

**NARRABRI SHIRE COUNCIL**



**FINANCE &  
GOVERNANCE  
COMMITTEE**

---

FINANCE & GOVERNANCE COMMITTEE  
MEETING OF COUNCIL HELD ON TUESDAY  
2<sup>ND</sup> OCTOBER, 2007.

## **DELEGATIONS OF AUTHORITY TO COMMITTEES TO MAKE DECISIONS**

Council delegate to its Standing Committees the authority to determine the following matters:

### **General (For all Standing Committees)**

1. Receiving and noting reports.
2. Referring matters for further investigations and report back to the Committee.
3. Determining requests for assistance from outside organisations.

### **Finance & Governance**

1. Determining reports in relation to Quarterly Financial Reviews and Management Plans.
2. Determining reports in relation to the exhibition of new policies or amendment of existing policies.

# **FINANCE & GOVERNANCE COMMITTEE**

---

## **INDEX**

|   |           |
|---|-----------|
| <b>ITEMS FOR COMMITTEE TO RESOLVE.....</b>                                    | <b>5</b>  |
| 1. October, 2007 Ordinary meeting of Council.....                             | 7         |
| 2. 2007 Public Consultation Meetings .....                                    | 9         |
| 3. Laundry Stained by Rust in the Town Water Supply .....                     | 11        |
| 4. Naming Public Assets .....   | 14        |
| 5. Payment of Expenses and Provision of Facilities to Councillors.....        | 16        |
| 6. Review Of Council's Privacy Management Plan.....                           | 19        |
| 7. Capital Expenditure Report .....   | 21        |
| 8. Draft Temporary On Site Residential Accomodation (Rural Zones) Policy..... | 22        |
| <b>ATTACHMENTS .....</b>  | <b>25</b> |

**This page has been left blank intentionally.**

**NARRABRI SHIRE COUNCIL**



**ITEMS FOR  
COMMITTEE TO  
RESOLVE**

---

FINANCE & GOVERNANCE COMMITTEE  
MEETING OF COUNCIL HELD ON TUESDAY  
2<sup>ND</sup> OCTOBER, 2007.

**This page has been left blank intentionally.**

---

**1. OCTOBER, 2007 ORDINARY MEETING OF COUNCIL (KAB:KAB) [GM]C70/16001**

---

**Purpose**

The purpose of this report is to inform Council of the arrangements made to hold the October, 2007 Ordinary meeting in Wee Waa.

**Background**

The following policy was adopted at the February, 2005 Ordinary meeting of Council:

*“That Council adopt a policy hold one meeting each year in the towns or villages of Bellata, Boggabri, Gwabegar/Pilliga and Wee Waa on a rotational basis.”*

Listed below is where Council has held the last three meetings:

|      |          |
|------|----------|
| 2004 | Gwabegar |
| 2005 | Bellata  |
| 2006 | Boggabri |

**Current Position**

In compliance with this resolution, and as discussed at the September, 2007 Ordinary meeting, arrangements have been made to hold Council’s October, 2007 Ordinary meeting in Wee Waa.

Prior to the commencement of the meeting, a public consultation meeting will be held for one hour.

The meeting will be held at the Wee Waa Bowling Club, Alma Street, on Tuesday 16<sup>th</sup> October, 2007, commencing at 9.30am.

A table has been booked at the Imperial Hotel (which is located around the corner of the Bowling Club) for lunch and attached is a menu for Councillors to select what they would like for lunch (see Attachment #).

Please contact Katie Bowen prior to Monday 15<sup>th</sup> October, 2007 with your lunch order.

**Policy Implications**

These arrangements comply with Council’s adopted Policy.

**Financial Implications**

N/A.

**Legal Implications**

Nil.

**Commentary**

Travel arrangements will be confirmed prior to the October, 2007 Ordinary meeting.

**Conclusion**

N/A.

|   |
|---|
| <p><b><u>RECOMMENDATION:</u></b> That the Finance &amp; Governance Committee note the arrangements put in place for the October, 2007 Ordinary meeting of Council set for Tuesday 16<sup>th</sup> October, 2007 being held at the Wee Waa Bowling Club in accordance with its adopted Policy.</p> |
|---|

---

**2. 2007 PUBLIC CONSULTATION MEETINGS (KAB:KAB) [GM]**

---

**P30/36006**

**Purpose**

The purpose of this report is to advise Council of the proposed dates for the 2007 Public Consultation meetings.

**Background**

Council is of the practice of holding yearly public consultation meetings in the towns or villages of Bellata, Boggabri, Gwabegar, Pilliga and Wee Waa.

As a one hour public forum will be held in Wee Waa prior to the commencement of the October, 2007 Ordinary meeting, Council will not be required to hold another public consultation meeting in that town.

**Current Position**

It is proposed that the public consultation meetings be held on Tuesday and Wednesday 13<sup>th</sup> and 14<sup>th</sup> November, 2007.

Following is the proposed timetable for the consultation meetings:

Tuesday 13<sup>th</sup> November, 2007

|         |  |
|---------|--|
| 9.45am  | Depart Narrabri for Boggabri                   |
| 10.30am | Boggabri Public Consultation meeting commences |
| 12.00pm | Conclusion of Boggabri meeting                 |
| 1.00pm  | Lunch in Narrabri                              |
| 2.00pm  | Depart Narrabri for Bellata                    |
| 2.30pm  | Bellata Public Consultation meeting commences  |
| 4.00pm  | Conclusion of Bellata meeting.                 |

Wednesday 14<sup>th</sup> November, 2007

|         |   |
|---------|---|
| 9.15am  | Depart Narrabri for Pilliga                   |
| 10.30am | Pilliga Public Consultation meeting commences |
| 12.00pm | Conclusion of Pilliga meeting                 |
| 1.00pm  | Lunch in Gwabegar                             |
| 2.00pm  | Gwabegar Public Consultation meeting          |
| 3.30pm  | Conclusion of Gwabegar meeting.               |

The time difference between the conclusion of the public consultation meetings and the next function is to allow for any meetings that go overtime (such as Pilliga's meeting last year that made Council late for the Wee Waa meeting).

**Policy Implications**

N/A.

**Financial Implications**

N/A.

**Legal Implications**

N/A.

**Commentary**

The objective of these meetings is to allow community members throughout the Shire to have the opportunity to ask questions, raise and discuss community issues with Councillors, the General Manager, Directors and other staff.

The meetings will be advertised in the local media (The Courier, Wee Waa News, and the Namoi Valley Independent) and any other local publications circulating within the smaller communities (Wee Waa Ink, Bellata BagRag, and Council's website mailing list).

It would be appreciated if as many Councillors could make themselves available to attend these public consultation meetings.

**Conclusion**

These public consultation meetings have always had a positive effect within the smaller communities, as the people from those communities do not usually have as much access to the personal contact with Councillors and senior management as those residents from the township of Narrabri may have.

**RECOMMENDATION:** That the Finance & Governance Committee receive and note the report in relation to the 2007 Public Consultation meetings and that the timetable for the meetings be set as follows:

**Tuesday 13<sup>th</sup> November, 2007**

10.30am Boggabri Public Consultation meeting commences  
2.30pm Bellata Public Consultation meeting commences

**Wednesday 14<sup>th</sup> November, 2007**

10.30am Pilliga Public Consultation meeting commences  
2.00pm Gwabegar Public Consultation meeting.

---

**3. LAUNDRY STAINED BY RUST IN THE TOWN WATER SUPPLY (PJK;SMV)**  
**[ENG] E30/28009**

---

**Purpose**

The purpose of this report is to allow Council to adopt the Draft “Laundry Stained by Rust in the Town Water Supply” Policy.

**Background**

A draft version of the above policy was presented to the Finance and Governance Committee at its meeting on 7 August 2007 ([Attachment 1](#)).

At the Meeting the Finance and Governance Committee resolved (*vide* Minute Number 505/2007)

*“that the Finance & Governance Committee seek public comment, in accordance with its Policy Making procedures on the draft “Laundry Stained by Rust in the Town Water Supply” policy”.*

The Draft Policy was advertised as follows;

The Courier - Thursday 16 August 2007  
- Tuesday 21 August 2007  
- Thursday 23 August 2007  
Wee Waa News- Wednesday 22 August 2007  
Gunnedah Independent Wednesday 22 August 2007  
Council’s Administration Building - Foyer  
Council’s website.

**Current Position**

At the close of advertising (Monday 17 September 2007, 5pm) only one submission was received;

*“Dear Sir,*

*In response to draft policy on Iron or rust in the Narrabri water supply, we wish to comment on this major problem.*

*For 22 years we have put up with;*

- 1. The poor taste and smell of the water.*
- 2. Clothes and linen being ruined on a regular basis; and the expense of dry cleaning in attempts to remove stains. Incidentally North West Dry Cleaning also appear to have a major rust problem – and we have a ruined bedspread, and doona cover, caused by their water.*
- 3. Bathroom tiles and fittings, toilet bowl etc., have been badly rust stained. These items cannot be properly cleaned as the yellow/red stains have dulled or penetrated the finishes of these items.*
- 4. Yellowing of grey hair.*

*We believe the rust problem should be solved by Council, by chemically treating the water to remove or correct the problem. We understand that this was trialled some years ago.*

*A further option may be for Council to provide suitable free filters to those who need them.*

*Should residents be expected to purchase and apply their own chemicals, then Council should name suppliers, outlets and costs, so that residents can buy in bulk considering the quantities required on a constant basis by some ratepayers.*

*Yours faithfully  
Ralph and Merilyn Schulze.”*

Council has written back to Mr and Mrs Schulze thanking them for their comments.

Discussion with Councils Water Staff has led to the following change to the advertised policy

***Wording as advertised;***

*When Council staff plan to shut down and replace or install a water main, staff will letter box drop those residents that will be affected by the shut down, at least 24 hours before the expected shut down time. The letter will;*

- Provide an estimate of the start and finish times for the shutdown*
- Contain the details of the person to contact in relation to the shutdown*
- Advise the resident to flush their line when the water supply is restored until the water becomes clear (approx 5 mins).*
- Alert the resident to the increased possibility of rust stains in laundry, 24 hours after the restoration of the water supply*
- Advise the resident as to the internet address of Councils Policy on “Laundry Stained by Rust in the Town Water Supply”.*

***Wording proposed;***

*When Council staff plans to shut down and replace or install a water main, staff will provide the following information;*

- An estimate of the start and finish times for the shutdown*
- The details of the person to contact in relation to the shutdown*
- Advise the resident to flush their line when the water supply is restored until the water becomes clear (approx 5 mins), preferably opening all their taps but at least their front garden tap.*
- Alert the resident to the increased possibility of rust stains in laundry, 24 hours after the restoration of the water supply.*
- Advise the resident that Councils website contains a policy on “Laundry Stained by Rust in the Town Water Supply”.*

*When fifty properties or less are involved the information will be supplied by a letter box drop. In instances where more than fifty properties are involved the information shall be provided via a public notice in the local paper.*

**Policy Implications**

Nil

**Financial Implications**

Minimal. Obviously the implications depend on the number of incidents however costs are not likely to be significant.

**Legal Implications**

Nil

**Commentary**

The submission provided by Ralph and Merilyn Schulze relates more to suggestions on how to treat the water rather than suggestions on improvements to the policy.

The suggestions by staff better reflect the current practice

**Conclusion**

Nil

|  |
|--|
| <p><b><u>RECOMMENDATION:</u> That the Finance &amp; Governance Committee adopt the “Laundry Stained by Rust in the Town Water Supply” Policy as advertised during the period 16 August 2007 to 23 August 2007 and amended.</b></p> |
|--|

**4. NAMING PUBLIC ASSETS (PJK;SMV) [ENG]****P30/39004****Purpose**

The purpose of this report is to allow Council to adopt the Draft “Naming Public Assets” Policy.

**Background**

A draft version of the above policy was presented to the Finance and Governance Committee at its meeting on 7 August 2007 ([Attachment 2](#)).

At the Meeting the Finance and Governance Committee resolved (*vide* Minute Number 509/2007)

*“that the Finance & Governance Committee seek public comment, in accordance with its Policy Making procedures on the draft “Naming Public Assets” policy”.*

The Draft Policy was advertised as follows;

The Courier - Thursday 16 August 2007  
- Tuesday 21 August 2007  
- Thursday 23 August 2007  
Wee Waa News- Wednesday 22 August 2007  
Gunnedah Independent Wednesday 22 August 2007  
Council’s Administration Building - Foyer  
Council’s website.

**Current Position**

At the close of advertising (Monday 17 September 2007, 5pm) no submissions were received.

**Policy Implications**

Nil

**Financial Implications**

Nil

**Legal Implications**

Nil

**Commentary**

Nil

**Conclusion**

Nil

**RECOMMENDATION:** That the Finance & Governance Committee adopt the “Naming Public Assets” Policy as advertised during the period 16 August 2007 to 23 August 2007.

---

**5. PAYMENT OF EXPENSES AND PROVISION OF FACILITIES TO COUNCILLORS (MJK:AH) [GM] P30/39004**

---

**Purpose**

The purpose of this report is to review Council's existing policy on "Payment of Expenses and Provision of Facilities to Councillors".

**Background**

The last formal review of this policy was conducted in December, 2004. Since that date there has only been minor amendments on an annual basis to update movements in the mayoral and Deputy Mayoral remuneration payments in accordance with the determinations of the Department of Local Government's Remuneration Tribunal.

The Department of Local Government under Circular No. 07/22 of 28<sup>th</sup> May, 2007 has issued a comprehensive document relative to advice on guidelines for the payment/reimbursement of expenses, as well as annual reporting requirements. A copy of same can be found at <http://www.dlg.nsw.gov.au>, or by contacting the Council Administration Centre to obtain a written copy of same.

**Current Position**

The purpose of the policy is to-

- Ensure compliance with Council's legislative requirements in accordance with-
  - The Local Government Act, 1993 as amended), Chapter 9, Part 2, Division 5, Section 252 to 254A
  - and Section 428(2) (f) of the Act in relation to reporting of expenses paid in the Council's annual report.

Of particular note in the Department's Circular is the following points-

- Under Section 252(5) of the Local Government Act 1993 Council's expenses and facilities policy must comply with these guidelines.
- Provisions made by this policy in regard to the payment of expenses and the provision of facilities to Councillors must be acceptable to and meet the expectations of the local community.
- The policy must not include a general expense or allowance clause. All expense payments must be either reimbursed after the event or reconciled if an advance payment is made to the Mayor or a Councillor. The guidelines clarify that procedures for reconciliation of expenses for Councillors is discretionary and up to individual Councils to determine. The level of supporting documentation should be commensurate with the nature of the expenditure.
- Limits to expenses and the level of provision of equipment and facilities must be set by individual Councils to suit their needs and capacity to afford them.

- There are no circumstances in which legal expenses should be met by a Council for proceedings initiated by Councillor. Nor should legal expenses be met for a Councillor defending any action in a matter not rising directly as a result of his or her civic duty.

As part of Council's attachments the following has been included-

- Existing Policy ([Attachment 3](#)), and
- Revised draft policy document which has been prepared in compliance with the Department's Circular of May, 2007([Attachment 4](#)).

### **Policy Implications**

A key issue relative to the proposed draft policy is that of participation, equity and access, especially addressing the Departments directives where it states-

*"The expenses policy provisions must be non-discrimatory and used in an equitable manner to enable the full participation by Councillors from different walks of life. The policy should allow Councillors to represent the community in different ways and take account of, as much as possible, individual differences.*

*The provisions made in the policy should be at an appropriate level to encourage members of the community, particularly under-represented groups such as those in primary caregiver roles, to seek election to Council by ensuring that they would not be financially or otherwise disadvantaged in undertaking the civic duties of a Councillor. Such encouragement promotes a diversity of representation that can bring the benefit of new and different approaches and solutions to issues.*

*The Council expenses policy should take account of and make reasonable provision for the special needs of Councillors to allow access to the appropriate parts of Council premises, and facilities, and maximise participation in the civic duties and business of Council. This should include for example, provision for sight or hearing impaired Councillors and those with other disabilities. It should also make reasonable transportation provisions for those unable or unwilling to drive a vehicle."*

Other issues highlighted by the Department include-

- Accountability and transparency.
- Reimbursement of reasonable expenses.
- Setting specific limits of possible reimbursement wherever possible.
- Approval arrangements, both prior and for each circumstances.
- Need to ensure that there is no private benefit/gain incurred by any Councillor from the provision of Council equipment and facilities.

There is the requirement to place this draft policy on public exhibition for a period of at least (28) twenty eight days prior to be resolved by Council and then forwarded to the Director General of the Department

**Financial Implications**

Throughout the policy there are limits set on certain expenses and facilities, however with the exception of Clause 2.2.8 (Care and other related expenses) the costs involved are basically minor in nature and can be accommodated within the existing 2007/08 Management Plan provisions.

**Legal Implications**

Previously Outlined.

**Commentary**

Nil.

**Conclusion**

Nil

**RECOMMENDATION:** That the Finance & Governance Committee endorse the draft Policy on the “Payment of Expenses and Provisions of Facilities to Councillors”, and

**RECOMMENDATION:** That such draft Policy be placed on public exhibition for a period of 28 days and subsequently reported to the November, 2007 Finance & Governance Committee Meeting for final determination.

---

**6. REVIEW OF COUNCIL'S PRIVACY MANAGEMENT PLAN (MJK:AH) [GM]P30/39004**

---

**Purpose**

The purpose of this report is to advise Council on the need to update its existing Privacy Management Plan, with such being inclusive of a thorough review of the current policy and practice relative to recent legislative changes and updates.

**Background**

Council's existing Privacy Management Plan was adopted in June, 2000 and subsequently reviewed in July, 2004. Since that time there has been significant changes to the Privacy and Personal Information Protection Act, 1998 (the Act) which introduced new responsibilities for local Councils when dealing with private and personal information.

The Act reinforced the twelve (12) information protection principles and also prescribes what personal information may be accessed from any public register under the control of a Council, with such being either in a written or electronic format.

The revised draft plan as presented to Council will-

- Establish policies and practices which ensure compliance with the provisions of the new Act,
- Provide for the dissemination of these policies and practices to persons within Council,
- Establish a process for the internal review of privacy related complaints, and
- Provide for such other matters as may be considered relevant to the protection of 'personal information' and privacy.

Under the proposed draft plan Council will be required to-

- Identify the purposes of all public registers kept by Council,
- Establish new access procedures, including at times the taking of statutory declarations from persons seeking to access 'personal information',
- Amend its notification procedures when 'personal information' is collected or used,
- Review all Councils forms and surveys which are used to obtain personal information, such as an example being for compliance purposes,
- Ensure contractors and consultants engaged by Council are aware of and comply with the provisions of the Act and,
- Provide comprehensive training to relevant staff.

In essence, Council will only collect information from the general public when it is required to do so for a lawful purpose in relation to Council's functions. Individuals are entitled to review any

personal information and where such is incorrect then Council must amend it and where practical advise any other parties who may have received any incorrect information.

**Current Position**

The existing plan adopted in June, 2000 needs to be thoroughly reviewed ([Attachment 5](#)). The amended plan takes into account all required legislative changes ([Attachment 6](#)).

**Policy Implications**

Basically, this is an update of the existing policy and if the draft plan is endorsed by Council then the following actions will be required-

- Placed on public exhibition for a period of 28 days in accordance with Council’s “Policy on Policy Making”.
- Internal review of all existing Council records and information access/retrieval systems to ensure compliance with the revised plan. This audit process will be conducted by Council’s Record Department.
- Review of the draft plan by Council in concert with any public submissions received.
- Once the plan is adopted then there will be internal staff training where appropriate. This will be conducted by Council’s Human Resources Department.

**Financial Implications**

Nil.

**Legal Implications**

Nil.

**Commentary**

Nil.

**Conclusion**

Nil.

|   |
|---|
| <p><b>RECOMMENDATION:</b> That the Finance &amp; Governance place the revised draft Privacy Management Plan on exhibition in accordance with its “Policy on Policy Making”.</p> |
|---|

**7. CAPITAL EXPENDITURE REPORT (KS:KS) [CORP]****C20/32001****Purpose**

The purpose of this report is to provide the Finance & Governance Committee with an updated Capital Expenditure Report.

**Current Position**

The status of capital works within the Corporate Services area is shown in [Attachment 7](#).

|  |
|--|
| <b>RECOMMENDATION :</b> That the Finance & Governance Committee receive and note the information in relation the Capital Expenditure Report. |
|--|

---

**8 DRAFT TEMPORARY ON SITE RESIDENTIAL ACCOMMODATION (RURAL ZONES) POLICY (RBM:RBM) [ENV] P30/39004**

---

**Purpose**

The purpose of this report is to provide Councillors with a proposed Development Control Plan – Temporary On Site Residential Accommodation (Rural Zones) Policy and to also obtain direction for its implementation.

**Background**

Over the past 2 years Council has received applications from people wishing to reside in their sheds while building their homes. The problem that Council faces is that a shed is a Class 10a non-habitable structure and as such cannot be used as a residential dwelling. Furthermore it has come to Council's attention that some people are living in their sheds with no real intention to build. This poses a problem with regard to The Building Code of Australia which classifies sheds as non-habitable structures and BASIX which requires all habitable dwellings to meet the mandatory energy and thermal targets set by the Department of Planning.

**Current Position**

At present Council does not have a policy that covers the issue of applicants on rural 1a & 1c land wishing to live in sheds while their houses are being built. Therefore, there is no way of being able to ensure that applicants start construction of their houses and also to ensure that they do not end up living in a shed indefinitely. Another issue is that sheds do not meet the requirements of the BCA in relation to the provision of natural light and ventilation and BASIX. This policy would ensure that the requirements of the BCA and the Department of Planning are met. A copy of the draft policy is included as [Attachment.8](#) for consideration by Councillors.

**Policy Implications**

It is intended that the Temporary On-Site Residential Accommodation (Rural Zones) Policy will be used in conjunction with Council's current and draft LEPs and other Development Control Plans, where relevant, and will better equip Council to make decisions regarding the approval of applicants to live in temporary accommodation whilst construction works are carried out on their property.

**Financial Implications**

Nil

**Legal Implications**

Although this Policy will not be a statutory document, it will provide direction for Council to make decisions regarding approvals for temporary on site accommodation in conjunction with applications. It will also provide assistance in relaying Council's expectations to applicants.

**Commentary**

The opportunity to place Council's draft Temporary On Site Residential Accommodation (Rural Zones) Policy on public exhibition gives the community an opportunity to have a say in Council's development control process. Once this Policy has been on public exhibition as per the Act and Regulations it is important that it be adopted officially by Council to ensure that the Temporary on site residential accommodation requirements within Council's development control process are clearly outlined.

**Conclusion**

By placing the Policy on public exhibition and then adopting it, Council has the opportunity to strengthen its position on temporary on site residential accommodation applications and ensure that all members of the community are aware of, and involved in, Council's development control process. It will also provide staff with a clear and definite direction and procedure when considering applications for sheds to be used as a habitable dwelling on a temporary basis.

|   |
|---|
| <p><b><u>RECOMMENDATION:</u></b> That the Finance &amp; Governance Committee place on public exhibition the Draft Development Control Plan – Temporary On Site Residential Accommodation (Rural Zones) Policy in accordance with the provisions of the <i>Environmental Planning and Assessment Act 1979</i> and the <i>Environmental Planning and Assessment Regulation 2000</i></p> |
|---|

**This page has been left blank intentionally.**

## NARRABRI SHIRE COUNCIL



# ATTACHMENTS

---

FINANCE & GOVERNANCE COMMITTEE  
MEETING OF COUNCIL HELD ON TUESDAY  
2<sup>ND</sup> OCTOBER, 2007.

**This page has been left blank intentionally.**

# ATTACHMENTS

---

## INDEX

|                     |   |               |
|---------------------|---|---------------|
| <b>ATTACHMENT 1</b> | <b>LAUNDRY STAINED BY RUST IN THE TOWN WATER SUPPLY</b>                       | <b>ITEM 3</b> |
| <hr/>               |   |               |
| <b>ATTACHMENT 2</b> | <b>NAMING OF PUBLIC ASSETS</b>  | <b>ITEM 4</b> |
| <hr/>               |   |               |
| <b>ATTACHMENT 3</b> | <b>PAYMENT OF EXPENSES AND PROVISIONS OF FACILITIES TO COUNCLLORS</b>         | <b>ITEM 5</b> |
| <hr/>               |   |               |
| <b>ATTACHMENT 4</b> | <b>PAYMENT OF EXPENSES AND PROVISIONS OF FACILITIES TO COUNCLLORS</b>         | <b>ITEM 5</b> |
| <hr/>               |   |               |
| <b>ATTACHMENT 5</b> | <b>REVIEW OF COUNCIL'S PRIVACY MANAGEMENT PLAN</b>                            | <b>ITEM 6</b> |
| <hr/>               |   |               |
| <b>ATTACHMENT 6</b> | <b>REVIEW OF COUNCIL'S PRIVACY MANAGEMENT PLAN</b>                            | <b>ITEM 6</b> |
| <hr/>               |   |               |
| <b>ATTACHMENT 7</b> | <b>CAPITAL EXPENDITURE REPORT</b>   | <b>ITEM 7</b> |
| <hr/>               |   |               |
| <b>ATTACHMENT 8</b> | <b>DRAFT TEMPORARY ON SITE RESIDENTIAL ACCOMMODATION (RURAL ZONES) POLICY</b> | <b>ITEM 8</b> |
| <hr/>               |   |               |

**This page has been left blank intentionally.**