



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

**Date: Tuesday, 22 February 2022**

**Time: 1.00pm**

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

# **AGENDA**

## **Ordinary Council Meeting 22 February 2022**

**Stewart Todd  
GENERAL MANAGER**

**PUBLIC FORUM (held outside formal Council Meeting)**

The Council may hold a public forum prior to each Ordinary Meeting of the Council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting (listed on the Agenda).

Public forums may also be held prior to Extraordinary Council Meetings and meetings of committees of the Council.

Public forums are to be chaired by the mayor or their nominee.

**Request to Speak in the Public Forum**

To speak at a public forum, a person must first make an application to the Council in the approved form. Applications to speak at the public forum must be received by 5pm on the working day before the date on which the public forum is to be held and must identify the item of business on the agenda of the Council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.

Approved speakers at the public forum are to register with the Council any written, visual or audio material to be presented in support of their address to the Council, and to identify any equipment needs at 5pm on the working day before the Public Forum.

The General Manager or their delegate may refuse to allow such material to be presented.

A person may apply to speak on no more than 2 items of business on the agenda of the Council Meeting.

Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.

The General Manager or their delegate may refuse an application to speak at a public forum.

No more than three (3) speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the Council Meeting.

If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.

Each speaker will be allowed three (3) minutes to address the Council. This time is to be strictly enforced by the Chairperson.

The Chairperson of the meeting can grant one extension of up to a maximum of two (2) minutes, should further information, be considered to be important to the Council. This is solely at the discretion of the Chair.

Speakers at public forums must not digress from their nominated item on the agenda. If a speaker digresses to irrelevant matters, the Chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a Public Forum. Questions put to a speaker must be direct, succinct and without argument. Debate will not be permitted by the speaker, Councillors or staff.

Speakers are under no obligation to answer a question. Answers by the speaker, to each question are to be limited to three (3) minutes.

Speakers at public forums cannot ask questions of the Council, Councillors or Council staff.

The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to 5 minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.

Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.

The “*Request to Speak in Public Forum*”, at an Ordinary Council Meeting, can be obtained, from Council’s Administration Office, or by downloading it from Council’s website at:

<http://www.narrabri.nsw.gov.au/speaking-at-public-forum-1232.html>



### **USE OF MOBILE PHONES AND UNAUTHORISED RECORDING OF MEETINGS**

Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.

(Clause 15.20 Code of Meeting Practice)

A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the Council.

(Clause 15.21 Code of Meeting Practice)

### **AUDIO RECORDING NOTICE**

Council advises that this Meeting will be recorded for the purpose of webcasting, and made available on the Internet. As such, all those present should refrain from making any defamatory statements. It is requested that Councillors within the duration of the Meeting, limit discussions to only the business on the agenda and what is permissible under our Code of Meeting Practice.

(Clause 5.20 Code of Meeting Practice)

Mayor  
Cr Ron Campbell

Cr Rohan Boehm

Cr Robert Browning

Cr John Clements

Cr Brett Dickinson

Cr Greg Lamont

Cr Catherine Redding

Cr Lisa Richardson

Cr Darrell Tiemens



General Manager  
Mr Stewart Todd



Director  
Infrastructure Delivery  
Mrs Eloise Chaplain



Director Corporate &  
Community Services  
Mr Lindsay Mason



Director Planning, Strategy  
& People  
Mr Andrew Brown



# Corporate values



## **Integrity**

Ensuring transparency and honesty in all our activities.



## **Leadership**

Providing guidance and direction to our community and our people.



## **Customer Focus**

Delivering prompt, courteous and helpful services and being responsive to the community's changing needs.



## **Accountability**

Accepting our responsibility for the provision of quality services and information.



## **Respect**

Treating everyone with courtesy, dignity and fairness.



## **Excellence**

Being recognised for providing services, programs and information which consistently meet and exceeds standards.

# Strategic direction

## OUR VISION

A strong and vibrant regional growth centre providing a quality living environment for the entire Shire community.



### Theme 1: OUR SOCIETY

#### Strategic Direction 1: Safe, Inclusive and Connected Community

A safe, supportive community where everyone feels welcomed, valued and connected.



### Theme 2: OUR ENVIRONMENT

#### Strategic Direction 2: Environmentally Sustainable and Productive Shire

Maintaining a healthy balance between our natural and built environments.



### Theme 3: OUR ECONOMY

#### Strategic Direction 3: Progressive and Diverse Economy

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



### Theme 4: OUR CIVIC LEADERSHIP

#### Strategic Direction 4: Collaborative and Proactive Leadership

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

**AGENDA**

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

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

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**2 ACKNOWLEDGEMENT OF COUNTRY**

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I'd like to begin by acknowledging the Traditional Owners of country throughout Australia, and in particular the Gomeroi People of the Kamilaroi Nation, and recognise their continuing connection to land, waters and culture.

We pay our respects to their Elders past, present and emerging.

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**3 RECOGNITION OF SERVICE MEN & WOMEN**

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

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**4 APOLOGIES/GRANTING OF LEAVE OF ABSENCES**

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**5 DECLARATION OF PECUNIARY AND NON- PECUNIARY INTERESTS**

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Councillors are reminded of their obligation to declare their interest in any matters listed before them.

In considering your interest, you are reminded to include pecuniary, non-pecuniary and conflicts of interest as well as any other interest you perceive or may be perceived of you.

Councillors may declare an interest at the commencement of the meeting, or alternatively at any time during the meeting should any issue progress or arise that would warrant a declaration.

Councillors must state their reasons in declaring any type of interest.

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

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Extract from Council's Code of Meeting Practice:

**14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC**

Grounds on which meetings can be closed to the public

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

- (a) personnel matters concerning particular individuals (other than councillors),
- (b) the personal hardship of any resident or ratepayer,
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,



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

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

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

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

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

- 14.1 Renewal of Road Reserve Licence - Jonathon Phelps and Wendy Phelps (Havana Ag).

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## **7 PRESENTATIONS**

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Presentation requests received to date:

1. Audited Financials – 2020/2021

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## **8 CONFIRMATION OF MINUTES**

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### **RECOMMENDATION**

That the minutes of the Ordinary Meeting of the Narrabri Shire Council held on 23 November 2021 comprising Minute Nos 189/2021 to 213/2021 as circularised be confirmed and signed as a correct record by the Mayor.

### **RECOMMENDATION**

That the minutes of the Extraordinary Council Meeting of the Narrabri Shire Council held on 3 December 2021 comprising Minute Nos 214/2021 to 215/2021 as circularised be confirmed and signed as a correct record by the Mayor.

**RECOMMENDATION**

That the minutes of the Ordinary Meeting of the Narrabri Shire Council held on 11 January 2022 comprising Minute Nos 1/2022 to 8/2022 as circularised be confirmed and signed as a correct record by the Mayor.

**RECOMMENDATION**

That the minutes of the Extraordinary Council Meeting of the Narrabri Shire Council held on 15 February 2022 comprising Minute Nos 9/2022 to 20/2022 as circularised be confirmed and signed as a correct record by the Mayor.

**MINUTES OF NARRABRI SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE NARRABRI SHIRE COUNCIL CHAMBERS, 46-48 MAITLAND STREET, NARRABRI  
ON TUESDAY, 23 NOVEMBER 2021 AT 1.00PM**

**PRESENT:** Mayor Ron Campbell (Mayor), Cr Catherine Redding (Deputy Mayor), Cr Maxine Booby, Cr Ron Campey, Cr Lloyd Finlay, Cr Robert Kneale, Cr Annie McMahon, Cr Cameron Staines.

**IN ATTENDANCE:** Stewart Todd (General Manager), Lindsay Mason (Director Corporate and Community Services), Eloise Chaplain (Acting Director Infrastructure Delivery), Director Planning, Strategy & People Andrew Brown, Delece Hartnett (Minute Clerk).

Proceedings of the meeting commenced at 1.00pm.

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

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Members and officers were upstanding for the opening prayer read by the Mayor, Cr Ron Campbell.

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**2 ACKNOWLEDGEMENT OF COUNTRY**

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

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**3 RECOGNITION OF SERVICE MEN & WOMEN**

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

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**4 APOLOGIES/GRANTING OF LEAVE OF ABSENCES**

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Nil.

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**5 DECLARATION OF PECUNIARY AND NON- PECUNIARY INTERESTS**

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Nil.

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

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**MINUTE 189/2021**

Moved: Mayor Ron Campbell

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

- **14.1 - Australia Day Award 2022 Nominations**
- **14.2 - Mayoral Minute - General Manager Annual Performance Review - period ending June 2021**

In Favour: Crs Ron Campbell, Catherine Redding, Maxine Booby, Ron Campey, Lloyd Finlay, Robert Kneale, Annie McMahon and Cameron Staines

Against: Nil

**CARRIED 8/0**

## **7 PRESENTATIONS**

Nil.

## **8 CONFIRMATION OF MINUTES**

### **MINUTE 190/2021**

Moved: Cr Robert Kneale      Seconded: Cr Maxine Booby

- 1. That the minutes of Ordinary Meeting of the Narrabri Shire Council held on 26 October 2021 comprising Minute Nos 171/2021 to 188/2021 as circularised be confirmed and signed as a correct record by the Mayor.**

In Favour: Crs Ron Campbell, Catherine Redding, Maxine Booby, Ron Campey, Lloyd Finlay, Robert Kneale, Annie McMahon and Cameron Staines

Against: Nil

**CARRIED 8/0**

## **9 MAYORAL MINUTE**

### **9.1 MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR OCTOBER/NOVEMBER 2021**

#### **MINUTE 191/2021**

Moved: Mayor Ron Campbell

- 1. That Council note the Mayoral Appointments for the period October/November 2021.**

In Favour: Crs Ron Campbell, Catherine Redding, Maxine Booby, Ron Campey, Lloyd Finlay, Robert Kneale, Annie McMahon and Cameron Staines

Against: Nil

**CARRIED 8/0**

## **10 OUR SOCIETY**

Nil reports.

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**11 OUR ENVIRONMENT**

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**11.1 TEMPORARY EVENTS PLANNING PROPOSAL WITHDRAWAL****MINUTE 192/2021**

Moved: Cr Catherine Redding Seconded: Cr Cameron Staines

1. That Council formally withdraw the Planning Proposal to amend the provisions of the Narrabri Local Environmental Plan 2012 to enable Temporary Events and development associated with Temporary Events on land zoned RE1 Public Recreation and/or any public roads within the Shire to be undertaken as exempt development.
2. That Council formally advise the NSW Department of Planning, Industry and Environment (DPIE) of its decision.

In Favour: Crs Ron Campbell, Catherine Redding, Maxine Booby, Ron Campey, Lloyd Finlay, Robert Kneale, Annie McMahon and Cameron Staines

Against: Nil

**CARRIED 8/0**

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**12 OUR ECONOMY**

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Nil reports.

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**13 OUR CIVIC LEADERSHIP**

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**13.1 DELEGATES REPORT - SECTION 355 GWABEGAR HALL COMMITTEE MEETING - HELD ON SUNDAY 25 OCTOBER 2021****MINUTE 193/2021**

Moved: Cr Maxine Booby Seconded: Cr Catherine Redding

1. That Council note Cr Booby's Delegates Report from the Gwabegar Hall Committee Meeting held on Sunday 25 October 2021.

In Favour: Crs Ron Campbell, Catherine Redding, Maxine Booby, Ron Campey, Lloyd Finlay, Robert Kneale, Annie McMahon and Cameron Staines

Against: Nil

**CARRIED 8/0**



**13.2 DELEGATES REPORT - NARRABRI MINE COMMUNITY CONSULTATIVE COMMITTEE MEETING - 13 OCTOBER 2021****MINUTE 194/2021**

Moved: Cr Catherine Redding Seconded: Cr Ron Campey

- 1. That Council note Cr Redding's Delegates Report from the Narrabri Mine Community Consultative Committee Meeting held on Wednesday 13 October 2021.**

In Favour: Crs Ron Campbell, Catherine Redding, Maxine Booby, Ron Campey, Lloyd Finlay, Robert Kneale, Annie McMahon and Cameron Staines

Against: Nil

**CARRIED 8/0**

**13.3 DELEGATES REPORT - NARRABRI GAS PROJECT COMMUNITY CONSULTATIVE COMMITTEE - 19 OCTOBER 2021****MINUTE 195/2021**

Moved: Cr Robert Kneale Seconded: Cr Annie McMahon

- 1. That Council note Cr Kneale's Delegates Report from the Narrabri Gas Project Community Consultative Committee Meeting held on Tuesday 19 October 2021.**

In Favour: Crs Ron Campbell, Catherine Redding, Maxine Booby, Ron Campey, Lloyd Finlay, Robert Kneale, Annie McMahon and Cameron Staines

Against: Nil

**CARRIED 8/0**

**13.4 DELEGATES REPORT - COUNTRY MAYORS ASSOCIATION MEETING - 5 NOVEMBER 2021****MINUTE 196/2021**

Moved: Cr Cameron Staines Seconded: Cr Robert Kneale

- 1. That Council note Mayor Campbell's Delegates Report from the Country Mayors Association Ordinary Meeting and Annual General Meeting held in Sydney on Friday 5 November 2021.**

In Favour: Crs Ron Campbell, Catherine Redding, Maxine Booby, Ron Campey, Lloyd Finlay, Robert Kneale, Annie McMahon and Cameron Staines

Against: Nil

**CARRIED 8/0**

**13.5 MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE****MINUTE 197/2021**

Moved: Cr Cameron Staines      Seconded: Cr Annie McMahon

- 1. That Council note the Minutes of the Audit, Risk and Improvement Committee meeting held on Wednesday, 20 October 2021.**

In Favour:      Crs Ron Campbell, Catherine Redding, Maxine Booby, Ron Campey, Lloyd Finlay, Robert Kneale, Annie McMahon and Cameron Staines

Against:      Nil

**CARRIED 8/0**

**13.6 AUDIT, RISK & IMPROVEMENT COMMITTEE ANNUAL REPORT 2021****MINUTE 198/2021**

Moved: Cr Cameron Staines      Seconded: Cr Ron Campey

- 1. That Council note the 'Audit, Risk & Improvement Committee Annual Report 2021' prepared by the Chair of the Audit, Risk & Improvement Committee.**

In Favour:      Crs Ron Campbell, Catherine Redding, Maxine Booby, Ron Campey, Lloyd Finlay, Robert Kneale, Annie McMahon and Cameron Staines

Against:      Nil

**CARRIED 8/0**

**13.7 INVESTMENT REPORT - OCTOBER 2021****MINUTE 199/2021**

Moved: Cr Robert Kneale      Seconded: Cr Maxine Booby

- 1. That Council note the Investment Report for October 2021.**

In Favour:      Crs Ron Campbell, Catherine Redding, Maxine Booby, Ron Campey, Lloyd Finlay, Robert Kneale, Annie McMahon and Cameron Staines

Against:      Nil

**CARRIED 8/0**

**13.8 NARRABRIGHT EVENT - REQUEST FOR SUSPENSION OF ALCOHOL FREE ZONE****MINUTE 200/2021**

Moved: Cr Annie McMahon      Seconded: Cr Catherine Redding

1. That Council suspend the Alcohol Free Zone along Maitland Street, Narrabri (between Lloyd Street and Bowen Street) from 5:00PM Friday 18 March 2022 to 12:00AM Saturday 19 March 2022, for the purposes of encouraging businesses to offer outdoor dining during the NarraBRIGHT CBD Activation event.

In Favour:      Crs Ron Campbell, Maxine Booby, Ron Campey, Lloyd Finlay, Robert Kneale, Annie McMahon and Cameron Staines.

Against:      Nil

**CARRIED 7/0**

At 1:37 pm, Cr Catherine Redding left the meeting and was absent for the vote on item 13.8.

At 1:39 pm, Cr Catherine Redding returned to the meeting.

**13.9 REQUEST FOR FREE ENTRY TO NARRABRI SHIRE POOLS AS PART OF AUSTRALIA DAY FESTIVITIES****MINUTE 201/2021**

Moved: Cr Cameron Staines      Seconded: Cr Lloyd Finlay

1. That Council provide free entry to Narrabri Shire pools on Australia Day, 26 January 2022.
2. That Monster Island (activities for Kids) be organised in Boggabri for Australia Day 2022 (subject to staffing availability).

In Favour:      Crs Ron Campbell, Catherine Redding, Maxine Booby, Ron Campey, Lloyd Finlay, Robert Kneale, Annie McMahon and Cameron Staines

Against:      Nil

**CARRIED 8/0**

**13.10 DRAFT 2022/2026 COMMUNITY ENGAGEMENT STRATEGY AND POLICY****MINUTE 202/2021**

Moved: Cr Catherine Redding Seconded: Cr Maxine Booby

- 1. That Council endorse the Draft 2022/2026 Community Engagement Strategy to be placed on no less than 28 days public exhibition.**
- 2. That Council endorse the Draft Community Engagement Policy to be placed on no less than 28 days public exhibition.**
- 3. That Council adopt the 2022/2026 Community Engagement Strategy and the Community Engagement Policy if there are no submissions from the public after the conclusion of the public exhibition period.**

In Favour: Crs Ron Campbell, Catherine Redding, Maxine Booby, Ron Campey, Lloyd Finlay, Robert Kneale, Annie McMahon and Cameron Staines

Against: Nil

**CARRIED 8/0**

At 1:42 pm, Cr Lloyd Finlay left the meeting.

At 1:43 pm, Cr Robert Kneale left the meeting.

At 1:43 pm, Cr Robert Kneale returned to the meeting.

At 1:44 pm, Cr Robert Kneale left the meeting.

At 1:44 pm, Cr Lloyd Finlay returned to the meeting.

At 1:45 pm, Cr Robert Kneale returned to the meeting.

**13.11 2020/2021 ANNUAL REPORT****MINUTE 203/2021**

Moved: Cr Ron Campey                      Seconded: Cr Cameron Staines

- 1. That Council endorse the 2020/2021 Annual Report and following appendices, as attached to this report:**
  - a. Appendix B - 2016/2021 State of the Environment Report;**
  - b. Appendix C - Current Payment of Expenses and Provision of Facilities to Councillors Policy.**
- 2. That Council note Appendix A - 2016/2021 End of Term Report;**
- 3. That Council note that the 2020/2021 Annual Report and appendices, as attached to this report, will undergo corporate branding.**

In Favour:      Crs Ron Campbell, Catherine Redding, Maxine Booby, Ron Campey, Lloyd Finlay, Robert Kneale, Annie McMahon and Cameron Staines

Against:        Nil

**CARRIED 8/0**

**13.12 OPERATIONAL AND SERVICE PLAN QUARTERLY REPORT - SEPTEMBER 2021****MINUTE 204/2021**

Moved: Cr Maxine Booby                      Seconded: Cr Catherine Redding

- 1. That Council adopt the September 2021 Quarterly Operational and Service Plan Report, as attached, detailing Council's progress in meeting its actions, capital works and key performance measures.**

In Favour:      Crs Ron Campbell, Catherine Redding, Maxine Booby, Ron Campey, Lloyd Finlay, Robert Kneale, Annie McMahon and Cameron Staines

Against:        Nil

**CARRIED 8/0**



**13.13 QUARTERLY BUDGET REVIEW STATEMENT - SEPTEMBER 2021****MINUTE 205/2021**

Moved: Cr Ron Campey                      Seconded: Cr Lloyd Finlay

- 1. That Council adopt the Quarterly Budget Review Statement for the period ended 30 September 2021 as the revised Budget estimates for the year ended 30 June 2022, and the Operational Plan and Capital Works Plan be amended accordingly.**

In Favour:      Crs Ron Campbell, Catherine Redding, Maxine Booby, Ron Campey, Lloyd Finlay, Robert Kneale, Annie McMahon and Cameron Staines

Against:        Nil

**CARRIED 8/0**

**14 CONFIDENTIAL (CLOSED COUNCIL) MEETING****MINUTE 206/2021**

Moved: Cr Maxine Booby                      Seconded: Cr Catherine Redding

**That at 1.51pm Council move into Closed (Public Excluded) Meeting of Council and that the press and members of the public be asked to leave the room whilst Council considers the following items:**

**14.1 Australia Day Award 2022 Nominations**

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

**14.2 Mayoral Minute - General Manager Annual Performance Review - period ending June 2021**

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

In Favour:      Crs Ron Campbell, Catherine Redding, Maxine Booby, Ron Campey, Lloyd Finlay, Robert Kneale, Annie McMahon and Cameron Staines

Against:        Nil

**CARRIED 8/0**

**SUSPENSION OF STANDING ORDERS****MINUTE 207/2021**

Moved: Cr Cameron Staines      Seconded: Cr Maxine Booby

**That Council suspend standing orders at 1.54pm.**

In Favour:      Crs Ron Campbell, Catherine Redding, Maxine Booby, Ron Campey, Lloyd Finlay, Robert Kneale, Annie McMahon and Cameron Staines

Against:      Nil

**CARRIED 8/0**

**RESUMPTION OF STANDING ORDERS****MINUTE 208/2021**

Moved: Cr Catherine Redding      Seconded: Cr Annie McMahon

**That Council resume standing orders at 2.22pm.**

In Favour:      Crs Ron Campbell, Catherine Redding, Maxine Booby, Ron Campey, Lloyd Finlay, Robert Kneale, Annie McMahon and Cameron Staines

Against:      Nil

**CARRIED 8/0**

**MOTION****MINUTE 209/2021**

Moved: Cr Annie McMahon      Seconded: Cr Maxine Booby

**That Council enter into Confidential Committee of the Whole at 2.25pm to discuss nominations for the Australia Day Award 2022.**

In Favour:      Crs Ron Campbell, Catherine Redding, Maxine Booby, Ron Campey, Lloyd Finlay, Robert Kneale, Annie McMahon and Cameron Staines

Against:      Nil

**CARRIED 8/0**

**MOTION****MINUTE 210/2021**

Moved: Cr Annie McMahon      Seconded: Cr Maxine Booby

**That Council move out of Confidential Committee of the Whole.**

In Favour:      Crs Ron Campbell, Catherine Redding, Maxine Booby, Ron Campey, Lloyd Finlay,  
Robert Kneale, Annie McMahon and Cameron Staines

Against:      Nil

**CARRIED 8/0**

**14.1 AUSTRALIA DAY AWARD 2022 NOMINATIONS****MINUTE 211/2021**

Moved: Cr Catherine Redding      Seconded: Cr Lloyd Finlay

**COUNCIL HAS TEMPORARILY WITHHELD RESOLUTIONS 1, (a), (b) and (c); 2 and 3 FOR THIS MATTER under Section 10A(2) of the Local Government Act 1993, for the following reasons:**

**(a) Personnel matters concerning particular individuals (other than Councillors).**

In Favour:      Crs Ron Campbell, Catherine Redding, Maxine Booby, Ron Campey, Lloyd Finlay,  
Robert Kneale, Annie McMahon and Cameron Staines

Against:      Nil

**CARRIED 8/0**

**14.2 MAYORAL MINUTE - GENERAL MANAGER ANNUAL PERFORMANCE REVIEW - PERIOD ENDING JUNE 2021****MINUTE 212/2021**

Moved: Cr Maxine Booby      Seconded: Cr Annie McMahon

1. That the record of performance assessment as recorded in the General Manager's 2020/21 Personal Performance Agreement be submitted to Council for information.
2. That it be noted in the opinion the Performance Appraisal Panel, the General Manager, Stewart Todd is performing at a level that is between a Better Than Satisfactory and Excellent rating, in terms of the Rating Scale within the Agreement.
3. Note the findings of the Panel on the General Manager's Annual Personal Performance Review for the period ending 30 June 2021, in particular the Panel's summary assessment:

*"The Panel has noted their congratulations to the General Manager. Your integrity is appreciated and recognised. We note that you have continued the dedicated and hard work approach. The Panel has found it difficult to deal with a 10/10 in accordance with the definition in the Rating Scale. The score that the Panel has determined is approaching excellence. Well done on a great job."*

4. Note that the Panel has developed a Personal Performance Agreement for 2021/2022.
5. That the Mayor be delegated the authority to approve changes to the components of the General Manager's current Total Remuneration Payment.

In Favour:      Crs Ron Campbell, Catherine Redding, Maxine Booby, Ron Campey, Lloyd Finlay, Robert Kneale, Annie McMahon and Cameron Staines

Against:      Nil

**CARRIED 8/0**

**MINUTE 213/2021**

Moved: Cr Annie McMahon      Seconded: Cr Robert Kneale

1. That at 2:45pm Council move out of Closed (Public Excluded) Meeting and that the resolutions from the Closed (Public Excluded) Meeting be read out to those present by the Chair of the Meeting or their nominee.

In Favour:      Crs Ron Campbell, Catherine Redding, Maxine Booby, Ron Campey, Lloyd Finlay, Robert Kneale, Annie McMahon and Cameron Staines

Against:      Nil

**CARRIED 8/0**

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**15 MEETING CLOSED**

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The Meeting closed at 2.46pm.

The minutes of this meeting are scheduled to be confirmed at the Ordinary Council Meeting to be held on 11 January 2022.

.....  
**CHAIRPERSON**



**MINUTES OF NARRABRI SHIRE COUNCIL  
EXTRAORDINARY COUNCIL MEETING  
HELD AT THE NARRABRI SHIRE COUNCIL CHAMBERS, 46-48 MAITLAND STREET, NARRABRI  
ON FRIDAY, 3 DECEMBER 2021 AT 1.00PM**

**PRESENT:** Mayor Ron Campbell (Mayor), Cr Maxine Booby, Cr Ron Campey, Cr Lloyd Finlay, Cr Robert Kneale, Cr Annie McMahon, Cr Cameron Staines

**IN ATTENDANCE:** Stewart Todd (General Manager), Lindsay Mason (Director Corporate and Community Services), Andrew Brown (Director Planning, Strategy & People), Alexandria Cook (Minute Clerk)

---

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

---

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

---

**2 ACKNOWLEDGEMENT OF COUNTRY**

---

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

---

**3 RECOGNITION OF SERVICE MEN & WOMEN**

---

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

---

**4 APOLOGIES/GRANTING OF LEAVE OF ABSENCES**

---

**MINUTE 214/2021**

Moved: Cr Maxine Booby      Seconded: Cr Lloyd Finlay

- 1. That apologies from Cr Catherine Redding (Deputy Mayor) and Cr McMahon be accepted.**

In Favour: Crs Ron Campbell, Maxine Booby, Ron Campey, Lloyd Finlay, Robert Kneale and Cameron Staines

Against: Nil

**CARRIED 6/0**

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**5 DECLARATION OF PECUNIARY AND NON-PECUNIARY INTERESTS**

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Nil.

---

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

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Nil.

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**7 OUR CIVIC LEADERSHIP**

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**7.1 2020/2021 ANNUAL FINANCIAL STATEMENTS****MINUTE 215/2021**

Moved: Cr Ron Campey                      Seconded: Cr Robert Kneale

- 1. That Council note the 2020/2021 audited Annual Financial Statements.**
- 2. That Council note the 2020/2021 Annual Report has been amended in line with the audited Annual Financial Statements.**

In Favour:      Crs Ron Campbell, Maxine Booby, Ron Campey, Lloyd Finlay, Robert Kneale and Cameron Staines

Against:        Nil

**CARRIED 6/0**

At 1:15pm, although registered for an apology, Cr Annie McMahon was able to join the meeting at this juncture.

---

**8 MEETING CLOSED**

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The Meeting closed at 1.17pm.

The minutes of this meeting are scheduled to be confirmed at the Ordinary Meeting of the Narrabri Shire Council held on 11 January 2022.

.....  
**CHAIRPERSON**

**MINUTES OF NARRABRI SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE NARRABRI SHIRE COUNCIL CHAMBERS, 46-48 MAITLAND STREET, NARRABRI  
ON TUESDAY, 11 JANUARY 2022 AT 1.00PM**

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

**IN ATTENDANCE:** Stewart Todd (General Manager), Lindsay Mason (Director Corporate and Community Services), Donna Ausling (Acting Director Planning, Strategy & People), Minute Clerk (Sandra Smith)

**VIRTUAL ATTENDANCE:** Andrew Brown (Director Planning, Strategy & People)

The General Manager opened the meeting at 1:01pm.

No chairperson was present, so under Clause 6 of the Code of Meeting Practice the first business of the meeting was the election of a chairperson.

The General Manager assumed the role of Returning Officer.

The Returning Officer received two (2) nominations for Chairperson, that being for Cr Redding and Cr Lamont.

The Returning Officer then conducted the election for Chairperson via open voting. The results of the election were:

Cr Redding – 5 votes (Crs Ron Campbell, Catherine Redding, Lisa Richardson, Brett Dickinson and Darrell Tiemens)

Cr Lamont – 4 votes (Crs Greg Lamont, Robert Browning, John Clements and Rohan Boehm)

Cr Redding was declared Chairperson.

Cr Redding assumed chairpersonship of the Meeting.

## **CHANGE TO STANDING ORDERS**

### **MINUTE 001/2022**

Moved: Cr Ron Campbell                      Seconded: Cr Brett Dickinson

- 1. That Council bring forward Agenda Items 13.2 Election of the Office of Mayor and 13.3 Creation of the Office of Deputy Mayor and that they be dealt with next.**

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

Against:        Nil

**CARRIED 9/0**

**13.2 ELECTION OF THE OFFICE OF MAYOR****MINUTE 002/2022**

Moved: Cr John Clements      Seconded: Cr Greg Lamont

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

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

Against:      Cr Rohan Boehm

**CARRIED 8/1**

**13.3 CREATION OF THE OFFICE OF DEPUTY MAYOR****MINUTE 003/2022**

Moved: Cr Ron Campbell      Seconded: Cr John Clements

- 1. That Council create the Office of Deputy Mayor.**

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

Against:      Nil

**CARRIED 9/0**

**MINUTE 004/2022**

Moved: Cr John Clements      Seconded: Cr Greg Lamont

- 2. That Council set the term of Deputy Mayor to conclude at the September 2022 Ordinary Council Meeting.**

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

Against:      Nil

**CARRIED 9/0**

**MINUTE 005/2022**

Moved: Cr Lisa Richardson      Seconded: Cr Brett Dickinson

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

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

Against:      Nil

**CARRIED 9/0**

Cr Redding vacated the Chair.

The General Manager assumed the role of Returning Officer.

The Returning Officer received two (2) nominations for the Office of Mayor, that being for Cr Clements and Cr Campbell.

The Returning Officer then conducted the election for Mayor via open voting. The results of the election were:

Cr Clements:      4 votes (Crs Greg Lamont, Robert Browning, John Clements and Rohan Boehm)

Cr Campbell:      5 votes (Crs Ron Campbell, Catherine Redding, Lisa Richardson, Brett Dickinson and Darrell Tiemens)

Cr Campbell was declared Mayor for the period to September 2023.

The Returning Officer received two (2) nominations for the Office of Deputy Mayor, that being for Cr Lamont and Cr Redding.

The Returning Officer then conducted the election for Deputy Mayor via open voting. The results of the election were:

Cr Lamont:      4 votes (Crs Greg Lamont, Robert Browning, John Clements and Rohan Boehm)

Cr Redding:      5 votes (Crs Ron Campbell, Catherine Redding, Lisa Richardson, Brett Dickinson and Darrell Tiemens)

Cr Redding was declared Deputy Mayor for the period to September 2022.

Cr Campbell assumed chairpersonship of the Meeting.

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

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Members and officers were upstanding for the opening prayer read by Reverend Ralph Wood.

---

**2      ACKNOWLEDGEMENT OF COUNTRY**

---

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

---

**3 RECOGNITION OF SERVICE MEN & WOMEN**

---

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

---

**4 APOLOGIES/GRANTING OF LEAVE OF ABSENCES**

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Nil.

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**5 DECLARATION OF PECUNIARY AND NON- PECUNIARY INTERESTS**

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Nil.

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

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Nil.

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**7 PRESENTATIONS**

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Nil.

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**8 CONFIRMATION OF MINUTES**

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**MINUTE 006/2022**

Moved: Cr Catherine Redding Seconded: Cr Ron Campbell

1. That the minutes of Ordinary Meeting of the Narrabri Shire Council held on 23 November 2021 comprising Minute Nos 189/2021 to 213/2021 as circularised be confirmed and signed as a correct record by the Mayor.
2. That the minutes of Extraordinary Council Meeting of the Narrabri Shire Council held on 3 December 2021 comprising Minute Nos 214/2021 to 215/2021 as circularised be confirmed and signed as a correct record by the Mayor.

In Favour: Crs Ron Campbell, Catherine Redding and Lisa Richardson

Against: Crs Greg Lamont, Robert Browning, John Clements and Rohan Boehm

Abstained: Crs Brett Dickinson and Darrell Tiemens

**LOST 3/6**

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**9 MAYORAL MINUTE**

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Nil.

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**10 OUR SOCIETY**

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Nil reports.

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**11 OUR ENVIRONMENT**

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Nil reports.

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**12 OUR ECONOMY**

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Nil reports.

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**13 OUR CIVIC LEADERSHIP**

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**13.1 OATH OR AFFIRMATION OF OFFICE BY COUNCILLORS****MINUTE 007/2022**

Moved: Cr Catherine Redding Seconded: Cr Darrell Tiemens

1. That Council officially record that the following Councillors where physically present and took the an Oath of Office or made the Affirmation of Office, witnessed by the General Manager, prior to the commencement of this Ordinary Council Meeting:
  - a. Councillor Campbell took the Oath.
  - b. Councillor Dickinson took the Oath.
  - c. Councillor Redding took the Oath.
  - d. Councillor Richardson took the Oath.
  - e. Councillor Tiemens took the Oath.
2. That Council officially record that the following Councillors made the Affirmation of Office prior to the Council Meeting in front of a Justice of the Peace:
  - a. Councillor Boehm made the Affirmation.
  - b. Councillor Browning made the Affirmation.
  - c. Councillor Clements made the Affirmation.
  - d. Councillor Lamont made the Affirmation.

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

Against: Nil

**CARRIED 9/0**

**13.4 CASUAL VACANCIES IN THE OFFICE OF COUNCILLOR****MINUTE 008/2022**

Moved: Cr Catherine Redding Seconded: Cr Darrell Tiemens

1. That Council pursuant to section 291A(1)(b) of the Local Government Act 1993 declares that casual vacancies occurring in the Office of a Councillor within 18 months after the last ordinary election of Councillors for the Council on 4 December 2021 are to be filled by a countback of votes cast at that election for the office in accordance with section 291A of the Act.
2. That Council request the General Manager notify the NSW Electoral Commissioner of the Council's decision.

In Favour: Crs Ron Campbell, Catherine Redding, Lisa Richardson, Brett Dickinson and Darrell Tiemens

Against: Crs Greg Lamont, Robert Browning, John Clements and Rohan Boehm

**CARRIED 5/4**

**14 CONFIDENTIAL (CLOSED COUNCIL) MEETING**

Nil.

**15 MEETING CLOSED**

The Meeting closed at 2:10pm.

The minutes of this meeting are scheduled to be confirmed at the Ordinary Council Meeting to be held on 22 February 2022.

.....  
**CHAIRPERSON**



**MINUTES OF NARRABRI SHIRE COUNCIL  
EXTRAORDINARY COUNCIL MEETING  
HELD AT THE NARRABRI SHIRE COUNCIL CHAMBERS, 46-48 MAITLAND STREET, NARRABRI  
ON TUESDAY, 15 FEBRUARY 2022 AT 1.00PM**

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

**IN ATTENDANCE:** Robert Ball (Acting General Manager), Lindsay Mason (Director Corporate and Community Services), Andrew Brown (Director Planning, Strategy and People), Sandra Smith (Minute Clerk)

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**1 OPENING PRAYER**

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

---

**2 ACKNOWLEDGEMENT OF COUNTRY**

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

---

**3 RECOGNITION OF SERVICE MEN & WOMEN**

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

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**4 APOLOGIES/GRANTING OF LEAVE OF ABSENCES**

Nil

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**5 DECLARATION OF PECUNIARY AND NON-PECUNIARY INTERESTS**

Councillors are reminded of their obligation to declare their interest in any matters listed before them.

In considering your interest, you are reminded to include pecuniary, non-pecuniary and conflicts of interest as well as any other interest you perceive or may be perceived of you.

Councillors may declare an interest at the commencement of the meeting, or alternatively at any time during the meeting should any issue progress or arise that would warrant a declaration.

Councillors must state their reasons in declaring any type of interest.

COUNCILLOR	ITEM NUMBER	PECUNIARY/ NON-PECUNIARY	REASON
Cr Redding	8.1	Non-Pecuniary	Impacted by Inland Rail property purchase

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

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Nil.

**MAYORAL MINUTE**

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**MM MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR FEBRUARY 2022**

Section 351 of the *Local Government Act 1993* holds that if the position of General Manager of the Council is vacant or the holder of such a position is suspended from duty, sick or absent, Council may appoint a person to the position temporarily.

As a result of the General Manager being on leave, Mr Robert Ball was requested by the Mayor to fulfil the position of Acting General Manager and formally accepted this position effective from 28 January 2022.

It is envisaged that Mr Ball will be engaged for a period of 3 weeks until the return of the General Manager.

In order to satisfy the statutory requirements of the *Local Government Act 1993*, Council is now required to ratify the action of appointing Mr Ball to the position of Acting General Manager effective from 28 January 2022.

**MINUTE 009/2022**

Moved: Cr Ron Campbell

**1. That Council:**

- a. **Appoints Mr Robert Ball as Acting General Manager of Narrabri Shire Council from Monday, 31 January 2022 until Friday, 18 February 2022;**
- b. **Authorises the Mayor to negotiate and sign a contract of engagement with Mr Robert Ball;**
- c. **Delegates to the Mayor the authority to sign an instrument of delegation to Mr Robert Ball in the same terms as the Council's delegations to the General Manager.**

**CARRIED**

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**7 OUR SOCIETY**

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**7.1 NOTICE OF MOTION - PUBLIC INTERESTS DISCLOSURE POLICY****MINUTE 010/2022**

Moved: Cr Greg Lamont                      Seconded: Cr John Clements

**That the General Manager submit a report to the 22<sup>nd</sup> February 2022 Ordinary meeting on the current Council policy on Public Interest Disclosures by staff, former staff, community, current and former Councillors, focussing on procedures for reporting, protection of the individual reporting and protocols for dealing with these reports in accordance with the Public Interest Disclosures Act 1994 (PIDS).**

**CARRIED**

At 1:31 pm, Cr Catherine Redding left the meeting.

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**8 OUR ECONOMY**

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**8.1 NOTICE OF MOTION - INLAND RAIL****MINUTE 011/2022**

Moved: Cr John Clements                      Seconded: Cr Robert Browning

**That the General Manager present the documentation relating to a prior Minute No. 006/2021 on Inland Rail from the Council meeting on the 27<sup>th</sup> of January 2021 to the March Ordinary Council Meeting.**

**(Note that this documentation is to include any correspondence to the Commonwealth government, State government and to the project managers of the inland rail project and any correspondence, internal discussion or relevant documentation relating to discussions of support or concerns by Council over the current route selection through Narrabri.)**

**CARRIED**

At 1:42 pm, Cr Catherine Redding returned to the meeting.

**8.2 NOTICE OF MOTION - SPECIAL ACTIVATION PRECINCT****MINUTE 012/2022**

Moved: Cr Rohan Boehm                      Seconded: Cr John Clements

**That a report be brought before 22 March 2022 Ordinary Meeting regarding the establishment of a Committee of Council for the Special Activation Precinct (SAP) on the options and draft terms of reference.**

**CARRIED**

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**9 OUR CIVIC LEADERSHIP**

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**9.1 NOTICE OF MOTION - REINSTATE COMMITTEES OF COUNCIL****MINUTE 013/2022**

Moved: Cr John Clements                      Seconded: Cr Greg Lamont

**That the General Manager provide a report to the Ordinary meeting on 22<sup>nd</sup> March 2022 to re-establish the Committees of Council decision making process with recommendations on the terms of reference options for these committees with a view to endorsing the terms of reference at the March Ordinary Meeting.**

**CARRIED**

**9.2 NOTICE OF MOTION - USE OF IPAD TECHNOLOGY BY COUNCILLORS****MINUTE 014/2022**

Moved: Cr Rohan Boehm                      Seconded: Cr John Clements

**THAT**

- (i) That the General Manager provide a report to the 22<sup>nd</sup> March 2022 Ordinary meeting detailing the following:- the details of how emails and other Council documents are auto-archived for the purposes of complying with any legal requirements and details of all relevant legislation and other responsibilities that are relevant to this. Also, that offsite backup and protection from tampering be detailed in the report.
- (ii) That the General Manager present a report outlining a new or existing Policy for approval or modification on proposed protocols that would need to be observed to allow access to auto-archived material. This should include penalties for access outside of the finalised policy.
- (iii) That the General Manager provide a report to each Ordinary Meeting of Council detailing the number of accesses to auto-archived material that have been undertaken, by whom and the reason for access, ensuring process that excludes any detail in reports that could identify an individual.

**CARRIED**

**SUSPENSION OF STANDING ORDERS TO MOVE INTO CLOSED COUNCIL****MINUTE 015/2022**

Moved: Cr Ron Campbell                      Seconded: Cr John Clements

**That Council suspend standing orders to move into Closed Council at 2:16pm to discuss item 9.3.**

**CARRIED**

**CHANGE TO STANDING ORDERS TO MOVE INTO COMMITTEE OF THE WHOLE****MINUTE 016/2022**

Moved: Cr John Clements                      Seconded: Cr Greg Lamont

**That Council move into Committee of the Whole at 2.23pm to discuss Item 9.3.**

**CARRIED**

**RESUMPTION OF STANDING ORDERS TO MOVE INTO OPEN COUNCIL****MINUTE 017/2022**

Moved: Cr John Clements      Seconded: Cr Brett Dickinson

**That Council resume standing orders at 2.55pm to move into Open Council.**

**CARRIED****9.3 NOTICE OF MOTION - APPOINTMENT OF INTERIM GENERAL MANAGER****MINUTE 018/2022**

Moved: Cr John Clements      Seconded: Cr Darrell Tiemens

**That the Mayor's explanation of the process he undertook to seek advice from the Office of Local Government (OLG) regarding the General Manager taking special leave for three weeks, and the appointment of an interim General Manager from 28 January 2022 be noted.**

**CARRIED****9.4 NOTICE OF MOTION - REVIEW GENERAL MANAGER'S CONTRACT OF EMPLOYMENT****MINUTE 019/2022**

Moved: Cr John Clements      Seconded: Cr Rohan Boehm

**That the Council move into Committee of the Whole in a closed session to allow examination of the current General Managers contract for the purposes of Councillors' knowledge and this is to include the performance management process, any bonus scheme or other support payments.**

**CARRIED****RESUMPTION OF STANDING ORDERS TO MOVE INTO OPEN COUNCIL****MINUTE 020/2022**

Moved: Cr Darrell Tiemens      Seconded: Cr Lisa Richardson

**That Council resume standing orders to move into Open Council at 4:00 PM.**

**CARRIED**

**10 MEETING CLOSED**

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The Meeting closed at 4:00pm.

The minutes of this meeting are scheduled to be confirmed at the Ordinary Meeting of the Narrabri Shire Council to be held on 22 February 2022.

.....

**CHAIRPERSON**

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**9 MAYORAL MINUTE**

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**9.1 MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR FEBRUARY 2022****Responsible Officer:** Ron Campbell, Mayor**Author:** Ron Campbell, Mayor**Attachments:** Nil**RECOMMENDATION**

1. That Council note the Mayoral Appointments for the period up to 11 February 2022.

**MAYORAL MINUTE**

For the information of Councillors, I provide details of my Mayoral appointments and attendances between the following dates 11 January 2022 – 11 February 2022:

**Tuesday 11 January 2022**

- Attended the January 2022 Ordinary Meeting of Council.

**Tuesday 8 February 2022**

- Attended the Councillor Induction session with Councillors and Management.

**Wednesday 9 February 2022**

- Attended and performed a welcome speech at the LGNSW Water Management Conference Welcome reception, at The Tourist Hotel.

**Thursday 10 February 2022**

- Attended and performed a welcome to Narrabri Shire speech at the opening of the LGNSW Water Management Conference, at The Crossing Theatre.

**Friday 11 February 2022**

- Attended Lillian Hulbert Award interviews with the nominees for the Award, with the Award Committee also in attendance.



## 10 OUR SOCIETY



### THEME 1: OUR SOCIETY

#### STRATEGIC DIRECTION 1: SAFE, INCLUSIVE AND CONNECTED COMMUNITY

*By 2027, we will provide a safe, supportive community where everyone feels welcomed, valued and connected.*

#### COMMUNITY ENGAGEMENT

Through extensive community engagement, the Narrabri Shire community identified several social priority areas to be actioned over the 2017 - 2018 financial year.

#### COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

- Community development
- Community health and safety
- Community arts, events and entertainment
- Community care services and transport
- Parks, open spaces and sporting facilities
- Children, youth and aged care services
- Disability access services
- Library services

#### COMMUNITY OUTCOMES

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

- Increased community arts, events and entertainment
- Reduction in anti-social behaviour and public offences
- Improved community accessibility and inclusiveness
- Improved sport and recreational services and facilities
- Improved educational services and learning pathways
- Improved community health and support services

Nil reports.

## 11 OUR ENVIRONMENT



### THEME 2: OUR ENVIRONMENT

#### STRATEGIC DIRECTION 2: ENVIRONMENTALLY SUSTAINABLE AND PRODUCTIVE SHIRE

*By 2027, we will maintain a healthy balance between our natural and built environments.*

#### COMMUNITY ENGAGEMENT

Through extensive community engagement, the Narrabri Shire community identified several environmental priority areas to be actioned over the 2017 - 2018 financial year.

#### COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

- Waste management and recycling
- Environmental planning
- Planning and development
- Parks and open spaces
- Noxious weeds control
- Floodplain management
- Water and sewer management
- Stormwater management

#### COMMUNITY OUTCOMES

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



- Improved air, water and soil quality
- Reduction in domestic and industry waste
- Management of potential impacts from extractive industries
- Improved emergency service provision and resources
- Maintenance of heritage sites for future generation

**11.1 DRAFT NEW ENGLAND NORTH WEST REGIONAL PLAN 2041**

**Responsible Officer:** Andrew Brown, Director Planning, Strategy and People

**Author:** Donna Ausling, Manager Strategic Planning

**Attachments:**

1. Draft New England North West Regional Plan 2041 (under separate cover) 
2. Proposed Council Submission on draft New England North West Regional Plan 2041 [↓](#) 

**DELIVERY PROGRAM ALIGNMENT****2 Environment**

**Objective** 2.1 We will maintain our open spaces, natural environment and heritage for future generations

**Strategy** 2.1.2 Planning controls appropriately identify and conserve open spaces and natural environmental areas

**EXECUTIVE SUMMARY**

The draft New England North West Regional Plan 2041 has been prepared by the NSW Department of Planning and Environment (**DPE**) and is on public exhibition until 18 February 2022. Due to the timing of the exhibition period over the Christmas closedown and the local government election cycle, DPE have advised of their willingness to accept a late, Council-endorsed submission.

At the DPE's recommendation an 'officer level' submission has been prepared and submitted for the consideration of DPE separately.

**RECOMMENDATION**

1. That Council make a submission to the NSW Department of Planning and Environment on the North West Regional Plan 2041 in accordance with the draft attached to this report.

**BACKGROUND**

The draft New England North West Regional Plan 2041 (**the Draft Plan**) is a 20 year strategic blueprint that sets out the framework, vision and direction for land use planning for future housing needs, jobs, Infrastructure, healthy environments and connected communities. A copy of the draft Plan is provided under separate cover for the information of Council.

**CURRENT SITUATION**

The Draft Plan is an important strategic document and applies to the Local Government Areas (LGAs) of Armidale Regional, Inverell, Glen Innes Severn, Gunnedah, Liverpool Plains, Moree, Narrabri, Tamworth Regional, Tenterfield, Uralla and Walcha. The Draft Plan represents a five-year review of the region's strategic planning settings under the New England and North West Regional Strategic Plan 2036. The Draft Plan considers some of the key land use challenges and opportunities of the last five years.

The Draft Plan acknowledges that regional and local planning must work hand-in-hand, with a clear line of sight being in place from regional planning to local delivery. In this regard it is considered that the Draft Plan provides appropriate connectivity to the Narrabri Local Strategic Planning Statement 2040 (LSPS), which was formally adopted by Council in 2020.

Council's Strategic Planning Team, in consultation with a range of internal stakeholders, have prepared the enclosed draft Council submission. It should be noted that this draft submission generally aligns with the 'officer level' submission which was forwarded to the DPE separately (prior the closure of the exhibition period).

The draft Council submission makes a number of recommendations and observations which aim to improve the overall quality and relevance of the Plan. A key concern highlighted throughout the submission is Council's overall ability to adequately resource and implement the Draft Plan recommendations without adequate financial and technical support. This particular issue was also raised by technical staff from a number of NENW Councils at supporting information sessions held by DPE. Furthermore, the current trades shortage is likely to create ongoing challenges for provision of local housing.

Staff will endeavour to keep Councillors routinely informed in relation to the Department's activities in respect of the draft Plan finalisation.

#### **FINANCIAL IMPLICATIONS**

There are no financial implications to report.

#### **STATUTORY AND POLICY IMPLICATIONS**

Detailed in the body of the report.

#### **CONSULTATION**

The draft Plan was placed on public exhibition by the NSW Government until 18 February 2022.

##### **External Consultation**

The draft Plan is subject to an extensive community consultation and engagement process coordinated by the Department of Planning and Environment.

##### **Internal Consultation**

- Executive Management.
- Manager Design Services.
- Manager Development.
- Corporate Planning and Audit Officer.
- Strategic Planner.



Our Reference: XXXXXXX DLA:DLA  
 Your Reference: 1935804  
 Contact Name: Donna Ausling

NSW Department of Planning & Environment  
 VIA EMAIL: [northern@planning.nsw.gov.au](mailto:northern@planning.nsw.gov.au)



Wednesday, 16 February 2022

**Re: Draft New England North West Regional Plan 2041 – Council Submission**

Dear Sir/Madam

Thank you for the opportunity to provide feedback in relation to the draft New England North West Regional Plan 2041. Council provides the following comments to assist in the Department's decision-making processes.

Please be advised that this submission is further to the 'Officer level' submission forwarded to the Department. It represents Council-endorsed correspondence, as an approved late submission, following Council's Ordinary Council Meeting held on 22 February 2022.

Page No.	Section	Commentary
3	Acknowledgement of Country	Consider inclusion of reference to Gomerioi/Gamilaroi nation as opposed to reference to Kamilaroi as these descriptions are more widely used by community.
5	Foreword	Consider amendment to statement "Its small centres from Glen Innes to Gunnedah are hubs for social and economic activity as this assertion does not reflect the region's geography or attributes.
7	About the New England North West Region	Refer preceding commentary on Kamilaroi nation referencing. Paragraph 3 – recommend inclusion of a specific reference to drought due to protracted social and environmental impacts. Consider inclusion of a reference to the University of Sydney Agricultural Research Unit (plant breeding).
9	Local Strategic Planning Statements	Replace "The includes" with "This includes". Rectify text cropping anomaly at bottom of first paragraph.
9	Implementation	Further clarity on the New England North West Delivery, Coordination and Monitoring Committee is recommended. It is understood

  
 Narrabri Shire Council  
 46 - 48 Maitland Street  
 PO Box 261, Narrabri NSW 2390

  
 P. (02) 6799 6866  
 F. (02) 6799 6888

  
 E. [council@narrabri.nsw.gov.au](mailto:council@narrabri.nsw.gov.au)  
 www.narrabri.nsw.gov.au

		that this will be a new committee but this is unclear from the current draft Plan content.
10	Collaboration Activities	Replace word "supports" with "support".
11	Vision	Paragraph 3 – consider inclusion of reference(s) to sheep/wool given the significance of this particular industry sector to the Tablelands sub-region.
11	Vision	Paragraph 7 – consider restructuring sentence: "This will need to be supported by access to and the efficient use of water" to provide greater clarity and improve readability.
11	Vision	Paragraph 9 – recommend inclusion of a specific reference to the Narrabri Special Activation Precinct (SAP).
12	Map	It is noted that not all towns/villages have been included which may create concern for those particular communities. Therefore, their importance should be articulated within the supporting text and an explanatory note included, as appropriate. Education precincts within Narrabri have not been identified in the broader regional map.
16	Growth, change & opportunity	Paragraph 2 – recommend the inclusion of the Narrabri SAP.
17	Objective 1: Coordinate Land Use Planning ...	The identified key settlement planning principles are generally concurred with.
19	Growth planning infographic	Item 4 – change existing wording to "protect areas of high environmental value" to rectify typographic error.
21	Part 2 – visual imagery	Image is significantly outdated using old technology. Suggest utilisation of a more contemporary and relevant image.
23	Part 2 – productive and innovative	Adjust wording in respect of "rise of Asia" to a more reflective/appropriate trend descriptor.
24	Top 5 Agricultural Commodities	Review infographic to ensure accuracy. Proportion of cereal crops to cattle appears potentially anomalous given protracted drought conditions.
25	Rural Land	There are currently limited opportunities for farm boundary adjustments under the current LEP framework. Consequently, this paragraph requires adjustment in order to manage corresponding community expectations. Potential co-location of renewable energy sources (wind) could also be considered.
25	Important Agricultural Land	The Biophysical Strategic Agricultural Land (BSAL) project is currently under development by NSW DPI and has not been finalised. Further clarity on the intended application of the mapping data could be articulated within the Plan.

		Council has recently made representations to NSW DPI regarding potential conflict of SSAL and approved mining footprints.
28	Objective 3 – Expand agribusiness and food processing sectors	The introduction of measures to ensure agribusiness sites are protected from encroachment of inappropriate land uses, including residential development, is strongly supported.
29	Objective 4 – Sustainable manage mineral resources	Paragraph 3 – recommend inclusion of an example of a resource type that supports the infrastructure, housing and industry sectors.
30	Strategy 4.1	Recommend inclusion of a reference to renewables.
32	Objective 5 – Enhance the diversity and strengths of central business districts and town centres	Supporting text should identify/recognise ongoing challenges with maintaining local economies during COVID-19. The relationship between precinct plans and character statements could be more clearly articulated (refer also commentary in relation to the Strategy glossary).
33	Strategy 5.1	Recommend the removal of word 'city' from dot point 2.
33	Strategy 5.4	A corresponding guide for the preparation of precinct plans should be prepared to ensure consistency and improve the likelihood of achieving the overarching strategic objective(s).
34	Objective 6 – coordinate the supply of well-located employment land	Paragraph 3 – consider the inclusion of a reference to Narrabri given status of current SAP activities.
34	Industrial land	Supporting narrative may require adjustments commensurate with the current DPE employment lands project and impending changes to the current zoning framework.
35	Employment precincts	Consider inclusion of information pertaining to the NSW Government funding contribution in respect of the N2IP project.
37	Objective 7 – support a diverse visitor economy	Strategy 7.1 – recommend inclusion of a strategic linkage to Destination Management Plans (DMPs).
39	Part 3 – sustainable and resilient	Paragraph 3 – requires restructuring to improve overall readability.
41	Strategy 8.4	Dot point 2 – recommend insertion of "wherever practicable" as communities such as Moree, Narrabri and Wee Waa are extensively flood prone. Dot point 3 contains a typographic error - amend to "identifying". Strategy 8.4 should also clearly identify that the sole responsibility does not rest with local government and there needs to be a collaborative approach between all tiers of government.



42	Strategy 8.5	Strategy could be extended to acknowledge the need for Councils to plan/design to prevent urban heat islands.
42	Strategy 8.6	In relation to the development of 'resilience and adaptation plans', further consideration needs to be given to the relationship with the Federal government's Adverse Event Plans. Associated supporting guidelines should also be developed where appropriate to ensure consistency and overall accuracy.
45	Objective 9 – lead renewable energy technology and investment	It is noted that the draft Plan deals mainly with managing impacts and land use conflicts. It is recommended that DPE identify the industries that can be attracted to REZ that will generate local employment, noting that the renewable energy sector, notably solar and wind, are not significant employment generators during the operational phases.
46	Strategy 9.1	Suggest alteration of wording to: "... the Department of Planning and Environment should work with Councils to ..."
46	Strategy 9.2	Dot point 4 – it is considered beneficial if associated guidelines could be developed providing recommended quantitative measures surrounding achievement of renewable energy composition targets and practical examples of application of such measures. This approach acknowledges that Council has limited policy and practical influence over such matters and the information could be utilised to inform LGA-level Sustainability Plans.
48	Strategies 10.1 – 10.2	Ongoing development and refinement of LGA waste management strategies reflective of the community's changing needs and aspirations, in addition to emerging technologies, should also be encouraged.
52	Objective 11 – sustainably manage and conserve water resources	The identified strategies within the draft Plan are generally supportive and are reflective of Narrabri Shire Council's current strategic priorities and capital investment efforts.
54	Strategy 12.2	Greater clarity regarding overall responsibility is sought. Which level of government will be ultimately responsible for this strategy?
	Action 3	Specific funding and assistance with resourcing should also be provided to support Councils.
60	Objective 13: Provide well-located housing to meet demand	Based on the result of early investigations surrounding the Narrabri SAP, it is considered appropriate that the SAP is specifically mentioned in paragraph 2.
62		The current skilled labour shortage is a key barrier to new development. This issue needs to be identified in the draft Plan along with associated mitigation strategies.

64	Social Housing	Recommend inclusion of social housing siting and design considerations to ensure that social housing will meet community needs.
69	Objective 17 – celebrate local character	Aboriginal cultural heritage does not appear to be appropriately addressed in the identified actions or strategies.
73	Objective 18 – public open spaces	An appropriate mechanism to fund open space development and embellishment in areas possessing low levels of development is considered appropriate given the current significant asset renewal backlog faced by rural/regional local government.
75	Part 5 – connected and accessible	The proposed Transport for NSW (TfNSW) Regional Transport Plan is acknowledged. Local government is considered a key stakeholder in this process and should be meaningfully engaged with throughout the plan development process.
77	Objective 19 – Leverage new and upgrade infrastructure	Consistency surrounding the status of the Narrabri SAP is required as this varies throughout the document.
77	Collaboration Activity 5	Narrabri Shire Council should be identified as a collaboration partner.
78	Objective 20 – improve state and regional freight connectivity	The N2IP project could be highlighted as a collaborative activity.
82	Collaboration Activity 7	Destination NSW (DNSW) should be identified as a collaboration partner for EV rollouts.
97	Narrabri LGA narrative	Replace photo caption "Pilliga Scrub" with "Mt Kaputar National Park".
		Paragraph 4 requires restructuring to improve clarity.
		Dot point 8 – restructure sentence to focus on renewables and create an additional dot point around the important gas industry (or consider restructuring sentence to provide greater clarity).
		Update map to more accurately define the location of the SAP investigation area as the map does not clearly reflect the extent of current indicative boundaries consistent with DPE collateral.
98		Update map key to ensure consistency of referenced status of the Narrabri SAP and alter reference in respect of the N2IP area as "Northern NSW Inland Port".
104	Glossary	Recommend inclusion of additional definitions around smaller settlements (such as towns and villages). Consider inclusion of specific definitions around character statements and precinct plans. Update the current urban land table reflective of impending changes to

		employment lands under the current reform program.
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**General**

The following additional trends and commentary is provided for the Department's consideration in the context of the draft Plan:

1. The local government sector continues to face ongoing skilled staff resourcing challenges, particularly in the Town Planning and Engineering space. On this basis, DPE should consider available capacity to deliver the plan as part of a future implementation program. Realistic measures should be employed cognisant of such shortages and appropriate mechanisms put in place to address this important issue.
2. Appropriate levels of funding should be provided to support all affected Councils in Plan implementation. The ongoing support of DPE will be necessary to ensure the overall success of the Plan.

Council trusts that the above advice provides the necessary clarification. Should you require any additional information or assistance in this regard you are invited to contact Council's Manager of Strategic Planning at [council@narrabri.nsw.gov.au](mailto:council@narrabri.nsw.gov.au) or by telephoning (02) 6799 6866.

Yours faithfully,

**Stewart Todd**  
General Manager

## 12 OUR ECONOMY



### THEME 3: OUR ECONOMY

#### STRATEGIC DIRECTION 3: PROGRESSIVE AND DIVERSE ECONOMY

*By 2027, we will have developed a strong, diverse economy that attracts, retains and inspires business, industry and tourism growth.*

#### COMMUNITY ENGAGEMENT

Through extensive community engagement, the Narrabri Shire community identified several economic priority areas to be actioned over the 2017 - 2018 financial year.

#### COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

- Economic development
- Planning and development
- Entertainment and conferences
- Local and regional tourism and events
- Saleyards
- Airport

#### COMMUNITY OUTCOMES

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

- Increased community events, conferences and entertainment
- Increased employment through industry innovation, investment and value adding
- Established freight hub for the Northern Inland Region
- Increased housing availability and affordability
- Broadened economic base

Nil reports.

## 13 OUR CIVIC LEADERSHIP



### THEME 4: OUR CIVIC LEADERSHIP

#### STRATEGIC DIRECTION 4: COLLABORATIVE AND PROACTIVE LEADERSHIP

*By 2027, we will proactively together to achieve our shared vision with strong strategic direction.*

#### COMMUNITY ENGAGEMENT

Through extensive community engagement, the Narrabri Shire community identified several civic leadership priority areas to be actioned over the 2017 - 2018 financial year.

#### COMMUNITY SERVICES

Current services provided within the Narrabri Shire community include:

- Integrated strategic planning and reporting
- Community engagement and consultation
- Representation and governance
- Human resource management
- Customer services
- Information services
- Financial services
- Risk management
- Compliance and regulation

#### COMMUNITY OUTCOMES

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

- Improved community engagement and decision-making processes
- Well established community, industry, government and non-government partnerships
- Well maintained core infrastructure and service provision that delivers public value
- Transparent and accountable planning and reporting
- Financial efficiency and sustainability

**13.1 ANNUAL APPOINTMENT OF COUNCIL DELEGATES**

**Responsible Officer:** Lindsay Mason, Director Corporate and Community Services

**Author:** Lindsay Mason, Director Corporate and Community Services

**Attachments:** Nil

**DELIVERY PROGRAM ALIGNMENT****4 Leadership**

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

**Strategy** 4.4.2 Ensure effective and sound local governance practice

**EXECUTIVE SUMMARY**

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

In order for delegates to be able to represent Council on external bodies, and due to the NSW Local Government Elections being delayed until December, committee delegates will be appointed for a period (8) months until September 2022, to bring the cycle back in line with the elections of Mayor and Deputy Mayor. It is necessary for Council to review representation and formally appoint its delegates.

**RECOMMENDATION**

**That Council appoint delegates to the various external bodies or organisations requesting or requiring Council representation up until the Ordinary Council Meeting to be held on 27 September 2022.**

**BACKGROUND**

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

**CURRENT SITUATION**

Committee delegates will be appointed for a period (8) months until September 2022, to bring the cycle back in line with the elections of Mayor and Deputy Mayor. It is necessary for Council to review representation and formally appoint its delegates.

**FINANCIAL IMPLICATIONS**

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

**STATUTORY AND POLICY IMPLICATIONS**

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

That Council appoint<sup>ment</sup> the following delegates to the various external bodies or organisations requesting or requiring Council representation:

<i>Name of Body/Organisation</i>	<i>Details</i>	<i>2020/21 Delegates</i>
Central Northern Libraries Committee	General meetings held throughout the year, agendas are sent in	Delegate: Clr <insert surname> Alternate: Clr <insert surname>
Joint Regional Planning Panel (JRPP)	As required.	Delegate: Clr <insert surname> Delegate: Clr <insert surname> Alternate: Clr <insert surname>
Leards Forest Environmental Trust Committee		Delegate: Clr <insert surname> Alternate: Clr <insert surname>
Lillian Hulbert Memorial Prize Committee	Held when the Prize is open.	Delegate: Mayor
Myall Creek Memorial Committee		Delegate: Clr <insert surname> Delegate: Clr <insert surname> Alternate: Clr <insert surname>
Namoi Water	Agenda and Minutes are sent in	Delegate: Clr <insert surname> Alternate: Clr <insert surname>
Narrabri Bush Fire Management Committee	Two a year, one before bush fire season and one after bush fire season	Delegate: Clr <insert surname> Alternate: Clr <insert surname>
Narrabri Hospital Advisory Committee	Held every month, second month at 2pm, Narrabri Hospital	Delegate: Clr <insert surname> Alternate: Clr <insert surname>
Wee Waa Hospital Advisory Committee	Held every second month, first Thursday of the month at 1pm, Wee Waa Hospital	Delegate: Clr <insert surname> Alternate: Clr <insert surname>
Narrabri Gas Project Water Technical Advisory Group	As required.	Delegate: Clr <insert surname> Alternate: Clr <insert surname>

### Community Consultative Committees (CCC)

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



<i>Name of Body/Organisation</i>	<i>Details</i>	<i>2020/21 Delegates</i>
<i>Tarrawonga Coal Mine Community Consultative Committee</i>	<i>Quarterly meetings</i>	<i>Delegate: Clr &lt;insert surname&gt; Alternate: Clr &lt;insert surname&gt;</i>
<i>Vickery Coal Mine Community Consultative Committee</i>	<i>Quarterly meetings</i>	<i>Delegate: Clr &lt;insert surname&gt; Alternate: Clr &lt;insert surname&gt;</i>
<i>Western Slopes Pipeline Community Consultative Committee</i>		<i>Delegate: Clr &lt;insert surname&gt; Alternate: Clr &lt;insert surname&gt;</i>
<i>Inland Rail N2N</i>		<i>Delegate: Clr &lt;insert surname&gt; Alternate: Clr &lt;insert surname&gt;</i>
<i>Whitehaven Coal Sponsorship Committee</i>		<i>Delegate: Clr &lt;insert surname&gt; Alternate: Clr &lt;insert surname&gt;</i>

**CONSULTATION****External Consultation**

Nil.

**Internal Consultation**

Nil.

**13.2 REVIEW OF ORDINARY COUNCIL MEETING DATES AND TIMES 2021/2022**

**Responsible Officer:** Lindsay Mason, Director Corporate and Community Services

**Author:** Lindsay Mason, Director Corporate and Community Services

**Attachments:** Nil

**DELIVERY PROGRAM ALIGNMENT****4 Leadership**

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

**Strategy** 4.4.2 Ensure effective and sound local governance practice

**EXECUTIVE SUMMARY**

Council's current Code of Meeting Practice, Part 3, Section 3.1, specifies the frequency of Ordinary meetings of Council, that will be held on the 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.

Council resolved to set the following dates at the September 2021 Ordinary Council Meeting (Minute No: 165/2021) and keeping the time at 1.00pm for each meeting:

1. Tuesday 26 October 2021
2. Tuesday 23 November 2021
3. Tuesday 11 January 2022
4. Tuesday 22 February 2022
5. Tuesday 22 March 2022
6. Tuesday 26 April 2022 (Avoids Easter - 18 April 2022)
7. Tuesday 24 May 2022
8. Tuesday 28 June 2022
9. Tuesday 26 July 2022
10. Tuesday 23 August 2022
11. Tuesday 27 September 2022

**RECOMMENDATION**

1. That Council set the ensuing 9-month schedule for Ordinary Council Meetings, for the remainder of 2022, being:
  - a. Tuesday 22 February 2022
  - b. Tuesday 22 March 2022
  - c. Tuesday 26 April 2022 (Avoids Easter - 18 April 2022)

- d. Tuesday 24 May 2022
- e. Tuesday 28 June 2022
- f. Tuesday 26 July 2022
- g. Tuesday 23 August 2022
- h. Tuesday 27 September 2022

This brings the meeting dates back in line with normal September election cycles.

2. That Council set the commencement time for Ordinary Council Meetings to be 1:00pm.

## BACKGROUND

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

## CURRENT SITUATION

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

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

Last year's schedule was a 1.00pm commencement time for Ordinary Meetings. Council is required to determine the start time for Ordinary Council Meetings.

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

## FINANCIAL IMPLICATIONS

Nil.

## STATUTORY AND POLICY IMPLICATIONS

The Local Government Act as well as relevant Circulars have been taken into consideration in the drafting of this report and recommendation.

## CONSULTATION

### External Consultation

Nil.

### Internal Consultation

- Executive Management.

**13.3 ANNUAL APPOINTMENT TO COUNCIL COMMITTEES**

**Responsible Officer:** Lindsay Mason, Director Corporate and Community Services

**Author:** Lindsay Mason, Director Corporate and Community Services

**Attachments:** Nil

**DELIVERY PROGRAM ALIGNMENT****4 Leadership**

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

**Strategy** 4.4.2 Ensure effective and sound local governance practice

**EXECUTIVE SUMMARY**

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

Council has 11 committees established.

**RECOMMENDATION**

**That Council appointment delegates to internal committees up until the Ordinary Council Meeting to be held on 27 September 2022.**

**BACKGROUND**

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

In order for delegates to be able to represent Council on internal committees, and due to the NSW Local Government Elections being delayed until December, committee delegates will be appointed for a period (8) months until September 2022, to bring the cycle back in line with the elections of Mayor and Deputy Mayor. It is necessary for Council to review representation and formally appoint its delegates.

**CURRENT SITUATION**

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

It is recommended to discontinue Councillor membership to section 355 committees, however previously Council has been represented on the Gwabegar Hall Committee.

**FINANCIAL IMPLICATIONS**

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

**STATUTORY AND POLICY IMPLICATIONS**

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

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

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

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

**CONSULTATION****External Consultation**

Nil.

**Internal Consultation**

Nil.

**13.4 DELEGATES REPORT - NARRABRI MINE COMMUNITY CONSULTATIVE COMMITTEE MEETING - 15 DECEMBER 2021**

**Responsible Officer:** Andrew Brown, Director Planning, Strategy and People

**Author:** Donna Ausling, Manager Strategic Planning

**Attachments:** 1. Minutes - Narrabri Mine Community Consultative Committee Meeting - 15 December 2021  

**DELIVERY PROGRAM ALIGNMENT****4 Leadership**

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

**Strategy** 4.4.2 Ensure effective and sound local governance practice

**RECOMMENDATION**

- 1. That Council note the Delegates Report from the Narrabri Mine Community Consultative Committee Meeting held on 15 December 2021.**

**DELEGATES REPORT**

The Narrabri Mine Community Consultative Committee held a Meeting on Wednesday 15 December 2021, which was attended by staff in lieu of Council delegate position being vacant.

The Minutes from the meeting are attached.

**Narrabri Mine Community Consultative Committee Meeting #55**

**Date:** Wednesday 15 December 2021

**Time:** 5:00pm

**Location:** Bann Baa Hotel

**Present:** Russell Stewart (RS)  
James Stieger (JS)  
Ian Duffy (ID)  
Peter Webb (PW)  
Mark Foster (MF)  
Donna Ausling - Narrabri Shire Council (CR)  
Brent Baker (BB) – Narrabri Coal  
Gerald Linde (GL) - Narrabri Coal  
David Ellwood (DE) – Narrabri Coal  
Shane Rily - Narrabri Coal

**Apologies:** None

**1. DECLARATION OF PECUNIARY INTEREST**

No changes to previous.

**2. PREVIOUS MINUTES**

RS asked if everyone has read previous minutes.

BB advised that no feedback on minutes has been received from members and therefore there have been no changes to the minutes issued on 25 October 2021.

RS asked for previous minutes to be accepted as a true and accurate record.

Moved: ID Seconded: JS

**2.1 BUSINESS ARISING FROM PREVIOUS MINUTES**

No further actions arising from previous meeting.

**3. OPERATIONS PROGRESS REPORT AND SAFETY UPDATE**

Presented by GL

- Mining: 1.8 million tonne produced FYTD.
- Longwall relocation to Panel 110 currently underway therefore coal production idle at moment.
- Safety: 5 injuries since previous meeting. No major injuries. Increasing energy on safety management.
- Longwall 110 scheduled to start up this weekend.
- Modification 7 to Project Approval for bord and pillar mining in panels 201 and 202 has been approved by the Department of Planning, Industry and Environment. Aiming to commence mining in March 2022. MF and JS queried location of panels 201 and 202, general discussion on overlying surface features / property boundaries, DE provided aerial image on computer which shows mine plan layout.

**Narrabri Coal Operations Pty Ltd** ABN 76 107 813 963

10 Kurrajong Road, Baan Baa NSW 2390 | P 02 6794 4755 | F 02 6794 4753  
Locked Bag 1002, Narrabri NSW 2390

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- RS queried recent flooding road closures and impact on mine staffing levels. GL said we lost about quarter of workforce, so bit of an impact for a few days.  
MF queried how COVID measures are impacting operations. GL provided overview of site procedures for employees that have been confirmed as close contacts or positive cases and how these various scenarios are managed for the mining operations.

#### 4. ENVIRONMENTAL MONITORING REPORT

Presented by BB

- INCIDENTS: No reportable incidents to regulatory agencies since previous CCC meeting. Nil for calendar year.
  - COMPLAINTS: Since the beginning of 2021 one complaint has been received. The nature of the complaint was related to odour.
  - DEPOSITIONAL DUST:
    - 2021 annual average YTD for all monitoring locations trending below licence limit of 4 g/m<sup>2</sup>/month.
  - PM10 AIR QUALITY:
    - No exceedances of the 24 hour limit within last 12 month period at Claremont monitoring location. There has been one exceedance of the 24 hour compliance limit of 50 µg/m<sup>3</sup> within the last 12 month period at Turrabaa monitoring location. This exceedance was communicated to DPI&E on Friday the 2nd of July. DPI&E acknowledged that this exceedance was not related to mining operations and likely to be caused by adjacent roadwork activities on Kamilaroi Highway upgrade project.
    - Rolling 12 month average currently below annual average limit (of 30 µg/m<sup>3</sup>) for the two monitoring locations (Claremont and Turrabaa).
  - QUARTERLY NOISE MONITORING
 

Quarter 1 attended noise monitoring was completed during February, with compliance achieved at all locations during all time periods.

Quarter 2 attended noise monitoring was completed in June, with compliance achieved at all locations during all time periods.

Quarter 3 attended noise monitoring was completed in September, with compliance achieved at all locations during all time periods.

Quarter 4 attended noise monitoring scheduled for week of 12-16 December.
  - SURFACE WATER MONITORING:
 

During November and December controlled discharges of stormwater from sediment dams was conducted in accordance with licence conditions. Water samples of the discharge water and the downstream ambient watercourse are collected and tested against limits specified in the Environment Protection Licence; no exceedances of water quality criteria were recorded during the discharge events.
  - WATER LICENSING: Presented graphs showing NCO water licence allocation usage. Usage from water licences has been minimal with recent wet weather and mine has been utilising water captured on-site. Presented updated chart showing mine water inputs and outputs, and actual net water usage for 2021 calendar year.
- GROUNDWATER MONITORING: Groundwater monitoring results are reviewed at the end of each year by a suitably qualified hydrogeologist and reported on in the Annual Review. A summary of the 2021 groundwater review will be provided at next CCC meeting.
- SUBSIDENCE MONITORING: No updates since previous CCC meeting. An annual review of monitoring results is undertaken against subsidence predictions and a summary will be provided at next CCC meeting.

Narrabri Coal Operations Pty Ltd ABN 76 107 813 963

10 Kurrajong Road, Baan Baa NSW 2390 | P 02 6794 4755 | F 02 6794 4753  
Locked Bag 1002, Narrabri NSW 2390

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JS asked for more detail on water quality of stormwater discharges, to compare against discharge limits.

**ACTION: BB to include requested detail on future environmental monitoring reports.**

GL mentioned additional infrastructure and activities to manage stored surface water, including:

- additional water treatment and evaporation of brine;
- amending management plans to discharge clean treated water into Namoi River in accordance with Project Approval;
- preparing design plans for construction of new brine dam.

**No further questions/comments from members.**

## 5. STAGE 3 UPDATE

David Elwood provides update.

- NCO has received majority of draft conditions for the new Project Approval but still waiting on a few conditions to be provided by the Department of Planning, Industry & Environment (DPIE). NCO has provided comments back to the Department on the draft conditions.
- The DPIE have advised Stage 3 project will be referred to the Independent Planning Commission (IPC) for final consent approval.
- Regarding potentially impacted groundwater bores and previously discussed 'make good' agreements. The draft Stage 3 Approval conditions require NCO to 'use its best endeavours to finalise all make good agreements within two years of commencement of the project'. NCO are currently in consultation with the affected landholders and plan on are aiming to complete all required arrangements well within the required 2 year timeframe. The draft conditions only allow for a cash settlement if water cannot be supplied to the affected landholders. NCO believe that all proposed new bores will be able to provide a suitable groundwater supply. NCO are finalising draft legal agreements for provision to the affected landholders, and will continue consultation to progress through execution of the agreements and required bore installation activities. DE repeated that the Stage 3 groundwater impact assessment predicted it would be approximately 100 years before any impacts to the private landholder bores are experienced.
- Regarding the intersection of Kurrajong Creek Road and Kamilaroi Highway. Transport for NSW raised concerns through the consultation process with the findings of the Stage 3 traffic assessment, where it was identified that a low risk (i.e. 1 in 5 years) of the queued traffic in the highway turning bays backing up due to train movements across the road crossing. Transport for NSW raised concerns with the intersection being able to adequately manage the traffic flow. NCO have committed to funding the design and upgrade of the intersection to Transport for NSW specifications. JS expressed frustration about the lack of consultation with him as the affected landholder across the highway from the intersection. DE explained that these developments have only occurred in the last few weeks, and NCO opinion is that current intersection performance is adequate, however Transport for NSW were firm in their requirement for an intersection upgrade.

**No further questions/comments from members.**

## 6. GENERAL BUSINESS

- JS wants to put on record that the mine infrastructure (eg. brine dams and rail loop) have altered stormwater surface flow paths which in very wet times results in more surface flows being directed into the Kurrajong Creek tributary that flows past his residence. JS is concerned that this could result in the tributary overtopping its banks and causing flooding to his house. JS expressed concerns that now with more work planned such as highway intersection upgrade and new brine pond it will funnel even more stormwater into the Kurrajong Creek tributary and past his house. BB and GL agreed to review the historical flood assessments that have been completed as part of mine Stage 1 and Stage 2 approvals processes, with a view to updating any existing flood models. JS is to be included in consultation and provided outcomes of this flood assessment review process.

**ACTION: NCO to review historical flood assessment.**

- DE mentioned the application for an Exploration Licence in the area northwest of the existing Mine Lease that was discussed with CCC members in the June 2021 meeting. NCO lodged the application, however the Department advised that the forms on their website were incorrect and therefore NCO were instructed by the Department to withdraw the application. NCO have since received a letter from DPI&E giving consent to make the application and advising that the forms have been corrected. The resubmission will be completed in January or February of 2022, and essentially will be

Narrabri Coal Operations Pty Ltd ABN 76 107 813 963

10 Kurrajong Road, Baan Baa NSW 2390 | P 02 6794 4755 | F 02 6794 4753  
Locked Bag 1002, Narrabri NSW 2390

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the same as previous application, however the process requires NCO to publish another advertisement of the application. NCO will notify CCC members prior to the application and newspaper advertisement. General discussion around NSW and areas still available for coal leases.

- RS expressed thanks to Whitehaven for partnering with the Narrabri Chamber of Commerce to run the upcoming Narrabri Christmas Street Carnival scheduled for Thursday night 16 December.

**No further General Business.**

#### **NEXT MEETING**

- 5pm Wednesday the 16 March at Narrabri Mine.

**Narrabri Coal Operations Pty Ltd** ABN 76 107 813 963

10 Kurrajong Road, Baan Baa NSW 2390 | P 02 6794 4755 | F 02 6794 4753  
Locked Bag 1002, Narrabri NSW 2390

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**13.5 DELIVERY PROGRAM 6 MONTHLY PROGRESS REPORT - DECEMBER 2021**

**Responsible Officer:** Andrew Brown, Director Planning, Strategy and People

**Author:** Alice Gemmell-Smith, Corporate Planning and Audit Officer

**Attachments:** 1. **Delivery Program Progress Report December 2021 (under separate cover)** 

**DELIVERY PROGRAM ALIGNMENT****4 Leadership**

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

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

**EXECUTIVE SUMMARY**

Council's Delivery Program 6 Monthly Progress Report provides Councillors and the community with an update on the organisation's progress in achieving its objectives and strategies identified in the Community Strategic Plan. This is the ninth time such a report has been provided to Council and the Community. There are 106 Measures in total that demonstrate how Council is progressing.

The Community Satisfaction Survey, undertaken in June/July 2021, has provided a basis for measurement of community satisfaction and participation in key activities. It should be noted that where the data source is the Community Survey, the reported results will not change until the next scheduled Community Satisfaction Survey in 2023.

The attached report shows most measures are well underway towards reaching the estimated target or have achieved the target already, and the desired result is to maintain this trajectory.

**RECOMMENDATION**

- 1. That Council adopt the Delivery Program 6 Monthly Progress Report, as attached, detailing Council's progress in meeting its objectives, strategies and measures up to the December 2021 period.**

**BACKGROUND**

In 2009, the NSW Government introduced the Integrated Planning and Reporting (IPR) Framework. The IPR Framework recognises that most communities share similar aspirations:

- A safe, healthy, and pleasant place to live;
- A sustainable environment;
- Opportunities for social interaction;
- Opportunities for education and employment; and,
- Reliable infrastructure.

This framework allows NSW councils to draw their various plans together, understand how they interact and get the maximum leverage from their efforts by planning holistically and sustainably for the future.

## CURRENT SITUATION

This report is the Council's ninth progress report against its four-year 2017-2021 Delivery Program, originally covering progress from 1 July 2017 – 30 June 2021; now extending to 30 June 2022 due to the extenuating circumstances of the COVID-19 pandemic. Progress will be reported on a six-monthly basis, over the duration of the Delivery Program up to 30 June 2022.

In the attached report, progress has been graphed for each measure, showing movement across each six-month interval (July to December and January to June). This trend data is mapped against the estimated target, to show progress towards reaching the target progressively.

## Highlights

SO04 - Lifestyle Satisfaction: Level of satisfaction with recreation and lifestyle opportunities.

- Increased from 82% to 88% satisfaction rate.

SO16 - Participation in Arts and Cultural Activities: Percentage of adult population that participated in Arts and Cultural Activities during the last 12 months.

- Increased from 37% to 45% participation rate.

EN05 - Public Accessibility: Level of satisfaction with access to walkways and cycleways.

- Increased from 83% to 86% satisfaction rate.

EN17 - Fuel Usage: Reduction in fuel usage on prior year.

- Reduced fuel usage by 10,522 Litres (3.5%) since 2020.

EC02 - Events, Conferences & Entertainment Patronage: Percentage increase in patrons at The Crossing Theatre for events, conferences, and entertainment per annum.

- Increased by 5% since July 2021.

All the above are highlights shown are reflective of the duration of the current Delivery Program.

## FINANCIAL IMPLICATIONS

Nil.

## STATUTORY AND POLICY IMPLICATIONS

This report satisfies the requirements of the *Local Government Act 1993* (the LG Act) pursuant to:

Section 404 of the LG Act outlines that a council must have a delivery program detailing the principal activities to be undertaken by the council to perform its functions (including implementing the strategies set out in the Community Strategic Plan) within the resources available under the resourcing strategy.

Section 8C of the LG Act specifies that councils should regularly review and evaluate progress towards achieving strategic goals as identified through the IPR Framework (including those identified in the Community Strategic Plan).

As outlined within the report this is the ninth 6 monthly update report on the progress of the Council's 2017-2021 Delivery Program.

**CONSULTATION****External Consultation**

Data utilised in measuring progress on achieving strategies is sourced from numerous external agencies including but not limited to:

- The Australian Bureau of Statistics.
- The Office of Local Government.
- Roads and Maritime Services.
- The Environmental Protection Agency.
- National Parks and Wildlife Service.
- Australian Early Development Census.
- Tourism Research Australia.

**Internal Consultation**

- Executive Management.
- Senior Management.

**13.6 OPERATIONAL AND SERVICE PLAN QUARTERLY REPORT - DECEMBER 2021**

**Responsible Officer:** Andrew Brown, Director Planning, Strategy and People

**Author:** Alice Gemmell-Smith, Corporate Planning and Audit Officer

**Attachments:** 1. Operational and Service Plan Quarterly Report- December 2021 (under separate cover) 

**DELIVERY PROGRAM ALIGNMENT****4 Leadership**

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

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

**EXECUTIVE SUMMARY**

Council's Quarterly Operational and Service Plan 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 projects. Quarterly Operational and Service Plan Reporting lets the community track each service of Council in regard to what that service is providing, at what cost and where works are occurring throughout the year. As at 31 December 2021, 89.7% of Council's Operational Plan Actions were either Complete or On Track to be achieved by 30 June 2022.

**RECOMMENDATION**

1. That Council adopt the December 2021 Quarterly Operational and Service Plan Report, as attached, detailing Council's progress in meeting its actions, capital works and key performance measures.

**BACKGROUND**

In 2009, the NSW Government introduced the Integrated Planning and Reporting (IPR) Framework. The IPR Framework recognises that most communities share similar aspirations:

- A safe, healthy, and pleasant place to live;
- A sustainable environment;
- Opportunities for social interaction;
- Opportunities for education and employment; and,
- Reliable infrastructure.

This framework allows NSW councils to draw their various plans together, understand how they interact and get the maximum leverage from their efforts by planning holistically and sustainably for the future.

**CURRENT SITUATION**

This report presents the Council's quarterly progress report against its Actions, Capital Works Program and Key Performance Measures for each of its service areas, as established in the Council's

IPR documents and related Service Plans. Council's Service Plans provide an in-depth strategic focus for all services of Council, defining exactly what each service is, what it provides, at what cost and where works are occurring. The community can analyse any of the individual Service Plans and ascertain what is being provided to the local community.

These Service Plans provide the community with key performance measures and a capital works program for each service area, that are measured in this report in terms of progress.

The attached December Quarterly Operational and Service Plan Report is Council's progress for Quarter 2 2021/2022. From the December Quarterly Service Plan Report you will see that significant progress has been made towards achieving Council's 2021/2022 activities.

## Highlights

### Actions

2.1.4.9 - Seek funding to support microchipping, desexing and responsible companion animal program campaigns.

- \$10,000 has been secured to run a program for desexing, microchipping and vaccination of cats of low-income earners. This program commenced in November 2021. A further \$3,000 was secured in December 2021 for the continuation of this program into 2022. The Regulatory Services team will continue to seek more funding opportunities as they become available.

3.2.2.4 - Partner with industry and Government to facilitate development of the Northern NSW Inland Port (N2IP).

- Received \$16.8 million through Growing Local Economies fund for initial infrastructure works at N2IP in 2020/2021. The Commonwealth Government announced in its 2020/2021 Budget \$7.8 million for the construction of a 1,800 metre rail siding and slip road.
- Council received funding through the Commonwealth Government's Interface Improvement Programme and worked with EY throughout the 4 Gate process. The final Gate 4 Strategic Business Case was submitted to the Commonwealth in late August 2021. Working with the State Government on a range of Special Activation Precinct requests. Hosted the SAP team in Narrabri in mid-December.

4.1.2.2 - Conduct a customer satisfaction survey of the community.

- This item is complete. The 2021 Community Satisfaction Survey was completed by external third-party research company Micromex in July 2021. The results of the Community Satisfaction Survey were presented to Councillors at the October 2021 Councillor briefing reporting an 80% overall satisfaction rate with Council.

### Key Performance Measures

Maintain or increase Gross Regional Product amount after the construction phase of local resource companies and throughout drought conditions.

- Target: > \$1,800,000,000; YTD \$1,823,000,000.

Complying Development Certificate determined within SEPP timeframes (20 days)

- Target: 95%; YTD: 100%

Value of Council and Community Grants submitted that are successful (\$).

- Target: \$6,000,000; YTD: \$10,087,362

Number of written complaints regarding maintenance of Cemeteries

- Target: 0; YTD: 0

#### **FINANCIAL IMPLICATIONS**

Nil.

#### **STATUTORY AND POLICY IMPLICATIONS**

*Local Government Act 1993 (NSW)*

*Local Government (General) Regulation 2021 (NSW)*

#### **CONSULTATION**

##### **External Consultation**

Nil.

##### **Internal Consultation**

- Executive Management.
- Senior Management.



**13.7 INVESTMENT REPORT - NOVEMBER 2021**

**Responsible Officer:** Lindsay Mason, Director Corporate and Community Services

**Author:** Tim McClellan, Manager Financial Services

**Attachments:** Nil

**DELIVERY PROGRAM ALIGNMENT****4 Leadership**

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

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

**EXECUTIVE SUMMARY**

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

During the month:

- Three (3) investments matured, totalling \$4 million.
- Three (3) new investments were placed, totalling \$5 million.

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

**RECOMMENDATION**

1. That Council note the Investment Report for November 2021.

**BACKGROUND**

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

**CURRENT SITUATION**

The following is a summary of investment movements for November 2021.

Investments maturing during the month:

- |            |         |             |                  |
|------------|---------|-------------|------------------|
| • 03/11/21 | AMP     | \$1,000,000 | 182 days @ 0.65% |
| • 03/11/21 | ME Bank | \$1,000,000 | 182 days @ 0.43% |
| • 17/11/21 | BOQ     | \$2,000,000 | 182 days @ 0.43% |

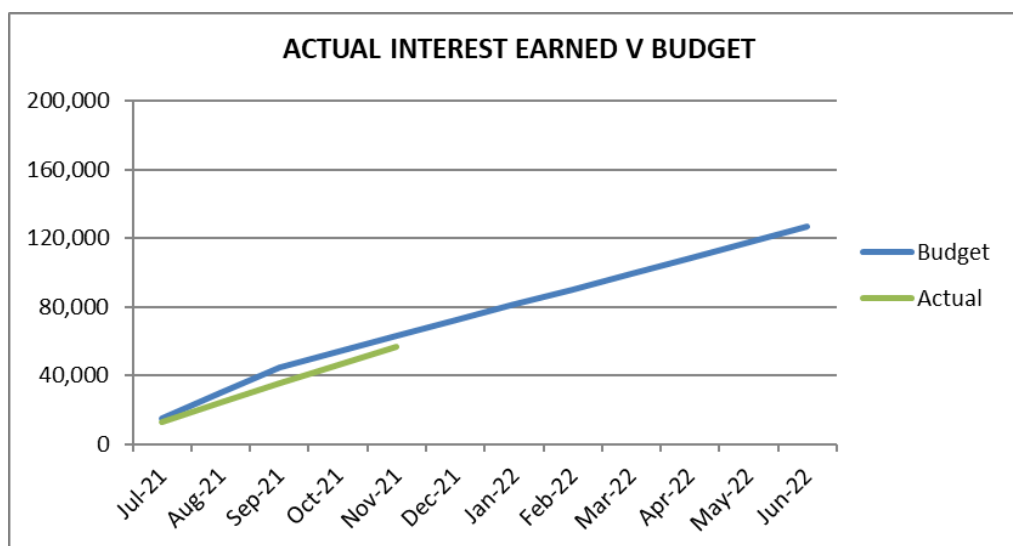
New Investments secured during the month:

- |            |           |             |                  |
|------------|-----------|-------------|------------------|
| • 03/11/21 | AMP       | \$2,000,000 | 364 days @ 1.00% |
| • 19/11/21 | Judo Bank | \$1,000,000 | 180 days @ 0.86% |
| • 19/11/21 | AMP       | \$2,000,000 | 240 days @ 0.90% |

	Market Value (\$)	Term (days)	Rate	Maturity Date	% of Portfolio
<b>Short Term Deposits (&lt;1 yr)</b>	<b>26,000,000.00</b>				<b>80.73%</b>
ME Bank	2,000,000.00	273	0.43%	01/12/21	6.21%
BOQ	1,000,000.00	181	0.43%	08/12/21	3.10%
Macquarie Bank	1,000,000.00	210	0.35%	15/12/21	3.10%
NAB	1,000,000.00	209	0.28%	05/01/22	3.10%
Macquarie Bank	1,000,000.00	182	0.40%	12/01/22	3.10%
NAB	2,000,000.00	210	0.28%	02/02/22	6.21%
BOQ	1,000,000.00	180	0.41%	14/02/22	3.10%
Macquarie Bank	1,000,000.00	176	0.40%	23/02/22	3.10%
Macquarie Bank	1,000,000.00	272	0.40%	09/03/22	3.10%
Judo Bank	1,000,000.00	272	0.70%	09/03/22	3.10%
Macquarie Bank	1,000,000.00	216	0.40%	06/04/22	3.10%
ME Bank	3,000,000.00	245	0.48%	13/04/22	9.31%
Macquarie Bank	1,000,000.00	244	0.40%	04/05/22	3.10%
Judo Bank	1,000,000.00	180	0.86%	18/05/22	3.10%
AMP	1,000,000.00	329	0.75%	22/06/22	3.10%
AMP	2,000,000.00	240	0.90%	17/07/22	6.21%
AMP	1,000,000.00	336	0.45%	27/07/22	3.10%
Macquarie Bank	1,000,000.00	365	0.40%	31/08/22	3.10%
AMP	1,000,000.00	329	0.80%	14/09/22	3.10%
AMP	2,000,000.00	364	1.00%	02/11/22	6.21%
<b>Cash Deposits</b>	<b>6,206,258.96</b>				<b>19.27%</b>
NAB At Call A/c	1,500,000.00	At Call	0.25%	n/a	4.66%
NAB Working A/c	4,706,258.96	At Call	0.00%	n/a	14.61%
<b>Total Cash &amp; Investments</b>	<b>32,206,258.96</b>				<b>100.00%</b>

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

Cash Book balance at 31 October 2021	1,982,518.40
Plus Receipts	9,157,874.86
Plus Investments Matured	4,000,000.00
Less Payments	-5,470,190.99
Less Investments Placed	-5,000,000.00
Cash Book balance at 30 November 2021	4,670,202.27
Unmatched statement items	219,679.92
Unmatched ledger book items	-183,623.23
Reconciliation Balance as at 30 November 2021	4,706,258.96



### Investment Rate Summary for November 2021

Average Interest Rate on Investments: 0.51%

Weighted Average Interest Rate on Investments 0.53%

### Council's Benchmarks

Bank Bill Swap Rate (BBSW) 90-day index (30/11/2021)<sup>1</sup> 0.05%

Average 11am Cash Rate 0.10%

### FINANCIAL IMPLICATIONS

Interest income for the month was \$10,849.86, bringing the financial year to date to \$57,005.33. The budget was reviewed down at the September Quarterly review and the adjustment is reflected in the above graph. The adjustment is indicative of the continuing weak fiscal market.

The net movement in the total value of deposits held each month is reflective of the immediate cashflow requirement to service creditors. Council's larger creditor payments for the month were in road and bridge projects.

### STATUTORY AND POLICY IMPLICATIONS

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

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

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

<sup>1</sup> Source: [www.asx.com.au](http://www.asx.com.au)

**CONSULTATION**

**External Consultation**

Nil.

**Internal Consultation**

- Responsible Accounting Officer.

**13.8 INVESTMENT REPORT - DECEMBER 2021**

**Responsible Officer:** Lindsay Mason, Director Corporate and Community Services

**Author:** Tim McClellan, Manager Financial Services

**Attachments:** Nil

**DELIVERY PROGRAM ALIGNMENT****4 Leadership**

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

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

**EXECUTIVE SUMMARY**

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

During the month:

- Three (3) investments matured, totalling \$4 million.
- Five (5) new investments were placed, totalling \$8 million.

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

**RECOMMENDATION**

- 1. That Council note the Investment Report for December 2021.**

**BACKGROUND**

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

**CURRENT SITUATION**

The following is a summary of investment movements for December 2021.

Investments maturing during the month:

- |            |                |             |                  |
|------------|----------------|-------------|------------------|
| • 01/12/21 | ME Bank        | \$2,000,000 | 273 days @ 0.43% |
| • 08/12/21 | BOQ            | \$1,000,000 | 181 days @ 0.43% |
| • 15/12/21 | Macquarie Bank | \$1,000,000 | 210 days @ 0.35% |

New Investments secured during the month:

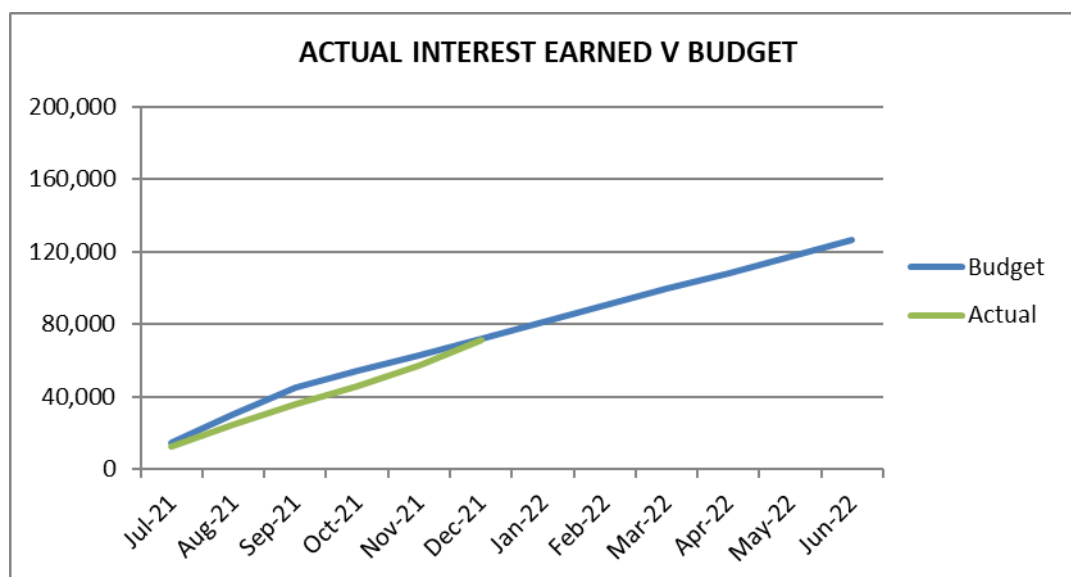
- |            |           |             |                  |
|------------|-----------|-------------|------------------|
| • 01/12/21 | Judo Bank | \$2,000,000 | 182 days @ 0.92% |
| • 02/12/21 | BOQ       | \$2,000,000 | 244 days @ 0.60% |
| • 08/12/21 | BOQ       | \$1,000,000 | 273 days @ 0.56% |

- 15/12/21 NAB \$1,000,000 245 days @ 0.56%
- 23/12/21 NAB \$2,000,000 300 days @ 0.63%

	Market Value (\$)	Term (days)	Rate	Maturity Date	% of Portfolio
<b>Short Term Deposits (&lt;1 yr)</b>	<b>30,000,000.00</b>				<b>92.88%</b>
NAB	1,000,000.00	209	0.28%	05/01/22	3.10%
Macquarie Bank	1,000,000.00	182	0.40%	12/01/22	3.10%
NAB	2,000,000.00	210	0.28%	02/02/22	6.19%
BOQ	1,000,000.00	180	0.41%	14/02/22	3.10%
Macquarie Bank	1,000,000.00	176	0.40%	23/02/22	3.10%
Macquarie Bank	1,000,000.00	272	0.40%	09/03/22	3.10%
Judo Bank	1,000,000.00	272	0.70%	09/03/22	3.10%
Macquarie Bank	1,000,000.00	216	0.40%	06/04/22	3.10%
ME Bank	3,000,000.00	245	0.48%	13/04/22	9.29%
Macquarie Bank	1,000,000.00	244	0.40%	04/05/22	3.10%
Judo Bank	1,000,000.00	180	0.86%	18/05/22	3.10%
Judo Bank	2,000,000.00	182	0.92%	01/06/22	6.19%
AMP	1,000,000.00	329	0.75%	22/06/22	3.10%
AMP	2,000,000.00	240	0.90%	17/07/22	6.19%
AMP	1,000,000.00	336	0.45%	27/07/22	3.10%
BOQ	2,000,000.00	244	0.60%	03/08/22	6.19%
NAB	1,000,000.00	245	0.56%	17/08/22	3.10%
Macquarie Bank	1,000,000.00	365	0.40%	31/08/22	3.10%
BOQ	1,000,000.00	273	0.56%	07/09/22	3.10%
AMP	1,000,000.00	329	0.80%	14/09/22	3.10%
NAB	2,000,000.00	300	0.63%	19/10/22	6.19%
AMP	2,000,000.00	364	1.00%	02/11/22	6.19%
<b>Cash Deposits</b>	<b>2,299,824.88</b>				<b>7.12%</b>
NAB At Call A/c	1,500,000.00	At Call	0.25%	n/a	4.64%
NAB Working A/c	799,824.88	At Call	0.00%	n/a	2.48%
<b>Total Cash &amp; Investments</b>	<b>32,299,824.88</b>				<b>100.00%</b>

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

Cash Book balance at 30 November 2021	4,670,202.27
Plus Receipts	3,565,693.31
Plus Investments Matured	4,000,000.00
Less Payments	-3,355,720.08
Less Investments Placed	-8,000,000.00
Cash Book balance at 31 December 2021	880,175.50
Unmatched statement items	21,456.80
Unmatched ledger book items	-101,807.42
Reconciliation Balance as at 31 December 2021	799,824.88



### Investment Rate Summary for December 2021

Average Interest Rate on Investments:	0.54%
Weighted Average Interest Rate on Investments	0.58%

### Council's Benchmarks

Bank Bill Swap Rate (BBSW) 90-day index (31/12/2021) <sup>2</sup>	0.07%
Average 11am Cash Rate	0.10%

### FINANCIAL IMPLICATIONS

Interest income for the month was \$14,494.38, bringing the financial year to date to \$71,499.71.

The net movement in the total value of deposits held each month is reflective of the immediate cashflow requirement to service creditors. Council's larger creditor payments for the month were in road projects and fleet purchases.

### STATUTORY AND POLICY IMPLICATIONS

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

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

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

<sup>2</sup> Source: [www.asx.com.au](http://www.asx.com.au)

**CONSULTATION**

**External Consultation**

Nil.

**Internal Consultation**

- Responsible Accounting Officer.



**13.9 INVESTMENT REPORT - JANUARY 2022**

**Responsible Officer:** Lindsay Mason, Director Corporate and Community Services

**Author:** Tim McClellan, Manager Financial Services

**Attachments:** Nil

**DELIVERY PROGRAM ALIGNMENT****4 Leadership**

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

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

**EXECUTIVE SUMMARY**

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

During the month:

- Two (2) investments matured, totalling \$2 million.
- One (1) new investment was placed, totalling \$1 million.

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

**RECOMMENDATION**

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

**BACKGROUND**

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

**CURRENT SITUATION**

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

Investments maturing during the month:

- |            |                |             |                  |
|------------|----------------|-------------|------------------|
| • 05/01/22 | NAB            | \$1,000,000 | 209 days @ 0.28% |
| • 12/01/22 | Macquarie Bank | \$1,000,000 | 182 days @ 0.40% |

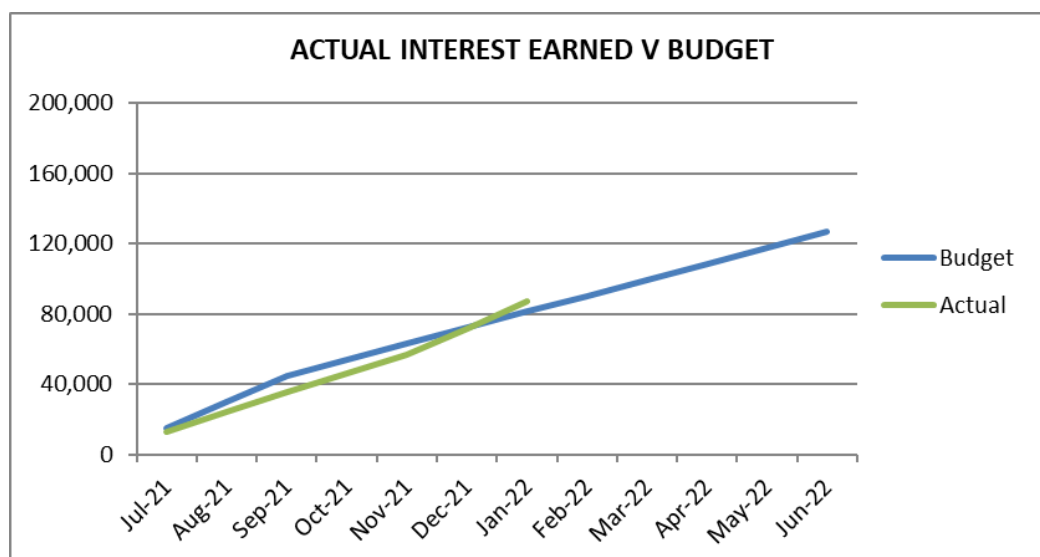
New Investments secured during the month:

- |            |     |             |                  |
|------------|-----|-------------|------------------|
| • 12/01/22 | NAB | \$1,000,000 | 273 days @ 0.62% |
|------------|-----|-------------|------------------|

	Market Value (\$)	Term (days)	Rate	Maturity Date	% of Portfolio
<b>Short Term Deposits (&lt;1 yr)</b>	<b>29,000,000.00</b>				<b>92.57%</b>
NAB	2,000,000.00	210	0.28%	02/02/22	6.38%
BOQ	1,000,000.00	182	0.41%	16/02/22	3.19%
Macquarie Bank	1,000,000.00	176	0.40%	23/02/22	3.19%
Macquarie Bank	1,000,000.00	272	0.40%	09/03/22	3.19%
Judo Bank	1,000,000.00	272	0.70%	09/03/22	3.19%
Macquarie Bank	1,000,000.00	216	0.40%	06/04/22	3.19%
ME Bank	3,000,000.00	245	0.48%	13/04/22	9.58%
Macquarie Bank	1,000,000.00	244	0.40%	04/05/22	3.19%
Judo Bank	1,000,000.00	180	0.86%	18/05/22	3.19%
Judo Bank	2,000,000.00	182	0.92%	01/06/22	6.38%
AMP	1,000,000.00	329	0.75%	22/06/22	3.19%
AMP	2,000,000.00	240	0.90%	17/07/22	6.38%
AMP	1,000,000.00	336	0.45%	27/07/22	3.19%
BOQ	2,000,000.00	244	0.60%	03/08/22	6.38%
NAB	1,000,000.00	245	0.56%	17/08/22	3.19%
Macquarie Bank	1,000,000.00	365	0.40%	31/08/22	3.19%
BOQ	1,000,000.00	273	0.56%	07/09/22	3.19%
AMP	1,000,000.00	329	0.80%	14/09/22	3.19%
NAB	1,000,000.00	273	0.62%	12/10/22	3.19%
NAB	2,000,000.00	300	0.63%	19/10/22	6.38%
AMP	2,000,000.00	364	1.00%	02/11/22	6.38%
<b>Cash Deposits</b>	<b>2,326,217.97</b>				<b>7.43%</b>
NAB At Call A/c	1,500,000.00	At Call	0.25%	n/a	4.79%
NAB Working A/c	826,217.97	At Call	0.00%	n/a	2.64%
<b>Total Cash &amp; Investments</b>	<b>31,326,217.97</b>				<b>100.00%</b>

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

Cash Book balance at 31 December 2021	880,175.50
Plus Receipts	6,697,656.13
Plus Investments Matured	2,000,000.00
Less Payments	-8,136,255.28
Less Investments Placed	-1,000,000.00
Cash Book balance at 31 January 2022	441,576.35
Unmatched statement items	480,873.86
Unmatched ledger book items	-96,232.24
Reconciliation Balance as at 31 January 2022	826,217.97



### Investment Rate Summary for January 2022

Average Interest Rate on Investments: 0.56%

Weighted Average Interest Rate on Investments 0.60%

### Council's Benchmarks

Bank Bill Swap Rate (BBSW) 90-day index (31/01/2022)<sup>3</sup> 0.08%

Average 11am Cash Rate 0.10%

### FINANCIAL IMPLICATIONS

Interest income for the month was \$15,441.50, bringing the financial year to date to \$86,910.52. This is \$5,643.86 in front of the budgeted amount shown on the graph above, this has reflected the slight increase in interest rates in the last two months.

The net movement in the total value of deposits held each month is reflective of the immediate cashflow requirement to service creditors. Council's larger creditor payments for the month were in road and bridge projects.

### STATUTORY AND POLICY IMPLICATIONS

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

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

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

<sup>3</sup> Source: [www.asx.com.au](http://www.asx.com.au)

**CONSULTATION**

**External Consultation**

Nil.

**Internal Consultation**

- Responsible Accounting Officer.

**13.10 QUARTERLY BUDGET REVIEW STATEMENT - DECEMBER 2021**

**Responsible Officer:** Lindsay Mason, Director Corporate and Community Services

**Author:** Luke Meppem, Budget Coordinator

**Attachments:** 1. December 2021 QBRS  

**DELIVERY PROGRAM ALIGNMENT****4 Leadership**

Objective 4.2 Decision making will ensure Council remains financially sustainable

Strategy 4.2.1 Maintain and improve Council's financial sustainability with a focus on core business

**EXECUTIVE SUMMARY**

This report is presented to Council quarterly to revise estimates of income and expenditure in accordance with clause 203 of the *Local Government (General) Regulation 2005*.

**RECOMMENDATION**

1. That Council adopt the Quarterly Budget Review Statement for the period ended 31 December 2021 as the revised Budget estimates for the year ended 30 June 2022 and the Operational Plan and Capital Works Plan be amended accordingly.

**BACKGROUND**

The budget review statement is provided in two (2) formats. The first being by type and reflective of how the end of year Income Statement is reported. The second being by activity as per Note B1-1 of the Annual Financial Statements.

Council's Note B1-1 reflects the individual service plans that have been established as an additional reporting layer to the community. Pages 3 to 6 of the attachment provides an additional level of the information from the summary that appears on page 2.

A capital budget review is included on page 7 of the Quarterly Budget Review Statement attached, also reflecting individual service plan capital expenditures.

**CURRENT SITUATION**

This review is for the quarter ending 31 December 2021 and is attached for Council consideration.

In September, the projected Operating Result (excluding Capital Income) was a deficit of \$3,151,000. The December Quarterly Budget Review, as presented, reflects a decline of \$847,000, resulting in a budgeted deficit forecast of \$3,998,000. The December quarter adjustment is mainly due to an expected reduction in income of \$925,000 from Water Usage charges. The wet year has decreased the demand for water.

It is noted that this budget review includes a restructure of the directorates and departments to fall in line with the recently revised organisational structure. This includes the Planning, Strategy and People directorate being created to replace the previous General Manager directorate. All movements are included in the 'Other than QBRS' column.

This forecast includes only half of Council's normal Financial Assistance Grant, the other half being paid in advance last year. Based on information provided, the original estimate less the revised grant leaves a shortfall of \$3,509,000.

Variations to the projected year end result as listed in the 'Variations for this Dec Qtr.' column on page 2 of the attached Quarterly Budget Review Statement are summarised by Directorate below:

Directorate	Variation	Budget Implication
<b>Income</b>		
Planning, Strategy & People	\$120,000	Increase in Operating Income
Corporate & Community Services	(\$60,000)	Decrease in Operating Income
Corporate & Community Services	\$188,000	Increase in Capital Income
Infrastructure Delivery	(\$533,000)	Decrease in Operating Income
Infrastructure Delivery	\$331,000	Increase in Capital Income
<b>Expenditure</b>		
Strategic Management	(\$45,000)	Decrease in Expenditure
Planning, Strategy & People	\$50,000	Increase in Expenditure
Corporate & Community Services	(\$4,000)	Decrease in Expenditure
Infrastructure Delivery	\$373,000	Increase in Expenditure
<b>Result Variation (incl. Capital Income)</b>	<b>(\$328,000)</b>	
<b>Result Variation (excl. Capital Income)</b>	<b>(\$847,000)</b>	Reduced Net Operating Result

The capital budget on page 7 of Quarterly Budget Review Statement shows a net increase in the expected cost of Capital Works of \$1,666,000. This includes the movements by asset category and by service.

All adjustments made to capital works are listed in individual Service Plan reviews, with updated commentary, included in the Operational Plan Review (the subject of a separate report in this business paper).

The largest budget increases for capital expenditure are the waste cell construction, Spring creek bridge (Grant Funded) and the shared path George St Wee Waa (grant funded).

## FINANCIAL IMPLICATIONS

The major variations (greater than \$50,000) are detailed below:

### **Planning, Strategy and People Revenue** (net increase in operating income of \$120,000)

#### Economic Development

- Increase in income due to Council receiving a reimbursement of its costs attributed to the national Inland Rail project (\$50,000).
- Increase in income for rent of the houses on N2IP acquired land (\$10,000).

#### Human Resources

- Increase in income based on Government incentives received for staff training costs (\$60,000).

### **Planning, Strategy and People** (net increase in expenditure of \$50,000)

#### Development

- Increase of \$28,000 for setting up the e-planning portal, this is offset by a grant received previously.

- There were other minor cost increases relating to carryover expenditure (\$24,000).

Only minor budget adjustments across the remainder of the directorate.

**Corporate & Community Services Revenue** (net decrease in operating income of \$60,000)

Cultural Facilities

- Income from sales and events at the Crossing Theatre has been reduced due to ongoing COVID-19 restrictions (\$31,000).

Property Services

- Increase in expected lease and rental income of (\$28,000).
- Crown land grant incorrectly budgeted for in this financial year when it was received in a previous financial year and is currently restricted (\$56,000).

**Corporate & Community Services Revenue** (net increase in capital income of \$188,000)

- Council received a capital contribution from a local community group for works carried out on the Wee Waa community centre.

**Corporate & Community Services Expenditure** (net decrease in expenditure of \$4,000)

Information Services

- \$15,000 net increase because of increased depreciation projections.

Cultural Facilities

- \$26,000 savings to offset income reductions. Reduced costs particularly in relation to Crossing Theatre events and café.

Property Services

- An increase in saleyards employee costs (\$46,000) offset from a reduction in Airport employee costs.

Other

- There have been only minor adjustments across other Corporate & Community services expenditure budgets.

**Infrastructure Delivery Income** (net decrease in operating income of \$533,000)

Parks & Open Spaces

- Only minor adjustments across the department.

Solid Waste Management Services

- Increase in projected sales income from commercial recycling of \$40,000.

Water & Sewerage Services

- Increase of \$60,000 across all sewer funds to match the annual charges.
- Reduction in water usage charges of \$925,000 across all water funds, based on reduced demand for water.
- Increase of \$297,000 for internal plant income for water. This has a corresponding adjustment to internal plant hire costs.

**Infrastructure Delivery Income** (net increase in capital income of \$331,000)

- \$331,000 grant received for the shared path George St Wee Waa.

**Infrastructure Delivery Expenditure** (net increase in expenditure of \$373,000)Swimming Pools

- Depreciation increases of \$146,000 based on the revaluation completed for 30 June 2021.

Design & Investigation Services

- Wee Waa levee depreciation costs increased \$79,000 based on revaluation completed for 30 June 2021.

Water & Sewerage Services

- Minor adjustments in internal plant and depreciation expenses.

Other

- There have been only minor adjustments across other Infrastructure Delivery expenditure budgets.

**STATUTORY AND POLICY IMPLICATIONS**

A quarterly budget review is required under the *Local Government (General) Regulation 2005*, clause 203.

**CONSULTATION****External Consultation**

- Nil.

**Internal Consultation**

- Executive and Senior Management.
- Budget Coordinator.



## Narrabri Shire Council

Quarterly Budget Review Statement  
for the period 01/10/21 to 31/12/21

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## Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Narrabri Shire Council for the quarter ended 31/12/21 indicates that Council's projected financial position at 30/6/22 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: Tim McClellan

date: 04/02/22

Tim McClellan  
Responsible Accounting Officer

## Narrabri Shire Council

## Quarterly Budget Review Statement

## Income &amp; Expenses Budget Review Statement

for the period 01/10/21 to 31/12/21

Budget review for the quarter ended 31 December 2021

## Income &amp; Expenses (Income Statement) - Council Consolidated

(\$000's)	Original Budget 2021/22	Approved Changes					Revised Budget 2021/22	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs	Mar QBRs					
<b>Income</b>											
Rates and Annual Charges	21,697						21,697	102		21,799	21,857
User Charges and Fees	8,744			(15)			8,729	(915)		7,814	2,376
Interest and Investment Revenues	333			(54)			279	5		284	119
Other Revenues	1,971			(84)			1,887	78		1,965	775
Grants & Contributions - Operating	12,059			(3,448)			8,611	(56)		8,555	2,862
Grants & Contributions - Capital	19,853			142			19,995	519		20,514	60
Other Income	156			3			159	16		175	90
Net Gain from Disposal of Assets	-						-			-	40
<b>Total Income from Continuing Operations</b>	<b>64,813</b>	-	-	<b>(3,456)</b>	-	-	<b>61,357</b>	<b>(251)</b>		<b>61,106</b>	<b>28,179</b>
<b>Expenses</b>											
Employee Costs	18,103			(222)			17,881	(183)		17,698	8,910
Borrowing Costs	253			(32)			221	-		221	65
Materials & Contracts	13,134			134			13,268	102		13,370	6,274
Depreciation	11,252			(158)			11,094	85		11,179	5,558
Legal Costs	130			(1)			129	5		134	57
Consultants	1,042			108			1,150	31		1,181	220
Other Expenses	772			(2)			770	37		807	329
<b>Total Expenses from Continuing Operations</b>	<b>44,686</b>	-	-	<b>(173)</b>	-	-	<b>44,513</b>	<b>77</b>		<b>44,590</b>	<b>21,413</b>
<b>Net Operating Result from Continuing Operation</b>	<b>20,127</b>	-	-	<b>(3,283)</b>	-	-	<b>16,844</b>	<b>(328)</b>		<b>16,516</b>	<b>6,766</b>
Discontinued Operations - Surplus/(Deficit)							-			-	
<b>Net Operating Result from All Operations</b>	<b>20,127</b>	-	-	<b>(3,283)</b>	-	-	<b>16,844</b>	<b>(328)</b>		<b>16,516</b>	<b>6,766</b>
<b>Net Operating Result excl. Capital Income</b>	<b>274</b>	-	-	<b>(3,425)</b>	-	-	<b>(3,151)</b>	<b>(847)</b>		<b>(3,998)</b>	<b>6,706</b>

This statement provides a summary of the budget movements based on the presentation format for the Income Statement in Council's annual financial reporting. 'Grants & Contributions - Capital' are included in the 'Net Operating Result from All Operations', but then excluded to provide the 'Net Operating Result before Capital Items'.

Budget review for the quarter ended 31 December 2021

## Income &amp; Expenses (Directorate Summary) - Council Consolidated

(\$000's)	Original Budget 2021/22	Approved Changes					Revised Budget 2021/22	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs	Mar QBRs					
<b>Income</b>											
General Purpose Revenue	21,521	-	-	(3,530)	-	-	17,991	-		17,991	15,837
Strategic Management (fmly General Mgr)	47	-	-	-	-	-	47	-		47	14
Planning, Strategy & People (fmly General Mgr)	4,316	-	-	11	-	-	4,327	120		4,447	1,180
Corporate & Community Services	2,625	-	-	(62)	-	-	2,563	128		2,691	939
Infrastructure Delivery	42,107	-	-	120	-	-	42,227	(202)		42,025	13,948
<b>Total Income from Continuing Operations</b>	<b>70,616</b>	-	-	<b>(3,461)</b>	-	-	<b>67,155</b>	<b>46</b>		<b>67,201</b>	<b>31,918</b>
Adjustment for internal income budgeted	(5,199)			5			(5,194)	(297)		(5,491)	(3,301)
Adjustment for capital sales budgeted	(604)						(604)	-		(604)	(438)
	<b>64,813</b>	-	-	<b>(3,456)</b>	-	-	<b>61,357</b>	<b>(251)</b>		<b>61,106</b>	<b>28,179</b>
<b>Expenses</b>											
Strategic Management (fmly General Mgr)	409	-	25	2	-	-	436	(45)		391	271
Planning, Strategy & People (fmly General Mgr)	5,349	-	(25)	147	-	-	5,471	50		5,521	2,160
Corporate & Community Services	9,184	-	-	(146)	-	-	9,038	(4)		9,034	4,343
Infrastructure Delivery	34,943	-	-	(181)	-	-	34,762	373		35,135	17,822
<b>Total Expenses from Continuing Operations</b>	<b>49,885</b>	-	-	<b>(178)</b>	-	-	<b>49,707</b>	<b>374</b>		<b>50,081</b>	<b>24,714</b>
Adjustment for internal income budgeted	(5,199)			5			(5,194)	(297)		(5,491)	(3,301)
	<b>44,686</b>	-	-	<b>(173)</b>	-	-	<b>44,513</b>	<b>77</b>		<b>44,590</b>	<b>21,413</b>
<b>Net Operating Result incl. Capital Income</b>	<b>20,127</b>	-	-	<b>(3,283)</b>	-	-	<b>16,844</b>	<b>(328)</b>		<b>16,516</b>	<b>6,766</b>
<b>Net Operating Result excl. Capital Income</b>	<b>274</b>	-	-	<b>(3,425)</b>	-	-	<b>(3,151)</b>	<b>(847)</b>		<b>(3,998)</b>	<b>6,706</b>

This statement provides a summary of the budget movements of Council's service activities based on directorate responsibilities. The following pages (3-6) provides the services reported in Note B1-1 of Council's annual financial statements. This is broken down a further level (line items in green font) to provide a better understanding of the costing components of the services where applicable.

## Narrabri Shire Council

## Quarterly Budget Review Statement

for the period 01/10/21 to 31/12/21

## Detailed Income &amp; Expenses Budget Review Statement of Directorate Summary (on page 2)

Budget review for the quarter ended 31 December 2021

## Income &amp; Expenses - General Purpose Income

(\$000's)	Original Budget 2021/22	Approved Changes				Revised Budget 2021/22	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs					
<b>Income</b>										
Rates & Charges	13,839					13,839	-		13,839	13,798
Interest & Investment Revenue	175			(21)		154	-		154	40
General Purpose (Untied) Grants	7,507			(3,509)		3,998	-		3,998	1,999
<b>Total Income from Continuing Operations</b>	<b>21,521</b>	-	-	(3,530)	-	<b>17,991</b>	-		<b>17,991</b>	<b>15,837</b>
<b>Expenses</b>										
Rates & Charges	118					118	-		118	118
<b>Total Expenses from Continuing Operations</b>	<b>118</b>	-	-	-	-	<b>118</b>	-		<b>118</b>	<b>118</b>
<b>Net Operating Result before Capital Items</b>	<b>21,403</b>	-	-	(3,530)	-	<b>17,873</b>	-		<b>17,873</b>	<b>15,719</b>

Budget review for the quarter ended 31 December 2021

## Income &amp; Expenses - Planning, Strategy &amp; People

(\$000's)	Original Budget 2021/22	Approved Changes				Revised Budget 2021/22	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs					
<b>Income</b>										
Development	3,751	-	-	(3)	-	3,748	-		3,748	967
Statutory Land Use Planning	3,410			(3)		3,407	-		3,407	808
Building Surveying and Certification	160			-		160	-		160	35
Regulatory Enforcement	181			-		181	-		181	124
Economic Development	38	-	-	-	-	38	60		98	76
Economic Development	5			-		5	50		55	53
Northern NSW Inland Port (N2IP)	33			-		33	10		43	23
Governance & Risk	26	-	50	14	-	90	-		90	50
Governance	26			14		40	-		40	-
Risk	-		50	-		50	-		50	50
Human Resources	60	-	(50)	-	-	10	60		70	61
Human Resources Management	10			-		10	-		10	8
Organisational Development	50		(50)	-		-	60		60	53
Strategic Planning	441	-	-	-	-	441	-		441	26
Strategic Land Use Planning	441			-		441	-		441	26
<b>Total Income from Continuing Operations</b>	<b>4,316</b>	-	-	11	-	<b>4,327</b>	<b>120</b>		<b>4,447</b>	<b>1,180</b>
<b>Expenses</b>										
Development	1,481	-	-	73	-	1,554	52		1,606	741
Statutory Land Use Planning	504			33		537	28		565	265
Building Surveying and Certification	345			1		346	-		346	78
Regulatory Enforcement	632			39		671	24		695	398
Economic Development	581	-	-	55	-	636	(11)		625	236
Economic Development	89			33		122	2		124	72
Northern NSW Inland Port (N2IP)	348			22		370	(13)		357	103
Small Business Liaison	144			-		144	-		144	61
Governance & Risk	931	-	283	17	-	1,231	9		1,240	524
Governance	626		(25)	(2)		599	8		607	245
Corporate Planning	305		(126)	19		198	1		199	126
Risk	-		434	-		434	-		434	153
Human Resources	1,106	-	(308)	2	-	800	-		800	341
Human Resources Management	647			(22)		625	-		625	336
Organisational Development	459		(308)	24		175	-		175	5
Strategic Planning	1,250	-	-	-	-	1,250	-		1,250	318
Strategic Land Use Planning	1,250			-		1,250	-		1,250	318
<b>Total Expenses from Continuing Operations</b>	<b>5,349</b>	-	(25)	147	-	<b>5,471</b>	<b>50</b>		<b>5,521</b>	<b>2,160</b>
<b>Net Operating Result before Capital Items</b>	<b>(1,033)</b>	-	25	(136)	-	<b>(1,144)</b>	<b>70</b>		<b>(1,074)</b>	<b>(980)</b>

## Narrabri Shire Council

## Quarterly Budget Review Statement

for the period 01/10/21 to 31/12/21

## Detailed Income &amp; Expenses Budget Review Statement of Directorate Summary (on page 2)

Budget review for the quarter ended 31 December 2021

## Income &amp; Expenses - Corporate &amp; Community Services

(\$000's)	Original Budget 2021/22	Approved Changes				Revised Budget 2021/22	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRS	Sep QBRS	Dec QBRS					
<b>Income</b>										
Airport Services	433	-	-	-	-	433	-		433	49
Airport Management	1					1	-		1	1
Airside Operations	403					403			403	35
Landside Operations	16			-		16			16	10
Aviation Fuel Facilities	13			-		13			13	3
Community Relations	20	-	-	-	-	20	-		20	4
Cultural Facilities	909	-	-	37	-	946	(31)		915	278
TCT Cinemas & Front of House	306			(10)		296	-		296	153
The Crossing Café & Kitchen	232			(22)		210	(30)		180	76
TCT Events	266			(73)		193	(1)		192	46
Libraries Management	105			142		247	-		247	3
Financial Services	169	-	-	3	-	172	(1)		171	34
Information Services	5	-	-	-	-	5	-		5	2
Property Services	875	-	-	(46)	-	829	160		989	442
Property Management	759			(46)		713	160		873	388
Saleyard Operations	68					68			68	28
Truck Wash Facilities	48					48			48	26
Tourism & Community Development	214	-	-	(56)	-	158	-		158	130
<b>Total Income from Continuing Operations</b>	<b>2,625</b>	<b>-</b>	<b>-</b>	<b>(62)</b>	<b>-</b>	<b>2,563</b>	<b>128</b>		<b>2,691</b>	<b>939</b>
<b>Expenses</b>										
Airport Services	670	-	-	(48)	-	622	(31)		591	285
Airport Management	627			(48)		579	(38)		541	218
Airside Operations	24					24			24	42
Landside Operations	18					18			18	18
Aviation Fuel Facilities	1			-		1	7		8	7
Community Relations	1,048	-	-	-	-	1,048	(5)		1,043	495
Customer Management	639			(1)		638	(14)		624	327
Communications	409			1		410	9		419	168
Cultural Facilities	2,248	-	-	(30)	-	2,218	(26)		2,192	1,120
TCT Management	517			6		523	18		541	385
TCT Cinemas & Front of House	254			(4)		250	(15)		235	167
The Crossing Café & Kitchen	402			(23)		379	(14)		365	165
TCT Events	243			(19)		224	(15)		209	106
Libraries Management	832			10		842	-		842	297
Financial Services	1,193	-	-	5	-	1,198	-		1,198	550
Information Services	1,069	-	-	-	-	1,069	15		1,084	381
IT Technical Support	400			1		401	(46)		355	136
IT Corporate Network	669			(1)		668	61		729	245
Property Services	2,023	-	-	(47)	-	1,976	43		2,019	1,089
Property Management	1,337			(68)		1,269	8		1,277	722
Insurance Management	323					323			323	123
Depot Management	165			(12)		153	(11)		142	95
Saleyard Operations	191			33		224	46		270	146
Truck Wash Facilities	7			-		7			7	3
Tourism & Community Development	933	-	-	(26)	-	907	-		907	423
Visitor Information Centre Operations	545			(26)		519	(1)		518	291
Tourism Network Management	67					67			67	31
Shire Marketing & Promotion	62			2		64	-		64	39
Event Facilitation	10					10			10	5
Community Development	138			(2)		136	-		136	41
Grants Administration	111			-		111	1		112	16
<b>Total Expenses from Continuing Operations</b>	<b>9,184</b>	<b>-</b>	<b>-</b>	<b>(146)</b>	<b>-</b>	<b>9,038</b>	<b>(4)</b>		<b>9,034</b>	<b>4,343</b>
<b>Net Operating Result before Capital Items</b>	<b>(6,559)</b>	<b>-</b>	<b>-</b>	<b>84</b>	<b>-</b>	<b>(6,475)</b>	<b>132</b>		<b>(6,343)</b>	<b>(3,404)</b>

## Narrabri Shire Council

## Quarterly Budget Review Statement

for the period 01/10/21 to 31/12/21

## Detailed Income &amp; Expenses Budget Review Statement of Directorate Summary (on page 2)

Budget review for the quarter ended 31 December 2021

## Income &amp; Expenses - Infrastructure Delivery

(\$000's)	Original Budget 2021/22	Approved Changes				Revised Budget 2021/22	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs					
<b>Income</b>										
Cemeteries	205	-	-	-	-	205	6		211	105
Cemeteries Management	5	-	-	-	-	5	-		5	4
Cemeteries Interment Services	150	-	-	-	-	150	21		171	82
Cemeteries Maintenance	50	-	-	-	-	50	(15)		35	19
Design & Investigation Services	5	-	-	-	-	5	-		5	3
Emergency Support	538	-	-	-	-	538	-		538	178
Parks & Open Spaces	1,814	-	-	60	-	1,874	-		1,874	338
Parks & Open Spaces Management	383	-	-	-	-	383	-		383	232
Open Space Maintenance	1,200	-	-	-	-	1,200	-		1,200	-
Sporting Facilities	5	-	-	60	-	65	-		65	2
Recreational Parks	100	-	-	-	-	100	-		100	-
Weeds Management	31	-	-	-	-	31	-		31	12
Weeds North West Action Program	95	-	-	-	-	95	-		95	92
Projects & Assets	750	-	-	-	-	750	-		750	469
Projects & Assets	5	-	-	-	-	5	-		5	3
Fleet Management	745	-	-	-	-	745	-		745	466
Sewerage Services	3,496	-	-	(14)	-	3,482	61		3,543	2,745
Sewerage Management	141	-	-	(14)	-	127	1		128	27
Boggabri Sewerage Operations	351	-	-	-	-	351	14		365	44
Narrabri Sewerage Operations	2,318	-	-	-	-	2,318	36		2,354	2,343
Wee Waa Sewerage Operations	686	-	-	-	-	686	10		696	331
Solid Waste Management Services	4,240	-	-	90	-	4,330	36		4,366	3,729
Urban Waste Management	1,817	-	-	-	-	1,817	40		1,857	1,852
Narrabri Waste Depot	2,096	-	-	90	-	2,186	-		2,186	1,558
Rural Waste (incl Transfer Stations)	327	-	-	-	-	327	(4)		323	319
Swimming Pools	277	-	-	-	-	277	(8)		269	98
Swimming Pools Management	11	-	-	-	-	11	(8)		3	-
Swimming Pool Operations - Narrabri	203	-	-	-	-	203	-		203	77
Swimming Pool Operations - Wee Waa	39	-	-	-	-	39	-		39	10
Swimming Pool Operations - Boggabri	24	-	-	-	-	24	-		24	11
Roads & Ancillary Services	25,691	-	-	-	-	25,691	331		26,022	3,124
Roads Management	2,590	-	-	-	-	2,590	-		2,590	1,347
State Highway Maintenance Contract	2,500	-	-	-	-	2,500	-		2,500	-
Regional Roads Maintenance	3,591	-	-	-	-	3,591	-		3,591	596
Shire Roads Maintenance	10,062	-	-	-	-	10,062	-		10,062	180
Bridges Maintenance	2,622	-	-	-	-	2,622	-		2,622	-
Town Streets Maintenance	2,924	-	-	-	-	2,924	-		2,924	14
Footpaths	200	-	-	-	-	200	331		531	331
Quarries	1,202	-	-	-	-	1,202	-		1,202	656
Water Services	5,091	-	-	(16)	-	5,075	(628)		4,447	3,159
Water Management	529	-	-	(16)	-	513	297		810	455
Baan Baa Water Operations	37	-	-	-	-	37	(5)		32	28
Bellata Water Operations	77	-	-	-	-	77	(17)		60	52
Boggabri Water Operations	629	-	-	-	-	629	(131)		498	392
Gwabegar Water Operations	36	-	-	-	-	36	-		36	30
Narrabri Water Operations	2,770	-	-	-	-	2,770	(413)		2,357	1,701
Pilliga Water Operations	66	-	-	-	-	66	(13)		53	49
Wee Waa Water Operations	947	-	-	-	-	947	(346)		601	452
<b>Total Income from Continuing Operations</b>	<b>42,107</b>	<b>-</b>	<b>-</b>	<b>120</b>	<b>-</b>	<b>42,227</b>	<b>(202)</b>		<b>42,025</b>	<b>13,948</b>

## Narrabri Shire Council

## Quarterly Budget Review Statement

for the period 01/10/21 to 31/12/21

## Detailed Income &amp; Expenses Budget Review Statement of Directorate Summary (on page 2)

Budget review for the quarter ended 31 December 2021

## Income &amp; Expenses - Infrastructure Delivery

(\$000's)	Original Budget 2021/22	Approved Changes				Revised Budget 2021/22	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs					
<b>Expenses</b>										
Cemeteries	384	-	-	-	-	384	13		397	204
Cemeteries Management	106					106	7		113	51
Cemeteries Interment Services	52					52	21		73	47
Cemeteries Maintenance	226					226	(15)		211	106
Design & Investigation Services	404	-	-	2	-	406	79		485	244
Emergency Support	665	-	-	18	-	683	-		683	346
Parks & Open Spaces	3,434	-	-	6	-	3,440	32		3,472	1,969
Parks & Open Spaces Management	839			-		839	32		871	430
Open Space Maintenance	968			2		970			970	542
Sporting Facilities	768			3		771	-		771	241
Recreational Parks	152			-		152	-		152	203
Public Waste / Litter Control	14			-		14	-		14	41
Street Trees Program	23			-		23	-		23	41
Public Amenities & Monument Maintenance	237			-		237	-		237	196
Central Business District Maintenance	51			-		51	-		51	67
Weeds Management	286			1		287	-		287	68
Weeds North West Action Program	96			-		96			96	140
Projects & Assets	784	-	-	(60)	-	724	-		724	182
Projects & Assets	703			5		708			708	286
Fleet Management	81			(65)		16			16	(104)
Sewerage Services	3,492	-	-	60	-	3,552	29		3,581	1,829
Sewerage Management	216			60		276	1		277	67
Boggabri Sewerage Operations	487			-		487	62		549	291
Narrabri Sewerage Operations	1,989			-		1,989	8		1,997	1,079
Wee Waa Sewerage Operations	800			-		800	(42)		758	392
Solid Waste Management Services	4,257	-	-	(221)	-	4,036	38		4,074	1,795
Urban Waste Management	1,263			1		1,264	-		1,264	510
Narrabri Waste Depot	1,940			(127)		1,813	38		1,851	957
Rural Waste (incl Transfer Stations)	1,054			(95)		959	-		959	328
Swimming Pools	1,640	-	-	3	-	1,643	146		1,789	792
Swimming Pools Management	223			1		224	(10)		214	51
Swimming Pool Operations - Narrabri	962			2		964	106		1,070	504
Swimming Pool Operations - Wee Waa	233			-		233	31		264	121
Swimming Pool Operations - Boggabri	222			-		222	19		241	116
Roads & Ancillary Services	14,932	-	-	15	-	14,947	-		14,947	8,071
Roads Management	5,757			2		5,759	-		5,759	3,296
State Highway Maintenance Contract	2,097			-		2,097	-		2,097	702
Regional Roads Maintenance	609			1		610	-		610	395
Shire Roads Maintenance	2,803			7		2,810	-		2,810	1,637
Bridges Maintenance	440			-		440	-		440	231
Town Streets Maintenance	1,081			4		1,085	-		1,085	563
Footpaths	320			1		321	-		321	74
Kerb & Guttering	426			-		426	-		426	175
Stormwater Management	204			-		204	-		204	62
Quarries	1,195			-		1,195	-		1,195	936
Water Services	4,951	-	-	(4)	-	4,947	36		4,983	2,387
Water Management	963			(18)		945	15		960	417
Baan Baa Water Operations	83			11		94	16		110	59
Bellata Water Operations	162			3		165	(33)		132	70
Boggabri Water Operations	514			-		514	107		621	280
Gwabegar Water Operations	82			-		82	(5)		77	33
Narrabri Water Operations	2,494			-		2,494	(160)		2,334	1,198
Pilliga Water Operations	108			-		108	(13)		95	41
Wee Waa Water Operations	545			-		545	109		654	289
<b>Total Expenses from Continuing Operations</b>	<b>34,943</b>	<b>-</b>	<b>-</b>	<b>(181)</b>	<b>-</b>	<b>34,762</b>	<b>373</b>		<b>35,135</b>	<b>17,819</b>
<b>Net Operating Result before Capital Items</b>	<b>7,164</b>	<b>-</b>	<b>-</b>	<b>301</b>	<b>-</b>	<b>7,465</b>	<b>(575)</b>		<b>6,890</b>	<b>(3,871)</b>

## Narrabri Shire Council

## Quarterly Budget Review Statement

for the period 01/10/21 to 31/12/21

## Capital Budget Review Statement

Budget review for the quarter ended 31 December 2021

## Capital Budget - Council Consolidated

(\$000's)	Original Budget 2021/22	Approved Changes				Revised Budget 2021/22	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs					
<b>Capital Expenditure</b>										
New Assets										
- Plant & Equipment				152		152	-		152	28
- Land & Buildings	1,950			275		2,225	-		2,225	2,056
- Roads, Bridges, Footpaths	-					-	120		120	108
- Water & Sewerage Assets	-					-	-		-	-
- Other	-					-	-		-	-
Renewal Assets (Replacement)										
- Plant & Equipment	2,558	1,260		7		3,825	-		3,825	1,271
- Land & Buildings	304	104		50		458	183		641	305
- Roads, Bridges, Footpaths	22,907	2,077				24,984	792		25,776	4,777
- Water & Sewerage Assets	1,980	12		680		2,672	-		2,672	381
- Other	6,617	787		(114)		7,290	571		7,861	384
Loan Repayments (Principal) - General	687					687	-		687	291
<b>Total Capital Expenditure</b>	<b>37,003</b>	<b>4,240</b>	<b>-</b>	<b>1,050</b>	<b>-</b>	<b>42,293</b>	<b>1,666</b>		<b>43,959</b>	<b>9,601</b>
<b>Capital Funding</b>										
Rates & Other Untied Funding	867			17		884	16		900	33
Grants & Contributions	21,039	256		202		21,497	639		22,136	3,212
Reserves:										
- Restrictions/Reserves	5,861	3,422		(124)		9,159	546		9,705	2,803
- VPA Restrictions	3,852	445		275		4,572	465		5,037	670
- s94a	350	105		-		455	-		455	8
- Water Fund	1,240	6		-		1,246	-		1,246	226
- Sewerage Fund	740	6		680		1,426	-		1,426	155
New Loans	2,450					2,450	-		2,450	2,056
Receipts from Sale of Assets										
- Plant & Equipment	604					604	-		604	438
<b>Total Capital Funding</b>	<b>37,003</b>	<b>4,240</b>	<b>-</b>	<b>1,050</b>	<b>-</b>	<b>42,293</b>	<b>1,666</b>		<b>43,959</b>	<b>9,601</b>
<b>Net Capital Funding - Surplus/(Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>

Budget review for the quarter ended 31 December 2021

## Capital Expenditure by Activity - Council Consolidated

(\$000's)	Original Budget	Approved Changes				Revised Budget	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs					
<b>Capital Expenditure</b>										
Airport	435					435	-		435	-
Cemeteries	-	100		7		107	-		107	7
Cultural Facilities	-	61		152		213	-		213	65
Economic Development	2,450			-		2,450	-		2,450	2,056
Financial Services	40			-		40	1		41	41
Fleet Management	2,493	1,260		-		3,753	-		3,753	1,210
Information Services	65	19		-		84	-		84	33
Parks & Open Spaces	2,946	451		(71)		3,326	120		3,446	352
Planning & Environment	350			-		350	-		350	8
Projects & Assets	-	32		-		32	-		32	-
Property Services	304	58		275		637	188		825	190
Sewerage Services	740	6		680		1,426	-		1,426	155
Solid Waste Management	1,800	50		-		1,850	565		2,415	39
Swimming Pools	158	127		7		292	-		292	151
Tourism & Community Development	388	(8)		-		380	-		380	-
Transport (Roads & Ancillary)	22,907	2,078		-		24,985	792		25,777	4,777
Water Supplies	1,240	6		-		1,246	-		1,246	226
Loan Repayments (Principal) - General	687			-		687	-		687	291
<b>Total Capital Expenditure</b>	<b>37,003</b>	<b>4,240</b>	<b>-</b>	<b>1,050</b>	<b>-</b>	<b>42,293</b>	<b>1,666</b>		<b>43,959</b>	<b>9,601</b>

This statement provides the same capital expenditure information as above, but in Service activity format in line with Council's Service Plans.

**Narrabri Shire Council****Quarterly Budget Review Statement**

for the period 01/10/21 to 31/12/21

**Cash & Investments Budget Review Statement**

Budget review for the quarter ended 31 December 2021

**Reconciliation Status**

The YTD Cash &amp; Investment figure reconciles to the actual balances held as follows:

**\$ 000's**

Cash at Bank (as per bank statements)

800

Investments on Hand

31,500

**Reconciled Cash at Bank & Investments****32,300**



## Narrabri Shire Council

Quarterly Budget Review Statement  
for the period 01/10/21 to 31/12/21

## Key Performance Indicators Budget Review Statement - Industry KPI's (OLG)

Budget review for the quarter ended 31 December 2021

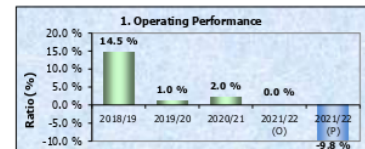
(\$000's)	Current Projection		Original Budget 21/22	Actuals Prior Periods	
	Amounts 21/22	Indicator 21/22		20/21	19/20

NSW Local Government Industry Key Performance Indicators (OLG):

## 1. Operating Performance

Operating Revenue (excl. Capital) - Operating Expenses	-3,998	-9.8 %	0.0 %	2.0 %	1.0 %
Operating Revenue (excl. Capital Grants & Contributions)	40,592				

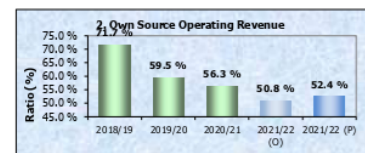
This ratio measures Council's achievement of containing operating expenditure within operating revenue.



## 2. Own Source Operating Revenue

Operating Revenue (excl. ALL Grants & Contributions)	32,037	52.4 %	50.8 %	56.3 %	59.5 %
Total Operating Revenue (incl. Capital Grants & Cont)	61,106				

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants & contributions.



## Narrabri Shire Council

Quarterly Budget Review Statement  
for the period 01/10/21 to 31/12/21

## Contracts Budget Review Statement

Budget review for the quarter ended 31 December 2021

## Part A - Contracts Listing - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
Raylee's Cleaning	2021-22/08 - Cleaning of Council Facilities	Schedule of rates	01/01/22	12 months	Y	
Saunders Civilbuild	2021-22/06 - Boston St Bridge Replacement	3,080,308		26 weeks	Y	

## Notes:

1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser.
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
3. Contracts for employment are not required to be included.

## Consultancy &amp; Legal Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2021

## Consultancy &amp; Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	220,353	Y
Legal Fees	56,918	Y

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Comments

Expenditure included in the above YTD figure but not budgeted includes:


## Details


**13.11 COUNCIL POLICY ON PUBLIC INTEREST DISCLOSURES BY STAFF, FORMER STAFF, COMMUNITY, CURRENT AND FORMER COUNCILLORS.**

**Responsible Officer:** Lindsay Mason, Director Corporate and Community Services

**Author:** Lindsay Mason, Director Corporate and Community Services

**Attachments:**

1. Internal Reporting Management Public Interest Disclosure Policy and Procedure [↓](#) 
2. Corporate Induction Handbook 2022 [↓](#) 
3. Intranet page for policies/procedures for staff. [↓](#) 

**DELIVERY PROGRAM ALIGNMENT****4 Leadership**

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

**Strategy** 4.4.2 Ensure effective and sound local governance practice

**EXECUTIVE SUMMARY**

All Public Interest Disclosure complaints are dealt with in accordance with the Internal Reporting Management – Public Interest Disclosures Policy and Procedure. The policy and procedure is guided by the *Public Interest Disclosures Act 1994 (PID Act)*. The PID Act removes the barriers that prevent people who work in the public sector from speaking up about serious problems. Staff are made aware of their ability to lodge complaints under PID Act, during their induction to Council.

**RECOMMENDATION**

1. That Council Note the report relating to the Policy on Public Interest Disclosures.

**BACKGROUND**

At the Extraordinary Meeting of Council held on Tuesday 15 February 2022, a Motion was approved as follows:

*That the General Manager submit a report to the 22<sup>nd</sup> February 2022 Ordinary meeting on the current Council policy on Public Interest Disclosures by staff, former staff, community, current and former Councillors, focussing on procedures for reporting, protection of the individual reporting and protocols for dealing with these reports in accordance with the Public Interest Disclosures Act 1994 (PIDS). Minute 010/2022*

**CURRENT SITUATION**

All Public Interest Disclosure complaints are dealt with in accordance with the Internal Reporting Management – Public Interest Disclosures Policy and Procedure. The objective is to provide a mechanism that encourages and facilitates the disclosure, in the public interest, of:

- Corrupt conduct
- Maladministration
- Serious and substantial waste, and

- Government information Contravention within Narrabri Shire Council by:
  - I. Both Council Staff and Councillors,
  - II. Permanent Employees, whether full-time or part-time,
  - III. Temporary or casual employees,
  - IV. Consultants working for Council, and
  - V. Individual contractors working for Council.

The policy and procedure is guided by the *Public Interest Disclosures Act 1994 (PID Act)*. The PID Act removes the barriers that prevent people who work in the public sector from speaking up about serious problems. It also makes sure disclosures are properly investigated and provides protection for those that report allegations.

In keeping with the requirements, all information is kept in confidence in Council's Records Management system (**ECM**). Access controls are in place to protect complainants identity. Complaints can be made to the General Manager, except where the complaint is about the General Manager, and these complaints would be made to the Mayor.

Staff can also choose to make complaints to external agencies being:

- Independent Commission Against Corruption (ICAC)
- NSW Ombudsman
- Office of Local Government
- Information Commissioner

The Internal Reporting Management Public Interest Disclosure Policy and Procedure is attached with details how complaints are handled. Staff are made aware of the Internal Reporting Management Public Interest Disclosure Policy and Procedure, and this forms part of their core competencies for their position.

Staff are made aware of their ability to lodge complaints under PID Act, during their induction to Council. A copy of Council's Induction Handbook and Intranet page staff has been attached to this report.

Only current Staff, Councillors, Contractors and Consultants are covered by Internal Reporting Management Public Interest Disclosure Policy and Procedure. Former employees and former councillors can make complaints to external bodies including the Independent Commission Against Corruption (ICAC), NSW Ombudsman, Office of Local Government or the Information Commissioner, depending on the nature of the claim. Council is unable to deal with community complaints under the Internal Reporting Management Public Interest Disclosure Policy and Procedure or the under PID Act.

**FINANCIAL IMPLICATIONS**

Nil

**STATUTORY AND POLICY IMPLICATIONS**

Nil

**CONSULTATION**

Nil



## INTERNAL REPORTING MANAGEMENT – PUBLIC INTEREST DISCLOSURES POLICY AND PROCEDURE

<b>Responsible Department:</b>	Corporate and Community Services
<b>Responsible Section:</b>	Corporate and Community Services
<b>Responsible Officer:</b>	Director Corporate and Community Services

### Objective

To provide a mechanism that encourages and facilitates the disclosure, in the public interest, of corrupt conduct, maladministration, serious and substantial waste and government information contravention within Narrabri Shire Council by the following:

- Both council staff and councilors.
- Permanent employees, whether full-time or part-time
- Temporary or casual employees.
- Consultants working for Council
- Individual contractors working for council.

This policy also applies to other people who perform public official functions where their conduct and activities could be investigated by an investigating authority. This includes volunteers and those contracted to work for the Council.

### Policy

#### 1. What should be reported

You should report any suspected wrongdoing you see within the *Narrabri Shire Council* Reports about the five categories of serious wrongdoing – corrupt conduct, maladministration, serious and substantial waste of public money, government information contravention, and local government pecuniary interest contravention – will be dealt with under the PID Act as public interest disclosures and according to this policy.

##### a. Corrupt conduct

Corrupt conduct is the dishonest or partial exercise of official functions by a public official.

For example, this could include:





- the improper use of knowledge, power or position for personal gain or the advantage of others.
- acting dishonestly or unfairly, or breaching public trust.
- a council official using their position in a way that is dishonest, biased or breaches public trust.

For more information about corrupt conduct, see the NSW Ombudsman's guideline on [what can be reported](#).

#### **b. Maladministration**

Maladministration is conduct that involves action or inaction of a serious nature that is contrary to law, unreasonable, unjust, oppressive or improperly discriminatory or based wholly or partly on improper motives.

For example, this could include:

- making a decision and/or taking action that is unlawful.
- refusing to grant an approval for reasons that are not related to the merits of their application.

For more information about maladministration, see the NSW Ombudsman's guideline on [what can be reported](#).

#### **c. Serious and substantial waste in local government**

Serious and substantial waste is the uneconomical, inefficient or ineffective use of resources that could result in the loss or wastage of local government money. This includes all revenue, loans and other money collected, received or held by, for or on account of the council.

For example, this could include:

- poor project management practices leading to projects running over time.
- having poor or no processes in place for a system involving large amounts of public funds.

For more information about serious and substantial waste, see the NSW Ombudsman's guideline on [what can be reported](#).

#### **d. Government information contravention**

A government information contravention is a failure to properly fulfil functions under the *Government Information (Public Access) Act 2009* (GIPA Act).

For example, this could include:



- destroying, concealing or altering records to prevent them from being released.
- knowingly making decisions that are contrary to the legislation.
- directing another person to make a decision that is contrary to the legislation.

For more information about government information contravention, see the NSW Ombudsman's guideline on [what can be reported](#).

#### **e. Local Government pecuniary interest contravention**

A local government pecuniary interest contravention is a failure to fulfil certain functions under the *Local Government Act 1993* relating to the management of pecuniary interests. These include obligations to lodge disclosure of interests returns, lodge written declarations and disclose pecuniary interests at council and council committee meetings. 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.

For example, this could include:

- a senior council staff member recommending a family member for a council contract and not declaring the relationship.
- a general manager holding an undisclosed shareholding in a company competing for a council contract.

For more information about local government pecuniary interest contravention, see the NSW Ombudsman's guideline on [what can be reported](#).

#### **f. Other wrongdoing**

Although reports about the previous four categories of conduct can attract the specific protections of the PID Act, you should report all activities or incidents that you believe are wrong.

For example, these could include:

- harassment or unlawful discrimination.
- reprisal action against a person who has reported wrongdoing.
- practices that endanger the health or safety of staff or the public.

These types of issues should be reported to a supervisor, in line with the Narrabri Shire Council's policies.

Even if these reports are not dealt with as public interest disclosures, Narrabri Shire Council will consider each matter and make every attempt to protect the staff member making the report from any form of reprisal.





## 2. When will a report be protected?

The Narrabri Shire Council will support any person that reports wrongdoing. For a report to be considered a public interest disclosure, it has to meet all of the requirements under the PID Act. These requirements are:

- The person making the disclosure must honestly believe on reasonable grounds that the information shows or tends to show wrongdoing.
- The report has to be made to a position nominated in this policy or an investigating authority.

Reports by staff and councillors will not be considered to be public interest disclosures if they:

- mostly question the merits of the policy of the governing body of the council.
- are made with the sole or substantial motive of avoiding dismissal or other disciplinary action.

## 3. How to make a report

You can report wrongdoing in writing or verbally. You are encouraged to make a report in writing as this can help to avoid any confusion or misinterpretation.

If a report is made verbally, the person receiving the report must make a comprehensive record of the disclosure and ask the person making the disclosure to sign this record. The individual making the report should keep a copy of this record.

## 4. Can a report be anonymous?

There will be some situations where you may not want to identify yourself when you make a report. Although these reports will still be dealt with by the Narrabri Shire Council, it is best if you identify yourself. This allows us to provide you with any necessary protection and support, as well as feedback about the outcome of any investigation into the allegations.

It is important to realise that an anonymous disclosure may not prevent you from being identified. If we do not know who made the report, it is very difficult for us to prevent any reprisal action.

## 5. Maintaining Confidentiality

Narrabri Shire Council realises many staff will want their report to remain confidential. This can help to prevent any action being taken against you for reporting wrongdoing.





We are committed to keeping your identity, and the fact you have reported wrongdoing, confidential. However, there may be situations where this may not be possible or appropriate. We will discuss with you whether it is possible to keep your report confidential.

If confidentiality cannot be maintained, we will develop a plan to support and protect you from risks of reprisal. You will be involved in developing this plan. You will also be told if your report will be dealt with under the Council's Code of Conduct, as this may mean certain information will have to be tabled at a council meeting.

If you report wrongdoing, it is important that you only discuss your report with the staff of the Narrabri Shire Council responsible to deal with it. This will include the disclosures coordinator and the General Manager. In the case of a report about the General Manager, you should only discuss your report with the Disclosures Coordinator and the Mayor.

Where your complaint is made under the Council's Code of Conduct and relates to the General Manager or a Councillor, you may be required to discuss it with a conduct reviewer.

## 6. Who can receive a report within Narrabri Shire Council

You are encouraged to report general wrongdoing to your supervisor. However the PID Act requires that for a report to be a public interest disclosure, it must be made to a public official in accordance with the Council's disclosure policy.

Any supervisor who receives a report that they believe may be a public interest disclosure must refer the individual making the report to one of the positions listed below. If your report involves a Councillor, you should make it to the General Manager. If your report relates to the General Manager, you should make it to the Mayor.

The following positions are the only staff within the Narrabri Shire Council who can receive a public interest disclosure.

### a. General Manager

You can report wrongdoing directly to the General Manager. The General Manager is responsible for:

- deciding if a report is a public interest disclosure.
- determining what needs to be done next, including referring it to other authorities.
- deciding what needs to be done to correct the problem that has been identified.
- ensuring there are systems in place in to support and protect people who report wrongdoing.

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- dealing with disclosures made under the Council's Code of Conduct in accordance with the Council's adopted Code of Conduct procedures.
- referring actual or suspected corrupt conduct to the Independent Commission Against Corruption.

**General Manager:** Stewart Todd  
**Post:** 46-48 Maitland Street Narrabri NSW 2390  
**Telephone:** 02 67 996 833  
**Email:** [council@narrabri.nsw.gov.au](mailto:council@narrabri.nsw.gov.au)

#### b. Mayor

If you are making a report about the General Manager, you should make your report to the Mayor. They are responsible for:

- deciding if a report is a public interest disclosure.
- determining what needs to be done next, including referring it to other authorities.
- deciding what needs to be done to correct the problem that has been identified.
- dealing with disclosures made under the council's code of conduct in accordance with the Council's adopted Code of Conduct procedures.

The Mayor must make sure there are systems in place in the Narrabri Shire Council to support and protect people who report wrongdoing.

If the report is about the General Manager, the Mayor is also responsible for referring actual or suspected corrupt conduct to the Independent Commission Against Corruption.

**Mayor:** Cr Ron Campbell  
**Post:** 46-48 Maitland Street Narrabri NSW 2390  
**Telephone:** 02 6799 6833  
**Email:** [cr.campbell@narrabri.nsw.gov.au](mailto:cr.campbell@narrabri.nsw.gov.au)

#### c. Disclosures coordinator

The Disclosures Coordinator has a central role in dealing with reports made by staff and Councillors. They receive them, assess them, and refer them to the people within or contracted by the Council to



be dealt with appropriately.

**Disclosures Coordinator:** Director Corporate and Community Services - Mr Lindsay Mason  
**Post:** 46-48 Maitland Street Narrabri NSW 2390  
**Telephone:** 02 6799 6866  
**Email:** dcs@narrabri.nsw.gov.au

#### d. Disclosures officers

Disclosures officers are responsible for receiving, forwarding and/or dealing with reports made in accordance with this policy.

**Disclosure Officer 1:** Director Infrastructure Delivery – Mrs Eloise Chaplain  
**Post:** 46-48 Maitland Street Narrabri NSW 2390  
**Telephone:** 02 6799 6866  
**Email:** did@narrabri.nsw.gov.au

## 7. Who can receive a report outside of the Narrabri Shire Council

Staff and Councillors are encouraged to report wrongdoing within the Narrabri Shire Council, but internal reporting is not your only option. If you follow the guidance below, you can make a public interest disclosure to:

- an investigating authority. If your report is about both the General Manager and the Mayor, you may wish to consider making the report to an investigating authority.
- a Member of Parliament or a journalist, but only in limited circumstances outlined below.

#### a. Investigating authorities

The PID Act lists a number of investigating authorities in NSW that staff and Councillors can report wrongdoing to and the categories of wrongdoing each authority can deal with.

In relation to Council, these authorities are:

- The Independent Commission Against Corruption (ICAC) — for corrupt conduct.

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- The Ombudsman — for maladministration.
- The Chief Executive of Office of Local Government, **Department** of Planning, Industry and Environment, for disclosures about local government agencies.
- The Information Commissioner — for disclosures about a government information contravention.

You should contact the relevant authority for advice about how to make a disclosure to them. Contact details for each investigating authority are provided at the end of this policy.

You should be aware that it is very likely the investigating authority will discuss the case with the Narrabri Shire Council. We will make every effort to assist and cooperate with the investigating authority to ensure the matter is dealt with appropriately and there is a satisfactory outcome. We will also provide appropriate support and assistance to individuals who report wrongdoing to an investigating authority.

#### **b. Members of Parliament or journalists**

To have the protections of the PID Act, a person reporting wrongdoing to a Member of Parliament (MP) or a journalist must have already made substantially the same report to one of the following:

- the General Manager.
- a person nominated in this policy.
- an investigating authority in accordance with the PID Act.

Also, the Narrabri Shire Council or investigating authority that received the report must have either:

- decided not to investigate the matter.
- decided to investigate the matter, but not completed the investigation within six months of the original report.
- investigated the matter but not recommended any action as a result.
- not told the person who made the report, within six months of the report being made, whether the matter will be investigated.

Most importantly – to be protected under the PID Act – if you report wrongdoing to an MP or a journalist you will need to be able to prove that you have reasonable grounds for believing that the disclosure is substantially true and that it is in fact substantially true.

If you report wrongdoing to a person or an organisation that is not listed above, you will not be protected under the PID Act. This may mean you will be in breach of legal obligations or our Code of Conduct – by, for example, disclosing confidential information.

For more information about reporting wrongdoing outside the Narrabri Shire Council, contact the disclosures coordinator or the NSW Ombudsman's Public Interest Disclosures Unit. Their contact



details are provided at the end of this policy.

## 8. Feedback to the individual who reported wrongdoing

The individual who reported wrongdoing will be told what is happening in response to their report. When you make a report, you will be given:

- an acknowledgement that your disclosure has been received.
- the timeframe for when you will receive further updates.
- the name and contact details of the people who can tell you what is happening.

The PID Act requires that you are provided with an acknowledgement letter and a copy of this policy within 45 days after you have made your report. We will attempt to get this information to you within two working days from the date you make your report.

After a decision is made about how your report will be dealt with, you will be given:

- information about the action that will be taken in response to your report.
- likely timeframes for any investigation.
- information about the resources available within Narrabri Shire Council to handle any concerns you may have.
- information about external agencies and services you can access for support.

This information will be given to you within 10 working days from the date you make your report.

During any investigation, you will be given:

- information on the ongoing nature of the investigation.
- information about the progress of the investigation and reasons for any delay.
- advice if your identity needs to be disclosed for the purposes of investigating the matter, and an opportunity to talk about this.

At the end of any investigation, you will be given:

- enough information to show that adequate and appropriate action was taken and/or is proposed to be taken in response to your disclosure and any problem that was identified.
- advice about whether you will be involved as a witness in any further matters, such as disciplinary or criminal proceedings.

Behaviour of all people involved in the PID process needs to adhere to Council's Code of Conduct. A breach of the Code of Conduct could result in disciplinary action.



## 9. Protection against reprisals

The PID Act provides protection for people reporting wrongdoing by imposing penalties on anyone who takes detrimental action substantially in reprisal for them making the public interest disclosure. It may also be a breach of the Council's Code of Conduct.

The Narrabri Shire Council will not tolerate any reprisal action against a person who report wrongdoing. The criminal penalties that can be imposed include imprisonment or fines. Detrimental action is also misconduct that justifies disciplinary action. People who take detrimental action against someone who has made a disclosure can also be required to pay damages for any loss suffered by that person.

Detrimental action means action causing, comprising or involving any of the following:

- injury, damage or loss.
- intimidation or harassment.
- discrimination, disadvantage or adverse treatment in relation to employment.
- dismissal from, or prejudice in, employment.
- disciplinary proceedings.

### a. Responding to reprisals

The Narrabri Shire Council will act to protect those who report wrongdoing from reprisals.

When a report is received, we will ensure that a thorough risk assessment is conducted. This will identify any risks to the member of staff or Councillor who reported the wrongdoing, as well as strategies to deal with those risks.

If you believe that detrimental action has been or is being taken against you or someone else who has reported wrongdoing in reprisal for making a report, you should tell your supervisor, the Disclosures Coordinator or the General Manager immediately, or in the case of an allegation of reprisal action by the General Manager, the Mayor.

All supervisors must report any suspicions they have that reprisal action against a staff member is occurring, or any reports that are made to them, to the Disclosures Coordinator or the General Manager, or in the case of an allegation of reprisal by the General Manager, to the Mayor.

If the Disclosures Coordinator becomes aware of or reasonably suspects that reprisal action is or has been taken against a person who has made a disclosure, they will ensure that the matter is reported under the Council's Code of Conduct and dealt with in accordance with the Council's Code of





Conduct procedures.

If you report reprisal action, you will be kept informed of the progress of any investigation and the outcome.

The General Manager may issue specific directions to help protect against reprisals, including:

- issuing warnings to those alleged to have taken reprisal action against the individual who made the disclosure.
- relocating the member of staff who made the disclosure or an officer the subject of the allegations within the current workplace.
- transferring the member of staff who made the disclosure or the staff member who is the subject of the allegations to another position for which they are qualified.
- granting the member of staff who made the disclosure or the subject officer leave of absence during the investigation of the disclosure.

In relation to staff who make reports, such directions will only be made if the member of staff agrees to it. The Disclosures Coordinator will make it clear to other staff that this action was taken in consultation with the staff member and with management support – and it is not a punishment. If you have reported wrongdoing and feel that any reprisal action is not being dealt with effectively, contact the Ombudsman, the ICAC, or the Chief Executive of the Division of Local Government – depending on the type of wrongdoing you reported. Contact details for all these investigating authorities are included at the end of this policy.

#### **b. Protection against legal action**

If you make a disclosure in accordance with the PID Act, you will not be subject to any liability and no action, claim or demand can be taken against you for making the disclosure. You will not have breached any confidentiality or secrecy obligations and you will have the defence of absolute privilege in defamation.

### **10.Support for those reporting wrongdoing**

The Narrabri Shire Council will make sure that staff who have reported wrongdoing, regardless of whether they have made a public interest disclosure, are provided with access to any professional support they may need as a result of the reporting process – such as stress management, counselling services, legal or career advice.

We also have staff that will provide support for those who report wrongdoing. They are responsible for initiating and coordinating support, particularly to those who are suffering any form of reprisal.

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**Support Officer:** Director Strategy, Planning and People – Mr Andrew Brown  
**Post:** 46-48 Maitland Street Narrabri NSW 2390  
**Telephone:** 02 6799 6866  
**Email:** [andrewb@narrabri.nsw.gov.au](mailto:andrewb@narrabri.nsw.gov.au)

All supervisors must notify the Disclosures Coordinator if they believe a staff member is suffering any detrimental action as a result of disclosing wrongdoing.

### 11. Sanctions for making false or misleading disclosures

It is important that all staff and Councillors are aware that it is a criminal offence under the PID Act to wilfully make a false or misleading statement when reporting wrongdoing. It may also be a breach of the Council's Code of Conduct and may result in disciplinary action. In the case of Councillors, such disciplinary action may be taken under the misconduct provisions of the Local Government Act 1993 and may include suspension or disqualification from civic office.

### 12. Support for the subject of a report

The Narrabri Shire Council is committed to ensuring people who are the subject of a report of wrongdoing are treated fairly and reasonably. If you are the subject of a report, you will be:

- Reasons supporting the implementation of the Alcohol-Free Zone or Alcohol-Free Area
- treated fairly and impartially.
- told your rights and obligations under our policies and procedures.
- kept informed during any investigation.
- given the opportunity to respond to any allegation made against you.
- told the result of any investigation.

### Review

This policy will be reviewed by Council with each newly elected Council or change of Legislation. For any advice or guidance about this review, contact the NSW Ombudsman's Public Interest Disclosures Unit.



## More information

More information around public interest disclosures is available on our intranet. Staff and councillors can also access advice and guidance from the disclosure's coordinator and the NSW Ombudsman's website at [www.ombo.nsw.gov.au](http://www.ombo.nsw.gov.au).

## References:

- Government Information (Public Access) Act 2009.
- Public Interest Disclosures Act 1994

For Disclosures about Corrupt Conduct: Independent Commission Against Corruption (ICAC)		For Disclosures about maladministration: NSW Ombudsman	
Phone:	02 8281 5999	Phone:	02 9286 1000
Toll Free:	1800 463 909	Toll Free:	1800 451 524
Facsimile:	02 9264 5364	Facsimile:	02 9283 2911
Email:	<a href="mailto:icac@icac.nsw.gov.au">icac@icac.nsw.gov.au</a>	Email:	<a href="mailto:nswombo@ombo.nsw.gov.au">nswombo@ombo.nsw.gov.au</a>
Web:	<a href="http://www.icac.nsw.gov.au">www.icac.nsw.gov.au</a>	Web:	<a href="http://www.ombo.nsw.gov.au">www.ombo.nsw.gov.au</a>
Address:	Level 7, 255 Elizabeth street Sydney NSW 2000	Address:	Level 24, 580 George street Sydney NSW 2000
For Disclosures about breaches of the GIPA Act: Information and Privacy Commissioner		For Disclosures about Council: Office of Local Government	
Phone:	1800 472 679	Phone:	02 4428 4100
Toll Free:	1800 472 679	Toll Free:	02 4428 4100
Facsimile:	02 6446 9518	Facsimile:	02 4428 4199
Email:	<a href="mailto:ipcinfo@ipc.nsw.gov.au">ipcinfo@ipc.nsw.gov.au</a>	Email:	<a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
Web:	<a href="http://www.ipc.nsw.gov.au">www.ipc.nsw.gov.au</a>	Web:	<a href="http://www.olg.nsw.gov.au">www.olg.nsw.gov.au</a>
Address:	Level 7, 201 Elizabeth street Sydney NSW 2000	Address:	5 O'Keefe Avenue, Nowra NSW 2541



For Disclosure about Police Misconduct: Law Enforcement Conduct Commission	
Phone:	02 9321 6700
Toll Free:	1800 657 079
Email:	<a href="mailto:contactus@lecc.nsw.gov.au">contactus@lecc.nsw.gov.au</a>
Web:	<a href="http://www.lecc.nsw.gov.au">www.lecc.nsw.gov.au</a>
Address:	Level 3, 111 Elizabeth Street Sydney NSW 2000

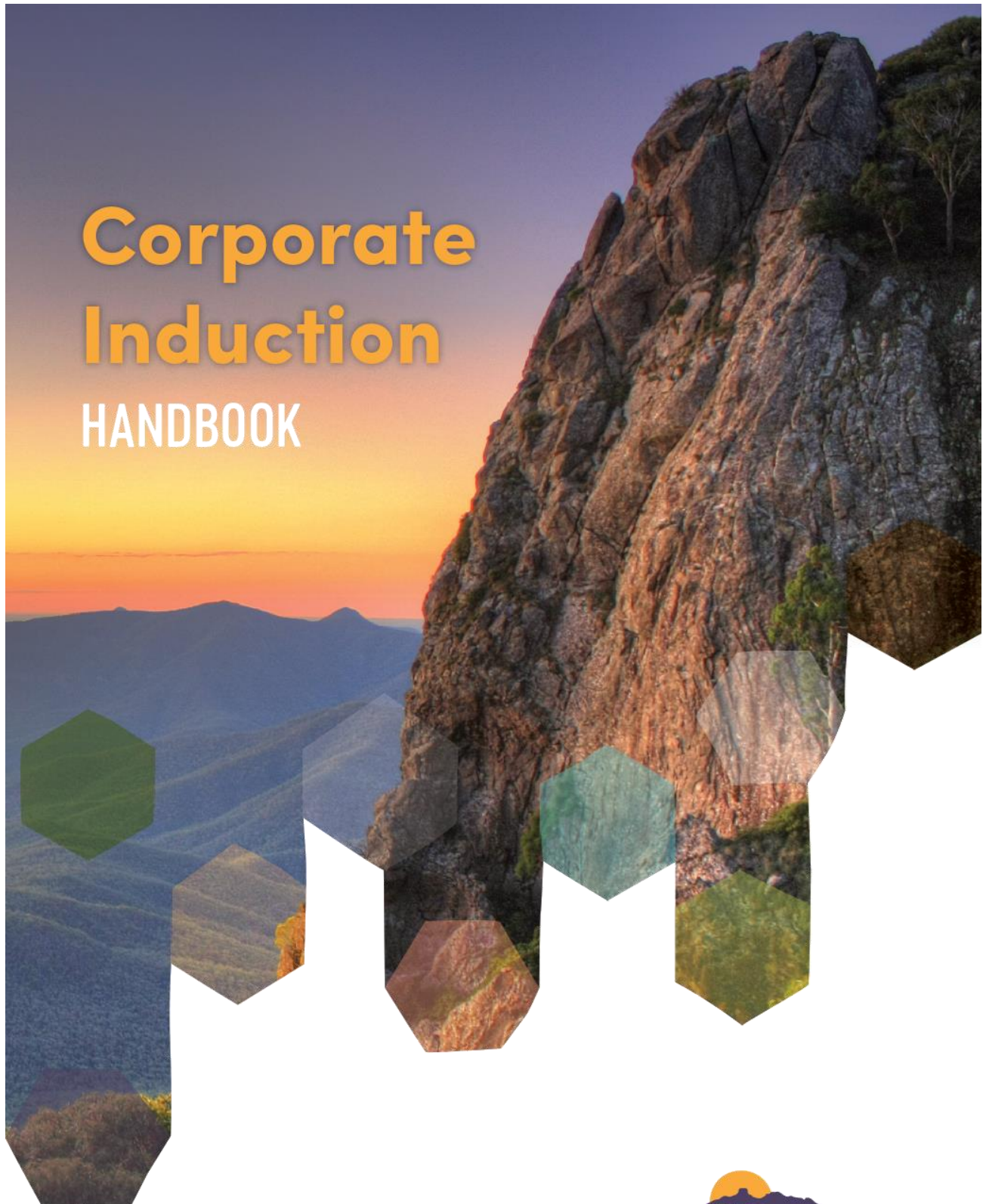
### History:

Minute Number	Meeting Date	Description of Change
811/2011	December 20, 2011	Adopted
58/2013	February 5, 2013	Reviewed
953/2013	December 17, 2013	Reviewed
		Amended – 10 March 2017- Administrative amendments made to staff contact details within policy
164/2017	August 15, 2017	Reviewed
	April 17, 2020	Amended – Administrative amendments made to staff contact details within policy and change to name of government cluster that Office of Local Government belongs to.
	May 11, 2020	Rebranded
	February 25, 2021	Amended – Administrative amendments made to staff contact details within policy.
	August 30, 2021	Amended – Administrative amendments made to staff contact details within policy.



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# Corporate Induction HANDBOOK

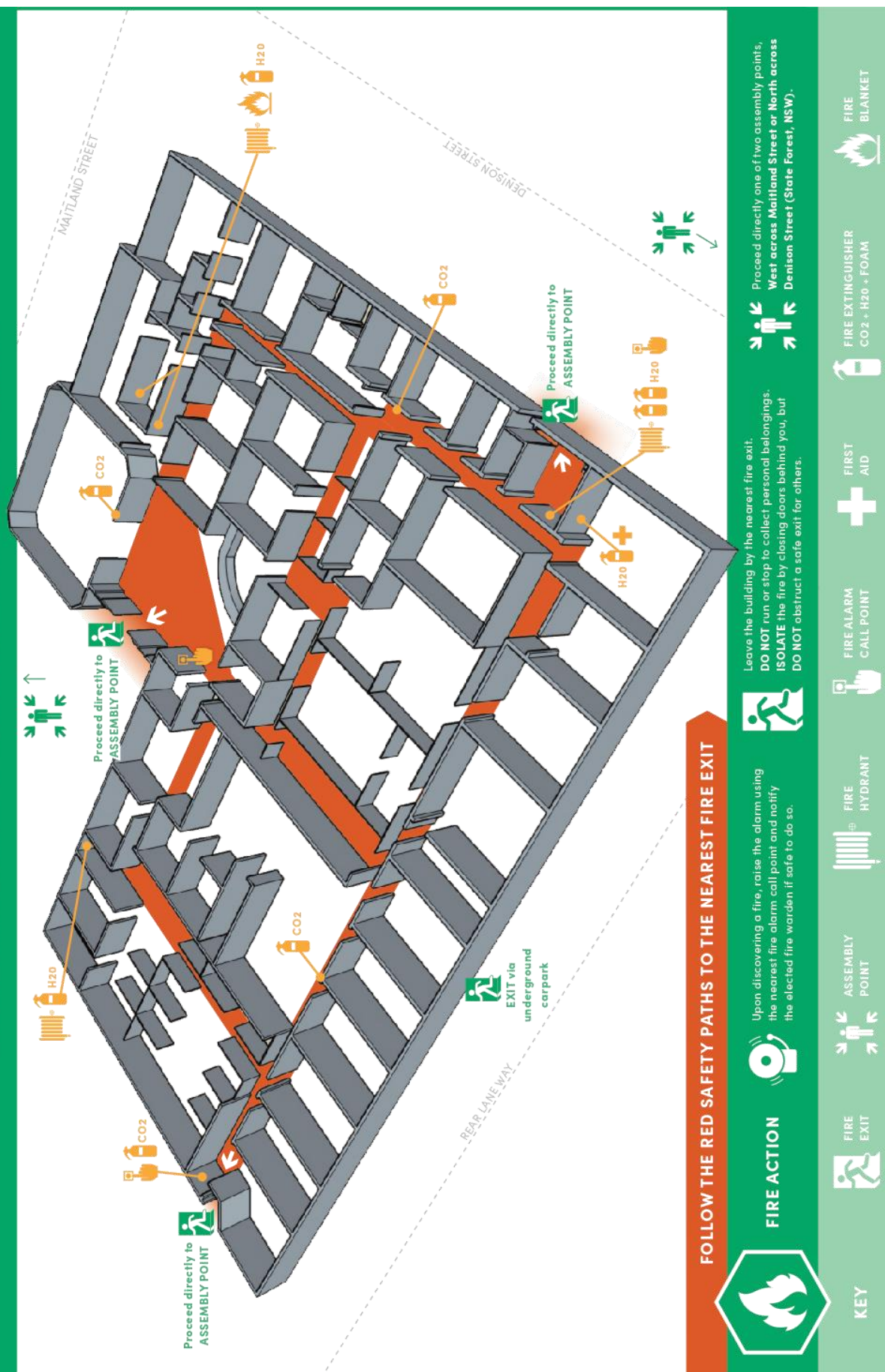


As of **January 2022**





# EMERGENCY EVACUATION PLAN



# Message from the General Manager

Congratulations on your appointment to Council and on behalf of the Councillors and employees I welcome you to the organisation.

This Induction Manual has been prepared by Human Resources (HR) section to assist you with the general information required to become familiar with the policies and practices of Council, and particularly to assist you in becoming a productive member of our team. Further information is available in Council's TechnologyOne Enterprise Content Management (ECM), or from your immediate supervisor.

You have been selected to join our team on the basis of the experience and skills that you are able to bring to your new role and we will endeavour to assist and encourage you in the development of new skills and ideas throughout your career with us.

We operate an open door policy for all employees and if you have any ideas which you feel may improve Council's operations please speak to your immediate supervisor or the line manager of your section. If you are experiencing problems, please seek assistance from your supervisor, manager or Human Resources.

Council's priority areas are delivering outcomes to the region, excellence in customer service, ensuring this is a safe workplace and one where all people from diverse backgrounds are included.

As you work your way through this booklet you will find

out more about the mutual obligations you enter into when signing your acceptance letter of employment with Council. You will have further opportunity to clarify these matters and ask questions at the formal induction program which you are required to attend.

I trust that you will find your employment with Narrabri Shire Council both rewarding and satisfying. I look forward to meeting you in person and again, welcome to our team.

**Stewart Todd**  
GENERAL MANAGER



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# Your Council

## OUR VISION

"A strong and vibrant regional growth centre providing a quality living environment for the entire Shire community."

## OUR 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 with us for a short time or long term career.

## YOUR SHIRE

Narrabri Shire has a population of some 14,000 residents and covers an area of around 13,000 square kilometres. It is located in the heart of the Namoi Valley in the North West slopes and plains of New South Wales. The area has diversified from its traditional agricultural base of grain, cotton, wool, beef and prime lamb production to coal mining and gas extraction and exploration.

While Narrabri is considered the administrative centre of the Shire, the area also boasts a number of towns and villages. These include Baan Baa, Bellata, Boggabri, Edgeroi, Gwabegar, Pilliga and Wee Waa.

## ELECTED MEMBERS

Narrabri Shire Council has nine (9) elected Councillors. Elections are held every four years. The Mayoral election is held in September every second year and Deputy Mayoral election every year. It is the responsibility of the Councillors to set the policy direction of Council. Council employees ensure that the day to day operations of Council are undertaken and that the Councillors decisions are turned into action.

## SITES AND SERVICES

- Administration Building, Narrabri
- Depots – Narrabri, Wee Waa, Boggabri
- Swimming Pools – Narrabri, Wee Waa, Boggabri
- Libraries – Narrabri, Wee Waa, Boggabri
- Wastewater Treatment Facility – Narrabri, Wee Waa, Boggabri
- Visitor Information Centre – Narrabri
- The Crossing Theatre – Narrabri
- Saleyard – Narrabri
- Airport – Narrabri
- Waste Management Facilities – Narrabri, Wee Waa, Boggabri, Baan Baa, Maules Creek, Pilliga, Gwabegar, Bellata and Edgeroi
- Parks and Open Spaces

Information on the above sites and services can be found on the Narrabri Shire Council website:

[www.narrabri.nsw.gov.au](http://www.narrabri.nsw.gov.au)



# Our Values



## INTEGRITY

Ensuring transparency and honesty in all our activities.



## LEADERSHIP

Providing guidance and direction to our community and our people.



## CUSTOMER FOCUS

Delivering prompt, courteous and helpful services and being responsive to the community's changing needs.



## ACCOUNTABILITY

Accepting our responsibility for the provision of quality services and information.



## RESPECT

Treating everyone with courtesy, dignity and fairness.



## EXCELLENCE

Being recognised for providing services, programs and information which consistently meet and exceeds standards.



# Our Strategic Direction

## OUR VISION:

A strong and vibrant regional growth centre providing a quality living environment for the entire Shire community.



### THEME 1: OUR SOCIETY

#### Strategic Direction 1: Safe, Inclusive and Connected Community

A safe, supportive community where everyone feels welcomed, valued and connected.



### THEME 2: OUR ENVIRONMENT

#### Strategic Direction 2: Environmentally Sustainable and Productive Shire

Maintaining an healthy balance between our natural and built environments.



### THEME 3: OUR ECONOMY

#### Strategic Direction 3: Progressive and Diverse Economy

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



### THEME 4: OUR CIVIC LEADERSHIP

#### Strategic Direction 4: Collaborative and Proactive Leadership

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



CORPORATE INDUCTION HANDBOOK

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# Induction

This Induction Manual has been produced as an information resource for all employees of Narrabri Shire Council and can be accessed in Council Electronic Content Management system (ECM).

If you have any questions or you need another copy of this manual please don't hesitate to contact the HR team.

## IN CASE OF EMERGENCY

**IF, DURING THIS INDUCTION WE NEED TO EVACUATE, PLEASE REMAIN CALM.**

- On hearing the alarm, or being instructed by the Chief Warden, Wardens shall commence evacuating their respective areas
- Walk to the Assembly Area where a Roll Call will be conducted
- The Assembly Area is signposted and is located in front of the Administration Office

**ONCE AT THE ASSEMBLY AREA EMPLOYEES MUST:**

- Wait for instructions and not leave the site
- Answer the Roll Call
- Not re-enter the building until instructed by the Chief Warden

**See Emergency Evacuation Plan for further details.**

## STEPS IN INDUCTION

### CORPORATE INDUCTION

The corporate induction gives an overview of the following areas:

- The organisation
- Terms, conditions and benefits
- Introduction to operational protocols and procedures
- Employee participation
- Social activities
- Work Health and Safety

### WORKSITE/ACTIVITY INDUCTION

The employee's supervisor/manager is responsible for completing the worksite and work activity induction which covers:

- Department information
- Workplace/site information
- Staff conduct
- Training and development



**CORPORATE INDUCTION HANDBOOK**

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CORPORATE INDUCTION HANDBOOK

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# Getting Started

This section includes some general information to help you get started in your new role with Council.

## COMMENCEMENT PAPERWORK

### TAX FILE NUMBER DECLARATION

Tax deductions are made from your wage/salary in accordance with Income Tax laws. If the Tax File Number declaration form is not completed and returned prior to your first pay being calculated you will be taxed at the higher rate and no refund can be given.

### SUPERANNUATION

You may choose to join the Local Government Superannuation Scheme or nominate your own superannuation fund. Council makes a compulsory 10% contribution of an employee's salary to the fund. Employees can also make their own additional superannuation contributions.

### PAYROLL

This form requests personal and banking details along with details of who we should contact in case of an emergency.

### LICENCES AND QUALIFICATIONS

It is necessary to submit a copy of your driver licence and if applicable, a copy of your General Construction Induction Card to HR. Copies of any other relevant licences or qualifications should also be provided.

## EMPLOYEE RECORDS

All employees have personnel files which are located in Council's ECM. You may peruse the contents of your own file in the company of a member of the HR Section or the Support Specialist (Information Management), however, access to other personnel records is restricted to the General Manager, Department Directors and HR staff.

## NOTICEBOARDS

Noticeboards are located in the staff rooms at the administration building, depots and swimming pools. These noticeboards hold information on work health and safety and notices in regards to staff employment, upcoming social events, Consultative Committee members, Health and Safety Committee members etc.

## CONDITIONS OF EMPLOYMENT

### AWARD

Council employees are employed under the Local Government (State) Award.

### HOURS OF WORK & ROSTERED DAY OFF

Generally, outdoor staff work the hours of 7:15am to 4:30pm and have a nine day fortnight. Indoor staff work the hours of 9:00am to 5:00pm with permanent employees being able to enter into the Flexible Hours Working Protocol.

### SECONDARY EMPLOYMENT

Employees wishing to engage in employment outside Council must complete a Disclosure of Conflict of Interest Form and submit it to the Director Corporate and Community Services.

## Getting Started

### PROBATION PERIOD

All new employees are required to complete a three month probation period. Performance will be assessed at weeks two, six and ten. This probation period must be successfully completed to become a permanent Council employee.

### LEAVE

#### LEAVE REQUEST

A leave request must be submitted for each occasion where leave is taken.

#### PUBLIC HOLIDAYS

Council observes the following Public Holidays together with any additional holidays gazetted from time to time:

- New Years Day
- Australia Day
- Good Friday
- Easter Saturday
- Easter Monday
- Anzac Day
- Queen's Birthday
- Labour Day
- Christmas Day
- Boxing Day

#### ANNUAL LEAVE

Upon 12 months of service you will have accumulated four weeks paid leave. Leave requests must be submitted two weeks before leave is taken. You may not accumulate in excess of eight weeks annual leave. Annual leave loading is incorporated into rates of pay.

#### LONG SERVICE LEAVE

After completion of five years continuous Local Government service, an employee is entitled to apply for long service leave. Your long service leave entitlements are calculated as follows:

#### Length of Service

#### Entitlement

After 5 years	6.5 weeks
After 10 years	13 weeks
After 15 years	19.5 weeks
After 20 years	30.5 weeks
Then for every 5 years service	11 weeks

Long service leave shall be taken at a time mutually convenient to Council and employee in minimum periods of one week provided that all long service leave accruing on or after 23 June 1988, shall be taken within five years of it falling due.

#### SICK LEAVE

If you are unable to attend work due to illness, you or someone on your behalf is required to contact your Supervisor as early as possible, but no later than 30 minutes after your normal starting time on your first day of sickness and indicate how long you may be off work.

The entitlement to sick leave is subject to Council being satisfied that the illness or injury:

- a) is such that it justifies the time off
- b) does not arise from engaging in other employment

Council may require an employee to provide proof that the illness or injury is such that it justifies the time off work, subject to:

- a) in each year of service proof of illness or injury to justify payment after three separate periods of absence, or periods more than two working days.

On commencement of duty you are entitled to three weeks sick leave. Sick leave shall accumulate from year to year.

#### CARER'S LEAVE

An employee, other than a casual employee, with responsibilities in relation to a family member (as defined in the Award) who needs the employee's care and support shall be entitled to use any current or accrued sick leave entitlement for absences to provide care and support for such persons when they are ill. Such leave may be taken for part of a single day.



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## Getting Started

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### PAID PARENTAL LEAVE

All eligible employees are entitled to up to 18 weeks pay at the National Minimum Wage. An employee who is receiving Paid Parental Leave (PPL) instalments as a primary or secondary claimant under the Paid Parental Leave Act and who has had 12 months continuous service with Council immediately prior to the commencement of Paid Parental Leave shall be entitled to parental leave make-up pay for the period they are receiving PPL instalments, up to a maximum of 18 weeks. Parental leave make-up pay shall mean the employee's ordinary pay, inclusive of PPL instalments.

### CONCURRENT PARENTAL LEAVE

An employee, other than a casual, who is a supporting parent shall be entitled to up to ten days paid concurrent parental leave from their accrued sick leave balance at the time their partner gives birth to a child or at the time the employee adopts a child provided that the employee has had 12 months continuous service with Council immediately prior to the commencement of their concurrent parental leave.

### BEREAVEMENT LEAVE

Where an employee is absent from duty because of the death of a person (as provided for in the Award) and provides satisfactory evidence to Council of such, the employee shall be granted two days leave with pay upon application. Details of bereavement leave is fully described in the Local Government (State) Award.

### LEAVE WITHOUT PAY

Council considers that there is ample "leave with pay" provisions and leave without pay will not be considered unless it is for exceptional circumstances or on compassionate grounds. Leave without pay will not count as service in respect to service or leave entitlements, and where such leave is granted, the employee must accept full responsibility for the payment of superannuation contributions for both the employee and employer components.

### JURY DUTY

An employee required to attend jury service during the employee's ordinary working hours shall be reimbursed by Council an amount equal to the difference between the amount paid in respect of the

employee's attendance for such a jury service and the amount of wage/salary the employee would have received in respect of the ordinary time the employee would have worked had the employee not been on jury service.

An employee shall notify Council as soon as possible of the date upon which he/she is required to attend jury service. Further, the employee shall give Council proof of his/her attendance and the amount received in respect of such jury service.

## UNIFORMS

Outdoor staff are required to wear the uniform issued to them on commencement with Council. To assist indoor staff with their uniform requirements, Council will provide an annual allowance towards the cost of purchasing their uniform.

Uniform allowance provisions will be available to all permanent indoor employees following the successful completion of a three month probation period. The allowance rate is \$450 (exclusive of GST) and calculated from date of commencement. The allowance rate is scaled for employees working less than 35 hours per week.

Employees may purchase their uniform within their probationary period and claim reimbursement upon successful completion of their probation period as long as the uniform is purchased in accordance with the Indoor Staff Uniform operational protocol.

Council's uniform allowance is only available when uniforms are purchased through Council's endorsed suppliers from the Local Government Procurement Contract, which may change from time to time.

Further information on this allowance can be found in the Indoor Staff Uniform operational protocol.

### PERSONAL PROTECTIVE EQUIPMENT (PPE) AND CLOTHING ISSUE

When an employee commences their employment with Council, provisions will be made to arrange Store issued clothing items as well as PPE to be issued to the employee prior to their first working day where possible. Where this is not possible clothing items will be issued to the employee on their first working day. Laundering of clothing is the responsibility of the employee.

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## Getting Started

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### UNION & ASSOCIATION MEMBERSHIP

Generally the unions and associations covering Local Government are:

- United Services Union (USU)
- Local Government Engineers Association (LGEA)
- Development and Environmental Professionals Association (DEPA)

### PAYROLL

#### PAY DAY

Payments are made to all employees on a fortnightly basis, and pay day is every second Thursday. All staff are paid by means of a direct deposit to their nominated Bank or Financial Institution account.

#### TIMESHEETS

Employees are responsible for submitting correct timesheets. These need to be approved by your supervisor for authorising on the Monday morning of pay week.

#### OVERTIME

Additional hours worked beyond the full-time equivalent must be pre-approved by your supervisor.

#### DEDUCTIONS

Council operates various deduction schemes for the benefit of employees. You will need to complete the appropriate authorisation form/s prior to deductions commencing.

### COMMITTEES

#### HEALTH AND SAFETY COMMITTEE

Council has a Health and Safety Committee that establishes a forum to discuss and monitor WHS issues identified in the workplace. Over the years the Committee has been formalised into a Constitutional Committee reporting directly to the General Manager.

The term of the Committee is two years, meeting regularly every third month (usually the second Tuesday

of every third month). The Committee is comprised of employee and management representatives and a HR employee as the Committee facilitator. All members are provided with the appropriate training needed to sit on the Committee.

#### CONSULTATIVE COMMITTEE

This Committee deals with issues that impact upon employees such as changes in job design, structure of work areas, Equal Employment Opportunity (EEO), revision of Council policies and Council issues that impact upon staff.

The members of the Consultative Committee are responsible for consulting with employees on the above matters when they arise and report any feedback to the Committee.

The Committee is comprised of employee, management representatives and HR employee as the Committee facilitator. The EEO Management Plan and minutes of Committee meetings accessed via ECM.

### TRAINING

Council has a compliance training program in place which relates to all sections of Council. All employees are to participate in this program as well as other job specific training or professional development that is identified during probation/competency reviews.

Council encourages employees to participate in approved courses outside Council. Should you wish to enrol in a course, you are requested to discuss the matter with your Supervisor and complete an Employee Training Request form.

The successful completion of any approved course shall not entitle you to a higher classification or grading within Council's salary system.

A copy of any licences, certificates or qualifications received should be forwarded to HR to be placed on your training file.

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## Getting Started

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### SOCIAL ACTIVITIES

#### SOCIAL CLUB

The Council has a staff Social Club that is open to all staff members. For a small cost per fortnight members receive two functions a year, raffles for Easter and Christmas, and a birthday gift. To become a member please see the Payroll Officer to fill out the appropriate form.

#### FOOTY TIPPING

The Footy Tipping Competition runs throughout the Rugby League season and is open to all staff members. The cost of being part of this competition can be deducted from your pay.

### SECURITY PROCEDURES

Even where the work environment appears to be a slightly informal atmosphere, it is important that you abide by the following:

- Do not leave any doors or windows open or unlocked. They should all be checked prior to departure
- Make sure that all cupboards, filing cabinets and storage areas are kept locked at all times, with only appropriate staff access
- Ensure that all computers are closed down and switched off properly
- Do not allow strangers access to office areas without appropriately signing them in. Where needed, direct visitors to the waiting area in reception and advise the person with whom they have an appointment to meet them there
- When you see anything of suspicious nature, contact your supervisor
- All employees of the Narrabri Administration Building will be issued with a Security ID / Access Card.

#### ID CARDS

To increase professionalism and security, employees will be issued with photo ID Cards.

Employees may need to produce their ID cards to access private property whilst carrying out Council duties, such as water meter reading, property inspections etc.

Employees with powers of entry should have a copy available at all times so that they can present them when required. ID Cards should be carried with employees at all times.

Lost or stolen cards should be reported immediately to Information Services.



CORPORATE INDUCTION HANDBOOK

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# Policies and Procedures

## CODE OF CONDUCT POLICY

Narrabri Shire Council has adopted the Model Code of Conduct for Local Councils in NSW, which sets the minimum requirements of behaviour for Council staff, and officials in carrying out their functions. Failure by a member of staff to comply with Council's Code of Conduct may result in disciplinary action.

Part 3 of the Code of Conduct sets out the conduct obligations required of Council officials. These are the enforceable standards of conduct.

## SOCIAL MEDIA OPERATIONAL PROTOCOL

This policy sets out the standards or behaviour expected of persons' when making reference to Narrabri Shire Council on social media platforms, including social networking sites when the person is using a computer or hand-held device not owned or controlled by Council. This policy also deals with acceptable use of the social media platforms during ordinary work hours.

## INTERNAL REPORTING POLICY

The Internal Reporting Policy provides a framework so that Council staff or Councillors may report acts of corrupt conduct, maladministration or serious and substantial waste of public money in accordance with the provisions of the Protected Disclosures Act 1994.

## COUNCILLORS ACCESS TO INFORMATION AND INTERACTION BETWEEN COUNCILLORS AND STAFF POLICY

This policy provides clear and specific guidelines for Councillor and staff communication and interaction, and defines limits of access by Councillors to staff only areas of places of work.

## WORKPLACE SURVEILLANCE OPERATIONAL PROTOCOL

To assist in meeting its duty of care to ensure the provision of a safe workplace, Council may undertake a number of surveillance activities in different formats. There are three types of surveillance which may be conducted which are computer surveillance, camera surveillance and tracking surveillance.

Generally, the main purposes of the surveillance activities is to ensure the health and security of computerised information systems, monitor access to, security of and activities conducted within work environments, and monitor plant/equipment performance and geographical movements. Surveillance activities will be conducted in accordance with the Workplace Surveillance Act 2005.

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## Policies and Procedures

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### DISCIPLINARY PROCEDURE

Disciplinary matters will be dealt with in accordance with the Local Government (State) Award as follows:

#### PROCEDURES

- Where an employee's work performance or conduct is considered unsatisfactory, the employee shall be informed in the first instance of the nature of the unsatisfactory performance or conduct and of the required standard to be achieved, by the employee's immediate supervisor or other appropriate officer of Council.
- Unsatisfactory work performance or conduct shall include, but not be limited to, neglect of duties, breach of discipline, absenteeism and non-compliance with safety standards. A written record shall be kept on the appropriate file of such initial warning. The employee shall be entitled to sight and sign such written record and add any notations regarding the contents of such record.
- Where there is re-occurrence of unsatisfactory work performance or conduct, the employee shall be warned formally in writing by the appropriate officer of Council and counselled. Counselling should reinforce the standard of work or conduct expected and, where the employee is failing to meet these required standards, a suitable review period for monitoring the employee's performance; the severity of the situation; and whether disciplinary action will follow should the employee's work performance or conduct not improve. A written record shall be kept of such formal warning and counselling. The employee shall be entitled to sight and sign such written record and add any notations regarding the contents of such record.
- If the employee's unsatisfactory work performance or conduct continues or resumes following the formal warning and counselling, the employee shall be given a final warning in writing giving notice of disciplinary action should the unsatisfactory work performance or conduct not cease immediately.
- If the employee's work performance or conduct does not improve after the final warning further disciplinary action may be taken.

- All formal warnings shall be in writing.
- Delegates shall be provided reasonable time without loss of pay, to represent members in disciplinary matters at the local level, provided prior approval is sought. Such approval shall not be unreasonably withheld.

#### PENALTIES

After complying with the requirements above, Council may:

- Demote the employee to a lower paid position, provided that the employee shall not suffer a reduction in the rate of pay for two weeks from the date of the demotion.
- Suspend an employee without pay from work for a specified period of time.
- Terminate the employment of the employee.

Refer to the Award for employer and employee rights and obligations.

### TERMINATION OF EMPLOYMENT

Termination of employment will be dealt with in accordance with the Local Government (State) Award:

- An employee in operational Band 1 or the Administrative / Technical Trades Band 2 shall give to Council two weeks notice of their intention to terminate their employment. If no such notice is provided, Council shall be entitled to deduct pay equivalent to the required notice from any entitlements payable under this award.
- A Council and an employee may agree to a shorter period of notice for the purpose of this subclause, in special circumstances.
- In cases of serious misconduct, a Council may summarily dismiss an employee following a proper investigation and provided the employee is afforded procedural fairness. Where an employee is summarily dismissed, subclause (iv) shall not apply.
- The Council shall give to an employee a period of notice of termination in accordance with the following scale or by payment in lieu thereof:

## Policies and Procedures

Employee's Period of Continuous Service	Period of Notice
Less than 2 years	At least 2 weeks
2 years and less than 3 years	At least 3 weeks
3 years and less than 5 years	At least 4 weeks
5 years and beyond	At least 5 weeks

- The provision of this clause shall be read subject to the provisions of Clause 40 to 42, of the Award.

## GRIEVANCE PROCEDURE

In accordance with the Local Government (State) Award, if you have a grievance that needs to be resolved it shall be dealt with as follows:

- The employee(s) shall notify the supervisor, or other authorised officers of any grievance or dispute and the remedy sought, in writing.
- A meeting shall be held between the employee(s) and the supervisor to discuss the grievance or dispute and the remedy sought within two working days of notification.
- If the matter remains unresolved, the employee(s) may request the matter be referred to the head of the department or other authorised officer for discussion. A further meeting between all parties shall be held as soon as practicable.
- If the matter remains unresolved the General Manager shall provide the employee(s) with a written response. The response shall include the reasons for not implementing any proposed remedy.
- Where the matter remains unresolved, it may be referred to the employee's union or representative and by the General Manager or other authorised officer to LG NSW for further discussion between the parties.

## ANTI-DISCRIMINATION, HARASSMENT & BULLYING OPERATIONAL PROTOCOL

This operational protocol emphasises that under EEO laws, discrimination, vilification, sexual harassment, bullying and victimisation are unlawful and strictly prohibited. It provides a reporting and complaint handling procedure in cases where breaches of the policy occur.

## BULLYING AND HARASSMENT

### WHAT IS WORKPLACE BULLYING?

Persistent unwelcome and humiliating treatment of an employee or group of employees that intentionally inflicts, or attempts to inflict injury, hurt, humiliation or discomfort.

### TWO TYPES OF BULLYING

- Physical – Touching, pushing, hitting, kicking or worse,
- Psychological – Subtle, underhand to undermine e.g. taunts, name-calling, personal remarks, malicious teasing, often with a steady build-up

### BULLYING CAN BE DIRECT OR INDIRECT

**Direct Bullying** can involve abusive behaviours e.g. threats or actual violence, aggressive, abusive or offensive language (including emails), demeaning, derogatory remarks or comments (including emails), constant unreasonable and unconstructive criticism.

**Indirect Bullying** can involve deliberate exclusion, isolation, alienation from normal work meetings or interaction, unreasonable high work demands placed on one employee but not on others, consistent allocation of demeaning or meaningless tasks, consistently ignoring someone, encouraging other employees to gang up on someone, deliberately withholding information that someone needs to carry out their work, repeated refusal of requests for leave or training without adequate explanation/alternatives, spreading of rumours about other employees e.g. hearsay.

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## Policies and Procedures

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### WHAT BULLYING IS NOT

Occasional differences of opinion, conflicts or problems in work relationships, appropriate management of genuine performance issues, directing staff to carry out duties that are within the limits of their skills, competence and training, or staff pointing out professional difficulties they have with other staff, does not constitute bullying.

### HARASSMENT

Harassment is any form of behaviour that is not wanted and humiliates, offends or intimidates. It is a type of discrimination and is sometimes sexual, racial or disability related. A single act of this type of behaviour can be considered harassment and will not be tolerated at any level.

### TYPES OF HARASSMENT

**Verbal harassment** includes sexual or suggestive remarks, imitating someone's accent or disability, passing on or spreading of rumours, offensive jokes, music, telephone calls, emails, SMS or faxes.

**Non-Verbal harassment** includes offensive material/pictures on walls, sending inappropriate photos via email or mobile phone, suggestive looks or leers, unwelcome practical jokes, consistently ignoring someone.

**Physical harassment** includes any unwanted physical contact, pushing, shoving, jostling, initiation ceremonies/rites.

### WHAT HARASSMENT IS NOT

It is not harassment to tell jokes at work or to give a colleague a hug when all parties involved consider it to be acceptable, develop friendships (sexual or otherwise) with other workers where both persons consent, advise an employee, in a professional manner and in private, about deficiencies in their work and develop actions to be taken to remedy this.

### WHAT TO DO IF YOU ARE BULLIED OR HARASSED

**Step 1** – Tell the person to STOP the behaviour.

**Step 2** – Speak to your supervisor. They can attempt to conciliate parties, discuss appropriate behaviour and initiate preventative awareness raising measures. Your supervisor must talk to the alleged offender/s to ascertain their version of events (with 'victim's' permission). You can also speak to an EEO contact officer (HR Staff are EEO Contact Officers).

**Step 3** – The supervisor will determine if further action is required, if they have enough information, if they need to interview witnesses.

**Step 4** – if necessary, a formal written complaint may be lodged with your supervisor, your supervisor's supervisor, relevant senior manager, General Manager or an EEO Contact Officer.

### POSSIBLE OUTCOMES FROM THE RESOLUTION PROCESS

- A joint agreement between bully and victim
- Insufficient evidence to take any action
- Disciplinary action which may include a written apology, counselling, a formal warning, transfer or demotion, suspension with or without pay or even dismissal



## Policies and Procedures

and sleep.

### THE EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) provides professional, confidential coaching and support services, free for you and eligible family members\*.

Sessions are available face-to-face, over the phone (1300 360 364), through live chat or online via the BeneHub portal. The BeneHub portal is accessible to you and your family anywhere, anytime via your preferred device i.e. computer, tablet or mobile phone.

To set up your unique profile, refer to the Benestar website (<https://benestar.com/user/login>) and enter the following information:

**Company ID:** NASC      **Token:** NASC01

Once you have set up your unique profile, you will be able to download the Benestar app and login accordingly.

You'll find useful tools, blog posts, podcasts, animations, videos and learning modules through the BeneHub portal to help you with all aspects of your life, including:

- **LIFE** – different life stages, change, grief and loss
- **BODY** – exercise, fitness, sleep, nutrition and healthy habits
- **MONEY** – budgets, debt, saving and retirement planning
- **RELATIONSHIPS** – work relationships, partner relationships and friendships
- **WORK** – from better work-life balance to enhancing performance
- **FAMILY** – parenting, elder care, family violence, extended and blended families
- **MIND** – from managing stress to mental health

This highly confidential, self-referral service is unlimited and will assist you with everything from mental health, relationships, exercise, nutrition

#### You might use this service to:

- ✓ Improve your work relationships
- ✓ Work out some strategies to create a better work-life balance
- ✓ Provide support around mental health
- ✓ Discuss relationship challenges
- ✓ Develop strategies to manage stress
- ✓ Seek guidance on parenting issues
- ✓ Share your concerns about a friend in need
- ✓ Seek support for the loss of a loved one
- ✓ Seek motivation in everyday life
- ✓ Discuss options to improve your nutrition and overall health
- ✓ Develop strategies to avoid the traps of digital addiction

Whatever your situation, an impartial specialist will be available to help.

For additional assistance, Beyond Blue provide information on depression, resources and support services (1300 224 636). You can also call Lifeline for 24 hour national telephone counselling (13 11 14) or Domestic Violence NSW who are also helpful for any issues relating to domestic violence (1800 656 463).

*\*Eligible family members include spouse or de facto (including same sex partnerships); father or step father; mother or step mother; child or step child; father in law or mother in law; son in law or daughter in law; sibling; and grandparent.*



CORPORATE INDUCTION HANDBOOK

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# Work Health and Safety

Council is committed to providing a safe place of work for all employees and visitors to our worksites. We have implemented many safe systems of work to ensure your safety whilst in the workplace.

Council aims to ensure its continual compliance with the Work Health and Safety Act 2011. It is expected that all employees will accept responsibility for their personal safety and that of others who may be affected by their acts or omissions. In March 2015 the Council implemented S.H.I.R.E Safety system to support the WHS objective of a zero harm workplace. To achieve this objective, the Council has various requirements for the entire workforce.

## CONSULTATION & COMMUNICATION

Council is committed to protecting the health and safety of all employees and will consult employees when implementing safety practices and systems that will ensure the health, safety and welfare of its employees. Promotion of health and safety in the workplace will be undertaken through team meetings and Council's Health and Safety Committee.

## WHS OPERATIONAL PROTOCOL

The WHS operational protocol outlines how Council will provide a safe and healthy workplace for all employees. Health and safety at work is both an individual and shared responsibility of all employees. All employees, contractors and visitors are required to comply with

applicable legislation, Council's Workplace Health and Safety (WHS) policies and procedures at Council workplaces.

## RESPONSIBILITIES

Senior management will be accountable for overall WHS performance, provide leadership, resources and training that aims to provide workplaces that are safe and without risk to health, make sure that WHS responsibilities are appropriately defined and delegated and that managers and supervisory staff receive the necessary training and resources to carry out these responsibilities and ensure Council's WHS policies and procedures are implemented and reviewed on a regular and systematic basis.

Line managers and supervisory staff will be responsible for working conditions under their control and the extent of information, instruction, training and supervision given on WHS matters to employees. It is their responsibility to provide the initiative and follow-up action to adhere to this policy within their own sections.

Employees will cooperate fully with management on health and safety matters and not interfere with or misuse anything provided in the interest of WHS.

Employees are expected to accept responsibility for their personal safety and that of others who may be affected by their acts or omissions, work safely at all times to protect their own health and safety, and the health and safety of everyone with whom they work, and any other person who is at the worksite, comply with their legal responsibility to actively contribute towards maintaining a healthy and safe workplace, report to their supervisor any hazards they encounter in their working day, cooperate with all safety programs



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## Work Health and Safety

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being implemented by Council and follow specified safe systems of work, participate in WHS consultation and training initiatives and use personal protective equipment and clothing that is specified for their work and supplied by Council.

Contractors shall comply with Council's WHS policies and procedures when on Council worksites, to a standard no less than expected of employees. They are also required to have independent Safety Management Plans that ensure their safe systems of work are to a standard deemed acceptable under the requirements of the Work Health and Safety Act 2011, not less than the standard of Council's safe systems of work.

## HEALTH

### DRUG AND ALCOHOL MANAGEMENT OPERATIONAL PROTOCOL

Council does not permit the use of testable drugs on any of its worksites. The consumption of alcohol is not permitted on Council worksites except for functions expressly approved by the General Manager.

Narrabri Shire Council has a duty of care to minimise the risk of accident, incident and injury in the workplace arising from the consumption of drugs or alcohol. The health, wellbeing and safety of our workforce is of paramount importance. Testable drugs and alcohol, when present in persons in the workplace, have the potential to increase risk of harm in the workplace and adversely impact upon individuals work performance.

Being in the workplace whilst under the influence of drugs or alcohol may be cause for disciplinary action and in some cases termination.

The Drug and Alcohol Management Operational Protocol and Program can be accessed in ECM or ask your Supervisor for a copy.

### IMMUNISATION AND PREVENTATION OF CONTAMINATION

Council has an immunisation program for those employees who are at risk of blood-borne diseases in their workplace such as Hepatitis B and Q Fever.

**Universal Hygiene Precautions** – Wear your PPE when performing tasks that could cause contamination (especially important for Water Services and Parks and Open Space staff). Remember that prevention is much better than any cure.

### SMOKE FREE WORKPLACE OPERATIONAL PROTOCOL

Council is a non-smoking environment. Smoking in any form is strictly prohibited in Council buildings and vehicles. Smokers must not smoke near entry ways to buildings or worksites.

The Smoke-Free Workplace Operational Protocol can be accessed in ECM or ask your supervisor for a copy.

### EMPLOYEE HEALTH

If you are taking medication or know (or suspect) that you are suffering from a health problem which may affect your ability to work safely, it is your obligation to inform your supervisor and (when necessary) seek medical attention.

Should you injure yourself out of work or become seriously ill and you are required to take an extended period of leave, you must obtain clearance from your doctor prior to your return to work. The certificate must state that you are fit to return to your position.

Should you not be able to return to your normal duties this needs to be discussed with your supervisor and Council's Return to Work Coordinator as soon as possible.

Council values its employees and where possible may be able to assist in your rehabilitation process.

## Work Health and Safety

### WORK AND SAFETY

#### RISK ASSESSMENT

##### What is Risk Management?

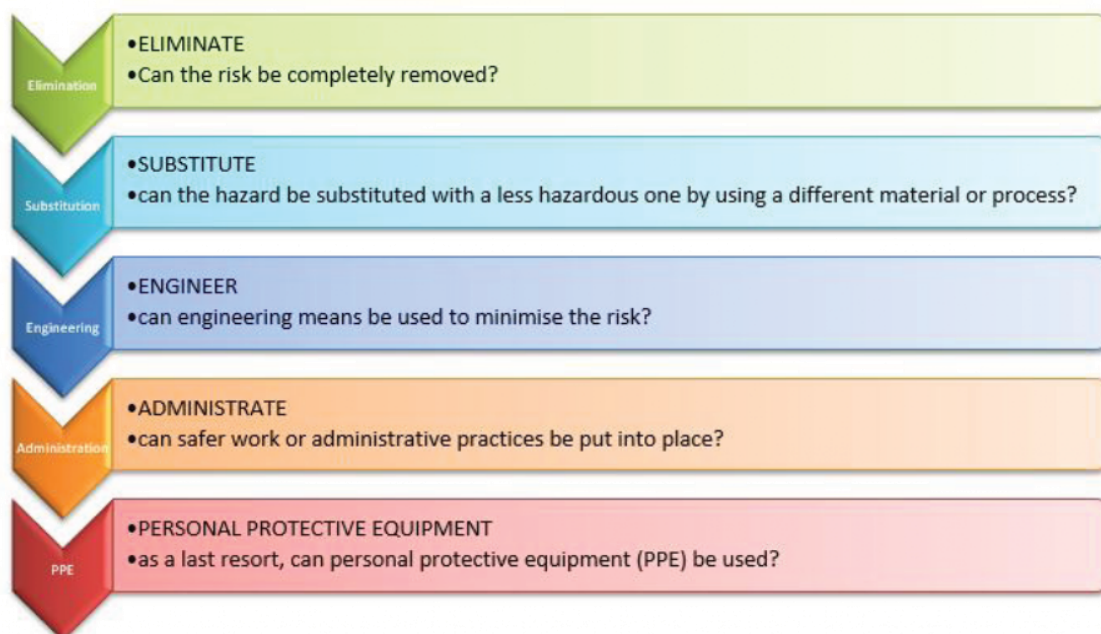
Risk management is the term applied to a systematic method of identifying, analysing, communicating and controlling risks associated with any activity, function or process. The term is defined in Australian Standard AS/NZS 4360:2004 – Risk Management to include the culture, processes and structures that are directed towards effective management of both potential opportunities and adverse effects.

#### CONTROLLING HAZARDS – THE HIERARCHY OF CONTROL

The hierarchy of control involves starting from the top of a list of risk control options and working your way down, with the last option being the least effective at controlling risk. The hierarchy of control must be used when the risk to health and safety cannot be eliminated.

A combination of controls may be necessary if no single measure is sufficient to reduce the risk to the lowest level reasonably practical.

##### What is the Risk Assessment Process?



## Work Health and Safety

### R-U-SAFE – PRE TASK ASSESSMENT REQUIREMENTS

An R-U-Safe Card is a pre-task assessment tool for you to identify task specific hazards in your workplace. Workplace injuries affect more than just the workplace, they affect your family life as well. It is important to take the time and prioritise your safety at work.

- You should complete at least one R-U-Safe card per day for routine daily work. You will need to complete additional R-U-Safe cards if you change to a more complex task, are performing a task that you have never completed before or if you are at a new work location.
- Hand in completed cards to your supervisor.
- The R-U-Safe Card confirms that you are able to identify, assess and implement control measures for identified hazards in your workplace.
- Obtain replacement books from your supervisor.

### HAZARD IDENTIFICATION PROCESS

A "hazard" is defined as any source of potential damage, harm or an adverse health effect on something or someone under certain conditions. Hazards affect both you and the council through various ways – potential injuries, damage to plant, even reputation in the community. Workplace hazards can come from a wide range of sources. General examples include any substance, material, process, practice etc. which as the ability to cause harm or have adverse health effects.

**Here is a simple 5-step process that can help you make our workplace safer; It's the "SAFER" Approach for Hazard Management:**

- See it** – By completing an R-U-Safe Card prior to work and staying focused on the job.
- Assess It** – What type of hazard is it? What could happen to you, others or the public?
- Fix It** – If you are able to – if you cannot, what can you do?
- Evaluate It** – Make it safe to leave through use of barriers/signage, remove energy source.
- Report It** – Immediately to you supervisor, complete a Hazard Card to hand in at pre-start.

Complete a Report Card located at the back of your R-U-Safe books to report either a

- ☐ HAZARD
- ☐ DEFECT AND FAULT
- ☐ SAFETY IDEA
- ☐ INITIAL INCIDENT NOTIFICATION

NARRABRI SHIRE DISCOVER THE POTENTIAL		REPORT CARD	
STAFF ACTIONS	(Tick) <input checked="" type="checkbox"/> Hazard	<input type="checkbox"/> Defect/Fault	
	<input type="checkbox"/> Safety Idea	<input type="checkbox"/> Initial Incident Notification	
	Reported by:	Time:	
		Date:	
	Location:		
SUPERVISOR	Describe the Hazard/Defect or Safety Idea/Incident		
	List control measures or actions implemented:		
Who have you reported this to:			
Time Reported:		Date Reported:	
Rectified? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please list actions(e.g. raised CSR):			
Feedback given to person reporting? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Report immediately to your direct Supervisor and hand in any completed Report Cards			

- Remember to complete all sections of the Report Card.
- You should never proceed with any task if you believe it to be unsafe.
- Stop work at any time if you believe you or others are acting unsafe or are exposed to a hazard
- Hand in your completed card to your supervisor/line manager.
- Retain a copy in your book to monitor its progress.
- If you have a concern about your Report or the ongoing hazard, speak to your supervisor or line manager in the first instance. If it is ongoing, speak to department manager or WHS Officer in the HR Section.

## Work Health and Safety

### INCIDENT REPORTING

All incidents are to be reported to your supervisor immediately. If your supervisor is unavailable report the incident directly to Corporate Planning and Risk. It is the responsibility of all employees to prevent accidents where possible. If you see something that is potentially dangerous or unsafe, please report it to your supervisor or the CPR section. Time and effort has been spent to ensure that your work place is as safe as possible. If an incident should occur it is important that procedures are followed to prevent future incidents. The Incident Reporting Procedure can be accessed in ECM or ask your supervisor for a copy.

### SAFE WORK METHOD STATEMENTS (SWMS)

Safe Work Method Statement means a statement that:

- describes how work is to be carried out
- identifies the work activities assessed as having safety risks
- identifies the safety risks
- describes the control measures that will be applied to the work activities
- includes a description of the equipment used in the work, the standards or codes to be complied with, the qualifications of the personnel doing the work and the training required to do the work

SWMS form an integral part of the Narrabri Shire Council WHS Program and can be accessed in ECM or ask your supervisor for a copy.

### WORK PROCESS GUIDELINES (WPG'S)

A work process guideline directs staff on the "right way" to carry out and check work on temporary worksites. WPG's include the following as applicable:

- The sequence of tasks, broken down into steps
- A risk assessment for that work process (back page)
- WHS requirements, special working environments and equipment
- Environmental controls
- Key materials required to complete the work process
- Any specified characteristics, tolerances or workmanship standards (workmanship standards may be defined by samples, replicas, photographs or prototypes)

- Inspection, test and control points, and any necessary records to be produced
- Advice as to the need for the crew leader to complete a Daily Running Sheet, to record a crew's productivity

Work Process Guidelines can be accessed in ECM or ask your supervisor for a copy.

### PERMITS TO WORK – HIGH RISK ACTIVITIES

Narrabri Shire Council has a Permit to Work system to control high risk activities and ensure that the appropriate training and risk controls are installed prior to work starting. To undertake any of the following activities you must complete the appropriate Permit and seek authorisation from your supervisor prior to commencing the task- The Permits are for:

- Hot work
- Excavation – (greater than 1.5m)
- Working at Heights – (greater than 1.8m)
- Working in a Confined Space
- Asbestos Handling

To work under these Permits, the person must be suitably trained and deemed competent. Once the Permit is completed the document must be returned to your supervisor for forwarding into the main office.

### TOOLING & EQUIPMENT

Tools and equipment should always be in good working order and fit for purpose. Perform a daily pre-use inspection. Here are some requirements with Council equipment and tooling:

- Inspect all electrical cords, fittings/switches for damage or nicks
- Report any unauthorised use of Council equipment
- If relevant, ensure the electrical test tag is attached and reads in-date prior to use
- Never remove equipment from its normal storage area without prior approval
- Only ever use Council provided tools and equipment
- Always secure tools and equipment at shift end to prevent use or theft of Council property
- Always ensure positive equipment isolation prior to performing any maintenance.

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## Work Health and Safety

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- Never operate or use a damaged or faulty piece of equipment. If you find a fault, report it to your supervisor/line manager
- Stay aware at all times of potential damage to electrical leads

### PERSONAL PROTECTIVE EQUIPMENT (PPE)

In accordance with the Work Health and Safety Regulation 2017, Council provides workers with appropriate Personal Protective Equipment (PPE) to control risk.

You should have been fitted out with your appropriate uniforms (outdoor staff) and PPE prior to or on your first day of work. If you have not received your PPE, please request it from your supervisor.

PPE can reduce the severity of an injury and could potentially eliminate it all together if it is worn correctly e.g. eye injury from flying objects. All PPE is issued from the stores at the Narrabri Depot. Should you require any replacements due to loss or damage, advise your supervisor. Here are the main points to remember:

- PPE must be worn as per the chemical Safety Data Sheets and your SWMS/risk assessment
- Always adhere to work area signage PPE requirements
- All PPE should be stored in a secured and dry location when not in use
- Hand protection is an important component of the zero harm objective and the "right gloves" for the "right task" is an important factor in reducing hand injuries – During your R-U-Safe Pre Task Assessment if you identify the task involves exposure to potentially sharp edges or rough surfaces – you should wear gloves for the task!
- PPE is the least effective control and should be used in addition to other controls.
- It is your responsibility to clean and maintain your PPE items
- Manufacturer's instructions must be followed when using PPE

Council's standard PPE requirements for employees working outdoors is as follows:

- Broad-brimmed hat
- High visibility clothing (long-sleeved shirt)
- Full length trousers
- Protective footwear (steel capped boots)
- Safety glasses

### SUN PROTECTION

Council will ensure that clothing and equipment that conforms to the appropriate Australian Standard is provided to protect outdoor workers from the sun. We have developed a Sun Protection Policy to ensure we reduce employees' exposure to ultra-violet radiation (UVR). The Sun Protection Policy complies with the requirements set out in the WHS Act 2011 and WHS Regulation 2017.

Sunscreen is provided for all employees and you are expected to use it. Zinc sticks are also available to employees for added protection.

The Staff Clothing and PPE Issue Procedure and the Sun Protection Policy can be accessed in ECM or ask your supervisor for a copy.

### SUBSTANCES AND HAZARDOUS CHEMICALS IN THE WORKPLACE

When chemicals and substances are not properly controlled in the workplace they can have an effect on workers' health and the environment. The following rules apply to the use and handling of all chemicals/substances:

- Use only Council supplied and approved chemicals
- Chemicals/substances must remain in their designated containers
- Have access to the safety data sheets and the relevant information for everything you use
- Always follow dilution rates and application methods
- Wear all designated PPE as listed on Safety Data Sheets for every task without exception
- No chemical/substance is to be used without first having read and understood its PPE/handling information
- Replace containers when labels are worn or damaged



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## Work Health and Safety

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- Chemicals should always be secured and stored in a safe manner

A hazardous substance or chemical is any substance with the potential to affect your health, causing illness or disease. They may be solvents, pesticides, paints, adhesives, petroleum products, heavy metals or any other substance that is hazardous to health and is used or produced at work. Hazardous substances can take many forms – liquids, solids, vapours, gases, fumes or dusts.

### Identifying a hazardous chemical

To be classified as a hazardous chemical, the ingredients of the substance must be present in concentrations that are known to cause health effects. Where this is the case, the substance must be labelled appropriately to ensure that users know it is hazardous. It must also be accompanied by a Safety Data Sheet (SDS) setting out health effects, instructions for safe use and storage and what to do in an emergency.

The easiest way to determine if a chemical is hazardous is to look on the label for the words “hazardous”, “warning”, “poison”, “dangerous poison”, “harmful”, or “corrosive”, or other advice about specific health effects.

These are some of the symbols that indicate that a substance is hazardous or classed as dangerous goods.

In the absence of information such as labels and SDSs, you should assume a substance to be hazardous.

For some hazardous chemicals, exposure standards have been set. These apply where a substance is a contaminant in workplace air – for example as a dust, fume or gas. About 600 common hazardous chemicals have exposure standards. Where an exposure standard exists for a particular chemical, the concentration of that chemical in the air at work must be kept below the prescribed level.

### Health Effects

Hazardous chemicals can get into your body in different ways. The most common ways are:

- by breathing in the chemical (inhalation)
- absorption through the skin (dermal)
- accidental swallowing (ingestion), for example by eating or smoking with contaminated hands

Health effects may be acute, resulting from a short-term (usually high) exposure or chronic, resulting from long-term (often low level) exposure over a period of time. Chronic effects may not occur for many years – they are hard to predict in advance and when they do occur it may be hard to identify what caused them.

### Risk Assessment

To know whether there is a risk of exposure it is necessary to make an assessment of likely exposure to hazardous chemicals in your workplace. In order to do this, you must:

- Identify hazardous chemicals – look at the label
- Review information about hazardous chemicals – read the SDS and make sure all instructions are being followed
- Identify any risks of exposure – take into account factors such as how often exposure occurs, for how long and at what level – it may be necessary to get a professional to measure the air concentration of hazardous chemicals

### What needs to be done?

As an employee you have the responsibility to work safely using the control measures provided. To ensure you can work safely, you have the right to be provided with information and training on any hazardous chemicals to which you may be exposed. If you are unsure or have not been shown the correct procedure for dealing with hazardous chemicals in your work area, ask your supervisor for assistance before attempting to work with the chemical. The Hazard Reporting Procedure can be accessed in ECM or ask your supervisor for a copy.

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## Work Health and Safety

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### SAFETY DATA SHEETS (SDS)

Safety Data Sheets contain important information on chemicals and substances.

SDS centres include a hazardous substances register (a list of all the hazardous chemicals used or produced at the workplace together with the SDSs for those chemicals) are readily accessible to you at all depots and areas where hazardous chemicals are stored.

The information contained in an SDS is outlined below:

**Section 1 - Identification of the material and supplier**

**Section 2 - Hazards identification**

**Section 3 - Composition and information on ingredients**

**Section 4 - First aid measures**

**Section 5 - Firefighting measures**

**Section 6 - Accidental release measures**

**Section 7 - Handling and storage**

**Section 8 - Exposure controls and personal protection**

**Section 9 - Physical and chemical properties**

**Section 10 - Stability and reactivity**

**Section 11 - Toxicological information**

**Section 12 - Ecological information**

**Section 13 - Disposal considerations**

**Section 14 - Transport information**

**Section 15 - Regulatory information**

**Section 16 - Other information**

### NOISE MANAGEMENT






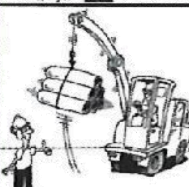



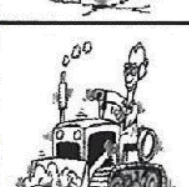
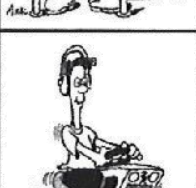
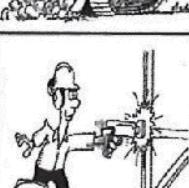

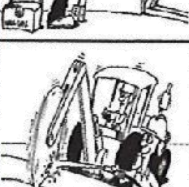
Hearing is YOUR asset - PROTECT IT! Once you lose your hearing, no matter how small the percentage you lose, you can never get it back. As a guide, if you need to raise your voice to be heard, you need to wear hearing protection.

The objectives of Council's Noise Management Program are to:

- Minimise occupational noise-induced hearing loss and tinnitus by an approach that emphasises the reduction of noise levels at work by engineering noise control measures
- Promote the recognition and understanding of the effects of exposure to noise
- Promote the adoption of a systematic approach to the management of exposure to excessive noise
- Promote implementation through established consultative processes

See illustration overleaf >

## Work Health and Safety

Activity	Activity Description and Noise Level	Activity	Activity Description and Noise Level
	Normal Conversation <b>60 decibels</b>		Operating a Grinder <b>97 decibels</b>
	Max. Time of Exposure More than a day		Max. Time of Exposure <b>30 Minutes</b>
	Driving a Vehicle <b>70 decibels</b>		At a Rock Concert <b>100 decibels</b>
	Max. Time of Exposure More than a day		Max. Time of Exposure <b>15 Minutes</b>
	Standing on a Busy Road <b>80 decibels</b>		Near a Crane <b>102 decibels</b>
	Max. Time of Exposure <b>24 Hours</b>		Max. Time of Exposure <b>10 Minutes</b>
	Inside a Noisy Restaurant <b>84 decibels</b>		Operating a Jackhammer <b>105 decibels</b>
	Max. Time of Exposure <b>10 Hours</b>		Max. Time of Exposure <b>5 Minutes</b>
	Operating a Welder <b>85 decibels</b>		Operating a Bulldozer <b>107 decibels</b>
	Max. Time of Exposure <b>8 Hours</b>		Max. Time of Exposure <b>3 Minutes</b>
	Operating a Lawnmower <b>91 decibels</b>		Using Explosive Power Tool <b>120 decibels</b>
	Max. Time of Exposure <b>2 Hours</b>		Max. Time of Exposure <b>10 Seconds</b>
	Operating a Power Tool <b>94 decibels</b>		Near Diamond Rock Saw <b>121 decibels</b>
	Max. Time of Exposure <b>1 Hour</b>		Max. Time of Exposure <b>5 Seconds</b>



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## Work Health and Safety

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### EMERGENCY PREPAREDNESS

Planning for emergencies includes the development of procedures and guidelines aimed at minimising the danger to persons and the risk of asset and revenue loss. Narrabri Shire Council (NSC) has developed an 'Emergency Plan & Procedures' document to assist employees to deal with the likely types of emergencies that may occur at the various NSC workplaces, safely and as effectively as possible.

Each permanent NSC worksite has its own procedure which all employees should familiarise themselves with.

Wardens have been allocated for each area. On hearing the alarm, or being instructed by the Chief Warden, Wardens will put on a hi-vis vest and commence evacuating their respective areas. During an emergency, their role is to assist in any required evacuation, search their area to check that staff and visitors get out and stay out of the danger area and report if anyone is missing.

Evacuation Plans – Maps showing evacuation plans are located throughout each Council building. Please familiarise yourself with the plan in your building. If you don't know where it is, ask your supervisor to show you. The Emergency Plan and Procedures document can be accessed in ECM or ask your supervisor for a copy.

### FIRST AID

First aid kits are provided at all permanent worksites such as Depots, Libraries, Administration Buildings, Sewerage Treatment Works as well as all Council vehicles.

Prior to commencing works you should ensure you have adequate first aid equipment for the task you are undertaking. i.e. check the SDS.

### WORKERS COMPENSATION

#### Your rights if you are injured at work

If you have a work related injury or disease and need medical treatment and/or cannot work for a certain period of time because of the injury then you can claim workers compensation. The workers compensation system provides you with benefits and assistance to help you to recover so that you can return to work as safely and as soon as possible.

#### Your rights and responsibilities

You, the injured worker, have the right to:

- choose your nominated treating doctor, usually your own doctor
- choose your rehabilitation provider
- have a say in your return to work plan
- choose your treatment providers as well as occupational and/or retraining provider

These are the things that you need to do:

- tell your employer of any injury or illness immediately
- see your doctor to arrange treatment and get a WorkCover NSW – certificate of capacity to give to your employer
- cooperate in plans for your injury management and return to work
- keep in touch with your employer regularly
- return to work as soon as possible in consultation with your doctor
- keep copies of all your paperwork and notify the insurer if any of your employment circumstances change

#### REMEMBER

Restrictions apply 24 hours a day – NOT just when you are at work

#### What will happen if you don't comply?

You may lose your entitlement to workers compensation.

#### What we will do:

Most of the CPR team have all been trained as Return to Work Coordinators and are there to help you through the process. We will do this by coming to your doctor's appointments with you to make sure you receive the correct paperwork from your doctor, liaising with the insurance company, your supervisor, your doctor and other health professionals involved in your return to work and coordinating a Return to Work Plan for you.

#### Getting back to work

It is important and a right of every injured worker to return to their normal job and quality of life.

## Work Health and Safety

### Your return to work team

Workers, employers, doctors and insurers all have a part to play in the workers compensation system. This means that you, your doctor, your employer, and the insurer will work together to make your return to work as smooth and safe as possible. If you're a member of a union, they can help you too.

### Employer's obligations in return to work

All employers in NSW must have a written Recover at Work Program describing how they will help an injured worker return to work following injury.

This program must be developed in consultation with, and agreed to by, their workers. Your employer's program should be reviewed and updated at least every two years or in response to workplace changes or legislative changes. You should request a copy of this program from your employer to help you understand how your employer will assist your return to work.

### MANUAL HANDLING

Manual handling is any activity that uses force to lift, lower, push, pull, carry, move, hold, or restrain anything, whether it be an object, appliance, machine, tool part, animal or person.

Council implements the following manual handling objectives:

- the prevention of manual handling injuries by an approach based on risk identification and assessment
- the recognition and promotion of understanding of the multi-faceted nature of manual handling activities
- the promotion and utilisation of safe manual handling techniques
- consultation during the risk identification process with employee(s) carrying out the tasks may also help to obtain information about associated risk factors

### ERGONOMICS

**What is ERGONOMICS:** the scientific study of human performance at work. Ergonomics considers the physical and mental capabilities of the worker and how he/she interacts with tools, equipment, work methods, tasks and the working environment.

**What is a WORKSTATION:** an area in a workplace assigned for the use of one worker at a time, usually a desk with a computer.

#### Procedure for setting up a workstation:

- Light sources should be positioned to the side of the computer screen to minimise glare. The tilt of the computer screen should also assist in the reduction of glare
- Sit down at your workstation and put your fingers on the middle row of keys. Move your chair up or down until your shoulders drop and your elbows are bent at right angles or just over (90 to 120 degrees). Wrists should be straight, not bent up
- Ideally your feet should be flat on the floor with your knees, hips and ankles bent at right angles. People with shorter legs may require a foot stool, excessively tall people may need to raise the desk
- Now, sit up straight and move your backrest up or down until it fits snugly into the small of your back, at about belt height
- The best place for your computer screen is directly in front of you, about an arms length away, with the top of the screen at about eye level. For copy typing a document holder should be used and placed about the same distance away from you as the computer screen, and positioned directly next to the screen
- Put your most frequently used items within easy reach, such as your phone and a note pad. If you are right handed your phone should be in easy reach of your left hand and your notepad should be in easy reach of your right hand. If you left handed the opposite applies
- Take regular breaks from constant keying to do other jobs. Remember to stretch often.

## Work Health and Safety

### COMPUTER ERGONOMICS

Sitting with proper posture, along with periodic breaks to stretch and walk, will help promote physical well-being.

#### BODY POSITIONING

##### HEAD

Level, balanced, generally in line with torso, **eyes 20 - 30 degrees** to the middle of the screen.

##### UPPER BODY

Shoulders relaxed, upper arms loose, elbows close to body, **bent 90 - 120 degrees**.

##### LOWER BODY

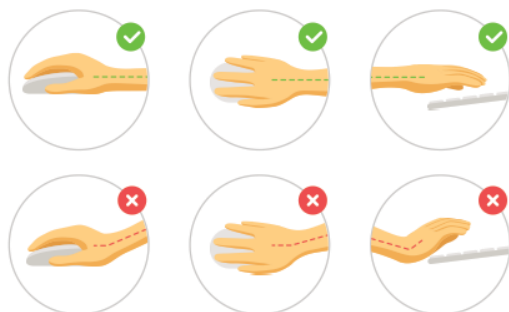
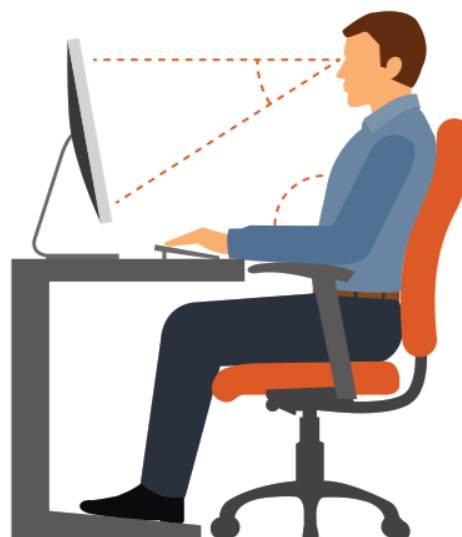
Lumber spine protected (sitting, leaning back), hips balanced, supported on padded cushion.

##### LEGS

Thighs supported, generally parallel to the floor, knees loose, **bent 90 - 110 degrees**.

##### FEET

Flat on floor or footrest, slightly in front of knees.



#### HANDS AND WRISTS POSITIONING

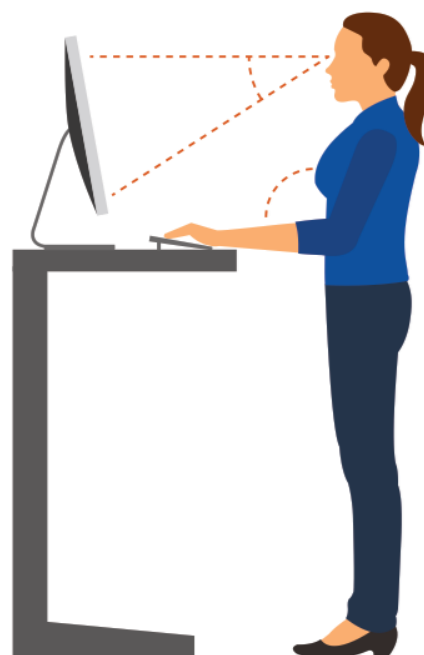
##### HANDS, WRISTS AND FOREARMS

Straight, in-line and roughly parallel to the floor.

#### KEYBOARD POSITIONING

##### KEYBOARD AND MOUSE

Keyboard directly in front of you and pointer/mouse close to the keyboard; avoid reaching for either. Use document holder if necessary.



# Contacts

## COUNCILLORS

Cr Ron Campbell (Mayor)  
Cr Cathy Redding (Deputy Mayor)  
Cr Rohan Boehm  
Cr Robert Browning  
Cr John Clements  
Cr Brett Dickinson  
Cr Greg Lamont  
Cr Lisa Richardson  
Cr Darrel Tiemens

## GENERAL MANAGER

Mr. Stewart Todd

## DIRECTORS

**Director Corporate and Community Services:**  
Mr. Lindsay Mason

**Director Infrastructure Delivery**  
Mrs. Eloise Chaplain

**Director Planning, Strategy and People**  
Mr. Andrew Brown

## ENQUIRIES AND ASSISTANCE

**Manager Corporate Planning and Risk:**  
Mrs. Maree Bales

**Manager Human Resources:**  
Mr. Jesse Dixon

**Payroll Officer:**  
[payroll@narrabri.nsw.gov.au](mailto:payroll@narrabri.nsw.gov.au)



www.  
**narrabri.**  
nsw.gov.au


Narrabri Shire Council  
46 – 48 Maitland Street  
PO Box 261, Narrabri NSW 2390

P. (02) 6799 6866  
F. (02) 6799 6888  
E. [council@narrabri.nsw.gov.au](mailto:council@narrabri.nsw.gov.au)



**NARRABRI SHIRE**  
DISCOVER THE POTENTIAL





Narrabri Shire will be a strong and vibrant regional growth centre providing a quality living environment for the entire Shire community"

[Home](#) [General Managers](#) [Corporate Services](#) [Infrastructure Delivery](#) [Development and Economic Growth](#) [Governance](#)

Narrabri Shire Council > Governance > Policies & Procedures

### Policies & Procedures

This page contains the Council Policies and Operational Protocols for Narrabri Shire Council.

The main Policies and Protocols effecting all Narrabri Shire Council staff are as follows:

[Code of Conduct Policy](#)  
[Complaints Management Policy and Procedure](#)  
[Councillors Access to Information and Interaction Between Councillors and Staff](#)  
[Customer Service Policy](#)  
[Gifts and Benefits Policy](#)  
[Internal Reporting Management Public Interest Disclosures Policy and Procedure](#)  
[Privacy Management Policy](#)  
[Procurement Policy](#)  
[Records Management Policy](#)

**Operational Protocols**

[Antidiscrimination Harassment and Bullying Protocol](#)  
[Conflict Of Interest Protocol and Form](#)  
[Drug and Alcohol Management Protocol](#)  
[Equal Employment Opportunity Protocol](#)  
[Injury Management Protocol](#)  
[Internet, Email and Computer Use Protocol](#)  
[Motor Vehicle Operational Protocol](#)  
[Mobile Phone Operational Protocol](#)  
[Occupational Noise Protocol](#)  
[Parental Leave Protocol](#)  
[Performance and Misconduct Protocol](#)  
[Personal Protective Equipment and Clothing Protocol](#)  
[Probationary Employment Protocol](#)  
[Removal Expenses Protocol](#)  
[Smoke-free Workplace Protocol](#)  
[Flexible Work Hours Protocol](#)  
[Social Media Protocol](#)  
[Sun Protection Protocol](#)  
[Volunteers Protocol and Procedure](#)  
[Work Health and Safety Protocol](#)  
[Workplace Surveillance Protocol](#)

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**14 CONFIDENTIAL (CLOSED COUNCIL) MEETING**

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**RECOMMENDATION**

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

**14.1 Renewal of Road Reserve Licence - Jonathon Phelps and Wendy Phelps (Havana Ag).**

This matter is considered to be confidential under Section 10A(2) - (d)(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

**RECOMMENDATION**

That Council move out of Closed (Public Excluded) Meeting and that the resolutions from the Closed (Public Excluded) Meeting be read out to those present by the General Manager or their nominee.

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**15 MEETING CLOSED**

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