



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

Date: Tuesday, 24 May 2022

Time: 1.00pm

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

AGENDA

Ordinary Council Meeting 24 May 2022

**Robert Ball
ACTING 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.

(As per Council’s 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.

(As per Council’s 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.

(As per Council’s Code of Meeting Practice)



Mayor
Cr Ron Campbell



Deputy Mayor
Cr Cathy Redding



Cr Rohan Boehm



Cr Robert Browning



Cr John Clements



Cr Brett Dickinson



Cr Greg Lamont



Cr Lisa Richardson



Cr Darrell Tiemens



Acting General Manager
Mr Robert Ball



Director
Infrastructure Delivery
Mrs Eloise Chaplain



Director Corporate &
Community Services
Mr Andrew Brown



Director Planning and
Strategy
Ms Donna Ausling

Corporate 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.

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 a healthy balance between our natural and built environments.



Theme 3: OUR ECONOMY

Strategic Direction 3: Progressive and Diverse Economy

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



Theme 4: OUR CIVIC LEADERSHIP

Strategic Direction 4: Collaborative and Proactive Leadership

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

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1 OPENING PRAYER

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

2 ACKNOWLEDGEMENT OF COUNTRY

I would like to acknowledge the Traditional Owners of Country throughout Australia, 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 RECOGNITION OF SERVICE MEN & WOMEN

Council acknowledges the sacrifice made by Australian service men and women, in particular those who gave their lives in defence of the freedom we enjoy today.

4 APOLOGIES/GRANTING OF LEAVE OF ABSENCES

5 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.

6 QUESTIONS WITH NOTICE

6.1 QUESTION WITH NOTICE

Responsible Officer: Robert Ball, Acting General Manager

Author: Rohan Boehm, Councillor

Attachments: Nil

The following question on notice was received from Councillor Rohan Boehm.

Question

The following questions with notice are put in regard the Shire's quarrying and extractive industries sector.

Significant expansion of quarrying and mining are underway in the Shire and it is vital that council is ready to address risks and community obligations in relation to this important sector of the local economy.

- a. What oversight does Council conduct in terms of annual extractive limits and quantitative (volumetric) measurements of private and publicly owned quarries, noting:
 - i. How does Council reconcile, and at what intervals, extracted materials and the payment of royalties based on quantitative and independent assessments, such as weighbridge and or volumetric measurement?
 - ii. Are there any quarries or mines in the Shire where the prescribed intervals of volumetric measurement as required in operational conditions are in arrears in terms of reporting and payment of royalties to Council?
- b. Can the GM advise Council if all quarries in the Shire comply with distances from housing in relation to blasting operations, noting exceptions?
- c. Can the GM provide a reconciliation from 2013-2022 (or at least 5 years) of extracted quarried materials where royalties are (required) to be paid?
 - i. From each site where royalties would be paid, what is the value of any voluntary or other contributions to the Shire for road and other infrastructure?
- d. Are there any current 'exceptional circumstances' applying to operating quarries in terms of delivery of quarried material on a 24x7 basis.
 - i. If so, what constitutes 'exceptional circumstances' to allow for longer hours of operation,
 - ii. and how would these 'circumstances' be managed by Council?
- e. The currently-operating Wave Hill quarry was originally 4 hectares.
 - i. Can the GM provide details of all dates, circumstances, licences issued when this quarry was increased to 12 hectares?
- f. Can the GM advise if a Council Development Application for quarrying relates only to the operator of a quarry, or is it related only to the land itself (and the land-owner)?
 - i. Does a DA for quarrying expire, if so, under what circumstances can this expiry occur?
 - ii. So that Council understands what undeveloped quarries are available to meet future needs, what current quarry resources in the Shire have an existing and exercisable DA, but are not being operated currently, noting type of material and potential extractable limits?
 - iii. Have any private quarry DAs expired in the past five years and if so, under what circumstances did this occur?
 - iv. Does Council have a view on what the future quarrying materials and resources may be required by the Shire economy, and what considerations will Council need to consider to prepare for such an eventuality?

Response

Questions with notice may be asked by a Councillor in accordance with clauses 3.13 – 3.15 of the Code of Meeting Practice and must be submitted not later than 12 noon on Monday in the week preceding a Council meeting. Although these questions were not submitted until Tuesday, i.e., later than the required time, this was caused by a series of discussions between Cr Boehm and the General Manager.

Questions with notice is an opportunity for Councillors to ask questions of the General Manager about the performance or operations of the Council. They are to clarify strategic, policy or any other appropriate matter that may not be on the Council agenda. Questions with notice support core principles of good governance such as accountability and transparency.

In this instance however the questions relate to a number of quarries some of which are beyond Council's authority to control. They are controlled by State authorities. The questions are not related to the performance and operations of Council and to answer all of the questions will require enquiries to be made of the State authorities.

Questions with notice also should not be of such complexity that they require a re-allocation of the Council's resources with the potential to significantly impact the delivery of core outputs for the community as determined by the Council.

In circumstances where Councillors seek answers to questions that would result in significant resource re-allocation by the General Manager, Councillors should place the matter on the agenda by way of a notice of motion to ensure that resources are allocated to those areas which are prioritised as greatest need by Council.

The questions asked by Councillor Boehm would require the re-allocation of extensive resources across all Council Directorates and may even require specialist external resources for which a budget has not been allocated.

In proposing these questions Cr Boehm stated that he was submitting them because *"I'm assured that risk, obligation and economic concern in this sector remains a high priority and should be addressed."* It is considered that Cr Boehm may wish to have the opportunity to express his attitude to the matters outlined. As he will be absent from the next two Council meetings Councillors may wish to defer any consideration of this matter for three months.

Alternatively, Council might decline to answer the questions and invite Cr Boehm, when he returns, to resubmit the matter as a Notice of Motion together with a source of funds and a justification for Council expending its community resources in the manner sought.

If evidence is available of non-compliance with approvals issued by other authorities, then Council can be an advocate for the community with respect to such operations.

It is considered important however that Cr Boehm provide this evidence to justify pursuing quarry operations which are approved and managed by authorities other than Council.

RECOMMENDATION

1. That Council decline to answer the questions; and
2. Cr Boehm, when he returns, be invited to resubmit the matter as a Notice of Motion together with a source of funds and a justification for Council expending its resources in the manner sought, particularly pursuing quarry operations which are approved and managed by authorities other than council.

7 MATTERS OF GREAT URGENCY

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

Extract from Council's Code of Meeting Practice:

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

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

- (a) personnel matters concerning particular individuals (other than councillors),
- (b) the personal hardship of any resident or ratepayer,
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of the council's code of conduct.

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

- 14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

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

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

- 17.1 Inland Rail - Further Details

9 PRESENTATIONS

Presentation requests received to date:

1. Arts North West.

10 CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of the Ordinary Meeting of the Narrabri Shire Council held on 26 April 2022 comprising Minute Nos 089/2022 to 122/2022 as circularised be confirmed and signed as a correct record by the Mayor.

RECOMMENDATION

That the minutes of the Extraordinary Council Meeting of the Narrabri Shire Council held on 16 May 2022 comprising Minute Nos 123/2022 to 132/2022 as circularised be confirmed and signed as a correct record by the Mayor.

**MINUTES OF NARRABRI SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE NARRABRI SHIRE COUNCIL CHAMBERS, 46-48 MAITLAND STREET, NARRABRI
ON TUESDAY, 26 APRIL 2022 AT 1.00PM**

PRESENT: Cr Ron Campbell, Cr Catherine Redding, Cr Rohan Boehm, Cr Robert Browning, Cr John Clements, Cr Brett Dickinson, Cr Greg Lamont, Cr Lisa Richardson, Cr Darrell Tiemens.

IN ATTENDANCE: Robert Ball (Acting General Manager), Donna Ausling (Director Planning and Strategy), Eloise Chaplain (Director Infrastructure Delivery), Andrew Brown (Director Corporate and Community Services), Jason Townsend (Manager Governance and Risk), Alice Gemmell-Smith (Governance Coordinator), Nicole Cooper (Governance Support Officer and Minute Clerk).

Proceedings of the meeting commenced at 1.00 pm.

1 OPENING PRAYER

Members and officers were upstanding for the opening prayer by Rev Bernard Gabbott of Narrabri Anglican Church, 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 Gamilaroi people, and the Council paid its respects to Elders past, present and emerging.

3 RECOGNITION OF SERVICE MEN & WOMEN

Council acknowledged the sacrifice made by Australian service men and women, in particular those who gave their lives in defence of the freedom we enjoy today.

4 APOLOGIES/GRANTING OF LEAVE OF ABSENCES

MINUTE 089/2022

Moved: Cr John Clements Seconded: Cr Darrell Tiemens

- 1. That apologies from Cr Brett Dickinson and Cr Robert Browning be received and accepted.**

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, John Clements, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 7/0

5 DECLARATION OF PECUNIARY AND NON- PECUNIARY INTERESTS

COUNCILLOR	ITEM NUMBER	PECUNIARY/ NON-PECUNIARY	REASON
Cr Catherine Redding	15.13	Pecuniary	Is land holder affected by the Inland Rail

6 QUESTIONS WITH NOTICE

NIL

7 MATTERS OF GREAT URGENCY

NIL

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

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

- 17.1 Log of Auto-Archive access
- 17.2 Expressions of Interest - General Manager Recruitment
- 17.3 Unauthorised Dwelling at 164 Killara Road, Jacks Creek

9 PRESENTATIONS

Presentations made to Council:

1. Mr Jim Purcell – Item 15.13: Notice of Motion – Inland Rail Letter to DPIE**Attachments**

- 1 01 - Copy of Flyer Distributed to Residents
- 2 02 - Copy of Courier Article - 22 March 2018
- 3 03 - Copy of Narrabri Shire Council Media Statement - 2 July 2021
- 4 04 - Copy of Courier Article - 5 July 2021
- 5 05 - Copy of Narrabri Shire Council Extraordinary Council Minutes - 27 January 2021
- 6 06 - Copy of 'Map 1' with Annotations
- 7 07 - Copy of 'Map 2'
- 8 08 - Copy of 'Map 3'

10 CONFIRMATION OF MINUTES

MINUTE 090/2022

Moved: Cr Darrell Tiemens Seconded: Cr Greg Lamont

- 1. That the minutes of Ordinary Meeting of the Narrabri Shire Council held on 22 March 2022 comprising Minute Nos 050/2022 to 083/2022 as circularised be confirmed and signed as a correct record by the Mayor.**

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, John Clements, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 7/0

11 MAYORAL MINUTE

9.1 MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR MARCH/APRIL 2022**MINUTE 091/2022**

Moved: Cr John Clements Seconded: Cr Darrell Tiemens

- 1. That the minutes of Extraordinary Council Meeting of the Narrabri Shire Council held on 22 March 2022 comprising Minute Nos 084/2022 to 088/2022 as circularised be confirmed and signed as a correct record by the Mayor.**

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, John Clements, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 7/0

At 1:24 pm, Cr Darrell Tiemens left the meeting.

At 1:24 pm, Cr Darrell Tiemens returned to the meeting.

12 MAYORAL MINUTE

11.1 MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR MARCH/APRIL 2022**MINUTE 092/2022**

Moved: Cr Ron Campbell

- 1. That Council note the Mayoral Appointments for the period 12 March 2022 to 13 April 2022.**

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, John Clements, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 7/0

13 OUR SOCIETY

Nil reports.

14 OUR ENVIRONMENT**13.1 REVIEW OF FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE TERMS OF REFERENCE****MINUTE 093/2022**

Moved: Cr Greg Lamont Seconded: Cr Rohan Boehm

1. That Council adopt the Terms of Reference (TOR) for the Floodplain Risk Management Advisory Committee attached to this report. With amendment that the Chairperson of the committee be a Councillor and including four (4) community members and four (4) Councillors, including the Chairperson. Should the Chairperson fail to attend a meeting a representative of the General Manager may act as the Chairperson.
2. That Council re-appoint the current community member delegates to the Floodplain Risk Management Advisory Committee being:
 - (a) Jim Purcell
 - (b) Jonathan Phelps
3. That Council accept the resignations of Frank Hadley and Conrad Bolton from the Floodplain Risk Management Advisory Committee and thank them for their contribution to the community as a member of that committee.
4. That Expressions of Interest (Eols) be sought for the vacant community delegate positions in accordance with the adopted Terms of Reference of the Floodplain Risk Management Advisory Committee.

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, John Clements, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 7/0

13.2 RESIGNATION OF CONRAD BOLTON FROM FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE**RECOMMENDATION**

1. That Council accept the resignation of Conrad Bolton from the Floodplain Risk Management Advisory Committee and thank him for his contribution to the community as a member of that committee.
2. That Expressions of Interest (Eols) be sought for the vacant community delegate position in accordance with the adopted Terms of Reference of the Floodplain Risk Management Advisory Committee.

Lapsed for want of a mover

At 1:49 pm, Cr Catherine Redding left the meeting after declaring a pecuniary interest in relation to Item 15.13, due to being an affected landholder and was not present at or in sight of the meeting during the consideration of the item.

Presentation by Jim Purcell on Item 15.13 at 1.50pm - attachments tabled.
Presentation concluded at 1.58pm.

At 2:02 pm, Cr Lisa Richardson left the meeting.

At 2:02 pm, Cr Lisa Richardson returned to the meeting.

At 2:03 pm, Cr Catherine Redding returned to the meeting.

15 OUR ECONOMY

Nil reports.

16 OUR CIVIC LEADERSHIP

15.1 DELEGATION OF AUTHORITY - MAYOR

MINUTE 094/2022

Moved: Cr Greg Lamont Seconded: Cr John Clements

1. That the delegations of authority for the Mayor as attached to this report be adopted.

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, John Clements, Greg Lamont,
Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 7/0

MOVE INTO COMMITTEE OF THE WHOLE

MINUTE 095/2022

Moved: Cr John Clements Seconded: Cr Rohan Boehm

1. That Council suspend standing orders and move into Committee of the Whole.

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, John Clements, Greg Lamont,
Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 7/0

The Council moved into Committee of the Whole, the time being 2.13pm.

MOVE OUT OF COMMITTEE OF THE WHOLE**MINUTE 096/2022**

Moved: Cr John Clements Seconded: Cr Darrell Tiemens

1. That Council resume standing orders and move out of Committee of the Whole.

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, John Clements, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 7/0

The Council moved out of Committee of the Whole, the time being 2.36pm.

15.2 DELEGATION OF AUTHORITY - GENERAL MANAGER**MINUTE 097/2022**

Moved: Cr John Clements Seconded: Cr Catherine Redding

1. That Council Delegate to the General Manager of Narrabri Shire Council, the functions in accordance with the Instrument of Delegation to the General Manager attached to this report.

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, John Clements, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 7/0

15.3 APPOINTMENT OF ACTING GENERAL MANAGER**MINUTE 098/2022**

Moved: Cr John Clements Seconded: Cr Darrell Tiemens

1. **That Council appoint Mr Andrew Brown as Acting General Manager of Narrabri Shire Council from Thursday, 28 April 2022 until Tuesday, 10 May 2022; inclusive.**
2. **That Council reaffirm its appointment of Mr Robert Ball as Acting General Manager of Narrabri Shire Council from Wednesday, 11 May 2022.**

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, John Clements, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 7/0

15.4 FINANCIAL ASSISTANCE GRANT TIMING**MINUTE 099/2022**

Moved: Cr John Clements Seconded: Cr Greg Lamont

1. **That Council note the information on the timing of Financial Assistance Grant payment for the 2022/2023 financial year.**

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, John Clements, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 7/0

15.5 INVESTMENT REPORT - MARCH 2022**MINUTE 100/2022**

Moved: Cr Greg Lamont Seconded: Cr Rohan Boehm

1. **That Council note the Investment Report for March 2022.**

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, John Clements, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 7/0

15.6 CHAIRING AND EFFECTIVE MEETING PROCEDURES FOR COUNCILLORS**MINUTE 101/2022**

Moved: Cr John Clements Seconded: Cr Lisa Richardson

- 1. That the General Manager engage the services of Local Government NSW to provide the Chairing & Effective Meetings Workshop as a face to face workshop commencing at 10.30am.**

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, John Clements, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 7/0

15.7 DRAFT RISK MANAGEMENT POLICY AND PROCEDURE**MINUTE 102/2022**

Moved: Cr Greg Lamont Seconded: Cr Catherine Redding

- 1. That Council endorse the Draft Risk Management Policy and the Draft Risk Management Procedure for the purposes of public exhibition.**
- 2. That Council place on public exhibition the Draft Risk Management Policy and the Draft Risk Management Procedure for a period of at least 28 days, and during the exhibition period call for and accept submissions from the public on the draft policy and procedure.**

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, John Clements, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 7/0

15.8 DRAFT 2022/2032 COMMUNITY STRATEGIC PLAN**MINUTE 103/2022**

Moved: Cr John Clements Seconded: Cr Catherine Redding

- 1. That Council endorse the draft 2022/2032 Community Strategic Plan for the purposes of public exhibition.**
- 2. That Council place on public exhibition the draft 2022/2032 Community Strategic Plan for a period of at least 28 days, and during the exhibition period call for and accept submissions from the public on the draft Plan.**

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, John Clements, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 7/0

15.9 SCHEDULE AN EXTRA-ORDINARY MEETING FOR 17 MAY 2022**MINUTE 104/2022**

Moved: Cr John Clements Seconded: Cr Greg Lamont

- 1. That Council resolve to hold an Extraordinary Council Meeting on Monday 16 May 2022, commencing at 10.30am to endorse the following for Public Exhibition:**
 - (a) Resourcing Strategy (including Asset Management Plan and Strategy, Long Term Financial Strategy and Workforce Management Plan);**
 - (b) 2022/2026 Delivery Program;**
 - (c) 2022/2023 Operational Plan and Budget;**
 - (d) Quarter 3 2022 Operational and Service Plan Report; and**
 - (e) Quarterly Budget Review for Quarter 3 2022.**

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, John Clements, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 7/0

MOVE INTO COMMITTEE OF THE WHOLE

MINUTE 105/2022

Moved: Cr Lisa Richardson Seconded: Cr John Clements

1. That Council suspend standing orders and move into Committee of the Whole.

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, John Clements, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 7/0

The Council moved into Committee of the Whole, the time being 3.13pm.

MOVE OUT OF COMMITTEE OF THE WHOLE**MINUTE 106/2022**

Moved: Cr John Clements Seconded: Cr Lisa Richardson

1. That Council resume standing orders and move out of Committee of the Whole.**CARRIED**

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, John Clements, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 7/0

The Council moved out of Committee of the Whole, the time being 3.16pm.

15.10 2022 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT**MINUTE 107/2022**

Moved: Cr Lisa Richardson Seconded: Cr John Clements

1. That Council approve the attendance of the Mayor and two (2) other councillors and a delegate of the General Manager at the National General Assembly in Canberra on 19 – 22 June 2022.

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, John Clements, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 7/0

SUSPENSION OF STANDING ORDERS**MINUTE 108/2022**

Moved: Cr John Clements Seconded: Cr Ron Campbell

1. That Council suspend standing orders for a break.

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, John Clements, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 7/0

The Council suspended standing orders, the time being 3.18pm.

RESUMPTION OF STANDING ORDERS**MINUTE 109/2022**

Moved: Cr Lisa Richardson Seconded: Cr Darrell Tiemens

1. That Council resume standing orders.

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, John Clements, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 7/0

The Council resumed standing orders, the time being 3.31pm.

15.11 VACCINATION OF OUTDOOR CONTRACTORS**MINUTE 110/2022**

Moved: Cr Ron Campbell Seconded: Cr Lisa Richardson

1. That Council note the support of the employee Health and Safety Committee and Consultative Committee to maintain the current vaccination mandate applied to all workers of Council as defined by section 4(7) of the *Work Health and Safety Act 2011*.

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, John Clements, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 7/0

15.12 DEFERRAL OF WORKSHOP ON COUNCIL STANDING COMMITTEES**MINUTE 111/2022**

Moved: Cr Catherine Redding Seconded: Cr Darrell Tiemens

- 1. That Council defer the workshop to discuss Council Standing Committees within three (3) months.**

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, John Clements, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 7/0

At 3:59 pm, Cr Catherine Redding left the meeting.

MOVE INTO COMMITTEE OF THE WHOLE**MINUTE 112/2022**

Moved: Cr Darrell Tiemens Seconded: Cr John Clements

- 1. That Council suspend standing orders and move into Committee of the Whole.**

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, John Clements, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 7/0

The Council moved into Committee of the Whole, the time being 4.24pm.

MOVE OUT OF COMMITTEE OF THE WHOLE**MINUTE 113/2022**

Moved: Cr John Clements

- 1. That Council resume standing orders and move out of Committee of the Whole.**

CARRIED

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, John Clements, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 7/0

15.13 NOTICE OF MOTION - INLAND RAIL LETTER TO DPIE**MINUTE 114/2022**

Moved: Cr Greg Lamont

Seconded: Cr Rohan Boehm

1. That Council's Acting General Manager write to the Department of Planning and Environment, indicating the following:
 - (a) That Council supports the concept of the inland rail and acknowledges the positive contributions and opportunities it will make to both the Narrabri Shire and the wider Australian community.
 - (b) That further to its letter of 5 February 2021, Council does not support the current proposed alignment as it does not provide an optimum outcome for the Narrabri Shire.
 - (c) That Council reaffirms the issues raised in the report presented at the 27 January 2021 Ordinary Council Meeting on the Inland Rail EIS and adopts the contents of that report. Including flooding, noise and vibration, devaluation of property, impacts on Council infrastructure and visual impacts.
 - (d) That Council holds concerns regarding the impact the proposed route will have on future employment land opportunities.
 - (e) That Council requests the integration of planning for the Inland Rail route with an examination of works north of Narrabri which may be required to mitigate flooding issues, as a result of natural conditions and previous planning approvals.

In Favour: Crs Ron Campbell, Rohan Boehm, John Clements, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 6/0

At 5:01 pm, Cr Lisa Richardson left the meeting.

At 5:02 pm, Cr Catherine Redding returned to the meeting.

At 5:03 pm, Cr Lisa Richardson returned to the meeting.

At 5:03 pm, Cr Rohan Boehm left the meeting.

At 5:03 pm, Cr John Clements left the meeting.

At 5:04 pm, Cr Greg Lamont left the meeting.

At 5:03 pm, Cr Rohan Boehm returned to the meeting.

At 5:04 pm, Cr John Clements returned to the meeting.

At 5:04 pm, Cr Greg Lamont returned to the meeting.

At 5:04 pm, Cr Greg Lamont left the meeting.

At 5:05 pm, Cr Greg Lamont returned to the meeting.

17 CONFIDENTIAL (CLOSED COUNCIL) MEETING**MINUTE 115/2022**

Moved: Cr Darrell Tiemens Seconded: Cr John Clements

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

17.1 Log of Auto-Archive access

This matter is considered to be confidential under Section 10A(2) - (f) 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 details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property.

17.2 Expressions of Interest - General Manager Recruitment

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.

17.3 Unauthorised Dwelling at 164 Killara Road, Jacks Creek

This matter is considered to be confidential under Section 10A(2) - (e) and (g) 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, prejudice the maintenance of law and advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, John Clements, Greg Lamont and Darrell Tiemens

Against: Nil

CARRIED 6/0

The Council moved into closed Council, the time being 5.01pm. The public and media left the Chamber.

The considerations by Council in closed session are recorded in the Confidential Minutes of the Meeting.

The Council moved into open session at 5.58pm and the Mayor read out to those present the resolutions of the Closed (Public Excluded) Meeting

17.1 LOG OF AUTO-ARCHIVE ACCESS**MINUTE 116/2022**

1. That Council note the Log of Auto-Archive report.

17.2 EXPRESSIONS OF INTEREST - GENERAL MANAGER RECRUITMENT**MINUTE 117/2022**

1. That Council engage Leading Roles to undertake recruitment for the new General Manager.
2. That authority be delegated to the Mayor to finalise arrangements with Leading Roles to facilitate any necessary agreement and documentation.
3. That Council appoint all Councillors to the selection panel and delegate authority to the Mayor to facilitate the recruitment process pursuant to the requirements of the *Local Government Act 1993* and the Guidelines for the Appointment and Oversight of General Managers.

17.3 UNAUTHORISED DWELLING AT 164 KILLARA ROAD, JACKS CREEK**MINUTE 118/2022**

1. That Council receive and note the Report.
2. That Council receive progressive updates in relation to the unauthorised development works located at 164 Killara Road, Jacks Creek being Lot 1511 in DP831514.

18 MEETING CLOSED

The Meeting closed at 5.59pm.

The minutes of this meeting are scheduled to be confirmed at the Ordinary Council Meeting to be held on 24 May 2022.

.....
CHAIRPERSON

**MINUTES OF NARRABRI SHIRE COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE NARRABRI SHIRE COUNCIL CHAMBERS, 46-48 MAITLAND STREET, NARRABRI
ON MONDAY, 16 MAY 2022 AT 10.30AM**

PRESENT: Cr Ron Campbell, Cr Catherine Redding, Cr Rohan Boehm, Cr Robert Browning, Cr John Clements, Cr Brett Dickinson, Cr Greg Lamont, Cr Lisa Richardson, Cr Darrell Tiemens.

IN ATTENDANCE: Robert Ball (Acting General Manager), Andrew Brown (Director Corporate and Community Services), Donna Ausling (Director Planning and Strategy), Eloise Chaplain (Director Infrastructure Delivery), Alice Gemmell-Smith, (Governance Coordinator), Nicole Cooper (Governance Support Officer and Minute Clerk).

Proceedings of the meeting commenced at 10.36am.

1 OPENING PRAYER

Members and officers were upstanding for the opening prayer delivered by the Mayor.

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 RECOGNITION OF SERVICE MEN & WOMEN

Council acknowledges the sacrifice made by Australian service men and women, in particular those who gave their lives in defence of the freedom we enjoy today.

4 APOLOGIES/GRANTING OF LEAVE OF ABSENCES

Nil.

5 DECLARATION OF PECUNIARY AND NON-PECUNIARY INTERESTS

Nil.

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

Nil.

7 OUR CIVIC LEADERSHIP

7.1 OPERATIONAL AND SERVICE PLAN QUARTERLY REPORT - MARCH 2022**MINUTE 123/2022**

Moved: Cr Catherine Redding Seconded: Cr Rohan Boehm

- 1. That Council adopt the March 2022 Quarterly Operational and Service Plan Report, as attached, detailing Council's progress in meeting its actions, capital works and key performance measures.**

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 9/0

MOVE INTO COMMITTEE OF THE WHOLE**MINUTE 124/2022**

Moved: Cr Greg Lamont Seconded: Cr John Clements

- 1. That Council suspend standing orders and move into Committee of the Whole.**

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 9/0

The Council moved into Committee of the Whole, the time being 10.41am.

At 11:20 am, Cr Darrell Tiemens left the meeting.

At 11:30 am, Cr Darrell Tiemens returned to the meeting.

At 11:39 am, Cr Catherine Redding left the meeting.

At 11:45 am, Cr Catherine Redding returned to the meeting.

MOVE OUT OF COMMITTEE OF THE WHOLE

MINUTE 126/2022

Moved: Cr John Clements Seconded: Cr Rohan Boehm

1. That Council resume standing orders and move out of Committee of the Whole.

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 9/0

The Council moved out of Committee of the Whole, the time being 11.55am.

7.2 QUARTERLY BUDGET REVIEW STATEMENT - MARCH 2022**MINUTE 127/2022**

Moved: Cr John Clements Seconded: Cr Greg Lamont

- 1. That Council adopt the Quarterly Budget Review Statement for the period ended 31 March 2022 as the revised Budget estimates for the year ended 30 June 2022 and the Operational Plan and Capital Works Plan be amended accordingly.**
- 2. That a Quarterly Budget Review Statement be prepared and presented to Council for the period ending 30 June 2022.**
- 3. That information be presented to Council regarding the status and milestones of flood event claims for the Narrabri Shire for the period ending 30 June 2022.**
- 4. That Council be presented the Tourism Hub Master Plan at the 28 June 2022 Ordinary Council Meeting.**
- 5. That Council review the presentation of Council's Capital Expenditure and Capital Income (including funding from external sources) to provide sub totals of income and expenditure for each major project (exceeding \$1 million in expenditure).**
- 6. A progress report on Council's Facility Management Plans be presented to the 28 June 2022 Ordinary Council Meeting.**

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 9/0**MOVE INTO COMMITTEE OF THE WHOLE**

MINUTE 128/2022

Moved: Cr Greg Lamont Seconded: Cr John Clements

1. That Council suspend standing orders and move into Committee of the Whole.

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 9/0

The Council moved into Committee of the Whole, the time being 11.57am.

At 12:15 pm, Cr Darrell Tiemens left the meeting.

At 12:17 pm, Cr Darrell Tiemens returned to the meeting.

MOVE OUT OF COMMITTEE OF THE WHOLE**MINUTE 129/2022**

Moved: Cr Rohan Boehm Seconded: Cr Brett Dickinson

1. That Council resume standing orders and move out of Committee of the Whole.

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 9/0

The Council moved out Committee of the Whole, the time being 12.29pm.

7.3 DRAFT 2022/2026 RESOURCING STRATEGY**MINUTE 130/2022**

Moved: Cr John Clements Seconded: Cr Catherine Redding

1. That Council endorse the draft **2022/2026 Resourcing Strategy** for public exhibition for a minimum period of 28 days pursuant to the requirements of the *Local Government Act 1993*.
2. That the draft **2022/2026 Resourcing Strategy** be amended to include a human capacity strategy that targets equity, diversity and inclusion as well as improved culture, wellness and safety (including supporting Council's Corporate Values and improved customer service) prior to being placed on 28 days public exhibition.
3. That Council be presented a workshop during the 7 June briefing, regarding the **2022/2026 Resourcing Strategy**.

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 9/0

7.4 DRAFT 2022/2023 OPERATIONAL PLAN AND DRAFT 2022/2026 DELIVERY PROGRAM**MINUTE 131/2022**

Moved: Cr Greg Lamont Seconded: Cr Catherine Redding

1. That Council endorse the following draft documents for public exhibition for a minimum period of 28 days pursuant to the requirements of the *Local Government Act 1993*:
 - a. Draft **2022/2026 Delivery Program**;
 - b. Draft **2022/2023 Operational Plan**;
 - c. Draft **2022/2023 Revenue Policy**;
 - d. Draft **2022/2023 Fees and Charges**;
 - e. Draft **2022/2023 Operational Budget**; and,
 - f. Draft **2022/2023 Capital Works Program**.
2. That the General Manager thank all staff involved in the preparation of the documents.

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 9/0

7.5 DRAFT 2022/2026 DISABILITY INCLUSION ACTION PLAN**MINUTE 132/2022**

Moved: Cr Brett Dickinson Seconded: Cr Catherine Redding

1. That Council endorse the draft 2022/2026 Disability Inclusion Action Plan for the purposes of public exhibition and place it on public exhibition for a period of at least 28 days.
2. That the General Manager thank all staff involved in the preparation of the document.

In Favour: Crs Ron Campbell, Catherine Redding, Rohan Boehm, Robert Browning, John Clements, Brett Dickinson, Greg Lamont, Lisa Richardson and Darrell Tiemens

Against: Nil

CARRIED 9/0

8 MEETING CLOSED

The Meeting closed at 12.39pm.

The minutes of this meeting are scheduled to be confirmed at the Ordinary Meeting of the Narrabri Shire Council held on 24 May 2022.

.....
CHAIRPERSON133/2022

11 MAYORAL MINUTE

11.1 MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR APRIL/MAY 2022**Responsible Officer:** Ron Campbell, Mayor**Author:** Deb Woolfenden, Executive Assistant to Mayor and General Manager**Attachments:** Nil**RECOMMENDATION**

- 1. That Council note the Mayoral appointments for the period 27 April 2022 to 20 May 2022**

For the information of Councillors, I provide details of my Mayoral appointments and attendances between the following dates 27 April 2022 to 20 May 2022.

Wednesday 27 April 2022

- Bayer Cotton Industry Event

Monday 2 May 2022

- 2MaxFM Radio Interview

Tuesday 3 May 2022

- Councillor Briefing

Thursday 5 May 2022

- NSW Independent Flood Enquiry
- Meeting with Mark Ogston – Leading Roles regarding recruitment of General Manager
- Boggabri Business Chamber Meeting

Saturday 7 May 2022

- Guest speaker, Narrabri Industrial Network (NIN) Annual Gala Dinner

Monday 16 May 2022

- Extraordinary Council Meeting
- Councillor update from Department of Planning and Environment on Narrabri Special Activation Precinct
- Councillor Workshop to discuss General Manager attributes

Wednesday 18 May 2022

- Wee Waa Chamber of Commerce Meeting

Friday 20 May 2022

- National Volunteers Week Luncheon

12 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

12.1 COMMUNITY EVENT POLICY

Responsible Officer: Donna Ausling, Director Planning and Strategy

Author: Scott Pollock, Manager Cultural Facilities

Attachments: 1. Community Events Policy  

DELIVERY PROGRAM ALIGNMENT**4 Leadership**

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

Strategy 4.1.1 Provide customer service excellence that is responsive to community needs

EXECUTIVE SUMMARY

Well managed events are an important part of the development of vibrant, sustainable local communities contributing to the community's social fabric and local economy.

Events range from small functions to large, complex experiences, involving thousands of people. Events can be private affairs with attendance by invitation or public occasions with attendance open or by ticket.

Regardless of size, many events require planning and organisation, risk management, securing approvals, community participation, transparency and probity in the allocation of support and resources.

The draft Policy endeavours to clarify the procedure for individuals or community groups to apply to host an event. It will also set a framework to ensure events managed and supported by Council will be conducted in a way that will be safe and environmentally sustainable. The development and facilitation of these events contribute to Council achieving its long term social, environmental, economic and civic leadership strategic objectives.

RECOMMENDATION

- 1. That Council endorse the draft "Community Event Policy" for the purposes of public exhibition.**
- 2. That Council place on public exhibition the "Community Event 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

Narrabri Shire Council is aware that planning and hosting a safe sustainable event can sometimes be a complex and detailed process. Generally, events will require some form of approval from Council or other government agencies. To make this process easier a Community Event Policy along with a Community Event Manual which outlines all necessary components and processes for a successful event has been developed.

CURRENT SITUATION

In the current environment, the Narrabri Shire Council now have a centralised process where one nominated council employee assists community event organisers to navigate their way through Council's various procedures and permits. The process also helps to promote a productive and helpful relationship between Council and the community at large.

FINANCIAL IMPLICATIONS

Nil

STATUTORY AND POLICY IMPLICATIONS

This is a proposed new Policy of Council

CONSULTATION

This Policy will go on public exhibition as part of the process for a period of 28 days

External Consultation

- Numerous Council events manuals

Internal Consultation

- Tourism and Business Internal Working Group
- Cultural Facilities
- Tourism and Community Development
- Community and Customer Relations
- Parks and open Spaces
- Design Services
- Development



COMMUNITY EVENT POLICY

Responsible Department:	Corporate and Community Services
Responsible Section:	Cultural Facilities
Responsible Officer:	Manager Cultural Facilities

Objective

The objective of this policy is to:

- Clarify Council's support of Community Events held on Council managed land
- Clarify the procedure for community groups or individuals to apply to host an event
- Set a framework for events managed and supported by Council
- Effectively manage risks inherent in events and to ensure financial and service delivery obligations are fulfilled

It is the intent of Narrabri Shire Council to coordinate and support high quality community events that celebrate diversity, showcase creativity, and recognise sporting achievements.

Introduction

Well managed events are an important part of the development of vibrant, sustainable local communities contributing to the community's social fabric and local economy.

Initiation, facilitation and support for special events can contribute to Council achieving its long term social, environmental, economic and civic leadership strategic objectives. Council has an important role in identifying opportunities, providing support and resources and ensuring that events are conducted in a way that is safe and environmentally sustainable. Council is committed to supporting local events and this policy details the requirements expected of event organisers to seek Council approval.

This policy relates to events held within the Narrabri Local Government Area which:

- Are delivered by Narrabri Shire Council
- Are community events and require certain approval from Narrabri Shire council
- Are either delivered or endorsed with partnership from Narrabri Shire Council
- Attract funding or sponsorship from Narrabri Shire Council



Policy

Definitions

What is an event?

For the purpose of this Policy, an event is any planned public or social occasion that takes place wholly or partly on public land including public car parks, roads (excluding State Highways), footpaths, parks, Council venues, community facilities and sports grounds. It should be noted that some events that take place on private land may also require Council approval.

Events range from small functions to large, complex experiences, involving thousands of people. Events can be private affairs with attendance by invitation or public occasions with attendance open or by ticket.

Regardless of size, events have many requirements including planning and organisation, risk management, securing approvals, community participation and transparency and probity in the allocation of support and resources.

Generally, events will require some form of approval from Council and or other government agencies. The scale of some events may require the lodgement of a development application under the Environmental Planning and Assessment Act 1979 and the Local Government Act 1993.

Please note: Events that are exempt from this policy include seasonal sporting events and other bookings for sports using Council designated sporting complexes and sporting ovals.

Community Event Manual

Council has developed a Community Event Manual to assist event managers to:

- Define the strategies and actions needed to achieve successful events that help to deliver Council and the community's vision for Narrabri Shire.
- Provide an easy-to-use resource that aims to address planning and risk management issues associated with events in Narrabri Shire.
- Provide a clear guide for Council, the community and key stakeholders on how events will be developed and managed, with templates for event planning.

The Community Event Manual can be downloaded from Council's website at www.narrabri.nsw.gov.au.



Event Application Form

People and organisations wishing to hold an event may need to complete an Event Application Form and provide all necessary information for Council to assess the request. Applications will require the following information where relevant:

- Completed Council's Event Application Form
- Site Plan
- Public Liability Certificate of Currency
- Approved request for Suspension of Alcohol-Free Zones
- Transport Management Plan
- Section 68 Application
- Food Safety Requirements (Food Act 2003)

Applications for events can only be considered if submitted on the appropriate Council form and accompanied by the required fees when necessary.

Council's Event Representative (CER) will assist community members navigate their way through Council's various procedures and permits.

PLEASE NOTE: Monthly events such as Markets are required to submit their application once for a twelve-month period.

The application form and relevant documents need to be emailed to council@narrabri.nsw.gov.au.

Referral to Other Approving Bodies

Council will refer requests for events to other authorities if required including (but not limited to):

- Narrabri Shire Council Local Traffic Facilities Committee
- Narrabri Shire Council Planning and Compliance department
- Liquor and Gaming NSW
- NSW Police
- Safework NSW
- NSW Health
- NSW Food Authority

Application Processing Timeframe

A number of Council departments and at times, external approving bodies are involved in processing requests for events therefore the Event Application Form and related documents need to be submitted to Council with ample time to assess the application. See below for the mandatory timelines:



- Applications and all related documents for events that do not require Traffic Management Plans, road closures or Development Applications, need to be submitted to Council eight (**8**) weeks prior to the proposed event date.
- Applications and all related documents for events that require Traffic Managements Plans, road closures and or Development Applications, need to be submitted to Council fourteen (**14**) weeks prior to the proposed event date.

If an application for a complex event is received less than fourteen (**14**) weeks prior to the proposed date of the event, the application will not be accepted.

Event Venues and Facilities

Council manages land for community use and has identified a number of Council facilities and venues that can accommodate community events. These are listed in Council's Community Event Manual and Community Directory.

As a number of Council managed sites are on Community land, holding an event at these locations may not entitle the Event to have exclusive usage of the site e.g. Narrabri Lake. Please note that fencing off sections may be an option if needed.

Traffic Management Plan (TMP)

It is important to understand what classification your event is aligned with, especially when assessing the impact, it may have on traffic and the surrounding environment. Our Community Event Manual outlines these classifications in the Traffic Management chapter. Events are not categorised by the amount of people attending but more so by the impact and complexity of the event.

Traffic Management Plans may vary in complexity due the size and layout of the event. As TMPs must be approved by the Local Traffic Facilities Committee, it is imperative that these are lodged at least 14 weeks prior to the event.

Please note, the TMP is to be developed, implemented and managed by a qualified person or company. This cost is the responsibility of the event organiser.

Risk Management

Risk management is the process of identifying risks, risk analysis and evaluation. By determining a level of risk of an event, event organisers can prioritise risks to ensure they can either be eliminated or minimised.

To determine a risk, you should consider:

- The consequence of the risk – what could happen and what could the extent of the harm be.
- The likelihood or possibility of the risk occurring.



When conducting a risk assessment, consult the people who will be involved in undertaking the task. As part of any good planning process, risks need to be identified, assessed, and addressed to minimise the potential harm or injury of any person attending the event. Events can vary vastly in regard to their size and nature however, all events require a risk assessment to be undertaken. Undertaking a risk assessment further ensures compliance with relevant legislation and regulation.

Event organisers are required to apply a risk management approach that provides a safe environment for people participating in the event. A risk management approach also ensures compliance with relevant legislation and regulations. Risk assessments should again be undertaken at least two (2) weeks prior to the event commencing to ensure no new risks have arisen.

The [Community Event Manual](#) has a chapter on Risk Management to help organisers identify and address risks that may be relevant.

Public Health

Event organisers need to ensure their events are aligned with the requirements and conditions of the latest NSW Public Health Order.

Public Liability Insurance

Event organisers are required to hold public liability insurance of \$20 million for the entire period of the event. This certificate must be lodged with Council prior to the event.

If the event is run in conjunction with Narrabri Shire Council a copy of the certificate of currency with Council noted as an interested party is required at the time of lodging the Event Application Form. If Council is nominated as an interested party this approval must be approved by the General Manager for approval prior to the event.

Accessibility and Inclusion

When planning an event, it is a legal requirement to consider the access needs of people with a disability. With over 20 per cent of the NSW population living with disability, making your event accessible is also an important commercial decision. Promoting an event's focus on accessibility may also be an attractive prospect for supporting partners or sponsors. You can access the "Toolkit for accessible and inclusive events" developed by the NSW Government [here](#). Narrabri Shire Council has also developed a [Disability Inclusion Action Plan](#).

Waste Management

Events can generate significant volumes of waste and Event organisers are responsible for making arrangements with Council to manage and dispose of waste. Public Park bins are not permitted for use for events. Waste and recycling bins are mandatory at events. Please refer to [Council's Fees and Charges](#) for Costs of waste management for events.

**Fees and Charges**

[Council's Fees and Charges](#) details Council's adopted fees and charges in relation to events and related activities.

Event Confirmation

The event is considered 'confirmed' once all Council departments are satisfied with the application and the Terms and Conditions have been signed. A letter of approval, highlighting any conditions will be sent to the applicant upon approval.

Please note: the proposed event is not to be advertised until full approval has been given.

Event Cancellation

If an event is cancelled or postponed, the Event Organiser needs to contact the Council Event Representative to ensure all Council departments are aware of this decision.

Please Note: some fees are not refundable

Appendix

- Event Application Form
- Community Event Manual
- Community Event Terms and Conditions
- Fees and Charges 2021/ 2022

References

This policy should be read in conjunction with any related legislation, codes of practice, relevant internal policies, and guidelines.



History

Minute Number	Meeting Date	Description of Change

12.2 NARRABRI SHIRE YOUTH COUNCIL

Responsible Officer: Donna Ausling, Director Planning and Strategy

Author: Marie Labonte, Community Development Officer

Attachments: 1. Youth Council Terms of Reference (Current Adopted) [!\[\]\(a03a7eb2f4046e1d3c76772003e549ea_img.jpg\) !\[\]\(844169987a590ed8c7e31d5d18950e8d_img.jpg\)](#)
2. Youth Council Proposed Amended Terms of Reference [!\[\]\(2af34e678d9364b2f32b7174f4964d2c_img.jpg\) !\[\]\(70453908cab6780413d48bd2b8b15c53_img.jpg\)](#)

DELIVERY PROGRAM ALIGNMENT**1 Society**

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

Strategy 1.1.4 Youth of the shire are engaged and supported through the provision of adequate programs and training services to facilitate the retention of our young people

EXECUTIVE SUMMARY

The Narrabri Shire Youth Council provides a forum for young people within the Narrabri Local Government Area (LGA) to express their views on important issues affecting young people as well as provide advice and input into initiatives and programs that involve youth.

RECOMMENDATION

1. That Council amend the current Terms of Reference to twelve (12) members to enable the appointment of the additional Youth Council applicant, Ms Piper Williams.
2. That Council note the applications received from Jesse Weekes, Mietta Smith and Piper Williams and endorse their appointment to the Youth Council.
3. Council write to Ms Gemma Ferguson and Ms Charlotte Penberthy formally accepting their resignations as Youth Councillors and thank them for their contribution to the Youth Council.

BACKGROUND

The Narrabri Shire Youth Council was established in September 2021 and is an advisory and advocacy committee of young people who live, study or work in the Narrabri Shire and want to have a say in what is important to them. The Narrabri Shire Youth Council is made up of a diverse range of young people across the Shire.

CURRENT SITUATION

The Youth Council has received two (2) resignations, Gemma Ferguson due to moving away from the Narrabri Area, and Charlotte Penberthy as her university commitments have significantly increased. Due to the current vacant positions on the Youth Council, Council has recently advertised expressions of interest for suitable youth to sit on the Youth Council and received three (3) applications in response from Jesse Weekes, Mietta Smith and Piper Williams.

Applications have been reviewed and discussed by Youth Councillors, and in response, the Youth Council has identified all three (3) applicants as suitable for appointment. To enable appointment

of all the applicants however, a minor amendment to the current Terms of Reference (ToRs) will be required. A copy of the current adopted ToRs is enclosed as background as **Attachment 1**.

It is therefore recommended that Council amend the current ToRs to enable the appointment of all the youth candidates as enclosed at **Attachment 2**.

Council's Governance Team has also undertaken a review and administrative update of the ToRs in line with programmed reviews as detailed therein. Formal correspondence acknowledging the contribution of the recently resigned Youth Council members is also suggested.

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

- Working with Children Check.
- National Standards for Volunteer Involvement.
- Youth Council Terms of Reference

CONSULTATION

External Consultation

Narrabri Shire Youth Council

Internal Consultation

Governance Team



TERMS OF REFERENCE: YOUTH COUNCIL

Purpose

Narrabri Shire Council has established a Youth Council. The purpose of this document is to set out the role, responsibilities, structure, and procedure of the Youth Council Standing Committee.

Function

The Youth Council's purpose is to:

- Represent and promote the voice of young people in the region;
- Provide a platform for young people to advocate on priorities important to them;
- Provide opportunities for young people to influence youth-focussed programs and projects;
- Provide a mechanism for young people to create, revise and implement the Youth Strategy; and
- Strengthen professional development opportunities for young people.

Objectives

- Work collaboratively with Youth Interagency to run Youth week events across the Narrabri local government area (LGA);
- Provide advice and input to initiatives across the LGA that involve youth;
- Liaise with youth groups to promote activities across the LGA;
- Improve coordination and identify gaps in services for youth in the LGA;
- Inspire and motivate to lead change;
- Provide advice and assistance to Narrabri Shire Council on methods to enhance engagement with youth in the LGA on issues relating to youth; and
- Attend youth forums and conferences where required and approved by General Manager or delegate.

General

1. Membership & Composition

The Narrabri Shire Youth Council will comprise a minimum of six (6) and a maximum of ten (10) members who live, study or work in the LGA.

Members will be socially conscious young leaders between the ages of 14 – 24 who represent a diversity of perspectives and experience, regardless of backgrounds, identities and cultural differences.





Representatives will be encouraged from local High Schools and other youth incorporating the towns and villages outside of Narrabri.

It is envisaged a member will hold their position for a two (2) year period. New nominations will be called for if members resign and/or positions are open.

1.1. Application Form:

An application form will need to be completed for anyone wanting to form part of the Youth Council.

1.2. Members under the age of eighteen (18):

Any members under the age of eighteen (18) will require parental approval.

1.3. Members eighteen and over:

Members aged eighteen (18) and over are required to hold a valid Working with Children's Check (minimum volunteer level).

1.4. Member Induction:

All new members will be required to undergo an induction which will be arranged by Narrabri Shire Council.

1.5. Voting rights:

Each member will have voting rights. One vote per member.

1.6. Narrabri Shire Councillors:

The Youth Council may, at its discretion, invite Councillors to attend Youth Council meetings as observers. They may choose to ask a Councillor Representative to attend meetings to provide guidance and mentoring.

2. Roles

2.1. Youth Mayor (Chairperson)

At its inaugural meeting the Youth Council will elect one of its members as a Youth Mayor (or Chairperson) to preside at each meeting for a twelve (12) month period.

2.2. Deputy Youth Mayor (Chairperson)

At its inaugural meeting the Youth Council will elect one of its members as a Deputy Youth Mayor (Deputy Chairperson) to preside at each meeting in the absence of the Youth Mayor (Chairperson) for a twelve (12) month period.

2.3. Absence of Mayor and Deputy Mayor

In the absence of both the Youth Mayor (Chairperson) and Deputy Youth Mayor (Deputy Chairperson) the Youth Council will elect a member to act as Chairperson for that meeting.

2.4. Secretary

At its inaugural meeting the Youth Council will elect one of its members as the Secretary to preside at each meeting for a twelve (12) month period to record Minutes of Meetings.



3. Term of Office

Each Youth Council term will be for a period of two (2) years. Members will have the right to reconsider their role on the Youth Council each year according to study, work or personal commitments. New nominations will be called for every second year or if a vacancy arises.

4. Operations of the Youth Council

4.1. Quorum

The quorum for a Youth Council meeting is a majority (half plus one (1)) of the members of the Youth Council.

For a Youth Council comprising maximum number of ten (10), the quorum should be five (5).

4.2. Frequency of Meetings

Meetings shall be held monthly and at a time that suits a majority of the Youth Council members. It is anticipated the meetings will likely occur around 5:30pm. That would allow the younger members time to get home from school, and any older working members to attend after study / work.

4.3. Meeting venue

The first meeting each year will be held in the Council Chambers and it is expected that every member physically be at this meeting. Members are encouraged to find their own way to the first meeting with commitment from parent / guardian / friend for those who are unlicensed. For those who are unable to engage the assistance from others, alternative arrangements will need to be made with help from the Narrabri Shire Council. Where necessary Community Transport will be engaged to transport representatives from townships to Narrabri for this first meeting.

Every other meeting will occur via Zoom. Each Youth Council member will be provided with a Webcam at the first meeting if they do not already have access to such technology.

4.4. Notification of Meetings

Members are to be notified of meetings and provided with an Agenda seven (7) days prior. Additional meetings may be scheduled leading up to specific events.

Agenda items are to be called for approximately 2 weeks prior to a scheduled meeting. Narrabri Shire Council will assist in guiding members as to some of the content to be discussed. Agenda items and attachments will be forwarded to members with a meeting invite.

4.5. Responsibility during Meetings

The Youth Mayor (Chairperson) shall run the meeting.

The Deputy Mayor will stand in if the Youth Mayor is unavailable.

The Secretary will be responsible for minuting the meeting.



An officer of Narrabri Shire Council will attend all meetings, to provide mentorship.

4.6. Code of Conduct

All Members and attendees are expected to conduct themselves in accordance with Narrabri Shire Council's Code of Conduct.

4.7. Confidentiality

Members, as part of their duties, may receive confidential information. The information may be either commercially sensitive or is personal for an individual or organisation. Members must not breach any confidentiality protocols with sharing of information that may not be available in the public realm. It is critical that Members are a group that can be trusted with confidential information.

5. Resolution of Grievance

If a conflict occurs between Youth Council members, the Youth Mayor / Deputy Youth Mayor (Chairperson / Deputy Chairperson) Youth Council will work with the Narrabri Shire Council to resolve the issue. If a Youth Council member has a grievance or concern it should be managed accordingly:

- 5.1. If the grievance is about a fellow Youth Council member, the issues should be raised with the Youth Mayor.
- 5.2. If the grievance is about the Youth Mayor, the issue should be raised with the Narrabri Shire Council representative.
- 5.3. All conflicts will be addressed and resolved in accordance with Narrabri Shire Council's Code of Conduct.

6. Reporting Requirements / Council Support

Narrabri Shire Youth Council will be supported by the Narrabri Shire Council under the direction of the Director, Corporate and Community Services.

The Youth Council will prepare an Annual Report to go to Council's June meeting each year

7. Payment

Membership of the Narrabri Shire Youth Council is a voluntary position and offers no remuneration.

History

Minute Number	Meeting Date	Description of Change
	May 25, 2021	Approved



TERMS OF REFERENCE: YOUTH COUNCIL

Purpose

Narrabri Shire Council has established a Youth Council. The purpose of this document is to set out the role, responsibilities, structure, and procedure of the Youth Council Standing Committee.

Function

The Youth Council's purpose is to:

- Represent and promote the voice of young people in the region;
- Provide a platform for young people to advocate on priorities important to them;
- Provide opportunities for young people to influence youth-focussed programs and projects;
- Provide a mechanism for young people to create, revise and implement the Youth Strategy; and
- Strengthen professional development opportunities for young people.

Objectives

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- Liaise with youth groups to promote activities across the LGA;
- Improve coordination and identify gaps in services for youth in the LGA;
- Inspire and motivate to lead change;
- Provide advice and assistance to Narrabri Shire Council on methods to enhance engagement with youth in the LGA on issues relating to youth; and
- Attend youth forums and conferences where required and approved by General Manager or delegate.

General

1. Membership & Composition

The Narrabri Shire Youth Council will comprise a minimum of **six (6)** and a maximum of **twelve (12)** members who live, study or work in the LGA.

Members will be socially conscious young leaders between the ages of 14 – 24 who represent a diversity of perspectives and experience, regardless of backgrounds, identities and cultural differences.



Representatives will be encouraged from local High Schools and other youth incorporating the towns and villages outside of Narrabri.

It is envisaged a member will hold their position for a two (2) year period. New nominations will be called for if members resign and/or positions are open.

1.1. Application Form:

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1.6. Narrabri Shire Councillors:

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2.4. Secretary

At its inaugural meeting the Youth Council will elect one of its members as the Secretary to preside at each meeting for a twelve (12) month period to record Minutes of Meetings.



3. Term of Office

Each Youth Council term will be for a period of two (2) years. Members will have the right to reconsider their role on the Youth Council each year according to study, work or personal commitments. New nominations will be called for every second year or if a vacancy arises.

4. Operations of the Youth Council

4.1. Quorum

The quorum for a Youth Council meeting is a majority (half plus one (1)) of the members of the Youth Council.

For a Youth Council comprising maximum number of **twelve (12)**, the quorum should be **six (6)**.

4.2. Frequency of Meetings

Meetings shall be held monthly and at a time that suits a majority of the Youth Council members. It is anticipated the meetings will likely occur around 5:30pm. That would allow the younger members time to get home from school, and any older working members to attend after study / work.

4.3. Meeting venue

The first meeting each year will be held in the Council Chambers and it is expected that every member physically be at this meeting. Members are encouraged to find their own way to the first meeting with commitment from parent / guardian / friend for those who are unlicensed. For those who are unable to engage the assistance from others, alternative arrangements will need to be made with help from the Narrabri Shire Council. Where necessary Community Transport will be engaged to transport representatives from townships to Narrabri for this first meeting.

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Agenda items are to be called for approximately 2 weeks prior to a scheduled meeting. Narrabri Shire Council will assist in guiding members as to some of the content to be discussed. Agenda items and attachments will be forwarded to members with a meeting invite.

4.5. Recording of Meetings

For youth safety purposes, all meetings (whether conducted via Zoom or in person) will be recorded in their entirety *State Records Act 1998* (NSW).

The recordings will be in the format most applicable to the meeting medium, either in Audio or Audio/Visual form.



The recordings will be confidential and held by Council's Information Services Team, unless Council is required to disclose the recording by law.

4.6. Responsibility during Meetings

The Youth Mayor (Chairperson) shall run the meeting.

The Deputy Mayor will stand in if the Youth Mayor is unavailable.

The Secretary will be responsible for minuting the meeting.

An officer of Narrabri Shire Council who holds a current working with children check clearance will attend all meetings, to provide supervision and mentorship.

4.7. Code of Conduct

All Members and attendees are expected to conduct themselves in accordance with Narrabri Shire Council's Code of Conduct.

4.8. Confidentiality

Members, as part of their duties, may receive confidential information. The information may be either commercially sensitive or is personal for an individual or organisation. Members must not breach any confidentiality protocols with sharing of information that may not be available in the public realm. It is critical that Members are a group that can be trusted with confidential information.

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- 5.2. If the grievance is about the Youth Mayor, the issue should be raised with the Narrabri Shire Council representative.
- 5.3. All conflicts will be addressed and resolved in accordance with Narrabri Shire Council's Code of Conduct.

6. Reporting Requirements / Council Support

Narrabri Shire Youth Council will be supported by the Narrabri Shire Council under the direction of the Director, Corporate and Community Services.

The Youth Council will prepare an Annual Report to go to Council's June meeting each year

7. Payment

Membership of the Narrabri Shire Youth Council is a voluntary position and offers no remuneration.



History

Minute Number	Meeting Date	Description of Change
	May 25, 2021	Approved
	May 24 ,2022	DRAFT

13 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

13.1 VICKERY MINE EXTENSION PROJECT UPDATE

Responsible Officer: Robert Ball, Acting General Manager

Author: Donna Ausling, Director Planning and Strategy

Attachments: 1. Whitehaven Coal - Notice of Commencement - Vickery Extension Project [↓](#) 

DELIVERY PROGRAM ALIGNMENT**2 Environment**

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

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

EXECUTIVE SUMMARY

An update is provided on the Vickery Extension Project. A required amendment to Council's adopted Section 7.12 Contributions Plan is also foreshadowed.

RECOMMENDATION

1. That Council receive and note the Report in relation to the Vickery Coal Mine Extension Project (SSD7480).

BACKGROUND

The Vickery Coal Mine Extension Project (SSD7480) was approved by the NSW Independent Planning Commission in August 2020 subject to a range of conditions. At its October 2019 Extraordinary Meeting, Council resolved to not accept the terms of the Proponent's (Whitehaven) offer as detailed in Minute No. 232/2019, consequently no formal Planning Agreement is currently in place. A copy of Council's resolution to this effect is reproduced below:

6.1 VICKERY VPA COMMUNITY CONSULTATION**[MINUTE [232/2019]]**

Moved: Cr Catherine Redding Seconded: Cr Annie McMahon]

1. That Council note the results of the community consultation including:
 - a. The net community benefits the Vickery Mine should deliver.
 - b. The unanimous community sentiment to the current Vickery VPA offer.
2. That Council reject the current Vickery Mine Extension VPA offer, for the following reasons:
 - a. It does not meet the Council endorsed objectives for a planning agreement concerning the Vickery Mine Extension project.
 - b. Accepting the VPA offer is not in the Public Interest.
3. That Council reject the 30:70 VPA ratio proposed by Whitehaven due to it not withstanding rational critique.
4. That Council request a revised VPA offer in the amount of \$14.87 million; if an agreed payment schedule is in excess of two (2) years in length, associated payments are to be subject to CPI.
5. That Council commit to expending the full VPA amount in Boggabri and surrounds.
6. That Council request that the Independent Planning Commission require the upgrade of Braymont Road or a contribution of \$7,467,500 and annual contribution of \$67,600 (subject to CPI).
7. If Council is unsuccessful in negotiating a VPA for the Vickery Mine by COB Friday 8 November 2019, Council receive a further report on the assessment of the community benefit of the Vickery project for Boggabri and Narrabri Shire Council, in the absence of a VPA.

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

Against: Nil

CARRIED 6/0

Whitehaven has recently provided the NSW Department of Planning and Environment (NSW DPE) with a Notice of Commencement pursuant to the requirements of the *Environmental Planning and Assessment Act 1979* (EP&A Act). A copy is enclosed for the information of Council at **Appendix 1**.

CURRENT SITUATION

As detailed in the preceding section, consent was granted in respect of the Vickery Coal Mine extension by the Independent Planning Commission (IPC) on 12 August 2020 under SSD7480. Condition No. A20 – A22 inclusive of the development consent specifically provides as follows:

A20. Within 6 months of the date of commencement of development consent under this consent, or other timeframe agreed by the Planning Secretary, the Applicant must enter into a PA with GSC and NSC in accordance with:

(a) Division 7.1 of Part 7 of the EP&A Act, and

(b) *The terms of the Applicant's offer to GSC and NSC in Appendix 7¹.*

A21. *If the Applicant and NSC do not enter into a PA within the timeframe under condition A20, then within a further 3 months, the Applicant must make a Section 7.12 of the EP&A Act contribution of \$3.2 Million. The amount to be paid is to be adjusted at the time of the actual payment, in accordance with the provisions of the Narrabri Shire Section 7.12 – Fixed Development Consent Levies Contribution Plan 2011.*

A22. *If there is any dispute between the Applicant and the relevant Council in regards to conditions A20 and A21 then either party may refer the matter to the Planning Secretary for resolution.*

Appendix 7 of the consent is reproduced as follows:

Applicant's Contribution	Intended Use	Payment Details
\$500,000	Contribution to upgrade of Boggabri Pool	On commencement of construction of the intended use, recruitment of role or other agreed timing.
\$500,000	Contribution to Community Meeting Space in Boggabri	
\$850,000	Contribution to Retirement Units in Boggabri	
\$500,000	Boggabri Merton Street Streetscape Project	
\$750,000	Contribution to Boggabri Showground Improvements	
\$100,000	Contribution to Community Development Role for Boggabri	

Table 1: Appendix 7 of consent for SSD7480 (Source: NSW Department of Planning & Environment Major Projects Website)

Given that discussions surrounding the Planning Agreement have not progressed between Council and the Proponent and are unlikely to be finalised prior to commencement of the project, it is considered likely that the contents of Condition A21 will be relied upon. Consequently, it is foreshadowed that an amendment to the current Section 7.12 Contributions Plan works schedule will be undertaken to reflect the following projects and previous commitments to the community:

- \$500,000 contribution to upgrade of Boggabri Pool
- \$500,000 contribution to a community meeting space in Boggabri
- \$500,000 for Boggabri Merton Street Streetscape Project
- \$750,000 contribution to Boggabri Showground Improvements

The proposed contribution to Retirement Units in Boggabri (\$850,000) and a Community Development Role (\$100,000) are both considered to be outside of the legal scope of the Contributions Plan. Staff have subsequently sought independent legal advice to confirm the legislative interpretation regarding expenditure on these two (2) respective items and will advise Council of the outcome of this advice in due course.

The feedback at the recent Councillor budget workshop that the available Vickery extension project contributions funds should be utilised for the proposed new Boggabri Cultural and Civic Precinct (i.e. the full \$3.2m) in its entirety, is acknowledged. It is further noted that this feedback was provided based on the extensive community consultation undertaken as part of the preparation of Council's draft Community Strategic Plan (CSP) which is currently on public exhibition. As detailed above the various other eligible Boggabri community projects will be listed in the amended Section 7.12 Plan

schedule and will be available for progressive funding by these development contributions, or for co-funding via grants should funding become available in the future.

Accordingly, it is anticipated that a Report will be presented to the June 2022 Ordinary Meeting of Council formally requesting an amendment to Council's adopted Section 7.12 Contributions Plan in accordance with the requirements of the EP&A Act and *Regulation 2021*. The corresponding draft Schedule will also incorporate those additional items identified as being suitable for inclusion as part of Council's recent budget workshops.

FINANCIAL IMPLICATIONS

Detailed in the body of the Report.

STATUTORY AND POLICY IMPLICATIONS

A draft amendment to the Narrabri Shire Council Section 7.12 Contributions Plan (as amended) will be presented to a future Council meeting.

CONSULTATION

External Consultation

- Whitehaven Limited
- NSW Department of Planning and Environment

Internal Consultation

- Corporate and Community Services Team



31st March 2022

Department of Planning, Industry and Environment
Attention: Stephen O'Donoghue, Director Resource Assessments
4 Parramatta Square
12 Darcy Street
Parramatta NSW 2150

Via email: stephen.odonoghue@planning.nsw.gov.au

Dear Mr O'Donoghue,

RE: VICKERY EXTENSION PROJECT – NOTIFICATION OF COMMENCEMENT

Vickery Coal Pty Ltd (Whitehaven) is required to notify the Department of Planning, Industry and Environment (the Department) in writing at least two weeks prior to commencement of key stages of the Vickery Extension Project (the Project) development.

In regard to the notification requirements for the Project, Condition A5, Schedule 2 of the development consent granted under Part 4 of the *Environmental Planning and Assessment Act 1979* (NSW) (EP&A Act) on 12 August 2020 (SSD 7480) (the Consent) provides that (underlined and in bold for emphasis):

The Applicant must notify the Department in writing at least two weeks prior to:

- (a) **commencing development under this consent;**
- (b) ...

Whitehaven proposes to commence development by undertaking certain pre-construction works (as defined in the Consent) to inform the detailed design of Project components necessary for Whitehaven's final investment decision (FID) and ultimately the commencement of construction.

In accordance with Condition A5, Whitehaven is notifying the Department that development will commence at least two weeks after the date of this letter.

Please do not hesitate to contact the undersigned on 0400 041 364 or via email MStevens@whitehavencoal.com.au if you have any queries or would like to discuss.

Yours sincerely

WHITEHAVEN COAL LIMITED

A handwritten signature in black ink, appearing to read "Mark Stevens".

Mark Stevens
Executive General Manager – Project Delivery

Whitehaven Coal Limited ABN 68 124 425 396

Level 28, 259 George Street, Sydney NSW 2000 | P 02 8222 1100 | F 02 8222 1101
PO Box R1113, Royal Exchange NSW 1225

14 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

14.1 ECONOMIC DEVELOPMENT ACTIVITIES UPDATE - MAY 2022**Responsible Officer:** Robert Ball, Acting General Manager**Author:** Donna Ausling, Director Planning and Strategy**Attachments:** Nil**DELIVERY PROGRAM ALIGNMENT****3 Economy****Objective** 3.3 Value adding and industry innovation will drive employment**Strategy** 3.3.3 Local industry leaders will be regularly consulted to determine emerging competitive advantages**EXECUTIVE SUMMARY**

An update is provided on Economic Development-allied projects and initiatives for the information of Council. An update and overview of The Exchange Business Activator (TEBA) project is also provided for the information of Council.

RECOMMENDATION

- 1. That Council receive and note the Report on the May 2022 Economic Development activities update.**

BACKGROUND

In November 2020 and January 2021, the CEO of the Exchange (TEX) met with Council's General Manager at the time to discuss a multi-lateral project. The project, The Exchange Business Activator (TEBA), is a venture championed by three stakeholders being Council, TEX, and the University of New England Smart Region Incubator (UNE SRI). To establish TEBA, a grant application was submitted to the NSW Bushfire local Economic Recovery Fund (BLERF) – stage 2. In June 2021, Council was advised BLERF application was successful in receiving \$264,460.00 ex GST from NSW Government for proposed TEBA program.

TEX is a social impact organisation that provides coworking space, event, and program management to support business growth. Currently established in Dubbo, TEX has purchased and is establishing operations in Maitland Street, Narrabri. TEX have developed a site for new coworking and event space. This has not been funded through BLERF grant.

TEBA is a regional business incubator program in partnership with TEX, Council and UNE SRI delivering a series of business activation programs, workshops, networking events, mentoring and capacity building services for people and businesses in the Narrabri Shire. Grant funding includes hiring of TEBA program manager (overseen by TEX) to arranged delivery of events and activities at TEX, program equipment/materials will be utilised by Council as resources and community assets for future projects post TEBA.

Council Small Business Liaison Officer consulted and received support from local business groups to submit the application and the feedback from the NSC business survey was utilised to support the

development program. The TEBA project was designed to align and achieve Council's operational/delivery plan goals. TEBA also aligns with several State economic development plans. This evidence was provided in support of the grant funding application.

CURRENT SITUATION

The grant project commenced from February 2022 and is programmed to conclude in June 2023. Council's Small Business Liaison Officer (SBLO) will oversee project management and is, in conjunction with other required Council staff, responsible for coordinating contractors.

TEBA will provide the Narrabri Shire Community with the following key deliverables:

- ***UNE SMART Region Incubator Hatch Program (2 x 6-month programs)***

The *Hatch Program* is for new and emerging founders who have an idea and are ready to examine the opportunity with a focus to build a business model. This program is conducted with two face-to-face sessions and weekly check-ins to monitor and mentor progress. The *Hatch Program* utilises the 'Lean Canvas' model as a baseline tool and mechanisms to 'test the market' with customers and investors. The program is designed to be hands-on and engaging, providing connections between founders.

- ***UNE SMART Region Incubator Leverage Program (12 months)***

The *Entrepreneurs Leverage Program* is a high impact, 12-month program for business owners and entrepreneurs who are focussed on growing their business sustainably and is delivered by Mandy Walker, Director of Focus First Business Coaching. The Leverage Program aims to assist participants simplify their strategy, create engaged teams, execute reliably, and increase cash flow. This program endeavours to expose participants to the many entrepreneurial skills required to step their business up to the next level. The program will require a \$212.60 commitment, reimbursed in the form of a Narrabri Shire Why Leave Town (WLT) gift card upon completion.

Other key program elements and deliverables under the program include:

- Professional Advice Support Program (conducted by Council)
- Monthly Business Networking Events
- Monthly Business Round Table Sessions
- Bi-Monthly Mentoring Sessions
- Monthly Guest Speakers
- Monthly Masterclasses / Learning Lunches

Overview of Funding Arrangements

To establish TEBA, as detailed in the preceding section, a grant application was submitted to the NSW Bushfire Local Economic Recovery Fund – stage 2 (BLERF). A detailed project budget was provided as part of the corresponding Grant Application and supporting documents which are summarised below:

TEBA program total cost	\$405,969.00 ex GST
TEBA in-kind contribution total:	\$141,509.00 ex GST
Requested Amount:	\$264,460.00 ex GST

Narrabri Shire Council in-kind contribution: \$44,000.00 ex GST
The Exchange in kind contribution: \$97,509.00

Councillor project liaison conducted i.e. copies of any reports to Council, resolutions or Councillor briefing details

Staff will coordinate a Briefing Session supported by staff from the University of New England and TEX. If requested, this can be coordinated for the June 2022 scheduled briefing session.

Required commitments by Council for the project (both financial and in kind)

Council will only provide in-kind contribution for this program, equivalent to \$44,000. This comprises the Program Manager - \$35,200 and Administration - \$8,800.

The in-kind contribution has been calculated using our actual cost of operations (as at January 2021) of \$63.13 p/h contributing 13.38 hours per week to the project over 52 weeks.

Under the approved funding agreement specific commitments will include the following:

- Council will oversee delivery of the Professional Advisory Support Program (including support requests, coordination of service providers, payment of service providers). Council will conduct expressions of interest for local service providers (HR, Marketing, IT, Accounting businesses) and coordinates applications for assistance from local businesses.
- Rent of a space for programs to run and for participants to attend at TEX Narrabri Co-working space.
- Promotion of activities through media channels.
- Design of TEBA branding.
- Grant reporting, acquittal and payment of suppliers.

Mentorship program. Are Councillors permitted to be mentors?

The EOI currently advertised in the Narrabri Courier is for a Professional Advisory Service program (specifically seeking expertise in local HR, accounting, IT, digital marketing/website businesses). Once local service providers are established, an application process will be opened for Narrabri Shire businesses providing up to one hour of free professional advice from one of the services and connect them together. The providers will be paid for their services by Council through grant funding, with approximately \$17,000 having been allocated to this component in the funding application. Because of the payment it would not be appropriate for Councillors to be mentors.

Feedback attained in previous business surveys and consultation highlighted a need for businesses to be connected with free, professional and specialist business support services in these areas. There is a bi-monthly mentorship circle which will also be conducted as part of TEBA program.

Summary of ED Team achievements

The SBLO role was established and commenced on 6 April 2020 and forms part of the Economic Development (ED) Team. The ED Team has several business-as-usual tasks, which includes addressing KPIs, operational plan outcomes, providing support and address all business enquiries,

fostering and building positive relationships, monthly e-newsletter, updating databases, attending local business group meetings and functions where required.

During this time Council has enjoyed some significant successes, and great steps towards addressing barriers, improving business support services in a COVID-affected business climate which has provided both opportunities and challenges. A briefing paper was presented to Council in September 2020, outlining the role and desired future goals.

Additional achievements of the ED Team include:

2020

- Developed a business contact database.
- Established monthly business e-newsletter.
- Conducted Business survey during COVID-19 initial pandemic outset to help provide information to develop support programs, identify areas of improvement.
- Delivered Inland Rail Skills Academy training at Narrabri Waste Facility.
- Established Localised- an online business directory and network for business of Narrabri Shire as it was identified that Council did not have basic resources available for business support – e.g.-an online directory to share business news and events).
- Collaborated with Wee Waa, Narrabri, Boggabri chambers and NIN to deliver Small Business Month 2020 activities. NSC supplied the Chamber with grant application copy, with all groups successful in obtaining funding. Council coordinated all activities.
- Provided important COVID-19 support information and services.
- Provided individual support and advocacy for changes in NSW government COVID- 19 business grant guidelines, which resulted in grant changing meaning many more local businesses eligible.
- Conducted Instagram workshop with Edwina Robertson (July 2020).
- Updated Council photography asset for ED promotional materials – new photos and videography attained (last completed approx. 2011).
- Retail Revamp visual merchandising program delivered.
- Road Harvest Ready Webinar delivered.

2021

- Narrabright 2021 (Awarded \$10,000 through NSW Summer Fund).
- Established REMPLAN economic and community data platform.
- Established Annual Business Survey following on from NSC business survey in 2020.
- Narrabri Shire WLT gift card – campaign to encourage spending.
- Completed CBD beautification project stage 2 – painting of building facades in Narrabri, Wee Waa and Boggabri. (Drought Community Program - \$300,000)
- Successfully developed and awarded Murray Darling Basin Economic Development Program Grant – Business improvement Project \$300,000 (to be completed by May 2022)
- Delivery of Christmas activation program – including music, Christmas decorations, Christmas Pop Up Shop for local retailers.
- Tree Change Campaign – professional photography and development of a magazine to attract new residents.
- Capability and Capacity Building – UNE SRI Agtech hot house program, social media eLearning courses.
- Successfully developed and awarded NSW BLERF Grant – TEBA Program \$264,460.
- Drafted economic development promotional materials – economic development snapshot.

- Developed and delivered Narrabri Shire Business digital marketing grant (surplus community grant funds) - 55 applications received.

2022

- Narrabright 2022 18/3. - awarded \$15,000 through NSW Summer Fund.
- Agtech Hot House Project - Launch breakfast, Ag field day, Ag meet up completed
- NSW Small business month 2022 – held during March.
- Instagram in an evening workshop, Business breakfasts in Wee Waa and Boggabri, Small Business Summit held 31/3 at Crossing Theatre Narrabri.
- Social Media eLearning courses – EOI delivered, 34 participants completing courses currently.
- TEBA program commencing and on track – Professional Advisory Service Program EOI underway.

FINANCIAL IMPLICATIONS

Detailed in the body of this Report.

STATUTORY AND POLICY IMPLICATIONS

Nil.

CONSULTATION**External Consultation**

Nil.

Internal Consultation

- Economic Development Team
- Governance and Risk Team

15 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

15.1 FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE UPDATE**Responsible Officer:** Donna Ausling, Director Planning and Strategy**Author:** Michelle Henry, Strategic Planner

Attachments:

1. Updated Terms of Reference [↓](#) 
2. EOI Form [↓](#) 
3. Draft Minutes of Floodplain Management Advisory Committee for 28 April 2022 [↓](#) 

DELIVERY PROGRAM ALIGNMENT**4 Leadership**

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

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

EXECUTIVE SUMMARY

Floodplain Risk Management Committees are established in accordance with the New South Wales (NSW) Government's *Flood Prone Land Policy* and the NSW Government's *Floodplain Development Manual* (2005).

The Terms of Reference (ToRs) guide the Committee's objectives and responsibilities as well as outlining the requirements for membership, operating procedures, and code of conduct. Councillors will note that the ToRs were last reviewed at the April 2022 Ordinary Meeting of Council (refer minute no. 093/2022), however, following the subsequent Floodplain Advisory Committee meeting held on 28 April 2022 further amendments have been recommended by the Committee. The ToRs are therefore re-presented for this purpose.

An update on recent Floodplain Risk Management Advisory Committee-allied activities are also provided.

RECOMMENDATION

1. That Council review and adopt the amended Terms of Reference (TOR) for the Floodplain Risk Management Advisory Committee attached to this report.
2. That Council appoint the additional delegate to the committee, as outlined in the TOR, in order to achieve the requirement for four (4) Councillor delegates.
3. That Council appoint a Chairperson to the Committee from the four (4) Councillor delegates.
4. That Council call for Expressions of Interest to fill the two (2) vacant Community Member delegate positions to the Committee.
5. That Council receive and notes the update provided in relation to the Narrabri Floodplain Management Advisory Committee activities.

BACKGROUND

Floodplain Risk Management Committees are established in accordance with the New South Wales (NSW) Government's *Flood Prone Land Policy* and the NSW Government's *Floodplain Development Manual* (2005) (referred to herein as "the manual"). This framework has been prepared to guide councils in achieving sound Floodplain Risk Management outcomes by formulating and implementing management plans through the Floodplain Risk Management process.

The general responsibility of the Floodplain Risk Management Advisory Committee is to oversee the preparation of floodplain management studies and plans. Under the current state-wide policy framework, the Floodplain Risk Management Advisory Committee is tasked with seeking solutions to the existing, future and continuing flood risk issues.

The Floodplain Risk Management Advisory Committee is advisory in nature. An advisory committee makes recommendations to Council but does not have the authority to commit Council, or Council staff, to the implementation of those recommendations.

The ToRs seek to guide the Committee's objectives and responsibilities as well as outlining the requirements for membership, operating procedures, and code of conduct.

CURRENT SITUATION

The current ToRs (attached to this report at **Appendix 1**) require that Council's elected representatives to the Committee and representatives of the community shall be appointed by the Council. Voting members shall comprise:

- Four (4) Councillors (including the Chairperson*)
- Four (4) Community members.

As well as a representative from the State Emergency Services (SES) and one (1) Council Officer.

Current identified Councillor delegates to the Committee are as follows:

- Cr John Clements
- Cr Brett Dickinson
- Cr Robert Browning

Current identified community member delegates to the Committee are as follows:

- Jim Purcell
- Jonathan Phelps

As detailed in the preceding section, following the subsequent Floodplain Advisory Committee meeting held on 28 April 2022, further amendments have been recommended by the Committee. In consideration of this matter the Committee acknowledged that Council is required to appoint a further Councillor delegate to the Committee to achieve the four (4) members required by the ToR. One of the four (4) Councillor delegates is also to be appointed as the Chairperson. The Committee further recommended that the General Manager or his/her delegate be appointed as a voting member.

Two (2) Community member delegate positions also remain vacant. Accordingly, it is recommended that Expressions of Interest (EOIs) are sought to fill these positions from interested members of the Narrabri Shire community. A copy of the commensurate Expression of Interest (Eoi) form to be used for this purpose is enclosed at **Appendix 2**.

A copy of the draft Floodplain Management Advisory Committee minutes in respect of the April 2022 meeting also enclosed for the information of Council at **Appendix 3**.

Update on Draft Narrabri Floodplain Risk Management Study & Plan

It is intended that a detailed Report regarding the draft Narrabri Floodplain Risk Management Study and Plan (representing Stage 2 of the Narrabri Flood Study process) will be submitted to June 2022 Ordinary Council Meeting for further consideration. The Floodplain Management Advisory Committee has endorsed the draft report for exhibition purposes and has recommended robust community engagement surrounding the draft Plan, specifically, the preparation of the Community Engagement Strategy.

Proposed Gwabegar Flood Study

Council is advised that in accordance with the draft Floodplain Management Committee minutes for 28 April 2022 that a funding application has been made to the Department of Planning and Environment (DPE) in relation to the preparation of a Flood Study for Gwabegar.

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

Detailed in the body of the report.

CONSULTATION

External Consultation

NSW Department of Planning and Environment

Internal Consultation

Governance Coordinator

Manager Governance and Risk



Narrabri Shire Council Floodplain Risk Management Advisory Committee - Terms of Reference

Objective

The main objective of the Floodplain Risk Management Advisory Committee ("the Committee") is to assist Council in the development and implementation of Floodplain Risk Management plans for Narrabri Shire Council's Local Government Area.

1. Governing Body

The Committee is an Advisory Committee to Council and is required to make recommendations to the Council. The Committee does not have the delegated authority to commit the Council or management to the implementation of its recommendations.

2. Delegated Authority

The Council authorises the Committee, within the scope of its objective and responsibilities, through the General Manager or their delegate appointed to the Committee, to:

- Obtain any information it needs from Council or external party (subject to their legal obligations to protect information).
- Request the attendance of any Council Official at meetings of the Committee.

3. Committee Responsibility

The Committee has the following responsibilities:

- 3.1 Advise Council regarding matters involving flooding that can be included within the briefs for flood management plans.
- 3.2 Advise Council on the content and outcomes of draft flood management plans prepared.
- 3.3 Provide a forum for the discussion of technical, social, economic, and ecological issues and for the distillation of possibly differing viewpoints on these issues.
- 3.4 Monitor the progress and findings of studies being undertaken in the various stages of the management plan.
- 3.5 Provide input into known flood behaviour as part of the flood study.
- 3.6 Identify management options and providing input into their consideration as part of the management study.



3.7 Act to increase the awareness in the community regarding flooding.

The general responsibility of the Committee is to provide input to the preparation of Floodplain Management Studies and Plans. The Committee is established in accordance with the NSW Government's 'Flood Prone Land Policy' and the 'Floodplain Development Manual (2005)' prepared to guide councils in achieving sound Floodplain Risk Management outcomes by formulating and implementing management plans through the Floodplain Risk Management process. The Committee acts as both a focus and forum for the discussion of technical, social, economic, environmental matters and for the distillation of possibly differing viewpoints on these matters into a management plan. The Committee is tasked with seeking solutions to the existing, future and continuing flood risk issues, not solely on addressing the past.

4. Composition and Tenure

Members shall be appointed by the Council.

4.1. Members (voting)

- Four (4) Councillors (including the Chairperson*)
- Four (4) Community members.
- Representative from the NSW State Emergency Services (SES).
- One (1) Council Officer (representative of the General Manager)

**Should the Chairperson fail to attend a meeting, a representative of the General Manager may act as the Chairperson.*

4.2. Invitees (non-voting) for specific Agenda items

- Guests invited to speak on a particular agenda item under discussion.
- Representative from NSW Department of Planning (DPE).
-
- Representative from State Water.
- Representative from The Bureau of Meteorology (BOM).
- Representative from NSW Department of Communities and Justice (DCJ).
- Representative from Transport for NSW (TfNSW)
- Council Officers may attend meetings of the Committee.

The role of Council staff is to mainly coordinate and provide local specialist advice. The recommended final management plan requires significant input from staff before submission to Council.

Council's elected representatives to the Committee and representatives of the community shall be reviewed following each Ordinary Election of Council or upon a vacancy occurring on the Committee.

4.3. Chairperson

- The Chairperson of the Committee will be one of the Councillor delegates,



- Should the Chairperson fail to attend a meeting a representative of the General Manager may act as the Chairperson.
- The Chairperson's role is to provide leadership and develop a cohesive team ensuring that key strategic issues are discussed whilst operating in compliance with statutory requirements and Council policy.
- The Chairperson shall be appointed by the Council.

5. Committee Member Responsibilities

Members of the Committee are expected to:

- Demonstrate an enthusiastic approach to working collaboratively with Council to achieve the objective of the Committee on behalf of the whole community.
- Understand the relevant legislative and regulatory requirements appropriate to Council.
- Contribute the time needed to study and understand the papers provided.
- Apply good analytical skills, objectivity, and good judgment.
- Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.

6. Operating Procedures

6.1. Quorum

- a. A quorum of the Committee shall be constituted by four (4) voting members of the Committee being present at the meeting and shall include at least one (1) Councillor and one (1) Council Officer.
- b. Ex-officio members are not including for the purposes of calculating a quorum.

6.2. Meetings and Agendas

- a. The Committee will meet on an "as required" basis as determined by the Chairperson.
- b. No meeting of the Committee shall be held unless ten (10) days' notice has been given to all members.
- c. As far as practical, the Committee shall keep formalities to a minimum. Committee Members shall not be limited to one comment/speech per item, nor shall they be time-constrained per comment/speech unless otherwise ruled by the chair.
- d. Except as otherwise provided for herein the rules governing meetings and the procedures of the Committee shall, so far as they apply, be those covered by clauses 20.15 to 20.17 and 20.21 to 20.28 the Code of Meeting Practice as though it were a Council Committee, replacing "Councillor" with "voting member".



- e. Where practicable, the agenda together with reports, documents and a list of invitees will be prepared and distributed to all members at least ten (10) working days prior to the meeting.
- f. No items will be dealt with without notice therefore agendas will not include an item for general business.

6.3. Minutes

- a. Accurate minutes including attendance records will be kept of each meeting of the Committee. The minutes of a meeting shall be submitted to Committee members for ratification at the next subsequent meeting of the Committee.
- b. Council will provide a Minute Secretary for the purpose of recording the Minutes of the Committee meetings and for the distribution of Minutes following meetings of the Committee.
- c. Formal minutes of the meeting are to be kept in accordance with Council Policy and made available to all Councillors.
- d. Minutes of Meetings are to be distributed within ten (10) days of the meeting.
- e. The Minute Secretary shall forward a copy of the Minutes including recommendations of each Committee meeting to all Committee members, as well as to Council.
- f. Any recommendations of the Committee shall not be considered as resolutions of Council, unless specifically adopted by Council.

6.4. Reports

- a. The Director will be responsible for specialist reports and all correspondence associated with the Committee.
- b. Recommendations of the Committee shall be reached by simple majority vote, putting a matter in the form of a Motion, which must be seconded and then voted upon.
- c. Any recommendations of the Committee that require a Council resolution will be reported to Council for consideration.

6.5. Media

In accordance with Council's media policy the spokesperson for the Committee is the General Manager of the Narrabri Shire Council.

Individual Committee members may not issue a media release on behalf of the Committee.



The following protocol details how members of the Committee can deal with media:

- a. If the media approaches a member of the committee for comment, the member should refer them to Council's Community Relations Manager (or equivalent).
- b. If a member wants to express an opinion publicly, the member should not identify themselves as a member of the Committee.
- c. Whenever a member expresses a view, it must be made clear that they are not expressing a view of Narrabri Shire Council.

7. Code of Conduct

Councillors, Council staff and members of Council committees must comply with Council's Code of Conduct in carrying out the functions as Council Officials. It is the personal responsibility of Council Officials to comply with the standards in the Code of Conduct and regularly review their personal circumstances with this in mind.

Advisory Committee members must declare any conflict of interests at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the Committee.

8. Review of Terms of Reference

These Terms of Reference will be reviewed biennially. Council shall adopt any changes to the Terms of Reference.

History

Minute Number	Meeting Date	Description of Change
45/2017	March 21, 2017	Adopted
93/2022	April 26, 2022	Changes to membership – Adopted
	May 16, 2022	Changes to Quorum and voting member composition



NARRABRI SHIRE
DISCOVER THE POTENTIAL

**Expression of Interest
Floodplain Risk Management Advisory Committee**

Name:

Occupation:

Postal Address:

.....

Residential Address:

.....

Phone No:(home) (work)

..... (mobile)

Email Address:

Narrabri Shire Council is seeking to appoint two (2) community representatives to the Floodplain Risk Management Advisory Committee.

Please provide details of how you meet the selection criteria by answering the questions provided below:

1. Are you:
 - A residential home owner/occupier in the Shire? YES/NO
 - A residential home owner in the Shire who rents it out? YES/NO
 - A commercial property owner/occupier who runs a business in the Shire? YES/NO
 - A commercial property owner in the Shire who rents it out? YES/NO
 - A prospective developer in the catchment? YES/NO
 - None of the above, please explain your interest in the Floodplain Management in the Shire:
 -
 -

2. Please advise if you are able to attend and actively participate in Committee meetings which are generally held three to four times per year. The Committee shall meet in Council premises (generally the Administration building located in Narrabri) Special meetings may be called at the discretion of the Chairperson provided at least seven days written notice is first given to members. Please indicate your availability in the space below during business hours:

.....

3. Do you have knowledge of local flooding issues? (for example, do you have knowledge of a street or an area that gets flooded every time it rains?) YES/NO

4. Have you ever experienced flooding? YES/NO

5. Are you aware of the principal issues relating to development on flood prone land? YES/NO

6. Are you aware of risk management principles? YES/NO

7. Please list any other Committee experiences you may have had in the past:

1.
2.
3.
4.

8. What contribution/experience do you believe you can bring to this Committee?

1.
2.
3.
4.

9. Have you read the Committee's Terms of Reference? (please refer to the web address provided in your letter for the Committee's Terms of Reference). YES/NO

10. Are you prepared to observe Council's Code of Conduct? (please refer to the web address provided in your letter for Council's Code of Conduct) YES/NO

11. Is there a potential for Conflict of Interest as a result of becoming a member of the Committee? YES/NO

Signature:

Name (please print):

Date:

FLOODPLAIN MANAGEMENT ADVISORY COMMITTEE MEETING MINUTES

28 APRIL 2022

**MINUTES OF NARRABRI SHIRE COUNCIL
FLOODPLAIN MANAGEMENT ADVISORY COMMITTEE MEETING
HELD AT THE NARRABRI SHIRE COUNCIL CHAMBERS, 46-48 MAITLAND STREET,
NARRABRI ON THURSDAY, 28 APRIL 2022 AT 2.00PM**

PRESENT: Cr John Clements (Chairperson), SES Representative Anthony Battam, Community Member Delegate Jim Purcell, Community Member Delegate Jonathon Phelps

IN ATTENDANCE: Donna Ausling (Director Planning and Strategy), Michelle Henry (Strategic Planner), Vincent O'Connor (Graduate Strategic Planner), Ivan Rivas (Department of Planning and Environment formerly Office of Environment and Heritage) Representative, Deb Woolfenden (Administration), Greg Roads WRM (external consultant), Cameron Druery WaterRIDE (external consultant), Shefali Chakrabarty Cardno (external consultant)

1 OPENING AND WELCOME

The meeting opened at 2.00pm noting there was an absence of a quorum.

2 ACKNOWLEDGEMENT OF COUNTRY

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

3 APOLOGIES/GRANTING OF LEAVE OF ABSENCES

Apologies were received from Councillor Brett Dickinson and Councillor Robert Browning

4 REPORTS FOR INFORMATION

4.1 DRAFT NARRABRI FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN**MINUTE FMAC-001/2022**

1. That the Committee receive an update/overview from WRM Water and Environment in relation to the Draft Narrabri Floodplain Management Study and Plan.
2. That the Committee engages with Australian Rail Track Corporation (ARTC) regarding their current work and how it affects Narrabri floodplain risk management.
3. A Councillor briefing session to be arranged inviting Committee members and flood management experts, Greg Roads - WRM Water and Environment and Ivan Rivas - Department of Planning and Environment (formerly Office of Environment and Heritage).
4. Councillors be advised that particular attention needs to be paid on the possible

FLOODPLAIN MANAGEMENT ADVISORY COMMITTEE MEETING MINUTES**28 APRIL 2022**

impacts to community members if the proposed changes are adopted, and consequently a heightened community engagement strategy will need to be developed.

5. That staff present a report to Council on the Narrabri Floodplain Risk Management Study and Plan in readiness for public exhibition.

In Favour: Jim Purcell, Cr John Clements, Anthony Battam and Jonathon Phelps

Against: Nil

CARRIED

Greg Roads (WRM) departed the meeting at 3.03 pm

4.2 BOGGABRI FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN (BFRMSP).**MINUTE FMAC-002/2022**

1. That the Committee receive and note the Report on the grant funding received for *Stage 2 – Prepare Floodplain Risk Management Study and Plan* for the Town of Boggabri.
2. That a Councillor be invited to join the Committee to represent Boggabri.

Shefali Chakrabarty (Cardno) joined the meeting at 3.31pm

Hamid Ghajarnia (Cardno) joined the meeting at 3.45pm

Shefali Chakrabarty and Hamad Ghajarnia left the meeting at 3.47pm

4.3 WEE WAA LEVEE FEASIBILITY STUDY UPDATE**MINUTE FMAC-003/2022**

That the Committee receive and note the update on the Wee Waa Levee Feasibility Study project from project consultants, Cardno.

Cameron Druery (WaterRIDE) joined the meeting at 3.00pm

Cameron Druery (WaterRIDE) left the meeting at 3.30pm

4.4 WATERRIDE**MINUTE FMAC-004/2022**

That the Committee receive and note the overview on Council's flooding program WaterRIDE and recent development activities and applications.

FLOODPLAIN MANAGEMENT ADVISORY COMMITTEE MEETING MINUTES

28 APRIL 2022

5 REPORTS

5.1 TERMS OF REFERENCE**MINUTE FMAC-005/2022**

That the Committee

1. Receive and note the *Narrabri Shire Council Floodplain Risk Management Advisory Committee Terms of Reference*.
2. That the Quorum be changed to 4 voting members (including at least one Councillor and one Council Officer).
3. That the General Manager's delegate be a voting member.

5.2 FLOODPLAIN MANAGEMENT PRIORITIES 2022-2024**MINUTE FMAC-006/2022**

1. That Council lodge a funding application for a Gwabegar Floodplain Management Study and Plan.

6 ACTIONS

1. State Emergency Service (SES) to provide an update at the next Committee meeting on their 'app'.
2. Submission to 2022 NSW Flood Enquiry to be discussed.
3. New gauge versus the old gauge measurement – Cr Clements .

7 NEXT MEETING

To be advised




8 MEETING CLOSED

The Meeting closed at 4.10pm.

The minutes of this meeting were confirmed at the Floodplain Management Advisory Committee Meeting held on

.....
CHAIRPERSON

Page 3

15.2 DA2022/0070 - DEMOLITION OF A TWO STOREY HERITAGE LISTED BUILDING (FORMER IMPERIAL HOTEL), 30 MOOLOOBAR STREET, NARRABRI NSW 2390**Responsible Officer:** Donna Ausling, Director Planning and Strategy**Author:** Günther Weidenmann, Development Planner**Attachments:**
1. **Appendix A 'Conditions of Development Consent – DA 2022/0070'**  [↓](#)
2. **Appendix B 'Structural Inspection report'**  [↓](#) **DELIVERY PROGRAM ALIGNMENT****4 Leadership**

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

Strategy 4.4.2 Ensure effective and sound local governance practice

PURPOSE

Council is in receipt of Development Application (DA) 2022/0070 which seeks development consent for the Demolition of a Two Storey Heritage Listed Building, known as the former Imperial Hotel. The building is located on Lot: 12 Sec: 2 DP:758756, known as 30 Mooloolbar Street, Narrabri NSW 2390.

The application has been referred to Council for determination, as the building is heritage listed under Schedule 5 of the Narrabri Local Environmental Plan 2012 (LEP) and forms part of the Railway Station Precinct (Item No. I035).

RECOMMENDATION

1. That Council determine DA 2022/0070 pursuant to Section 4.16 of the Environmental Planning & Assessment Act 1979 by the granting of consent subject to conditions, as detailed in Appendix A 'Conditions of Development Consent – DA 2022/0070'.

BACKGROUND

DA 2022/0070 relates to Lot 12 Section 2 in DP 758756, known as 30 Mooloolbar Street, Narrabri NSW 2390 (see **Figure 1 - Figure 3** below).



Figure 1 – Looking north towards the building to be demolished.



Figure 2 – Aerial Image of the subject Land, Lot 12 Section 2 in DP 758756, known as 30 Mooloolbar Street, Narrabri NSW 2390.

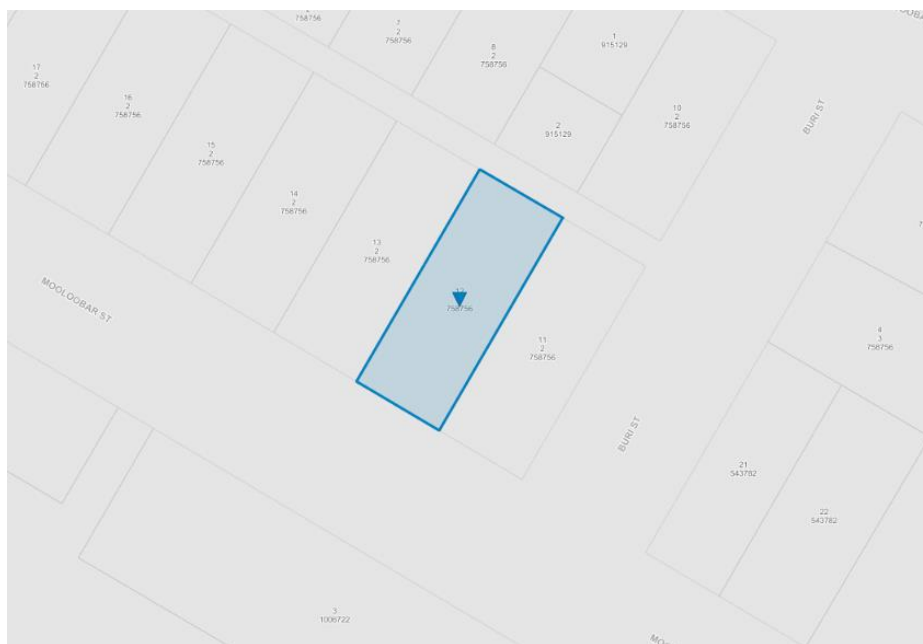


Figure 3 – Cadastral Image of the subject Land, Lot 12 Section 2 in DP 758756, known as 30 Mooloolbar Street, Narrabri NSW 2390.

The subject land has a property area of approximately 1,043m² and is zoned B4 'Mixed Use' pursuant to the provisions of the Narrabri Local Environmental Plan 2012 (LEP). The subject land is not prone to bushfire hazards but is liable to inundation by flooding. There are no other natural hazards known to affect the subject land. There is an item of heritage significance located on the site, which is listed in Schedule 5 of the LEP as Railway Station Precinct (Item No. I035).

An Engineering report prepared by W.J. Bryan Consulting Civil and Structural Engineer is submitted as part of the application. The report concluded that the building has structural problems; and that the stairway and rear verandah do not comply with code requirements. It is the opinion of the Structural Engineer that the building be demolished (**Appendix B**).

PLANNING ASSESSMENT – MATTERS FOR CONSIDERATION

The assessment of DA 2022/0070 has been undertaken in accordance with Section 4.15(1) of the *Environmental Planning and Assessment Act 1979*, as amended. In determining a development application, a consent authority is to take into consideration the following matters as relevant to the proposal:

Environmental Planning Instruments [S4.15(1)(a)(i)]

The following State Environmental Planning Policy (SEPP) is relevant to the subject DA:

SEPP (Resilience and Hazards) 2021 Chapter 4 – Remediation of Land

The objective of this SEPP is to provide a state-wide planning approach to the remediation of contaminated land. The SEPP requires consideration of previous land uses and promotes the remediation of contaminated land for the purpose of reducing the risk of harm to human health or any other aspect of the environment.

The subject allotment is devoid of any significant vegetation and is located within the Narrabri township. No contaminating activities are known to have been carried out on the subject land. The

site is not known to be contaminated and a site inspection did not reveal any visual indications of contamination.

Narrabri Local Environmental Plan 2012 (LEP)

The subject land is zoned B4 'Mixed Use' pursuant to the provisions of the LEP. The objectives of this zone are as follows:

- *To provide a mixture of compatible land uses.*
- *To integrate suitable business, office, residential, retail and other development in accessible locations so as to maximise public transport patronage and encourage walking and cycling.*

It is considered that the proposed development will remain consistent with the abovementioned B4 zone objectives, as the development will allow for future development on the subject allotment.

Clause 2.7 - 'Demolition requires development consent'

The Two Storey Heritage Listed Building located on the subject allotment is not identified in the LEP or *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*, as exempt development. Therefore, the demolition requires development consent, which has been sought via DA 2022/0070.

Clause 5.10- 'Heritage conservation'

As the subject land contains an item of local heritage significance pursuant to Schedule 5 of the LEP 2012, the provisions under Clause 5.10 are applicable in this instance. Clause 5.10(4) requires Council, before granting consent under this Clause in respect of a heritage item, to consider the effect of the proposed development on the heritage significance of the item concerned, which has been provided through the HIS accompanying the DA.

Council's Consultant Heritage Advisor, Mr Ray Christison, has reviewed the subject application. Council's Advisor supports the proposal subject to the preparation & submission of an archival record of the building, which has been conditioned in the recommended terms of consent.

Clause 5.21 'Flood planning'

Clause 5.21 Flood Planning is applicable to the development, as the property is identified by the LEP as being a flood planning area and as such the provisions of Clause 5.21 shall be applied. A review of Council's WaterRIDE program indicates that the site is not situated in the 100-year flood level.

Therefore, the proposed development is determined as being suitable for the proposed use and compliant with the provisions of Clause 5.21 of LEP.

Narrabri Development Control Plan [S4.15(1)(a)(iii)]

There are no Development Control Plans applicable to the demolition of a building.

Provisions of any Planning Agreement [S4.15(1)(a)(iiia)]

Not applicable.

The Provisions of the Regulations [S4.15(1)(a)(iv)]

Suitable conditions have been included in the terms of consent to ensure that demolition work is carried out in accordance with AS 2601-1991: 'The demolition of structures'.

The Likely Impacts of the Development [S4.15(1)(b)]Impacts on the Natural Environment

The proposed development is unlikely to have adverse impacts on the natural environment. No clearing is proposed as a part of the development.

Impacts on the Built Environment

The impacts of the proposed development on the surrounding built environment have been considered in detail as part of the assessment of the subject application. The proposed development is not expected to have an adverse impact on the streetscape.

Cumulative Impacts

The potential impacts of the proposal on the locality have been considered in detail during the assessment of the DA and within this Report. The cumulative impacts of the proposed development are deemed to be acceptable in this instance.

The Suitability of the Site for the Development [S4.15(1)(c)]

Not applicable.

Any Submissions made in accordance with the Act or Regulations [S4.15(1)(d)]

The proposal was neighbour notified and advertised in accordance with the Council's Community Participation Plan from 12 April 2022 until 29 April 2022. No submissions were received during the notification period.

The Public Interest [S4.15(1)(e)]

The proposed development has been assessed to be in the public interest as detailed throughout this Report, subject to the imposition of appropriate conditions of development consent.

It should be further noted that a detailed assessment of this proposal has also been undertaken by Council's Development Planner, considering all matters under Section 4.15 of the *Environmental Planning and Assessment Act 1979*. A detailed assessment report has been included in the relevant property file.

FINANCIAL IMPLICATIONS

There are no financial considerations to report at this time.

CONSULTATION

The proposal was neighbour notified and advertised in accordance with the Council's Community Participation Plan from 12 April 2022 until 29 April 2022. No submissions were received during the notification period.

Internal consultation was also carried out as a part of the assessment of DA 2022/0070 with Council's Acting Director Infrastructure Delivery, Manager Waste Services, Manager Design Services and Consultant Heritage Advisor. Conditions have been incorporated into the recommended terms of consent in line with the advice received from the aforementioned Council Officers.

CONCLUSION

All heads of consideration under Section 4.15 of the *Environmental Planning and Assessment Act 1979*, as amended, have been addressed throughout the assessment of this application. The application is presented to Council for final determination, as the building is heritage listed under Schedule 5 of the *Narrabri Local Environmental Plan 2012* (LEP) and forms part of the Railway Station Precinct (Item No. I035). Notwithstanding, the proposed development is considered to be acceptable in this instance as detailed throughout this Report.

Therefore, it is recommended that Council approve DA 2022/0070 subject to the conditions of development consent included as Appendix A at the end of this Report.

OPTIONS

1. Grant consent subject to the conditions listed in Appendix A to this Report; or
2. Refuse the application, providing reasons for Council's refusal.

Appendix A 'Conditions of Development Consent – DA 2022/0070**General Conditions****Approved Plans & Documents**

1. The development being carried out in accordance with the development application, the documents referenced below, except where amended by the following conditions.

TITLE	PREPARED BY	REF NO.	DATE
Location Plan			Undated
Statement of Environmental Effects	Robin Findley		01/04/2022
Structural Inspection Report	W.J. Bryan Consulting Civil and Structural Engineer	3-22-12376	10/03/2022

(Reason: To ensure that the form of the development undertaken is in accordance with the determination of Council)

Plans on Site

2. A copy of all stamped approved plans, specifications and documents must be kept on site at all times so as to be readily available for perusal by any officer of Council or the Principal Certifying Authority.

(Reason: To ensure that the form of the development undertaken is in accordance with the determination of Council)

Compliance

3. The Applicant must put in place a management system, and take reasonable steps, to ensure that employees, contractors and sub-contractors are aware of, and comply with, the conditions of this consent relevant to their respective activities.

(Reason: To ensure all workers on site are aware of approval obligations)

Obligation to Minimise Harm to the Environment

4. The Applicant/Owner/Operator shall implement all practicable measures to prevent and/or minimise any harm to the environment that may result from the demolition.

(Reason: To ensure the development is carried out in an environmentally responsible manner)

Conditions That Must Be Completed Prior to Demolition**Waste Management Plan**

5. A Waste Management Plan (WMP) is to be prepared by a consultant suitably qualified and experienced in the preparation of WMPs, providing details of waste type, estimated volumes and disposal methodology. The WMP is to be submitted to and approved by Council prior to demolition.

(Reason: To ensure waste from the demolition is appropriately managed to not cause pollution and to ensure waste is managed in accordance with the hierarchy of avoid, recovery and disposal.

Archival Record

6. Prior to the demolition, a full archival record of the building is to be made and submitted to Narrabri Shire Council for approval. This must include a history and description of the building, photographs, plans and elevations.

(Reason: To ensure that an appropriate and accurate record of the building is made.)

Sediment and Erosion Control

7. Where demolition or excavation activity requires the disturbance of the soil surface and existing vegetation, adequate measures for erosion and sediment control shall be provided. Minimum control techniques are to be in accordance with 'The Blue Book' published by Landcom provisions on Erosion and Sediment Control, or a suitable effective alternative method.

All required sedimentation control techniques are to be properly installed prior to the commencement of any site works and maintained in a functional and effective condition throughout the construction activities until the site is stabilised.

(Reason: To protect the environment from the effects of sedimentation and erosion from development sites)

Site Facilities

8. Toilet facilities must be provided on the work site at the rate of one toilet for every 20 persons or part of 20 persons employed at the work site.

Each toilet provided must:

- (a) be a standard flushing toilet, connected to a public sewer, or
- (b) if connection to a public sewer is not available, to an on-site effluent disposal system approved by the council, or
- (c) a portable toilet.

The provision of toilet facilities must be completed before any other work is commenced.

(Reason: To ensure the health and safety of the community and workers on the site)

Site Sign

9. A sign must be erected in a prominent position on any work site on which work involved in the demolition of a building is being carried out:
- (a) stating that unauthorised entry to the work site is prohibited;
 - (b) showing the name of the principal contractor (or person in charge of the work site), and a telephone number at which that person may be contacted at any time for business purposes and outside working hours; and
 - (c) showing the name, address and telephone number of the Principal Certifying Authority for the work.

Any such sign must be maintained while to demolition work is being carried out but must be removed when the work has been completed.

(Reason: Statutory requirement)

Conditions That Must Be Complied with During demolition**Retaining walls**

10. Retaining walls associated with the demolition of a building or other approved methods of preventing movement of the soil must:
- (a) Be constructed wholly within the boundaries of the subject property including all associated drainage and earthworks;
 - (b) Have adequate provisions for drainage in accordance with the provisions of AS3500; and
 - (c) Obtain Council approval for all walls over 600mm in height and within 450mm to site boundaries.

(Reason: To ensure safety and amenity of the site and adjoining properties)

No removal of trees on public property

11. No trees on public property (footpaths, roads, reserves etc.) shall be removed or damaged during the carrying out of demolition works unless specifically approved by this consent.

(Reason: Ensure protection of public assets)

Prohibition on Use of Pavements

12. Builder's sheds, waste containers and building materials to be utilised during construction shall be stored entirely within the site during the construction phase. Equipment must not be operated on the footpath or roadway unless prior written approval has been obtained from council. All waste must be appropriately disposed of to a waste management facility.

Note: If the demolition requires signage, safety barriers, waste bins and or vehicles to be parked on the road, a Section 138 Application will be required prior to any demolition works commencing.

(Reason: To ensure that public places and road reserves are not obstructed)

Protection of Aboriginal relics

13. Should Aboriginal relics be discovered work shall cease immediately and application be made for an Aboriginal Heritage Impact Permit under the provisions of the NSW *National Parks and Wildlife Act 1974*.

(Reason: To ensure compliance with the NSW *National Parks and Wildlife Act 1974*)

Cost associated with Council property/infrastructure

14. The applicant shall bear the cost of all restoration works to Council's property damaged by the applicant or his/her contractors during the course of this development and the cost of all works associated with the development that occur on Council property.

(Reason: To ensure protection of public infrastructure)

15. Any necessary alterations to, or relocations of, utility services must be carried out at no cost to Council or the relevant public authority.

(Reason: To ensure costs associated with the development are not transferred public authorities)

Demolition

16. All demolition work shall be carried out strictly in accordance with following:

- (a) The person acting with this consent shall notify adjoining residents seven (7) days prior to demolition. The notification shall be made in writing on A4 size paper and clearly specify the location of the demolition, date it is to commence and the individual or company to carrying out the work. This notification shall be placed in the letter box of every premise (including residential flat or unit, if any) either side, immediately at the rear of and directly opposite the demolition site.
- (b) Written notice is to be given to Council prior to the commencement of any demolition work. The written notice shall include the date demolition work will commence and detail the name, address, business, home, contact phone number and licence number of the demolisher. The following building inspections must be undertaken by Council / Certifying Authority:
 - (i) A pre commencement inspection when all the site works are installed on the site and prior to demolition commencing.
 - (ii) A final inspection when the demolition works have been completed.
- (c) Prior to demolition, the applicant must erect a sign at the front of the property with the demolisher's name, licence number, contact number and site address.
- (d) Prior to demolition, the applicant must erect a 2.4m high temporary fence, hoarding between the work site and any public property (footpaths, road, reserves etc). Access to the site must be restricted to authorised persons only and the site must be secured against unauthorised entry when work is not in progress or the site is otherwise unoccupied.
- (e) Demolition is to be carried out in accordance with the relevant provisions of Australian Standard 2601:2001: Demolition of Structures.
- (f) The hours of demolition work are limited to between 7:00am and 6:00pm on weekdays. No demolition work is to be carried out on Saturdays, Sundays or public holidays.
- (g) Hazardous or intractable wastes arising from the demolition process must be removed and disposed of in accordance with the requirements of WorkCover New South Wales and the Department of Environment and Climate Change NSW.

- (h) Demolition procedures must maximise the reuse and recycling of demolished materials in order to reduce the environmental impacts of waste disposal.
 - (i) During demolition, public property (footpaths, roads, reserves etc) must be clear at all times and must not be obstructed by any demolished material or vehicles.
 - (j) All vehicles leaving the site with demolition materials must have their loads covered and vehicles must not track soil and other materials onto public property (footpaths, roads, reserves etc) and the footpaths must be suitably protected against damage when plant and vehicles access the site.
 - (k) The burning of any demolished material on site is not permitted and offenders will be prosecuted.
 - (l) Care must be taken during demolition to ensure that existing services on the site (ie, sewer, electricity, gas, and phone) are not damaged. Any damage caused to existing services must be repaired at by the relevant authority at the applicant's expense.
 - (m) Suitable erosion and sediment control measures in accordance with the Soil and Water management plan must be erected prior to the commencement of demolition works and must be maintained at all times.
 - (n) If the property was built prior to 1987 an asbestos survey prepared by a qualified occupational hygienist is to be undertaken. If asbestos is present then:
 - (i) A WorkCover licensed contractor must undertake removal of all asbestos.
 - (ii) During the asbestos removal a sign "DANGER ASBESTOS REMOVAL IN PROGRESS" measuring not less than 400 mm x 300 mm is to be erected in a visible position on the site to the satisfaction of Council.
 - (iii) Waste disposal receipts must be provided to Council / Certifying Authority as proof of correct disposal of asbestos laden waste.
 - (iv) All removal of asbestos must comply with the requirements of WorkCover and Leichhardt Council.
 - (v) An asbestos clearance certificate prepared by a qualified occupation hygienist must be provided at the completion of the demolition works.
- (Reason: To ensure the long term health of workers on site and occupants of the building is not put at risk unnecessarily)

17. The developer shall ensure all practicable measures are taken to minimise the release of dust into the atmosphere during demolition, and from vehicles transporting material off-site.

(Reason: To ensure compliance and safety of workers and general public.)

Upon Completion of Works:

18. At the completion of the works, the work site must be left clear of waste and debris.

(Reason: To ensure compliance with the application and plans, and confirm the terms of Council's approval.)

Advisory Notes

1. The applicant is to advise Council at least 48 hours prior to commencement of any demolition works on site or associated with the site, together with the approved contractor's name and address.

Right of Review

Section 8.2 of the Environmental Planning and Assessment Act 1979 provides that the applicant may request the Council to review the determination. The request must be made in writing within six (6) months *after receipt of this Notice of Determination*, together with payment of the appropriate fees. It is recommended that the applicant discuss any request for a review of the determination with Council Officers before lodging such a request. Section 8.2 review does not apply to designated or integrated development.

Right of Appeal

If you are dissatisfied with this decision, Section 8.7 of the Environmental Planning and Assessment Act, 1979 gives you the right to appeal to the Land and Environment Court within six (6) months after the date on which you receive this notice.

W.J. BRYAN
B.E.(SYD)
M.I.E.(Aust.)
ABN No. 1404 5260 846

TELEPHONE: 02-67 612 711
Mobile: 0427 400 428

W.J. Bryan
CONSULTING CIVIL AND STRUCTURAL
ENGINEER.
12 MURRAY STREET
TAMWORTH. 2340

Ref: 3-22-12376

10th March 2022.

Postal Address:
12 MURRAY STREET
TAMWORTH. NSW. 2340
AUSTRALIA
E-mail: admin@wjbryan.com.au
www.wjbryaneng.com.au

The Director
Findley Enterprises Pty Limited
admin@findleyent.com.au

**INSPECTION AND REPORT ON CRACKING OF BUILDING
30 MOOLOOBAR STREET, NARRABRI NSW 2390.**

Dear Robin,

An inspection of the above was completed on the 10th February 2022 by W.J. Bryan along with Robin Findley and we advise the following:

1. Exterior

The two storey brick wall and timber floor building has cracking to the western exterior wall from movement to the side and to the front of the building. The upper floor window on the western exterior wall has cracking from movement to the side and to the front of the building.

2. Interior Ground Level

Room 1 - Internal walls have cracking extending from the ceiling down to above door jam. Cracking in the wall is also evident above the windows. The room ceiling has warped with cracking evident from press metal ceiling to the wall.

Room 2 - Internal walls have cracking from the ceiling down the wall. Cracking is also evident along the wall near the floor. There are indications repairs have been attempted in the past with cracking evident through the repairs.

Room 3 - Internal walls have multiple cracking to the walls. There are indications repairs have been attempted in the past with cracking evident through the repairs. The ceiling has warped and cracking evident in the ceiling.

Room 4 - Internal walls have multiple cracking to the walls and roof cornice. Water damage is evident to the floor affecting the floor in room 13 located above room 4.

Rooms 5,6 and 7 - Internal walls have minor multiple cracking to the walls with attempted repairs evident.

Hall - Internal walls have multiple cracking.

Room 10 Bathroom - Internal wall has rising damp in rear corner.

3. Interior First Floor

Room 11 - Internal walls have multiple cracking with evidence of some repairs undertaken with cracking evident through the repairs,

Room 12, 13, 14, 15, 16, 17, 18 - Internal walls have multiple cosmetic cracking with evidence of some repairs undertaken with cracking evident through the repairs.

4. Stairs

Internal access from ground floor to first floor is via steel stairway. The stairway is illegal and does not comply with NCC (National Construction Code 2019) requirements.

5. Outside – Rear

Back verandah floor structure does not comply with code requirements.

Verandah roof structure does not comply with code requirements.

6. Cellar

Cellar located under the office has approximately 450mm depth of water. This is causing structural integrity problems.

The external front corner building structure, being rooms 2 and 3, have structural problems. Internal ground floor walls do not line up with first floor walls in rooms 19 and 20, rooms 20 and 21, rooms 21 and shower room.

Stairway does not comply with code requirements. Rear verandah structure does not comply with code requirement.

In our opinion the building should be demolished.

If we can be of any further assistance in this matter, please do not hesitate to contact us.

Yours faithfully,



W. J. Bryan

15.3 ARTS NORTH WEST

Responsible Officer: Donna Ausling, Director Planning and Strategy

Author: Scott Pollock, Manager Cultural Facilities

Attachments:

1. Arts North West - What We Do [↓](#) 
2. Arts North West - Narrabri Shire LGA Summary [↓](#) 

DELIVERY PROGRAM ALIGNMENT**1 Society**

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

Strategy 1.2.2 Promote and support the development of and access to creative arts

EXECUTIVE SUMMARY

Caroline Downer, the Executive Director of Arts North West, is presenting to Council regarding the role of Arts North West (ArtsNW) and what they do for the Narrabri Shire.

RECOMMENDATION

1. That Council note the presentation from Arts North West.

BACKGROUND

Council contributes \$10,000 per annum for the Narrabri Shire to be engaged with by ArtsNW.

ArtsNW facilitates the development of arts and cultural projects and initiatives across the whole region, building a rich cultural landscape in the New England North West and increasing participation in arts and cultural activities. They play a vital role in building cultural community capacity, through advice and advocacy, through substantial professional development provision and with the forging of key partnerships and networks throughout the region.

NSC has been a member of ArtsNW for at least 7 years and has benefited from their touring network, ArtsNW On Tour. This program offers specialised tour coordination (which includes tour negotiation, programming, administration, meetings, marketing, and audience development). This model has been successful in ensuring we get to secure live performances at a considerable discount.

CURRENT SITUATION

ArtsNW is responsible for the following activities in our council area:

- Narrabri Shire Draft Public Art Policy development
- E-resources developed: *10 top tips for Creative Promotion* (10 video animation episodes), *Marketing and Promotion Help Sheets*. *Developing an Aboriginal Arts Market*
- Art and about – one-on-one advice sessions held at The Crossing Theatre – Arts NW were instrumental in supporting the newly formed Wee Waa Community Arts and Cultural Centre

- ANW Connect (new website) An online registry promoting creatives, cultural venues, and workers in the New England North West region of New South Wales
- Enable Arts: *Disability Confidence Training*
- Arts North West ON TOUR – the following productions were performed in the Narrabri region - *Hellship, Stardust and The Mission at The crossing Theatre, and Soul Express (at Boggabri)*
- Community Projects - *The Panorama Project* (library tour), *Captain Isobolt, The Puppet Project: Lockdown Edition*
- Special Projects: *Art Residency at The Wee Waa Museum*

FINANCIAL IMPLICATIONS

NSC pay \$10,000 as an annual contribution

STATUTORY AND POLICY IMPLICATIONS

The Manager Cultural Facilities is a voluntary member on the ArtsNW Board to increase community engagement with programs and resources offered.

CONSULTATION

Nil

External Consultation

Nil

Internal Consultation

Nil



connections
creativity
communities

Our Vision
A vibrant arts and cultural landscape creating healthy, sustainable and connected communities in the New England North West

Our Mission
To facilitate, support and generate creative opportunities in the New England North West

Arts North West: WHAT WE DO

Based in Glen Innes, Arts North West is the regional arts development organisation for the New England North West of NSW. Arts North West is supported by the NSW Government through Create NSW and the partnership of twelve local government authorities.

Arts North West is a robust and vibrant organisation that delivers significant arts and cultural outcomes for its region. Our core business includes a multitude of day to day enquiries, providing immediate and quality advice, information and professional support to artists and organisations, as well as the research, promotion and advocacy we oversee in partnership with our stakeholders.

Objective 1: Creativity

Aboriginal Cultural Support Program

Our Aboriginal Projects Officer works with numerous individuals and organisations to deliver projects that support Aboriginal arts and communities in our region.



Enable Arts Network

A network of individuals and organisations who plan and implement a sustainable and supportive platform for arts and disability in the NE/NW region.



Arts North West ON TOUR

A regional network of small to medium performing arts venues in the NE/NW coordinated by ANW who promotes and negotiates touring product.



Arts North West Connect

Online and interactive creative arts directory developed in partnership with arts and cultural workers of the NE/NW to better promote their interests in the region's cultural tourism



Objective 2: Communities

Delivery of Arts North West **professional development workshops** to at least six locations annually. These workshops can focus on a wide variety of topics including regional arts funding, grant writing, project management, partnership opportunities, arts business development, promotion and marketing including social media.



Advice and advocacy - providing support and services to arts practitioners and workers, covering all art forms: music, visual art, dance, performance art, literature, crafts, digital art.

Assistance to Councils with **cultural planning**, public art policies and funding initiatives for arts projects.



Funding Programs: **Country Arts Support Program** and **ANW Micro Grants** which delivers up to \$30,000 in funding to arts projects to the NENW.

Special Projects: Previous examples include *Creativitea*, *Putting the Pieces Together*, *The Stuff of Tales*, *River to Ridges*, *Yinaar*, *Yesterday Today Tomorrow*, *Miyaay Miyaay*, *Puppet Project: The Lockdown Edition*, *Captain Isobolt*, *The Panorama Project*



Objective 3: Connections

Fortnightly Arts North West **e-news** on arts and cultural events in our region, quarterly Council e-news

2 websites, a focus on **social media** and key partnerships allows for Arts North West to be a central resource for all things arts and culture in the New England North West.

Stakeholder engagement through one-on-one advice sessions, online surveys as well as presentations to Councils

Arts North West acknowledges Aboriginal people as the traditional custodians of the lands we work on; we recognise the strength, resilience and capacity of Aboriginal people and respect the Aboriginal Elders past and present.



PO Box 801 Glen Innes NSW 2370 P: 02 6732 4988 M: 0428 042 622 e: rado@artsnw.com.au • artsnw.com.au • fb.com/artsnw • @artsnorthwest ABN 13 294 582 557



connections
creativity
communities

Our Vision

A rich cultural landscape in the New England North West of NSW.

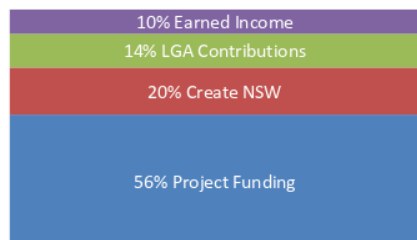
Our Mission

To generate creative opportunities in the New England North West of NSW.

Core Objectives

- Develop and broaden our diverse audiences and their participation in arts and cultural activities
- Grow and support community cultural capacity
- Forge strong partnerships and networks across the region
- Provide sound and effective corporate governance to ensure a sustainable organisation.

2021 ARTS NORTH WEST INCOME



NSW CONTEXT

- 14 Regional Arts Development Organisations (RADO)
- \$1.964 million from Create NSW into network
- \$972,647 LGA investment
- \$1.92 million additional project funding sourced by RADOs, and \$253,506 in other earned income
- 40+ arts workers employed by RADOs

2021 SUPPORTED ACTIVITIES:

Core services:

- Advice and Advocacy
- Professional Development Service
- Promotion and Marketing
- Networking and Partnerships
- ANW Micro Grants
- Aboriginal Cultural Support Program
- Arts and Disability Program (Enable Arts)
- Cultural Tourism (ANW Connect)
- Arts North West ON TOUR

- Country Arts Support Program:
Narrabri Shire Council: *CREATE - An Art and Culture Event* An annual event

SPECIFIC ACTIVITIES IN NARRABRI SHIRE:

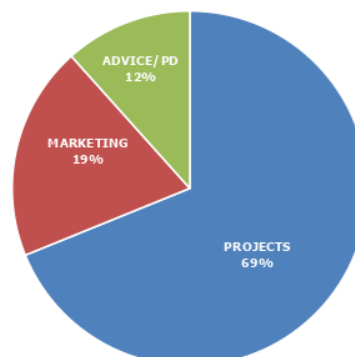
- Narrabri Shire Public Art Policy development
- Professional Development Workshops: *Better Brainstorming* (NENW Cultural Leaders Network), *Managing a Simple Online Shop*
- E-resources developed: *10 top tips for Creative Promotion* (10 video animation episodes), *Marketing and Promotion Help Sheets*, *Developing an Aboriginal Arts Market*
- Art and about – one-on-one advice sessions
- Aboriginal Cultural Support Program: *Aboriginal Cultural Awareness Training*, *Bawi-li*, *Inaugural Aboriginal Leadership Symposium*, *Gather and Trade Online*
- ANW Connect (new website) included online marketplace, *Snapshot Photographers*, *Creative Champions*
- Enable Arts: *Disability Confidence Training*
- Arts North West ON TOUR – *Hellship*
- Community Projects - *The Panorama Project* (library tour), *Captain Isobolt*, *The Puppet Project: Lockdown Edition*
- Special Projects: *Looking Both Ways*, *In the Museum*

NARRABRI SHIRE

2021 contribution: \$9,852

Total received: \$38,132

Return on investment 287%



More information, contact

Caroline Downer, OAM, Executive Director, Arts North West
rado@artsnw.com.au M: 0428 042 622

15.4 INVESTMENT REPORT - APRIL 2022**Responsible Officer:** Andrew Brown, Director Corporate and Community Services**Author:** Kathleen Wales, Finance Coordinator**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.
- Four (4) new investments were placed, totalling \$10 million.

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

RECOMMENDATION

1. That Council note the Investment Report for April 2022.

BACKGROUND

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

CURRENT SITUATION

The following is a summary of investment movements for April 2022.

Investments maturing during the month:

- | | | | |
|------------|----------------|-------------|------------------|
| • 06/04/22 | Macquarie Bank | \$1,000,000 | 216 days @ 0.40% |
| • 13/04/22 | ME Bank | \$3,000,000 | 245 days @ 0.48% |

New Investments secured during the month:

- | | | | |
|------------|---------|-------------|------------------|
| • 06/04/22 | NAB | \$1,000,000 | 273 days @ 1.43% |
| • 13/04/22 | ME Bank | \$3,000,000 | 273 days @ 1.48% |
| • 20/04/22 | NAB | \$2,000,000 | 98 days @ 0.80% |

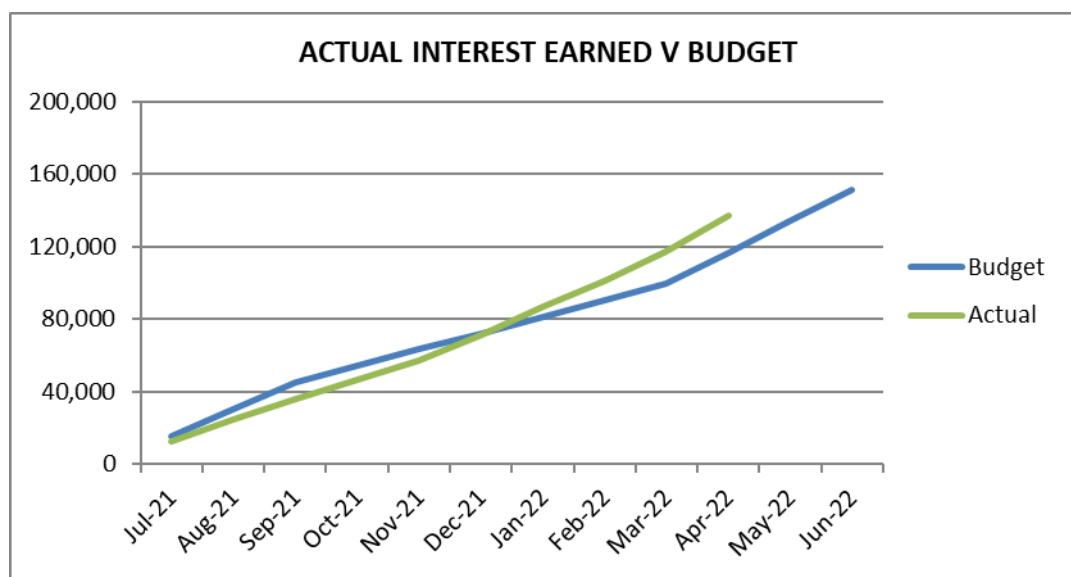
- 20/04/22 NAB \$4,000,000 161 days @ 1.08%

	Market Value (\$)	Term (days)	Rate	Maturity Date	% of Portfolio
Short Term Deposits (<1 yr)	34,000,000.00				94.07%
Macquarie Bank	1,000,000.00	244	0.40%	04/05/22	2.77%
Judo Bank	1,000,000.00	180	0.86%	18/05/22	2.77%
Judo Bank	2,000,000.00	182	0.92%	01/06/22	5.53%
Judo Bank	1,000,000.00	91	0.80%	08/06/22	2.77%
AMP	1,000,000.00	329	0.75%	22/06/22	2.77%
AMP	2,000,000.00	240	0.90%	17/07/22	5.53%
AMP	1,000,000.00	336	0.45%	27/07/22	2.77%
NAB	2,000,000.00	98	0.80%	27/07/22	5.53%
BOQ	2,000,000.00	244	0.60%	03/08/22	5.53%
NAB	1,000,000.00	245	0.56%	17/08/22	2.77%
Macquarie Bank	1,000,000.00	365	0.40%	31/08/22	2.77%
BOQ	1,000,000.00	273	0.56%	07/09/22	2.77%
AMP	1,000,000.00	329	0.80%	14/09/22	2.77%
NAB	4,000,000.00	161	1.08%	28/09/22	11.07%
NAB	1,000,000.00	273	0.62%	12/10/22	2.77%
NAB	2,000,000.00	300	0.63%	19/10/22	5.53%
AMP	2,000,000.00	364	1.00%	02/11/22	5.53%
BOQ	1,000,000.00	273	0.70%	16/11/22	2.77%
NAB	2,000,000.00	273	0.72%	23/11/22	5.53%
NAB	1,000,000.00	273	0.88%	07/12/22	2.77%
NAB	1,000,000.00	273	1.43%	04/01/23	2.77%
ME Bank	3,000,000.00	273	1.48%	11/01/23	8.30%
Cash Deposits	2,144,137.91				5.93%
NAB At Call A/c	1,500,000.00	At Call	0.25%	n/a	4.15%
NAB Working A/c	644,137.91	At Call	0.00%	n/a	1.78%

Total Cash & Investments **36,144,137.91** **100.00%**

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

Cash Book balance at 31 March 2022	1,083,573.54
Plus Receipts	9,250,578.75
Plus Investments Matured	4,000,000.00
Less Payments	-4,508,576.81
Less Investments Placed	-10,000,000.00
Cash Book balance at 30 April 2022	-174,424.52
Unmatched statement items	-154,453.20
Unmatched ledger book items	973,015.63
Reconciliation Balance as at 30 April 2022	644,137.91



Investment Rate Summary for April 2022

Average Interest Rate on Investments: 0.74%

Weighted Average Interest Rate on Investments 0.83%

Council's Benchmarks

Bank Bill Swap Rate (BBSW) 90-day index (30/04/2022)¹ 0.21%

Average 11am Cash Rate 0.10%

FINANCIAL IMPLICATIONS

Interest income for the month was \$19,742.33 bringing the financial year to date to \$136,890.24. This is ahead of budget (refer above graph) and is reflective of increasing interest rates.

Council received an advanced payment of the 2022/2023 Financial Assistance Grant (\$6,148,019) on 14 April 2022.

The net movement in the total value of deposits held each month is determined by the immediate cashflow requirement to service creditors. Council's larger creditor payments for the month were in Road Projects, Boston Street Bridge and Airport Resealing.

STATUTORY AND POLICY IMPLICATIONS

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

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

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

¹ Source: www.asx.com.au

CONSULTATION

External Consultation

Nil.

Internal Consultation

- Responsible Accounting Officer.

15.5 DELEGATE'S REPORT - NARROMINE TO NARRABRI INLAND RAIL COMMUNITY CONSULTATIVE COMMITTEE - NARRABRI SUB COMMITTEE MEETING APPROVED MINUTES | 30 MARCH 2022

Responsible Officer: Robert Ball, Acting General Manager

Author: Greg Lamont, Councillor

Attachments: 1. Narromine to Narrabri Inland Rail Community Consultative Committee - Narrabri Sub-Committee - Approved Minutes | 30 March 2022  

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

1. That Council note Councillor Lamont's Delegate's Report from the Narromine to Narrabri Inland Rail Community Consultative Committee, Narrabri Sub-Committee Meeting held on 30 March 2022.

DELEGATES REPORT

The Narromine to Narrabri Inland Rail Community Consultative Committee held a Meeting on Wednesday 30 March 2022.

The Minutes from the meeting are attached.



MEETING MINUTES

Narromine to Narrabri Inland Rail Community

Consultative Committee

NARRABRI SUB-COMMITTEE

DATE / TIME

30 March 2022
12.05 pm

LOCATION

Narrabri Bowling Club, Narrabri

FACILITATOR

Michael Silver OAM

MINUTE TAKER

Michael Silver OAM

DISTRIBUTION

Narrabri Sub-committee

ATTENDEES

- ▶ Michael Silver (Independent Chair)
- ▶ Jane Judd (Community Member)
- ▶ Cindy Neil (Community Member)
- ▶ David Scilley (Community Member)
- ▶ Christina Deans (Community Member) [by video link]
- ▶ Leanne Ryan (Warrumbungle Shire Council)
- ▶ Cr Denis Todd (Warrumbungle Shire Council)
- ▶ Cr Greg Lamont (Narrabri Shire Council)
- ▶ Michelle Henry (Narrabri Shire Council)
- ▶ Erica Tudor (ARTC)
- ▶ Duncan Mitchell (ARTC)
- ▶ Matt Errington (ARTC)
- ▶ Akhter Hossain (JacobsGHD)
- ▶ Louise Johnson (ARTC)
- ▶ Richard Hamilton (ARTC)
- ▶ Dr Mark Jempson (Venant Solutions)

APOLOGIES

- ▶ Ted Hayman (Community Member)
- ▶ Russell Stewart (Community Member)
- ▶ Bruce Brierly (Community Member)
- ▶ Donna Ausling (Narrabri Shire Council)

GUESTS

- ▶ Alexander Deans (Community Member – Gilgandra) [by video link]
- ▶ Angela Doering (Department of Infrastructure, Transport, Regional Development and Communications)
- ▶ Cr John Clements (Narrabri Shire Council)
- ▶ Cr Robert Browning (Narrabri Shire Council)
- ▶ Colin Hill
- ▶ Drinda Luckensmeyer
- ▶ Mick Fallon (NSW Department of Planning Industry and Environment)
- ▶ Paul Giess (ARTC)
- ▶ Anna Howard (ARTC)
- ▶ Susan Kay (ARTC)
- ▶ Lachlan Beveridge (ARTC)
- ▶ Grace Farrer (ARTC)

Discussions

NO.	DISCUSSIONS
1. Welcome	The Chair welcomed all to the meeting particularly the new representatives from Narrabri Shire Council. Mr Silver also acknowledged the community observers in attendance, the representative of the Commonwealth Government agency and the ARTC staff.

MEETING MINUTES
NARRABRI SUB-COMMITTEE

NO.	DISCUSSIONS
2. Acknowledgement of Country	The Chair acknowledged the Traditional Owners of the land on which the meeting is being held and recognised their continuing connection to land, waters, and culture, paying respects to their Elders past, present and emerging.
3. Declarations of Interest	<ul style="list-style-type: none"> Michael Silver – Pecuniary interest – expenses of Independent Chair borne by ARTC. Cindy Neil – Non-Pecuniary interest – property located in Study area.
4. Chair's Minute	<ul style="list-style-type: none"> Annual Reports <p>The Chair advised that the Annual Reports of the CCC for 2019 and 2020 had not been submitted to the Department of Planning or to the Proponent.</p> <p>Mr Silver acknowledged that this was an oversight of his and took full responsibility for the error. He apologised for this error and indicated that he would be having discussions with the Department of Planning and Environment (DPE) and the matter would be addressed in the coming week.</p>
5. Minutes of Previous Meeting	It was noted that the minutes of the meeting of the N2N CCC Narrabri Sub-committee held on 8 December 2020 had been approved on 19 January 2021 and placed on the Proponent's website.
6. Business Arising	<ul style="list-style-type: none"> Nil
7. Correspondence	<ul style="list-style-type: none"> Nil
8. Previous Actions	<p>8.1 That ARTC confirm the likely speed of the train at the proposed passive rail crossing adjacent to the Narrabri Water Treatment Plant.</p> <p>Response: <i>The level crossing south of the Narrabri water treatment plant will be an active level crossing. Train speeds would vary according to axle loads and range from 80 to 115 kilometres per hour.</i></p>
9. NSW Department of Planning and Environment Presentation	<p>Mr Mick Fallon of the NSW Department of Planning and Environment (DPE) provided a <i>Process Update Presentation on the Narrabine to Narrabri Inland Rail Proposal by video link. (Copy of the presentation attached to the minutes).</i></p> <p>Mr Fallon provided an overview of the State Significant Infrastructure process noting the current status of the proposal.</p> <p>He noted the Proponent is required to submit a Response to Submissions report and responses to additional information requested by the Department (Preferred Infrastructure Report) as well as advise any amendments (Amendment Report) it wishes to make to the proposal.</p> <p>Mr Fallon indicated these reports will be reviewed by the Department and it will then decide whether to publish the documents on the Major Projects website or whether to seek further information. The Department may also decide to exhibit and seek public submissions on the Amendment Report and Preferred Infrastructure Report.</p> <p>Mr Fallon advised that the DPE is aware many projects are prepared on a Reference Design to subsequent Detailed Design basis. In terms of assessment, the DPE needs to ensure that the predictions in the EIS are accurate, and the environmental and community impacts are fully understood prior to the DPE making a recommendation to the Minister. An approval will carry with it significant conditioning, provision of various Management Plans and requirements for the amelioration of flooding.</p> <p>Once these reports are accepted by the Department will undertake the assessment. The assessment includes:</p> <ul style="list-style-type: none"> reviewing the design of the project further community engagement

MEETING MINUTES
NARRABRI SUB-COMMITTEE

NO.	DISCUSSIONS
	<ul style="list-style-type: none"> ○ seeking advice from government agencies and independent experts ○ requesting additional information from the proponent ○ assessing the economic, environmental, and social impacts of the project against relevant standards and criteria ○ evaluating the merits of the project as a whole ○ preparing recommended conditions of approval <p>The Minister for Planning is the determining authority.</p> <ul style="list-style-type: none"> • Cindy Neil enquired who will determine the hours of work during construction and deal with any noise issues. Mr Fallon advised the DPE will be guided by the Environmental Protection Authority (EPA). But 'what's logical and makes sense' also needs to be considered. Construction hours in remote areas will have less stringent constraints compared to more populated locations. The Proponent will nominate the hours of construction – they should talk to residents on the hours of work, consider any issues and manage and mitigate any complaints or concerns. The DPE compliance teams will arbitrate any disputes. Mr Errington advised the hours of construction are detailed in the EIS. • Cr Greg Lamont enquired whether the DPE has looked at the route going through Narrabri. Mr Fallon advised that the route has been inspected on a couple of occasions. He noted that the DPE hydrologist had been on site before Christmas 2021 to familiarise himself with the locality. Cr Lamont questioned Mr Fallon whether the DPE was aware of the community's concern with the proposed alignment and the potential implications on flooding. Mr Fallon indicated the DPE does have some concern with aspects of the route alignment, noting that the alignment has been selected by the Proponent based on various criteria to affect the best business outcome. He indicated the DPE will review the proposed route alignment, analyse the justification for its selection and assess the potential impacts of that route. Mr Fallon advised that a hydrology working group has been formed to review and evaluate the data, flood modelling and extent of impacts. Council's flood models are also being examined with the view to ensuring any flooding impacts are minimised. • Ms Neil asked whether the November 2021 flood event will be taken into consideration. Akhter Hossain advised that the most recent flood is yet to be assessed. Presently analysing flood information from Council's flood consultant with the Inland Rail flood model being calibrated against Council's model. Ultimately the latest flood event will be assessed in the modelling process. Ms Neil asked when this will occur. Mr Hossain advised this will occur at the Detailed Design stage. Mr Mitchell clarified the context of the November 2021 flood event, which was a 1 in 15 years event – the Inland Rail flood design is based on a 1 in 100 years (1% AEP) event. The Inland Rail flood modelling is for a much greater event. Mr Hossain advised that the Inland Rail flood model is being calibrated against the major floods of 1971, 1995, 1998, 2004 and 2008. He noted the last Council Flood Study was completed in 2017 and updated in 2019. <p>The Chair thanked Mr Fallon for his presentation.</p>
10. Proponent's Report	<p><i>Duncan Mitchell, Matthew Errington, Akhter Hossain, and Louise Johnson presented the proponent's report. (Copy of the presentation attached to the minutes).</i></p> <p>10.1 N2N Project Update</p> <ul style="list-style-type: none"> • Duncan Mitchell stepped the Sub-committee through the Project Update highlighting the key project features. He noted that it will involve a massive earth works campaign • Mr Mitchell briefly outlined the project history noting the Environmental Impact Statement (EIS) had been exhibited from late 2020 with work over the last 12

MEETING MINUTES
NARRABRI SUB-COMMITTEE

NO.	DISCUSSIONS
	<p>months focussed on responding to the DPE's request for additional information and the preparation of the Preferred Infrastructure Report (PIR)</p> <ul style="list-style-type: none"> Mr Mitchell advised that the procurement process is underway with a delivery partner engaged who Inland Rail are collaboratively working with to establish a tender price to achieve the best value for money. Mr Mitchell noted the Narrabri shop front is open. Mr Mitchell advised that in principal agreement with Forestry Corp on compensation payable to establish the corridor through the Pilliga Forest was completed and the land revocation is progressing through the NSW Government processes. <p>10.2 Environment Impact Statement (EIS) Update</p> <ul style="list-style-type: none"> Matt Errington provided an overview of the EIS document, exhibition process and the request by DPE for additional information. Mr Errington advised that 116 submissions had been made during the exhibition of the EIS. Of these 86 were community submissions with 27 of these coming from the Narrabri district, 15 submissions were from government agencies and 15 from other entities. Mr Errington advised that the key issues raised in the submissions related to hydrology and route selection. Mr Errington stated that subsequently, the DPE directed ARTC to provide a Preferred Infrastructure Report (PIR) which: <ul style="list-style-type: none"> Addresses the hydrology and flooding impacts of the Project Provides appropriate justification and information on the design of the Project and alternative rail alignments considered Provides design alternatives to demonstrate how residual flooding impacts can be reduced In response a Route Selection Summary Report has been prepared which distils the information on route selection and pulls together the information that was used in the process. The Report also incorporates the considerations associated with flood impacts and other environmental matters. Mr Errington advised that an Amendment Report has been prepared outlining the following amendments: <ul style="list-style-type: none"> Crossing Loops Public Level Crossings Public Road Closures Public Road Realignment Temporary Workforce Accommodation Construction and Operation Footprints Mr Errington advised the number of level crossings had been reduced from 51 to 49, whilst the number of road closures has been reduced from 4 to 2 – one at Narramine and one at Barwon (Munns Road). He also advised that some of the seven crossing loops have been slightly relocated to provide a better local and environmental outcome. The Baradine accommodation camp is to be located at the old racecourse rather than the Baradine Showground. He also advised that mobile accommodation facilities will be established in some remote compounds servicing up to 30 people Mr Errington added that there will be some alterations to the construction and operational footprint, with the mapping updated. Also, some culverts have been updated and 200 culvert locations along the 306km alignment may require drainage control treatment in order to comply with the flow velocity limits agreed with DPE. This will require some additional land, but the extent of these areas is not confirmed and will be refined in detailed design. Other options exist such as including more culverts etc however this also has cost implications. An assessment of the most efficient and effective methods to manage flows and mitigate erosion at culverts will be examined individually.

MEETING MINUTES
NARRABRI SUB-COMMITTEE

NO.	DISCUSSIONS
	<ul style="list-style-type: none"> Mr Errington advised that additional environmental assessments had been undertaken to address issues raised in the submissions. He advised that a hydrology Working Group had been established to examine issues raised by the independent hydrologist. The group meets monthly, and the information reviewed should be made publicly available. Mr Errington provided an update on biodiversity assessments with a focus on firming up assumptions on threatened species, improving certainty on biodiversity impacts and consequential biodiversity offsets. He highlighted recent surveys undertaken in the Pilliga Forest and particularly a thermal drone survey of koala. Mr Errington then outlined the next steps in the process together with documentation and information services that will be made available to the community. In terms of the next steps, Mr Errington highlighted the following: <ul style="list-style-type: none"> Documentation will be publicly available on DPE's Major Projects Portal PIR/Amendment Report Summary to help community navigate the documents Social PinPoint to make detailed flood mapping publicly available along the entire alignment Upcoming community consultation and stakeholder engagement activities in April/May Cr Denis Todd noted that Munns Road will be closed but enquired whether it is possible to still get to Coonamble. Mr Errington responded, yes. Ms Neil enquired whether there would be an accommodation camp at Narrabri West. Mr Errington took the matter on notice. ACTION <p>10.3 Hydrology Update</p> <ul style="list-style-type: none"> Akhtar Hossain provided an update on the flooding and hydrology assessment, noting that an updated report has been prepared to support the Preferred Infrastructure Report and the Amendment Report. For the benefit of new members Mr Hossain provided an overview of the status of the flood modelling at Narrabri. He advised that flood data from Narrabri Shire Council has been provided to Inland Rail and this information is being assessed. Also, the hydrology from all catchments around Narrabri is being reviewed. Mr Hossain advised Inland Rail had developed a flood model based on LiDAR data that focuses on the hydraulic risk and flood hazard. The model has been calibrated against the same flood events (/1971/1998/2004/2012) as in the Council flood study. He was confident the model reflects the flood behaviour demonstrated in the Council study. Mr Hossain provided background to the preparation of the flood model based on the Australian Rainfall and Runoff Guidelines with model prepared for a 20% chance of a flood in any given year (Annual Exceedance Probability [AEP]) up to the Probable Maximum Flood (PMF). He went on to explain the development of the flood model and then, by inserting the proposed alignment into the model assessing the impact of the project on flooding and flood behaviour. Mr Hossain noted that the N2N Reference design proposes to construct a 3.9 kilometres viaduct, which has 30 piers, to cross the Namoi River and Narrabri Creek. The viaduct will not be inundated in the 1% AEP event and only sections will be flooded in the PMF. He advised similar work had been undertaken on the Bohena Creek with the hydraulic model calibrated against observed flood behaviour. This model was used to assess impact against the proposed alignment. Two bridges, one 1.3 kilometres long and the other 750 metres long will be installed to cross Bohena Creek along with necessary culverts to minimise impact. He said the modelling had provided an understanding of the

MEETING MINUTES
NARRABRI SUB-COMMITTEE

NO.	DISCUSSIONS
	<p>full range of impacts. The final length of the bridges and number of piers will be determined in detailed design.</p> <ul style="list-style-type: none"> • Since the initial model was prepared the modelling has been updated. The PIR outlines design changes following assessment against the Quantitative Design Limits (QDLS) established in consultation with the DPE. Also, adjustments to the flood modelling have taken account of community submissions to the EIS, the DPE and independent reviewer's comments. • Mr Hossain noted the establishment of the Hydrology Working Group advising that it has been meeting monthly over the last 12 months. The Group involves the DPE Independent Flood Reviewer, DPE technical officers, ARTC representatives and its consultant hydrologist. Dr Mark Jempson then explained his role as an independent hydrology consultant. • Cr Lamont asked what information the DPE hydrologist had noted in his visit to Narrabri and examination of the Narrabri flood data – he provided location scenarios such as impacts at Auscott, Mulgate Creek and in the Narrabri CBD. Mr Hossain, in reply, advised he had assessed the main stream flows and the flood impacts at Bohena Creek. He has noted the inconsistencies between the Council flood study and the Inland Rail flood data. There is a need for more work to establish a revised flood impact estimate regarding Bohena Creek. • Dr Jempson noted that the Bohena Creek flow estimates for the 1% AEP in the Inland Rail flood model are higher than those detailed in the Council flood study. He advised that the Council flood study did not become available until after the EIS had been exhibited. He advised that flow rates are higher than in the detailed Council study this has been confirmed in consultation with land owners. The design has been based on these higher flow rates and can therefore be considered conservative but the inconsistencies between the flood model and the Council data needs to be resolved. The work on this issue is ongoing. • David Scilley commented that when Spring Creek comes in during flood it acts as a stopper on Bohena Creek. • Mr Fallon confirmed that the DPE hydrologist has reviewed the EIS and the Proponent's flood modelling. It is therefore a question of validity of the flood model and the scale of impact, for example the extent of erosion and what the thresholds are for that erosion. His final report will be made publicly available. • Mr Hossain outlined the assessment changes addressing culvert blockages, additional flood relief structures and drainage control areas. He advised the potential drainage control areas will extend 15 metres upstream of a culvert and 50 metres downstream so velocity can be managed. 200 drainage control areas have been identified. This will potentially requiring some additional land, although the areas required and scouring mitigation treatments will be refined in the detailed design. Other options also exist to manage the flow velocities and minimise scouring. Mr Fallon advised that DPE have not requested the Proponent to widen the corridor. How it achieves mitigation is up to the Proponent. • Mr Mitchell advised that options and measures to mitigate flows is being examined. The provision of additional land is only one mitigation option. • The Sub-committee was provided with an animation of the 1% AEP Flood with the proposal in place. Mr Hossain provided an explanation of the hydrographs. Ms Neil requested clarification on the flood height at the Narrabri Creek. Mr Hossain advised he would provide her with height data following the meeting. • Mr Scilley highlighted existing flood issues associated with Mulgate Creek and problems with the Newell Highway due to inadequate culvert installations. Ms Neil also noted that the Newell Highway (north) also creates issues due to a lack of culverts. Dr Jempson advised that Inland Rail can only undertake work within the corridor. He noted that Council's Floodplain Management Committee is reviewing the issues that have been raised. Impacts that can be remedied within the rail corridor will be supported.

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NARRABRI SUB-COMMITTEE

NO.	DISCUSSIONS
	<ul style="list-style-type: none"> Jane Judd noted that fast flowing water through culverts can impact native fish, particularly fingerlings. Mr Hossain acknowledged this is an issue and has been considered in the design. Mr Hossain noted that the Quantitative Design Limits (QDLs) are for events up to and including 1% AEP requiring the assessment of: <ul style="list-style-type: none"> Flood level (afflux) Velocity Hazard Duration Mr Hossain noted that QDLs apply outside the project boundary. He also noted that the viaduct superstructure will be above the 1% AEP flood event with the majority being above the PMF. Mr Hossain explained the 1% AEP and 0.2% AEP impact assessment modelling. He indicated that the design is compliant with QDLs except for buildings on Wee Waa Road that are already flooded where the afflux limit (10 mm Habitable building and 20 mm non-habitable building) is exceeded in the 1% AEP flood event – this involves 13 habitable buildings and 3 non-habitable buildings. The Sub-committee noted that afflux on existing above floor flooding of habitable buildings, beyond the QDLs, ranges from 140 mm to 300 mm. Mr Mitchell explained that the overall impact on Narrabri as shown in the Impact Assessment map is with 0-10 mm in the 1% AEP event, whilst the impact is similar in the 0.2% AEP flood although there is an increase in afflux of 10-50 mm shown (yellow) near the alignment in the north-west of Narrabri. In response to Ms Neil, Mr Hossain explained the Manhattan graph detailing afflux on habitable buildings. Mr Mitchell noted the buildings are near Auscott Ltd with the maximum increase in afflux in the 1% AEP event being 30 mm. Existing flood levels in that area were modelled to reach a maximum 981mm without IR. Mr Hossain outlined the assessment of the project's consistency with the Floodplain Management Plan for the Lower Namoi Valley Floodplain 2020. He indicated that in terms of flood mitigation the design is substantially compliant with the QDLs. Mr Hossain highlighted potential impacts on flooding from the viaduct abutments and indicated there is an option to extend the viaduct further north. This will be examined in the Detailed Design. Ms Neil enquired as to the impacts on properties downstream. Mr Hossain responded that once afflux builds up it moves down stream and dissipates. Mr Mitchell added that housing with the red dots on the slide photograph is where flooding levels will increase. The Auscott facility is not negatively impacted. Mr Mitchell advised that options to mitigate the additional impact on the housing is being assessed. Ms Neil noted the need for a drainage control area north of Narrabri. Mr Hossain explained that 200 culverts have been identified in the PIR as potentially requiring drainage control mechanisms. Mr Errington advised that indicative locations for drainage control areas are shown in the updated EIS Map Book. He added that during detailed design the mechanisms to be employed will be determined. Mr Hossain explained the Bohena Creek Impact Assessment mapping indicating it that it is generally not non-compliant in terms of flood afflux but what is shown is not based on the alternative assessment of Bohena Creek data currently being undertaken. Mr Hossain noted that the design is compliant with the QDLs except for isolated buildings that are already flooded but the afflux limit is slightly exceeded in 1% AEP event involving 13 habitable and 3 non-habitable buildings. In terms of mitigation, he advised further work was being undertaken to reconcile the Inland Rail flood model with the Council flood study to fully understand the impact.

MEETING MINUTES
NARRABRI SUB-COMMITTEE

NO.	DISCUSSIONS
	<ul style="list-style-type: none"> In summary, Mr Hossain advised that: <ul style="list-style-type: none"> Assessment has been updated to address regulator and stakeholder feedback Overall, no widespread flooding impacts Continued refinement during detailed design to minimise impacts Management of QDL departures in accordance with conditions of approval <p>The meeting adjourned at 2.15 pm.</p> <p>The meeting reconvened at 2.30 pm</p> <p>10.4 Engagement Update</p> <ul style="list-style-type: none"> Louise Johnson provided an update on engagement and consultation. Ms Johnson advised that Patricio Munoz had left Inland Rail in September 2021. Erica Tudor had recently been appointed as his replacement. She also detailed the Engagement Team responsible for communication and engagement along the corridor. Ms Johnson outlined the various consultation and engagement processes over the past 12 months. In particular, the work associated with exhibition of the EIS and ensuring landowners had access to the document by mailing USBs to landowners. Ms Johnson advised that property acquisition was currently a primary action. A voluntary acquisition process was initiated by ARTC in April 2021 for landowners interested in discussing property acquisition. In December 2021, the process under the Land Acquisition (Just Terms Compensation) Act 1990 was initiated with correspondence from Transport for NSW distributed by ARTC. Ms Johnson provided an overview of the property acquisition process noting that the six-month negotiation period is a minimum and where negotiations are progressing satisfactorily some additional time will be considered to reach an agreement. She indicated that where ever possible landholders are being matched with Stakeholder Engagement Team members they know. Ms Johnson outlined the consultation undertaken with various government agencies and non-government bodies. Ms Johnson noted that considerable consultation had occurred with local government, community groups and business organisations to ensure they are aware with a view to making them Inland Rail ready. She said there was a major focus on regional benefit and regional connectivity. See provided examples of regional connectivity opportunities in the near future before Inland Rail is finished – Coonamble to Curban to Narromine to Parkes and then to southern Australia. Also, areas around Narrabri will be able to access the port of Newcastle. Ms Johnson noted that offices in Narromine and Narrabri were now operational, and work is progressing on the Narrabri Special Activity Precinct (Narrabri Port). Ms Johnson advised that the focus over the coming months will be progressing the property acquisition process with land owners and finalising the corridor through the Pilliga Forest. She also highlighted the importance of maintaining continuing awareness of the benefits of the project and providing support for business, the community, and key stakeholders. Jane Judd sought advice on liaison with the Kamilaroi Traditional owners and other Aboriginal groups. Ms Johnson indicated that she would seek advice from Inland Rail's Aboriginal Liaison Officer and advise Mrs Judd. ACTION Mrs Judd enquired whether land subjection acquisition has been assessed for native title. Ms Johnson confirmed that this has occurred, and discussions have been held with the Gomeroi People and other parties.

MEETING MINUTES
NARRABRI SUB-COMMITTEE



NO.	DISCUSSIONS
	<ul style="list-style-type: none"> Mrs Judd enquired as to whether any cultural artefacts have been received. Ms Johnson responded that she was not aware of any artefacts being taken into the possession during field surveys but would confirm this advice. ACTION
<p>11. Other Agenda Items</p>	<p>Andrew Knop (Narromine)</p> <p>1. Access across the alignment For private crossings, ARTC Inland Rail will consult with landowners to consider specific requirements such as farm operations and the movement of farm machinery or livestock. All crossings will be designed to comply with the relevant standards. In addition, ARTC Inland Rail will allow the use of drainage culverts and bridges as a stock underpass, where the dimensions of such structures are adequate. A "call train control process" will allow landowners to call ARTC's train control in advance and book a time window to cross the track with stock or oversized machinery. Trains will have priority, and a signed agreement will be required between the parties. More information on level crossings can be found on ARTC Inland Rail's website at: https://inlandrail.artc.com.au/level-crossings-fact-sheet/.</p> <p>2. Management of the alignment ARTC will be responsible for rail corridor maintenance activities once Inland Rail is operational.</p> <p>3. Consistent application of noise/vibration mitigation eligibility The Environmental Impact Statement (EIS) assesses operational noise and vibration impacts in accordance with NSW Environment Protection Authority (EPA) guidelines:</p> <ul style="list-style-type: none"> Rail Infrastructure Noise Guideline (RING) Assessing Vibration: A Technical Guideline <p>The EIS identifies sensitive receivers that trigger consideration of reasonable and feasible noise mitigation. A range of mitigation measures that can reduce the noise and vibration levels to the relevant triggers are included in the EIS to demonstrate that the impact can be mitigated; however, mitigation measures are not assigned to specific receivers.</p> <p>Post-approval, an Operational Noise and Vibration Review (ONVR) is prepared. This is a detailed operational noise and vibration assessment based on the final project design. Receivers identified as exceeding the relevant trigger levels are assigned reasonable and feasible mitigation measures to reduce noise/vibration to below the trigger levels in consultation with the applicable property owner. These are the mitigation measures that ARTC Inland Rail commits to implementing prior to operations commence.</p> <p>This is the standard process for the application of noise mitigation for rail projects, and it is not unique to Inland Rail.</p> <p>4. Public and farm liability risk exposure During the term of any occupation, ARTC will keep current a public risk insurance policy, and this will be documented in any license or lease agreements for transparency.</p> <p>5. ARTC's management of the compulsory acquisition process, with ARTC frequently providing landholders significantly out of date notification of the commencement of their acquisition process. ARTC Inland Rail is acting as a representative of Transport for NSW (TfNSW) for the formal acquisition process in accordance with the Land Acquisition [Just Terms Compensation] Act 1991 (Just Terms Act). The commencement of the formal acquisition process is subject to approval of the NSW Minister for Regional Transport and Roads. Once Ministerial approval is received, the formal acquisition process and the required</p>

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NO.	DISCUSSIONS
	<p>minimum 6-month negotiation period do not commence until an Opening Letter has been issued to the landowner.</p> <p>Acknowledging that the formal acquisition process commencement did not align with earlier forecasts, ARTC Inland Rail commenced a voluntary acquisition process for those owners willing to begin discussions. The voluntary process was undertaken in accordance with the principles of the Just Terms Act, ensuring owners would not be disadvantaged through entering these early voluntary acquisition discussions. Voluntary owner negotiations commenced by ARTC Inland Rail will convert to the formal acquisition process upon issuing an Opening Letter. The time spent in voluntary negotiations is not counted as part of the minimum 6-month negotiation period as defined in the Just Terms Act.</p> <p>6. Consistent application of whole of property purchase criteria The acquisition of properties is undertaken in line with the principles of the Just Terms Act, regardless of whether the acquisition involves a partial or whole property. This process ensures consistency in the treatment of all owners, along with the ability for an owner to obtain independent professional advice.</p> <p>Jane Judd (Narrabri)</p> <p>1. Did recent surveys detect any more Koalas on the proposed route of the Inland Rail? The Biodiversity Development Assessment Report (BDAR), which formed Technical Report 1 for the Environmental Impact Statement (EIS), has been updated in consultation with the Department of Planning and Environment (DPE) Biodiversity, Conservation and Science Directorate (BCS). It addresses comments provided in BCS's submission during EIS public exhibition as well as ongoing discussions with BCS regarding the agreed approach to various matters raised.</p> <p>In August 2021, thermal drone surveys were flown at night over the Pilliga forests to search for the presence of Koalas. Follow up day-time surveys were conducted to confirm initial findings from the drone surveys for Koalas. An independent certified expert, Dr Steve Phillips, was engaged to provide advice on the presence/ absence of Koalas.</p> <p>Koalas were recorded at one new location via old scats (west of Gilgandra) and one new location via thermal drone imagery in the Pilliga forests (Baradine Creek). Areas of generational persistence were mapped in the Pilliga Forest and Bohena Creek area. For the remainder of the proposal site, there is a lack of generational persistence within areas of potential habitat. An expert report has been prepared to map areas of important habitat for the Koala and is included in the updated BDAR.</p> <p>2. Is ARTC aware that two creek crossings within the Pilliga are at locations of historic importance to the Koala? The biodiversity assessment has considered all existing known records, as detailed in the BDAR. The BDAR included details of the targeted surveys conducted throughout the Pilliga forests, including locations of historical importance to the Koala, such as Etoo Creek near the Aloes picnic area, Baradine Creek, Rocky Creek, Bohena Creek and various other creeks in the area (see page 50 of Technical Report 1 of the EIS). The expert report has also considered historical records and more recent survey findings.</p> <p>3. What population trend for the local Koala population is ARTC aware of? The findings of the independent certified expert, Dr Steve Phillips, confirmed that recent decades have seen a significant decline in Koala occupancy rates across the Pilliga region, citing field survey results from independent researchers from a variety of sources. He concludes that over the preceding three Koala generations (i.e., 18-20</p>

MEETING MINUTES
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NO.	DISCUSSIONS
	<p>years), there has been a reduction of as much as 79% in habitat use by Koalas. In 2019, survey results from 104 sites distributed across the southern half of the Pilliga and into the northern portions of the Gilgandra Shire failed to find any substantive evidence of recent habitat use by Koalas.</p> <p>While the reasons for these declines remain to be determined beyond speculation, they collectively include the effects of a prolonged period of drought and high summer temperatures, compounded by the cumulative impacts of high frequency and severe wildfire events.</p> <p>4. Is there going to be any fencing along the side of the track. If so, what provisions will be made for wildlife?</p> <p>Stock fencing would be provided in agricultural areas to prevent stock from accessing the rail line. More information on fencing can be found on ARTC Inland Rail's website at: https://inlandrail.artc.com.au/managing-fencing/. Targeted fauna fencing would be provided in the Pilliga forests and elsewhere to direct fauna to crossing structures.</p> <p>A Preliminary Fauna Connectivity Strategy has been prepared in consultation with BCS and is included in the updated BDAR. The Strategy identifies fauna connectivity structures and measures to improve connectivity for fauna species following construction. Key features of the proposed design with relevance to fauna connectivity are:</p> <ul style="list-style-type: none"> ○ Inclusion of dedicated culverts to encourage the movement of terrestrial (and some arboreal) fauna species and reinstate connectivity. Culverts would include a variety of fauna furniture targeted to key species, and dry passage would be provided all the time. Indicative culvert locations have been identified in the Pilliga forests and Bohena Creek area. The size, number and locations would be confirmed during detailed design and documented in the Final Fauna Connectivity Strategy. ○ Inclusion of canopy bridges, predominantly located in the Pilliga forests, and other riparian and woodland corridors intersected by the proposal. These are rope bridges strung between poles and tied into nearby trees to allow arboreal animals to cross above the rail corridor. ○ Installation of barrier poles at selected bridges in the Pilliga forests to prevent aerial species flying along creek corridors from flying into the side of trains. ○ Fencing specifically constructed to funnel fauna towards crossing structures but prevent access to the rail line. Lengths of fencing would be further investigated in the Final Fauna Connectivity Strategy to allow a balance between fenced and unfenced sections and the associated barrier effect of fencing and consider the risk of flooding and damage. <p>In closing, a Final Fauna Connectivity Strategy will be prepared post-approval during the detailed design phase.</p> <p>5. If not, what provisions will be made to prevent wildlife collisions?</p> <p>Please refer to the above response.</p> <p>6. Has the flooding modelling been revised to the satisfaction of DPE?</p> <p>The updated Flooding and Hydrology Assessment Report (FHAR), which formed Technical Report 3 for the EIS, has been updated in consultation with DPE, considering comments provided in submissions and the independent review undertaken on behalf of DPE.</p> <p>To ensure we meet guidelines, criteria, and community expectations, ARTC Inland Rail undertakes a four-tiered peer review process of the flood modelling and assessment. The model and associated assessment report is prepared by JacobsGHD, an ISO9001-certified global engineering consultancy, and is reviewed by a range of industry</p>

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NO.	DISCUSSIONS
	<p>professionals (from within and external to ARTC Inland Rail). It is then provided to the DPE for review by their independent flood expert.</p> <p>In addition to these formal reviews, ARTC Inland Rail meets monthly with DPE as part of the N2N Hydrology Working Group to address community and regulator concerns and update our flood modelling and assessment work, where required. The updated FHAR addresses the Working Group outputs where key topics have been raised, discussed, and documented with the DPE. DPE is currently reviewing the updated FHAR to confirm it meets their expectations.</p> <p>7. How will ARTC prevent major disruption to local flood patterns and water dependent ecosystems?</p> <p>The updated FHAR provides detailed assessment and mapping of flooding conditions, both existing and with the proposal. Flood events modelled range from the 20% annual exceedance probability (AEP) up to the Probable Maximum Flood. The design of the proposal includes about 75 new bridges and about 630 banks of culverts to provide for the management of flows within watercourses and within floodplains during flooding events. Overall, the key findings of the updated FHAR are that there are no broadscale changes to flood regimes within the study area. As such, flood flows to water-dependent ecosystems would be maintained, and no significant impacts are predicted.</p> <p>8. Have there been any actual changes to the route given the concern expressed within the Narrabri community?</p> <p>ARTC Inland Rail is confident with the final route alignment between Narramine and Narrabri, and we are not considering an alternative route in Narrabri. The alignment has been refined over many years using an iterative, transparent multi-criteria analysis process to achieve the Inland Rail Service Offering with consideration of environmental and social impacts. Landholders, community, and stakeholders have been informed and engaged since 2015. The Preferred Infrastructure Report (PIR) and supporting Route Selection Summary Report respond to DPE's PIR request on route selection, which confirms there are no significant residual flooding impacts associated with the N2N proposal.</p> <p>9. What will be the relationship just south of Narrabri between the Newell Highway upgrade works and the embankments required to raise the height of the rail line over the existing roads and floodplains? Will there be any conflict, and will it create more flood problems?</p> <p>The updated FHAR has been prepared in accordance with the requirements of DPE and relevant guidelines. The modelling has considered the presence of existing infrastructure such as the Newell Highway. Proposed upgrade works to the Newell Highway are still in the preliminary stages of planning; therefore, there is insufficient information available to include these works in any flood modelling for the proposal. ARTC Inland Rail will continue to consult with Transport for NSW during detailed design to minimise potential impacts.</p>
12. General Business	<ul style="list-style-type: none"> Flood Modelling – Cr Lamont questioned whether there had been adequate consultation with local residents regarding local flood information and data. Ms Johnson advised that a significant amount of information and data had been shared by locals with ARTC. When the project moved to the Focus Area of Investigation phase land owners shared considerable information, including photographs, gauge readings, historical high-water marks etc. Dr Jempson added that prior to finalisation of the EIS land owners were requested to validate the flood mapping (depth/velocity/duration) to ensure its accuracy against real world experiences. Ms Johnson also noted that all impacted land owners within the Focus Area of Investigation were supplied with flood mapping whether they wished to assist or declined to do so. <p>Meeting Closed at 3.20 pm. The Chair thanked all for their attendance.</p>

MEETING MINUTES
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Actions

NO.	ACTIONS	ACTION BY	DUE DATE
1	That ARTC present a report on the likely engineering design for the railway across the flood plain north of Narrabri at a future meeting of the Sub-committee.	KJG/PM COMPLETED	09/12/2020
2	That ARTC provide CCC members with a copy of the latest map of the overall Inland Rail alignment.	PM COMPLETED	07/03/2020
3	The Chair to refer Other Agenda Items questions regarding historical matters associated with the Inland Rail project to the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development for comment.	MJS COMPLETED	25/09/2019
4	That ARTC provide a response to recent public suggestions that a property acquisition associated with the Inland Rail project has been completed prior to determination of the final corridor.	PM COMPLETED	25/09/2019
5	That ARTC provide an updated noise logger location map at the next meeting of the CCC.	ME COMPLETED	13/03/2020
6	That ARTC provide a report on the potential to establish borrow pits in the Pilliga Forest and their capability to be subsequently used for water storage for fire-fighting purposes.	TR COMPLETED	25/02/2020
7	That ARTC investigate potential blockages and maintenance required on a culvert was south of the Kamilaroi Highway overpass in the vicinity of Mulgate Creek.	RP COMPLETED	31/05/2020
8	That ARTC provide a report regarding how local content will be assessed and monitored in the construction contract at a future meeting of the CCC.	RP/DM COMPLETED	09/12/2020
9	That the Chair write to ARTC requesting extension of the Inland Rail Flood Model to incorporate the area south east of the Newell Highway Rail Overpass.	MJS COMPLETED	13/05/2020
10	That ARTC confirm the likely speed of the train at the proposed passive rail crossing adjacent to the Narrabri Water Treatment Plant.	TR	31/03/2020
11	That ARTC, subject to tender protocols, provide noise mitigation budget costings	DM COMPLETED	09/12/2020
12	That ARTC provide details of the property acquisition budget for the N2N project.	DM COMPLETED	09/12/2020
13	That ARTC arrange for its N2N engagement team to meet with Narrabri Shire Council to discuss the future of accommodation camp sites after completion of construction.	DM COMPLETED	09/12/2020
14	That ARTC confirm the extent of increased flooding impact on properties adjacent to where the Inland Rail bridge crosses the Kamilaroi Highway at Narrabri.	PM/RH COMPLETED	09/12/2020
15	That ARTC confirm as to whether data from the 2016 Narrabri Flood Study or the 2019 Narrabri Flood Study has been used for the hydrology modelling at Narrabri as well as providing comment on the variance between the two Study results.	RH COMPLETED	19/01/2021
16.	That ARTC confirm whether a construction camp will be established at Narrabri West	ME	31/05/2022
17.	That ARTC confirm whether liaison has occurred with the Kamilaroi Traditional owners and other Aboriginal groups	LJ	31/05/2022

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NO.	ACTIONS	ACTION BY	DUE DATE
18.	That ARTC confirm whether any cultural artefacts have been taken into possession during field surveys or at other times.	LJ	31/05/2020

Next Meeting

The Chair advised that the next meeting would be dependent on whether the DPE decided to exhibit the additional information provided by the Proponent. Mr Silver indicated he would keep the Sub-committee informed of any developments.

Meeting minutes approved.

A handwritten signature in blue ink, appearing to read "Michael J. Silver".

Michael J. Silver OAM
Independent Chair

30 April 2022

15.6 RESOLUTIONS REGISTER - APRIL 2022

Responsible Officer: Andrew Brown, Director Corporate and Community Services

Author: Jason Townsend, Manager Governance and Risk

Attachments: 1. Resolutions Register as at 18 May 2022 (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

Good governance and transparency dictate that Council maintains a Resolutions Register, and for it to be brought before Ordinary Council Meetings. The Resolutions Register, as at 18 May 2022, is therefore presented to Council.

RECOMMENDATION

1. That Council note the Resolutions Register as at 18 May 2022.

BACKGROUND

Council Resolutions are, insofar as they are lawful, binding upon the General Manager and executive arm of Council. It is important, and standard industry practice, that a register of resolutions and actions is maintained to ensure transparency and accountability in enacting those resolutions.

Bringing the register before Council at Ordinary Council Meetings will provide Council and the public with situational awareness of the implementation of its resolutions, ensuring transparency and promoting accountability.

CURRENT SITUATION

The register has been updated as at 18 May 2022 and is attached to this report. This register lists the outstanding resolutions and action items, as well as a comment on current status. Some of the resolutions and action items are historical and, where no action is possible, a report will be brought to Council seeking resolution.

Governance and Risk intends to present the Resolutions Register in a report to each month's Ordinary Council Meeting.

FINANCIAL IMPLICATIONS

Nil

STATUTORY AND POLICY IMPLICATIONS

Nil

CONSULTATION

Nil

External Consultation

Nil

Internal Consultation

- Executive Management.
- Senior Management.

15.7 2022 UPPER NORTH WEST REGIONAL ECONOMIC DEVELOPMENT STRATEGY (REDS) UPDATE - PROPOSED COUNCIL SUBMISSION

Responsible Officer: Donna Ausling, Director Planning and Strategy

Author: Gilly Goddard, Small Business Liaison Officer

Attachments:

1. Attachment A - 2018 Upper North West REDs (under separate cover) 
2. Attachment B - NSC Upper North West REDS Submission (under separate cover) 

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 4.1.3 Develop and build strong, productive partnerships with State and Federal Governments

EXECUTIVE SUMMARY

The Department of Regional NSW have recently advised Council that the Upper North West Regional Economic Development Strategy (REDS), will be updated during 2022. Council's staff have subsequently prepared a submission in response to the programmed 2022 REDS update.

The REDS update has been approached by reviewing the 2018 Upper North West REDS and exploring key elements as outlined in this report and corresponding attachments.

RECOMMENDATION

1. That Council endorse the submission response prepared for the 2022 Upper North West Regional Economic Development Strategy update.

BACKGROUND

In 2018, the NSW Government supported Councils and communities to develop Regional Economic Development Strategies (REDS). Each Functional Economic Region (FER) in NSW has a REDS. A FER contains one or more Council areas with strong economic links. Narrabri Shire is located in the Upper North West FER. The 2018 Upper North West REDS is enclosed for the information of Council at Attachment A.

The purpose of each REDS is to set out a vision for each region, to highlight key local endowments (strengths), key engine and emerging industries, and to detail key strategies and actions to help achieve the vision. The REDS have also helped inform major NSW Government investment decisions e.g. Special Activation Precincts and Regional Job Precincts. REDS are built on a model to support growth and jobs, with a focus on evidence-based analysis that explores the key underlying drivers of each regional economy.

In 2021, the NSW Government released a refreshed 20 Year Economic Vision for Regional NSW. This accounted for unfolding events, including drought, natural disasters and the COVID 19 pandemic.

CURRENT SITUATION

In April 2022 the Department of Regional NSW advised Council the REDS documents would be updated during 2022 following an engagement period. As part of this process, the NSW Government has acknowledged that communities across regional NSW have continued to experience significant change and challenges over the past few years. Furthermore, that it is critical that each region has a strong, up to date plan to guide investment, facilitate growth and support job creation.

The REDS update will provide an opportunity for updated analysis for every FER and highlight updated priorities.

In terms of Project Scope, it is advised that the REDS update proposes to:

- Confirm strategic direction and priorities given unfolding events and trends;
- Highlight significant investments, achievements, opportunities and challenges;
- Draw on available public and private data points e.g., Department of Planning and Environment (DPE) population projections;
- Collect local data (both qualitative and quantitative) from councils, businesses and organisations;
- Use the existing FER map, conscious of other initiatives e.g., 6 Cities Strategy, SAP;
- Reflect current contexts and priorities;
- Improve alignment with local and State plans and strategies; and
- Fill critical gaps, such as recognising the importance of Aboriginal economic inclusion and prosperity.

The Department of Regional NSW have advised that the REDS update will be approached by exploring six (6) key elements listed as follows:

- Highlight where progress has been made against key strategies and actions identified in each 2018 REDS;
- Identify and assess the impacts of major changes to economies, including recent 'shocks', trends and key government and Council investments;
- Identify key strategic opportunities and vulnerabilities for engine and emerging industries, as well as local endowments;
- Consider changes and broader trends;
- Develop strategies and actions to support business and employment growth, with reference to relevant enablers; and
- Review, affirm and adjust key economic development strategies to set the foundation and strategic focus for future work to develop new REDS.

The updates are expected to be released in the second half of 2022. Councils and key regional stakeholders are expected to have a critical role in informing the updates.

A cross-organisational and multi-disciplinary draft submission has been prepared in response to the request for feedback. A copy of the draft proposed response is enclosed at Appendix B for consideration by Council. Written submissions are due to be made by 10 June 2022 and will be required to be submitted through an online portal.

FINANCIAL IMPLICATIONS

There have been no identified financial implications to report at this time.

STATUTORY AND POLICY IMPLICATIONS

The submission will inform the update of the Upper North West Regional Economic Development Strategy (REDS) as part of the programmed review process.

CONSULTATION

In the formulation of this submission response, Council staff undertook a review of 2018 REDS, current Council strategic plans and 2021 business survey data.




Council staff have attended a webinar, held by Department of Regional NSW outlining REDS update and submission process.

15.8 OVERVIEW OF PROPOSED ABORIGINAL COMMUNITY DEVELOPMENT INITIATIVES AND PROGRAMS

Responsible Officer: Robert Ball, Acting General Manager

Author: Donna Ausling, Director Planning and Strategy

Attachments:

1. Reconciliation Action Plan 2016 (under separate cover) 
2. Correspondence from UNSW - Uluru Statement (under separate cover) 
3. Uluru Statement from the Heart Support Collateral (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

This Report outlines a series of programs and initiatives which are put forward for Council's consideration and awareness-raising in the spirit of Reconciliation, and to support community.

RECOMMENDATION

1. That Council receive and note the Report.
2. That Council support the enshrinement of a Voice for the Aboriginal and Torres Strait Islander people into the Constitution of Australia in line with the Uluru Statement: Voice, Treaty and Truth, and formally advise the University of New South Wales of its decision.

BACKGROUND

Council adopted a Reconciliation Action Plan (RAP) in 2016 which is programmed for review under the current Delivery Program.

CURRENT SITUATION

Council adopted a Reconciliation Action Plan (RAP) in 2016 which is scheduled for review under the current Delivery Program. A copy of the current RAP is enclosed for the information of Council at **Attachment 1**.

The current RAP, whilst commendable in its original intent, has received limited traction across both the community and Council. This is in part due to the actions identified in the RAP not being adequately resourced. To assist in building effective and meaningful partnerships and relationships with community and enabling positive change, a position for an Aboriginal Liaison Officer (ALO) is proposed to be included in Council's organisational structure and will be recruited in the near future.

It is anticipated that the ALO will be actively involved in the RAP review process and provide guidance to ensure that Council is better equipped to meet community needs and expectations.

Council has also been recently approached by the University of New South Wales (UNSW) Indigenous Law Centre requesting Council's support to the statement of principles of the Uluru Statement: *Voice. Treaty. Truth*. A copy of the correspondence is enclosed at **Attachment 2** Further information and background on the Uluru Statement is available from www.ulurustatement.org. A summary sheet and supporting collateral in this regard is enclosed for the information of Council at **Attachment 3 and 4**.

It is considered that an indication of support to the Uluru Statement would align with the principles and intent of the current RAP, particularly the Respect theme, and will facilitate Council joining Lithgow Council, Inner West Council and Byron Bay Councils' current advocacy efforts.

In the spirit of local reconciliation, it is recommended that Narrabri Shire Council support the Uluru Statement from the Heart and the three mandates it calls for: Voice, Treaty and Truth. Specific support is provided the first and most urgent reform, a voice to Parliament enshrined in the Constitution. The voice to Parliament, specifically the National Voice, allows all First Nations voices to be heard.

FINANCIAL IMPLICATIONS

There are no financial implications to report at this time.

STATUTORY AND POLICY IMPLICATIONS

The statement of principles aligns to Council's adopted Reconciliation Action Plan (RAP).

CONSULTATION

External Consultation



Nil.

Internal Consultation

- Community Development Team.
- MANEX.

15.9 WEE WAA HIGH SCHOOL PROJECT UPDATE**Responsible Officer:** Robert Ball, Acting General Manager**Author:** Donna Ausling, Director Planning and Strategy

Attachments:

1. NSW Department of Planning and Environment - Request for Information - Wee Waa High School [↓](#) 
2. Schools Infrastructure NSW - Wee Waa High School Update Presentation - 17 May 2022 [↓](#) 

DELIVERY PROGRAM ALIGNMENT**1 Society**

Objective 1.4 A diverse range of quality learning options will be available to improve knowledge and skills within the community

Strategy 1.4.1 Ensure our schools are provided with the resources required to deliver quality learning outcomes and retain student numbers

EXECUTIVE SUMMARY

This Report provides an update on the Wee Waa High School Project development and requests Council's in principle agreement to the acceptance of supporting infrastructure assets, subject to an independent Engineering Peer Review process.

RECOMMENDATION

1. That Council receive and note the Report.
2. That Council agree to accept supporting infrastructure assets, associated with the new Wee Waa High School, subject to the final recommendations of the Independent Engineering Peer Review process being to the satisfaction of the Director Infrastructure Delivery.

BACKGROUND

A development application (DA) has been made to the NSW Department of Planning and Environment (NSW DPE) under Part 4 of the *Environmental Planning and Assessment Act 1979* (EP&A Act) under SSD-21854025. The DA relates to the development and operation of the Wee Waa High School, a new high school with a capacity for 200 students (and up to 300 expansion, subject to funding and service need).

Council has issued a total of two (2) submissions to the approval authority (NSW DPE) in relation to the proposal, which have been previously furnished for the information of Councillors. Copies are also available for review from the NSW DPE website:

<https://pp.planningportal.nsw.gov.au/major-projects/projects/new-wee-waa-high-school>

Following Council's latest project submission in relation to the Response to Submissions (RtS) documentation, the NSW DPE has issued a further request for information (RFI) to the proponent, which is enclosed for the information of Council as **Attachment 1**.

CURRENT SITUATION

Council's technical staff within the Planning and Infrastructure Delivery teams have been in ongoing discussions with the proponent Schools Infrastructure NSW (SINSW) and their appointed consultants and contractors following release of the RFI request with the view of expeditiously resolving the outstanding issues. Councillors are advised that the majority of the outstanding matters and items of contention appear largely resolved, with the exception of the supporting infrastructure elements associated with the Part 5 (early works) component. The proposed Part 5 works will impact Council's stormwater, road, water, sewer and floodwater mitigation assets. An overview of the current status of the project is enclosed at **Attachment 2**.

A range of technical engineering detail pertaining to the project remains under development by the proponent and their appointed consultants. Through the course of the project design work it has been identified that some of the proposed infrastructure installations may not be in accordance with Council's adopted design standards and as such, the need for alternative solutions has been identified. The key remaining issues are summarised as follows:

- *Sewer & Potable Water:* insufficient information has been provided to date in relation to potential impacts of the project on Council's water and sewer assets. Consequently, a clear determination has not been able to be made if the proposed development will impact the surrounding water and sewer network as no hydraulic assessments have been provided.
- *Stormwater & impact to the levee:* Council's Engineering Team has expressed concerns that stormwater drainage proposed along Charles Street currently has minimal information and is considered at the concept stage. No supporting hydraulic calculations have been provided to Council in justification of the proposal. A related issue is the proposed use of a secondary pump at the levee bank which Council will be required to maintain in perpetuity if the asset(s) are accepted. This may be better served with a single (larger) pump to replace the existing and proposed pump (i.e. combine them into one pump).
- *Traffic & Transport (including pedestrian):* Although the issue of the pedestrian (zebra) crossing has been resolved, a potential issue of queuing of traffic back onto the highway (especially during the peak school zone times) still exists. Council's Engineering Team has also raised the issue of on-street parking and the corresponding lack of an "all weather" concrete pathway around the school (mainly Mitchell Street and Charles Street), which are likely to encourage pedestrians to walk closer to the highway traffic (especially during periods of wet weather).

To enable these issues to be dealt with expeditiously, given the demonstrated community need for the project, the services of a suitably experienced engineering consultancy firm will be engaged to conduct an independent peer review of the submitted documentation. The consultant engineer will also assess the fitness and likely performance of the alternative solutions and provide recommendation(s) to Council regarding suitability of acceptance of the assets. Engagement of the engineering firm will be at full cost of the proponent.

Subject to the outcomes of the Engineering Design Peer Review Report being positive in nature, it is recommended that Council endorse acceptance of the infrastructure assets. From a legislative perspective, this process will be effectively managed via approvals being granted by Council pursuant to section 138 of the *Roads Act 1993* and section 68 of the *Local Government Act 1993*.

If the recommendations of the Independent Engineering Report are deemed unfavourable to Council, or matters are unable to be addressed by the aforementioned section 68 and 138 approvals process, a further report will be presented to an upcoming council meeting for consideration.

FINANCIAL IMPLICATIONS

Council will be responsible for the ongoing maintenance of the infrastructure assets (water, sewer and storm water) located outside of the project site once the requisite project approvals are granted. The quantum of this ongoing financial impact is currently unknown.

STATUTORY AND POLICY IMPLICATIONS

Detailed in the body of the Report.

CONSULTATION**External Consultation**

NSW Department of Planning and Environment

Schools Infrastructure NSW

Internal Consultation

Infrastructure Delivery Department

Planning and Strategy Department



Department of Planning and Environment

29 April 2022

Ms Alejandra Rojas
Manager Strategic Planning, Business Enablement
Department of Education
Level 8, 259 George Street
Sydney NSW 2000

Dear Ms Rojas

New Wee Waa High School (SSD-21854025)
Request for additional information

I refer to the assessment for the New Wee Waa High School (SSD-21854025). The Department of Planning and Environment (Department) has reviewed the Submissions Report received on 31 March 2022 and referred it to Narrabri Shire Council (Council), Transport for NSW (TfNSW) and the Department's Biodiversity, Conservation and Science (BCS) Directorate. The Submissions Report has failed to adequately address a number of key issues as detailed in Council's, TfNSW and BCS' comments on the Submissions Report (**Attachment 2**).

The Department cannot complete its assessment of the application based on the level of information/documentation provided. The Department requires additional information that effectively addresses the issues detailed in **Attachment 1**. The assessment of the application will not progress until the key issues have been adequately resolved and all of the requested additional information is provided to a standard deemed acceptable by the Department.

Please provide the information, or notify us that the information will not be provided, by **15 May 2022**. If you cannot meet this deadline, please provide and commit to an alternative timeframe for providing this information.

If you have any questions, please contact Tuong Vi Doan, on (02) 9995 6706 at Tuongvi.Doan@planning.nsw.gov.au.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'KH', with a long horizontal flourish extending to the right.

Karen Harragon
Director, Social And Infrastructure Assessments
Social & Infrastructure Assessments

Enclosed:

Attachment 1 – Key Issues

Attachment 2 – Council, TfNSW and BCS Submission Report comments

Attachment 1 – Key issues**1. Part 5 works**

- a) As previously outlined in BCS' EIS advice, there is an overlap between the footprint of the flood mitigation works proposed to be carried under Part 5 of the *Environmental Planning and Assessment Act 1979* (EP&A Act) and the SSD footprint. The submitted BDAR has been prepared on the assumption that biodiversity impacts within the portion of the SSD footprint overlapping the Part 5 flood mitigation works have been assessed under Part 5 of the EP&A Act. Similarly, the Flood Report submitted with the EIS has been prepared on the basis that the flood mitigation works would be approved under Part 5 of the EP&A Act.

It was requested that the environmental impact assessment (EIA) documentation for the approved Part 5 flood mitigation works be provided to enable the Department to carry out an assessment of biodiversity and flood impacts of the proposal. The requested EIA documentation was not provided with the Submissions Report.

The Department cannot complete its assessment of the biodiversity and flood impacts of the proposal in accordance with the *Biodiversity Conservation Act 2016* and EP&A Act until the approved EIA documentation is provided. The Department requests that the EIA documentation is provided as soon as possible to enable referral to relevant agencies (even if this occurs before the finalisation of the other issues raised in this letter).

- b) Clarify whether the stormwater channel north and east of sports field forms part of the Part 5 works or is part of this SSD application. Civil plans indicate it forms part of the Part 5 works, however the architectural plans show it as part of the SSD application and the Submissions Report has not included a statement about this channel in Section 3.1.10.

2. Pedestrian zebra crossing

TfNSW and Council have reiterated that they do not support the location of a pedestrian crossing across the Kamilaroi Highway (Attachment 2). To resolve this outstanding issue, the pedestrian zebra crossing must be removed from the proposal in accordance with TfNSW and Council's advice. The proposal should be amended to include the installation of kerb extensions in accordance with TfNSW and Council's recommendations.

3. Flooding

- (a) Update the Flood Impact Assessment to assess the design changes made to the proposal under the Submissions Report, as detailed in Council's comments (Attachment 2).
- (b) Provide a Flood Emergency Plan prepared in consultation with Council and SES.

You are advised that following submission of the EIA documentation and subsequent review by the Department, further information may be requested in respect to flooding.

4. Outstanding Council comments

Address Council's comments (Attachment 2) on outstanding issues, particularly the following:

- a) traffic and parking
- b) kerb, gutter and footpath works
- c) flooding
- d) transport and accessibility
- e) sewer, water quality and supply
- f) geotechnical considerations and site fill.

5. Landscaping and tree removal

- a) Provide an updated Arborist Report to support the changes (additional trees to be removed) as stated in the Submissions Report.
- b) The list of trees for removal in the Submissions Report are not the same as the trees recommended in the Arborist Report.
- c) Ensure all civil, architectural and landscape plans are consistent. Provide updated plans to be consistent with the number of trees proposed to be removed and replaced. These plans need to be consistent with the updated Arborist and/or the Submissions Report. Notably the inconsistencies in the plans include:
 - i. the location of George Street pedestrian entrances and pedestrian pathways in the eastern part of the site (which, depending on their location would impact trees)
 - ii. Architectural drawing CD1102 ZP and WD1104 F
 - iii. Architectural drawing WD 1104 F identified trees within the sports field and play courts to be removed under a separate approval. This is inconsistent with other plans which indicates tree removal.
- d) The Submissions Report (pg.6) also includes an additional 11 trees that 'are at risk of removal due to potential civil works'. The civil works involved, and the risk posed has not been assessed in the Submissions Report or Arborist Report.
- e) Clarify the details regarding the potential to remove tree 6. It is unclear whether it refers to the removal of tree #6 or one/all of 6A to 6D.

- f) Provide further assessment on the impacts associated with the proposed topsoil removal and its impacts on tree retention. The Submissions Report (pg.27) proposes the removal of between 200mm-300mm of topsoil across the site as part of site earthworks and this is likely to have significant impact on tree retention.
- g) The Landscaping Plan as part of the Submissions Report includes a significant reduction in the number of proposed replacement trees (by 94 trees, from 172 to 78 trees) when compared to the EIS landscaping plans. Provide additional information to justify this significant reduction in tree planting.

6. Western pedestrian footbridge

- a) Clarify the purpose of the western pedestrian footbridge, including:
 - i. its intended use (school student access, field access and/or community access)
 - ii. when gates at the pedestrian bridge would be open
 - iii. access to and from the bridge across the school site.
- b) Consider extending the pedestrian footpath along the Mitchell Street site boundary to connect to the western pedestrian bridge on Charles Street. It is noted that in Appendix I of the EIS (Transport and Accessibility Impact Statement) (pg.36) it states that "additional pedestrian walkways are to be implemented to the north of Mitchell Street and around the proposed development site." However, the plans only indicate a pathway that extends from the bus bay on George Street to the access gate on Mitchell Street. Extending the footpath along the site's full southern (Mitchell Street) and western (Charles Street) frontage would be consistent with the promotion of active transport modes as detailed in the EIS.

7. BDAR assessment

If any design refinements or landscape changes are required to address the issues above alter the assessment and findings of the BDAR, the BDAR is required to be updated accordingly.

8. Construction start date

The Submissions Report has not responded to Council's request to confirm the likely construction start date and whether the demolition of the old high school will be undertaken in parallel with the current proposal.

9. Clarification

Clarify the name of the 'alternative park site' identified in the Submissions Report. The Submissions Report site selection commentary (pg.47) refers to an 'alternative park near the existing school site'.

NSW Department of Education

Wee Waa High School

Narrabri Shire Council – REF Update

17 May 2022



NSW Department of Education

Agenda

1. Welcome & Introductions
2. Main Works Update
3. REF Update
4. NSC Comments
5. Next Steps
6. Timeline



NSW Department of Education

Acknowledgement of Country

We acknowledge the Traditional Custodians of the land on which we work and meet today. We acknowledge the Gamilaraay / Kamilaroi / Gamilaroi / Gomeroi people, and recognise their continuing connection to land, water and community. We acknowledge the aboriginal youth as the next leaders and pay respect to all Elders past and present.



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Welcome & Introductions



NSW Department of Education

Main Works Update



NSW Department of Education

Master Plan



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Master Plan

Changes since Concept

- Remove zebra crossing and install kerb blistering at crossing point
- Relocation of water tanks away from street
- Increase landscaped screening to neighbouring residences
- Additional geotechnical investigation that further support the works
- Additional 20 carparks
- Relocate 20 carparks to consolidate in car parking area next to school
- 40 onsite carparks noting 15 on current site
- Transport operational management plan



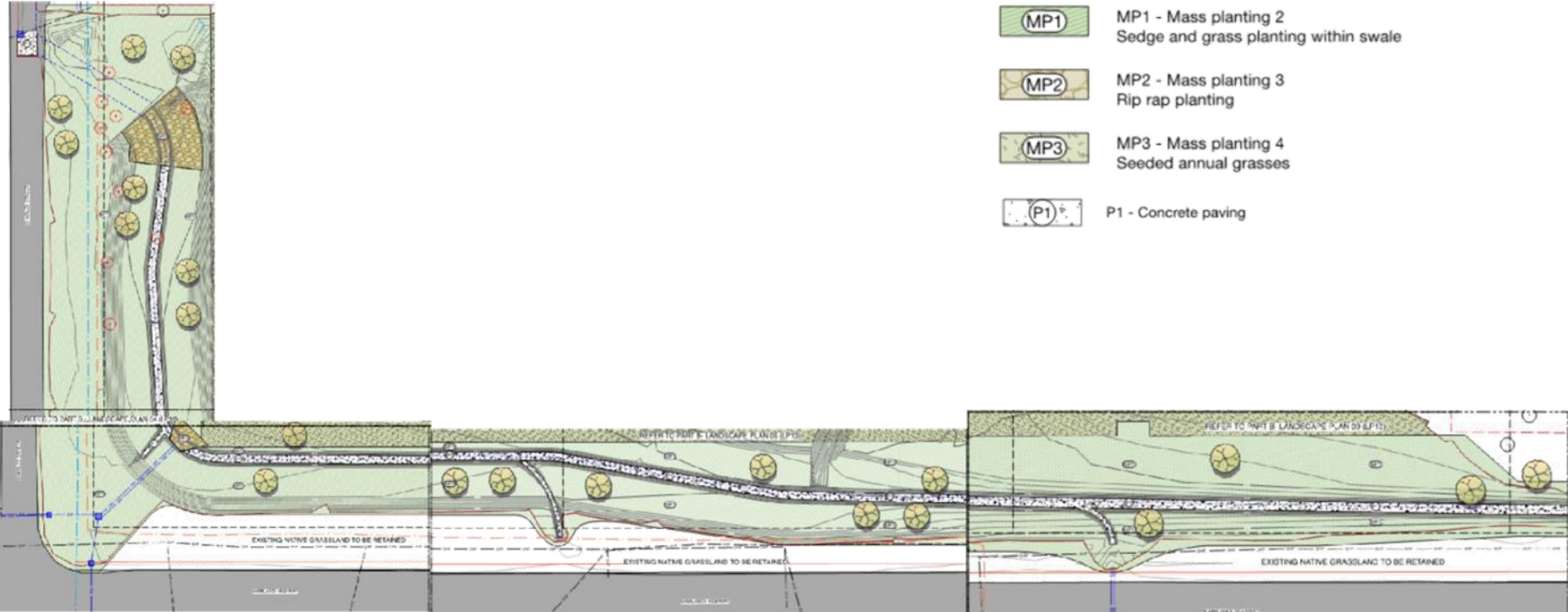
NSW Department of Education

REF Update



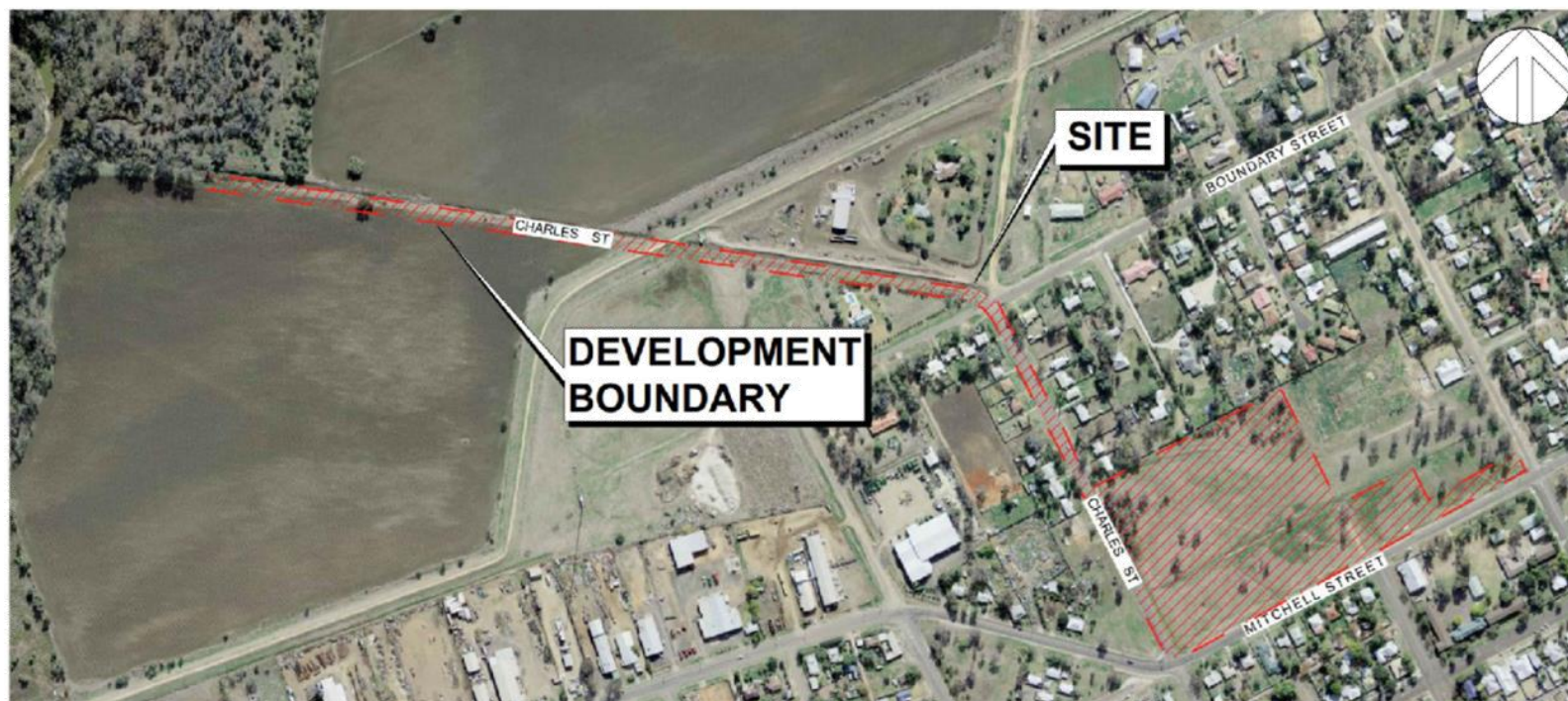
NSW Department of Education

Flood Mitigation Strategy - Landscape



NSW Department of Education

Flood Mitigation Strategy



10



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Flood Mitigation Strategy

Changes in consultation with Council

- Additional fencing around stormwater swale along Mitchell and Charles Streets
- Fencing on school site boundary
- Concrete v-drain in swale and removal of rocks and planting
- Concrete pipe work in lieu of HDPE pipes
- Grates and safety controls across pipework
- Flood emergency plan



NSW Department of Education

NSC Comments



NSW Department of Education

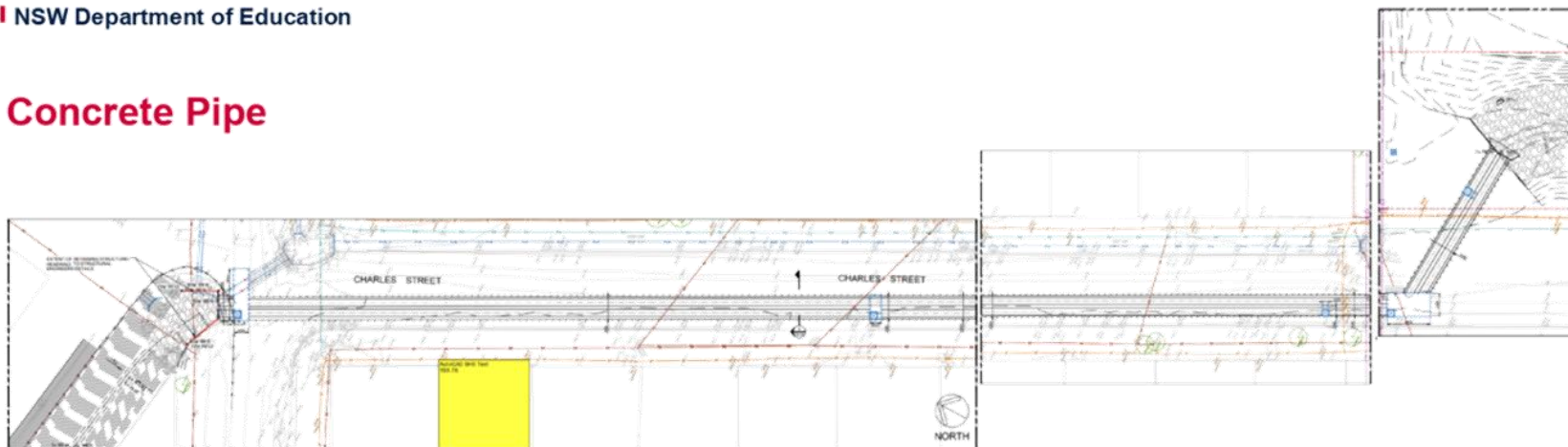
NSC Comments

NSC Comment - Clarification regarding the location of the proposed stormwater pipe along Charles Street (plan No. C6.03 & C6.04). Can someone please confirm that the proposed location of the twin stormwater pipes along Charles Street, are actually shown to be located in the middle of the road (i.e. under the road pavement and not the grass verge)

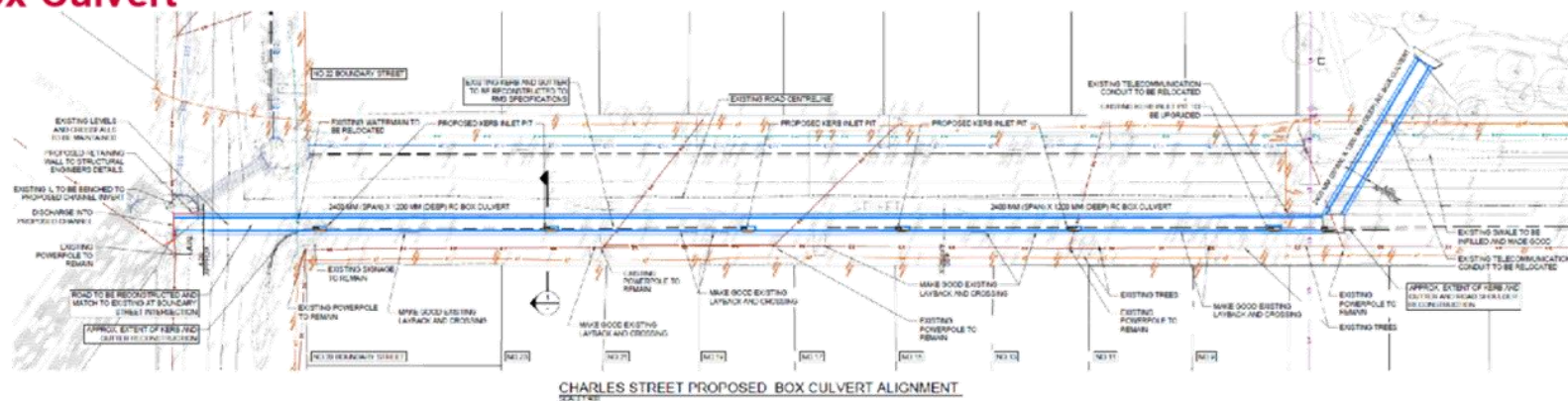


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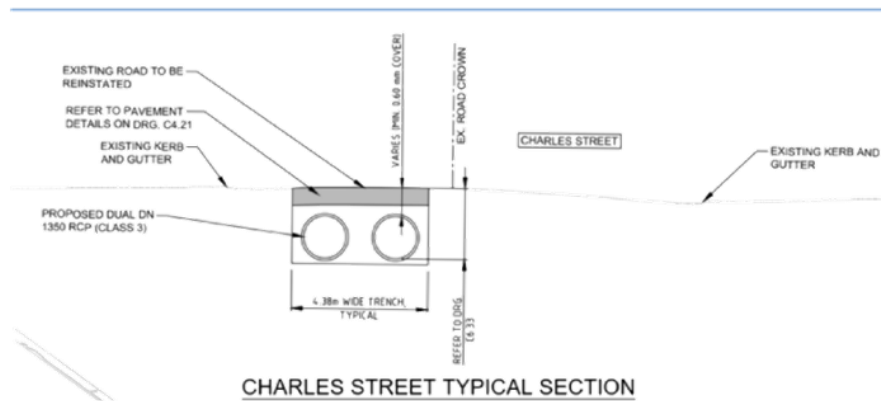
Concrete Pipe



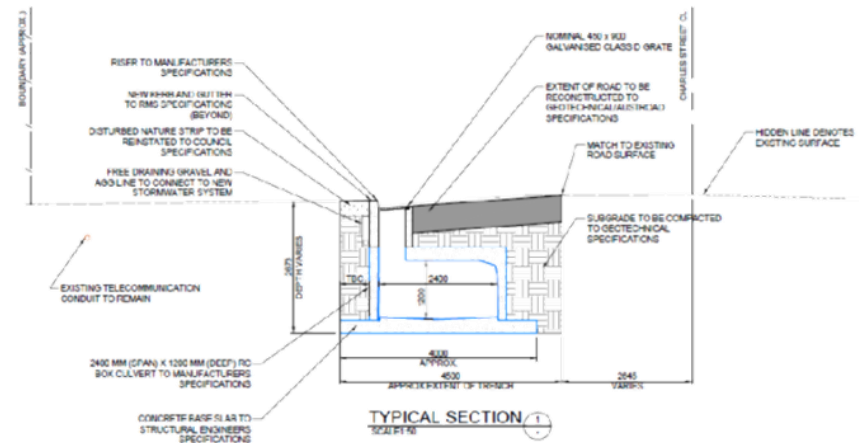
Box Culvert



Concrete Pipe

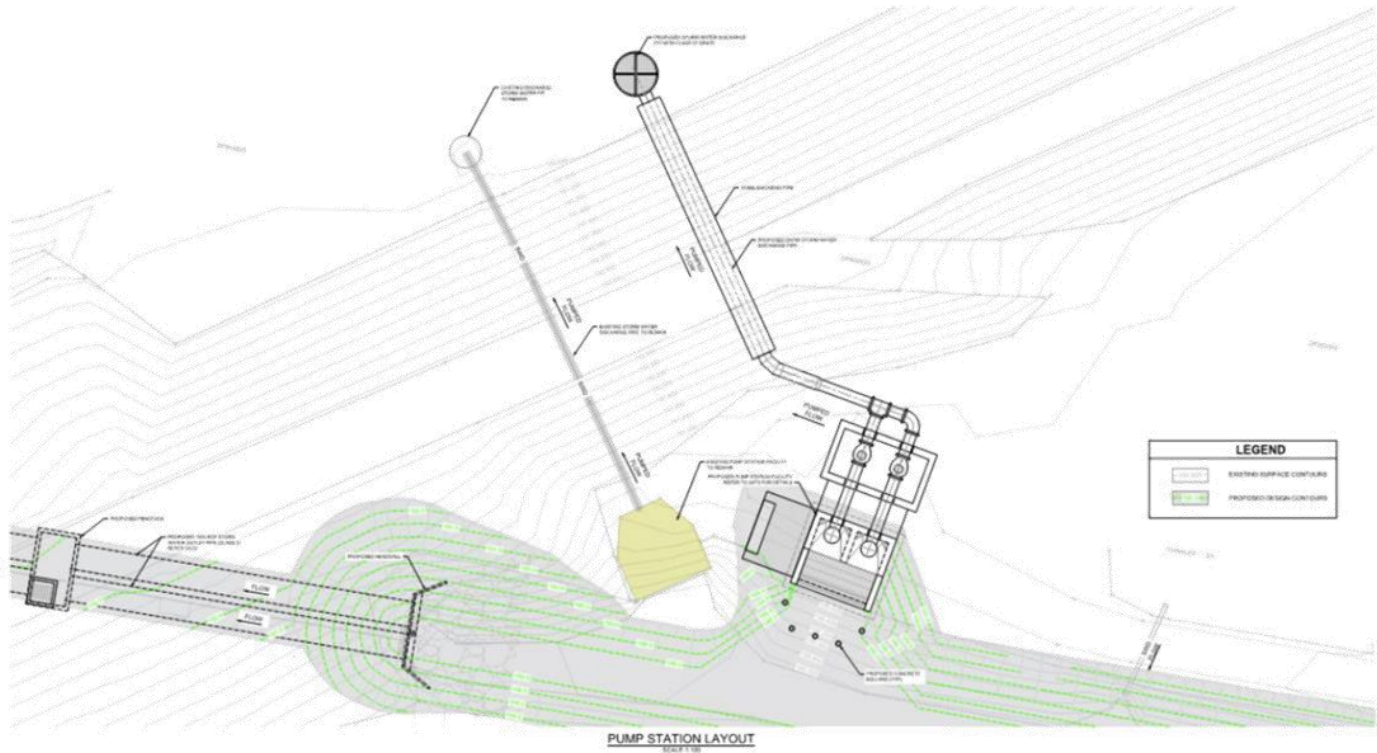


Box Culvert



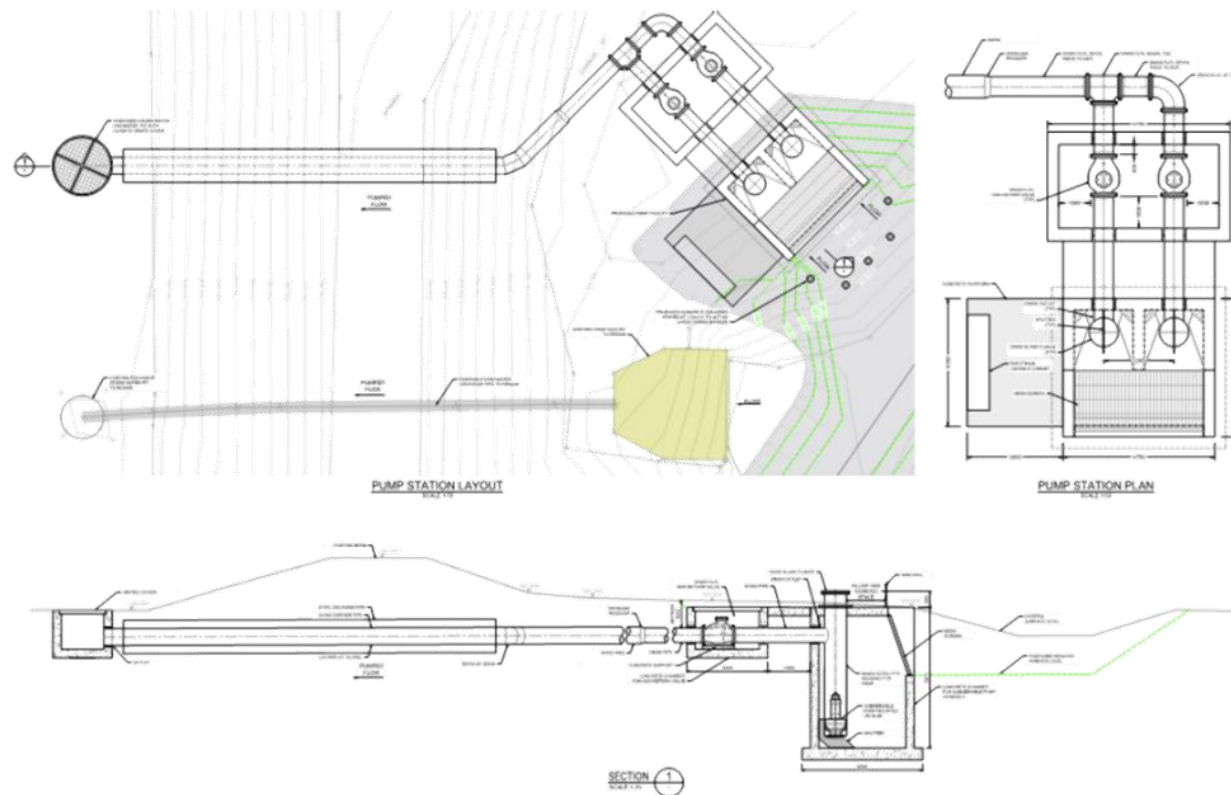
NSW Department of Education

Flood Mitigation Strategy – LEVY PUMPS



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Flood Mitigation Strategy

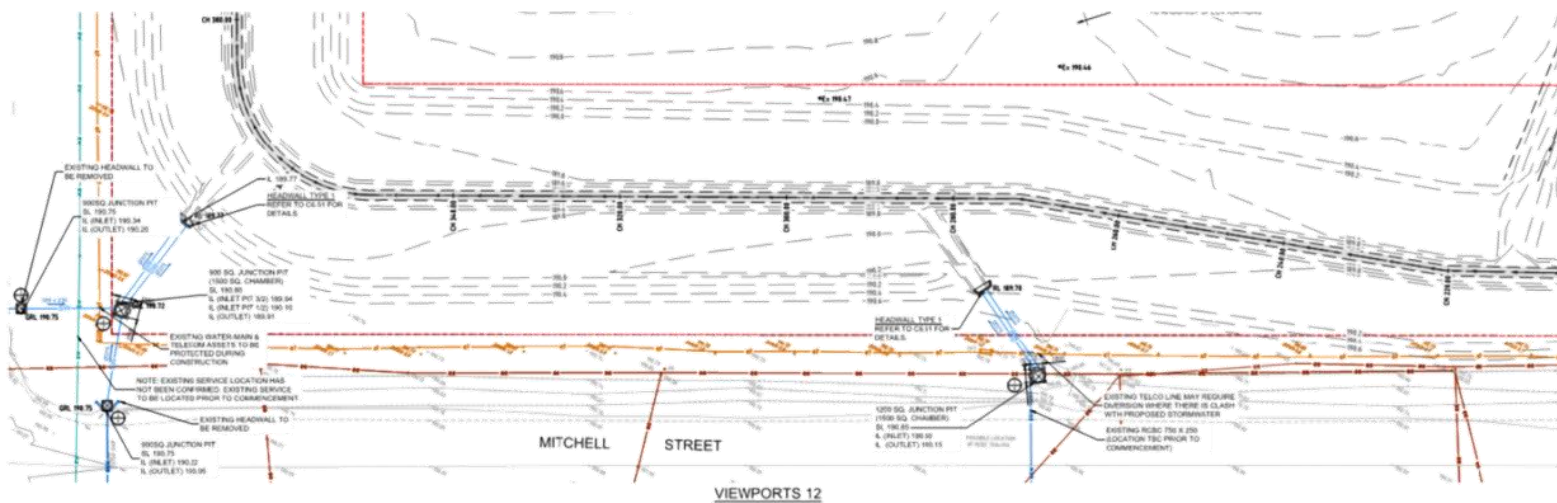


Flood Mitigation Strategy



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Flood Mitigation Strategy



NSW Department of Education

Timeline



NSW Department of Education

Timeline

- June 2021 Announcement
- July 2021 Request for SEARS
- November 2021- EIS submission- Exhibition period 28 days
- March 2022 Response to submissions
- Mid May 2022 REF Flood Mitigation Works Determination
- June 2022- Early works start
- June 2022- SSD determination
- July 2022 - Main works begin at Mitchell Street
- July 2022- Planning pathway confirmed for agricultural site at Purcell Avenue (old site)
- September 2022 – Works at the Purcell Avenue site begin (subject to planning and weather conditions)
- Late 2022- Project is complete (Subject to planning and weather conditions)



NSW Department of Education

Thank You



15.10 LOG OF AUTO-ARCHIVE ACCESS

Responsible Officer: Andrew Brown, Director Corporate and Community Services

Author: Jason Townsend, Manager Governance and Risk

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

At the 15 February 2022 Extraordinary Council Meeting a resolution was passed to receive a monthly report detailing the number of accesses to auto-archived material that have been undertaken, by whom and the reason for access, ensuring that the process excludes any detail in reports that could identify an individual.

RECOMMENDATION

- 1. That Council note the Log of Auto-Archive report.**

BACKGROUND

Council requested at the 15 February 2022 Extraordinary Meeting that the following report be prepared for each Ordinary Meeting of Council.

9.2 Notice of Motion - Use of iPad Technology by Councillors**Minute 001/2022**

Moved: Cr Rohan Boehm Seconded: Cr John Clements

That

- (iii) That the General Manager provide a report to each Ordinary Meeting of Council detailing the number of accesses to auto-archived material that have been undertaken, by whom and the reason for access, ensuring process that excludes any detail in reports that could identify an individual.**

CURRENT SITUATION

For the period 15 April 2022 to 17 May 2022 the auto archive email system was accessed one time by the Acting IT Coordinator, for the purpose of responding to a GIPA application. Only staff emails were accessed.

The only persons with access to the auto archives email system is the Acting IT Coordinator and Trainee IT Support Officer.

FINANCIAL IMPLICATIONS

Nil.

STATUTORY AND POLICY IMPLICATIONS

Nil.

CONSULTATION**External Consultation**

Nil.

Internal Consultation

Nil.

15.11 LEASE TO NSW TELECOMMUNICATIONS AUTHORITY**Responsible Officer:** Andrew Brown, Director Corporate and Community Services**Author:** Nathan Camac, Manager Property Services

Attachments:

1. Attachment 1 - Narrabri Lease Plan (under separate cover) 
2. Attachment 2 - Pilliga Lease Plan (under separate cover) 
3. Attachment 3 - Narrabri Draft Lease (under separate cover) 
4. Attachment 4 - Pilliga Draft Lease (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 1.3.2 Strengthen access to services through enhanced use of technology

EXECUTIVE SUMMARY

The New South Wales Government Telecommunications Authority identified Narrabri Shire Council as a suitable candidate for the installation of a NSW Telco Authority radio base station with sites in Narrabri and Pilliga identified. It is now proposed to enter into Four (4) x Five (5) Year sequential leases for both Narrabri and Pilliga sites.

RECOMMENDATION

1. That Council enter into a lease agreement with The New South Wales Government Telecommunications Authority for Four (4) x Five (5) Year sequential leases.
2. That Council delegate authority to the General Manager to enter into the lease agreements and execute relevant documentation.

BACKGROUND

The New South Wales Government Telecommunications Authority (Telco Authority) is the business unit within the NSW Department of Customer Service tasked with carrying out the Critical Communications Enhancement Program and the ongoing improved Public Safety Network (better known as the Government Radio Network), which primarily supports its core users, the Emergency Service Organisations (ESO), among other government agencies.

As part of these investigations Telco Authority identified Narrabri Shire Council as a suitable candidate for the installation of a NSW Telco Authority radio base station to enable improved high quality wireless services to be delivered to Government Agencies operating within the Narrabri community.

Telco Authority are proposing to install two (2) radio base stations within the Shire, those locations being Narrabri and Pilliga. The proposed locations are as follows;

Address	Lot and DP
---------	------------

Fitzroy Street, Narrabri	Lot 332 DP 1273880
16 Lagoon Street, Pilliga	Lot 2 DP 539694

CURRENT SITUATION

It is now proposed to enter into Four (4) x Five (5) Year sequential leases for both Narrabri and Pilliga sites. Terms and conditions of the proposed agreements have been negotiated by Council staff and the Lessee's representative.

Lessor	Narrabri Shire Council
Lessee	NSW Government Telecommunications Authority
Term	Four (4) x Five (5) Year sequential leases
Rent	\$ 1,500 per annum + GST
Rent Reviews	2% annual increases
Lease Commencement	To be confirmed
Legal Costs	NSW Government Telecommunications Authority to pay \$1,500 towards owner's reasonable legal fees.
Lease Area	Refer to attachment one (1) and two (2)

The lease commencement date will be confirmed once Council has resolved to enter into the proposed lease agreements. Despite the lease will be executed in line with the Real Property Act 1900. The leases have negotiated to protect Narrabri Shire Councils interest in the land.

Whilst the lease amount has not been negotiated on commercial terms, the benefit added to the community by providing increased emergency services communications (RFS, SES, FRNSW) exceeds any potential financial detriment that Council may incur.

Refer to attachment three (3) and four (4) for copies of the Leases. These Leases are in final draft form.

FINANCIAL IMPLICATIONS

The agreed rent plus annual rent increases will equate to a total revenue of \$36,446.05 over the lease term per site.

STATUTORY AND POLICY IMPLICATIONS

- Local Government Act 1996.
- Real Property Act 1900.

CONSULTATION

External Consultation

- The New South Wales Government Telecommunications Authority.
- Lessee's Lawyer and Consultants.

Internal Consultation

- Manager of Strategic Planning.

- Manager of Water Services.
- Manager of Road Services.

16 CONFIDENTIAL (CLOSED COUNCIL) MEETING

RECOMMENDATION

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

16.1 Inland Rail - Further Details

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

RECOMMENDATION

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

167 MEETING CLOSED
