

2018 - 2019

*www.narrabri.nsw.gov.au*



# Annual Report



**NARRABRI SHIRE**  
DISCOVER THE POTENTIAL



## About this Annual Report

Narrabri Shire Council has prepared this Annual Report in accordance with the requirements and guidelines of the NSW Local Government Act 1993. This report provides an account of Narrabri Shire Council's performance in the 2018/19 financial year against the Community Strategic Plan (the framework within which we deliver the everyday services, programs and projects for our community) and our annual budget. It is designed to inform residents, businesses, employees and stakeholders on our performance and our future direction, it will also be presented to the Minister of Local Government.

### This document includes the following in accordance with statutory requirements:

- Report of Operations: this includes highlights of the year, details about Narrabri Shire Council's governance, management and operations, and a report on our performance against the Community Strategic Plan and the Budget in 2018/19 financial year;
- Financial Statements; and
- Performance Statement.

Council has been granted an extension for the lodgement of its 2018/2019 Financial Statements which form part of the Annual Report. This Annual Report has been prepared using unaudited financial figures and therefore any financial data included in Council's Annual Report may be amended upon receipt of Council's audited Financial Statements. The Annual Report will be updated as soon as practicable.

Electronic copies are available on our website and hard copies are available on request from Narrabri Shire Council's Administration Building. We welcome your feedback on this document. Details on how to contact us can be found on the back cover.

## Acknowledgement of Country

Narrabri Shire Council acknowledges and pays respect to the Kamilaroi people and their Elders, both past and present, as Traditional custodians of the land which Narrabri Shire Council operations are conducted. The Narrabri Shire has a rich history of culture and Council is stepping toward endeavours to unite the Community in preserving the unique heritage and celebrating our community diversities. Council recognises the valuable contribution to the Narrabri Shire made by Aboriginal and Torres Strait Islander peoples and looks forward to a future of mutual respect and harmony.



Welcome  
to our  
Annual Report  
for 2018 - 2019

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*Front cover image:* In 2018, Narrabri Shire Council was announced winner of the 2018 AR Bluett Memorial Award at a ceremony in Albury; recognised as being the most progressive council in the state. The award frequently described as "the greatest accolade a council can achieve" and "the pinnacle of local government achievement". A very proud Mayor and General Manager received the award on behalf of Council.

# Mayor's message

It is with great pleasure that I introduce the Narrabri Shire Annual Report for 2018 - 2019. In doing so, I acknowledge the Kamilaroi people and thank the Elders both past, present and emerging for their custodianship of this land.

I am honoured to continue within my role as Mayor for the coming 12 months, which will conclude at the end of this current term of Council in September 2020, where I will have held this position for the duration of the full term. My Deputy for the next 12 months is Cr Cameron Staines, as appointed at the September 2019 Ordinary Council Meeting. My fellow Councillors have worked extremely hard in the past twelve months, to make some significant decisions that will assure Narrabri Shire has a positive and prosperous future ahead.

The last year has seen our Shire endure 'once-in-a-lifetime' severe drought conditions, however, these decisions made by Council should ensure our communities are increasingly empowered to become more resilient, independent and robust, to not rely on one specific industry, but rather be diverse in our approach to resource sharing, growth and progress.

Narrabri Shire has several State Significant Projects that are within their respective planning stages, and Council are keen to follow up and assist the development of these projects, where required, to ascertain their benefit to the communities that they will be situated within.

## **Northern NSW Inland Port (N2IP)**

The launch of the N2IP prospectus by the Hon John Barilaro MP was great timing for the Shire, as this will also tie-in with the construction of the Inland Rail project that will be nearby to this development.

To date, Council have conducted the Strategic Business Case, a Feasibility Study and Prospectus Launch in 2019, and will continue to develop this project, to allow benefits for local producers to freight their products within the state/interstate and to ports for exporting, which will also create a safer road network with a reduction in freight - being by rail, rather than by road.





## Grant Funded Infrastructure and Community Projects

Many infrastructure and community projects that were commenced, and some completed, in the past year were grant funded. Council has been fortunate to receive State Government funding through the **Stronger Country Communities Programme**, to include the following projects:

- Narrabri Creek Shared Pathway (cycle and walking pathway of 1.4 km long and 2.5m wide for residents and tourists);
- Dangar Park Playground - Wee Waa;
- Baan Baa Community Playground;
- Gwabegar Playground and Community Space, just to name a few.

The **Drought Communities Fund** was a specific funding programme by the Federal Government – which assisted Council with the supply of four Bulk Water Dispensing Units (Gwabegar, Pilliga, Bellata and Baan Baa) and the development of the Wee Waa Green Space.

Other significant grants that Council has received during the year include funding to commence the Culgoora Road sealing project, replacement of Horsearm Creek and Spring Creek timber bridges, and confirmation of funds for the Tarriaro Bridge replacement, which will commence in the 2019/2020 financial year.

## Narrabri Water Augmentation Project

The Narrabri Water Augmentation project is also nearing completion within the 2018/2019 year, incorporating state-of-the-art design features that assist in water quality within the Narrabri township, demonstrating Council making further efficiencies whilst delivering high quality service to the Narrabri Shire community.

At this time I would like to take this opportunity to thank the Councillors, General Manager and our dedicated and committed staff for their efforts in achieving many great things during the 2018-2019 period. I also acknowledge the outstanding contribution of our community groups and volunteers for their continued commitment to our community.

- Cathy Redding, Mayor

# General Manager's foreword

The year will be most notably remembered for Council's decision to significantly invest in the future of the Shire with the continued planning, purchase and commencement of design for the Northern NSW Inland Port (N2IP). Council has invested significantly in strategic land purchases to see a bright and prosperous Shire into the future.



*Pictured above: Councillors and staff inspect the identified site for Northern NSW Inland Port (N2IP) on Culgoora Road, Narrabri.*

To ensure Council stays ahead of the game with regard to Inland Rail, Council has participated in numerous Inland Rail associated events; Council continues to participate on the Inland Rail Community Consultative Committee (CCC), attended the Annual Inland Rail Conference in Toowoomba as well as participating in many other Inland Rail events. The Toowoomba Conference was a highlight as Council was invited to present; from this presentation interest in the Northern NSW Inland Port has skyrocketed.

## **Vickery Mine and Narrabri Gas Project**

Council took research and evidence-based approaches to the Vickery Mine and Narrabri Gas Project submissions that were prepared throughout the year. The submissions have been thorough and supported by the Shire community.

## **TechnologyOne Information System**

We have rounded out our first year utilising the TechnologyOne information system; the organisation continues to adapt to using TechnologyOne as its key central data repository and leveraging its functionality to better serve the community. Council will continue to embed this product and build on this foundation moving towards in-field mobile solutions and data accessibility. Congratulations to all Council staff involved in the implementation and ongoing embedding of this product into Council's daily operations.

*Pictured: General Manager, Stewart Todd, out on site with Council's road crew, during the \$5.8 million upgrade works on Culgoora Road, Narrabri.*



## Asset Management

With regards to asset management, road assessment data has now been collated and available to Council to make informed decisions around road funding and management of the very large Shire road network.

## AR Bluett Memorial Award

The penultimate moment in 2018/2019 was Council receiving the 2018 AR Bluett Memorial Award and being recognised as the *"most progressive NSW council"*. This Award is the pinnacle of Local Government achievement. As General Manager I am extremely proud of the organisation that I lead on the Community's behalf to deliver quality services and make real impacts on the lives of our residents each and every day (*Presentation of the AR Bluett Memorial Award plaque, pictured below*).

In closing, Narrabri Shire has a number of approved and under assessment State Significant Projects that could see in excess of \$6 billion dollars invested into the Narrabri Shire and bring thousands of jobs during construction; we have commenced planning to ensure the Shire capitalises on this investment but also that the liveability and social fabric of Narrabri Shire is retained.

*- Stewart Todd, General Manager*



# Our community



Narrabri Shire is a Local Government Area that covers in excess of 13,000 square kilometres in North West New South Wales and is home to over 13,000 residents. Located halfway between Sydney and Brisbane, Narrabri Shire is an exciting and diverse region of NSW and is known as “Australia’s Sportiest Shire”.

Narrabri Shire Local Government Area (LGA) sits within the State Government seat of Barwon where Mr Roy Butler is the current sitting member, and the Federal Government seat of Parkes where Mr Mark Coulton MP is the current sitting member.







# Our organisation

Narrabri Shire Council is managed by its General Manager and the Directors of three divisions, Corporate Services, Development and Economic Growth, and Infrastructure Delivery.

During 2018/2019 Council's organisational restructure has seen the creation of a new section called "Community and Customer Relations". The Community and Customer Relations section, amongst other staff, consists of a team of Customer Service Agents who provide exceptional front-line customer service and administrative support.



# 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.



# Community strategic plan

The Narrabri Shire Council adopted its **Community Strategic Plan** from July 1, 2017 following substantial community consultation. The Community Strategic Plan provides a ten-year vision for Council to follow as directed by the Shire Community. The Community Strategic Plan is revised every four years according to Council's Community Engagement Strategy, and always looks ten years ahead. The following suite of strategic documents were also adopted along with the Community Strategic Plan:

- **Resourcing Strategy:** identifies the resources available to Council to meet its objectives, including a Long Term Financial Plan to identify the financial resources; a Workforce Plan to identify the number of appropriately skilled employees; and an Asset Management Strategy to determine the level of service required for infrastructure, and assets required to meet community needs. The Resourcing Strategy spans four years from 2017 – 2021.
- **Delivery Program:** identifies the objectives that Council will meet over four years, from 2017 – 2021.
- **Operational Plan:** highlights the objectives and actions to be implemented over the 2018-2019 financial year as a result of the Delivery Program, and enables Council to report annually on its performance.

This Annual Report marks the final report of measures included in the 2017 – 2021 suite of Integrated Planning and Reporting documents.

## Strategic Directions and Objectives

The Community Strategic Plan highlights the future direction of Council by developing a reputation for itself as a vibrant community, offering all the advantages of a regional lifestyle along with a wide range of activities to enjoy. We will make the most of the diversity of our economy, returning to the community the benefits of a busy agricultural sector and growing resources sector. In turn this will strengthen the ability of our Shire to offer a full range of services, including health, education and retail. This will make the area an even more attractive place to live and work.

In line with this vision and after applying particular focus on the opportunities for growth while acknowledging the barriers, the following strategic directions and objectives have been established for the Narrabri Shire:

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

- Objective 1.1:** Community health, safety and support services will adequately meet changing community needs
- Objective 1.2:** Our vibrant country lifestyle will be enhanced through embracing our recreational and cultural diversity
- Objective 1.3:** Our communities will be provided with facilities and services to increase social connectivity and accessibility
- Objective 1.4:** A diverse range of quality learning options will be available to improve knowledge and skills within the community

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

- Objective 2.1:** We will maintain our open spaces, natural environment and heritage for future generations
- Objective 2.2:** We will protect our environment through sustainable planning and well-resourced emergency services
- Objective 2.3:** Our natural resource consumption will be reduced and waste well managed
- Objective 2.4:** The impacts of extractive industries on the environment will be minimised

### Strategic Direction 3: Progressive and Diverse Economy

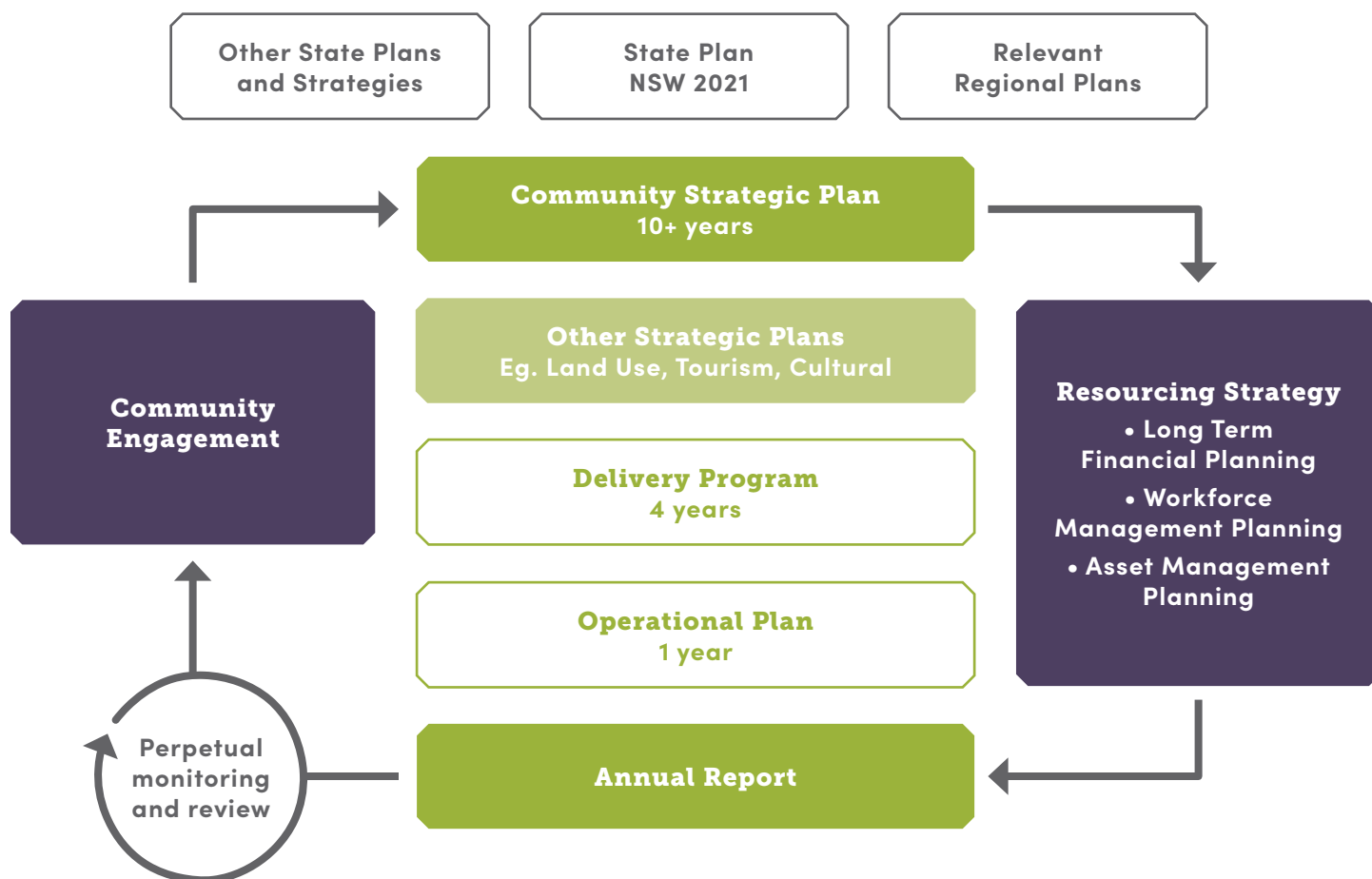
- Objective 3.1:** We will stimulate business and tourism by maximising our assets and attracting regional events
- Objective 3.2:** We will become a manufacturing and logistics hub for the northern inland region
- Objective 3.3:** Value adding and industry innovation will drive employment
- Objective 3.4:** Adequate housing options will be available to meet demands across the Shire

### Strategic Direction 4: Collaborative and Proactive Leadership

- Objective 4.1:** We will proactively engage and partner with the community and government to achieve our strategic goals
- Objective 4.2:** Decision making will ensure Council remains financially sustainable
- Objective 4.3:** Infrastructure and service delivery will provide public value for the community
- Objective 4.4:** Our strategic goals will be achieved through transparent and accountable planning and reporting

The strategic objectives are aimed at the broader Shire community. The strategies under each objective specifically relate to the role Council plays with the common objective.

## Integrated Planning and Reporting Framework



# Community highlights

Aligning with themes from our strategic direction vision

## OUR SOCIETY

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

Our society believes strongly in the Council's vision statement of an entire Shire community. Everyone has a contribution to make and everyone deserves to share in investments made by Council. Continuing efforts are needed to engage our young people and to involve the indigenous members of our community. The following presents highlights for the year for our theme 'Our Society'.



**220%** INCREASED PARTICIPATION IN STEM PROGRAMS

**\$314,362** GRANT FUNDING

FOR COMMUNITY HALL UPGRADES

**27,790**

MOVIE ATTENDANCE AT THE CROSSING THEATRE



**13%**

REDUCTION IN OVERALL CRIME INCIDENTS REPORTED

# OUR ENVIRONMENT

## Strategic Direction 2: Environmentally Sustainable and Productive Shire

The community is mindful that the whole of the living environment needs to be considered to ensure that a quality living environment for the entire Shire community is achievable for the future. Everyone can contribute whether living and working in towns or villages or in rural areas. The following presents highlights for the year for our theme 'Our Environment'.

# \$152,000

GRANT FUNDING FOR  
**BULK WATER  
SUPPLY UNITS**



# 849

PROPERTIES INSPECTED  
FOR NOXIOUS WEEDS

# 99 DEVELOPMENT APPLICATIONS



# 14,342

HEAD OF STOCK SOLD  
AT THE NARRABRI SALEYARDS

# 570

TONNES  
RECYCLING

COLLECTED KERBSIDE



# \$129,000

GRANT FUNDING FOR

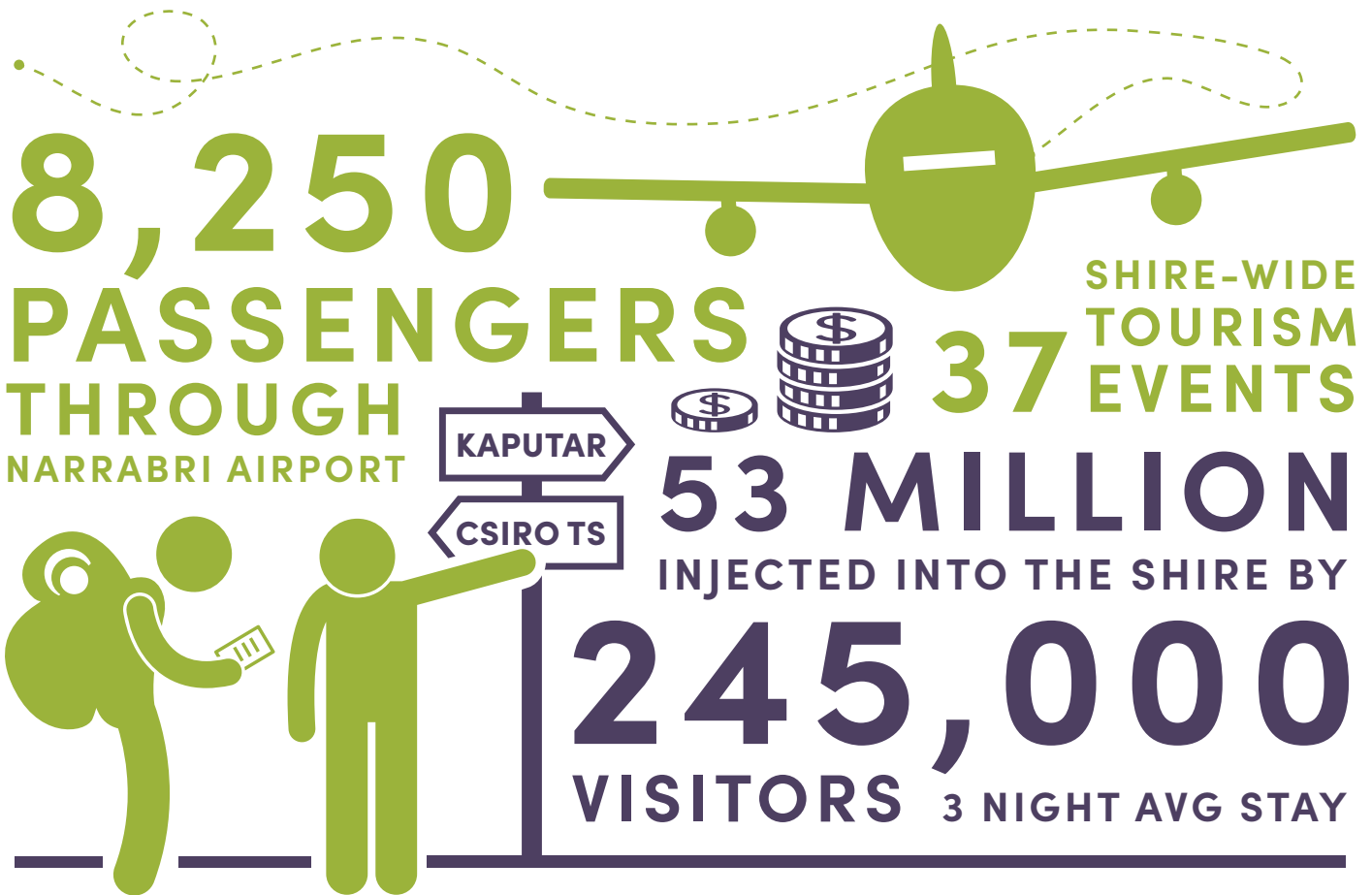
# WEE WAA GREEN SPACE

\$127,680 GRANT FUNDING FOR WEED AND PEST MANAGEMENT

# OUR ECONOMY

## Strategic Direction 3: Progressive and Diverse Economy

The people of Narrabri Shire are very proud of the region in which they work and live. The community has a strong desire to see its Shire prosper. They want the Shire to be attractive as a destination for people to live, run businesses and visit. The following presents highlights for the year for our theme 'Our Economy'.



34,000 VISITORS TO THE NARRABRI REGION VISITOR INFORMATION CENTRE

**NARRABRI SHIRE**  
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GRANT FUNDING FOR  
NARRABRI WEST TRANSPORT  
ACTIVATION PRECINCT

**\$3,379,500** *signature*

**\$321,894**  
GRANT FUNDING  
FOR CBD  
SHOP FRONTS  
THROUGHOUT THE SHIRE



# OUR CIVIC LEADERSHIP

## Strategic Direction 4: Collaborative and Proactive Leadership

Our community recognises that Council does not have complete control over every aspect of the Shire. Sometimes we need contributions from State and Federal governments and agencies in order to make changes. However, the community does look to Council for strong leadership, clear communication, efficient support of development and a preparedness to meet commitments. The following presents highlights for the year for our theme 'Our Civic Leadership'.

COMMENCED  
CONSTRUCTION OF  
CULGOORA  
ROAD

28.75 KM  
ROADS  
RESHEETED

NEW  
PLAYGROUND  
AND SHELTER  
IN BAAN BAA  
AND GWABEGAR

\$57,376

GRANT FUNDING FOR  
WEE WAA INDOOR  
SPORTS COMPLEX



\$35,092

GRANT FUNDING  
FOR THE YOUTH



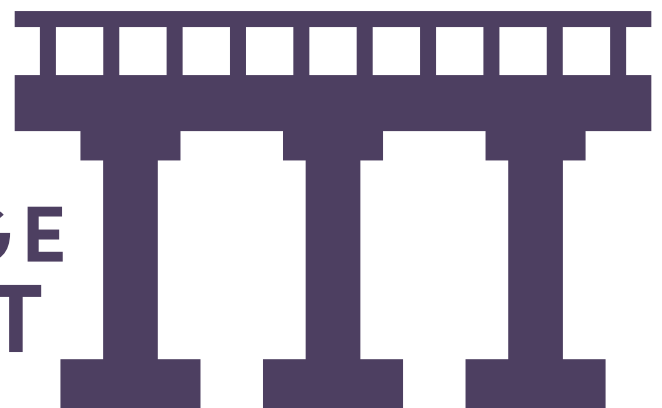
10 MILLION  
SUCCESSFUL COUNCIL AND  
COMMUNITY GRANTS SUBMITTED



CREATION OF THE COMMUNITY AND  
CUSTOMER RELATIONS SECTION

\$1,780,800

GRANT FUNDING FOR  
TARRIARO BRIDGE  
REPLACEMENT



An abstract graphic design featuring several overlapping hexagons in shades of green, purple, and grey. A large central green hexagon contains the text 'Principal activities'. The text 'Principal' is in a bold, white, sans-serif font, and 'activities' is in a white, cursive script font. The graphic is framed by a thin green outline and a dashed purple line.

# Principal *activities*



**NARRABRI SHIRE**  
DISCOVER THE POTENTIAL

## Strategic Management and Governance

Action(s)	Target	Status	Progress	%
<p><b>4.1.3.2</b> Create meaningful relationships with State and Federal bodies and other industry in consultation with an appropriate Joint Organisation to take best advantage of grant funding opportunities for regionally significant projects.</p>	Jun 30, 2019	Achieved	Council is currently working with the New England JO to develop a regional strategy. Council is working closely with both Federal and State Government departments as well as ARTC on maximising the benefits and opportunities from Inland Rail. Council is leading a JO working group on property management and Crown Land legislation changes. The JO is currently seeking suitable consultants to assist in the development of a regional roads strategy.	100%
<p><b>4.1.3.4</b> Participate in Regional and State Forums (For example JO, LGNSW, Country Mayors).</p>	Jun 30, 2019	Achieved	Council actively participating in the New England Joint Organisation. Council is participating in LGNSW events as well as attending Country Mayors. Council is an active member of the Resources Advisory Forum.	100%
<p><b>4.2.2.2</b> Expanded services are only implemented after a business case demonstrates long term viability.</p>	Jun 30, 2019	Achieved	No proposals considered YTD.	100%
<p><b>4.3.2.1</b> Three (3) Council services are reviewed annually.</p>	Jun 30, 2019	Not Achieved	Council determined to place the Service Review Program on hold until after the implementation of TechnologyOne is complete. The reasoning behind this is due to many improvements being implemented with the introduction of TechnologyOne - reviews post TechnologyOne implementation will have more value than continuing the program through the implementation phase.	80%
<p><b>4.3.2.2</b> Inter-council cooperation opportunities are explored as they arise.</p>	Jun 30, 2019	Achieved	Council is leading a Property Management Group across the New England JO; re: Crown Land Act changes and the requirement for Plans of Management. Council is continuing to explore opportunities to establish a shared service for internal audit provision.	100%
<p><b>4.3.2.3</b> Where available, Council services are compared against private industry benchmarks.</p>	Jun 30, 2019	Achieved	Council has received the 2017/2018 FY Local Government Performance Excellence Program report.	100%
<p><b>4.4.2.7</b> Review internal, external and Section 355 Committees to ensure they are relevant, effective and efficient in making decisions.</p>	Jun 30, 2019	Achieved	Council reviewed internal, external and Section 355 Committees at the September 2018 Ordinary Council Meeting and appointed relevant representatives.	100%

4.4.2.9 Maintain and implement a Councillor professional development program.	Jun 30, 2019	Achieved	Dates being finalised for financial course.	100%
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## Workforce Management

Action(s)	Target	Status	Progress	%
1.1.4.1 Investigate and develop pathways to engage, train and retain young people in the workforce.	Jun 30, 2019	Achieved	This action is accomplished by focusing and providing on opportunities for the youth of Narrabri Shire to participate in Council endorsed programs such as traineeships and apprenticeships.	100%
1.3.4.11 - DIAP Council to encourage and support people with a disability to apply for positions at Council.	Jun 30, 2019	Achieved	Partnerships with local employment agencies and a streamlined recruitment process managed through Council's online employment engagement system provides a basis for support to assist individuals with disabilities to apply for vacant positions at Narrabri Shire.	100%
1.3.4.13 - DIAP Reduce barriers for volunteers to participate in Council programs.	Jun 30, 2019	Achieved	A formalised process is implemented to provide an avenue for individuals to seek volunteering opportunities at Council.	100%
1.3.4.14 - DIAP Liaise with employment agencies to develop a process for providing support to applicants for Council positions.	Jun 30, 2019	Achieved	Local employment agencies, in conjunction with Council, have defined procedures and support mechanisms that facilitate pathways for potential applicants to seek employment with Council.	100%
1.3.4.5 - DIAP Incorporate an understanding of the needs of people with a disability into the staff induction process.	Jun 30, 2019	Not Achieved	Due to resourcing constraints within the workforce management business unit and the intended review of the staff on-boarding process, this action is deferred until 2019/20.	20%
2.1.1.3 Ensure Council staff are provided with basic training to identify potential aboriginal heritage items.	Jun 30, 2019	Not Achieved	Due to resourcing constraints within the workforce management business unit and the intended review of the staff on-boarding process, this action is deferred until 2019/20.	20%

<b>4.1.4.1</b> Continue to support and enable volunteer engagement within Council activities.	Jun 30, 2019	<b>Achieved</b>	A formalised process is implemented to provide an avenue for individuals to seek volunteering opportunities at Council.	<b>100%</b>
<b>4.2.3.7</b> Establish a dedicated wellness portal for staff.	Jun 30, 2019	<b>Achieved</b>	In partnership with Benestar, Council has implemented a dedicated wellness portal for staff.	<b>100%</b>
<b>4.2.3.8</b> Develop Ageing Workforce Transitions Pathway Protocol.	Jun 30, 2019	<b>Not Achieved</b>	Due to resourcing constraints within the workforce management business unit, this action is deferred until 2019/20.	<b>50%</b>
<b>4.3.3.7</b> Conduct employee engagement survey.	Jun 30, 2019	<b>Not Achieved</b>	Due to resourcing constraints within the workforce management business unit, this action is deferred until 2019/20.	<b>0%</b>
<b>4.3.3.8</b> Review Smoke-free Workplace Policy to include information and assistance on how to quit smoking.	Jun 30, 2019	<b>Not Achieved</b>	Due to resourcing constraints within the workforce management business unit, this action is deferred until 2019/20.	<b>20%</b>
<b>4.3.3.9</b> Explore options for rewarding and recognising employees' contributions.	Jun 30, 2019	<b>Achieved</b>	A new reward mechanism, 'A little bird told me' is now in effect at Council with a number of staff provided with a thankyou card and voucher for a job well done.	<b>100%</b>
<b>4.4.2.12</b> Review Workforce Plan annually.	Jun 30, 2019	<b>Achieved</b>	A 'desktop' review of the Workforce plan was undertaken. A further review will occur in 2019/20.	<b>100%</b>
<b>4.4.2.4</b> Develop and implement change management framework.	Jun 30, 2019	<b>Not Achieved</b>	Due to resourcing constraints within the workforce management business unit, this action is deferred until 2019/20.	<b>20%</b>
<b>4.4.2.5</b> Introduce systems for better information capture relating to the workforce.	Jun 30, 2019	<b>Achieved</b>	With the introduction of TechOne and Council's new safety system, Vault, staff information is readily available to provide key stakeholders with up-to-date and relevant data to assist with workforce management activities.	<b>100%</b>
<b>4.4.2.8</b> Link strategic outcomes to performance objectives of management positions.	Jun 30, 2019	<b>Achieved</b>	Performance objectives are defined and monitored by Council's General Manager.	<b>100%</b>

## Community and Customer Relations

Action(s)	Target	Status	Progress	%
4.1.1.2 Implement new Customer Service Procedures.	Jun 30, 2019	<b>Not Achieved</b>	Customer Service Charter has been adopted by the department. Procedures are being developed and revised as required. These processes and procedures will continue to evolve. New processes have been developed since the implementation of Council's new Customer Relationship Management (CRM) system. The CRM system is live however, the CRM system requires further functionalities to be built to ensure Council gains organisational customer service efficiencies.	<b>80%</b>
4.1.2.1 Produce relevant "factsheets" on major Council projects and initiatives in a timely manner.	Jun 30, 2019	<b>Not Achieved</b>	Factsheet templates have been developed for each directorate in accordance to the corporate style guide. Factsheets are being created using templates in a timely manner. Community Relations Manager is liaising with project managers to obtain relevant information to be produced for distribution. Graphic Designer inputs the copy into the factsheets.	<b>80%</b>
4.1.4.3 Carry out Civic ceremonies and functions to celebrate and acknowledge achievements of the community.	Jun 30, 2019	<b>Achieved</b>	Ongoing Activities such as Naidoc Week, Volunteers Week, National Tree Planting Day, Local Government Week, International Women's Day, Australia Day and Reconciliation Week successfully carried out.	<b>100%</b>
4.3.3.1 Incorporate communication and consultation requirements into project management processes.	Jun 30, 2019	<b>Not Achieved</b>	Putting together processes outlying consultation.	<b>75%</b>
4.4.2.15 Ensure that delegations for Council officers are reviewed and updated.	Jun 30, 2019	<b>Achieved</b>	Reviews completed biannually.	<b>100%</b>

## Financial Services

Action(s)	Target	Status	Progress	%
<b>4.2.3.4</b> Continuously review the effectiveness and functionality of the Corporate Financial System to identify opportunities for higher utilisation.	Jun 30, 2019	<b>Achieved</b>	Remains an ongoing activity. Technology One is improving the functionality of Financial system.	<b>100%</b>
<b>4.2.3.5</b> Review procurement process to reflect best practice.	Jun 30, 2019	<b>Achieved</b>	Remains an ongoing activity.	<b>100%</b>
<b>4.4.1.3</b> Consider the need for a Special Rate Variation (SRV) application to IPART in accordance with prescribed timeframes if required.	Jun 30, 2019	<b>Achieved</b>	Special Rate Variation not required. Funds restricted to fund backlog programs.	<b>100%</b>
<b>4.4.1.4</b> Lobby State Government, along with other Councils that have mining operations in their Local Government boundaries, to have mining rates removed from notional yield calculations.	Jun 30, 2019	<b>Not Achieved</b>	Yet to commence. Council has lobbied in previous years with no resolution from the Government.	<b>0%</b>
<b>4.4.2.1</b> Annually review Council's Rating Structure to ensure equity and fairness in rating distribution.	Jun 30, 2019	<b>Achieved</b>	Forms part of Council's budget process for next financial year.	<b>100%</b>
<b>4.4.2.10</b> Review Long-Term Financial Plan annually.	Jun 30, 2019	<b>Achieved</b>	Is part of the quarterly budget review process and annual budget setting.	<b>100%</b>
<b>4.4.2.11</b> Review Asset Management Strategy and Policy annually.	Jun 30, 2019	<b>Achieved</b>	Council's Asset Management Committee is meeting regularly to advance asset management strategy.	<b>100%</b>
<b>4.4.2.14</b> Review and monitor Council's financial risk profile across the organisation.	Jun 30, 2019	<b>Achieved</b>	Remains an ongoing activity.	<b>100%</b>

4.4.3.1 Provide more plain english financial reporting through increased use of Council's online platforms.	Jun 30, 2019	Achieved	Remains an ongoing activity.	100%
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## Information Services

Action(s)	Target	Status	Progress	%
1.1.2.18 Install / upgrade CCTV in areas to include CBD, Visitor Information Centre Precinct, Narrabri Library, Airport, the Narrabri Aquatic Centre, the Administration Building, the Depot, Wee Waa CBD and others as required.	Jun 30, 2019	Achieved	Successfully completed installing CCTV in Wee Waa CBD, Narrabri Library, Narrabri Depot, Administration Building, No1 Oval and Skate Park. Other sites such as Airport, Visitors Information Centre and Aquatic Centre will be investigated in 2019/20.	100%
1.1.2.4 Consult with community and businesses to identify areas where CCTV and improved street lighting is required to target crime.	Jun 30, 2019	Achieved	Discussions were held with the Crime Prevention Committee. Capital funds have been adopted in Operational Plan for 2018/19 for installation of Closed Circuit Television cameras and equipment for Narrabri CBD. Council has been successful under the Community Safety Fund 2018 in seeking funds for project. Project will span two years to be completed in 2019/20. Investigation completed.	100%
1.3.2.4 Investigate opportunities to provide Council services more effectively through use of technology.	Jun 30, 2019	Achieved	Software purchased to enhance Outlook delivery of events into 'Councillor Calendar'. SMS messaging used for urgent consultation with Councillors. An ongoing routine of investigating opportunities throughout the year.	100%
4.3.3.2 Ensure Council is utilising up to date software and hardware in alignment with best practice standards.	Jun 30, 2019	Achieved	Operating Systems and all standard applications (eg: MS Office) are up to date at present. An ongoing routine of upgrades are scheduled throughout the year.	100%



## Property and Assets

Action(s)	Target	Status	Progress	%
<b>1.1.2.13</b> Conduct annual condition inspections for all land and buildings to maintain public safety.	Jun 30, 2019	Achieved	Condition based assessments have been carried out for all Council's buildings	100%
<b>1.1.3.3</b> Explore options for developing a "Civic Precinct" in the vicinity of the old Boggabri Bowling Club site.	Jun 30, 2019	Not Achieved	Prior to consider the options for this precinct, it is necessary for Council to acquire the ownership of the land in fee simple. An application is being submitted to Crown Lands Office to transfer the ownership of the land to Council. No progress will be made until Crown approves this application. This project will be ongoing in 2019/20	15%
<b>1.1.4.8</b> Facilitate the creation of the Country University Centre Campus to meet the requirements of the governing body.	Jun 30, 2019	Achieved	CUC signed lease and took over the site since November 2018. Council staff have assisted the renovation to the building, and the centre has opened to students.	100%
<b>2.3.1.2</b> Investigate opportunities to increase energy efficiencies at Council facilities.	Jun 30, 2019	Achieved	Investigated and identified opportunities for increased energy efficiencies at Council's major sites through an energy performance contract process.	100%
<b>2.3.1.3</b> Develop and implement plans for installing energy efficient technologies and innovations at identified Council facilities i.e. solar panels, LED lighting, air-conditioning.	Jun 30, 2019	Achieved	Completed high level audit of energy bills and consumption for Council's major sites. Council at its meeting in June 2019 approved the Energy Savings Action Plan.	100%
<b>3.1.4.6</b> Review Airport Master Plan (Including Terminal Precinct and Concept Plan).	Jun 30, 2019	Achieved	The revised Airport Master Plan has been endorsed by the Airport Advisory Committee.	100%
<b>3.1.4.7</b> Investigate industrial land in the airport precinct in consideration of wider availability of industrial land across the Shire.	Jun 30, 2019	Achieved	The current zoning of land at the airport precinct permits industrial land use relating to airport activities.	100%

<b>4.2.3.6</b> Monitor and update community accessible GIS interface for Council's Capital Works Program.	Jun 30, 2019	<b>Achieved</b>	Community accessible GIS interface for Council's Capital Works Program is regularly monitored and updated.	<b>100%</b>
<b>4.3.1.2</b> Investigate update and renewal requirements (including assets) for Caravan Parks throughout the Narrabri Shire.	Jun 30, 2019	<b>Achieved</b>	Improvements of the Narrabri Caravan Park in accordance with the lease terms and conditions are being carried out by the Caravan Park Operator (Southern Cross Parks Group). The redevelopment of Boggabri Caravan Park has been re-tendered with two submissions for the Building Structure package and four submissions for the Civic Works package. The representative of the Boggabri Business and Community Progress Associated has been advised of Council's resolution to focus improvement of the Boggabri Caravan Park within the existing footprint.	<b>100%</b>
<b>4.4.2.13</b> Develop an overarching Council Business Continuity Plan.	Jun 30, 2019	<b>Not Achieved</b>	Preliminary discussions are underway with key stakeholders. Registered interest with JLT and State Mutual to undertake their service offerings in respect of Business Continuity Plan training, scenario-based exercise and business impact analysis. This project will be completed in 2019/2020.	<b>20%</b>

## The Crossing Theatre

Action(s)	Target	Status	Progress	%
<b>1.2.2.1</b> Explore opportunities for the provision of arts and cultural events in all towns and villages.	Jun 30, 2019	<b>Achieved</b>	Outdoor Cinema Screen was launched in April with a free screening. Planning for future community events underway.	<b>100%</b>
<b>1.2.2.2</b> Facilitate cultural shows at The Crossing Theatre.	Jun 30, 2019	<b>Achieved</b>	Ongoing Process. Civic Art collection now on permanent display in Exhibition Room.	<b>100%</b>
<b>1.2.2.3</b> Encourage and support the Narrabri Eisteddfod.	Jun 30, 2019	<b>Achieved</b>	All assistance being given to organisers to make show a success.	<b>100%</b>
<b>3.1.1.1</b> Review the brand and market position of The Crossing Theatre.	Jun 30, 2019	<b>Achieved</b>	Ongoing Process. Marketing workshop held with staff in June to plan out future strategies.	<b>100%</b>

<b>3.1.1.2</b> Identify external funding opportunities to assist with the provision of events through The Crossing Theatre.	Jun 30, 2019	<b>Achieved</b>	Opportunities for seed funding for events being sought through various cultural funds. Arts North West assistance provided in this area.	<b>100%</b>
<b>3.1.1.3</b> Identify opportunities for corporate, association, not for profit and government organisations to host regional and rural conferencing in Narrabri Shire.	Jun 30, 2019	<b>Not Achieved</b>	All prospectus and collateral being reviewed, in conjunction with Community Relations Manager, and Tourism Manager. To be completed in 2019/20.	<b>80%</b>
<b>3.1.1.4</b> Develop and maintain relationships with national and international touring promoters.	Jun 30, 2019	<b>Achieved</b>	Ongoing Process. Staff maintained an open dialogue throughout the year. The lack of disposable income due to drought is affecting touring shows in regional areas.	<b>100%</b>
<b>3.1.1.5</b> Investigate the feasibility to continue with child and youth school holiday programs.	Jun 30, 2019	<b>Achieved</b>	Study undertaken and completed in 2017/18. Programs are now part of normal business.	<b>100%</b>
<b>4.2.1.5</b> Investigate opportunities in line with Council Policy to offer more economical use of The Crossing Theatre facilities.	Jun 30, 2019	<b>Achieved</b>	Theatre Staff have investigated charges for Cinema entry, to include carers of disabled and elderly patrons. ADFAS and Narrabri Eisteddfod provided assistance to hire The Crossing Theatre more economically for these groups.	<b>100%</b>

## Libraries

Action(s)	Target	Status	Progress	%
<b>1.1.1.1</b> Develop educational and recreational programs in all branch Libraries at least on a quarterly basis.	Jun 30, 2019	<b>Achieved</b>	Narrabri Library has held or hosted 533 programs, events or provision of space for tutors, meetings and other community groups, with 1,991 adults and 4,852 children, totalling 6,843 attending. Wee Waa Library has held or hosted 104 programs, events or provision of space for tutors, meetings and other community groups, with 354 adults and 482 children, totalling 836, attending. Boggabri Library has held or hosted 16 programs, events or provision of space for tutors, meetings and other community groups, with 94 adults and 177 children, totalling 276, attending.	<b>100%</b>

<p><b>1.1.1.2</b> Investigate the feasibility of outreach services across the Narrabri Shire, including home library services to housebound and aged care facility residents.</p>	Jun 30, 2019	<b>Achieved</b>	Narrabri Library Manager attended the Outreach Symposium in Coffs Harbour, November 2018. A Senior Assist Book Delivery Program was launched in Seniors Week 2019. A DVD delivery service has been initiated at the Frank Whiddon Aged Care Facility.	<b>100%</b>
<p><b>1.1.1.5</b> Seek additional funding for and provide library educational and recreational programs to meet changing community needs.</p>	Jun 30, 2019	<b>Achieved</b>	Narrabri Library received a Highly Commended Certificate in the Innovation Awards hosted by the NSW Public Libraries Association. There was no funding attached to this certificate. A Telstra Kids grant application was successful. Investigation into additional funding continues.	<b>100%</b>
<p><b>1.3.2.5</b> Explore social media platforms to increase online presence and Library usage.</p>	Jun 30, 2019	<b>Achieved</b>	A Narrabri Shire Libraries Facebook Page was launched on February 14, coinciding with Library Lovers' Day.	<b>100%</b>
<p><b>1.3.4.1</b> Investigate opportunities to provide easily accessible customer service centres for residents in Wee Waa and Boggabri.</p>	Jun 30, 2019	<b>Achieved</b>	All infrastructure in place for receipting of payments at Narrabri Shire Libraries. Customer information also available to the community through libraries.	<b>100%</b>
<p><b>1.3.4.9 - DIAP</b> Improve library services to support an autism-friendly environment, home library services, IT training and provision of special collections.</p>	Jun 30, 2019	<b>Achieved</b>	A STEM (Science, Technology, Engineering and Mathematics) collection will be developed with the Telstra Kids Grant. The autism collection can now be promoted via the Narrabri Libraries Facebook Page.	<b>100%</b>
<p><b>1.4.4.2</b> Provide Science, Technology, Engineering and Mathematics (STEM) based programming in partnership with scientific leaders in the community.</p>	Jun 30, 2019	<b>Achieved</b>	Technology based workshops were held in all school holidays in conjunction with CNRL makerspace staff. Preparations for the Narrabri Shire STEM investigation Awards have begun.	<b>100%</b>

## Airport

Action(s)	Target	Status	Progress	%
<b>3.1.4.2</b> Encourage community use of, and support the retention of, existing Narrabri - Brisbane RPT flight arrangement.	Jun 30, 2019	Achieved	Council continues promoting the use of the airport in the Narrabri Shire Community Radio Program and Narrabri Visitor Guide.	100%
<b>3.1.4.4</b> Lobby Office of Transport Security to review proportionate security to allow smaller jet services to operate from Narrabri Airport without the need for full security screening regime.	Jun 30, 2019	Achieved	Ongoing lobbying through the Australian Airports Association. A watching brief is being maintained to ensure an appropriate security response is available, and to inform whether the passenger terminal is equipped to handle any changes to legislation.	100%
<b>3.1.4.5</b> Actively seek new revenue streams to support Airport operations.	Jun 30, 2019	Achieved	The lease for the Air Monitoring Unit has been renewed. Separate leases for the clubhouse and hangar are being negotiated with Namoi Aero Club. Further new streams being investigated in future years in association with adopted Airport Master Plan.	100%

## Development Services (Building Control, Strategy Planning and Development)

Action(s)	Target	Status	Progress	%
<b>1.2.1.3</b> Engage with business owners to ensure shop fronts are well maintained.	Jun 30, 2019	Achieved	Drought funding program resulted in the upgrade of 24 shop fronts in Narrabri, 6 in Boggabri and 5 in Wee Waa.	100%
<b>2.1.1.2</b> Complete an Aboriginal Heritage Study to identify sites for inclusion in the Narrabri LEP.	Jun 30, 2019	Not Achieved	Inception meeting held with consultant. Consultation with ABTSI community to occur June-August 2019.	10%
<b>2.1.2.2</b> Narrabri LEP 2012 is reviewed to ensure open space and environmental zones are current.	Jun 30, 2019	Not Achieved	2020 Action. To be replaced with "Undertake comprehensive review of the LEP 2012."	0%

<p><b>2.1.4.8</b> Support animal owners through educational materials to maintain animal behaviour that is consistent with the expectations of the community.</p>	Jun 30, 2019	<b>Achieved</b>	Completed 20 to 31 May 2019. 129 premises attended and provided with education material.	<b>100%</b>
<p><b>2.1.4.9</b> Seek funding to support microchipping, desexing and responsible companion animal program campaigns.</p>	Jun 30, 2019	<b>Achieved</b>	Grant opportunities were monitored throughout the year.	<b>100%</b>
<p><b>2.2.3.3</b> Request regulatory authorities to present annually to Council on their activity.</p>	Jun 30, 2019	<b>Achieved</b>	To be replaced with "Request state regulatory authorities present annually to Council". State agencies requested to present in June . No response yet received.	<b>100%</b>
<p><b>2.2.4.1</b> Amend development application and submission templates to require written assessment against the principles of ecologically sustainable development (ESD) and the precautionary principle.</p>	Jun 30, 2019	<b>Achieved</b>	To be replaced with "Regionally and state significant developments are assessed and reviewed against the principles of ecologically sustainable development and the precautionary principle". Vickery submission included ESD and precautionary approach.	<b>100%</b>
<p><b>2.4.2.1</b> All submissions on extractive industry state significant developments will request no final void as a condition of consent.</p>	Jun 30, 2019	<b>Achieved</b>	Vickery Extension Project submission requested no final void.	<b>100%</b>
<p><b>2.4.2.2</b> All submissions on extractive industry state significant developments will request mine plans as a condition of consent that minimise active mining footprints.</p>	Jun 30, 2019	<b>Achieved</b>	Vickery Extension Project submission requested mining plan.	<b>100%</b>

<p><b>2.4.4.2</b> Participate in public exhibition processes for major state significant developments to protect the community interests.</p>	Jun 30, 2019	<b>Achieved</b>	Planning staff have attended SEARs meeting for Narromine to Narrabri Inland Rail Project with ARTC and DPE and pre-EIS and EIS meetings with Whitehaven regarding Vickery Extension Project. Planning staff presented to the Independent Planning Commission Hearing for Vickery Project in December 2018. Staff attended Public Hearing in Boggabri on 4 February 2019. Staff had input into SEARS for Narrabri Underground Mine Extension and provided additional submission on the Santos RTS in May 2019.	<b>100%</b>
<p><b>2.4.4.3</b> Lobby the NSW Government for monitoring actions to be performed by the regulators at the proponents cost.</p>	Jun 30, 2019	<b>Achieved</b>	Included in State Significant Development submissions for Vickery Mine and Narrabri Gas Project.	<b>100%</b>
<p><b>3.1.3.1</b> Develop and implement a main street reinvigoration program to run alongside CBD upgrade and beautification developments.</p>	Jun 30, 2019	<b>Achieved</b>	2020 Action. To be replaced with "Develop a Local Strategic Planning Statement (LSPS) and Local Growth Management Strategy for Narrabri Shire". Issues paper for LSPS completed.	<b>100%</b>
<p><b>3.4.1.1</b> Maintain available developed land supplies in Boggabri, Wee Waa and Narrabri at numbers greater than the total of new dwellings constructed over the preceding three (3) years.</p>	Jun 30, 2019	<b>Achieved</b>	Supply currently meets needs.	<b>100%</b>
<p><b>3.4.3.1</b> Review LEP and DCP requirements impacting on supply of affordable housing and amend to encourage developers into downsized housing options.</p>	Jun 30, 2019	<b>Not Achieved</b>	2020 Action. To be replaced with "(1)Develop Employment Lands Delivery Plan Narrabri Shire. (2) Develop Housing Strategy for Narrabri Shire."	<b>0%</b>
<p><b>3.4.4.1</b> Carryout biennial inspections of urban areas to identify properties requiring repair or demolition.</p>	Jun 30, 2019	<b>Achieved</b>	Orders were issued on a number of properties requiring repair or demolition.	<b>100%</b>
<p><b>3.4.4.2</b> Implement an orders program to require action to repair or demolish derelict buildings.</p>	Jun 30, 2019	<b>Achieved</b>	Orders were issued on a number of properties requiring repair or demolition.	<b>100%</b>

## Environmental, Health and Compliance

Action(s)	Target	Status	Progress	%
<p><b>2.1.4.1</b> Work with the Northern Inland Weeds Advisory Committee, Catchment Management Authorities, Landcare and other "care" groups to ensure a co-ordinated approach to weed management programs over all land tenures.</p>	Jun 30, 2019	Achieved	<p>Council has attended the following:</p> <ul style="list-style-type: none"> <li>• Weed compliance workshop and best practice guide reviews</li> <li>• North West Weed Officer meetings</li> <li>• NWRWC meetings</li> <li>• Hudson Pear infestation field trip</li> <li>• Landcare meetings</li> <li>• Harrisia Cactus Taskforce Meeting</li> <li>• Alligator Weed Taskforce Meetings</li> <li>• Parthenium Taskforce Meetings</li> </ul> <p>Council has worked with Merrimborough Landcare Group, identifying the issue of Mother of Millions and African Boxthorn in the Keelimore Ck area. Council has been working with the Merrimborough Landcare Group, Castlereigh Macquarie County Council Weed Officers, NWLLS Biosecurity Officer Staff, AWC staff, Heritage Seeds Staff, National Parks Staff, Forestry Staff to apply for federal funding for drought affected areas. Council worked with CentreCare and Chemqual organising Chemical Certificate III training for residents of the Shire.</p>	100%
<p><b>2.1.4.10</b> Increase community awareness of their responsibility to manage weeds and inform them about the new changes in legislation, in particular the introduction of the New Biosecurity Act 2015</p>	Jun 30, 2019	Achieved	<p>Council was an exhibitor at Ag-quip. Council answered residents questions regarding their obligations under the Biosecurity Act and helped residents to identify suitable methods to control weeds. Council was part of this year's Schools Science event. Residents have also received information during the property inspections. Council has written eight (8) Facebook posts/media releases regarding controlling Biosecurity Matter, including a campaign on giving away Tiger Pear cochineal insects. Councils Biosecurity Officers were on Prime news promoting Biological control with cochineal insects. Council co-hosted two (2) Chemical Certificate III course for property owners and unemployed people in Wee Waa and Narrabri; 33 participants including property owners and students from Wee Waa High attended.</p>	100%
<p><b>2.1.4.11</b> Prevent, eradicate and contain the spread of Biosecurity Matters in the Narrabri Shire Area by increasing the number of patrols and weed management actions.</p>	Jun 30, 2019	Achieved	<p>Council continues spraying for Common Pear, Tiger Pear, Rope Pear, Green Cestrum, Mother of Millions, African Boxthorn and Mimosa. New infestations of Boxing glove Cactus have been found in the Gwabegar and Pilliga area and have been controlled. New infestations of Harrisia Cactus have been found and controlled. Re-inspections of Harrisia sites found new germinations, these have been sprayed.</p>	100%



<p><b>2.1.4.2</b> Prepare and implement management plans for individual Priority Weeds.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Council helped in the development of a five-year Regional Strategic Weed Management Plan to focus on managing weed biosecurity. The plans are based on the best available local knowledge, research and technology and a rigorous assessment of the biosecurity risks posed by weeds. Twenty-two (22) Weed Management plans were developed by Council staff.</p>	<p><b>100%</b></p>
<p><b>2.1.4.3</b> Increase surveillance and use a weed software to map weed infestation, to ensure effective management programs are undertaken in infested areas.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Council is mapping weed infestations using the new weeds software. This is Council's ongoing task as infestation changes every year. Council also targets different areas of the Shire every year. Council have mapped new incursions of Harrisia Cactus, discovering four (4) new infested sites. New infestations of Rope Pear, Tiger Pear, Green Cestrum, African Lovegrass and Mother of Millions have been found. Council is using an updated version of Roam Weeds to map the infestations. Mapping for this financial year is completed. Council will continue searching for new weeds infestations in 2019/2020.</p>	<p><b>100%</b></p>
<p><b>2.1.4.4</b> Promote best weed management practices to landholders, including a range of control techniques for integrated weed management.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Council promotes weeds management practices during inspections. This year Council conducted 849 inspections. North West Regional Strategic Weed Management Plan 2017-2022 booklets and NSW Weed Control Handbooks are handed out during inspections. Council has written 14 Facebook posts/media releases regarding controlling Biosecurity Matter, including a campaign on giving away Tiger Pear cochineal and free trees to replace weeds. Council promotes weeds management practices during inspections. Council have also helped landholders to identify multiple weeds and have advised them the best control method.</p>	<p><b>100%</b></p>
<p><b>2.1.4.5</b> Work with other vegetation managers and land management agencies to ensure weed management programs are included in vegetation management programs.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Council has been awarded the following grants:</p> <ul style="list-style-type: none"> <li>• \$6,320 from Crown Reserves Improvement Fund for control of Green Cestrum in Maules Ck crown reserves.</li> <li>• \$5,415 from Crown Reserves for Trindall's Reserve for the control of African Boxthorn and Mimosa – work commenced.</li> <li>• \$3,500 from NWLLS to help control Biosecurity Matter on Trindall's Reserve – work commenced.</li> <li>• \$127,680.57 Community Hubs grant for drought affected – Federal Funding.</li> </ul>	<p><b>100%</b></p>

<p><b>2.1.4.6</b> Promote vegetation rehabilitation as a key part of weed management.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Council promotes vegetation re-habitation through the campaign: "Kill a weed and plant a native tree." Council has attended one (1) market giving away trees. Council also participated in a Scouts meeting to encourage and help children plant native trees for their hall and talk about getting rid of Biosecurity Matter. Council has developed promotional gear with bucket hats "See it, Weed it" and have packets of Callistamens to give away to school children. The community Hubs grant includes provide property owners with native grass for planting.</p>	<p><b>100%</b></p>
<p><b>2.1.4.7</b> Complete a companion animals audit in urban areas to ensure micro chipping and registration.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Completed 20 to 31 May 2019. 129 premises attended in Hinds St, Park Cres and Purcell Drive area. 80 animals microchipped. 55 animals registered or issued with notices to register. 8 surrenders. 30 call backs for Rangers to attend premises where residents were not home during audit.</p>	<p><b>100%</b></p>
<p><b>2.2.2.1</b> Encourage the formation of active landcare groups throughout the Shire and involve groups in Council rehabilitation programs.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Council has been in meetings with the Pilliga Landcare group. Council attended to a Garden club meeting and has shown support to engage local groups in environmental initiative. Council contacted members of the public to promote the formation of Landcare groups in the Shire. A tree planting activity is programmed for July 2019. Tree planting Day scheduled for the 27th July through the National Tree Day. Council is liaising with Landcare Coordinators regarding establishing a Landcare group.</p>	<p><b>100%</b></p>
<p><b>2.2.2.2</b> Assist landcare groups to identify projects and access funding to achieve rehabilitation of sites.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Council is liaising with Merrimborough Landcare Group regarding Mother of Millions problem in their area. Council in conjunction with the Merrimborough Landcare Group were successful in obtaining grant funding for pest animal and weed control in the Pilliga area. Council is liaising with Merrimborough Landcare Group regarding Mother of Millions and African Boxthorn problem in their area. Council worked with Wee Waa Aboriginal Land Council cleaning up illegal dumping around the Namoi river. Council will continue to support landcare groups in 2019/2020.</p>	<p><b>100%</b></p>
<p><b>2.2.2.5</b> Develop and implement strategies to achieve coordinated establishment of biodiversity corridors.</p>	<p>Jun 30, 2019</p>	<p><b>Not Achieved</b></p>	<p>Council attended to the new Biodiversity Act training session.</p>	<p><b>10%</b></p>
<p><b>2.2.2.6</b> Seek funding to protect and rehabilitate land owned by Council.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Council conducted studies to assess rehabilitation cost in areas previously used as landfill facilities. Council will apply for funding during 2019-2020 financial year.</p>	<p><b>100%</b></p>

<p><b>2.2.3.1</b> Review extractive industries environmental compliance reports and plans annually.</p>	Jun 30, 2019	<b>Achieved</b>	Council has reviewed extractive industries compliance reports	<b>100%</b>
<p><b>2.3.1.4</b> Investigate opportunities to access the Climate Change fund from the Office of Environment and Heritage.</p>	Jun 30, 2019	<b>Achieved</b>	<p>Council has opportunities to apply for funding through the Office of Environment and Heritage. Funding is available for:</p> <ul style="list-style-type: none"> <li>• Delivering energy savings and reducing emissions;</li> <li>• delivering reliable, clean and affordable energy;</li> <li>• increasing resilience to a changing climate.</li> </ul>	<b>100%</b>
<p><b>2.3.2.6</b> Support local industries on implementing a waste minimisation program that involves the use of more efficient manufacturing processes, better and recycled materials to reduce the production of waste.</p>	Jun 30, 2019	<b>Achieved</b>	Council is evaluating to request a waste management plan for new developments. The plan must address how the business is committed to recycling. Council is working with the NSW EPA in improving waste segregation in the mining sector. Council has liaised with Cleanaway and Namoi Waste to promote waste segregation and therefore achieve better waste diversion.	<b>100%</b>
<p><b>2.3.2.7</b> Actively promote the 'Community Recycling Centre'.</p>	Jun 30, 2019	<b>Achieved</b>	A Community Recycling Centre (CRC) Flyer is being distributed among the Shire residents. The CRC is promoted among the residents that visit the Shire waste. CRC has also been promoted using a TV advertisement.	<b>100%</b>
<p><b>2.3.2.9</b> Seek funding for installation of gross pollutant traps on stormwater discharge to the Narrabri Creek.</p>	Jun 30, 2019	<b>Not Achieved</b>	Yet to commence.	<b>0%</b>
<p><b>2.4.1.1</b> Lobby for installation of an independent regional dust monitoring system.</p>	Jun 30, 2019	<b>Achieved</b>	A regional air monitoring station has been installed. Council is seeking the installation of more stations in the Shire. This has been discussed during the Namoi Region Air Quality Advisory Committee. However, at the moment there is no funding available for the installation of another monitoring station in the Shire.	<b>100%</b>
<p><b>2.4.1.2</b> Work cooperatively with mining companies and environmental groups to monitor impacts of dust.</p>	Jun 30, 2019	<b>Achieved</b>	Council is an active member of the Namoi Region Air Quality Advisory Committee (NRAQAC). Council promotes the use of the Air quality alert among the Shire residents. Council have attended to the NRAQAC meeting for this financial year. Air quality results have been advertised on Facebook.	<b>100%</b>

<p><b>2.4.3.2</b> Engage with lead regulator of major projects to ensure the community is informed of their actions to regulate water extractions.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Council has invited Water NSW to present to Council during a Council meeting. However, Council was unsuccessful with this request. Council has extended the invitation to The Natural Resources Access Regulator (NRAR) which is an independent regulator established under the Natural Resources Access Regulator Act 2017. Council has engaged with Water NSW. Now, the Narrabri Creek is included in the Blue Green Algae Report for the Barwon Region. The Namoi Murray-Darling Basin Authority attend the Council briefing quarterly to update Council on water issues.</p>	<p>100%</p>
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## Solid Waste Management

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

<b>2.3.2.3</b> Analyse the viability of providing recycling facilities in public spaces in the Shire.	Jun 30, 2019	<b>Achieved</b>	Recycling bins have been installed at Collins park precinct.	100%
<b>2.3.2.4</b> Seek opportunities for resource recovery from the main waste types produced in the Shire, such as e-waste, construction and demolition waste, and scrap metal.	Jun 30, 2019	<b>Achieved</b>	Recovery of tyres, scrap metal and e-waste have been completed for this financial year.	100%
<b>2.3.2.8</b> Conduct educational programs for community members on the effects on kerb side collection contamination.	Jun 30, 2019	<b>Achieved</b>	Council is implementing the Bin Contamination Policy. Cleanaway promoted reduction of waste contamination at the December Gypsy Willow markets. Letters have been sent to residents that continue contaminating their recycling bins. Council published a new paper article about the effects of kerbside contamination. Council has been working with Challenge Narrabri on identifying the main kerbside contaminants. Using this information, Council designs monthly educational facebook medias post. Council is also working with the NIRW to develop a regional education campaign.	100%

## Economic Development

Action(s)	Target	Status	Progress	%
<b>1.1.2.11</b> Display appropriate crime prevention signage in CBD's and other hot spot locations in Narrabri Shire.	Jun 30, 2019	<b>Achieved</b>	Sign designs and wording were finalised and ordered. Signs have been installed in and around the CBD's of Boggabri, Narrabri and Wee Waa as well as at the TAFE carpark, Narrabri Library, The Crossing Theatre and Visitor Information Centre.	100%
<b>1.1.2.16</b> Develop a new Crime Prevention Strategy for the Narrabri Shire.	Jun 30, 2019	<b>Achieved</b>	MANEX reviewed the draft document in early June 2019 prior to being sent to the Narrabri Shire Crime Prevention Committee for endorsement. The Narrabri Shire Crime Prevention Committee reviewed the draft document in their June Crime Prevention Committee meeting. The Committee recommended that Council endorse the document for public exhibition for a period of 28 days. A report will go to the August 2019 Council Meeting for endorsement.	100%

<p><b>1.1.2.17</b> Collaborate with service providers to source relevant drug education programmes to inform residents about drug use and associated health issues.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Drug and Alcohol education formed part of Youth Week activities held in April 2019. This was a combined interagency expo to inform high school students within the Shire about a range of information including drug and alcohol resources. Council is a member of the Narrabri Youth Interagency and Narrabri Interagency. Both community groups work on drug and alcohol related issues. Council is collaborating with Youth Interagency to assist with a colour run event to be held in October 2019 during mental health awareness month. Stalls which include drug education are being considered as part of this event.</p>	<p><b>100%</b></p>
<p><b>1.1.2.6</b> Promotion campaign from Council to the community that will raise awareness that if you misbehave you will be identified and charged i.e. promotion through media releases where CCTV has aided successful prosecution for offenders.</p>	<p>Jun 30, 2019</p>	<p><b>Not Achieved</b></p>	<p>Recommend to defer until 2020 for action after the installation of the CCTV network.</p>	<p><b>0%</b></p>
<p><b>1.1.3.4</b> Report biennially to Council on current child and aged care supply and demand statistics.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>The combined child care places in Narrabri Shire as advised by the industry is 307 with a waiting list of 106. Therefore the percentage of those that are waiting for available places is 34.52%. The combined aged care places in Narrabri Shire as advised by the industry is 143 with a waiting list of 9. Therefore the percentage of those that are waiting for available places is 6.29%.</p>	<p><b>100%</b></p>
<p><b>1.1.3.6</b> Lobby Government and industry to increase child and aged care supply when shortfalls are identified.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>In June 2019, letters were sent to six child care providers to advocate the benefits of establishing facilities in Narrabri Shire and to determine if they would consider opening a child care facility in Narrabri.</p>	<p><b>100%</b></p>
<p><b>1.1.4.2</b> Prepare a Local Youth Employment Strategy and identify opportunities for addressing skills shortage areas through offering traineeships and cadetships to the local community.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Desktop research has commenced in relation to the development of a Youth Employment Strategy. Council has developed contacts at Best Employment and Joblink Plus through the Youth Interagency who will provide input into this Strategy. Council currently provide 4 traineeships including 3x Water Services Trainees and 1x Apprentice Mechanic.</p>	<p><b>100%</b></p>
<p><b>1.1.4.4</b> Lobby to increase access to skills training within Narrabri Shire.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Discussions held with ARTC/Inland Rail representatives about opportunities for skills based training throughout the Inland Rail development. Further discussions have been held with potential contractors to provide skills based training opportunities. The Economic Development Section has been working to coordinate and promote a Money Minded Training Course that will provide financial management training for Community Services organisations within Narrabri Shire.</p>	<p><b>100%</b></p>

<p><b>1.1.4.6</b> Investigate the establishment of a Narrabri Shire Youth Council in collaboration with the community.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Council has drafted documentation to develop two Youth Councils. One each at Narrabri and Wee Waa High Schools. The Youth Council program was launched as part of Youth Week in April. Applications have been received from Wee Waa High School students. The first Youth Council meetings are planned to take place within the third quarter of 2019.</p>	<p><b>100%</b></p>
<p><b>1.2.4.6</b> Build and maintain relationships with Aboriginal and Torres Straight Islander Peoples through facilitating a range of local, state and national activities.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Council successfully held a Reconciliation Week event on 28 May 2019 at Council's Administration Building. It was well attended by community members, schools and Councillors. Reconciliation Week Flag Raising Ceremony and Morning Tea was held in consultation with various community members and education providers including Kogil Street Preschool and the Narrabri High School. This event was well received and included positive publicity including the front page of The Courier. Council works with the Narrabri Local Aboriginal Lands Council to undertake coordinated NAIDOC Week events across the Shire. Representatives from Wee Waa Local Aboriginal Lands Council, Office of Environment and Heritage and schools attend meetings. A Flag Raising / Morning Tea event is planned for NAIDOC Week on 9 July 2019.</p>	<p><b>100%</b></p>
<p><b>1.3.1.5</b> Encourage adequate and ongoing provision of community transport services.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Council regularly liaise with Wee Waa Community Care Service to provide transport services to events and activities. Council provided a letter of support to accompany Wee Waa Community Care Service application for transport assistance for NAIDOC Week. Council approached Wee Waa Community Care Service to assist with transport for a Wellbeing Seminar being run by Elders Rights at The Crossing Theatre in June 2019.</p>	<p><b>100%</b></p>
<p><b>1.3.1.6</b> Promote to the community Brisbane and Sydney as viable medical locations to access health professionals.</p>	<p>Jun 30, 2019</p>	<p><b>Not Achieved</b></p>	<p>Recommend removal of action. Promotion of relocation to Narrabri Shire.</p>	<p><b>0%</b></p>
<p><b>1.3.4.15 - DIAP</b> Council to promote employment of people with a disability within local businesses throughout the Shire.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>At the Access and Inclusion Committee meeting held in June 2019, projects to be undertaken in the 2019/20 financial year were discussed. The Committee adopted the Access at a Glance project which will assist Council in promoting employment of people with a disability within the Shire.</p>	<p><b>100%</b></p>
<p><b>1.3.4.16 - DIAP</b> Explore options to improve the maintenance and circulation of the Community Directory.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>The Community Directory has been updated with new listings. The Directory content will continue to be updated and rebranded. Looking at creating interactive Directory that can be updated by community groups as required when a new Council website is developed.</p>	<p><b>100%</b></p>

<b>1.3.4.19 - DIAP</b> Develop a Plain English/Easy Read version of the DIAP.	Jun 30, 2019	<b>Achieved</b>	The Access and Inclusion Advisory Committee Meeting held in June 2019 endorsed the Easy Read version of the Disability Inclusion Action Plan.	<b>100%</b>
<b>1.3.4.2 - DIAP</b> Facilitate the creation of an Access and Inclusion Committee, incorporating Councillor and community representation.	Jun 30, 2019	<b>Achieved</b>	First Access and Inclusion meeting was held in March 2019 with Council and community representatives. The next meeting took place on 12 June 2019 with future meetings to be undertaken on a quarterly basis.	<b>100%</b>
<b>1.3.4.20 - DIAP</b> Support interagency meetings to improve communications and develop mutually beneficial outcomes.	Jun 30, 2019	<b>Achieved</b>	Council representatives attend and participate in the monthly Narrabri Shire Interagency and Youth Interagency Meetings. There is a wide variety of service provider participation which enables Council to maintain working relationships and networks with influential community groups and government organisations.	<b>100%</b>
<b>1.3.4.21 - DIAP</b> Establish Boggabri, Narrabri and Wee Waa as Dementia Friendly Towns.	Jun 30, 2019	<b>Achieved</b>	Council attends the monthly Narrabri Dementia Friendly Community meetings. The Dementia Friendly Community Committee is working to establish Dementia Friendly towns across the Shire. The Committee has representatives from HNE-Health, Council and Shire wide community groups. Council facilitated a meeting with HealthWISE and Human Resource Manager, Visitors Information Centre, Library, Council Facilities and Customer Service Agents with a view to front line staff completing online Dementia awareness training. Human Resources have agreed to scan certificates onto personnel files for staff who become dementia friends. A number of The Crossing Theatre staff have completed the training and wearing their Dementia Friendly badges at work. They are still working to establish a Dementia Cafe. Council assisted and participated at the Dementia Friendly soup / training day in June 2019.	<b>100%</b>
<b>1.3.4.3 - DIAP</b> Provide incentives and support for inclusive and socially connecting activities through revision of the Community Grants Fund Policy and application process.	Jun 30, 2019	<b>Achieved</b>	Current policy reviewed with updated draft policy submitted to June MANEX meeting. A request was made to broaden the scope of the policy to include the Donation Council Plant Hire Policy.	<b>100%</b>
<b>1.3.4.4 - DIAP</b> Promote an understanding of inclusion within the business community through distribution of information and support for educational programs.	Jun 30, 2019	<b>Achieved</b>	The first meeting of the Access and Inclusion Committee was held in March 2019 with the second meeting held in June 2019. Council staff have identified a collaborative project called 'Access at a Glance' run through the not for profit Pathfinders organisation. The project undertakes individual assessments of businesses to determine accessibility by all members of the community.	<b>100%</b>



<p><b>1.4.1.5</b> Engage with local schools to support and lobby for the provision of quality learning outcomes.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Council regularly engages with schools of the Shire to ascertain their needs and provide support where needed. The Lillian Hulbert Memorial Scholarship Program is arranged annually by Council. Council organised three youth week events which were carried out in Narrabri, Boggabri and Wee Waa. Council is currently working with high schools in the Shire, in relation to the creation of Youth Council's. Council worked with Narrabri High School to coordinate a group of dancers and bush tucker for Reconciliation Week held in May. Council provided information to Primary and Secondary Schools in relation to the Container Exhibition located behind the Visitor Information Centre.</p>	<p><b>100%</b></p>
<p><b>1.4.2.3</b> Lobby for the expansion of existing educational offerings in Narrabri Shire.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Council sent a letter of support to Father James at St Francis Xaviers Catholic School, to show support for a Catholic High School. Country Universities Centre staffing, along with building renovations for Country Universities Centre office, are underway. Letter sent to TAFE NSW in relation to proposed TAFE expansion in Wee Waa.</p>	<p><b>100%</b></p>
<p><b>1.4.3.2</b> Coordinate a working group of agriculture and extractive industry representatives to assist in identifying local industry training requirements.</p>	<p>Jun 30, 2019</p>	<p><b>Not Achieved</b></p>	<p>Recommend deferral due to resources being allocated to priority projects being Inland Rail and Logistics and Industrial Hub.</p>	<p><b>0%</b></p>
<p><b>3.2.1.1</b> Promote Narrabri Shire as being geographically and logistically positioned to accommodate a regional intermodal site.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Successfully arranged and ran an Inland Rail Stakeholder Round Table incorporating Council's Industrial and Logistics Hub proposal. Speakers included the Deputy Prime Minister, Minister for Trade, Tourism and Investment, government departments, ARTC and local business. Meetings held with various NSW government representatives to achieve Special Activation Precinct status for the Hub. Ongoing advice provided to private enterprise about Council's proposed Industrial and Logistics Hub.</p>	<p><b>100%</b></p>
<p><b>3.2.1.3</b> Hold discussions with national logistics companies regarding benefits of operation within Narrabri Shire.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>After previously meeting with a national logistics company representative, undertook a follow up meeting by inviting him to Narrabri. Discussed Council's proposed Industrial and Logistics Hub and took him to site. In addition, logistics and transport companies attended the launch of the Container Exhibition which took place on 22 May 2019. A further regional transport contact was made at the launch.</p>	<p><b>100%</b></p>

<p><b>3.2.1.4</b> Lobby State &amp; Commonwealth Governments for infrastructure development funding to establish an intermodal facility.</p>	Jun 30, 2019	<b>Achieved</b>	Lobbied and received funding to undertake a Business Case and Master Plan for a Industrial and Logistics Hub. Subsequent grant application has been submitted to undertake capital works inclusive of earthworks (road and rail), water, sewer, communications.	<b>100%</b>
<p><b>3.2.2.4</b> Partner with industry and Government to facilitate development of a suitable intermodal facility.</p>	Jun 30, 2019	<b>Achieved</b>	Initial partnership was to receive funding through the Murray Darling Basin Regional Economic Programme to undertake a Business Case and Master Plan of the Narrabri Shire Logistics and Industrial Hub proposal. Department of Premier and Cabinet, ARTC and Department of Planning representatives were on the Steering Committee throughout the project. Submitted grant application through the Department of Premier and Cabinet to undertake initial capital works at Industrial and Logistics Hub.	<b>100%</b>
<p><b>3.3.1.1</b> Attract new investment to Narrabri Shire by providing individual businesses with the required resources to make an informed commercial decision to invest in the Narrabri Shire.</p>	Jun 30, 2019	<b>Achieved</b>	Dealing with a number of organisations in various stages of potentially developing and operating a range of business in Narrabri Shire.	<b>100%</b>
<p><b>3.3.1.3</b> Provide assistance and support to existing businesses that are looking to expand or diversify.</p>	Jun 30, 2019	<b>Achieved</b>	Providing assistance and direction to existing businesses looking to expand their operations within Narrabri Shire, inclusive of offering advice, acting as an intermediary, arranging pre development application meetings, and responding to any query that may arise in the establishment of their operations.	<b>100%</b>
<p><b>3.3.1.5</b> Undertake the production of an Industry Diversification Strategy.</p>	Jun 30, 2019	<b>Not Achieved</b>	Defer to 2019/20 pending completion of the Logistics and Industrial Hub Business Case and Master Plan. Explore partnership opportunity with the Department of Premier and Cabinet via an Investment Attraction Strategy.	<b>0%</b>
<p><b>3.3.2.1</b> Conduct annual business development seminar.</p>	Jun 30, 2019	<b>Achieved</b>	Successfully organised and ran a regionally significant Inland Rail Stakeholder Round Table on 6 September 2018. Current work underway organising all aspects of a regional Small Business Summit in July 2019.	<b>100%</b>

<b>3.3.2.2</b> In conjunction with State and Commonwealth Governments promote and facilitate business networking events.	Jun 30, 2019	<b>Achieved</b>	Council in conjunction with a Commonwealth Government department successfully organised and facilitated the Inland Rail Stakeholder Round Table with invitations going to local and regional business owners. Arranged for Gabi Hollows AO being an inspirational speaker for International Women's Day. The program included time for networking and was an evening function to encourage local businesswomen to attend. All aspects of work being undertaken with the NSW Small Business Commission to ensure a successful regional Summit is held in Narrabri in July 2019.	<b>100%</b>
<b>3.3.3.1</b> Engage with local business and industry representatives to provide Council and commercial assistance for growth and expansionary requirements.	Jun 30, 2019	<b>Achieved</b>	Ongoing discussions with a cross section of local businesses looking to diversify or expand existing operations. Council Officers met with representatives of Department of Premier and Cabinet, NSW Regional Investment Prospectus and Regional Growth Funds to review services these representatives can provide to businesses looking to invest in Regional NSW.	<b>100%</b>
<b>3.3.3.3</b> Ascertain and approach potential ancillary businesses able to thrive in Narrabri Shire.	Jun 30, 2019	<b>Achieved</b>	Ongoing discussions with a range of businesses looking to expand or develop within Narrabri Shire.	<b>100%</b>
<b>3.3.4.1</b> Encourage the establishment of a commercial solar power industry.	Jun 30, 2019	<b>Achieved</b>	Dealing with a number of organisations within the solar industry that are at various stages of establishing solar farms within Narrabri Shire, with construction of the Canadian Solar farm projected to begin development in the second half of 2019. Recently have met and been in discussions with a further two potential new operators.	<b>100%</b>
<b>3.3.4.2</b> Identify potential industries that would achieve a competitive advantage through establishing operations in the Narrabri Shire.	Jun 30, 2019	<b>Achieved</b>	Ongoing discussions held and information provided to a range of organisations looking to develop in Narrabri Shire.	<b>100%</b>
<b>3.4.1.3</b> Market and transact developed Shannon Estate blocks and englobo site.	Jun 30, 2019	<b>Not Achieved</b>	Draft Expression of Interest - Sale of Land document written and maps created prior to advertising.	<b>60%</b>
<b>3.4.2.4</b> Lobby and liaise with the NSW Government and the Department of Housing to ensure public housing availability corresponds with local requirements.	Jun 30, 2019	<b>Achieved</b>	Initial contact made with Homes North with the invitation to meet when they are next in Narrabri.	<b>100%</b>

<p><b>3.4.3.2</b> Identify and approach key lifestyle village developers to establish facilities in Narrabri Shire.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Correspondence forwarded to three lifestyle village operators with subsequent discussions undertaken. Invited them to come to Narrabri for further discussions and an introductory tour of the town. Further lifestyle operators are being determined prior to being approached.</p>	<p><b>100%</b></p>
<p><b>4.1.1.1</b> Provide resources and support to community groups to facilitate projects and events.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Council has facilitated regular meetings at the Narrabri Lands Council to collaborate a coordinated approach for Reconciliation Day and NAIDOC week events in 2019. These meetings are attended by Wee Waa Lands Council, Community Transport, Narrabri and District Community Aid Service as well as Office of Environment &amp; Heritage and schools. Youth Week events were organised in conjunction with the Youth Interagency group. Council is working with the group to deliver additional youth friendly events, including a Colour Run to be coordinated as part of mental health week in October.</p>	<p><b>100%</b></p>
<p><b>4.1.3.5</b> Reinforce and grow existing government department relationships to leverage associations to improve and support the local community.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Council continues to communicate with a number of Government departments. In 2019 some of these have included the Australia Day Council, the NSW Seniors Festival, Department of Premier and Cabinet, Service NSW, Centrelink, Joblink Plus, BEST Employment, TAFE NSW, Australian National Maritime Museum and Reconciliation Australia. Liaison with government departments occurs through Interagency meetings as well as through coordinated events or activities and general correspondence about programs or initiatives.</p>	<p><b>100%</b></p>
<p><b>4.1.3.6</b> Council will further develop is sister city relationship with the Haishu District Government of Ningbo, China.</p>	<p>Jun 30, 2019</p>	<p><b>Not Achieved</b></p>	<p>Recommend this action for removal.</p>	<p><b>0%</b></p>
<p><b>4.1.4.2</b> Annual volunteer celebration held.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>A successful awards ceremony / lunch was held on 24 May 2019. It was well supported by Councillors, General Manager and six of the eight nominees attended.</p>	<p><b>100%</b></p>
<p><b>4.2.1.8</b> Research and apply for funding opportunities for identified Council and community ventures in partnership with key stakeholders and project managers.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>All 36 Community Grant applications received have been reviewed and a report sent to the July 2019 Council Meeting. Final reports are being processed for Drought Communities Programme funding. A broad range of community sectors benefitted from the projects undertaken. The most visible projects were the CBD's of Boggabri, Narrabri and Wee Waa that combined had 35 facades painted. An example of infrastructure projects that received funding in the 2018/2019 financial year are Horsearm Creek Bridge, Spring Creek Bridge, Tarraro Bridge and the Narrabri West Precinct. Combined, these projects received approximately \$6.1 million in grants funds.</p>	<p><b>100%</b></p>

## Parks and Open Spaces

Action(s)	Target	Status	Progress	%
1.1.1.4 Draft a Plan of Management for the Narrabri Creek Sport and Recreation Precinct incorporating recommendations of Narrabri Shire Sport and Recreation Plan.	Jun 30, 2019	<b>Not Achieved</b>	On the completion of the tourist hub precinct plan this will then be added to the Narrabri shared cycle path and the Narrabri creek bollard and parking plan to create a Master plan for the Narrabri creek area from which a plan of management can be developed.	<b>50%</b>
1.1.2.1 Apply Crime Prevention Through Environmental Design (CPTED) principles to the design and maintenance of parks, open spaces and amenities to enhance public safety.	Jun 30, 2019	<b>Achieved</b>	Public space design principles are being considered in all community facilities new projects including the Tourist precinct and Wee Waa CBD master plans.	<b>100%</b>
1.1.2.2 Review lighting at key sport facilities in Boggabri, Narrabri and Wee Waa in line with recommendations from the Narrabri Shire Sport and Recreation Plan.	Jun 30, 2019	<b>Achieved</b>	The sport and recreation plan identified two potential upgrades to lighting currently Council is installing new lighting of a competition standard to Hogan Oval.	<b>100%</b>
1.2.1.2 Investigate, design and implement renovation/improvements to Wee Waa CBD.	Jun 30, 2019	<b>Not Achieved</b>	A plan of works and associated budgets was developed and adopted by Council. The works included new chairs, new bins, replacement of the chain bollards with screens, removal of pavers in centre median and increased the size of garden beds, additional tree planting, pruning of Jacaranda trees as required and extension of the pathways at end of the Street. Implementation to be completed in 2019/2020.	<b>50%</b>
1.2.3.2 Review access and develop support infrastructure to the waterways in the three major towns.	Jun 30, 2019	<b>Achieved</b>	Access upgrades will be increased with the construction of the Narrabri shared walk and cycle path and with the development of a master plan for this area, additional elements along the waterway will be included for future projects. Wee Waa lagoon ramp access point has been tidied and additional seating provided, a potential site near Boggabri has been identified for future development.	<b>100%</b>
1.3.2.3 Explore opportunities to further enhance the use of proximity technologies to keep the community informed on community facilities and services.	Jun 30, 2019	<b>Achieved</b>	Narrabri shire cemeteries have been included into the I proximity project to assist visitor's identification of location and contact details for enquiries about interments the same technology can be applied to new or existing Council playgrounds and Parks.	<b>100%</b>

<p><b>1.3.3.2</b> Commence planning to ensure all towns and villages have a quality park facility.</p>	Jun 30, 2019	<b>Achieved</b>	Narrabri Open Space Sport and Recreation Plan identified a number of upgrades. Council has included in the capital works plan sites at Baan Baa, Gwabegar, Pilliga and Dangar Park Wee Waa to receive upgrades to their public parks.	<b>100%</b>
<p><b>1.3.4.10 - DIAP</b> Support community organisations and sporting clubs to remove barriers and increase participation of people with a disability.</p>	Jun 30, 2019	<b>Achieved</b>	Council contacted sporting clubs for recommendations in the area of inclusion, there was no respondents to this correspondence Council will continue to include accessibility to sporting facilities in future projects and upgrades.	<b>100%</b>
<p><b>1.3.4.23</b> Investigate the development of a precinct plan for the Bellata town to facilitate a primitive camping area playground and toilet between the Golf Club and the School.</p>	Jun 30, 2019	<b>Achieved</b>	Initial community engagement completed and draft master plan has been developed for primitive camping ground. Draft master plan has been discussed with selected community groups and Councillors at the May Councillor Briefing. Master plan to be revised following which time the master plan will be advertised to the public.	<b>100%</b>
<p><b>1.3.4.7 - DIAP</b> Ensure inclusion and accessibility requirements are examined when improving children's playgrounds.</p>	Jun 30, 2019	<b>Achieved</b>	Inclusion access has been included where possible to the Capital works upgrades for playgrounds this year.	<b>100%</b>
<p><b>2.1.2.1</b> Implement the Narrabri Lake Plan of Management to improve the natural values of water body, surrounding parkland and recreational use.</p>	Jun 30, 2019	<b>Achieved</b>	Council works program for the lake included removal of excess vegetation to the entry points of the lake from Obrien's Creek, new gates were installed and the water stop points were repaired in the Narrabri lake weir wall. The Plan of Management has been utilised to implement and maintain Narrabri lake.	<b>100%</b>
<p><b>2.1.3.19</b> Seek funding to contribute to the cost of construction of a shared walk and cycle path along the banks of the Narrabri Creek.</p>	Jun 30, 2019	<b>Achieved</b>	Funding has been sourced for all three stages of the Narrabri shared walk cycle path.	<b>100%</b>
<p><b>2.1.3.21</b> Promote the use of Council's passive recreational open spaces through advertising on Council's webpage, newspaper, Visitor Information Centre and Libraries.</p>	Jun 30, 2019	<b>Achieved</b>	Council has begun to use social media platform to announce commencement of capital works projects and will begin to advertise upgrades to recreational parks.	<b>100%</b>

<b>3.1.2.13</b> Investigate the creation of a tourism and entertainment hub between the Visitor Information Centre and The Crossing Theatre.	Jun 30, 2019	<b>Achieved</b>	Council has agreed to the Concept plan for the site a more detailed design and costing will be undertaken in the next financial year.	<b>100%</b>
<b>3.1.3.2</b> Increase the number of bicycle parking facilities in and around the core CBD precinct as per PAMP.	Jun 30, 2019	<b>Achieved</b>	Bicycle parking facilities are available at Council sites and are located at major retailers on Maitland street located in each parking area.	<b>100%</b>
<b>3.1.3.7</b> Add a pergola or arbour structure to the existing seating area at each of the four (4) CBD Core block ends, combined with addition of new seating.	Jun 30, 2019	<b>Not Achieved</b>	Designs and quotation for works have been completed, but Council has not allocated a budget for this project, grant funding was not successful to date but will be applied for when the next suitable funding pathway is released.	<b>20%</b>
<b>3.1.3.9</b> Maintain an attractive landscaped garden to the roundabout at the corner of Doyle and Maitland Street and to the roundabout at the corner of Dewhurst and Maitland Street.	Jun 30, 2019	<b>Achieved</b>	Roundabouts and surrounds have had additional plantings the planting plans will be finalised after renovations to the sub structure and drainage of each roundabout. This work has been identified in the 2019/20 Council Capital works plan.	<b>100%</b>

## Swimming Pool

Action(s)	Target	Status	Progress	%
<b>4.3.3.10</b> Investigate structural concept plans for Swimming Pools in the Shire following the GHD study.	Jun 30, 2019	<b>Not Achieved</b>	Pools sub structure pipes have been visually inspected and this data will be now available for structural investigation by external contractors.	<b>20%</b>

## Tourism

Action(s)	Target	Status	Progress	%
<b>1.3.4.18 - DIAP</b> Provide accurate, timely and comprehensive accessibility information about events within the Shire.	Jun 30, 2019	Achieved	Council continues to assist and support community events by providing accessible information and assistance with promotion and marketing.	100%
<b>2.1.1.4</b> Increase community awareness of important aboriginal sites by facilitating the installation of plaques which contain important background and historical information.	Jun 30, 2019	Achieved	Council is developing historical storyboards which will identify important Kamilaroi sites and historical information.	100%
<b>2.3.2.11</b> Event organisers are required to provide recycling facilities at all events with a patronage greater than 100.	Jun 30, 2019	Achieved	Event organisers are encouraged and provided with information in relation to the use of recycle bins at community events.	100%
<b>3.1.2.1</b> Investigate the provision of quality, high impact gateway entry signs, combined with ongoing improvements in the landscaping presentation of the entry corridors to major towns.	Jun 30, 2019	Achieved	Council has contracted graphic designers to develop concept designs for high impact gateway entry and town signs. Narrabri Shire town concepts and signage will be completed in 2019/2020. Narrabri Shire gateway concepts and signage will be completed in 2020/2021.	100%
<b>3.1.2.10</b> Continue to enhance and expand Narrabri Shire's online and digital presence.	Jun 30, 2019	Achieved	Council has developed a social and digital media strategy with specific actions to increase online and digital presence within the marketplace. The strategy is currently under review to be completed in 2019.	100%
<b>3.1.2.2</b> Investigate the improvement of the Rose Street/ Main Street/Kamilaroi Highway intersection to encourage travellers into Rose Street creating a visual stimulus that attracts attention. Possible improvements could include landscaped 'blisters', centre-line tree planting, and/or public art, couples with changes in the directional signage.	Jun 30, 2019	Not Achieved	Council has developed a Wee Waa Main Street plan, for the future development and beautification, of the precinct and design concepts for the Rose Street/Main Street and the Kamilaroi Highway intersection. The Wee Waa Main Street concepts will be completed in the 2019/2020 financial year.	75%



<b>3.1.2.4</b> Establish a network of trails designed for special interest, activity based markets.	Jun 30, 2019	<b>Achieved</b>	Council continues to develop various trials for the Narrabri Shire and the Kamilaroi Highway.	<b>100%</b>
<b>3.1.2.6</b> Facilitate improvement in road access to develop the Deriah Aboriginal Area and explore options for tours and activities.	Jun 30, 2019	<b>Achieved</b>	Council is working in conjunction with National Parks and Wildlife Services on improvements to the Deriah road access and investigating ongoing trials. Council was successful in receiving grant funding for Carinya Road.	<b>100%</b>
<b>3.1.2.7</b> Progressively build consumer data bases to be used for direct marketing and promotion.	Jun 30, 2019	<b>Achieved</b>	Tourism databases are being developed for future marketing and promotion of the Narrabri Shire and Kamilaroi Highway.	<b>100%</b>
<b>3.1.2.8</b> Introduce local history story boards incorporating proximity technology to the three main towns.	Jun 30, 2019	<b>Not Achieved</b>	Local historical storyboards which will include iProximity links are being developed for the towns and villages of the Narrabri Shire. The project will be completed with the installation of the beacons in the 2019 - 2020 financial year.	<b>80%</b>
<b>3.1.3.10</b> Council to actively encourage community use of the core Narrabri CBD area by facilitating community events and activities in the core Narrabri CBD area.	Jun 30, 2019	<b>Achieved</b>	Council is working with the Think Tank Group and local retailers to develop a calendar of events for the main street based on the four seasons.	<b>100%</b>
<b>4.2.3.1</b> Develop and maintain a consistent brand across all Council business units and service areas.	Jun 30, 2019	<b>Achieved</b>	A new brand and logo has been developed for Council and the destination. Destination branding includes Explore Narrabri Region Tourism Guide, banners, signage, television advertisements, and the rebranding of our website.	<b>100%</b>
<b>4.3.3.3</b> Develop a Narrabri Shire Signage Plan as a uniform strategy and style guide for Shire signage to provide consistent branding for the shire as well as clear directional, information, naming and interpretive signage for town and village entrances, parks, reserves, tourism destinations, public amenities, key destinations and important community facilities.	Jun 30, 2019	<b>Not Achieved</b>	Council has developed a basic signage strategy within the Council Brand Strategy. A more comprehensive signage strategy for the Narrabri Shire will be developed once the designs for Gateway and Town Signage has been approved and adopted by Council.	<b>50%</b>

## Design and Investigation Services

Action(s)	Target	Status	Progress	%
<b>1.1.2.15</b> Implement safe road designs to address identified black spots within the shire network.	Jun 30, 2019	Achieved	Black spots have been reviewed and several intersections have been submitted to Roads & Maritime Services for independent review. Funding submissions will continue into 2019/20.	100%
<b>1.1.2.3</b> Support and liaise with community groups and local residents regarding traffic and alcohol free-zoning requirements.	Jun 30, 2019	Achieved	Alcohol Free Zones have been renewed and adopted by Council (Minute 207/2017). Signage has been updated. Support of traffic related matters with community groups continue in 2019/20.	100%
<b>1.3.4.6 - DIAP</b> All capital works projects will incorporate upgrades that are consistent with inclusion and accessibility requirements.	Jun 30, 2019	Achieved	All Engineering designs consider accessibility requirements. Design considerations have been included within the Disability Inclusion Action Plan (DIAP).	100%
<b>2.1.3.10</b> Work with the local community to develop a Bicycle User Group and support its development. The group could be responsible for holding regular group rides, organise and promote Ride to Work days and similar promotions, and advocacy.	Jun 30, 2019	Achieved	Public survey to assist with determining bicycle usage within the local area has been completed. Funding opportunities for bike events have been circulated to relevant community groups (e.g. NSW Bike Week 22-30 September 2018).	100%
<b>2.1.3.11</b> Participate in National Ride/Walk to Work and Ride/Walk to School days. Promote these events to the community and encourage involvement by holding competitions and BBQ breakfast events.	Jun 30, 2019	Achieved	Provided funding opportunities to local cycling groups and provided Council assistance with cycling events (e.g. Killarney Bike Ride, NSW Bike Week).	100%
<b>2.1.3.13</b> Continue to support cycle events in the Shire (e.g Santos North West Cycle Tour) and encourage others to be held. Combine events with activities to encourage visitors to stay longer and go on other bike rides in the Shire.	Jun 30, 2019	Achieved	Ongoing. Events are promoted when dates are known/confirmed, and will continue into 2019/20.	100%

<p><b>2.1.3.14</b> Develop a Safe Routes for Seniors program in the Shire by auditing popular routes in association with a senior/aged care facility, make improvements and then promote their use (including signage of routes).</p>	Jun 30, 2019	Achieved	Safe routes for Seniors program to be developed as part of the ongoing Disability Inclusion Action Plan (DIAP) discussions and will form part of the DIAP Committee action plan in 2019/20.	100%
<p><b>2.1.3.15</b> In association with schools, audit key routes to school and improve the facilities along these routes.</p>	Jun 30, 2019	Achieved	Public survey to determine priority roads that are regularly used by cyclists has been completed and information has been provided to local schools. Priority pedestrian and cycling routes have been identified and included to the Design Departments 2018/19 project list to improve road safety and awareness. Projects will be designed and constructed with future Capital Works Programs.	100%
<p><b>2.1.3.16</b> Encourage schools to audit their bicycle parking to make sure it is secure, visible and sheltered from the elements.</p>	Jun 30, 2019	Achieved	Support information has been provided to local schools. Information included funding options, contacts for both Council and Roads & Maritime Services, and opportunities to develop future educational programs.	100%
<p><b>2.1.3.17</b> Work with local schools to encourage more children to walk or cycle to school.</p>	Jun 30, 2019	Achieved	Support information has been provided to local schools. Information included funding options, contacts for both Council and Roads & Maritime Services, and opportunities to develop future educational programs.	100%
<p><b>2.1.3.2</b> Work with RMS to provide walk and cycle facilities as per the network plans in Section 6.0 along RMS roads through the towns and provide crossings at convenient locations.</p>	Jun 30, 2019	Achieved	Adopted PAMP (Minute 551/2014) prioritise walk and cycle projects. These projects are considered in proposed grant funding applications. Current PAMP to be reviewed once 5-year Capital Works Program is finalised (30 June 2020).	100%
<p><b>2.1.3.3</b> Investigate and implement solution under the Dangar Street Bridge across Narrabri Creek near Cameron Park which enables pedestrians and cyclist to traverse under the bridge safely and conveniently.</p>	Jun 30, 2019	Achieved	Investigation and design completed, with grant funding currently being sort for implementation of project in 2019/20. Project has been included to Roads Services Capital Works Program.	100%

<p><b>2.1.3.4</b> Support the use of quieter rural roads for cycle training purposes by identifying a number of well used roads and ensuring they are regularly maintained and warning signs provided to “Watch for Bikes” along these routes.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Audit of local (sealed) roads has been conducted to determine key cycling routes and proposed upgrades for line marking and signage to be implemented in 2019/20.</p>	<p><b>100%</b></p>
<p><b>2.1.3.5</b> Provide support facilities such as wayfinding and health signage, seating and drinking fountains along key recreational routes in each township. Exercise stations should also be considered for key routes.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Proposed signage street furniture is considered with each project and discussed with the Community Facilities Department. Several projects are currently in development and will include support facilities as required.</p>	<p><b>100%</b></p>
<p><b>2.1.3.6</b> Ensure appropriate regulatory and guidance signage is provided on all existing and proposed walk and cycle facilities.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Audit of signage along walk and cycle facilities is ongoing as part of routine maintenance and improvement projects and will continue into 2019/20.</p>	<p><b>100%</b></p>
<p><b>2.1.3.7</b> Develop local information brochures and website information on safe walk and cycle practices, to be made available at community information locations in the Shire (e.g. public libraries) and at tourist information kiosks. Incorporate education material on road rules, rules and etiquettes on sharing pathways and sharing the road. This should include existing infrastructure maps and suggestions for health and tourist walks/rides, links to community groups holding rides, etc.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Public survey to determine priority roads that are regularly used by cyclists has been completed and information has been provided to local schools (e.g. <a href="https://www.safetytown.com.au">https://www.safetytown.com.au</a>).</p>	<p><b>100%</b></p>
<p><b>2.1.3.8</b> Work with NSW Police to increase helmet wearing by cyclists in the Shire, as well as enforcing parking on footpaths.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Public survey to determine priority roads that are regularly used by cyclists has been completed and information has been provided to local schools. Priority pedestrian and cycling routes have been identified and included to the Design Departments 2018/19 project list to improve road safety and awareness. Projects will be designed and constructed with future Capital Works Programs.</p>	<p><b>100%</b></p>

<p><b>2.1.3.9</b> Investigate bicycle education programs that can be implemented in the Shire. For example, the Nationally accredited AustCycle program is often delivered in association with community groups. The program should be held annually at local schools as well as one targeting adult cyclists.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Support information has been provided to local schools. Information included funding options, contacts for both Council and Roads &amp; Maritime Services, and opportunities to develop future educational programs.</p>	<p><b>100%</b></p>
<p><b>3.1.3.4</b> Permit two way entry/exit to Tourist Information and The Crossing Theatre car park.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Design for the required changes to the entry/exit points has been completed. Construction of the project has been delayed as this will now be included as part of the Tourist Precinct upgrade works which are scheduled to commence once funding has been obtained.</p>	<p><b>100%</b></p>
<p><b>3.2.3.1</b> Consult with relevant stakeholders on opportunities to increase efficiencies on freight movements to, through and from the Narrabri Shire.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Ongoing. Regular discussions held with heavy vehicle industry and freight users.</p>	<p><b>100%</b></p>
<p><b>3.2.3.2</b> Develop a freight plan for Narrabri Shire to remove impediments to continuous movement of freight in the largest vehicle possible to key infrastructure.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Ongoing. New routes assessed when requested via National Heavy Vehicle Regulator and heavy vehicle route map updated when new routes are approved.</p>	<p><b>100%</b></p>
<p><b>4.3.3.11</b> Newell Highway Walk Cycle Path Project - Business Case / Grant Ready.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Completed.</p>	<p><b>100%</b></p>
<p><b>4.4.4.1</b> Conduct data collection and analysis to inform key stakeholders on areas related to infrastructure delivery i.e. traffic, roads, water.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Ongoing. Asset data collection is continuing on a regular basis, and will continue into 2019/20 which will form part of Councils Levels of Service document.</p>	<p><b>100%</b></p>

## Transport

Action(s)	Target	Status	Progress	%
<p><b>2.1.3.18</b> Review existing maintenance program to ensure it incorporates regular maintenance of footpaths, shared paths and on road cycle facilities.</p>	Jun 30, 2019	Achieved	Is dependent on discussion with community about levels of service and Councils budgets and capability to deliver the works program.	100%
<p><b>2.3.1.5</b> Investigate opportunities to replace street lighting in low traffic areas to LED.</p>	Jun 30, 2019	Achieved	Initial investigations and opportunities were completed following a meeting with Essential Energy to discuss issues. NSC is awaiting the outcome of a number of pilot projects before initiating any opportunities or works.	100%
<p><b>2.4.4.1</b> Council's gravel pits are operated and maintained in an environmentally compliant manner.</p>	Jun 30, 2019	Achieved	The current systems are considered compliant although additional work is being undertaken to improve the current planning documents and management systems. This has included creation of Principal Hazard Management Plans and stronger overall planning of quarry works.	100%
<p><b>3.1.3.3</b> Define key CBD entry point at intersection of Doyle and Tibbereena Street by introducing new road surface treatment, new landscaping and adding CBD entry signage.</p>	Jun 30, 2019	Not Achieved	Assessment of the stormwater is being conducted. Once this is completed and overarching asset plan will be done. RMS have also given council a project to install pedestrian refuges on Tibbereena Street. Roundabout projects to be completed prior to Doyle Street. Project goes over multiple terms, 30% of overall project complete.	30%
<p><b>3.2.2.1</b> Adapt road strategies to manage the impact of regionally important projects such as the Inland Rail and other significant freight requirements on the future road network of the Narrabri Shire.</p>	Jun 30, 2019	Achieved	Adaption of agreed strategies is yet to commence. A formal strategic planning document will be completed following consultation with the community about road network priorities.	100%
<p><b>3.2.2.2</b> Seek funding to develop the road network in support of regionally significant future projects such as the Inland Rail.</p>	Jun 30, 2019	Achieved	A formal strategic planning document will be completed following consultation with the community about road condition and levels of service. Funding for known priority projects is applied for when suitable funding opportunities arise. Work is continuing on Culgoora Rd to provide a significant freight link between Wee Waa and Inland Rail.	100%

<p><b>4.1.3.3</b> Maintain and further develop our relationship with the RMS to obtain best benefits for the Shire from the Roads Maintenance Council Contract for maintenance of state highways in the Shire.</p>	Jun 30, 2019	<b>Achieved</b>	Maintenance Contract has been run in accordance with the expectations of RMS, regular meetings have been held between stakeholders to monitor progress with no significant issues to report. Relationships with RMS remain strong	<b>100%</b>
<p><b>4.2.1.2</b> Maintain road infrastructure systematically to meet Council's Fit for the Future obligations.</p>	Jun 30, 2019	<b>Achieved</b>	Improvements in the delivery of Councils work program and more strategic planning of rehabilitation and resheet works has ensured that the road network continues to be maintained in accordance with its Fit for the Future obligations.	<b>100%</b>
<p><b>4.2.1.3</b> Continually review the condition of the road network to reassess the amount of backlog and lifecycle costing required.</p>	Jun 30, 2019	<b>Achieved</b>	Road condition and traffic count data continue to inform our road usage and inform our strategic asset replacement program. Improvements in this data will ultimately lead to better information and more efficient delivery of works. This also includes community consultation which will be undertaken in the coming months.	<b>100%</b>
<p><b>4.2.1.4</b> Review Council's operational road network requirements to provide efficiency gains.</p>	Jun 30, 2019	<b>Achieved</b>	Road condition and traffic count data continue to inform our road usage and inform our strategic asset replacement program. Improvements in this data will ultimately lead to better information and more efficient delivery of works.	<b>100%</b>
<p><b>4.3.3.12</b> Trucking Yards Lane (SR28) Internal Link Project - Business Case / Grant Ready.</p>	Jun 30, 2019	<b>Achieved</b>	Sufficient work has been completed to allow a funding application to be submitted once a suitable fund is available. This includes a concept design and site assessment, with consultation undertaken with Namoi Cotton.	<b>100%</b>
<p><b>4.3.3.13</b> Culgoora Road (SR30) Remainder of Project - Business Case / Grant Ready.</p>	Jun 30, 2019	<b>Achieved</b>	A grant submission under the REDs and FURS funding model has been completed and is awaiting a funding announcement.	<b>100%</b>
<p><b>4.3.3.5</b> Explore opportunities with private suppliers/ contractors to partner in civil infrastructure projects and maintenance.</p>	Jun 30, 2019	<b>Achieved</b>	3 extensions and 8 new panel contracts have been issued to local Contractors. Council is currently investigating opportunities for additional contract work during rain events to minimise water carting requirements. Our relationships with contractors remains strong as they compile a vital part of our roads workforce.	<b>100%</b>
<p><b>4.3.3.6</b> Become a tier 1 qualified/accredited contractor for Road Construction.</p>	Jun 30, 2019	<b>Not Achieved</b>	Gap analysis has been completed of Councils current management systems. Next step is to commence a tender process, finding a suitable consultant to implement new management systems. Project goes over multiple terms, 30% of overall project complete.	<b>30%</b>

<p><b>4.4.1.1</b> Determine a satisfactory level of service for the transport network that is acceptable by the community within budgetary constraints.</p>	<p>Jun 30, 2019</p>	<p><b>Not Achieved</b></p>	<p>The Road Condition assessment has now been completed with a list of works currently being prepared for Councils consideration. Expressions of interest for interested community members is expected to be progressed in the coming months. Internal documents are nearing completion. Yet to be discussed with the community.</p>	<p><b>75%</b></p>
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## Fleet Services

Action(s)	Target	Status	Progress	%
<p><b>2.2.1.1</b> Actively partner with the Rural Fire Service to ensure plant and equipment are appropriate.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Ongoing, Narrabri Shire Council is in regular contact with the Narrabri branch of the RFS to ensure plant and equipment are appropriate.</p>	<p><b>100%</b></p>
<p><b>2.2.1.2</b> Actively partner with the State Emergency Services to ensure plant and equipment are appropriate.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Ongoing, Council met with SES and other emergency management groups four times throughout the reporting period (quarterly Local Emergency Management Committee meetings).</p>	<p><b>100%</b></p>
<p><b>2.2.1.4</b> Facilitate and support the Local Emergency Management Committee.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>Ongoing, four Local Emergency Management Committee meetings were held for the reporting period.</p>	<p><b>100%</b></p>
<p><b>2.3.1.1</b> Examine avenues to increase the proportion of ethanol blended fuel consumption by Council.</p>	<p>Jun 30, 2019</p>	<p><b>Not Achieved</b></p>	<p>Not achieved. Working toward increase in electrical componentry.</p>	<p><b>0%</b></p>
<p><b>4.4.4.2</b> Develop, review and prioritise relevant fleet replacement programs.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>A process has been developed for prioritising Fleet Replacements. The process is underway for prioritising renewals for 19-20 Fleet budget.</p>	<p><b>100%</b></p>
<p><b>4.4.4.3</b> Consult with key stakeholders on plant and vehicle replacement requirements to ensure fit for purpose and greatest return for Council.</p>	<p>Jun 30, 2019</p>	<p><b>Achieved</b></p>	<p>During 18-19 stakeholders were engaged in specification development and operational assessments. Engagement was by approved specifications and operator assessments when evaluating tenders and quotations. The Fleet Protocol addressing stakeholder consultation/engagement is in progress with the draft document under consultation. Stakeholder consultation is a requirement within the new draft protocol.</p>	<p><b>100%</b></p>



## Water Services

Action(s)	Target	Status	Progress	%
1.4.1.2 Facilitate and support the continued operation of the Federation Farm share farming agreement.	Jun 30, 2019	Achieved	Quarterly meetings have been attended. Hunter H2O have been engaged to review existing soil and groundwater data from 2008 to 2018 in line with Council's EPA licence.	100%
2.3.3.1 Provide accurate bulk metering and customer metering to minimise water loss.	Jun 30, 2019	Achieved	Ongoing activity, meters calibrated and replaced as required.	100%
2.3.3.4 Establish a monitoring program to analyse the water quality in the main waterbodies of the Shire that includes periodic water sampling.	Jun 30, 2019	Achieved	Monitoring will be carried out through the recording of waste and sediment prevented from entering water ways. This will be facilitated through installation of gross pollutant traps in storm water pipes and channels prior to the discharge point. Studies have commenced to determine the adequacy of the existing stormwater system, prior to developing a plan for installation of gross pollutant traps.	100%
2.3.3.5 Investigate expansion of Water supply in Gwabegar; specifically but not limited to Silo Road, Wombo Road and Baradine Creek Road.	Jun 30, 2019	Achieved	Preliminary investigations have been made into the system expansion requirements. New water dispensing unit is being installed to cater for additional water demand from nearby customers.	100%
2.3.3.6 Investigate and communicate water quality improvement and pricing for Town and Village Water supplies.	Jun 30, 2019	Not Achieved	Water Augmentation project at Narrabri is expected to improve water quality. Pricing is being reviewed.	75%
2.3.3.7 Engage with the Community on the subject of a treated water supply.	Jun 30, 2019	Not Achieved	Work continued the Integrated Water Management Plan with the development of an issues paper for consideration by the community however the document was not able to be finalised in the current reporting period. Details have been provided to the community through "Your Council" and the Operational Plan Highlights in the local Newspaper throughout the year. Consultation with the community on water quality, dual water supply and wastewater services is expected in the 2019-20 financial year.	75%

<b>2.4.3.1</b> Monitor water quality performance and identify trends.	Jun 30, 2019	<b>Achieved</b>	Ongoing activity, water Quality across the shire and throughout the year has met all NSW Health and Australian Drinking Water Guidelines.	<b>100%</b>
<b>4.2.1.6</b> Maintain membership of the Namoi Water Alliance and active involvement to maximise fiscal and operational benefits for water and sewerage supply funds.	Jun 30, 2019	<b>Achieved</b>	Narrabri Shire actively participates in Joint Organisation and Water Alliance Group meetings as required.	<b>100%</b>
<b>4.3.1.3</b> Ensure accuracy of linear water and waste water assets in the asset information system.	Jun 30, 2019	<b>Achieved</b>	Ongoing, assets reviewed as field operational work records detail actual assets and locations. Long term asset renewal program is being developed.	<b>100%</b>
<b>4.3.2.5</b> Service review completed into Infrastructure Delivery Water & Sewer Services.	Jun 30, 2019	<b>Not Achieved</b>	The review is pending new requirements of upgraded plant and planning and monitoring tools.	<b>0%</b>

A large graphic featuring a central dark purple hexagon with the text "Statutory information" inside. The word "Statutory" is in a bold, white, sans-serif font, and "information" is in a white, cursive script font. Surrounding this central hexagon are several other hexagons in shades of green and purple, some overlapping. A thin green line outlines a larger hexagonal shape that encompasses the central graphic. Dashed green lines also connect some of the smaller hexagons.

# Statutory *information*



**NARRABRI SHIRE**  
DISCOVER THE POTENTIAL

## Audited Financial Reports

Council has been granted an extension for the lodgement of its 2018-19 Financial Statements which form part of the Annual Report. This Annual Report has been prepared using unaudited financial figures and therefore any financial data included in Council's Annual Report may be amended upon receipt of Council's audited Financial Statements. The Annual Report will be updated as soon as practicable.

## Legal Proceedings

Summary of the state of each legal proceeding and the result reported under clause 217 (a3) of the Local Government (General) Regulation 2005 and section 428 (4) (b) of the Local Government Act 1993.

Legal Matter	Cost (\$)	State of Progress and Result as at June 30, 2019
Debt Collection Costs	\$83,296.00	Recoverable
<b>Total:</b>	<b>\$83,296.00</b>	

## Overseas Visits

Details of overseas visits by Councillors, senior staff or other persons representing Council reported under clause 217 (1) (a3) of the Local Government (General) Regulation 2005.

No overseas visits were made by Councillors, council staff or other persons representing Council during 2018/2019 financial year.

## Public Interest Disclosure Act 1994 and Regulation

Declaration of Public Interest Disclosures received by Council during the 2018/2019 year reported under section 31 of the Public Interest Disclosures Act 1994 and clause 4 of the Regulation.

In the 2018/2019 financial year Council received no applications for Public Interest Disclosure.

Narrabri Shire Council adopted and implemented an Internal Reporting – Public Interest Disclosure Policy and Procedure in 17 December, 2013.

## Section 67 Resolutions

Summary of resolutions made under Section 67 of the Local Government Act 1993 concerning work carried out on private land:

During the 2018/2019 financial year no private works were undertaken requiring a resolution under section 67 of the Local Government Act 1993.

## Councillors Expenditure and Provision of Councillor Facilities

Total amount of money expended during that year on the provision of Councillor Facilities and the payment of Councillor Expenses.

For the 2018/2019 financial year, Council expended a total of \$229,271.38.

Description	Amount
Provision of dedicated office equipment for Councillors	\$0
Telephone calls made by Councillors	\$0
Attendance of Councillors at conferences and seminars	\$22,123.34
The provision of induction training and professional development for mayors and other councillors	\$0
Training of Councillors and provision of skills development	\$538.00
Interstate visits by Councillors, including transport, accommodation and other out of pocket travelling expenses	\$6,398.39
Overseas visits by Councillors, including transport, accommodation and other out of pocket travelling expenses	\$0
Expenses of any spouse, partner or other person who accompanied a Councillor	\$0
Expenses involved in the provision of care for a child or an immediate family member of a Councillor	\$0
<b>Total:</b>	<b>\$29,059.73</b>

Other Councillor Expenses	Amount
Reimbursement of travel and other costs to attend meetings	\$25,357.14
Meals/Refreshments at Council meetings and functions	\$3,021.26
Councillor insurance allocation	\$40,293.25
Association memberships	\$681.82
Mayoral Fees	\$25,880.00
Councillors Fees	\$105,660.00
<b>Total:</b>	<b>\$200,211.65</b>

Council's Policy on the provision of facilities for use by Councillors and the payment of Councillors expenses can be found on Council's Website [www.narrabri.nsw.gov.au](http://www.narrabri.nsw.gov.au)

## Senior Staff Employed

### Details of Senior Staff in employment during 2018/2019.

General Manager	Stewart Todd
Director Corporate Services	Lindsay Mason
Director Infrastructure Delivery	Darren Raeck
Director Development & Economic Growth	Tony Meppem (to February 2019)

## Senior Staff Remuneration

### Statement of the total remuneration packages of the General Manager and Senior Staff under clause 217 (1) of the Local Government Regulation, 2005.

General Manager	Amount
Salary Components	\$190,415.00
Bonus, performance	\$12,579.00
Superannuation	\$20,531.00
Non Cash Benefits	\$39,341.00
Fringe Benefits	\$9,217.00
<b>Statement Of Total Remuneration:</b>	<b>\$272,083.00</b>

Senior Staff	Amount
Salary Components	\$455,424.00
Bonus, performance	\$8,580.00
Superannuation	\$61,904.00
Non Cash Benefits	\$93,947.00
Fringe Benefits	\$34,857.00
<b>Statement Of Total Remuneration:</b>	<b>\$654,712.00</b>

## Contracts Awarded

Details of Contracts awarded for amounts greater than \$150,000 under clause 217(1) of the Local Government (General) Regulation 2005.

The following table lists all contracts awarded by Council with a total value of \$150,000 or more during the 2018/2019 financial year. The amounts payable below are either the approved GST inclusive contract amounts for construction contracts, plus any approved variations, or the total amounts paid during the 2018/2019 financial year for Rates Only Supply Contracts.

Name of Contractor	Date	Goods or Services Provided	Amount Payable (inc GST)
FB Contracting Pty Ltd	28/08/18	2017-18/14 Narrabri Water Augmentation - Civil Works	\$12,441,694.47
G & K Anderson Pty Ltd, WEE WAA; Hartlow Pty Ltd, NARRABRI; Johnstone Concrete & Landscape Supplies, NARRABRI; Moree Landscape Supplies Pty Ltd, MOREE; Narrabri Gravel Haulage Pty Ltd, NARRABRI; Phillip Reynolds Pty Ltd, WEE WAA; RP & LM Malcolm Pty Ltd, WEE WAA; Schwager & Sons Pty Ltd, WEE WAA; SR & LM Girard Pty Ltd; Stuart McGowan Earthmoving Pty Ltd, NARRABRI; Trubass Pty Ltd, WEE WAA; Willtak Pty Ltd	26/06/18	2018-19/03 Tipping Truck Hire	\$1,271,092.51
Darleish Pty Ltd; Earth Plant Hire Pty Ltd; Grace Rural Pty Ltd t/as Grace Civil; Phillip Reynolds Pty Ltd; Ramec Pty Ltd; Rubie Bros Pty Ltd; SR & LM Girard Pty Ltd; Weel Australia Pty Ltd; Willtak Pty Ltd; Woodlands Pastoral Contracting	26/06/18	2018-19/04 Watercart Hire	\$967,616.06
Morrison Rock Drilling Services; Precision Drill and Blast Pty Ltd; Premier Drill and Blast	30/10/19	2018-19/05 Quarry Blasting. Schedule of rates.	Schedule of Rates
BMR Quarries Pty Ltd; Calvani Crushing Pty Ltd; GCE Contractors; Narrabri Quarries Pty Ltd; Willtak Pty Ltd	30/10/19	2018-19/06 Gravel Crushing	\$262,938.50

BMR Quarries Pty Ltd; Boral Asphalt; Borthwick Pengilly Asphalts Pty Ltd; Civil Independence Industries Pty Ltd; Fulton Hogan Industries; Ian Rich Asphalt	30/10/19	2018-19/07 Supply and Lay Asphaltic Concrete. Schedule of rates.	Schedule of Rates
Accurate Asphalt & Road Repairs Pty Ltd; BMR Quarries Pty Ltd; Downer EDI Works Pty Ltd; Earth Plant Hire PTY Limited; * Hiway Stabilizers Pty Ltd; SR & LM Girard Pty Ltd; Stabilco Pty Ltd; THE Mining Pty Ltd *	26/06/18	2018-19/08 Insitu Stabilisation	\$84,636.88
Arcadis Australia Pacific Pty Ltd	30/10/19	2018-19/09 Logistics and Industrial Hub Masterplan	\$273,328.00
Vietrillion Pty Ltd ATF Mount Charlotte Trust	26/02/19	2018-19/10 Airport and Waste Depot Fence Replacements	\$504,753.15
Chiverton Estate Pty Ltd t/as Thompsons Irrifab	26/02/19	2018-19/11 Doctors Creek Sewer Rising Main	\$611,256.82
JLE Concreting Pty Ltd	29/04/19	2018-19/15 Cooma Road Shared Path	\$568,882.92
Max Orman Toyota	29/04/19	2018-19/17 Purchase of 8 4WD Vehicles	\$479,189.04
LAM & AJW Family Investments t/as Global Utility Constructions	28/05/19	2018-19/18 Narrabri Creek Shared Path	\$952,435.44
Enwon (Australia) Pty Limited	24/05/19	2018-19/19 Kerb & Gutter Replacements	\$1,148,335.68



## Written Off Rates and Charges

Amount of Rates and Charges Written off during the 2018/2019 financial year under clause 132 of the Local Government (General) Regulation 2005.

Rates and Charges Written off in 2018/2019	Amount
Residential Rates	\$33,127.00
Farmland Rates	\$0.00
Business Rates	\$0.00
Special Rates	\$0.00
Water Services Charges (including Pensioners)	\$35,836.00
Sewer Services Charges (including Pensioners)	\$22,963.00
Waste Management Charges (including Pensioners)	\$23,407.00
<b>Total:</b>	<b>\$115,333.00</b>

## Condition of Public Works

This Public Works report includes a statement of the current condition of the asset, an estimate of the amount of money required to bring the asset up to a satisfactory standard, an estimate of the annual expense of maintaining the asset at that standard and Council's program of maintenance for the 2018/2019 financial year.

*\*Information currently under audit\**

## Section 356 Contributions

Total amount contributed or otherwise granted under section 356 (financially assist others) of the Local Government Act, 1993, reported under clause 217(1) (a5) of the Local Government (General) Regulation 2005.

During 2018/2019, Narrabri Shire Council made the following Contributions and Donations in accordance with its Contributions and Donations Policy.

### Donations of Rates and Service Charges

Donation of Rates	\$	21,062
Donation of Water Services	\$	11,353
Donation of Sewer Services	\$	15,149
Donation of Waste Management Services	\$	1,950

### Contributions to Events

Australia Day	\$	5,913
Volunteers Week	\$	432
ANZAC Day	\$	4,405
International Women's Day	\$	1,849
NAIDOC Week	\$	1,176
Lillian Hulbert	\$	314
Mardi Gras	\$	1,311
Remembrance Day	\$	1,814
Seniors Festival	\$	4,641
Youth Week	\$	1,138

### General Contributions

Citizenship Ceremony	\$	320
Regional Arts Development Program	\$	8,500

### Pensioner Rebate Scheme

Narrabri Shire Council Component	\$	139,464
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### Narrabri Shire Grant Schemes

Community Grants	\$	52,449
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**Total Donations & Contributions** \$ **273,240**

Not included in the above figures are donations, contributions and concessions granted to community groups, including Concession Rates of Hire for The Crossing Theatre, Non-Ratable Property Classifications and Hire of Council Plant and Equipment.

## Statement of External Bodies That Exercised Functions Delegated by Council

The following external organisations were section 355 Committees of Narrabri Shire Council for all part of the 2018/2019 financial year and were delegated to exercise functions on behalf of Council as outlined below stated under clause 217 (1) (a6) of the Local Government (General) Regulation 2005:

Committee	Delegated Functions	Council Delegate 2018/2019
Gwabegar Community Hall Committee	<p>Take care, control and management of the Gwabegar Community Hall.</p> <p>Collect any charges and fees fixed by Council for the use of the facilities, to raise funds for the purpose and objectives of the Committee and to expend those funds together with such funds as the Council may from time to time vote to the Committee.</p> <p>To make the facility available to and safe for all members of the public consistent with the purpose for which the facility was originally constructed. Any restriction to this availability is to be approved by Council.</p> <p>To meet any charges which may be made from time to time for electricity, water and any other services charges in respect to the operation of the facility.</p> <p>To maintain the facility to the satisfaction of the General Manager:</p> <ul style="list-style-type: none"> <li>• Structural alterations and permanent installations require relevant Council building and planning approval prior to commencement.</li> <li>• Council approval is to be obtained for major maintenance, improvements or extensions to the facility prior to the issuing of the contract for the commencement of such work. Such works are to be to the satisfaction of the General Manager.</li> </ul> <p>To permit authorised Council officers to enter the premises at any reasonable hour for the purpose of carrying out work or inspections at times of emergency when entry is necessary, and to supply Council with a set of keys for this purpose.</p> <p>Arrange the repair and maintenance of the facility and grounds, either by voluntary labour or otherwise.</p>	Cr Booby

## Statement of All Corporations, Partnerships, Trusts, Joint Ventures, Syndicates or Other Bodies in Which Council Participated

Statement outlined below stated under clause 217 (1) (a8) of the Local Government (General) Regulation 2005:

Committee/Organisation	Function	2018/2019 Delegates
Central Northern Libraries Committee	The Narrabri Shire Libraries are linked to the Central Northern Regional Library. The Central Northern Regional Library is based in Tamworth and services the communities across Central Northern New South Wales.	Delegate: Cr Redding Alternate: Cr Booby
Namoi Water	To ensure the best management of water for the Namoi region.	Delegate: Cr McMahon Alternate: Cr Loder
North West Regional Weeds Committee (NWRWC)	To promote a regional approach to management of noxious and other environmental weeds by liaising with all Local and State Government organisations and other bodies involved in land management throughout the New England North West region.	Delegate: Staff Appointment
Narrabri Bush Fire Management Committee	To collaborate resources within the Shire to ensure Council supports the RFS during fire seasons.	Delegates: Cr Staines Alternate: Cr McMahon
Narrabri Hospital Advisory Committee	To work with the medical industry to provide the best service to Narrabri.	Delegate: Cr Loder Alternate: Cr Booby
Wee Waa Hospital Advisory Committee	To work with the medical industry to provide the best service to Wee Waa.	Delegates: Cr Booby Alternate: Cr McMahon
New England Joint Organisation	To pursue the traditional objectives of a regional organisation of Councils including resource, information and intellectual property sharing, group project strategic initiatives and political representations to State and Federal Governments on issues impacting Local Government in this region.	Delegate: Cr Redding Alternate: General Manager
Australian Rural Road Group Inc.	To actively work towards the redevelopment of rural road networks.	Delegate: Cr Redding Alternate: Cr Kneale
Namoi-Peel Customer Service Committee	To share resources and knowledge throughout the Shires.	Director Infrastructure Delivery.
Boggabri Coal Community Consultation Committee	To ensure that Council is aware of Boggabri Coal Developments and can assist as a representative.	Delegate: Cr Kneale Alternate: Cr Finlay
Tarrawonga Coal Mine Community Consultative Committee	To ensure that Council is aware of Tarrawonga Coal Developments and can assist as a representative.	Delegate: Cr Staines Alternates: Cr McMahon
Narrabri Coal Mine Consultative Committee	To ensure that Council is aware of Narrabri Coal Developments and can assist as a representative.	Delegate: Cr Staines Alternates: Cr Campey
Narrabri Gas Project Consultative Committee	To ensure that Council is aware of Santos operations and can assist as a representative.	Delegates: Cr Loder Cr Campbell Alternate: Cr Kneale

Myall Creek Memorial Committee	To engage with the Myall Creek Memorial Committee	Delegate: Cr Redding Alternate: Cr Staines Cr McMahon
Joint Regional Planning Panel (JRPP)	To process and approve regional developments.	Delegates: Cr Kneale Alternate: Cr Staines Cr Campey
Maules Creek Coal Community Consultative Committee	To ensure that Council is aware of Maules Creek Coal developments and can assist as a representative.	Delegate: Cr Kneale Alternate: Cr Finlay
Vickery Coal Mine Community Consultative Committee	To ensure that Council is aware of Vickery Coal Mine developments and can assist as a representative.	Delegate: Cr Staines Alternate: Cr Finlay
Western Slopes Pipeline Community Consultative Committee	To ensure that Council is aware of Western Slopes Pipeline developments and can assist as a representative.	Delegate: Cr Kneale Alternate: Cr Booby

## Statement of All Corporations, Partnerships, Trusts, Joint Ventures, Syndicates or Other Bodies in which Council Held a Controlling Interest

Statement outlined below stated under clause 217 (1) (a7) of the Local Government (General) Regulation 2005:

Nil for the 2018/2019 financial year.

### Bush Fire Hazard Reduction Report

Bush fire hazard reduction within Narrabri Shire is carried out in conjunction with the NSW Rural Fire Service. During the 2018/2019 Financial Year, the following activities occurred in relation to bush fire hazard reduction:

- Two hundred and fifty one (251) fire permits were issued to local landholders in the Narrabri Shire.
- Three (3) hazard reduction burns were conducted by brigades throughout the Shire, resulting in over fifty five (55) hectares of private property, Council and Crown Land being hazard reduced.
- Council's existing slashing program was enhanced by RFS funding to allow strategic slashing in fire prone areas across the shire.
- Rural Fire Brigades conducted ten (10) Community Education events, including Shows, Presentations, Parades and other like events.
- Brigades responded to one hundred and ninety three (193) incidents this financial year with one (1) fire becoming large enough to request outside assistance as Section 44 emergencies were declared.

## Human Resources

**Statement of activities to implement the Equal Employment Opportunity Management plan under clause 217 (1) (a9) of the Local Government (General) Regulation 2005:**

### Workforce Plan

In June 2017 Narrabri Shire Council adopted its Workforce Plan as part of the Resourcing Strategy for the Integrated Planning and Reporting. The Plan aims to provide Narrabri Shire Council with a high performing workforce who can deliver services and programs efficiently and effectively to the community.

### Equal Opportunity Employment

In line with our Equal Employment Opportunity (EEO) Policy and Management Plan the Human Resources section actively promoted EEO through a variety of activities including:

- Ensuring protocols and procedures align to EEO principles and legislation
- Communicating EEO information to new employees as part of the orientation process
- Ensuring our recruitment process promotes Council as an EEO employer
- Ensuring Council provides all employees with equal access to opportunities for training and development
- Reinforcing EEO principles through position descriptions, performance appraisals and training
- Ensuring grievance procedures and policies align to EEO legislation

## Carer's Recognition Act 2010

**Statement outlined below as Councils reporting requirements under section 8(2) of the Carer's Recognition Act 2010:**

Not Applicable to Narrabri Shire Council.

## Disability Inclusion Act 2014

**Council's implementation of the Disability Inclusion Action Plan under section 13(1) of the Disability Inclusion Act 2014:**

In 2017/18 Council adopted its first Disability Inclusion Action Plan (DIAP) 2017-2021. The implementation of each action from the 2018/2019 Operational Plan has been identified as "DIAP" and highlighted in blue under the Principle Activities section of this report.

One of the highest priority actions identified within the DIAP was 1.1 - Facilitate the creation of an Access and Inclusion Committee, incorporating Councillor and community representation. After calling for Expressions of Interest, Council appointed the Community representatives for the committee in November 2018. In March 2019, Council held its first Access and Inclusion Advisory Committee meeting. Once established, the Committee, in conjunction with Council's Community Development Officer, drafted an 'Easy Read / Plain English' version of the Disability Inclusion and Access Plan 2017-2021 to be launched in 2019/20. The Advisory Committee meetings occur quarterly and momentum and interest is growing.

A Council representative attends and participates in the Narrabri Interagency monthly meeting. As there is a variety of service provider participation this enables Council to maintain working relationships and networks with important community groups and government organisations. Together they participate and assist with local events as well as identifying gaps for services in the area.

Council's Community Development Officer attends the monthly Narrabri Dementia Friendly Community Steering Committee meetings. The committee is working to establish Dementia Friendly towns across the Shire. Council is committed to having all front-line staff complete online Dementia Awareness training to assist when dealing with customers who may be affected. Council in conjunction with the committee is working to establish a 'dementia friendly café' at one of Council's facilities.

The Access and Inclusion Advisory committee has identified a collaborative project called 'Access at a Glance' that undertakes individual assessments of businesses to determine accessibility for all members of the community. It is Council's intention, with agreement from businesses, to carry out the assessments in 2019/2020.

Council, along with the Access and Inclusion Advisory Committee, continue to work together to implement the actions in the 2017-2021 Disability Inclusion Action Plan.

## Companion Animals

Statement outlined below as Councils reporting requirements under clause 217(1)(f) of the Local Government (General) Regulation 2005 and Guidelines on the Exercise of Functions under the Companion Animals Act:

Statement of activities relating to enforcing and ensuring compliance with the Companion Animals Act and Regulation.

Council employs two (2) permanent full time Rangers. Council lodged its 2018/2019 Survey of Council Seizure of Cats and Dogs report in August 2019. Narrabri Shire had 15 reports of dog attacks for the 2018/2019 financial year. These attacks were notified to the NSW Office of Local Government.

Council during the 2018/2019 financial year impounded 199 dogs in its existing impound facility located at the saleyards in Narrabri. Of these animals approximately 28% were returned to their owners, 18% were rehoused with new owners or rescue organisations, we had a 3% loss with animals stolen from council facilities and remaining animals euthanized by the local veterinary service. Financially during the 2018/2019 financial year Council spent a total of \$22,654.49 on companion animal activities. These are broken down as follows:

Expenses	Amount
Salaries	\$22,237.14
Contractors Expense	\$5,567.87
Operational Expenditure (incl. vets and consumables)	\$8,096.48
<b>Total:</b>	<b>\$35,901.49</b>

Revenue received as a result of the pound activities was broken up as follows:

Income	Amount
Impounding Fees	\$7,637.00
Sundry Income	\$5,610.00
<b>Total:</b>	<b>\$13,247.00</b>

Known problem areas continue to be targeted, as high numbers of complete unregistered roaming animals have been the source of numerous complaints. As most animals impounded were classified as "hunting/pigging" type dogs, opportunities for rehousing are limited. Unfortunately, due to the ease of replacement, the number of owners claiming animals and paying the associated impounding/registration/microchipping costs is low.

Proactive activities to promote companion animal responsibility awareness and education resulted in Council conducting an audit during June 2019, which targeted areas of known high companion animal ownership. Council as a response provided a cost free microchipping day for owners of unregistered dogs and cats, resulting in 110 new companion animal registration.

Council also offered a free microchipping day to all Narrabri Shire Council residents for dogs and cats to promote responsible pet ownership. The microchipping day resulted in a total of 70 dogs and cats being microchipped throughout the morning and was targeted at members of the community to enable and encourage voluntary compliance.

## Leash free Areas

Leash free areas have been established in the township of Narrabri and Boggabri for the safety of residents and the enjoyment of pet owners.

The leash free areas in Narrabri are as follows;

**Narrabri West (Area 1):** The area between Ugoa Street and Belar Street/Cooma Road Corner, bounded by Cooma Oval and the Narrabri Showgrounds.



**Narrabri East (Area 2):** The area between Maitland Street and the Narrabri Creek bank between Violet Street and the railway viaduct.



The leash free areas in Boggabri are as follows;

**Wee Waa East (Area 1):** Encompasses Jubilee Oval, Junior League Field and the Cricket Oval. This area is not to be utilised when sporting events are in progress.

**Wee Waa West (Area 2):** David Grover Park.

**Wee Waa North (Area 3):** Laidlaw St between Boston St and Finches Lane.



In all other areas of the Shire, dogs are to be kept on leads when in a public place.

There are certain areas that dogs are prohibited at all times.

**These include:**

1. Schools;
2. Children play areas;
3. Public swimming pools;
4. Areas where food is served or prepared; or
5. Where signs indicate that dogs are prohibited.

## Government Information (Public Access) Act 2009

Statement outlined below as Councils reporting requirements under section 125(1) of Government Information (Public Access) Act 2009 and clause 7 of the Government Information (Public Access) Regulation:

The Government Information (Public Access) Act 2009 gives individuals the right to; obtain access to information held as records by State Government Agencies, a Government Minister, local government and other public bodies, request amendments to records of a personal nature that are inaccurate, and appeal against a decision not to grant access to information or to amend personal records. Under this Act, Council is required to report on all Government Information (Public Access) Act 2009 Access Applications.

Details of the number of Government Information (Public Access) Act 2009 Access Applications received, their outcomes and processing times provided in the following tables.

During the reporting period, our agency received a total of 5 formal access applications (including withdrawn applications but not invalid applications). During the reporting period, our agency refused a total of 0 access applications either wholly or in part because the information requested was information referred to in Schedule 1 to the GIPA Act.

**Table A: Number of applications by type of applicant and outcome\***

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Media	0	0	0	0	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	0	0	0	0	0	0	0	0
Not for profit organisations or community groups	0	0	0	0	0	0	0	0
Members of the public (application by legal representative)	0	0	0	0	0	0	0	0

Members of the public (other)	2	0	3	0	0	0	0	0
<b>Total</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

**Table B: Number of applications by type of application and outcome**

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Personal information applications*	0	0	1	0	0	0	0	0
Access applications (other than personal information applications)	1	0	2	0	0	0	0	0
Access applications that are partly personal information applications and partly other	1	0	0	0	0	0	0	0

**Table C: Invalid applications**

Reason for invalidity	Number of applications
Application does not comply with formal requirements (section 41 of the Act)	0
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	0
Invalid applications that subsequently became valid applications	0

**Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of the Act**

	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	0
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

*\*More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.*

**Table E:**  
**Other public interest considerations against disclosure: matters listed in table to section 14 of the Act**

Number of occasions when application not successful	
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	1
Business interests of agencies and other persons	0
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

**Table F: Timeliness**

Number of applications	
Decided within the statutory timeframe (20 days plus any extensions)	4
Decided after 35 days (by agreement with applicant)	1
Not decided within time (deemed refusal)	0
<b>Total:</b>	<b>5</b>

**Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)**

	Decision varied	Decision upheld	Total
Internal review	0	0	0
Review by Information Commissioner*	0	0	0
Internal review following recommendation under section 93 of Act	0	0	0
Review by ADT	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*The Information Commissioner does not have the authority to vary decisions, but can make recommendation to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made.

**Table H: Applications for review under Part 5 of the Act (by type of applicant)**

	Number of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

## Swimming Pool Compliance

Statement outlined below as Councils reporting requirements under section 22F(2) of the Swimming Pools Act 1992 and clause 23 of the Swimming Pools Regulation 2018 (SP Reg):

Council conducted no inspections of swimming pools located at tourist and visitor accommodation facilities.

There were no inspections conducted of premises with more than two (2) dwellings.

Thirty-two (32) inspections resulted in the issuance of a Certificate of Compliance under section 22D of the Act.

Seven (7) inspections resulted in the issuance of a Certificate of Non-Compliance under clause 21 of the Regulation.

## Statement of Environment Upgrade Agreements

Statement outlined below stated under section 54P of the Local Government Act 1993:

Nil environmental upgrade agreements in place in 2018/2019 financial year.

## Environmental Planning and Assessment Act 1979

Statement outlined below as Councils reporting requirements under section 7.5(5) of the Environmental Planning and Assessment Act 1979:

Narrabri Shire Council had five (5) Planning Agreements in place during the 2018/2019 financial year.

The following particulars of compliance were put in place during the year:

	Effective	Purpose	VPA Amount	Bal at 30/6/19	Comments
<b>Narrabri Coal</b>	2010/2011	Narrabri Community Infrastructure		<b>\$31,045</b>	Fully committed to funding Narrabri CBD CCTV upgrade
<b>Boggabri Coal (interim contributions prior to VPA)</b>	25/1/2012	Community Infrastructure	\$150,000 every 3 months until formal VPA enacted	<b>\$1,049,567</b>	\$35,000 committed to funding Narrabri CBD CCTV upgrade. \$60,000 committed to funding Baan Baa Hall playground & shade
<b>Boggabri Coal</b>	1/3/2013	Upgrade Boggabri Caravan Park and Swimming Pool	\$1,600,000	<b>\$1,722,639</b>	Fully committed to Boggabri Caravan Park upgrade
		Community Contribution to Boggabri HACC Centre	\$200,000	<b>Nil</b>	Payment directly to Boggabri HACC (June 2013)
<b>Boggabri Coal</b>	1/3/2013	Replace bridge over Namoi River and associated works on Harparary Rd	\$4,300,000	<b>\$2,742,834</b>	Replacement of Harparary Bridge completed. Additional grant funding complimented the project.
		Contribution to Narrabri Aquatic Centre	\$2,500,000	<b>Nil</b>	Loan repayment (Aquatic Centre – 2018/19). Portion previously used for the early payout of the Crossing Theatre loan.

Whitehaven Coal (Maules Creek)	2/5/2014	Upgrade Infrastructure & Roads including Therribri Road & Tarriaro Bridge	\$6,000,000	<b>\$2,382,306</b>	\$764,200 committed to partly fund Tarriaro Bridge replacement. \$2,480,000 previously spent on Therribri Road. Portion previously used to assist funding the Baan Baa Water Scheme (\$1,634,000).
		Upgrade Narrabri Airport	\$5,000,000	<b>Nil</b>	Fully spent at Airport
		Boggabri town & surrounds	\$800,000	<b>\$757,792</b>	Previous commitments were funded from grants.
		Maules Creek community	\$275,000	<b>\$296,849</b>	Community priorities have been established
		CBD Upgrades within Narrabri Shire	\$1,250,000	<b>\$291,734</b>	Earmarked for Wee Waa CBA upgrade
Whitehaven Coal (Tarrawonga Expansion)	15/12/2016	Construction and seal roads around Tarrawonga Mine.	\$1,400,000	<b>\$1,478,496</b>	

NB. Interest accrues on unspent balance each year.





# Capital *works*



**NARRABRI SHIRE**  
DISCOVER THE POTENTIAL

## Information Services

Capital Work Description	Budget Adopted	YTD	Completed %	Progress
Corporate Information System (remainder of project)	872,899	969,442	99%	Project to be completed in August 2019.
IT - Upgrade SAN Storage (deferred from 2017/18)	50,000	35,621	100%	Project Completed.
IT - Replace Access Control System at Admin Office, Depot & Airport	75,000	50,052	100%	Project Completed.
IT - Upgrade Narrabri CBD CCTV System	55,000	90,950	50%	First stage of this project has been completed. Cameras have been installed in two locations. Total project value \$205,000, 50% funded by grant from NSW Government. Project to be completed in 2019/20, once roundabout works in Maitland Street have been completed.
IT - Replace Servers	100,000	69,214	100%	Project Completed.
IT - Equipment for Customer Service Refit	20,000	19,275	100%	Project Completed.
IT - Smart City Strategy	46,172	44,325	100%	Project Completed.
<b>Total:</b>	<b>1,219,071</b>	<b>1,278,878</b>		

## Property and Assets

Capital Work Description	Budget Adopted	YTD	Completed %	Progress
Property - Buildings Environmental Sustainability Project	150,000	1,224	25%	Completed an analysis of energy bills and consumption for major sites. Assessed and declined a conventional consultancy quote. Invited EOIs for an energy performance contract that capitalises on the expertise of energy efficiency contractors to provide reversed brief to Council. Reported outcomes of the EOIs process to Council and provided an Energy Savings Action Plan. Project to continue in 2019/20.
Property - Keys and Key Management System	15,000	15,248	100%	Project Completed.
Property - Administration Building Refurbishment	143,897	143,897	100%	Project Completed.
Property - Staff Housing Improvements	15,000	-	15%	Specifications are being developed. Unable to get quotes from cabinet makers to improve the kitchen at Regent St property. Project to continue in 2019/2020.
Property - Boggabri Courthouse Internal Structure	20,000	-	15%	Scope of works have been respecified. Quotes are being obtained. Works are expected to commence in August 2019.
Caravan Park - Boggabri Upgrade	100,000	28,487	20%	Tendered the reduced scope. Received a single tender which substantially exceeds the budget. The matter was reported to Council in December 2018. Council resolved to focus on the improvement of the existing footprint of the Boggabri Caravan Park. Two separate packages (Building Structures and Civil Works) have been re-tendered with positive responses. The balance of the budget should be carried over to 2019/20.
Caravan Park - Narrabri Internal Road Improvement	27,680	27,680	100%	Project Completed.
Property - Francis Street Subdivision	1,748	1,748	100%	Project Completed.
Property - Doctors Creek House - Barwan St- Demolition	36,377	36,377	100%	Project Completed.
<b>Total:</b>	<b>509,702</b>	<b>254,660</b>		

## Information Services

Capital Work Description	Budget Adopted	YTD	Completed %	Progress
TCT - Re-carpet Venue	46,000	41,455	100%	Project Completed.
TCT - Painting of Interior	44,893	44,893	100%	Project Completed.
TCT - Band Room Refurbishment (incl Storage)	50,000	245	10%	Quotes are being obtained. Works expected to commence before the end of May 2019. Minimum expenditure expected this financial year. Funding should be carried over 2019/20.
TCT - Upgrade Lighting (LED lights)	15,000	10,348	100%	Project Completed
TCT - Outdoor Projector & Screen	13,218	13,218	100%	Project Completed.
TCT New Dishwasher	-	4,115	100%	Project Completed.
<b>Total:</b>	<b>169,111</b>	<b>114,273</b>		

## Information Services

Capital Work Description	Budget Adopted	YTD	Completed %	Progress
Libraries - Narrabri Security Cameras	20,000	17,018	100%	Project Completed.
Libraries - Boggabri Shelving & Furniture	47,965	47,464	100%	Project Completed.
Libraries - Narrabri Replace Carpet	20,000	26,433	100%	Project Completed.
Libraries - Narrabri Replace Blinds	10,000	6,697	100%	Project Completed.
Libraries - Narrabri Repair & Paint Interior	25,000	23,540	100%	Project Completed.
<b>Total:</b>	<b>122,965</b>	<b>121,151</b>		

## Solid Waste Management

Capital Work Description	Budget Adopted	YTD	Completed %	Progress
Waste - Narrabri Landfill - Construction of a New Cell - Design	30,000	13,053	30%	Design to be completed during 2019/2020.
Waste - Narrabri Landfill - Leachate Pond Renewal	30,000	-	100%	Project Completed.
Waste - Narrabri Landfill - Community Recycling Centre Extension	-	-	0%	Postponed due to other landfill priorities.
Waste - Transfer Stations - Access Road Upgrades for all Transfer Stations	-	-	0%	Postponed.
Waste - Narrabri Landfill - Catchment Fence Waste Disposal	170,000	249,183	100%	Project Completed.
Waste - Narrabri Landfill - CCTV Camera	40,000	-	100%	Completed. Invoice have not been paid because IT have not ensured that all the cameras work yet.
Waste - Transfer Stations - Redesign Edgeroi & Bellata	100,000	-	0%	Postponed.
Waste - Narrabri Landfill - Asbestos Gun	50,000	49,000	100%	Project Completed.
Waste - Narrabri Landfill - Temporary Transfer Station	10,000	-	100%	Project Completed.
Waste - Transfer Stations Fencing Upgrades - Bellata, Wee Waa, Pilliga & Gwabegar	-	-	0%	Project not to progress.
Waste - Transfer Stations - Renew Fence Edgeroi & Bellata	-	-	0%	Project not to progress.
Waste - Narrabri Landfill - Cardboard Compactor Baler	-	-	0%	Project not to progress.
Waste - Narrabri Landfill - Fence DrumMuster Compound	-	-	0%	Project not to progress.
<b>Total:</b>	<b>430,000</b>	<b>311,236</b>		

## Cemeteries

Capital Work Description	Budget Adopted	YTD	Completed %	Progress
Cemeteries - Narrabri Old Cemetery - establish new section	50,000	2,451	40%	Council infrastructure staff have marked out site with works to commence in August 2019.
Cemeteries - Narrabri Lawn - Renew Internal Roads & Carpark	25,642	28,784	20%	This project will need to be revoted into next financial year capital works budget.
Cemeteries - Narrabri Lawn - New Sections	12,000	14,406	100%	Project Completed.
Cemeteries - Narrabri Old - Replace Fence	4,950	6,400	100%	Project Completed.
<b>Total:</b>	<b>92,592</b>	<b>52,041</b>		

## Swimming Pools

Capital Work Description	Budget Adopted	YTD	Completed %	Progress
Pools - Boggabri Pool - Pool Cleaner Vacuum System	10,900	10,900	100%	Project Completed.
Pools - Boggabri Pool - Tables & Chairs for BBQ Area	3,669	4,838	100%	Project Completed.
Pools - Narrabri Aquatic Centre - Outdoor Tables & Chairs for Canteen Area	10,000	9,529	100%	Project Completed.
Pools - Narrabri Aquatic Centre - Louvres & Extraction Fans for Indoor Pool Room	28,000	27,240	100%	Project Completed.
Pools - Wee Waa Pool - Pool Cleaner Vacuum System	13,163	9,994	100%	Project Completed.
Pools - Wee Waa Pool - Tables & Chairs for BBQ Area	3,669	4,169	100%	Project Completed.
Pools - Wee Waa Pool - Upgrade WHS & Compliance Items	33,864	34,502	100%	Project Completed.
Pools - Boggabri Pool - Upgrade WHS & Compliance Items	23,462	20,469	100%	Project Completed.
<b>Total:</b>	<b>126,727</b>	<b>121,641</b>		

## Parks and Open Spaces

Capital Work Description	Budget Adopted	YTD	Completed %	Progress
Narrabri - Crossing Theatre Parkland - New Portable Power Boards for Events	10,000	-	100%	Power points have been previously installed and no additional power access is required.
Narrabri - Precinct Plan for Tourist Centre Area	20,000	14,921	100%	Project Completed.
Narrabri West - Recreational Precinct	12,988	4,909	100%	Project Completed.
Narrabri Lake - Renew Sealed Pathway	50,000	16,788	50%	Works will continue over the next few months this budget will need to be re voted into next financial years budget.
Narrabri Creek - Walk / Cycle Pathway	497	2,572	50%	Construction has commenced on stage one of the pathway.
Boggabri - Jubilee Oval - replace goal posts	-	-	100%	Completed this project is part of the Jubilee oval grant project.
Boggabri - Jubilee Oval - replace/add bollards to training field	13,486	13,745	100%	Project Completed.
Narrabri - Cooma Oval - playground area additional seating	2,594	2,594	100%	Project Completed.
Narrabri - Cooma Oval - playground area equipment replacement	-	-	20%	Equipment to be installed in August to coincide with the Dangar park Playground equipment at Wee Waa. This project to be re voted to next year Capital works budget.
Narrabri - Cooma Oval - playground area fence & gate	6,916	6,916	100%	Project Completed.
Narrabri - Cooma Oval - playground area soft fall replacement	8,721	8,721	100%	Project Completed.
Narrabri - Cooma Oval - pump (irrigation) site replace security fence & gate	5,000	3,500	100%	Project Completed.
Narrabri - Cooma Oval - renew cricket nets	-	-	10%	This project to be revoted to coincide with the Cooma oval net replacement grant.

Narrabri - Cooma Oval - replace car park perimeter fence (eastern side)	8,500	6,866	100%	Project Completed.
Narrabri - Cooma Oval - replace car park perimeter fence (western side)	15,000	6,539	100%	Project Completed.
Narrabri - Cooma Oval - replacement program for synthetic wickets (2/yr for 3yrs)	8,500	-	50%	Contractor to install synthetic turf when the new training nets are constructed in August.
Narrabri - Cooma Oval - widen access area to Ugoa Street carpark	2,389	2,389	100%	Project Completed.
Pilliga - Tennis Courts - removal of tennis court lighting	-	-	10%	This project will be deferred to the relocation of the Pilliga playground is confirmed. This budget to be revoted in next financial years capital works budget.
Narrabri - Hogan & Leitch Oval Lighting Replacement	255,381	256,070	100%	Project Completed.
Narrabri - Gately Field - Insurance Works	38,510	38,510	100%	Project Completed.
Baan Baa - Hall - new playground & shade	60,000	38,570	100%	Project Completed.
Bellata - Bellata Oval - replace wire fence (deferred from 2017/18)	8,000	6,000	75%	A draft plan is being revised to go on public display.
Boggabri - Anzac Park - move stones & fence to park	8,000	-	25%	Correspondence with local indigenous groups has commenced to negotiate the moving of the stones. This project is recommended to be revoted to next financial year's budget.
Boggabri - Middle Park - install additional picnic table & shelter	14,000	12,520	100%	Project Completed.
Boggabri - Vickery Park - replace soft fall	7,000	6,364	100%	Project Completed.
Gwabegar - Anzac Park - install shade shelter	25,000	24,192	100%	Project Completed.
Gwabegar - Anzac Park - renew playground equipment	140	754	50%	Playground suppliers will install equipment in August this budget to be revoted to next financial years capital works budget.



Narrabri - Collins Park - bollard fence to restrict vehicle access to riverbank area	32,000	45,276	100%	Project Completed.
Narrabri - Collins Park - four new seating structures for the riverbank area	8,052	8,052	100%	Project Completed.
Narrabri - Collins Park - replace two shade shelter picnic sets	9,621	9,621	100%	Project Completed.
Narrabri - Pirate Playground - additional shelter & BBQ area	45,000	26,008	100%	Project Completed.
Narrabri - Pirate Playground - shade shelter over playground	30,000	37,011	100%	Project Completed.
Pilliga - Anzac Park - install new playground equipment	-	-	15%	This project to be revoted into next financial years capital works budget.
Pilliga - Anzac Park - install shade shelter	-	-	10%	This project to be revoted into next financial years capital works budget.
Pilliga - Bore Baths - replace picnic table	8,383	8,383	100%	Project Completed.
Pilliga - Rural Transaction Centre - replace picnic shelter	-	-	5%	This project will be deferred to playground works have been awarded. This project to be revoted into next financial years capital works budget.
Wee Waa - Dangar Park - construct shelters	45,000	45,008	100%	Project Completed.
Wee Waa - Dangar Park - install basketball half court & rebound wall	50,000	41,244	100%	Project Completed.
Wee Waa - Dangar Park - install new outdoor gym equipment	112	4,981	50%	Gym equipment is on order to be installed in August this project to be revoted into next financial years capital works budget.
Wee Waa - Dangar Park - install pathway to link entry to facilities	15,000	16,703	100%	Project Completed.
Wee Waa - Dangar Park - install shade sail to playground	35,000	-	90%	Contractor has installed frames and poles shade sail to be span in August.
Wee Waa - Dangar Park - renew cricket nets	6,609	7,725	100%	Project Completed.

Wee Waa - Dangar Park - replace fencing	14,000	15,771	100%	Project Completed.
Wee Waa - Dangar Park - replace playground equipment	-	-	50%	Play ground equipment is on order to be installed in August this project to be revoted into next financial years capital works budget.
Wee Waa - Ludowici Park - install BBQ into sheltered area	7,834	7,834	100%	Project Completed.
Wee Waa - Ludowici Park - install pathway to link new shelter to playground	23,204	23,204	100%	Project Completed.
Wee Waa - Ludowici Park - install shade shelter	32,746	32,746	100%	Project Completed.
Wee Waa - Ludowici Park - replace swing set	6,586	6,586	100%	Project Completed.
Wee Waa - Dangar Park - Fencing to George St	12,000	4,853	100%	Project Completed.
Wee Waa - Ludowici Park - Renew Irrigation	28,873	28,873	100%	Project Completed.
Pilliga - Main Street - replace street bins	3,100	3,637	100%	Project Completed.
Wee Waa - Cook Oval - structural works to amenities building	5,000	-	10%	Structural engineer to visit site and quote on repairs. Difficulties experienced in getting engineers to the site. This project to be revoted to next financial years Capital works budget.
Pilliga - Rural Transaction Centre - replace amenities	-	-	10%	Currently this project is being investigated to see if the toilet block could be relocated to a more suitable site. This project to be revoted into next years capital works budget.
Narrabri - Collins Park Toilet Refurbishment	36,000	27,849	100%	Project Completed.
Baan Baa - Tables & Chairs	10,000	8,100	100%	Project Completed.
Baan Baa - Fence	12,000	-	100%	Project Completed.
Baan Baa - Pathway	8,000	3,495	100%	Project Completed.

Gwabegar – Anzac Park – pathway	8,000	-	100%	Project Completed.
Gwabegar – Anzac Park – irrigation system	30,000	-	20%	Irrigation system to be installed August this works is recommended to be revoted to next financial year.
Wee Waa CBD Upgrade (VPA)	60,000	24,627	20%	Seating and Bins to be installed and tree works to be completed by September this project is recommended to be revoted into next financial year's budget.
Wee Waa CBD Green Space – Drought Communities Fund	117,272	31,208	25%	Pergola to be installed in July and concrete early August this project is recommended to be revoted into next financial year's budget.
Narrabri – Collins Park Irrigation Connection to Town Water	50,000	35,863	100%	Project Completed.
Narrabri Creek – Walk / Cycle Pathway	-	-	0%	Yet to Commence.
<b>Total:</b>	<b>1,330,014</b>	<b>978,098</b>		

## Tourism

Capital Work Description	Budget Adopted	YTD	Completed %	Progress
iProximity Information Billboards	-	-	100%	Iproximity billboard completed.
<b>Total:</b>	<b>-</b>	<b>-</b>		

## Saleyards

Capital Work Description	Budget Adopted	YTD	Completed %	Progress
Saleyards - Upgrade Drainage Systems from Saleyards and Truck Wash	62,816	30,918	100%	Project Completed.
Saleyards - Yards painting and repairs (half deferred from 2017/18)	10,000	2,630	0%	Project incomplete 18/19. Budget allocation transferred to 19/20.
Saleyards - Water Recycling Project	23,684	23,684	100%	Project Completed.
Saleyards - Lighting Upgrade	30,248	21,371	100%	Project Completed.
<b>Total:</b>	<b>126,748</b>	<b>78,603</b>		

## Fleet Management

Capital Work Description	Budget Adopted	YTD	Completed %	Progress
Fleet Acquisition - Heavy Plant	1,071,993	940,942	57%	Three (3) Rollers RFQ Closed. Evaluations underway.
Fleet Acquisition - Trucks	747,719	339,138	58%	Three (3) Trucks RFQ Closed, one (1) remaining open. Three (3) On order with ETA November 2019 (on order has been included in Projected expenditure).
Fleet Acquisition - Minor (Miscellaneous)	145,532	78,743	90%	Balance expensed under Trailers (pumps on trailer).
Fleet Acquisition - Light Vehicles	796,030	795,521	100%	Project Completed.
Fleet Acquisition - Trailers	90,306	47,658	0%	Two (2) Fire Trailers on order, Message Board Trailers delivered.
Fleet Acquisition - Vegetation Control Plant	264,043	86,600	71%	One (1) Mower on order.
<b>Total:</b>	<b>3,115,623</b>	<b>2,288,602</b>		

## Transport

Capital Work Description	Budget Adopted	YTD	Completed %	Progress
Roads Capex - Grain Valley Road	800,000	207,557	100%	Project Completed.
Roads Capex - Reseals	1,248,076	953	0%	Work not yet commenced 18/19. Budget allocation transferred to 19/20.
Roads Capex - Reseals (possible grant contribution)	500,000	-	0%	Not available.
Roads Capex - Gravel Resheeting	250,000	-	0%	Budget split between projects below
Roads Capex - Sealed Roads Rehabilitation	310,000	1,422	0%	Not yet commenced. Minor costs associated with project development. Rehabilitation work required K&G Program to be completed.
Roads Capex - Culgoora Road Upgrade	1,000,000	2,120,019	25%	Stage two complete (4km now sealed). Commencing Stage three. \$3.5M forecast for 19/20 FY.
Roads Capex - Avon/Fraser Street (deferred from 2017/18)	150,000	-	0%	This project forms part of the West Precinct plan which requires the \$150,000 to be utilised as part of any future funding application. Project to be commenced and completed in 19/20FY.
Roads Capex - Bullawa Creek Bridge Replacement	879,007	862,834	100%	All construction complete. Finalising funding reports in January. \$474k expenditure in previous FY. Total project cost \$1,340k.
Roads Capex - Eulah Creek 2 Bridge Replacement	14,443	83,538	100%	All construction complete. Finalising funding reports in January. \$707k expenditure in previous FY. Total project cost \$721k.
Roads Capex - Tarriaro Bridge	30,000	898	5%	Currently out to tender. Due to award in October 2019.

Roads Capex - Boston Street Bridge - Concept & Geotechnical works	30,000	1,410	5%	Project development commenced. Budget allocation transferred.
Roads Capex - Bullawa Cr Bridge Eulah Creek Rd - Concept, Geotechnical	30,000	2,480	5%	Project development commenced.
Roads Capex - Spring Cr Bridge Bald Hill Rd - Concept, Geotechnical	30,000	40,899	5%	Project development complete. Tender documents nearing completion. Funding secured through Bridge Renewal Program Round 4.
Roads Capex - Tullamullen Cr Bridge Old Nbri Rd - Concept, Geotechnical	30,000	4,728	5%	Project development commenced.
Roads Capex - Barney Creek Bridge Replacement	350,000	298,197	100%	Construction complete. Report for funding body remains to be closed out.
Roads Capex - Boggabri Lynn Street Extension & Cul de Sac	50,000	1,034	10%	Minor costs associated with planning are complete. Physical work yet to commence.
Roads Capex - Boggabri Oakham Street	117,925	158,080	100%	Complete. Budget to be updated in current review. Additional scope added to the project meeting community expectations (extension of seal around Dalby Street). Rain delay of 1 week also encountered during construction.
Roads Capex - Narrabri James Street Rehabilitation	53,000	-	0%	Not yet commenced. Requires K&G works.
Roads Capex - Narrabri Lane (Barwon-Balonne Streets) Resheeting 1385030	4,509	-	0%	Project Not yet commenced 18/19. Budget allocation transferred to 19/20.
Roads Capex - Narrabri Lane (Barwon-Balonne Streets) Resheeting 1385050, 60	9,178	-	0%	Project Not yet commenced 18/19. Budget allocation transferred to 19/20.
Roads Capex - Narrabri Lane (Nandewar-Reid Streets) Resheeting 1395020	4,507	-	0%	Project Not yet commenced 18/19. Budget allocation transferred to 19/20.
Roads Capex - Wee Waa Gabo-Empire-Maitland Streets Rehabilitation	137,298	-	0%	Project delayed due to K&G Program.

Roads Capex - Boggabri Lane (Wee Waa) Resheeting 3110010	4,339	-	0%	Project Not yet commenced 18/19. Budget allocation transferred to 19/20.
Roads Capex - Boggabri Lane (Wee Waa) Resheeting 3110060	4,235	272	0%	Project Not yet commenced 18/19. Budget allocation transferred to 19/20.
Roads Capex - Boggabri Lane (Merton) Resheeting 3115050	4,237	-	0%	Project Not yet commenced 18/19. Budget allocation transferred to 19/20.
Roads Capex - Boggabri Lane (Lynn) Resheeting 3125010	4,345	-	0%	Project Not yet commenced 18/19. Budget allocation transferred to 19/20.
Roads Capex - Narrabri Fitzroy Street Rehabilitation	102,504	-	0%	Project delayed due to K&G Program.
Roads Capex - Narrabri CBD Upgrade	120,706	39,912	5%	Pram ramp installation for disabled parking complete.
Footpath Capex - Footpath Replacement	40,000	-	0%	Not yet commenced.
Footpath Capex - PAMP Cooma Road Shared Pathway	700,000	339,194	70%	Tender awarded to JLE Concreting. Construction underway.
Footpath Capex - Narrabri Doyle Street	23,600	-	0%	Project Not yet commenced 18/19. Budget allocation transferred to 19/20.
K&G Capex - Narrabri 2018/19 Replacement Program	150,000	8,533	2%	Awarded to Enwon Construction. Not yet commenced.
K&G Capex - Wee Waa 2018/19 Replacement Program	326,940	1,153	0%	Awarded to Enwon Construction.
Stormwater Capex - Relining of Stormwater Shultze - Narrabri	60,000	-	100%	Project Completed.
Roads Capex - Wee Waa CBD Upgrade	10,000	11,301	60%	Aroborist report completed.
Roads Capex - SR028 Binalong Rd Resheeting 6028010-050	100,000	306,557	100%	Project Completed. Roads to Recovery Funded
Roads Capex - SR033 Forest Way Resheeting 6033040-110	170,000	336,576	100%	Project Completed. Roads to Recovery Funded
Roads Capex - SR039 Gwabegar Rd Resheeting 6039400-460	250,000	107,915	100%	Project Completed.

Roads Capex - SR047 Middle Route Rd Resheeting 6047260-400	295,874	314,149	100%	Project Completed.
Roads Capex - SR125 Carroona Lane Resheeting 6125010-030	-	-	0%	Not yet commenced.
Roads Capex - Horse Arm Ck Bridge - Concept, Geotechnical	3,258	3,258	5%	Preliminary Design works, 5% of overall project completed.
Roads Capex - 1245 Genanagie St Narrabri Resheeting 1425030	31,541	31,541	100%	Project Completed.
Roads Capex - Warrior St WW Culvt Repl (SubSys WW02-Fac ID N0006)	270,000	136,704	100%	Project Completed.
Roads Capex - SR007 Couradda Rd Resheeting 6007300-400	-	677	0%	Not yet commenced.
<b>Total:</b>	<b>8,699,522</b>	<b>5,421,791</b>		

## Airport

Capital Work Description	Budget Adopted	YTD	Completed %	Progress
Airport - Perimeter Fencing	210,000	184,191	95%	Perimeter fence installation completed. Additional fence around the clubhouse and hangar precinct has been identified. Additional fence skirting has also been identified for the existing fence from the RFS building to the new perimeter fence section along Airport Road. A quote of approximately \$27,000 has been received and works are to be completed by 31 July 2019.
Airport - New Water Pump & Reticulation System	15,091	15,091	100%	Project Completed.
Airport - New Security Gate	292	2,278	100%	Project Completed. Works carried out by Council staff using existing materials and staff.



Airport - Electricity Upgrade	35,000	6,623	100%	Car park lighting has been replaced with LED lighting. Quotes were obtained for airside flood lights. Due to the infrequent use of airside flood lights, the investment in changing the current lights to LED flood lights is considered infeasible, hence this upgrade has been placed on hold.
Airport - Sealing of Taxiway to Aero Club Hanger	35,000	17,776	100%	Project Completed.
Airport - Tie-Down Area Upgrade	-	-	0%	The tie-down area is settled down well without a need of further upgrade. Project not required.
<b>Total:</b>	<b>295,383</b>	<b>225,958</b>		

## Water Services

Capital Work Description	Budget Adopted	YTD	Completed %	Progress
Water Capex - Bellata - New Rising Main from Pump to Elevated Storage	200,000	-	17%	Works are planned to proceed in May 2019.
Water Capex - Bellata - Replace Galvanised Pipe	8,000	-	95%	Part of the "new rising main from pump to elevated storage" project and should be done in conjunction with the new rising main.
Water Capex - Bellata - Replace Elevated Storage Deck and Ladders (2017/18)	4,207	5,642	5%	Options are being considered for replacement of the tower. Works will be deferred to 2019-2020.
Water Capex - Bellata - Bore process automation (deferred from 2017/18)	-	-	75%	Partially completed. Works will be deferred to 2019-2020.

Water Capex - Bellata Bore Replacement	35,000	15,924	60%	Partially completed. It is unlikely the works will be able to be completed in the current financial year. Remaining funds will need to be carried over.
Water Capex - Boggabri - improvement works (deferred from 2017/18)	-	-	0%	Can be removed from the budget.
Water Capex - Boggabri Water Mains Renewals	-	-	0%	Works to be scoped prior to commencement.
Water Capex - Boggabri Water Mains Lynn Street Installation	12,027	13,600	100%	Project Completed.
Water Capex - Gwabegar - improvement works (deferred from 2017/18)	4,207	5,568	100%	Project Completed.
Water Capex - Gwabegar Bore Replacement	35,000	22,375	65%	Bore partially completed with additional pumping and disinfection works still required. It is unlikely the works will be able to be completed in the current financial year. Remaining funds will need to be carried over.
Water Capex - Narrabri Water Augmentation	5,500,000	6,605,105	45%	Works are in progress and will extend into the 2019-20 financial year.
Water Capex - Narrabri Water Mains Renewals	500,000	-	0%	Budget will now be used to complete the Maitland Street (Narrabri) mains replacement.
Water Capex - Pilliga Bore Replacement	35,000	12,291	65%	Bore partially completed with additional pumping and disinfection works still required. It is unlikely the works will be able to be completed in the current financial year. Remaining funds will need to be carried over.

Water Capex - Pilliga Replace Access Ladders	4,207	4,207	15%	Assessment completed. It is unlikely the works will be able to be completed in the current financial year. Remaining funds will need to be carried over.
Water Capex - Wee Waa - improvement works (deferred from 2017/18)	-	-	0%	Funds to be transferred to the Wee Waa Mains Charles & James Street Project. Budget for this item to be closed.
Water Capex - Wee Waa Water Mains Renewals	-	-	0%	Funds to be transferred to the Wee Waa Mains Charles & James Street Project. Budget for this item required for ongoing works.
Water Capex - Wee Waa Stop Valves in Reticulation	-	-	90%	Partially completed. The remaining works will need to be deferred to 2019-2020 with an estimated cost of \$30,000.
Water Capex - Wee Waa Metering of Council Properties	-	-	100%	No longer required. Budget can be removed.
Water Capex - Wee Waa Replace Mains Charles & James Sts	270,000	-	30%	Material received. Quotations have been received. Dependent on contractor availability.
Water Capex - Wee Waa Reservoir Roof & Access Steps	4,768	4,768	10%	Design complete. Request for tenders yet to be issued. It is unlikely the works will be able to be completed in the current financial year. Remaining funds will need to be carried over.
Water Capex - Telemetry Upgrades - Water Services	272,988	106,768	70%	Detailed design complete. Installation of Hinds St Reservoir, punch lists and documentation remains outstanding. It is unlikely the works will be able to be completed in the current financial year. Remaining funds will need to be carried over.

Water Capex - Water Quality Analysing Units	30,000	29,678	95%	Portable Water Quality units have been purchased. Some problems have been encountered with Narrabri unit. These are being worked through.
Water Capex - Baan Baa Water Supply	15,553	15,553	100%	Works are all complete however invoices came over after close out of the project.
Sewer Capex - 20 Droubalgie Street Narrabri	16,500	18,786	0%	Complete, private works.
Water Capex - Bulk Water Supply Unit Install (Water Security)	150,000	155,470	20%	Units delivered March 2019.
<b>Total:</b>	<b>7,097,457</b>	<b>7,015,733</b>		

## Sewerage Services

Capital Work Description	Budget Adopted	YTD	Completed %	Progress
Sewer Capex - Boggabri Sewerage Treatment Works Augmentation	350,000	445,264	10%	Detailed design completed, procurement in progress. The project is planned over multiple years. Remaining funds will need to be carried over.
Sewer Capex - Boggabri Sewer Mains - CCTV and relining of mains	-	-	0%	It is unlikely the works will be able to be completed in the current financial year. Remaining funds will need to be carried over.
Sewer Capex - Boggabri Sewer Pump Station Isolation Valves	-	-	0%	It is unlikely the works will be able to be completed in the current financial year. Remaining funds will need to be carried over.
Sewer Capex - Narrabri Doctors Creek rising main construction	5,000	443,319	20%	Contract has been awarded. The contractor is unable to commence the works until July 2019 due to current workload.

Sewer Capex - Narrabri Treatment Works - process automation (2017/18)	15,000	15,811	90%	Works underway.
Sewer Capex - Narrabri Pump Stations - improvement works (2017/18)	-	-	0%	The works will need to be deferred to 2019-2020.
Sewer Capex - Narrabri Sewer Mains - CCTV and relining of mains	-	-	0%	It is unlikely the works will be able to be completed in the current financial year. Remaining funds will need to be carried over.
Sewer Capex - Narrabri Sewer Replace Pump Station Motors	7	7	0%	It is unlikely the works will be completed in the current financial year. Remaining funds will need to be carried over.
Sewer Capex - Wee Waa Sewerage Treatment Works Augmentation	350,000	476,622	10%	Detailed design completed, procurement in progress. The project is planned over multiple years. Remaining funds will need to be carried over.
Sewer Capex - Wee Waa Pump Stations - improvement works (2017/18)	-	-	0%	To be completed as part of "Wee Waa Sewerage Treatment Works Augmentation".
Sewer Capex - Wee Waa Sewer Mains - CCTV and relining of mains	-	-	0%	It is unlikely the works will be able to be completed in the current financial year. Remaining funds will need to be carried over.
Sewer Capex - Telemetry Upgrades - Sewerage Services	135,000	172,926	95%	Works underway.
<b>Total :</b>	<b>855,007</b>	<b>1,553,950</b>		

# Appendix *one*

## Payment of Expenses and Provisions of Facilities to Councillors Policy



**NARRABRI SHIRE**  
DISCOVER THE POTENTIAL

# **PAYMENT OF EXPENSES AND PROVISION OF FACILITIES TO COUNCILLORS**

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

## **Objective:**

In accordance with the provisions of the Local Government Act 1993 ("the Act"), Council is required to adopt a Policy concerning the payment of expenses incurred or to be incurred and the provision of facilities to Councillors in relation to discharging the functions of Civic Office. Additionally, the Act requires Council to review the Policy Within the first 12 months of each term of a council.

## **Introduction:**

The objective of this Policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred, or to be incurred by the Mayor and Councillors. The Policy establishes a framework, based on the requirements of the Act, for the payment of expenses and provision of facilities to the Mayor and Councillors. The Policy provides for adequate, fair and equitable payment or reimbursement of expenses and provision of facilities to the Mayor and Councillors to enable efficient discharge of the functions of Civic Office. This Policy applies to all Councillors of Narrabri Shire Council, including the Mayor. In carrying out their civic responsibilities, Councillors are required to attend a variety of functions in their capacity as representatives of Council.

## **Policy:**

### **1. Private Use of Equipment and Facilities**

- 1.1. The Model Code of Conduct provides that Council resources must be used ethically, effectively, efficiently and carefully. Council property, including intellectual property, official services and facilities must not be misused by any person or body for private benefit or gain. Councillors must also avoid any action or situation that could create the appearance that Council resources are being used inappropriately.
- 1.2. If a Councillor uses Council resources for their own private use, payment is to be made to Council for such use. It is acknowledged that some minimal use of Council resources may occur from time to time. Such minimal private use is not subject to compensatory payment back to Council.

- 1.3. Under no circumstances will Council permit the use of Council resources, facilities and equipment for the initiation or issue of election material/letters. Such use is highly inappropriate and could represent a breach of Council's Code of Conduct.

## **2. Payment of Expenses**

### **2.1. General Provisions**

- 2.1.1. It is expected that expenses will be incurred in the performance of Mayoral and Councillor civic duties. Accordingly, Council will provide reimbursement of approved expenses incurred in the performance of civic duties for the Mayor and Councillors.
- 2.1.2. No allowances or expenses other than those explicitly contained in this Policy are payable to the Mayor or Councillors.
- 2.1.3. The Mayor and Councillors must not obtain any private benefit under this Policy unless reasonable payment is made.
- 2.1.4. The Mayor and Councillors must not use any Council resource for political purposes.
- 2.1.5. Where it is appropriate for the Mayor or a Councillor to give a gift or benefit (for example, on a Council related business trip or when receiving visitors), these gifts and benefits should be of an appropriate value for the occasion.

### **2.2. Approval Process**

- 2.2.1. Reimbursement of expenses shall only be made upon the production of appropriate receipts and tax invoices and the completion of the required Expense Claim form.
- 2.2.2. Claims for reimbursement of expenses are to be lodged at the conclusion of each month.
- 2.2.3. A claim for reimbursement of expenses must be lodged within thirty (30) days of the end of the previous calendar month, on an Expense Claim form and lodged with the General Manager (or their delegate).
- 2.2.4. All reimbursement or advancement of expenses must be approved by the General Manager (or their delegate).

### **2.3. Dispute Resolution Process**

- 2.3.1. Any dispute relating to the administration of this Policy must be made in writing to the General Manager detailing the grounds for the dispute. Any such disputes will be referred to the next scheduled Ordinary Meeting of Council for determination and resolution.



## **2.4. Payments in Advance**

- 2.4.1. Requests for payment in advance may be made in the anticipation of expenses to be incurred in attending conferences, seminars, professional development opportunities or any service or facility covered by this Policy. Advance payment claims are to be submitted on an Expense Claim form.
- 2.4.2. Following the occurrence of the expense(s) reconciliation is required to be completed on the Expense Claim form including supporting tax invoices/receipts. The form should indicate the advance expense payment less actual expenses and any excess to be repaid or deficit to be reimbursed. Where an excess Payment of Expenses and Provision of Facilities to Councillors Policy - Page 3 of 14 of advance over actual expenses is recorded, cash or cheque repaying the excess advance must accompany the Expense Claim form when it is submitted.

## **3. Specific Expenses for Councillors**

### **3.1. Attendance at Conferences and Seminars**

- 3.1.1. Councillors will nominate, in writing, or will be nominated by Council to attend conferences, seminars or similar functions through resolution duly passed in an open session of a Council Meeting.
- 3.1.2. If notice of a conference is brought to the attention of Council, where registration deadlines will not permit a Councillor(s) nomination to be presented in an open session of a Council Meeting, the Mayor and General Manager may approve the attendance of a Councillor to the nominated conference, seminar or similar function. If the Mayor is the nominated Councillor, then the Deputy Mayor and General Manager may approve the attendance of the Mayor to the nominated conference, seminar or similar function.
- 3.1.3. If approval is given under the above delegated authority, all Councillors will be notified that the authority has been exercised.
- 3.1.4. The Mayor shall not be precluded from nominating a substitute attendee for functions on those occasions where the Mayor is unable to be in attendance.

### **3.2. What May Be Attended**

- 3.2.1. The conferences, seminars and similar functions to which this Policy applies shall generally be confined to:
- Consideration of comments by the Local Police Service;
  - The nature of the event;
  - The proposed number of people attending the event;
  - The security and control measures to be instigated;
  - The timeframe proposed for the suspension of the zone;
  - Perceived benefits or otherwise to the broader community interests.

- Traffic Management Plan and Event Management Plan if required by Council.

3.2.2. Any meetings or conferences of organisations or bodies on which a Councillor may be elected, or appointed to.

### 3.3. Registration

3.3.1. Where the Mayor or a Councillor has been authorised to attend a conference, seminar, professional development opportunity or similar function the Council will pay all normal registration costs which are charged, including those relating to official luncheons, dinners and tours which are relevant to the interests of the Council.

Expense Type	Refund Basis	Limit
Attendance at Conference, Seminar or similar function-Registration	Actual	Nil

### 3.4. Costs Incurred

3.4.1. Reimbursement of costs incurred shall be subject to the requirements:

- The travel is on Council related business being to and from the conference, seminar or similar function.
- Reasonable and necessary out-of-pocket expenses, on the production of receipts or tax invoices.
- The travel is undertaken economically with all due expedition and by the most direct route.
- Any time occupied in other than Council related business is not included in the calculation of expenses to be paid.
- A claim for reimbursement of expenses must be lodged within thirty (30) days of the end of the previous calendar month, on an Expense Claim form.
- Accommodation will be booked through and by the Executive Assistant to the General Manager and Mayor.
- Where possible, accommodation costs will be paid in advance prior to attendance by the Mayor or Councillor.
- Actual accommodation and sustenance (ATO) Taxation Determination concerning travel allowances and incidental or on the basis of reasonableness, as determined by the Mayor and General Manager.

Expense Type	Refund Basis	Limit
Attendance at Conference, Seminar or similar function-Other costs	Actual	As defined in the relevant ATO Taxation Determination concerning travel allowances and incidentals. (TD 2017/19 Table 3)

### 3.5. Attendance at Dinners and Other Non-Council Functions

- 3.5.1. Consideration will be given to meeting the cost of Councillors' attendance at dinners and other non Council functions which provide briefings to Councillors from key members of the community, politicians and business.
- 3.5.2. Approval to meet expenses will only be given when the function is relevant to Council's interest and attendance to the function is open to all Councillors.
- 3.5.3. The Mayor and General Manager may approve the attendance of a Councillor to a dinner or non Council function. If the Mayor is the nominated Councillor, then the Deputy Mayor and General Manager may approve the attendance of the Mayor to the dinner or non-Council function.
- 3.5.4. No payment will be reimbursed for any component of the ticket that is additional to the service cost of the function, such as a donation to a political party or candidate electoral fund or some other private benefit.
- 3.5.5. The fundraising activities of political parties, including political fundraising events, are considered to be personal interests. Council will not pay expenses or provide facilities to Councillors in relation to supporting and/or attending such activities or events.

Expense Type	Refund Basis	Limit
Attendance at Dinners and Other Non-Council Functions	Actual	Nil

### 3.6. Attendance at Professional Development Opportunities

- 3.6.1. Attendance at professional development opportunities by Councillors will be authorised under the Council's Councillor Professional Development Policy.
- 3.6.2. Council will meet expenses incurred by a Councillor in attending an approved professional development opportunity, as detailed in the Cost Incurred section of this Policy.

Expense Type	Refund Basis	Limit
Attendance at Professional Development Opportunities – Other costs	Actual	As defined in the relevant ATO Taxation Determination concerning travel allowances and incidentals. (TD 2017/19 Table 3)

### **3.7. Reporting Requirements**

- 3.7.1. Councillors will report, in writing, in an open session of a Council Meeting on the outcome of the conference, seminar or similar function attended. The report will be submitted to the General Manager (or their delegate) within one (1) month of the Councillor's attendance at the conference, seminar or similar function.
- 3.7.2. If a number of Councillors attend the same function, a single report may be submitted on behalf of all Councillors that attended, however the report must be signed by all Councillors that were in attendance.
- 3.7.3. The report to Council will be in writing and include the following:
- The purpose/subject matter of the conference, including the reason for the attendance of the delegate(s).
  - The agenda of the conference.
  - Any items of interest to Council discussed at the conference.
  - Recommendations for further areas of action or investigation (if applicable).
- 3.7.4. A Councillor(s) who attend the annual conference of Local Government NSW do not need to provide a written report to Council.

### **3.8. Travel Arrangements**

#### **3.8.1.1. Local Travel Arrangements and Expenses**

- 3.8.1.1.1. Councillors will be entitled to be reimbursed for travel from their home whilst carrying out civic duties at the rate per kilometre as determined in the Local Government (State) Award.
- 3.8.1.1.2. Civic duties are defined as:
- Councillor workshops, inspections, Council and Committee Meetings.
  - Community meetings approved by the Mayor or General Manager.
  - Meetings with staff approved by the General Manager.
  - Conferences, seminars, professional development opportunities, formal and social functions where representing Council and approved by either the Council or the Mayor and General Manager.
  - Meeting with residents in the course of discharging duties as a Councillor.
- 3.8.1.1.3. Each Councillor is to keep a log of all civic duty kilometres travelled and submit the log at the end of each month (with their applicable Expense Claim form). The log will contain the date, time, venue/location, who was met, reason for the meeting/issue(s) discussed, kilometres travelled and reported outcome.

<b>Expense Type</b>	<b>Refund Basis</b>	<b>Limit</b>
Travel – Use of Private motor vehicle	Rate per kilometre as determined in Local Government (State) Award.	Nil.

- 3.8.1.1.4 Car-pooling is to be encouraged where a number of Councillors are to attend the same civic function.
- 3.8.1.1.5 Costs of traffic or parking fines incurred whilst travelling in private or Council vehicle on Council related business are the responsibility of the driver.
- 3.8.1.1.6 Where a Councillor must use another form of transport other than their own vehicle for travel within the Local Government area, then such approval must be obtained in advance from the General Manager.

### **3.8.2.1 Travel Outside Local Government Area, Including Interstate Travel**

- 3.8.2.1.1 Councillors must obtain approval in advance from the General Manager for any travel outside of the Local Government area, including interstate travel.
- 3.8.2.1.2 For clarity, a Councillor appointed to a Committee, organisation or body, by Council, will have standing approval, by way of such appointment, to attend any meetings of the Committee, organisation or body outside the local government area provided the method of transport is by road.
- 3.8.2.1.3 Councillors will be entitled to travel to official engagements at Council's expense by the most practicable and economical method.
- 3.8.2.1.4 Councillors when travelling by air will travel economy class or as determined by the General Manager.
- 3.8.2.1.5 Where a Councillor travels in their own vehicle, they will be reimbursed at the appropriate per kilometre rate or airfare, whichever is the lower.
- 3.8.2.1.6 Upon request by Councillors, vehicles based at the Council Headquarters building will be made available to enable Councillors to attend conferences, seminars, workshops or meetings on Council related business.
- 3.8.2.1.7 Councillors should not obtain any private benefit from any loyalty program or equivalent while on Council related business.

### **3.8.3.1 Overseas Travel**

3.8.3.1.1 Councillors while on Council related business shall receive the benefit of insurance cover for:

- Personal Accident (including sickness and journey/travel).
- Public Liability.
- Professional Indemnity.
- Councillor and Officers Liability.

### **3.8.4.1 Legal Expenses and Obligations**

3.8.4.1.1 In the event of any enquiry, investigation or hearing by any of the following:

- Independent Commission Against Corruption (ICAC).
- The Office of the Ombudsman.
- The Office of Local Government.
- The Police.
- The Director of Public Prosecutions.
- The Local Government Pecuniary Interest and Disciplinary Tribunal into the conduct of a Councillor.
- The Australia's Securities Commission.

3.8.4.1.2 Legal proceedings being taken against a Councillor, arising out of or in connection with the Councillor's performance of civic duties or exercise of functions as a Mayor or Councillor.

3.8.4.1.3 Council shall, by resolution, reimburse such Councillor, after the conclusion of the enquiry, investigation, hearing or proceeding, for all legal expenses properly and reasonably incurred, given the nature of the enquiry, investigation, hearing or proceeding, on a solicitor/client basis;

#### **PROVIDED THAT:**

1. Approval of the General Manager, in writing, is sought and gained prior to any legal expense being incurred.
2. The amount of such reimbursement shall be reduced by the amount of any monies that may be or are recouped by the Councillor on any basis.
3. The Councillor's performance or exercise of the civic duty or function was in the opinion of Council bona fide and/or proper, and the Councillor acted in good faith as required under section 731 of the Act.
4. The amount of such reimbursement shall be limited to the extent that only fees charged at a rate equivalent to the hourly rate then being charged by Council's Solicitors will be paid (for example, any portion of the expenses

representing any hourly charge rate higher than the hourly charge rate of Council's Solicitor will not be reimbursed).

5. The Council is not the plaintiff in the action.
6. Any reimbursement shall not include any action by one Councillor against another Councillor.
7. The enquiry, investigation, hearing or proceeding results in a finding that is not substantially unfavourable to the Mayor or Councillor.

- 3.8.4.1.4 Council will not meet the legal costs of legal proceedings initiated by a Councillor under any circumstance.
- 3.8.4.1.5 Council will not meet the legal costs of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.
- 3.8.4.1.6 Legal costs will not be met for legal proceedings that do not involve a Councillor performing their role as a Councillor.
- 3.8.4.1.7 Where doubt arises in relation to any of these points, Council should seek its own legal advice.

### 3.8.5.1 Care and Other Related Expenses

- 3.8.5.1.1 Council will reimburse a Councillor's reasonable expenses to cover engagement of a babysitter or carer where required to allow the Councillor to attend any Council, Committee Meeting or Council workshop.
- 3.8.5.1.2 Other than where a carer is required by a Councillor themselves, Council will meet the reasonable expenses for the care of:

- A child of the Councillor; or
- A dependant of the Councillor requiring full-time care, actually and necessarily incurred by a Councillor whilst attending Council and Committee Meetings, and Council workshops.

- 3.8.5.1.1 Council will not meet the reasonable expenses for the care of a child or a dependant of the Councillor if the care is provided by a relative of the Councillor who ordinarily resides with the Councillor
- 3.8.5.1.2 A Councillor is entitled to make a submission to the General Manager, in writing, for special consideration regarding care, for which a recommendation will be put to Council.

Expense Type	Refund Basis	Limit
Care and Other Related Expenses	Actual	\$20.00 per hour (up to four (4) hours) \$10.00 per hour

		(more than four (4) hours) \$2,500 Annually
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### 3.8.6.1 Accompanying Person Expenses – Conference, Seminar or Similar Function

- 3.8.6.1.1 Where the Mayor or Councillor is accompanied at a conference, seminar, professional development opportunity or similar function all costs for, or incurred by, the accompanying person, including travel, breakfast, meals, registration and/or participation in any conference programs, are to be borne by the Councillor/accompanying person and not by the Council.

### 3.8.7.1 Accompanying Person Expenses - Official Council Functions Within Local Government Area

- 3.8.7.1.1 Where the Mayor or a Councillor is accompanied at an official Council function within the local government area all travel and subsistence costs for, or incurred by, the accompanying person, will be met by Council.

Expense Type	Refund Basis	Limit
Accompanying Person Expenses – Official Council Functions Within Local Government Area (Travel and subsistence only)	Actual	As defined in the relevant ATO Taxation Determination concerning travel allowances and incidentals. (TD 2017/19 Table 3)

### 3.8.8.1 Accompanying Person Expenses - Official Council Functions Outside Local Government Area

- 3.8.8.1.1 Where the Mayor or a Councillor representing the Mayor is accompanied at an official Council function or carrying out an official ceremonial duty outside the local government area (but within the State) the payment of all travel and subsistence costs for, or incurred by, the accompanying person, will be considered by Council.

Expense Type	Refund Basis	Limit
Accompanying Person Expenses - Official Council Functions Outside Local Government Area (Travel and subsistence only)	As determined by Council	As determined by Council



## **4. Provision of Facilities (and Equipment) for Councillors**

### **4.1. General Provisions**

4.1.1. Council will provide facilities and equipment to each Councillor to ensure that they can undertake their civic duties in an appropriate and efficient manner.

### **4.2. Councillor Corporate Dress**

4.2.1. Each Councillor will be supplied with a Council name badge and either a necktie or scarf.

### **4.3. Business Cards**

4.3.1. Councillors will be issued with a reasonable number of business cards (for example 250). Replacements will be provided on written request.

### **4.4. Meals and Refreshments at Council Meetings**

4.4.1. Provision of meals and refreshments associated with Councillor attendance at Council and Committee Meetings and Councillor workshops or at any other time deemed appropriate by the Mayor or General Manager whilst on Council related business.

### **4.5. Councillor (Meeting) Room**

4.5.1. Provision of meeting room facilities, including furnishings, telephone (local and STD access only), appropriate access to internet access, printing and photocopying facilities. These facilities will be made available at the Council Administration Building located in Narrabri for the purposes of Council related business.

### **4.6. Computer Facilities**

4.6.1. Councillors will be provided with computer facilities to assist in undertaking civic duties. Facilities provided will consist of an iPad with accessories (including carry case and keyboard). Council will meet the cost of a wireless internet connection, considered appropriate (for use in direct relation with Council provided computer facilities) for the conduct of Councillor civic duties.

## **5. Provision of additional Facilities (and Equipment) for Mayor**

### **5.1. Mayoral Office Accommodation**

5.1.1. Council will provide a furnished office at the Council Administration building located in Narrabri to enable the Mayor to undertake civic duties. The office furnishings will include:

- Provision of a desktop computer and associated software packages (with internet connection).
- Provision of a telephone (landline) (including all call costs).

**5.2. Executive Assistant Support**

5.2.1. Executive assistant support, from a suitably experienced and qualified resource, will be provided during normal office hours to provide assistance and support to the Mayor in the conduct of their civic duties.

**5.3. Ceremonial Clothing**

5.3.1. The Council will provide the Mayor with Mayoral robes and the Chain of Office.

**5.4. Mobile Phone**

5.4.1. Council will meet the cost of mobile call costs in direct relation to the conduct of Mayoral civic duties. The Mayor must meet the cost of all non-civic duty calls.

Expense Type	Refund Basis	Limit
Mobile Phone and mobile call costs	Actual	Nil

**5.5. Provision of a Motor Vehicle**

5.5.1. Council will provide to the Mayor, at its cost, a registered, insured, maintained and fuelled vehicle for use by the Mayor on official duties and for private use.

5.5.2. The vehicle is provided on the following basis:

- The changeover of the vehicle is to occur in accordance with Council’s Motor Vehicle Policy.
- The Mayor is to be provided with a suitably equipped vehicle commensurate with the requirements of the Office of Mayor in accordance with Council’s Motor Vehicle Policy that is in place at the time of purchase.
- The Mayor is to enter into Council’s standard agreement for the use of the vehicle, which is the subject of this Policy.

5.5.3. Conditions of Use of Motor Vehicle

- The vehicle is to be kept in a clean and tidy condition to ensure that a professional image of the Council is presented at all times, and to retain the capital value of the vehicle.
- The Mayor will ensure the general roadworthiness of the vehicle. This will include for example the checking of oil, fuel, coolant, brake fluid, lights, windscreen washers and wipers, water, battery and tyre tread and pressure, and taking corrective action where necessary as per vehicle specifications/manual.
- The vehicle is to be serviced at required intervals and in accordance with the manufacturer’s specifications.
- Smoking is not permitted under any circumstances in the vehicle, at any time, by any person.

- Animals are not permitted in the vehicle at any time, unless in the event of medical emergencies or natural disasters.
- Wherever possible, the vehicle is to be garaged off-street.
- The Mayor and their nominated partner are entitled to drive the vehicle, provided that such a person is competent and a fully licensed driver.
- If the Mayor is present in the vehicle, any competent and fully licensed driver may drive the vehicle. Under no circumstances is an 'L' plate driver to drive the vehicle. Payment of Expenses and Provision of Facilities to Councillors Policy - Page 11 of 14.
- The Mayor will be strictly responsible for all parking, traffic or other fines or infringements arising from the use of the vehicle whilst the vehicle is in their control and/or under the control of a non-Council employee driver authorised by the Mayor.

## **5.6. Car Parking Space**

5.6.1. One (1) car parking space reserved for the Mayor will be provided at the Council Administration building located in Narrabri for use by the Mayor.

## **5.7. Corporate Credit Card**

5.7.1. The Mayor will be provided with a Corporate Credit Card to facilitate payment of incidental expenses in conjunction with discharging the functions of the Mayoral Office.

5.7.2. The credit card will have a limit of \$5,000.

5.7.3. The credit card is to be used for Council-related business expenditure only.

5.7.4. The credit card must not be used for obtaining cash advances.

5.7.5. Upon completion of the Mayoral term, the credit card is to be returned to the General Manager on or prior to the date the term ceases.

5.7.6. On-going use of the credit card by the Mayor will be in accordance with and subject to

## **5.8. Photograph**

5.8.1. The Mayor will be given an official framed photograph as a memento of their term in Office.

## **6. Other Matters**

### **6.1. Acquisition and Return of Facilities and Equipment by Councillors**

6.1.1. All equipment provided to Councillors under this Policy shall remain the property of the Council and be returned in good condition to the Council upon the Mayor or Councillor ceasing to hold Civic Office.

## **6.2. Annual Fees Payable to Councillors**

6.2.1. Pursuant to section 248 of the Act, Council shall, prior to 30 June each year, set by resolution, the annual fees to be paid to the Councillors for the following year commencing on 1 July provided that such fee shall be within the range for the Council determined annually by the Local Government Remuneration Tribunal. Such payment shall be subject to clause 404 of the Regulation and any specific resolution of the Council under section 254A of the Act.

## **6.3. Annual Fees Payable to the Mayor**

6.3.1. Pursuant to section 249 of the Act, Council shall, prior to 30 June each year, set by resolution, the annual fee to be paid to the Mayor for the following year commencing on 1 July provided that such fee shall be within the range for the Council determined annually by the Local Government Remuneration Tribunal.

## **6.4. No Deduction under this Policy from Annual (Mayoral or Councillor) Fees**

6.4.1. Unless otherwise provided, the payment of, or reimbursement of expenses and the facilities that may be provided under this Policy, shall be provided without reduction from the annual fees payable to the Mayor and Councillors, as determined by the Council under sections 248 to 254 inclusive of the Act.

## **References:**

- Local Government Act 1993.
- Local Government (General) Regulation 2005.
- *Office of Local Government Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW (October 2009).*
- 2016 Taxation Determination (TD 2016/13)
- Council's Code of Conduct.
- Expense Claim form.
- Councillor Private Motor Vehicle Use Log form.
- Mayoral Vehicle Private Use Log form.

## **Definitions:**

### **Accompanying Person**

Shall mean spouse, partner or a person with a close personal relationship to the Councillor and/or provides carer support to the Councillor.

### **The Act**

Local Government Act 1993.

### **Councillors**

Elected Council representatives, including the Mayor

### Expenses

Payments made by the Council to reimburse Councillors for reasonable costs or charges incurred or to be incurred for discharging their civic functions. Expenses are separate and additional to annual fees.

### Facilities

Equipment and services that are provided by Council to Councillors to enable them to perform their civic functions with relative ease and at a standard appropriate to their professional role as Councillors.

## Summary of Expenses for Councillors

Expense Type	Refund Basis	Limit
Attendance at Conference, Seminar or similar function - Registration	Actual	Nil
Attendance at Conference, Seminar or similar function – Other costs	Actual	As defined in the relevant ATO Taxation Determination concerning travel allowances and incidentals. (TD 2017/19 Table 3)
Attendance at Dinners and other Non Council Functions	Actual	Nil
Attendance at Professional Development Opportunities – Other costs	Actual	As defined in the relevant ATO Taxation Determination concerning travel allowances and incidentals. (TD 2017/19 Table 3)
Travel - use of private motor vehicle	Rate per kilometre as determined in the Local Government (State) Award.	Nil
Travel – Air	Actual	Nil
Travel – Rail	Actual	Nil
Travel – Taxi	Actual	Nil
Travel – Bus	Actual	Nil
Travel – Parking	Actual	Nil; however valet parking prohibited.
Care and Other Related Expenses	Actual	\$20.00 per hour (up to four (4) hours) \$10.00 per hour (more than four (4) hours) \$2,500 Annually
Accompanying Person Expenses - Official Council Functions Within Local Government Area (Travel and subsistence only)	Actual	As defined in the relevant ATO Taxation Determination concerning travel allowances and incidentals. (TD 2017/19 Table 3)
Accompanying Person Expenses - Official Council Functions Outside Local Government Area (Travel and subsistence only)	As determined by Council	As determined by Council

## Summary of Expenses for Councillors

Expense Type	Refund Basis	Limit
Mobile Phone and mobile call costs	Actual	Nil

## History:

Minute Number	Meeting Date	Description of Change
447/95	16 May 1995	Adopted
413/96	21 May 1996	Councillor Fee Amended
414/96	21 May 1996	Mayoral Fee Amended
356/97	20 May 1997	Councillor Fee Amended
357/97	20 May 1997	Mayoral Fee Amended
142/98	18 March 1998	Amended
275/98	19 May 1998	Councillor Fee Amended
276/98	19 May 1998	Mayoral Fee Amended
218/99	18 May 1999	Councillor & Mayoral Fee Amended
205/2000	18 May 2000	Councillor Fee Amended
206/2000	18 May 2000	Mayoral Fee Amended
556/2000	5 December 2000	Amended
70/2001	20 March 2001	Amended
156/2001	15 May 2001	Councillor Fee Amended
157/2001	15 May 2001	Mayoral Fee Amended
211/2002	21 May 2002	Councillor Fee Amended
212/2002	21 May 2002	Mayoral Fee Amended
198/2003	20 May 2003	Councillor Fee Amended
199/2003	20 May 2003	Mayoral Fee Amended
256/2004	18 May 2004	Councillor Fee Amended
257/2004	18 May 2004	Mayoral Fee Amended
932/2004	14 December 2004	Reviewed
334/2005	18 May 2005	Councillor Fee Amended
335/2005	18 May 2005	Mayoral Fee Amended
71/2006	21 February 2006	Councillor Fee Amended
72/2006	21 February 2006	Mayoral Fee Amended

425/2006	20 June 2006	Councillor Fee Amended
426/2006	20 June 2006	Mayoral Fee Amended
909/2007	18 December 2007	Reviewed
597/2010	21 September 2010	Reviewed
781/2011	15 November 2011	Reviewed
18/2013	5 February 2013	Reviewed
922/2013	3 December 2013	Reviewed
669/2014	28 October 2014	Reviewed
500/2015	15 September 2015	Reviewed
220/2017	24 October 2017	Format change, change in respect to : overseas travel, expense limits in line with ATO Tax Rulings

# Appendix *Two*

Audited Financial Report  
(In Draft and Under Audit)



**NARRABRI SHIRE**  
DISCOVER THE POTENTIAL



# Appendix *Three*

## Easy Read Disability Inclusion Action Plan



**NARRABRI SHIRE**  
DISCOVER THE POTENTIAL

EASY READ

# Disability Inclusion

## ACTION PLAN



**NARRABRI SHIRE**  
DISCOVER THE POTENTIAL

Our Plan for **2017 - 2021**

# In this Plan

<b>01</b>	<b>Introduction</b>	<b>03</b>
	Acknowledgement of Country	03
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	Message from our General Manager	05
<b>02</b>	<b>The Easy Read Plan</b>	<b>07</b>
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<b>03</b>	<b>A profile of people with disability in Australia</b>	<b>10</b>
<b>04</b>	<b>About our Shire</b>	<b>12</b>
	What we do well	14
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<b>05</b>	<b>Putting our Plan into place</b>	<b>21</b>
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<b>07</b>	<b>Thank you</b>	<b>27</b>

# Introduction

## ACKNOWLEDGMENT OF COUNTRY

Narrabri Shire Council acknowledges and pays respect to the Kamilaroi people and their Elders, both past and present, as Traditional custodians of the land on which Narrabri Shire Council operations are conducted.

Narrabri Shire has a rich history of culture and Council is stepping towards endeavours to unite the Community in preserving the unique heritage and celebrating our community diversities.

Council recognises the valuable contribution to Narrabri Shire that has been made by Aboriginal and Torres Strait Islander peoples and looks forward to a future of mutual respect and harmony.

*Adopted by Narrabri Shire Council  
in July 2016.*



### **MESSAGE FROM OUR MAYOR**

As Mayor of Narrabri Shire Council, I am proud to introduce Council's Easy Read Version of the Disability Inclusion Action Plan.

The Easy Read version is a summary of the more detailed plan. The Plan demonstrates our commitment to improve the quality of our services.

Council's aim is to have all Shire facilities accessed equally and to have a genuinely inclusive community. With the help of this plan I am sure Narrabri Shire will be a better place for everyone.

I am proud of the diversity of our community and the positive contributions that all people make to our Shire.

Thank you to all those people and groups who helped us with the Plan.

**- Ms Cathy Redding, Mayor**



### **MESSAGE FROM OUR GENERAL MANAGER**

Narrabri Shire Council is committed to making the Shire a better place for all people in which to live. I am really pleased we have the Disability Inclusion Action Plan that makes Narrabri a better place for those people in our community who are living with a disability as this is an important job for Council.

We asked a lot of people about what they thought we needed to do to make our Shire a better place in which to live. We listened to what you said and based on those things this Plan was written. One of the ideas was to have an Access and Inclusion Committee. That Committee will advise Council about ways to make things easier for people with a disability and will report on how we are going with our Plan.

Thank you to everyone who has been involved. I look forward to working with staff and the community to put the plan into action.

**- Mr Stewart Todd, General Manager**





# The Easy Read Plan

**This 'Easy Read' Plan is written in an easy-to-read way with pictures to help people more easily understand the document.**

The 'Easy Read' document is a summary of what is in the Disability Inclusion Action Plan.

You can find the detailed Plan on our website:

**[www.narrabri.nsw.gov.au](http://www.narrabri.nsw.gov.au)**





## ABOUT OUR PLAN

Our plan is effective from July 1, 2017 to June 30, 2021 and focuses on four key areas:



Promoting positive community attitudes and behaviours.



Creating livable communities.



Supporting access to meaningful employment.



Improving access to services through better systems and processes.



# A profile of people with disability in Australia

The results of the 2015 Survey of Disability, Ageing and Carers provide a profile of people with disability in Australia.



There were **4.3 million** Australians with disability in **2015**



The likelihood of living with disability increases with age, **2 in 5** people with disability were **65 years or older**



Almost **1/3** of people with **disability** had a profound or severe disability



Around **3 in 5** people with disability\* needed assistance with at least one activity of daily life



Around **half** of people with disability used **aids or equipment** to help with their disability



Around **1 in 5** people with disability said their main long-term health condition was a mental or behavioural disorder



People with disability\* aged **15-24 years** were **10 times** more likely to report the experience of discrimination than those aged **65 years and over**



People with disability



People with no reported disability

**53%** of people with **disability** participated in the workforce\*\*, compared with **83%** of people with **no reported disability**



The weekly median income\*\* of people with **disability** was **\$465**, which was less than half of those with **no reported disability**



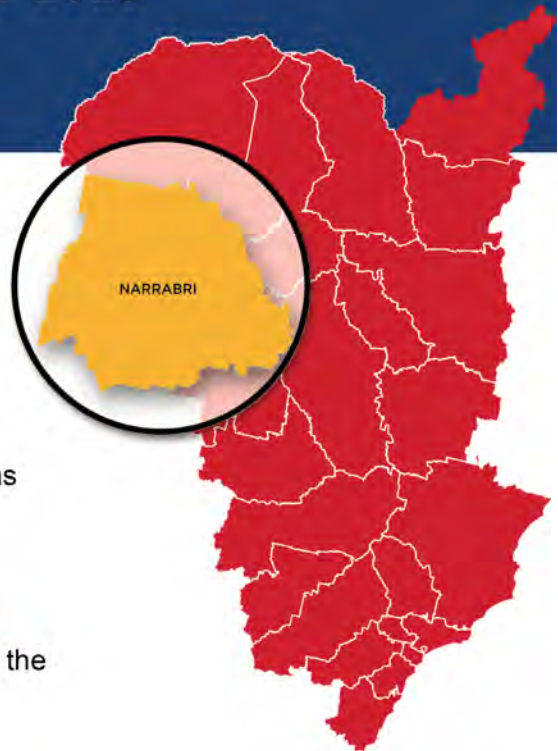
# About our Shire

## POPULATION HEALTH SNAPSHOT 2018 Narrabri LGA

### OUR PEOPLE

**1,595 PEOPLE IDENTIFY AS ABORIGINAL AND TORRES STRAIT ISLANDER**

this is **12.2%** of the population  
(NSW 2.9%)



**83.5%** of the population was  
**BORN IN AUSTRALIA**

**566 PEOPLE** have a  
**PROFOUND OR SEVERE DISABILITY** this is **4.7%** of the  
population (NSW 5.6%)

**POPULATION**  
**13,084**

**21.3%** of the  
population  
are aged  
**0-14 years**  
(NSW 18.5%)

**17.6%** of the  
population  
are aged  
**65 years +**  
(NSW 16.3%)



## WHAT WE DO WELL



- ✓ Ramp into the heated lap pool and lifting chairs to all three Shire pools.



- ✓ Easy Access to the Narrabri Aquatic Centre.



- ✓ Accessible ramp at The Crossing Theatre.



- ✓ The Crossing Theatre has 'differently-abled access'.



- ✓ The Narrabri Visitors Information Centre offers ramped access to the building.

## WHAT WE DO WELL



- ✓ Clear signage at the Visitor Centre regarding accessible ramp.



- ✓ Disabled parking across the Shire.



- ✓ Disability access to Narrabri Library.



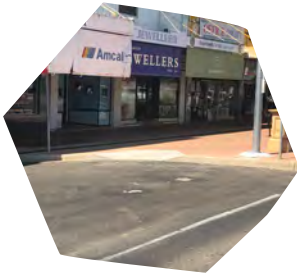
- ✓ Accessible paths and cycle ways.



- ✓ Interpretive playgrounds.



## WHAT WE DO WELL



- ✓ **Narrabri main street disability kerb ramps and parking.**



- ✓ **Recent works on Maitland Street, Narrabri to upgrade kerb ramps.**



- ✓ **Accessible ramp to Boggabri Library.**



- ✓ **Accessible toilets at Anzac Park, Boggabri.**



- ✓ **Accessible ramp at Wee Waa Library.**

## WHAT WE DO WELL



- ✓ **Disability toilet at Wee Waa Library.**



- ✓ **Accessible toilets at the Pilliga Bore Baths.**

## WHAT WE HEARD YOU SAY, THAT WE NEED TO IMPROVE



- + Increased awareness of people with disabilities and their needs.



- + All abilities play equipment and recreational spaces.



- + Accessibility friendly signage.



- + Access to long term employment opportunities.



- + Shade and seating in playground areas and main shopping area.

## WHAT WE HEARD YOU SAY, THAT WE NEED TO IMPROVE



+ Improved cinema seating.



+ Wheelchair accessible transport, especially after hours.



+ Accessible seating at sporting events that is covered from the elements.



+ More disability parking spaces.

+ Accessible gradients of footpaths, kerb ramps and pedestrian crossings.



+ Interpretive signage.



# Putting our Plan into place

## Promoting positive community attitudes and behaviours



An Access and Inclusion Committee will help implement the Disability Inclusion Action Plan and provide advice to Council.

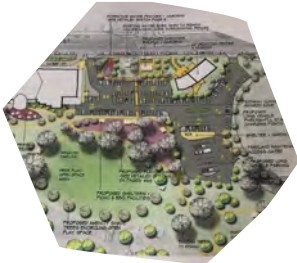


Help businesses to become more accessible and inclusive.



Incorporate understanding of the needs of people with a disability into the staff induction process.

## Creating Liveable Communities



Inclusion and accessibility are to be considered in all Council Capital works upgrades.



Develop a Design Principles Policy which complies with inclusion principles.



Provide improved library resources in a variety of formats.



Support sporting clubs and community organisations to increase participation for people with a disability.

## Supporting access to meaningful employment



Support provided to people with a disability applying for positions in Council.



EEO Policy to be reviewed in line with accessibility and inclusion requirements.



Work with other services to promote volunteering opportunities.



### Improving access to services through better systems and processes



Create Council publications and website that is accessible to all.



Provide accurate and timely information about accessibility to events in the Shire.



Support Interagency meetings.



Establish Dementia Friendly communities in the Shire.

# Measuring our success

## Promoting positive community attitudes and behaviours



Annual Report from Access and Inclusion committee demonstrating positive activities and outcomes.



Satisfaction surveys from the community indicating improvement in inclusion.



Reduction in complaints regarding infrastructure and works due to consultation incorporating principles of inclusion

## Improving access to services through better systems and processes



Satisfaction surveys indicating people with a disability have increased access to entertainment and sporting facilities and events.



Increased number of people with disability employed in Council and in the wider community.



Enhanced internal communication between Council staff as reported by staff survey.



Increase in number of people accessing Council information through a variety of platforms.

# Thank you



Council would like to thank all those who contributed to developing the Narrabri Shire Council Disability Inclusion Action Plan 2017-2021.

For further information, please contact:

**Narrabri Shire Council**

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(02) 6799 6866 or [council@narrabri.nsw.gov.au](mailto:council@narrabri.nsw.gov.au)

**Website** - [www.narrabri.nsw.gov.au](http://www.narrabri.nsw.gov.au)

**Facebook** - [facebook.com/narrabrishire](https://facebook.com/narrabrishire)



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