

# **ATTACHMENTS**

**UNDER SEPARATE COVER**

**Ordinary Council Meeting**

**29 April 2019**





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OVERVIEW			
Meeting	Community Consultative Committee		
Date	14/02/2019	Time	9.15am
Venue	Boggabri Coal Training Room		
Chairperson	David Ross		
Presenter	Daniel Martin		
Attendees	Sarah Torrance (ST), Geoff Eather (GE), Hamish Russell (HR), Richard Gilham (RG), Cath Collyer (CC), Kerri Clarke (KC), Ros Druce (RD), Mitchum Neave (MN), Peter Forbes (PF), Daniel Martin (DM), Hamish Russell (HR), Tim McDermott (TM), Ray Balks (RB)		
Apologies	Robert Kneale (RK)		
Next Meeting	Thursday 16 <sup>th</sup> May 2019, 9am at the Boggabri Golf Club		
ITEM	AGENDA		
1	Apologies		
2	Declaration of Pecuniary or other Interests		
3	Confirmation of previous minutes		
4	Business arising from previous minutes		
5	Correspondence		
6	Company reports and overview		
7	General business/questions		
8	Next Meeting		
Discussion Items			
1. <b>Apologies:</b>			
See above			
2. <b>Declarations of Pecuniary Interests:</b>			
(RG) declared that his property is located in the zone of affectation plus leasing joint mine owned land.			
(DR) declared that he is paid a fee for his chairing services.			
3. <b>Acceptance of previous minutes:</b>			
All members moved and endorsed previous meeting minutes.			
4. <b>Business from previous minutes:</b>			
DM – detailed the actions from the November CCC meeting. CCC members present, received a copy of the map for Biodiversity Offset Area and regional east-west wildlife corridor and written responses to the questions given to the hydrogeologists from AGE in August 2018.			
ST – informed the members that an application to the Narrabri Shire Council for site access signage had been lodged with RMS. Signage will be aligned with Maules Creek signage.			
DM – updated the members that comments have been received regarding the Regional Water Strategy and are going through the process of responding and resubmitting to regulators.			



PF – informed the members that BCOP is committed to the Early Learning Facility in 2019. The plans are with Narrabri Shire Council (NSC) and were lodged in January. Moving forward from 2020, BCOP will be budgeting for three houses a year.

CC – asked if BCOP had received a timeframe from Narrabri Shire Council?

PF – replied that there has been no timeframe given.

MN – Asked how many houses altogether?

PF – Informed the members that as per the project approval there is 10 in Boggabri and 20 in Narrabri. It has been agreed with NSC that the Early Learning Facility.

CC – asked if both Narrabri and Boggabri will have equal focus?

PF – Boggabri will be the first focus.

Questions were asked regarding the Wildlife Corridor – This to be discussed at the next meeting. BCOP is developing corridors in BCOP offset areas – east to west.

PF – ran through slides for sound levels. He explained the difference between Sound Power (weighted) Level (SWL) – how much noise made, and Sound Pressure Level (SPL) – how much you can hear depends on noise and distance from the source. At the end of 2017 when Downer left site, a large amount of new plant came to site. All plant was attenuated to the – SWL's.

PF - explained that some plant is generating noise outside the model (SWL's) but are producing less noise at receptors (SPL) than in the predicted model. 2010 modelling was conservative. Specifically, sensitive receivers are not being impacted by noise.

KC – asked what the difference is between static and dynamic testing.

PF – explained that; static – a stationary test (parked), dynamic – a drive by test with ground monitoring for loaders and ramps, all testing is conducted to a standard

DM – explained that the testing can be undertaken going up or down a ramp and the truck can be either loaded or unloaded to see the outcomes of different scenarios.

PF – pointed out on the map the three-attended night time noise monitoring locations.

DM – explained to members that BCOP have used many mitigations to reduce the noise generated by trucks with no change to results at sensitive receptors – due to the low noise levels at these receptors. Mitigations such as fitting attenuation packages (eg this may include heavy noise doors) reduces payloads and cause other environmental impacts such as extra diesel burning and increased tyre wear. Fitted noise kits are constantly checked eg noise doors – noise levels can increase over time with age of machinery, these then may need to be managed.

MN – informed the group that he had heard that due to costs, some places are taking the equipment off the plant until there is a noise impact and then will refit the packages.

PF – confirmed that is not the case at BCOP.

MN – asked if a tour can be organised to see some plant (ie trucks) and attenuation equipment as well as another look at rehabilitation areas?

**\*\*BCOP – to organise field trip for the 15<sup>th</sup> August 2019 after the meeting.**

KC – asked if BCOP was looking at changing the approval to reduce the additional costs like the extra fuel burning and tyres.

PF – Yes, BCOP has been working towards changing the sound requirements in the future. having the approval conditions modified to reflect the SPL at receivers.



HR spoke to the standing water levels of surrounding bores chart. He explained how the chart works and what it is being represented. He also pointed out the locations of the bores being displayed.

HR explained that prior to 2018 there would be a general decline to bores and AGE say it is due to an absence of rainfall and low flows in the river.

HR pointed out that Bellvue is the monitoring bore for Daisymeade bore and Victoria Park and Cooboobindi monitoring bores are located very close to the Victoria Park and Cooboobindi production bores. That is why the chart shows such dramatic changes in groundwater levels when the production bores are pumping and quick recharge patterns when no pumping is occurring. Monitoring Glen Hope bore was at 10m and Bellvue at 12m with a decline of water level in bores at 20-60cms.

HR explained to the members that after a neighbour complained to BCOP that they believed their bore had been severely impacted by the mine an assessment was undertaken at the neighbour's bore to determine if BCOP had any impact by pumping from the production bores. As a part of the process BCOP offered make good provisions to the neighbour by providing water and to installed real time data loggers and manually dipped surrounding bores. HR explained the pumping regime for the assessment where pumping occurred for 20 days then stopped for four days. Explained that where a drawdown was experienced, there was a 90% return within a day and back to 99% after that. Bore level has dropped 30-20cm – the bore itself is not deep enough and neighbour's water issues determined not to be caused by the BCOP.

MN – asked what the depths of the bores?

HR – gave the depths of the bores and explained that it can vary depending on the age of the bore and the alluvial depth. Victoria Park is 50-60 m deep

KC – asked if the position of the bore affects the amount it is impacted?

HR – explained that bores in close proximity will show greater drawdown affects from another bore pumping.

KC – asked how close the bores that are claiming to be affected are?

HR – asked RG how far would it be?

RG – informed the members it would be about a kilometre.

KC – asked about the large dips in Victoria Park and Cooboobindi bores?

HR – Explained what periods the production bores were being used and could not speculate whether other users of the aquifer were pumping or not.

CC – asked RG if he had a bore of Barbers Lagoon?

RG – replied yes, he does.

KC – asked what is the very large recovery depicted on the chart?

HR – explained the recent release from Lake Keepit and went on to explain what happened two years ago when water was released from the dam and there was no water observed in the river when it got to BCOP's pumping point. The reason behind this was due to the water having to fill underground aquifers before it continues downstream. The water that is released needs to be of high volume to reach the Boggabri area.

CC – asked what happened around January 2019?

HR – informed the members that BCOP was not pumping at this time and it may have been other users of the alluvial aquifer.

CC – asked when was the last time BCOP pumped from the river?

HR – explained that it was during the November 2018 release. No pumping since late November to the present.



HR – explained that the distance from the Glenhope bore from the Victoria Park production bore and Wilberoi East is around 1.6km.

RG – explained to the members that his bore had not dropped in the last 20 years and have lost most of their bores when irrigators came to the area. None of which have offered to make good. He continued to tell the members that he has neighbours that are currently pumping while he is carting in water.

CC – asked if bore level fluctuation is a common occurrence?

RG – replied yes, it is.

MN – asked for some clarification of how deep the bores need to be?

HR – explained that aquifers change in depth, thickness and geological conditions which all determine where and how plentiful the bore will be.

CC – mentioned that herself and MN missed the AGE presentation and asked if they could get a copy of it.

BCOP – to provide a copy of the presentation.

#### **Correspondence:**

##### **NSW Department of Planning & Environment**

MOD 7 response to representations

DoPE referred to IPC

##### **NSW Department of Planning & Environment Resources Regulator**

MOP Amendment Approval

##### **Department of the Environment and Energy**

Nil

##### **Environment Protection Authority (EPA)**

Approval to surrender EPL20404 Forest View Quarry

Submission of EPL20404 Annual Return

Submission of EPL 12407 Annual Return

##### **Letter from Maules Creek CWA**

**Letter from local community member regarding loss of water on their property.**

#### **NSW Department of Planning & Environment**

- MOD 7 - coal area change for BCOP coal access and for coal samples to be moved by road was submitted in 2018 and was referred to the IPC. DoPE uploaded MOD 7 to the website for submissions. Representations were made and BCOP are commenting on these representations.

RD – MOD 7 is now with Independent Planning Commission (IPC).

DM – the IPC have asked the DoPE to forward representations to BCOP for comment. Only 5 of the 27 representations have been shared, BC didn't see any of the representations before IPC asked permission to share these with BCOP. IPC have asked for more information.

RD – asked if the final decision is up to the IPC?

DM – replied yes.

RD – asked why was it referred to the IPC?





<p>DM – replied that it is unusual to have IPC approval. DoPE can refer projects to the IPC for determination BCOP is unsure on why it was referred, maybe due to the upcoming election. Mod 7 is available on the website.</p> <p>PF – informed the members that the DoPE have recommended MOD 7 for approval and asked the IPC to also rule.</p> <p>RD – asked if the community is privy to the changes to MOD 7?</p> <p>DM – Clarified that no changes have been made to the Mod 7</p>
<p><b>NSW Department Planning &amp; Environment Resources Regulator</b></p> <ul style="list-style-type: none"> <li>MOP Amendment approved.</li> </ul>
<p><b>Department of the Environment and Energy</b></p> <ul style="list-style-type: none"> <li>Nil</li> </ul>
<p><b>Environment Protection Authority (EPA)</b></p> <ul style="list-style-type: none"> <li>Approval to surrender EPL20404 Forest View Quarry</li> <li>Submission of EPL20404 Annual Return</li> <li>Submission of EPL 12407 Annual Return</li> </ul>
<p>RD – asked if members could be given handouts of the presentation prior to the meeting to write notes against.</p> <p>BCOP – will do this moving forward.</p>
<p><b>1. Company Reports &amp; Reviews:</b></p>
<p><b>Presentation</b></p> <p><b>Noise Monitoring:</b></p> <p>DM – As mentioned at the November 2018 CCC meeting, attended noise monitoring is only required at – Sylvania, Picton &amp; Barbers Lagoon. December 2018- February 2019 monitoring has been conducted. No exceedances recorded for night monitoring December 2018, January and February 2019 – kept under 35 criterion, LAeq 15 minutes.</p> <p>KC – asked if the monitoring breaks it up into the different noise frequencies?</p> <p>PF – Yes, it is.</p>
<p><b>Air Quality Monitoring:</b></p> <p>DM – went through the 2018 High Volume Air Sampling results and explained the spike that occurred at both Merriown and Roma (private property) monitors on the 15<sup>th</sup> December 2018. Merriown mine owned property with monitor 200m from gate. Increased annual average due to dry weather events. There was a regional dust event. He informed the members that these monitors run for 24 hours at a time every 6 days.</p> <p>CCC – general comments about the lack of data collected</p> <p>BCOP – explained contamination from various sources excludes the use of this data</p> <p>MN – asked for Tarrawonga Coal Mine (TCM) and Maules Creek Coal Mine (MCCM) to be pointed out on the Air Quality Monitoring map. He told the group that he was out at MCCM on the 19<sup>th</sup> December and saw a lot of dust coming from Boggabri Coal Mine and asked BCOP to explain why.</p> <p>BCOP – will look into dust levels for the 19<sup>th</sup> December by checking other data.</p> <p>DM – explained that Merriown and Roma monitors run at the same time.</p> <p>KC – asked if BCOP owns Merriown property?</p> <p>DM – replied yes.</p> <p>CC – asked why there is a reading only in Sept 18 for D4 for depositional dust monitoring?</p> <p>DM – explained that the samples collected at Greenhills are often contaminated and therefore cannot be counted in the rolling monthly average.</p> <p>KC – can the location of the dust gauge be changed to provide more useful information?</p>



<p>DM – explained that it is an EPL point. BCOP are to interrogate depositional dust results. PF – explained to the group that there is an argument for the value of this method of sampling, but it does provide good historical data.</p>
<p><b><u>Ground Water Monitoring:</u></b></p> <p>DM – explained the continuing groundwater trends in the chart. Bores in alluvium, volcanic and coal seams. Hard rock bores and coal seams ahead of mining are depressurising and leading to standing water levels dropping away. Alluvial bores have been slightly increasing over time since 2009. PF – pointed out the locations of hard rock monitoring bores compared to alluvial bores. Alluvium bores are constant and seen as relatively flat lines. HR – explained the depressurising of the deep bores ahead of mining which is causing the standing water levels to drop.</p> <p>DM – Ground water monitoring – one in alluvium and one in volcanics.</p>
<p><b><u>Water Storage:</u></b></p> <p>CC – asked if BCOP's water storage was charged through bores and what are BCOP's river and bore licences? DM –replied that BCOP has a permanent Zone 4 allocation of approximately 1000 units for the water year with access to purchase supplementary water on the open market. Two river licences – upper/lower Namoi Licences. Will provide data to CCC. Water storage – 600/580ML at present. BCOP to provide water licences numbers to members. CC – asked if BCOP can operate with the current level of water storage? DM – replied yes CC – asked how long would the current water storage capacity would last BCOP? PF – replied twelve months to two years till early 2021. Water is important and we have a strategy to review monitor and continue to manage going forward. CC – does BCOP have a high security water licence? PF – replied no. Maules Creek has a high security river water licence. KC – asked what a high security water licence was? CC – Priority water - if there is water to be had, you can access the water. PF – BCOP is dependent on bore licences and not on river allocation. KC – Does anything happen if other uses are in need of water and you have water? DM – BCOP is required to scale back production to match its available water. PF – explained that it is incumbent on BCOP to have no effect on other users of the alluvial aquifer. KC – asked if BCOP would reduce the amount of pumping to help others that may rely on the same water source? PF – we are continually looking at options to reduce water usage. Water Management is an important site issue and it has received increased focus due to the ongoing dry conditions. KC – asked if BCOP couldn't produce, what would you need to control dust etc? PF – replied that it is definitely weather dependent. The site may use up to 10-12ML per day on very dry days – from up to 8-9 trucks, otherwise 3-4ML per day. CC – asked if BCOP is using dust suppression product?</p>



<p>PF – replied yes, BCOP is using dust-a-side and another product.</p> <p>CC – asked if the CCC can get a representative from dust-a-side to talk to the group briefly to give more information?</p> <p>DM – Replied that there are different suppliers of products and many different products that can be used as dust suppression. Product used depends on soil types and uses soil extenders or soil binders. Explained water saving ability for areas where products can be used. It was floated to the members that HR would be best to give a 10 minute presentation as he has done the research on site at the next triple mine CCC meeting.</p> <p>BCOP – It was agreed that HR will address the members about dust suppression used on site. BCOP to give members a list of dust suppression products used on site.</p>
<p><b>Rainfall</b></p> <p>379.4 mm to February 2019</p> <p>No Comments</p>
<p><b>Exploration:</b></p> <p>PF – demonstrated on the map the different leases across the site. Exploration on CL 368 and drilling in front of A399 (west).</p> <p>BCOP to provide a new/better map in the next presentation.</p> <p>No exploration activity on A355 (off to the left), or ML1755 (south west) during 2019</p>
<p><b>Community Complaints:</b></p> <ul style="list-style-type: none"> <li>Currently investigating feedback from local landholders regarding impact to water supply from ground water bores as a result of the operation of BCOP groundwater bores. <ul style="list-style-type: none"> <li>Update – An experiment has been conducted to determine the effect on landholder water supplies as a result of the operation of BCOP bore field.</li> </ul> </li> </ul> <p>The 'Landholder bore groundwater drawdown assessment' by AECOM concluded that:</p> <ul style="list-style-type: none"> <li><i>Landowners bores have not been drawn down by pumping of the BCOP borefield and in accordance with the Aquifer Interference Policy it has been demonstrated that there is no unacceptable drawdown and make good provisions do not apply.</i></li> </ul> <p>A Peer Review of the AECOM drawdown assessment, by James Tomlin of Australasian Groundwater and Environmental Consultants Pty Ltd <i>agreed with the conclusion that pumping from the Boggabri mine borefield is unlikely to have impacted the landholders to date.</i></p> <p>CC – asked if BCOP has looked at the bore the neighbour believes has lost water?</p> <p>DM – Replied that BCOP was advised to install a logger on that bore, which was declined by the owner. BCOP was however, given access to manually dip the bore.</p> <p>CC – asked if BCOP did manually dip the bore?</p> <p>DM – replied yes.</p> <p>RD – Read a letter from the bore owner to the CCC members. The letter was dated the 14<sup>th</sup> February 2019 and had not been received by BCOP prior to the meeting. Letter expressed disappointment in BCOP and felt BCOP was indifferent to the problems. Increased dust, increased noise from train line. Planting crops have become problematic with decreasing available water leading to loss of farm production. Brighton bore water levels dropped to 6.5 feet from 2.5 inches. Unable to water stock so stock sold. Received 1-3 loads of water from 6</p>





April to 28 December which was cancelled after rain. Offer of installing digital monitoring was declined. The water report stated BCOP not responsible and aquifer trigger not applied.

CC – asked if BCOP has done manual dipping on David Gillham's property.

DM – replied that electronic loggers were placed into that well.

CC – asked were there any impacts on that bore?

DM – informed the members that the bore that was allegedly impacted was a shallow bore that is just touching the top of the aquifer. Therefore, bore easily affected by low rainfall and low river, etc. From our records of manually dipping there has been an approximate drop in water level of ~60cm.

CC – where is the well?

DM – replied approximately 30m from the from the Brighton house. The hydrogeologist suggested the loggers to get as much information as possible. One dip every 48 hours will not give as much information and it will not be as accurate.

DM – ensured the members that BCOP will continue to openly engage with the neighbour.

MN – asked if the neighbour had brought this to the mines attention prior?

DM – replied yes, a complaint was made in August as shown on the complaints graph. BCOP provided water as required under the project approval conditions until it was determined through scientific investigation that BCOP was not affecting their bore.

RD – expressed that often it is the person who is being impacted that has to prove it. The mines have access to a number of resources to help prove this and the landholder does not.

DM – explained that BCOP investigated the impact.

RB – informed the group that BCOP has offered access for the landholder to the hydrogeologists. The landholder has asked some questions that BCOP has been unable to answer so they have been referred to the hydrogeologists.

RD – expressed the importance of open and honest communication between the mines and those impacted and it needs to be improved.

DM – explained that BCOP acted on these concerns promptly and offered to install logging device on the property but the offer declined by the landowner. Manual monitoring is possible but continuous loggers are better for data collection.

RG – told the group that he has never received make good offers from his neighbours that are affecting his bore. It is a big thing that the mine has made good.

RD – asked that communication stay open and honest between the two parties.

RB – agreed that good communication is critical in this situation. BCOP has opened the door to look into other options. The report is only a part of the journey and not necessarily the destination. Conversations between the parties are still continuing.

KC – asked if the landholders were still getting water supplied?

DM – replied no, not since it was requested to cease due to rainfall and then the results from the assessment were received.

KC – will you provide water to the neighbour if needed?

BCOP – will provide more water if requested. Happy to keep negotiating and keep open communication.

BCOP – Blast complaint in May 2018

BCOP – Dust complaint in April 2018



DM – explained the traffic complaint in December 2018, offender unknown (may not have been related to BCOP). In response BCOP reiterated to crews and staff of the traffic rules regarding driving to and from work and the routes that are to be taken and those not to be taken. Employees and contractors taken to task about road behaviour.

PF – added that previously when traffic complaints about certain contractors have been received, BCOP has followed it up with the contractor and changed behaviours in a positive way.

## 2. General Business

Nil.

Community sponsorship 2018 \$130 510 –2019 process has commenced.

## 3. Other Business

MN – email questions to chair

asked how much water did BCOP give to Tarrawonga Coal Mine (TCM)? Does BCOP have the water to give? And he had heard that MCCM and BCOP are both giving water to TCM.

DM – replied that last year approximately 200ML was transferred from the Namoi river to BCOP and then onto TCM.

RB – explained the water allocation process and that BCOP did not give any of its allocation to TCM, it just provided the infrastructure for TCM to access their own water allocations from the river. Explained that each mine has water allocations and there is a 3 mine complex approach where each mine is required to assist the other where possible. Provided pump, pipeline and temporary dam storage for WHC allocation from river and then pumped across to TCM.

MN – Asked if BCOP is assisting MCCM to get water to Vickery?

DM – replied No.

RD – asked if the process of transferring the water was free?

RB – explained it was of a cost recovery basis. TCM was only charged what it cost BCOP to provide the service.

MN – asked how much water is in the pit? How many animals are making it down into the pit to drink and are they being killed?

DM – BCOP have not had any reports of animals making their way to the pit to drink the water.

RB – explained that the only rain water captured in pit is what falls in the pit. BCOP has little to no inflow from open pit faces. The water is pumped to outside of pit storage dams around the site after rainfall events as water interferes with operations. Only a swimming pool size area of water left. Occasionally there will be a kangaroo in the pit but supervisors will often try to lead the animal out of the pit and out of harms way. No capture and intentional killing occurs.

KC – asked do you get birds in the pit?

DM – replied not usually. They tend to hang around the dams outside and near the administration areas.

KC – asked if the water quality is good? No toxic dams, has sediment.

PF – replied yes.

Namoi Regional Air Quality Advisory Committee (NRAQAC)

CC – gave an update on the NRAQAC.

It is an overarching committee for the whole area not just Boggabri. The committee has been talking with Leanne Graham from OEH who has been pulling together a quarterly report for the region and Cath has taken it on to help distribute the information through CCC meetings.

- Air quality for the region was good for the past quarter although there were dust events.
- Real time monitors are operating, Gunnedah and Narrabri



- A Boggabri monitor is on the agenda. The cost of the monitor would wipe out the Trust budget so the committee is putting it to the State government to pay for the monitor.

CC – expressed to the committee that she was gaining a greater understanding of the different types of dust and emissions. It is the real time monitoring that will benefit this area and it will benefit the community to be better aware.

DR – to provide links to the committee for NRAQAC information.

GE – expressed concerns again for the idling locomotives in town.

DR – explained that he and Lindsay Fulloon are still trying to organise someone from ARTC to come and talk to the joint CCC.

RD – asked if anything had been followed up regarding the Tyre Stewardship Australia recycling program mentioned in the MOD 7 CCC meet in September?

PF – explained that he had spoken to Bridgestone and they were a part of the program but nothing else has been followed up.

RD – asked why can't the large off road tyres be recycled?

PF – explained that it is likely to be technology limits. There were some older trials, but we are not aware of anything more recent. Current industry standard is to dispose of heavy earth moving tyres into the pit as these are not currently recyclable. Light vehicle tyres – recycle data available in annual review.

RD – asked if Baradine still the custodians of the Leard State Forest?

DM – explained that Forestry NSW are the custodians of the land and that there is an office in Baradine and Dubbo. The people that BCOP have dealt with have always been located at Dubbo.

ST – read a letter from the Maules Creek Country Women's Association to the members about the Tier 1 critical habitat rating of Leard SF and asked BCOP to stop clearing the Leard SF.

BCOP to respond to the letter in writing.

MN – asked if the Vickery Project is claiming parts of your biodiversity offsets that BCOP shares with Whitehaven Coal?

DM – explained no. Boggabri and Whitehaven Offset properties are owned by either Boggabri Coal, Whitehaven Coal with some jointly owned. Offsets are not jointly claimed.

MN – told the group that he had heard in the community that it will be shared with Vickery.

Discussion regarding the existing and alternate wildlife corridor was had.

DM – under the project approval BCOP can seek to mine the vegetated corridor but will need to provide an alternate corridor that will be to the satisfaction of the Secretary. The void will be backfilled so it is free draining.

RD – will there be a void at the boundary of BCOP and MCCM?

DM – replied no it will be backfilled to be free draining. It will not be at current surface level, there will be a slight depression.

RB – BCOP can provide a concept of the final void based on the 2010 EA.

KC – asked if MCCM are able to clear their 250m of the corridor if BCOP cannot provide a 500m alternative corridor?

RB – That would depend on MCCM approval conditions.

KC – asked if BCOP's commonwealth offsets line up with Whitehaven Coal's?

DM – Some of our offsets share common boundary but are not shared in terms of value

KC – asked if BCOP's offset have been finalised?



DM – In perpetuity agreement not currently in place. Boggabri Coal owns all the required offsets and are managing them in line with the Biodiversity Management Plan and committed to the agreement. BCOP will organise for Alex Cockrill from WSP to give an overview of the biodiversity offsets. Members to provide questions prior to this meeting.

DM – Explained to the members that the areas are established, managed and the conservation covenants process has started. A third party, along with state and federal government have agreed that the offsets are like for like. BCOP has committed to getting covenants. State government are stalling the process. BCOP is limited by mechanisms to secure lands for in perpetuity.

RD – asked when BCOP thinks it will be finalised?

DM – planting 3 500 ha a determination of Mod 7 needs to be made and we are unsure of the timing. Waiting for IPC determination to decide on option.

KC – how much offset area is like-for-like?

DM – 7000 ha

PF – explained that on the ground the areas we established some years ago.

RD – expressed that the community is struggling with the process.

DM – explained that this offset package meets the project approval conditions – conservation/stewardship agreement to ascertain like-for-like.

DR – closed out the meeting by giving the dates for the rest of the 2019 CCC meetings.

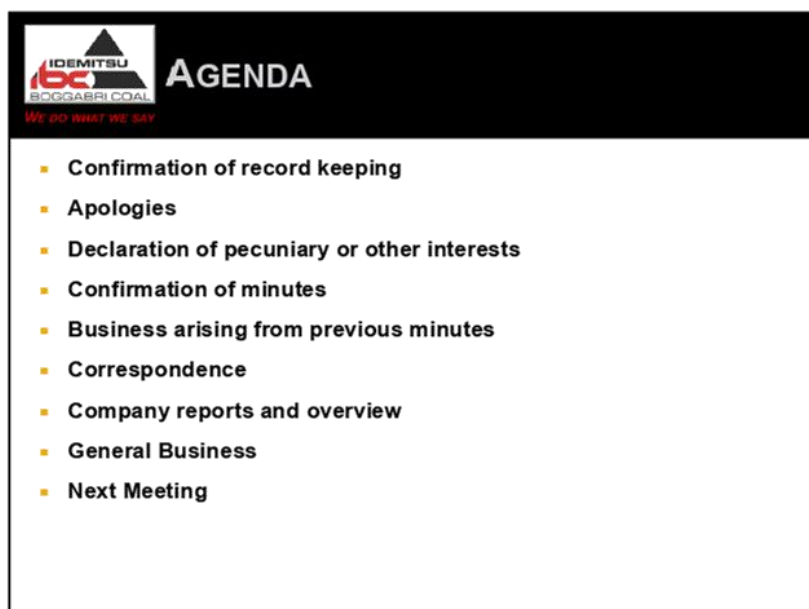
#### 4. Next Meeting

Thursday 16/05/2019 at 9am at Boggabri Golf Course

Meeting Closed at 12.15pm.


Actioned against	Action to be done
BCOP	Organise a field trip for the August meeting for members to see sound attenuation equip on plant and visit rehab areas
BCOP	Provide a copy of the AGE Hydrogeologist presentation from August 2018 to members
BCOP	Provide presentation handouts to members prior to the commencement of CCC meetings
BCOP	Look into site dust levels for the 19 <sup>th</sup> December 2018.
BCOP	Provide members with water licence numbers
HR	Give an overview of dust suppression products used on site.
BCOP	Provide members with a list of the dust suppression products used on site.
BCOP	Provide new exploration map in the presentation
DR	Provide link to the NRAQAC website to members
BCOP	Respond to the CWA letter requesting BCOP to cease tree clearing in 2019.
BCOP	Provide a concept of the final void based on the 2010 EA
BCOP	Organise for Alex Cockrill to give an overview of the biodiversity offsets at the May CCC meeting.
Members	Provide questions for Alex by the end of March 2019


8/11/2018



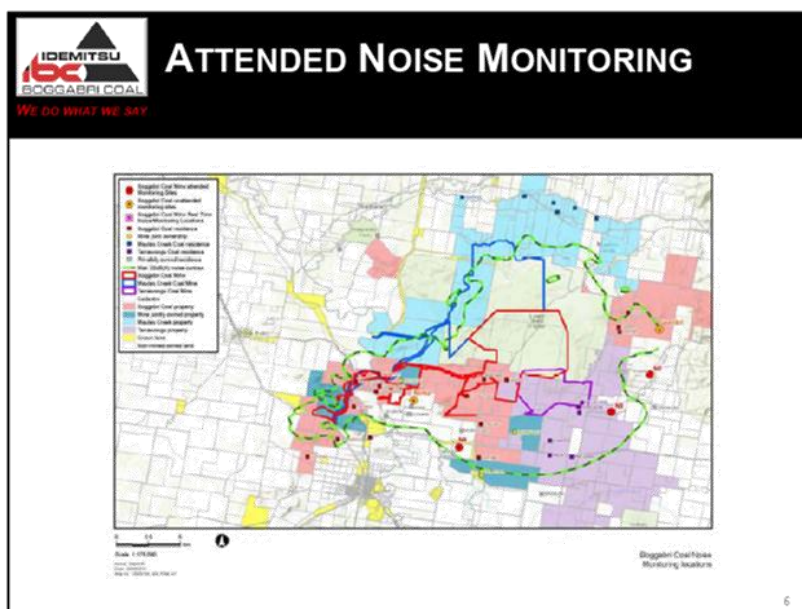
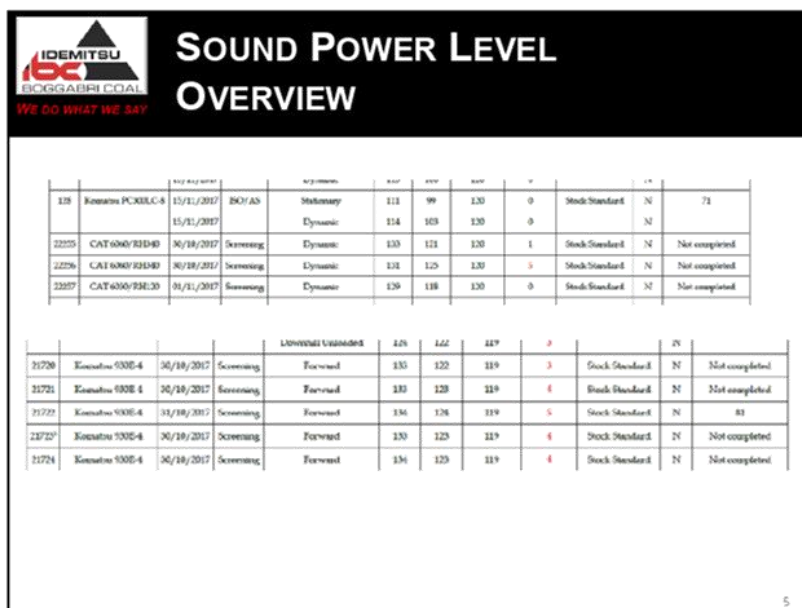


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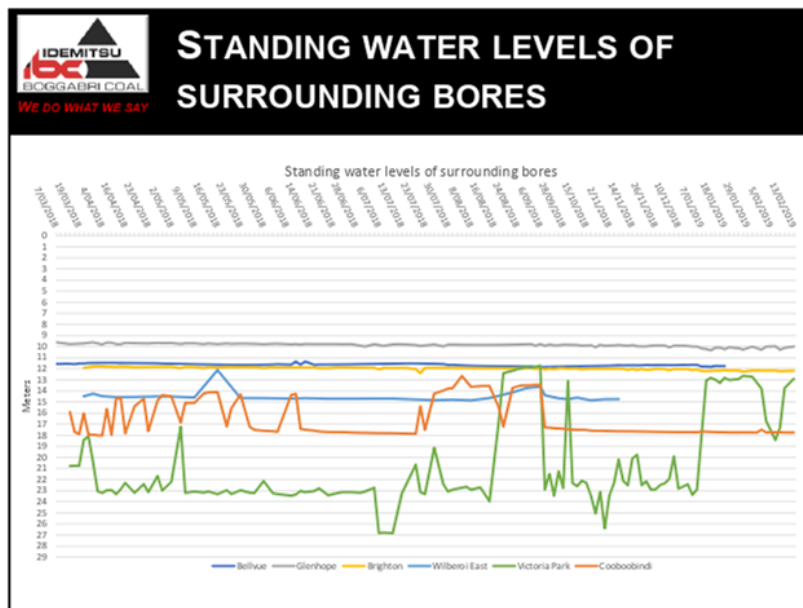
 <b>BUSINESS ARISING FROM PREVIOUS MINUTES</b>	
Actioned against	Action to be done
Peter Forbes	To provide at the next CCC an overview of SPL monitoring and equipment noise levels.
Robert Kneale	Investigate within the Narrabri Shire Council what the issue with site access signage on the Kamilaroi Highway.
Daniel Martin	Provide written responses to the CCC members questions prepared for James and Laura.
Daniel Martin	Let the committee know when the Regional Water Strategy is approved and on the website if approved prior to the May 2019 Joint CCC.
BCOP	Provide charts for alluvial bores standing water levels from outside BCOP in the area at the February CCC meeting.
Hamish Russell	Provide an update of the bore monitoring experiment at the February 2019 CCC meeting.
BCOP	Provide Robert Kneale clarification on site access signage.
BCOP	Provide timeframe for housing commitments at the February 2019 CCC meeting.
BCOP to action	Concerns of corridor to be addressed in future meetings.
BCOP	Provide a map of the corridors.

 <b>SOUND POWER LEVEL OVERVIEW</b>	
<ul style="list-style-type: none"> <li>■ Sound power (weighted) Level – SWL – How much <u>noise it makes</u>.</li> <li>■ Sound Pressure Level – SPL – How much <u>you can hear</u>. This depends on how much <u>noise it makes</u>, distance, weather, topography. This is monitored monthly at designated locations.</li> <li>■ SPL's are low and compliant at receptors (neighbours). See attended monitoring in a few slides.</li> <li>■ SWL for some pieces of plant are in some cases higher than the original modelling (2010 Environmental Assessment) and we are working to reduce these. This modelling was conservative.</li> <li>■ New equipment is attenuated to SWL goals.</li> </ul>	

8/11/2018



8/11/2018



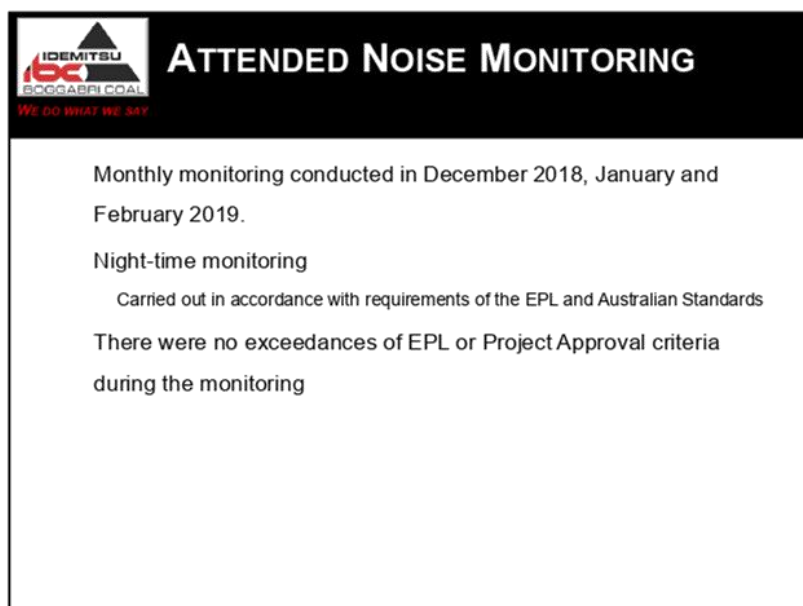
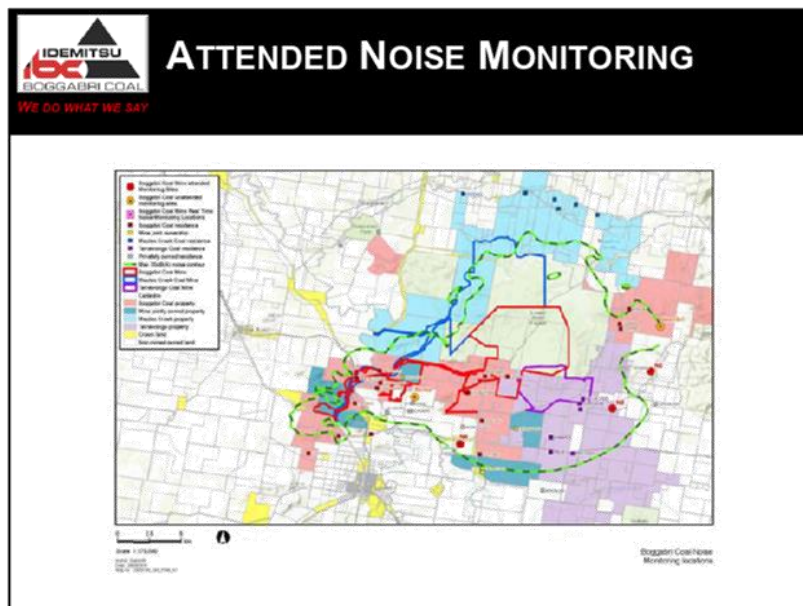
**IDEMITSU**  
**ECOGARRI COAL**  
WE DO WHAT WE SAY

## CORRESPONDENCE

<b>NSW Department of Planning &amp; Environment</b>
- MOD 7 response to representations
- DoPE referred to IPC
<b>NSW Department of Planning &amp; Environment Resources Regulator</b>
MOP Amendment Approval
<b>Department of the Environment and Energy</b>
Nil
<b>Environment Protection Authority (EPA)</b>
- Approval to surrender EPL20404 Forest View Quarry
- Submission of EPL20404 Annual Return
- Submission of EPL 12407 Annual Return



8/11/2018



8/11/2018



## ATTENDED NOISE MONITORING RESULTS – 2018

Attended Noise Monitoring	L <sub>Aeq,15min</sub> Impact Assessment Criterion	Jan-18	Feb-18	Mar-18	Apr-18	May-18	June-18	July-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18
Goonbrri	0	0	32	0	28	20	32	31	29				
Sylvania	35	0	0	0	<25	0	0	<25	0	0	0	0	0
Picton	35	0	0	<20	0	0	0	0	0	0	0	0	0
Barbers Lagoon	35	0	<25	<25	0	0	0	0	0	0	<30	0	<30
Glenhope 94 Warners Road	0	0	0	25	0	0	0	0	0				
Roma Vine Lane	35	0	0	0	0	0	0	0	0				
Arlington	35	0	0	0	0	0	0	0	0				
Roma 294 Warners Road	0	<25	0	25	0	0	0	0	0				

The new Noise Management Plan was accepted by The Department of Environment on the 6<sup>th</sup> September 2018. Attended noise monitoring is now only required at Sylvania, Picton and Barbers Lagoon.

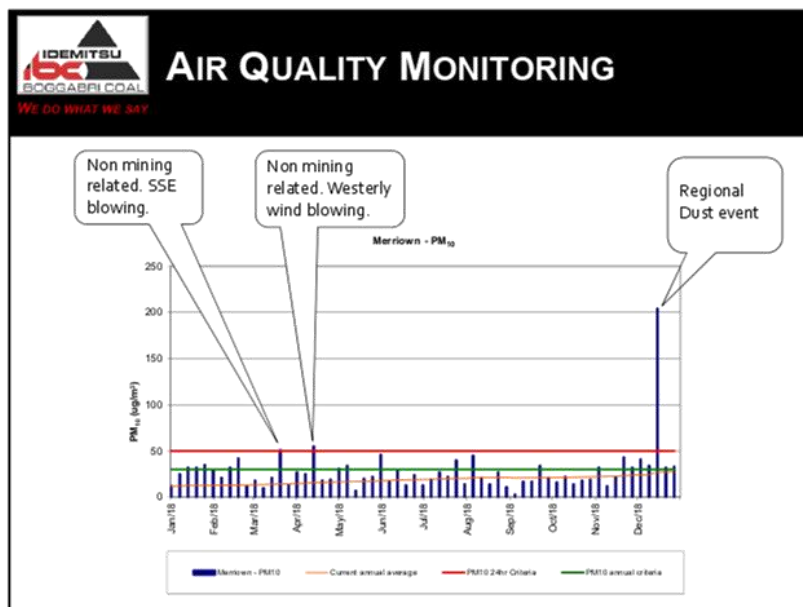
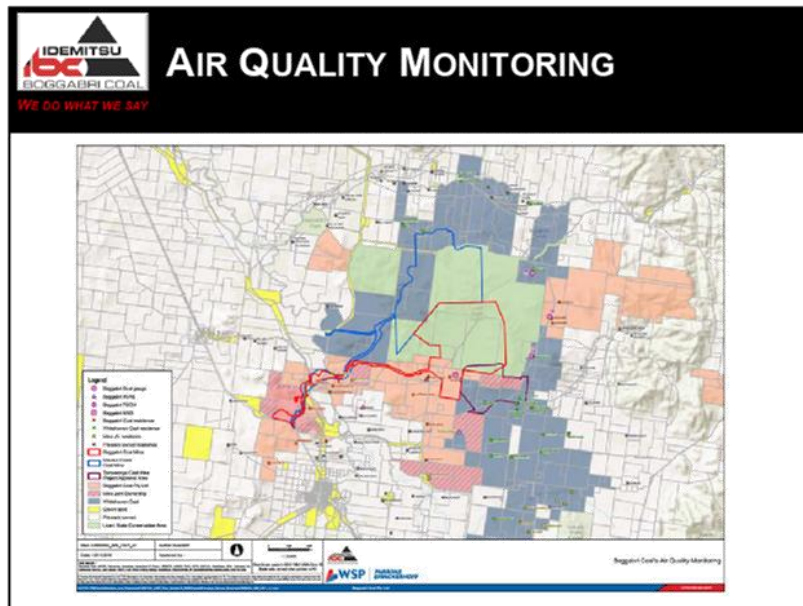


## ATTENDED NOISE MONITORING RESULTS – 2019

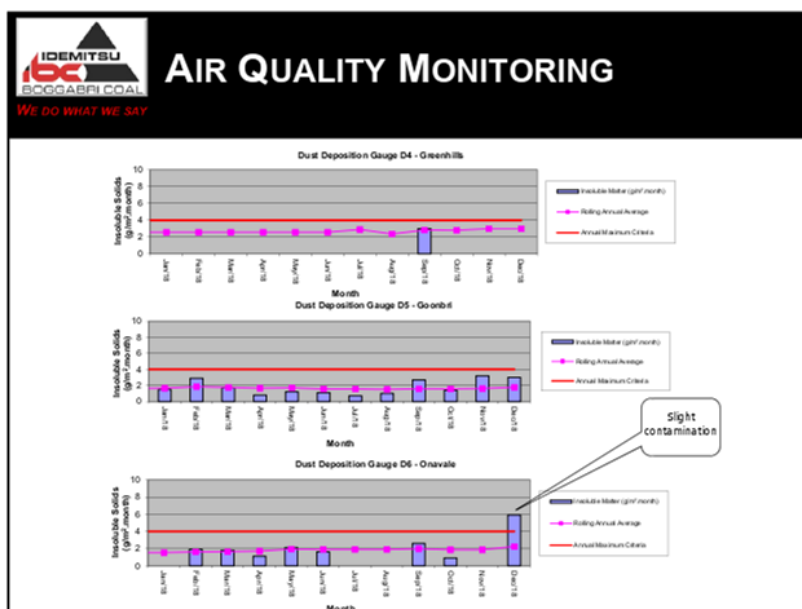
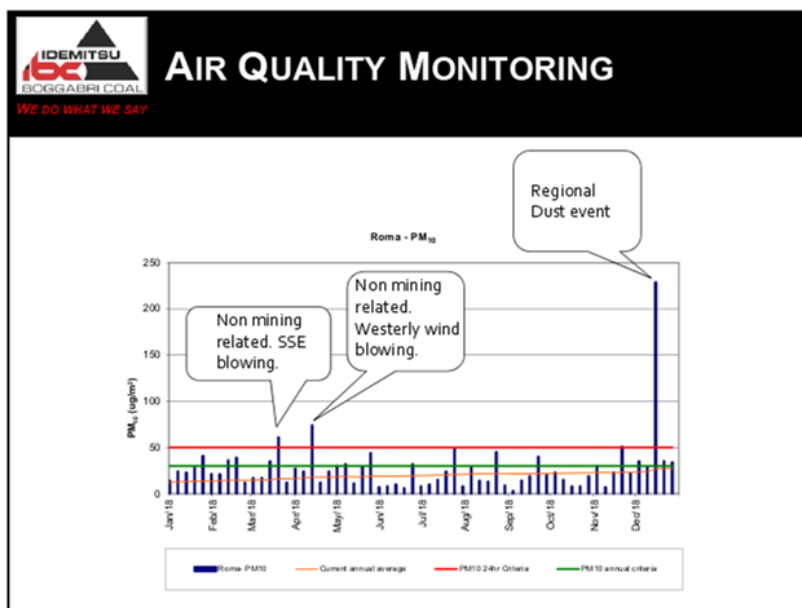
Attended Noise Monitoring	L <sub>Aeq,15min</sub> Impact Assessment Criterion	Jan-19	Feb-19	Mar-19	Apr-19	May-19	June-19	July-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Sylvania	35	0											
Picton	35	0											
Barbers Lagoon	35	0											

The new Noise Management Plan was accepted by The Department of Environment on the 6<sup>th</sup> September 2018. Attended noise monitoring is now only required at Sylvania, Picton and Barbers Lagoon.

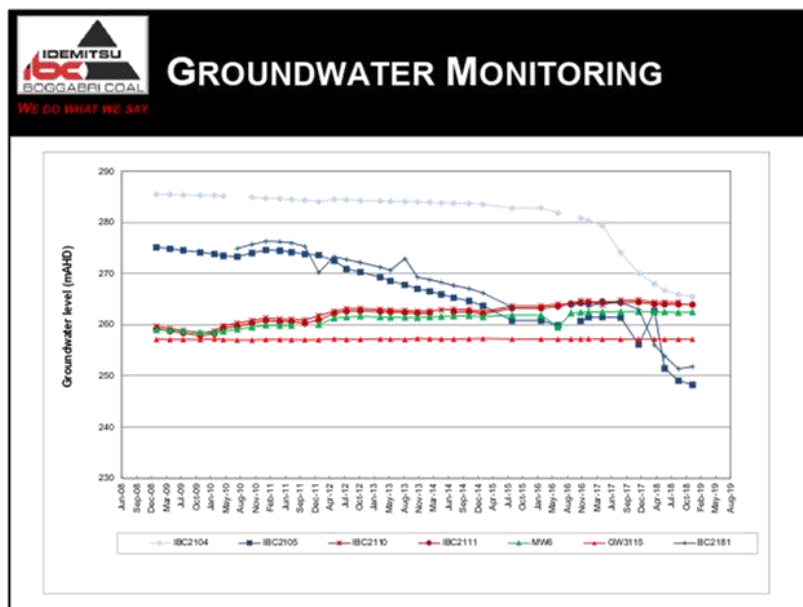
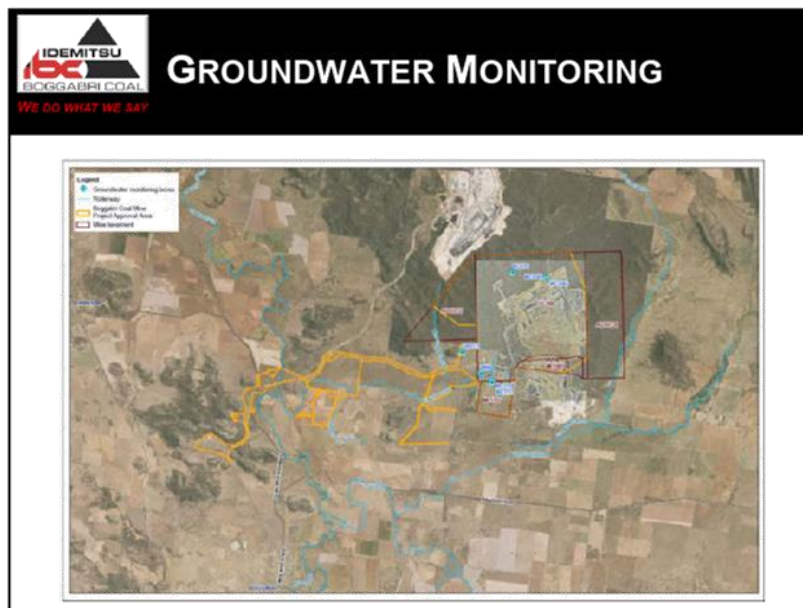
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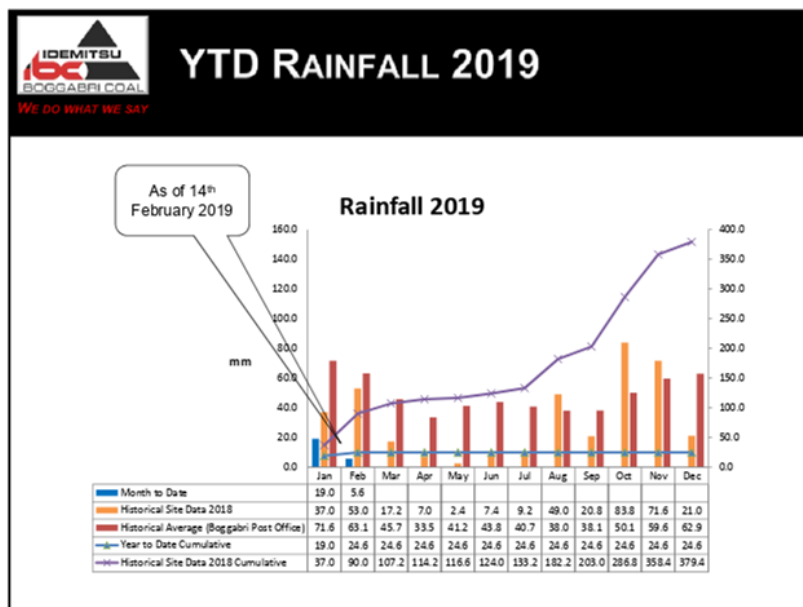
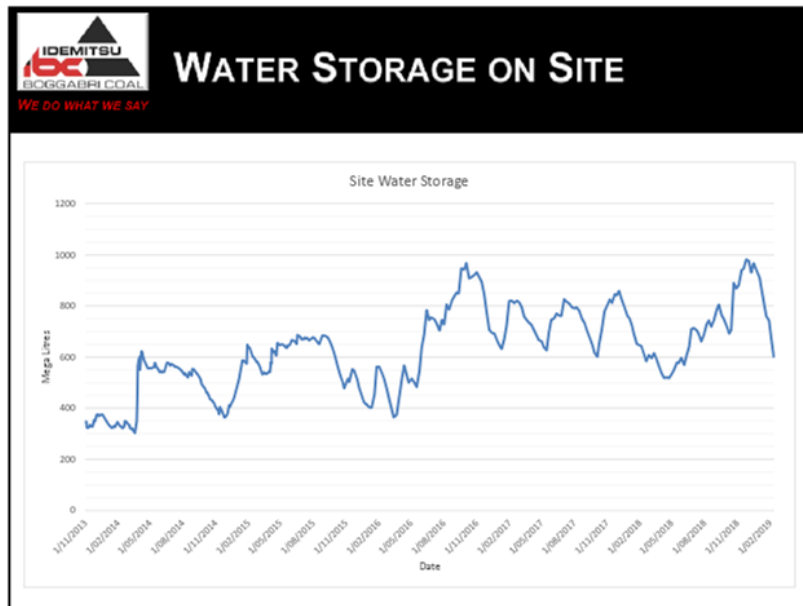
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**EXPLORATION ACTIVITIES**



Exploration activities for 2019 are located on CL368 and A399.

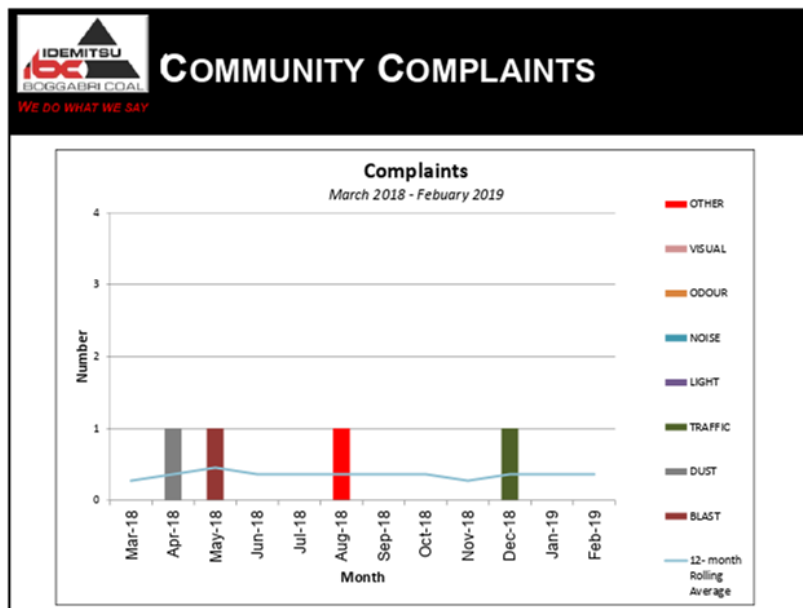
No physical activities to occur on A355 or ML1755 during 2019



**COMMUNITY COMPLAINTS/FEEDBACK**

- Currently investigating feedback from local landholders regarding impact to water supply as a result of the operation of our groundwater bores.
  - An experiment has been conducted to determine the effect on landholder water supplies as a result of the operation of BCOP bore field.
- The 'Landholder bore groundwater drawdown assessment' by AECOM concluded that:  
*landowners bores have not been drawn down by pumping of the BCOP borefield and in accordance with the Aquifer Interference Policy it has been demonstrated that there is no unacceptable drawdown and make good provisions do not apply.*
- A Peer Review of the AECOM drawdown assessment, by James Tomlin of Australasian Groundwater and Environmental Consultants Pty Ltd *agreed with the conclusion that pumping from the Boggabri mine borefield is unlikely to have impacted the landholders to date.*

8/11/2018



**GENERAL BUSINESS**

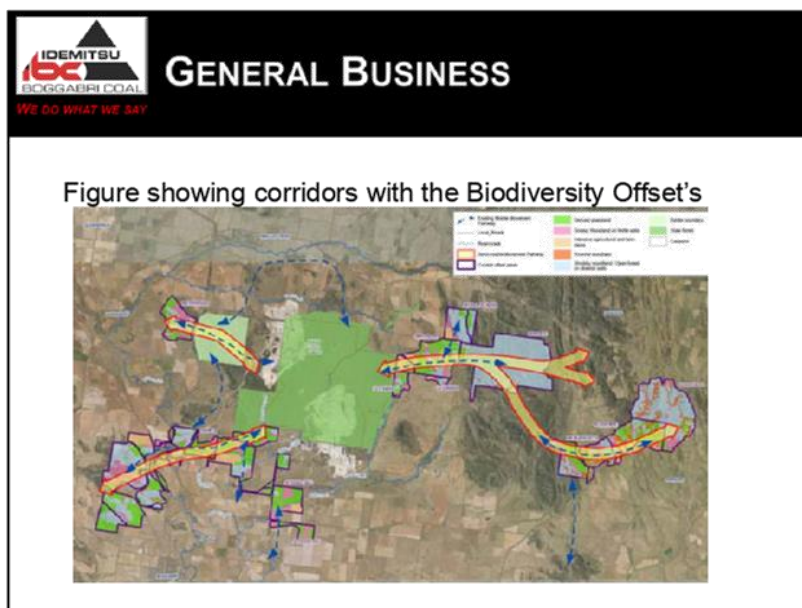
**Community Sponsorships**

2018 Sponsorships	2018
Gunnedah Girls Academy	\$ 30,000
Westpac Rescue Helicopter	\$ 30,000
Drovers Campfire	\$ 10,000
Maules Creek Campdraft	\$ 8,000
Namoi Carp Muster	\$ 5,000
Boggabri Carp Muster	\$ 5,000
Dorothea MacKellar Memorial Society	\$ 5,000
Salvation Army	\$ 3,000
Boggabri Rugby League	\$ 3,000
Manilla Show	\$ 2,500
Miners Bowls day	\$ 2,500
Discretionary Sponsorships	\$ 26,510
<b>Total</b>	<b>\$ 130,510</b>

**Other Business**



8/11/2018



19/03/2019

## **Boggabri CCC Groundwater Presentation**

Prepared by AGE Consultants

16 August 2018



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## **Agenda**

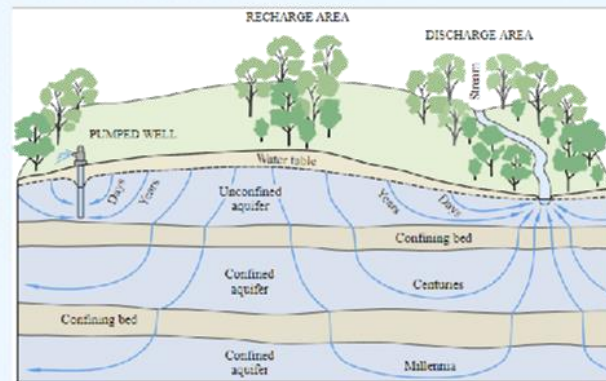
- introductions
- conceptualisation
- monitoring
- modelling
- Namoi Catchment Water Study



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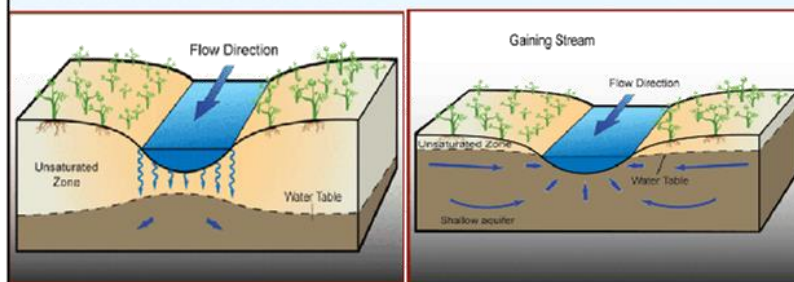
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## Conceptual model



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## Conceptual model



Groundwater Source

Groundwater Sink

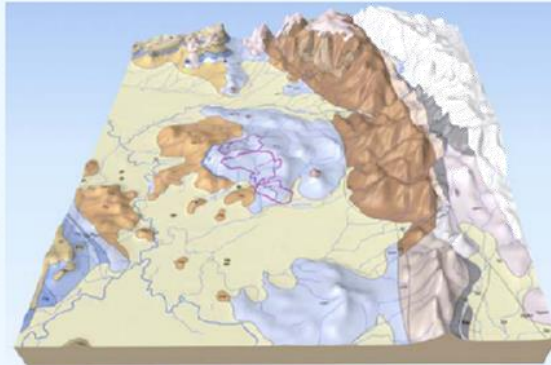
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## Conceptualisation

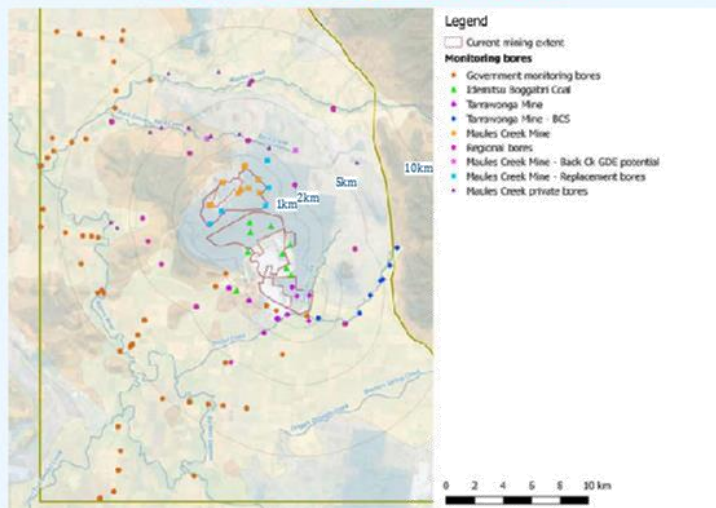


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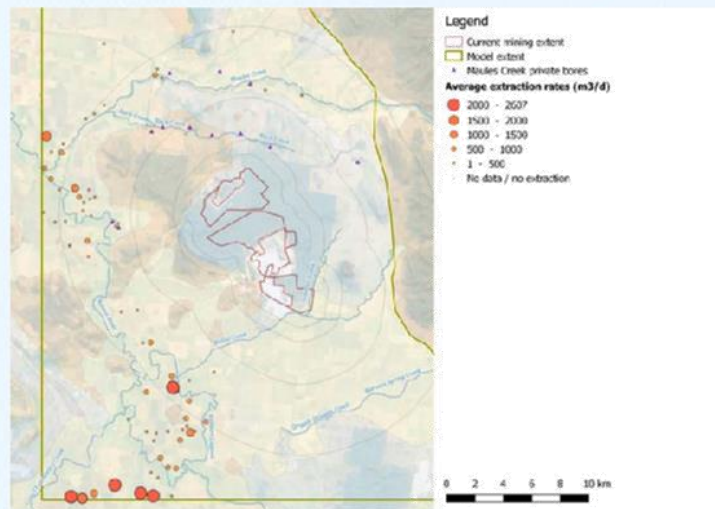
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## Monitoring networks

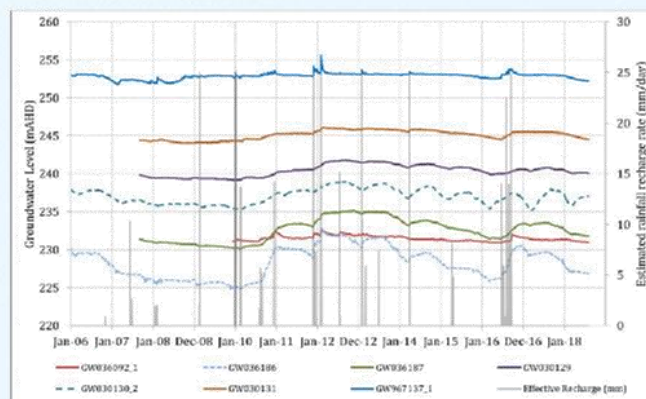


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### Irrigation bores and private monitoring bores

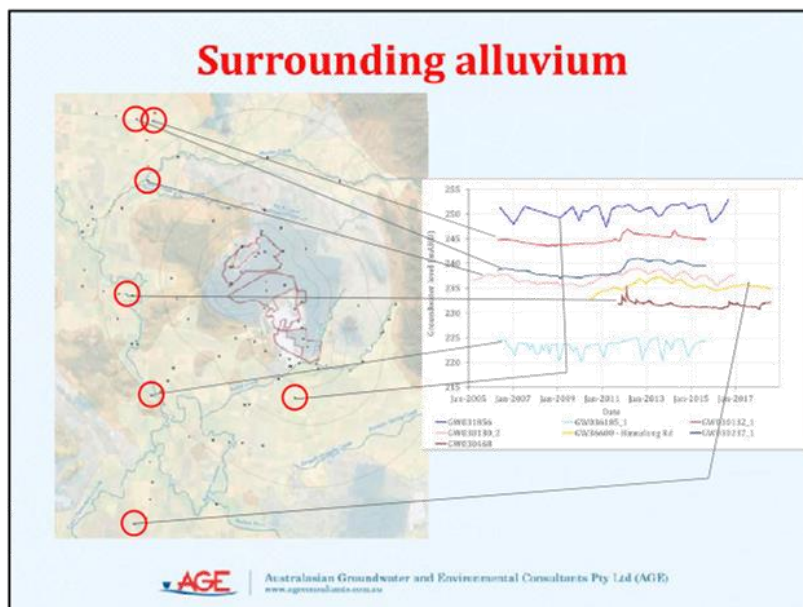
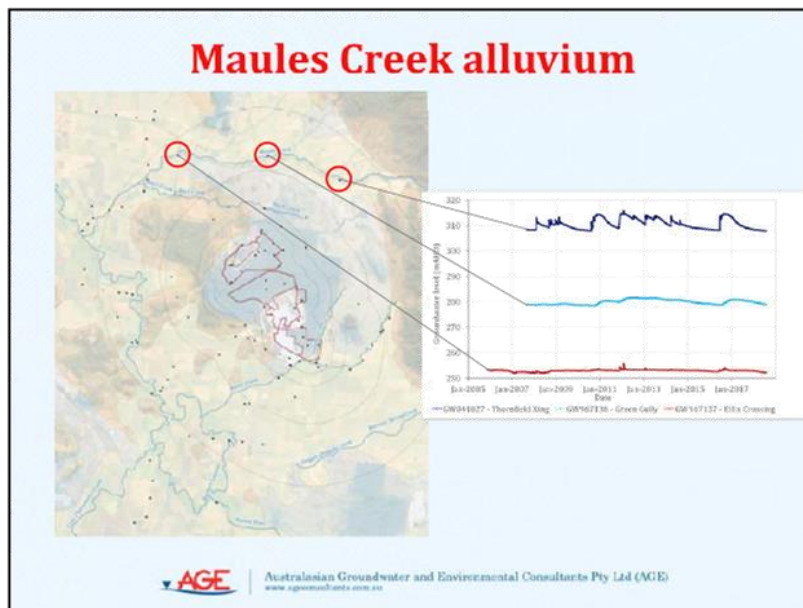


### Recharge



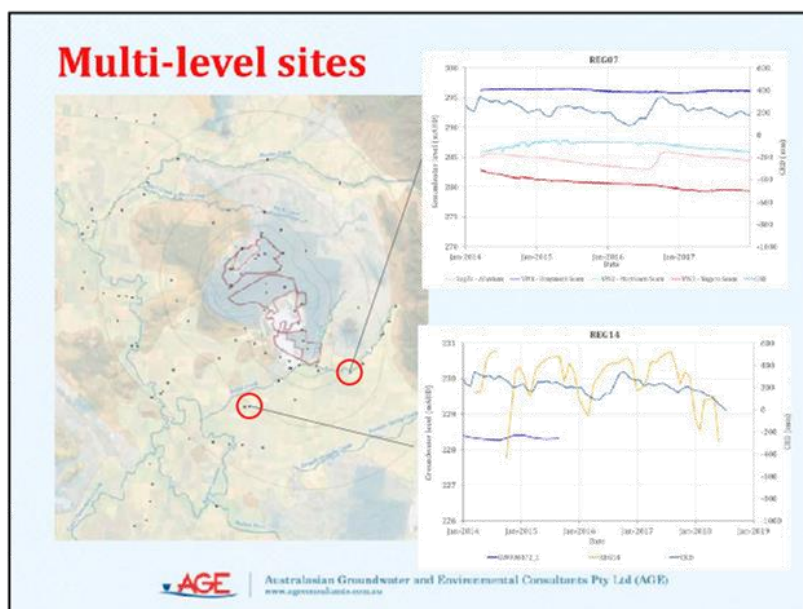
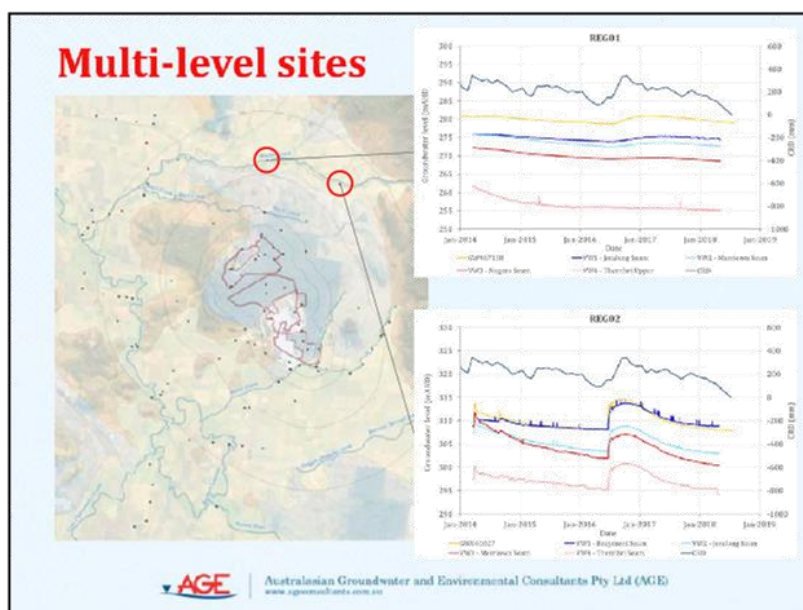
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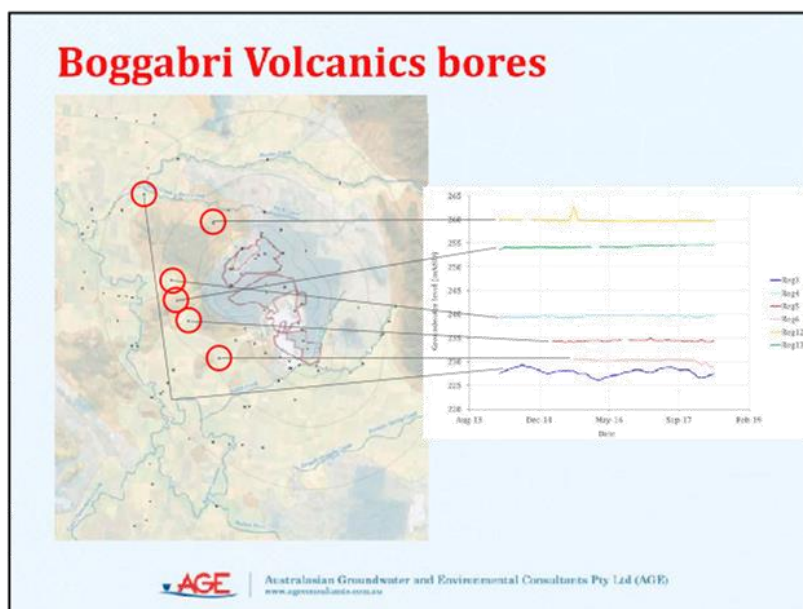
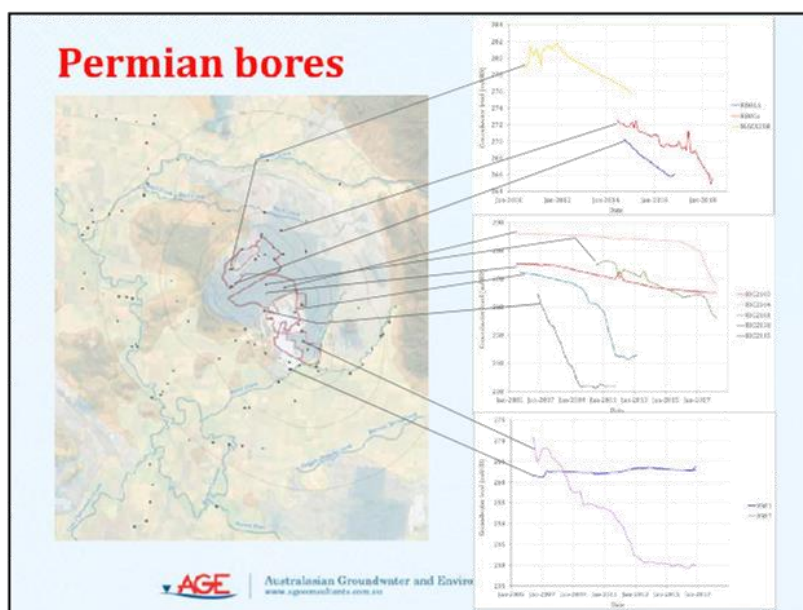




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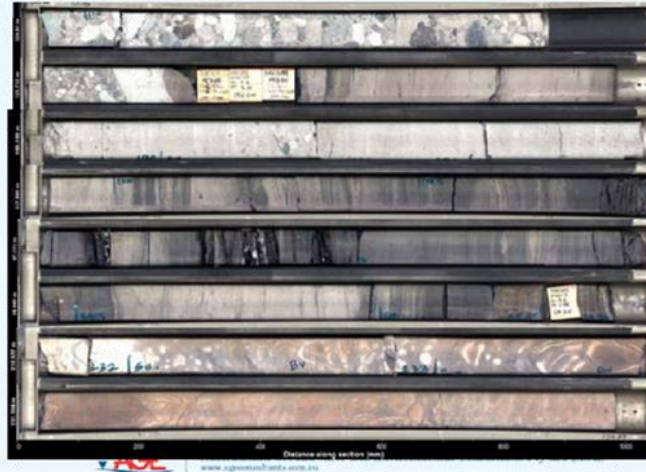
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**Sample core -  
low permeability, mainly fracture flow**



**Numerical modelling**

- 2005 – Boggabri - pre-mining
- 2008 – Boggabri - extension
- 2010 – Boggabri & Maules Creek
- 2012 – Tarrawonga Model
- 2014 – Maules Creek model updated
- 2015 – Boggabri bore field model
- 2016 – BTM complex updated



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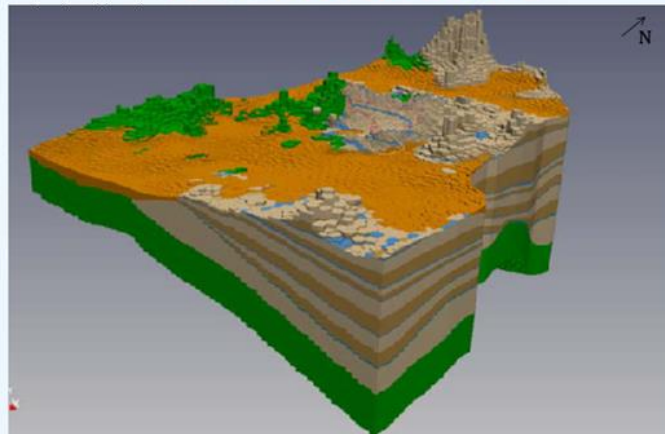
## System stresses

- Inflows:
  - Recharge (or lack of)
  - Irrigation drainage
  - Stream leakage
- Outflows:
  - Bore pumping
  - Mining
  - Stream baseflow
  - Evapotranspiration



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## 3D model structure



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### Predicted pit inflow – Boggabri Mine

Year	Mine inflow (ML/year)	Porous rock (ML/year)	Zone 4 (ML/year)	Zone 11 (ML/year)
WSP total		23,109	21,302	2,223
Mine entitlement	---	877.5	953	0
2018	592	521	68	3
2019	513	434	76	4
2020	529	459	66	4
2021	471	399	67	5
2022	495	411	76	7
2023	483	408	67	7
2024	443	371	64	8
2025	406	334	64	8
2026	381	302	69	9
2027	361	280	71	10
2028	331	248	73	10
2029	313	221	81	11



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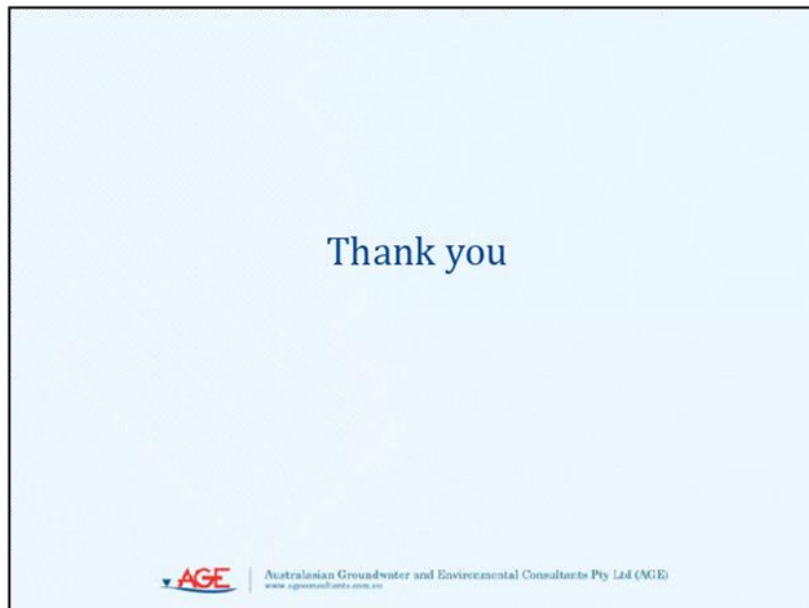
### Namoi Catchment Water Study

- purpose
  - cumulative impacts generated for resources industry
- limitations
  - covered very large area broadly, not localised areas in detail
- updates
  - would not help understand localised impacts any better – local scale monitoring and assessment is superior and already a requirement of approvals



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19/03/2019





## MEETING MINUTES

Meeting title	Narromine to Narrabri (N2N) Community Consultative Committee – Narrabri Sub-committee meeting 2		
Attendees			
Michael Silver OAM (Independent Chair)		Cr Ron Campbell (Narrabri Shire Council)	
Christina Deans (Community Member)		Cr Denis Todd (Warrumbungle Shire Council)	
Ted Hayman (Community Member)		Leanne Ryan (Warrumbungle Shire Council)	
Elizabeth Tomlinson (Community Member)		Alexander Scott (NSW Planning & Environment)	
Jane Judd (Community Member)		Reannan Ellaby, Technical Approvals Lead (ARTC)	
Cindy Neil (Community Member)		Helena Orel, NSW Stakeholder Manager (ARTC)	
Bruce Brierly (Community Member)		Matthew Errington, Environmental Advisor (ARTC)	
Russell Stewart (Community Member)		Kyle-James Giggacher, Project Delivery Engineer (ARTC)	
Stewart Todd (Narrabri Shire Council)		Dr Adam Wyatt, Technical Director Water Engineering (GHD)	
Observers			
Cr Cameron Staines (Narrabri Shire Council);		Elisha Bailey (Department of Infrastructure, Regional Development and Cities - Dubbo)	
Apologies			
Lloyd Sutherland; Scott Divers (ARTC)			
Location	Baradine Bowling Club, Baradine	Date & start time	20 March 2019, 12.45 pm

<b>Topic</b>	<b>Discussion</b>
<b>1. Welcome</b>	<ul style="list-style-type: none"> <li>The Chair welcomed all to the meeting noting the presence of a local government observer and a representative of the Commonwealth Department of Infrastructure, Regional Development and Cities.</li> <li>The Chair also welcomed Mr Russell Stewart to his first meeting.</li> </ul>
<b>2. Declarations of Interest</b>	<ul style="list-style-type: none"> <li>Michael Silver – pecuniary interest - expenses of Independent Chair borne by ARTC.</li> <li>Cindy Neil - non-pecuniary interest. Property located within study area.</li> <li>Christina Deans - non-pecuniary interest. Property located within study area and her professional services may be utilised by affected landholders.</li> </ul>
<b>3. Minutes of Previous Meeting</b>	<ul style="list-style-type: none"> <li>It was noted that the minutes of the inaugural meeting of the Sub-committee had been approved on 17 February 2019 and placed on the proponent's website.</li> </ul>
<b>4. Business Arising</b>	<ul style="list-style-type: none"> <li>Previous Actions:               <ul style="list-style-type: none"> <li>4.1 That ARTC deliver a report and presentation from its hydrologist on the flood modelling for the project to the March 2019 meeting of the Sub-committee - <b>Completed</b></li> <li>4.2 That the Chair to forward the link to the SEARs to Sub-committee members with distribution of the meeting minutes - <b>Completed</b></li> <li>4.3 That ARTC table details of typical corridor fencing to the March 2019 meeting of the CCC - <b>Completed</b></li> <li>4.4 That ARTC table a map detailing the location of noise loggers to the March 2019 meetings of the CCC - <b>Completed</b></li> </ul> </li> </ul>





	<p>4.5 That ARTC provide links to its website to CCC members regarding business and employment opportunities - <b>Completed</b></p> <p>4.6 That Michael Clancy of ARTC be invited to present to the CCC on future freight operation matters associated with the Inland Rail project – <b>May meeting</b></p> <p>4.7 That ARTC provide advice to the next CCC meeting as to the risk management processes to be applied for operation of the Inland Rail should a major fire occur in the Pilliga Forest - <b>Completed</b></p> <p>4.8 That ARTC advise protocols/legislation in respect of freighting hazardous materials on the Inland Rail at the next CCC meeting – <b>Completed</b></p> <ul style="list-style-type: none"> <li>• Cindy Neil questioned the location of loggers relative to the Narrabri residential areas. In response Matthew Errington advised that it was a representative location that was selected to establish baseline background levels. Ms Neil reiterated her concern that they may not be representative of the background and Mr Errington indicated he would discuss her concerns with the noise consultant. Mr Errington indicated that additional loggers may be deployed when the actual alignment is established.</li> <li>• Jane Judd sought clarification on assessment of culturally significant sites in borrow pits. Mr Errington indicated this would be covered in the Proponent's report.</li> </ul>
<b>5. Correspondence</b>	<ul style="list-style-type: none"> <li>• The following correspondence was noted:</li> </ul> <p>1. NSW Department of Planning Environment (DPE) – Advising minor amendments to Community Consultative Committee Guidelines.</p>
<b>6. Proponent's Report</b>	<p><i>Reannan Ellaby, Kyle-James Giggacher, Matthew Errington and Helena Orel from ARTC presented the Proponent's Report. Dr Adam Wyatt from JacobsGHD presented the report on flood modelling.</i></p> <p><b>General Overview</b></p> <ul style="list-style-type: none"> <li>• Reannan Ellaby opened the presentation with examples of indicative fencing that may be used along the proposed rail corridor. Ms Ellaby indicated that fencing of the rail line through the Pilliga and along the alignment was subject to detailed analysis and site specific.</li> <li>• In relation to bushfire issues in the Pilliga State Forest, this would be managed through ARTC's emergency management procedures (available online and link provided).</li> <li>• In respect of Dangerous Goods being freighted, Ms Ellaby advised this was the responsibility of the freight operator to comply with the relevant legislation.</li> <li>• Biodiversity Methodology – Mr Errington advised that a methodology to take account of limited private property access and the drought conditions is currently being prepared. It will be provided at the next meeting of the Sub-committee.</li> <li>• Noise Loggers – Mr Errington noted that the map detailing the location of noise loggers had been forwarded to the Sub-committee. He indicated that some additional noise loggers may be established to gather more background data.</li> </ul> <p><b>Flood Modelling</b></p> <ul style="list-style-type: none"> <li>• Dr Adam Wyatt, Technical Director Water Engineering of JacobsGHD (Newcastle) provided a detailed presentation on the flood modelling associated with the Narramine to Narrabri Inland Rail project.</li> </ul>





- Dr Wyatt explained the various terminology used in flood modelling - refer to attached presentation.
- Elizabeth Tomlinson asked, what data is gathered to inform the modelling? Dr Wyatt indicated a range of information is gathered including historical rainfall records, flood data, stream flow information, design rainfall events (method of estimating reference storm events and inclusion of various intensity and duration scenarios as well as other design and management standards such as the NSW Floodplain Development Manual.  
<https://www.environment.nsw.gov.au/research-and-publications/publications-search/floodplain-development-manual>
- Ms Tomlinson further explored the development of intensity and duration scenarios, particularly in isolated rural areas where very intense storms may occur remote from recording stations yet have a significant impact on a catchment. She asked how these events are addressed in the modelling.
- Dr Wyatt responded by explaining the importance of critical duration in the development of a model. He indicated that the biggest discharge is considered at the bottom of the catchment, that is the total catchment is considered saturated, then depending on the size of the catchment concerned (large catchment or small catchment) a high intensity scenario is factored in (e.g. 2 hours to 24 hours depending on the catchment).
- Ms Tomlinson questioned whether 'sovereign risk' is considered in the modelling – where a Government over-fills dam? Dr Wyatt advised that there is an example at Narromine where a dam is a consideration. A conservative approach is taken to design, with modelling based on it being full and water running straight off.
- Cr Denis Todd enquired as to the major flood issue along the study area. Dr Wyatt responded that the Backwater Cowal at Narromine was the most challenging issue. The Pilliga area is more straight forward although broad area flooding is more difficult to determine.
- Ms Tomlinson raised concerns regarding the impact up stream of infrastructure which Dr Wyatt indicated he review in the modelling. She also noted the impact that a railway line may have on flooding of flat country where minor changes to flow paths may present a danger to livestock, particularly sheep.
- In respect of one on one consultation, Ms Tomlinson questioned who would will be approached. Ms Ellaby advised that flood impact matters would be discussed with those landholders effected by the narrowing of corridor. Ms Tomlinson suggested that these are not the only landholders potentially impacted by flood related issues. She commented that property owners quite distant from the alignment may be affected and must be consulted. Ms Ellaby noted that the flood modelling would need to be further progressed to understand the extent of impact and those impacted would be consulted.
- Dr Wyatt indicated that the impact would be greater closer to the corridor. Ms Ellaby advised that the initial one on one discussions would relate to existing flooding (without railway) and ensuring modelling reflected the current situation. Subsequently, consultation will occur regarding the impact of the railway and will relate to specific location and impact issues.
- Mr Errington advised that indirect impacts on landholders outside of the rail corridor will be addressed in the EIS.
- Cr Todd asked when the EIS will be completed. Mr Errington indicated it is scheduled for DPE adequacy review in late 2019/early 2020.



- Ms Tomlinson questioned the impact of pasture growth on historical data. Dr Wyatt advised that the duration of flooding is established and the changes in pasture are factored in. This may for example change inundation from half a day to 6/7 hours. Ms Tomlinson question whether it is general pasture or specific crops that are considered. Dr Wyatt said it usually related to general pasture – the critical issue is establishing the duration of inundation and analysing the changes in fluctuations.
- Ms Neil and Ms Tomlinson both sought information on what is proposed with the design of the railway across the Narrabri floodplain. Dr Wyatt indicated that other factors beyond flood modelling would need to be considered in respect of the engineering design for this section of the railway. There was concurrence that ARTC should present a report on the engineering design for the railway across the food plain north of Narrabri. Ms Ellaby advised that this information would not be available at the next CCC meeting and should be scheduled for discussion at a future CCC meeting.
- Mr Errington stated that the Secretary's Environmental Assessment Requirements (SEARs) clearly set out what the flood study must achieve. The DPE is comfortable with the flood assessment methodology. He also advised that the flooding and hydrology work will be independently peer reviewed.

#### Engineering

- Kyle-James Giggacher provided an overview of the engineering field investigations already undertaken and to be completed. He indicated that the project is still at the feasibility phase in the development of the Environmental Impact Statement (EIS).
  - Mr Giggacher advised that the majority of field studies are likely to be completed by June 2019.
  - Geotechnical investigations – approximately 75% completed with some locations in the Pilliga State Forest and Narrabri remaining.
  - Property boundary survey work (cadastral surveys) – to commence in late March/early April 2019
  - Hydrology – 38 piezometers installed in boreholes to monitor groundwater fluctuations. Not to be used for water extraction.
  - Utility assessment – risk analysis underway
  - Road/Rail interface – analysis commenced with ALCAM (Australian Level Crossing Assessment Model)
  - Traffic/Transport analysis – assessment of road network continuing
  - Material Borrow Pits – registrations of interest short listed and preliminary analysis on suitability of material undertaken.
- Russell Stewart enquired how the temperature of the rail track impacts on the 24 hour travel time and consequentially on the costs of operation, assuming the 24 hour operation is based on an ambient temperature – what happens if its red hot? Ms Ellaby advised that the track installation would be based on Stress Free Temperature in rails to prevent heat buckles in track to the extent possible. She indicated that it is the method of installation and temperature that is critical.
- Mr Giggacher advised that the one on one meeting regarding the narrowing of the corridor had been delayed and would now commence at the end of March/April 2019
- Ms Neil enquired as to when the meetings will be held in the Narrabri area. Ms Ellaby advised it would be some months as the first meetings will be with landholders in around Gilgandra and from there, work north and south.
- Ms Tomlinson highlighted that if rain was to fall towards the end of March that farmers would be desperate to sow crop in April and consequently ARTC should be conscious



that this would not be an acceptable period for the one on one meetings. ARTC advised that the availability of the land owners can be accommodated.

- Mrs Judd enquired as to how road traffic within the Pilliga State Forest is being assessed. Ms Ellaby advised that traffic counters had been installed on both entry and exit roads of the Pilliga State Forest.
- Cr Todd and Ted Heyman expressed concern regarding the response to registration of potential MBPs. Mr Giggacher indicated he would investigate their concerns.

#### **Environmental Assessment**

- Matthew Errington provided an EIS progress update. He advised that the majority of studies had commenced. Currently in the initial stages of the EIS process with a focus on information gathering. This will support predicting impacts before the focus moves to mitigation.
- Mr Errington provided the following updates:
  - Terrestrial ecology field studies - Pilliga State Forest in next three weeks.
  - Biodiversity assessment methodology – Discussion with OEH regarding methodology regarding dry condition benchmarks. Commonwealth briefed on biodiversity methodology. Methodology to be provided to CCC at next meeting.
  - Registered Aboriginal Parties (RAPs) – Inspections of sensitive investigation sites undertaken. Also, some potential MBPs undergoing inspection
  - Aboriginal heritage assessment methodology – Draft provided to RAPs for review, then to OEH for approval. The assessment includes survey methodologies for a range of culturally sensitive items and areas, including artefact scatters, scar trees, landforms such as creek lines and rocky outcrops, sacred places and burial sites.
  - Contamination and soil studies to commence this week.
  - Groundwater – assessment methodology endorsed by DPE. Monitoring work to start this week and will be undertaken on a seasonal basis.
  - Social Impact Assessment – process to include one-on-one consultation with landholders and other stakeholders such as emergency services. Ms Tomlinson commented that indirect impacts on landholders did not appear to be considered. She highlighted the personal social impact issues and questioned how personal individual circumstances will be considered and addressed in the Social Impact Assessment. It was agreed that a report on how personal individual circumstances will be considered and addressed in the Social Impact Assessment should be presented to the next meeting.
  - Noise and vibration assessment methodology – ongoing review and discussions with the DPE and the NSW Environmental Protection Agency (EPA). ARTC to explore extended construction hours. Some work cannot be performed during day due to climate/temperature e.g. track laying at night. Mr Errington advised there will be various construction scenarios assessed in the EIS. Discussions will occur with Councils and the community regarding extended construction hours and potential impacts at the appropriate time. Cr Ron Campbell commented on the proposition of extended working hours, suggesting it would reduce the duration of impact during construction. Ms Ellaby confirmed that extended work hours would require flood lighting at night. Leanne Ryan highlighted the need for consideration of the 'Dark Sky' requirements of Siding Spring Observatory. There was qualified support for the extended working hours proposition.



#### Communications

- Helena Orel provided an overview of recent community interaction and proposed activities.
- Ms Orel advised that the one-on-one meetings with the 180 (approximate) landholders within the study area regarding narrowing of the study area to a 150 metres wide corridor have been delayed and will now commence in late March/early April 2019. A newsletter has been prepared advising the community of the revised timeframe.
- Ms Orel also advised that cadastral survey under the *Surveying and Spatial Information Act 2002*, to confirm lot boundaries and to assist with confirming the alignment, will commence shortly. Landholders will be directly contacted.
- Mr Stewart suggested that landholders will be confused regarding property access requirements given the different legislation applying to certain components of the project. He suggested that the surveyors are clearly identified. Ms Ellaby explained the access for surveying process, advising that subject to notification in accordance with the provisions of the Act, that surveyors have the right of unobstructed access for the purpose of the survey work. Bruce Brierley commented that the surveyors need to work with property owners.  
<https://legislation.nsw.gov.au/#/view/act/2002/83>
- Ms Ellaby advised that RPS Group would be undertaking the survey work. Ms Ellaby took on notice a question regarding compliance with property Biosecurity Management Plans and whether the RPS Group vehicles will be marked with ARTC signage.

**Chair's Note:** *ARTC confirmed that survey vehicles would carry ARTC signage, and in terms of biosecurity, if vehicle access is not permitted by the landowner, the surveyors will access via foot.*

- Ms Orel confirmed that Michael Clancy will be attending the May CCC meetings as well as undertaking a supply chain open Q & A session with the community, local commercial and industry members.
- The Chair enquired as to the understanding within the community of the land acquisition process, noting that Gilgandra Shire Council had recently hosted a public presentation on the *Land Acquisition (Just Terms Compensation) Act 1991*. The Sub-committee considered that a presentation on land acquisition matters would be beneficial, particularly the relationship between State Significant Infrastructure development and the *Land Acquisition (Just Terms Compensation) Act 1991* at the next meeting
- Ms Orel detailed recent staff arrangements in the Narrabri area and advised that establishment of permanent offices in Narrabri and Narromine was still in progress. A temporary office has been established in Narrabri.
- Ms Orel advised that ARTC had sponsored the Baradine Show and would be similarly sponsoring the Coonamble and Narrabri Shows.
- A newsletter will be released shortly. Comment was made that Inland Rail newsletters have not been dated. Ms Orel indicated she would review the incorporation of a date on newsletters.

**Chair's note:** *ARTC advise that the newsletter shows it is a March 2019 newsletter.*

- Cr Campbell requested clarification on the process of obtaining work with ARTC. He





	<p>noted even if a local company is registered, there was no feedback. He questioned whether major contractors were being made aware of the services local business can provide.</p> <ul style="list-style-type: none"> <li>Ms Orel suggested that in respect of the Narrabri to North Star project that local business should contact staff at the Narrabri office to establish contact with principal tenderers. Ms Orel advised that ARTC is monitoring the local contractors that have registered and working through its Project Manager to assist local contractors to tender. Mr Stewart indicated the Narrabri Chamber of Commerce support this process.</li> <li>Christina Deans asked whether the tender criteria is weighted towards local business. Ms Orel advised it is and that in Parkes this process has provided opportunity for local business.</li> </ul>
<b>7. Actions required</b>	<ol style="list-style-type: none"> <li>1. That ARTC present a report on the adopted Biodiversity Methodology at the next meeting of the CCC.</li> <li>2. That ARTC present a report on the engineering design for the railway across the food plain north of Narrabri at a future meeting of the Sub-committee.</li> <li>3. That ARTC deliver a report on how personal individual circumstances will be considered and addressed in the Social Impact Assessment to the next meeting of the CCC.</li> <li>4. That ARTC provide a presentation from a suitably qualified property specialist regarding the land acquisition processes, and considerations for landholders, associated of the <i>Land Acquisition (Just Terms Compensation) Act 1991</i> as they may apply to acquisition of land for the Inland Rail corridor.</li> </ol>
<b>8. Other Agenda Items</b>	<ul style="list-style-type: none"> <li>Ms Tomlinson sought confirmation that a property along the Inland Rail alignment had been purchased by ARTC on compassionate grounds. Ms Ellaby advised that ARTC would be making no comment on commercial matters.</li> <li>Members' questions on matters specific to project.             <ul style="list-style-type: none"> <li>It was noted that 30 questions from members of all Sub-committees of the N2NCCC had been placed on the agenda. It was further noted that no questions had been listed by members of the Narramine Sub-committee.</li> <li>The Chair indicated that question 8.11 had been withdrawn as it related to a private commercial matter involving an individual. Members were invited to highlight specific questions for further consideration.</li> <li>It was agreed that the responses in written form be received from the ARTC and attached as an addendum to the minutes. Where specific questions were highlighted by a Committee member the opportunity for further discussion and response was be provided.</li> </ul> </li> </ul> <p>8.10 Will Baradine would have an opportunity to be connected to Inland Rail? Does this mean the Baradine to Gwabegar line would have to be rebuilt?</p> <p>A. Baradine to Gwabegar line connection to Inland Rail is presently not in scope</p> <ul style="list-style-type: none"> <li>Cr Todd advised that the matter of the connection of Baradine Gwabegar line to the Inland Rail would be subject of a Mayoral minute to the next meeting of Warrumbungle Shire Council. Cr Todd indicated the Mayoral minute would call for renewal of this line. Cr Todd expressed the view that there needs to be a link to Baradine.</li> </ul>



8.16 Where land holdings are to be severed by the rail line, ARTC have repeatedly said that appropriate crossings for vehicles, large farm equipment, and stock crossings will be provided. We are now told that there will be 120 crossings between Narrabri and Narromine. Given that each property requirements for crossings will be unique, as we all have different farming equipment, stock requirements etc, what methodology will be used to determine where and of what design the crossings will be?

*A. 120 crossings is only an approximation, as the design is ongoing and only at 30% Feasibility stage. ARTC understand that there is no one size fits all solution as each property is different so we will be having one on one meetings with landowners to understand how they operate their farms and what farm equipment they use so this can be considered as part of the design process.*

*From a regulatory context, it's important to be aware that both the Office of the National Railway Safety Regulator (ONRSR) and Transport for NSW have policies which focus on avoiding building any new level crossings.*

*For each level crossing proposed on Inland Rail, ARTC will need to demonstrate that all other options such as alternative access or underpasses were investigated and deemed unsuitable and the level crossing is the only feasible option.*

*Crossing constructed on Inland Rail will be designed to comply with the relevant Australian and Austroads standards, understanding that some private level crossings may need to be wider to accommodate the type of machinery which uses that crossing.*

*Where stock underpasses can be provided this is the preferred solution, but it will not always be possible based on the topography in the area.*

- Ms Tomlinson expressed concern that landholders' operations may be compromised through a lack of suitably located or sufficient rail crossings. The Chair highlighted the regulatory context that ARTC must comply with regarding rail crossings and that safety was the primary consideration.

8.25. What is the total length of the route through the Pilliga forest? Will the rail corridor be fenced for the entire length within the forest? If so, how will ARTC allow the safe movement of native fauna, such as koala, through the forest? If not, how will ARTC deal with "rail-kill" through the forest?

*A. There is approximately 50km of track through the Pilliga, however the narrowing from the Study area to the Focus area of investigation has not been completed yet, so this is subject to change.*

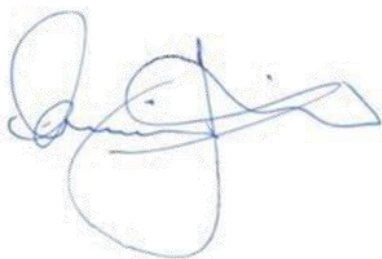
*The requirement for fencing has not been determined yet, as the project is still at 30% feasibility design and fauna site investigations are still ongoing in the Pilliga. Earlier, ARTC put forward the typical fauna fencing design which would be utilised where required.*

- Mrs Judd express concern that by fencing rail line ARTC is effectively dividing the Pilliga State Forest in half. She suggested the matter of fencing needs to be closely considered.

29. Why isn't there Indigenous representation on the Narrabri Sub-committee of the CCC?





	<ul style="list-style-type: none"> <li>The Chair advised that there was Aboriginal representation on the Narrabri Sub-committee of the N2NCCC. Similar representation also existed on the Narromine and Gilgandra Sub-committees.</li> </ul>
<b>9. General business</b>	<ul style="list-style-type: none"> <li><b>Minute Keeping</b> – Ms Tomlinson questioned why an independent minute keeper was not recording the minutes of the meeting and that this function was being carried out by the Chair. The Chair advised this had been his decision given previous experience with technical linear projects. The CCC Guidelines do make provision of a minute keeper. Mr Silver advised it was important when taking the minutes to understand the context of issues, particularly the technical and legal requirements under which they are considered in order provide an accurate record. He noted Ms Tomlinson's comments.</li> <li><b>Travel Allowance</b> – Mrs Judd raised the issue of a travel allowance for community members. The Chair noted that the CCC Guidelines do provide for out of pocket expenses to be paid to members with the concurrence of the proponent. Mr Silver indicated he would circulate a travel allowance proposal to members.</li> </ul>
<b>10. Action Required</b>	<p>1. That the Chair prepare and circulate a travel allowance protocol to members prior to the May 2019 meeting of the CCC.</p>
	<p><b>Next meeting: Wednesday, 22 May 2019 at Narrabri.</b></p> <p><b>Meeting closed: 3.40 pm. The Chair thanked all for their attendance</b></p>
<b>11. Meeting minutes approved</b>	<p>Michael J. Silver OAM</p>  <p>Independent Chair 14 April 2019</p>



## ADDENDUM

**Members' questions on matters specific to the project – the questions listed are from Community Members of all Sub-committees of the N2NCCC:**

o Elizabeth Tomlinson (Narrabri)

**8.1 Has ARTC adopted a policy/methodology regarding land acquisition processes for purchase of private land for the N2N rail corridor and associated infrastructure sites?**

*A. ARTC have published a property acquisition factsheet which is available online at <https://inlandrail.artc.com.au/documents>. It provides a general guide to the property acquisition approach ARTC will follow for Inland Rail in NSW. Would the Committee be interested in hearing from an ARTC property advisor on such matters at any future meetings?*

**8.2 Has ARTC purchased any private land in NSW that will be utilised in the development of the Inland Rail project?**

*A. Unfortunately, ARTC cannot discuss matters related to the private purchase of land.*

o Barbara Deans (Gulgandra)

**8.3 When the study area is narrowed to 40 or 60 metres will ARTC send out letters regarding compulsory acquisition from that day? When will letters regarding land acquisition be sent to land owners?**

*A. The study area will be narrowed to 40-60m when the Environmental Impact Statement (EIS) is submitted. A general guide to the property acquisition process is provided on the Inland Rail website at <https://inlandrail.artc.com.au/documents>. The compulsory acquisition process cannot be commenced until the EIS is approved.*

*Would the Committee be interested in hearing from an ARTC property advisor on such matters at any future meetings?*

**8.4 What is the current status of progress on the narrowing of study area? How many land holders have been spoken to?**

*A. ARTC Inland Rail is working hard to deliver the best outcome for the region. We are presently undertaking design work that will inform the narrowing of the study area to a focus area of investigation. Once completed, we will then commence informing the community, with a primary emphasis on meeting directly affected landowners first – one-on-one. This process will commence in April but will take some time. It will be a staggered approach and we appreciate your ongoing patience. As noted in our most recent project newsletter (March 2019), we are running a little later than we initially anticipated. This is primarily due to the changing nature of a 'live' and technically complex greenfield project.*

**8.5 ARTC have stated 180 landowners will be directly affected, however, Mark Coulton MP said on radio this would be about 60 whilst Mr John Fullerton (ARTC CEO), in a Senate**



estimates meeting, stated that 30 landholders could be directly affected. How does ARTC explain where all the different figures are coming from?

*The Narramine to Narrabri project is a complex project spanning approximately 300kms. At this stage, it is anticipated that once the focus area (100m-150m) of investigation is determined there will be approximately 180 landowners directly affected. This number may change depending on the outcome of ongoing design work. ARTC have committed to meeting with all directly affected landowners one-on-one. We apologise and have provided written clarification, available in the following link.*

[https://www.aph.gov.au/Parliamentary\\_Business/Senate\\_Estimates/rtrat/201819\\_Additional\\_estimates/Infrastructure\\_Regional\\_Development\\_and\\_Cities](https://www.aph.gov.au/Parliamentary_Business/Senate_Estimates/rtrat/201819_Additional_estimates/Infrastructure_Regional_Development_and_Cities).

**8.6 Will the farmers that give their time to meet with ARTC to discuss narrowing of the Study Area be paid for their time? Should landholders bring their own specialists (accountant, lawyer, agronomist etc) to these meetings, will the costs of these specialists be paid by ARTC?**

*A. ARTC appreciates the time, patience and effort given to us by landowners throughout the design process. We understand that assisting us with access or attending meetings takes from your time and work. Unfortunately, we are not in the position to reimburse landowners for attendance.*

*As noted, ARTC has committed to meeting with all affected landowners within the focus area of investigation. We will soon commence contacting these landowners and requesting a time to discuss project developments. These conversations are important and will take some time – they will involve detailed discussions on the focus area, new property maps, level crossings, and hydrology and flooding studies. ARTC will also offer an agronomist and property specialist if requested by the landowner.*

*It is important to note that while these meetings are important, they are not compulsory. If you are unavailable or wish to communicate with the project team in a different manner (e.g. email, phone, or at a separate agreed location), please let the community engagement team know in advance. We will do our best to meet your preferences.*

**8.7 Can ARTC provide maps, with a greater level of detail, showing the proposed corridor alignment relative to its proximity/relationship to existing property boundaries that ARTC has suggested will be followed? What is ARTC's definition of property boundaries?**

*A. As part of the upcoming one-on-one meetings, landowners will be provided with new property specific maps showing the focus area of investigation relative to their land.*

*As noted, where possible lot boundaries are being followed in the process to Refine the Route. This is in an effort to negate the impact of the rail corridor on a property. However, we understand that ownership of lots can change and that unfortunately there will be landowners that will be affected. We will do our best to communicate this information as clearly and early as possible,*

*In the upcoming one-on-one meetings, the project team will discuss property matters. ARTC is also willing to provide an agronomist and property specialist at these meetings, should landowners see it appropriate. A general guide to the property acquisition process is provided on the Inland Rail website at:*

<https://inlandrail.artc.com.au/documents>



**8.8 What is the cost difference between redeveloping the existing rail line and cost of new greenfield line? Is this a feasible option?**

*A. The Narramine to Narrabri project – which is in Phase 2 – is a greenfield project. In delivering this work, ARTC and Jacobs GHD are not considering the use of existing rail lines. An analysis of historical route options, including the broader Inland Rail Business Case, is available online at <https://inlandrail.artc.com.au/>. The project EIS will also detail the investigations and options considered in determining the rail alignment – this is part of the SEARs requirement.*

**8.9 Have contracts been signed with the NSW Government regarding ‘connectivity’ of the Gilgandra/ Coonamble rail line where it will be crossed by the Inland Rail?**

*A. A connection of Inland Rail to the Gilgandra/Coonamble rail line is in scope. The details of the connection have not been confirmed as yet as we are only at 30% in the Feasibility Design Stage.*

**8.10 Will Baradine would have an opportunity to be connected to Inland Rail? Does this mean the Baradine to Gwabegar line would have to be rebuilt?**

*A. Baradine to Gwabegar line connection to Inland Rail is presently not in scope.*

**8.11 Withdrawn**

**8.12 Have the supply contracts for construction gravels and resource materials been determined?**

*A. The supply contracts for earthwork construction materials will not be undertaken by ARTC. These contracts will be the scope of construction contractors. ARTC is doing the preliminary ground condition investigations and environmental and cultural heritage surveys for inclusion in the EIS.*

*o Cr Bill Fisher (Coonamble SC)*

**8.13 What support will ARTC provide to landholders regarding purchasing property for the Inland Rail alignment, particularly in respect of dealing with the processes under the Land Acquisition (Just Terms) Compensation Act 1991?**

*A. ARTC have published a property acquisition factsheet which is available online at <https://inlandrail.artc.com.au/documents>. It provides a general guide to the property acquisition approach ARTC will follow for Inland Rail in NSW. As mentioned earlier, would the Committee be interested in hearing from a property advisor at a forthcoming meeting?*

**8.14 What limitations will be placed on road trains crossing the Inland Rail line?**

*A. Where the road classification allows road trains, this will be incorporated in the design.*





o John Single (Gilgandra)

**8.15 Recently there have been several vehicle counters placed on local public roads in the vicinity of the rail corridor. Are these for ARTC's purposes and if so, what consideration will be given to the impact of drought on traffic frequency?**

*A. Traffic counts were completed during November 2018 and February 2019 on roads between Narromine and Narrabri. The Traffic Impact assessment will consider the impact of the drought on traffic volumes. Historical traffic volumes from non-drought periods will be considered to assess the impact of the drought on traffic volumes.*

**8.16 Where land holdings are to be severed by the rail line, ARTC have repeatedly said that appropriate crossings for vehicles, large farm equipment, and stock crossings will be provided. We are now told that there will be 120 crossings between Narrabri and Narromine. Given that each property requirements for crossings will be unique, as we all have different farming equipment, stock requirements etc, what methodology will be used to determine where and of what design the crossings will be?**

*A. 120 crossings is only an approximation, as the design is ongoing and only at 30% Feasibility stage. ARTC understand that there is no one size fits all solution as each property is different so we will be having one on one meetings with landowners to understand how they operate their farms and what farm equipment they use so this can be considered as part of the design process.*

*From a regulatory context, it's important to be aware that both the Office of the National Railway Safety Regulator (ONRSR) and Transport for NSW have policies which focus on avoiding building any new level crossings.*

*For each level crossing proposed on Inland Rail, ARTC will need to demonstrate that all other options such as alternative access or underpasses were investigated and deemed unsuitable and the level crossing is the only feasible option.*

*Crossing constructed on Inland Rail will be designed to comply with the relevant Australian and Austroads standards, understanding that some private level crossings may need to be wider to accommodate the type of machinery which uses that crossing.*

*Where stock underpasses can be provided this is the preferred solution, but it will not always be possible based on the topography in the area.*

**8.17 Will farm machinery that is required to cross the rail need to be registered?**

*A. Registrations will remain as per the RMS vehicle registration requirements. Vehicle permits for public roads will be based on what is required by the public road authority (council or RMS). No specific permits will be required to cross farm machinery at private level crossings. However, at the one-on-one meetings, ARTC need to be advised of the machinery being used so that it can be considered as part of the design process.*

**8.18 Native flora and fauna studies been conducted now during a record -breaking drought, how can that be a representative study of what is normal?**



*A. In light of the current drought conditions, the approach to the biodiversity impact assessment has been reviewed and modified in consultation with the NSW Office of Environment and Heritage (OEH), the regulatory agency responsible for biodiversity management. Dry condition benchmarks will be utilised in the assessment, where applicable.*

**8.19 It appears that in some instances route alignment is being decided without geotechnical studies, how can the alignment be decided without a sound understanding of soil types to achieve the best outcome for the route?**

*A. Where a landowner has not provided access to their land, ARTC has not been able to undertake physical geotechnical investigations to inform the route selection process and has relied on geology mapping, reviewed by a geotechnical engineer. This was communicated in landowner meetings in December 2017. It is noted that geotechnical investigations are not yet complete, so ARTC may have not accessed your property yet. There may also be some circumstances where other contributing factors in the Refine the Route process outweigh the output of the geotechnical investigations.*

o Karen McBurnie (Gilgandra)

**8.20 What form of fencing materials will be used along the rail corridor?**

*A. ARTC responded to this in the ARTC's proponent report.*

**8.21 How will ARTC manage biosecurity of properties and particularly issues concerning weed transfer during the construction of the railway?**

*A. Should the project be granted Planning Approval, the Conditions of Approval will require the Construction Contractor to prepare a Construction Environmental Management Plan. The Plan would include weed hygiene protocols to avoid weed transfer and fulfil the relevant weed management legislative requirements.*

o Bruce Brierley (Gwabegar)

**8.22 What is the formula to value property to be resumed for the Inland Rail?**

*A. ARTC have published a property acquisition factsheet which is available online at <https://inlandrail.artc.com.au/documents>. It provides a general guide to the property acquisition approach ARTC will follow for Inland Rail in NSW. ARTC is happy to provide a property specialist to present at future meetings should this be appropriate.*

**8.23 If a complete property is purchased for inland rail, what will become of residual parcels? How will this be addressed in the EIS?**

*A. ARTC have published a property acquisition factsheet which is available online at <https://inlandrail.artc.com.au/documents>. It provides a general guide to the property acquisition approach ARTC will follow for Inland Rail in NSW. ARTC is happy to provide a property specialist to present at future meetings should this be appropriate.*





**8.24 Under what criteria or standard are road crossing and/or road overpasses/underpasses of the Inland Rail line being determined?**

*A. Road Crossings and/road overpasses/underpasses crossings will be designed in accordance with the relevant national & state Standards and Guidelines. ARTC are working with road managers to understand their design requirements. Where no regional standards for roads exist, state-based standards will be applied. Where no state-based standards existed, national standards were applied.*

*ARTC in consultation with road managers will use a national level crossing risk tool to determine the appropriate treatments at road rail interfaces across Inland rail. This tool incorporates a wide range of factors including road speeds, road volumes and road vehicle types in addition to train speeds and volumes. This tool is supported by the Office of National Rail Safety Regulator (ONRSR) and used across Australia.*

o Jane Judd (Coonabarabran)

**8.25 What is the total length of the route through the Pilliga forest? Will the rail corridor be fenced for the entire length within the forest? If so, how will ARTC allow the safe movement of native fauna, such as koala, through the forest? If not, how will ARTC deal with "rail-kill" through the forest?**

*A. There is approximately 50km of track through the Pilliga, however the narrowing from the Study area to the Focus area of investigation has not been completed yet, so this is subject to change.*

*The requirement for fencing has not been determined yet, as the project is still at 30% feasibility design and fauna site investigations are still ongoing in the Pilliga. Earlier, ARTC put forward the typical fauna fencing design which would be utilised where required.*

**8.26 There is a network of dirt roads and tracks through The Pilliga. How many crossings will be established for vehicles? What sort of vehicle crossings will they be?**

*A. The same process for crossings as discussed earlier will be used in the Pilliga Forest to determine where crossings will be provided. ARTC will be working closely with Forestry Corp throughout the design process.*

**8.27 The business plan indicates that transport of coal is expected to make up 25% of net tonne kilometres by 2050. Where will it come from? Where will it go? Given the steady decline in demand for thermal coal worldwide, isn't this a bit risky? Will this rail line be competitive with alternative and developing methods of transportation?**

*A. The coal volumes relate to South Western Queensland exported via Port of Brisbane. As a general outlook, the vast majority of Australian thermal coal is sold into the Asian market, Japan and Korea being the two of the largest consumers. Japan has recently commenced decommissioning nuclear generation and replacing it with High Efficiency Low Emission (HELE) thermal coal plants. Australian Thermal coal is considered to be the highest quality product, high energy, low ash and low sulphur, making it desirable for HELE plants. Traffic and commodity volumes assumptions in original business case will be subject to change as different market conditions exist. For example, as different regional areas develop capacity to take advantage of the opportunities Inland Rail it's expected higher rates of traffic will be generated in response.*



**8.28 Will there be a rail hub at Narrabri and/or Moree? Will the rail line be used to transport wastes from the reverse osmosis process at the Leewood Water Treatment plant? Will the easement allow for the concurrent transport of the gas along an underground pipeline?**

*A. The Inland Rail project will construct the spine of the network from Brisbane to Melbourne. Rail hubs are not included in the Inland Rail project scope.*

*The materials being transported are the responsibility of the operator, not the railway. Please refer to Australian code for transport of dangerous goods by road and rail.*

*An underground pipeline in the rail corridor is not part of the Inland Rail project scope.*

**8.29 Why isn't there Indigenous representation on the Narrabri Sub-committee of the CCC?**

**Chair's Response:** *Appointments to the N2NCCC were made following a public invitation for nominations in accordance with the Community Consultative Committee Guidelines. There are Aboriginal community representatives appointed to all Sub-committees of the N2NCCC.*

**8.30 What methods will be used to survey for significant Indigenous landscapes rather than just individual artefacts?**

*A. The Aboriginal heritage assessment includes survey methodologies for a range of culturally sensitive items and areas, including artefact scatters, scar trees, landforms such as creek lines and rocky outcrops, sacred places and burial sites.*

*As part of the statutory consultation process, local Aboriginal representatives such as individuals, Local Aboriginal Land Councils and Native Title Claimants (referred to as Registered Aboriginal Participants) will review the draft survey methodology and provide local knowledge and inputs to ensure complete coverage of culturally sensitive items and areas. Refer to the NSW OEH 'Aboriginal Cultural Heritage Consultation Requirements for Proponents 2010' for further details.*

## INTERNAL AUDIT AND RISK COMMITTEE MEETING MINUTES

20 MARCH 2019

**MINUTES OF NARRABRI SHIRE COUNCIL  
INTERNAL AUDIT AND RISK COMMITTEE MEETING  
HELD AT THE NARRABRI SHIRE COUNCIL, 46-48 MAITLAND STREET, NARRABRI  
ON WEDNESDAY, 20 MARCH 2019 AT 1.51PM**

**PRESENT:** Mr Grahame Marchant, Ms Louise Gett.

**IN ATTENDANCE:** Director Corporate Services Lindsay Mason, Nicholas Ross (Executive Manager Human Resources), Tim McClellan (Financial Services Manager), Maree Bales (Business & Process Officer), Delece Hartnett (Administration).  
Centium Members – Yas Wickramasekera and Aaron Westwood.

**APOLOGIES:** Cr Cameron Staines, Mr Conrad Bolton, General Manager Stewart Todd.

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**1 OPENING AND WELCOME**

Chairperson Mr Grahame Marchant opened the meeting at 1.51pm.

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**2 ACKNOWLEDGEMENT OF COUNTRY**

I'd like to begin by acknowledging the Traditional Owners of the land on which we meet today, the Kamilaroi people, and pay my respects to Elders past and present.

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**3 APOLOGIES/GRANTING OF LEAVE OF ABSENCES**

**MINUTE IARC-001/2019**

Moved: Mr Grahame Marchant                      Seconded: Ms Louise Gett

**That the Internal Audit and Risk Committee receive and note the apologies for Committee Members Cr Cameron Staines and Conrad Bolton, and also General Manager Stewart Todd.**

**CARRIED**

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**4 CONFIRMATION OF MINUTES**

**MINUTE IARC-002/2019**

Moved: Mr Grahame Marchant                      Seconded: Ms Louise Gett

**That the minutes of Internal Audit and Risk Committee Meeting of the Narrabri Shire Council held on 19 December 2018 as circularised be confirmed.**

**CARRIED**

## INTERNAL AUDIT AND RISK COMMITTEE MEETING MINUTES

20 MARCH 2019

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5 REPORTS

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## 5.1 DELIVERY PROGRAM 6 MONTHLY PROGRESS REPORT - DECEMBER 2018

**MINUTE IARC-003/2019**

Moved: Mr Grahame Marchant

Seconded: Ms Louise Gett

**That the Delivery Program 6 Monthly Progress Report, as attached, detailing Council's progress in meeting its objectives, strategies and measures up to the December 2018 period, be noted.**

**CARRIED**

## 5.2 OPERATIONAL AND SERVICE PLAN QUARTERLY REPORT - DECEMBER 2018

**MINUTE IARC-004/2019**

Moved: Mr Grahame Marchant

Seconded: Ms Louise Gett

**That the Quarterly Operational and Service Plan Report, as attached, detailing Council's progress in meeting its actions, capital works and key performance measures for the December 2018 quarter, be noted.**

**CARRIED**

## 5.3 SERVICE REVIEW PROGRAM

Director Corporate Services noted to Committee Members that the NCIS review has currently been suspended, until all (internal) services are up and running to full compliance and scope of the new accounting system, going forward.

**MINUTE IARC-005/2019**

Moved: Ms Louise Gett

Seconded: Mr Grahame Marchant

**That:**

- a) the Committee note the Service Review program has been halted.**
- b) Management provide a report to the July 2019 IARC Meeting on its planned/intended scheduling of the Service Reviews program.**

**CARRIED**

**INTERNAL AUDIT AND RISK COMMITTEE MEETING MINUTES****20 MARCH 2019****5.4 CORPORATE INFORMATION SYSTEM UPDATE - MARCH 2019**

Lindsay Mason - Director Corporate Services commented to Committee Members that the CIS implementation has progressed and is continuing at the estimated contractual pace. IPR and ECM (Document Management System), Regulatory & Compliance systems are currently being undertaken.

Customer Relationship/Request system is also well underway for implementation and continuity of day-to-day workflow. Finish date for full CIS implementation is scheduled for 3 July 2019.

**MINUTE IARC-006/2019**

Moved: Mr Grahame Marchant Seconded: Ms Louise Gett

**That the Corporate Information System implementation update for March 2019 be noted.**

**CARRIED****5.5 2017/2018 ANNUAL FINANCIAL STATEMENTS**

Tim McClellan – Financial Services Manager, reported to the Committee Members that the Financial Statements were lodged with the Audit Office on 31 October 2018, and presented to the general public by legislation date of 30 November 2018.

**MINUTE IARC-007/2019**

Moved: Mr Grahame Marchant Seconded: Ms Louise Gett

**That the 2017/2018 audited Annual Financial Statements be noted.**

**CARRIED****5.6 MANAGEMENT LETTER - EXTERNAL AUDIT FOR PERIOD 30 JUNE 2018**

Tim McClellan - Financial Services Manager, facilitated a teleconference with Ms Cath Watson – from Forsyths Financial Services, who provided a general overview of what Council will need to address going forward, these issue being:

1. Crown Land register and reserves
2. Landfill Provision
3. Excessive Annual Leave levels

## INTERNAL AUDIT AND RISK COMMITTEE MEETING MINUTES

20 MARCH 2019

## MINUTE IARC-008/2019

Moved: Ms Louise Gett

Seconded: Mr Grahame Marchant

1. That the Final Audit Management letter and Council Management's responses to same be noted.
2. That the Issues (11 in total) from the Final Audit Management letter be monitored ongoing via the report of Status of Outstanding Audit Recommendations to the Committee.

CARRIED

## 5.7 ANNUAL ENGAGEMENT PLAN FOR 2019 EXTERNAL AUDIT

- A copy of the finalised Annual Engagement Plan is to be forwarded to Committee Members for their information.

Engagement Timetable

Event	Date(s)
• Audit team starts audit planning	Commenced
• Audit team emails Engagement Information Request to Mr Tim McClellan (Finance Manager) and Mr Lindsay Mason (Director, Corporate Services)	March 2019
• Audit team attends Audit, Risk and Improvement Committee meeting to present the AEP	20 March 2019
• Audit team starts interim audit	21 May 2019 (remote) 27 May 2019 (onsite)
• Audit Office issues management letter detailing issues from the interim audit	28 June 2019
• Council gives financial statements and supporting working papers listed in the Engagement Information Request to the audit team for the: <ul style="list-style-type: none"> <li>- general purpose financial statements</li> <li>- special purpose financial statements (declared business activities and Special Schedule 'Permissible income for general rates')</li> </ul>	3 September 2019
• Audit team starts audit of financial statements	3 September 2019 (remote) 17 September 2019 (onsite)
• Audit clearance meeting	4 October 2019
• Audit Office issues Engagement Closing Report for the: <ul style="list-style-type: none"> <li>- general purpose financial statements</li> <li>- special purpose financial statements (declared business activities and Special Schedule 'Permissible income for general rates')</li> </ul>	11 October 2019
• Audit team attends the Audit, Risk and Improvement Committee meeting to present the Engagement Closing Report	16 October 2019
• Council signs and gives Management Representation Letter to audit team (sample on the Audit Office website <a href="https://www.audit.nsw.gov.au/our-stakeholders/local-government">https://www.audit.nsw.gov.au/our-stakeholders/local-government</a> )	11 October 2019
• Council approves financial statements for lodgement to OLG and for public exhibition,	To be advised by

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## INTERNAL AUDIT AND RISK COMMITTEE MEETING MINUTES

20 MARCH 2019

and the Mayor, a Councillor, the General Manager and the Responsible Accounting Officer sign the statement	Council
<ul style="list-style-type: none"> <li>Audit Office issues to the Council and to the Chief Executive of OLG, in accordance with section 417 of the LG Act the: <ul style="list-style-type: none"> <li>Independent Auditor's Report on the general purpose financial statements</li> <li>Report on the Conduct of the Audit</li> </ul> </li> </ul>	No later than 31 October 2019
<ul style="list-style-type: none"> <li>Audit Office issues Independent Auditor's Report on the special purpose financial statements for the Council's declared business activities and Special Schedule 'Permissible income for general rates' to Council and the Chief Executive of OLG</li> </ul>	No later than 31 October 2019
<ul style="list-style-type: none"> <li>Audit Office reports any identified significant issues to the Minister in accordance with section 426 of the LG Act</li> </ul>	No later than 31 October 2019
<ul style="list-style-type: none"> <li>Council gives the audit team final version of draft Annual Report to review for consistency with the financial statements</li> </ul>	To be advised by Council
<ul style="list-style-type: none"> <li>Council presents audited financial statements and the Independent Auditor's Reports at the Council meeting</li> </ul>	To be advised by Council
<ul style="list-style-type: none"> <li>Audit Office issues final Management Letter</li> </ul>	No later than 31 December 2019

**MINUTE IARC-009/2019**

Moved: Mr Grahame Marchant Seconded: Ms Louise Gett

**That:**

- the Committee endorse the Annual Engagement Plan for the 2019 External Audit;
- a report on the 'skeleton' of the financials (no figures) detailing the proposed structure and basis of financial reporting including application of accounting policies, and details of disclosures required under accounting standards, be provided to a future meeting of the Committee;
- a report detailing the impact of upcoming newly applicable Accounting Standards on the Annual Financial Reports be provided to the next meeting of the Committee.

## 5.8 STRATEGIC INTERNAL AUDIT PLAN - MARCH 2019

Yas/Aaron from Centium provided an overview of the Service Reviews carried out to date, they being:

- Waste Services Audit**
  - EPA Licence auditing has been undertaken in the field (Narrabri Landfill/Transfer site) so far;
  - Internal Systems and procedures (including roles & responsibilities) - have been reviewed/covered to date, including:
    - Stormwater Management (on-site, Narrabri Landfill), including pumping water/overflows from on-site sediment dams (not being sampled at any time).
    - Litter Complaints (surrounding areas, Narrabri Landfill) - following up EPA correspondence requests for solid waste landfill compliance, such as 'sediment/covering' of daily refuse.

## INTERNAL AUDIT AND RISK COMMITTEE MEETING MINUTES

20 MARCH 2019

- Socio-economic issues may be a small issue within this item, such as staff assisting unloading of vehicles, more/bigger bins to allow quicker through-put of attendees to the Landfill. Better signage within the site, to allow more accurate placement of specific items, ie: batteries, recyclables, etc.
  - 'Old' Green Waste cell - not being 'capped off' when taken out of commission. No records prior to 2016 to determine actions that had taken place for the compliance in decommissioning this area within the site.
  - Systems/Policies/Procedures – Waste related procedures that need to be followed by staff on site at the Narrabri Landfill.
  - Documenting processes for future planning and keeping accurate records for compliance needs for legislative requirements, ie: EPA records.
- 7 out of 9 Transfer Stations have been included within the current review, and report will be forthcoming in the coming weeks (prior to July 2019 IARC Meeting) for full recommendations, going forward.
- **IT Audit**
  - ICT Continuity and Recovery, including physical security & cyber security.
  - Centium were on-site at the Narrabri Administration Building on 20 March 2019 to gather current policies, procedures and systems. Further communications will be undertaken (off-site) to complete review and report back with full recommendations.

**MINUTE IARC-010/2019**

Moved: Mr Grahame Marchant Seconded: Ms Louise Gett

**That:**

- a) the Waste Management Facility & Environmental Compliance Audit Work Plan be endorsed;
- b) the ICT Recovery and Cyber Security Work Plan be endorsed;
- c) the progress of the Strategic Internal Audit Plan; as at March 2019 be noted;
- d) an update on the Audit/Reviews intended to be undertaken in 2019/2020 and future years be provided to the July 2019 IARC Meeting.

**CARRIED**

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INTERNAL AUDIT AND RISK COMMITTEE MEETING MINUTES20 MARCH 2019

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**5.9 CORPORATE RISK REGISTER - MARCH 2019**

Nicholas Ross – Executive Manager Human Resources, provided a brief overview of the current report and items that were of concern for risk and monitoring, going forward.

**MINUTE IARC-011/2019**

Moved: Mr Grahame Marchant Seconded: Ms Louise Gett

**That the Committee:**

- a) note Council's Corporate Risk Register, as at March 2019.
- b) be provided an ongoing (quarterly) progress report on the status of the risks and scheduling/completion of actions from Council's Corporate Risk Register.

**CARRIED**

**5.10 INTERNAL AUDIT AND RISK COMMITTEE MEETING DATES****MINUTE IARC-012/2019**

Moved: Mr Grahame Marchant Seconded: Ms Louise Gett

**That the following schedule of Meeting Dates for the ensuing period be adopted:**

- 17 July 2019;
- 16 October 2019;
- 18 December 2019.

**CARRIED**

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**6 ACTIONS**

Nil.

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**7 NEXT MEETING**

Wednesday 17 July 2019

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**8 MEETING CLOSED**

The Meeting closed at 3.36pm.

The minutes of this meeting were confirmed at the Internal Audit and Risk Committee Meeting held on 17 July 2019.

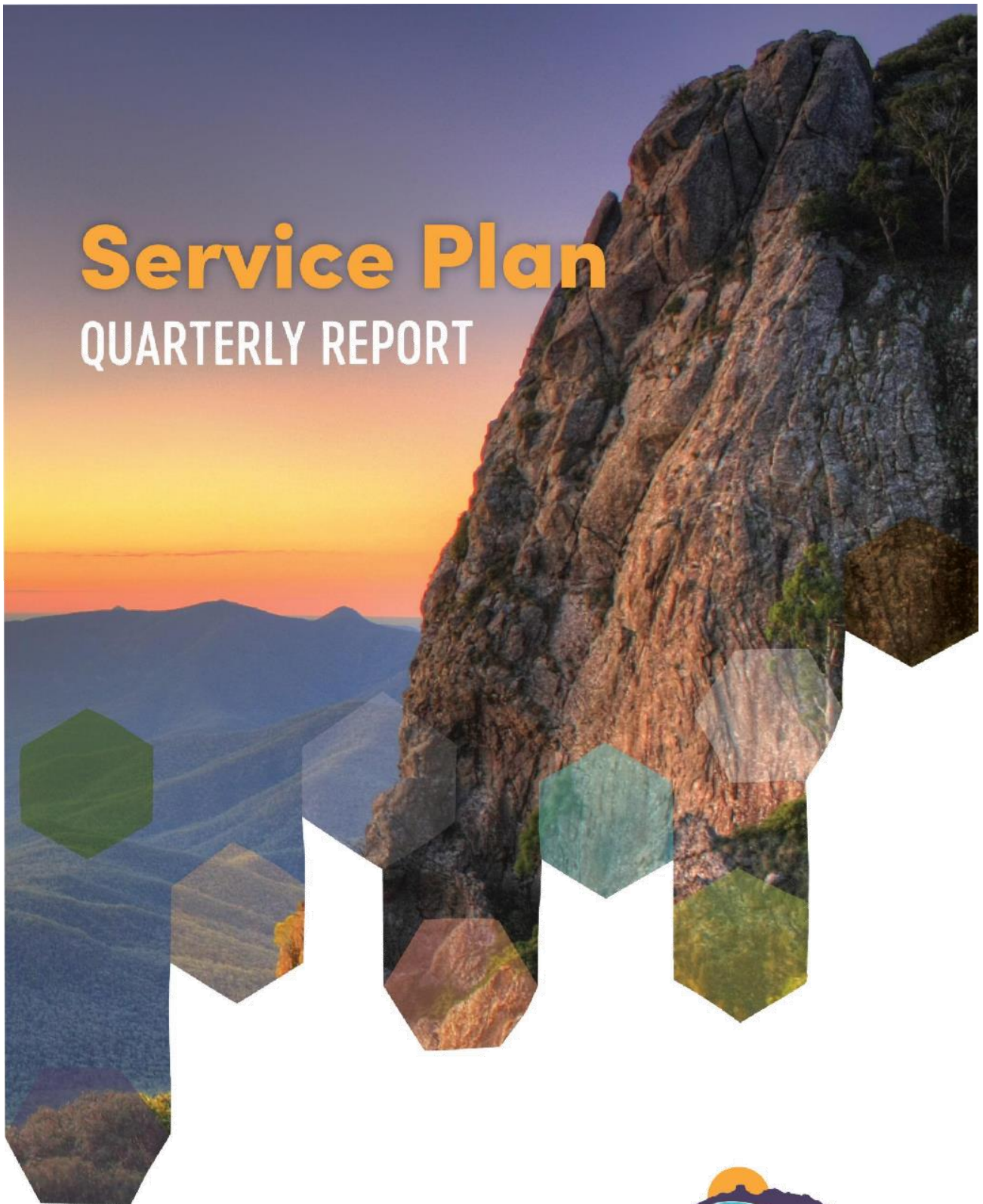
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**CHAIRPERSON**

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# Service Plan

## QUARTERLY REPORT



As at **March 2019**



**NARRABRI SHIRE**  
DISCOVER THE POTENTIAL



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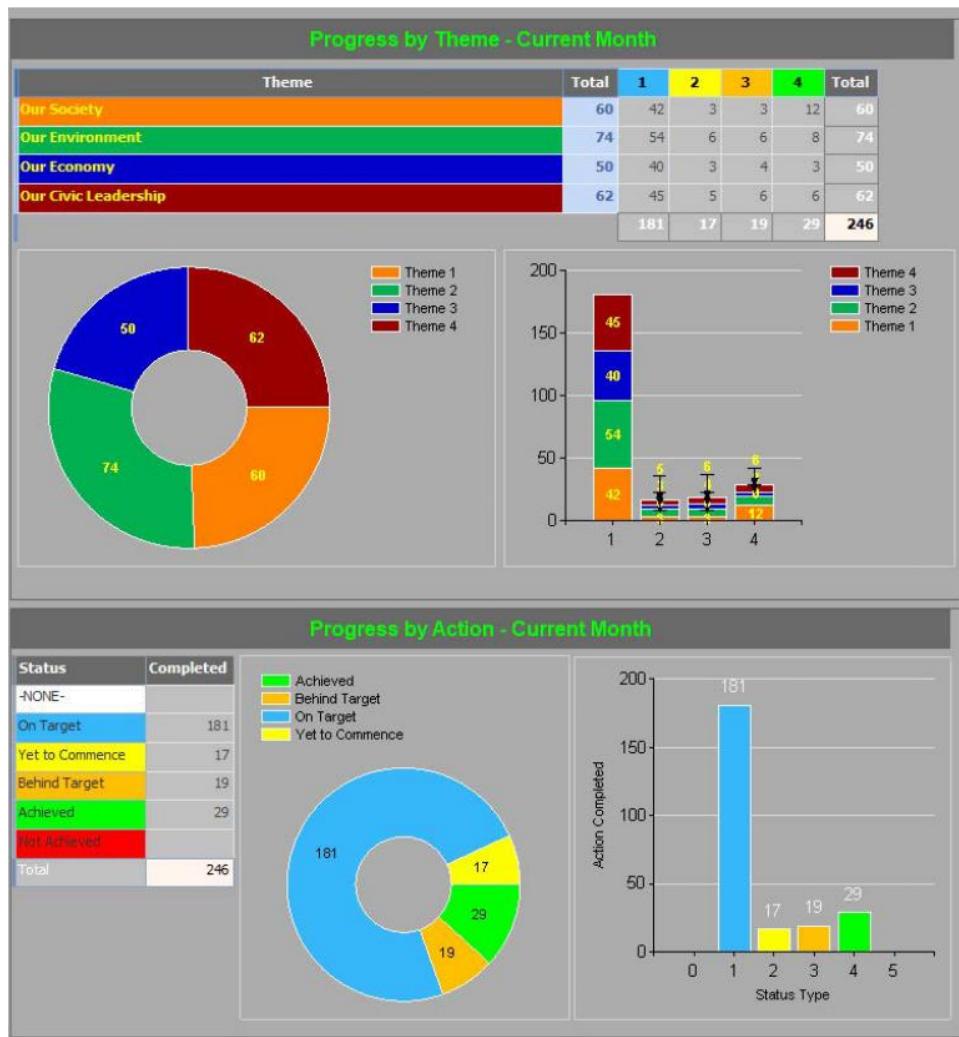
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## Executive Summary

Council's Quarterly Service Report provides the community with an update on Council's progress in achieving its strategic objectives through specific actions, key performance measures and capital works programs. This allows the community to track each service in regards to what it is providing, at what cost and where works are occurring throughout the year.

The following figure captures Council's progress to date according to each strategic theme and action:



# General Manager

## DIRECTORATE



Service Plan Quarterly Report **March 2019**



## Strategic Management and Governance - Actions

Action(s)	Target	Status	Progress	%
4.1.3.2 Create meaningful relationships with State and Federal bodies and other industry in consultation with an appropriate Joint Organisation to take best advantage of grant funding opportunities for regionally significant projects.	30-Jun-2019	On Target	Council is currently working with the New England JO to develop a regional strategy. Council is working closely with both Federal and State Government departments as well as ARTC on maximising the benefits and opportunities from Inland Rail. Council is leading a JO working group on property management and Crown Land legislation changes.	75%
4.1.3.4 Participate in Regional and State Forums (For example JO, LGNSW, Country Mayors).	30-Jun-2018	On Target	Council actively participating in the New England Joint Organisation. Council is participating in LGNSW events as well as attending Country Mayors. Council is an active member of the Resources Advisory Forum.	75%
4.2.1.7 Investigate opportunities for multi-use of Council facilities within towns and villages.	30-Jun-2019	Yet to Commence	Recommended this action be removed.	-
4.2.2.2 Expanded services are only implemented after a business case demonstrates long term viability.	30-Jun-2018	On Target	No proposals considered YTD.	75%
4.3.2.1 Three (3) Council services are reviewed annually.	30-Jun-2019	On Target	Awaiting delivery of final draft of Parks and Open Spaces and Project Management review. The Service Review program past the close out of Parks and Open Spaces (Cemeteries), Fleet Services, Road (Transport) Services and Project Management is recommended to pause until after the implementation of TechnologyOne is complete. This is due many improvements being implemented with the introduction of TechnologyOne - reviews post TechnologyOne implementation will have more value than continuing the program at the current time.	75%

Action(s)		Target	Status	Progress	%
4.3.2.2	Inter-council cooperation opportunities are explored as they arise.	30-Jun-2018	On Target	Council is leading a Property Management Group across the New England JO; re: Crown Land Act changes and the requirement for Plans of Management. Council is continuing to explore opportunities to establish a shared service for internal audit provision.	75%
4.3.2.3	Where available, Council services are compared against private industry benchmarks.	30-Jun-2018	On Target	Council has received the 2017/2018 FY Local Government Performance Excellence Program report.	75%
4.4.2.7	Review internal, external and Section 355 Committees to ensure they are relevant, effective and efficient in making decisions.	30-Jun-2019	Achieved	Council reviewed internal, external and Section 355 Committees at the September 2018 Ordinary Council Meeting and appointed relevant representatives.	100%
4.4.2.9	Maintain and implement a Councillor professional development program.	30-Jun-2019	On Target	Draft program currently being established. Proposals have been received.	75%

## Workforce Management - Actions

Action(s)		Target	Status	Progress	%
1.1.4.1	Investigate and develop pathways to engage, train and retain young people in the workforce.	30-Jun-2019	On Target	Traineeships and apprentice training are the best vehicles for upskilling young people, particularly youth from the local area. Council continues to identify appropriate opportunities to engage youth in employment. Opportunities to liaise with local high schools through career fairs and/or cadetships exist and need to be further developed.	85%
1.3.4.11	Council to encourage and support people with a disability to apply for positions at Council.	30-Jun-2019	Achieved	Clients with Disabilities, sponsored by Best Employment attended Council on 27 November 2018 and were provided with a general tour of facilities, an overview of some of the roles performed at Council and information on how to apply for jobs. This event is designed to facilitate people with disabilities in seeking employment with Council and to aid in reducing a 'level of anxiety' often associated with applying for work when an individual has a physical or other disability.	100%
1.3.4.13	Reduce barriers for volunteers to participate in Council programs.	30-Jun-2019	On Target	Policy and protocol documents completed. Information session conducted in December 2018 to disseminate volunteer engagement process to interested stakeholders.	95%
1.3.4.14	Liaise with employment agencies to develop a process for providing support to applicants for Council positions.	30-Jun-2019	On Target	Discussions with local employment agency commenced in October 2018. Various assistance programs are available to facilitate matching employment opportunities with job-seeking support. Council is continuing to explore its options in this space.	75%
1.3.4.5	Incorporate an understanding of the needs of people with a disability into the staff induction process.	30-Jun-2019	Behind Target	Under draft. Move to 2019/20 reporting year due to HR resourcing constraints.	40%
2.1.1.3	Ensure Council staff are provided with basic training to identify potential aboriginal heritage items.	30-Jun-2019	On Target	Currently seeking qualified training providers to deliver cultural awareness training. Expected to commence in early to mid 2019.	20%

Action(s)		Target	Status	Progress	%
4.1.4.1	Continue to support and enable volunteer engagement within Council activities.	30-Jun-2018	Achieved	Systems in place to support volunteer engagement.	100%
4.2.3.7	Establish a dedicated wellness portal for staff.	30-Jun-2019	On Target	Discussions with Council's EAP provider has identified an opportunity to piggy-back on a portal that is provided to EAP subscribers.	70%
4.2.3.8	Develop Ageing Workforce Transitions Pathway Protocol.	30-Jun-2019	Behind Target	Further work on ageing workforce implementation is required.	70%
4.3.3.7	Conduct employee engagement survey.	30-Jun-2019	Yet to Commence	Planned for 2019. Move to 2019/20 reporting year due to HR resourcing constraints.	-
4.3.3.8	Review Smoke-free Workplace Policy to include information and assistance on how to quit smoking.	30-Jun-2019	Behind Target	A brief discussion at Consultative Committee about the introduction of a smoke-free environment. Initial conversation indicates a lack of enthusiasm for its introduction. Move to 2019/20 reporting year due to HR resourcing constraints.	10%
4.3.3.9	Explore options for rewarding and recognising employees' contributions.	30-Jun-2019	On Target	Rewards & recognition protocol in final stages of approval. The 'a little birdie told me' recognition mechanism already in use.	90%
4.4.2.12	Review Workforce Plan annually.	30-Jun-2019	On Target	Review commenced.	15%
4.4.2.4	Develop and implement change management framework.	30-Jun-2019	On Target	Frameworks for change currently under review. Consultation with Manex & managers regarding overall project requirements to be scheduled for April 2019.	20%
4.4.2.5	Introduce systems for better information capture relating to the workforce.	30-Jun-2019	On Target	Both Technology One and the Vault WHS system will assist in capturing and disseminating employee data more effectively. Vault system implementation will proceed in stages and has commenced in September 2018, with Technology One's implementation currently underway. Council EAP wellness portal will also provide a vehicle for capturing information relating to wellness issues amongst staff and the use of OO-soft will assist in providing data for training plans as well as position evaluations.	90%



Action(s)		Target	Status	Progress	%
4.4.2.8	Link strategic outcomes to performance objectives of management positions.	30-Jun-2019	On Target	Due to be finalised in 2019.	85%

### Workforce Management - Key Performance Measures

<b>Efficiency Measure</b> <i>'Doing things right'</i>	<b>2018/2019</b> Estimated	<b>YTD</b>
Average length in Recruitment Process (in days)	< 60 Days	55 Days
Staff Turnover (%)	12 %	14 %
Employee Initiated Staff Turnover (%)	10 %	8.75 %
Employer Initiated Staff Turnover (%)	0 %	5.25 %

<b>Effectiveness Measure</b> <i>'Doing the right things'</i>	<b>2018/2019</b> Estimated	<b>YTD</b>
Reduction in Council's cumulative previous 3 years total Workers Compensation Claims Cost	\$ 230,000	138,793
Number of Workers Compensation Claims	15	26
Number of Lost Time Injuries (Workers Compensation Premium Impacting)	10	12
Number of Incidents reported (First Aid/Medical Treatment/Lost Time Event) - Injury	0	29
Number of Incidents reported (Low/Mod/High/Critical) – Plant & Infrastructure	0	11
Risk Management Action Plan Completed (%)	100 %	0 %
StateCover Action Plan Completed (%)	100 %	0 %
Audit results for Workplace Health & Safety (%)	82 %	63 %

<b>Workload Measure</b>	<b>2018/2019</b> Estimated	<b>YTD</b>
Number of Workers Compensation Claims (Rolling Average)	15	19.17
Number of positions recruited for	60	54
Number of Apprenticeships/Traineeships	7	7
Number of Grievances processed	0	4
Number of Performance Management cases	0	13
Number of group training events coordinated	4	0

# Corporate Services

## DIRECTORATE

Service Plan Quarterly Report **March 2019**



**NARRABRI SHIRE**  
DISCOVER THE POTENTIAL

## Financial Services - Actions

Action(s)	Target	Status	Progress	%
4.2.3.4 Continuously review the effectiveness and functionality of the Corporate Financial System to identify opportunities for higher utilisation.	30-Jun-2019	On Target	Remains an ongoing activity. Technology One is improving the functionality of Financial system.	75%
4.2.3.5 Review procurement process to reflect best practice.	30-Jun-2019	On Target	Remains an ongoing activity.	75%
4.4.1.3 Consider the need for a Special Rate Variation (SRV) application to IPART in accordance with prescribed timeframes if required.	30-Jun-2019	Achieved	Special Rate Variation not required. Funds restricted from 2017/18 to fund backlog programs.	100%
4.4.1.4 Lobby State Government, along with other Councils that have mining operations in their Local Government boundaries, to have mining rates removed from notional yield calculations.	30-Jun-2019	Yet to Commence	Yet to commence.	-
4.4.2.1 Annually review Council's Rating Structure to ensure equity and fairness in rating distribution.	30-Jun-2019	On Target	Forms part of Council's budget process for next financial year.	50%
4.4.2.10 Review Long-Term Financial Plan annually.	30-Jun-2019	On Target	Is part of the quarterly budget review process and annual budget setting.	75%
4.4.2.11 Review Asset Management Strategy and Policy annually.	30-Jun-2019	On Target	Council's Asset Management Committee is meeting regularly to advance asset management strategy.	75%
4.4.2.14 Review and monitor Council's financial risk profile across the organisation.	30-Jun-2019	On Target	Remains an ongoing activity.	75%
4.4.3.1 Provide more plain english financial reporting through increased use of Council's online platforms.	30-Jun-2018	On Target	Remains an ongoing activity.	75%

## Financial Services - Key Performance Measures

<b>Efficiency Measure</b> <i>'Doing things right'</i>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Rates outstanding (rates, annual charges, interest and extra charges outstanding %)	< 8.5 %	8.17 %
Accounts receivable – average monthly percentage of accounts outstanding for more than 90 days	< 10 %	9.4 %
Accounts payable – average monthly percentage of invoices outstanding for more than 40 days	< 5 %	5.6 %

<b>Effectiveness Measure</b> <i>'Doing the right things'</i>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Statutory Accounting and Reporting completed by due date	100 % Compliance	100 % Compliance

<b>Effectiveness Measure</b> <b>'Doing the right things'</b>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
All taxation returns completed by due dates	100 % Compliance	100 % Compliance
Monthly investment portfolio performance meets the policy benchmarks	100 % Compliance	100 % Compliance
Number of days overdraft facility required	0 Days	0 Days
Rates and water accounts issued by due dates	100 % Compliance	100 % Compliance
Stocktake variances within 2% of total stock value	100 % Compliance	100 % Compliance

<b>Workload Measure</b>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Number of rate assessments (annual issue)	6,740	6,950
Average number of water accounts issued per quarter (average over last 4 quarters)	4,000	4,014
Number of s603 certificates issued	280	189
Number of pensioner rebates granted at levy	880	817
Number of accounts receivable transactions processed	1,350	863
Number of accounts payable transactions processed	17,900	12,684
Average number of pays prepared fortnightly (average over last 26 pays)	180	171
Number of stores transactions processed	12,000	8,235

## Information Services - Actions

Action(s)	Target	Status	Progress	%
1.1.2.18 Install / upgrade CCTV in areas to include CBD, Visitor Information Centre Precinct, Narrabri Library, Airport, the Narrabri Aquatic Centre, the Administration Building, the Depot, Wee Waa CBD and others as required.	30-Jun-2019	On Target	Stakeholder engagement commenced via the Crime Prevention Committee. Wee Waa CCTV implemented in 2017/18. Plan has been developed for the Narrabri Depot. Cameras have been installed at Administration Building and the Library in current year. Other sites such as Airport, Visitors Information Centre and Aquatic Centre will be investigated in 2019/20.	25%
1.1.2.4 Consult with community and businesses to identify areas where CCTV and improved street lighting is required to target crime.	30-Jun-2019	On Target	Discussions were held with the Crime Prevention Committee. Capital funds have been adopted in Operational Plan for 2018/19 for installation of Closed Circuit Television cameras and equipment for Narrabri CBD. Council has been successful under the Community Safety Fund 2018 in seeking funds for project. Project will span two years to be completed in 2019/20.	25%
1.3.2.4 Investigate opportunities to provide Council services more effectively through use of technology.	30-Jun-2019	On Target	Investigations underway to provide platforms to keep Councillors better informed of meeting dates and information delivery. Software purchased to enhance Outlook delivery of events into 'Councillor Calendar'.	75%
4.3.3.2 Ensure Council is utilising up to date software and hardware in alignment with best practice standards.	30-Jun-2018	On Target	Operating Systems and all standard applications (eg: MS Office) are up to date at present. An ongoing routine of upgrades are scheduled throughout the year.	90%

## Information Services - Key Performance Measures

Efficiency Measure 'Doing things right'	2018/2019 Estimated	YTD
Keep System Downtime to 5% during working hours	2 %	1 %
Keep Email Service downtime to 0% during working hours	< 2 %	1 %
Keep Finance systems downtime to 0% during working hours	< 2 %	1 %

<b>Effectiveness Measure</b> <b>'Doing the right things'</b>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Average time spend per resolving staff enquiries regarding IT	< 15 Minutes	27 Minutes

<b>Workload Measure</b>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Number of InfoXpert (ERMS) Users / Licenses	100	100
Number of external sites	13	13
Number of Virtual Servers	40	46
Number of Council's Desktop Users	150	152

### Information Services - 2018/2019 Capital Works Program

<b>Capital Work Description</b>	<b>Budget Adopted</b>	<b>YTD</b>	<b>Projected</b>	<b>% Completed</b>	<b>Progress</b>
Corporate Information System (remainder of project)	872,899	712,775	872,899	81%	Current implementation processes continuing.
IT - Upgrade SAN Storage (deferred from 2017/18)	50,000	25,447	50,000	80%	Upgraded usable capacity from 15TB to 44TB. Post implementation testing and improvements are still in progress.
IT - Replace Access Control System at Admin Office, Depot & Airport	75,000	-	75,000	10%	Project commenced. Quotes are being obtained. Works expected to be completed by 30 June 2019.
IT - Upgrade Narrabri CBD CCTV System	100,000	304	55,000	25%	1st stage of this project has been commenced. Cameras are currently being installed in 2 locations. Project to be completed in 2019/20
IT - Replace Servers	100,000	67,324	100,000	75%	Replaced 2 old servers with new 2 servers. Old servers moved to the Narrabri depot, which is the Disaster Recovery (DR) site, to upgrade capacity. Post implementation testing and improvements are still in progress.
IT - Equipment for Customer Service Refit	20,000	15,311	20,000	90%	Further minor purchases to occur.
IT - Smart City Strategy	46,172	44,325	46,172	90%	Implementation plan received in February.
<b>Total :</b>	<b>1,264,071</b>	<b>865,486</b>	<b>1,219,071</b>		



## Library Services - Actions

Action(s)		Target	Status	Progress	%
1.1.1.1	Develop educational and recreational programs in all branch Libraries at least on a quarterly basis.	30-Jun-2019	On Target	Narrabri Library has held or hosted 367 programs, events or provision of space for tutors, meetings and other community groups, with 1,504 adults and 3,910 children, totalling 5,414 attending. Wee Waa Library has held or hosted 69 programs, events or provision of space for tutors, meetings and other community groups, with 272 adults and 469 children, totalling 741, attending. Boggabri Library has held or hosted 9 programs, events or provision of space for tutors, meetings and other community groups, with 25 adults and 136 children, totalling 161, attending.	75%
1.1.1.2	Investigate the feasibility of outreach services across the Narrabri Shire, including home library services to housebound and aged care facility residents.	30-Jun-2019	Achieved	Narrabri Library Manger attended the Outreach Symposium in Coffs Harbour, November 2018. A Senior Assist Book Delivery Program was launched in Seniors Week 2019. A DVD delivery service has been initiated at the Frank Whiddon Aged Care Facility.	100%
1.1.1.5	Seek additional funding for and provide library educational and recreational programs to meet changing community needs.	30-Jun-2019	On Target	Narrabri Library received a Highly Commended Certificate in the Innovation Awards hosted by the NSW Public Libraries Association. There was no funding attached to this certificate. A Telstra Kids grant application was successful. Investigation into additional funding continues.	75%
1.3.2.5	Explore social media platforms to increase online presence and Library usage.	30-Jun-2019	Achieved	A Narrabri Shire Libraries Facebook Page was launched on February 14, coinciding with Library Lovers' Day. As of 23 March there have been 279 likes, with 281 people following the page.	100%
1.3.4.1	Investigate opportunities to provide easily accessible customer service centres for residents in Wee Waa and Boggabri.	30-Jun-2019	On Target	Technical problems have delayed the customer service access via Narrabri Shire Libraries. These are being rectified by IT department.	50%

Action(s)		Target	Status	Progress	%
1.3.4.9	Improve library services to support an autism-friendly environment, home library services, IT training and provision of special collections.	30-Jun-2019	On Target	A STEM (Science, Technology, Engineering and Mathematics) collection will be developed with the Telstra Kids Grant. The autism collection can now be promoted via the Narrabri Libraries Facebook Page.	75%
1.4.4.2	Provide Science, Technology, Engineering and Mathematics (STEM) based programming in partnership with scientific leaders in the community.	30-Jun-2018	On Target	Technology based workshops were held in the summer school holidays in conjunction with CNRL makerspace staff. More workshops are planned for the upcoming school holidays. Preparations for the Narrabri Shire STEM investigation Awards have begun.	75%

### Library Services - Key Performance Measures

<b>Efficiency Measure</b> <i>'Doing things right'</i>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Maintain Staff Generated Reservations above the specified target for the Narrabri Branch	9,000	6,514
Maintain Staff Generated Reservations above the specified target for the Wee Waa Branch	1,000	1,189
Maintain Staff Generated Reservations above the specified target for the Boggabri Branch	300	540
Maintain Library usage ie: programs, events or provision of space for meetings and community activities above the specified target for the Narrabri branch	400	367
Maintain Library usage ie: programs, events or provision of space for meetings and community activities above the specified target for the Wee Waa branch	50	69
Maintain Library usage ie: programs, events or provision of space for meetings and community activities above the specified target for the Boggabri branch	20	9
Maintain \$/user ratio below specified target for the Narrabri branch	\$ 11.8	8.48
Maintain \$/user ratio below specified target for the Wee Waa branch	\$ 8.8	7.58
Maintain \$/user ratio below specified target for the Boggabri branch	\$ 35.3	23.37
<b>Effectiveness Measure</b> <i>'Doing the right things'</i>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Maintain the number of new members above the specified target for the Narrabri branch	350	196
Maintain the number of new members above the specified target for the Wee Waa branch	100	41
Maintain the number of new members above the specified target for the Boggabri branch	15	6
Gauge overall customer satisfaction with customer service levels, resources, opening hours and facilities	95 %	95 %
<b>Workload Measure</b>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Number of Library Visits in Narrabri	35,000	18,845
Number of Library Visits in Wee Waa	12,000	8,206

<b>Workload Measure</b>	<b>2018/2019 Estimated</b>	<b>YTD</b>
Number of Library Visits in Boggabri	1,600	1,156
Number of Physical Loans (including renewals) in Narrabri	35,000	24,074
Number of Physical Loans (including renewals) in Wee Waa	6,000	4,540
Number of Physical Loans (including renewals) in Boggabri	3,500	2,791

### Library Services - 2018/2019 Capital Works Program

<b>Capital Work Description</b>	<b>Budget Adopted</b>	<b>YTD</b>	<b>Projected</b>	<b>% Completed</b>	<b>Progress</b>
Libraries - Narrabri Security Cameras	20,000	-	20,000	95%	Cameras installed. Awaiting monitor installation.
Libraries - Boggabri Shelving & Furniture	47,965	45,831	47,965	95%	Some minor signage will complete this project.
Libraries - Narrabri Replace Carpet	20,000	1,156	20,000	100%	Project completed.
Libraries - Narrabri Replace Blinds	10,000	-	10,000	100%	Project completed.
Libraries - Narrabri Repair & Paint Interior	25,000	-	25,000	95%	Work to kitchen area to be completed by the end of April.
<b>Total :</b>	<b>122,965</b>	<b>46,987</b>	<b>122,965</b>		

## Property Services - Actions

Action(s)		Target	Status	Progress	%
1.1.2.13	Conduct annual condition inspections for all land and buildings to maintain public safety.	30-Jun-2018	On Target	A condition based maintenance assessment template is being developed for inclusion in the Asset Management Software (Assetic) and the information of which can subsequently be transferred in to Technology One's asset management module. Weekly assessments are being carried out at a rate of 5 properties per week.	50%
1.1.3.3	Explore options for developing a "Civic Precinct" in the vicinity of the old Boggabri Bowling Club site.	30-Jun-2019	Behind Target	Prior to consider the options for this precinct, it is necessary for Council to acquire the ownership of the land in fee simple. An application is being submitted to Crown Lands Office to transfer the ownership of the land to Council. No progress will be made until Crown approved this.	15%
1.1.4.8	Facilitate the creation of the Country University Centre Campus to meet the requirements of the governing body.	30-Jun-2019	Achieved	NDCAS has relocated. Information has been provided and arrangements have been made for the Country University Centre architect to inspect the space and commence the design process. A lease has been drafted and forwarded to the Country University Centre for its Board's consideration. The final lease will be reported to Council for its approval.	100%
2.3.1.2	Investigate opportunities to increase energy efficiencies at Council facilities.	30-Jun-2019	On Target	40% of Council's Administration Building have been switched to LED lighting. The airport carpark street lights have been replaced with LED lights. The crossing Theatre is also working through a program of installing LED lights.	35%
2.3.1.3	Develop and implement plans for installing energy efficient technologies and innovations at identified Council facilities i.e. solar panels, LED lighting, air-conditioning.	30-Jun-2019	On Target	2017/18 Energy bills and consumption for Council's major sites have been audited. Expressions of interest for energy performance contract have been invited. A Request for Proposal has been issued to three short-listed companies.	20%

Action(s)		Target	Status	Progress	%
3.1.4.6	Review Airport Master Plan (Including Terminal Precinct and Concept Plan).	30-Jun-2019	Achieved	The revised Airport Master Plan has been endorsed by the Airport Advisory Committee.	100%
3.1.4.7	Investigate industrial land in the airport precinct in consideration of wider availability of industrial land across the Shire.	30-Jun-2019	On Target	The current zoning of lands at the airport precinct permits industrial land use relating to airport activities. The new LEP which is in its final approval stage, will provide wider land uses around the airport precinct.	75%
4.2.3.6	Monitor and update community accessible GIS interface for Council's Capital Works Program.	30-Jun-2018	On Target	Community accessible GIS interface for Council's Capital Works Program is regularly monitored and updated.	75%
4.3.1.2	Investigate update and renewal requirements (including assets) for Caravan Parks throughout the Narrabri Shire.	30-Jun-2018	On Target	The reclassification of the former Bellata Caravan Park site is in its final stage. Improvements of the Narrabri Caravan Park in accordance with the lease terms and conditions are being carried out by the Caravan Park Operator (Southern Cross Parks Group). The redevelopment of Boggabri Caravan Park has been tendered and reported to Council. The representative of the Boggabri Business and Community Progress Associated has been advised of Council's resolution to focus improvement of the Boggabri Caravan Park within the existing footprint.	75%
4.4.2.13	Develop an overarching Council Business Continuity Plan.	30-Jun-2019	Behind Target	Preliminary discussions underway.	10%

### Property Services - Key Performance Measures

Efficiency Measure 'Doing things right'	2018/2019 Estimated	YTD
Reduce overall energy consumption	15 %	0 %
Reduce overall cost for preparing Plans of Management (POM) for community land and crown land	20 %	0 %
Reduce reactive maintenance budget to	25 %	0 %
Increase planned maintenance budget to	75 %	0 %

Effectiveness Measure 'Doing the right things'	2018/2019 Estimated	YTD
Delivery of programmed maintenance and capital works	90 %	40 %
Response time to GIS and mapping enquiries	3 Days	3 Days

<b>Effectiveness Measure</b> <b>'Doing the right things'</b>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Response time to unforeseen / urgent repairs	3 Days	3 Days
Collection of property leasing and licensing fees and charges	80 %	45 %
Completion of Council's, Senior Management and Advisory Committee's resolutions and/or actions	80 %	80 %

<b>Workload Measure</b>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Attend to, negotiate and update all expiring leases, licences and occupancy agreements (leases per annum)	12 Per Annum	12 Per Annum
Update asset layers in GIS	500 Per Annum	350 Per Annum
Attend to Map and GIS data enquiries and requests	500 Per Annum	249 Per Annum
Preparation of Council reports	15 Per Annum	18 Per Annum
Complete property related Insurance claims	10 Per Annum	5 Per Annum
Undertake ongoing condition based assessment of Council buildings	50 Per Annum	15 Per Annum
Prepare plans of management, property related policies, property management protocols, structures and frameworks	6 Per Annum	0 Per Annum
Obtain approvals and undertake procurement planning and activities	10 Per Annum	5 Per Annum
Preparation of correspondence responding to external enquiries	250 Per Annum	150 Per Annum
Quotes, purchase orders, payment verification and authorisation	500 Per Annum	280 Per Annum
Response to internal and external emails	8,750 Per Annum	6,500 Per Annum

### Property Services - 2018/2019 Capital Works Program

<b>Capital Work Description</b>	<b>Budget Adopted</b>	<b>YTD</b>	<b>Projected</b>	<b>% Completed</b>	<b>Progress</b>
Property - Buildings Environmental Sustainability Project	150,000	168	150,000	20%	Completed an analysis of energy bills and consumption for major sites. Assessed and declined a conventional consultancy quote. Consideration of an energy performance contract that capitalises on the expertise of energy efficiency contractors to provide reversed brief to Council for contractual implementation. EOIs called. A Request For Proposal (RFP) has been issued to three short-listed companies.
Property - Keys and Key Management System	15,000	-	15,000	20%	A proposal for a new key management framework has been obtained from Locksmith. A key hierarchy is being developed for each class of assets. Scope of works are being developed to enable a competitive market testing process.



Capital Work Description	Budget Adopted	YTD	Projected	% Completed	Progress
Property - Administration Building Refurbishment	145,589	143,897	143,897	100%	Project Completed.
Property - Staff Housing Improvements	15,000	-	15,000	5%	Specifications are being developed. Quotes are to be obtained from cabinet makers to improve the kitchen of Regent St property.
Property - Boggabri Courthouse Internal Structure	20,000	-	20,000	15%	Scope of works have been respecified. Quotes are being obtained. Works are expected to commence early in May 2019.
Caravan Park - Boggabri Upgrade	1,700,000	14,616	100,000	20%	Tendered the reduced scope. Received a single tender which substantially exceeds the budget. The matter was reported to Council in December 2018. Council resolved to focus on the improvement of the existing footprint of the Boggabri Caravan Park. Alternative solutions have been identified with a potential saving of approximately \$750,000 - \$800,000 from the recent tender price. It is expected that up to \$100,000 will be spent during this financial year and the balance of the budget should be carried over to 2019/2020 financial year.
Caravan Park - Narrabri Internal Road Improvement	27,680	27,680	27,680	100%	Project Completed.
Property - Francis Street Subdivision	1,748	1,748	1,748	100%	Project Completed.
Property - Doctors Creek House - Barwan St- Demolition	36,000	36,377	36,377	100%	Project Completed.
<b>Total :</b>	<b>2,111,017</b>	<b>224,486</b>	<b>509,702</b>		

### Depots - 2018/2019 Capital Works Program

Capital Work Description	Budget Adopted	YTD	Projected	% Completed	Progress
Depots - Narrabri Store Office Construction	85,000	51,408	135,000	55%	New store racking have been installed to comply with Safework Notice of Compliance. DA for the store office has been submitted. Construction expected to commence in June 2019. The balance of funding should be carried over 2019/20.
Depots - Narrabri Store Driveway Awning	19,000	-	19,000	15%	Design completed. Quotes are being obtained and assessed. Contract awarded.
Depots - Narrabri Office Workplace Improvements	20,000	14,043	20,000	45%	Some workplace improvements works have been carried out. The logistic of managing visitors and reorganising the workplace is being considered prior to finalising the full improvement scope.
Depots - Narrabri Welding Shed Enclosure (deferred from 2017/18)	25,000	457	457	100%	Project Completed. Design completed. Quotes obtained. However, alternative solutions have been suggested and considered. Occasional welding activities can now be carried out in the workshop. A separate welding shed is no longer required.
Depots - Narrabri Oil/Water Separator & Tanks (deferred from 2016/17)	146,444	53,835	146,444	35%	Oil/Water separator and tank delivered. Work commenced in the second week of March.
Depots - Wee Waa Depot Office Building Replacement (incl removal of existing building) - 2017/18	150,000	6,250	150,000	25%	Development Application approved. Awaiting receipt of Construction Certificate to enable tendering the job. Construction expected to commence in May 2019. The balance of funding should be carried over 2019/20.
Depots - Narrabri Security & Lighting	24,636	-	24,636	20%	Depot lighting and CCTV improvement plan have been completed. Conduits and poles have been installed. Installation of cameras is to be carried out at the same time as the Oil/Water Separator project.
<b>Total :</b>	<b>470,080</b>	<b>125,993</b>	<b>495,537</b>		

## The Crossing Theatre - Actions

Action(s)	Target	Status	Progress	%
1.2.2.1 Explore opportunities for the provision of arts and cultural events in all towns and villages.	30-Jun-2019	On Target	Outdoor Cinema Screen to be launched in April. Planning for future community events underway.	75%
1.2.2.2 Facilitate cultural shows at The Crossing Theatre.	30-Jun-2018	On Target	Ongoing Process. Civic Art collection now on permanent display.	75%
1.2.2.3 Encourage and support the Narrabri Eisteddfod.	30-Jun-2018	On Target	All assistance being given to organisers to make show a success.	75%
3.1.1.1 Review the brand and market position of The Crossing Theatre.	30-Jun-2019	On Target	Ongoing Process.	75%
3.1.1.2 Identify external funding opportunities to assist with the provision of events through The Crossing Theatre.	30-Jun-2019	On Target	Opportunities for seed funding for events being sought through various cultural funds	75%
3.1.1.3 Identify opportunities for corporate, association, not for profit and government organisations to host regional and rural conferencing in Narrabri Shire.	30-Jun-2018	On Target	All prospectus and collateral being reviewed.	75%
3.1.1.4 Develop and maintain relationships with national and international touring promoters.	30-Jun-2018	On Target	Ongoing Process.	75%
3.1.1.5 Investigate the feasibility to continue with child and youth school holiday programs.	30-Jun-2018	Achieved	Study undertaken and completed in 2017/18. Programs are part of normal business.	100%
4.2.1.5 Investigate opportunities in line with Council Policy to offer more economical use of The Crossing Theatre facilities.	30-Jun-2018	Behind Target	Theatre Staff looking at Concessional policy for Cinema, to include carers of Disabled and elderly patrons.	50%

## The Crossing Theatre - Key Performance Measures

<b>Efficiency Measure</b> <i>'Doing things right'</i>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Venue to fiscally operate at no more than 5.25% of General Rates revenue	5.3 %	7 %
Operating Costs per paying venue patron	\$ 11.1	12.6
Increase Event Space Utilisation % per available day for Riverside Room	25.1 %	20 %
Increase Event Space Utilisation % per available day for Auditorium	18 %	20 %
Increase Event Space Utilisation % per available day for Exhibition Room	16 %	24 %
Increase Event Space Utilisation % per available day for Gallery Lounge	10 %	11 %
<b>Effectiveness Measure</b> <i>'Doing the right things'</i>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Increase Cinema Patronage by 5%	26,877	18,960

<b>Effectiveness Measure</b> <b>'Doing the right things'</b>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Increase Cafe Patronage by 5%	6,377	11,370
Increase User Pay Events by 5%	192	101

<b>Workload Measure</b>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Number of User Live Events held	30	14
Number of events held in Riverside Room	81	49
Number of events held in Auditorium	58	39
Number of events held in Exhibition Room	48	49
Number of events held in Gallery Lounge	40	29

### The Crossing Theatre - 2018/2019 Capital Works Program

<b>Capital Work Description</b>	<b>Budget Adopted</b>	<b>YTD</b>	<b>Projected</b>	<b>% Completed</b>	<b>Progress</b>
TCT - Re-carpet Venue	50,000	41,455	46,000	95%	Cinema entrances to be completed in April, which will complete the project.
TCT - Painting of Interior	44,893	44,893	44,893	100%	Project Completed.
TCT - Band Room Refurbishment (incl Storage)	50,000	-	50,000	10%	Quotes are being obtained. Works expected to commence before the end of May 2019. Minimum expenditure expected this financial year. Funding should be carried over 2019/20.
TCT - Upgrade Lighting (LED lights)	15,000	3,206	15,000	50%	Cinema lights to be replaced by April, which will complete the project.
TCT - Outdoor Projector & Screen	13,218	13,218	13,218	100%	Project Completed.
<b>Total :</b>	<b>173,111</b>	<b>102,772</b>	<b>169,111</b>		

## Community and Customer Relations - Actions

Action(s)	Target	Status	Progress	%
4.1.1.2 Implement new Customer Service Procedures.	30-Jun-2019	On Target	Community Relations Team in place. Procedures are being established.	75%
4.1.2.1 Produce relevant "factsheets" on major Council projects and initiatives in a timely manner.	30-Jun-2018	On Target	Factsheets completed so far have been done in a timely manner	75%
4.1.4.3 Carry out Civic ceremonies and functions to celebrate and acknowledge achievements of the community.	30-Jun-2018	On Target	Ongoing Activities.	75%
4.4.2.15 Ensure that delegations for Council officers are reviewed and updated.	30-Jun-2018	On Target	Delegations updated December. Next review in May 2019	50%

## Community and Customer Relations - Key Performance Measures

<b>Efficiency Measure</b> <i>'Doing things right'</i>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Retrieval of files from depot within a 3 day period	< 3 Days	1 Days
Registration and tasking of daily correspondence to be completed by the end of each working day (% of days)	100 %	100 %

<b>Effectiveness Measure</b> <i>'Doing the right things'</i>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Compliance with State Records for disposal of hard copy documents	100 %	100 %
Quantity of hard copy files reduced in accordance with Sentencing Project	< 50 %	30 %

<b>Workload Measure</b>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Number of Records Department correspondence	5,300	8,251
Number of Phone Messages via CSRs	1,000	980

## Narrabri Airport - Actions

Action(s)	Target	Status	Progress	%
3.1.4.2 Encourage community use of, and support the retention of, existing Narrabri - Brisbane RPT flight arrangement.	30-Jun-2018	On Target	Council continues promoting the use of the airport in the Narrabri Shire Community Radio Program and Narrabri Visitor Guide.	75%
3.1.4.4 Lobby Office of Transport Security to review proportionate security to allow smaller jet services to operate from Narrabri Airport without the need for full security screening regime.	30-Jun-2019	On Target	Ongoing lobbying through the Australian Airports Association. A watching brief is being maintained to ensure an appropriate security response is available, and to inform whether the passenger terminal is equipped to handle any changes to legislation.	75%
3.1.4.5 Actively seek new revenue streams to support Airport operations.	30-Jun-2018	On Target	The lease for the Air Monitoring Unit has been renewed. Separate leases for the clubhouse and hangar are being negotiated with Namoi Aero Club.	75%

## Narrabri Airport - Key Performance Measures

Efficiency Measure 'Doing things right'	2018/2019 Estimated	YTD
Total Operating Expenses per RPT Passenger	\$ 44	40
Effectiveness Measure 'Doing the right things'	2018/2019 Estimated	YTD
Percentage of satisfactory CASA and ATI inspections	100 %	100 %
Number of written complaints per annum	0	0
Number of reports of feral animals affecting airside operations per annum	0	1
Workload Measure	2018/2019 Estimated	YTD
Number of RPT aircraft landings per annum	960	425
Number of RPT passengers per annum	8,500	6,063

## Narrabri Airport - 2018/2019 Capital Works Program

Capital Work Description	Budget Adopted	YTD	Projected	% Completed	Progress
Airport - Perimeter Fencing	200,000	182,441	210,000	95%	Perimeter fence installation completed. Additional fence around the clubhouse and hangar precinct has been identified. Additional fence skirting has also been identified for the existing fence from the RFS building to the new perimeter fence section along Airport Road. A quote of approximately \$27,000 has been received and is being negotiated.



Capital Work Description	Budget Adopted	YTD	Projected	% Completed	Progress
Airport - New Water Pump & Reticulation System	15,091	15,091	15,091	100%	Project Completed.
Airport - New Security Gate	5,000	292	292	100%	Project Completed. Works carried out by Council staff using existing materials and staff.
Airport - Electricity Upgrade	55,000	6,623	35,000	40%	Car park lighting has been replaced with LED lighting. Quotes are being obtained for airside flood lights.
Airport - Sealing of Taxiway to Aero Club Hanger	35,000	14,350	35,000	75%	Drainage and widening works are being planned for completion prior to financial year end.
Airport - Tie-Down Area Upgrade	20,000	-	-	0%	The tie-down area is settled down well without a need of further upgrade.
<b>Total :</b>	<b>330,091</b>	<b>218,797</b>	<b>295,383</b>		

# Infrastructure Delivery

DIRECTORATE

Service Plan Quarterly Report **March 2019**



**NARRABRI SHIRE**  
DISCOVER THE POTENTIAL

## Design and Investigation Services - Actions

Action(s)		Target	Status	Progress	%
1.1.2.15	Implement safe road designs to address identified black spots within the shire network.	30-Jun-2019	On Target	Black spots have been reviewed and several intersections have been submitted to Roads & Maritime Services for independent review.	75%
1.1.2.3	Support and liaise with community groups and local residents regarding traffic and alcohol free-zoning requirements.	30-Jun-2019	On Target	Alcohol Free Zones have been renewed and adopted by Council (Minute 207/2017). Signage has been updated. Support of traffic related matters with community groups continue in 2018/19.	75%
1.3.4.6	All capital works projects will incorporate upgrades that are consistent with inclusion and accessibility requirements.	30-Jun-2019	On Target	All Engineering designs consider accessibility requirements. Design considerations have been included within the Disability Inclusion Action Plan (DIAP).	75%
2.1.3.10	Work with the local community to develop a Bicycle User Group and support its development. The group could be responsible for holding regular group rides, organise and promote Ride to Work days and similar promotions, and advocacy.	30-Jun-2019	On Target	Public survey to assist with determining bicycle usage within the local area has been completed. Funding opportunities for bike events have been circulated to relevant community groups (e.g. NSW Bike Week 22-30 September 2018).	75%
2.1.3.11	Participate in National Ride/Walk to Work and Ride/Walk to School days. Promote these events to the community and encourage involvement by holding competitions and BBQ breakfast events.	30-Jun-2019	Achieved	Completed.	100%
2.1.3.13	Continue to support cycle events in the Shire (e.g Santos North West Cycle Tour) and encourage others to be held. Combine events with activities to encourage visitors to stay longer and go on other bike rides in the Shire.	30-Jun-2019	On Target	Ongoing. Events are promoted when dates are known / confirmed.	75%
2.1.3.14	Develop a Safe Routes for Seniors program in the Shire by auditing popular routes in association with a senior/aged care facility, make improvements and then promote their use (including signage of routes).	30-Jun-2019	On Target	Safe routes for Seniors program to be developed as part of the ongoing Disability Inclusion Action Plan (DIAP) discussions.	75%

Action(s)		Target	Status	Progress	%
2.1.3.15	In association with schools, audit key routes to school and improve the facilities along these routes.	30-Jun-2019	On Target	Public survey to determine priority roads that are regularly used by cyclists has been completed and information has been provided to local schools. Priority pedestrian and cycling routes have been identified and included to the Design Departments 2018/19 project list to improve road safety and awareness.	75%
2.1.3.16	Encourage schools to audit their bicycle parking to make sure it is secure, visible and sheltered from the elements.	30-Jun-2019	Achieved	Support information has been provided to local schools.	100%
2.1.3.17	Work with local schools to encourage more children to walk or cycle to school.	30-Jun-2019	Achieved	Support information has been provided to local schools.	100%
2.1.3.2	Work with RMS to provide walk and cycle facilities as per the network plans in Section 6.0 along RMS roads through the towns and provide crossings at convenient locations.	30-Jun-2019	On Target	Adopted PAMP (Minute 551/2014) prioritise walk and cycle projects. These projects are considered in proposed grant funding applications.	75%
2.1.3.3	Investigate and implement solution under the Dangar Street Bridge across Narrabri Creek near Cameron Park which enables pedestrians and cyclist to traverse under the bridge safely and conveniently.	30-Jun-2019	On Target	Investigation and design completed, with grant funding currently being sort for implementation of project in 2018/19. Project has been included to Roads Services Capital Works Program.	75%
2.1.3.4	Support the use of quieter rural roads for cycle training purposes by identifying a number of well used roads and ensuring they are regularly maintained and warning signs provided to "Watch for Bikes" along these routes.	30-Jun-2019	On Target	Audit of local (sealed) roads has been conducted to determine key cycling routes and proposed upgrades for line marking and signage to be implemented in 2018/19.	75%
2.1.3.5	Provide support facilities such as wayfinding and health signage, seating and drinking fountains along key recreational routes in each township. Exercise stations should also be considered for key routes.	30-Jun-2019	On Target	Proposed signage street furniture is considered with each project and discussed with the Community Facilities Manager. Several projects are currently in development and will include support facilities as required.	75%
2.1.3.6	Ensure appropriate regulatory and guidance signage is provided on all existing and proposed walk and cycle facilities.	30-Jun-2019	On Target	Audit of signage along walk and cycle facilities is ongoing as part of routine maintenance and improvement projects.	75%

Action(s)		Target	Status	Progress	%
2.1.3.7	Develop local information brochures and website information on safe walk and cycle practices, to be made available at community information locations in the Shire (e.g. public libraries) and at tourist information kiosks. Incorporate education material on road rules, rules and etiquettes on sharing pathways and sharing the road. This should include existing infrastructure maps and suggestions for health and tourist walks/rides, links to community groups holding rides, etc.	30-Jun-2019	On Target	Public survey to determine priority roads that are regularly used by cyclists has been completed and information has been provided to local schools. Priority pedestrian and cycling routes have been identified and included to the Design Departments 2018/19 project list to improve road safety and awareness.	75%
2.1.3.8	Work with NSW Police to increase helmet wearing by cyclists in the Shire, as well as enforcing parking on footpaths.	30-Jun-2019	On Target	Public survey to determine priority roads that are regularly used by cyclists has been completed and information has been provided to local schools. Priority pedestrian and cycling routes have been identified and included to the Design Departments 2018/19 project list to improve road safety and awareness.	75%
2.1.3.9	Investigate bicycle education programs that can be implemented in the Shire. For example, the Nationally accredited AustCycle program is often delivered in association with community groups. The program should be held annually at local schools as well as one targeting adult cyclists.	30-Jun-2019	Achieved	Support information has been provided to local schools.	100%
3.1.3.4	Permit two way entry/exit to Tourist Information and The Crossing Theatre car park.	30-Jun-2019	On Target	Preliminary design completed. Project to be included as part of the Tourist Precinct upgrade works which are scheduled to commence once funding has been obtained.	75%
3.2.3.1	Consult with relevant stakeholders on opportunities to increase efficiencies on freight movements to, through and from the Narrabri Shire.	30-Jun-2019	On Target	Ongoing. Regular discussions held with heavy vehicle industry and freight users.	75%

Action(s)		Target	Status	Progress	%
3.2.3.2	Develop a freight plan for Narrabri Shire to remove impediments to continuous movement of freight in the largest vehicle possible to key infrastructure.	30-Jun-2019	On Target	Ongoing. New routes assessed when requested via National Heavy Vehicle Regulator and heavy vehicle route map updated when new routes are approved.	75%
4.3.3.11	Newell Highway Walk Cycle Path Project - Business Case / Grant Ready.	30-Jun-2019	Achieved	Completed.	100%
4.4.4.1	Conduct data collection and analysis to inform key stakeholders on areas related to infrastructure delivery i.e. traffic, roads, water.	30-Jun-2018	On Target	Ongoing. Asset data collection is continuing on a regular basis.	75%

### Design and Investigation Services - Key Performance Measures

<b>Efficiency Measure</b> <i>'Doing things right'</i>	2018/2019 Estimated	YTD
Cost per kilometre of road design produced (\$/km)	\$ 7,500	6,200

<b>Effectiveness Measure</b> <i>'Doing the right things'</i>	2018/2019 Estimated	YTD
Internal designs completed within the allocated (agreed) timeframe	100 %	100 %
External designs reviewed and comment provided within 15 working days	100 %	100 %
Heavy Vehicle permits assessed and completed within 15 working days	100 %	100 %
Development Applications assessed and reply submitted to the Director of Infrastructure Delivery within 15 working days	100 %	100 %
Dial Before You Dig requests are replied to within 3 working days	100 %	100 %

<b>Workload Measure</b>	2018/2019 Estimated	YTD
Number of major projects completed (>\$100,000 total project cost)	20	17
Number of minor projects completed (<\$100,000 total project cost)	150	103
Number of external designs assessed	60	59
Number of Traffic Count Data collected	200	190
Number of Heavy Vehicle Permits assessed	120	114
Number of Development Applications assessed	60	51
Number of Dial Before You Dig requests completed	50	52



## Fleet Management - Actions

Action(s)	Target	Status	Progress	%
2.2.1.1 Actively partner with the Rural Fire Service to ensure plant and equipment are appropriate.	30-Jun-2018	On Target	Regular discussions held as part of quarterly Local Emergency Management Committee meetings.	75%
2.2.1.2 Actively partner with the State Emergency Services to ensure plant and equipment are appropriate.	30-Jun-2018	On Target	Regular discussions held as part of quarterly Local Emergency Management Committee meetings.	75%
2.2.1.4 Facilitate and support the Local Emergency Management Committee.	30-Jun-2018	On Target	Quarterly meetings held.	75%
2.3.1.1 Examine avenues to increase the proportion of ethanol blended fuel consumption by Council.	30-Jun-2019	Yet to Commence	Under review.	-
4.4.4.2 Develop, review and prioritise relevant fleet replacement programs.	30-Jun-2018	On Target	Ongoing, in progress.	75%
4.4.4.3 Consult with key stakeholders on plant and vehicle replacement requirements to ensure fit for purpose and greatest return for Council.	30-Jun-2018	On Target	Ongoing, in progress	75%

## Fleet Management - Key Performance Measures

<b>Efficiency Measure</b> <i>'Doing things right'</i>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Scheduled vs Unscheduled Maintenance is 50/50	50 :50	40 :60

<b>Effectiveness Measure</b> <i>'Doing the right things'</i>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Fleet expenses, cpi on capital total, renewal expenses less disposal revenue is equal to internal charge revenue	\$ 667,644	633,406
Percentage fulfilment of Renewal Budget	100 %	82.5 %
Residual Value vs Auction Proceeds	+/- 10 %	20 %

<b>Workload Measure</b>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
No. of Open IRS (Continuing)	30	39
Number of Service Requests recorded	1,710	1,663
Number of Procurement Renewals	34	27
Number of Insurance Claims	20	15
Number of Disposal Assets Dispatched to Auction	34	21

### Fleet Management - 2018/2019 Capital Works Program

Capital Work Description	Budget Adopted	YTD	Projected	% Completed	Progress
Fleet Acquisition - Heavy Plant	1,079,012	-	1,878,207	55%	2 Self Propelled and 2 Drawn Rollers required, budget be brought forward to limit hire expenses. \$840k from 19-20 as delivery expected to be Jul/Aug 2019. Committed expenditure at end March \$1,085,801
Fleet Acquisition - Trucks	1,220,000	339,138	1,279,139	36%	8 Truck replacements in progress.
Fleet Acquisition - Minor (Miscellaneous)	84,929	31,318	161,071	94%	Minor Plant acquisitions in progress.
Fleet Acquisition - Light Vehicles	612,000	309,245	803,079	100%	Budget request for two vehicles to be brought forward from 19-20 budget, for operational reasons. Committed at 31 Mar 2019 - \$791,256.
Fleet Acquisition - Trailers	124,600	686	72,330	67%	Mobile Traffic Light Trailers on hold whilst investigating unit capabilities. Message Board Trailers on Order.
Fleet Acquisition - Vegetation Control Plant	154,720	-	264,043	70%	Work in progress to replace 4 remaining assets.
<b>Total :</b>	<b>3,275,261</b>	<b>680,387</b>	<b>4,457,869</b>		

## Transport Services - Actions

Action(s)	Target	Status	Progress	%
2.1.3.18 Review existing maintenance program to ensure it incorporates regular maintenance of footpaths, shared paths and on road cycle facilities.	30-Jun-2019	Yet to Commence	Is dependent on discussion with community about levels of service and Councils budgets and capability to deliver the works program.	-
2.3.1.5 Investigate opportunities to replace street lighting in low traffic areas to LED.	30-Jun-2019	Behind Target	Initial meeting with Essential Energy to discuss issues	10%
2.4.4.1 Council's gravel pits are operated and maintained in an environmentally compliant manner.	30-Jun-2018	On Target	The current systems are considered compliant although additional work is being undertaken to improve the current planning documents and management systems.	75%
3.1.3.3 Define key CBD entry point at intersection of Doyle and Tibbereena Street by introducing new road surface treatment, new landscaping and adding CBD entry signage.	30-Jun-2019	On Target	Assessment of the stormwater is being conducted. Once this is completed and overarching asset plan will be done. RMS have also given council a project to install pedestrian refuges on Tibbereena Street. Project goes over multiple terms, 30% of overall project complete.	30%
3.2.2.1 Adapt road strategies to manage the impact of regionally important projects such as the Inland Rail and other significant freight requirements on the future road network of the Narrabri Shire.	30-Jun-2018	On Target	Adaption of agreed strategies is yet to commence. A formal strategic planning document will be completed following consultation with the community about road network priorities.	75%
3.2.2.2 Seek funding to develop the road network in support of regionally significant future projects such as the Inland Rail.	30-Jun-2018	On Target	A formal strategic planning document will be completed following consultation with the community about road condition and levels of service. Funding for known priority projects is applied for when suitable funding opportunities arise.	75%
4.1.3.3 Maintain and further develop our relationship with the RMS to obtain best benefits for the Shire from the Roads Maintenance Council Contract for maintenance of state highways in the Shire.	30-Jun-2018	On Target	Maintenance Contract has been run in accordance with the expectations of RMS, regular meetings have been held between stakeholders to monitor progress with no significant issues to report.	75%

Action(s)		Target	Status	Progress	%
4.2.1.2	Maintain road infrastructure systematically to meet Council's Fit for the Future obligations.	30-Jun-2018	On Target	Improvements in the delivery of Councils work program and more strategic planning of rehabilitation and resheet works has ensured that the road network continues to be maintained in accordance with its Fit for the Future obligations.	75%
4.2.1.3	Continually review the condition of the road network to reassess the amount of backlog and lifecycle costing required.	30-Jun-2018	On Target	Road condition and traffic count data continue to inform our road usage and inform our strategic asset replacement program. Improvements in this data will ultimately lead to better information and more efficient delivery of works.	75%
4.2.1.4	Review Council's operational road network requirements to provide efficiency gains.	30-Jun-2018	On Target	Road condition and traffic count data continue to inform our road usage and inform our strategic asset replacement program. Improvements in this data will ultimately lead to better information and more efficient delivery of works.	75%
4.3.3.12	Trucking Yards Lane (SR28) Internal Link Project - Business Case / Grant Ready.	30-Jun-2019	On Target	Sufficient work has been completed to allow a funding application to be submitted once a suitable fund is available.	75%
4.3.3.13	Culgoora Road (SR30) Remainder of Project - Business Case / Grant Ready.	30-Jun-2019	Achieved	A grant submission under the REDs and FURS funding model has been completed and is awaiting a funding announcement.	100%
4.3.3.5	Explore opportunities with private suppliers/contractors to partner in civil infrastructure projects and maintenance.	30-Jun-2019	On Target	3 extensions and 8 new panel contracts have been issued to local Contractors. Council is currently investigating opportunities for additional contract work during rain events to minimise water carting requirements.	75%
4.3.3.6	Become a tier 1 qualified/accredited contractor for Road Construction.	30-Jun-2019	On Target	Gap analysis has been completed of councils current management systems. Next step is to commence a tender process, finding a suitable consultant to implement new management systems. Project goes over multiple terms, 30% of overall project complete.	30%

Action(s)		Target	Status	Progress	%
4.4.1.1	Determine a satisfactory level of service for the transport network that is acceptable by the community within budgetary constraints.	30-Jun-2019	On Target	The Road Condition assessment has now been completed with a list of works currently being prepared for Councils consideration. Expressions of interest for interested community members is expected to be progressed in the new calendar year.	75%

### Transport Services - Key Performance Measures

Efficiency Measure 'Doing things right'	2018/2019 Estimated	YTD
Accomplish an overall 5% savings against budgeted items	5 %	5 %

Effectiveness Measure 'Doing the right things'	2018/2019 Estimated	YTD
Accomplish all scheduled FY programmed capital and operations tasks	100 %	30 %
Customer Service Requests cleared within 30 days	75 %	40 %
Substantiated complaints regarding quality of work	5	0

Workload Measure	2018/2019 Estimated	YTD
RMS State Highways Maintained	165 Kilometres	165 Kilometres
Regional Roads Maintained	168 Kilometres	168 Kilometres
Collector Roads Maintained	416 Kilometres	416 Kilometres
Local Access Roads Maintained	1,561 Kilometres	1,561 Kilometres
Narrabri Street Maintained	91 Kilometres	91 Kilometres
Wee Waa Streets Maintained	30 Kilometres	30 Kilometres
Boggabri Streets Maintained	35 Kilometres	35 Kilometres
Village Streets Maintained	20 Kilometres	20 Kilometres

### Transport Services - 2018/2019 Capital Works Program

Capital Work Description	Budget Adopted	YTD	Projected	% Completed	Progress
Roads Capex - Grain Valley Road	800,000	40,291	800,000	5%	Headwalls have been raised in preparation for pavement works.
Roads Capex - Reseals	1,293,950	-	1,293,950	0%	Not yet commenced. Contract to be awarded
Roads Capex - Reseals (possible grant contribution)	500,000	-	500,000	0%	Not yet commenced.

Capital Work Description	Budget Adopted	YTD	Projected	% Completed	Progress
Roads Capex - Gravel Resheeting	2,075,000	216,926	250,000	60%	Current resheets have been completed. Additional resheets on SR3 Melburra Rd and SR7 Couradda Rd to be completed if suitable water sources are found.
Roads Capex - Sealed Roads Rehabilitation	310,000	1,147	310,000	0%	Not yet commenced. Minor costs associated with project development.
Roads Capex - Culgoora Road Upgrade	5,414,804	597,651	1,000,000	15%	Stage 1 complete. Commencing Stage 2. \$3.5M forecast for 19/20 FY
Roads Capex - Avon/Fraser Street (deferred from 2017/18)	150,000	-	150,000	0%	This project forms part of the West Precinct plan which requires the \$150,000 to be utilised as part of any future funding application. Project to be commenced and completed this financial year
Roads Capex - Bullawa Creek Bridge Replacement	866,000	879,007	879,007	100%	All construction complete. Finalising funding reports in January. \$474k expenditure in previous FY. Total project cost \$1,340k
Roads Capex - Eulah Creek 2 Bridge Replacement	12,000	14,443	14,443	100%	All construction complete. Finalising funding reports in January. \$707k expenditure in previous FY. Total project cost \$721k
Roads Capex - Tarriaro Bridge	1,890,000	-	30,000	0%	Project development works to commence shortly.
Roads Capex - Boston Street Bridge - Concept & Geotechnical works	30,000	1,410	30,000	5%	Project development commenced
Roads Capex - Bullawa Cr Bridge Eulah Creek Rd - Concept, Geotechnical	30,000	2,480	30,000	5%	Project development commenced
Roads Capex - Spring Cr Bridge Bald Hill Rd - Concept, Geotechnical	30,000	1,277	30,000	5%	Project development commenced
Roads Capex - Tullamullen Cr Bridge Old Nbri Rd - Concept, Geotechnical	30,000	1,109	30,000	5%	Project development commenced
Roads Capex - Barney Creek Bridge Replacement	350,000	214,311	350,000	100%	Construction complete. Report for funding body remains to be closed out.
Roads Capex - Boggabri Lynn Street Extension & Cul de Sac	25,000	1,034	25,000	10%	Minor costs associated with planning are complete. Physical work yet to commence.
Roads Capex - Boggabri Oakham Street	90,000	117,925	117,925	100%	Complete. Budget to be updated in current review. Additional scope added to the project meeting community expectations (extension of seal around Dalby Street). Rain delay of 1 week also encountered during construction.
Roads Capex - Narrabri James Street Rehabilitation	53,000	-	53,000	0%	Not yet commenced.
Roads Capex - Narrabri Lane (Barwon-Balonne Streets) Resheeting 1385030	4,509	-	4,509	0%	Not yet commenced.



Capital Work Description	Budget Adopted	YTD	Projected	% Completed	Progress
Roads Capex - Narrabri Lane (Barwon-Balonne Streets) Resheeting 1385050, 60	9,178	-	9,178	0%	Not yet commenced.
Roads Capex - Narrabri Lane (Nandewar-Reid Streets) Resheeting 1395020	4,507	-	4,507	0%	Not yet commenced.
Roads Capex - Wee Waa Gabo-Empire-Maitland Streets Rehabilitation	168,839	-	168,839	0%	Delayed due to K&G Program
Roads Capex - Boggabri Lane (Wee Waa) Resheeting 3110010	4,339	-	4,339	0%	Not yet commenced.
Roads Capex - Boggabri Lane (Wee Waa) Resheeting 3110060	4,235	-	4,235	0%	Not yet commenced.
Roads Capex - Boggabri Lane (Merton) Resheeting 3115050	4,237	-	4,237	0%	Not yet commenced.
Roads Capex - Boggabri Lane (Lynn) Resheeting 3125010	4,345	-	4,345	0%	Not yet commenced.
Roads Capex - Narrabri Fitzroy Street Rehabilitation	102,504	-	102,504	0%	Not yet commenced.
Roads Capex - Narrabri CBD Upgrade	120,706	32,653	120,706	5%	Pram ramp installation for disabled parking complete.
Footpath Capex - Footpath Replacement	93,000	-	40,000	0%	Not yet commenced.
Footpath Capex - PAMP Cooma Road Shared Pathway	700,000	8,918	700,000	5%	Tender awarded to JLE Concreting. Due to commence in March
Footpath Capex - Narrabri Doyle Street	23,600	-	23,600	0%	Not yet commenced.
K&G Capex - Narrabri 2018/19 Replacement Program	942,648	6,183	150,000	2%	Tenders being assessed. Only part of the program will be allocated this FY.
K&G Capex - Wee Waa 2018/19 Replacement Program	326,940	-	326,940	0%	Tenders being assessed. Only part of the program will be allocated this FY.
Stormwater Capex - Relining of Stormwater Shultze - Narrabri	60,000	-	60,000	100%	Works complete.
Roads Capex - Wee Waa CBD Upgrade	-	6,401	10,000	60%	Aroborist report completed.
Roads Capex - SR028 Binalong Rd Resheeting 6028010-050	-	50,664	100,000	100%	Works complete.
Roads Capex - SR033 Forest Way Resheeting 6033040-110	-	109,237	170,000	100%	Works complete.
Roads Capex - SR039 Gwabegar Rd Resheeting 6039400-460	-	3,413	250,000	100%	Works complete.
Roads Capex - SR047 Middle Route Rd Resheeting 6047260-400	-	165,037	250,000	100%	Works complete.
Roads Capex - SR125 Caroona Lane Resheeting 6125010-030	-	-	-	0%	Not yet commenced.
Roads Capex - Horse Arm Ck Bridge - Concept, Geotechnical	-	3,258	3,258	5%	Preliminary Design works, 5% of overall project completed.
Roads Capex - 1245 Genanagie St Narrabri Resheeting 1425030	-	15,373	25,000	40%	Works complete.
Roads Capex - Warrior St WW Culvt Repl (SubSys WW02-Fac ID N0006)	-	11,923	270,000	10%	Works commenced in April 2019
<b>Total :</b>	<b>16,523,341</b>	<b>2,502,071</b>	<b>8,699,522</b>		

## Water Services - Actions

Action(s)		Target	Status	Progress	%
1.4.1.2	Facilitate and support the continued operation of the Federation Farm share farming agreement.	30-Jun-2019	On Target	Quarterly meetings have been attended. Hunter H2O have been engaged to review existing soil and groundwater data from 2008 to 2018 in line with Council's EPA licence .	75%
2.3.3.1	Provide accurate bulk metering and customer metering to minimise water loss.	30-Jun-2018	On Target	Ongoing activity, meters calibrated and replaced as required.	75%
2.3.3.4	Establish a monitoring program to analyse the water quality in the main waterbodies of the Shire that includes periodic water sampling.	30-Jun-2019	On Target	Monitoring will be carried out through the recording of waste and sediment prevented from entering water ways. This will be facilitated through installation of gross pollutant traps in storm water pipes and channels prior to the discharge point. Studies have commenced to determine the adequacy of the existing stormwater system, prior to developing a plan for installation of gross pollutant traps.	75%
2.3.3.5	Investigate expansion of Water supply in Gwabegar; specifically but not limited to Silo Road, Wombo Road and Baradine Creek Road.	30-Jun-2019	On Target	Preliminary investigations have been made into the system expansion requirements. New water dispensing unit is being installed to cater for additional water demand from nearby customers.	75%
2.3.3.6	Investigate and communicate water quality improvement and pricing for Town and Village Water supplies.	30-Jun-2019	On Target	Quotations have been sought and being assessed for water quality monitoring units.	75%
2.3.3.7	Engage with the Community on the subject of a treated water supply.	30-Jun-2019	On Target	Details have been provided to the community through "Your Council" and the Operational Plan Highlights in the local Newspaper.	75%
2.4.3.1	Monitor water quality performance and identify trends.	30-Jun-2019	On Target	Ongoing activity, water Quality across the shire and throughout the year has met all NSW Health and Australian Drinking Water Guidelines. Some exceedances of aesthetic limits have occurred regularly in some water supply systems for example Pilliga has high Sodium and Narrabri high iron.	75%

Action(s)	Target	Status	Progress	%
4.2.1.6 Maintain membership of the Namoi Water Alliance and active involvement to maximise fiscal and operational benefits for water and sewerage supply funds.	30-Jun-2018	On Target	Narrabri Shire actively participates in Joint Organisation and Water Alliance Group meetings as required.	75%
4.3.1.3 Ensure accuracy of linear water and waste water assets in the asset information system.	30-Jun-2018	On Target	Ongoing, assets reviewed as field operational work records detail actual assets and locations. Long term asset renewal program is being developed.	75%
4.3.2.5 Service review completed into Infrastructure Delivery Water & Sewer Services.	30-Jun-2019	Yet to Commence	The review is pending new requirements of upgraded plant and planning and monitoring tools.	-

### Water Services - Key Performance Measures

<b>Efficiency Measure</b> <i>'Doing things right'</i>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Annual average costs per kilolitre of water abstracted, treated and distributed (\$/KL)	\$ 1.37	0.65
Unaccounted for Water (losses/leaks/flushing)	20 %	20 %

<b>Effectiveness Measure</b> <i>'Doing the right things'</i>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Reduction in Customer Service Requests (CSRs) - Water quality related to Iron and Manganese	50	35
Reduction in Customer Service Requests (CSRs) - Water pressure	22	41
Reduction in water mains breaks	124	138

<b>Workload Measure</b>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Volume of water abstracted and distributed (KL)	4,180,632 KL	2,413,418 KL
Average volume of water supplied to each customer (KL/connection)	320 KL	428 KL
Total number of connections	4,470	4,505
Total length of pipes maintained	168 Kilometres	168 Kilometres
Capital works constructed - Internal (\$)	\$ 880,847	12,026
Capital works constructed - External contractor (\$)	\$ 6,919,491	4,087,271

### Water Services - 2018/2019 Capital Works Program

Capital Work Description	Budget Adopted	YTD	Projected	% Completed	Progress
Water Capex - Bellata - New Rising Main from Pump to Elevated Storage	200,000	-	200,000	17%	Works are planned to proceed in May 2019.
Water Capex - Bellata - Replace Galvanised Pipe	8,000	-	8,000	95%	Part of the "new rising main from pump to elevated storage" project and should be done in conjunction with the new rising main.

Capital Work Description	Budget Adopted	YTD	Projected	% Completed	Progress
Water Capex - Bellata - Replace Elevated Storage Deck and Ladders (2017/18)	120,000	4,207	4,207	5%	Options are being considered for replacement of the tower. Works will be deferred to 2019-2020.
Water Capex - Bellata - Bore process automation (deferred from 2017/18)	120,000	-	-	75%	Partially completed. Works will be deferred to 2019-2020.
Water Capex - Bellata Bore Replacement	107,186	15,924	35,000	60%	Partially completed. It is unlikely the works will be able to be completed in the current financial year. Remaining funds will need to be carried over.
Water Capex - Boggabri - improvement works (deferred from 2017/18)	44,000	-	-	0%	Can be removed from the budget.
Water Capex - Boggabri Water Mains Renewals	100,000	-	-	0%	Works to be scoped prior to commencement.
Water Capex - Boggabri Water Mains Lynn Street Installation	25,000	12,027	12,027	100%	Works complete.
Water Capex - Gwabegar - improvement works (deferred from 2017/18)	27,000	4,207	4,207	100%	Works complete.
Water Capex - Gwabegar Bore Replacement	126,059	20,591	35,000	65%	Bore partially completed with additional pumping and disinfection works still required. It is unlikely the works will be able to be completed in the current financial year. Remaining funds will need to be carried over.
Water Capex - Narrabri Water Augmentation	4,100,000	3,942,413	5,500,000	45%	Works are in progress and will extend into the 2019-20 financial year.
Water Capex - Narrabri Water Mains Renewals	200,000	-	500,000	0%	Budget will now be used to complete the Maitland Street (Narrabri) mains replacement.
Water Capex - Pilliga Bore Replacement	128,321	12,291	35,000	65%	Bore partially completed with additional pumping and disinfection works still required. It is unlikely the works will be able to be completed in the current financial year. Remaining funds will need to be carried over.
Water Capex - Pilliga Replace Access Ladders	220,000	4,207	4,207	15%	Assessment completed. It is unlikely the works will be able to be completed in the current financial year. Remaining funds will need to be carried over.
Water Capex - Wee Waa - improvement works (deferred from 2017/18)	64,000	-	-	0%	Funds to be transferred to the Wee Waa Mains Charles & James Street Project. Budget for this item to be closed.
Water Capex - Wee Waa Water Mains Renewals	100,000	-	-	0%	Funds to be transferred to the Wee Waa Mains Charles & James Street Project. Budget for this item required for ongoing works.
Water Capex - Wee Waa Stop Valves in Reticulation	60,534	-	-	90%	Partially completed. The remaining works will need to be deferred to 2019-2020 with an estimated cost of \$30,000.

Capital Work Description	Budget Adopted	YTD	Projected	% Completed	Progress
Water Capex - Wee Waa Metering of Council Properties	19,778	-	-	100%	No longer required. Budget can be removed.
Water Capex - Wee Waa Replace Mains Charles & James Sts	100,087	-	270,000	30%	Material received. Quotations have been received. Dependent on contractor availability.
Water Capex - Wee Waa Reservoir Roof & Access Steps	11,030	4,768	4,768	10%	Design complete. Request for tenders yet to be issued. It is unlikely the works will be able to be completed in the current financial year. Remaining funds will need to be carried over.
Water Capex - Telemetry Upgrades - Water Services	272,988	58,409	272,988	70%	Detailed design complete. Installation of Hinds St Reservoir, punch lists and documentation remains outstanding. It is unlikely the works will be able to be completed in the current financial year. Remaining funds will need to be carried over.
Water Capex - Water Quality Analysing Units	30,000	28,610	30,000	95%	Portable Water Quality units have been purchased. Some problems have been encountered with Narrabri unit. These are being worked through.
Water Capex - Baan Baa Water Supply	-	15,553	15,553	100%	Works are all complete however invoices came over after close out of the project.
Sewer Capex - 20 Droubalgie Street Narrabri	-	16,497	16,500	0%	Complete, private works.
Water Capex - Bulk Water Supply Unit Instal (Water Security)	-	1,000	150,000	20%	Units delivered March 2019.
<b>Total :</b>	<b>6,183,983</b>	<b>4,140,704</b>	<b>7,097,457</b>		

## Sewerage Services - Key Performance Measures

<b>Efficiency Measure</b> <b>'Doing things right'</b>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Annual operating costs of Sewerage treated (\$/kL)	1.57	1.68
Operating expense per connection (\$)	393.48	162.51
<b>Effectiveness Measure</b> <b>'Doing the right things'</b>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Reduction in number of main breaks and chokes (blockages)	122	111
Meeting compliance requirements	100 %	100 %
Respond/rectify reported chokes within 3 hours	100 %	100 %
<b>Workload Measure</b>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Sewage collection, treatment and disposal (KL)	995,353 KL	515,084 KL
Average Annual Sewage collection per connection (KL/connection)	250 KL	130 KL
Total number of connections	3,960	3,960
Total length of pipes maintained	120.4 Kilometres	120.4 Kilometres

## Sewerage Services - 2018/2019 Capital Works Program

<b>Capital Work Description</b>	<b>Budget Adopted</b>	<b>YTD</b>	<b>Projected</b>	<b>% Completed</b>	<b>Progress</b>
Sewer Capex - Boggabri Sewerage Treatment Works Augmentation	4,595,000	295,957	350,000	10%	Detailed design completed, procurement in progress. The project is planned over multiple years. Remaining funds will need to be carried over.
Sewer Capex - Boggabri Sewer Mains - CCTV and relining of mains	100,000	-	-	0%	It is unlikely the works will be able to be completed in the current financial year. Remaining funds will need to be carried over.
Sewer Capex - Boggabri Sewer Pump Station Isolation Valves	20,000	-	-	0%	It is unlikely the works will be able to be completed in the current financial year. Remaining funds will need to be carried over.
Sewer Capex - Narrabri Doctors Creek rising main construction	937,881	4,276	5,000	20%	Contract has been awarded. The contractor is unable to commence the works until July 2019 due to current workload.
Sewer Capex - Narrabri Treatment Works - process automation (2017/18)	140,000	13,933	15,000	90%	Works underway.
Sewer Capex - Narrabri Pump Stations - improvement works (2017/18)	340,000	-	-	0%	The works will need to be deferred to 2019-2020.



Capital Work Description	Budget Adopted	YTD	Projected	% Completed	Progress
Sewer Capex - Narrabri Sewer Mains - CCTV and relining of mains	100,000	-	-	0%	It is unlikely the works will be able to be completed in the current financial year. Remaining funds will need to be carried over.
Sewer Capex - Narrabri Sewer Replace Pump Station Motors	26,359	7	7	0%	It is unlikely the works will be completed in the current financial year. Remaining funds will need to be carried over.
Sewer Capex - Wee Waa Sewerage Treatment Works Augmentation	2,600,000	306,303	350,000	10%	Detailed design completed, procurement in progress. The project is planned over multiple years. Remaining funds will need to be carried over.
Sewer Capex - Wee Waa Pump Stations - improvement works (2017/18)	360,000	-	-	0%	To be completed as part of "Wee Waa Sewerage Treatment Works Augmentation".
Sewer Capex - Wee Waa Sewer Mains -CCTV and relining of mains	100,000	-	-	0%	It is unlikely the works will be able to be completed in the current financial year. Remaining funds will need to be carried over.
Sewer Capex - Telemetry Upgrades - Sewerage Services	168,744	125,637	135,000	95%	Works underway.
<b>Total :</b>	<b>9,487,984</b>	<b>746,113</b>	<b>855,007</b>		

### Infrastructure Delivery Business Support - Key Performance Measures

<b>Efficiency Measure</b> <b>'Doing things right'</b>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Correspondence replied to within Council's nominated response time	100 %	100 %
Financial reports submitted by the nominated due date	100 %	100 %
Cost of the Infrastructure Business Support Section as a percentage of the Infrastructure Delivery Operations Budget	1.5 %	0.74 %

<b>Effectiveness Measure</b> <b>'Doing the right things'</b>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Number of legislative and/or Policy breaches relating to tendering	0	0
Financial reports for Infrastructure New South Wales, Roads & Maritime Services, Roads to Recovery, etc projects are forwarded by the due date	100 %	100 %
Contract Progress Claims are checked and processed within the stipulated time	100 %	100 %

<b>Workload Measure</b>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Number of new construction and plant contracts processed	10	16
Number of new annual contracts (Unit Rate Panel Type Contracts)	9	8
Number of existing annual contracts (Unit Rate Panel Type Contracts) extended	2	3
Number of contract Progress Payments processed	50	62
Number of financial reports for Infrastructure New South Wales, Roads & Maritime Services, Roads to Recovery, etc. projects	50	61
Monthly Financial Reports for Casual Plant, Tradespersons, Pavement Maintenance, Water Carts, Tipping Trucks	60	18
Number of Infrastructure Delivery asset records maintained for Transport (NB: Narrabri Airport, rural culverts and road signs assets to be added)	10,604	12,798
Number of Infrastructure Delivery asset records maintained for Water (NB: water assets are in the process of being updated)	7,650	5,156
Number of Infrastructure Delivery asset records maintained for Sewer (NB: sewer assets are in the process of being updated)	1,900	6,734
Number of Infrastructure Delivery asset records maintained in total	20,154	24,688
Preparation of annual and ten year Capital Works Programs	1	0
Number of Services supported	11	11

# Development and Economic Growth

## DIRECTORATE



Service Plan Quarterly Report **March 2019**



## Cemeteries - Key Performance Measures

<b>Efficiency Measure</b> <i>'Doing things right'</i>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Cost per grave to excavate and backfill	\$ 902	796
Graves excavated in accordance with adopted procedures	100 %	100 %
Applications for interment are processed within 72 hours	100 %	100 %

<b>Effectiveness Measure</b> <i>'Doing the right things'</i>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Number of written complaints relating to interments	0	0
Number of written complaints regarding maintenance of General Cemeteries	2	0
Number of written complaints regarding maintenance of Lawn Cemeteries	5	0

<b>Workload Measure</b>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Number of casket interments	90	59
Number of ash interments	10	10
Number of plinths and plaques placed	90	83
Number of hectares maintained for General Cemeteries	22.44 Hectares	22.44 Hectares
Number of hectares maintained for Lawn Cemeteries	3.57 Hectares	3.57 Hectares

## Cemeteries - 2018/2019 Capital Works Program

<b>Capital Work Description</b>	<b>Budget Adopted</b>	<b>YTD</b>	<b>Projected</b>	<b>% Completed</b>	<b>Progress</b>
Cemeteries - Narrabri Old Cemetery - establish new section	50,000	-	50,000	40%	Council infrastructure staff have marked out site with works to begin in April.
Cemeteries - Narrabri Lawn - Renew Internal Roads & Carpark	135,021	25,642	25,642	20%	This project will need to be revoted into next financial year capital works budget.
Cemeteries - Narrabri Lawn - New Sections	43,172	4,350	12,000	80%	Southern fence to be installed and irrigation line around the surrounds to be completed by June.
Cemeteries - Narrabri Old - Replace Fence	4,950	3,540	4,950	90%	The last stage of this fence will be completed by May.
<b>Total :</b>	<b>233,143</b>	<b>33,532</b>	<b>92,592</b>		

## Parks and Open Spaces - Actions

Action(s)	Target	Status	Progress	%
1.1.1.4 Draft a Plan of Management for the Narrabri Creek Sport and Recreation Precinct incorporating recommendations of Narrabri Shire Sport and Recreation Plan.	30-Jun-2019	On Target	On the completion of the tourist hub precinct plan this will then be added to the Narrabri shared cycle path and the Narrabri creek bollard and parking plan to create a Master plan for the Narrabri creek area from which a plan of management can be developed.	50%
1.1.2.1 Apply Crime Prevention Through Environmental Design (CPTED) principles to the design and maintenance of parks, open spaces and amenities to enhance public safety.	30-Jun-2018	Achieved	Public space design principles are being considered in all community facilities new projects including the Tourist precinct and Wee Waa CBD master plans.	100%
1.1.2.2 Review lighting at key sport facilities in Boggabri, Narrabri and Wee Waa in line with recommendations from the Narrabri Shire Sport and Recreation Plan.	30-Jun-2019	Achieved	The sport and recreation plan identified two potential upgrades to lighting currently Council is installing new lighting of a competition standard to Hogan Oval.	100%
1.2.1.2 Investigate, design and implement renovation/improvements to Wee Waa CBD.	30-Jun-2018	On Target	The green space design has been completed and a budget allocated for renovations to the CBD.	75%
1.2.3.2 Review access and develop support infrastructure to the waterways in the three major towns.	30-Jun-2019	Achieved	Access upgrades will be increased with the construction of the Narrabri shared walk and cycle path and with the development of a master plan for this area, additional elements along the waterway will be included for future projects. Wee Waa lagoon ramp access point has been tidied and additional seating provided, a potential site near Boggabri has been identified for future development.	100%
1.3.2.3 Explore opportunities to further enhance the use of proximity technologies to keep the community informed on community facilities and services.	30-Jun-2019	On Target	Narrabri shire cemeteries have been included into the I proximity project to assist visitor's identification of location and contact details for enquiries about interments.	40%

Action(s)		Target	Status	Progress	%
1.3.3.2	Commence planning to ensure all towns and villages have a quality park facility.	30-Jun-2019	Achieved	Narrabri Open Space Sport and Recreation Plan identified a number of upgrades. Council has included in the capital works plan sites at Baan Baa, Gwabegar, Pilliga and Dangar Park Wee Waa to receive upgrades to their public parks.	100%
1.3.4.10	Support community organisations and sporting clubs to remove barriers and increase participation of people with a disability.	30-Jun-2019	Achieved	Council contacted sporting clubs for recommendations in the area of inclusion, there was no respondents to this correspondence Council will continue to include accessibility to sporting facilities in future projects and upgrades.	100%
1.3.4.7	Ensure inclusion and accessibility requirements are examined when improving children's playgrounds.	30-Jun-2019	Achieved	Inclusion access has been included where possible to the Capital works upgrades for playgrounds this year.	100%
2.1.2.1	Implement the Narrabri Lake Plan of Management to improve the natural values of water body, surrounding parkland and recreational use.	30-Jun-2018	Achieved	Council works program for the lake included removal of excess vegetation to the entry points of the lake from Obrien's Creek, new gates were installed and the water stop points were repaired in the Narrabri lake weir wall. The Plan of Management has been utilised to implement and maintain Narrabri lake.	100%
2.1.3.19	Seek funding to contribute to the cost of construction of a shared walk and cycle path along the banks of the Narrabri Creek.	30-Jun-2018	Achieved	Funding has been sourced for all three stages of the Narrabri shared walk cycle path.	100%
2.1.3.21	Promote the use of Council's passive recreational open spaces through advertising on Council's webpage, newspaper, Visitor Information Centre and Libraries.	30-Jun-2019	On Target	Council has begun to use social media platform to announce commencement of capital works projects and will begin to advertise upgrades to recreational parks.	90%
3.1.2.13	Investigate the creation of a tourism and entertainment hub between the Visitor Information Centre and The Crossing Theatre.	30-Jun-2018	On Target	Consultants are about to begin public consultation process on the master plan design.	80%
3.1.3.2	Increase the number of bicycle parking facilities in and around the core CBD precinct as per PAMP.	30-Jun-2019	On Target	Council has begun to plan out locations of bicycle parking facilities and gathering quotes on different designs of the parking facilities.	75%



Action(s)	Target	Status	Progress	%
3.1.3.7 Add a pergola or arbour structure to the existing seating area at each of the four (4) CBD Core block ends, combined with addition of new seating.	30-Jun-2019	Behind Target	Designs and quotation for works have been completed, but Council has not allocated a budget for this project, grant funding was not successful to date but will be applied for when the next suitable funding pathway is released.	20%
3.1.3.9 Maintain an attractive landscaped garden to the roundabout at the corner of Doyle and Maitland Street and to the roundabout at the corner of Dewhurst and Maitland Street.	30-Jun-2019	Behind Target	A budget will be allocated and works will coincide with the Maitland street CBD upgrades.	30%

### Parks and Open Spaces - Key Performance Measures

Efficiency Measure 'Doing things right'	2018/2019 Estimated	YTD
Lost time (hours) from incidents is reduced by 20%.	27	0
Annual cost per Ha to maintain Sports Facilities.	\$ 3,500	4,923
Annual cost per Ha to maintain Open Space and stormwater areas	\$ 1,762	1,500
Cost to maintain street trees with DBH >300mm in Boggabri, Narrabri and Wee Waa	\$ 65,988	19,865
Cost to clean public toilets across shire	\$ 162,500	155,052
Energy cost of public toilets and sport amenity buildings across shire	\$ 39,460	23,718
Cost of sport field and court lighting	\$ 8,048	5,378
Annual cost per Ha to maintain Recreation Parks	\$ 2,012	4,207

Effectiveness Measure 'Doing the right things'	2018/2019 Estimated	YTD
Customer satisfaction with level of service provided at parks, recreation and sporting facilities.	75 %	75 %
Number of days sport facilities closed due to maintenance standard / not fit for use.	0	0
Number of near miss or injury incidents reported at playgrounds.	0	0
Number of written complaints regarding public toilets that are an unsatisfactory standard of cleanliness.	0	0

Workload Measure	2018/2019 Estimated	YTD
Number of hectares maintained for Sport Facilities	38.06 Hectares	38.06 Hectares
Number of hectares maintained for Recreation Parks	24.98 Hectares	24.98 Hectares
Number of hectares maintained for Open Space and stormwater	221.92 Hectares	221.92 Hectares
Number of public toilets provided and maintained across shire	11	11
Number of sport park amenity buildings (toilets, change rooms and canteens) provided and maintained across shire	5	5
Number of playgrounds provided and maintained across shire	12	12
Number of skate parks provided and maintained across shire	3	3

## Parks and Open Spaces - 2018/2019 Capital Works Program

Capital Work Description	Budget Adopted	YTD	Projected	% Completed	Progress
Narrabri - Crossing Theatre Parkland - New Portable Power Boards for Events	10,000	-	10,000	25%	Contractor will install outdoor power access point on the Northwest corner of the Crossing theatre.
Narrabri - Precinct Plan for Tourist Centre Area	20,000	14,500	20,000	75%	Public consultation of the master plan to begin in April.
Narrabri West - Recreational Precinct	12,988	-	12,988	100%	Council has identified this budget will be insufficient to install irrigation system the recommendation is that this budget be allocated to the Narrabri Pirate park shade shelter budget.
Narrabri Lake - Renew Sealed Pathway	78,962	16,788	50,000	50%	Works will continue over the next few months this budget will need to be re voted into next financial years budget.
Narrabri Creek - Walk / Cycle Pathway	-	497	497	25%	Tender to close early April with works to begin in next financial year. This project will be re voted to next year Capital works plan.
Boggabri - Jubilee Oval - replace goal posts	8,000	-	-	100%	This project has been allocated to the Jubilee oval grant project and the remaining budget should be allocated to the Jubilee practice oval bollard project. Expenditure in this budget will be reallocated to the Jubilee oval grant project.
Boggabri - Jubilee Oval - replace/add bollards to training field	5,000	13,486	13,486	100%	This project is completed with additional funds from the Jubilee oval replace goal posts to be added to this budget.
Narrabri - Cooma Oval - playground area additional seating	5,000	2,594	2,594	100%	Completed.
Narrabri - Cooma Oval - playground area equipment replacement	12,000	-	-	20%	Equipment to be installed in July to coincide with the Dangar park Playground equipment at Wee Waa. This project to be re voted to next year Capital works budget.
Narrabri - Cooma Oval - playground area fence & gate	7,500	6,916	6,916	100%	Completed.
Narrabri - Cooma Oval - playground area soft fall replacement	8,000	8,721	8,721	100%	Completed
Narrabri - Cooma Oval - pump (irrigation) site replace security fence & gate	8,000	-	5,000	50%	Contractor to replace fence in April.
Narrabri - Cooma Oval - renew cricket nets	10,000	-	-	10%	This project to be re voted to coincide with the Cooma oval net replacement grant.
Narrabri - Cooma Oval - replace car park perimeter fence (eastern side)	10,000	-	8,500	50%	Contractor has been awarded to commence work in April.

Capital Work Description	Budget Adopted	YTD	Projected	% Completed	Progress
Narrabri - Cooma Oval - replace car park perimeter fence (western side)	15,000	-	15,000	50%	Contractor has been awarded to commence works in April.
Narrabri - Cooma Oval - replacement program for synthetic wickets (2/yr for 3yrs)	8,500	-	8,500	50%	Contractor to install wickets in June.
Narrabri - Cooma Oval - widen access area to Ugoa Street car park	5,000	2,389	2,389	100%	Completed.
Pilliga - Tennis Courts - removal of tennis court lighting	10,000	-	-	10%	This project will be deferred to the relocation of the Pilliga playground is confirmed. This budget to be revoted in next financial years capital works budget.
Narrabri - Hogan & Leitch Oval Lighting Replacement	279,298	255,381	255,381	100%	Completed.
Narrabri - Gately Field - Insurance Works	-	38,510	38,510	100%	Completed.
Baan Baa - Hall - new playground & shade	60,000	251	60,000	50%	Playground equipment and shade shelter to be installed in May.
Bellata - Bellata Oval - replace wire fence (deferred from 2017/18)	10,000	4,000	8,000	50%	This project has been included in the Bellata precinct master plan and consultants have been engaged for design and public consultation to be completed in April.
Boggabri - Anzac Park - move stones & fence to park	8,000	-	8,000	25%	Correspondence with local indigenous groups has commenced to negotiate the moving of the stones.
Boggabri - Middle Park - install additional picnic table & shelter	20,000	8,100	14,000	85%	Shelter has been installed with minor works on Irrigation to be completed in April.
Boggabri - Vickery Park - replace soft fall	7,000	-	7,000	10%	Soft fall will be ordered to coincide the installation of the Baan Baa Hall playground to be completed in May.
Gwabegar - Anzac Park - install shade shelter	25,000	-	25,000	50%	Shade shelter has been ordered to be installed in May.
Gwabegar - Anzac Park - renew playground equipment	60,000	140	140	50%	Playground suppliers will install equipment in July this budget to be re voted to next financial years capital works budget.
Narrabri - Collins Park - bollard fence to restrict vehicle access to riverbank area	35,000	22,336	32,000	90%	Bollards have been installed with access gates to be manufactured and installed in April.
Narrabri - Collins Park - four new seating structures for the riverbank area	15,000	8,052	8,052	100%	Completed.
Narrabri - Collins Park - replace two shade shelter picnic sets	18,000	9,621	9,621	100%	Completed.
Narrabri - Pirate Playground - additional shelter & BBQ area	45,000	-	45,000	50%	Contractor awarded to install in April.
Narrabri - Pirate Playground - shade shelter over playground	30,000	-	30,000	75%	Posts have been installed with shade sail to be erected in April.
Pilliga - Anzac Park - install new playground equipment	50,000	-	-	15%	This project to be revoted into next financial years capital works budget.

Capital Work Description	Budget Adopted	YTD	Projected	% Completed	Progress
Pilliga - Anzac Park - install shade shelter	25,000	-	-	10%	This project to be revoted into next financial years capital works budget.
Pilliga - Bore Baths - replace picnic table	8,000	8,383	8,383	100%	Completed.
Pilliga - Rural Transaction Centre - replace picnic shelter	3,000	-	-	5%	This project will be deferred to playground works have been awarded. This project to be revoted into next financial years capital works budget.
Wee Waa - Dangar Park - construct shelters	45,000	400	45,000	70%	Contractor awarded to install shelter in April.
Wee Waa - Dangar Park - install basketball half court & rebound wall	50,000	669	50,000	20%	Concrete for the court has been poured with the Basketball hoop to be installed in April.
Wee Waa - Dangar Park - install new outdoor gym equipment	40,000	112	112	50%	Gym equipment is on order to be installed in July this project to be revoted into next financial years capital works budget.
Wee Waa - Dangar Park - install pathway to link entry to facilities	15,000	851	15,000	90%	Pathway has been installed with minor works to be completed.
Wee Waa - Dangar Park - install shade sail to playground	35,000	-	35,000	40%	Contractor to install shade sail in June.
Wee Waa - Dangar Park - renew cricket nets	8,000	6,609	6,609	100%	Completed
Wee Waa - Dangar Park - replace fencing	15,000	7,356	14,000	75%	Fence works to be completed in April.
Wee Waa - Dangar Park - replace playground equipment	50,000	-	-	50%	Play ground equipment is on order to be installed in July this project to be revoted into next financial years capital works budget.
Wee Waa - Ludowici Park - install BBQ into sheltered area	8,000	7,834	7,834	100%	Completed.
Wee Waa - Ludowici Park - install pathway to link new shelter to playground	20,000	23,204	23,204	100%	Completed.
Wee Waa - Ludowici Park - install shade shelter	35,000	32,746	32,746	100%	Completed.
Wee Waa - Ludowici Park - replace swing set	8,000	6,586	6,586	100%	Completed.
Wee Waa - Dangar Park - Fencing to George St	14,457	4,853	12,000	95%	Grant to be acquitted and entry and interpretative signage to be installed in May.
Wee Waa - Ludowici Park - Renew Irrigation	30,000	28,873	28,873	100%	Completed.
Pilliga - Main Street - replace street bins	4,000	3,100	3,100	100%	Completed.
Wee Waa - Cook Oval - structural works to amenities building	80,000	-	5,000	10%	Structural engineer to visit site and quote on repairs. Difficulties experienced in getting engineers to the site. This project to be re voted to next financial years Capital works budget.

Capital Work Description	Budget Adopted	YTD	Projected	% Completed	Progress
Pilliga - Rural Transaction Centre - replace amenities	60,000	-	-	10%	Currently this project is being investigated to see if the toilet block could be relocated to a more suitable site. This project to be re voted into next years capital works budget.
Narrabri - Collins Park Toilet Refurbishment	38,944	26,585	36,000	80%	Repairs to tiles in Change rooms to be completed by May.
Baan Baa - Tables & Chairs	-	-	10,000	10%	Table chairs set and small shelter to be installed May.
Baan Baa - Fence	-	-	12,000	10%	Fence to be installed April-May.
Baan Baa - Pathway	-	-	8,000	10%	Pathway to be install in May.
Gwabegar - Anzac Park - pathway	-	-	8,000	10%	Pathway to be installed in May.
Gwabegar - Anzac Park - irrigation system	-	-	30,000	10%	Irrigation system to be installed June.
Wee Waa CBD Upgrade (VPA)	-	-	60,000	5%	Seating and Bins to be installed and tree works to be completed in June.
Wee Waa CBD Green Space - Drought Communities Fund	-	-	117,272	10%	Structural plans are being finalised.
Narrabri - Collins Park Irrigation Connection to Town Water	-	13,921	50,000	50%	Action to secure water for irrigation of town ovals.
<b>Total :</b>	<b>1,488,649</b>	<b>584,364</b>	<b>1,330,014</b>		

## Swimming Pools - Actions

Action(s)	Target	Status	Progress	%
4.3.3.10 Investigate structural concept plans for Swimming Pools in the Shire following the GHD study.	30-Jun-2019	Behind Target	Pools sub structure pipes have been visually inspected and this data will be now available for structural investigation by external contractors.	20%

## Swimming Pools - Key Performance Measures

<b>Efficiency Measure</b> <i>'Doing things right'</i>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Operational cost per patron at Boggabri is maintained below \$15 per patron	\$ 12	14.1
Operational cost per patron at Narrabri is maintained below \$15 per patron	\$ 9.5	6.7
Operational cost per patron at Wee Waa is maintained below \$15 per patron	\$ 9.19	10.4
Percentage of pool operating expenditure recovered as revenue	39 %	37.5 %

<b>Effectiveness Measure</b> <i>'Doing the right things'</i>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Lost time (hours) is reduced by 20%	0	0
Number of incidences of pool closure for health reasons	1	0
Number of written complaints relating to health, safety or customer service	5	1
Percentage of program classes (LTS, Aquatic Fitness) held with minimum 80% class participation	80 %	57 %
The total retail sales at Boggabri, Narrabri and Wee Waa each year exceed the rolling three year average	70,167	59,335

<b>Workload Measure</b>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Number of patrons using pools in Boggabri	8,555	8,310
Number of patrons using pools in Narrabri	50,314	43,754
Number of patrons using pools in Wee Waa	13,048	11,558
No. of Learn to Swim classes offered at Boggabri, Narrabri and Wee Waa pools	1,645	771
No. of opening days and times at Boggabri reflect user demand based on patron attendance and efficiency measures	172	152
No. of opening days and times at Narrabri reflect user demand based on patron attendance and efficiency measures	346	242
No. of opening days and times at Wee Waa reflect user demand based on patron attendance and efficiency measures	175	152

## Swimming Pools - 2018/2019 Capital Works Program

Capital Work Description	Budget Adopted	YTD	Projected	% Completed	Progress
Pools - Boggabri Pool - Pool Cleaner Vacuum System	12,000	10,900	10,900	100%	Completed.
Pools - Boggabri Pool - Tables & Chairs for BBQ Area	5,000	3,669	3,669	100%	Completed.

Capital Work Description	Budget Adopted	YTD	Projected	% Completed	Progress
Pools - Narrabri Aquatic Centre - Outdoor Tables & Chairs for Canteen Area	10,000	3,319	10,000	75%	The first three sets of tables and chairs have been installed. Additional bench seating will be ordered to be installed by June.
Pools - Narrabri Aquatic Centre - Louvres & Extraction Fans for Indoor Pool Room	35,000	-	28,000	50%	Louvre system to be install in winter season of the Aquatic centre
Pools - Wee Waa Pool - Pool Cleaner Vacuum System	12,000	13,163	13,163	100%	Completed
Pools - Wee Waa Pool - Tables & Chairs for BBQ Area	5,000	3,669	3,669	100%	Completed.
Pools - Wee Waa Pool - Upgrade WHS & Compliance Items	33,864	15,812	33,864	70%	Upgrades to chemical storage area to be completed in the winter season.
Pools - Boggabri Pool - Upgrade WHS & Compliance Items	23,462	19,519	23,462	85%	Upgrades to roller cover system to be completed in the winter season.
<b>Total :</b>	<b>136,326</b>	<b>70,051</b>	<b>126,727</b>		



## Economic Development - Actions

Action(s)	Target	Status	Progress	%
1.1.2.11 Display appropriate crime prevention signage in CBD's and other hot spot locations in Narrabri Shire.	30-Jun-2019	Behind Target	Initial discussions with relevant Council departments have been undertaken to determine design requirements, wording and locations of signage.	60%
1.1.2.16 Develop a new Crime Prevention Strategy for hte Narrabri Shire.	30-Jun-2019	On Target	A Crime Prevention Committee meeting was held in March. The selection of priority offences for inclusion in the Crime Prevention Strategy was discussed along with questions for the crime prevention survey. A draft crime profile was presented as part of the agenda to the committee.	75%
1.1.2.17 Collaborate with service providers to source relevant drug education programmes to inform residents about drug use and associated health issues.	30-Jun-2019	On Target	Drug and Alcohol education will form part of Youth Week activities planned for April 2019. This is a combined interagency expo to inform high school students within the Shire about a range of information including drug and alcohol packs and standard drinks. There will also be interactive beer goggles for students to try.	75%
1.1.2.6 Promotion campaign from Council to the community that will raise awareness that if you misbehave you will be identified and charged i.e. promotion through media releases where CCTV has aided successful prosecution for offenders.	30-Jun-2019	Yet to Commence	Recommend deferral to to 2019/2020 for action after the installation of the CCTV network.	-
1.1.3.4 Report biennially to Council on current child and aged care supply and demand statistics.	30-Jun-2019	On Target	Information on child and aged care supply and demand is reported to Council twice per annum through the Delivery Program. Information will be collated from May and reported on again in June 2019.	75%
1.1.3.6 Lobby Government and industry to increase child and aged care supply when shortfalls are identified.	30-Jun-2019	On Target	A letter proposed to be sent to the childcare industry has been drafted. Various childcare organisations have been identified. Letters to be sent in April.	75%

Action(s)		Target	Status	Progress	%
1.1.4.2	Prepare a Local Youth Employment Strategy and identify opportunities for addressing skills shortage areas through offering traineeships and cadetships to the local community.	30-Jun-2019	On Target	Research has commenced in relation to the development of a Youth Employment Strategy. Council has developed contacts at Best Employment and Joblink Plus through the Youth Interagency who will provide input into this Strategy. Council currently provide 4 traineeships including 3x Water Services Trainees and 1x Apprentice Mechanic. There are 8 Council areas which have been identified as skills shortage areas: building surveyors, Geographic Information System technicians, contract management, civil design, quality assurance, Information Technology, Governance and Workplace Health & Safety.	75%
1.1.4.4	Lobby to increase access to skills training within Narrabri Shire.	30-Jun-2018	On Target	Discussions held with ARTC/Inland Rail representatives about opportunities for skills based training throughout the Inland Rail development. Further discussions have been held with potential contractors to provide skills based training opportunities. Contact has been made with a training organisation in relation to providing financial management training.	75%
1.1.4.6	Investigate the establishment of a Narrabri Shire Youth Council in collaboration with the community.	30-Jun-2018	On Target	Council have drafted documentation to develop two Youth Councils. One is a Youth Council at Narrabri High School and the other is a Youth Council at Wee Waa High School. These will be launched during Youth Week.	75%

Action(s)		Target	Status	Progress	%
1.2.4.6	Build and maintain relationships with Aboriginal and Torres Straight Islander Peoples through facilitating a range of local, state and national activities.	30-Jun-2019	On Target	Council facilitates a fortnightly meeting at Narrabri Lands Council to work towards coordinated NAIDOC Week events across the Shire. Representatives from Wee Waa Land Council, Office of Environment and Heritage, schools and Transport attend these meetings. Council attended the Waterloo Creek Committee meeting in March and will assist the Heritage Planning Officer by preparing a report to Council seeking resolution to submit the draft State Heritage Register nomination to the NSW Heritage Council.	75%
1.3.1.5	Encourage adequate and ongoing provision of community transport services.	30-Jun-2019	On Target	Council regularly liaise with Wee Waa Community Care Service to provide additional transport services related to events and activities. Council is currently seeking transport assistance for NAIDOC week. Discussion with Winanga-li Aboriginal Child and Family Centre are underway regarding the transport services they provide.	75%
1.3.1.6	Promote to the community Brisbane and Sydney as viable medical locations to access health professionals.	30-Jun-2019	Yet to Commence	Recommend removal of action. Promotion of relocation to Narrabri Shire.	-
1.3.4.15	Council to promote employment of people with a disability within local businesses throughout the Shire.	30-Jun-2019	On Target	Council has arranged a meeting for early April with Challenge Community Services. Officers within Council as well as Best Employment will attend this meeting with a tour of Challenge Recycling Centre available afterwards.	75%
1.3.4.16	Explore options to improve the maintenance and circulation of the Community Directory.	30-Jun-2019	On Target	A Community Directory Listing Application has been posted on Social media calling for updates or new listings for the Directory. The Directory content will be updated by end May, rebranded and launched by early June. Discussed idea of an interactive 'live' Directory that can be updated by individuals in the community as required if a new Council website is developed.	75%

Action(s)		Target	Status	Progress	%
1.3.4.19	Develop a Plain English/Easy Read version of the DIAP.	30-Jun-2019	On Target	A draft plan was presented and distributed for comment at the first Access and Inclusion committee meeting that was held in March 2019. Photos of good examples of accessible facilities still to be sought across the Shire for inclusion. Draft to be adopted at next Access and Inclusion meeting in June 2019.	75%
1.3.4.2	Facilitate the creation of an Access and Inclusion Committee, incorporating Councillor and community representation.	30-Jun-2019	Achieved	First Access and Inclusion meeting was held in March 2019 with Council and community representatives. These meetings are scheduled quarterly and the next is to occur early June 2019.	100%
1.3.4.20	Support interagency meetings to improve communications and develop mutually beneficial outcomes.	30-Jun-2019	On Target	Council representatives attend and participate in the monthly Narrabri Shire Interagency Meetings. There is a wide variety of service provider participation which enables Council to maintain working relationships and networks with influential community groups. Council also attends the Fortnightly Youth Interagency with various government and non government organisations in attendance.	75%

Action(s)		Target	Status	Progress	%
1.3.4.21	Establish Boggabri, Narrabri and Wee Waa as Dementia Friendly Towns.	30-Jun-2019	On Target	Council attend the monthly Narrabri Dementia Friendly Community Committee meetings. The Dementia Friendly Community Committee is committed to establishing 'dementia friendly' towns across the Shire. The committee has representatives from HNEHealth, Council, Wee Waa, local community representatives and has invited Boggabri HACC to also attend. Council and HealthWISE met with The Crossing Theatre to look to establish a 'dementia cafe' in their space which would include staff completing the online training. The Dementia Friendly Community Committee has approached Council about all staff completing the online training, particularly Customer Service staff. The Committee will also work with Narrabri High School to educate students on the principals of being a Dementia friendly organisation. Members of the Committee will be attending a conference late March 2019 in Port Macquarie, a town that was one of the first to be accredited as a Dementia Friendly town.	75%
1.3.4.3	Provide incentives and support for inclusive and socially connecting activities through revision of the Community Grants Fund Policy and application process.	30-Jun-2019	On Target	Grant Policy has been reviewed with sections of the policy identified as needing updating to provide a more defined guide.	75%
1.3.4.4	Promote an understanding of inclusion within the business community through distribution of information and support for educational programs.	30-Jun-2019	On Target	The first meeting of the Access and Inclusion Committee was held in March 2019. The committee agreed that this is an area that needs to be further developed and suggested ways this could happen.	75%

Action(s)		Target	Status	Progress	%
1.4.1.5	Engage with local schools to support and lobby for the provision of quality learning outcomes.	30-Jun-2019	On Target	Council regularly engages with schools of the Shire to ascertain their needs and provide support where needed. The Lillian Hulbert Memorial Scholarship Program is complete. Council is also organising three youth week events which will take place on the 8, 9 and 10 of April throughout Narrabri, Boggabri and Wee Waa.	75%
1.4.2.3	Lobby for the expansion of existing educational offerings in Narrabri Shire.	30-Jun-2019	Achieved	Council sent a letter of support to Father James at St Francis Xaviers Catholic School, to show support for a Catholic High School. Country Universities Centre staffing, along with building renovations for Country Universities Centre office, are underway. Letter sent to TAFE NSW in December 2018 in relation to proposed TAFE expansion in Wee Waa.	100%
1.4.3.2	Coordinate a working group of agriculture and extractive industry representatives to assist in identifying local industry training requirements.	30-Jun-2019	Yet to Commence	Recommend deferral due to resources being allocated to priority projects being Inland Rail and Logistics and Industrial Hub.	-
3.2.1.1	Promote Narrabri Shire as being geographically and logistically positioned to accommodate a regional intermodal site.	30-Jun-2018	On Target	Successfully arranged and ran an Inland Rail Stakeholder Round Table incorporating Council's Industrial and Logistics Hub proposal. Speakers included the Deputy Prime Minister, Minister for Trade, Tourism and Investment, government departments, ARTC and local business. Meetings held with various NSW government representatives to achieve Special Activation Precinct status for the Hub. Informing private enterprise organisations about Council's proposed Industrial and Logistics Hub.	75%
3.2.1.3	Hold discussions with national logistics companies regarding benefits of operation within Narrabri Shire.	30-Jun-2018	On Target	After previously meeting with a national logistics company representative, undertook a follow up meeting by inviting him to Narrabri. Discussed Council's proposed Industrial and Logistics Hub and took him to the site to enable him to visualise Council's vision.	75%

Action(s)		Target	Status	Progress	%
3.2.1.4	Lobby State & Commonwealth Governments for infrastructure development funding to establish an intermodal facility.	30-Jun-2018	On Target	Lobbied and received funding to undertake a Business Case and Master Plan for a Logistics and Industrial Hub. Keep State and Commonwealth Government Departments informed on progress of the Business Case and Master Plan of a Logistics and Industrial Hub.	75%
3.2.2.4	Partner with industry and Government to facilitate development of a suitable intermodal facility.	30-Jun-2019	On Target	Initial partnership was to receive funding through the Murray Darling Basin Regional Economic Programme to undertake a Business Case and Master Plan of the Narrabri Shire Logistics and Industrial Hub proposal. Department of Premier and Cabinet, ARTC and Department of Planning representatives are on the Steering Committee.	75%
3.3.1.1	Attract new investment to Narrabri Shire by providing individual businesses with the required resources to make an informed commercial decision to invest in the Narrabri Shire.	30-Jun-2018	On Target	Dealing with a number of organisations in various stages of potentially developing and operating a range of business in Narrabri Shire.	75%
3.3.1.3	Provide assistance and support to existing businesses that are looking to expand or diversify.	30-Jun-2019	On Target	Providing assistance and direction to existing businesses looking to expand their operations within Narrabri Shire, inclusive of offering advice, arranging pre development application meetings, and responding to any query that may arise in the establishment of their operations.	75%
3.3.1.5	Undertake the production of an Industry Diversification Strategy.	30-Jun-2019	Yet to Commence	Defer to 2019/20 pending completion of the Logistics and Industrial Hub masterplan and Business case. Explore partnership opportunity with the Department of Premier and Cabinet via a Investment Attraction Strategy.	-
3.3.2.1	Conduct annual business development seminar.	30-Jun-2019	Achieved	Successfully organised and ran a regionally significant Inland Rail Stakeholder Round Table on 6 September 2018.	100%



Action(s)		Target	Status	Progress	%
3.3.2.2	In conjunction with State and Commonwealth Governments promote and facilitate business networking events.	30-Jun-2018	On Target	Council in conjunction with a Commonwealth Government department successfully organised and facilitated the Inland Rail Stakeholder Round Table with invitations going to local and regional business owners. Arranged for the Gabi Hollows AO being an inspirational speaker for International Women's Day. The program included time for networking and was an evening function to encourage local businesswomen to attend. Council has arranged a meeting with Challenge Services in April to look at ways of promoting employment in the area for people with a disability.	75%
3.3.3.1	Engage with local business and industry representatives to provide Council and commercial assistance for growth and expansionary requirements.	30-Jun-2019	On Target	Ongoing discussions with a cross section of local businesses looking to diversify or expand existing operations. Council Officers met with representatives of Department of Premier and Cabinet, NSW Regional Investment Prospectus and Regional Growth Funds to review services these representatives can provide, including assistance that may be available, via Council, to businesses looking to invest in Regional NSW.	75%
3.3.3.3	Ascertain and approach potential ancillary businesses able to thrive in Narrabri Shire.	30-Jun-2018	On Target	Ongoing discussions with businesses looking to expand or develop within Narrabri Shire.	75%
3.3.4.1	Encourage the establishment of a commercial solar power industry.	30-Jun-2018	On Target	Dealing with a number of organisations within the solar industry that are at various stages of establishing solar farms within Narrabri Shire, with construction of the Canadian Solar farm projected to begin development in the second quarter of 2019. Recently have met and been in discussions with two potential new operators.	75%

Action(s)		Target	Status	Progress	%
3.3.4.2	Identify potential industries that would achieve a competitive advantage through establishing operations in the Narrabri Shire.	30-Jun-2019	On Target	Ongoing discussions held and information provided to a range of organisations looking to develop in Narrabri Shire.	75%
3.4.1.3	Market and transact developed Shannon Estate blocks and englobo site.	30-Jun-2019	Behind Target	Updated valuation being undertaken on the englobo block with it proposed to go to market by calling for Expressions of Interest in the first half of 2019.	50%
3.4.2.4	Lobby and liaise with the NSW Government and the Department of Housing to ensure public housing availability corresponds with local requirements.	30-Jun-2019	On Target	Initial contact made with Homes North with the invitation to meet when they are next in Narrabri.	75%
3.4.3.2	Identify and approach key lifestyle village developers to establish facilities in Narrabri Shire.	30-Jun-2019	On Target	Sent letters and had initial discussions with three lifestyle village operators. Invited them to come to Narrabri for further discussions and an introductory tour of the town. Further lifestyle operators are being determined prior to being approached.	75%
4.1.1.1	Provide resources and support to community groups to facilitate projects and events.	30-Jun-2018	On Target	Council representatives attended and assisted with the local Harmony Day event coordinated by Narrabri and District Community Aid Service. Council has facilitated fortnightly meetings at the Narrabri Lands council to collaborate a coordinated approach for Reconciliation Day and NAIDOC week events in 2019. This meeting is attended by Wee Waa Lands Council, Community Transport, Narrabri and District Community Aid Service as well as Office of Environment & Heritage and schools. Youth Week events are being organised in conjunction with the Youth Interagency group with Council responsible for 3 events across the Shire ie. Boggabri Primary School and two expo's to be held at Narrabri High School and Wee Waa High School on 8-10 April.	75%

Action(s)		Target	Status	Progress	%
4.1.3.5	Reinforce and grow existing government department relationships to leverage associations to improve and support the local community.	30-Jun-2019	On Target	Council has communicated with a number of Government departments in 2019 including the Australia Day Council, the NSW Seniors Festival, Department of Premier and Cabinet. As part of the Youth Week activities, a range of government departments have been invited to participate in the youth expo's including Service NSW, Centrelink and TAFE NSW.	75%
4.1.3.6	Council will further develop is sister city relationship with the Haishu District Government of Ningbo, China.	30-Jun-2019	Yet to Commence	Recommend this action for removal.	-
4.1.4.2	Annual volunteer celebration held.	30-Jun-2018	On Target	Nominations have been called for the 2019 National Volunteers Week award across the Shire as well as from Councillors. The nominations close end of March. A report will be prepared to go to Council in April with the award ceremony scheduled for Friday 24 May. Invitations to nominees will be sent out late April.	75%
4.2.1.8	Research and apply for funding opportunities for identified Council and community ventures in partnership with key stakeholders and project managers.	30-Jun-2019	On Target	Funding has been confirmed to replace the existing Tarriaro Bridge infrastructure. The drought communities programme funding for upgrades to 7 community halls, four community events, upgrades to the Wee Waa sporting complex and CBD Beautification projects in Boggabri, Narrabri and Wee Waa has been approved. Applications have been lodged for bushfire risk mitigation funding totalling \$50,000 in conjunction with the Rural Fire Service.	75%
4.3.3.1	Incorporate communication and consultation requirements into project management processes.	30-Jun-2018	On Target	Putting together processes outlying consultation.	50%

## Economic Development - Key Performance Measures

<b>Efficiency Measure</b> <b>'Doing things right'</b>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Maintain or increase Gross Regional Product amount after the construction phase of local resource companies and throughout drought conditions (\$M).	\$ 1,050 Million	1,200 Million
Workforce participation rate of LGA is 8% higher than NSW average participation rate	62.9 %	65.3 %
Percentage of prospective businesses assisted proceeding to commencement of next stage within LGA.	5 %	8.33 %

<b>Effectiveness Measure</b> <b>'Doing the right things'</b>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
The number of local businesses is maintained or increased.	1,650	1,760
Percentage of Council and Community Grants submitted that are successful.	20 %	41.38 %
Value of Council and Community Grants submitted that are successful (\$).	\$ 6 Million	8.18 Million

<b>Workload Measure</b>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Assist organisations by engaging with a combination of prospective and existing business people looking to expand operations in Narrabri Shire.	60	39
Promote and market Narrabri Shire to prospective businesses.	24	20
Attend Shire wide community group meetings.	60	54
Number of Grant Applications submitted by Council or jointly with Community Groups.	50	29
Facilitate and provide resources to community events	10	7

## Economic Development - 2018/2019 Capital Works Program

<b>Capital Work Description</b>	<b>Budget Adopted</b>	<b>YTD</b>	<b>Projected</b>	<b>% Completed</b>	<b>Progress</b>
Narrabri - Portable Alfresco Dining Deck (deferred from 2017/18)	20,000	-	-	0%	Portable Alfresco Dining Deck to be deferred until the CBD upgrade is complete.
<b>Total :</b>	<b>20,000</b>	<b>-</b>	<b>-</b>		

## Planning and Regulatory Services - Actions

Action(s)	Target	Status	Progress	%
1.2.1.3 Engage with business owners to ensure shop fronts are well maintained.	30-Jun-2018	On Target	Drought funding program action includes offering shop front upgrades to core CBD building owners.	50%
1.3.4.23 Investigate the development of a precinct plan for the Bellata town to facilitate a primitive camping area playground and toilet between the Golf Club and the School.	30-Jun-2019	On Target	Initial community engagement completed and draft master plan has been developed for primitive camping ground. Draft master plan to be discussed with community.	50%
2.1.1.2 Complete an Aboriginal Heritage Study to identify sites for inclusion in the Narrabri LEP.	30-Jun-2019	Behind Target	Inception meeting held with consultant. Consultation with ABTSI community to occur June-August 2019.	10%
2.1.2.2 Narrabri LEP 2012 is reviewed to ensure open space and environmental zones are current.	30-Jun-2019	Yet to Commence	2020 Action. To be replaced with "Undertake comprehensive review of the LEP 2012."	-
2.1.4.8 Support animal owners through educational materials to maintain animal behaviour that is consistent with the expectations of the community.	30-Jun-2018	On Target	Scheduled 20 to 31 May 2019.	50%
2.1.4.9 Seek funding to support microchipping, desexing and responsible companion animal program campaigns.	30-Jun-2018	On Target	Grant opportunities are monitored throughout the year.	75%
2.2.3.3 Request regulatory authorities to present annually to Council on their activity.	30-Jun-2018	Yet to Commence	To be replaced with "Request state regulatory authorities present annually to Council".	-
2.2.4.1 Amend development application and submission templates to require written assessment against the principles of ecologically sustainable development (ESD) and the precautionary principle.	30-Jun-2019	On Target	To be replaced with "Regionally and state significant developments are assessed and reviewed against the principles of ecologically sustainable development and the precautionary principle". Vickery submission included ESD and precautionary approach.	75%
2.4.2.1 All submissions on extractive industry state significant developments will request no final void as a condition of consent.	30-Jun-2018	On Target	Vickery Extension Project submission requested no final void.	75%
2.4.2.2 All submissions on extractive industry state significant developments will request mine plans as a condition of consent that minimise active mining footprints.	30-Jun-2018	On Target	Vickery Extension Project submission requested mining plan.	75%

Action(s)	Target	Status	Progress	%
2.4.4.2 Participate in public exhibition processes for major state significant developments to protect the community interests.	30-Jun-2018	On Target	Planning staff have attended SEARs meeting for Narramine to Narrabri Inland Rail Project with ARTC and DPE and pre-EIS and EIS meetings with Whitehaven regarding Vickery Extension Project. Planning staff presented to the Independent Planning Commission Hearing for Vickery Project in December 2018. Staff attended Public Hearing in Boggabri on 4 February 2019.	75%
2.4.4.3 Lobby the NSW Government for monitoring actions to be performed by the regulators at the proponents cost.	30-Jun-2018	On Target	Included in State Significant Development submission.	75%
3.1.3.1 Develop and implement a main street reinvigoration program to run alongside CBD upgrade and beautification developments.	30-Jun-2019	On Target	2020 Action. To be replaced with "Develop a Local Strategic Planning Statement (LSPS) and Local Growth Management Strategy for Narrabri Shire". Issues paper for LSPS completed to be workshopped with Councillors in June 2019.	25%
3.4.1.1 Maintain available developed land supplies in Boggabri, Wee Waa and Narrabri at numbers greater than the total of new dwellings constructed over the preceding three (3) years.	30-Jun-2019	On Target	Supply currently meets needs.	75%
3.4.3.1 Review LEP and DCP requirements impacting on supply of affordable housing and amend to encourage developers into downsized housing options.	30-Jun-2019	Yet to Commence	2020 Action. To be replaced with "(1) Develop Employment Lands Delivery Plan Narrabri Shire. (2) Develop Housing Strategy for Narrabri Shire."	-
3.4.4.1 Carryout biennial inspections of urban areas to identify properties requiring repair or demolition.	30-Jun-2018	On Target	Orders being issued on a number of properties requiring repair or demolition.	75%
3.4.4.2 Implement an orders program to require action to repair or demolish derelict buildings.	30-Jun-2018	On Target	Orders being issued on a number of properties requiring repair or demolition.	75%

### Planning and Regulatory Services - Key Performance Measures

Efficiency Measure 'Doing things right'	2018/2019 Estimated	YTD
Average employee/contractor cost per application determined	\$ 1,460	1,221
Average processing times for applications from receipt of all information less than 30 days for Development applications	< 30 Days	33 Days

<b>Efficiency Measure</b> <b>'Doing things right'</b>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Average processing times for applications from receipt of all information less than 10 days for construction certificates and complying development certificates	< 10 Days	29 Days
Average processing times for applications from receipt of all information less than 7 days for property certificates	< 10 Days	5 Days
Percentage complaints investigation commenced within three (3) working days	98 %	57 %
Number of Dangerous Dog Declarations issued	3	4
Average time to respond to companion animal complaints	7 Days	2 Days
Average time to respond to overgrown complaints	7 Days	2 Days
Average time to respond to development complaints	7 Days	10 Days

<b>Effectiveness Measure</b> <b>'Doing the right things'</b>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Greater than 80% positive rating from quarterly survey of at least 20 customers	80 %	60 %
Number of outstanding development, building and public health orders	0	3
Audit of a 10 processed development files indicates full compliance with established processes and legislation.	100 % Compliance	75 % Compliance
Number of valid written complaints received less than 5	< 5	0
Number of micro-chipped animals	100	95

<b>Workload Measure</b>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Number of applications determined.	200	259
Total value of applications determined	15,000,000	9,675,134
Number of investigations relating to developmental compliance	10	3
Number of swimming pool compliance certificates issued	50	17
Number of 149 Certificates issued	450	289
Number of companion animals impounded (incoming animals)	190	181
Total number of companion animals registered in year	190	93
Number of companion animals rehomed (includes sold and released to organisations for rehoming)	70	18
Number of companion animals released to owner	90	40
Number of companion animals euthanized	135	81
Number of feral animals euthanized	50	36
Number of building investigations relating to building compliance	10	3

### Planning and Regulatory Services - 2018/2019 Capital Works Program

<b>Capital Work Description</b>	<b>Budget Adopted</b>	<b>YTD</b>	<b>Projected</b>	<b>% Completed</b>	<b>Progress</b>
Regulatory - Narrabri Animal Shelter Facility	248,478	6,618	248,478	10%	Project tendered with revised scope. No responses received. Project to be reviewed.
<b>Total :</b>	<b>248,478</b>	<b>6,618</b>	<b>248,478</b>		



## Environmental Health Services - Actions

Action(s)	Target	Status	Progress	%
2.1.4.1 Work with the Northern Inland Weeds Advisory Committee, Catchment Management Authorities, Landcare and other "care" groups to ensure a co-ordinated approach to weed management programs over all land tenures.	30-Jun-2019	On Target	Council has attended the following: -Weed compliance workshop and best practice guide reviews -North West Weed Officer meetings -NWRWC meetings -Hudson Pear infestation field trip -Landcare meetings Council has worked with Merrimborough Landcare Group, identifying the issue of Mother of Millions and African Boxthorn in the Keelimore Ck area. Council has been working with the Merrimborough Landcare Group, Castlereigh Macquarie County Council Weed Officers, NWLLS Biosecurity Officer Staff, AWC staff, Heritage Seeds Staff, National Parks Staff, Forestry Staff to apply for federal funding for drought affected areas.	80%
2.1.4.10 Increase community awareness of their responsibility to manage weeds and inform them about the new changes in legislation, in particular the introduction of the New Biosecurity Act 2015	30-Jun-2019	On Target	Council was an exhibitor at Ag-quip. Council answered residents questions regarding their obligations under the Biosecurity Act and helped residents to identify suitable methods to control weeds. Council was also part of this year's Schools Science event. Residents have also received information during the property inspections. Council has written 8 Facebook posts/media releases regarding controlling Biosecurity Matter, including a campaign on giving away Tiger Pear cochineal. Councils Biosecurity Officers were also on Prime news promoting Biological control in cochineal insects. Council is co-hosting a Chemical Certificate III course for property owners and unemployed people in Wee Waa-18 participants including property owners and students from Wee Waa High attended.	90%

Action(s)		Target	Status	Progress	%
2.1.4.11	Prevent, eradicate and contain the spread of Biosecurity Matters in the Narrabri Shire Area by increasing the number of patrols and weed management actions.	30-Jun-2019	On Target	Council continues spraying for Common Pear, Tiger Pear, Rope Pear, Green Cestrum, and African Boxthorn. New infestations of Boxing glove Cactus have been found in the Gwabegar and Pilliga area and have been controlled. New outbreaks of Harrisia Cactus have been found and controlled. Council have participated in multiple taskforce meetings to prevent new weed incursions in the Shire.	80%
2.1.4.2	Prepare and implement management plans for individual Priority Weeds.	30-Jun-2019	On Target	Council helped in the development of a five-year Regional Strategic Weed Management Plan to focus on managing weed biosecurity. The plans are based on the best available local knowledge, research and technology and a rigorous assessment of the biosecurity risks posed by weeds. Some Weed Management plans were developed by Council last financial year. This year specifically, Council developed a management plan for Honey Locust, Castor Oil, and Cats Claw Creeper. Council is now updating the management plans using Council's new branding style guidelines.	80%
2.1.4.3	Increase surveillance and use a weed software to map weed infestation, to ensure effective management programs are undertaken in infested areas.	30-Jun-2019	On Target	Council is mapping weed infestations using the new weeds software. This is Council's ongoing task as infestation changes every year. Council also targets different areas of the Shire every year. Council have mapped new incursions of Harrisia Cactus, discovering four (4) new infested sites. New infestations of Tiger Pear have also been recorded.	80%

Action(s)		Target	Status	Progress	%
2.1.4.4	Promote best weed management practices to landholders, including a range of control techniques for integrated weed management.	30-Jun-2019	On Target	Council promotes weeds management practices during inspections. So far, Council has conducted 682 inspections. North West Regional Strategic Weed Management Plan 2017-2022 booklets and NSW Weed Control Handbooks are handed out during inspections. Council has written 13 Facebook posts/media releases regarding controlling Biosecurity Matter, including a campaign on giving away Tiger Pear cochineal and free trees to replace weeds.	80%
2.1.4.5	Work with other vegetation managers and land management agencies to ensure Class 4 weed management programs are included in vegetation management programs.	30-Jun-2019	On Target	Council has been awarded the following grants. - \$6,320 from Crown Reserves Improvement Fund for control of Green Cestrum in Maules Ck crown reserves. - \$5415 from Crown Reserves for Trindall's Reserve for the control of African Boxthorn and Mimosa – work commenced. - \$3500 from NWLLS to help control Biosecurity Matter on Trindall's Reserve – work commenced. - \$127,680.57 Community Hubs grant for drought affected - Federal Funding.	90%
2.1.4.6	Promote vegetation rehabilitation as a key part of weed management.	30-Jun-2019	On Target	Council promotes vegetation re-habitation through the campaign: "Kill a weed and plant a native tree." Council has attended one (1) market giving away trees. Council also participated in a Scouts meeting to encourage and help children plant native trees for their hall and talk about getting rid of Biosecurity Matter. Council has developed promotional gear with bucket hats "See it, Weed it" and have packets of Callistamens to give away to school children.	70%

Action(s)		Target	Status	Progress	%
2.1.4.7	Complete a companion animals audit in urban areas to ensure micro chipping and registration.	30-Jun-2019	On Target	Scheduled 20 to 31 May 2019.	50%
2.2.2.1	Encourage the formation of active landcare groups throughout the Shire and involve groups in Council rehabilitation programs.	30-Jun-2018	On Target	Council has been in meeting with the Pilliga Landcare group. Council attended to a Garden club meeting and has shown support to engage local groups in environmental initiative. Council has contact members of the public to promote the formation of Landcare groups in the Shire. A tree planting activity is programmed for July 2019.	50%
2.2.2.2	Assist landcare groups to identify projects and access funding to achieve rehabilitation of sites.	30-Jun-2019	On Target	Council is liaising with Merrimborough Landcare Group regarding Mother of Millions problem in their area. Council in conjunction with the Merrimborough Landcare Group were successful in obtaining grant funding for pest animal and weed control in the Pilliga area.	90%
2.2.2.5	Develop and implement strategies to achieve coordinated establishment of biodiversity corridors.	30-Jun-2019	Behind Target	Council attended to the new Biodiversity Act training session.	10%
2.2.2.6	Seek funding to protect and rehabilitate land owned by Council.	30-Jun-2019	Behind Target	Council conducted studies to assess rehabilitation cost in areas previously used as landfill facilities. Council will apply for funding during 2019 -2020 financial year.	20%
2.2.3.1	Review extractive industries environmental compliance reports and plans annually.	30-Jun-2018	On Target	Council has commenced to review extractive industries environmental compliance reports.	50%
2.3.1.4	Investigate opportunities to access the Climate Change fund from the Office of Environment and Heritage.	30-Jun-2018	Behind Target	Council has opportunities to apply for funding through the Office of Environment and Heritage. Funding is available for: Delivering energy savings and reducing emissions; delivering reliable, clean and affordable energy; increasing resilience to a changing climate.	20%

Action(s)	Target	Status	Progress	%
2.3.2.6 Support local industries on implementing a waste minimisation program that involves the use of more efficient manufacturing processes, better and recycled materials to reduce the production of waste.	30-Jun-2019	Behind Target	A waste management plan is to be included for new developments. The plan must address how the business is committed to recycling.	50%
2.3.2.7 Actively promote the 'Community Recycling Centre'.	30-Jun-2018	On Target	A Community Recycling Centre (CRC) Flyer is being distributed among the Shire residents. The CRC is promoted among the residents that visit the Shire waste.	80%
2.3.2.9 Seek funding for installation of gross pollutant traps on stormwater discharge to the Narrabri Creek.	30-Jun-2018	Yet to Commence	Yet to commence.	-
2.4.1.1 Lobby for installation of an independent regional dust monitoring system.	30-Jun-2018	On Target	A regional air monitoring station has been installed. Council is seeking the installation of more stations in the Shire. This has been discussed during the Namoi Region Air Quality Advisory Committee. However, at the moment there is not funding available for the installation of another monitoring station in the Shire.	70%
2.4.1.2 Work cooperatively with mining companies and environmental groups to monitor impacts of dust.	30-Jun-2018	On Target	Council is an active member of the Namoi Region Air Quality Advisory Committee. Council promotes the use of the Air quality alert among the Shire residents.	80%
2.4.3.2 Engage with lead regulator of major projects to ensure the community is informed of their actions to regulate water extractions.	30-Jun-2018	On Target	Council has invited Water NSW to present to Council during a Council meeting. However, Council was unsuccessful with this request. Council has extended the invitation to The Natural Resources Access Regulator (NRAR) which is an independent regulator established under the Natural Resources Access Regulator Act 2017. The current regulatory focus for the NRAR is water regulation. Unfortunately, Council has not received any response yet.	50%

## Environmental Health Services - Key Performance Measures

<b>Efficiency Measure 'Doing things right'</b>	<b>2018/2019 Estimated</b>	<b>YTD</b>
Percentage complaints investigation commenced within three (3) working days	98 %	98 %
Number of preventive action, clean up notice, warning letter issued to assets that do not comply with the law.	10	4
Percentage complaints investigation commenced within three (3) working days (weed management)	98 %	98 %
Number of Biosecurity Directions Issued	5	0
<b>Effectiveness Measure 'Doing the right things'</b>	<b>2018/2019 Estimated</b>	<b>YTD</b>
Customer satisfaction survey achieves 80% favourable response.	80 %	0 %
Percentage of food premises found complying with standards	90 %	95 %
Customer satisfaction survey achieves 80% favourable response (weed management)	80 %	0 %
Percentage of property inspected that had applied effective weed management.	80 %	67 %
<b>Workload Measure</b>	<b>2018/2019 Estimated</b>	<b>YTD</b>
Complete food premises inspection program	95 %	68 %
Number of environmental education campaigns for the community	3	3
Number of roadside Ha treated for noxious weeds	14,700	2,083.2
Number of individual properties inspected for noxious weeds	840	682
Number of weed management education programs delivered	5	3

## Saleyards - Key Performance Measures

<b>Efficiency Measure</b> <b>'Doing things right'</b>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Net Operational cost per animal sold (\$ per animal)	< \$ 8	0.35
Net cost of operation to Council (excluding capital)	< \$ 120,000	3,996.38

<b>Effectiveness Measure</b> <b>'Doing the right things'</b>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Survey of agents and customers achieves minimum or equal to 80% satisfaction rating	80 %	0 %
Zero reported WHS incidents attributable to Council	0	0
Non-compliance with the National Saleyards Quality Accreditation (NSQA) annual audit	0	0

<b>Workload Measure</b>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Number of head sold per annum	15,000	11,246
Number of separate uses of truck wash facilities	1,500	1,309
Number of individual sale days per annum	22	17

## Saleyards - 2018/2019 Capital Works Program

<b>Capital Work Description</b>	<b>Budget Adopted</b>	<b>YTD</b>	<b>Projected</b>	<b>% Completed</b>	<b>Progress</b>
Saleyards - Upgrade Drainage Systems from Saleyards and Truck Wash	80,000	30,918	62,816	95%	Works are currently undertaking. Please shift the required budget to Saleyards Water Recycling Project.
Saleyards - Yards painting and repairs (half deferred from 2017/18)	10,000	-	10,000	15%	Works are currently undertaking. Please shift the required budget to Saleyards Water Recycling Project.
Saleyards - Water Recycling Project	6,500	23,684	23,684	100%	Completed. Budget adjustment from the budget for Drainage improvements \$17,184.
Saleyards - Lighting Upgrade	30,248	13,341	30,248	60%	Two (2) new lights have been installed at the facility. The remaining light will be installed in May.
<b>Total :</b>	<b>126,748</b>	<b>67,943</b>	<b>126,748</b>		



## Solid Waste Management - Actions

Action(s)	Target	Status	Progress	%
2.3.2.1 Provide waste education programs to the community with a focus on avoiding waste generation and improving their behaviour towards reusing and recycling.	30-Jun-2018	On Target	Two (2) workshops focusing on waste minimisation have been offered to the community. Cleanaway performed waste minimisation programs at Narrabri West Public School, Nurruby LDC, Preschool Wee Waa, and Kogil St Preschool. Council developed a commercial which was advertised on regional television and at the local theatre. One (1) Garage sale has held at Cameron Park last October. Two (2) litter prevention stalls were set up at the Crossing theatre during Australian day celebrations. Council also engaged Coogle Cottage, Thai Home and Monterey Cafe in the litter campaign. The scouts worked with Council to coordinate a cleanup day. Council have also participated in the Garden Clubs meeting. Information about waste minimisation and recycling was given during the meeting. More activities are programmed for the youth week.	90%
2.3.2.10 Investigate potential for installation of recycling bins in public places.	30-Jun-2018	Achieved	Recycling bins have been installed at Collins Park	100%
2.3.2.2 Seek funding to improve the current waste infrastructure to allow an increase in separation at source and recycling rates for households, business and industry.	30-Jun-2018	On Target	Council is working on the environmental improvement grant and litter grant awarded to Council early this year by the Environment Protection Authority. The final is to be submitted in May 2019.	90%
2.3.2.3 Analyse the viability of providing recycling facilities in public spaces in the Shire.	30-Jun-2018	Achieved	Recycling bins have been installed at Collins park precinct.	100%

Action(s)	Target	Status	Progress	%
2.3.2.4 Seek opportunities for resource recovery from the main waste types produced in the Shire, such as e-waste, construction and demolition waste, and scrap metal.	30-Jun-2018	On Target	Council has engaged different waste management companies for the recovery of tyres, scrap and e-waste. Council is assessing the possibility of having an e-waste collection point at Wee Waa and Boggabri transfer stations. Council is about to re-new its DrumMuster contract. Opportunities for recycling mattresses have been discussed at the regional level.	90%
2.3.2.8 Conduct educational programs for community members on the effects on kerb side collection contamination.	30-Jun-2018	On Target	Council is implementing the Bin Contamination Policy. Cleanaway promoted reduction of waste contamination at the December Gypsy Willow markets. Letters have been sent to residents that continue contaminating their recycling bins. Council published a new paper article about the effects of kerbside contamination. Council has been working with Challenge Narrabri on identifying the main kerbside contaminants. Using this information, Council designs monthly educational facebook medias post.	70%

### Solid Waste Management - Key Performance Measures

<b>Efficiency Measure</b> <i>'Doing things right'</i>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Cost per tonne to operate Council waste disposal facilities	< \$ 130	146
Zero breaches of EPL Licence requirements for Narrabri Landfill site	0	0
% of recycling bin contamination	< 20 %	28 %
<b>Effectiveness Measure</b> <i>'Doing the right things'</i>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Percentage of waste diverted from Landfill originating from kerbside collection	45 %	39 %
Number of written valid complaints per annum of waste services	< 5	3
<b>Workload Measure</b>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Number of residential premises presenting for kerbside collections per week	4,276	4,280
Number of days Narrabri Landfill open	360	270
Delivery of face to face waste minimisation program	5	9
Attendance at Northern Inland Regional Waste (NIRW) and Cleanaway contract group meetings	7	6

## Solid Waste Management - 2018/2019 Capital Works Program

Capital Work Description	Budget Adopted	YTD	Projected	% Completed	Progress
Waste - Narrabri Landfill - Construction of a New Cell - Design	50,000	12,537	30,000	40%	Preliminary design was submitted to the EPA. Council has been waiting for an EPA approval for approximately one year. Once the preliminary design is approved, GHD is to complete the detailed design. This capital work is focused on the design stage; the construction of the new cell is a capital work programmed for next financial year.
Waste - Narrabri Landfill - Leachate Pond Renewal	30,000	-	30,000	10%	This leachate pond is the temporary leachate pond. A permanent leachate pond can only be designed when Council has enough data regarding leachate generated at the landfill. A contractor has been engaged for the installation of the perimeter fence for the temporary leachate pond; however, due to EPA access restriction, Council is unable to complete with capital work yet. This can only be carried out with an EPA approval.
Waste - Narrabri Landfill - Community Recycling Centre Extension	100,000	-	-	0%	Project to commence in 2019-2020.
Waste - Transfer Stations - Access Road Upgrades for all Transfer Stations	100,000	-	-	0%	Project to commence in 2019-2020.
Waste - Narrabri Landfill - Catchment Fence Waste Disposal	120,000	155,176	170,000	80%	To be complete by April 2019.
Waste - Narrabri Landfill - CCTV Camera	40,000	-	40,000	15%	Council have received quotes. This capital work will be completed this financial year.
Waste - Transfer Stations - Redesign Edgeroi & Bellata	-	-	100,000	0%	Council is designing the transfer stations.
Waste - Narrabri Landfill - Asbestos Gun	-	-	50,000	50%	Council is getting quotes
Waste - Narrabri Landfill - Temporary Transfer Station	-	-	10,000	30%	Council has completed the transfer station design. Work will be carried out over the next few months.
<b>Total :</b>	<b>440,000</b>	<b>167,713</b>	<b>430,000</b>		

## Tourism Services - Actions

Action(s)	Target	Status	Progress	%
1.3.4.18 Provide accurate, timely and comprehensive accessibility information about events within the Shire.	30-Jun-2019	On Target	Council continues to assist and support community events by providing accessible information and assistance with promotion and marketing.	80%
2.1.1.4 Increase community awareness of important aboriginal sites by facilitating the installation of plaques which contain important background and historical information.	30-Jun-2019	On Target	Council is developing historical storyboards which will identify important Kamilaroi sites and historical information.	80%
2.3.2.11 Event organisers are required to provide recycling facilities at all events with a patronage greater than 100.	30-Jun-2018	On Target	Event organisers are encouraged and provided with information in relation to the use of recycle bins at community events.	80%
3.1.2.1 Investigate the provision of quality, high impact gateway entry signs, combined with ongoing improvements in the landscaping presentation of the entry corridors to major towns.	30-Jun-2019	On Target	Council has contracted graphic designers to develop concept designs for high impact gateway entry and town signs.	70%
3.1.2.10 Continue to enhance and expand Narrabri Shire's online and digital presence.	30-Jun-2019	On Target	Council has developed a social and digital media strategy with specific actions to increase online and digital presence within the marketplace. The strategy will be updated in 2019.	80%
3.1.2.2 Investigate the improvement of the Rose Street/Main Street/Kamilaroi Highway intersection to encourage travellers into Rose Street creating a visual stimulus that attracts attention. Possible improvements could include landscaped 'blisters', centre-line tree planting, and/or public art, couples with changes in the directional signage.	30-Jun-2019	Behind Target	Council has developed a Wee Waa Main Street plan for the future development and beautification of the precinct and design concepts for the Rose Street/Main Street and the Kamilaroi Highway intersection.	50%
3.1.2.4 Establish a network of trails designed for special interest, activity based markets.	30-Jun-2019	On Target	Council is developing various trails for the Narrabri Region and the Kamilaroi Highway.	80%
3.1.2.6 Facilitate improvement in road access to develop the Deriah Aboriginal Area and explore options for tours and activities.	30-Jun-2019	On Target	Council is working in conjunction with National Parks and Wildlife Services on improvements to the Deriah road access and investigating ongoing trials. Council was successful in receiving grant funding for Carinya Road.	80%

Action(s)		Target	Status	Progress	%
3.1.2.7	Progressively build consumer data bases to be used for direct marketing and promotion.	30-Jun-2019	On Target	Tourism databases are being developed for future marketing and promotion of the Narrabri Shire and Kamilaroi Highway.	80%
3.1.2.8	Introduce local history story boards incorporating proximity technology to the three main towns.	30-Jun-2019	On Target	Local historical storyboards which will include iProximity links are being developed for the towns and villages of the Narrabri Shire.	70%
3.1.3.10	Council to actively encourage community use of the core Narrabri CBD area by facilitating community events and activities in the core Narrabri CBD area.	30-Jun-2019	On Target	Council is working with local retailers to develop a calendar of events for the main street.	60%
4.2.3.1	Develop and maintain a consistent brand across all Council business units and service areas.	30-Jun-2018	Achieved	A new brand and logo has been developed for Council and the destination.	100%
4.3.3.3	Develop a Narrabri Shire Signage Plan as a uniform strategy and style guide for Shire signage to provide consistent branding for the shire as well as clear directional, information, naming and interpretive signage for town and village entrances, parks, reserves, tourism destinations, public amenities, key destinations and important community facilities.	30-Jun-2018	Behind Target	Wisdom, Wollongong developed a basic signage strategy within the Council Brand Strategy. Additional funding will be required in the next financial year to develop a more comprehensive signage strategy for the Narrabri Shire once the designs for Gateway and Town Signage has been adopted.	50%

### Tourism Services - Key Performance Measures

<b>Efficiency Measure</b> <i>'Doing things right'</i>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Net cost for provision of visitor service per visitor (VIC patrons)	\$ 5.5	5.96
<b>Effectiveness Measure</b> <i>'Doing the right things'</i>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
Average sales per walk in patron for the Narrabri VIC	\$ 2.5	\$ 2.55
Percentage of redeemed voucher from trade show distributions	10 %	5 %
Overall visitor satisfaction	95 %	98 %
<b>Workload Measure</b>	<b>2018/2019</b> <b>Estimated</b>	<b>YTD</b>
No. of visitors to the VIC	34,500	23,689
No. of Information packs distributed at trade shows	8,000	6,200
Complete visitor satisfaction survey	120	62
No. of social media users	1,500	1,460
Number of community events and conferences facilitated	37	23

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# **CODE OF MEETING PRACTICE NARRABRI SHIRE COUNCIL**

## **2019**



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## 1 INTRODUCTION

This Code of Meeting Practice for Narrabri Shire Council is made under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2005* (the Regulation).

This code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Council must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

## 2 MEETING PRINCIPLES

### 2.1 Council and committee meetings should be:

*Transparent:* Decisions are made in a way that is open and accountable.

*Informed:* Decisions are made based on relevant, quality information.

*Inclusive:* Decisions respect the diverse needs and interests of the local community.

*Principled:* Decisions are informed by the principles prescribed under Chapter 3 of the Act.

*Trusted:* The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.

*Respectful:* Councillors, staff and meeting attendees treat each other with respect.

*Effective:* Meetings are well organised, effectively run and skilfully chaired.

*Orderly:* Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

## 3 BEFORE THE MEETING

### Timing of ordinary council meetings

- 3.1 Ordinary meetings of the council will be held on the 4<sup>th</sup> Tuesday of each month, except for December, whereby the Ordinary meeting will be held on the 3<sup>rd</sup> Tuesday due to Christmas. No meeting will be held in January of each year.

**Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.**

#### Extraordinary meetings

- 3.2 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

**Note: Clause 3.2 reflects section 366 of the Act.**

#### Notice to the public of council meetings

- 3.3 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

**Note: Clause 3.3 reflects section 9(1) of the Act.**

- 3.4 For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

- 3.5 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

#### Notice to councillors of ordinary council meetings

- 3.6 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

**Note: Clause 3.6 reflects section 367(1) of the Act.**

- 3.7 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

**Note: Clause 3.7 reflects section 367(3) of the Act.**

### Notice to councillors of extraordinary meetings

- 3.8 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

**Note: Clause 3.8 reflects section 367(2) of the Act.**

### Giving notice of business to be considered at council meetings

- 3.9 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted Not later than 12 noon on Monday in the week preceding the meeting; i.e. 8 business days before the meeting is to be held. Should the Monday preceding the Council Meeting be a public holiday in NSW, then the last business day before the Monday prior to the meeting will be the deadline for a notice of motion.
- 3.10 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.11 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.
- 3.12 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:
- (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or
  - (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

### Questions with notice

- 3.13 A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the general manager about the performance or operations of the council.
- 3.14 A councillor is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.

- 3.15 The general manager or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

Agenda and business papers for ordinary meetings

- 3.16 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.17 The general manager must ensure that the agenda for an ordinary meeting of the council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
  - (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
  - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
  - (d) any business of which due notice has been given under clause 3.10.
- 3.18 Nothing in clause 3.18 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.
- 3.19 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.20 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
  - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

**Note: Clause 3.21 reflects section 9(2A)(a) of the Act.**

- 3.21 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public, and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

### Availability of the agenda and business papers to the public

- 3.22 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

**Note: Clause 3.23 reflects section 9(2) and (4) of the Act.**

- 3.23 Clause 3.23 does not apply to the business papers for items of business that the general manager has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public.

**Note: Clause 3.24 reflects section 9(2A)(b) of the Act.**

- 3.24 For the purposes of clause 3.23, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

**Note: Clause 3.25 reflects section 9(3) of the Act.**

- 3.25 A copy of an agenda, or of an associated business paper made available under clause 3.23, may in addition be given or made available in electronic form.

**Note: Clause 3.26 reflects section 9(5) of the Act.**

### Agenda and business papers for extraordinary meetings

- 3.26 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.

- 3.27 Despite clause 3.27, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:

- (a) a motion is passed to have the business considered at the meeting, and
- (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

- 3.28 A motion moved under clause 3.28(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.

- 3.29 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.28(a) can speak to the motion before it is put.

- 3.30 A motion of dissent cannot be moved against a ruling of the chairperson

under clause 3.28(b) on whether a matter is of great urgency.

#### Pre-meeting briefing sessions

- 3.31 Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.
- 3.32 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.33 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.
- 3.34 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.
- 3.35 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.

#### **4 PUBLIC FORUMS**

- 4.1 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. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.
- 4.2 Public forums are to be chaired by the mayor or their nominee.
- 4.3 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 at the public forum, 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.
- 4.4 A person may apply to speak on no more than **2** items of business on the agenda of the council meeting.



- 4.5 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.
- 4.6 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 4.7 No more than **3** speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.
- 4.8 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.
- 4.9 The general manager or their delegate is to determine the order of speakers at the public forum.
- 4.10 Each speaker will be allowed **3** minutes to address the council. This time is to be strictly enforced by the chairperson. The Chairperson (or nominated chairperson in the chair) of the meeting can grant one extension of up to a maximum of 2 minutes, should further information, be considered to be important to the Council. This is solely at the discretion of the Chair.
- 4.11 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. 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.
- 4.12 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.
- 4.13 Speakers are under no obligation to answer a question put under clause 4.14. Answers by the speaker, to each question are to be limited to **3** minutes.
- 4.14 Speakers at public forums cannot ask questions of the council, councillors or council staff.
- 4.15 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.
- 4.16 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.

- 4.17 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements or personal attacks on Councillors, members of staff. Council will accept no responsibility for comments made by speakers at Public Forum that could lead to a claim for defamation by any person either in the public gallery or any other media.
- 4.18 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.19, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to cease addressing Council.
- 4.19 Clause 4.20 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.
- 4.20 Where a speaker engages in conduct of the type referred to in clause 4.19, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.
- 4.21 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

## 5 COMING TOGETHER

### Attendance by councillors at meetings

- 5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

**Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.**

- 5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting.
- 5.3 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from

making an apology if they are unable to attend a meeting. However the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.

- 5.4 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.
- 5.5 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.
- 5.6 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

**Note: Clause 5.6 reflects section 234(1)(d) of the Act.**

- 5.7 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.

#### The quorum for a meeting

- 5.8 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

**Note: Clause 5.8 reflects section 368(1) of the Act.**

- 5.9 Clause 5.9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

**Note: Clause 5.9 reflects section 368(2) of the Act.**

- 5.101 A meeting of the council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
  - (b) within half an hour after the time designated for the holding of the meeting, or
  - (c) at any time during the meeting.
- 5.11 In either case, the meeting must be adjourned to a time, date and place fixed:
- (a) by the chairperson, or
  - (b) in the chairperson's absence, by the majority of the councillors present, or
  - (c) failing that, by the general manager.

- 5.12 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.
- 5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the safety and welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster (such as, but not limited to flood or bushfire), the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.14 Where a meeting is cancelled under clause 5.14, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.3.

#### Entitlement of the public to attend council meetings

- 5.15 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

**Note: Clause 5.15 reflects section 10(1) of the Act.**

- 5.16 Clause 5.16 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.
- 5.17 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:
- (a) by a resolution of the meeting, or
  - (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

**Note: Clause 5.17 reflects section 10(2) of the Act.**

**Note: Clause 15.14 confers a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. Clause 15.14 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting.**

### Webcasting of meetings

- 5.18 All meetings of the council and committees of the council are to be webcast on the council's website. Webcasting will be made in the form of an audio recording of the meeting, which will be made available within 2 full working days following the completion of the meeting.

**Note: Councils will be required to webcast meetings from 14 December 2019.**

- 5.19 Clause 5.19 does not apply to parts of a meeting that have been closed to the public under section 10A of the Act.
- 5.20 At the start of each meeting the chairperson is to make a statement informing those in attendance that the meeting is being webcast and that those in attendance should refrain from making any defamatory statements.
- 5.21 A recording of each meeting of the council or committee of the council is to be retained on the council's website for 7 days following its uploading. The recordings will be kept until the official minutes of the Council or committee meetings are adopted. Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

### Attendance of the general manager and other staff at meetings

- 5.22 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

**Note: Clause 5.22 reflects section 376(1) of the Act.**

- 5.23 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

**Note: Clause 5.23 reflects section 376(2) of the Act.**

- 5.24 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

**Note: Clause 5.24 reflects section 376(3) of the Act.**

- 5.25 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.

## **6 THE CHAIRPERSON**

### The chairperson at meetings

- 6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

**Note: Clause 6.1 reflects section 369(1) of the Act.**

- 6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

**Note: Clause 6.2 reflects section 369(2) of the Act.**

### Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

- 6.4 The election of a chairperson must be conducted:

- (a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
- (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.

- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.

- 6.6 For the purposes of clause 6.5, the person conducting the election must:

- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
- (b) then fold the slips, so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

### Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:

- (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
- (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

## 7 MODES OF ADDRESS

- 7.1 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.2 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A council officer is to be addressed by their official designation.

## 8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

- 8.1 The general order of business for an ordinary meeting of the council shall be:

- 01 Opening meeting
- 02 Prayer
- 03 Acknowledgement of country
- 04 Apologies and applications for a leave of absence by councillors
- 05 Disclosures of interests
- 06 Items to be Considered in Closed (Public Excluded) Meeting
- 07 Presentations to Council
- 08 Confirmation of minutes or previous Ordinary Meeting
- 09 Mayoral minute(s)
- 10 Reports to council
  - Our Society
  - Our Environment
  - Our Economy
  - Our Civic Leadership
- 11 Notices of motions
- 12 Confidential matters
- 13 Conclusion of the meeting

- 8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

**Note: Part 13 allows council to deal with items of business by exception.**

- 8.3 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.2 may speak to the motion before it is put.

## 9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

### Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:

- (a) unless a councillor has given notice of the business, as required by clause 3.10, and
  - (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
  - (a) is already before, or directly relates to, a matter that is already before the council, or
  - (b) is the election of a chairperson to preside at the meeting, or
  - (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
  - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
  - (a) a motion is passed to have the business considered at the meeting, and
  - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

#### Mayoral minutes

- 9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.
- 9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.
- 9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.
- 9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent, or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.



- 9.10 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.

#### Staff reports

- 9.11 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

#### Reports of committees of council

- 9.12 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.
- 9.13 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

#### Questions

- 9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.14.
- 9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 9.16 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.
- 9.17 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.18 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

## **10 RULES OF DEBATE**

### Motions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

### Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- (a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
  - (b) the chairperson may defer consideration of the motion until the next meeting of the council.

### Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8 Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been lost.

### Motions requiring the expenditure of funds

- 10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.

### Amendments to motions

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

#### Foreshadowed motions

- 10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

#### Limitations on the number and duration of speeches

- 10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and

a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.

- 10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
  - (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.
- 10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.
- 10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

## **11 VOTING**

### Voting entitlements of councillors

- 11.1 Each councillor is entitled to one (1) vote.

**Note: Clause 11.1 reflects section 370(1) of the Act.**

- 11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

**Note: Clause 11.2 reflects section 370(2) of the Act.**

- 11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

#### Voting at council meetings

- 11.4 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- 11.5 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.
- 11.6 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

#### Voting on planning decisions

- 11.7 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- 11.8 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.9 Clauses 11.7–11.8 apply also to meetings that are closed to the public.

**Note: Clauses 11.7–11.9 reflect section 375A of the Act.**

**Note: The requirements of clause 11.7 may be satisfied by maintaining a register of the minutes of each planning decision.**

## **12 COMMITTEE OF THE WHOLE**

- 12.1 The council may resolve itself into a committee to consider any matter before the council.

**Note: Clause 12.1 reflects section 373 of the Act.**

- 12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

**Note: Clauses 10.20–10.30 limit the number and duration of speeches.**

- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full but any recommendations of the committee must be reported.
- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

### **13 DEALING WITH ITEMS BY EXCEPTION**

- 13.1 Where the consideration of multiple items of business together involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.2.
- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.5 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.6 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

## 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.**

### Matters to be considered when closing meetings to the public

14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

**Note: Clause 14.3 reflects section 10B(1) of the Act.**

14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

- (a) are substantial issues relating to a matter in which the council or committee is involved, and
- (b) are clearly identified in the advice, and
- (c) are fully discussed in that advice.

**Note: Clause 14.4 reflects section 10B(2) of the Act.**

- 14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

**Note: Clause 14.5 reflects section 10B(3) of the Act.**

- 14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:
- (a) a person may misinterpret or misunderstand the discussion, or
  - (b) the discussion of the matter may:
    - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
    - (ii) cause a loss of confidence in the council or committee.

**Note: Clause 14.6 reflects section 10B(4) of the Act.**

- 14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Chief Executive of the Office of Local Government.

**Note: Clause 14.7 reflects section 10B(5) of the Act.**

#### Notice of likelihood of closure not required in urgent cases

- 14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:
- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
  - (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
    - (i) should not be deferred (because of the urgency of the matter), and
    - (ii) should take place in a part of the meeting that is closed to the public.

**Note: Clause 14.8 reflects section 10C of the Act.**

#### Representations by members of the public

- 14.9 The council, or a committee of the council, may allow members of the public



to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

**Note: Clause 14.9 reflects section 10A(4) of the Act.**

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by **5pm the day** before the meeting at which the matter is to be considered.
- 14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 14.13 No more than 3 speakers are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.
- 14.15 The general manager (or their delegate) is to determine the order of speakers.
- 14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than 3 speakers to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed 3 minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. 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.

#### Expulsion of non-councillors from meetings closed to the public

- 14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section

10(2)(a) or (b) of the Act.

- 14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Information to be disclosed in resolutions closing meetings to the public

- 14.20 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
- (a) the relevant provision of section 10A(2) of the Act,
  - (b) the matter that is to be discussed during the closed part of the meeting,
  - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

**Note: Clause 14.20 reflects section 10D of the Act.**

Resolutions passed at closed meetings to be made public

- 14.21 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.22 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.21 during a part of the meeting that is webcast.

## **15 KEEPING ORDER AT MEETINGS**

Points of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

### Questions of order

- 15.4 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

### Motions of dissent

- 15.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

### Acts of disorder

- 15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:
- (a) contravenes the Act or any regulation in force under the Act or this code, or
  - (b) assaults or threatens to assault another councillor or person present at the meeting, or
  - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
  - (d) insults or makes personal reflections on or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
  - (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

15.12 The chairperson may require a councillor:

- (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a) or (b), or
- (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
- (c) to retract and apologise without reservation for an act of disorder referred to in clauses 15.11(d) and (e).

#### How disorder at a meeting may be dealt with

15.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

#### Expulsion from meetings

15.14 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.

15.15 Clause 15.14 does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

15.16 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

15.17 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.

15.18 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

15.19 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if

necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

#### Use of mobile phones and the unauthorised recording of meetings

- 15.20 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.
- 15.21 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 or the committee.
- 15.22 Any person who contravenes or attempts to contravene clause 15.22, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.23 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

### **16 CONFLICTS OF INTEREST**

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

### **17 DECISIONS OF THE COUNCIL**

#### Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.
- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

#### Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.10.

**Note: Clause 17.3 reflects section 372(1) of the Act.**

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the

motion of rescission has been dealt with.

**Note: Clause 17.4 reflects section 372(2) of the Act.**

- 17.5 Where a Councillor formally advises the General Manager during a Council Meeting of their intention to lodge a notice of motion of alteration or rescission, such notice be required to be lodged by the close of business (5:00pm), two (2) working days after the Council Meeting where the resolution was carried. It should be noted that nothing in this clause affects the right of a Councillor(s) under Section 372 of the Act.
- 17.6 If such formal advice (as per clause 17.5) is provided by a Councillor to the General Manager verbally, it is to be recorded in the Minutes of the Meeting of Council.
- 17.7 Where a Councillor formally advises the General Manager outside the completion of a Meeting of Council of their intention to lodge a motion of rescission, with respect to a resolution carried out at the Meeting and on the basis of the General Manager not having commenced implementation of such resolution, such a notice of motion of rescission shall be lodged by the close of business (5:00 pm) two (2) working days after the advice of such intention having been received by the General Manager, for consideration by Council in due course. It should be noted that nothing in this clause affects the right of a Councillor (s) under section 372 of the Act.
- 17.8 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.10.

**Note: Clause 17.8 reflects section 372(3) of the Act.**

- 17.9 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

**Note: Clause 17.9 reflects section 372(4) of the Act.**

- 17.10 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

**Note: Clause 17.10 reflects section 372(5) of the Act.**

- 17.11 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

**Note: Clause 17.11 reflects section 372(7) of the Act.**

- 17.12 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

17.13 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than **12 Noon the day** after the meeting at which the resolution was adopted.

17.14 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

**Note: Clause 17.14 reflects section 372(6) of the Act.**

17.15 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

- (a) a notice of motion signed by three councillors is submitted to the chairperson, and
- (b) a motion to have the motion considered at the meeting is passed, and
- (c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

17.16 A motion moved under clause 17.15(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15(b) can speak to the motion before it is put.

17.17 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15(c).

#### Recommitting resolutions to correct an error

17.18 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:

- (a) to correct any error, ambiguity or imprecision in the council's resolution, or
- (b) to confirm the voting on the resolution.

17.19 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.18(a), the councillor is to propose alternative wording for the resolution.

17.20 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.18(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.

17.21 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.

17.22 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.

- 17.23 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

## **18 TIME LIMITS ON COUNCIL MEETINGS**

- 18.1 Meetings of the council and committees are to conclude no later than six (6) hours from the commencement time of the meetings.
- 18.2 If the business of the meeting is unfinished after Six (6) hours, the council or the committee may, by resolution, extend the time of the meeting.
- 18.3 If the business of the meeting is unfinished after Six (6) hours, and the council does not resolve to extend the meeting, the chairperson must either:
- (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
  - (b) adjourn the meeting to a time, date and place fixed by the chairperson.
- 18.4 Clause 18.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the general manager must:
- (a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
  - (b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

## **19 AFTER THE MEETING**

### Minutes of meetings

- 19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

**Note: Clause 19.1 reflects section 375(1) of the Act.**

- 19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:
- (a) details of each motion moved at a council meeting and of any amendments moved to it,
  - (b) the names of the mover and seconder of the motion or amendment,
  - (c) whether the motion or amendment was passed or lost, and
  - (d) such other matters specifically required under this code.
- 19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.



**Note: Clause 19.3 reflects section 375(2) of the Act.**

- 19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

**Note: Clause 19.5 reflects section 375(2) of the Act.**

- 19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

- 19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

**Note: Clause 19.8 reflects section 11(1) of the Act.**

- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

**Note: Clause 19.9 reflects section 11(2) of the Act.**

- 19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

**Note: Clause 19.10 reflects section 11(3) of the Act.**

- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

- 19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

**Note: Clause 19.12 reflects section 335(b) of the Act.**

## **20 COUNCIL COMMITTEES**

### Application of this Part

- 20.1 This Part only applies to committees of the council whose members are all councillors.

### Council committees whose members are all councillors

- 20.2 The council may, by resolution, establish such committees as it considers necessary.
- 20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.
- 20.4 The quorum for a meeting of a committee of the council is to be:
- (a) such number of members as the council decides, or
  - (b) if the council has not decided a number – a majority of the members of the committee.

### Functions of committees

- 20.5 The council must specify the functions of each of its committees when the committee is established, but may from time to time amend those functions.

### Notice of committee meetings

- 20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:
- (a) the time, date and place of the meeting, and
  - (b) the business proposed to be considered at the meeting.
- 20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

### Attendance at committee meetings

- 20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:
- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
  - (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.
- 20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

### Non-members entitled to attend committee meetings

20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

### Chairperson and deputy chairperson of council committees

20.11 The chairperson of each committee of the council must be:

- (a) the mayor, or
- (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
- (c) if the council does not elect such a member, a member of the committee elected by the committee.

20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

### Procedure in committee meetings

20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.

20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.

20.17 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

### Closure of committee meetings to the public

20.18 The provisions of the Act and Part 14 of this code apply to the closure of

meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.

- 20.19 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.20 during a part of the meeting that is webcast.

#### Disorder in committee meetings

- 20.21 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

#### Minutes of council committee meetings

- 20.22 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- (a) details of each motion moved at a meeting and of any amendments moved to it,
  - (b) the names of the mover and seconder of the motion or amendment,
  - (c) whether the motion or amendment was passed or lost, and
  - (d) such other matters specifically required under this code.
- 20.23 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.
- 20.24 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.
- 20.25 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.26 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 20.27 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 20.28 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council

from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

## **21 IRREGULARITIES**

21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:

- (a) a vacancy in a civic office, or
- (b) a failure to give notice of the meeting to any councillor or committee member, or
- (c) any defect in the election or appointment of a councillor or committee member, or
- (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
- (e) a failure to comply with this code.

**Note: Clause 21.1 reflects section 374 of the Act.**

## 22 DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act

quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2005</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

# **Code of Conduct Policy for Narrabri Shire Council**

**2019**

**Responsible Department:** Corporate Services  
**Responsible Section:** Governance  
**Responsible Officer:** Director Corporate Services



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## PART 1 INTRODUCTION

This *Model Code of Conduct for Local Councils in NSW* (“the Model Code of Conduct”) is made under section 440 of the *Local Government Act 1993* (“LGA”) and the *Local Government (General) Regulation 2005* (“the Regulation”).

The Model Code of Conduct sets the minimum standards of conduct for council officials. It is prescribed by regulation to assist council officials to:

- understand and comply with the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- act in a way that enhances public confidence in local government.

This Code must be published and maintained as a current document and must be noted in accordance with Narrabri Shire Council’s Complaints Handling Policy and Procedure.

Section 440 of the LGA requires every council (including county councils) and joint organisation to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct. A council’s or joint organisation’s adopted code of conduct may also include provisions that supplement the Model Code of Conduct and that extend its application to persons that are not “council officials” for the purposes of the Model Code of Conduct (eg volunteers, contractors and members of wholly advisory committees).

A council’s or joint organisation’s adopted code of conduct has no effect to the extent that it is inconsistent with the Model Code of Conduct. However, a council’s or joint organisation’s adopted code of conduct may prescribe requirements that are more onerous than those prescribed in the Model Code of Conduct.

Councillors, administrators, members of staff of councils, delegates of councils, (including members of council committees that are delegates of a council) and any other person a council’s adopted code of conduct applies to, must comply with the applicable provisions of their council’s code of conduct. It is the personal responsibility of council officials to comply with the standards in the code and to regularly review their personal circumstances and conduct with this in mind.

Failure by a councillor to comply with the standards of conduct prescribed under this code constitutes misconduct for the purposes of the LGA. The LGA provides for a range of penalties that may be imposed on councillors for misconduct, including suspension or disqualification from civic office. A councillor who has been suspended on three or more occasions for misconduct is automatically disqualified from holding civic office for five years.

Failure by a member of staff to comply with a council’s code of conduct may give rise to disciplinary action.

## PART 2 DEFINITIONS

In this code the following terms have the following meanings:

LGA	the <i>Local Government Act 1993</i>
administrator	an administrator of a council appointed under the LGA other than an administrator appointed under section 66
committee	see the definition of “council committee”
complaint	a code of conduct complaint made for the purposes of clauses 4.1 and 4.2 of the Procedures.
council	includes county councils and joint organisations
council committee	a committee established by a council comprising of councillors, staff or other persons that the council has delegated functions to
council committee member	a person other than a councillor or member of staff of a council who is a member of a council committee other than a wholly advisory committee
council official	includes councillors, members of staff of a council, administrators, council committee members, delegates of council and, for the purposes of clause 4.16, council advisers
councillor	any person elected or appointed to civic office, including the mayor and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations
conduct	includes acts and omissions
delegate of council	a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated
designated person	a person referred to in clause 4.8
election campaign	includes council, state and federal election campaigns
environmental planning instrument	has the same meaning as it has in the <i>Environmental Planning and Assessment Act 1979</i>

general manager	includes the executive officer of a joint organisation
joint organisation	a joint organisation established under section 400O of the LGA
local planning panel	a local planning panel constituted under the <i>Environmental Planning and Assessment Act 1979</i>
mayor	includes the chairperson of a county council or a joint organisation
members of staff of a council	includes members of staff of county councils and joint organisations
the Office	Office of Local Government
personal information	information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion
the Procedures	the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW prescribed under the Regulation
the Regulation	the Local Government (General) Regulation 2005
voting representative	a voting representative of the board of a joint organisation
wholly advisory committee	a council committee that the council has not delegated any functions to

## PART 3

## GENERAL CONDUCT OBLIGATIONS

### General conduct

- 3.1 You must not conduct yourself in a manner that:
- a) is likely to bring the council or other council officials into disrepute
  - b) is contrary to statutory requirements or the council's administrative requirements or policies
  - c) is improper or unethical
  - d) is an abuse of power
  - e) causes, comprises or involves intimidation or verbal abuse
  - f) involves the misuse of your position to obtain a private benefit
  - g) constitutes harassment or bullying behaviour under this code, or is unlawfully discriminatory.
- 3.2 You must act lawfully and honestly, and exercise a reasonable degree of care and diligence in carrying out your functions under the LGA or any other Act. (*section 439*).

### Fairness and equity

- 3.3 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.
- 3.4 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.
- 3.5 An act or omission in good faith, whether or not it involves error, will not constitute a breach of clauses 3.3 or 3.4.

### Harassment and discrimination

- 3.6 You must not harass or unlawfully discriminate against others, or support others who harass or unlawfully discriminate against others, on the grounds of sex, pregnancy, breastfeeding, race, age, marital or domestic status, homosexuality, disability, transgender status, infectious disease, carer's responsibilities or political, religious or other affiliation.
- 3.7 For the purposes of this code, "harassment" is any form of behaviour towards a person that:
- a) is not wanted by the person
  - b) offends, humiliates or intimidates the person, and
  - c) creates a hostile environment.

### Bullying

3.8 You must not engage in bullying behaviour towards others.

3.9 For the purposes of this code, “bullying behaviour” is any behaviour in which:

- a) a person or a group of people repeatedly behaves unreasonably towards another person or a group of persons and
- b) the behaviour creates a risk to health and safety.

3.10 Bullying behaviour may involve, but is not limited to, any of the following types of behaviour:

- a) aggressive, threatening or intimidating conduct
- b) belittling or humiliating comments
- c) spreading malicious rumours
- d) teasing, practical jokes or ‘initiation ceremonies’
- e) exclusion from work-related events
- f) unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level
- g) displaying offensive material
- h) pressure to behave in an inappropriate manner.

3.11 Reasonable management action carried out in a reasonable manner does not constitute bullying behaviour for the purposes of this code. Examples of reasonable management action may include, but are not limited to:

- a) performance management processes
- b) disciplinary action for misconduct
- c) informing a worker about unsatisfactory work performance or inappropriate work behaviour
- d) directing a worker to perform duties in keeping with their job
- e) maintaining reasonable workplace goals and standards
- f) legitimately exercising a regulatory function
- g) legitimately implementing a council policy or administrative processes.

### Work health and safety

3.12 All council officials, including councillors, owe statutory duties under the *Work Health and Safety Act 2011* (WH&S Act). You must comply with your duties under the WH&S Act and your responsibilities under any policies or procedures adopted by the council to ensure workplace health and safety. Specifically, you must:

- a) take reasonable care for your own health and safety
- b) take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
- c) comply, so far as you are reasonably able, with any reasonable instruction that is given to ensure compliance with the WH&S Act and any policies or procedures adopted by the council to ensure workplace health and safety
- d) cooperate with any reasonable policy or procedure of the council relating to workplace health or safety that has been notified to council staff

- e) report accidents, incidents, near misses, to the general manager or such other staff member nominated by the general manager, and take part in any incident investigations
- f) so far as is reasonably practicable, consult, co-operate and coordinate with all others who have a duty under the WH&S Act in relation to the same matter.

#### Land use planning, development assessment and other regulatory functions

3.13 You must ensure that land use planning, development assessment and other regulatory decisions are properly made, and that all parties are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the exercise of land use planning, development assessment and other regulatory functions.

3.14 In exercising land use planning, development assessment and other regulatory functions, you must ensure that no action, statement or communication between yourself and others conveys any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

#### Binding caucus votes

3.15 You must not participate in binding caucus votes in relation to matters to be considered at a council or committee meeting.

3.16 For the purposes of clause 3.15, a binding caucus vote is a process whereby a group of councillors are compelled by a threat of disciplinary or other adverse action to comply with a predetermined position on a matter before the council or committee, irrespective of the personal views of individual members of the group on the merits of the matter before the council or committee.

3.17 Clause 3.15 does not prohibit councillors from discussing a matter before the council or committee prior to considering the matter in question at a council or committee meeting, or from voluntarily holding a shared view with other councillors on the merits of a matter.

3.18 Clause 3.15 does not apply to a decision to elect the mayor or deputy mayor, or to nominate a person to be a member of a council committee or a representative of the council on an external body.

#### Obligations in relation to meetings

3.19 You must comply with rulings by the chair at council and committee meetings or other proceedings of the council unless a motion dissenting from the ruling is passed.

3.20 You must not engage in bullying behaviour (as defined under this Part) towards the chair, other council officials or any members of the public present during council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions).

3.21 You must not engage in conduct that disrupts council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and

briefing sessions), or that would otherwise be inconsistent with the orderly conduct of meetings.

3.22 If you are a councillor, you must not engage in any acts of disorder or other conduct that is intended to prevent the proper or effective functioning of the council, or of a committee of the council. Without limiting this clause, you must not:

- a) leave a meeting of the council or a committee for the purposes of depriving the meeting of a quorum, or submit a rescission motion with respect to a decision for the purposes of voting against it to prevent another councillor from submitting a rescission motion with respect to the same decision, or
- b) deliberately seek to impede the consideration of business at a meeting.

## **PART 4**



## PECUNIARY INTERESTS

### What is a pecuniary interest?

- 4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.
- 4.2 You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.
- 4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
- (a) your interest, or
  - (b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or
  - (c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.
- 4.4 For the purposes of clause 4.3:
- (a) Your “relative” is any of the following:
    - i) your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
    - ii) your spouse’s or de facto partner’s parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
    - iii) the spouse or de facto partner of a person referred to in paragraphs (i) and (ii).
  - (b) “de facto partner” has the same meaning as defined in section 21C of the *Interpretation Act 1987*.
- 4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c):
- (a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
  - (b) just because the person is a member of, or is employed by, a council or a statutory body, or is employed by the Crown, or
  - (c) just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

#### What interests do not have to be disclosed?

4.6 You do not have to disclose the following interests for the purposes of this Part:

- (a) your interest as an elector
- (b) your interest as a ratepayer or person liable to pay a charge
- (c) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this code
- (d) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to your relative by the council in the same manner and subject to the same conditions as apply to persons who are not subject to this code
- (e) an interest you have as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not)
- (f) if you are a council committee member, an interest you have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if you have been appointed to represent the organisation or group on the council committee
- (g) an interest you have relating to a contract, proposed contract or other matter, if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company
- (h) an interest you have arising from the proposed making by the council of an agreement between the council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because your relative is a shareholder (but not a director) of the corporation, or is a member (but not a member of the committee) of the association, or is a partner of the partnership
- (i) an interest you have arising from the making by the council of a contract or agreement with your relative for, or in relation to, any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the council in respect of similar matters with other residents of the area:
  - i) the performance by the council at the expense of your relative of any work or service in connection with roads or sanitation
  - ii) security for damage to footpaths or roads
  - iii) any other service to be rendered, or act to be done, by the council by or under any Act conferring functions on the council, or by or under any contract
- (j) an interest relating to the payment of fees to councillors (including the mayor and deputy mayor)
- (k) an interest relating to the payment of expenses and the provision of facilities to councillors (including the mayor and deputy mayor) in accordance with a policy under section 252 of the LGA,

- (l) an interest relating to an election to the office of mayor arising from the fact that a fee for the following 12 months has been determined for the office of mayor
- (m) an interest of a person arising from the passing for payment of a regular account for the wages or salary of an employee who is a relative of the person
- (n) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a councillor or a council committee member
- (o) an interest arising from the appointment of a councillor to a body as a representative or delegate of the council, whether or not a fee or other recompense is payable to the representative or delegate.

4.7 For the purposes of clause 4.6, “relative” has the same meaning as in clause 4.4, but includes your spouse or de facto partner.

What disclosures must be made by a designated person?

4.8 Designated persons include:

- (a) the general manager
- (b) other senior staff of the council for the purposes of section 332 of the LGA
- (c) a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person’s duty as a member of staff or delegate and the person’s private interest
- (d) a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council’s functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member’s duty as a member of the committee and the member’s private interest.

4.9 A designated person:

- (a) must prepare and submit written returns of interests in accordance with clauses 4.21, and
- (b) must disclose pecuniary interests in accordance with clause 4.10.

4.10 A designated person must disclose in writing to the general manager (or if the person is the general manager, to the council) the nature of any pecuniary interest the person has in any council matter with which the person is dealing as soon as practicable after becoming aware of the interest.

4.11 Clause 4.10 does not require a designated person who is a member of staff of the council to disclose a pecuniary interest if the interest relates only to the

person's salary as a member of staff, or to their other conditions of employment.

4.12 The general manager must, on receiving a disclosure from a designated person, deal with the matter to which the disclosure relates or refer it to another person to deal with.

4.13 A disclosure by the general manager must, as soon as practicable after the disclosure is made, be laid on the table at a meeting of the council and the council must deal with the matter to which the disclosure relates or refer it to another person to deal with.

#### What disclosures must be made by council staff other than designated persons?

4.14 A member of staff of council, other than a designated person, must disclose in writing to their manager or the general manager the nature of any pecuniary interest they have in a matter they are dealing with as soon as practicable after becoming aware of the interest.

4.15 The staff member's manager or the general manager must, on receiving a disclosure under clause 4.14, deal with the matter to which the disclosure relates or refer it to another person to deal with.

#### What disclosures must be made by council advisers?

4.16 A person who, at the request or with the consent of the council or a council committee, gives advice on any matter at any meeting of the council or committee, must disclose the nature of any pecuniary interest the person has in the matter to the meeting at the time the advice is given. The person is not required to disclose the person's interest as an adviser.

4.17 A person does not breach clause 4.16 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.

#### What disclosures must be made by a council committee member?

4.18 A council committee member must disclose pecuniary interests in accordance with clause 4.28 and comply with clause 4.29.

4.19 For the purposes of clause 4.18, a "council committee member" includes a member of staff of council who is a member of the committee.

#### What disclosures must be made by a councillor?

4.20 A councillor:

- (a) must prepare and submit written returns of interests in accordance with clause 4.21, and
- (b) must disclose pecuniary interests in accordance with clause 4.28 and comply with clause 4.29 where it is applicable.

#### Disclosure of interests in written returns

- 4.21 A councillor or designated person must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the councillor's or designated person's interests as specified in schedule 1 to this code within 3 months after:
- (a) becoming a councillor or designated person, and
  - (b) 30 June of each year, and
  - (c) the councillor or designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).
- 4.22 A person need not make and lodge a return under clause 4.21, paragraphs (a) and (b) if:
- (a) they made and lodged a return under that clause in the preceding 3 months, or
  - (b) they have ceased to be a councillor or designated person in the preceding 3 months.
- 4.23 A person must not make and lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.
- 4.24 The general manager must keep a register of returns required to be made and lodged with the general manager.
- (a)
- 4.25 Returns required to be lodged with the general manager under clause 4.21(a) and (b) must be tabled at the first meeting of the council after the last day the return is required to be lodged.
- 4.26 Returns required to be lodged with the general manager under clause 4.21(c) must be tabled at the next council meeting after the return is lodged.
- 4.27 Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

#### Disclosure of pecuniary interests at meetings

- 4.28 A councillor or a council committee member who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the council or committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.
- 4.29 The councillor or council committee member must not be present at, or in sight of, the meeting of the council or committee:
- (a) at any time during which the matter is being considered or discussed by the council or committee, or
  - (b) at any time during which the council or committee is voting on any question in relation to the matter.

- 4.30 In the case of a meeting of a board of a joint organisation, a voting representative is taken to be present at the meeting for the purposes of clauses 4.28 and 4.29 where they participate in the meeting by telephone or other electronic means.
- 4.31 A disclosure made at a meeting of a council or council committee must be recorded in the minutes of the meeting.
- 4.32 A general notice may be given to the general manager in writing by a councillor or a council committee member to the effect that the councillor or council committee member, or the councillor's or council committee member's spouse, de facto partner or relative, is:
- (a) a member of, or in the employment of, a specified company or other body, or
  - (b) a partner of, or in the employment of, a specified person.
- Such a notice is, unless and until the notice is withdrawn or until the end of the term of the council in which it is given (whichever is the sooner), sufficient disclosure of the councillor's or council committee member's interest in a matter relating to the specified company, body or person that may be the subject of consideration by the council or council committee after the date of the notice.
- 4.33 A councillor or a council committee member is not prevented from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the councillor or council committee member has an interest in the matter of a kind referred to in clause 4.6.
- 4.34 A person does not breach clauses 4.28 or 4.29 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.
- 4.35 Despite clause 4.29, a councillor who has a pecuniary interest in a matter may participate in a decision to delegate consideration of the matter in question to another body or person.
- 4.36 Clause 4.29 does not apply to a councillor who has a pecuniary interest in a matter that is being considered at a meeting if:
- (a) the matter is a proposal relating to:
    - (i) the making of a principal environmental planning instrument applying to the whole or a significant portion of the council's area, or
    - (ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council's area, and
  - (b) the pecuniary interest arises only because of an interest of the councillor in the councillor's principal place of residence or an interest of another person (whose interests are relevant under clause 4.3) in that person's principal place of residence, and

- (c) the councillor made a special disclosure under clause 4.37 in relation to the interest before the commencement of the meeting.

4.37 A special disclosure of a pecuniary interest made for the purposes of clause 4.36(c) must:

- (a) be in the form set out in schedule 3 of this code and contain the information required by that form, and
- (b) be laid on the table at a meeting of the council as soon as practicable after the disclosure is made, and the information contained in the special disclosure is to be recorded in the minutes of the meeting.

4.38 The Minister for Local Government may, conditionally or unconditionally, allow a councillor or a council committee member who has a pecuniary interest in a matter with which the council is concerned to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:

- (a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
- (b) that it is in the interests of the electors for the area to do so.

4.39 A councillor or a council committee member with a pecuniary interest in a matter who is permitted to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter under clause 4.38, must still disclose the interest they have in the matter in accordance with clause 4.28.

## **PART 5**

## **NON-PECUNIARY CONFLICTS OF INTEREST**

### What is a non-pecuniary conflict of interest?

- 5.1 Non-pecuniary interests are private or personal interests a council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.
- 5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.
- 5.3 The personal or political views of a council official do not constitute a private interest for the purposes of clause 5.2.
- 5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this code.
- 5.5 When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

### Managing non-pecuniary conflicts of interest

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter. In the case of members of council staff other than the general manager, such a disclosure is to be made to the staff member's manager. In the case of the general manager, such a disclosure is to be made to the mayor.
- 5.7 If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.
- 5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.



5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:

- a) a relationship between a council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from the council official's extended family that the council official has a close personal relationship with, or another person living in the same household
- b) other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.
- c) an affiliation between the council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.
- d) membership, as the council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the council and the organisation are potentially in conflict in relation to the particular matter
- e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1
- f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.

5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:

- a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
- b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29.

5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.

- 5.12 If you are a member of staff of council other than the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of your manager. In the case of the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of the mayor.
- 5.13 Despite clause 5.10(b), a councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.
- 5.14 Council committee members are not required to declare and manage a non-pecuniary conflict of interest in accordance with the requirements of this Part where it arises from an interest they have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if they have been appointed to represent the organisation or group on the council committee.

#### Political donations

- 5.15 Councillors should be aware that matters before council or committee meetings involving their political donors may also give rise to a non-pecuniary conflict of interest.
- 5.16 Where you are a councillor and have received or knowingly benefitted from a reportable political donation:
- a) made by a major political donor in the previous four years, and
  - b) the major political donor has a matter before council,
- you must declare a non-pecuniary conflict of interest in the matter, disclose the nature of the interest, and manage the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29. A disclosure made under this clause must be recorded in the minutes of the meeting.
- 5.17 For the purposes of this Part:
- a) a “reportable political donation” has the same meaning as it has in section 6 of the *Electoral Funding Act 2018*
  - b) “major political donor” has the same meaning as it has in the *Electoral Funding Act 2018*.
- 5.18 Councillors should note that political donations that are not a “reportable political donation”, or political donations to a registered political party or group by which a councillor is endorsed, may still give rise to a non-pecuniary conflict of interest. Councillors should determine whether or not such conflicts are significant for the purposes of clause 5.9 and take the appropriate action to manage them.

5.19 Despite clause 5.16, a councillor who has received or knowingly benefitted from a reportable political donation of the kind referred to in that clause, may participate in a decision to delegate consideration of the matter in question to another body or person.

#### Loss of quorum as a result of compliance with this Part

5.20 A councillor who would otherwise be precluded from participating in the consideration of a matter under this Part because they have a non-pecuniary conflict of interest in the matter is permitted to participate in consideration of the matter if:

- a) the matter is a proposal relating to:
  - i) the making of a principal environmental planning instrument applying to the whole or a significant portion of the council's area, or
  - ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council's area, and
- b) the non-pecuniary conflict of interest arises only because of an interest that a person has in that person's principal place of residence, and
- c) the councillor discloses the interest they have in the matter that would otherwise have precluded their participation in consideration of the matter under this Part in accordance with clause 5.6.

5.21 The Minister for Local Government may, conditionally or unconditionally, allow a councillor or a council committee member who is precluded under this Part from participating in the consideration of a matter to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:

- a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
- b) that it is in the interests of the electors for the area to do so.

5.22 Where the Minister exempts a councillor or committee member from complying with a requirement under this Part under clause 5.21, the councillor or committee member must still disclose any interests they have in the matter the exemption applies to, in accordance with clause 5.6.

#### Other business or employment

5.23 The general manager must not engage, for remuneration, in private employment, contract work or other business outside the service of the council without the approval of the council.

5.24 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the council that relates to the business of the council or that might conflict with the staff member's council duties unless they have notified the general manager in writing of the

employment, work or business and the general manager has given their written approval for the staff member to engage in the employment, work or business.

- 5.25 The general manager may at any time prohibit a member of staff from engaging, for remuneration, in private employment, contract work or other business outside the service of the council that relates to the business of the council, or that might conflict with the staff member's council duties.
- 5.26 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the council if prohibited from doing so.
- 5.27 Members of staff must ensure that any outside employment, work or business they engage in will not:
- a) conflict with their official duties
  - b) involve using confidential information or council resources obtained through their work with the council including where private use is permitted
  - c) require them to work while on council duty
  - d) discredit or disadvantage the council
  - e) pose, due to fatigue, a risk to their health or safety, or to the health and safety of their co-workers.

#### Personal dealings with council

- 5.28 You may have reason to deal with your council in your personal capacity (for example, as a ratepayer, recipient of a council service or applicant for a development consent granted by council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.
- 5.29 You must undertake any personal dealings you have with the council in a manner that is consistent with the way other members of the community deal with the council. You must also ensure that you disclose and appropriately manage any conflict of interest you may have in any matter in accordance with the requirements of this code.

## **PART 6**

## PERSONAL BENEFIT

- 6.1 For the purposes of this Part, a gift or a benefit is something offered to or received by a council official or someone personally associated with them for their personal use and enjoyment.
- 6.2 A reference to a gift or benefit in this Part does not include:
- a) a political donation for the purposes of the *Electoral Funding Act 2018*
  - b) a gift provided to the council as part of a cultural exchange or sister-city relationship that is not converted for the personal use or enjoyment of any individual council official or someone personally associated with them
  - c) attendance by a council official at a work-related event or function for the purposes of performing their official duties, or
  - d) free or subsidised meals, beverages or refreshments of token value provided to council officials in conjunction with the performance of their official duties such as, but not limited to:
    - i) the discussion of official business
    - ii) work-related events such as council-sponsored or community events, training, education sessions or workshops
    - iii) conferences
    - iv) council functions or events
    - v) social functions organised by groups, such as council committees and community organisations.

### Gifts and benefits

- 6.3 You must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from you or from the council, through the provision of gifts, benefits or hospitality of any kind to you or someone personally associated with you.
- 6.4 A gift or benefit is deemed to have been accepted by you for the purposes of this Part, where it is received by you or someone personally associated with you.

### How are offers of gifts and benefits to be dealt with?

- 6.5 You must not:
- a) seek or accept a bribe or other improper inducement
  - b) seek gifts or benefits of any kind
  - c) accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty
  - d) subject to clause 6.7, accept any gift or benefit of more than token value as defined by clause 6.9

- e) accept an offer of cash or a cash-like gift as defined by clause 6.13, regardless of the amount
- f) participate in competitions for prizes where eligibility is based on the council being in or entering into a customer–supplier relationship with the competition organiser
- g) personally benefit from reward points programs when purchasing on behalf of the council.

6.6 Where you receive a gift or benefit of any value other than one referred to in clause 6.2, you must disclose this promptly to your manager or the general manager in writing. The recipient, manager, or general manager must ensure that, at a minimum, the following details are recorded in the council's gift register:

- a) the nature of the gift or benefit
- b) the estimated monetary value of the gift or benefit
- c) the name of the person who provided the gift or benefit, and
- d) the date on which the gift or benefit was received.

6.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, the gift or benefit must be surrendered to the council, unless the nature of the gift or benefit makes this impractical.

#### Gifts and benefits of token value

6.8 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$50. They include, but are not limited to:

- a) invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed \$50
- b) gifts of alcohol that do not exceed a value of \$50
- c) ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like
- d) prizes or awards that do not exceed \$50 in value.

#### Gifts and benefits of more than token value

6.9 Gifts or benefits that exceed \$50 in value are gifts or benefits of more than token value for the purposes of clause 6.5(d) and, subject to clause 6.7, must not be accepted.

6.10 Gifts and benefits of more than token value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting codes) with a ticket value that exceeds \$50, corporate hospitality at a corporate facility at major sporting events, free or discounted products or services for personal use provided on terms that are not available to the general public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.

6.11 Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person associated with that person or organisation

within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organisation, or a person associated with that person or organisation, during the same 12-month period would exceed \$50 in value.

- 6.12 For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

“Cash-like gifts”

- 6.13 For the purposes of clause 6.5(e), “cash-like gifts” include but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.

Improper and undue influence

- 6.14 You must not use your position to influence other council officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else. A councillor will not be in breach of this clause where they seek to influence other council officials through the proper exercise of their role as prescribed under the LGA.
- 6.15 You must not take advantage (or seek to take advantage) of your status or position with council, or of functions you perform for council, in order to obtain a private benefit for yourself or for any other person or body.

**PART 7**

## RELATIONSHIPS BETWEEN COUNCIL OFFICIALS

### Obligations of councillors and administrators

- 7.1 Each council is a body politic. The councillors or administrator/s are the governing body of the council. Under section 223 of the LGA, the role of the governing body of the council includes the development and endorsement of the strategic plans, programs, strategies and policies of the council, including those relating to workforce policy, and to keep the performance of the council under review.
- 7.2 Councillors or administrators must not:
- a) direct council staff other than by giving appropriate direction to the general manager by way of council or committee resolution, or by the mayor or administrator exercising their functions under section 226 of the LGA
  - b) in any public or private forum, direct or influence, or attempt to direct or influence, any other member of the staff of the council or a delegate of the council in the exercise of the functions of the staff member or delegate
  - c) contact a member of the staff of the council on council-related business unless in accordance with the policy and procedures governing the interaction of councillors and council staff that have been authorised by the council and the general manager
  - d) contact or issue instructions to any of the council's contractors, including the council's legal advisers, unless by the mayor or administrator exercising their functions under section 226 of the LGA.
- 7.3 Despite clause 7.2, councillors may contact the council's external auditor or the chair of the council's audit risk and improvement committee to provide information reasonably necessary for the external auditor or the audit, risk and improvement committee to effectively perform their functions.

### Obligations of staff

- 7.4 Under section 335 of the LGA, the role of the general manager includes conducting the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council, implementing without undue delay, lawful decisions of the council and ensuring that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their official functions.
- 7.5 Members of staff of council must:
- a) give their attention to the business of the council while on duty
  - b) ensure that their work is carried out ethically, efficiently, economically and effectively
  - c) carry out reasonable and lawful directions given by any person having authority to give such directions
  - d) give effect to the lawful decisions, policies and procedures of the council, whether or not the staff member agrees with or approves of them



- e) ensure that any participation in political activities outside the service of the council does not interfere with the performance of their official duties.

#### Inappropriate interactions

7.6 You must not engage in any of the following inappropriate interactions:

- a) councillors and administrators approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
- b) council staff approaching councillors and administrators to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
- c) subject to clause 8.6, council staff refusing to give information that is available to other councillors to a particular councillor
- d) councillors and administrators who have lodged an application with the council, discussing the matter with council staff in staff-only areas of the council
- e) councillors and administrators approaching members of local planning panels or discussing any application that is either before the panel or that will come before the panel at some future time, except during a panel meeting where the application forms part of the agenda and the councillor has a right to be heard by the panel at the meeting
- f) councillors and administrators being overbearing or threatening to council staff
- g) council staff being overbearing or threatening to councillors or administrators
- h) councillors and administrators making personal attacks on council staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of this code in public forums including social media
- i) councillors and administrators directing or pressuring council staff in the performance of their work, or recommendations they should make
- j) council staff providing ad hoc advice to councillors and administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community
- k) council staff meeting with applicants or objectors alone AND outside office hours to discuss planning applications or proposals
- l) councillors attending on-site inspection meetings with lawyers and/or consultants engaged by the council associated with current or proposed legal proceedings unless permitted to do so by the council's general manager or, in the case of the mayor or administrator, unless they are exercising their functions under section 226 of the LGA.

## **PART 8**

## **ACCESS TO INFORMATION AND COUNCIL RESOURCES**

### Councillor and administrator access to information

- 8.1 The general manager is responsible for ensuring that councillors and administrators can access information necessary for the performance of their official functions. The general manager and public officer are also responsible for ensuring that members of the public can access publicly available council information under the *Government Information (Public Access) Act 2009* (the GIPA Act).
- 8.2 The general manager must provide councillors and administrators with the information necessary to effectively discharge their official functions.
- 8.3 Members of staff of council must provide full and timely information to councillors and administrators sufficient to enable them to exercise their official functions and in accordance with council procedures.
- 8.4 Members of staff of council who provide any information to a particular councillor in the performance of their official functions must also make it available to any other councillor who requests it and in accordance with council procedures.
- 8.5 Councillors and administrators who have a private interest only in council information have the same rights of access as any member of the public.
- 8.6 Despite clause 8.4, councillors and administrators who are precluded from participating in the consideration of a matter under this code because they have a conflict of interest in the matter, are not entitled to request access to council information in relation to the matter unless the information is otherwise available to members of the public, or the council has determined to make the information available under the GIPA Act.

### Councillors and administrators to properly examine and consider information

- 8.7 Councillors and administrators must ensure that they comply with their duty under section 439 of the LGA to act honestly and exercise a reasonable degree of care and diligence by properly examining and considering all the information provided to them relating to matters that they are required to make a decision on.

### Refusal of access to information

- 8.8 Where the general manager or public officer determine to refuse access to information requested by a councillor or administrator, they must act reasonably. In reaching this decision they must take into account whether or not the information requested is necessary for the councillor or administrator to perform their official functions (see clause 8.2) and whether they have disclosed a conflict of interest in the matter the information relates to that would preclude their participation in consideration of the matter (see clause 8.6). The general manager or public officer must state the reasons for the decision if access is refused.

#### Use of certain council information

8.9 In regard to information obtained in your capacity as a council official, you must:

- a) subject to clause 8.14, only access council information needed for council business
- b) not use that council information for private purposes
- c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have access by virtue of your office or position with council
- d) only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.

#### Use and security of confidential information

8.10 You must maintain the integrity and security of confidential information in your possession, or for which you are responsible.

8.11 In addition to your general obligations relating to the use of council information, you must:

- a) only access confidential information that you have been authorised to access and only do so for the purposes of exercising your official functions
- b) protect confidential information
- c) only release confidential information if you have authority to do so
- d) only use confidential information for the purpose for which it is intended to be used
- e) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person
- f) not use confidential information with the intention to cause harm or detriment to the council or any other person or body
- g) not disclose any confidential information discussed during a confidential session of a council or committee meeting or any other confidential forum (such as, but not limited to, workshops or briefing sessions).

#### Personal information

8.12 When dealing with personal information you must comply with:

- a) the *Privacy and Personal Information Protection Act 1998*
- b) the *Health Records and Information Privacy Act 2002*
- c) the Information Protection Principles and Health Privacy Principles
- d) the council's privacy management plan
- e) the Privacy Code of Practice for Local Government

#### Use of council resources

- 8.13 You must use council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes, except when supplied as part of a contract of employment (but not for private business purposes), unless this use is lawfully authorised and proper payment is made where appropriate.
- 8.14 Union delegates and consultative committee members may have reasonable access to council resources and information for the purposes of carrying out their industrial responsibilities, including but not limited to:
- a) the representation of members with respect to disciplinary matters
  - b) the representation of employees with respect to grievances and disputes
  - c) functions associated with the role of the local consultative committee.
- 8.15 You must be scrupulous in your use of council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.
- 8.16 You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.
- 8.17 You must not use council resources (including council staff), property or facilities for the purpose of assisting your election campaign or the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.
- 8.18 You must not use the council letterhead, council crests, council email or social media or other information that could give the appearance it is official council material:
- a) for the purpose of assisting your election campaign or the election campaign of others, or
  - b) for other non-official purposes.
- 8.19 You must not convert any property of the council to your own use unless properly authorised.

#### Internet access

- 8.20 You must not use council's computer resources or mobile or other devices to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature, or that could otherwise lead to criminal penalty or civil liability and/or damage the council's reputation.

#### Council record keeping

- 8.21 You must comply with the requirements of the *State Records Act 1998* and the council's records management policy.

- 8.22 All information created, sent and received in your official capacity is a council record and must be managed in accordance with the requirements of the *State Records Act 1998* and the council's approved records management policies and practices.
- 8.23 All information stored in either soft or hard copy on council supplied resources (including technology devices and email accounts) is deemed to be related to the business of the council and will be treated as council records, regardless of whether the original intention was to create the information for personal purposes.
- 8.24 You must not destroy, alter, or dispose of council information or records, unless authorised to do so. If you need to alter or dispose of council information or records, you must do so in consultation with the council's records manager and comply with the requirements of the *State Records Act 1998*.

#### Councillor access to council buildings

- 8.25 Councillors and administrators are entitled to have access to the council chamber, committee room, mayor's office (subject to availability), councillors' rooms, and public areas of council's buildings during normal business hours and for meetings. Councillors and administrators needing access to these facilities at other times must obtain authority from the general manager.
- 8.26 Councillors and administrators must not enter staff-only areas of council buildings without the approval of the general manager (or their delegate) or as provided for in the procedures governing the interaction of councillors and council staff.
- 8.27 Councillors and administrators must ensure that when they are within a staff only area they refrain from conduct that could be perceived to improperly influence council staff decisions.

## **PART 9**

## **MAINTAINING THE INTEGRITY OF THIS CODE**

### Complaints made for an improper purpose

- 9.1 You must not make or threaten to make a complaint or cause a complaint to be made alleging a breach of this code for an improper purpose.
- 9.2 For the purposes of clause 9.1, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:
- a) to bully, intimidate or harass another council official
  - b) to damage another council official's reputation
  - c) to obtain a political advantage
  - d) to influence a council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
  - e) to influence the council in the exercise of its functions or to prevent or disrupt the exercise of those functions
  - f) to avoid disciplinary action under the Procedures
  - g) to take reprisal action against a person for making a complaint alleging a breach of this code
  - h) to take reprisal action against a person for exercising a function prescribed under the Procedures
  - i) to prevent or disrupt the effective administration of this code under the Procedures.

### Detrimental action

- 9.3 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made alleging a breach of this code.
- 9.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under the Procedures.
- 9.5 For the purposes of clauses 9.3 and 9.4, a detrimental action is an action causing, comprising or involving any of the following:
- a) injury, damage or loss
  - b) intimidation or harassment
  - c) discrimination, disadvantage or adverse treatment in relation to employment
  - d) dismissal from, or prejudice in, employment
  - e) disciplinary proceedings.

### Compliance with requirements under the Procedures

- 9.6 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under the Procedures.
- 9.7 You must comply with a reasonable and lawful request made by a person exercising a function under the Procedures. A failure to make a written or oral

submission invited under the Procedures will not constitute a breach of this clause.

- 9.8 You must comply with a practice ruling made by the Office under the Procedures.
- 9.9 Where you are a councillor or the general manager, you must comply with any council resolution requiring you to take action as a result of a breach of this code.

Disclosure of information about the consideration of a matter under the Procedures

- 9.10 All allegations of breaches of this code must be dealt with under and in accordance with the Procedures.
- 9.11 You must not allege breaches of this code other than by way of a complaint made or initiated under the Procedures.
- 9.12 You must not make allegations about, or disclose information about, suspected breaches of this code at council, committee or other meetings, whether open to the public or not, or in any other forum, whether public or not.
- 9.13 You must not disclose information about a complaint you have made alleging a breach of this code or a matter being considered under the Procedures except for the purposes of seeking legal advice, unless the disclosure is otherwise permitted under the Procedures.
- 9.14 Nothing under this Part prevents a person from making a public interest disclosure to an appropriate public authority or investigative authority under the *Public Interest Disclosures Act 1994*.

Complaints alleging a breach of this Part

- 9.15 Complaints alleging a breach of this Part by a councillor, the general manager or an administrator are to be managed by the Office. This clause does not prevent the Office from referring an alleged breach of this Part back to the council for consideration in accordance with the Procedures.
- 9.16 Complaints alleging a breach of this Part by other council officials are to be managed by the general manager in accordance with the Procedures.



## **SCHEDULE 1: DISCLOSURES OF INTERESTS AND OTHER MATTERS IN WRITTEN RETURNS SUBMITTED UNDER CLAUSE 4.21**

### Part 1: Preliminary

#### Definitions

1. For the purposes of the schedules to this code, the following definitions apply:

*address* means:

- a) in relation to a person other than a corporation, the last residential or business address of the person known to the councillor or designated person disclosing the address, or
- b) in relation to a corporation, the address of the registered office of the corporation in New South Wales or, if there is no such office, the address of the principal office of the corporation in the place where it is registered, or
- c) in relation to any real property, the street address of the property.

*de facto partner* has the same meaning as defined in section 21C of the *Interpretation Act 1987*.

*disposition of property* means a conveyance, transfer, assignment, settlement, delivery, payment or other alienation of property, including the following:

- a) the allotment of shares in a company
- b) the creation of a trust in respect of property
- c) the grant or creation of a lease, mortgage, charge, easement, licence, power, partnership or interest in respect of property
- d) the release, discharge, surrender, forfeiture or abandonment, at law or in equity, of a debt, contract or chose in action, or of an interest in respect of property
- e) the exercise by a person of a general power of appointment over property in favour of another person
- f) a transaction entered into by a person who intends by the transaction to diminish, directly or indirectly, the value of the person's own property and to increase the value of the property of another person.

*gift* means a disposition of property made otherwise than by will (whether or not by instrument in writing) without consideration, or with inadequate consideration, in money or money's worth passing from the person to whom the disposition was made to the person who made the disposition, but does not include a financial or other contribution to travel.

*interest* means:

- a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or



- b) in relation to a corporation, a relevant interest (within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth) in securities issued or made available by the corporation.

*listed company* means a company that is listed within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth.

*occupation* includes trade, profession and vocation.

*professional or business association* means an incorporated or unincorporated body or organisation having as one of its objects or activities the promotion of the economic interests of its members in any occupation.

*property* includes money.

*return date* means:

- a) in the case of a return made under clause 4.21(a), the date on which a person became a councillor or designated person
- b) in the case of a return made under clause 4.21(b), 30 June of the year in which the return is made
- c) in the case of a return made under clause 4.21(c), the date on which the councillor or designated person became aware of the interest to be disclosed.

*relative* includes any of the following:

- a) a person's spouse or de facto partner
- b) a person's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- c) a person's spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- d) the spouse or de facto partner of a person referred to in paragraphs (b) and (c).

*travel* includes accommodation incidental to a journey.

#### Matters relating to the interests that must be included in returns

- 2. *Interests etc. outside New South Wales:* A reference in this schedule or in schedule 2 to a disclosure concerning a corporation or other thing includes any reference to a disclosure concerning a corporation registered, or other thing arising or received, outside New South Wales.
- 3. *References to interests in real property:* A reference in this schedule or in schedule 2 to real property in which a councillor or designated person has an interest includes a reference to any real property situated in Australia in which the councillor or designated person has an interest.

4. *Gifts, loans etc. from related corporations:* For the purposes of this schedule and schedule 2, gifts or contributions to travel given, loans made, or goods or services supplied, to a councillor or designated person by two or more corporations that are related to each other for the purposes of section 50 of the *Corporations Act 2001* of the Commonwealth are all given, made or supplied by a single corporation.

(b)

## Part 2: Pecuniary interests to be disclosed in returns

### Real property

5. A person making a return under clause 4.21 of this code must disclose:
  - a) the street address of each parcel of real property in which they had an interest on the return date, and
  - b) the street address of each parcel of real property in which they had an interest in the period since 30 June of the previous financial year, and
  - c) the nature of the interest.
6. An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  - a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  - b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to their duties as the holder of a position required to make a return.
7. An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a councillor or designated person.
8. For the purposes of clause 5 of this schedule, “interest” includes an option to purchase.

### Gifts

9. A person making a return under clause 4.21 of this code must disclose:
  - a) a description of each gift received in the period since 30 June of the previous financial year, and
  - b) the name and address of the donor of each of the gifts.
10. A gift need not be included in a return if:
  - a) it did not exceed \$500, unless it was among gifts totalling more than \$500 made by the same person during a period of 12 months or less, or
  - b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
  - c) the donor was a relative of the donee, or
  - d) subject to paragraph (a), it was received prior to the person becoming a councillor or designated person.
11. For the purposes of clause 10 of this schedule, the amount of a gift other than money is an amount equal to the value of the property given.

### Contributions to travel

12. A person making a return under clause 4.21 of this code must disclose:
  - a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person in the period since 30 June of the previous financial year, and
  - b) the dates on which the travel was undertaken, and

- c) the names of the states and territories, and of the overseas countries, in which the travel was undertaken.
13. A financial or other contribution to any travel need not be disclosed under this clause if it:
- a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or council vehicles), or
  - b) was made by a relative of the traveller, or
  - c) was made in the ordinary course of an occupation of the traveller that is not related to their functions as the holder of a position requiring the making of a return, or
  - d) did not exceed \$250, unless it was among gifts totalling more than \$250 made by the same person during a 12-month period or less, or
  - e) was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
  - f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales, or to enable the traveller to represent the party within Australia, or
  - g) subject to paragraph (d) it was received prior to the person becoming a councillor or designated person.
14. For the purposes of clause 13 of this schedule, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

#### Interests and positions in corporations

15. A person making a return under clause 4.21 of this code must disclose:
- a) the name and address of each corporation in which they had an interest or held a position (whether remunerated or not) on the return date, and
  - b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  - c) the nature of the interest, or the position held, in each of the corporations, and
  - d) a description of the principal objects (if any) of each of the corporations, except in the case of a listed company.
16. An interest in, or a position held in, a corporation need not be disclosed if the corporation is:
- a) formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  - b) required to apply its profits or other income in promoting its objects, and
  - c) prohibited from paying any dividend to its members.

17. An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
18. An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a councillor or designated person.

Interests as a property developer or a close associate of a property developer

19. A person making a return under clause 4.21 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.

20. For the purposes of clause 19 of this schedule:

*close associate*, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the *Electoral Funding Act 2018*.

*property developer* has the same meaning as it has in Division 7 of Part 3 of the *Electoral Funding Act 2018*.

Positions in trade unions and professional or business associations

21. A person making a return under clause 4.21 of the code must disclose:
- a) the name of each trade union, and of each professional or business association, in which they held any position (whether remunerated or not) on the return date, and
  - b) the name of each trade union, and of each professional or business association, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and
  - c) a description of the position held in each of the unions and associations.
22. A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a councillor or designated person.

Dispositions of real property

23. A person making a return under clause 4.21 of this code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
24. A person making a return under clause 4.21 of this code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June of the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under

which the person making the return obtained wholly or partly the use of the property.

(c)

25. A disposition of real property need not be disclosed if it was made prior to a person becoming a councillor or designated person.

#### Sources of income

26. A person making a return under clause 4.21 of this code must disclose:

- a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
- b) each source of income received by the person in the period since 30 June of the previous financial year.

27. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:

- a) in relation to income from an occupation of the person:
  - (i) a description of the occupation, and
  - (ii) if the person is employed or the holder of an office, the name and address of their employer, or a description of the office, and
  - (iii) if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
- b) in relation to income from a trust, the name and address of the settlor and the trustee, or
- c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.

28. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed \$500, or is not reasonably expected to exceed \$500, as the case may be.

29. The source of any income received by the person that they ceased to receive prior to becoming a councillor or designated person need not be disclosed.

(d)

30. A fee paid to a councillor or to the mayor or deputy mayor under sections 248 or 249 of the LGA need not be disclosed.

#### Debts

31. A person making a return under clause 4.21 of this code must disclose the name and address of each person to whom the person was liable to pay any debt:

- a) on the return date, and
- b) at any time in the period since 30 June of the previous financial year.

32. A liability to pay a debt must be disclosed by a person in a return made under clause 4.21, whether or not the amount, or any part of the amount,

to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.

33. A liability to pay a debt need not be disclosed by a person in a return if:

- a) the amount to be paid did not exceed \$500 on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:
  - (i) the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the period since 30 June of the previous financial year, as the case may be, and
  - (ii) the amounts to be paid exceeded, in the aggregate, \$500, or
- b) the person was liable to pay the debt to a relative, or
- c) in the case of a debt arising from a loan of money the person was liable to pay the debt to an authorised deposit-taking institution or other person whose ordinary business includes the lending of money, and the loan was made in the ordinary course of business of the lender, or
- d) in the case of a debt arising from the supply of goods or services:
  - (i) the goods or services were supplied in the period of 12 months immediately preceding the return date, or were supplied in the period since 30 June of the previous financial year, as the case may be, or
  - (ii) the goods or services were supplied in the ordinary course of any occupation of the person that is not related to their duties as the holder of a position required to make a return, or
- e) subject to paragraph (a), the debt was discharged prior to the person becoming a councillor or designated person.

#### Discretionary disclosures

34. A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

## **SCHEDULE 2: FORM OF WRITTEN RETURN OF INTERESTS SUBMITTED UNDER CLAUSE 4.21**

### 'Disclosures by councillors and designated persons' return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).
  2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
  3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
- (e)
4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
  5. This form must be completed using block letters or typed.
- (f)
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
- (g)
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

### Important information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.



The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

Disclosure of pecuniary interests and other matters by [full name of councillor or designated person]

as at [return date]

in respect of the period from [date] to [date]

[councillor's or designated person's signature]

[date]

#### A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
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#### B. Sources of income

1 Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an occupation at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
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2 Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee
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3 Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

#### C. Gifts

Description of each gift I received at any time since 30 June	Name and address of donor
---	---------------------------

#### D. Contributions to travel

Name and address of each person who made any financial or other contribution	Dates on which travel was undertaken	Name of States, Territories of
--	--------------------------------------	--------------------------------

to any travel undertaken by  
me at any time since 30  
June

the  
Commonwealth  
and overseas  
countries in  
which travel  
was  
undertaken

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E. Interests and positions in corporations

Name and address of each corporation in which I had an interest (if interest or held a position at the return date/at any time since 30 June	Nature of any	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
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F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

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G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
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H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

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I. Dispositions of property

1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

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2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

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J. Discretionary disclosures

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### **SCHEDULE 3: FORM OF SPECIAL DISCLOSURE OF PECUNIARY INTEREST SUBMITTED UNDER CLAUSE 4.37**

1. This form must be completed using block letters or typed.  
(h)
2. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

#### Important information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under clause 4.36(c) of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).

The special disclosure must relate only to a pecuniary interest that a councillor has in the councillor's principal place of residence, or an interest another person (whose interests are relevant under clause 4.3 of the Model Code of Conduct) has in that person's principal place of residence.

Clause 4.3 of the Model Code of Conduct states that you will have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative or because your business partner or employer has a pecuniary interest. You will also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.

"Relative" is defined by clause 4.4 of the Model Code of Conduct as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting at which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

Special disclosure of pecuniary interests by *[full name of councillor]*

in the matter of *[insert name of environmental planning instrument]*

which is to be considered at a meeting of the *[name of council or council committee (as the case requires)]*

to be held on the                      day of                      20     .

Pecuniary interest	
Address of the affected principal place of residence of the councillor or an associated person, company or body (the identified land)	
Relationship of identified land to the councillor <i>[Tick or cross one box.]</i>	<input type="checkbox"/> The councillor has an interest in the land (e.g. is the owner or has another interest arising out of a mortgage, lease, trust, option or contract, or otherwise). <input type="checkbox"/> An associated person of the councillor has an interest in the land. <input type="checkbox"/> An associated company or body of the councillor has an interest in the land.
Matter giving rise to pecuniary interest <sup>1</sup>	
Nature of the land that is subject to a change in zone/planning control by the proposed LEP (the subject land) <sup>2</sup> <i>[Tick or cross one box]</i>	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control <i>[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]</i>	

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<sup>1</sup> Clause 4.1 of the Model Code of Conduct provides that a pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter, or if the interest is of a kind specified in clause 4.6 of the Model Code of Conduct.

<sup>2</sup> A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in clause 4.3 of the Model Code of Conduct has a proprietary interest.

Proposed change of zone/planning control <i>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]</i>	
Effect of proposed change of zone/planning control on councillor or associated person <i>[Insert one of the following: "Appreciable financial gain" or "Appreciable financial loss"]</i>	

*[If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest.]*

Councillor's signature

Date

[This form is to be retained by the council's general manager and included in full in the minutes of the meeting]

# Our Operational Plan

2019 -2020



**NARRABRI SHIRE**  
DISCOVER THE POTENTIAL

## DISCLAIMER

Any information provided by Narrabri Shire Council in this document is provided in good faith. The inclusion of works or services in these documents is no guarantee that those works will be carried out by the indicative date or at all. This may be due to a number of factors including changing circumstances or priorities, adverse weather conditions or failure to obtain grant funding. Any person seeking to rely on any information contained in these documents relating to works or services is urged to contact the relevant Section of Council.

## DOCUMENT CONTROL

Issue	Revision	Date	Description	Controlled	Resolution
Draft	1	18/04/2019	For Exhibition	M Bales	



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## GENERAL MANAGER FOREWORD

As General Manager of Narrabri Shire Council, it gives me great pleasure in presenting the Operational Plan to the Narrabri Shire community for the 2019/2020 Financial Year.

The Operational Plan is an essential component of our Integrated Planning and Reporting Framework and describes the actions Council will take over the next year to deliver on the community vision outlined in the Community Strategic Plan.

Within Council's strategic planning we focus on four Strategic Directions;

- Safe, inclusive and connected community
- Environmentally sustainable and productive shire
- Progressive and diverse economy
- Collaborative and proactive leadership

These four Strategic Directions encompass a quadruple bottom line approach and provide a strong foundation for planning outcomes for Narrabri Shire.

Council develops its actions led by community direction and legislative requirements.

While delivering the actions laid out in this plan, we will continue to look for ways to be fiscally responsible, keep costs low whilst maintaining excellent service delivery.



**General Manager**

Stewart Todd

## ACKNOWLEDGEMENT OF COUNTRY

**“Narrabri Shire Council acknowledges and pays respect to the Kamilaroi people and their Elders, both past and present, as Traditional custodians of the land which Narrabri Shire Council operations are conducted.**

The Narrabri Shire has a rich history of culture and Council is stepping toward endeavours to unite the Community in preserving the unique heritage and celebrating our community diversities.

Council recognises the valuable contribution to the Narrabri Shire made by Aboriginal and Torres Strait Islander peoples and looks forward to a future of mutual respect and harmony.”

**Adopted by Narrabri Shire Council in July 2016.**

# INTEGRATED PLANNING & REPORTING

## INTEGRATED PLANNING AND REPORTING FRAMEWORK

In 2009 the NSW Government introduced a new integrated planning and reporting framework for NSW Local Government. This was embedded into the Local Government Act 1993. It includes the requirement to prepare a long-term Community Strategic Plan, along with a four-year Delivery Program, Operational Program and Resourcing Strategy.

The components of the framework, and how they fit together, are shown in the following figure.

Figure 1: Integrated Planning and Reporting Framework



## COMMUNITY ENGAGEMENT STRATEGY

The Community Engagement Strategy outlines how Council will engage with the community to develop the Community Strategic Plan for Narrabri Shire.

## COMMUNITY STRATEGIC PLAN

The Community Strategic Plan presents the community endorsed vision and strategic plan for Narrabri Shire. The Community Strategic Plan has a minimum 10-year timeframe and is the highest level document that Council prepares on behalf of the community.

## DELIVERY PROGRAM

The strategies identified in the Community Strategic Plan flow down into the Delivery Program. The Delivery Program outlines how Council will deliver and resource these strategies over the following four-year period.

# INTEGRATED PLANNING & REPORTING

## RESOURCING STRATEGY

The Resourcing Strategy outlines the resources available in terms of people, finances and assets. The Resource Strategy includes the following three components:

- **Asset Management Strategy** sets the direction for Council to determine what level of service is required for the infrastructure and assets it has, or is to be developed, to meet the needs of the community.
- **Long-Term Financial Plan** outlines how Council will structure its available financial resources to achieve the strategic objectives over a 10-year timeframe.
- **Workforce Plan** assists Council to have the right number of people who are appropriately skilled to assist in achieving the strategic objectives within Council's budget constraints.

## OPERATIONAL PLAN

The Operational Plan sets specific actions to be achieved within the next financial year. It is supported by an annual budget.

## ANNUAL REPORT

The Annual Report reflects and reports on Council's strategic objectives, operations and performance for the financial year.

## END OF TERM REPORT

In the last year of Council's term of office, an end-of-term report is prepared as an additional section for the Annual Report, outlining progress in achieving the objectives of the Community Strategic Plan during its term in office.

# DEVELOPING OUR OPERATIONAL PLAN

## OUR OPERATIONAL PLAN

In line with the Local Government Act 1993, Council must prepare and adopt an Operational Plan each financial year, outlining the activities to be undertaken that year, as part of the Delivery Program.

The Operational Plan must include the Statement of Revenue Policy detailing the estimated income and expenditure, ordinary rates and special rates, proposed fees and charges, Council's proposed pricing methodology, and proposed borrowings.

Strategies identified in the Community Strategic Plan flow down into the Delivery Program, with the Delivery Program outlining how Council will deliver these strategies over the four-year period. Specific actions to be carried out over a twelve-month period and financial and resource allocation are described in the Operational Plan.

The association between the Community Strategic Plan, Delivery Program and Operational Plan is demonstrated in the following Figure.

Figure 2: Operational Plan Association

Four key strategic themes



## REPORTING & MEASURING PROGRESS

The General Manager reports quarterly to Council on the budget in the Operational Plan and on our progress against actions identified in the plan. Council must report on the Delivery Program every six months. Actions in the Operational Plan are determined in the Delivery Program.

Measurable targets have been aligned with actions in this Operational Plan to allow Council to monitor its progress in achieving the plan.

## YOUR COUNCIL

The community vision, values and guiding principles underpin the development, implementation and monitoring of the Narrabri Shire Council Operational Plan and provide guidance for future decision-making processes.

### OUR SHARED VISION

*"Narrabri Shire will be a strong and vibrant regional growth centre providing a quality living environment for the entire Shire community".*

### COUNCIL'S VALUES

Narrabri Shire Council's Values (ILCARE) are at the very core of what we do and help build and maintain our family friendly, cohesive and progressive culture.

Our values guide our behaviour, how we go about our work, how we engage with each other and our customers, the choices we make and how we spend our time. Our values should be reflected in our everyday actions and decisions and by all employees, regardless of their position and whether they are with us for a short time or long-term career.

The figure on the following page summarises our Values.

Figure 3: Narrabri Shire Council Values

## Our Values





# YOUR COUNCIL

## OUR GUIDING PRINCIPLES

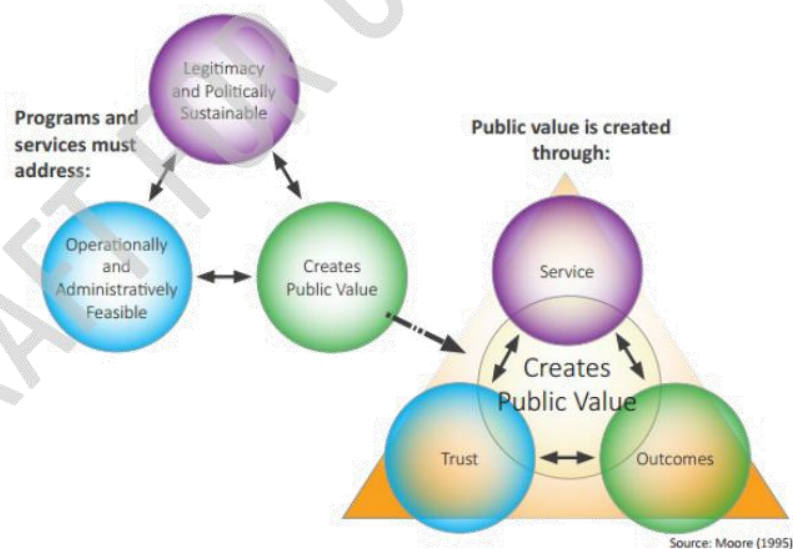
**Social Justice:** Social justice principles, derived from the NSW Government's Social Justice Strategy, promote:

- **Equity** in our decision making, prioritisation and allocation of resources.
- **Fair access** to essential services, resources and opportunities to improve our quality of life.
- **Genuine participation and consultation** in the decisions affecting our lives.
- **Equal rights** for all people, irrespective of linguistic, cultural or religious backgrounds, to participate in community life.

**Public Value Model:** Moores Public Value Model describes the value that Council contributes, in program and service provision, to the community. Figure 3 captures the key elements of the Public Value Model and demonstrates how each element must work together to meet the interest of the broader community:

- **Sustainable** legitimately and politically.
- **Feasible** operationally and administratively.
- **Valuable** to the broader community.

Figure 4: Public Value Model



# YOUR COUNCIL

## COUNCIL'S ROLE

Council plays a major role in supporting plan, integrating the plan with initiatives that are already underway, communicating plans for the future and working with others to make progress, including Federal and State Governments, community groups and residents.

Council's role is summarised into the following key responsibilities:

- **Provider** through the provision of essential community services and infrastructure delivery.
- **Advocate** by promoting and lobbying on behalf of the community to achieve desirable outcomes.
- **Facilitator** by assisting interaction and forming strategic alliances to promote sustainability.

## KEY PARTNERS

Achieving our Community Strategic Plan requires the involvement of all community members, community groups, businesses and government agencies. Our key community partners include:

- Community groups
- Industry and business groups
- Arts and cultural groups
- Environmental agencies
- Social welfare groups
- Transport providers
- Healthcare providers
- Tourists and visitors
- Education and training providers
- Police and emergency providers
- Telecommunication providers
- Government agencies
- Non-government agencies
- Sporting and recreation groups
- Media networks

# YOUR COUNCIL

## OUR ELECTED COUNCILLORS

Our elected Councillors represent the Narrabri Shire on Council matters in accordance with the Local Government Act and associated legislation. Nine Councillors were elected in September 2016 and will hold office until September 2020.



Mayor  
Cr Cathy Redding



Cr Cameron Staines



Cr Maxine Booby



Cr Ron Campbell



Cr Ron Campey



Cr Lloyd Finlay



Deputy Mayor  
Cr Robert Kneale



Cr Ann Loder



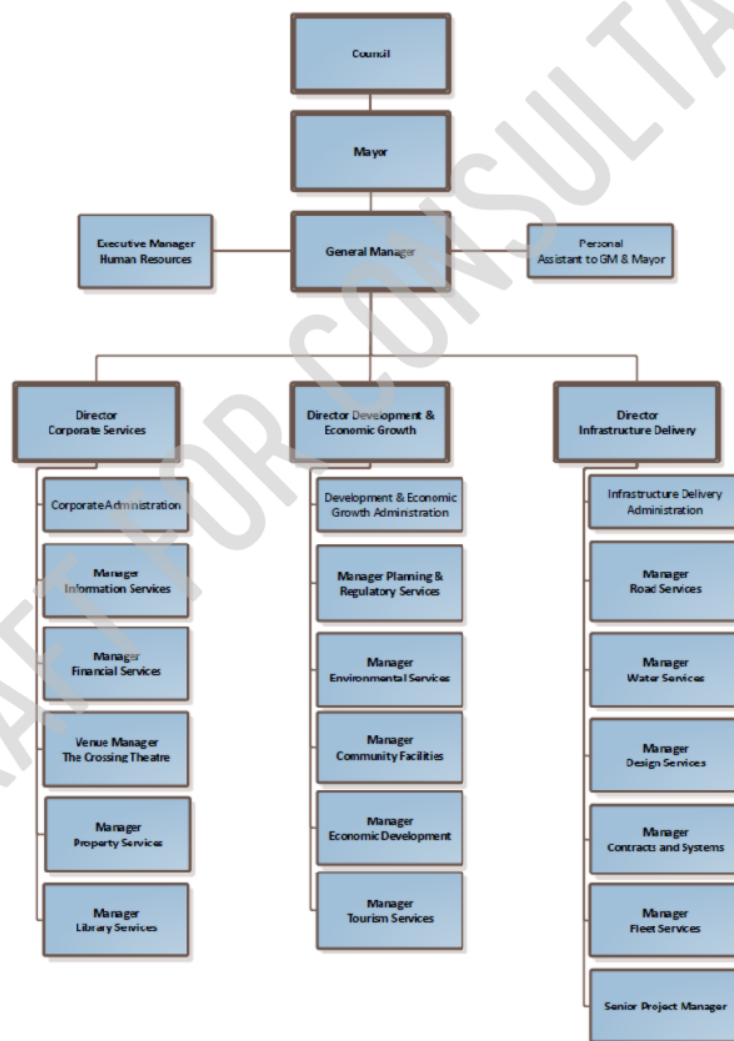
Cr Annie McMahon

# YOUR COUNCIL

## OUR ORGANISATIONAL STRUCTURE

Narrabri Shire Council is consistently reviewing its workforce requirements to adequately resource and deliver essential community services and infrastructure across the Shire. Maintaining a balanced and professional workforce allows Council to improve its service and infrastructure provision and create opportunities for employees to develop their professional experience and expertise. Council will continue to review its organisational structure to ensure it aligns with service level requirements to meet community needs.

**Figure 5: Narrabri Shire Council Organisational Structure**



## OUR STRATEGIC DIRECTIONS

### OUR FUTURE DIRECTIONS

Our Community Strategic Plan is based on four key Strategic Directions. Together, they provide a strong foundation for planning the *social, environmental, economic and civic leadership* outcomes for our Shire with the purpose of achieving our shared vision and strategic directions.

These Strategic Directions align with our Community Vision. They also recognise that all our communities share similar aspirations, including a safe and inclusive place to live, a sustainable environment, opportunities for employment and tourism, as well as proactive leadership and essential service and infrastructure delivery.

Under each Strategic Direction are a number of Strategic Objectives, and for each Strategic Objective are a series of Strategies and Actions which demonstrate Narrabri Shire's focus for the next 10 years.

The figure on the following page summarises our Vision and Strategic Direction.

Figure 6: Narrabri Shire Council Vision and Strategic Direction

## Our Vision

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

## Our Strategic Direction



### 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.*





## THEME 1: OUR SOCIETY

### STRATEGIC DIRECTION 1: SAFE, INCLUSIVE AND CONNECTED COMMUNITY

*By 2027, we will provide a safe, supportive community where everyone feels welcome, valued and connected.*

#### COMMUNITY ENGAGEMENT

Through extensive community engagement, the Narrabri Shire community identified several social priority areas to be actioned over the 2019 - 2020 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

## THEME 1: OUR SOCIETY

### STRATEGIC DIRECTION 1: SAFE, INCLUSIVE AND CONNECTED COMMUNITY

Strategy Objective: 1.1 - Community health, safety and support services will adequately meet changing community needs			
Strategy	Action	Responsible Directorate	Responsible Manager
1.1.1 - Support and encourage health and wellbeing programs and services to improve resident lifestyles	1.1.1.1 - Develop educational and recreational programs in all branch Libraries at least on a quarterly basis.	Corporate Services	Library Manager
	1.1.1.4 - Draft a Plan of Management for the Narrabri Creek Sport and Recreation Precinct incorporating recommendations of Narrabri Shire Sport and Recreation Plan.	Development and Economic Growth	Community Facilities Manager
	1.1.1.5 - Seek additional funding for library educational and recreational programs to meet changing community needs.	Corporate Services	Library Manager
1.1.2 - Maximise community safety through the implementation of crime prevention and risk management actions	1.1.2.1 – Apply Crime Prevention Through Environmental Design (CPTED) principles to the design and maintenance of parks, open spaces and amenities to enhance public safety.	Development and Economic Growth	Community Facilities Manager
	1.1.2.3 - Support and liaise with community groups and local residents regarding traffic and alcohol free-zoning requirements.	Infrastructure Delivery	Design Services Manager
	1.1.2.6 - Promotion campaign advising the community that Council seeks to provide a safe CBD environment and aims to protect people and property with the installation of a CCTV network.	Development and Economic Growth	Economic Development Manager
	1.1.2.7 - Monitor, review and evaluate progress of the Narrabri Shire Crime Prevention Strategy through the facilitation of quarterly Crime Prevention Committee meetings.	Development and Economic Growth	Economic Development Manager
Strategy	Action	Responsible Directorate	Responsible Manager



Strategy Objective: 1.1 - Community health, safety and support services will adequately meet changing community needs			
1.1.2 - Maximise community safety through the implementation of crime prevention and risk management actions	1.1.2.13 - Conduct annual condition inspections for all land and buildings to maintain public safety.	Corporate Services	Property Services Manager
	1.1.2.14 – Identify existing black spot areas through community consultation within Narrabri Shire road network.	Infrastructure Delivery	Design Services Manager
	1.1.2.16 – Develop and adopt a new Crime Prevention Strategy for Narrabri Shire; and embed into relevant Council's strategies and plans.	Development and Economic Growth	Economic Development Manager
	1.1.2.18 - Install / upgrade CCTV in areas to include CBD, Visitor Information Centre Precinct, Narrabri Library, Airport, the Narrabri Aquatic Centre, the Administration Building, the Depot, Wee Waa CBD.	Corporate Services	Information Services Manager
1.1.3 - Child and aged care supply meets community needs	1.1.3.3 - Explore options for developing a "Civic Precinct" in the vicinity of the old Boggabri Bowling Club site.	Corporate Services	Property Services Manager
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	1.1.4.1 - Investigate and develop pathways to engage, train and retain young people in the workforce.	General Manager	Executive Manager Human Resources
	1.1.4.2 - Prepare a Local Youth Employment Strategy and identify opportunities for addressing skills shortage areas through offering traineeships and cadetships to the local community.	Development and Economic Growth	Economic Development Manager
	1.1.4.4 - Lobby for increased access to skills training within Narrabri Shire.	Development and Economic Growth	Economic Development Manager
Strategy	Action	Responsible Directorate	Responsible Manager

Strategy Objective: 1.1 - Community health, safety and support services will adequately meet changing community needs			
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	1.1.4.6 – Establish and operate a Narrabri Shire Youth Council in collaboration with the Shires Schools.	Development and Economic Growth	Economic Development Manager

Strategy Objective: 1.2 - Our vibrant country lifestyle will be enhanced through embracing our recreational and cultural diversity			
Strategy	Action	Responsible Directorate	Responsible Manager
1.2.1 - Major towns have attractive and welcoming CBD areas that provide opportunities for social interaction	1.2.1.2 - Investigate, design and implement renovation/improvements to Wee Waa CBD.	Development and Economic Growth	Community Facilities Manager
	1.2.1.3 - Engage with business owners to ensure shop fronts are well maintained.	Development and Economic Growth	Planning and Regulatory Services Manager
1.2.2 - Promote and support the development of and access to creative arts	1.2.2.1 - Explore opportunities for the provision of arts and cultural events in all towns and villages.	Corporate Services	Venue Manager
	1.2.2.2 - Facilitate cultural shows at The Crossing Theatre.	Corporate Services	Venue Manager
	1.2.2.3 - Encourage and support the Narrabri Eisteddfod.	Corporate Services	Venue Manager

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

Strategy	Action	Responsible Directorate	Responsible Manager
1.2.3 - Maximise community access to existing natural environmental assets across the Shire	1.2.3.2 - Review access and investigate support infrastructure to the waterways in the three major towns.	Development and Economic Growth	Community Facilities Manager
	1.2.3.3 – Review sign posting for adequacy and incorporate latest digital technology to raise awareness of assets across the Shire.	Development and Economic Growth	Tourism Manager
	1.2.3.5 – Investigate viability of establishing tours at peak times of significant environmental assets.	Development and Economic Growth	Tourism Manager
	1.2.3.6 - Assessment of Federation Farm irrigation area to ensure irrigation practices remain sustainable in the long term.	Infrastructure Delivery	Water Services Manager
1.2.4 - Promote and support Reconciliation in partnership with the aboriginal community	1.2.4.7 – In conjunction with the Aboriginal community successfully organise and run Reconciliation Week.	Development and Economic Growth	Economic Development Manager
	1.2.4.8 – In conjunction with the Aboriginal community successfully organise and run NAIDOC Week.	Development and Economic Growth	Economic Development Manager
	1.2.4.9 – In conjunction with the Aboriginal community progress the State Heritage Register nomination for Waterloo Creek.	Development and Economic Growth	Economic Development Manager
	1.2.4.10 – Establish and have adopted a Sporting Wall of Fame Policy.	Development and Economic Growth	Economic Development Manager

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

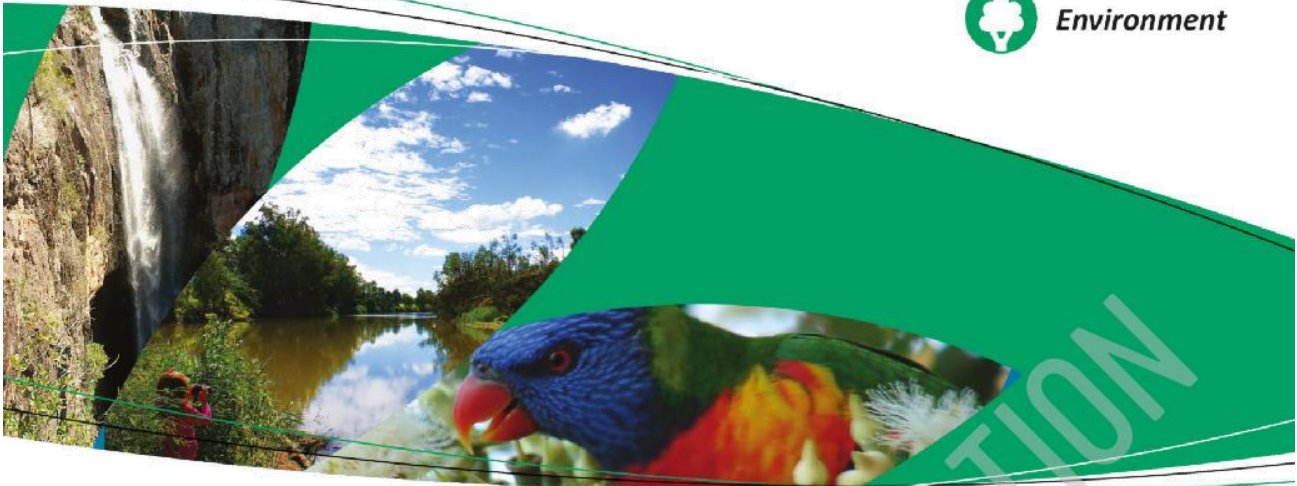
Strategy	Action	Responsible Directorate	Responsible Manager
1.3.1 - Ensure adequate community transport is available to access essential health care and social needs	1.3.1.3 – Lobby for improved access to a passenger rail service to Sydney.	Development and Economic Growth	Economic Development Manager
1.3.3 - All towns and villages have access to at least one quality meeting place to facilitate social gathering	1.3.3.2 - Commence planning to ensure all towns and villages have a quality park facility.	Development and Economic Growth	Community Facilities Manager
1.3.4 - Continually improve access to community facilities and services across the Shire	1.3.4.4 - Promote an understanding of inclusion within the business community through distribution of information and support for educational programs.	Development and Economic Growth	Economic Development Manager
	1.3.4.5 - Incorporate an understanding of the needs of people with a disability into the staff induction process.	General Manager	Executive Manager Human Resources
	1.3.4.6 - All capital works projects will incorporate upgrades that are consistent with inclusion and accessibility requirements.	Infrastructure Delivery	Design Services Manager
	1.3.4.7 - Ensure inclusion and accessibility requirements are examined when improving children's playgrounds.	Development and Economic Growth	Community Facilities Manager
	1.3.4.11 - Council to encourage and support people with a disability to apply for positions at Council.	General Manager	Executive Manager Human Resources

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

Strategy	Action	Responsible Directorate	Responsible Manager
1.3.4 - Continually improve access to community facilities and services across the Shire	1.3.4.18 - Provide accurate, timely and comprehensive accessibility information about events within the Shire.	Development and Economic Growth	Tourism Manager
	1.3.4.20 - Support interagency meetings to improve communications and develop mutually beneficial outcomes.	Development and Economic Growth	Economic Development Manager
	1.3.4.21 - Establish Boggabri, Narrabri and Wee Waa as Dementia Friendly Towns.	Development and Economic Growth	Economic Development Manager
	1.3.4.24 - Investigate a premiere precinct for gun clubs within the Shire.	Development and Economic Growth	Economic Development Manager

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

Strategy	Action	Responsible Directorate	Responsible Manager
1.4.1 - Ensure our schools are provided with the resources required to deliver quality learning outcomes and retain student numbers	1.4.1.1 – Investigate options for schools to share facilities with Council.	Development and Economic Growth	Community Facilities Manager
	1.4.1.2 - Facilitate and support the continued operation of the Federation Farm share farming agreement.	Infrastructure Delivery	Water Services Manager
1.4.2 - Improve access to learning options for mature residents	1.4.2.3 - Lobby for the expansion of existing educational offerings in Narrabri Shire.	Development and Economic Growth	Economic Development Manager
1.4.4 - Leverage off established research facilities to grow industry training hubs	1.4.4.2 - Provide Science, Technology, Engineering and Mathematics (STEM) based programming in partnership with scientific leaders in the community.	Corporate Services	Library Manager



## 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 2019 - 2020 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



## THEME 2: OUR ENVIRONMENT



### STRATEGIC DIRECTION 2: ENVIRONMENTALLY SUSTAINABLE AND PRODUCTIVE SHIRE

Strategy Objective: 2.1 - We will maintain our open spaces, natural environment and heritage for future generations			
Strategy	Action	Responsible Directorate	Responsible Manager
2.1.1 - Conserve our aboriginal heritage through improved awareness	2.1.1.1 – Develop and implement an Aboriginal Engagement Strategy in partnership with the Aboriginal community.	Development and Economic Growth	Planning and Regulatory Services Manager
	2.1.1.2 - Complete an Aboriginal Heritage Study to identify sites for inclusion in the Narrabri LEP.	Development and Economic Growth	Planning and Regulatory Services Manager
	2.1.1.3 - Ensure Council staff are provided with basic training to identify potential aboriginal heritage items.	General Manager	Executive Manager Human Resources
2.1.2 - Planning controls appropriately identify and conserve open spaces and natural environmental areas	2.1.2.1 - Implement the Narrabri Lake Plan of Management to improve the natural values of water body, surrounding parkland and recreational use.	Development and Economic Growth	Community Facilities Manager
	2.1.2.2 – Undertake comprehensive review of the LEP 2012.	Development and Economic Growth	Planning and Regulatory Services Manager
	2.1.2.3 – Develop and implement Plans of Management for urban open spaces and environmental areas.	Corporate Services	Property Services Manager
2.1.3 - Passive recreational open spaces are well maintained and accessible for public use	2.1.3.2 - Work with RMS to provide walk and cycle facilities as per the network plans in Section 6.0 along RMS roads through the towns and provide crossings at convenient locations.	Infrastructure Delivery	Design Services Manager



Strategy Objective: 2.1 - We will maintain our open spaces, natural environment and heritage for future generations			
Strategy	Action	Responsible Directorate	Responsible Manager
2.1.3 - Passive recreational open spaces are well maintained and accessible for public use	2.1.3.4 - Support the use of quieter rural roads for cycle training purposes by identifying a number of well used roads and ensuring they are regularly maintained and warning signs provided to “Watch for Bikes” along these routes.	Infrastructure Delivery	Design Services Manager
	2.1.3.5 - Provide support facilities such as wayfinding and health signage, seating and drinking fountains along key recreational routes in each township. Exercise stations should also be considered for key routes.	Infrastructure Delivery	Design Services Manager
	2.1.3.6 - Ensure appropriate regulatory and guidance signage is provided on all existing and proposed walk and cycle facilities.	Infrastructure Delivery	Design Services Manager
	2.1.3.7 - Develop local information brochures and website information on safe walk and cycle practices, to be made available at community information locations in the Shire (e.g. public libraries) and at tourist information kiosks. Incorporate education material on road rules, rules and etiquettes on sharing pathways and sharing the road. This should include existing infrastructure maps and suggestions for health and tourist walks/rides, links to community groups holding rides, etc.	Infrastructure Delivery	Design Services Manager
	2.1.3.8 - Work with NSW Police to increase helmet wearing by cyclists in the Shire, as well as enforcing parking on footpaths.	Infrastructure Delivery	Design Services Manager

Strategy Objective: 2.1 - We will maintain our open spaces, natural environment and heritage for future generations			
Strategy	Action	Responsible Directorate	Responsible Manager
2.1.3 - Passive recreational open spaces are well maintained and accessible for public use	2.1.3.11 - Participate in National Ride/Walk to Work and Ride/Walk to School days and support other cycle events in the Shire (eg Santos North West Cycle Tour) and encourage others to be held. Promote these events to the community and encourage involvement by holding competitions and BBQ breakfast events.	Infrastructure Delivery	Design Services Manager
	2.1.3.14 - Develop a Safe Routes for Seniors program in the Shire by auditing popular routes in association with a senior/aged care facility, make improvements and then promote their use (including signage of routes).	Infrastructure Delivery	Design Services Manager
	2.1.3.15 - In association with schools, audit key routes to school and improve the facilities along these routes.	Infrastructure Delivery	Design Services Manager
	2.1.3.16 - Encourage schools to audit their bicycle parking to make sure it is secure, visible and sheltered from the elements.	Infrastructure Delivery	Design Services Manager
	2.1.3.18 - Review existing maintenance program to ensure it incorporates regular maintenance of footpaths, shared paths and on road cycle facilities.	Infrastructure Delivery	Road Services Manager

Strategy Objective: 2.1 - We will maintain our open spaces, natural environment and heritage for future generations			
Strategy	Action	Responsible Directorate	Responsible Manager
2.1.3 - Passive recreational open spaces are well maintained and accessible for public use	2.1.3.21 - Promote the use of Council's passive recreational open spaces through advertising on Council's webpage, newspaper, Visitor Information Centre and Libraries.	Development and Economic Growth	Community Facilities Manager

Strategy Objective: 2.1 - We will maintain our open spaces, natural environment and heritage for future generations			
Strategy	Action	Responsible Directorate	Responsible Manager
2.1.4 - Minimise the impacts of noxious weeds and feral and domestic animals on the environment	2.1.4.1 - Work with the Northern Inland Weeds Advisory Committee, Catchment Management Authorities, Landcare and other "care" groups to ensure a co-ordinated approach to weed management programs over all land tenures.	Development and Economic Growth	Environmental Services Manager
	2.1.4.2 - Prepare and implement management plans for individual Priority Weeds.	Development and Economic Growth	Environmental Services Manager
	2.1.4.3 - Increase surveillance and use a weed software to map weed infestation, to ensure effective management programs are undertaken in infested areas.	Development and Economic Growth	Environmental Services Manager
	2.1.4.4 - Promote best weed management practices to landholders, including a range of control techniques for integrated weed management.	Development and Economic Growth	Environmental Services Manager
	2.1.4.5 - Work with other vegetation managers and land management agencies to ensure Class 4 weed management programs are included in vegetation management programs.	Development and Economic Growth	Environmental Services Manager
	2.1.4.6 - Promote vegetation rehabilitation as a key part of weed management.	Development and Economic Growth	Environmental Services Manager
	2.1.4.8 - Support animal owners through educational materials to maintain animal behaviour that is consistent with the expectations of the community.	Development and Economic Growth	Planning and Regulatory Services Manager
2.1.4 - Minimise the impacts of noxious weeds and feral and domestic animals on the environment	2.1.4.9 - Seek funding to support microchipping, desexing and responsible companion animal program campaigns.	Development and Economic Growth	Planning and Regulatory Services Manager

Strategy Objective: 2.1 - We will maintain our open spaces, natural environment and heritage for future generations			
Strategy	Action	Responsible Directorate	Responsible Manager
	2.1.4.11 - Prevent, eradicate and contain the spread of Biosecurity Matters in the Narrabri Shire Area by increasing the number of patrols and weed management actions.	Development and Economic Growth	Environmental Services Manager

Strategy Objective: 2.2 - We will protect our environment through sustainable planning and well-resourced emergency services			
Strategy	Action	Responsible Directorate	Responsible Manager
2.2.1 - Community emergency service providers are well resourced to adequately prepare and respond to natural disasters and emergencies	2.2.1.1 - Actively partner with the Rural Fire Service (RFS) and State Emergency Services (SES) to ensure plant and equipment are appropriate.	Infrastructure Delivery	Manager Fleet and Plant
	2.2.1.3 – Ensure Narrabri Shire has identified and adequately resourced Disaster Recovery site(s).	Infrastructure Delivery	Property Services Manager
	2.2.1.4 - Facilitate and support the Local Emergency Management Committee.	Infrastructure Delivery	Manager Fleet and Plant
2.2.2 - Protect and rehabilitate degraded and fragmented areas and enhance corridors that connect remnant bushland	2.2.2.1 - Encourage the formation of active landcare groups throughout the Shire and involve groups in Council rehabilitation programs.	Development and Economic Growth	Environmental Services Manager
2.2.2 - Protect and rehabilitate degraded and fragmented areas and enhance corridors that connect remnant bushland	2.2.2.5 - Develop and implement strategies to achieve coordinated establishment of biodiversity corridors.	Development and Economic Growth	Environmental Services Manager
	2.2.2.6 - Seek funding to protect and rehabilitate land owned by Council.	Development and Economic Growth	Environmental Services Manager

Strategy Objective: 2.2 - We will protect our environment through sustainable planning and well-resourced emergency services			
Strategy	Action	Responsible Directorate	Responsible Manager
2.2.3 - Ensure Council and government agencies have a robust compliance program to protect environmental assets	2.2.3.1 - Review extractive industries environmental compliance reports and plans annually.	Development and Economic Growth	Environmental Services Manager
	2.2.3.3 – Request state regulatory authorities present annually to Council.	Development and Economic Growth	Planning and Regulatory Services Manager
2.2.4 - Decision making will be informed by the principles of Ecologically Sustainable Development and the precautionary principle	2.2.4.1 – Regionally and state significant developments are assessed and reviewed against the principles of ecologically sustainable development and the precautionary principle.	Development and Economic Growth	Planning and Regulatory Services Manager
	2.2.4.2 – Provide training to Council managers to improve understanding of applying the principles of ecologically sustainable development (ESD).	General Manager	Executive Manager Human Resources

Strategy Objective: 2.3 - Our natural resource consumption will be reduced and waste well managed			
Strategy	Action	Responsible Directorate	Responsible Manager
2.3.1 - Investigate and implement alternative energy technologies to reduce Council's carbon footprint	2.3.1.2 - Investigate opportunities to increase energy efficiencies at Council facilities.	Corporate Services	Property Services Manager
	2.3.1.3 - Develop and implement plans for installing energy efficient technologies and innovations at identified Council facilities i.e. solar panels, LED lighting, air-conditioning.	Corporate Services	Property Services Manager
	2.3.1.5 - Investigate opportunities to replace street lighting in low traffic areas to LED.	Infrastructure Delivery	Road Services Manager

Strategy Objective: 2.3 - Our natural resource consumption will be reduced and waste well managed			
Strategy	Action	Responsible Directorate	Responsible Manager
2.3.2 - Implement a waste management strategy focusing on waste avoidance, reusing and recycling to minimise the proportion of waste sent to landfill and to maximise the use of our natural resources	2.3.2.15 – Develop and adopt a Waste Management Strategy for the Shire.	Development and Economic Growth	Environmental Services Manager
	2.3.2.8 - Conduct educational programs for community members on the effects on kerb side collection contamination.	Development and Economic Growth	Environmental Services Manager
	2.3.2.11 - Event organisers are required to provide recycling facilities at all events with a patronage greater than 100.	Development and Economic Growth	Tourism Manager
2.3.3 - Conserve and manage our natural water resources for environmental and agricultural sustainability	2.3.3.1 - Provide accurate bulk metering and customer metering to minimise water loss.	Infrastructure Delivery	Water Services Manager
	2.3.3.4 - Establish a monitoring program to analyse the water quality in the main waterbodies of the Shire that includes periodic water sampling.	Infrastructure Delivery	Water Services Manager
	2.3.3.5 - Investigate expansion of Water supply in Gwabegar; specifically but not limited to Silo Road, Wombo Road and Baradine Creek Road.	Infrastructure Delivery	Water Services Manager
	2.3.3.6 - Investigate and communicate water quality improvement and pricing for Town and Village Water supplies.	Infrastructure Delivery	Water Services Manager
	2.3.3.7 – Engage with the Community on the subject of a treated water supply.	Infrastructure Delivery	Water Services Manager
	2.3.3.8 - Development of an upgrade plan for the Narrabri Wastewater Treatment Plant. Planned completion.	Infrastructure Delivery	Water Services Manager

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



Strategy	Action	Responsible Directorate	Responsible Manager
2.4.1 - The community is informed by real time regional dust monitoring data to inform personal decisions	2.4.1.1 - Lobby for installation of an independent regional dust monitoring system, with a specific site being located in or in close proximity to Boggabri.	Development and Economic Growth	Environmental Services Manager
	2.4.1.2 - Work cooperatively with mining companies and environmental groups to monitor impacts of dust.	Development and Economic Growth	Environmental Services Manager
2.4.2 - Projects are managed to minimise active disturbance areas and limit time to revegetation	2.4.2.1 - All submissions on extractive industry state significant developments will request no final void as a condition of consent.	Development and Economic Growth	Planning and Regulatory Services Manager
	2.4.2.2 - All submissions on extractive industry state significant developments will request mine plans as a condition of consent that minimise active mining footprints.	Development and Economic Growth	Planning and Regulatory Services Manager
	2.4.2.3 – Develop a rehabilitation plan for unused Council owned quarries	Infrastructure Delivery	Road Services Manager
2.4.3 - Ground water extractions are maintained in an environmentally sustainable manner to ensure long term viability and quality	2.4.3.1 - Monitor water quality performance and identify trends.	Infrastructure Delivery	Water Services Manager
	2.4.3.2 - Engage with lead regulator of major projects to ensure the community is informed of their actions to regulate water extractions.	Development and Economic Growth	Environmental Services Manager
2.4.4 - Potential environmental and community impacts are minimised through thorough assessment and independent monitoring	2.4.4.1 - Council's gravel pits are operated and maintained in an environmentally compliant manner.	Infrastructure Delivery	Road Services Manager
	2.4.4.2 - Participate in public exhibition processes for major state significant developments to protect the community interests.	Development and Economic Growth	Planning and Regulatory Services Manager

Strategy Objective: 2.4 - The impacts of extractive industries on the environment will be minimised			
Strategy	Action	Responsible Directorate	Responsible Manager
2.4.4 - Potential environmental and community impacts are minimised through thorough assessment and independent monitoring	2.4.4.3 - Lobby the NSW Government for monitoring actions to be performed by the regulators at the proponents cost.	Development and Economic Growth	Planning and Regulatory Services Manager





## 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 2019 - 2020 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 Northern Inland Region
- Increased housing availability and affordability
- Broadened economic base

## THEME 3: OUR ECONOMY

### STRATEGIC DIRECTION 3: PROGRESSIVE AND DIVERSE ECONOMY

Strategy Objective: 3.1 - We will stimulate business and tourism by maximising our assets and attracting regional events			
Strategy	Action	Responsible Directorate	Responsible Manager
3.1.1 - Identify and facilitate a diverse event, conference and entertainment program	3.1.1.1 - Review the brand and market position of The Crossing Theatre.	Corporate Services	Venue Manager
	3.1.1.2 - Identify external funding opportunities to assist with the provision of events through The Crossing Theatre.	Corporate Services	Venue Manager
	3.1.1.3 - Identify opportunities for corporate, association, not for profit and government organisations to host regional and rural conferencing in Narrabri Shire.	Corporate Services	Venue Manager
	3.1.1.4 - Develop and maintain relationships with national and international touring promoters.	Corporate Services	Venue Manager
	3.1.1.5 - Investigate the feasibility to continue with child and youth school holiday programs.	Corporate Services	Venue Manager
3.1.2 - Facilitate the provision of a quality tourism product to present to visitors	3.1.2.2 - Investigate the improvement of the Rose Street/Main Street/Kamilaroi Highway intersection to encourage travellers into Rose Street creating a visual stimulus that attracts attention. Possible improvements could include landscaped 'blisters', centre-line tree planting, and/or public art, couples with changes in the directional signage.	Development and Economic Growth	Tourism Manager
	3.1.2.9 – Improve the gateway entry signage on the Shire boundaries.	Development and Economic Growth	Tourism Manager

Strategy Objective: 3.1 - We will stimulate business and tourism by maximising our assets and attracting regional events			
Strategy	Action	Responsible Directorate	Responsible Manager
3.1.2 - Facilitate the provision of a quality tourism product to present to visitors	3.1.2.11 – Review, update and adopt the Tourism Destination Management Plan and Strategic Action Plan 2020 – 2025 through community engagement and stakeholder consultation.	Development and Economic Growth	Tourism Manager
	3.1.2.12 – Develop a Management Plan for the Pilliga Artesian Bore Baths reflecting the local community's aspirations for development and maintenance of the site, as well as appropriately integrating the tourism potential to attract visitors and therefore economic stimulus to Pilliga.	Development and Economic Growth	Community Facilities Manager
3.1.3 - Implement the Narrabri CBD Master Plan to capture a greater proportion of highway traffic opportunities and improve shopping experience	3.1.3.1 – Develop a Local Strategic Planning Statement (LSPS) and Local Growth Management Strategy for Narrabri Shire.	Development and Economic Growth	Planning and Regulatory Services Manager
	3.1.3.3 - Define key CBD entry point at intersection of Doyle and Tibbereena Street by introducing new road surface treatment, new landscaping and adding CBD entry signage.	Infrastructure Delivery	Road Services Manager
	3.1.3.4 - Permit two way entry/exit to Tourist Information and The Crossing Theatre car park.	Infrastructure Delivery	Design Services Manager
	3.1.3.7 – Investigate funding for a pergola or arbour structure to the existing seating area at each of the four (4) CBD Core block ends, combined with addition of new seating.	Development and Economic Growth	Community Facilities Manager
	3.1.3.9 - Maintain an attractive landscaped garden to the roundabout at the corner of Doyle and Maitland Street and to the roundabout at the corner of Dewhurst and Maitland Street.	Development and Economic Growth	Community Facilities Manager
	3.1.3.10 - Council to actively encourage community use of the core Narrabri CBD area by facilitating community events and activities in the core Narrabri CBD area.	Development and Economic Growth	Tourism Manager

Strategy Objective: 3.1 - We will stimulate business and tourism by maximising our assets and attracting regional events			
Strategy	Action	Responsible Directorate	Responsible Manager
Strategy Objective: 3.1 - We will stimulate business and tourism by maximising our assets and attracting regional events			
Strategy	Action	Responsible Directorate	Responsible Manager
3.1.4 - Airport facilities and services provide connectivity to capital city markets	3.1.4.1 – Monitor and further develop the Airport Master Plan to meet community requirements.	Corporate Services	Property Services Manager
	3.1.4.2 - Encourage community use of, and support the retention of, existing Narrabri - Brisbane – Sydney RPT flight arrangement.	Corporate Services	Property Services Manager
	3.1.4.4 - Lobby Office of Transport Security to review proportionate security to allow smaller jet services to operate from Narrabri Airport without the need for full security screening regime.	Corporate Services	Property Services Manager
	3.1.4.5 - Actively seek new revenue streams to support Airport operations.	Corporate Services	Property Services Manager

Strategy Objective: 3.2 - We will become a logistics hub for the northern inland region			
Strategy	Action	Responsible Directorate	Responsible Manager
3.2.1 - Promote Narrabri Shire as a Regional Logistics Hub	3.2.1.1 - Promote Narrabri Shire as being geographically and logistically positioned to accommodate a regional intermodal site.	Development and Economic Growth	Economic Development Manager
	3.2.1.3 – Hold discussions with national logistics companies regarding Narrabri Shire’s proposed Industrial and Logistics Hub.	Development and Economic Growth	Economic Development Manager

Strategy Objective: 3.2 - We will become a logistics hub for the northern inland region			
Strategy	Action	Responsible Directorate	Responsible Manager
	3.2.1.4 - Lobby State & Commonwealth Governments for infrastructure development funding to establish a regional intermodal facility.	Development and Economic Growth	Economic Development Manager

Strategy Objective: 3.2 - We will become a logistics hub for the northern inland region			
Strategy	Action	Responsible Directorate	Responsible Manager
3.2.2 - Develop at least one flood free intermodal site that has access to quality infrastructure and the proposed inland rail network	3.2.2.1 - Adapt road strategies to manage the impact of regionally important projects such as the Inland Rail and other significant freight requirements on the future road network of the Narrabri Shire.	Infrastructure Delivery	Road Services Manager
	3.2.2.2 - Seek funding to develop the road network in support of regionally significant future projects such as the Inland Rail.	Infrastructure Delivery	Road Services Manager
	3.2.2.4 - Partner with industry and Government to facilitate development of a suitable intermodal facility.	Development and Economic Growth	Economic Development Manager
3.2.3 - Explore opportunities for increasing the efficiency of freight movements	3.2.3.1 - Consult with relevant stakeholders on opportunities to increase efficiencies on freight movements to, through and from the Narrabri Shire.	Infrastructure Delivery	Design Services Manager
	3.2.3.2 - Develop a freight plan for Narrabri Shire to remove impediments to continuous movement of freight in the largest vehicle possible to key infrastructure.	Infrastructure Delivery	Design Services Manager

Strategy Objective: 3.3 - Value adding and industry innovation will drive employment			
Strategy	Action	Responsible Directorate	Responsible Manager
3.3.1 - Value adding opportunities will be researched and pursued	3.3.1.5 – Explore a partnership with the Department of Premier and Cabinet to undertake an Investment Attraction Strategy.	Development and Economic Growth	Economic Development Manager
3.3.2 - Industry innovation trends will be determined, monitored and referenced to identify opportunities	3.3.2.1 - Conduct annual business development seminar.	Development and Economic Growth	Economic Development Manager
	3.3.2.2 - In conjunction with State and Commonwealth Governments promote and facilitate business networking events.	Development and Economic Growth	Economic Development Manager
3.3.4 - Promote opportunities created through abundant supply of energy and easy access to transport logistics	3.3.4.1 - Encourage the establishment of a commercial solar power industry.	Development and Economic Growth	Economic Development Manager
	3.3.4.4 – Research industries that require access to substantial energy and approach to expand or relocate to Narrabri Shire.	Development and Economic Growth	Economic Development Manager

Strategy Objective: 3.4 - Adequate housing options will be available to meet demands across the Shire			
Strategy	Action	Responsible Directorate	Responsible Manager
3.4.1 - Available residential land is adequate to meet demand in the local market	3.4.1.1 - Maintain available developed land supplies in Boggabri, Wee Waa and Narrabri at numbers greater than the total of new dwellings constructed over the preceding three (3) years.	Development and Economic Growth	Planning and Regulatory Services Manager



Strategy Objective: 3.4 - Adequate housing options will be available to meet demands across the Shire			
Strategy	Action	Responsible Directorate	Responsible Manager
3.4.1 - Available residential land is adequate to meet demand in the local market	3.4.1.3 - Market and transact developed Shannon Estate blocks and englobo site.	Development and Economic Growth	Economic Development Manager
3.4.2 - Public housing stock is adequate to meet current and projected demand across all demographics	3.4.2.4 - Lobby and liaise with Homes North to ensure public housing availability corresponds with local requirements.	Development and Economic Growth	Economic Development Manager
3.4.3 - Housing stock will reflect the changing demographic trend of smaller low maintenance properties	3.4.3.2 - Identify and approach key lifestyle village developers to establish facilities in Narrabri Shire.	Development and Economic Growth	Economic Development Manager
	3.4.3.3 – Develop Employment Lands Delivery Plan Narrabri.	Development and Economic Growth	Planning and Regulatory Services Manager
	3.4.3.4 – Develop Housing Strategy for Narrabri Shire.	Development and Economic Growth	Planning and Regulatory Services Manager
3.4.4 - Housing stocks will be maintained to a suitable standard	3.4.4.1 - Carryout biennial inspections of urban areas to identify properties requiring repair or demolition.	Development and Economic Growth	Planning and Regulatory Services Manager
	3.4.4.2 - Implement an orders program to require action to repair or demolish derelict buildings.	Development and Economic Growth	Planning and Regulatory Services Manager



## THEME 4: OUR CIVIC LEADERSHIP

### STRATEGIC DIRECTION 4: COLLABORATIVE AND PROACTIVE LEADERSHIP

*By 2027, we will work 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 2019 - 2020 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



## THEME 4: OUR CIVIC LEADERSHIP



### STRATEGIC DIRECTION 4: COLLABORATIVE AND PROACTIVE LEADERSHIP

Strategy Objective: 4.1 - We will proactively engage and partner with the community and government to achieve our strategic goals			
Strategy	Action	Responsible Directorate	Responsible Manager
4.1.1 - Provide customer service excellence that is responsive to community needs	4.1.1.2 - Implement New Customer Service Procedures.	Corporate Services	Community Relations Manager
	4.1.1.3 - Successfully organise and run Australia Day Event.	Development and Economic Growth	Economic Development Manager
	4.1.1.4 - Successfully organise and run the Lillian Hulbert Scholarship and award presentation and Seniors Festival and awards.	Development and Economic Growth	Economic Development Manager
	4.1.1.5 - Successfully organise and run International Women's Day Event.	Development and Economic Growth	Economic Development Manager
	4.1.1.6 - Successfully organise and run Youth Week activities.	Development and Economic Growth	Economic Development Manager
	4.1.1.7 - Successfully organise and run International Day of People with a Disability.	Development and Economic Growth	Economic Development Manager
	4.1.1.8 - Successfully organise the Bush Bursary Placement Program.	Development and Economic Growth	Economic Development Manager

Strategy Objective: 4.1 - We will proactively engage and partner with the community and government to achieve our strategic goals			
Strategy	Action	Responsible Directorate	Responsible Manager
4.1.2 - Ensure the community is informed and involved in Council activities through implementing quality consultation	4.1.2.1 - Produce relevant "factsheets" on major Council projects and initiatives in a timely manner.	Development and Economic Growth	Community Relations Manager
	4.1.2.2 – Conduct a customer satisfaction survey of the community.	Development and Economic Growth	Community Relations Manager
4.1.3 - Develop and build strong, productive partnerships with State and Federal Governments	4.1.3.3 - Maintain and further develop our relationship with the RMS to obtain best benefits for the Shire from the Roads Maintenance Council Contract for maintenance of state highways in the Shire.	Infrastructure Delivery	Road Services Manager
	4.1.3.4 - Participate in Regional and State Forums (For example JO, LGNSW, Country Mayors).	General Manager	General Manager
	4.1.3.5 - Reinforce and grow existing government department relationships to leverage associations to improve and support Narrabri Shire.	Development and Economic Growth	Economic Development Manager
4.1.4 - Grow volunteer capacity to achieve community outcomes	4.1.4.1 - Continue to support and enable volunteer engagement within Council activities.	General Manager	Executive Manager Human Resources
	4.1.4.2 - Annual volunteer celebration held.	Development and Economic Growth	Economic Development Manager
	4.1.4.3 - Carry out Civic ceremonies and functions to celebrate and acknowledge achievements of the community.	Corporate Services	Community Relations Manager

Strategy Objective: 4.2 - Decision making will ensure Council remains financially sustainable			
Strategy	Action	Responsible Directorate	Responsible Manager
4.2.1 - Maintain and improve Council's financial sustainability with a focus on core business	4.2.1.2 - Maintain road infrastructure systematically to meet Council's Fit for the Future obligations.	Infrastructure Delivery	Road Services Manager
	4.2.1.3 - Continually review the condition of the road network to reassess the amount of backlog and lifecycle costing required.	Infrastructure Delivery	Road Services Manager
	4.2.1.4 - Review Council's operational road network requirements to provide efficiency gains.	Infrastructure Delivery	Road Services Manager
	4.2.1.5 - Investigate opportunities in line with Council Policy to offer more economical use of The Crossing Theatre facilities.	Corporate Services	Venue Manager
4.2.2 - Proposed expansions in Council services are evaluated after consideration of asset renewal and operational costs	4.2.2.2 - Expanded services are only implemented after a business case demonstrates long term viability.	General Manager	General Manager
4.2.3 - Modernise Council's service delivery, governance and management	4.2.3.1 - Develop and maintain a consistent brand across all Council business units and service areas.	Corporate Services	Tourism Manager
	4.2.3.4 - Continuously review the effectiveness and functionality of the Corporate Financial System to identify opportunities for higher utilisation.	Corporate Services	Financial Services Manager
	4.2.3.6 - Monitor and update community accessible GIS interface for Council's Capital Works Program.	Corporate Services	Property Services Manager

Strategy Objective: 4.3 - Infrastructure and service delivery will provide public value for the community			
Strategy	Action	Responsible Directorate	Responsible Manager
4.3.1 - Develop and integrate a methodology that measures and reports to communities on equitable distribution of Council funding	4.3.1.2 - Investigate update and renewal requirements (including assets) for Caravan Parks throughout the Narrabri Shire.	Corporate Services	Property Services Manager
	4.3.1.3 - Ensure accuracy of linear water and waste water assets in the asset information system.	Infrastructure Delivery	Water Services Manager
4.3.2 - Service outcomes are maintained by regular market testing of delivery methods and regional inter-Council cooperation	4.3.2.3 - Where available, Council services are compared against private industry benchmarks.	General Manager	General Manager
4.3.3 - Service delivery is enhanced through innovation and continuous improvement	4.3.3.1 - Incorporate communication and consultation requirements into project management processes.	Development and Economic Growth	Community Relations Manager
	4.3.3.2 - Ensure Council is utilising up to date software and hardware in alignment with best practice standards.	Corporate Services	Information Services Manager
	4.3.3.3 - Develop a Narrabri Shire Signage Plan as a uniform strategy and style guide for Shire signage to provide consistent branding for the shire as well as clear directional, information, naming and interpretive signage for town and village entrances, parks, reserves, tourism destinations, public amenities, key destinations and important community facilities.	Development and Economic Growth	Tourism Manager
	4.3.3.5 - Explore opportunities with private suppliers/contractors to partner in civil infrastructure projects and maintenance.	Infrastructure Delivery	Road Services Manager
	4.3.3.6 - Become a tier 1 qualified/accredited contractor for Road Construction.	Infrastructure Delivery	Road Services Manager
	4.3.3.7 - Conduct employee engagement survey.	General Manager	Executive Manager Human Resources

Strategy Objective: 4.3 - Infrastructure and service delivery will provide public value for the community			
Strategy	Action	Responsible Directorate	Responsible Manager
	4.3.3.8 - Review Smoke-free Workplace Policy to include information and assistance on how to quit smoking.	General Manager	Executive Manager Human Resources
	4.3.3.21 - Investigate introduction of Workplace Agreements	General Manager	Executive Manager Human Resources

Strategy Objective: 4.3 - Infrastructure and service delivery will provide public value for the community			
Strategy	Action	Responsible Directorate	Responsible Manager
<b>4.3.3 - Service delivery is enhanced through innovation and continuous improvement</b>	4.3.3.10 – Investigate structural concept plans for Swimming Pools in the Shire following the GHD study.	Development and Economic Growth	Community Facilities Manager
	4.3.3.12 - Newell Highway Walk Cycle Path Project - Business Case / Grant Ready.	Infrastructure Delivery	Road Services Manager
	4.3.3.14 – Cypress Way (R329) Pilliga / Gwabegar Project – Business Case / Grant Ready.	Infrastructure Delivery	Road Services Manager
	4.3.3.15 – Come by Chance Road (R7716) Project – Business Case / Grant Ready.	Infrastructure Delivery	Road Services Manager
	4.3.3.16 – Finalise the implementation of the Council's WHS management system, Vault and ensure roll-out to effective operational use.	General Manager	Executive Manager Human Resources

Strategy Objective: 4.4 - Our strategic goals will be achieved through transparent and accountable planning and reporting			
Strategy	Action	Responsible Directorate	Responsible Manager
4.4.1 - Engage with the community to determine affordable and acceptable levels of service	4.4.1.1 - Determine a satisfactory level of service for the transport network that is acceptable by the community within budgetary constraints.	General Manager	Road Services Manager
	4.4.1.4 – Lobby State Government, along with other Councils that have mining operations in their Local Government boundaries, to have mining rates removed from notional yield calculations.	Corporate Services	Financial Services Manager
4.4.2 - Ensure effective and sound local governance practice	4.4.2.1 - Annually review Council's Rating Structure to ensure equity and fairness in rating distribution.	Corporate Services	Financial Services Manager
	4.4.2.7 - Review internal, external and Section 355 Committees to ensure they are relevant, effective and efficient in making decisions.	Corporate Services	Director Corporate Services
	4.4.2.8 - Link strategic outcomes to performance objectives of management positions.	General Manager	Executive Manager Human Resources
	4.4.2.9 - Maintain and implement a Councillor professional development program.	General Manager	General Manager
	4.4.2.10 - Review Long-Term Financial Plan annually.	Corporate Services	Financial Services Manager
	4.4.2.11 - Review Asset Management Strategy and Policy annually.	Corporate Services	Financial Services Manager
	4.4.2.13 - Develop an overarching Council Business Continuity Plan.	Corporate Services	Property Services Manager
	4.4.2.14 - Review and monitor Council's financial risk profile across the organisation.	Corporate Services	Financial Services Manager

Strategy Objective: 4.4 - Our strategic goals will be achieved through transparent and accountable planning and reporting			
Strategy	Action	Responsible Directorate	Responsible Manager
	4.4.2.15 - Ensure that delegations for Council officers are reviewed and updated.	Corporate Services	Community Relations Manager
4.4.2 - Ensure effective and sound local governance practice	4.4.2.17 – Investigate the viability of implementing LGNSW's Local Government Capability Framework across workforce management and development activities.	General Manager	Executive Manager Human Resources
	4.4.2.18 – Review three risk areas as per Council's strategic internal audit plan.	General Manager	Executive Manager Human Resources
4.4.3 - Report in a clear, concise manner that is easily understood	4.4.3.1 - Provide more plain english financial reporting through increased use of Council's online platforms.	Corporate Services	Financial Services Manager
4.4.4 - Implement Strategic Asset Management Plans focusing on renewal of assets	4.4.4.1 - Conduct data collection and analysis to inform key stakeholders on areas related to infrastructure delivery i.e. traffic, roads, water.	Infrastructure Delivery	Design Services Manager
	4.4.4.2 - Develop, review and prioritise relevant fleet replacement programs.	Infrastructure Delivery	Manager Fleet and Plant
	4.4.4.3 - Consult with key stakeholders on plant and vehicle replacement requirements to ensure fit for purpose and greatest return for Council.	Infrastructure Delivery	Manager Fleet and Plant

## APPENDICES

APPENDIX A: REVENUE POLICY 2019/2020

APPENDIX B: FEES AND CHARGES 2019/2020

APPENDIX C: OPERATIONAL BUDGET 2019/2020

APPENDIX D: CAPITAL WORKS PROGRAM 2019/2020

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**NARRABRI SHIRE**  
DISCOVER THE POTENTIAL

# Our Operational Plan

Appendix A - Draft 2019-2020 Revenue Policy

2019 -2020



**NARRABRI SHIRE**  
DISCOVER THE POTENTIAL

## APPENDIX A: REVENUE POLICY & FEES AND CHARGES 2019/2020

### REVENUE POLICY

The *Local Government Act 1993* (LGA) prescribes that Councils' may raise revenue in a number of different ways. These include rates, charges, fees, grants, borrowings and investments. Council is required to set its rates, charges and fees annually and publish these in its Operational Plan, which undergoes a 28-day public consultation period before being adopted by Council.

#### Ordinary Rates

Section 493 of the LGA prescribes four categories of rateable land being farmland, residential, mining and business. These categories can be further sub-categorised in accordance with Sections 515 to 518 of the LGA.

Ordinary rates are applied to properties based on independent land valuations provided by the NSW Valuer General. Council is required to use the latest valuations received up until 30 June of the previous year for rating purposes in the new financial year. A shire wide general revaluation is undertaken every three to four years.

In accordance with Section 497 of the LGA, the structure of a rate may consist of:

- a) an ad valorem amount (which may be subject to a minimum amount of the rate), or
- b) a base amount to which an ad valorem amount is added.

The ad valorem is a cent in the dollar value that is multiplied by the land value to derive the ad valorem amount.

If the use of the land no longer reflects its rating category, Section 524 of the LGA states that the ratepayer must notify Council within 30 days of the land use change, or make application to Council to have the category changed, as per Section 525 of the LGA.

#### Special Rates

Section 495 of the LGA covers the making and levying of special rates. Special rates are raised and used for a specific purpose. Council has one special rate for Tourism, which is levied on business.

#### Water Charges

Section 501 of the LGA covers the making and levying of Water Access Charges on all properties connected to, or able to be connected to, Council's water service network. Section 552(1)(b) of the LGA prescribes that Council can charge for a connected water service provided the land is within 225 metres of a Council water pipe.

Council has adopted a water charging structure based on the following benefit index:

Service Size (mm)	20/25	32	40	50	65	80	90	100
Benefit Index	1.00	1.64	2.56	4.01	6.76	10.24	12.96	16.00

The benefit index is used to calculate the base charge for each service.

It is noted that the application of this benefit index has become misguided over the years since it was first instituted for the 2008/09 financial year. This year Council has begun the process of realigning all larger sized connections with the above index.

It is proposed to limit annual increases on 32, 40 and 50mm connections in Narrabri and 32 and 40mm connections in Wee Waa to soften the impact on ratepayers (particularly residential properties) in these two towns. The annual increase has been limited to 20% for the 2019/20 financial year and will be corrected over a number of years allowing customers time to assess their connect requirements. Other towns and villages are minimally impacted as a majority of the larger meter sizes are associated with large businesses, Government or Council owned properties.

A subsidised charge to down-size connections of effected ratepayers will also be introduced for those that don't need the larger sized connections. Ratepayers will be able to apply for assessment under this offer by contacting Water Services at the Council Office.

In addition to this base charge, usage charges apply. For metered services, this usage charge is a charge per kilolitre of water used. For non-metered services (Narrabri only), an additional charge is incorporated into the base charge.

For 2019/20, the usage charge has been commonly applied across the shire schemes.

An unconnected service is charged the same base charge as a 20/25 metered service and is applicable to land that is within 225 metres of a Council water pipe.

#### **Sewerage Charges**

Section 501 of the LGA covers the making and levying of Sewer Access Charges on all properties connected to, or able to be connected to, Council's sewer service network. Section 552(3) (a) of the LGA prescribes that Council can charge for a connected sewer service provided the land is within 75 metres of a Council sewer main.

An unconnected service is charged half the base charge of a connected service. A landowner must apply and pay the appropriate fee for a disconnection to qualify for this service if the land is within 75 metres of a Council sewer. The landowner is then liable for a reconnection fee should a connected service be required in the future.

Pedestal charges are levied on residential units and commercial premises that add above normal loads to the sewer. Council has two charges being water closets and cisterns. These are set at 15% of the connected service charge.

#### **Waste Management Charges**

Section 496 of the LGA prescribes that Council must make and levy an annual charge for the provision of domestic waste management services. Section 501 of the LGA prescribes that Council can make an annual charge for waste management services other than domestic waste management.

In 2007/2008 Council implemented a recycling collection program for the townships of Narrabri, Boggabri, Wee Waa and Baan Baa. This was expanded to include green waste in 2013/2014.

In 2014/2015 Council implemented an Urban Waste Management Fee for ALL urban assessments (domestic and non-domestic), and a separate service charge for assessments receiving waste collection. Farmland still has a vacant land garbage charge, with all occupied farmland being charged a waste management fee as per urban properties.

#### **Interest**

Section 566 of the LGA prescribes that interest accrues on rates and charges that remain unpaid after they become due and payable. In accordance with section 566(3) of the LGA, the Minister determines annually the maximum rate of interest payable. Council proposes to apply the maximum permissible for the 2019/2020 rating year.

#### **Rounding**

All rates and annual charges are rounded to the nearest dollar.

#### **Fees for Service**

Council must adhere to legislative requirements in the setting of some fees. Otherwise, fee setting is at Council's discretion.

Council supports the user pays principle, where appropriate.

Council reserves the right to charge for additional services or legislative changes that are not identified in the proposed fees schedule.

User Charges and Fees are listed in Council's Fees and Charges document.

#### **Pricing Policy**

Council is committed to providing a diverse range of services that meet the needs of residents or visitors, within available resources. The principles of competitive neutrality have been taken into consideration in this policy.

Council recognises the need to provide services for groups and members of the community that may not be able to afford a commercial rate for service. Council will ensure that all rates, charges and fees are set so as to provide adequate cash flows to meet operating costs and to assist in the provision of funding capital works.

Council will pursue all cost effective opportunities in order to maximise its revenue base and to seek an acceptable commercial rate of return on investments, subject to community service obligations.

Council recognises the need to set prices for goods and services in order to provide the most effective level of service to the community and to ensure resources are not wasted.

#### **Goods and Services Tax (GST)**

GST is not applicable to rates, annual charges or water usage charges.

In general, where legislation states that Local Government is the only possible supplier of a service, the fee for that service does not attract GST. Most other fees and charges do attract GST. All fees and charges are quoted including GST if applicable.

#### **Borrowings**

Council has not budgeted for any loan borrowings.

#### **Public Access Documents**

Schedule 5 of the Government Information (Public Access) Act 2009 (GIPA) requires that certain documents held by council, be made publicly available for inspection, free of charge. The public is entitled to inspect these documents either on Council's website (unless there is an unreasonable additional cost to Council to publish these documents on the website) or at the offices of the Council during ordinary office hours or at any other place as determined by the Council. These documents include:

##### **1. Information About Council**

- The model Code of Conduct prescribed under section 440(1) of the Local Government Act
- Council's adopted Code of Conduct
- Code of Meeting Practice
- Annual Report
- Annual Financial Report
- Auditor's Report
- Operational Plan

- EEO Management Plan
- Policy concerning the Payment of Expenses and Provision of Facilities to the Mayor and Councillors
- Annual Reports of Bodies Exercising Functions Delegated by Council (eg Section 355/377 Committees)
- Any Codes referred to in the Local Government Act
- Returns of the Interest of Councillors, Designated Person's and Delegates
- Agendas, Business Papers and minutes of Council/Committee meetings (except meetings that are closed to the public)
- Office of Local Government reports presented at a meeting of Council
- Land Register
- Register of Investments
- Register of Delegations
- Register of Graffiti removal works
- Register of current Declarations of Disclosures of Political donations
- Register of Voting on Planning Matters

## **2. Plans and Policies**

- Local Policies adopted by Council concerning approvals and orders
- Plans of Management for Community Land
- Environmental Planning Instruments, Development Control Plans and Contribution Plans

## **3. Information about Development Applications and any associated documents received in relation to a Propose Development**

- Home Warranty Insurance documents
- Construction Certificates
- Occupation Certificates
- Structural Certification Documents
- Town Planner Reports
- Submissions received on Development Applications
- Heritage Consultant Reports
- Tree Inspections Consultant Reports
- Acoustic Consultant Reports
- Land Contamination Consultant Reports
- Records of decisions on Development Applications including decisions on appeals
- Publication Guides, Summary of Affairs and register of policy documents required under the Government Information (public Access) Act, 2009

## **4. Approvals, Orders and other Documents**

- Information contained in the following records (whenever created) is prescribed as open access information
- Applications for approvals under Part 1 of Chapter 7 of the LGA and any associated documents received in relation to such an application
- Applications for approvals under any other Act and any associated documents received in relation to such an application
- Records of approvals granted or refused, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals
- Orders given under Part 2 of Chapter 7 of the LGA, and any reasons given under section 136 of the LGA
- Orders given under the authority of any other Act
- Records of building certificates under the Environmental Planning and Assessment Act 1979
- Plans of land proposed to be compulsorily acquired by the local authority



- Compulsory acquisition notices
- Leases and licences for use of public land classified as community land
- Performance improvement orders issued to a council under Part 6 of Chapter 13 of the LGA.

Any current or previous versions of these documents may be inspected free of charge. Copies can be supplied for a copying charge as prescribed in Council's Fees and Charges schedule.

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## 2019/2020 ORDINARY & SPECIAL RATES

### Business

Section 519 – Land may be categorised as Business for rating purposes should it not satisfy any of the conditions of any other rating category. The Business rate is sub-categorised into separate urban areas and a rural business sub-category.

	Base Rate	Base as % of Yield	Ad Valorem Rate	Estimated Yield	% of Category Yield
Business – Boggabri	\$320.00	40%	\$0.0082795	\$45,363	3%
Business – Narrabri	\$320.00	9%	\$0.0155444	\$1,076,199	77%
Business – Rural	\$320.00	28%	\$0.0089450	\$98,777	7%
Business – Wee Waa	\$320.00	19%	\$0.0409785	\$182,234	13%
<b>TOTAL BUSINESS RATE YIELD ESTIMATE</b>				<b>\$1,402,573</b>	<b>11%</b>

### Farmland

Section 515 of the LGA prescribes that land is to be categorised as farmland if its dominant use is for farming.

	Base Rate	Ad Valorem Rate	Estimated Base Yield	Estimated Ad. Val. Yield	Estimated Total Yield
Farmland	\$270.00	\$0.0042482	\$443,880	\$6,069,048	\$6,512,928
<b>TOTAL FARMING RATE YIELD ESTIMATE</b>				<b>\$6,512,928</b>	<b>48%</b>

### Mining

Section 517 – Land may be classified as mining land if its dominant use is as a coal mine or metalliferous mine.

	Base Rate	Ad Valorem Rate	Estimated Yield
Mining	\$23,000	\$0.0279909	\$997,506
<b>TOTAL MINING RATE YIELD ESTIMATE</b>		<b>\$997,506</b>	<b>7%</b>

### Residential

Section 516 – Land may be classified as residential if its dominant use is for resident accommodation. Hotels, motels, guesthouses and nursing homes do not qualify as residential. The rate is separated into four sub-categories, being three urban areas and a rural residential category.

	Base Rate	Base as % of Yield	Ad Valorem Rate	Estimated Yield	% of Category Yield
Residential – Boggabri	\$270.00	43%	\$0.0064153	\$306,169	7%
Residential – Narrabri	\$270.00	23%	\$0.0098211	\$2,872,258	63%
Residential – Rural	\$270.00	39%	\$0.0051369	\$676,814	15%
Residential – Wee Waa	\$270.00	26%	\$0.0322462	\$715,769	15%
<b>TOTAL RESIDENTIAL RATE YIELD ESTIMATE</b>				<b>\$4,571,010</b>	<b>34%</b>

### Tourism Promotion - Special Rate

This Special Rate is set to assist in funding of Council's promotional allocation. The rate is levied on all properties classified Business within the Shire area.

	Ad Valorem Rate	Estimated Yield
Tourism	\$0.0009611	\$71,020
<b>TOTAL TOURISM RATE YIELD ESTIMATE</b>		<b>\$71,020</b>



## 2019/2020 ANNUAL CHARGES - WATER

### Water - Baan Baa

	Service Charge 2018/2019	Service Charge 2019/2020	Estimated Yield
20/25mm Service	\$706	\$728	\$42,224
65mm Service	\$4,772	\$4,920	\$4,920
<b>ESTIMATED ACCESS CHARGE YIELD</b>			<b>\$47,144</b>
<b>ESTIMATED USAGE CHARGE YIELD</b>	<b>\$1.32</b>	<b>\$1.05</b>	<b>\$12,993</b>

### Water - Bellata

	Service Charge 2018/2019	Service Charge 2019/2020	Estimated Yield
20/25mm Service	\$553	\$570	\$65,550
32mm Service	\$811	\$934	\$934
40mm Service	\$1,264	\$1,460	\$2,920
Unconnected Service	\$574	\$570	\$0
<b>ESTIMATED ACCESS CHARGE YIELD</b>			<b>\$69,404</b>
<b>ESTIMATED USAGE CHARGE YIELD</b>	<b>\$1.32</b>	<b>\$1.05</b>	<b>\$38,066</b>

### Water - Boggabri

	Service Charge 2018/2019	Service Charge 2019/2020	Estimated Yield
20/25mm Service	\$389	\$401	\$224,159
32mm Service	\$671	\$657	\$5,256
40mm Service	\$949	\$1,025	\$4,100
50mm Service	\$1,484	\$1,610	\$14,490
80mm Service	\$3,983	\$4,105	\$8,210
100mm Service	\$5,920	\$6,415	\$12,830
Unconnected Service	\$370	\$401	\$10,025
<b>ESTIMATED ACCESS CHARGE YIELD</b>			<b>\$279,070</b>
<b>ESTIMATED USAGE CHARGE YIELD</b>	<b>\$1.12</b>	<b>\$1.05</b>	<b>\$367,110</b>

### Water - Gwabegar

	Service Charge 2018/2019	Service Charge 2019/2020	Estimated Yield
20/25mm Service	\$632	\$651	\$41,013
40mm Service	\$824	\$1,660	\$1,660
Unconnected Service	\$339	\$651	\$4,557
<b>ESTIMATED ACCESS CHARGE YIELD</b>			<b>\$47,230</b>
<b>ESTIMATED USAGE CHARGE YIELD</b>	<b>\$1.32</b>	<b>\$1.05</b>	<b>\$12,750</b>

### Water - Narrabri - Metered

	Service Charge 2018/2019	Service Charge 2019/2020	Estimated Yield
20/25mm Service	\$364	\$364	\$954,772
32mm Service	\$397	\$476	\$32,844
40mm Service	\$421	\$505	\$50,500
50mm Service	\$664	\$796	\$19,104
80mm Service	\$0	\$3,728	\$7,456
100mm Service	\$2,631	\$5,825	\$29,125
Unconnected Service	\$170	\$364	\$30,940
<b>ESTIMATED ACCESS CHARGE YIELD</b>			<b>\$1,124,741</b>
<b>ESTIMATED USAGE CHARGE YIELD</b>	<b>\$0.99</b>	<b>\$1.05</b>	<b>\$1,192,205</b>

**2019/2020 ANNUAL CHARGES - WATER****Water – Narrabri – Unmetered only for exiting services**

	Service Charge 2018/2019	Service Charge 2019/2020	Estimated Yield
20/25mm Service	\$546	\$563	\$23,646
32mm Service	\$848	\$923	\$923
40mm Service	\$1,360	\$1,440	\$1,440
100mm Service	\$8,123	\$9,005	\$9,005
Unoccupied	\$170	\$563	\$563
<b>ESTIMATED ACCESS CHARGE YIELD</b>			<b>\$35,577</b>

**Water - Pilliga**

	Service Charge 2018/2019	Service Charge 2019/2020	Estimated Yield
20/25mm Service	\$591	\$609	\$63,336
40mm Service	\$778	\$1,560	\$1,560
50mm Service	\$1,263	\$2,440	\$2,440
Unconnected Service	\$347	\$609	\$5,481
<b>ESTIMATED ACCESS CHARGE YIELD</b>			<b>\$72,817</b>
<b>ESTIMATED USAGE CHARGE YIELD</b>	<b>\$1.32</b>	<b>\$1.05</b>	<b>\$23,334</b>

**Water – Wee Waa**

	Service Charge 2018/2019	Service Charge 2019/2020	Estimated Yield
20/25mm Service	\$357	\$357	\$285,243
32mm Service	\$383	\$459	\$4,590
40mm Service	\$436	\$523	\$9,937
50mm Service	\$664	\$1,430	\$8,580
80mm Service	\$1,691	\$3,655	\$10,965
100mm Service	\$2,636	\$5,712	\$11,424
Unconnected Service	\$180	\$357	\$1,785
<b>ESTIMATED ACCESS CHARGE YIELD</b>			<b>\$332,520</b>
<b>ESTIMATED USAGE CHARGE YIELD</b>	<b>\$0.99</b>	<b>\$1.05</b>	<b>\$506,436</b>

## 2019/2020 ANNUAL CHARGES - SEWER

### Sewerage – Boggabri

	Service Charge 2018/2019	Service Charge 2019/2020	Estimated Yield
Occupied	\$613	\$632	\$281,872
Unoccupied	\$303	\$316	\$13,588
Pedestal Charges – Per Cistern/>6W.C	\$96	\$99	\$46,035
Pedestal Charges – Water Closets (1-6)	\$96	\$99	\$5,544
<b>TOTAL BOGGABRI SEWER CHARGES YIELD</b>			<b>\$347,039</b>

### Sewerage – Narrabri

	Service Charge 2018/2019	Service Charge 2019/2020	Estimated Yield
Occupied	\$762	\$785	\$2,003,320
Unoccupied	\$390	\$393	\$51,090
Pedestal Charges – Per Cistern/>6W.C	\$117	\$121	\$73,810
Pedestal Charges – Water Closets (1-6)	\$117	\$121	\$82,401
<b>TOTAL NARRABRI SEWER CHARGES YIELD</b>			<b>\$2,210,621</b>

### Sewerage – Wee Waa

	Service Charge 2018/2019	Service Charge 2019/2020	Estimated Yield
Occupied	\$795	\$819	\$620,802
Unoccupied	\$398	\$410	\$13,530
Pedestal Charges – Per Cistern/>6W.C	\$117	\$121	\$3,025
Pedestal Charges – Water Closets (1-6)	\$117	\$121	\$28,314
<b>TOTAL WEE WAA SEWER CHARGES YIELD</b>			<b>\$665,671</b>

**2019/2020 ANNUAL CHARGES – WASTE**  
**Domestic Waste Management (DWM) Charges**

	Service Type	Service Charge 2018/2019	Service Charge 2019/2020
DWM Availability Fee	All Urban Assessments	\$150	\$165
DWM – MSW/Recycling/Organics (Served Assessments Only)	Per 1x140 Litre MSW (Red), 1x240 Litre Recycling Bin (Yellow) & 1x240 Litre Organics Recycling Bin (Green)	\$320	\$330
Additional/Upsize Residential Service	Additional MGB (per Annum fee)	\$125	\$129
	Upsize Mixed Solid Waste Bin	\$75	\$77.50
	Upsize Recycling bin	\$60	\$62
<b>TOTAL DOMESTIC WASTE MANAGEMENT ESTIMATED YIELD</b>			<b>\$1,420,505</b>

**Other Waste Management Services (Non-Domestic) Charges**

	Service Type	Service Charge 2018/2019	Service Charge 2019/2020
Business Waste Management Fee	All Urban Assessments	\$150	\$165
Business – MSW/Recycling (Served Assessments Only)	Per 1x240 Litre MSW (Red) & 1x240 Litre Recycling Bin (Yellow)	\$355	\$366
Additional/Upsize Residential Service	Additional MGB (per Annum fee)	\$155	\$160
	Upsize existing Recycling bin to 360 Litres (one off fee)	\$60	\$62
Rural Waste Management Fee		\$150	\$165
Rural Waste Management Charge Unoccupied		\$55	\$57
<b>TOTAL OTHER WASTE MANAGEMENT ESTIMATED YIELD</b>			<b>\$1,339,792</b>

NB: MSW – Mixed Solid Waste

# Our Operational Plan

Appendix B - Draft 2019-2020 Fees and Charges

2019 -2020



**NARRABRI SHIRE**  
DISCOVER THE POTENTIAL

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## Fees & Charges

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Narrabri Shire Council

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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## NARRABRI SHIRE COUNCIL

### RATES, ANNUAL & SPECIFIC USER CHARGES

#### Ordinary Rates

##### Residential

Residential – Boggabri	Base Rate \$270, Ad Valorem Rate \$0.0064153	-
	Last YR Fee Base Rate \$270, Ad Valorem Rate \$0.0058824	
Residential – Narrabri	Base Rate \$270, Ad Valorem Rate \$0.0098211	-
	Last YR Fee Base Rate \$270, Ad Valorem Rate \$0.0094915	
Residential – Rural	Base Rate \$270, Ad Valorem Rate \$0.0051369	-
	Last YR Fee Base Rate \$270, Ad Valorem Rate \$0.0049197	
Residential – Wee Waa	Base Rate \$270, Ad Valorem Rate \$0.0322462	-
	Last YR Fee Base Rate \$270, Ad Valorem Rate \$0.0311256	

##### Farmland

Farmland	Base Rate \$270, Ad Valorem Rate \$0.0042482	-
	Last YR Fee Base Rate \$270, Ad Valorem Rate \$0.0041315	

##### Mining

Mining	Base Rate \$23,000, Ad Valorem Rate \$0.0279909	-
	Last YR Fee Base Rate \$23,000, Ad Valorem Rate \$0.0271951	

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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## Business

Business – Boggabri	Base Rate \$320, Ad Valorem Rate \$0.0082795	-
	Last YR Fee Base Rate \$320, Ad Valorem Rate \$0.0076279	
Business – Narrabri	Base Rate \$320, Ad Valorem Rate \$0.0155444	-
	Last YR Fee Base Rate \$320, Ad Valorem Rate \$0.0151020	
Business – Rural	Base Rate \$320, Ad Valorem Rate \$0.0089450	-
	Last YR Fee Base Rate \$320, Ad Valorem Rate \$0.0086244	
Business – Wee Waa	Base Rate \$320, Ad Valorem Rate \$0.0409785	-
	Last YR Fee Base Rate \$320, Ad Valorem Rate \$0.0396752	

## Special Rates

Tourism	Ad Valorem Rate \$0.0009611	-
	Last YR Fee Ad Valorem Rate \$0.0009358	

## Annual Charges

### Domestic Waste Management Services

Urban Waste Management	\$150.00	\$165.00	10.00%	Annum	All urban assessments
DWM – Mixed Solid Waste / Recycling / Organics Bins Collection Service	\$320.00	\$330.00	3.13%	Annum per service	Includes 1x140L MSW (red) bin, 1x240L recycling (yellow) bin & 1x240L organics (green) bin
DWM – Additional Waste Bin	\$125.00	\$129.00	3.20%	Annum per bin	Per 140L MSW (red) bin, 240L recycling (yellow) bin & 240L organics (green) bin
DWM – Upsize Mixed Solid Waste Bin	\$75.00	\$77.50	3.33%	Annum	MSW (red) bin upsized to 240L bin
DWM – Upsize Recycling Bin	\$60.00	\$62.00	3.33%	One-off	Recycling (yellow) bin upsized to 360L bin

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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### Urban Waste Management Services (Non-Domestic)

Urban Waste Management	\$150.00	\$165.00	10.00%	Annum	All Urban Assessments.
Business – Mixed Solid Waste / Recycling Bins	\$355.00	\$366.00	3.10%	Annum per service	Includes 1x240L MSW (red) bin & 1x240L recycling (yellow) bin
Business – Additional Waste Bin	\$155.00	\$160.00	3.23%	Annum per bin	Per 240L MSW (red) bin & 240L recycling (yellow) bin
Business – Upsize Recycling Bin	\$60.00	\$62.00	3.33%	One-off	Recycling (yellow) bin upsize to 360L

### Rural Waste Management Services

Rural Waste Management (Occupied)	\$150.00	\$165.00	10.00%	Annum	All rural occupied assessments
Rural Waste Management (Unoccupied)	\$55.00	\$57.00	3.64%	Annum	All rural unoccupied assessments

### Water Supply Annual Charges

#### Water – Baan Baa

20/25mm Service	\$706.00	\$728.00	3.12%	Annual	-
65mm Service	\$4,772.00	\$4,920.00	3.10%	-	-
Usage Charge	\$1.32	\$1.05	-20.45%	Per kl	-

#### Water – Bellata

20/25mm Service	\$553.00	\$570.00	3.07%	-	-
32mm Service	\$811.00	\$934.00	15.17%	-	-
40mm Service	\$1,264.00	\$1,460.00	15.51%	-	-
Unconnected Service	\$574.00	\$570.00	-0.70%	-	-
Usage Charge	\$1.32	\$1.05	-20.45%	-	-

#### Water – Boggabri

20/25mm Service	\$389.00	\$401.00	3.08%	-	-
32mm Service	\$671.00	\$657.00	-2.09%	-	-
40mm Service	\$949.00	\$1,025.00	8.01%	-	-
50mm Service	\$1,484.00	\$1,610.00	8.49%	-	-
80mm Service	\$3,983.00	\$4,105.00	3.06%	-	-
100mm Service	\$5,920.00	\$6,415.00	8.36%	-	-
Unconnected Service	\$370.00	\$401.00	8.38%	-	-
Usage Charge	\$1.12	\$1.05	-6.25%	-	-

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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#### Water – Gwabegar

20/25mm Service	\$632.00	\$651.00	3.01%	-	-
40mm Service	\$824.00	\$1,660.00	101.46%	-	-
Unconnected Service	\$339.00	\$651.00	92.04%	-	-
Usage Charge	\$1.32	\$1.05	-20.45%	-	-

#### Water – Narrabri Metered

20/25mm Service	\$364.00	\$364.00	0.00%	-	-
32mm Service	\$397.00	\$476.00	19.90%	-	-
40mm Service	\$421.00	\$505.00	19.95%	-	-
50mm Service	\$664.00	\$796.00	19.88%	-	-
80mm Service	\$0.00	\$3,728.00	∞	-	-
100mm Service	\$2,631.00	\$5,825.00	121.40%	-	-
Unconnected Service	\$170.00	\$364.00	114.12%	-	-
Usage Charge	\$0.99	\$1.05	6.06%	-	-

#### Water – Narrabri Unmetered (Existing Services Only)

20/25mm Service	\$546.00	\$563.00	3.11%	-	-
32mm Service	\$848.00	\$923.00	8.84%	-	-
40mm Service	\$1,360.00	\$1,440.00	5.88%	-	-
100mm Service	\$8,123.00	\$9,005.00	10.86%	-	-
Unoccupied	\$170.00	\$563.00	231.18%	-	-

#### Water – Pilliga

20/25mm Service	\$591.00	\$609.00	3.05%	-	-
40mm Service	\$787.00	\$1,560.00	98.22%	-	-
50mm Service	\$1,263.00	\$2,440.00	93.19%	-	-
Unconnected	\$347.00	\$609.00	75.50%	-	-
Usage Charge	\$1.32	\$1.05	-20.45%	-	-

#### Water – Wee Waa

20/25mm Service	\$357.00	\$357.00	0.00%	-	-
32mm Service	\$383.00	\$459.00	19.84%	-	-
40mm Service	\$436.00	\$523.00	19.95%	-	-
50mm Service	\$664.00	\$1,430.00	115.36%	-	-
80mm Service	\$1,691.00	\$3,655.00	116.14%	-	-
100mm Service	\$2,636.00	\$5,710.00	116.62%	-	-
Unconnected Service	\$180.00	\$357.00	98.33%	-	-
Usage Charge	\$0.99	\$1.05	6.06%	-	-

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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## Sewerage Annual Charges

### Sewerage – Boggabri

Occupied	\$613.00	\$632.00	3.10%	-	-
Unoccupied	\$303.00	\$316.00	4.29%	-	-
Pedestal Charges – Per Cistern / >6 WCs	\$96.00	\$99.00	3.13%	-	-
Pedestal Charges – Water Closets (1-6)	\$96.00	\$99.00	3.13%	-	-

### Sewerage – Narrabri

Occupied	\$762.00	\$785.00	3.02%	-	-
Unoccupied	\$390.00	\$393.00	0.77%	-	-
Pedestal Charges – Per Cistern / >6 WCs	\$117.00	\$121.00	3.42%	-	-
Pedestal Charges – Water Closets (1-6)	\$117.00	\$121.00	3.42%	-	-

### Sewerage – Wee Waa

Occupied	\$795.00	\$819.00	3.02%	-	-
Unoccupied	\$398.00	\$410.00	3.02%	-	-
Pedestal Charges – Per Cistern / >6 WCs	\$117.00	\$121.00	3.42%	-	-
Pedestal Charges – Water Closets (1-6)	\$117.00	\$121.00	3.42%	-	-

### Onsite Wastewater Management Fee

Onsite Sewerage Management System	\$32.00	\$33.00	3.13%	Annual Fee	-
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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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## OTHER USER CHARGES AND FEES

### CORPORATE SERVICES

#### Government Information Public Access

Public Access Documents	\$0.40	\$0.40	0.00%	Page	Copies
Resource Register	As Quoted			-	-
	Last YR Fee As Quoted				
Formal GIPA Application Fee	\$30.00	\$30.00	0.00%	Application	Includes initial processing of the request and initial search time of one hour
Additional Search Fee (per hour)	\$30.00	\$30.00	0.00%	Hour	Applicable to extensive searches for information within a formal application after the first hour of search
Internal Review Fee	\$40.00	\$40.00	0.00%	Request	-

#### Rates and Property

Real Estate Valuers' Report	\$291.50	\$292.00	0.17%	-	-
Section 603 Certificate	\$80.00	\$80.00	0.00%	-	-
Transfer Summary	\$41.00	\$42.00	2.44%	-	-
Transfer Summary Update	\$2.90	\$3.00	3.45%	Page	-
Interest on Outstanding Rates & Charges	7.50%			-	-
	Last YR Fee 7.50%				

#### Admin / Copying Charges

Available at Libraries, the Visitor Information Centre and Council's Admin Office

Photocopies – Black & white (double sided) A3	\$1.60	\$1.60	0.00%	Sheet	-
Photocopies – Black & white (double sided) A4	\$0.80	\$0.80	0.00%	Sheet	-
Photocopies – Black & white (single sided) A3	\$0.80	\$0.80	0.00%	Sheet	-
Photocopies – Colour (double sided) A3	\$3.20	\$3.20	0.00%	Sheet	-
Photocopies – Colour (single sided) A4	\$0.80	\$0.80	0.00%	Sheet	-
Printing Fees – Black & white (double sided) A3	\$1.60	\$1.60	0.00%	Sheet	-
Printing Fees – Black & white (single sided) A3	\$0.80	\$0.80	0.00%	Sheet	-
Printing Fees – Colour (double sided) A3	\$3.20	\$3.20	0.00%	Sheet	-
Printing Fees – Colour (single sided) A3	\$1.60	\$1.60	0.00%	Sheet	-

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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### Admin / Copying Charges [continued]

Printing Fees – Colour (single sided) A4	\$0.80	\$0.80	0.00%	Sheet	-
Printing Fees – Black & white (double sided) A4	\$0.80	\$0.80	0.00%	Sheet	-
Printing Fees – Black & white (single sided) A4	\$0.40	\$0.40	0.00%	Sheet	-
Photocopies – Colour (double sided) A4	\$1.60	\$1.60	0.00%	Sheet	A4 Full Page
Photocopies – Black & white (single sided) A4	\$0.40	\$0.40	0.00%	Sheet	Single Sided
Photocopies – Colour (single sided) A3	\$1.60	\$1.60	0.00%	Sheet	-
Fax Outgoing – First page	\$3.50	\$3.50	0.00%	Sheet	First Page
Fax Outgoing – Each additional page	\$1.10	\$1.20	9.09%	Sheet	Each Additional Page
Fax – Incoming	\$0.40	\$0.40	0.00%	Sheet	-
Laminating – A4	\$5.40	\$5.70	5.56%	Sheet	-
Laminating – A3	\$10.00	\$11.00	10.00%	Sheet	-
Laminating – Business Cards	\$3.10	\$3.30	6.45%	Each	Available at Visitor Information Centre only
Narrabri Shire Town Maps A3 – black & white (double sided pad maps)	\$26.00	\$28.00	7.69%	Each	Available at Visitor Information Centre only
Scanning	\$2.30	\$2.50	8.70%	Per Request	-
Narrabri Shire Town Maps A3 – colour (double sided pad maps)	\$41.00	\$44.00	7.32%	Each	Available at Visitor Information Centre only

### Maps / Rural Addressing

Custom Printed Map – A0 Colour	\$84.50	\$87.50	3.55%	Copy	-
Custom Printed Map – A0 Black & White	\$64.00	\$66.00	3.13%	Copy	-
Printed Map – A1 Colour	\$64.00	\$66.00	3.13%	Copy	-
Printed Map – A1 Black & White	\$48.00	\$49.50	3.13%	Copy	-
Printed Map – A2 Colour	\$38.00	\$38.50	1.32%	Copy	-
Printed Map – A2 Black & White	\$27.00	\$27.50	1.85%	Copy	-
Printed Map – A3 Colour	\$22.00	\$22.00	0.00%	Copy	-
Printed Map – A3 Black & White	\$19.00	\$19.00	0.00%	Copy	-
Printed Map – A4 Colour	\$16.00	\$16.20	1.25%	Copy	-
Printed Map – A4 Black & White	\$14.00	\$14.00	0.00%	Copy	-
Document Preparation	\$54.00	\$56.00	3.70%	15 minutes	-
Preparation of Baseline Datasets	\$64.00	\$66.00	3.13%	15 minutes	Charged per 15 minutes
Search Fees	\$138.00	\$142.50	3.26%	-	-
Rural Addressing	\$85.00	\$88.00	3.53%	-	-
Rural Addressing Secondary or Alternate Address or replacement	\$43.00	\$44.50	3.49%	-	-
Plan Scanning – A0	\$32.00	\$33.00	3.13%	Copy	-
Plan Scanning – A1	\$27.00	\$28.00	3.70%	Copy	-
Plan Scanning – A2	\$22.00	\$22.00	0.00%	Copy	-

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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## Maps / Rural Addressing [continued]

Plan Scanning – A3	\$13.00	\$13.40	3.08%	Copy	-
Plan Scanning – A4	\$11.00	\$11.40	3.64%	Copy	-

## Libraries

Fax Incoming	\$0.40	\$0.40	0.00%	Sheet	-
Fax Outgoing – Each additional page	\$1.20	\$1.20	0.00%	Sheet	-
Fax Outgoing – First page	\$3.50	\$3.50	0.00%	Sheet	-
Photocopies – Black & white (double sided) A3	\$1.60	\$1.60	0.00%	Sheet	-
Photocopies – Black & white (double sided) A4	\$0.80	\$0.80	0.00%	Sheet	-
Photocopies – Black & white (single sided) A3	\$0.80	\$0.80	0.00%	Sheet	-
Photocopies – Black & white (single sided) A4	\$0.40	\$0.40	0.00%	Sheet	-
Photocopies – Colour (double sided) A3	\$3.20	\$3.20	0.00%	Sheet	-
Photocopies – Colour (double sided) A4	\$1.60	\$1.60	0.00%	Sheet	-
Photocopies – Colour (single sided) A3	\$1.60	\$1.60	0.00%	Sheet	-
Photocopies – Colour (single sided) A4	\$0.80	\$0.80	0.00%	Sheet	-
Printing Fees – Black & white (double sided) A3	\$1.60	\$1.60	0.00%	Sheet	-
Printing Fees – Black & white (double sided) A4	\$0.80	\$0.80	0.00%	Sheet	-
Printing Fees – Black & white (single sided) A3	\$0.80	\$0.80	0.00%	Sheet	-
Printing Fees – Black & white (single sided) A4	\$0.40	\$0.40	0.00%	Sheet	-
Printing Fees – Colour (double sided) A3	\$3.20	\$3.20	0.00%	Sheet	-
Printing Fees – Colour (single sided) A3	\$1.60	\$1.60	0.00%	Sheet	-
Printing Fees – Colour (single sided) A4	\$0.80	\$0.80	0.00%	Sheet	-
Scanning	\$2.50	\$2.50	0.00%	Per Request	-
Overdue Books	\$0.20	\$0.20	0.00%	Item / Week	-
Overdue Books – Visitors	\$1.00	\$1.00	0.00%	Item / Week	-
Replace Lost or Damaged Items	At Cost			Item	-
	Last YR Fee At Cost				
Replacement Membership Card	\$3.60	\$3.60	0.00%	Card	-
Inter Library Loan – Fast Track	\$16.50	\$16.50	0.00%	Per item	Non Library Charge
Inter Library Loan – Fast Track	\$33.00	\$33.00	0.00%		Charge Library
Inter Library Loan – Fast Track	\$6.00	\$6.00	0.00%		Without Holding Information
Inter Library Loan – Fast Track	\$16.50	\$16.50	0.00%		ALIA Code
Sale of Old Books	As Specified			-	
	Last YR Fee As Specified				

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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## Libraries [continued]

Hire Meeting Room	\$14.30	\$14.80	3.50%	Half Day	-
Hire Meeting Room	\$22.80	\$23.50	3.07%	Half Day	1/2 Day - Other
Hire Meeting Room	\$27.50	\$28.50	3.64%	Full Day	Full Day - Non Profit
Hire Meeting Room	\$42.80	\$44.50	3.97%	Full Day	Full Day - Other

## Boggabri Caravan Park

These fees are to be read in conjunction with the Terms and Conditions for operation of the Boggabri Caravan Park.

Daily Site Fee (for 2 People)	\$26.50	\$27.50	3.77%	-	-
Daily Site Fee – Each Additional Person (< 16 yrs of age)	\$8.50	\$8.80	3.53%	-	-
Daily Site Fee – Each Additional Person (> 16 yrs of age)	\$10.50	\$11.00	4.76%	-	-
Weekly Site Fee (for 2 People)	\$132.00	\$136.00	3.03%	-	-
Weekly Site Fee – Each Additional Person (< 16 yrs of age)	\$42.00	\$42.00	0.00%	-	-
Weekly Site Fee – Each Additional Person (> 16 yrs of age)	\$53.00	\$55.00	3.77%	-	-
Daily Long Term Sites (for 2 People)	\$21.50	\$22.00	2.33%		Metered Separately
Daily Long Term Sites – Each Additional Person (< 16 yrs of age)	\$6.50	\$6.50	0.00%		Metered Separately
Daily Long Term Sites – Each Additional Person (> 16 yrs of age)	\$8.50	\$8.50	0.00%		Metered Separately
Weekly Long Term Sites (for 2 People)	\$105.00	\$105.00	0.00%		Metered Separately
Weekly Long Term Sites – Each Additional Person (< 16 yrs of age)	\$32.00	\$32.00	0.00%		Metered Separately
Weekly Long Term Sites – Each Additional Person (> 16 yrs of age)	\$42.00	\$42.00	0.00%		Metered Separately
Amenities Building Key Deposit	\$53.00	\$53.00	0.00%	Key	-
1 Bedroom Cabin – Daily (for 2 People)	\$78.50	\$81.00	3.18%		Linen not included
1 Bedroom Cabin – Weekly (for 2 People)	\$472.00	\$472.00	0.00%		Linen not included
1 Bedroom Cabin – Each Additional Person per Day	\$21.00	\$21.00	0.00%	Night	Linen not included
1 Bedroom Cabin – Minimum Deposit	\$53.00	\$55.00	3.77%		-
2 Bedroom Cabin – Daily (for 2 People)	\$105.00	\$105.00	0.00%		Linen not included
2 Bedroom Cabin – Weekly (for 2 People)	\$620.00	\$620.00	0.00%		Linen not included
2 Bedroom Cabin – Each Additional Person per Day	\$21.00	\$21.00	0.00%	Night	Linen not included
2 Bedroom Cabin – Minimum Deposit	\$53.00	\$55.00	3.77%		-
Extra Cabin Cleaning Fee	\$42.00	\$43.50	3.57%	Hour	If required - Cabins are cleaned weekly - no charge unless units are left untidy on cleaning day
Lost Cabin Key Replacement Fee	\$53.00	\$55.00	3.77%	Key	-

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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## The Crossing Theatre

Concessional discounts can be applicable to complying organisations as per Council's Concessional Use Policy.

General Manager delegated the authority to negotiate all fees relating to The Crossing Theatre.

Cinema data projector & screen hire	\$360.00	\$360.00	0.00%	Per day	-
Ushering services	\$70.00	\$70.00	0.00%	Per hour, minimum 3 hrs	-
Auditorium Hire	\$1,280.00	\$1,280.00	0.00%	-	-
Riverside Room Hire	\$392.00	\$392.00	0.00%	-	-
Exhibition Room Hire	\$347.00	\$347.00	0.00%	-	-
Gallery Lounge Hire	\$286.00	\$286.00	0.00%	-	-
Cinema 1	\$357.00	\$358.00	0.28%	Seats 159 people	
Cinema 2	\$332.00	\$332.00	0.00%	Seats 80 people	
Band Room Hire		As Quoted		Limited availability	
		Last YR Fee			
		As Quoted			
Entire Building Hire		As Quoted		Day	-
		Last YR Fee			
		As Quoted			
Bar Hire		As Quoted		-	
		Last YR Fee			
		As Quoted			
Stage Only Hire		As Quoted		-	
		Last YR Fee			
		As Quoted			
Kitchen Hire		As Quoted		-	
		Last YR Fee			
		As Quoted			
Green Room Hire	\$459.00	\$459.00	0.00%	-	-
Cleaning Fee	\$69.00	\$69.00	0.00%	Hour	-
Labour – Technicians	\$75.00	\$75.00	0.00%	Per hour – minimum 4hrs	Applies to all setup, operating and packdown requirements
Labour – Set up & general labour	\$70.00	\$70.00	0.00%	per hour	Setup, packdown and general labour
Table Hire (trestle or banquet round)	\$18.50	\$18.60	0.54%	Per table	Trestle or Banquet round
Laundry	\$16.50	\$16.60	0.61%	Table	-
Piano – KAWAI RX7 (Grand Piano)	\$285.00	\$285.00	0.00%	Day	-
Baby Grand Piano Hire	\$255.00	\$255.00	0.00%	Day	Including tuning fee
Radio Microphone / Cable Microphone	\$84.00	\$84.00	0.00%	Each / Day	-
Lectern & Cable Microphone	\$84.00	\$84.00	0.00%	Day	-
Standard Lighting Rig	\$867.00	\$867.00	0.00%	Day	-

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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### The Crossing Theatre [continued]

PA System	\$250.00	\$250.00	0.00%	Day	-
Data Projector & Screen hire	\$225.00	\$226.00	0.44%	Day	-
Data Projector Screen Only	\$51.00	\$51.00	0.00%	Day	-
Porta Stage	\$50.00	\$50.00	0.00%	Day	\$50 per piece of stage with 9 pieces available for use.
Laptop	\$66.00	\$66.00	0.00%	Day	-
DVD / Blu-Ray Player	\$46.00	\$46.00	0.00%	Day	-
2 Way Radios	\$25.00	\$25.00	0.00%	Day	-
32" LCD TV	\$71.00	\$71.50	0.70%	Day	-
Data Projector, Screen and PA Package		As Quoted		Day	Cinemas only
		Last YR Fee As Quoted			
Photocopying – See Council photocopying		As Quoted		Sheet	A4 and A3 - single sided
		Last YR Fee As Quoted			
Table & Linen Package (non catered events)	\$18.00	\$18.00	0.00%	per table	Non catered events

### Other Corporate Service Fees

Dishonoured Payment Processing Fee	\$22.00	\$23.00	4.55%	-	-
Debtor Account Overdue Interest Rate			7.50%	-	-
		Last YR Fee 7.50%			
Direct Deposit Transaction Fee	\$5.70	\$6.00	5.26%	-	-
Non-Electronic Key	\$95.00	\$95.00	0.00%	Key	Key deposit - refundable
Electronic Cyber Key	\$201.00	\$201.00	0.00%	Key	Key deposit - refundable
Book Sales		As Quoted		-	-
		Last YR Fee As Quoted			
Street Stall Key Deposit	\$10.00	\$10.00	0.00%	-	-
Fines and Prosecutions		As Specified		-	-
		Last YR Fee As Specified			
Overhead Projector Hire	\$72.00	\$74.50	3.47%	Day	-
Hire of Council Chambers	\$125.00	\$129.00	3.20%	Day or part thereof	Bookings to be confirmed by Director Corporate Services
Hire of Committee Room	\$125.00	\$129.00	3.20%	Day or part thereof	Bookings to be confirmed by Director Corporate Services

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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### Other Corporate Service Fees [continued]

Hire of Interview Room	\$65.00	\$67.00	3.08%	Day or part thereof	Bookings to be confirmed by Director Corporate Services
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### Gwabegar Hall

Day Time Usage	\$6.00	\$6.00	0.00%	Hour	Maximum two hour blocks
Hall Hire for Functions	\$52.00	\$54.00	3.85%	Function	-
Night Hire for Games	\$12.00	\$12.00	0.00%	Hire	5.30pm - 9.30pm, maximum 10 people
Key Deposit	\$5.00	\$5.00	0.00%	Hire	Refundable
Cleaning Fee	\$65.00	\$67.00	3.08%	Hire	Applied if hall or amenities are left dirty after usage

### Narrabri Airport

Passenger Tax – RPT – per arriving / departing passenger	\$17.00	\$17.35	2.06%	-	-
Passenger Tax – Charter Operators – per arriving / departing passenger	\$17.50	\$17.85	2.00%	-	-
Parking Fees – Aircraft over 1,500kg	\$12.50	\$12.75	2.00%	Aircraft / Day	-
Landing Fees – Aircraft <1,500kg	\$5.50	\$6.00	9.09%	Landing	-
Landing Fees – Aircraft 1,500kg to <5,000kg	\$13.00	\$13.50	3.85%	Tonne	-
Landing Fees – Aircraft 5,000kg to <10,000kg	\$15.50	\$15.80	1.94%	Tonne	-
Landing Fees – Aircraft 10,000kg to <20,000kg	\$17.50	\$17.85	2.00%	Tonne	-
Landing Fees – Aircraft >20,000kg	\$19.50	\$19.90	2.05%	Tonne	-
Landing Fees – Helicopter	\$6.00	\$6.15	2.50%	Landing	-
Landing Fees – Aircraft Freight and RPT	\$13.50	\$13.75	1.85%	Landing	-
Landing Fees – Touch and Go / Flight Training	\$3.00	\$3.50	16.67%	Landing	-
Authority To Operate Hire Car Business	\$410.00	\$418.20	2.00%	Parking Space	-
Hire Space – Counter – Temporary Car Hire Building	\$562.00	\$575.00	2.31%	Annum	-
Hire Space – Counter -Terminal	\$5,463.00	\$5,500.00	0.68%	Annum	-

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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## DEVELOPMENT AND ECONOMIC GROWTH

### Animal Control – Companion Animals

RANGER CALL-OUT FEES - Where Council's Ranger is required to attend a call-out after their normal rostered working hours and it can be established who the responsible party is, Council may recover actual costs from the responsible party if the call-out is a result of negligence or the actions of a repeat offender.

Impounding Fee – 1st offence (+ any additional vet charges at cost)	\$55.00	\$60.00	9.09%	-	-
Impounding Fee – Second or further offence (+ any additional vet charges at cost)	\$120.00	\$125.00	4.17%	-	-
Impounding Fee – Daily Sustenance	\$25.00	\$25.00	0.00%	Day	-
Domestic Animal/Cat Trap – Deposit	\$65.00	\$65.00	0.00%	-	-
Domestic Animal/Cat Trap – Weekly Hire Fee	\$20.00	\$20.00	0.00%	Week	-
Microchip implanted by Council	\$20.00	\$20.00	0.00%	Animal	-
Dangerous Dog Inspection	\$130.00	\$135.00	3.85%	-	-
Companion Animal Surrender (Surrender form must be completed and signed by owner)	\$150.00	\$150.00	0.00%	Animal	-
Dangerous Dog Signs	\$38.00	\$39.50	3.95%	Each	-
Registration – Desexed (must provide copy of sterilisation certificate)	\$57.00	\$57.00	0.00%	Animal	-
Registration – Under 6 months old, Not Desexed (Proof of age must be provided)	\$57.00	\$57.00	0.00%	Animal	-
Registration – Not Desexed	\$207.00	\$207.00	0.00%	Animal	-
Registration – Desexed Animal owned by Pensioner (copy of pension card and sterilisation certificate required)	\$24.00	\$24.00	0.00%	Animal	-
Registration – Accredited Breeders	\$57.00	\$57.00	0.00%	Animal	-
Registration – Working Dog (Must provide evidence)			Free	Animal	-
			Last YR Fee Free		
Registration – Pound Adoption (Desexed)	\$28.50	\$28.50	0.00%	Animal	-

### Animal Control – Other

Care of Impounded Stock	At Cost			At Cost	-
	Last YR Fee At Cost				
Serving Owner with Notice of Impounded Animal (Stock)	\$70.00	\$72.50	3.57%	each	-
Transportation of Stock by Council (Contract Transport at Cost)				At cost	-
	Last YR Fee At cost				

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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### Animal Control – Other [continued]

Impounding Fee for Sheep or Goats	\$20.00	\$20.00	0.00%	Animal / Day	-
Impounding Fee for any other Hoofed Animals	\$45.00	\$45.00	0.00%	Animal / Day	-

### Impounding – Other

Vehicles (plus any towing costs)	\$10.00	\$12.00	20.00%	Per day	-
Other Articles	\$5.00	\$5.50	10.00%	Day	-

### Certificates

Flood Information Certificate	\$133.00	\$137.00	3.01%	-	-
Section 10.7(2) Planning Certificate	\$53.00	\$53.00	0.00%	per application	-
Section 10.7(2&5) Planning Certificate	\$133.00	\$133.00	0.00%	per application	Includes 149 (2) Certificate
Application for Dwelling Entitlement	\$0.00	\$250.00	∞	Per Application	-
Drainage Diagram	\$52.00	\$52.00	0.00%	per application	-
Application for Burning Permit	\$31.00	\$35.00	12.90%	-	-
Site Compatibility Certificate = affordable rental housing plus \$42.00 dwelling (must not exceed \$5,580)	\$0.00	\$265.00	∞	Per Application	-
Site Compatibility Certificate – senior housing plus \$45.00 per bed (residential care) or \$45.00 per dwelling (other) (must not exceed \$5,580)	\$0.00	\$280.00	∞	Per Application	-
Site Compatibility Certificate – infrastructure, schools or TAFE establishments plus \$265 per hectare	\$0.00	\$265.00	∞	Per Application	-
Outstanding Notices Combined – Section 735A Certificate & Section 121ZP Certificate	\$72.00	\$115.00	59.72%	per application	Issued under section 121ZP Environmental Planning and Assessment Act 1979 and Section 735A Local Government Act 1993
Additional Urgency Fee (Issued within 48hrs)	\$135.00	\$139.00	2.96%	Per application	In Addition to Set Fee

### Building Information Certificates

Building Information Certificate – Class 1 & 10	\$250.00	\$250.00	0.00%	Per Dwelling	For each dwelling contained in the building or in any other building on the allotment
Building Information Certificate – Not exceeding 200m2 (Class 2-9 buildings)	\$250.00	\$250.00	0.00%	per application	Floor area of building or part thereof

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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### Building Information Certificates [continued]

Building Information Certificate – Area greater than 200m2 up to 2000m2 (Class 2-9 buildings)	\$250.00 plus an additional \$0.50/m2 over 200m2			Floor area of building or part thereof	Floor area of building or part thereof
	Last YR Fee \$250.00 plus an additional \$0.50/m2 over 200m2				
Building Information Certificate – Area greater than 2000m2 (Class 2-9 buildings)	\$1,165.00 plus an additional \$0.075/m2 over 2,000m2			Floor area of building or part thereof	Floor area of building or part thereof
	Last YR Fee \$1,165.00 plus an additional \$0.075/m2 over 2,000m2				
BUilding Information Certificate – Part of Building, external wall or no floor area (Class 2-9 buildings)	\$250.00	\$250.00	0.00%	per application	In the case where the application relates to part of a building and that part consists of an external wall only or does not otherwise have a floor area
Building Information Certificate – Additional Inspection fee (capped at 1 insp fee)	\$90.00	\$90.00	0.00%		If more than one inspection is required before issuing a Building Certificate, Council may require the payment of an additional fee.
Building Certificate Application for Unauthorised Works (CC)			Fee + GST	Per Application	-
			Last YR Fee		-
Building Certificate Application for Unauthorised Works (DA)			Fee	Per Application	-
			Last YR Fee		-
Copy of a Building Certificate	\$13.00	\$13.00	0.00%	Copy	Providing a copy of a Building Certificate
Certified Copy of document, map or plan	\$53.00	\$53.00	0.00%	per Copy	Providing a certified copy of a document, map or plan

### Building – Other

Planning Enquiry/Advice – Search and Written Reply	\$160.00	\$250.00	56.25%	Per Hour	-
Development Inspections – Miscellaneous/Additional	\$135.00	\$135.00	0.00%	per inspection	-
Mobile Hairdressers	\$139.00	\$140.00	0.72%	Annual	-
Advertising Sign on Council Land Lease – Small (in addition to application fee)	\$165.00	\$170.00	3.03%	yearly	-
Advertising Sign Lease on Council Land – Large (in addition to application fee)	\$670.00	\$691.00	3.13%	yearly	-



Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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## Development – Complying Development & Construction Certificates

Fees are payable on submission of the building application. The value of the building is the contract price or if there is no contract price, the value of the building as determined by Council. Fees are determined by applying the flat fee and adding the fee calculated in accordance with the relevant percentage. Inspection fees include, but are not limited to the following: Commencement, footings, reinforcement, frame, water-proofing and stormwater drainage.

Complying Development Certificate (value up to \$5,000)	\$0.00	\$260.00	∞	per application	-
Complying Development Certificate (value \$5,000 – \$10,000)	\$0.00	\$280.00	∞	-	-
Complying Development Certificate (value \$10,000 – \$20,000)	\$0.00	\$468.00	∞	-	-
Complying Development Certificate (value \$20,000 – \$50,000)	\$0.00	\$703.00	∞	-	-
Construction Certificate (value less than \$5,000)	\$85.00 plus 0.55% of Construction Value			per application	-
	Last YR Fee \$85.00 plus 0.55% of Construction Value				
Complying Development Certificate (Value \$50,000 – \$150,000)	\$0.00	\$1,057.00	∞	Per Application	-
Complying Development Certificate (Value \$150,000 – \$250,000)	\$0.00	\$1,878.00	∞	Per Application	-
Complying Development Certificate (Value Over \$250,000)	\$0.00	\$2,110.00	∞	Per Application	-
Construction Certificate (valued \$5,001 – \$100,000)	\$117.00 plus 0.35% of Construction Value			per application	-
	Last YR Fee \$112.50 plus 0.38% of Construction Value				
Construction Certificate (valued \$100,001 – \$250,000)	\$641.00 plus 0.20% of Construction Value			per application	-
	Last YR Fee \$550.00 plus 0.22% of Construction Value				
Construction Certificate (value over \$250,000)	\$1000.00 plus 0.11% of Construction Value			-	-
	Last YR Fee \$950.00 plus 0.11% of Construction Value				
Compliance Certificate	\$210.00	\$210.00	0.00%	-	-
Interim / Final Occupation Certificate	\$135.00	\$135.00	0.00%	-	-
Lodgement/Registration Fee of Certificates issued by Private Certifiers	\$36.00	\$36.00	0.00%	per lodgement	-
Copy of any Certificate (not specifically listed elsewhere)	\$40.00	\$41.50	3.75%	per certificate	-
General Housing Specification Booklet	\$15.00	\$15.00	0.00%	Booklet	-

## Inspections

Additional Inspection or Re-Inspection Fee	\$135.00	\$135.00	0.00%	per inspection	-
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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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## Inspections [continued]

Septic/OSSM Inspection Fee	\$135.00	\$185.00	37.04%	per inspection	-
PCA Inspection Package for class 1 & 10 buildings – CC issued by NSC (value < \$5,000)	\$226.00	\$236.00	4.42%	Per Application	-
PCA Inspection Package for class 1 & 10 buildings – CC issued by NSC (value \$5,000 – \$10,000)	\$255.00	\$265.00	3.92%	Per Application	-
PCA Inspection Package for class 1 & 10 buildings – CC issued by NSC (value \$10,001 – \$50,000)	\$283.00	\$294.00	3.89%	Per Application	-
PCA Inspection Package for class 1 & 10 buildings – CC issued by NSC (value \$50,001 – \$100,000)	\$394.00	\$409.00	3.81%	Per Application	-
PCA Inspection Package for class 1 & 10 buildings – CC issued by NSC (value \$100,001 – \$200,000)	\$496.00	\$515.00	3.83%	Per Application	-
PCA Inspection Package for class 1 & 10 buildings – CC issued by NSC (value \$200,001 – \$400,000)	\$587.00	\$609.00	3.75%	Per Application	-
PCA Inspection Package for class 1 & 10 buildings – CC issued by NSC (value > \$400,000)	0.16% of contract price per application by quotation			Per Application	-
	Last YR Fee 0.16% of contract price per application by quotation				
PCA Inspection Package for class 2-9 buildings – CC issued by NSC (value < \$5,000)	\$365.00	\$378.00	3.56%	Per Application	-
PCA Inspection Package for class 2-9 buildings – CC issued by NSC (value \$5,000 – \$10,000)	\$417.00	\$432.00	3.60%	Per Application	-
PCA Inspection Package for class 2-9 buildings – CC issued by NSC (value \$10,001 – \$50,000)	\$519.00	\$540.00	4.05%	Per Application	-
PCA Inspection Package for class 2-9 buildings – CC issued by NSC (value \$50,001 – \$100,000)	\$623.00	\$648.00	4.01%	Per Application	-
PCA Inspection Package for class 2-9 buildings – CC issued by NSC (value \$100,001 – \$200,000)	\$727.00	\$756.00	3.99%	Per Application	-
PCA Inspection Package for class 2-9 buildings – CC issued by NSC (value \$200,001 – \$400,000)	\$779.00	\$810.00	3.98%	Per Application	-
PCA Inspection Package for class 2-9 buildings – CC issued by NSC (value > \$400,000)	0.25% of contract price per application by quotation			Per Application	-
	Last YR Fee 0.25% of contract price per application by quotation				
PCA Inspection Package – CC or CDC issued by Private Certifier (value < \$5,000)	\$506.00	\$526.00	3.95%	Per Application	-

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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### Inspections [continued]

PCA Inspection Package – CC or CDC issued by Private Certifier (value \$5,000 – \$10,000)	\$593.00	\$615.00	3.71%	Per Application	-
PCA Inspection Package – CC or CDC issued by Private Certifier (value \$10,001 – \$50,000)	\$880.00	\$915.00	3.98%	Per Application	-
PCA Inspection Package – CC or CDC issued by Private Certifier (value \$50,001 – \$100,000)	\$1,186.00	\$1,232.00	3.88%	Per Application	-
PCA Inspection Package – CC or CDC issued by Private Certifier (value \$100,001 – \$200,000)	\$1,715.00	\$1,784.00	4.02%	Per Application	-
PCA Inspection Package – CC or CDC issued by Private Certifier (value \$200,001 – \$400,000)	\$1,984.00	\$2,063.00	3.98%	Per Application	-
PCA Inspection Package – CC or CDC issued by Private Certifier (value > \$400,000)	0.8% of contract price per application by quotation			Per Application	-
	Last YR Fee 0.8% of contract price per application by quotation				

### Development Applications

Erection of a Building, Carrying Out Works, Demolition (value less \$5,000)	\$110.00	\$110.00	0.00%	-	-
Erection of a Building, Carrying Out Works, Demolition (value \$5,000 – \$50,000)	\$170.00 plus an additional \$3.00 for each \$1,000 (or part of \$1,000) of the estimated cost			per application	-
	Last YR Fee \$170.00 plus an additional \$3.00 for each \$1,000 (or part of \$1,000) of the estimated cost				
Erection of a Building, Carrying Out Works, Demolition (value \$50,001 – \$250,000)	\$352.00 plus an additional \$3.64 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$50,000			-	-
	Last YR Fee \$352.00 plus an additional \$3.64 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$50,000				
Erection of a Building, Carrying Out Works, Demolition (value \$250,000 – \$500,000)	\$1,160.00 plus an additional \$2.34 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$250,000			per application	-
	Last YR Fee \$1,160.00 plus an additional \$2.34 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$250,000				

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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## Development Applications [continued]

Erection of a Building, Carrying Out Works, Demolition (value \$500,000 – \$1,000,000)	\$1,745.00 plus an additional \$1.64 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$500,000			per application	-
	Last YR Fee \$1,745.00 plus an additional \$1.64 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$500,000				
Erection of a Building, Carrying Out Works, Demolition (value \$1,000,000 – \$10,000,000)	\$2,615.00 plus an additional \$1.44 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$1,000,000			per application	-
	Last YR Fee \$2,615.00 plus an additional \$1.44 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$1,000,000				
Erection of a Building, Carrying Out Works, Demolition (value over \$10,000,000)	\$15,875.00 plus an additional \$1.19 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$10 million			per application	-
	Last YR Fee \$15,875.00 plus an additional \$1.19 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$10 million				
Erection of a Dwelling House (less than \$100,000)	\$455.00	\$455.00	0.00%	per application	-
Use of Footpath – Dining	\$125 admin fee plus \$20.00 per chair (annual renewal fee)				-
	Last YR Fee \$125 admin fee plus \$20.00 per chair (annual renewal fee)				
Subdivision – Involving the opening of a road	\$665.00 plus \$65.00 for each additional lot created			per application	-
	Last YR Fee \$665.00 plus \$65.00 for each additional lot created				
Subdivision – NOT Involving the opening of a road	\$330.00 plus \$53.00 for each additional lot created			per application	-
	Last YR Fee \$330.00 plus \$53.00 for each additional lot created				
Strata Subdivision	\$330.00 plus \$65.00 for each additional lot created			per application	-
	Last YR Fee \$330.00 plus \$65.00 for each additional lot created				
Change of Use – Other development work not involving the erection of a building, the carrying out of work, the subdivision of land or the demolition of a building or work	\$285.00	\$285.00	0.00%	per application	-

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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## Development Applications [continued]

Additional Fee for Designated Development (in addition to any other fees payable)	\$920.00	\$920.00	0.00%	per application	-
Additional fees—development requiring advertising (a. Designated Development)	\$2,220.00	\$2,220.00	0.00%		In the case of a designated development
Additional fees—development requiring advertising (b. for Advertised development)	\$1,105.00	\$1,105.00	0.00%	per application	In the case of an advertised development
Additional fees—development requiring advertising (c. for Prohibited development)	\$1,105.00	\$1,105.00	0.00%		In the case of a prohibited development
Additional fees—development requiring advertising (In the case of development for which an environmental planning instrument or development control plan requires notice to be given otherwise not referred to in (a), (b) or (c) above)	\$1,105.00	\$1,105.00	0.00%	per application	-
Additional Processing Fee – Development Requiring Concurrence	\$140.00	\$140.00	0.00%	per application	-
Additional Fee to Concurrence Authority (to be paid to appropriate Govt Dept)	\$320.00	\$320.00	0.00%	per application	-
Additional Processing Fee – Integrated Development	\$140.00	\$140.00	0.00%	per application	-
Additional fee to each Approval body – Integrated Development (to be paid to appropriate Govt Dept)	\$320.00	\$320.00	0.00%	per application	-
Development Application – Home Industry / Occupation	\$200.00	\$285.00	42.50%		-
Review of a Determination (1) – NO erection of building, carrying out of work or demolition	50% of the original development application fee charged			per application	-
	Last YR Fee 50% of the original development application fee charged				
Review of a Determination (2) – Involving erection of dwelling house under \$100,000	\$190.00	\$190.00	0.00%	per application	Where a development application involves the erection of a dwelling house with an estimated cost of construction of \$100,000 or less
Review Any Other Development Application (value less \$5,000)	\$55.00	\$55.00	0.00%	per application	-
Review Any Other Development Application (value \$5,000 – \$250,000)	\$85.00 plus an additional \$1.50 for each \$1,000 (or part of \$1,000) of the estimated cost			per application	-
	Last YR Fee \$85.00 plus an additional \$1.50 for each \$1,000 (or part of \$1,000) of the estimated cost				

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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## Development Applications [continued]

Review Any Other Development Application (value \$250,000 – \$500,000)	\$500.00 plus an additional \$0.85 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$250,000			per application	-
	Last YR Fee \$500.00 plus an additional \$0.85 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$250,000				
Review Any Other Development Application (value \$500,000 – \$1,000,000)	\$712.00 plus an additional \$0.50 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$500,000			per application	-
	Last YR Fee \$712.00 plus an additional \$0.50 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$500,000				
Review Any Other Development Application (value \$1,000,000 – \$10,000,000)	\$987.00 plus an additional \$0.40 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$1 million			per application	-
	Last YR Fee \$987.00 plus an additional \$0.40 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$1 million				
Review Any Other Development Application (value over \$10,000,000)	\$4,737.00 plus an additional \$0.27 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$10 million			per application	-
	Last YR Fee \$4,737.00 plus an additional \$0.27 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$10 million				
Division 8.2 – Review of a Decision to Reject a DA (Value less than \$100,000)	\$55.00	\$55.00	0.00%	per application	-
Division 8.2 – Review of a Decision to Reject a DA (value \$100,000 – \$1,000,000)	\$150.00	\$150.00	0.00%		-
Division 8.2 – Review of a Decision to Reject a DA (value over \$1 million)	\$250.00	\$250.00	0.00%		-
s 4.55(1) Modification of a Development Consent – Minor	\$71.00	\$71.00	0.00%		-
s 4.55(1) Modification of a Development Consent – where rectifying a Council error	\$0.00	\$0.00	∞		-
Modification of a Development Application Consent – 4.55(1A) or 4.56(1) – Min Env Impact	\$645 or 50% of the fee for the original development application, whichever is the lesser			per application	-
	Last YR Fee -				
Modification of a Development Application Consent – 4.55(2) or 4.56(1) – Not Min Env Impact	50% of the original fee			per application	-
	Last YR Fee 50% of the original fee				

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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### Development Applications [continued]

Modification of Consent – 4.55(2) or 4.56(1) – original application fee less \$100	50% of the original fee			-	
	Last YR Fee 50% of the original fee				
Modification of Consent – 4.55(2) or 4.56(1) – original fee over \$100 (NO erection of building, carrying out of work or demolition involved)	50% of the original fee			-	
	Last YR Fee 50% of the original fee				
Modification of Consent – 4.55(2) or 4.56(1) – Involving erection of dwelling house est. cost less \$100,000	\$190.00	\$190.00	0.00%	per application	-
Modification to any other DA – 4.55(2) or 4.56(1) – value less \$5,000	\$55.00	\$55.00	0.00%		-
Modification to any other DA – 4.55(2) or 4.56(1) – value \$5,000 – \$250,000	\$85.00 plus an additional \$1.50 for each \$1,000 (or part of \$1,000) of the estimated cost			per application	-
	Last YR Fee \$85.00 plus an additional \$1.50 for each \$1,000 (or part of \$1,000) of the estimated cost				
Modification to any other DA – 4.55(2) or 4.56(1) – value \$250,000 – \$500,000	\$500.00 plus an additional \$0.85 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$250,000			per application	-
	Last YR Fee \$500.00 plus an additional \$0.85 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$250,000				
Modification to any other DA – 4.55(2) or 4.56(1) – value \$500,000 – \$1,000,000	\$712.00 plus an additional \$0.50 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$500,000			per application	-
	Last YR Fee \$712.00 plus an additional \$0.50 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$500,000				
Modification to any other DA – 4.55(2) or 4.56(1) – value \$1,000,000 – \$10,000,000	\$987.00 plus an additional \$0.40 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$1 million			per application	-
	Last YR Fee \$987.00 plus an additional \$0.40 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$1 million				
Modification to any other DA – 4.55(2) or 4.56(1) – value over \$10million	\$4,737.00 plus an additional \$0.27 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$10million			per application	-
	Last YR Fee \$4,737.00 plus an additional \$0.27 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$10million				

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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## Development Applications [continued]

Additional fee payable for development to which Clause 115 (1A) – Modification for residential apartment development under SEPP 65	\$760.00	\$760.00	0.00%	in addition to other fees payable	-
Review of Determination of Modification under s96AB	50% of the original fee			per application	-
	Last YR Fee 50% of the original fee				
LEP Amendment / Rezoning Application – Major	\$7,416.00	\$7,640.00	3.02%	per application	-
LEP Amendment / Rezoning Application – Minor	\$3,914.00	\$4,035.00	3.09%	per application	-
Long Service Levy (LSPA 1986)	0.35% of cost of all building work for applications over \$25,000			as quoted	-
	Last YR Fee 0.35% of cost of all building work for applications over \$25,000				
Long Service Levy Commission	\$19.80	\$19.80	0.00%		-
Planning Reform Fund	0.64% of CIV for developments over \$50,000				-
	Last YR Fee 0.64% of CIV for developments over \$50,000				
Planning Reform Fund Commission	\$5.00	\$5.00	0.00%		-
Subdivision Certificate Application fee	\$125.00	\$200.00	60.00%	per application	-

## Development – Local Approvals

Review Fee – 50% of Original Application	As Quoted				-
	Last YR Fee As Quoted				
PART A: Structures or Places of Public Entertainment – Additional Inspections	\$135.00	\$135.00	0.00%		-
A1 Install a manufactured home, moveable dwelling or associated structure on land	\$412.00	\$425.00	3.16%	per application	In addition to DA fees payable
PART B: Water, Sewer or Drainage Work – B1 Carry out water supply work	\$128.00	\$132.00	3.13%	per application	B1 Carry out water supply work
PART B: Water, Sewer or Drainage Work – B4 Carry out Sewerage Supply Work	\$190.00	\$195.00	2.63%	per application	-
PART B: Water, Sewer or Drainage Work – B5 Carry out Stormwater drainage work	\$128.00	\$132.00	3.13%	per application	-
PART B: Water, Sewer or Drainage Work – B1/4/5 Combined application	\$190.00	\$196.00	3.16%	per application	-
PART B: Water, Sewer or Drainage Work – Additional Inspections	\$135.00	\$135.00	0.00%	per inspection	Additional Inspections

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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## Development – Local Approvals [continued]

PART C: Management of Waste – C1 For fee or reward, transport waste over or under a public place	\$190.00	\$196.00	3.16%	per application	C1 for fee or reward, transport waste over or under a public place
PART C: Management of Waste – C2 Place waste in a public place	\$72.00	\$74.50	3.47%	per application	C2 place waste in a public place
PART C: Management of Waste – C3 Place a waste storage container in a public place	\$72.00	\$74.50	3.47%	per application	C3 place a waste storage container in a public place
PART C: Management of Waste – C5 Install, construct or alter a waste treatment device or a human waste storage facility or a drain connected to any such device or facility	\$250.00	\$250.00	0.00%	per application	C5 install, construct or alter a waste treatment device or a human waste storage facility or a drain connected to any such device or facility
PART C: Management of Waste – C6 Operate a system of sewage management (within the meaning of section 68A)	\$60.00	\$65.00	8.33%	per application	C6 Registration / Approval to Operate an Onsite Sewage Management System
PART C: Management of Waste – Combined C5 & C6	\$310.00	\$315.00	1.61%	-	-
PART C: Management of Waste – Additional Inspections – not related to Septic Systems (OSSM)	\$150.00	\$185.00	23.33%	per inspection	Where required
PART C: Management of Waste – Septic Inspection	\$185.00	\$185.00	0.00%	per inspection	-
PART C: Management of Waste – Transfer of Approval to Operate	\$45.00	\$46.50	3.33%	per application	-
PART D: Community Land – D1 Engage in Trade or Business	\$108.00	\$110.00	1.85%	-	-
PART D: Community Land – D2 Direct or procure a theatrical, musical or other entertainment for the public	\$108.00	\$110.00	1.85%	per application	D2 Direct or procure a theatrical, musical or other entertainment for the public.
PART D: Community Land – D3 Construct a temporary enclosure for the purpose of entertainment	\$108.00	\$110.00	1.85%	-	D3 construct a temporary enclosure for the purpose of entertainment
PART D: Community Land – D4 For fee or reward, play a musical instrument or sing	\$108.00	\$110.00	1.85%	-	D4 for fee or reward, play a musical instrument or sing
PART D: Community Land – D5 Set up, operate or use a loudspeaker or sound amplifying device	\$108.00	\$110.00	1.85%	-	D5 set up, operate or use a loudspeaker or amplifying device
PART D: Community Land – D6 Deliver a public address or hold a religious service or public meeting	\$108.00	\$110.00	1.85%	-	D6 deliver a public address or hold a religious service or public meeting
PART E: Public Roads – E1 Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway	\$128.00	\$132.00	3.13%	-	E1 swing or hoist goods across or over any part of a public road using a lift, hoist or tackle projecting over the footway

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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## Development – Local Approvals [continued]

PART E: Public Roads – E2 Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road	\$128.00	\$132.00	3.13%		E2 erect an advertising structure over a public road or allow any article to overhang any part of a road
PART F: Other Activities – F1 Operate a public car park	\$190.00	\$196.00	3.16%		F1 Operate a public carpark
PART F: Other Activities – F2 Operate a caravan park or camping ground (minimum fee \$100)	\$14.00	\$15.00	7.14%	per site / application	F2 operate a caravan park or camping ground
PART F: Other Activities – F3 Operate a manufactured home estate	\$14.00	\$15.00	7.14%	per site / application	F3 operate a manufactured home estate
PART F: Other Activities – F4 Install a domestic oil or solid fuel heating appliance, other than a portable appliance	\$128.00	\$132.00	3.13%		F4 install a domestic oil or solid fuel heating appliance, other than a portable appliance
PART F: Other Activities – F5 Install or operate amusement devices	\$190.00	\$196.00	3.16%		F5 install or operate amusement device
PART F: Other Activities – F7 Use a standing vehicle or any article for the purpose of selling any article in a public place	\$190.00	\$196.00	3.16%		F7 use a standing vehicle or any article for the purpose of selling any article in a public place (fee can be waived for registered charity or not for profit organisation)
PART F: Other Activities – F10 Carry out an activity prescribed by the regulations or an activity of a class or description prescribed by the regulations			As Quoted		F10 carry out an activity prescribed by the regulations or an activity of a class or description prescribed by the regulations
			Last YR Fee As Quoted		
Sandwich board signs, mobile structures / merchandising display – Permit	\$10.00	\$50.00	400.00%		Permit / Annual Sticker Fee
Sandwich board signs, mobile structures / merchandising display – Impound	\$65.00	\$65.00	0.00%		Impound Fee for Board without Current Permit Sticker

## Development – Section 94 Contributions

Section 94 Contributions – Mines / Extractive	\$0.31 per Equivalent Standard Axle (ESA) per km of haul road  OR \$0.053 per tonne of hauled material per km of haul road	Mines, extractive industries and other developments that result in increased numbers of laden heavy vehicles using Council's road network
	Last YR Fee \$0.31 per Equivalent Standard Axle (ESA) per km of haul road	

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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### Development – Section 94 Contributions [continued]

Section 94 Contributions – Mines / Extractive	\$0.31 per Equivalent Standard Axle (ESA) per km of haul road  OR \$0.053 per tonne of hauled material per km of haul road	Mines, extractive industries and other developments that result in increased numbers of laden heavy vehicles using Council's road network
	Last YR Fee \$0.31 per Equivalent Standard Axle (ESA) per km of haul road  OR \$0.053 per tonne of hauled material per km of haul road	
Section 94 Contributions – Urban Roads & Projects	As quoted - refer to Narrabri Shire Section 94 Contributions Plan 2016	Development on land shown in the Schedule of S94 Contributions Plan fronting certain unsealed or unformed roads in towns & villages
	Last YR Fee As quoted - refer to Narrabri Shire Section 94 Contributions Plan 2016	
Section 94A Contribution – Development value \$100,000 – \$199,000 = 0.5% of CIV	As Per Calculated Fee	Levied on Development in accordance with the adopted s94A Contribution Plans
	Last YR Fee As Per Calculated Fee	
Section 94A Contribution – Development value over \$200,000 = 1% of CIV	in accordance with the adopted s94A Contribution Plans	Levied on Development in accordance with the adopted s94A Contribution Plans
	Last YR Fee in accordance with the adopted s94A Contribution Plans	

### Liquid Trade Waste

Application to Cancel a Liquid Trade Waste Service (including Inspection)	\$220.00	\$220.00	0.00%	Per Application	-
Application Fee for Liquid Trade Waste (New Business or Device)	\$280.00	\$280.00	0.00%	per application	-
Additional Inspection Fee	\$160.00	\$185.00	15.63%		-
Cat 1 – NO Annual Charge (Application fee only)	\$0.00	\$0.00	∞		-
Cat 1A Annual Charge	\$120.00	\$120.00	0.00%	Annual Fee	-
Cat 1 Discharge without permit or not comply with conditions	\$660.00	\$660.00	0.00%	Instance	-

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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### Liquid Trade Waste [continued]

Cat 1 Exceed parameters by < 20% or < 0.5pH units	\$680.00	\$680.00	0.00%	Instance	-
Cat 1 Exceed parameters by > 20% or > 0.5pH units	\$980.00	\$980.00	0.00%	Instance	-
Cat 2 Annual Charge	\$188.00	\$188.00	0.00%	-	-
Cat 2 Discharge without permit or not comply with conditions	\$700.00	\$700.00	0.00%	-	-
Cat 2 Exceed parameters by < 20% or < 0.5pH units	\$750.00	\$750.00	0.00%	-	-
Cat 2 Exceed parameters by > 20% or > 0.5pH units	\$1,500.00	\$1,500.00	0.00%	-	-
Cat 3 Annual Charge	\$553.00	\$553.00	0.00%	-	-
Cat 3 Discharge without permit or not comply with conditions	\$880.00	\$880.00	0.00%	-	-
Cat 3 Exceed parameters by < 20% or < 0.5pH units	\$1,100.00	\$1,100.00	0.00%	-	-
Cat 3 Exceed parameters by > 20% or > 0.5pH units	\$3,060.00	\$3,060.00	0.00%	-	-
Cat 3 Biochemical oxygen demand loading charge	\$2.00	\$2.00	0.00%	Kg	-
Cat 3 Loading charge for other parameters	As Quoted			-	-
			Last YR Fee As Quoted		

### Public Health

Category 1 Administration	\$300.00	\$300.00	0.00%	Annum	This category includes food premises that meet the criteria of fast choices (franchises of more than 20 stores per state, or 50 stores nationally); supermarket franchises; and any other premises that handles Potentially Hazardous Food (PHF) and that employs more than 15 FTE food handling staff
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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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## Public Health [continued]

Category 2 Administration	\$185.00	\$185.00	0.00%	Annum	This category includes food premises that are handling PHF at a retail level including cooking raw meat products, having hot and cold display (e.g. Bain Maries). Examples of this category includes restaurants, cafe's, hotels (with attached restaurants), sushi bars, bakery's, sandwich shops, takeaway food shops, corner shops doing take away cooked foods, and catering operators
Category 3 Administration	\$100.00	\$100.00	0.00%	Annum	This category includes food premises that are involved with PHF at a low risk level (no hot or cold holding/display of food, no raw to cooked poultry, no complex food processing, low turn-over and subsequently low risk). Examples of this category include corner stores which may make ready to eat sandwiches (but do not slice their own meat products), service stations (without restaurants attached), cafes not cooking food (e.g. cake/coffee type cafe's), Bed and breakfast premises, and motels without restaurants attached (low level production) for example breakfasts only
Public Health or Food Inspection	\$140.00	\$145.00	3.57%	Hour	Minimum charge of \$70 when the inspection lasts 30 minutes or less. Inspections from 31 to 60 minutes will be charged \$140. Inspections longer than 60 minutes incur an additional \$140 charge. This charge also applies to new business inspections.

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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## Public Health [continued]

Food Premises Improvement Notice	\$330.00	\$330.00	0.00%	Notice	-
Registration of New Business	\$60.00	\$60.00	0.00%	One-off	-
Alteration of Registration for Existing Business	\$30.00	\$30.00	0.00%	One-off	-
Small Permit Application	\$30.00	\$35.00	16.67%	Application	-
Fire Burning Permit for Urban Areas	\$35.00	\$35.00	0.00%	Permit	-
Inspection – legionella	\$0.00	\$115.00	∞	Per Inspection	-
Inspection – Hair Dresser	\$0.00	\$115.00	∞	Per Inspection	-
Inspection – Beauty Salon	\$0.00	\$115.00	∞	Per Inspection	-
Inspection – Skin Penetration Premises	\$0.00	\$115.00	∞	Per Inspection	-
Inspection – Public Swimming Pool	\$0.00	\$115.00	∞	Per Inspection	-
Inspection – Boarding House	\$0.00	\$115.00	∞	Per Inspection	-
Water Sampling	\$0.00	\$158.00	∞	Per Sample	Water Sampling per hour \$158.00 PLUS sampling fee of \$150 per sample Water Sampling per hour \$158.00 PLUS sampling fee of \$150 per sample
Approvals and Licenses (not specifically listed anywhere else in these Fees and Charges)	\$0.00	\$150.00	∞	Per Application	-
Registration of Cooling Towers (in accordance with the Public Health Act Registered Premises)	\$0.00	\$260.00	∞	Per Application	-

## Private Swimming Pools

Certificate of Compliance – Swimming Pool (includes 1st inspection)	\$150.00	\$150.00	0.00%	per application	-
Swimming Pool Inspection – subsequent 2nd inspection / Re-Inspection (only where application fee has already been paid)	\$100.00	\$100.00	0.00%	per application	-
Application for exemption from barrier (s22 Swimming Pools Act)	\$70.00	\$250.00	257.14%	per application	-
Resuscitation Signs	\$38.00	\$38.00	0.00%	-	-
Registration of a Swimming Pool on the NSW Swimming Pools Register	\$10.00	\$10.00	0.00%	per application	-

## Saleyards

Agents' Licence	\$1,895.00	\$1,955.00	3.17%	Annum	-
New Agents Permit	\$10,000.00	\$10,000.00	0.00%	One-off	-

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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## Saleyards [continued]

Agents Kiosk	\$12.50	\$13.00	4.00%	Sale	-
Agents Operations	\$0.50	\$0.50	0.00%	Head	-
Re-scanning Fee	\$9.50	\$9.80	3.16%	Head	-
Saleyards Fees – Sheep	\$1.00	\$1.00	0.00%	Head	-
Saleyards Fees – Calves	\$3.50	\$3.70	5.71%	Head	-
Saleyards Fees – Fat Cattle	\$9.20	\$9.50	3.26%	Head	-
Saleyards Fees – Store Cattle	\$8.70	\$9.00	3.45%	Head	-
Saleyards Fees – Passed-in Stock	\$2.70	\$2.80	3.70%	Head	-
Saleyards Fees – Special Weighing	\$5.50	\$5.70	3.64%	Head	Outside of sale day
Saleyards Fees – Use of Crush	\$1.10	\$1.15	4.55%	Head	Outside of sale day service must be booked in advance
Holding or Agistment Yard Fees – Use of Concrete Yards	\$1.80	\$1.85	2.78%	Head / Day	Outside of sale day service must be booked in advance
Holding or Agistment Yard Fees – Use of Holding Pens	\$0.80	\$0.85	6.25%	Head / Day	Outside of sale day service must be booked in advance
Holding or Agistment Yard Fees – Use of Sheep Yards	\$0.60	\$0.60	0.00%	Head / Day	Outside of sale day service must be booked in advance
Disposal of Dead Stock – Large Animals (Cattle / Calves / Horses)	\$195.00	\$195.00	0.00%	Animal	-
Disposal of Dead Stock – Medium Animals (Sheep)	\$130.00	\$130.00	0.00%	Animal	-

## Truck Wash

Truck Wash Usage	\$0.80	\$0.85	6.25%	Minute	-
Truck Wash Key	\$55.00	\$57.00	3.64%	Key	-

## Tourism

Computer Printing Fees – A4 -Colour	\$0.80	\$0.80	0.00%	Sheet	-
Laminating – A3	\$11.00	\$11.00	0.00%	Sheet	-
Laminating – A4	\$5.70	\$5.70	0.00%	Sheet	-
Laminating – Business Cards	\$3.30	\$3.30	0.00%		-
Narrabri Shire Town Maps – colour (double sided pad maps)	\$44.00	\$44.00	0.00%		-
Narrabri Shire Town Maps A3 – black & white (double sided pad maps)	\$28.00	\$28.00	0.00%		-
Photocopies – Colour (double sided) A4	\$1.60	\$1.60	0.00%	Each	-
Photocopies – Black & white (double sided) A4	\$0.80	\$0.80	0.00%	Sheet	-
Photocopies – Black & white (single sided) A3	\$0.80	\$0.80	0.00%	Sheet	-
Photocopies – Black & white (single sided) A4	\$0.40	\$0.40	0.00%	Sheet	-

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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### Tourism [continued]

Photocopies – Colour (double sided) A3	\$3.20	\$3.20	0.00%	Sheet	-
Photocopies – Colour (single sided) A3	\$1.60	\$1.60	0.00%	Sheet	-
Photocopies – Colour (single sided) A4	\$0.80	\$0.80	0.00%	Sheet	-
Printing Fees – Colour (double sided) A3	\$3.20	\$3.20	0.00%	Each	-
Printing Fees – Colour (single sided) A3	\$1.60	\$1.60	0.00%	Each	-
Printing Fees – Black & white (double sided) A3	\$1.60	\$1.60	0.00%	Sheet	-
Printing Fees – Black & white (double sided) A4	\$0.80	\$0.80	0.00%	Sheet	-
Printing Fees – Black & white (single sided) A4	\$0.40	\$0.40	0.00%	Sheet	-
Printing Fees – Colour (single sided) A4	\$0.80	\$0.80	0.00%	Sheet	-
Scanning	\$2.30	\$2.50	8.70%	Per page	-
Tourism Event Administration Fee	\$55.00	\$50.00	-9.09%	per hour	-

### Banner Advertising

Advertising Rental Space	\$26.00	\$27.00	3.85%	Banner / Month	Required Public Liability Certificate of Currency of minimum \$20,000,000
Combined Hanging / Removal Fee			As Quoted		Narrabri, Wee Waa and Boggabri
			Last YR Fee As Quoted		

### Waste Disposal Narrabri Landfill

#### General Waste

Weighbridge Tickets – General Waste (Outside Narrabri Shire)	\$180.00	\$185.50	3.06%	Tonne	Unsorted charges will apply if general waste contains wire, tyres, hydraulic hoses, tarpaulins, asbestos and material that could cause breakdown of Council's plant.
Weighbridge Tickets – General Waste (Within Narrabri Shire). Free for Shire residents with household quantities. Proof of being a resident is required.	\$135.00	\$139.50	3.33%	Tonne	Unsorted charges will apply if general waste contains wire, tyres, hydraulic hoses, tarpaulins, asbestos and material that could cause breakdown of Council's plant.
Weighbridge Tickets – Unsorted General Waste	\$250.00	\$258.00	3.20%	Tonne	Not sorted – containing wire, tyres, hydraulic

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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#### General Waste [continued]

Weighbridge Tickets – Unsorted General Waste	\$250.00	\$258.00	3.20%	Tonne	Not sorted – containing wire, tyres, hydraulic hoses, tarpaulins, asbestos and material that could cause breakdown of Council's plant.
Weighbridge Tickets – Unsorted General Waste (total expected disposal > 5 tonne)	Price on application			-	
			Last YR Fee	-	

#### Recyclables

Weighbridge Tickets – Drum Muster Drums		Free	-	
		Last YR Fee	Free	
Weighbridge Tickets – Mixed Recyclables. Household Quantities Only.		Free	-	
		Last YR Fee	Free	
Weighbridge Tickets – Paper & Cardboard. Household Quantities Only.		Free	-	
		Last YR Fee	Free	
Weighbridge Tickets – Glass Containers. Household Quantities Only.		Free	Excluding window glass and crockery	
		Last YR Fee	Free	
Weighbridge Tickets – Scrap Metal Waste		Free	Includes other white goods. Refrigerators and Airconditioners must be accompanied by a de-gas certificate. If not, charges apply. For car disposal the VIN number is required. This must be booked in one (1) day in advance.	
		Last YR Fee	Free	

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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#### Recyclables [continued]

Weighbridge Tickets – Vehicle Batteries		Free		-	
		Last YR Fee Free			
Weighbridge Tickets – Electronic Equipment. Household Quantities Only.		Free			Includes computers, printers, televisions, telephones and laptops.
		Last YR Fee Free			
Weighbridge Tickets – Used Motor Oil		Free		-	
		Last YR Fee Free			
Weighbridge Tickets – Clean Fill		Free			Excavated Natural Material or Virgin Excavated Natural Material Must be tested by a NATA certified laboratory. Testing results to be submitted to Council five (5) days prior to disposal.
		Last YR Fee Free			

#### Other Waste. Charges apply for Commercial and Residential Users

Weighbridge Tickets – Construction / Demolition Waste (mixed)	\$155.00	\$160.00	3.23%	Tonne	-
Weighbridge Tickets – Cover Material	\$25.00	\$26.00	4.00%	Tonne	Not certified. Excavated natural material or fill not contaminated.
Weighbridge Tickets – Contaminated Soil	\$190.00	\$196.00	3.16%	Tonne	Testing results to be submitted to Council one (1) week prior to disposal. Must be tested by a NATA certified laboratory.
Weighbridge Tickets – Special Waste	\$190.00	\$196.00	3.16%	Tonne	Grains, tarps and asbestos. For asbestos, must notify Council 4 days prior to delivery.
Weighbridge Tickets – Ducting	\$566.00	\$583.00	3.00%	Tonne	-
Weighbridge Tickets – Green Waste. Household Quantities Free.	\$75.00	\$77.50	3.33%	Tonne	-
Weighbridge Tickets – Clean Concrete & Masonry	\$87.00	\$90.00	3.45%	Tonne	-

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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#### Other Waste. Charges apply for Commercial and Residential Users [continued]

Weighbridge Tickets – Clean Timber. Household Quantities Free.	\$55.00	\$57.00	3.64%	Tonne	-
Weighbridge Tickets – Refrigerators and Airconditioners (not degassed/no certificate)	\$40.00	\$41.50	3.75%	Item	Exempt - not-for-profit welfare organisations, including The Salvation Army, Lifeline and St. Vincent de Paul Society.
Weighbridge Tickets – Disposal Dead Animal – Small	\$10.00	\$10.40	4.00%	Each	Eg. Cat, Dog
Weighbridge Tickets – Disposal Dead Animal – Medium	\$25.00	\$26.00	4.00%	Each	Eg. Sheep, Deer and Pony.
Weighbridge Tickets – Disposal Dead Animal – Large	\$55.00	\$57.00	3.64%	Each	Eg. Cow, Horse
Other – Disposal of Chemicals		As Quoted			Arrangement to be made prior to disposal. Household quantities only.
		Last YR Fee As Quoted			

#### Tyres – Charges apply for Commercial and Residential users

For Commercial and Residential Disposal

Tyres – Commercial Rubber	\$300.00	\$309.00	3.00%	Tonne	-
Tyres – Motor Cycle, Quad Runner – clean	\$4.00	\$4.20	5.00%	Unit	-
Tyres – Motor Cycle, Quad Runner – with rim or dirty	\$8.00	\$8.30	3.75%	Unit	-
Tyres – Car, Ute (not 4WD) clean	\$6.00	\$6.20	3.33%	Unit	-
Tyres – Car, Ute (not 4WD) with rims or dirty	\$10.00	\$10.40	4.00%	Unit	-
Tyres – 4WD – clean	\$8.00	\$8.30	3.75%	Unit	-
Tyres – 4WD – with rim or dirty	\$12.00	\$12.40	3.33%	Unit	-
Tyres – Light Truck <16" clean	\$16.00	\$16.60	3.75%	Unit	-
Tyres – Light Truck <16" with rims or dirty	\$25.00	\$26.00	4.00%	Unit	-
Tyres – Heavy Truck >16" clean	\$50.00	\$51.50	3.00%	Unit	-
Tyres – Heavy Truck >16" with rim or dirty	\$100.00	\$103.00	3.00%	Unit	-
Tyres – Truck, Tractor – small up to 1.5 width clean	\$90.00	\$93.00	3.33%	Unit	-
Tyres – Truck, Tractor – large more than 1.5m clean	\$150.00	\$154.50	3.00%	Unit	-
Tyres – Truck, Tractor – small up to 1.5m width with rim or dirty	\$150.00	\$154.50	3.00%	Unit	-
Tyres – Truck, Tractor – large more than 1.5m with rim or dirty	\$250.00	\$258.00	3.20%	Unit	-
Tyres – Commercial Rubber	\$300.00	\$309.00	3.00%	Tonne	-

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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### Special Events

Weekend & Public Holiday Call Out	\$270.00	\$279.00	3.33%	-	-
Weekend & Public Holiday Service	\$6.00	\$6.20	3.33%	Bin per collection	-
Weekend and Public Holiday service fee	\$6.00	\$6.20	3.33%	Bin	-
Delivery and Removal	\$200.00	\$206.00	3.00%	Event	-
Weekend and Public Holiday call out fee	\$270.00	\$279.00	3.33%	-	-
Service of 140L MSW bins	\$10.00	\$10.40	4.00%	Bin per collection	-
Service of Front-Lift Bins	\$40.00	\$41.50	3.75%	Bin per collection	-

### Waste Disposal Rural Transfer Stations

#### General Waste

Small Vehicle Charges – Lawn Clipping			Free	-
			Last YR Fee Free	
Small Vehicle Charges – Lawn Clipping			Free	-
			Last YR Fee Free	
Small Vehicle Charges – Car/Van/Wagon	\$14.00	\$14.60	4.29%	Vehicle -
Small Vehicle Charges – Utes/AWD/6*4 Trailer	\$28.00	\$29.00	3.57%	Vehicle -
Small Vehicle Charges -> = 8*5 Trailer	\$45.00	\$46.50	3.33%	Vehicle -
Small Vehicle Charges -> = 10*5 Trailer	\$51.00	\$53.00	3.92%	Vehicle -

#### Green Waste

Small Vehicle Charges – Lawn Clipping			Free		-
			Last YR Fee Free		
Small Vehicle Charges – Car/Van/Wagon	\$10.00	\$10.40	4.00%	Vehicle	-
Small Vehicle Charges – Utes/AWD/6*4 Trailer	\$17.00	\$17.60	3.53%	Vehicle	-
Small Vehicle Charges -> = 8*5 Trailer	\$22.00	\$23.00	4.55%	Vehicle	-
Small Vehicle Charges -> = 10*5 Trailer	\$27.00	\$28.00	3.70%	Vehicle	-

#### Other

Note: Other types of waste, asbestos, construction and demolition waste and tyres must be disposed at Narrabri Landfill.

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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#### Other [continued]

Bulk Waste		Free			Household quantities only. Include furniture and mattresses.
		Last YR Fee Free			
Degassed Fridges, Freezers and Airconditioners		Free			Items must be accompanied by a de-gas certificate. If not they must be taken to Narrabri landfill.
		Last YR Fee Free			
Electronic Waste (E-Waste)		Free			Includes computers, printers,televisions, telephones and laptops.
		Last YR Fee Free			
General Household Comingle Recycling		Free			Small business and household quantities only.
		Last YR Fee Free			
Scrap Metal		Free		-	
		Last YR Fee Free			
Used Machinery Oil		Free		-	
		Last YR Fee Free			

#### Cemeteries

##### General (excludes Lawn Cemetery)

Transfer of Right of Burial	\$52.00	\$54.00	3.85%	Transfer	Administration Fee
Genealogy / historical search of cemetery records requiring more than 30 minutes	\$52.00	\$54.00	3.85%	Hour	Per hour after initial 30 minutes + Information Cost
Adult / Child – Casket – Right of Burial / Plot Reservation	\$622.00	\$641.00	3.05%	Plot	-
Adult / Child – Ashes – Right of Burial / Plot Reservation	\$87.00	\$90.00	3.45%	Plot	Columbarium Wall
Adult / Child – Casket – Burial Permit including Interment	\$850.00	\$876.00	3.06%	Interment	-

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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#### General (excludes Lawn Cemetery) [continued]

Adult / Child – Casket – Burial Permit excluding Interment	\$320.00	\$330.00	3.13%	Interment	Interment arranged by Funeral Director
Adult / Child – Ashes – Burial Permit including interment	\$131.00	\$135.00	3.05%	Interment	Columbarium Wall
Monument Works Application	\$103.00	\$107.00	3.88%	Plot	-
After Hours Fee	\$425.00	\$438.00	3.06%	Funeral	Additional fee for pre-arranged after hours, weekends or public holidays

#### Boggabri Lawn Cemetery

Plinths and plaques are not included. A plinth must be purchased at the time of interment.

Transfer of Right of Burial	\$52.00	\$54.00	3.85%	Transfer	Administration Fee
Genealogy / historical search of cemetery records requiring more than 30 minutes	\$52.00	\$54.00	3.85%	Hour	Per hour after initial 30 minutes + Information Cost
Adult / Child – Casket – Right of Burial / Plot Reservation	\$1,630.00	\$1,680.00	3.07%	Plot	Double Depth
Adult / Child – Ashes – Right of Burial / Plot Reservation	\$87.00	\$89.50	2.87%	Plot	Columbarium Wall
Adult – Casket – Burial Permit including excavation (First Interment)	\$1,052.00	\$1,085.00	3.14%	Interment	Adults (> 12 years of age)
Adult – Casket – Burial Permit including excavation (Second Interment)	\$850.00	\$850.00	0.00%	Interment	Adults (> 12 years of age)
Child – Casket – Burial Permit including excavation	\$490.00	\$490.00	0.00%	Interment	Child (< 12 years of age)
Adult / Child – Ashes – Burial Permit	\$131.00	\$135.00	3.05%	Interment	Columbarium Wall
After Hours Fee	\$425.00	\$438.00	3.06%	Funeral	Additional fee for pre-arranged after hours, weekends or public holidays

#### Narrabri Lawn Cemetery

Plinths and plaques are not included. A plinth must be purchased at the time of interment.

Transfer of Right of Burial	\$52.00	\$53.50	2.88%	Transfer	Administration Fee
Genealogy / historical search of cemetery records requiring more than 30 minutes	\$52.00	\$53.50	2.88%	Hour	Per hour after initial 30 minutes + Information Cost
Adult – Casket – Right of Burial / Plot Reservation	\$2,102.00	\$2,165.00	3.00%	Plot	Double Depth
Child – Casket – Right of Burial / Plot Reservation	\$1,051.00	\$1,085.00	3.24%	Plot	Double Depth
Adult / Child – Ashes – Right of Burial / Plot Reservation – Columbarium Wall	\$87.00	\$90.00	3.45%	Plot	-
Adult / Child – Ashes – Right of Burial – Memorial Garden	\$775.01	\$798.00	2.97%	Plot	-
Adult – Casket – Burial Permit including excavation (First Interment)	\$1,195.00	\$1,235.00	3.35%	Interment	Adults (> 12 years of age)
Adult – Casket – Burial Permit including	\$849.00	\$875.00	3.06%	Interment	

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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#### Narrabri Lawn Cemetery [continued]

Adult – Casket – Burial Permit including excavation (Second Interment)	\$849.00	\$875.00	3.06%	Interment	Adults (> 12 years of age)
Child – Casket – Burial Permit including excavation	\$721.00	\$743.00	3.05%	Interment	Child (< 12 years of age)
Adult / Child – Ashes – Burial Permit –	\$133.00	\$137.00	3.01%	Interment	-
Adult / Child – Ashes – Burial Permit – Memorial Garden (First Interment)	\$133.00	\$137.00	3.01%	Interment	-
Adult / Child – Ashes – Burial Permit – Memorial Garden (Second Interment)	\$133.00	\$137.00	3.01%	Interment	-
After Hours Fee	\$425.00	\$438.00	3.06%	Funeral	Additional fee for pre-arranged after hours, weekends or public holidays

#### Plinths and Vases

Plinth – Black Granite	\$903.00	\$931.00	3.10%	Plinth	Vases purchased separately
Plinth – Dark Grey Granite	\$866.00	\$892.00	3.00%	Plinth	Vases purchased separately
Plinth – Light Grey	\$526.00	\$542.00	3.04%	Plinth	Vases purchased separately
Plinth – Concrete	\$213.00	\$220.00	3.29%	Plinth	Vases purchased separately
Gold Vase	\$42.00	\$43.50	3.57%	Vase	Vases sold in sets of two
Silver Vase	\$42.00	\$43.50	3.57%	Vase	Vases sold in sets of two
Black Vase	\$42.00	\$43.50	3.57%	Vase	Vases sold in sets of two

#### Community Facilities

##### Public Parks and Events

Cleaning deposit for major events – refundable after full clean up and restoration	\$310.00	\$319.00	2.90%		Refundable bond required. Damage to Council facilities will be charged.
Large Event Booking and Usage Fee	\$155.00	\$160.00	3.23%	Park / Day (or part thereof)	Over 500 attendees
Small Event Booking and Usage Fee	\$105.00	\$105.00	0.00%	Park / Day (or part thereof)	Under 500 attendees
Council staff assistance for events during business hours	\$47.00	\$48.50	3.19%	Hour / Staff Member	Bump In / Bump Out
Council staff assistance for events after hours / weekends	\$93.00	\$96.00	3.23%	Hour / Staff Member	Minimum 4 hour call out may be payable
Power Access	\$15.00	\$16.00	6.67%	Hour	Public Parks

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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#### Public Parks and Events [continued]

Mowing Request for Events	\$85.00	\$88.00	3.53%	Request	Minimum fee or as quoted
Itinerant Traders and Fitness / Boot Camp Instructors	\$31.00	\$32.00	3.23%	Day	Daily fee for commercial trade in a public park

#### Sporting Fields

Collins Park Oval # 1 – Cricket Lights	\$42.49	\$42.50	0.02%	-	-
Hogan Oval # 2 – Cricket Lights	\$32.00	\$33.00	3.13%	-	-
Collins Park Oval # 1 – Training Lights	\$27.00	\$20.00	-25.93%	Hour	-
Collins Park Oval # 1 – Competition Lights	\$42.00	\$31.50	-25.00%	Hour	-
Hogan Oval # 2 – Training Lights	\$22.00	\$13.00	-40.91%	Hour	-
Hogan Oval # 2 – Competition Lights	\$36.00	\$23.00	-36.11%	Hour	-
Leitch Oval # 3 – Training Lights	\$11.00	\$11.40	3.64%	Hour	-
Cook Oval, Wee Waa – Training Lights	\$11.00	\$11.40	3.64%	Hour	-
Jubilee Oval, Boggabri – Lights	\$11.00	\$11.40	3.64%	Hour	-
Dangar Park, Narrabri – Combined Netball / Basketball Courts – Lighting Tower 1	\$15.00	\$15.60	4.00%	Hour	-
Dangar Park, Narrabri – Combined Netball / Basketball Courts – Lighting Tower 2	\$16.00	\$15.60	-2.50%	Hour	-
Additional Field Line Marking	\$360.00	\$371.00	3.06%	Field	Line marking at commencement of season provided free of charge
Storage Hire – without power	\$360.00	\$371.00	3.06%	Annum	Approximately 3m x 6m
Storage Hire – with power		\$350.00 plus meter read		Annum	Annual Fee plus meter read. Approximately 3m x 6m
		Last YR Fee \$350.00 plus meter read			
Cleaning Fee	\$31.00	\$32.00	3.23%	Room	For toilets and change rooms not cleaned after training or competition

#### Pilliga Artesian Bore Baths

Camping Fee	\$5.00	\$5.00	0.00%	Vehicle / Night	Primitive camping ground adjacent to Pilliga Artesian Bore Baths
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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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## Public Swimming Pools

### Narrabri Aquatic Centre

Single Entry – Child 2 years and under			Free	Child	-
			Last YR Fee Free		
Single Entry – Children (3-18 years) / Concession	\$3.00	\$3.00	0.00%	Child, Concession	Concession on presentation of Pension Card
Single Entry – Adults	\$5.00	\$5.00	0.00%	Adult	-
Single Entry – Schools and approved groups	\$3.00	\$3.00	0.00%	Person	-
Single Entry – School Teachers and Teachers Assistants	\$2.00	\$2.00	0.00%	Person	-
Season Fee – School Teachers and Teachers Assistants	\$100.00	\$100.00	0.00%	School	-
Child / Concession 12 Month Pass – All Shire Pools	\$190.00	\$190.00	0.00%	Child, Concession	-
Adult 12 Month Pass – All Shire Pools	\$300.00	\$300.00	0.00%	Adult	-
Family 12 Month Pass – All Shire Pools	\$550.00	\$550.00	0.00%	Family	-
Child / Concession 6 Month Pass	\$115.00	\$115.00	0.00%	Child, Concession	Purchased at any time for use at all three pools. Concession on presentation of Pension Card.
Adult 6 Month Pass	\$180.00	\$180.00	0.00%	Adult	Purchased at any time for use at all three pools.
Family 6 Month Pass	\$350.00	\$350.00	0.00%	Family	Purchased at any time for use at all three pools. Family to be as listed on Medicare Card.
Life Member 6 Month Pass			Free	Member	Purchased at any time for use at all three pools. Non Transferable.
			Last YR Fee Free		
Child / Concession 10 Entry Pass	\$25.00	\$25.00	0.00%	Child, Concession	10 Entries. Concession on presentation of Pension Card.
Adult 10 Entry Pass	\$45.00	\$45.00	0.00%	Adult	10 Entries
Spectator Fee	\$2.00	\$2.00	0.00%	-	-
Non-Swimming Spectator 10 Entry Pass	\$18.00	\$18.00	0.00%	Person	10 Entries
Provision of LTS Instructor for School Swimming			As Quoted	Instructor / Hour	-
			Last YR Fee As Quoted		

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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**Narrabri Aquatic Centre** [continued]

Private Swimming Lessons		As Quoted	Lesson plus entry	Adult/Child/Concession - 15 minute one on one lesson	
		Last YR Fee As Quoted			
Learn to Swim Classes		As Quoted	Lesson plus entry	Group - all levels	
		Last YR Fee As Quoted			
Squad Training		As Quoted	Session plus entry	-	
		Last YR Fee As Quoted			
Intensive Holiday Program		As Quoted	Block Fee	5 day block - 5 x 30 minute group lessons	
		Last YR Fee As Quoted			
Adult / Child / Concession Fitness Classes	\$10.00	\$10.00	0.00%	Person / Class plus entry fee	Concession on presentation of Pension Card
Adult / Child / Concession Fitness Classes 10 Class Pass	\$90.00	\$90.00	0.00%	Person	Concession on presentation of Pension Card
Lane Hire – 50m Pool	\$20.00	\$20.00	0.00%	Hour	Commercial
Lane Hire – 25m Pool	\$25.00	\$25.00	0.00%	Hour	Commercial
Lane Hire – Swim Club – 50m pool	\$500.00	\$500.00	0.00%	One lane free, second lane fee per calendar month regardless of use	Additional lanes and hours at commercial rates. Based on summer use provided by Swim Club - October to March only - Mon to Fri (3.45pm to 6.00pm) and Wed & Thurs (6.00am to 7.30am) - (total of 14.25 additional hrs/wk)
Lane Hire – Swim Club – 25m pool	\$250.00	\$250.00	0.00%	One lane free, second lane fee per calendar month regardless of use	Additional lanes and hours at commercial rates. Based on winter use provided by Swim Club - April to Sept only - Mon, Wed & Fri (4.00pm to 5.30pm) - (total of 4.5 additional hrs/wk)
Multi-Purpose Room Hire – per hour	\$10.00	\$10.00	0.00%	Hour	-
Multi-Purpose Room Hire – per half day	\$30.00	\$30.00	0.00%	3 Hour Block	3 hour blocks
Multi-Purpose Room Hire – per full day	\$70.00	\$70.00	0.00%	Day	8 hour blocks
Other – Pool Hire Out of Hours	\$120.00	\$120.00	0.00%	Hour	Minimum 2 hour booking

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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#### *Narrabri Aquatic Centre* [continued]

Other – Pool Inflatable	\$75.00	\$75.00	0.00%	Hour	Minimum 2 hour booking plus pool booking (above)
Narrabri Aquatic Centre Event Fee	\$500.00	\$500.00	0.00%	-	-

#### *Wee Waa and Boggabri Pools*

Single Entry – Child 2 years and under			Free	Child	-
			Last YR Fee Free		
Single Entry – Children (3-18 years) / Concession	\$2.00	\$2.00	0.00%	Child, Concession	Concession on presentation of Pension Card
Single Entry – Adults	\$3.50	\$3.50	0.00%	Adult	-
Single Entry – Schools and approved groups	\$2.00	\$2.00	0.00%	Person	-
Single Entry – School Teachers and Teachers Assistants	\$2.00	\$2.00	0.00%	Person	-
Season Fee – School Teachers and Teachers Assistants	\$100.00	\$100.00	0.00%	School	-
Single Entry – Family	\$10.00	\$10.00	0.00%	Family	Family to be as listed on Medicare Card.
Child / Concession 6 Month Pass	\$83.00	\$83.00	0.00%	Child, Concession	Purchased before 31 December. Concession on presentation of Pension Card
Adult 6 Month Pass	\$140.00	\$130.00	-7.14%	Adult	Purchased before 31 December
Family 6 Month Pass	\$350.00	\$350.00	0.00%	Family	Purchased before 31 December. Family to be as listed on Medicare Card.
Life Member 6 Month Pass			Free	Member	Purchased before 31 December. Non Transferable
			Last YR Fee Free		
Child / Concession Half Season Pass	\$40.00	\$40.00	0.00%	Child, Concession	Purchased after 31 December. Concession on presentation of Pension Card
Adult Half Season Pass	\$70.00	\$70.00	0.00%	Adult	Purchased after 31 December
Family Half Season Pass	\$200.00	\$200.00	0.00%	Family	Purchased after 31 December. Family to be as listed on Medicare Card.
Child / Concession 10 Entry Pass	\$18.00	\$18.00	0.00%	Child, Concession	10 Entries. Concession on presentation of Pension Card.

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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**Wee Waa and Boggabri Pools** [continued]

Adult 10 Entry Pass	\$30.00	\$30.00	0.00%	Adult	10 Entries
Spectator Fee	\$2.00	\$2.00	0.00%	-	
Non-Swimming Spectator 10 Entry Pass	\$18.00	\$18.00	0.00%	Person	10 Entries
Learn to Swim Classes		As Quoted		Lesson plus entry	-
		Last YR Fee As Quoted			
Squad Training		As Quoted		Session plus entry	-
		Last YR Fee As Quoted			
Intensive Holiday Program – 5 Day Blocks		As Quoted		Each	-
		Last YR Fee As Quoted			
Intensive Holiday Program – 10 Day Blocks		As Quoted		Each	-
		Last YR Fee As Quoted			
Adult / Child / Concession Fitness Classes		As Quoted		Person / Class plus entry fee	-
		Last YR Fee As Quoted			
Adult / Child / Concession Fitness Classes 10 Class Pass		As Quoted		Person	-
		Last YR Fee As Quoted			
Lane Hire – 33m Pool – Business	\$15.00	\$15.00	0.00%	Hour	-
Lane Hire – 33m Pool – Swimming Club	\$250.00	\$250.00	0.00%	One lane free, second lane fee per calendar month regardless of use	-
Other – Phone Call at Pool	\$1.00	\$1.00	0.00%	Each	-
Other – Pool Hire Out of Hours	\$120.00	\$120.00	0.00%	Hour	Minimum 2 hour booking
Other – Inflatable Hire	\$75.00	\$75.00	0.00%	Hour	Minimum 2 hour booking plus pool booking (above)

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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## Labour Hire Services

Labour Hire Services		By Agreement	-
		Last YR Fee By Agreement	

## INFRASTRUCTURE DELIVERY

### General Inspections

Section 138 Inspection	\$150.00	\$150.00	0.00%	-
Pipeline Under Road – Application Only	\$22.00	\$23.00	4.55%	-
Pipeline Under Road – Inspection – Rural	\$319.00	\$329.00	3.13%	for a maximum of 2 inspections
Pipeline Under Road – Inspection – Urban	\$266.00	\$274.00	3.01%	for a maximum of 2 inspections
Pipeline Under Road – Additional Inspection	\$150.00	\$150.00	0.00%	-
Gates & Grids on Public Road – Application Only	\$21.00	\$22.00	4.76%	-
Gates & Grids on Public Road – Inspection	\$319.00	\$329.00	3.13%	for a maximum of 2 inspections
Gates & Grids on Public Road – Additional Inspection	\$150.00	\$150.00	0.00%	-
Gates & Grids on Public Road – Removal Bond – refunded to remover	\$530.00	\$546.00	3.02%	-
Gates & Grids on Public Road – Removal of grid on unsealed public road	\$2,585.00	\$2,665.00	3.09%	-
Gates & Grids on Public Road – Removal of grid on sealed public road	\$3,409.00	\$3,515.00	3.11%	-
Driveway / Culvert Access – Application Only	\$21.00	\$22.00	4.76%	-
Driveway / Culvert Access – Inspection – Rural	\$319.00	\$329.00	3.13%	Where there is no established kerb and guttering  for a maximum of 2 inspections
Driveway / Culvert Access – Inspection – Urban	\$266.00	\$274.00	3.01%	Where there is established kerb and guttering  for a maximum of 2 inspections
Driveway / Culvert Access – Additional Inspection	\$150.00	\$150.00	0.00%	-
Concrete Footpath Construction		As Quoted	Per Metre	-
		Last YR Fee As Quoted		
Concrete Kerb & Gutter Construction		As Quoted	Per Metre	-
		Last YR Fee As Quoted		

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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### General Inspections [continued]

Concrete Kerb & Gutter Construction – Additional Inspection	\$150.00	\$150.00	0.00%	-	
Development Design Specification	\$74.00	\$76.50	3.38%	-	
Sub-Division Inspections – < \$100,000 (minimum 3 inspections)	\$922.00	\$950.00	3.04%	-	
Sub-Division Inspections – > \$100,000 (minimum 10 inspections)	\$3,080.00	\$3,175.00	3.08%	-	
Sub-Division Inspections – Additional inspections	\$319.00	\$329.00	3.13%	Inspection	-

### General – Other

Application for temporary lifting of alcohol free zones	\$103.00	\$106.50	3.40%	-	
Contractor Deposits		As Quoted		-	
		Last YR Fee As Quoted			

### General – Photocopying, Tender / Contract Documents / Drawings

### General – Tender Document Fees

### Private Works

Plant Hire		As Quoted		Full cost recovery	
		Last YR Fee As Quoted			
Roadwork Supervision		As Quoted		Full cost recovery	
		Last YR Fee As Quoted			
Slashing		As Quoted		-	
		Last YR Fee As Quoted			
Emulsion		As Quoted		Litre	Sold to RMS only
		Last YR Fee As Quoted			

### Water Supply Services

### Water – Connection (Includes Meter)

Connection – 20mm Service	\$2,150.00	\$2,215.00	3.02%	-	
Connection – 25mm Service	\$2,401.50	\$2,475.00	3.06%	-	
Connection – 32mm Service	\$2,654.50	\$2,735.00	3.03%	-	

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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#### Water – Connection (Includes Meter) [continued]

Connection – 40mm Service	\$3,779.50	\$3,895.00	3.06%	-	
Connection – 50mm Service	\$5,133.00	\$5,290.00	3.06%	-	
Connection – >50mm Service		As Quoted		-	
		Last YR Fee As Quoted			
Downsizing Connection Fee due to increased charges (temporary fee)	\$0.00	\$550.00	∞	Each Connection	-
Installation of a Water Flow Restrictor	\$366.00	\$377.00	3.01%	-	
Supply and Install an Underground Plastic Meter Pit	\$451.00	\$465.00	3.10%	-	

#### Water – Disconnection

Disconnection	\$600.00	\$618.00	3.00%	-	
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#### Water – Meters

Meter Testing	\$223.00	\$230.00	3.14%	-	
Special Meter Reading	\$69.00	\$71.50	3.62%	-	
Standard Pressure and Flow Test	\$223.00	\$230.00	3.14%	-	
Damaged Automatic Meter Reading Device Replacement	\$237.50	\$245.00	3.16%	-	
Damaged Meter / Replacement – 20mm	\$255.00	\$263.00	3.14%	-	
Damaged Meter / Replacement – 25mm	\$280.00	\$289.00	3.21%	-	
Damaged Meter / Replacement – 32mm	\$420.00	\$433.00	3.10%	-	
Damaged Meter / Replacement – 40mm	\$590.00	\$608.00	3.05%	-	
Damaged Meter / Replacement – > 50 mm		As Quoted		As Quoted	-
		Last YR Fee As Quoted			

#### Water Unmetered Service

Installation Meter & AMR Device		As Quoted		-	
		Last YR Fee As Quoted			

#### Water – Meter & AMR Device Installation / Replacement

#### Water – Bulk Sales

Bulk Water	\$3.50	\$3.50	0.00%	Kilolitre	-
Security Deposit for Avdata KeyFob	\$50.00	\$50.00	0.00%		-

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	Description
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#### Water – Bulk Sales [continued]

Single use hire for metered hydrant	\$20.00	\$20.00	0.00%	-	-
Multiple use hire for metered hydrant – per week	\$10.00	\$10.00	0.00%	Per Week	-
Deposit on Metered Hydrant	\$100.00	\$100.00	0.00%	-	-
Fill Swimming Pool – Call out fee	\$93.00	\$96.00	3.23%	-	-

#### Water – Headworks

Water – Headworks	\$3,785.00	\$3,900.00	3.04%	Allotment	-
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#### Sewerage Services

##### Sewer – Connection / Disconnection

Connection Fee – junction previously installed – < 900mm deep	\$795.00	\$819.00	3.02%	-	-
Connection Fee – junction previously installed – > 900mm deep	\$1,235.00	\$1,275.00	3.24%	-	-
Connection Fee – cut in junction – < 1.5m deep	\$919.00	\$947.00	3.05%	-	-
Connection Fee – cut in junction – > 1.5m deep		As Quoted		-	-
		Last YR Fee As Quoted			
Disconnection Fee – at junction	\$506.00	\$522.00	3.16%	-	-
Disconnection Fee – at mains – < 1.5m deep	\$919.00	\$947.00	3.05%	-	-
Disconnection Fee – at mains – > 1.5m deep		As Quoted		-	-
		Last YR Fee As Quoted			

##### Sewer – Headworks

Sewer – Headworks	\$5,710.00	\$5,885.00	3.06%	Allotment	-
Sewer – Headworks – Zimmerman St, Narrabri	\$2,430.00	\$2,505.00	3.09%	Allotment	-

##### Sewer – Organic Waste

Sewage Dispersal Field Charge	\$1,236.00	\$1,275.00	3.16%	-	-
Cat 2 Organic liquid trade waste (septic)	\$0.10	\$0.10	0.00%	Litre	-



# Our Operational Plan

Appendix C - Draft 2019-2020 Operational Budget

2019 -2020



**NARRABRI SHIRE**  
DISCOVER THE POTENTIAL



## NARRABRI SHIRE COUNCIL DRAFT OPERATIONAL BUDGET

### Income & Expenses (Income Statement) - Council Consolidated

(\$000's)	Original Budget 2018/19	Revised Budget 2018/19	Draft Budget 2019/20
<b>Income</b>			
Rates and Annual Charges	20,226	20,226	21,215
User Charges and Fees	11,315	11,251	10,948
Interest and Investment Revenues	1,482	1,482	1,498
Other Revenues	2,426	2,466	2,231
Grants & Contributions - Operating	9,840	7,523	10,976
Grants & Contributions - Capital	16,910	8,396	14,829
<b>Total Income from Continuing Operations</b>	<b>62,199</b>	<b>51,344</b>	<b>61,697</b>
<b>Expenses</b>			
Employee Costs	17,566	17,716	16,367
Borrowing Costs	282	282	252
Materials & Contracts	9,228	9,980	13,976
Depreciation	9,950	10,351	10,045
Other Expenses	6,518	6,488	5,429
Net Loss from disposal of assets	0	290	0
<b>Total Expenses from Continuing Operations</b>	<b>43,544</b>	<b>45,107</b>	<b>46,069</b>
<b>Net Operating Result from Continuing Operations</b>	<b>18,655</b>	<b>6,237</b>	<b>15,628</b>
<b>Net Operating Result excl. Capital Income</b>	<b>1,745</b>	<b>-2,159</b>	<b>799</b>

### Income & Expenses (Directorate Summary) - Council Consolidated

(\$000's)	Original Budget 2018/19	Revised Budget 2018/19	Draft Budget 2019/20
<b>Income</b>			
General Purpose Revenue	20,412	16,862	21,057
Strategic Management & Governance	105	105	141
Corporate Services	1,922	1,968	2,071
Development & Economic Growth	6,967	8,651	7,464
Infrastructure Delivery	32,793	23,758	30,964
<b>Total Income from Continuing Operations</b>	<b>62,199</b>	<b>51,344</b>	<b>61,697</b>
<b>Expenses</b>			
Strategic Management & Governance	2,743	2,863	1,671
Corporate Services	6,869	7,079	7,608
Development & Economic Growth	10,812	12,045	12,579
Infrastructure Delivery	23,120	23,120	24,211
<b>Total Expenses from Continuing Operations</b>	<b>43,544</b>	<b>45,107</b>	<b>46,069</b>
<b>Net Operating Result incl. Capital Income</b>	<b>18,655</b>	<b>6,237</b>	<b>15,628</b>
<b>Net Operating Result excl. Capital Income</b>	<b>1,745</b>	<b>-2,159</b>	<b>799</b>

Consisting of:

- General Fund Net Operating Result	19
- Water Fund Net Operating Result	589
- Sewer Fund Net Operating Result	191

## NARRABRI SHIRE COUNCIL DRAFT OPERATIONAL BUDGET

### Income & Expenses - General Purpose Income

(\$000's)	Original Budget 2018/19	Revised Budget 2018/19	Draft Budget 2019/20
<b>Income</b>			
Rates & Charges	12,927	12,927	13,309
Interest & Investment Revenue	497	497	497
General Purpose (Untied) Grants	6,988	3,438	7,251
<b>Total Income from Continuing Operations</b>	<b>20,412</b>	<b>16,862</b>	<b>21,057</b>
<b>Expenses</b>			
Nil			
<b>Total Expenses from Continuing Operations</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Operating Result before Capital Items</b>	<b>20,412</b>	<b>16,862</b>	<b>21,057</b>

### Income & Expenses - Strategic Management & Governance

(\$000's)	Original Budget 2018/19	Revised Budget 2018/19	Draft Budget 2019/20
<b>Income</b>			
Strategic Management & Governance	0	0	42
Workforce Management	105	105	99
<b>Total Income from Continuing Operations</b>	<b>105</b>	<b>105</b>	<b>141</b>
<b>Expenses</b>			
Strategic Management & Governance	1,029	1,249	922
Governance	791	761	630
Strategic Management	238	488	292
Workforce Management	1,714	1,614	749
Human Resources Management	1,352	1,352	505
Organisational Development	362	262	244
<b>Total Expenses from Continuing Operations</b>	<b>2,743</b>	<b>2,863</b>	<b>1,671</b>
<b>Net Operating Result incl. Capital Income</b>	<b>-2,638</b>	<b>-2,758</b>	<b>-1,530</b>

## NARRABRI SHIRE COUNCIL DRAFT OPERATIONAL BUDGET

### Income & Expenses - Corporate Services

(\$000's)	Original Budget 2018/19	Revised Budget 2018/19	Draft Budget 2019/20
<b>Income</b>			
Community & Customer Relations	0	0	1
Customer Management	0	0	1
Records Management	0	0	0
Communications	0	0	0
Financial Services	85	85	170
Financial Support	85	85	170
Procurement & Stores	0	0	0
Information Services	0	106	86
IT Technical Support	0	106	5
IT Corporate Network	0	0	81
Property Services	275	331	387
Property Management	274	330	386
Geospatial Information Services	1	1	1
Insurance Management	0	0	0
Depot Services	1	0	0
Depot Management	1	0	0
Depot Operations - Narrabri	0	0	0
Depot Operations - Wee Waa	0	0	0
Depot Operations - Boggabri	0	0	0
Airport Services	227	227	215
Airport Management	0	0	0
Airside Operations	186	186	186
Landside Operations	11	11	15
Aviation Fuel Facilities	30	30	14
The Crossing Theatre	1,221	1,106	1,137
TCT Management	0	11	32
Cinemas	320	280	259
Front of House	480	435	381
The Crossing Café	140	160	213
User Pays Events	66	50	67
User Pays Live Events	70	70	85
Entrepreneurial Live Events	145	100	100
Libraries	113	113	75
Libraries Management	65	65	65
Library - Narrabri	0	0	9
Library - Wee Waa	0	0	1
Library - Boggabri	48	48	0
<b>Total Income from Continuing Operations</b>	<b>1,922</b>	<b>1,968</b>	<b>2,071</b>

## NARRABRI SHIRE COUNCIL DRAFT OPERATIONAL BUDGET

### Income & Expenses - Corporate Services

(\$000's)	Original Budget 2018/19	Revised Budget 2018/19	Draft Budget 2019/20
<b>Expenses</b>			
Community & Customer Relations	663	663	736
Customer Management	355	355	297
Records Management	160	160	217
Communications	148	148	222
Financial Services	815	815	1,412
Financial Support	660	660	1,137
Procurement & Stores	155	155	275
Information Services	456	456	694
IT Technical Support	179	179	402
IT Corporate Network	277	277	292
Property Services	1,554	1,844	1,636
Property Management	987	1,277	1,086
Geospatial Information Services	124	124	121
Insurance Management	443	443	429
Depot Services	214	214	213
Depot Management	19	19	0
Depot Operations - Narrabri	133	133	156
Depot Operations - Wee Waa	46	46	36
Depot Operations - Boggabri	16	16	21
Airport Services	739	739	769
Airport Management	594	594	671
Airside Operations	76	76	44
Landside Operations	58	58	46
Aviation Fuel Facilities	11	11	8
The Crossing Theatre	1,707	1,627	1,441
TCT Management	992	992	418
Cinemas	58	58	225
Front of House	136	136	369
The Crossing Café	157	157	207
User Pays Events	101	61	61
User Pays Live Events	101	101	70
Entrepreneurial Live Events	162	122	91
Libraries	721	721	707
Libraries Management	372	372	302
Library - Narrabri	222	222	269
Library - Wee Waa	83	83	91
Library - Boggabri	44	44	45
<b>Total Expenses from Continuing Operations</b>	<b>6,869</b>	<b>7,079</b>	<b>7,608</b>
<b>Net Operating Result incl. Capital Income</b>	<b>-4,947</b>	<b>-5,111</b>	<b>-5,537</b>

## NARRABRI SHIRE COUNCIL DRAFT OPERATIONAL BUDGET

### Income & Expenses - Development and Economic Growth

(\$000's)	Original Budget 2018/19	Revised Budget 2018/19	Draft Budget 2019/20
<b>Income</b>			
Planning & Regulatory Services	2,073	2,073	1,478
Strategic Land Use Planning	0	0	362
Statutory Land Use Planning	1,835	1,835	863
Building Surveying and Certification	111	111	122
Regulatory Enforcement	127	127	131
Environmental Health Services	117	117	115
Environmental Health Management	0	0	5
Environmental Health Control	7	7	6
Weeds Management	8	8	2
Weeds North West Action Program	102	102	102
Solid Waste Management Services	3,475	3,475	3,826
Urban Waste Management	1,626	1,626	1,694
Narrabri Waste Depot	1,573	1,573	1,830
Rural Waste (incl Transfer Stations)	276	276	302
Economic Development Services	2	1,179	11
Economic Development	0	100	5
Community Development	2	2	6
Grants Administration	0	1,077	0
Cemeteries	219	219	197
Cemeteries Management	0	0	0
Cemeteries Interment Services	219	219	130
Cemeteries Maintenance	0	0	67
Swimming Pools	470	510	330
Swimming Pools Management	0	0	0
Swimming Pool Operations - Narrabri	371	371	242
Swimming Pool Operations - Wee Waa	48	48	42
Swimming Pool Operations - Boggabri	36	76	35
Artesian Bore Baths - Pilliga	15	15	11
Parks & Open Spaces	201	616	1,052
Parks & Open Spaces Management	0	0	14
Community Use & Event Support	0	0	0
Open Space Maintenance	0	128	789
Sporting Facilities	93	135	89
Recreational Parks	108	263	160
Public Waste / Litter Control	0	0	0
Street Trees Program	0	0	0
Public Amenities & Monument Maintenance	0	0	0
Central Business District Maintenance	0	90	0
Saleyard Services	225	225	211
Saleyard Operations	173	173	156
Truck Wash Facilities	52	52	55

## NARRABRI SHIRE COUNCIL DRAFT OPERATIONAL BUDGET

### Income & Expenses - Development and Economic Growth

(\$000's)	Original Budget 2018/19	Revised Budget 2018/19	Draft Budget 2019/20
Tourism Services	185	237	244
Visitor Information Centre Operations	86	86	86
Tourism Network Management	0	0	27
Shire Marketing & Promotion	71	123	91
Event Facilitation	28	28	40
<b>Total Income from Continuing Operations</b>	<b>6,967</b>	<b>8,651</b>	<b>7,464</b>
<b>Expenses</b>			
Planning & Regulatory Services	1,226	1,226	2,063
Strategic Land Use Planning	158	158	774
Statutory Land Use Planning	278	278	544
Building Surveying and Certification	409	409	347
Regulatory Enforcement	381	381	398
Environmental Health Services	394	394	488
Environmental Health Management	37	37	71
Environmental Health Control	39	39	0
Weeds Management	216	216	210
Weeds North West Action Program	102	102	207
Solid Waste Management Services	3,300	3,300	3,385
Urban Waste Management	1,174	1,174	1,040
Narrabri Waste Depot	1,306	1,306	1,546
Rural Waste (incl Transfer Stations)	820	820	799
Economic Development Services	427	1,654	724
Economic Development	222	352	327
Community Development	118	133	273
Grants Administration	87	1,169	124
Cemeteries	488	488	462
Cemeteries Management	35	35	48
Cemeteries Interment Services	65	65	69
Cemeteries Maintenance	388	388	345
Swimming Pools	1,664	1,664	1,741
Swimming Pools Management	37	37	84
Swimming Pool Operations - Narrabri	1,067	1,067	1,100
Swimming Pool Operations - Wee Waa	282	282	243
Swimming Pool Operations - Boggabri	228	228	270
Artesian Bore Baths - Pilliga	50	50	44
Parks & Open Spaces	2,276	2,276	2,624
Parks & Open Spaces Management	979	979	1,000
Community Use & Event Support	74	74	13
Open Space Maintenance	163	163	457
Sporting Facilities	211	211	416
Recreational Parks	455	455	311
Public Waste / Litter Control	103	103	63
Street Trees Program	67	67	108
Public Amenities & Monument Maintenance	140	140	178
Central Business District Maintenance	84	84	78

## NARRABRI SHIRE COUNCIL DRAFT OPERATIONAL BUDGET

### Income & Expenses - Development and Economic Growth

(\$000's)	Original Budget 2018/19	Revised Budget 2018/19	Draft Budget 2019/20
Saleyard Services	383	383	299
Saleyard Operations	318	318	275
Truck Wash Facilities	65	65	24
Tourism Services	654	660	793
Visitor Information Centre Operations	475	475	497
Tourism Network Management	67	67	96
Shire Marketing & Promotion	68	74	146
Event Facilitation	44	44	54
<b>Total Expenses from Continuing Operations</b>	<b>10,812</b>	<b>12,045</b>	<b>12,579</b>
<b>Net Operating Result incl. Capital Income</b>	<b>-3,845</b>	<b>-3,394</b>	<b>-5,115</b>

## NARRABRI SHIRE COUNCIL DRAFT OPERATIONAL BUDGET

### Income & Expenses - Infrastructure Delivery

(\$000's)	Original Budget 2018/19	Revised Budget 2018/19	Draft Budget 2019/20
<b>Income</b>			
Infrastructure Delivery Support	3	3	5
Infrastructure Delivery Management	3	3	0
Contracts & Tender Management	0	0	5
Design & Investigation Services	18	18	23
Fleet Management	283	283	893
Plant Operations	283	283	115
Plant Maintenance	0	0	778
Plant Renewal / Expansion	0	0	0
Emergency Support	202	202	232
Roads & Ancillary Services	13,991	10,301	13,604
Roads Management	0	0	19
State Highway Maintenance Contract	4,983	4,983	4,357
Regional Roads Maintenance	1,566	1,566	1,600
Shire Roads Maintenance	6,015	1,600	4,657
Bridges Maintenance	1,372	1,372	2,400
Culverts / Causeways Maintenance	0	0	0
Town Streets Maintenance	55	780	56
Footpaths	0	0	0
Kerb & Guttering	0	0	0
Stormwater Management	0	0	0
Quarries	0	0	475
Roads Private Works	0	0	40
Water Services	8,628	8,653	7,129
Water Management	396	396	428
Baan Baa Water Operations	54	54	60
Bellata Water Operations	101	101	107
Boggabri Water Operations	589	614	643
Gwabegar Water Operations	61	61	59
Narrabri Water Operations	6,506	6,506	4,888
Pilliga Water Operations	107	107	98
Wee Waa Water Operations	814	814	846
Sewerage Services	9,668	4,298	9,078
Sewerage Management	246	246	287
Boggabri Sewerage Operations	4,969	724	4,665
Narrabri Sewerage Operations	2,498	2,498	2,309
Wee Waa Sewerage Operations	1,955	830	1,817
<b>Total Income from Continuing Operations</b>	<b>32,793</b>	<b>23,758</b>	<b>30,964</b>



## NARRABRI SHIRE COUNCIL DRAFT OPERATIONAL BUDGET

### Income & Expenses - Infrastructure Delivery

(\$000's)	Original Budget 2018/19	Revised Budget 2018/19	Draft Budget 2019/20
<b>Expenses</b>			
Infrastructure Delivery Support	135	135	307
Infrastructure Delivery Management	-162	-162	47
Contracts & Tender Management	297	297	260
Design & Investigation Services	495	495	493
Fleet Management	36	36	-733
Plant Operations	36	36	-3,166
Plant Maintenance	0	0	2,315
Plant Renewal / Expansion	0	0	118
Emergency Support	921	921	1,020
Roads & Ancillary Services	14,963	14,963	15,306
Roads Management	5,209	5,209	5,076
State Highway Maintenance Contract	4,046	4,046	3,556
Regional Roads Maintenance	765	765	478
Shire Roads Maintenance	3,033	3,033	3,548
Bridges Maintenance	121	121	91
Culverts / Causeways Maintenance	92	92	48
Town Streets Maintenance	830	830	1,812
Footpaths	178	178	57
Kerb & Guttering	178	178	34
Stormwater Management	301	301	131
Quarries	145	145	475
Roads Private Works	65	65	0
Water Services	3,241	3,241	4,301
Water Management	0	69	318
Baan Baa Water Operations	90	88	94
Bellata Water Operations	104	102	103
Boggabri Water Operations	461	451	624
Gwabegar Water Operations	74	72	78
Narrabri Water Operations	1,810	1,771	2,214
Pilliga Water Operations	117	115	112
Wee Waa Water Operations	585	573	758
Sewerage Services	3,329	3,329	3,517
Sewerage Management	0	0	0
Boggabri Sewerage Operations	435	435	475
Narrabri Sewerage Operations	2,170	2,170	2,291
Wee Waa Sewerage Operations	724	724	751
<b>Total Expenses from Continuing Operations</b>	<b>23,120</b>	<b>23,120</b>	<b>24,211</b>
<b>Net Operating Result incl. Capital Income</b>	<b>9,673</b>	<b>638</b>	<b>6,753</b>

# Our Operational Plan

Appendix D - Draft 2019-2020 Capital Works Program

2019 -2020



**NARRABRI SHIRE**  
DISCOVER THE POTENTIAL



NARRABRI SHIRE COUNCIL'S 2019/2020 CAPITAL EXPENDITURE PROGRAM	Capital Expenditure Budget	Funded from:						
		Restricted Assets (Int)	Restricted Assets (Ext)	R/A VPA Contributions	Draw down Loan Funds	Grants & Contributions	Proceeds from Sale of Assets	Rates/Chgs, Untied Grants
<b>CORPORATE SERVICES</b>								
<b>Information Services</b>								
Replace Desktop Computers with Laptops	20,000	20,000						
Connect Depot with Fibre Optic	100,000	100,000						
Smart Board	7,500	7,500						
Upgrade Desktop Computers in Narrabri, Wee Waa and Boggabri Libraries	37,800	37,800						
Upgrade CAD Computers	15,000	15,000						
Connect Narrabri Waste Facilities to Admin via Wireless Link (Microwave)	25,000	25,000						
Upgrade Narrabri CBD CCTV System (carryover 2018/19 + grant funding)	150,505			70,000		80,505		
<b>Total Information Services</b>	<b>355,805</b>	<b>205,300</b>	<b>0</b>	<b>70,000</b>	<b>0</b>	<b>80,505</b>	<b>0</b>	<b>0</b>
<b>Property Services</b>								
Council Rental Property Improvements	15,000	15,000						
Energy Sustainability Project – Stage 2	120,000							120,000
97 Cowper Street, Wee Waa – Releveling of Building	15,000	15,000						
Key Management System – Stage 2 & 3	10,000							10,000
Narrabri Library External Painting	15,000	15,000						
Administration Building Refurbishment – Stage 2 (Western Wing)	160,000	160,000						
Loan Repayments (Staff Housing & Toilets)	77,162							77,162
<b>Total Property &amp; Assets</b>	<b>412,162</b>	<b>205,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>207,162</b>
<b>Depots</b>								
Narrabri Depot – Office Workplace Improvements	150,000	150,000						
Boggabri & Wee Waa CCTV Cameras	20,000	20,000						
Wee Waa Depot – Wash Bay	30,000	30,000						
<b>Total Depots</b>	<b>200,000</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Airport</b>								
Replace Aerodrome Frequency Response Unit & Pilot Actuated Lighting (AFRU/PAL)	15,000	15,000						
Terminal Improvement	20,000	20,000						
Airside Drainage Improvement	20,000	20,000						
New Signage & Barriers	10,000	10,000						
LED Lighting for Apron Flood Light Infrastructures	40,000	40,000						
CCTV Cameras for Airside & Emergency/Security Gate	20,000	20,000						
Loan Repayments (Narrabri Airport)	78,132							78,132
<b>Total Airport</b>	<b>203,132</b>	<b>125,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>78,132</b>
<b>Crossing Theatre</b>								
Upgrade Lighting (LED lights)	20,000	20,000						
<b>Total Crossing Theatre</b>	<b>20,000</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Libraries</b>								
Repair Guttering & Repaint Facia Boards Boggabri	5,000	5,000						
Repaint & Recarpet Wee Waa Library	15,000	15,000						
Replace Air Conditioning Narrabri Library	30,000	30,000						
<b>Total Libraries</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



NARRABRI SHIRE COUNCIL'S 2019/2020 CAPITAL EXPENDITURE PROGRAM	Capital Expenditure Budget	Funded from:						
		Restricted Assets (Int)	Restricted Assets (Ext)	R/A VPA Contributions	Draw down Loan Funds	Grants & Contributions	Proceeds from Sale of Assets	Rates/Chgs, Untied Grants
<b>Caravan Parks</b>								
Boggabri Caravan Park	1,650,000			1,650,000				
Installation of Skirting to Underside of Cabins	5,000			5,000				
Loan Repayments (Boggabri Caravan Park)	17,119							17,119
<b>Total Caravan Parks</b>	<b>1,672,119</b>	<b>0</b>	<b>0</b>	<b>1,655,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,119</b>
<b>DEVELOPMENT &amp; ECONOMIC GROWTH</b>								
<b>Solid Waste Management</b>								
Narrabri Landfill Improvements	1,500,000				1,500,000			
Transfer Stations - New Access Road for Boggabri	20,000	20,000						
Transfer Stations - Upgrade Waste Collection Points	250,000	250,000						
<b>Total Solid Waste Management</b>	<b>1,770,000</b>	<b>270,000</b>	<b>0</b>	<b>0</b>	<b>1,500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Economic Development</b>								
Narrabri - Portable Alfresco Dining Deck (deferred from 2017/18)	20,000							20,000
Loan Repayments (Shannon Estate)	280,531		280,531					
<b>Total Economic Development</b>	<b>300,531</b>	<b>0</b>	<b>280,531</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,000</b>
<b>Saleyards</b>								
Additional Standpipes	10,000	10,000						
Replace Water Troughs	30,000	30,000						
Loan Repayments (Narrabri Truck Wash)	44,774							44,774
<b>Total Saleyards</b>	<b>84,774</b>	<b>40,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>44,774</b>
<b>Tourism</b>								
Digital Signage	15,000	15,000						
Gateway Signage	20,000	20,000						
Town Signage	180,000	180,000						
<b>Total Tourism</b>	<b>215,000</b>	<b>215,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Cemeteries</b>								
Narrabri Lawn Cemetery - replace northern & southern fences	50,000	50,000						
Narrabri Lawn Cemetery - Renew Internal Roads & Carpark (carryover 2018/19)	109,379	109,379						
Narrabri Old Cemetery - add to perimeter fencing	10,000	10,000						
<b>Total Cemeteries</b>	<b>169,379</b>	<b>169,379</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Swimming Pools</b>								
Loan Repayments (Narrabri Aquatic Centre)	265,102							265,102
<b>Total Swimming Pools</b>	<b>265,102</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>265,102</b>

NARRABRI SHIRE COUNCIL'S 2019/2020 CAPITAL EXPENDITURE PROGRAM	Capital Expenditure Budget	Funded from:						
		Restricted Assets (Int)	Restricted Assets (Ext)	R/A VPA Contributions	Draw down Loan Funds	Grants & Contributions	Proceeds from Sale of Assets	Rates/Chgs, Untied Grants
<b>Parks &amp; Open Spaces</b>								
<b>Open Spaces</b>								
Narrabri - Jetty Area - replace seating & add a pergola structure	30,000	30,000						
Narrabri - Jetty Area - additional pathway to link arterial pathway	35,000		35,000					
Narrabri - Narrabri Lake - upgrade & reseal pathway	100,000	100,000						
Narrabri - Narrabri Lake - additional seating along pathway	15,000		15,000					
Narrabri - Narrabri Lake - Renew Sealed Pathway (carryover 2018/19)	28,962	28,962						
Narrabri - Narrabri Creek Walk / Cycle Pathway - Stage 1 (carryover 2018/19)	486,300					486,300		
Narrabri - Narrabri Creek Walk / Cycle Pathway - Stages 2 & 3	460,404	158,000				302,404		
<b>Sporting Facilities</b>								
Boggabri - Jubilee Oval - renew cricket nets	15,000	15,000						
Narrabri - Gately Field - replace perimeter fence around car park & oval	30,000	30,000						
Narrabri - Cooma Oval - renew cricket nets (carryover \$10k + \$72k from SCCF)	82,450	10,000				72,450		
Narrabri - Cooma Oval - playground area equipment replacement (carryover 2018/19)	12,000	12,000						
Pilliga - Tennis Courts - removal of tennis court lighting (carryover 2018/19)	10,000	10,000						
Wee Waa - Cook Oval - structural works to amenities building (carryover 2018/19)	75,000							75,000
<b>Recreational Parks</b>								
Boggabri - Vickery Park - replace lights at entry points	25,000	25,000						
Boggabri - Vickery Park - renew playground access pathway	20,000	20,000						
Boggabri - Vickery Park - install flying fox system	30,000		30,000					
Narrabri - Collins Park - replace storage facilities with 3 bay shed	40,000	40,000						
Gwabegar - Anzac Park - renew playground equipment (carryover 2017/18)	60,000					60,000		
Pilliga - Anzac Park - install new playground equipment (carryover 2018/19)	50,000		50,000					
Pilliga - Anzac Park - install shade shelter (carryover 2018/19)	25,000		25,000					
Pilliga - Rural Transaction Centre - replace amenities (carryover 2018/19)	60,000		60,000					
Pilliga - Rural Transaction Centre - replace picnic shelter (carryover 2018/19)	3,000	3,000						
Wee Waa - Dangar Park - install new outdoor gym equipment (carryover 2018/19)	40,000		40,000					
Wee Waa - Dangar Park - replace playground equipment (carryover 2017/18)	50,000		50,000					
<b>Public Amenities &amp; Monuments</b>								
Narrabri - Town Clock - renew lighting	8,000	8,000						
<b>Total Parks and Open Spaces</b>	<b>1,791,116</b>	<b>489,962</b>	<b>305,000</b>	<b>0</b>	<b>0</b>	<b>921,154</b>	<b>0</b>	<b>75,000</b>
<b>INFRASTRUCTURE DELIVERY</b>								
<b>Fleet Management</b>								
Heavy Plant	851,652	1,653,895					778,304	
Light Vehicles	778,033							
Truck	316,421							
Trailer	142,806							
Vegetation Control	187,668							
Minor Plant	155,619							
<b>Total Fleet Management Services</b>	<b>2,432,199</b>	<b>1,653,895</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>778,304</b>	<b>0</b>

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		Restricted Assets (Int)	Restricted Assets (Ext)	R/A VPA Contributions	Draw down Loan Funds	Grants & Contributions	Proceeds from Sale of Assets	Rates/Chgs, Untied Grants
<b>Transport (incl. Roads, Footpaths, Bridges, Stormwater &amp; Quarries)</b>								
<b>Regional Roads</b>								
Regional Road Rehabilitation	456,521	456,521						
Regional Road Resheets	64,495	64,495						
Regional Road Reseals	326,846	326,846						
<b>Shire Roads</b>								
Shire Road Resheets	1,663,806	1,663,806						
Shire Road Reseals	400,000	400,000						
Culgoora Road Upgrade	3,477,387					3,477,387		
<b>Bridges</b>								
Tarriaro Bridge Replacement (carryover 2018/19 + additional revised budget)	2,400,000					2,400,000		
<b>Town Streets</b>								
Town Streets Rehabilitation	580,443	580,443						
Town Streets Reseal	350,016	350,016						
Footpath Replacement	149,715	149,715						
<b>Total Transport Services</b>	<b>9,869,229</b>	<b>3,991,842</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,877,387</b>	<b>0</b>	<b>0</b>
<b>Water Supplies</b>								
<b>Bellata</b>								
Water Capex - Bellata - Replace Elevated Storage Deck and Ladders (2017/18)	115,793							115,793
Water Capex - Bellata - Bore process automation (deferred from 2017/18)	120,000							120,000
Water Capex - Bellata Bore Replacement	72,186							72,186
<b>Boggabri</b>								
Water Capex - Boggabri Water Mains Renewals	100,000							100,000
<b>Gwabegar</b>								
Water Capex - Gwabegar Bore Replacement (carryover 2017/18)	91,059							91,059
<b>Narrabri</b>								
Water Capex - Narrabri Water Augmentation (contining project)	2,500,000					2,500,000		
Water Capex - Narrabri Water Mains Renewals	200,000							200,000
<b>Pilliga</b>								
Water Capex - Pilliga Bore Replacement (carryover 2017/18)	93,321							93,321
Water Capex - Pilliga Replace Access Ladders (carryover 2017/18)	215,793							215,793
<b>Wee Waa</b>								
Water Capex - Wee Waa Water Mains Renewals	100,000							100,000
Water Capex - Wee Waa install high efficiency electrical motors at bores	45,000							45,000
Water Capex- Wee Waa Stop Valves in Reticulation (carryover 2017/18)	30,000							30,000
Water Capex - Wee Waa Reservoir Roof & Access Steps (carryover 2018/19)	6,262							6,262
<b>Total Water Supply Services</b>	<b>3,689,414</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,500,000</b>	<b>0</b>	<b>1,189,414</b>
<b>Sewerage Services</b>								
<b>Boggabri</b>								
Sewer Capex - Boggabri Sewerage Treatment Works Augmentation	4,245,000					4,245,000		
Sewer Capex - Boggabri Sewer Mains - CCTV and relining of mains	100,000							100,000
Sewer Capex - Boggabri Sewer Pump Station Isolation Valves	20,000							20,000
<b>Narrabri</b>								
Sewer Capex - Narrabri Doctors Creek rising main construction	932,881							932,881
Sewer Capex - Narrabri Sewer Mains - CCTV and relining of mains	100,000							100,000
Sewer Capex - Narrabri Pump Stations - improvement works (carryover 2017/18)	340,000							340,000
Sewer Capex - Narrabri Sewer Replace Pump Station Motors (carryover 2017/18)	26,352							26,352

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<b>Wee Waa</b>								
Sewer Capex - Wee Waa Sewerage Treatment Works Augmentation	2,250,000					1,125,000		1,125,000
Sewer Capex - Wee Waa Sewer Mains -CCTV and relining of mains	100,000							100,000
Sewer Capex - Wee Waa Pump Stations - improvement works (carryover 2017/18)	360,000							360,000
<b>Total Sewerage Services</b>	<b>8,474,233</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,370,000</b>	<b>0</b>	<b>3,104,233</b>
<b>TOTAL CAPITAL EXPENDITURE (as per Services Budget)</b>	<b>31,974,195</b>	<b>7,635,378</b>	<b>585,531</b>	<b>1,725,000</b>	<b>1,500,000</b>	<b>14,749,046</b>	<b>778,304</b>	<b>5,000,936</b>
<b>Fund Totals:</b>								
General Fund Capital Expenditure	19,810,548	7,635,378	585,531	1,725,000	1,500,000	6,879,046	778,304	707,289
Water Fund Capital Expenditure	3,689,414	0	0	0	0	2,500,000	0	1,189,414
Sewerage Fund Capital Expenditure	8,474,233	0	0	0	0	5,370,000	0	3,104,233
<b>CORPORATE SERVICES</b>	<b>2,913,218</b>	<b>805,300</b>	<b>0</b>	<b>1,725,000</b>	<b>0</b>	<b>80,505</b>	<b>0</b>	<b>302,413</b>
<b>DEVELOPMENT &amp; ECONOMIC GROWTH</b>	<b>4,595,902</b>	<b>1,184,341</b>	<b>585,531</b>	<b>0</b>	<b>1,500,000</b>	<b>921,154</b>	<b>0</b>	<b>404,876</b>
<b>INFRASTRUCTURE DELIVERY</b>	<b>24,465,075</b>	<b>5,645,737</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,747,387</b>	<b>778,304</b>	<b>4,293,647</b>
<b>Total</b>	<b>31,974,195</b>	<b>7,635,378</b>	<b>585,531</b>	<b>1,725,000</b>	<b>1,500,000</b>	<b>14,749,046</b>	<b>778,304</b>	<b>5,000,936</b>