



# **BUSINESS PAPER**

**Civil and Environmental Services  
Committee Meeting  
Wednesday, 10 February 2021**

**INVERELL SHIRE COUNCIL****NOTICE OF CIVIL AND ENVIRONMENTAL SERVICES COMMITTEE MEETING**

5 February, 2021

A Civil and Environmental Services Committee Meeting will be held in the Committee Room, Administrative Centre, 144 Otho Street, Inverell on Wednesday, 10 February, 2021, commencing at **9.00AM**.

Your attendance at this Civil and Environmental Services Committee Meeting would be appreciated.

Please Note: Under the provisions of the Code of Meeting Practice the proceedings of this meeting (including presentations, deputations and debate) will be webcast. An audio recording of the meeting will be uploaded on the Council's website at a later time. Your attendance at this meeting is taken as consent to the possibility that your voice may be recorded and broadcast to the public.

**I would like to remind those present that an audio recording of the meeting will be uploaded on the Council's website at a later time and participants should be mindful not to make any defamatory or offensive statements.**

**P J HENRY PSM**

**GENERAL MANAGER**

**Agenda**

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## Ethical Decision Making and Conflicts of Interest

A guiding checklist for Councillors, officers and community committees

### Ethical decision making

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and Code of Conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Do you stand to gain personally at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

### Conflict of interest

A conflict of interest is a clash between private interest and public duty. There are two types of conflict:

- **Pecuniary** – regulated by the *Local Government Act 1993* and Office of Local Government
- **Non-pecuniary** – regulated by Codes of Conduct and policy. ICAC, Ombudsman, Office of Local Government (advice only). If declaring a Non-Pecuniary Conflict of Interest, Councillors can choose to either disclose and vote, disclose and not vote or leave the Chamber.

### The test for conflict of interest

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of 'corruption' – using public office for private gain.
- Important to consider public perceptions of whether you have a conflict of interest.

### Identifying problems

- 1st** Do I have private interests affected by a matter I am officially involved in?  
**2nd** Is my official role one of influence or perceived influence over the matter?  
**3rd** Do my private interests conflict with my official role?

### Local Government Act 1993 and Model Code of Conduct

For more detailed definitions refer to Sections 442, 448 and 459 or the *Local Government Act 1993* and Model Code of Conduct, Part 4 – conflicts of interest.

### Disclosure of pecuniary interests / non-pecuniary interests

Under the provisions of Section 451(1) of the *Local Government Act 1993* (pecuniary interests) and Part 4 of the Model Code of Conduct prescribed by the Local Government (Discipline) Regulation (conflict of interests) it is necessary for you to disclose the nature of the interest when making a disclosure of a pecuniary interest or a non-pecuniary conflict of interest at a meeting.

**A Declaration form should be completed and handed to the General Manager** as soon as practicable once the interest is identified. Declarations are made at Item 3 of the Agenda: Declarations - Pecuniary, Non-Pecuniary and Political Donation Disclosures, and prior to each Item being discussed: The Declaration Form can be downloaded at [Declaration Form](#)

## Quick Reference Guide

Below is a legend that is common between the:

- Inverell Shire Council Strategic Plan;
- Inverell Shire Council Delivery Plan; and
- Inverell Shire Council Operational Plan.



**1 APOLOGIES**

**2 CONFIRMATION OF MINUTES**

**RECOMMENDATION:**

*That the Minutes of the Civil and Environmental Services Committee Meeting held on 11 November, 2020, as circulated to members, be confirmed as a true and correct record of that meeting.*

**MINUTES OF INVERELL SHIRE COUNCIL  
CIVIL AND ENVIRONMENTAL SERVICES COMMITTEE MEETING  
HELD AT THE COMMITTEE ROOM, ADMINISTRATIVE CENTRE, 144 OTHO STREET,  
INVERELL  
ON WEDNESDAY, 11 NOVEMBER 2020 AT 9.00AM**

**PRESENT:** Cr Di Baker (Chair), Cr Paul Harmon (Mayor), Cr Stewart Berryman, Cr Mal Peters via Zoom and Cr Neil McCosker via Zoom (late attendance).

**IN ATTENDANCE:** Cr Anthony Michael (Deputy Mayor), Cr Jacki Watts, Cr Paul King OAM and Cr Kate Dight.

Paul Henry (General Manager), Brett McInnes (Director Civil & Environmental Services), Scott Norman (Director Corporate & Economic Services), Michael Bryant (Manager Environmental Engineering) and Justin Pay (Manager Civil Engineering).

**1 APOLOGIES**

Nil

**2 CONFIRMATION OF MINUTES**

**COMMITTEE RESOLUTION**

Moved: Cr Stewart Berryman

Seconded: Cr Paul Harmon

*That the Minutes of the Civil and Environmental Services Committee Meeting held on 14 October, 2020, as circulated to members, be confirmed as a true and correct record of that meeting.*

**CARRIED**

**3 DISCLOSURE OF CONFLICT OF INTERESTS/PECUNIARY AND NON-PECUNIARY INTERESTS**

Nil

**4 PUBLIC FORUM**

Nil

**5 DESTINATION REPORTS**

At 9:05am, Cr Neil McCosker joined the meeting.

**5.1 BONSHAW RAW WATER SUPPLY OPERATIONAL ISSUES S32.13.2**

**COMMITTEE RESOLUTION**

Moved: Cr Stewart Berryman

Seconded: Cr Paul Harmon

*The Committee recommend to Council that:*

1. *That the report be received and noted;*
2. *That Council make an application to the Minister for Water and Housing under the Emergency Drought Financial Assistance Program for the following works:*
  - a) *Sink a back up bore in proximity to the existing facility;*
  - b) *Identification of an alternative site for a sustainable bore within a reasonable distance from the existing infrastructure;*
  - c) *Enlarge the water storage facility at Bonshaw and increase the elevation of that facility*
3. *That a report be prepared for Council on the costs of the above projects and the outcome of the application to the Minister for Financial assistance prior to proceeding with any work*
4. *On application of the project, Council adopt an amended raw water charge for users of the upgraded water scheme.*

**CARRIED**

## **5.2 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM S15.8.106**

### **COMMITTEE RESOLUTION**

Moved: Cr Paul Harmon

Seconded: Cr Stewart Berryman

*The Committee recommend to Council that Council nominate the Town Centre Renewal Plan (stage from Vivian Street to Lawrence Street) project for round 2 of the Local Roads and Community Infrastructure Program.*

**CARRIED**

## **5.3 OPERATION OF MATERIAL RECOVERY FACILITY (MRF) S31.2.6**

### **COMMITTEE RESOLUTION**

Moved: Cr Paul Harmon

Seconded: Cr Stewart Berryman

*That the matter be referred to Closed Council for consideration as the matters and information are:*

- d(i) *commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.*

*On balance the public interest in preserving the confidentiality of the information outweighs the public interest in openness and transparency in Council decision-making by discussing the matter in open meeting; and all reports and correspondence relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the Local Government Act, 1993.*

**CARRIED**

## **6 INFORMATION REPORTS**

**COMMITTEE RESOLUTION**

Moved: Cr Stewart Berryman  
Seconded: Cr Paul Harmon

*That the information reports be received and noted.*

**CARRIED****6.1 WORKS UPDATE S28.21.1/13****6.2 LAKE INVERELL DAM WATER LEVEL MONITORING S32.12.3****7 CONFIDENTIAL MATTERS (COMMITTEE-OF-THE-WHOLE)**

At 9.38am, the Chairperson noted that no members of the public or press were in attendance at the meeting therefore the Committee proceeded to consider the motion to close the meeting to the press and public.

**COMMITTEE RESOLUTION**

Moved: Cr Paul Harmon  
Seconded: Cr Stewart Berryman

*That the Committee proceeds into Closed Committee to discuss the matters referred to it, for the reasons stated in the motions of referral.*

**CARRIED****COMMITTEE RESOLUTION**

Moved: Cr Paul Harmon  
Seconded: Cr Stewart Berryman

*That the Committee proceeds out of Closed Committee into Open Committee.*

**CARRIED**

Upon resuming Open Committee at 9.44am, the Chairperson verbally reported that the Committee had met in Closed Committee, with the Press and Public excluded, and had resolved to recommend to Council the following:

**7.1 OPERATION OF MATERIAL RECOVERY FACILITY (MRF) S31.2.6**

*The Committee recommend to Council that:*

- a) *Council note the status of 'Glen Industries' as a disability employment organisation and the ability of Council to enter into a direct agreement with that organisation in accordance with s.55 (3) (q) of the Local Government Act, 1993;*
- b) *That Council endorse the granting of a three year service agreement to 'Glen Industries' to operate the MRF, in similar terms to the existing agreement; and*
- c) *The Mayor and General Manager be authorised to complete the Service Agreement.*

**CARRIED**



## **ADOPTION OF RECOMMENDATIONS**

### **COMMITTEE RESOLUTION**

Moved: Cr Paul Harmon

Seconded: Cr Stewart Berryman

*That the recommendations of Closed Committee be adopted.*

**CARRIED**

**The Meeting closed at 9.45am.**

- 3      DISCLOSURE OF CONFLICT OF INTERESTS/PECUNIARY AND NON-PECUNIARY INTERESTS**
- 4      PUBLIC FORUM**

## 5 INFORMATION REPORTS

### 5.1 MYALL CREEK BRIDGE DAMAGE

**File Number:** S28.10.MR134 / 21/1317

**Author:** Scott Hamilton, Project Engineer

#### **SUMMARY:**

The purpose of this report is to advise the Committee of the damage sustained to the Myall Creek Bridge on MR134 Bingara Road at Myall Creek.

#### **COMMENTARY:**

On Thursday, 27 August 2020 at approximately 4:30pm, Council was advised by a member of the travelling public that a vehicle had struck the Myall Creek Bridge on MR134 Bingara Road at Myall Creek. Council's on-call staff attended the site immediately to find that a vehicle travelling in a northerly direction had crossed to the opposite side of the roadway and struck the guardrail, bridge abutment pylon and the bridge railing (**photograph 1**) causing significant damage.

Council immediately implemented a single lane over the bridge operating under traffic lights. The damaged area was isolated with water bollards and reflective bunting to make the site safe. The bridge was then assessed by Council engineers who advised that the damage is superficial with no structural damage to the bridge structure itself.

Upon further investigation Council were informed that the Bingara Police attended the incident and had obtained the details and photographic evidence of the vehicle involved including its registration (**photograph 2**). The details were provided to Council. While the vehicle owner has been identified the Police were unable to determine the driver of the vehicle at the time of the incident.

The details of the incident and vehicle owner were provided to Council's legal firm, Mills Oakley, to initiate the cost recovery process. A letter of recovery for damage caused to Myall Creek Bridge has been sent to the vehicle owner. At the time of writing this report Mills Oakley were unable to successfully confirm the current residential address of vehicle owner and are now progressing the matter by other means.

The bridge was constructed in 1935 and in this time has only received minor maintenance. The existing rail does not meet current safety standards and cannot simply be repaired like for like. The damaged rail now requires complete replacement on both sides. In light of this Council engaged the services of a bridge engineer to undertake a detailed design to bring the bridge rail up to current Standards. The design has been completed.

Council obtained three (3) quotations from suitably qualified contractors to undertake the bridge rail replacement. Council have awarded this work to Ozwide Bridge Rail and Civil (Ozwide BRC). Ozwide BRC have undertaken bridge and major culvert construction works for Council on numerous occasions in the past and have a proven track record in delivering high quality work at a competitive price. Their price was the cheapest of the three (3) quotations obtained.

The estimated cost to undertake the bridge rail replacement is \$98,000. In addition to the bridge rail replacement, the guardrail terminal ends will be replaced at an estimated cost of \$17,000. Council have already expended in excess of \$30,000 on traffic control and safety arrangements. Further traffic control and interim safety measures will bring the total estimated project cost to \$160K. The repair work will be funded from the BLOCK grant and Financial Assistance Grants Scheme (FAGS).

Myall Creek Bridge is situated on the boundary with Gwydir Shire and as such Council have been in discussions Gwydir Shire regarding the possibility of cost sharing the expenses for the replacement work. Gwydir Shire has confirmed in writing that they agree to pay 50% of the repair cost.

Since the incident on Thursday, 27 August 2020 the bridge has been operating adequately under single lane with traffic lights on a 24 hour basis. Council continues to undertake weekly inspections of the signs, temporary safety barrier and traffic lights, ensuring the safety of the travelling public at all times.

Ozwide BRC has indicated a commencement date of late February 2021 to undertake the bridge rail replacement work with the guardrail terminal ends replaced early to mid March 2021.



**Photograph 1 - Myall Creek Bridge Rail Damage**



**Photograph 2 - White Utility found at the scene of the incident**

**RISK ASSESSMENT:**

Council's risk from future vehicle impacts will be minimal when compared to the current risk. The mandatory option to replace the existing bridge rail with w beam rail will reduce Council's overall risk.

**POLICY IMPLICATIONS:**

Nil

**CHIEF FINANCIAL OFFICERS COMMENT:**

Council's Block Grant and ARCD Programs have sufficient funds to make the necessary bridge repairs. Should Council's cost recovery process be successful, these funds will be returned to Council's Civil Works Program at that time.

**LEGAL IMPLICATIONS:**

Nil

**ATTACHMENTS:**

Nil



**5.2 WORKS UPDATE**

**File Number:** S28.21.1/14 / 21/2286

**Author:** Justin Pay, Manager Civil Engineering

**SUMMARY:**

This report is intended to keep Council updated on the capital works and maintenance programs.

**COMMENTARY:**

**Byron Street – Town Centre Renewal Plan (TCRP) Project –Vivian Street to Lawrence Street**

Council has allocated \$1.401M for stage 3 of the Town Centre Renewal Plan (TCRP). This stage is located along Byron Street from Vivian Street to Lawrence Street. The stage consists of the removal of 11 plane trees, planting of 8 new Pin Oak trees in the newly constructed centre median plus 5 Chanticleer Pear edge plantings. The existing raised crossings will also be removed and replaced with an at grade level crossing. The project is estimated to cost \$1.401M and is expected to take 16 weeks to complete. This follows on from Stage two (2) in Byron Street, which was completed early 2020.

Works have commenced and are progressing well on the Byron Street TCRP project. A total of 11 Plane trees were removed on Thursday 14 January, following this, works commenced on replacing the pedestrian crossing between Vivian Street and Lawrence Street. The new crossing is to have the same shape as the previous, however the raised ramp has been removed and damage to the surrounding kerb and gutter is being repaired.

Works crews have completed the removal of half the crossing and have poured concrete for the new crossing and associated gardens.

Works crews started trenching the centre of the road on Monday, 18 January, in preparation for Pin Oak tree planting. At the time of writing this report, the northern traffic lane was closed to traffic until the northern side of the new crossing is completed.

Despite recent periods of wet weather the project is on schedule to be completed within the planned 16 week timeframe.



TCRP Stage 3 – Progress Photo of Byron St Median Strip



TCRP Stage 3 – Progress Photo of New Crossing

### **SR246 Elsmore Road Causeway Upgrade**

Council has allocated \$115,500 for the replacement of the concrete causeway on Elsmore Road. The source of funding being:

ACRD Culverts and Causeways - \$72,500  
ACRD Bitumen Renewal - \$43,000

The existing causeway slab has poor alignment and has deteriorated to the point that it is no longer economically viable to continue to undertake constant maintenance. The replacement slab improves the alignment due to the approaches being slightly realigned and the extra width and length improves the ride quality.

Temporary work has been completed on the slab approaches in order to reopen the road to the public. The regrading of the approaches will be incorporated into the heavy patching regime which has been delayed and will commence at the end of February and therefore the approaches are scheduled to be completed towards the end of March/ beginning of April 2021.

### **Oliver Street Extension**

An extension of Oliver Street, from Arthur Street to Swanbrook Road has been programmed by Council. Works involve construction of a new sealed pavement, kerb and gutter, associated water main and drainage construction through the land formerly used as the Community Gardens. The project also involves constructing a cul-de-sac in Arthur Street adjacent to Ashford Road and extending the kerb and gutter along the southern side of Swanbrook Road from Ashford Road to Oliver Street.

The seal and linemarking has now been completed and the road has been opened to the public. The indented carparking works have also been completed and bitumen sealed. Works on constructing the cul-de-sac in Arthur Street will commence after the completion of the TCRP project.



**HW12 Gwydir Highway Swanvale Pavement Rehabilitation and Overlay**

Council have been successful in obtaining \$1.18M in funding under the RMCC Ordered Works arrangements with TfNSW to undertake pavement rehabilitation and overlay works on a 1.58km section of the Gwydir Highway, 35km west of Inverell at Swanvale.

The approved design, undertaken and completed by TfNSW, utilises the existing pavement as a foundation to construct a pavement overlay whilst providing for a widened one (1) metre shoulder and improved batters. Enhanced line marking and guardrail will complete the project.

Council constructed a 1.0km section and placed a bitumen seal on 10 December, 2020. Due to the close proximity of the Christmas period, the site was temporarily closed down for the Christmas break.

Works recommenced on the remaining 580 metres early January 2021 with earthworks and sub base construction already completed. The DGB20 base material is currently being hauled to site with the base construction due to be completed early February 2021. A bitumen seal is programmed for the 16 February, 2021 with line marking and guardrail to be installed shortly after. Practical completion of this project will be mid February 2021. A final seal will be applied in December 2021 in conjunction with Council's annual resealing program.



HW12 Gwydir Hwy Swanvale – Completed Sub base Pavement Construction



**2020-2021 Bitumen Resealing Program**

Council allocated \$1.456M from various sources to undertake the 2020-2021 Bitumen Resealing Program. NSW Spray Seal (NSWSS) were awarded the contract to undertake the work and commenced bitumen resealing works on Wednesday, 4 November, 2020.

Council completed the majority of this program prior to the Christmas break. Due to the close proximity of the Christmas period and commitments to complete other construction projects, the program was temporarily suspended until the New Year.

The Bitumen Resealing Program recommenced on Monday, 18 January, 2021 with the Tingha village streets and Inverell urban streets being undertaken. These resealing works were completed on Friday, 22 January, 2021. An information report will be presented to the Committee once the final expenditure is known and unit rates calculated.

**Fixing Local Roads Funding Grant**

Council has been successful in obtaining \$2.62M from the Fixing Local Roads Funding Grant to complete works on various roads throughout the shire.

These roads include the following:

- SR050 Bukkulla Road
- SR035 Coolatai Road
- SR192 Copeton Dam Road
- SR246 Elsmore Road
- SR101 Gragin Road
- SR123 Mount Russell Road
- SR214 Old Bundarra Road
- SR048 Pindari Dam Road

Works commenced late October 2020, which included shoulder grading on each of the roads.

Shoulder grading has already been completed on Copeton Dam Road and Mount Russell Road. Vegetation removal has been completed on Copeton Dam Road and has commenced on Elsmore Road, Bukkulla Road and Pindari Dam Road. Heavy patching is continuing on Mount Russell Road.

Old Bundarra Road pavement rehabilitation near Lions Park entrance has been completed with a 50mm thick AC laid over the existing bitumen to give the road extra strength around the bend.

These works are programmed to be completed by the end of the 2020/21 financial year.



Old Bundarra Road – Pavement Rehab Completed

### **Asphalt Rehabilitation Works**

Some asphalt pavement rehabilitation works were completed on various roads in town late January, 2021. These locations and quantities included the following:

Warialda Road just west of Rosslyn St – 250m<sup>2</sup>  
Glen Innes Road between Campbell St and Vivian St – 412m<sup>2</sup>  
Lake Inverell Off-Road Recreation Track – 156m<sup>2</sup>

These works were completed over the weekend of 30 & 31 January, 2021 by Roadwork Industries. Roadwork Industries have also been engaged to complete crack sealing works on the Lake Inverell Off-Road Recreation Track and HW12 Gwydir Highway early February, 2021.





Lake Inverell Off-Road Recreation Track Asphalt Rehab Completed



Glen Innes Road Asphalt Rehab Works Completed





Warialda Road Asphalt Rehab Works Completed

### **Maintenance Grading**

The following maintenance grading works were undertaken during December 2020 and January 2021.

Road Number	Road Name	Length Graded (km)
SR 19	Yetman West Road	15.2km
SR 27	Atholwood Road	21km
SR 9	North Star Road	10.2km
SR 38	Craddock Road	2.8km
SR 39	Girraween Road	5.4km
SR 43	Puckawidgi Road	13.3km
SR 41	Karoola Road	12.5km
SR 63	Beaumont Road	2.4km
SR246	Elsmore Road	24.6km
SR 223	Byron Station Lane	3.3km
SR 413	Jones Road	2.2km
SR 154	Arrawatta Road	11.5km
SR 415	Red Hill Road	3.6km
SR 417	Long Gully Road	1km

SR 136	Dintonvale Road	15km
SR 227	Wandera Lane	3.4km
SR 416	Kempton Road	4km
SR 173	Delungra Bypass Road	8.3km
SR 266	Duftys Lane	3.1km
	<b>TOTAL</b>	<b>162.8km</b>

### **Reactive Spot Grading**

The following reactive spot grading works were undertaken during December 2020 and January 2021.

<b>Road Number</b>	<b>Road Name</b>	<b>Length Graded (km)</b>
SR 26	Camp Creek Road	14.5km
SR 33	Limestone Road	23.3km
SR 34	Sandy Creek Road	6.7km
SR 74	Gobberts Road	15.6km
	<b>TOTAL</b>	<b>60.1km</b>

### **Gravel Patching**

There were no gravel patching works undertaken during December 2020 and January 2021.

### **Gravel Re-sheeting**

The following gravel re-sheeting works were undertaken during December 2020 and January 2021.

<b>Road Number</b>	<b>Road Name</b>	<b>Area Re-sheeted (m2)</b>
SR 17	Holdfast Road	46,200m2
	<b>TOTAL</b>	<b>46,200m2</b>

### **Heavy Patching**

The following heavy patching works were undertaken during December 2020 and January 2021.

<b>Road Number</b>	<b>Road Name</b>	<b>Area Re-sheeted (m2)</b>
SR 123	Mount Russell Road	11,750m2
	<b>TOTAL</b>	<b>11,750m2</b>

### **Other Maintenance Activities**

Council's State, Regional and Local Roads, Urban and Village Street maintenance activities, such as bitumen patching, drainage and shoulder repairs as well as vegetation control, are continuing as required. Town maintenance will continue as programmed.

### **ATTACHMENTS:**

Nil

**5.3 REVIEW OF THE RURAL EXTENSION OF THE TINGHA DOMESTIC WASTE COLLECTION SERVICE**

**File Number:** S31.16.11/13 / 21/2488

**Author:** Greg Doman, Manager Environmental Health

**SUMMARY:**

The purpose of this report is to provide the Committee with an update after the initial six (6) months operation of the rural extension of the Tingha domestic waste collection service.

**COMMENTARY:**

At the Ordinary Council meeting held 23 September, 2020, it was resolved:

*That the Civil and Environmental Services Committee receive a report to their February 2021 meeting regarding the recent extension of the Tingha scavenging area in relation to its implementation, its community acceptance and any issues that have arisen.*

On 1 July, 2020, Council commenced the extension of waste collection services into rural areas of the Tingha boundary adjustment. The waste collection service consists of a weekly 240 litre waste and fortnightly recycling bin collection. This service is available to 103 properties along the identified collection routes within the rural areas of Tingha.

The collection route extensions consisted of some properties being integrated into the existing Wednesday collection route and the remaining properties form part of the Friday Tingha Village collection.

During the roll out of the 240 litre mobile garbage and recycling bins, nine (9) property owners refused to accept the delivery of bins and have not been using the service. As a result, a total of 94 properties have access to the Tingha rural domestic waste collection extension services.

**Participation Rates**

Participation rates for the Tingha domestic waste collection service (excluding the nine (9) without bins) have been steadily increasing following the initial roll out where only 52% of properties were accessing the service compared to Christmas where 82% of properties were accessing the service.

Participation rates for recycling collection service (excluding the nine (9) without bins) have been following the same trend, however initially this part of the domestic waste collection service was only being utilised by 34% of properties. Prior to Christmas 75% of properties were utilising this service.

The fortnightly recycling collection service has increased the existing Tingha domestic collected recyclable material on average by 300kg. The quality of the recyclable material that is collected from this service is consistent with other collection routes within the Shire.

To assist residents, Council provided a magnetic waste collection calendar with collection and recycling days identified. Following this, recycling participation rates increased.

**Previous Waste Collection Extension Areas**

The northern rural domestic waste collection service which encompasses the villages of Yetman, Bonshaw and Ashford had an average annual weekly waste service mobile garbage bin (MGB) count of 339 in 2016; by 2020 the average annual weekly MGB count was 412. The increased utilisation of the domestic waste collection service is largely attributed to the implementation of restricted access to Council waste management facilities and the closure of several small rural landfills.

**Logistic Concerns with Collections**

The rural extension of the Tingha domestic waste collection service has been in operation since 1 July, 2020. During this period the service has operated without any major logistical issues. Council

has been able to provide this service through training existing landfill staff in the operation of Council's waste collection vehicles.

Bin collection locations along the routes have been constructed where Council had received a request from the resident and deemed that the bin location needed to be improved to maintain safety.

During the initial implementation of the rural extension of the Tingha domestic waste collection service, Council received several complaints regarding the condition of Aberdeen Road and the impact that Council's Waste Collection vehicles would have on this road. An inspection of Aberdeen Road found the road is meeting the level of service as set in Council's Road Asset Management Plan.

#### Utilisation of Tingha Landfill and Future Rationalisation of Hours

The Inverell Shire Council's *Solid Waste Management Strategy 2010* provided a number of recommendations which relate to the rationalisation of rural landfills in the LGA. The need for this was to mitigate potential environmental and economic risk to Council. As a result, this saw the introduction of domestic waste collection services in rural areas of the LGA, the closure and rehabilitation of a number of landfill sites and the construction of four (4) Waste Transfer Stations with the introduction of restricted operational hours at these facilities. This multi directional approach has provided these rural communities with a range of waste management services and allowed Council to improve waste management within the shire.

As part of the management of the Tingha landfill, Council has been collecting data relating to the utilisation of the waste management facility based on the four (4) waste streams - general domestic waste, recyclable, green waste and scrap steel.

To provide context in relation to the utilisation of the Tingha landfill, Table 1 provides a comparison between July 2019 to December 2019 and the same period in 2020 with the introduction of the domestic waste collection service. Based on the data collected, the total number of visits to dispose of domestic waste and recyclables has declined over the same corresponding six (6) month period. Green waste has increased which may be a result of improved growing conditions to the previous year. It is unknown why there has been an increase in scrap steel.

<b>Utilisation of Tingha Landfill</b>				
Based on vehicle count	Domestic Waste	Recyclables	Green Waste	Scrap Steel
July 2019 to December 2019	573	252	127	277
July 2020 to December 2020	463	119	147	318

**Table 1:** Utilisation of Tingha Landfill based on Vehicle Count

There is limited historical data available in relation to the usage patterns at Council's other waste facilities following the introduction of rural waste collection services as these waste facility sites were un-manned.

To provide a comparison of waste facility utilisation within the Inverell LGA, Table 2 (Utilisation of Ashford Waste Transfer Station) has been produced; it demonstrates the public's utilisation of this facility during the same corresponding periods as the Tingha landfill.

<b>Utilisation of Ashford Waste Transfer Station</b>				
Based on vehicle count	Domestic Waste	Recyclables	Green Waste	Scrap Steel
July 2019 to December 2019	200	98	30	49
July 2020 to December 2020	232	109	58	98

**Table 2:** Utilisation of Ashford Waste Transfer Station

According to the Australian Bureau of Statistics 2016 Census, Tingha had a population of 833 and Ashford 652. Whilst this would attribute to an increased number of vehicle movements, the table shows significantly more vehicle transactions per person accessing the facility at Tingha than Ashford.

#### Tingha Landfill Operational Hours

The current operational hours of the Tingha landfill are Wednesday and Sunday between 9am – 5pm, equating to 16 hours per week. Table 3 (2016 Census QuickStats Australian Bureau Statics) has been prepared based on the suburb, resident numbers and hours of operation of Council Waste Management facilities.

<b>2016 Census QuickStats Australian Bureau of Statics</b>		
	State Suburb Resident Numbers	Hours of operation
Inverell	11,660	38.5 (Weekly)
Delungra	647	8 (Weekly)
Ashford	652	8 (Weekly)
Yetman	207	8 (Weekly)
Bonshaw	133	8 (Weekly)
Tingha	833	16(Weekly)
Total	14,132	86.5

**Table 3:** 2016 Census QuickStats Australian Bureau Statics

Based on the table above:

- Inverell has 82.50% of the total identified population with access to 44.5% of the total hours of operational;
- Delungra has 4.57% of the total identified population with access to 9.24% of the total hours of operational;
- Ashford has 4.61% of the total identified population with access to 9.24% of the total hours of operational;
- Yetman has 1.46% of the total identified population with access to 9.24 % of the total hours of operational;
- Bonshaw has 0.94% of the total identified population with access to 9.24 % of the total hours of operational; and
- Tingha has 5.89% of the total identified population with access to 18.49 % of the total hours of operational.

Currently the rationalisation of operational hours for each of Council's waste management facilities is not evenly spread throughout the Shire. Based on the combined total population identified within the 2016 Census QuickStats Australian Bureau Statics, the Tingha area population is 1.28% higher when compared to Ashford, yet the waste management facility is open 50% longer.

It is evident through the landfill utilisation data and population data that the Tingha community has increased access to waste management facilities when compared to other areas of the LGA.

The increased waste facility access is also linked to the utilisation of the domestic collection service and on-going management of the Tingha landfill.

A rationalisation of hours could be determined by utilising the existing rural waste facilities operational hours divided by the population to achieve a degree of consistency. Table 4 (Rationalisation of rural waste facility hours) has been developed on this basis.

<b>Rationalisation of rural waste facility hours</b>			
	Population	Hours of operation	Per-person access per week
Ashford	652	8	0.012
Delungra	647	8	0.012



Yetman	207	8	0.038
Bonshaw	133	8	0.06
Tingha	833	16 (current)	0.019
		10 (proposed)	0.012

**Table 4:** Rationalisation of rural waste facility hours

A reduction by six (6) operational hours at Tingha waste management facility would be consistent with the per-person access per week at Delungra and Ashford. Whilst there is considerable more hours per person at Bonshaw and Yetman, Council has previously resolved to open these facilities a minimum of eight (8) hours / per week. A further review of these facilities will be undertaken once they have been in operation for a 12 month period. Prior to reducing the operational hours at the Tingha landfill Council would undertake community consultation.

#### Construction of a Waste Transfer Station

Council has previously been successful in seeking grant funding for the construction of several Waste Transfer Stations and environmental improvements at its rural waste management facilities under the Waste Less Recycle More initiative. This program has only been extended by one (1) year as the NSW EPA is currently developing the NSW 20 Year Waste Strategy. It is likely that this strategy will be supported with State Government funding similar to the Waste Less Recycle initiatives, which Council will be able to apply. Council will make a grant application for the construction of a Waste Transfer Station at Tingha landfill once appropriate funding initiatives have been released.

A preliminary estimate for the construction of a waste transfer station for Tingha has been modelled off previously constructed Council facilities. It is estimated that the construction of a waste transfer station at Tingha would cost \$380,000.

In regards to the landfill rehabilitation costs, previous management practices at the site have left significant legacy issues, which will need to be addressed in the landfill rehabilitation. It is estimated that these works will cost \$280,000.

Should Council be unsuccessful in seeking grant funding to assist with the Construction of a Waste Transfer Station and landfill rehabilitation, Council would need to fund these works from waste reserves.

#### Implication of Making Amendments to Collection Run and How It Would Impact Feasibility of Service

The collection route that is currently being serviced was originally developed to:

- a) *Maximise the number properties that could access services;*
- b) *Where possible incorporating into existing service collections (Wednesday's extension);*
- c) *Providing a consistent service throughout the Inverell Shire;*
- d) *Increase in resource recovery;*
- e) *Reduced demand on rural waste disposal sites;*
- f) *Utilisation of collection points on side roads; and*
- g) *Ensure collection Safety.*

The difficulty with making amendments to the service would involve consideration of a range of matters such as:

- Which collection routes would be changed and how is this to be determined;
- what happens if a resident is located at the furthest point of the current collection route and they wish to continue with the service yet others on the same route don't want the service;
- How will consideration of other collection routes within the LGA be dealt with if subsequent future requests are received;
- The provisions of the *Local Government Act 1993* are clear with regards to making and levying of annual charges for domestic waste management services. If a collection route is amended what happens to those situated along a modified collection route that don't want the service;

- Actions within the Inverell Shire Council Waste Management Strategy have been implemented by Council to comply with its environmental responsibilities and sustainably manage waste into the future. Correspondence received as part of the roll out of the rural extension of the Tingha domestic waste collection service indicated that past waste management practices undertaken in the area are inconsistent with Council's Strategy and environmental best practice. The delivery of a domestic waste management service assists to improve these waste management practices; and
- The domestic waste management charge applied to properties located along the collection routes throughout the LGA fund the delivery of the service and waste education and partly funds the maintenance of Council waste management facilities. An amount is allocated to reserve for the development of future waste disposal sites and restoration. A reduction in the number of serviced properties would negatively impact the revenue generated in the delivery of this service.

The Tingha rural extension routes were developed based on a range of factors consistent to that of previous Council domestic rural waste collection extensions. Any amendment of the collection route would need to give consideration of abovementioned matters as well as consideration to the already implemented collection routes to maintain a consistency throughout the LGA.

### Community Feedback

As the Committee would be aware, prior to the commencement of the rural extension of the domestic waste collection service in Tingha, Council received communication from residents. The following matters were raised:

- Consultation;
- Residents already recycle;
- Collection service would not be convenient given long driveways;
- Cost of service;
- Bin security;
- Damage to road network; and
- Safety concerns over waste collection trucks.

Council provided written correspondence to these residents addressing the identified concerns.

On 14 October, 2020, a petition was delivered to Council. The petition was requesting Council to consider the discontinuation of the rural domestic waste collection service on Guyra and Stannifer Road. The reasons for this petition are stated below:

- *We the rate payers have been through and some are still in drought, many properties have been affected by bushfire and now the pandemic. This has affected many people's incomes and this added expense we cannot afford.*
- *We feel council could put the monies saved from discontinuing the waste collection to better use elsewhere in the Tingha Community.*
- *There was no consultation with residents about this service, it was forced upon us.*
- *This service is not needed or wanted as is only encouraging residents to be wasteful.*
- *The residents of Guyra and Stannifer Road never requested this service.*

The petition was signed by 22 residents, consisting of four (4) from the same address and one (1) from outside the scavenging area. Of the total signatories, six (6) residents had refused to take delivery of the MGB's in the roll out.

Of the complaints and representations that Council received regarding the introduction of a domestic waste collection service, the primary concerns of residents were related to the cost of the service and the lack of community consultation.

In relation to the cost of the domestic waste collection charge, Council has applied this consistently across all properties along the identified collection routes and is legislated under the *Local Government Act 1993*. A high level review has been undertaken of Council's domestic waste management service charges and this review identified Council's domestic waste management service charges to be very competitive with other Local Governments Areas.

In regards to the issue raised surrounding community consultation, Council in the initial roll out of the Inverell Shire Council *Solid Waste Management Strategy* undertook significant community engagement however, at this point in time Tingha residents were not part of the LGA and may have not been aware of Council's long term strategic waste management plan to the degree that other residents in the Inverell LGA were. Acknowledging this, prior to any significant future waste management changes within the Tingha boundary area, Council will undertake community consultation.

#### Council's Waste Management Strategy Provisions Regarding Rural Collection and Implications Associated with Any Isolated Changes

Council's *Solid Waste Management Strategy* identified a number of rural villages and routes of travel to them that could be economically serviced, providing equitable service delivery, convenience to the householder, increased resource recovery, reduced demand on rural waste disposal sites and reduced inappropriate waste disposal practices.

The Strategy also highlighted that these services may not be supported by property owners with objections based on additional cost burdens, distance to rural dwellings from service roads and that their communities have been responsibly managing their waste and want to continue.

The community feedback received regarding the rural extension of the Tingha domestic waste collection service is consistent with the identified issues within Council's Strategy and those that Council has previously raised during past rural service extensions.

The rural extension of Tingha's Domestic Waste Collection Service whilst not specifically identified in the Strategy is a logical and equitable inclusion and maintains a consistent approach to waste management throughout the Shire; any isolated changes may create further implications.

#### Positive Feedback

Council has recently received a request from a resident advising that they have changed their previous position and now wish to utilise the domestic waste collection service.

#### Conclusion

The rural extension of the Tingha domestic waste collection service has been implemented consistent with the Inverell Shire Council *Solid Waste Management Strategy*. Residents within the locality have provided feedback to Council on the implementation of this service, which raised issues consistent with other successful rural collection extensions within the LGA. Whilst it is acknowledged that community engagement towards the services introduction and Council's Waste Management Strategy could be improved, it is evident that past waste management practices by some rural property owners and previous Councils have encouraged poor waste management practices. The rural domestic waste collection service coupled with addressing historical waste management issues at the Tingha landfill will assist in improving waste management practices in the Tingha area and provide an improved environmental outcome for this community.

#### **RISK ASSESSMENT:**

Nil

#### **POLICY IMPLICATIONS:**

The Inverell Shire Council *Solid Waste Management Strategy 2010 Less Waste More Resource* identified the need to extend the domestic waste collection service into rural areas of Inverell Shire Council. The rural extension of Tingha's domestic waste collection service whilst not specifically identified in the Strategy is a logical and equitable inclusion.

#### **CHIEF FINANCIAL OFFICERS COMMENT:**

Nil

**LEGAL IMPLICATIONS:**

Consistent with Section 496 of the *Local Government Act 1993*, Council must levy an annual charge for the provision of domestic waste management services for each parcel of rateable land for which the service is available.

**ATTACHMENTS:**

Nil

**5.4 UPDATE ON TEMPORARY TRAFFIC MANAGEMENT ARRANGEMENTS FOR DROUGHT RELIEF TRANSPORT****File Number:** S28.15.3/11 / 21/3142**Author:** Justin Pay, Manager Civil Engineering**SUMMARY:**

At the Ordinary Meeting in August 2018, Council resolved to support temporary traffic management measures to allow temporary movement of larger Restricted Access Vehicles on the Shire road network to facilitate movement of stock feed for drought relief purposes. Given current changes in climatic conditions it is anticipated that these measures will be reduced in coming months.

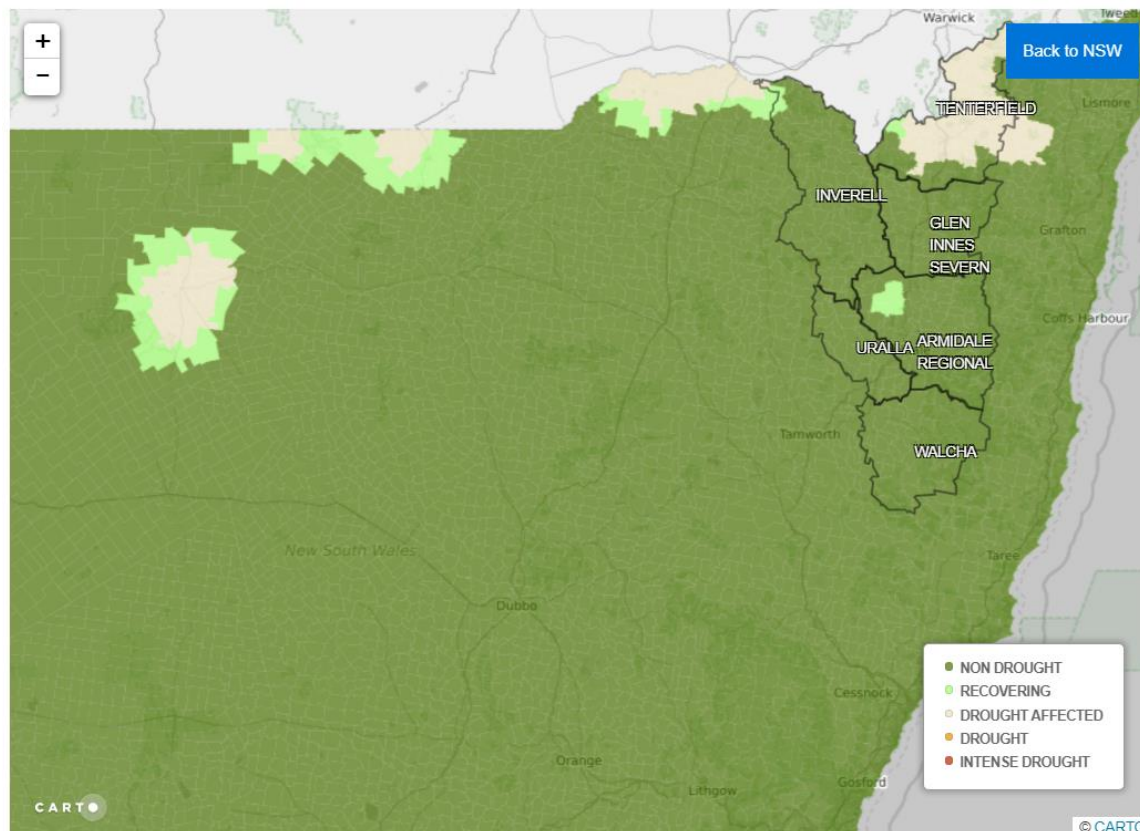
**COMMENTARY:**

At the Ordinary Meeting in August 2018, in response to the significant drought conditions and severe impacts on the agricultural sector, Council resolved inter-alia, that:

RES 111/18 - *that Council provide support for the necessary traffic management measures to facilitate the temporary movement of A Type Road Trains east of Jardine Road on the Gwydir Highway and associated Network to facilitate the delivery of stockfeed where appropriate risk management measures could be put in place.*

RES 112/18 - *that Council, on a temporary basis, delegate authority to the General Manager to determine applications associated with the transport of stock feed on higher productivity vehicles across the Shire road network given the current drought conditions.*

Since that time climatic conditions have changed and drought conditions have eased across the region, below is the latest Drought Condition Mapping from the NSW Department of Primary Industries, found at <https://edis.dpi.nsw.gov.au/>



The mapping indicates that a majority of the Inverell LGA and most of our closest neighbours are in non-drought conditions.

It should be noted that there are still areas mapped as drought effected in the Inverell LGA at the north-west border area. There are also areas in the Tenterfield, Gwydir and Moree LGAs mapped as drought effected.

The vast majority of permits applied for and approved under the drought relief measures were for movements along the Gwydir Highway and had minimal impacts on the Shire local road network. Transport for NSW have indicated that given the change in climatic conditions any further requests for drought relief consideration on the Gwydir Highway will no longer be considered.

Council staff are in ongoing discussions with Transport for NSW staff regarding possible grant funding to upgrade the local roads in the Inverell LGA in order to facilitate larger restricted access vehicles moving east-west. The upgrades required are to the intersections of:

- Ring Street – Ashford Road
- Ashford Road – Swanbrook Road
- Swanbrook Road – Runnymede Drive, and;
- Runnymede Drive – Gwydir Highway.

Council will be presented with a future report as this matter progresses.

Council engineering staff will continue to consider drought relief transport requests as they are received, particularly relating to the areas in our LGA and neighbouring LGAs that are mapped as drought effected.

**ATTACHMENTS:**

**Nil**

**6 GOVERNANCE REPORTS****6.1 GOVERNANCE - PERFORMANCE REPORTING ON ROAD MAINTENANCE COUNCIL CONTRACTS**

**File Number:** S1.2.3/14 / 21/2978

**Author:** Nicole Riley, Administration Coordinator

**SUMMARY:**

Council is in receipt of an audit report from Transport for NSW (TfNSW), on Council's performance on road maintenance as a contractor.

**RECOMMENDATION:**

*That the information be received and noted.*

**COMMENTARY:**

TfNSW conducts regular Contract Performance Reporting on the Road and Maintenance Council Contracts. Reports are submitted to Council four (4) times a year with the most recent one being completed for quarter four (4), October 2020 to December 2020.

A copy of the report has been included in Attachment 1.

**RISK ASSESSMENT:**

Nil

**POLICY IMPLICATIONS:**

Nil

**CHIEF FINANCIAL OFFICERS COMMENT:**

Nil

**LEGAL IMPLICATIONS:**

Nil

**ATTACHMENTS:**

1. Quarter four (4) 2020 - Contractor Performance Report



**Transport  
for NSW**

## Transport for NSW

Form No 517 (amended)  
Catalogue No. 45062482  
(October 2018)

# Contractor Performance Report

## Single Invitation Maintenance Contract

### General Information

#### Contractor's Name

Inverell Shire Council

#### Trading as

ABN 72 695 204 530

Contract No. 20.0000303560.1432

Equip Contract No. CW2419142

#### Contract Description

RMCC - Inverell Shire Council

#### At Acceptance of Tender

Contract Period (weeks) 104

#### Original Due date for

Completion 2022-06-29

Date of Acceptance of Tender 01/07/2020

Original Contract Sum \$ 8,505,200.00

### Reason for Report

#### Progress

Quarter 1

☐

Quarter 2

☐

Quarter 3

☐

Quarter 4

☒

#### Key Milestones

Defect Correction Period

☐

After construction  
or call back

☐

Continuing unsatisfactory  
Performance

☐

Termination of Contract

☐

#### Contract Sum as

Varied at Report Date \$ 0.00





**Transport  
for NSW**

### Contractor's Performance

	Unsatisfactory	Marginal	Acceptable	Good	Superior	Rating
<b>Collaboration - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
<p>ISC staff are very cooperative with TfNSW staff across all areas from senior management down to field staff.</p> <p>They are quick to respond to requests and work cooperatively on project development and delivery.</p> <p>The field staff in particular have been quick to engage with the relief surveillance officer and actively seek to meet his expectations.</p>						
<b>Community and Stakeholder Engagement - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
<p>ISC have a good relationship with their community and stakeholders and engage effectively with them for all RMCC works.</p> <p>In preparation for upcoming rehab projects, they have been very cooperative with TfNSW communications staff to engage the community.</p>						
<b>Contract Management - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
<p>ISC have developed further documentation following their recent audit and in readiness for the Swan Vale rehab project.</p> <p>They continue to work on CoR Management compliance and other system based improvements.</p>						
<b>Environmental Management - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
<p>In the past quarter there have been no environmental incidents and Council have continued to cooperate well to ensure compliance with environmental standards.</p> <p>Their management of the MWREF associated with the Swan Vale rehab project has shown a good understanding of the issues.</p>						
<b>People Management - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7
<p>No known instances of people management issues at Inverell Council and all teams seem to work cooperatively and harmoniously.</p>						



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GOVERNMENT | TfNSW

Quality Management Systems - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
The contract manager has continued to deliver detailed quality documentation on routine works and is preparing documentation for the upcoming rehab projects in 2021/22.						
Hold point release requests have been submitted on time and with full documentation.						
Standard of Work - RMCC - Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
ISC use a dedicated team delivering the routine maintenance on HW12 and this has proven to be a very effective arrangement with strong stewardship of the network and excellent outcomes.						
Standard of Work 2 - RMCC - Minor Works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
ISC staff are very responsive to requests for minor works and keep the network at a good standard.						
There is a good understanding of the requirements of the RMCC.						
Standard of Work 3 - RMCC - Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
ISC have engaged a private contractor to develop designs for their rehab projects and this process has been well managed, delivering high quality designs on several TfNSW projects in a timely manner.						
Subcontractor Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7
The Council has been very quick to seek quotes and engage survey and design contractors for upcoming pavement rehab projects and have demonstrated good engagement practices.						
All activities carried out by subcontractors were well managed with no apparent coordination issues.						
ISC have adequately supervised and monitored subcontractor works.						
Time Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7
Work proposals and routine reports have been delivered in a timely manner.						
Overall time management has been good with little prompting required for requests.						



**Transport  
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<b>Traffic Management - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7
<p>ISC management take responsibility for ensuring a high standard of traffic management on their works and where issues arise they are very responsive to take corrective actions.</p> <p>They continue to deliver high standards of traffic management for their works.</p>						
<b>Workplace Health and Safety Management - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
<p>ISC have delivered the HW12 Swan Vale Pavement Rehab project in the last quarter where they were able to demonstrate excellent WH&amp;S and Enviro practices.</p> <p>The RMCC team always use best practice WH&amp;S approach to their routine works and are very responsive to requests from the SO.</p>						
<b>Workplace Relations Management - RMCC</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7
<p>There are no known workplace relations issues with staff appearing to enjoy their roles at Council.</p> <p>There have been no WR issues reported, however some key staff are considering retirement and a succession plan is required to facilitate a smooth transition.</p>						
<b>Performance Score</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	77%



Transport  
for NSW

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**Overall Comments** *(Use separate report if necessary)*

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**Reporting Officer***In my opinion:*

ISC continue to deliver quality works through an efficient and effective management team and staff. TfNSW can be confident that the ISC managed network is kept in a high standard with all safety issues addressed promptly.

*Paul Radnidge*

Name: Paul Radnidge

Report Date: 15/01/2021

Phone: 6640 1018

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**Reviewing Officer:***In my opinion:**Reviewed.*

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The report has been forwarded to the Contractor **Yes** *(All reports are to be forwarded)*

Review Officer Name:

Review Date: 2021-01-08

Review Officer Phone:

Response from Contractor Received and report finalised: **Yes**

Contractor Rep Name:

Discussion Date:

Contractor Rep Phone:

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**Approving Officer***In my opinion:**I concur with the above comments.*

A handwritten signature in blue ink, appearing to be "S. Smith".

Name: Scott Smith

Report Date: 18/01/2021

Phone: 6640 2864

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Attachments:

Distribution:

1. Contractor's Representative
2. TfNSW's Representative