



**Date:** Tuesday, 22 November 2022  
**Time:** 1.00pm  
**Location:** Narrabri Shire Council Chambers  
46-48 Maitland Street  
Narrabri

# **AGENDA**

## **Supplementary Reports**

### **Ordinary Council Meeting**

### **22 November 2022**

**Rob Williams**  
**GENERAL MANAGER**



**NARRABRI SHIRE**  
DISCOVER THE POTENTIAL

**AGENDA**

**13 Mayoral Minute ..... 3**

13.1 Mayoral Minute - Flooding Emergency..... 3

**18 Our Civic Leadership ..... 9**

18.3 Contract 2022-23/09 – Supply and Delivery of 7MM Precoated Aggregate,  
DGB20, Crusher Dust and Bedding Sand for Road Maintenance Works ..... 10

---

## 13 MAYORAL MINUTE

---

### 13.1 MAYORAL MINUTE - FLOODING EMERGENCY

**Responsible Officer:** Ron Campbell, Mayor

**Author:** Ron Campbell, Mayor

**Attachments:** 1. **Flood Recovery Council Advisory Committee Proposed Terms of Reference** [↓](#) 

#### DELIVERY PROGRAM ALIGNMENT

##### 2 Environment - A sustainable and compatible natural and built environment

**Objective** 2.2 An integrated and strategic built environment

**Strategy** 2.2.1 Maintain, enhance and support an integrated, diverse and safe transport network: Pedestrian; Road; Rail; and Air

#### EXECUTIVE SUMMARY

Since January 2020, the Narrabri Shire Local Government Area has experienced five (5) disaster declarations for flooding and severe storms and has endured over 2,300 millimetres of rainfall.

Flooding and rain events since February this year alone have caused more than \$20million of damage to the Narrabri road network. The total damage for just September-November is expected to eclipse \$6million dollars with some repairs expected to take up to 2 years to complete.

Whilst Council staff continue to assess the full extent of the damage, over 1000 defects have been recorded in the past three months alone. At least 1995km of our 2343km of road network has been impacted in some way.

In the face of the never-ending impact of the La Niña weather system, Council must ensure it is doing everything it can to provide the support our community need.

#### RECOMMENDATION

1. That Council declare the Narrabri Shire Council as being under a flooding emergency situation.
2. That Council establish a Flood Recovery Council Advisory Committee in accordance with the proposed Terms of Reference attached to this Minute.
3. That Council allocate an initial amount of \$2,000,000 from its reserves to combat the flood emergency and begin recovery work with a report to be presented to Council quarterly on the progress of the emergency repair work and fund expenditure. Such funds will be supplementary and/or in addition to funds received from the NSW Government.

#### BACKGROUND

Since January 2020, the Narrabri Shire Local Government Area has experienced five (5) disaster declarations for flooding and severe storms and has endured over 2,300 millimetres of rainfall. In

October 2022, parts of the Shire were inundated by local flooding within a matter of hours as a result of 75 millimetres of rainfall within a 24-hour period.

In the face of this disaster, our community has shown its trademark resilience and community spirit. On behalf of Council, I would like to express our concern for everyone impacted by the situation. Council knows what you are experiencing, and we will endeavour to do what we can while we start down the path of recovery.

I would also like to commend the Council staff who have worked tirelessly since January 2020 dealing with the massive impact on our roads and other infrastructure. Council's staff are the backbone to our organisation. They have endured a massive impact on their own community, received an ongoing torrent of abuse and they have put in a massive amount of hours. This commitment has not gone unnoticed by the elected members, and we thank you for everything you do.

I would also like to thank SES, RFS and FRNSW volunteers and staff for their outstanding commitment to keeping our community safe. These organisations have worked side by side with our own staff to provide the highest level of services possible.

### **CURRENT SITUATION**

As a result of these adverse events, Narrabri Shire Council has experienced over \$27 million worth of damage to its transport infrastructure alone. In addition to the immediate damage inflicted from these adverse events, Council is experiencing further losses from the opportunity cost of having to divert resources from other much needed and value-adding projects into disaster recovery efforts. These costs combined with the insufficient Reconstruction of Essential Public Assets (REPA) payments mean that Council's current efforts are insufficient and not sustainable.

As Councillors are aware, our Shire contributes over \$1.965 billion in Gross Regional Product to the Australian economy annually. However, the damage recently caused to a large portion of our roads means that primary producers are struggling to transport their product to market, with some unable to even harvest their crops.

Agriculture is the Shire's second-largest contributor to economic output (behind extractive industries), contributing over \$395million to the Australian economy annually. With one of the most severe droughts in the history of Australia less than three years behind us, it remains critical that all levels of Government work together to ensure our primary producers are supported, especially during the harvest seasons.

The residents of our community are struggling both emotionally and physically. Having come off the back of drought, the mouse plague and then the ongoing damage from the never-ending flood events, the community needs to know that they have the full and unequivocal support of their elected members.

Whilst Council has thrown all available resources at the issue, more must be done to meet the needs of our community.

**Cr Ron Campbell**

**Mayor**

**Narrabri Shire Council**

## **Terms of Reference**

### **Flood Recovery Council Advisory Committee**

#### **Title**

The Flood Recovery Council Advisory Committee has been established by Narrabri Shire Council in response to the September 2022 Declared Flood Event.

#### **Purpose**

To provide strategic advice to the Narrabri Local Recovery Committee and Council on flood recovery efforts.

#### **Functions**

The Flood Recovery Council Advisory Committee will:

- Receive information from the Local Recovery Committee and other sources.
- Report regularly to the Narrabri Local Recovery Committee
- Make recommendations to the Narrabri Local Recovery Committee
- Act as a conduit between the Local Recovery Committee and Council

#### **Chair**

The Chair of the Flood Recovery Council Advisory Committee will be the mayor. If the mayor is not a member of the Committee, the deputy mayor will be the chair. If the deputy mayor is not a member of the committee, the committee will elect a chair.

#### **Membership**

The Committee will be composed of all Councillors.

The General Manager and/or their delegates will be entitled to attend meetings and provide input as required on a non-voting basis.

#### **Secretariat**

Secretariat support will be provided by Council Staff as delegated by the General Manager, or by other agreed arrangement.

#### **Reporting**

The Flood Recovery Council Advisory Committee will report to the Narrabri Local Recovery Committee and to Council.

#### **Governing body**

The Committee is an Advisory sub-Committee of Council and is required to make recommendations to the Council and the other body mentioned above.

The Committee does not have the delegated authority to commit the Council or management to the implementation of its recommendations.

### Delegated authority

Council authorises the Committee, within the scope of its objective and responsibilities, through 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.

### 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.

### Operating procedures

#### Quorum

- a. A quorum of the Committee shall be constituted a majority of members.

#### Meetings and Agendas

- a. The Committee will meet on an "as required" basis as determined by the Chairperson.
- b. No meeting of the Committee dealing with routine or non-urgent matters shall be held unless one (1) days' notice has been given to all members. If the Chairperson determines that a matter requires the urgent attention of the Committee, the Chairperson may call a meeting on reasonable notice in the circumstances.
- 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. Where practicable, the agenda together with reports, documents and a list of invitees will be prepared and distributed to all members at least one (1) working day prior to the meeting.
- e. No items will be dealt with without notice therefore agendas will not include an item for general business.

#### 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. Minutes of Meetings are to be distributed within ten (10) days of the meeting.
- d. The Minute Secretary shall forward a copy of the Minutes including recommendations of each Committee meeting to all Committee members, as well as to the General Manager

### **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.

### **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.

### **Code of conduct**

Members of Council committees and attendees 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.

## Review of terms of reference

These Terms of Reference will be reviewed within six months of adoption. The General Manager shall make any changes to the Terms of Reference.

## History

Minute Number	Meeting Date	Description of Change



---

**18 OUR CIVIC LEADERSHIP**

---



THEME 4  
*Our Civic Leadership*

## THEME 4: OUR CIVIC LEADERSHIP

### STRATEGIC DIRECTION 4: COUNCIL AS STRONG LEADERS FOR THE COMMUNITY

Through extensive community engagement, the Narrabri Shire community identified several civic leadership priority areas to be actioned over the 2022/2026 period.

#### 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 OBJECTIVES

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

- A transparent and accountable Council
- A strong Council that advocates for the Community
- A resilient and sustainable Council

#### KEY STAKEHOLDERS

- Narrabri Shire Council
- Narrabri Shire Community
- NSW Office of Local Government
- New England Joint Organisation
- Department of Premier and Cabinet
- Department of Prime Minister and Cabinet
- State and Federal Government

**18.3 CONTRACT 2022-23/09 – SUPPLY AND DELIVERY OF 7MM PRECOATED AGGREGATE, DGB20, CRUSHER DUST AND BEDDING SAND FOR ROAD MAINTENANCE WORKS**

**Responsible Officer:** Eloise Chaplain, Director Infrastructure Delivery

**Author:** Amy Withington, Asset Systems Officer

**Attachments:** Nil

**DELIVERY PROGRAM ALIGNMENT****4 Civic Leadership - Council as strong leaders for the Community**

**Objective** 4.3 A resilient and sustainable Council

**Strategy** 4.3.3 Deliver reliable and quality services through innovation and continuous improvement

**EXECUTIVE SUMMARY****RECOMMENDATION****1. That Council:**

- (a) Note that after assessing the tenders submitted (in accordance with the criteria specified in the tender documents) and having regard to all the circumstances, the Tender Panel recommends that Council accept both tenders from Mass Group Pty Ltd and Specialised Quarries & Concrete for Contract 2022-23/09 – Supply and Delivery of 7mm Precoated Aggregate, DGB20, Crusher Dust and Bedding Sand for Road Maintenance Works for the Period from Acceptance and Approval of Tender to 30 June 2023.**
- (b) In accordance with the Tender Panel Recommendation, Council accept the tenders from Maas Group Pty Ltd and Specialised Quarries and Concrete and for Contract 2022-23/09 – Supply and Delivery of 7mm Precoated Aggregate, DGB20, Crusher Dust and Bedding Sand for Road Maintenance Works for the Period from Acceptance and Approval of Tender to 30 June 2023 and authorise the General Manager to sign the contract documents.**
- (c) Grant authority to the General Manager to assess Contract 2022-23/09 – Supply and Delivery of 7mm Precoated Aggregate, DGB20, Crusher Dust and Bedding Sand for Road Maintenance Works for the Period from Acceptance and Approval of Tenders to 30 June 2023 and extend the term of the contract for a further one or two years up to the 30 June 2024 or the 30 June 2025 in accordance with the contract and subject to Council still requiring the service, the satisfactory performance of the Contractors and any requested variations in unit rates are considered reasonable and are based on quantifiable rise & fall in prices.**
- (d) Maintain the confidentiality of the documents and considerations in respect of Contract 2022-23/09 – Supply and Delivery of 7mm Precoated Aggregate, DGB20, Crusher Dust and Bedding Sand for Road Maintenance Works (“the tender”).**

**BACKGROUND**

Council previously had a contract for the Supply and Delivery of 7mm Precoated Aggregate, DGB20, Crusher Dust and Bedding Sand for Road Maintenance Works which expired on 30 June 2022. A total of one (1) company was listed under this contract being Johnstons Concrete and Landscaping Supplies.

Johnstons Concrete and Landscaping Supplies were engaged during the 3-year period of the contract, with an expenditure of \$1,987,528 over 13 projects.

As this contract expired on 30 June 2022, tenders were called for a new contract to operate from 1 July 2022 until 30 June 2023 with possible one- or two-year extensions until 30 June 2024 or 30 June 2025.

Tenders were advertised for 21 days and closed at 2.00pm Tuesday 24 May 2022.

Advertisements were placed as follows:

Narrabri Courier	26 April 2022
Tenderlink	03 May 2022

Two (2) sets of tender documents were issued to the following Companies over the tender advertising period:

Maas Group Pty Ltd, DUBBO NSW
Sunset Fencing T/As Sunset Group, BATHURST NSW

Maas Group Pty Ltd, DUBBO NSW were the only submission, Council accepted to decline this Tender in hope to advertise again and attract more suppliers, ultimately to relieve stress on time frame of delivery to jobs.

Tenders were re-advertised for 21 days and closed at 2.00pm Tuesday 06 September 2022.

Advertisements were placed as follows:

Narrabri Courier	16 August 2022
Tenderlink	16 August 2022

Four (4) sets of tender documents were issued to the following Companies over the tender advertising period:

- Maas Group Pty Ltd, DUBBO NSW
- Specialised Civil Services Pty Ltd, NARRABRI NSW
- Specialised Quarries, NARRABRI NSW
- Sunset Fencing T/As Sunset Group, BATHURST NSW

**CURRENT SITUATION**

**As this contract was for the provision of unit rates only, no contract sum has been calculated for tender acceptance purposes.**

Two (2) tenders from the following Companies were received:

- Maas Group Pty Ltd, DUBBO NSW
- Specialised Quarries & Concrete, NARRABRI NSW

**FINANCIAL IMPLICATIONS**

Funding for all works to be carried out under this contract is allowed for in Council's 2022/2023 Operational Plan

**STATUTORY AND POLICY IMPLICATIONS**

Tenders have been called in accordance with the *Local Government (General) Regulation 2021* (Part 7 – Tendering) and Council's Purchasing Policy.

Under Council's Local Preference Policy, a Local Contractor's tendered amount is reduced by 5% up to a maximum of \$20,000.00 for the purpose of considering tenders.

As this contract was for the provision of unit rates only, no contract sum has been calculated for tender acceptance purposes therefore Council's Local Preference Policy does not apply.

**CONSULTATION****External Consultation**

NIL

**Internal Consultation**

- Tender Panel
- Road Services Manager