



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

Date: Tuesday, 22 September 2020
Time: 1.00pm
Location: Narrabri Shire Council Chambers
46-48 Maitland Street
Narrabri

AGENDA

**Ordinary Council Meeting
22 September 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 5.20 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
(Acting)
Mrs Bileen Nel



Director
Corporate & Community
Services
Mr Lindsay Mason



Executive Manager
Planning &
Environment (Acting)
Mrs Gina Vereker



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.

AGENDA

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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.

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 25 August 2020 comprising Minute Nos 129/2020 to 146/2020 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, 25 AUGUST 2020 AT 1.02PM**

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: Stewart Todd (General Manager), Lindsay Mason (Director Corporate Services), Bileen Nel (Director Infrastructure Delivery - Acting), Delece Hartnett (Administration).

Proceedings of the meeting commenced at 1.02pm.

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

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

2 ACKNOWLEDGEMENT OF COUNTRY

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

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 Finlay	Item 9.1 – 2020/2021 Community Grants Fund	Non-pecuniary, Non- significant	Member of the Narrabri Clay Target Club.

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

MINUTE 129/2020

Moved: Cr Annie McMahon Seconded: Cr Robert Kneale

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

13.1 Northern NSW Inland Port

13.2 Contract 2020-21/07 - Design & Construction of Replacement Bridges at Horsearm Creek and Spring Creek, Narrabri

13.3 Contract 2020-21/08 - Maitland Street Pavement Works

13.4 Mayoral Minute - General Manager Annual Performance Review - period ending June 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

6 PRESENTATIONS

Nil.

7 CONFIRMATION OF MINUTES

MINUTE 130/2020

Moved: Cr Maxine Booby Seconded: Cr Ron Campey

That the minutes of Ordinary Meeting of the Narrabri Shire Council held on 28 July 2020 comprising Minute Nos 120/2020 to 128/2020 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 JULY/AUGUST 2020**MINUTE 131/2020**

Moved: Cr Catherine Redding

That Council note the Mayoral Appointments for the period July/August 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

9 OUR SOCIETY

9.1 2020/2021 COMMUNITY GRANTS FUND**MINUTE 132/2020**

Moved: Cr Ron Campey Seconded: Cr Maxine Booby

- 1. That Council allocate the following funding from the 2019/2020 Community Grants Fund:**
 - a. \$2,500.00 to ADFAS Narrabri and North West for their 2020/2021 Program Delivery**
 - b. \$4,000.00 to Wee Waa Public School P&C for School Car Park Fencing.**
 - c. \$4,000.00 to Kogil Street Preschool for Building Upkeep – Internal Painting.**
 - d. \$2,000.00 to Cancer Council NSW for the Narrabri Stars Dance for Cancer Fundraising Event.**
 - e. \$2,000.00 to Narrabri and District Cricket Association for the 6th Annual Town V Country Charity Cup.**
 - f. \$3,900.00 to Narrabri West Public School for Canteen Improvements.**
 - g. \$1,187.00 to Wee Waa Swimming Club for Updating of Computer Equipment and Swimming Club Computer Program.**
- 2. That Council advise applicants that submitted applications deemed ineligible the reasons as to their ineligibility with the aim of assisting these applicants, where possible, to lodge eligible applications in future.**

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

Nil reports.

11 OUR ECONOMY

Nil reports.

12 OUR CIVIC LEADERSHIP

12.1 INVESTMENT REPORT - JULY 2020**MINUTE 133/2020**

Moved: Cr Ron Campbell Seconded: Cr Maxine Booby

That Council note the Investment Report for July 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 MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE**MINUTE 134/2020**

Moved: Cr Cameron Staines Seconded: Cr Lloyd Finlay

That Council note the Minutes of the Audit, Risk and Improvement Committee meeting held on 15 July 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 EMERGENCY SERVICES LEVY**MINUTE 135/2020**

Moved: Cr Maxine Booby Seconded: Cr Ron Campbell

That Council note the future financial impacts of the Emergency Services Levy.

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 EPA SITE INSPECTION - NARRABRI LANDFILL**MINUTE 136/2020**

Moved: Cr Annie McMahon Seconded: Cr Maxine Booby

- 1. That Council note the acknowledgement of the NSW EPA that there has been significant improvement in the management of the landfill, particularly in the last 12-month period.**
- 2. That Council extend its appreciation and thanks to the Council Staff responsible for significant improvement in the oversight and management of the Narrabri Landfill.**

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 SPORTING WALL OF FAME POLICY - SUBMISSIONS**MINUTE 137/2020**

Moved: Cr Lloyd Finlay Seconded: Cr Robert Kneale

That Council adopt the Sporting Wall of Fame Policy, as attached to 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

12.6 CAPITAL WORKS CARRY FORWARDS, REVOTES AND OVER RUNS**MINUTE 138/2020**

Moved: Cr Robert Kneale Seconded: Cr Maxine Booby

1. That Council revoke in 2020/2021 an amount of \$160,614, as identified in Attachment 1 to this report, from the 2019/2020 capital works program.
2. That Council carry forward to 2020/2021 an amount of \$870,865, as identified in Attachment 1 to this report, to finalise works not completed as at end of 2019/2020 financial year.
3. That Council create an internal restriction for the works funded from untied funding, being \$10,000, at 30 June 2020.
4. That Council reduce multi-year capital project budgets in 2020/2021 by an amount of \$2,407,535, for projects that exceeded their projected votes at 30 June 2020, or were commenced in advance, as identified in the attachments to 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

12.7 OPERATIONAL AND SERVICE PLAN ANNUAL REPORT - JUNE 2020**MINUTE 139/2020**

Moved: Cr Annie McMahon Seconded: Cr Maxine Booby

That Council adopt the Operational and Service Plan Annual Report, as attached, detailing Council's progress in meeting its actions, capital works and key performance measures for the 2019/2020 financial year.

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 DELIVERY PROGRAM 6 MONTHLY PROGRESS REPORT - JUNE 2020**MINUTE 140/2020**

Moved: Cr Ron Campey Seconded: Cr Cameron Staines

That Council adopt the Delivery Program 6 Monthly Progress Report, as attached, detailing Council's progress in meeting its objectives, strategies and measures up to the June 2020 period.

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 141/2020**

Moved: Cr Annie McMahon Seconded: Cr Robert Kneale

That at 2.02pm 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

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.

13.2 Contract 2020-21/07 - Design & Construction of Replacement Bridges at Horsearm Creek and Spring Creek, Narrabri

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.

13.3 Contract 2020-21/08 - Maitland Street Pavement Works

This matter is considered to be confidential under Section 10A(2) - (c) and (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 information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

13.4 Mayoral Minute - General Manager Annual Performance Review - period ending June 2020

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

In Favour: Crs Catherine Redding, 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**MINUTE 142/2020**

Moved: Cr Cameron Staines Seconded: Cr Annie McMahon

- 1. That Council note the detailed information regarding the Northern NSW Inland Port in this report.**
- 2. That Council endorse the ongoing engagement of specialist consultants to provide Council specialist/technical support in the further development of N2IP.**

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

13.2 CONTRACT 2020-21/07 - DESIGN & CONSTRUCTION OF REPLACEMENT BRIDGES AT HORSEARM CREEK AND SPRING CREEK, NARRABRI**MINUTE 143/2020**

Moved: Cr Annie McMahon Seconded: Cr Ron Campbell

- 1. That Council deem invalid the tender received from Gadian Project Pty Ltd for Contract No. 2020-21/07 – Design and Construction of Replacement Bridges at Horsearm and Spring Creek, Narrabri as the tender was not submitted in accordance with the Conditions of Tendering.**
- 2. That Council note that after assessing the tenders submitted (in accordance with the criteria specified in the tender documents) and having regard to all the circumstances, the Tender Panel recommends that Council accept the tender from Saunders Civilbuild Pty Ltd in the GST exclusive amount of \$2,308,862.50 for Contract No. 2020-21/07 – Design and Construction of Replacement Bridges at Horsearm Creek and Spring Creek, Narrabri.**
- 3. That Council accept the tender from Saunders Civilbuild Pty Ltd in the GST exclusive amount of \$2,308,862.50 for Contract No. 2020-21/07 – Design and Construction of Replacement Bridges at Horsearm Creek and Spring Creek, Narrabri and authorise the General Manager to sign the contract documents.**
- 4. That Council maintain the confidentiality of the documents and considerations in respect of Contract No. 2020-21/07 – Design and Construction of Replacement Bridges at Horsearm Creek and Spring Creek, Narrabri.**

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

13.3 CONTRACT 2020-21/08 - MAITLAND STREET PAVEMENT WORKS**MINUTE 144/2020**

Moved: Cr Annie McMahon Seconded: Cr Ron Campbell

1. That Council note that after assessing the tenders submitted (in accordance with the criteria specified in the tender documents) and having regard to all the circumstances, the Tender Panel recommends that Council accept the tender from Daracon Group Pty Ltd in the GST exclusive amount of \$2,761,390.22 for Contract No. 2020-21/08 – Construction of Pavement Replacement at Maitland Street, Narrabri.
2. That Council accept the tender from Daracon Group Pty Ltd in the GST exclusive amount of \$2,761,390.22 for Contract No. 2020-21/08 – Construction of Pavement Replacement at Maitland Street, Narrabri and authorise the General Manager to Sign the contract documents.
3. That Council maintain the confidentiality of the documents and consideration in respect of Contract No. 2020-21/08 – Construction of Pavement Replacement at Maitland Street, Narrabri.

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

13.4 MAYORAL MINUTE - GENERAL MANAGER ANNUAL PERFORMANCE REVIEW - PERIOD ENDING JUNE 2020**MINUTE 145/2020**

Moved: Cr Catherine Redding Seconded: Cr Cameron Staines

1. That the record of performance assessment as recorded in the General Manager's 2019/20 Personal Performance Agreement Annual Review be submitted to Council for information.
2. That it be noted in the opinion of the Performance Appraisal Panel, the General Manager, Stewart Todd is performing at a level that is a Better Than Satisfactory standard In terms of the rating scale within the Agreement.
3. Note the report of the General Manager Performance Appraisal Panel.
4. Note the findings of the Panel on the General Manager's Annual Personal Performance Review for the period ending 30 June 2020, in particular the Panel's summary assessment:
 - a. The Panel, in reaching its assessment, took into account the effect of the COVID-19 virus on the organisation. It congratulates the General Manager on the manner in which he managed these trying times.

b. The General Manager has achieved an overall rating of 8.2 which well exceeds the Better Than Satisfactory rating.

5. Note that the Panel is developing a Personal Performance Agreement for 2020/21. The Panel is adopting new format for the Performance Agreement for 2020/21 as presented at the Meeting.

6. The Panel noted the Better Than Satisfactory Performance and the rating scale contained within the Performance Agreement; in lieu of the applicable performance bonus the Panel has negotiated the provision of additional leave to the General Manager, as provided by the contract schedule tabled at the meeting and confirms this provision.

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 146/2020

Moved: Cr Annie McMahon Seconded: Cr Ron Campbell

That at 3:22pm 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 Chair of the Meeting 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 3:23pm.

The minutes of this meeting are scheduled to be confirmed at the Ordinary Council Meeting to be held on 22 September 2020.

.....
CHAIRPERSON

8 MAYORAL MINUTE

8.1 MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR AUGUST/SEPTEMBER 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 August/September 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:

Friday 21 August 2020

- Attended the re-scheduled Local Government Week Community BBQ Lunch at the Pilliga Bore Baths at Pilliga, with Councillors, Senior Staff and community members in attendance.

Tuesday 25 August 2020

- Attended August 2020 Ordinary Council Meeting with Councillors and Management.
- Invited to and attended 'Narrabri Dementia Friendly Community Committee Meeting' at the HealthWise Centre, Barwan Street Narrabri.

Monday 31 August 2020

- Attended monthly meeting with Whitehaven Coal Community Engagement Manager, with General Manager also in attendance.

Tuesday 1 September 2020

- Attended September 2020 Councillor Briefing, with Councillors and Senior Staff also in attendance.

Wednesday 2 September 2020

- Attended Federation Farm 'cheque handover' also with Cotton Australia representatives to St Xaviers Primary School, one of several Shire schools to be recipients of the Farm education initiative.

Friday 4 September 2020

- Attended Federation Farm 'cheque handover' also with Cotton Australia representatives to Narrabri West Public School, one of several Shire schools to be recipients of the Farm education initiative.

Tuesday 8 September 2020

- Invited to and attended ICPA (Isolated Children and Parents Association) – Namoi Branch meeting to discuss the COVID restrictions from Queensland, affecting Boarding School attendees.

Monday 14 September 2020

- Attended the Narrabri Local Area Health Committee meeting at the Narrabri Hospital meeting rooms (first meeting since February 2020 after COVID restrictions introduced)

Wednesday 16 September 2020

- Visit and inspection of Narrabri Transfer and Landfill site to thank on-site staff for their efforts in remediation and ongoing efforts over the past 12 months, with site staff and Management also in attendance.

Thursday 17 September 2020

- Attended the Narrabri to North Star 'Work Plan' Inland Rail community meeting, to discuss progress plans and provide ongoing information regarding the N2NS project.

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 DELEGATES REPORT - NARRABRI DISTRICT HEALTH SERVICE ADVISORY COMMITTEE MEETING - 10 FEBRUARY 2020

Responsible Officer: Catherine Redding, Mayor

Author: Delece Hartnett, Personal Assistant to GM & Mayor

Attachments: 1. Narrabri & District Local Area Health Service Advisory Committee Meeting Minutes - 10 February 2020 [↓](#) 

DELIVERY PROGRAM ALIGNMENT**1. Society**

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

Strategy 1.1.1 Support and encourage health and wellbeing programs and services to improve resident lifestyles

RECOMMENDATION

That Council note Cr Redding's Delegates Report from the Narrabri District Health Service Advisory Committee Meeting held on Monday 10 February 2020.

DELEGATES REPORT

The Narrabri District Health Service Advisory Committee Meeting was held on Monday 10 February 2020 (which was the last 'face-to-face' Meeting held by this Committee, due to COVID19 restrictions).

The Minutes from the meeting are attached.



Health
Hunter New England
Local Health District

Minutes of Narrabri Health Committee

DATE: 10 February 2020

VENUE: Narrabri District Health Service Telehealth Meeting Room

PRESENT: Sharon Simpson, Sally Alexander, Don Douglas, Ann Loder


APOLOGIES: Margo Carberry, Cathy Leys




IN ATTENDANCE: Nil






TIME COMMENCED: 1400

TIME COMPLETED: 1515

MINUTES: Sharon Simpson

TOPIC	DISCUSSION	ACTION/DECISION	RESPONSIBILITY/ TIMELINE
1 Acknowledgment of Country	I would like to acknowledge the Traditional Custodians and community members of the land we are meeting on today, and pay my respects to Elders, past and present		
2 Welcome and apologies			
3 Confirmation of minutes of the previous meeting and progress with action list.	The minutes of the previous meeting 9 th December 2019 were received and taken as read.	Confirmed: Sally Seconded: Ann	
4 WORKPLAN	4.1 Progress with Work Plan	 Update for Health Committees.msg Terms of Reference 2019	

TOPIC	DISCUSSION	ACTION/DECISION	RESPONSIBILITY/ TIMELINE
5 SERVICE PLANNING	5.1 Health service planning	 2019 Local Health Committee Terms of Framework for partnering with consumers  HNELHD_Guideline _20_01_Framework_	
	6.1 Health service committee reports	Provision of Feedback – Trans perineal Biopsy patient information sheet  Opportunity to provide feedback or	
6 PATIENT-CENTRED CARE	6.2 Meetings with key community groups	Sally & Ann attended a meeting in Roy Butler's office with Michael & Susan in December. Concern about Renal Dialysis & Chemotherapy services. Concern re care in the emergency department, for example ?patient with heart attack that sent home with Panadol.	
	6.3 Feedback from the Community	Requested information relating to number of people traveling for chemotherapy & renal services. Follow up with outcome from meeting with David. Concern raised in relation to the amount of parking at the health service. Updated LHC photo required	

TOPIC	DISCUSSION	ACTION/DECISION	RESPONSIBILITY/ TIMELINE
7 EVALUATING PERFORMANCE	6.4 District networking	Health Literacy for consumers  Health-Literacy-a-summary-for-consumers.pdf	
	7.1 Health service's performance measures	SMaRTA 	
	7.2 Traffic Light Report	Report1.pdf 	
	7.3 Follow up phone calls	Traffic Light Report Jan 20.docx 	NCHC Traffic Light Report 2020 01.pdf
8 BUILD CAPACITY	7.4 Compliments	 NCHC FUPC 01 2020.xlsx	
	8.1 Recruitment and retention workforce issues	Acute 1.8 FTE Permanent FTE Midwife readvertising 0.8 Temporary FTE Midwife readvertising 0.5 PPT EN advertised & recommendation made 0.7 PPT EN – recommendations made 0.3 FTE RN – advertising currently Community Health	

TOPIC	DISCUSSION	ACTION/DECISION	RESPONSIBILITY/ TIMELINE
9. Correspondence	8.2 Visiting Medical Officers	CFHN 0.5 re-advertising CFHN 0.4 maternity relief re-advertising EN Dementia Advisory Service commenced 05/02/20 CNC Palliative Care commences 06/04/2020 CH CNE Interview 05/02/20 applicant recommended AIN TACP commences 17/02/2020 Dietitian 0.4 maternity relief - Advertising Continuing to utilise locum doctors to fill short gaps in roster. Regular locum engaged until July. Dr Pallav undertaking Diploma of anaesthesia at TRRH will continue to work at NDHS part time.	
10 General Business	10.1 Ultrasound		
	10.2 Renal & other Services	Facebook page updated with information Ultrasound in use	
11. Business without notice	Don is relocating to Coolum Beach & has resigned from the committee	Nil further updates in relation to renal or other services	
12. Next Meeting	Monday 9 th March 2020 1400 hours		

9.2 NARRABRI SHIRE LIBRARIES' CHILDREN POLICY

Responsible Officer: Lindsay Mason, Director Corporate and Community Services

Author: Scott Pollock, Manager Cultural Services

Attachments: 1. Draft Narrabri Libraries' Children Policy [↓](#) 

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

Young people are core clients of NSW public libraries. Public libraries offer a wide variety of services to young people, including:

- fiction and non-fiction collections in a range of formats.
- early literacy programs (for example story time and related activities).
- access to the internet.
- information services such as reference assistance and homework help.
- public space.
- events and performances.
- games.

As these services evolve, it is important to convey clear and consistent messages about the role and scope of public libraries in children's lives.

RECOMMENDATION

- 1. That Council endorse the draft Libraries Children Policy for the purposes of public exhibition.**
- 2. That Council place on public exhibition the draft Libraries Children Policy for a period of at least 28 days, during the exhibition period call for and accept submissions from the public on the draft Policy.**

BACKGROUND

In the current environment such topics as child protection, parental responsibility and the role of agencies that provide services to children have prompted many public libraries to re-examine their policies and services. By having a Children Policy, it will assist our libraries to better manage the provision of services to children and young people through the implementation of such a Policy.

CURRENT SITUATION

Although our libraries have guidelines regarding unacceptable behaviour, we currently have no actual Policy in place. The Policy deals with what children are permitted to do in the libraries and emphasises the conduct that is expected from children whilst they are using the libraries. The Policy also details the rules that parents need to know about their responsibilities in leave their children unsupervised.

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

This is a proposed new Policy of Council.

CONSULTATION

The Policy will go on public exhibition as part of this process for a period of 28 days.

External Consultation

- Library Council of New South Wales - Children Policy Guidelines for NSW Public Libraries
- NSW Government - Office of the Children's Guardian – Child Safe Standards

Internal Consultation

- Library Coordinator.



LIBRARIES' CHILDREN POLICY

Responsible Department:	Corporate and Community Services
Responsible Section:	Cultural Facilities
Responsible Officer:	Library Coordinator

Objective

To provide a framework and set of guidelines to manage the provision of services to children and young people who visit the Narrabri Shire Council's libraries.

Introduction

Narrabri Shire Libraries are committed to serving the information and recreation needs of young people. The libraries strive to provide a welcoming environment and provides targeted resources and programs to meet the needs of young people.

Policy

1. Service Statement

The Narrabri Shire Libraries' services to young people include:

- fiction, non-fiction and recreational books
- magazines
- computer games for in-library use (subject to observing copyright)
- CDs
- DVDs
- computer and internet access
- assistance from staff in accessing collections and information
- homework help
- e-books and e-resources including streaming services
- internet training
- literacy programs
- space for activities or study





2. Parent's Responsibility Statement

2.1. Access to Resources

- 2.1.1. The Narrabri Shire libraries' general collection may contain publications that have been classified 'Unrestricted' and films and computer games that have been classified 'G' (General), 'PG' (Parental Guidance) or 'M' (Mature) in accordance with the Classification (Publications, Films and Computer Games) Act 1995 (Cth). This material is available to all persons, including young persons, without restriction.
- 2.1.2. Narrabri Shire libraries also offers access to films via streaming services, which may include films that have been classified 'MA' and 'R'. Members under the age of 18 are not permitted to access films with an 'R' rating, and members under the age of 15 may only access films rated 'MA' with the consent of their parent or guardian.
- 2.1.3. Parents/guardians are responsible for ensuring that their child's selection and use of materials in the libraries' general collection accords with any restrictions the family may wish to set. Narrabri Shire libraries encourages parents/guardians to consult with their child to develop clear rules regarding access to resources that accord with the family's personal values and beliefs.
- 2.1.4. The libraries promote and support young people's access to information, including electronic information through its internet facilities. Library staff are available to assist young people in the use of the Internet, and to recommend websites on particular subjects. A number of appropriate websites have been selected for inclusion in the library's electronic collections.

2.2. Unattended Children

- 2.2.1. Libraries are not to be used by parents, guardians or carers as an alternative to children's services that provide licensed care facilities, such as care by an agency or a day care facility. Young children left alone in a library can become distressed, bored or disruptive. Parents, guardians or carers that attempt to do so are potentially putting their child at risk of harm. Libraries do not have the facilities or appropriate licences to attend to children who are sick, injured or hungry.
- 2.2.2. Unsupervised children can be at risk in any public place, including public libraries. Narrabri Shire libraries' staff do not supervise children in the library, and there is a risk that unattended children may leave the library at any time, hurt themselves, or be approached by strangers.
- 2.2.3. Children left unattended in a public library may be classed as a child or young person at risk of harm under section 23 of the Children and Young Persons (Care and Protection) Act 1998 (NSW) and may be reported as such to the Secretary of the Department of Family & Community Services. Parents who leave a child unattended in a public library are exposing their child to potential harm and may be committing an offence under section 228 of the Children and Young Persons (Care and Protection) Act 1998 (NSW).



2.3. Children's Conduct

2.3.1. Disruptive and unsociable behaviour are not permitted in the Narrabri Shire Libraries. Customers are expected to refrain from accessing inappropriate computer materials and sites. All library users are to allow bags and property to be inspected by staff as requested.

3. Authority to remove individuals from the library

3.1. Under the Library Regulation 2010, all library staff have the authority to order young people from the library if they have contravened this Policy. This clause covers any unwanted behaviour, manner or condition that is likely to give offence to any person in the library or to interfere with any other person's use of the library.

References:

- Library Council of New South Wales - Children's Policy Guidelines for NSW Public Libraries
- NSW Government - Office of the Children's Guardian – Child Safe Standards

History:





Minute Number	Meeting Date	Description of Change
	August 25, 2020	New Policy

9.3 AQUATIC FACILITIES MANGEMENT PLAN

Responsible Officer: Bileen Nel, Director Infrastructure Delivery (Acting)

Author: Evan Harris, Parks and Open Space Manager

Attachments:

1. Draft Narrabri Aquatic Facilities Management Plan (under separate cover) 
2. Narrabri Sting Rays submission on Aquatics facilities Management plan (under separate cover) 
3. Wee Waa Chamber of Commerce Submission on the Aquatics facilities Management Plan (under separate cover) 
4. Edward Pass Submission on Narrabri Aquatics Facilities Management Plan (under separate cover) 

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 provides guidance on the day to day operations of the aquatic facilities at Boggabri, Narrabri and Wee Waa. Consultation of the Plan was 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. Public exhibition of the plan was endorsed by Council at the June 2020 Council meeting. On completion of the exhibition period Council received three (3) submissions regarding the plan which have been reviewed by Council and these submissions are attached.

RECOMMENDATION

1. That Council adopts the draft Aquatic Facilities Management Plan, as attached to this report.

BACKGROUND

The first Narrabri Shire Swimming Pool Operations Plan ("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 reiterations 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. The 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. 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 will be used to assist in the provision of safe aquatic facilities.

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. This final draft plan of management will assist in the day to day operations of the Narrabri Shire pools and assist in guidance for Council staff to offer a consistent level of service and to all patrons of the facilities.

Three submissions were received, and their content ranged from the opening hours in Wee Waa pool, extension of the Summer season and diving access for the Narrabri indoor pool and availability of changing lane bookings due to weather conditions.

FINANCIAL IMPLICATIONS

Fees and charges are set in accordance with the Local Government Act and Regulation(s). Swimming facilities currently operate at a loss to Council, however, there is significant community benefits.

For clarity, this document may influence Council's related fees and charges, however the document plays no part in the formal setting of Council's fees and charges.

STATUTORY AND POLICY IMPLICATIONS

Nil.

CONSULTATION

External Consultation

Public exhibition of this plan was from 7 July to the 14 August 2020; additionally the Aquatics Facilities Plan was sent directly to Narrabri Swim Club, Karla's Swim Club, Wee Waa Swim Club, Boggabri Swim Club and Wee Waa Chamber of Commerce for review prior to the public display as part of the consultation plan.

Internal Consultation

- Former Director of Infrastructure Delivery (Darren Raeck).
- Aquatic Centre Coordinator.
- Aquatic Team Leaders.

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 NARRABRI SHIRE ABORIGINAL CULTURAL HERITAGE STUDY

Responsible Officer: Gina Vereker, Executive Manager Planning and Environment

Author: Cara Stoltenberg, Town Planner

Attachments: 1. **ACH Study Part 1: Report - V3.1 (under separate cover)** 

DELIVERY PROGRAM ALIGNMENT**1 Society**

Objective 1.2 Our vibrant country lifestyle will be enhanced through embracing our recreational and cultural diversity

Strategy 1.2.4 Promote and support Reconciliation in partnership with the aboriginal community

EXECUTIVE SUMMARY

Council's appointed consultant OzArk Environment and Heritage has recently completed a draft Aboriginal Cultural Heritage Study for the Narrabri Shire Local Government Area. The draft Aboriginal Cultural Heritage Study – Narrabri Local Government Area – Part 1: Report ("**the draft ACH Study**") is now recommended for public exhibition.

Following endorsement by resolution of Council, the draft ACH Study will be placed on public exhibition. At the close of the exhibition period any submissions received will be reviewed and a further report prepared for Council's consideration.

RECOMMENDATION

1. That Council endorse the draft Aboriginal Cultural Heritage Study – Narrabri Local Government Area - Part 1: Report for the purposes of public exhibition.
2. That Council place on public exhibition the draft Aboriginal Cultural Heritage Study – Narrabri Local Government Area - Part 1: Report for a period of at least 28 days, during the exhibition period call for and accept submissions from the public on the draft Policy.

BACKGROUND

In accordance with the state government's commitment to ensuring that heritage across NSW is valued, protected, and enjoyed, the state offers Heritage Grants to assist local communities to know, value and care for their heritage. The grants are administered by the Heritage Grants Team, Heritage Division, which sits within the NSW Department of Premier and Cabinet (DPC). The purpose of these grants is to improve the quality and increase the coverage of heritage studies within a local government area or group of local government areas. Funding of up to \$40,000 (ex GST) per project is available (with no matching funding required).

Currently, Schedule 5 Environmental Heritage of the *Narrabri Local Environmental Plan 2012* (LEP) includes no items of Aboriginal Cultural Heritage. To enhance this section of Council's LEP, Council applied for, and was successful in obtaining, a Local Government Heritage Planning Studies grant beginning in the 2018-19 financial year for up to a maximum of \$40,000.000 (ex GST).

Subsequently Council advertised for Expressions of Interest to complete an Aboriginal Cultural Heritage Study for the Narrabri Shire LGA, with OzArk Environment and Heritage consultants being engaged to deliver the project.

CURRENT SITUATION

OzArk Environment and Heritage has now completed the draft ACH Study for the Narrabri Shire LGA.

Subject to Council resolving to adopt the recommendations contained within this report, the draft ACH Study Part 1: Report will be placed on public exhibition. Following the close of the public exhibition period any submissions received will be reviewed and a further report prepared for Council's consideration.

As part of the study process and separate to the draft ACH Study Part 1: Report, the consultants compiled an 'Aboriginal Community Consultation Log' which is available upon request. The log consists of a table listing the persons and groups consulted as part of the study and forms part of the background research undertaken by the consultants in preparing the draft document. The consultation log does not form part of the draft ACH Study Report and as such is not intended to form part of the information to be placed on public exhibition. Similarly, the consultants compiled a background document titled 'AHIMS Searches' which consists of excerpts from the NSW state government register of aboriginal sites. This information formed part of the consultant's information search but is not considered of relevance to the public exhibition process.

FINANCIAL IMPLICATIONS

The current total project cost is \$46,843.90 (ex GST). Council was successful in receiving a Local Government Heritage Planning Studies grant from the DPC for up to \$40,000 with no matching funds required from Council. Therefore, Council's financial contribution to this project is \$6,843.90 (ex GST) which has been funded from the Planning and Environment Department budget.

STATUTORY AND POLICY IMPLICATIONS

Preparation of an Aboriginal Heritage Cultural Heritage Study aligns with Council's current Reconciliation Action Plan.

The draft ACH Study Part 1: Report must be placed on public exhibition in accordance with the requirements of the *Environmental Planning and Assessment Regulation 2000*.

CONSULTATION

If the report recommendation is adopted by Council, the draft ACH Study Part 1: Report will be publicly exhibited for a period of twenty-eight (28) days.

External Consultation

- Heritage Grants Team.
- Heritage Division.
- Department of Premier and Cabinet.

Internal Consultation

- Heritage Advisor.
- Grants Officer.

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 NORTHERN NSW INLAND PORT PLANNING PROPOSAL

Responsible Officer: Gina Vereker, Executive Manager Planning and Environment

Author: Gina Vereker, Executive Manager Planning and Environment

Attachments: 1. N2IP Planning Proposal (under separate cover) 

DELIVERY PROGRAM ALIGNMENT**3 Economy**

Objective 3.2 We will become a logistics hub for the northern inland region

Strategy 3.2.1 Promote Narrabri Shire as a Regional Logistics Hub

EXECUTIVE SUMMARY

Council is planning to establish a new industrial and intermodal precinct in Narrabri. The precinct is to be known as the Northern NSW Inland Port (**N2IP**). The site chosen for the N2IP precinct is currently zoned RU1 Primary Production under the *Narrabri Local Environmental Plan 2012 (LEP)* and needs to be rezoned to permit future development.

To rezone the precinct a Planning Proposal (**PP**) is required to be submitted to the Department of Planning Industry and Environment (**DPIE**) to seek a Gateway Determination. A PP has been prepared for the site which proposes to:

- Rezone the site from RU1 Primary Production to:
 - part SP1 Special Activities;
 - part SP2 Infrastructure; and
 - part E3 Environmental Management.
- Modify the minimum lot size map.

This PP will amend both the LEP and associated LEP mapping.

RECOMMENDATION

1. That Council endorse the Planning Proposal to amend the provisions of the Narrabri Local Environmental Plan 2012 to facilitate the N2IP precinct and forward to the Department of Planning Industry and Environment requesting a Gateway Determination.
2. That Council seek authorisation from the Department of Planning Industry and Environment to be the local plan-making authority.

BACKGROUND

A Strategic Business Case was prepared for the N2IP. The following provides a summary from the business case as background.

In 2013 Transport for New South Wales (TfNSW) published its NSW Freight and Ports Strategy as an extension to the freight network strategy articulated in the preceding NSW Long Term Transport Master Plan – a strategy focused on a freight network throughout NSW that allows

the efficient flow of goods to their market - a commitment to support the projected growth of product and its supply chain transport efficiencies throughout regional NSW.

In 2018 the Hon. Gladys Berejiklian MP the Premier for NSW issued an update on the Premier's Priorities with an ongoing commitment to support opportunities for creating jobs and delivering critical infrastructure to regional areas.

Narrabri Shire Council has responded to these prospectuses with a proposal to develop the Narrabri Shire Logistics and Industrial Hub (Hub), connected to the Walgett CRN line and access to the 'spine' of the national freight network between Melbourne and Brisbane, the Inland Rail. The proposed Hub would provide a dedicated facility to attract national organisations to Narrabri Shire, leading to an increase in economic development activities in the region.

The Hub would be able to accommodate business and industry across a broad spectrum including small, medium and large industrial and commercial operations. Narrabri Shire Council is engaged in conversations with Santos in an effort to attract a large commercial tenant at the Hub whose very presence would require a substantial capital investment and create up to 200 full time equivalent jobs at the Hub. This in turn would broaden and strengthen the economic base of the Shire. The Hub would provide a suitable location for this and other industrial and commercial operations through a coordinated approach to land use, infrastructure planning and development.

From Narrabri Shire Council's perspective, the establishment of the Hub would assist in strengthening the existing economy and continue to increase the current Gross Regional Product (GRP) of \$1.2billion.

The proposed Hub represents a proposal of nationally significant critical infrastructure with an opportunity to enhance the efficiency of the flow of goods through the region, increase industry diversity and enhance opportunities for regional employment (Arcadis, 2019) (Arcadis, 2019) (Arcadis, 2019).

The preparation of a PP is the first step in the process for making or amending Local Environmental Plans.

The attached PP recommends an amendment to Council's LEP to facilitate N2IP by specifically amending the LEP as follows:

- Rezone the site from RU1 Primary Production to:
 - part SP1 Special Activities;
 - part SP2 Infrastructure; and
 - part E3 Environmental Management.
- Modify the minimum lot size map.

This PP will amend both the LEP and associated LEP mapping.

CURRENT SITUATION

The PP proposes to amend the following components of the LEP in relation to N2IP.

Insert a new SP1 Special Activities Zone into the Land Use Table

The new zone would have the following objectives and permissible uses.

Zone SP1 Special Activities

1 Objectives of zone

- *To provide for special land uses that are not provided for in other zones.*
- *To provide for sites with special natural characteristics that are not provided for in other zones.*
- *To facilitate development that is in keeping with the special characteristics of the site or its existing or intended special use, and that minimises any adverse impacts on surrounding land.*
- *To recognise the Northern NSW Inland Port Precinct as a special industrial enterprise area.*
- *To provide suitable land for a national multi-modal freight and transport interchange.*
- *To encourage the growth of the freight logistics industry and provide economic benefits for Narrabri.*

2 Permitted without consent

Environmental protection works

3 Permitted with consent

Aquaculture; The purpose shown on the Land Zoning Map, including any development that is ordinarily incidental or ancillary to development for that purpose

4 Prohibited

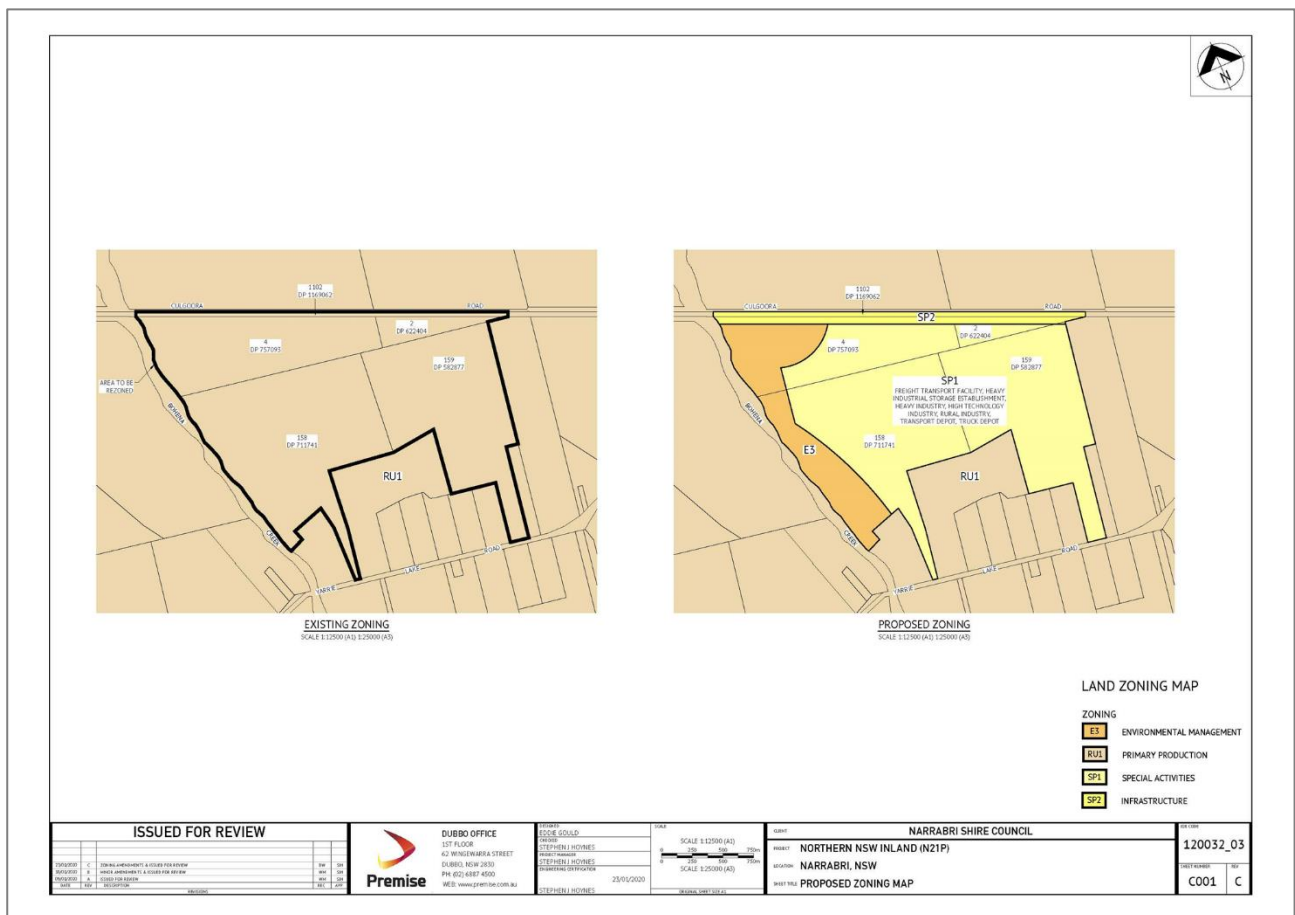
Any development not specified in item 2 or 3.

Amending the Land Zoning Map

The Land Zoning Map Sheet LZN_004 of the LEP is to be amended to:

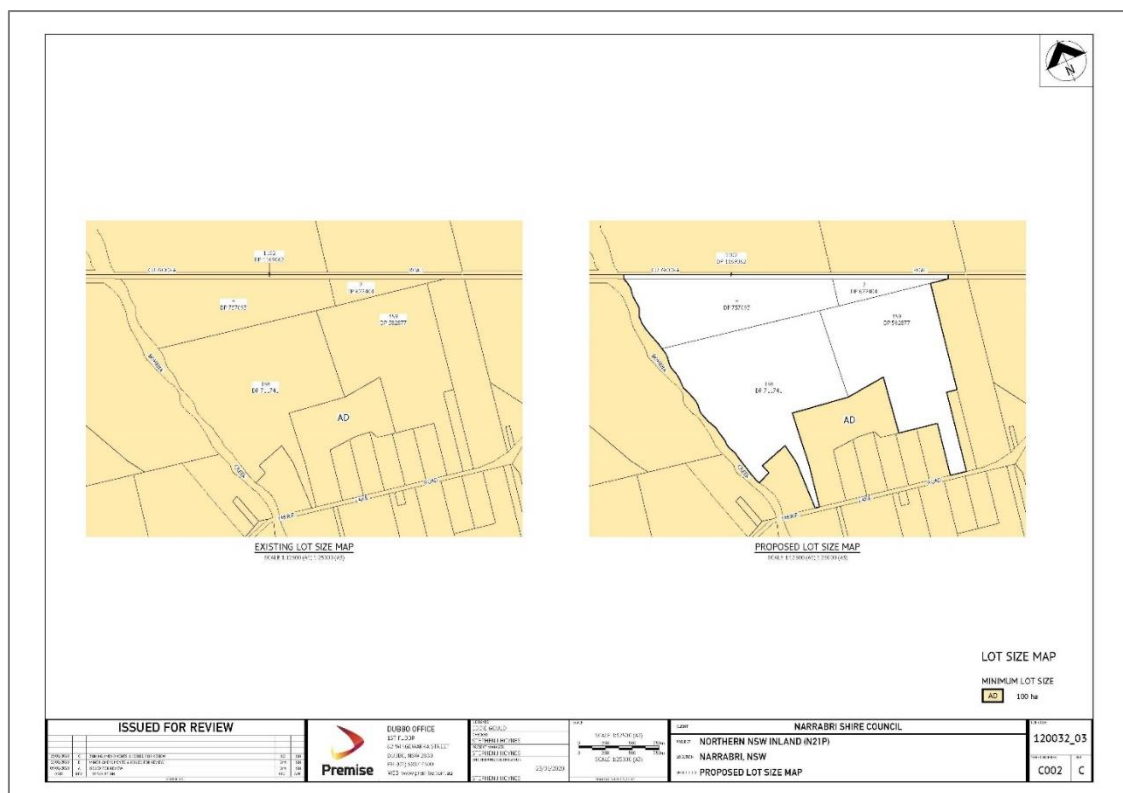
- Rezone the western part of the site to E3 Environmental Management;
- Rezone the railway line area and 60m south of the railway line lot to SP2 Infrastructure with "Rail Infrastructure Facility" shown as the permissible use; and
- Rezone the eastern part of the site to SP1 Special Activities Zone with the following listed permissible uses:
 - Freight Transport Facility;
 - Heavy Industrial Storage Establishment;
 - Heavy Industry;
 - High Technology Industry;
 - Rural Industry;
 - Transport Depot; and
 - Truck Depot.

The existing and proposed LEP Zoning maps are provided below.



Amending the Lot Size Map

The Lot Size Map Sheet LSZ_004 of the LEP is to be amended to remove the minimum lot size requirement from the precinct. The existing and proposed Lot Size Maps are provided below.



The planning proposal is attached for Council's consideration.

Council's options are to resolve to:

- (a) Adopt the planning proposal and seek to make the proposed amendment to the LEP;
- or,
- (b) Reject the planning proposal and not make the proposed amendment to the LEP.

If Council resolves to adopt the attached planning proposal, the next step is to forward the planning proposal to DPIE to determine whether it considers the planning proposal suitable for exhibition. DPIE may also place conditions on any approval for exhibition, stipulate the timeframe and terms of that exhibition and require consultation with any public authorities that it deems necessary.

The estimated time frame for the LEP amendment process is outlined in the planning proposal (Attachment 1).

FINANCIAL IMPLICATIONS

Council's adoption of the recommendation has no financial implications.

STATUTORY AND POLICY IMPLICATIONS

This item may result in the amendment of the LEP 2012. The planning proposal is an environmental planning instrument, a statutory legal document affecting land use within the Narrabri Shire Local Government Area.

CONSULTATION

EXTERNAL CONSULTATION

Council has written to landholders and met with a number of those who elected to accept Council's offer of a face to face meeting.

No formal public consultation has been carried out in relation to this item.

The terms of any formal consultation required to complete this LEP amendment will be stipulated by the DPIE should it issue a Gateway Determination in relation to the planning proposal.

INTERNAL CONSULTATION

- Manager Economic Development.

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 ELECTION OF THE OFFICE OF MAYOR

Responsible Officer: Lindsay Mason, Director Corporate and Community Services

Author: Delece Hartnett, Personal Assistant to Mayor & General Manager

Attachments:

1. OLG Circular 20-25 [↓](#) 
2. Mayor/Deputy Mayor Nomination Form [↓](#) 

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

In the case of Narrabri Shire Council and in alignment with the requirements of the *Local Government Act 1993*, the Councillors from among their number elect the Mayor.

The required nomination form is an attachment to this report. Nomination papers may be delivered or sent to the General Manager either prior to or at the Council Meeting.

In alignment with Council's Objective 4.4 of the Delivery Program 2017/2021; of being transparent and accountable, it is recommended to conduct the voting using the open voting method.

RECOMMENDATION

That Council elect the Mayor by way of open voting, if more than one (1) nomination for Mayor is received.

BACKGROUND

Section 227 of the *Local Government Act 1993* ("the LG Act") specifies who elects the Mayor. In the case of Narrabri Shire Council, the Councillors from among their number elect the Mayor.

Section 230 of the LG Act states that a Mayor is elected for a period of two (2) years. However, due to COVID-19, and the delay to Council elections until September 2021, the term of the mayor elected in September 2020, will be for the next 12 months until the next Ordinary election.

The election process is set out in [Schedule 7](#) of the *Local Government (General) Regulation 2005* ("LGGR").

CURRENT SITUATION

Nomination papers may be delivered or sent to the General Manager either prior to or at the Council Meeting. The nomination is to be in writing and signed by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.

Should there be more than one (1) Councillor nominated for the Office of Mayor, Council is required to determine whether the election is to be by preferential ballot, by ordinary ballot or by open voting.

Election Methods

Preferential Ballot

This method utilises ballot-papers. Councillors are to mark their votes by placing the numbers “1”, “2” and so on against the candidate names so as to indicate the order of their preference for all the candidates.

If a candidate has an absolute majority of first preference votes, that candidate is elected.

If an absolute majority is not achieved, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.

If no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter’s preference is repeated until one (1) candidate has received an absolute majority of votes, whom is then elected.

If, on any count of votes, there are two (2) candidates in, or remaining in, the election and the numbers of votes cast for the two (2) candidates are equal, the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.

If, on any count of votes, there are three (3) or more candidates in, or remaining in, the election and the numbers of votes cast for two (2) or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes, the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.

Ordinary Ballot

This method utilises ballot-papers. The Returning Officer decides the manner in which votes are to be marked on the ballot-papers.

If there are only two (2) candidates, the candidate with the higher number of votes is elected. If there are only two (2) candidates and they are tied, the one (1) elected is to be chosen by lot.

If there are three (3) or more candidates, a vote is taken; the candidate with the lowest number of votes is excluded. If three (3) or more candidates still remain further votes are taken with the candidate receiving the lowest number of votes being excluded until two (2) candidates remain.

A further vote is taken of the two (2) remaining candidates; the candidate with the higher number of votes is elected. If there are only two (2) candidates and they are tied, the one (1) elected is to be chosen by lot.

If at any stage during a count two (2) or more candidates are tied on the lowest number of votes, the one (1) excluded is to be chosen by lot.

Open Voting

This method utilises a show of hands. The election procedure is the same as for the ordinary ballot method.

Definitions

Absolute majority: In relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.

Ballot: In the context of this type of election has the meaning of a secret ballot.

Chosen by lot: If two (2) candidates are tied (having equal numbers of votes) their names are written on similar slips of paper by the Returning Officer, the slips are folded by the Returning Officer so as to prevent the candidate names being seen, the slips are mixed and one (1) is drawn at random by the Returning Officer and the candidate whose name is on the drawn slip is chosen.

Before proceeding with the election Council is required to resolve which method of voting is to be used. While the option to have a preferential ballot is available it is not normally used in circumstances such as this. Both ordinary ballot and open voting are the more common methods.

In alignment with Council's Objective 4.4 of the Delivery Program 2017/2021; of being transparent and accountable, it is recommended to conduct the voting using the open voting method.

Timing of Election

The election for Office of Mayor is to take place at the Council Meeting at which the Council determines the method of voting.

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

Council is required to determine the method of voting for the Office of Mayor in accordance with the provisions of the LG Act and the LGGR.

CONSULTATION**External Consultation**

Nil.

Internal Consultation

Nil.



Office of
Local Government

Circular to Councils

Circular Details	20-25 / 29 June 2020 / A706318
Previous Circular	20-10 <i>Postponement of the September 2020 Local Government Elections</i>
Who should read this	Councillors / General Managers / All council staff
Contact	Council Governance Team/ 02 4428 4100/ olg@olg.nsw.gov.au
Action required	Information

The date of the next ordinary local government elections is 4 September 2021

What's new or changing

- The Minister for Local Government has published orders in the Gazette under section 318B of the *Local Government Act 1993* (the Act) postponing the next ordinary local government elections in response to the COVID-19 pandemic.
- The next local government elections will be held on 4 September 2021.
- The decision to postpone the elections until September 2021 has been made in consultation with and on the advice of the NSW Electoral Commissioner.

What this will mean for your council

- The orders made under section 318B suspend the election requirements of the Act including the requirement to hold by-elections to fill vacancies for the period specified in the orders.
- Current councillors and popularly elected mayors will continue to hold their civic offices until council elections are held on 4 September 2021.
- Councils will not be required to hold by-elections to fill vacancies or to apply to the Minister to dispense with the requirement to hold a by-election during the period specified in the orders.
- The making of the orders will not affect the requirement to hold mayoral elections. Mayoral elections must be held for mayors elected in September 2018 when their two year-terms expire in September 2020.
- Mayors elected in September 2019 will continue to hold office until council elections are held on 4 September 2021.
- The composition of joint organisation boards may need to change in September 2020 if mayors of member councils elected by councillors are not re-elected.
- The postponement of the next ordinary local government elections will not affect the timing of future council elections, and the subsequent ordinary local government elections will still proceed in September 2024.

Key points

- The Act was amended in March 2020 to confer on the Minister for Local Government a time-limited power to postpone council elections in response to the COVID-19 pandemic.
- The amendment allows the Minister by an order published in the Gazette, to postpone elections for 12 months from the date of the order. The order may be extended for an additional period to 31 December in the year after the order is made.

Office of Local Government
5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
E olg@olg.nsw.gov.au W www.olg.nsw.gov.au ABN 20 770 707 468

Where to go for further information

- For further information please contact the Council Governance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.



Tim Hurst
Deputy Secretary
Local Government, Planning and Policy

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NOMINATION FORM

Clause 2 of Schedule 7 Local Government (General) Regulation 2005

To: **General Manager**
Narrabri Shire Council

Nomination Details

We, the undersigned, hereby nominate:

Cr _____

For the position of:
(tick appropriate box/es)



Mayor

and/or



Deputy Mayor

Nominated by:

(At least two (2) councillors, one of whom may be the nominee)

Name:

Signature:

Name:

Signature:

Certification

I hereby agree to my nomination for the above position/s:

Name:

Signature:

Date (dd/mm/yyyy):

OFFICE USE ONLY

Received By:

Returning Officer:

Date (dd/mm/yyyy):

Time:

12.2 CREATION OF THE OFFICE OF DEPUTY MAYOR

Responsible Officer: Lindsay Mason, Director Corporate and Community Services

Author: Delece Hartnett, Personal Assistant to Mayor & General Manager

Attachments: 1. Mayor/Deputy Mayor Nomination Form  

DELIVERY PROGRAM ALIGNMENT**4 Leadership**

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

Strategy 4.4.2 Ensure effective and sound local governance practice

EXECUTIVE SUMMARY

Council is required to determine if it wishes to create the Office of Deputy Mayor in accordance with statutory requirements.

On the assumption that Council will wish to elect a Deputy Mayor, a nomination paper for Office of Deputy Mayor has been provided as an attachment to this report. Nomination papers may be delivered or sent to the General Manager either prior to or at the Council Meeting.

In alignment with Council's Objective 4.4 of the Delivery Program 2017/2021; of being transparent and accountable, it is recommended to conduct the voting using the open voting method.

RECOMMENDATION

- 1. That Council create the Office of Deputy Mayor.**
- 2. That Council set the term of the Office of Deputy Mayor to be twelve (12) months, concluding at the commencement of the September 2021 Ordinary Council Meeting or the declaration of vacancies in accordance with the next Ordinary Election 2021; whichever date is sooner.**
- 3. That Council elect the Deputy Mayor by way of open voting, if more than one (1) nomination for Deputy Mayor is received.**

BACKGROUND

Council is required to determine if it wishes to create the Office of Deputy Mayor in accordance with the provisions of the *Local Government Act 1993* ("the LG Act") and the *Local Government (General) Regulation 2005* ("LGGR").

Council can determine to create the Office of Deputy Mayor for a period coinciding with the Mayoral term or a shorter period. Council should openly consider the potential to extend the term of the Office of Deputy Mayor to align with that of the term of the Office of the Mayor.

Section 231 of the LG Act outlines the requirements for the creation and election of a Deputy Mayor.

The election process is set out in [Schedule 7](#) of the LGGR.

CURRENT SITUATION

On the assumption that Council will wish to elect a Deputy Mayor, a nomination paper for Office of Deputy Mayor has been provided as an attachment to this report.

Nomination papers may be delivered or sent to the General Manager either prior to or at the Council Meeting. The nomination is to be in writing and signed by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.

Should there be more than one (1) Councillor nominated for the Office of Deputy Mayor, Council is to determine whether the election is to be by preferential ballot, by ordinary ballot or by open voting.

Election MethodsPreferential Ballot

This method utilises ballot-papers. Councillors are to mark their votes by placing the numbers “1”, “2” and so on against the candidate names so as to indicate the order of their preference for all the candidates.

If a candidate has an absolute majority of first preference votes, that candidate is elected.

If an absolute majority is not achieved, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.

If no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter’s preference is repeated until one (1) candidate has received an absolute majority of votes, whom is then elected.

If, on any count of votes, there are two (2) candidates in, or remaining in, the election and the numbers of votes cast for the two (2) candidates are equal, the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.

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Ordinary Ballot

This method utilises ballot-papers. The Returning Officer decides the manner in which votes are to be marked on the ballot-papers.

If there are only two (2) candidates, the candidate with the higher number of votes is elected. If there are only two (2) candidates and they are tied, the one (1) elected is to be chosen by lot.

If there are three (3) or more candidates, a vote is taken; the candidate with the lowest number of votes is excluded. If three (3) or more candidates still remain further votes are taken with the candidate receiving the lowest number of votes being excluded until two (2) candidates remain.

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Before proceeding with the election Council is required to resolve which method of voting is to be used. While the option to have a preferential ballot is available it is not normally used in circumstances such as this. Both ordinary ballot and open voting are the more common methods.

In alignment with Council's previous voting method decision and Objective 4.4 of the Delivery Program 2017/2021; of being transparent and accountable, it is recommended to conduct the voting using the open voting method.

Timing of Election

The election for Office of Deputy Mayor is to take place at the Council Meeting at which the Council determines the method of voting.

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

This report enables Council to create the Office of Deputy Mayor in line with the statutory requirements of the LG Act and LGGR.

If Council resolves this way; Council is additionally statutorily required to resolve:

1. The term of the Office of Deputy Mayor.
2. The method of voting for the Office of Deputy Mayor.

CONSULTATION

External Consultation

Nil.

Internal Consultation

Nil.



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NOMINATION FORM

Clause 2 of Schedule 7 Local Government (General) Regulation 2005

To: **General Manager**
Narrabri Shire Council

Nomination Details

We, the undersigned, hereby nominate:

Cr _____

For the position of:
(tick appropriate box/es)



Mayor

and/or



Deputy Mayor

Nominated by:

(At least two (2) councillors, one of whom may be the nominee)

Name:

Signature:

Name:

Signature:

Certification

I hereby agree to my nomination for the above position/s:

Name:

Signature:

Date (dd/mm/yyyy):

OFFICE USE ONLY

Received By:

Returning Officer:

Date (dd/mm/yyyy):

Time:

12.3 DELEGATES REPORT - MAULES CREEK COAL COMMUNITY CONSULTATIVE COMMITTEE MEETING - 12 AUGUST 2020

Responsible Officer: Robert Kneale, Councillor

Author: Delece Hartnett, Personal Assistant to Mayor & General Manager

Attachments: 1. Maules Creek Coal Community Consultative Committee Meeting Minutes - 12 August 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 12 August 2020.

DELEGATES REPORT

The Maules Creek Coal Community Consultative Committee held a meeting on Wednesday 12 August 2020.

The Minutes from the meeting are attached.

Notes: Notes of the 30th Meeting of the Maules Creek Coal Community Consultative Committee
Meeting via video call

Wednesday 12 August 2020

Members Present: Andrew Garratt (AG) – WHC, Cr Robert Kneale (RK) – Narrabri Shire Council, Emma Bulkeley (EB) – WHC, Jack Warnock (JW) – Community Representative, Libby Laird (LL) – Maules Creek Community Representative, Ross Wilson (RW) – WHC

Apologies: Darren Swain (DS) – WHC, David Paull (DP) – Sustainable Living Armidale (SLA), Lyndell Crowley (LC) – Boggabri Business & Community Progress Association, Robyn Grover (RG) – Community Representative (Alternate), Simmone Moodie (SMo) – Community Aboriginal Representative, Steve Eather (SE) – Community Representative

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 13 May 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 28 October 2020	

Agenda Item	Discussion	Action/By Whom
1.	Welcome and Apologies – DR welcomed everyone to the CCC, being held via a video call.	ACTION 1 – DR to contact all members 1 week before next meeting
2.	Declaration of pecuniary or other interests – DR advised he is paid a fee to chair these meetings as is DC for typing the minutes.	
3.	Business Arising from the previous minutes – DR advised that there were a couple of actions that came out of our last meeting that will remain open. Two of those are to remain open. One of those - for WHC to organise biodiversity staff to attend the next meeting – will take place at the October meeting.	
4.	Confirmation of the minutes of the previous meeting (February 2020) – All agreed and approved of the previous meeting minutes.	
5.	Correspondence – No correspondence has been received.	
6.	WHC Presentation by Ross Wilson, Emma Bulkely and Andrew Garratt Company Report & Overview of Activities <ul style="list-style-type: none"> FY21 target production 12Mtpa ROM (Run of Mine) coal. June 2020 TRIFR (Total Recordable Injury Frequency Rate (TRIFR) – injuries per million hours worked) 3.19 (down 45% from June 2019 (TRIFR 5.84) lowest ever for Maules Creek with continued focus to improve. Health and Safety <ul style="list-style-type: none"> COVID-19 Management: Continued monitoring of compliance with current COVID-19 preventative measures. Continued monitoring of NSW Public Health Order and WorkSafe Australia. Ensuring our workforce remains informed. Business continuation plan in light of COVID border restrictions. LL – Please obtain permission before coming onto any rural property as we actually have biosecurity issues and COVID-19 in terms of people coming on without permission. EB – The procedure would be that we would give 48 hours' notice by contacting them and letting them know of our intention and get approval. AG – DS and I have recently visited about 20 properties and all of them were by appointment. Continuous Improvement: Monitoring progress with Health and Safety Improvement Plan. Improvement of control of vehicle interaction and integration of AHS. Projects: Vehicle hierarchy change management – Change from NSW road rules to the Vehicle Hierarchy system in order to improve safety. It reduces heavy vehicle interaction where large vehicles have right of way. Light vehicles we get them off the roads as much as possible and they give way instead of the 600-tonne haul truck. 	ACTION 2 – WHC to briefly discuss access procedure at next meeting

<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 20 new trainees employed from May to June 2020. 11 were female. There are now 99 females employed onsite. Over 700 people are employed on site. Coordinated effort with state colleges and also looking at options with universities and hope to introduce some trade training programs and helping those kids that leave school at the end of Year 10 but don't want to go onto university etc. <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 26.9 ug/m3 at 30 June 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. We've got 8 water trucks currently running in the operation. We have seeded just prior to the rain – 38 hectares of that northern dump. There is another 80 hectares due to be spread as soon as it dries out. <p>Water – Groundwater levels and Standing water levels slides: JW requested data be presented over longer period to see any notable. Plus, the graph is upside down.</p> <p>Monitoring and Environmental Results</p> <ul style="list-style-type: none"> Monitoring and environmental results provided within the distributed information pack. <p>Biodiversity Management</p> <ul style="list-style-type: none"> Feral Animal Management – During the most recent routine Whitehaven Offset Area Feral Animal Control program (June 2020) the results included: 56 out of total 100 pigs trapped were from the Maules Creek / Boggabri area; and 142 out of total 286 baits (1080) taken were from the Maules Creek / Boggabri area. Revegetation – Undertaken tree planting on Kelso, Velyama, Louenville and Onavale Offsets. Fire Management – Continued fire break maintenance program. Preparation work for ecological burn program. Monitoring – Redundant Infrastructure Removal ongoing now that former internal fences have been removed from Maules Offset. Annual inspection of Heritage and Threaten Flora fenced areas. Upcoming Works – Feral Animal Monitoring and Control Program in August and September 2020. Ongoing Biodiversity Tree Planting Program 2020. Ongoing Fire Break Track Maintenance Program. Winter Bird and Spring Flora 2020 Monitoring. Undertake ecological burn program August 2020. Ongoing Derelict Infrastructure Removal. <p>AHS Movement to Date – 30 June 2020</p> <ul style="list-style-type: none"> Key Physical Achievements to Date – Six (6) EH5000s are now operating autonomously 24/7. One Ex3600 loading the autonomous fleet. ANC Fleet equipped and working with AHTs. 6,500 loads hauled autonomously. >850,000 cubic metres of waste moved. 140 personnel trained to work with AHS so far. <p>Community</p> <ul style="list-style-type: none"> Whitehaven continues to support the local Community with donations and sponsorships. However, due to COVID-19 social distancing many events have been postponed or cancelled and requests for support have been fewer. Where opportunities become available Whitehaven will continue to support the local community through this time. More 	<p>ACTION 3 – WHC to provide 2 slides for the water (shorter & longer durations)</p>
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[illegible]

	<p>LL – I firstly want to apologise for being harsh or rude but I’m upset and stressed. First question is to Emma – when you talk about the out of pit western dump – can you tell me the name of that property so I can understand what you’re talking about?</p> <p>EB – I think it is the Testern property. There’s an old quarry – in line with that.</p> <p>LL – Is there going to be a modification progressed with the Department or is this a minimal modification or more an administrative one or a formal modification?</p> <p>EB – It’s a formal modification and we are currently consulting with the Departments at the moment. It’s under Section 455(2). It’s currently in consultation.</p> <p>With respect to the proposed modification, CCC members will then be provided with information on the rehabilitation and final landform, the modification application, itself, and the consultation undertaken or to be undertaken. Consultation with State and Local Government Agencies will take place and the Modification will then on public exhibition (see attached presentation for further details).</p> <p>LL then had a series of questions regarding the modification.</p> <p>LL – once the modification is approved, would it have to clear more native vegetation on the western side?</p> <p>EB – It won’t be clearing any vegetation that isn’t already approved for clearing under our current approvals.</p> <p>LL – Would the clearing be moved forward?</p> <p>EB – It will be in line with clearing that was already in place at the mine.</p> <p>LL – How much clearing to facilitate the access roads and explosive reload area will be required?</p> <p>EB – I don’t know those figures off the top of my head, but I can take that on notice.</p> <p>LL then discussed the explosive reload area and the previous pollution event that resulted in an EPA clean up notice due to the contamination of the creek after a heavy rain event. LL observed that, under the modification, the resulting relocating of the explosives reloading area near much larger dams could, in a heavy rain event, cause an even larger pollution catastrophe along Back Creek and as far as the Namoi River.</p> <p>EB – Since the clean-up notice was issued by the EPA, works have been undertaken to create a fully enclosed system which encloses the EPB’s which were released, which will result in a much better outcome for all and contains those EPB’s in a fully contained system.</p> <p>LL – How safe will the explosive reload area be?</p> <p>EB – Well, in regard to the issue that you brought up, it will be built with a fully contained system. So, there will be little to no chance of that happening. So, there is a very low risk.</p> <p>LL – By raising the height of the overburden, how is this not going to increase the extent of erosion and velocity of runoff from rain events?</p>	<p>ACTION 6 – WHC to confirm if the property name is Testern</p> <p>ACTION 7 – WHC to confirm how much clearing will be required</p>
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	<p>EB – So, the final decision is being put together by Goldar, it follows micro - macro reliefs, which channel the water into specially designed tributaries which then go into larger drains, which are reinforced rock lined drains, which will then take the water away from the dump. So once that dump is vegetated, there will be little to no chance of erosion.</p> <p>LL – When is the dump going to vegetated? EB – The dump will be revegetated once it has been completed in line with progressive rehabilitation practices.</p> <p>LL – When will WHC build the high wall dams that are in their approval conditions? EB – We have sought an amendment to our Water Management Plan for the high wall dams that was approved, and they are scheduled to be built and designed. They won't be in line with those that were in the original Water Management Plan. They are in different locations as the mine has progressed.</p> <p>LL – Where have WHC buried tyres under the rehab area and in-pit? EB – Tyres are not currently being buried at all.</p> <p>DR – Perhaps we've talked about this at a Joint CCC some time ago but how do you dispose of your tyres? EB – So, tyres are currently stockpiled on site. They can be taken away to recycling facilities. There's nowhere in the region currently that can take mine equipment tyres.</p> <p>RK – I'll wait for further developments with public exhibition, so on and so forth. I can see WHC have already communicated with the Council and from my perspective, that would be with the employees of the Council within the administration planning section. So, not councillors. So, I'm not aware of that at the moment, but I did so just on this. AG – So, we had a Zoom meeting with the GM and the Mayor but I'm waiting to see when we can do a face to face with all the councillors as well. I think we could do that on the back of the council meeting, so it is convenient for everybody.</p>	ACTION 8 – DR to be alerted of when modification goes on exhibition
7.	<p>General Business</p> <p>JW – Any comments to be made by WHC about the approval today by the IPC Vickery mine extension? AG – Yes, the advice came through this morning from the IPC that the Vickery project had been approved. Perhaps in the future, we can provide an update but at the moment we are analysing the recommendations from the IPC.</p> <p>RK – Acknowledged Whitehaven's recent donation of \$10,000.00 to the Narrabri Future EDU, helping fund a local support officer working with local students and educators to prepare for STEM-based roles in industries across the Narrabri Shire. Has been greatly appreciated by the Narrabri Shire community.</p> <p>DR – Provided some reminders to the CCC with respect to the ARTC putting together a subscription list for people who might be interested in being emailed newsletters from time to time as well as the Environmental Trust is always keen to hear with respect to any applications that the community might have. As part of that reminder, you may not be aware</p>	

	that in terms of environmental improvements, they not only can include natural environmental improvements, but the community can also provide grant applications that might improve the social environment or the natural built environment. Please get that information out to the community through your networks.	
	DR also gave the CCC an update on the Namoi River Air Quality Advisory Committee. The Committee, in accordance with EPA requirements, sits for a two-year term. Our two-year term has come to an end and so it's my understanding that the EPA at the moment is talking with the Minister about inviting people to apply once again to be on that Committee.	
8.	Next meeting - Wednesday 28 October 2020 at 2:00 pm.	

Meeting Closed: 3:40 pm

Appendix 1: Actions

Page No	Action No	Description	Date Raised
2	1	Community Reps and DR's details to go into the Green Flyer.	13 May 2020
2	2	WHC to organise biodiversity staff to attend next meeting	13 May 2020
	3	DR to contact all members 1 week before next meeting	12 August 2020
2	4	WHC to briefly discuss access procedure at next meeting	12 August 2020
3	5	WHC to provide 2 slides for the water (shorter & longer durations)	12 August 2020
4	6	WHC to present on what they teach in regard climate change	12 August 2020
4	7	WHC to talk to production re the lights and how quickly to progress	12 August 2020
5	8	WHC to confirm if the property name is Testern	12 August 2020
5	9	WHC to confirm how much clearing will be required	12 August 2020
6	10	DR to be alerted of when modification goes on exhibition	12 August 2020

12.4 DELEGATES REPORT - BOGGABRI COAL COMMUNITY CONSULTATIVE COMMITTEE MEETING - 13 AUGUST 2020

Responsible Officer: Robert Kneale, Councillor

Author: Delece Hartnett, Personal Assistant to Mayor & General Manager

Attachments: 1. Boggabri Coal Community Consultative Committee Meeting Minutes 13 August 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 13 August 2020.

DELEGATES REPORT

The Boggabri Coal Community Consultative Committee held a Meeting on Thursday 13 August 2020. The Minutes from the meeting are attached.



OVERVIEW	
Meeting	Community Consultative Committee
Date	13/08/2020
Time	9.30am
Venue	Boggabri Golf Club
Chairperson	David Ross (via Microsoft Teams)
Attendees	Tim McDermott (TM), Hamish Russell (HR), David Ross (DR) Cath Collyer (CC), Ros Druce (RD) (via telephone), Robert Kneale (RK), Richard Gilham (RG), Geoff Eather (GE), Keren Halliday (KH)
Apologies	Mitchum Neave (MN), Peter Forbes (PF)
Next Meeting	29 th October 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>Source of “Orica’s” blasting material. (Slide 4)</u> HR – Blasting materials are sourced from Kurri Kurri NSW and Helidon QLD. <u>Dam Catchments and Runoff (Slide 5)</u> HR – Explains handout and how clean, dirty and contaminated water is managed. CC – Where did Tarrawonga Coal discharge in February? HR – Referred to a site map and showed the general location. Advised that the breach was away from BCOPs mining areas and did not affect the operation. CC – What is the current use of MW5? Is it for catching runoff from the forest?



DISCUSSION ITEMS

HR – MW5 is a 2GL transfer dam and is currently at 700ML stored and we built it to maintain the 1GL in airspace we need to maintain at all times. Also used as a storage dam to evacuate the pit.

Overlapping PEL001 Lease (Slide 6)

HR – Referred to map in presentation. Contrary to prior comments, the PEL001 lease covers around half of the pit and overlaps part of the vegetated corridor. The lease extends south towards Quirindi.

RD – Can I access the full map online?

HR – Yes you can.

RD – On the agreement regarding the overlap, what has been done?

HR – We had no evidence that we had consulted with 'Santos' regarding the lease. We can now show evidence of consultation with 'Santos'.

RD - What happens if PEL001 goes ahead?

HR – Very unlikely that gas exploration drilling would ever be permitted on site. Would be a very difficult process if they did.

RD – Would PEL001 affect the offsets?

HR – They wouldn't be allowed onto the offsets. Unsure how PEL001 would work near BCOP but seems highly unlikely.

HR – Referring to map, explained how BCOP's project approval boundary goes into A355 and we are looking at converting the project approval area of A355 (a small section) into a mining lease. Aim to mine deeper down to potentially the Templeton seam. A project approval modification would need to be submitted before this occurs.

CC – What activities does the state approval allow BCOP to conduct in A355?

A discussion then occurred regarding the new lease area that BCOP is applying for a mining lease.

HR – BCOP can conduct exploration activity only, we cannot mine A355 without a mining lease.

ACTION – Provide CCC with a mine map of all current boundaries.

Houses for Narrabri and Boggabri (Slide 7)

HR – Post the construction of the ELF, BCOP will target the construction of 3 houses per year in Narrabri and Boggabri.

CC – Discusses how Boggabri should be prioritised for house construction.

HR – BCOP will consider prioritising the construction of houses in Boggabri over Narrabri. An assessment would be conducted to see where housing would be more beneficial. The CCC and Narrabri Shire Council would both be consulted to see which location would be most beneficial for the community.

DR – How long will the 3 houses per annum commitment last?

HR – Until all homes noted in BCOP's Housing Commitment (10 in Boggabri & 20 in Narrabri) are delivered.

ELF construction (Slide 8)

CC – Noted that good progress has been made on the ELF and is wonderful to see.

HR – Explained that pending good weather, construction should take 5 to 6 months and be operational in the first quarter of 2021.

CC – It will bring many families to Boggabri that would otherwise have to reside in a bigger town. How many houses did the ELF replace?

HR – The ELF replaces approx. 3 houses from Boggabri Coal's Housing Commitment.



DISCUSSION ITEMS
CC – The ELF is an overcommitment for what is required to build houses in the approval. The ELF will bring far more to the town than the houses will.
5. Correspondence (slide 9 -11)
HR – Discussed correspondence received.
<u>EPA risk Assessment</u> HR – The EPA completed a risk review of BCOP activities and as a result BCOP's risk level was changed from "moderate" to "low". CC – A wonderful result. Great achievement.
6. Company Reports & Reviews:
<u>Noise monitoring</u> HR – Explained slides 14-16. CC – What are the noise limits on site? ACTION – Provide noise limits table. CC – Have BCOP's noise limits changed? HR – No, not for our operation. CC- Requested details on the noise limits. HR- ACTION: To provide copy of noise limits to CCC members
<u>Air quality monitoring</u> HR – Explained recent results on slide 19 & 20. The Cooboobindi monitor has been moved to Glenhope. CC – How does dust from other neighbouring operations affect BCOP? E.g. From blast events? HR – Described how the monitoring network has been set up to try and assess as much of our impact as possible. Is a very large monitoring network so is unlikely that individual events would affect averaged weekly/monthly results.
<u>Groundwater monitoring</u> HR – Discussed slide 23. RD – As BCOP progresses further north into the hard rock aquifer, is more water entering the pit? HR – As the seam's depressurize, the less water there is in the seams. Most of the water that comes into the pit is from rainfall and/or runoff. HR – Outlined the groundwater monitoring undertaken in neighbouring bores. Explained that both Victoria Park and Cooboobindi bores have telemeterised metering and SWL monitoring telemeterised. The results shown in slide 25 demonstrates the standing water level of some neighbouring bores has started to recover due to recent rain.
<u>Water storage on site</u> HR – Explained slide 26.
<u>YTD Rainfall (Slide 27)</u> No comments.
<u>Noise complaint (Slide 28)</u>



DISCUSSION ITEMS

HR – Landholder was concerned about the “hum” of mine and mining in general. The property of the complainant is located about 8km east of BCOP and relatively protected to the east due to the natural ridgeline and Mt Goonbri.

Blast Complaints

HR – Reported that a blast complaint was received via the ‘1800boggabri’ community hotline from a resident in the Maules Creek area about blast fume and odour. Several complaints were also made directly to the EPA. BCOP representatives attempted to organise a face-to-face meeting with the complainant but they declined the invitation. Boggabri Coal’s General Manager tried to contact the complainant for more detail, but the invitation was declined. HR showed the location where the complaint had been received.

RD – Read out a letter and requested it be noted in the minutes:

"On the 24th July 2020 there was a blast that produced a NOx plume that migrated off site. These fumes impacted members of the local Maules Creek community. Why was there no notification by the mine when this blast plume migrated off site in the direction of known residents to the North?"

RD – Stated that she had noticed a cloud coming from the east at 5pm on the 24th July and believed there was an inversion that had contributed to the situation.

HR – Advised that we had reviewed the blast and that it did not contain any visible fume. There were experienced blast engineers observing the blast and they reported that they did not see any ‘visible’ fume. BCOP did not have concerns about visible fume in the blast and were surprised when the complaint was received. The complainant also asked how long “the cloud” would last for, assured it would only be for a short period.

RD – Explained how she was contacted by other community members to see if she could notice any cloud or smell at the time. Explained how she thought the blast was at 4:00, and asked why weren’t land holders contacted.

HR – No local landholders were contacted because there was no visible fume. The blast occurred at 4:15 on Friday 24th July. Explained how BCOP found the allegation of NOx exposure concerning and unexpected.

RD – Explained how the evidence of NOx exposure was through smell and headache. Noticed a slow cloud coming from the east.

HR – On the Monday when the circumstances were followed up, BCOP offered to meet with the complainant but they declined the invitation.

RD – Asked if there any other way to monitor NOx from a blast? It is a really concerning community health issue.

HR – We haven’t had an issue for many years. The absence of complaints and incidents in the last few years as well as no major fume events gave the blasting team no reason to contact community members. This is highly concerning to BCOP that these allegations have been made, and we need as much information as possible so this doesn’t happen again. For the complainant to be affected by smell is unusual especially at such a long distance away from the mine.

RD – Explains how she believes there was an inversion which may have attributed.

HR – Advised that the monitoring data showed that an inversion was unlikely at the time of the blast.

DR – Questioned a way forward for community members and the mine to resolve this issue.

RD – Does depressurising the groundwater have any effect on the water content of the blast and therefore the fume?

HR – It may have an affect, is unlikely. There have been no issues with groundwater and fume previously.



DISCUSSION ITEMS

CC – Questioned whether the EPA camera was still at a local community members house in the area. Mentioned that the camera would have captured the fume event.

RD – Mentions that the Maules Creek Coal Mine blasted at 3:30pm, comments that both mines blasted that day.

HR – **ACTION: To provide CCC with key points once the review is complete.**

RD – Questioned how blasts are monitored to ensure there are no locals exposed to toxic gasses. Stated that notifications must go out to all affected community members.

HR – Advised that we need to understand the issue fully to help avoid this type of situation happening again.

DR – The investigation is important to ensure it does not happen again. DR requested an a short email be sent to CCC once the review is complete.

RD – Can the community members get blast notifications?

HR – Yes will organise. **ACTION: RD to provide contact numbers for HR to include in blast notifications.**

31st July Blast

HR – Reported that a complaint was made directly to the EPA about a blast on the 31st July and had requested to deal directly with the EPA.

DR – Will the EPA let BCOP know about the investigation?

HR – BCOP will notify the CCC about the result once the EPA investigation has been received.

CC – What time do the mines usually blast?

TM – BCOP normally blasts at 11am or 3pm Monday – Saturday.

HR – Discussed slides 28 & 29 outlining the complaint statistics and locations.

Exploration Map

HR – Explained map on slide 32.

RD – Can you go past the blue line?

HR – Explained that exploration related activities are the only activities inside the Authorisation Area. HR commented that the various approval boundaries and multiple agencies involved makes it challenging to deal with separate regulators.

CC – Comments how obtaining a mining lease is a big process.

Koalas (Slide 33-37)

HR – Explained how BCOP has installed a Koala “Tree-Troff” at Heathcliffe property.

7. General Business.

CC – Could the CCC visit the offsets (especially Springfield)?

HR – Can accommodate this and will try have an ecologist available for professional viewpoint.

CC – Would be good to see if the tree plantings have rebounded after the rain.

DR – Could BCOP provide some dates and options for an offsets tour?

HR – Yes **ACTION: Arrangements to be made for the members to visit the offset area.**

HR – Advertising has commenced for more members of the CCC.



DISCUSSION ITEMS
<p>DR – Encouraged everyone to spread the word. Potentially someone from an Environmental group or indigenous background would complement the current committee well.</p> <p>HR – CCC position was recently advertised at the BCOP ASCF meeting.</p> <p>DR – Thanks HR for informing the ASCF.</p> <p>HR – Advised that Anthony Margetts had resigned as GM of Boggabri Coal and has been replaced by Russell Taylor.</p> <p>DR – ARTC sent an email last week wanting to know if anyone wanted to be on the distribution list for their newsletter. CCC members should let DR know.</p> <p>DR – Encouraged everyone to spread the word about the Environmental Trust. The group has funds available for projects which support both the built and social environment within 25kms. The money is important to improve the welfare of the community.</p> <p>HR – Who can join the Environmental Trust?</p> <p>DR – States that anyone can join the Environmental Trust, it does not take much effort or time. States how it can create some fantastic outcomes and is very rewarding.</p> <p>DR – EPA has said the 2-year term for people on the Namoi Regional Air Quality Advisory Committee is up, so is encouraging more people to apply. DR will not be continuing to chair the committee but will keep sending the quarterly update.</p> <p>CC – Also confirms she is standing down from the committee.</p> <p>Meeting close 11:42</p>
<p>8. Next meetings 29th October 2020</p>

Actioned against	Action to be done
BCOP	Provide a map with all current approval boundaries.
BCOP	Provide a table of BCOP's noise assessment criteria.
BCOP	Provide CCC with key points once review complete of blasts occurring on the 24 th & 31 st July.
BCOP	Arrange for an 'Offsets tour' for the CCC.

12.5 INVESTMENT REPORT - AUGUST 2020

Responsible Officer: Lindsay Mason, Director Corporate and Community Services

Author: Samantha Ratley, Senior Finance Officer

Attachments: Nil

DELIVERY PROGRAM ALIGNMENT**4 Leadership**

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

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

EXECUTIVE SUMMARY

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

During the month:

- Two (2) investments matured, totalling \$4 million.
- Three (3) new investments were placed, totalling \$5 million.
- \$300,000 was transferred to the Professional (on call) account.

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

RECOMMENDATION

1. That Council note the Investment Report for August 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 August 2020.

Investments maturing during the month:

- | | | | |
|--------------|---------|-------------|------------------|
| • 05/08/2020 | ME Bank | \$1,000,000 | 210 days @ 1.58% |
| • 26/08/2020 | ME Bank | \$3,000,000 | 364 days @ 1.63% |

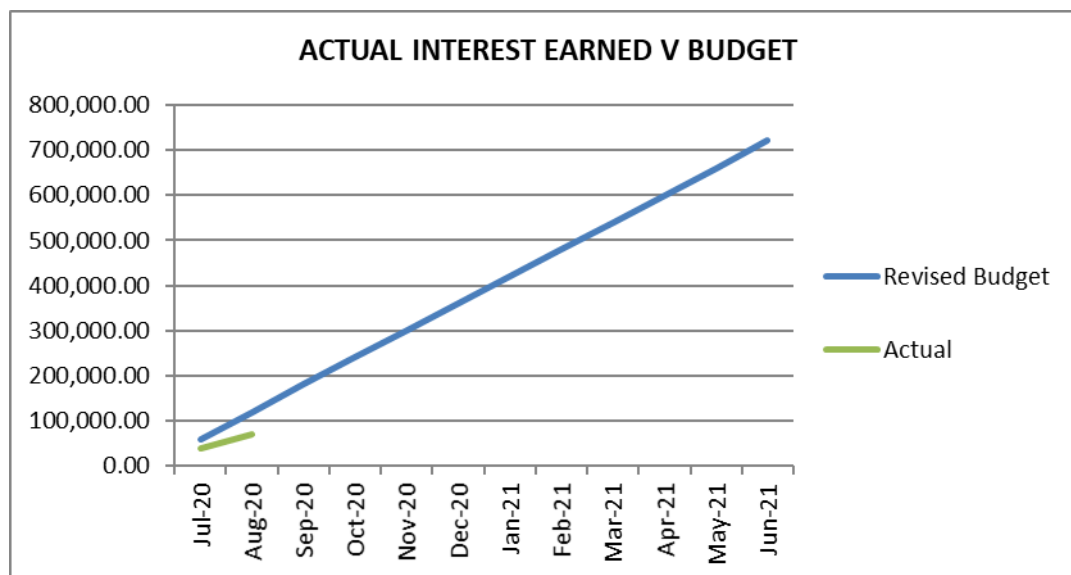
New investments secured during the month:

- | | | | |
|--------------|-----|-------------|------------------|
| • 26/08/2020 | BOQ | \$2,000,000 | 266 days @ 0.73% |
| • 26/08/2020 | AMP | \$1,000,000 | 364 days @ 0.80% |
| • 31/08/2020 | NAB | \$2,000,000 | 366 days @ 0.75% |

	Market Value (\$)	Term (days)	Rate	Maturity Date	% of Portfolio
Short Term Deposits (<1 yr)	32,000,000.00				84.82%
Judo Bank	1,000,000.00	364	2.05%	16/09/20	2.65%
BOQ	2,000,000.00	119	1.08%	23/09/20	5.30%
BOQ	1,000,000.00	364	1.53%	14/10/20	2.65%
BOQ	1,000,000.00	174	1.48%	27/10/20	2.65%
Defence Bank	1,000,000.00	266	1.65%	18/11/20	2.65%
AMP	2,000,000.00	182	1.65%	25/11/20	5.30%
NAB	4,000,000.00	364	1.40%	02/12/20	10.60%
Auswide Bank	2,000,000.00	336	1.55%	09/12/20	5.30%
ME Bank	3,000,000.00	210	1.23%	23/12/20	7.95%
Macquarie Bank	2,000,000.00	287	1.70%	13/01/21	5.30%
AMP	2,000,000.00	266	1.60%	03/02/21	5.30%
Judo Bank	1,000,000.00	364	2.00%	17/02/21	2.65%
Macquarie Bank	2,000,000.00	364	1.70%	24/03/21	5.30%
Rural Bank	2,000,000.00	273	0.85%	21/04/21	5.30%
Aus Unity	1,000,000.00	365	1.05%	10/06/21	2.65%
BOQ	2,000,000.00	266	0.73%	19/08/21	5.30%
AMP	1,000,000.00	364	0.80%	25/08/21	2.65%
NAB	2,000,000.00	366	0.75%	01/09/21	5.30%
Cash Deposits	5,725,531.88				15.18%
NAB At Call A/c	2,000,000.00	At Call	0.40%	n/a	5.30%
NAB Working A/c	3,725,531.88	At Call	0.00%	n/a	9.88%
Total Cash & Investments	37,725,531.88				100.00%

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

Cash Book balance at 31 July 2020	1,396,214.03
Plus Receipts	13,770,050.16
Less Payments	-11,434,685.15
Cash Book balance at 31 August 2020	3,731,579.04
Less Outstanding Deposits	-2,144,752.81
Plus Unpresented Payments	2,138,705.65
Reconciliation Balance as at 31 August 2020	3,725,531.88



Investment Rate Summary for August 2020

Average Interest Rate on Investments: 1.35%

Weighted Average Interest Rate on Investments 1.24%

Council's Benchmarks

Bank Bill Swap Rate (BBSW) 90 day index (31/08/2020)¹ 0.09%

Average 11am Cash Rate 0.25%

FINANCIAL IMPLICATIONS

Interest income for the month was \$33,998, bringing the income earned for the year to \$71,782.

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.

Internal Consultation

- Responsible Accounting Officer.

¹ Source: www.asx.com.au

12.6 NARRABRI SHIRE COUNCIL CODE OF CONDUCT 2020**Responsible Officer:** Stewart Todd, General Manager**Author:** Lindsay Mason, Director Corporate and Community Services**Attachments:**
1. Code of Conduct 2020 (under separate cover) 
2. Cornish v Secretary Department of Planning, Industry and Environment 2019 (under separate cover) **DELIVERY PROGRAM ALIGNMENT****4 Leadership**

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

Strategy 4.4.2 Ensure effective and sound local governance practice

EXECUTIVE SUMMARY

A new Model Code of Conduct has taken effect in NSW following a recent court case in the Supreme Court. Council is required to update its Code of Conduct accordingly.

RECOMMENDATION

That Council adopt the Code of Conduct Policy 2020, as attached to this report.

BACKGROUND

The Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW (“the Procedures”) have been amended in response to the decision by the Supreme Court in the matter of *Cornish v Secretary, Department of Planning, Industry and Environment* [2019] NSWSC 1134. A copy of the ruling in this case has been attached to this report for Councillors information. Amendments have also been made to the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct). The new Model Code of Conduct and Procedures have been prescribed under the *Local Government (General) Regulation 2005*.

CURRENT SITUATION

The new Model Code of Conduct and Procedures take effect immediately. This is because the amendments to the Procedures largely reflect existing practice following the Supreme Court’s decision and the amendments to the Model Code of Conduct are minor in nature. Councils are required to adopt a code of conduct and procedures based on the prescribed Model Code of Conduct and Procedures as soon as possible.

Amendments to the Procedures

Consistent with the Supreme Court’s decision, councils have the following options when taking disciplinary action against councillors for breaches of their codes of conduct under the new Procedures:

- that a councillor be formally censured for the breach under section 440G of the *Local Government Act 1993* (the Act), or

- that a councillor be formally censured for a breach under section 440G and the matter referred to OLG for further disciplinary action under the misconduct provisions of the Act.

Section 440G *Local Government Act 1993*, deals with the “formal censure of a councillor for misconduct”, by the passing of a Council resolution. See extract below:

LOCAL GOVERNMENT ACT 1993 - SECT 440G

Formal censure of councillor for misconduct

440G Formal censure of councillor for misconduct

(1) A council may by resolution at a meeting formally censure a councillor for misconduct.

(3) A council may pass a formal censure resolution only if it is satisfied that the councillor has engaged in misconduct on one or more occasions.

(4) The council must specify in the formal censure resolution the grounds on which it is satisfied that the councillor should be censured.

(5) A motion for a formal censure resolution may, without limitation, be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

The process for censuring councillors for breaches of the code of conduct has been significantly strengthened to ensure councillors are made publicly accountable to their electors for their conduct. When censuring councillors, councils are required to specify in their resolution the grounds on which the councillor is being censured by disclosing the investigator’s findings and determination and any other grounds that the council considers may be relevant or appropriate.

Councillors may seek to avoid public censure for breaches of the code of conduct by voluntarily agreeing to undergo training or counselling, to apologise for their conduct or to give undertakings not to repeat their conduct before the investigator finalises their report to the council. Investigators can finalise their investigations without a report to the council where they consider these to be an appropriate outcome to the matter they are investigating. However, it will remain open to investigators to finalise their report and to recommend censure where they consider this is appropriate and warranted.

The process for referral by councils of code of conduct breaches by councillors to OLG for further disciplinary action under the misconduct provisions of the Act has been streamlined. Investigators are required to consult with OLG before recommending the referral of matters to ensure the conduct in question is sufficiently serious to warrant disciplinary action for misconduct and that there is sufficient evidence of the breach to allow OLG to take further disciplinary action.

Other amendments have been made to the Procedures to:

- allow panels of conduct reviewers to be appointed without a resolution of the council, and
- allow the referral of investigators’ reports to OLG for action under the misconduct provisions of the Act where the council will not have a quorum to deal with the matter.

Amendments to the Model Code of Conduct

The Model Code of Conduct has been amended to:

- remove as a breach, failure to comply with a council resolution requiring action in relation to a code of conduct breach (because it is now redundant)
- update the language used to describe the various heads of discrimination in clause 3.6 to reflect more contemporary standards

- include in the definition of council committee and council committee members, members of audit, risk and improvement committees (ARICs) in anticipation of the commencement of the requirement for all councils to appoint an ARIC following the next local government elections.

Amendments have also been made to the gifts and benefits provisions of the Model Code of Conduct in response to feedback from some councils. The amendments:

- lift the \$50 cap on the value of gifts that may be accepted to \$100
- clarify that items with a value of \$10 or less are not “gifts or benefits” for the purposes of the Model Code of Conduct and do not need to be disclosed
- clarify that benefits and facilities provided by councils (as opposed to third parties) to staff and councillors are not “gifts or benefits” for the purposes of the Model Code of Conduct, and
- remove the cap on the value of meals and refreshments that may be accepted by council officials in conjunction with the performance of their official duties.

Councils are not obliged to amend their codes of conduct to lift the cap on the value of gifts that may be accepted if they do not wish to. It is open to councils to retain the existing \$50 cap or to impose another cap that is lower than \$100. Staff believe that it is prudent to leave this unchanged at \$50.00, and the revised draft Code of Conduct attached to this report reflects this.

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

Replaces Narrabri Shire Council Code of Conduct 2019. As these changes are mandatory, no public consultation is required.

CONSULTATION

External Consultation

- Office of Local Government.

Internal Consultation

- Customer Relations Coordinator.

12.7 ORDINARY COUNCIL MEETING DATES 2020/2021**Responsible Officer:** Stewart Todd, General Manager**Author:** Delece Hartnett, Personal Assistant to Mayor & General Manager**Attachments:** Nil**DELIVERY PROGRAM ALIGNMENT****4 Leadership**

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

Strategy 4.4.2 Ensure effective and sound local governance practice

EXECUTIVE SUMMARY

Council's current Code of Meeting Practice, Part 3, Section 3.1, specifies the frequency of Ordinary meetings of Council, that will be held on the 4th Tuesday of each month, except for December, whereby the Ordinary meeting will be held on the 3rd Tuesday due to Christmas. No meeting will be held in January of each year.

Council is required to set the dates, commencement times and locations of its Ordinary Council Meetings for the ensuing period.

A yearly meeting schedule has been prepared for the consideration of Council.

RECOMMENDATION

That Council set the ensuing 12-month schedule for Ordinary Council Meetings, for the 2020/2021 year.

BACKGROUND

Council's current Code of Meeting Practice, Part 3, Section 3.1, specifies the frequency of Ordinary Council Meetings, which are currently held on the 4th Tuesday of the month respectively excluding January. The Code has taken into consideration section 365 of the *Local Government Act 1993* which specifies that a council must meet at least ten (10) times a year with each meeting being in a different month.

CURRENT SITUATION

Council is required to set the dates, commencement times and locations of its Ordinary Council Meetings for the ensuing period. The setting of such dates and times whilst complying with the necessary legislative requirements.

The following would be the recommended dates:

1. Tuesday 27 October 2020
2. Tuesday 24 November 2020
3. Tuesday 15 December 2020 (Avoids Christmas)

4. Tuesday 23 February 2021
5. Tuesday 23 March 2021
6. Tuesday 27 April 2021 (Avoids Easter - 4 April 2021)
7. Tuesday 25 May 2021
8. Tuesday 22 June 2021
9. Tuesday 27 July 2021
10. Tuesday 24 August 2021
11. Tuesday 28 September 2021

All meetings will be held in the Narrabri Shire Council Chambers.

Last year's schedule was a 1.00pm commencement time for Ordinary Meetings; this timing however may hinder the ability for greater community participation. Council is required to determine the start time for Ordinary Council Meetings.

It should be noted that an Extraordinary Meeting of Council can be called at any time in accordance with the relevant legislation.

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

A Councillor should move a motion on this report in the form of:

That Council set the following dates for its Ordinary Meetings for the ensuing 12-month period; taking place at the Narrabri Shire Council Chamber:

- *Tuesday 27 October 2020 commencing at <insert time>.*
- *Tuesday 24 November 2020 commencing at <insert time>.*
- *Tuesday 15 December 2020 commencing at <insert time>.*
- *Tuesday 23 February 2021 commencing at <insert time>.*
- *Tuesday 23 March 2021 commencing at <insert time>.*
- *Tuesday 27 April 2021 commencing at <insert time>.*
- *Tuesday 25 May 2021 commencing at <insert time>.*
- *Tuesday 22 June 2021 commencing at <insert time>.*
- *Tuesday 27 July 2021 commencing at <insert time>.*
- *Tuesday 24 August 2021 commencing at <insert time>.*
- *Tuesday 28 September 2021 commencing at <insert time>.*

CONSULTATION

External Consultation

Nil.

Internal Consultation

- Executive Management.

12.8 ANNUAL APPOINTMENT TO COUNCIL COMMITTEES

Responsible Officer: Lindsay Mason, Director Corporate and Community Services

Author: Delece Hartnett, Personal Assistant to Mayor & General Manager

Attachments: Nil

DELIVERY PROGRAM ALIGNMENT**4 Leadership**

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

Strategy 4.4.2 Ensure effective and sound local governance practice

EXECUTIVE SUMMARY

Council has continually reviewed its Committee structures to ensure efficient and effective governance frameworks exist that support Council decision making as part of this continual review cycle Council has utilised the practice of nominating delegates to Committees on an annual basis.

Council has 11 committees established.

Councillors are requested to seek membership to committees of their interest and nominate to be a member.

RECOMMENDATION

That Council appoint Councillor representation to its various Advisory and Special Purpose Committees for 2020/2021.

BACKGROUND

Council has continually reviewed its Committee structures to ensure efficient and effective governance frameworks exist that support Council decision making as part of this continual review cycle Council has utilised the practice of nominating delegates to Committees on an annual basis.

In order for Councillor representation to be appointed to Council's various committees for the ensuing twelve (12) months it is necessary for Council to review and formally appoint its Councillor representation.

CURRENT SITUATION

Council has established the following variety of Committees; included below are the previous 12-month Councillor members.

It is recommended to discontinue Councillor membership to section 355 committees.

Advisory Committee	2019/2020 Delegates
Access and Inclusion Committee	Member: Vacant Member: Clr Staines Member: Clr Campbell
Crime Prevention Advisory Committee	Member: Vacant Member: Clr Kneale Alternate: Clr Staines
Floodplain Management Advisory Committee	Member: Clr Campbell Member: Clr Kneale Alternate: Clr Booby
Narrabri Airport Advisory Committee	Member: Clr Staines Member: Clr Campbell Alternate: Cr Booby
Saleyards Advisory Committee	Member: Clr Booby Member: Clr Campey Alternate: Clr Staines
The Crossing Theatre Advisory Committee	Member: Clr Campbell Member: Clr Kneale Alternate: Clr Staines
Youth Centre Advisory Committee	Member: Clr Redding Member: Clr Finlay Alternate: Vacant

Section 355 Committee	2019/2020 Member(s)
Section 355 Gwabegar Hall Committee	Member: Clr Booby

Special Purpose Committee	2019/2020 Member(s)
Audit, Risk & Improvement Committee	Member: Clr Staines
Local Traffic Committee	Member: Clr Booby Alternate: Clr Campey

FINANCIAL IMPLICATIONS

There is an established budget allocation for the travel and attendance to meetings for Council delegates.

STATUTORY AND POLICY IMPLICATIONS

A Councillor should move a motion on this report in the form of:

That Council appointment the following members and alternate members to the various Council Advisory and Special Purpose Committees:

<i>Advisory Committee</i>	<i>Details</i>	<i>2019/2020 Delegates</i>
Access and Inclusion Committee	As required	Member: Clr <insert surname> Member: Clr <insert surname>
Crime Prevention Advisory Committee	Quarterly	Member: Clr <insert surname> Member: Clr <insert surname>
Floodplain Management Advisory Committee	As required	Member: Clr <insert surname> Member: Clr <insert surname> Member: Clr <insert surname>
Narrabri Airport Advisory Committee	Minimum twice per year	Member: Clr <insert surname> Member: Clr <insert surname>
Saleyards Advisory Committee	Minimum twice per year	Member: Clr <insert surname> Member: Clr <insert surname>
The Crossing Theatre Advisory Committee	Minimum twice per year	Member: Clr <insert surname> Member: Clr <insert surname>
Youth Centre Advisory Committee	Minimum twice per year	Member: Clr <insert surname> Member: Clr <insert surname>

<i>Special Purpose Committee</i>	<i>Details</i>	<i>2019/2020 Member(s)</i>
<i>Audit, Risk & Improvement Committee</i>	Quarterly	Member: Clr <insert surname>
<i>Local Traffic Committee</i>	As required	Member: Clr <insert surname> Alternate: Clr <insert surname>

CONSULTATION**External Consultation**

Nil.

Internal Consultation

Nil.

12.9 ANNUAL APPOINTMENT OF COUNCIL DELEGATES

Responsible Officer: Lindsay Mason, Director Corporate and Community Services

Author: Delece Hartnett, Personal Assistant to Mayor & General Manager

Attachments: Nil

DELIVERY PROGRAM ALIGNMENT**4 Leadership**

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

Strategy 4.4.2 Ensure effective and sound local governance practice

EXECUTIVE SUMMARY

Council has established a practice of nominating delegates to external bodies and organisations on an annual basis.

In order for delegates to be able to represent Council on external bodies for the ensuing twelve (12) months it is necessary for Council to review and formally appoint its delegates.

RECOMMENDATION

That Council appointment delegates to the various external bodies or organisations requesting or requiring Council representation for 2020/2021.

BACKGROUND

Council has established a practice of nominating delegates to external bodies and organisations on an annual basis.

CURRENT SITUATION

Council has been requested to be involved on the following external bodies and organisations; included are the previous 12-month Council delegates:

Name of Body/Organisation	2019/2020 Delegates
Central Northern Libraries Committee	Delegate: Clr Redding Alternate: Clr Booby
Joint Regional Planning Panel (JRPP)	Delegate: Clr Staines Delegate: Clr Kneale Alternate: Clr Campey
Lillian Hulbert Memorial Prize Committee	Delegate: Mayor
Leards Forest Environmental Trust Committee	Delegate: Clr Finlay Alternate: Clr Kneale
Myall Creek Memorial Committee	Delegate: Clr Redding Delegate: Vacant Alternate: Clr McMahon

Name of Body/Organisation	2019/2020 Delegates
Namoi Water	Delegate: Vacant Alternate: Clr McMahon
Narrabri Bush Fire Management Committee	Delegate: Clr Staines Alternate: Clr McMahon
Narrabri Hospital Advisory Committee	Delegate: Vacant Alternate: Clr Redding
Wee Waa Hospital Advisory Committee	Delegate: Clr Booby Alternate: Clr McMahon

Community Consultative Committees (CCC)

Name of Body/Organisation	2019/2020 Delegates
Boggabri Coal Community Consultation Committee	Delegate: Clr Kneale Alternate: Clr Finlay
Maules Creek Coal Mine Community Consultative Committee	Delegate: Clr Kneale Alternate: Clr Finlay
Narrabri Coal Mine Community Consultative Committee	Delegate: Clr Staines Alternate: Clr Campey
Narrabri Gas Project Consultative Committee	Delegate: Vacant Delegate: Clr Campbell Alternate: Clr Kneale
Tarrawonga Coal Mine Community Consultative Committee	Delegate: Clr Staines Alternate: Clr McMahon
Vickery Coal Mine Community Consultative Committee	Delegate: Clr Staines Alternate: Clr Finlay
Western Slopes Pipeline Community Consultative Committee	Delegate: Clr Kneale Alternate: Clr Booby
Inland Rail N2N	Delegate: Clr Campbell Alternate: Clr Staines

FINANCIAL IMPLICATIONS

There is an established budget allocation for the travel and attendance to meetings for Council delegates.

STATUTORY AND POLICY IMPLICATIONS

A Councillor should move a motion on this report in the form of:

That Council appointment the following delegates to the various external bodies or organisations requesting or requiring Council representation:

Name of Body/Organisation	Details	2020/21 Delegates
Central Northern Libraries Committee	General meetings held throughout the year, agendas are sent in	Delegate: Clr <insert surname> Alternate: Clr <insert surname>

<i>Name of Body/Organisation</i>	<i>Details</i>	<i>2020/21 Delegates</i>
<i>Joint Regional Planning Panel (JRPP)</i>	<i>As required.</i>	<i>Delegate: Clr <insert surname> Delegate: Clr <insert surname> Alternate: Clr <insert surname></i>
<i>Lillian Hulbert Memorial Prize Committee</i>	<i>Held when the Prize is open.</i>	<i>Delegate: Mayor</i>
<i>Myall Creek Memorial Committee</i>		<i>Delegate: Clr <insert surname> Delegate: Clr <insert surname> Alternate: Clr <insert surname></i>
<i>Namoi Water</i>	<i>Agenda and Minutes are sent in</i>	<i>Delegate: Clr <insert surname> Alternate: Clr <insert surname></i>
<i>Namoi-Peel Customer Service Committee</i>	<i>Quarterly meetings, every second Wednesday of the month at 9am</i>	<i>Delegate: Clr <insert surname> Alternate: Clr <insert surname></i>
<i>Narrabri Bush Fire Management Committee</i>	<i>Two a year, one before bush fire season and one after bush fire season</i>	<i>Delegate: Clr <insert surname> Alternate: Clr <insert surname></i>
<i>Narrabri Hospital Advisory Committee</i>	<i>Held every month, second month at 2pm, Narrabri Hospital</i>	<i>Delegate: Clr <insert surname> Alternate: Clr <insert surname></i>
<i>North West Regional Weed Committee</i>	<i>Quarterly meetings</i>	<i>Delegate: Clr <insert surname> Alternate: Clr <insert surname></i>
<i>Wee Waa Hospital Advisory Committee</i>	<i>Held every second month, first Thursday of the month at 1pm, Wee Waa Hospital</i>	<i>Delegate: Clr <insert surname> Alternate: Clr <insert surname></i>

Community Consultative Committees (CCC)

<i>Name of Body/Organisation</i>	<i>Details</i>	<i>2020/21 Delegates</i>
<i>Boggabri Coal Community Consultation Committee</i>	<i>Quarterly meetings, onsite, will send agenda and minutes in</i>	<i>Delegate: Clr <insert surname> Alternate: Clr <insert surname></i>
<i>Maules Creek Coal Mine Community Consultative Committee</i>	<i>Quarterly meetings</i>	<i>Delegate: Clr <insert surname> Alternate: Clr <insert surname></i>
<i>Narrabri Coal Mine Community Consultative Committee</i>	<i>Quarterly meetings, first Tuesday of the month, 4pm onsite.</i>	<i>Delegate: Clr <insert surname> Alternate: Clr <insert surname></i>
<i>Narrabri Gas Project Consultative Committee</i>	<i>Monthly meetings; second Tuesday of the month</i>	<i>Delegate: Clr <insert surname> Delegate: Clr <insert surname> Alternate: Clr <insert surname></i>
<i>Tarrawonga Coal Mine Community Consultative Committee</i>	<i>Quarterly meetings</i>	<i>Delegate: Clr <insert surname> Alternate: Clr <insert surname></i>

<i>Name of Body/Organisation</i>	<i>Details</i>	<i>2020/21 Delegates</i>
<i>Vickery Coal Mine Community Consultative Committee</i>	<i>Quarterly meetings</i>	<i>Delegate: Clr <insert surname> Alternate: Clr <insert surname></i>
<i>Western Slopes Pipeline Community Consultative Committee</i>		<i>Delegate: Clr <insert surname> Alternate: Clr <insert surname></i>

CONSULTATION**External Consultation**

Nil.

Internal Consultation

Nil.

12.10 NSW ROAD CLASSIFICATION REVIEW AND TRANSFER

Responsible Officer: Bileen Nel, Director Infrastructure Delivery (Acting)

Author: Michael Cain, Roads Manager

Attachments: Nil

DELIVERY PROGRAM ALIGNMENT**4 Leadership**

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

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

EXECUTIVE SUMMARY

The purpose of this report is to present to Council an assessment of the current regional roads that are under Council control, listing them as priority or non-priority in preparation for an application to transfer them back to the NSW State Government. This process is part of a state government election commitment.

RECOMMENDATION

- 1. That Council endorse the list of Regional roads to be included as part of the regional road transfer:**
 - a. Priority**
 - i. MR127 – Pilliga Road/Old Pilliga Road**
 - ii. MR329 – Cypress Way**
 - iii. MR133 – Killarney Gap Road**
 - iv. MR357 – Rangari Road**
 - b. Non-Priority**
 - i. RR7709 – Grain Valley Road**
 - ii. MR383 – Pilliga/Coonamble Road**
 - iii. RR7716 – Come-By-Chance Road**

BACKGROUND

In February 2019, the NSW Government announced the transfer of up to 15,000 kilometres of regional roads to the State as part of a broader package of support for local councils to better manage and maintain the rural road network. Council is required to submit roads for transfer or reclassification as priority or non-priority roads.

In July 2020, Council was made aware that a submission process was to commence in August and that it would be a two-stage process. Stage one is to nominate all roads that Council wish to be

transferred or reclassified and identifying which of these roads are priority and which are non-priority.

The nomination period (stage one) opened on 7 August 2020 and will close on 25 September 2020. The submission does not commit Council to any course of action, rather an initial expression of intent to submit.

Stage two of the submission process will include collecting detailed information in relation to the roads submitted, upon request from the independent panel. There will be multiple rounds of submissions if Council is unsuccessful for transfer in the first round. If unsuccessful, Council is strongly encouraged to submit further applications.

The criteria that the Independent panel will use for consideration are:

- Subject to a government commitment; or
- Council can demonstrate past or current difficulty in meeting the demands associated with maintaining the road in the short, medium and/or long term to the standard which allows the road to perform as intended as part of the broader network.

Council have assessed the roads that are valid to be transferred, based on several factors that identify as being relevant to the process:

- Current Maintenance Costs
- Current traffic volumes & classification
- Connectivity to centres, Neighbouring Shires and State Highways
- Condition which is taken as an average condition based over the entire length of road.

CURRENT SITUATION

There are currently seven (7) regional roads within Council control. These roads are spread across the Shire and are of various conditions, lengths, widths and types. The roads also vary in the types of use they receive and vary in the amount of Traffic.

The roads in subject are (listed in numerical order):

ROAD NUMBER	ROADNAME	SEAL (km)	GRAVEL (km)	TOTAL (km)
MR 127	PILLIGA ROAD	58.5	0.0	58.5
MR 133	KILLARNEY GAP ROAD	36.9	0.0	36.9
MR 329	CYPRESS WAY	2.4	31.4	33.7
MR 357	RANGARI ROAD	14.6	10.5	25.1
MR 383	COONAMBLE ROAD	2.5	0.0	2.5
RR 7709	GRAIN VALLEY ROAD	11.1	0.0	11.1
RR 7716	COME BY CHANCE ROAD	0.9	0.0	0.9

Below is the assessment of Regional Roads which are deemed to be priority roads for transfer:

MR127 – Pilliga Road

- Required 42.8% of Regional Road Operating Maintenance Expenditure for 2019/2020 Financial Year (FY).
- Average Daily Traffic (ADT) – 347, Heavy Vehicle percentage of 29.7%.
- Connects the centres of Pilliga and Wee Waa, as well as being the main access for goods (grain, livestock & cotton) to be transported into the hub of Wee Waa. The route also sustains heavy vehicle through traffic from neighbouring shires.
- Overall, the road is of very poor condition, with previous rounds of grant funding being unsuccessful for large applications to improve the conditions. The entirety of the road is of sealed condition, with large portions requiring rehabilitation work or substantial heavy patching.

MR329 – Cypress Way

- Required 12.3% of Regional Road Operating Maintenance Expenditure for 2019/2020 FY.
- Average Daily Traffic (ADT) – 44, Heavy Vehicle Percentage of 14.6%.
- The main connection for traffic from Gwabegar to Pilliga (Via MR127). Cypress Way also extends to the Shire boundary and is the main access for travellers and locals of the area that are heading into Walgett Shire and the Warrumbungle Shire.
- Overall, the road is of average condition, with maintenance required regularly after rainfall events, due to the majority being unsealed. Approximately 6km was gravel resheeted in the 2019/2020 at a significant cost, due to quality gravel supplies being at a significant distance from the location. Severe pavement damage occurred during a rainfall event in 2019 and is seen as a risk of occurring again.

MR133 – Killarney Gap Road

- Received 19.4% of Regional Road Operating Maintenance Expenditure in 2019/2020 FY.
- Average Daily Traffic (ADT) – 242, Heavy Vehicle Percentage of 20.8%.
- The main connection for traffic from Gwydir Shire to Narrabri (via Newell Highway). This route is also a tourist route, allowing access to National Parks and Wildlife attractions and offers a freight link for goods (grain, livestock and cotton) from the farming areas of the North-East of the shire.
- Overall the road is in average condition, with sections deteriorating that will be required to be resealed/rehabilitated in the coming years.

MR357 – Rangari Road

- Received 19.4% of Regional Road Operating Maintenance Expenditure in 2019/2020 FY.
- Average Daily Traffic (ADT) – 220, Heavy Vehicle Percentage of 15.2%.
- This road is a connection for traffic from the Gunnedah/Tamworth Shires and acts as an entry point for nearby coal mines.

- Overall the road is in average condition, with sections deteriorating that will be required to be resealed/rehabilitated in the coming years. The 10.5km of unsealed section has been gravel resheeted as part of 2019/2020 flood damage repair and gravel resheeting program. This work will help to increase safety and reduce maintenance expenditure in the near future, although will require further work once it deteriorates.

Below is the assessment of Regional Roads are deemed to be non-priority roads for transfer:

MR7709 – Grain Valley Road

- Required 1.5% of Regional Road Operating Maintenance Expenditure in 19/20 FY.
- Average Daily Traffic (ADT) – 280, Heavy Vehicle Percentage of 29.5%.
- Connects to Kamilaroi Highway and Gunnedah Shire and transports agricultural goods (grain, livestock & cotton) into Boggabri.
- Good Condition. A large section of this road was rehabilitated in the 2018/2019 financial year. The road is sealed in its entirety and has a minimal effect on maintenance.

MR383 – Come By Chance Road

- Required 0.1% of Regional Road Operating Maintenance Expenditure in 2019/2020 FY.
- Average Daily Traffic (ADT) – 184, Heavy Vehicle Percentage of 47.7%.
- Connects to MR127 – Pilliga Road and Walgett Shire and transports agricultural goods (grain, livestock & cotton) into Wee Waa, via MR127.
- Very good condition as this short section of road was rehabilitated in the 2019/2020 FY. Very little maintenance expenditure is expected in the near future and the road is sealed in its entirety.

RR7716 – Pilliga/Coonamble Road

- Required 0% of Regional Road Operating Maintenance Expenditure in 19/20 FY.
- Average Daily Traffic (ADT) – 117, Heavy Vehicle Percentage of 19.7%.
- Connects to MR127 – Pilliga Road and Walgett Shire and transports agricultural goods (grain, livestock & cotton) into Wee Waa, via MR127
- Good condition. This road is also short in length, with the problem areas being addressed in the 2019/2020 financial year. The road is sealed in its entirety and has minimal effect on maintenance.

In summary, there are seven (7) roads that are eligible for submission for transfer to the NSW State Government. Four (4) of which are deemed to be priority roads to transfer and three (3) that are deemed non-priority for transfer. This has been determined through the assessment of the above criteria.

FINANCIAL IMPLICATIONS

It is not expected that the transfer of the proposed roads will have a significant financial impact on Council. Noting road lengths are a factor in the allocation of a number of annual grant allocations provided to Council.

STATUTORY AND POLICY IMPLICATIONS

Nil.

CONSULTATION**External Consultation**

Council has contacted relevant officers at Walgett, Warrumbungle, Tamworth, Gunnedah and Gwydir Shires to discuss their approach to the transfer of regional roads in their council areas with regards to roads that extend into Narrabri Shire Council's road network. Each Council has indicated that they are still progressing with the development of their lists.

Internal Consultation

- Manager Design Services.
- Former Director of Infrastructure Delivery (Darren Raeck).

13 CONFIDENTIAL (CLOSED COUNCIL) MEETING

Nil reports.

14 MEETING CLOSED
