Council's decision on the matter.</p>		

BACKGROUND

All councils in NSW must have an annual Operational Plan, adopted before the beginning of each financial year, outlining the activities to be undertaken that year as part of the four-year Delivery Program under the Integrated Planning and Reporting framework.

The Office of Local Government released a Circular to Councils on the 1 May 2020 (20-15) with advice to councils in relation to their Integrated Planning and Reporting requirements until the next local government elections. The existing Delivery Program will apply for a further 12 months, maintaining the key themes and any activities not yet completed and councils must have adopted the 2020/2021 Operational Plan by 1 August 2020 due to the extenuating circumstances under the COVID-19 emergency.

In 2009, the NSW Government introduced a new integrated planning and reporting framework for NSW Local Government. This was embedded into the *Local Government Act 1993* ("LG Act"). It includes the requirement to prepare a long-term Community Strategic Plan, along with a four-year Delivery Program, Operational Program and Resourcing Strategy.

The Integrated Planning and Reporting Framework and Operational Plan guidelines are pursuant to sections 405 and 406 of the LG Act.

CURRENT SITUATION

Under the LG Act, Council must prepare a draft Operational Plan incorporating Council's draft Budget, Revenue Policy and Capital Works Program each financial year.

The draft Operational Plan, once endorsed by Council, is publicly exhibited for a minimum of 28 days prior to its finalisation and review by Council. The draft 2020/2021 Operational Plan was on public exhibition between Friday 22 May and Monday 22 June 2020.

Since the public exhibition stage of the draft 2020/2021 Operational Plan, a number of amendments have been identified are included in the draft Operational Plan and are as follows:

- The following Capital Expenditure Projects be deleted from the 2020/2021 Operational Plan.
 - Parks & Open Spaces – Wee Waa – Cook Oval – structural works to amenities building (carryover 2018/19) - \$15,000.00
- The following actions be added to the 2020/2021 Operational Plan:
 - 3.3.1.6 – Facilitate workshops for Small Business in Local Government Area.
 - 3.3.1.7 – Assist in implementation of Council's Economic Development Strategy.
 - 4.1.1.10 - Attend relevant Chamber of Business meetings within Local Government Area.
 - 4.1.1.11 – Develop and maintain local business database.
 - 4.1.2.3 – Develop and facilitate annual Small Business Summit.
 - 4.1.2.4 – Monthly newsletter to small business outlining opportunities and economic activity of the region.
- Amendment to Appendix B – 2020/2021 Fees and Charges.
 - Addition of new fee - Landing Fees – Aircraft <1,500kg for locally registered training aircraft only - \$4.00 per landing.
- Amendment to Appendix A – 2020/2021 Revenue Policy.
 - Interest as determined by the Minister for Local Government and in accordance with section 566(3) of the LG Act.

The final 2020/2021 Operational Plan details the activities Council will undertake during the next financial year in order to meet Delivery Program objectives. It sets the priority areas of focus for Council; detailing the programs, actions and capital works that will be carried out. It also shows the public the budget for the coming financial year and Council's revenue policy and fees and charges.

FINANCIAL IMPLICATIONS

This report proposes the final Budget, Capital Works Program, Revenue Policy, and Fees and Charges for adoption for the 2020/2021 financial year.

STATUTORY AND POLICY IMPLICATIONS

Section 405 of the *Local Government Act 1993* addresses the requirements and the process for the establishment, by a council, of an annual Operational Plan.

Section 406 identifies the guidelines councils are to follow to establish the Integrated Planning and Reporting Framework.

CONSULTATION

The draft 2020/2021 Operational Plan was placed on public exhibition for 28 days, from Friday 22 May to Monday 22 June 2020. During this time, Council called for submissions from the public on the draft documents for further consideration at the scheduled Ordinary Council Meeting of 30 June 2020.

During the public exhibition period thirty-five (35) submissions were received. Details of the submissions are provided below and are attached to this report.

External Consultation

Submission(s) received:

Submitter Name	Responsible Directorate	Responding Manager	Submission Description
1. Sheryl Ridley - Narrabri & District Chamber of Commerce	Corporate and Community Services	Manager Financial Services	Council consider waiving rates for the third or fourth quarters of this year (2019/2020) for small businesses within the Shire and request no increase to rate levels for next year (2020/2021).
Strategic Plan Alignment	Directorate Comment		Recommendation
4.2.1 - Maintain and improve Council's financial sustainability with a focus on core business.	Due to the financial impacts of COVID-19 on the community, Council has proposed not to increase rates, fees or charges for 2020/2021.		Submission noted.

Submitter Name	Responsible Directorate	Responding Manager	Submission Description
2. Ken Flower - Namoi Aero Club	Corporate and Community Services	Manager Property Services	<p>Submission request 1 Requesting an additional fees and charges category of Aircraft for under 600kg with the following charges:</p> <ul style="list-style-type: none"> - under 600kg \$3 per landing (equates to \$5 per tonne same as the 1,500 to 5,000kg bracket). - daily maximum per aircraft for training \$10.60 per day (Same as Camden which is much larger facility). <p>or</p> <p>Submission request 2 Namoi Aero Club are granted exemption from landing fees for training aircraft in recognition that they are a ratepayer and lease holder at the Airport.</p>
Strategic Plan Alignment	Directorate Comment		Recommendation
4.2.1 - Maintain and improve Council's financial sustainability with a focus on core business.	Council has recognised the need to promote training at the local Aerodrome, therefore has recommended the introduction of a new landing fee for locally based training aircraft that are <1,500kg.		Implement a Training Landing Rate of \$4.00 per landing for Aircraft <1,500kg for locally registered training aircraft only.
Submitter Name	Responsible Directorate	Responding Manager	Submission Description
3. Glenn & Margaret Woods	Strategic Management	Executive Manager Planning and Environment	Amend 1.3.4.24 "Investigate a premiere precinct for gun clubs within the Shire." to include the words 'new' and 'existing' New Action "Investigate a new premiere precinct for existing gun clubs within the Shire."
Strategic Plan Alignment	Directorate Comment		Recommendation
1.3.4 Continually improve access to community facilities and services across the Shire.	<p>The key word to the action is 'Investigate', the intent of this action is to consider all options. One outcome of the investigation could be to "Investigate a new premiere precinct for existing gun clubs within the Shire" which is what the submission has asked us to change the action to. Council know if this is the case until the investigation has been completed.</p> <p>Council has completed a land use assessment on each of the existing facilities.</p> <p>Council will now commence an investigation of potential new sites.</p> <p>Council will be presented with a summary of the findings on the existing and new locations before forming a final view as to how to proceed.</p>		Keep action worded as "Investigate a premiere precinct for gun clubs within the Shire."

Submitter Name	Responsible Directorate	Responding Manager	Submission Description
4. Karla Carruthers 5. Jodie Anderson 6. Sue Barwick 7. Anne Bennett 8. Garry Bennett 9. Hannah Bennett 10. Kim Bruce 11. Megan Burford 12. Sarah Ciesiolka 13. Sally Clarke 14. Linda Croker 15. Brooke Dalton 16. Melanie Elms 17. Mary Fielder 18. Nicole Gleeson-Lendon 19. Anthony Gray 20. Bec Lowick 21. Hadie Murray 22. Natasha Nott 23. Blanche O'Connor 24. Matthew O'Connor 25. Joan O'Neill 26. Edward Paas 27. Leanne Pearson 28. Guy Roth 29. Katie Seymour 30. Jaspreet Singh 31. Helen Smith	Infrastructure Delivery	Manager Parks and Open Spaces	Request to reduce Narrabri Aquatic Centre lane hire fees and charges.
Strategic Plan Alignment	Directorate Comment		Recommendation
1.1.1 Support and encourage health and wellbeing programs and services to improve resident lifestyles. 4.2.1 - Maintain and improve Council's financial sustainability with a focus on core business.	Council have taken into consideration the submissions regarding lane hire fees however is constrained by the number of lanes available. Reducing lane hire fees may result in additional lane demand which the current pool is unable to sustain. Council is planning to undertake a review of the existing facilities including the condition of assets on site which is expected to result in a report recommending greater flexibility of the services Council can provide, taking into consideration the diversity of our patrons. Council will continue to investigate funding opportunities to allow Council to provide these services.		The Narrabri Aquatic Centre lane hire fees and charges remain unchanged (no increase on last financial years fees).

Submitter Name	Responsible Directorate	Responding Manager	Submission Description
32. Stuart McMaster	Corporate and Community Services	Manager Financial Services	The cost of maintaining investment in Narrabri Shire is continually on the rise. Opinion is that the value for money, return on capital and upside for equity within the town has declined over this last decade. Raising rates, water charges and service fees every year will drive away many investors.
Strategic Plan Alignment	Directorate Comment		Recommendation
4.2.1 - Maintain and improve Council's financial sustainability with a focus on core business.	Due to the financial impacts of COVID-19 on the community, Council has proposed not to increase rates, fees or charges for 2020/2021.		Submission noted.
Submitter Name	Responsible Directorate	Responding Manager	Submission Description
33. Tony Meppem	Corporate and Community Services	Manager Financial Services	Questions/Comments regarding Draft 2020/2021 Operational Budget.
Strategic Plan Alignment	Directorate Comment		Recommendation
4.2.1 - Maintain and improve Council's financial sustainability with a focus on core business.	Noted.		Submission noted.
Submitter Name	Responsible Directorate	Responding Manager	Submission Description
34. Greg Lamont	Corporate and Community Services	Manager Financial Services	Questions/Comments regarding Draft 2020/2021 Operational Budget.
Strategic Plan Alignment	Directorate Comment		Recommendation
4.2.1 - Maintain and improve Council's financial sustainability with a focus on core business.	Noted.		Submission noted.

Submitter Name	Responsible Directorate	Responding Manager	Submission Description
35. Steve Stoltenberg	Corporate and Community Services	Manager Financial Services	Questions/Comments regarding Draft 2020/2021 Operational Budget.
Strategic Plan Alignment	Directorate Comment		Recommendation
4.2.1 - Maintain and improve Council's financial sustainability with a focus on core business.	Noted.		Submission noted.

Councillors have previously been briefed on the submissions received.

Internal Consultation

- Executive and senior management (including additional Council staff).

12.12 DELEGATES REPORT - LEARD'S FOREST ENVIRONMENTAL TRUST INC COMMITTEE MEETING - MAY 2020

Responsible Officer: Lloyd Finlay, Councillor

Author: Delece Hartnett, Personal Assistant

Attachments: 1. Leard's Forest Environmental Trust Inc Committee Meeting Minutes - 14 May 2020 [↓](#) 

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 Finlay's Delegates Report from the Leard's Forest Environmental Trust Inc Committee Meeting held on Thursday 14 May 2020.

DELEGATES REPORT

The Leard's Forest Environmental Trust Inc held a Committee Meeting on Thursday 14 May 2020. The Minutes from the meeting are attached.

Minutes for the Leards Forest Environmental Trust Inc. Meeting

Meeting Held: 14th May at 1:00pm

Venue: Video conference

Present: Cath Collyer (CC), Cr Robert Kneale (RK), Darren Swain (DS), Hamish Russell, Cr Lloyd Finlay (LF), Peter Forbes, Ros Druce (RD), Sebastian Moreno (SM), Tim McDermott (TMc), John Hamson (JH)

Independent Chair: David Ross (DR)

Independent Secretary: Debbie Corlet (DC)

Apologies: Julie Heiler (JH)

1. Welcome & apologies

DR welcomed everyone to the meeting.

2. Business Arising and Previous Minutes

The minutes were endorsed by members as an appropriate summary of what was discussed at our October meeting.

There were several actions on David. The majority of these are now complete. He has been in touch with Clare Felton-Taylor about the outstanding weed control project. The project has been unable to continue for approximately 18 months due to the drought. Some of that money hasn't spent. However, the project has recommenced and David will remain in touch with Clare.

David was to contact Lyndell Crowley to enquire as to whether she would be interested in joining the Trust as a member. David has had difficulty contacting her. Action to remain open.

There was an action for David to speak to Narrabri Council staff, seeking assistance with the development of, for example, Fact Sheets. NSC is unable to assist. The Trust were asked if Ros Solomon should be approached to see if she can do the work as a private contractor to the Trust.

Trust members endorsed this suggestion.

ACTION – David to contact Ros S and see if she is able to assist with the production of the Fact Sheets.

3. Review and consideration of applications

David reminded members of the progress on some applications that were approved by the Trust; namely:

- The solar panels have been installed at the church and vicarage;
- The solar paint has been applied to the roof of the Men's Shed. They, too, are very pleased.

David will continue to chase Diana from Fairfax Public School re the installation of the irrigation system. However, he has heard that it has been installed and been very successful.

ACTION – David to contact Fairfax Publix School re installation of irrigation system.

It was confirmed that no applications had been submitted for review today. This is not surprising considering the times that we live in.

4. General Business

Lloyd – what more can we do about advertising to try and get people to apply?

David – hopefully get Ros S to develop these Fact Sheets for us. They can be put on the Narrabri and Gunnedah Shire Councils' websites and in the Green Flyer as well.

Cath observed that she has heard that there are two submissions that may be received for our October meeting – one for solar panels at the golf club and the Aged Care Units are looking to build more units – need to get a business plan and designs developed.

David reminded everyone that he has sought and gained advice from Steve O'Donoghue at DPIE that applications could cover natural, social or built environmental improvements.

A discussion was then held on whether members can be associated with applications. It was observed by some members that there are lots of committees like Councils where members step out of voting and the discussion but up to the committee to decide if that's appropriate.

Meeting closed at 1:35 pm.

Date for next Meeting

Next meeting to be held on Thursday 29 October 2020.

Action List

Action Owner	Action to be completed
DR	Contact Ros S and see if she is able to assist with the production of the Fact Sheets
DR	Contact Fairfax Publix School re installation of irrigation system
DR	Contact Lyndell Crowley re interest in Trust membership

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 Contract 2020-21/06 - Bitumen Sealing

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

13.2 Narrabri CBD Maitland Street Road Surface Replacement

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.

13.3 Minutes of the Narrabri Shire Floodplain Risk Management Committee

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

RECOMMENDATION

That Council move out of Closed (Public Excluded) Meeting and that the resolutions from the Closed (Public Excluded) Meeting be read out to those present by the General Manager or their nominee.

14 MEETING CLOSED
