
NARROMINE SHIRE COUNCIL
ORDINARY MEETING BUSINESS PAPER – 8 MARCH 2023
REPORTS TO COUNCIL – GENERAL MANAGER

1. RENTAL – 118-120 DANDALOO STREET, NARROMINE

Author	Director Governance
Responsible Officer	General Manager
Link to Strategic Plans	CSP – 4.3.3 Ensure Council's assets are monitored and well managed

Executive Summary

This report provides information to Council to consider setting a lease fee for part 118-120 Dandaloo Street, Narromine.

Report

Council currently leases a portion of the building to Regional Australia Bank. The lease of this premises is due to expire on 31 May 2023.

The lessee has advised that it now wishes to enter into a further 1-year agreement.

Current rental per is \$553.63 (Inc GST) per month. If Council were to apply the annual CPI rate, the recommended commencing rental would be \$595.97 (Inc GST) per month.

Legal and Regulatory Compliance

The existing lease expires 31 May 2023. A new lease agreement will need to be entered into.

Financial Implications

It is proposed that the current monthly rental of \$553.63 per month (Inc GST) be increased by the annual CPI rate to \$595.97 per month (Inc GST).

The lessee will be responsible for the lease preparation costs, as well as electricity, telephone/internet usage and cleaning costs.

Risk Management

Council does not require use of this part of the building for its own purposes. As such a short-term agreement with the current lessee is recommended. The lessee is required to take out appropriate public liability insurance for the area leased from Council.

Internal/External Consultation

Request received from lessee.

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1. RENTAL – 118-120 DANDALOO STREET, NARROMINE

Attachments

Nil

RECOMMENDATION

That the commencing rental for the lease of part 118 – 120 Dandaloo Street, Narromine be set at \$595.97 (Inc GST) per month.

2. TERMINATION OF LEASE – PART NARROMINE AERODROME

Author	Director Governance
Responsible Officer	General Manager
Link to Strategic Plans	CSP – 4.3.3 Ensure Council's assets are monitored and well managed CSP – 3.5.2 Maintain aerodrome infrastructure to increase the viability and sustainability of aerodrome operations

Executive Summary

This report provides information to Council to advise Council of termination of the lease between Council and Incitec Fertiliser Pty Ltd and subsequent request for Council to retain site equipment and fixed infrastructure.

Report

Council has for many years leased a portion of the Narromine Aerodrome to Incitec Fertiliser Pty Ltd for the purposes of an office building and anhydrous ammonia depot.

Incitec Fertiliser Pty Ltd have formally advised Council that they will not be renewing their lease on expiry (30 April 2023) and intend to decommission the site by the end of March 2023.

Under the existing lease agreement, at the end of the lease, the lessee is to have removed any goods and anything that the lessee fixed to the property and have made good any damage caused by the removal.

Incitec Fertiliser Pty Ltd has been approached by a third party seeking Incitec remove the anhydrous tanks and stands and leave the other fixtures on site being two sheds, office administration building, tank, weighbridge and power for potential future use/purchase (see additional report below).

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2. TERMINATION OF LEASE – PART NARROMINE AERODROME (Cont'd)

Potential infrastructure remaining on site:-



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2. TERMINATION OF LEASE – PART NARROMINE AERODROME (Cont'd)



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2. TERMINATION OF LEASE – PART NARROMINE AERODROME (Cont'd)

Infrastructure for removal: -



2. TERMINATION OF LEASE – PART NARROMINE AERODROME (Cont'd)

The terms of the lease state that the lessee is to return the property to the lessor in the state and condition that the lease requires the lessee to keep it in i.e., to maintain the property in its condition at the commencement date.

Incitec Fertiliser Pty Ltd will therefore be responsible for ensuring any potential contaminant risks at the site have been reduced to acceptable levels for future use of the site. This will require certified validation that the site and structures meet the health investigation level D (commercial/industrial) under the New South Wales EPA National Environmental Protection Measures.

Legal and Regulatory Compliance

The current lease between Council and the lessee expires 30 April 2023.

Section 377(h) of the Local Government Act 1993 determines that Council cannot delegate the surrender of any land or other property. This must therefore be a decision for the Governing body of Council.

Financial Implications

Current rental for the site is \$17,953.20 (including GST) per annum.

The value of the infrastructure remaining on site has not been determined, nor has ongoing maintenance costs associated with retaining the infrastructure.

Risk Management

Compliance with legislative provisions.

Council must maintain its property assets to a minimum safety and environmental standard. Property use should be efficient, minimise unnecessary cost and can adapt to our communities' changing demands and needs.

Internal/External Consultation

Incitec Fertiliser Pty Ltd
Simmons Global
Director Community and Economic Development

Attachments

Nil

2. TERMINATION OF LEASE – PART NARROMINE AERODROME (Cont'd)

RECOMMENDATION

That Council considers retention of the two sheds, office administration building, tank, weighbridge and power on the site, pending receipt of certified validation that the site and structures meet the health investigation level D (commercial/industrial) under the New South Wales EPA National Environmental Protection Measures.

3. FURTHER DEVELOPMENT OF NARROMINE AERODROME

Author General Manager

Responsible Officer General Manager

Link to Strategic Plans

Economic Development Strategy

2.1.1 Seek funding and support for the establishment of a light industrial park (aviation related) at Narromine Aerodrome.

2.1.2 Prepare a needs analysis for business attraction at the light industrial park at Narromine Aerodrome.

2.1.3 Investigate creation of aviation cluster at Aerodrome

4.5 Work with State and Federal Governments to deliver key infrastructure needs

The Narromine Aerodrome Strategic and Master Plan aims to:

1. Investigate options for short, medium and long-term development on the Aerodrome.
2. Identify and assess the planning constraints surrounding the development.
3. Provide recommendations on potential development areas, desired development types and development control measures for the area to ensure the long term viability of the site and to ensure it best serves the community.
4. Provide the nexus between Council's strategic direction and the local Economic Development Committee to facilitate economic growth in the Narromine Local Government Area.

Delivery Plan

2.1.5.1 Review Land Use Strategies in line with results of Economic Development Strategy to ensure planned new land releases to stimulate economy.

2.2.4.1 Work with State Government agencies to appropriately identify high value land resources, where Government priorities are identified.

2.3.3.2 Identify potential value-added sites with good inter-modal transport links

Executive Summary

This report is presented to Council to provide an update on progress being made on the further development of aerodrome land by the Simmons Group. Additional information is now provided to Councillors as per the previous reports and resolution number 2021/047 from the Council meeting of the 10th of March 2021 and the Council meeting of the 14th July 2021, 2021/158.

3. FURTHER DEVELOPMENT OF NARROMINE AERODROME (Cont'd)

SIMMONS GLOBAL

At the Council meeting held 14 July 2021 a report was presented that gave an outline of a proposed development at the aerodrome by Simmons Global.

The report outlined that the developer was seeking to purchase approximately 28HA of land on the western end of the aerodrome and further highlighted a preferred footprint. This is shown below.



At the time the potential development was outlined to include:

- Development of commercial private drone related opportunities
- Development of military drone related activity
- Development of UV monitoring equipment
- Development of mobile abattoirs
- Development of a regional innovation site

It was expected that up to 280 staff would be required to undertake the various work at the facility.

The resolution from that meeting was as follows;

1. Council agrees to sell approximately 28 hectares of part Lot 72 DP 1271467 for \$11,000 per HA (plus GST) under an option to purchase arrangement if the land is purchased within 18 months, and a further 10% premium be added if a further 12 month extension is needed. The option to purchase would also include a 10% non-refundable payment at the commencement of the option for a period of 18 months, and a further 10% non-refundable deposit be paid should the 12 month extension be requested.
2. All costs in relation to sale of the land be borne by the purchaser. 2021/158

3. FURTHER DEVELOPMENT OF NARROMINE AERODROME (Cont'd)

Given the nature of the project it has taken some time to progress the development application. The applicant has advised the following significant milestones for the project;

1. The awarding of a \$4.8M grant to the Simmons Group for the development of an advanced manufacturing precinct on the aerodrome;
2. The initial development application to seek approval for the facility lodged in April 2022 and subsequently withdrawn;
3. A second development application lodged in October 2022 which reduced the scope of the approvals being sought with the view that any additional works would require further approvals. This Development Application remains under assessment.

The proposal has now been modified outlining that the facility be constructed on the southern side of the runway adjacent to the existing Big N facility and not on the northern side as initially proposed.

Council staff have also received notification, in accordance with the report at Item 2 of the General Managers Report to this meeting, that Incitec no longer require the site that they lease at the aerodrome and Incitec are in the process of decommissioning this site. The Simmons Group had become aware separately that the Big N facility would not be extending the lease, and as such, Mr Simmons has requested to further refine his development application to now request approval to build the facility much closer to the soon to be decommissioned site.

Mr Simmons has indicated that he will seek to purchase 21HA in the footprint on the southern side of the runway and also requested that the Incitec site be included inside the development footprint. In this way the water and electrical infrastructure already on the site can be made use of, providing existing access points for the new development. This approach is supported by staff. The reuse of the facility in this way provides a positive legacy for the Incitec site.



3. FURTHER DEVELOPMENT OF NARROMINE AERODROME (Cont'd)

If this is supported by Council resolution the total area that is sold to the Simmons Group will now become approximately 21HA. The general layout of the site requested by the Simmons Group is seen below to include the Incitec site.

STRATEGIC SUPPORT FOR PROJECT

As reported in March 2021, site issues for assessment would include (and not be limited to):

- Heritage
- Flooding and stormwater management
- Road access and traffic management
- Obstacle Limitation Survey
- Ensuring usability of aerodrome, CASA regulation
- Outline of impact on other users
- Water and Sewer demand and design
- Geotechnical suitability
- Alignment with Aerodrome Masterplan and other strategic Council documents
- Risk management
- Alternative sites
- Economic benefit

The aerodrome master plan was adopted by Councillors in 2019 and does highlight the potential for Industrial and Transport development of Precinct 5. (shown below). The desired land uses of the industrial and transport precinct includes storage, transport and construction to take advantage of the adjoining transport networks of road, rail and air traffic.



3. FURTHER DEVELOPMENT OF NARROMINE AERODROME (Cont'd)

HOW SHOULD WE PROCEED

The resolution of July 2021, 2021/158 has lapsed. Mr Simmons did not take up the option to purchase within an 18 month timeframe but was comfortable to plan for the development with the resolution provided.

In order to provide certainty a new resolution should be provided which will give further guidance to staff and assurances to the developer.

Financial Implications

The cost of the development works will be either borne by the developer or the State Government through grants.

There will be proceeds to Council through the sale of land and the rates that will be applicable. The increase in employment will be a very positive return to the region.

The valuation provided for the area outlined as 28HA was \$280,000. The sale price recommended for the new footprint is based on the previous Council resolution. Council staff enquiries indicate that there would have been no positive shift in the market since the previous valuation was undertaken,

Legal and Regulatory Compliance

Civil Aviation Act 1988, Civil Aviation Regulations 1988, Civil Aviation Safety Regulations 1988.

Local Government Act 1993.

Disposal of Goods and Property. Local councils are bound by s 55 and s 716 of the *Local Government Act 1993*, and Part 7 of the *Local Government (General) Regulation 2005*.

Environment Planning and Assessment Act 1979

Risk Management Issues

Risks were detailed in the report that Council considered in November 2020. These include:

- Development not proceeding
- Development Approval not being given
- Negative impact on existing users
- The site not proving to be conducive to the development

There is a low financial risk to Council.

There is the potential for some reputation risk to Council if the development does not proceed.

If the development does not proceed Council would continue to manage the area under consideration within current aerodrome procedures.

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3. FURTHER DEVELOPMENT OF NARROMINE AERODROME (Cont'd)

Internal/External Consultation

- Potential new business
- Economic Development Group
- Department of Planning

RECOMMENDATION

1. Council agrees to sell approximately 21 hectares of part Lot 72 DP 1271467 for \$11,000 per HA (plus GST)
2. That a contract for the sale of the land be entered into prior to the 31st of May 2023.
3. That the General Manager be delegated to finalise the terms of the contract.
4. All costs in relation to the sale of the land be borne by the purchaser.

4. BUSINESS ETHICS STATEMENT

Author	Director Governance
Responsible Officer	General Manager
Link to Strategic Plans	CSP – 4.3.1 Operate and manage Council in a financially and sustainable manner that meets all statutory and regulatory compliance and Council policies.

Executive Summary

This report provides Council with information to review Council's Business Ethics Statement.

Report

Council's Business Ethics Statement provides guidance for the private sector when doing business with Council. It outlines Council's ethical standards and our expectation that goods and service providers and contractors will comply with these standards in all their dealings with Council. The statement also outlines what goods and service providers and contractors can expect of Council.

Council's Business Ethics Statement was reviewed by Council at its Ordinary Meeting held 14 November 2018 and is now due for further review. Minor amendments are marked in red for ease of reference (**see Attachment No. 1**).

Legal and Regulatory Compliance

The Business Ethics Statement is based on the recommendations from the Independent Commission Against Corruption (ICAC), Section 55 of the Local Government Act 1993, Part 7 of the Local Government (General) Regulation 2021 and Council's Code of Conduct and Procedures.

4. BUSINESS ETHICS STATEMENT (Cont'd)

Financial Implications

There are no identified financial implications.

Risk Management

Compliance with legislative provisions.

Internal/External Consultation

Nil

Attachments

- Revised Business Ethics Statement

RECOMMENDATION

That the revised Business Ethics Statement as attached to the report be adopted.

5. VANDALISM REWARDS SCHEME POLICY

Author	Director Governance
Responsible Officer	General Manager
Link to Strategic Plans	CSP – 4.3.1 Operate and manage Council in a financially and sustainable manner that meets all statutory and regulatory compliance and Council policies.

Executive Summary

This report provides Council with information to review Council's Vandalism Rewards Scheme Policy.

Report

Vandalism costs Council thousands of dollars every year. The Vandalism Rewards Scheme Policy seeks to provide a financial reward to community members where information regarding a vandalism event is reported to the NSW Police Force and results in legal action being taken against the offender.

The policy provides delegated authority to the General Manager to assess and approve reward claims.

Council's Vandalism Rewards Scheme Policy was reviewed by Council at its Ordinary Meeting held 11 July 2018 and is now due for further review. There are no substantial amendments recommended (**see Attachment No. 2**)

Legal and Regulatory Compliance

Crimes Act 1900; Young Offenders Act 1997; Summary Offences Act 1988

5. VANDALISM REWARDS SCHEME POLICY (Cont'd)

Financial Implications

The amount of the reward is equal to the remediation costs of the vandalism capped at a maximum of \$5,000 per event; with the maximum annual cap for the scheme being \$15,000 per financial year.

Risk Management

The policy covers the intentional or reckless destruction, defacement, disfigurement or damage to Council owned or managed property without the consent of Council. The objectives of the policy are to reduce acts of vandalism on Council property by increasing the risk of detection and apprehension; encourage a coordinated approach between the NSW Police Force, Council and the Narromine Shire community to address the issues of vandalism; and to emphasise to our community that vandalism is an act of crime.

Internal/External Consultation

Nil

Attachments

- Vandalism Rewards Policy

RECOMMENDATION

That the Vandalism Rewards Policy as attached to the report be adopted.

6. COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT POLICY

Author	Director Governance
Responsible Officer	General Manager
Link to Strategic Plans	CSP – 4.3.1 Operate and manage Council in a financially and sustainable manner that meets all statutory and regulatory compliance and Council policies.

Executive Summary

This report provides Council with information to review Council's Councillor Induction and Professional Development Policy.

Report

Council adopted the Councillor Induction and Professional Development Policy at its Ordinary Meeting held 13 February 2019.

6. COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT POLICY (Cont'd)

The policy has been developed in accordance with the Office of Local Government Councillor Induction and Professional Development Guidelines issued in 2018. The Guidelines were developed to ensure Mayors and Councillors are aware of the knowledge, skills and personal attributes expected of them in their civic roles under the Act, and of the support Council should be providing to ensure Councillors are able to effectively fulfil their roles.

The policy is now due for review. There are no substantial changes recommended **(see Attachment No. 3)**

Legal and Regulatory Compliance

Under the Regulation the General Manager is required to ensure delivery of an induction program for newly elected and returning Councillors and an ongoing professional development program for the Mayor and each Councillor over the term of the Council.

The Local Government Act places a responsibility on each Mayor and Councillor to make all reasonable efforts to acquire and maintain the skills necessary to perform their roles.

Council is also required to publicly report on participation in Council's induction and professional development program.

Financial Implications

Council allocates an annual budget to support induction and professional development activities.

Risk Management

Each Council should ensure that its ongoing professional development program is accommodated by and reflected in its Councillor Expenses and Facilities Policy.

Internal/External Consultation

Nil

Attachments

- Councillor Induction and Professional Development Policy

RECOMMENDATION

That the Councillor Induction and Professional Development Policy as attached to the report be adopted.

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7. LEASE OFFICE SITE NO 12 NARROMINE AERODROME

Author	Director Governance
Responsible Officer	General Manager
Link to Strategic Plans	CSP – 4.3.3 Ensure Council's assets are monitored and well managed

Executive Summary

This report is presented to Council to determine the lease fee for Office Site No 12 at the Narromine Aerodrome.

Report

Council has for many years leased the above site at the Narromine Aerodrome. The current lease is due to expire on 25 March 2023 and the lessee has requested renewal of the agreement for the above site for a 1-year term.

Current rental is \$155.96 per month (GST incl.)

Council has no immediate or short-term need for the site for its own purposes, therefore renewal of the lease with the existing lessee is recommended.

Financial Implications

It is proposed that the current monthly rental of \$155.96 per month (GST incl.) be increased by the annual CPI rate to \$167.89 per month (GST Incl.).

Legal and Regulatory Compliance

Council will need to enter into a new lease agreement with the existing lessee.

Council cannot delegate the making of a charge under Section 377 of the Local Government Act.

Risk Management Issues

The lessee is required to hold public liability insurance coverage in the amount of \$20,000,000 for the areas leased from Council.

Internal/External Consultation

Consultation with the lessee

Attachments

Nil

RECOMMENDATION

That Council lease Office Site No 12 at the Narromine Aerodrome for a 1-year term, with the lease fee to be set at \$167.89 per month (GST inclusive).

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8. LEASE HANGAR SITE NO 16 NARROMINE AERODROME

Author	Director Governance
Responsible Officer	General Manager
Link to Strategic Plans	CSP – 4.3.3 Ensure Council's assets are monitored and well managed

Executive Summary

This report is presented to Council to determine the lease fee for Hangar Site No 16 at the Narromine Aerodrome.

Report

Council has for many years leased the above site at the Narromine Aerodrome. The current lease is due to expire on 25 March 2023 and the lessee has requested renewal of the agreement for the above site for a 2-year term.

Current rental is \$162.33 per month (GST incl.)

Council has no immediate or short-term need for the site for its own purposes, therefore renewal of the lease with the existing lessee is recommended.

Financial Implications

It is proposed that the current monthly rental of \$162.33 per month (GST incl.) be increased by the annual CPI rate to \$167.28 per month (GST Incl.).

Legal and Regulatory Compliance

Council will need to enter into a new lease agreement with the existing lessee.

Council cannot delegate the making of a charge under Section 377 of the Local Government Act.

Risk Management Issues

The lessee is required to hold public liability insurance coverage in the amount of \$20,000,000 for the areas leased from Council.

Internal/External Consultation

Consultation with the lessee

Attachments

Nil

RECOMMENDATION

That Council lease Hangar Site No 16 at the Narromine Aerodrome for a 2-year term, at the commencing rental of \$167.28 per annum (GST inclusive), with annual CPI increments to be applied.

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9. INTEGRATED PLANNING AND REPORTING FRAMEWORK TIMETABLE

Author	Director Governance
Responsible Officer	General Manager
Link to Strategic Plans	CSP – 4.3.1 Operate and manage Council in a financially sustainable manner that meets all statutory and regulatory compliance and Council policies D.P. – 4.3.1.1 Implementation of the Delivery Program and Operational Plan including Budget and Asset Management Plan on an annual budget

Executive Summary

This report is presented to Council to consider the timeline to adopt the Integrated Planning and Reporting documents.

Report

Council is required to have a four-year Delivery Program (DP), a ten-year Long-Term Financial Plan (LTFP), and an Operational Plan (OP) adopted before the beginning of each financial year, outlining the activities to be undertaken that year, as part of the DP.

The DP, LTFP and OP must be publicly exhibited for at least 28 days and public submissions can be made to Council during this period.

The following timeline has been prepared to meet this requirement: -

Wed, 12 Apr 2023	Ordinary Council Meeting
Wed, 19 Apr 2023	IP&R papers provided to Councillors prior to workshop
Thu, 27 Apr 2023	IP&R Workshop with Councillors
Wed, 3 May 2023	Finalisation of draft IP&R documents
Wed, 10 May 2023	Ordinary Council meeting to endorse draft IP&R documents to go on public exhibition
Fri, 12 May 2023	Draft IP&R documents placed on public exhibition for 28 days
Fri, 9 Jun 2023	Public exhibition period closes
Wed, 14 Jun 2023	Preparation of final IP&R documents and report with submissions for consideration
Wed, 21 Jun 2023	Ordinary Council Meeting - Adoption of final IP&R documents

9. INTEGRATED PLANNING AND REPORTING FRAMEWORK TIMETABLE (Cont'd)

Financial Implications

Consideration of Operational Plan 2023/2024 and Long-Term Financial Plan

Legal and Regulatory Compliance

Integrated Planning and Reporting framework requirements as required under the Local Government Act 1993.

Risk Management Issues

Adherence to timeframes for the adoption of final documentation.

Council will need to hold its Ordinary Meeting on 21 June 2023 to allow time for public exhibition and consideration of submissions prior to adoption of the DP, OP and LTFP.

Internal/External Consultation

A workshop is scheduled for Thursday 27 April 2023 with Councillors to consider draft documentation.

Attachments

- Nil

RECOMMENDATION

That Council holds its Ordinary Meeting on 21 June 2023 to adopt the final Integrated Planning and Reporting documents following public exhibition.

Jane Redden
General Manager



STATEMENT OF BUSINESS ETHICS

Version Number	Created By	Adopted By Council	Resolution No	Review Period
3.0	Corporate, Community & Regulatory Services	December 14 2016	2016/379	2 Years
4.0	General Manager's Department	14 November 2018	2018/279	4 Years
5.0	Governance Department			4 Years

Prepared By:- Governance Department
Version No:- 5.0
Adopted by Council:-
Review Date:- March 2027

Introduction

This statement provides guidance for the private sector when doing business with Narromine Shire Council. It outlines Council's ethical standards and our expectation that goods and service providers and contractors will comply with these standards in all their dealings with us. This statement also outlines what goods and service providers and contractors can expect of Council.

Scope

This statement applies to all Councillors, Council staff, Contractors, Subcontractors, Consultants, Tenderers, Suppliers and Business Partners (e.g. in joint ventures or alliance arrangements).

Legal and Policy Framework

This statement is based on the recommendations from the Independent Commission Against Corruption (ICAC), Section 55 of the Local Government Act 1993, Part 7 of the Local Government (General) Regulation 2021 and Council's Code of Conduct and Procedures.

Our Key Business Principles

Our business principles are as follows:-

- Work Health and Safety is a Council priority. We require our Contractors and Suppliers to have a similar commitment to health and safety.
- Providing quality services to our community.
- Best value for money is at the core of all Council's business relationships with private sector suppliers of goods and services. Best value for money does not automatically mean selecting the lowest price. Rather, Council will balance all relevant factors including initial cost, whole of life costs, quality, reliability, timeliness, and where relevant social and environmental responsibilities in determining true value for money.
- Our business dealings will be transparent and open to public scrutiny wherever possible and practical.
- Council strives to ensure our business relationships are honest, ethical, fair and consistent.

What You Can Expect From Us

Council will ensure that all its policies, procedures and practices relating to tendering, contracting and the purchase of goods or services are consistent with best practice and the highest standards of ethical conduct.

Council officials are bound by our Code of Conduct and Procedures. Council officials are accountable for their actions and are expected to:-

- Comply with Council policy and procedures.
- Use public resources effectively and efficiently
- Deal fairly, honestly and ethically with all individuals and organisations.
- Avoid any conflicts of interest.
- Protect confidential or proprietary information.

- Treat all potential suppliers with impartiality and fairness and give equal access to information and opportunities to submit bids.
- Document procurement activities and decisions to provide an effective audit trail and allow for effective performance review of contracts.

What We Ask Of You

We require all providers of goods and services to observe the following principles when doing business with Council.

- Comply with our procurement policies and procedures.
- Provide accurate and reliable advice and information when required.
- Declare conflicts of interest as soon as you become aware of the conflict.
- Act ethically, fairly and honestly in all dealings with Council.
- Take all reasonable measures to prevent the disclosure of confidential Council information.
- Refrain from engaging in any form of collusive practice, including offering Council employees inducements or incentives designed to improperly influence the conduct of their duties.
- Refrain from discussing Council business or information in the media.
- Assist Council to prevent unethical practices in our business relationships.
- Ensure that all sub-contractors you engage to perform work for Council comply with their obligations under the Work Health & Safety Act 2011.

Why Is Compliance Important?

By complying with our statement of business ethics, you will be able to advance your business objectives and interests in a fair and ethical manner. As all Council suppliers of goods and services are required to comply with this statement, compliance will not disadvantage you in any way.

Complying with Council's principles will also prepare your business for dealing with the ethical requirements of other public sector agencies, should you choose to do business with them.

You should be aware of the consequences of not complying with Council's ethical requirements when doing business with the Council. Demonstrated corrupt or unethical behaviour could lead to:-

- Termination of contracts
- Loss of future work
- Loss of reputation
- Investigation for corruption
- Matters being referred for criminal investigation

Similarly consequences for Council officials may include investigation, disciplinary action, termination, such other penalty permitted under the relevant industrial award or potential criminal charges.

GUIDANCE NOTES

Incentives, gifts and benefits

In general, Council expects its officials to decline gifts, benefits, travel or hospitality offered during the course of their work. You should refrain from offering any such "incentives" to Council officials. All such offers will be formally reported.

Council only permits its officials to accept gifts and benefits if:

- Gifts and benefits are token and less than token value (for example a calendar at Christmas)
- Refusing a gift is likely to be perceived as rude or offensive
- The offer is not targeted at an individual officer

If a gift or benefit is accepted, Council requires the official to record the gift or benefit in a public Gifts and Benefits Register.

Conflicts of Interest

All Council officials are required to disclose any potential conflicts of interest. Council extends this requirement to all our business partners, contractors, consultants, subcontractors, tenderers and suppliers.

Confidentiality

All Council information should be treated as confidential unless otherwise indicated.

Communication Between Parties

All communication should be clear, direct and accountable to minimise the risk of perception of inappropriate influence being brought to bear on the business relationship.

Use of Council Equipment, Resources and Information

All Council equipment, resources and information should only be used ethically, effectively, efficiently and carefully in the course of official duties and must not be used for private purposes unless use is lawfully authorised and proper payment is made where appropriate.

Contracting Employees

All contracting and subcontracting employees are expected to comply with Council's statement of business ethics. If you employ sub-contractors in your work for Council you must make them aware of this statement.

Intellectual Property Rights

In business relationships with Council, parties will be scrupulous in their use of each other's intellectual property and will formally negotiate any access, license or use of intellectual property.

Who to Contact

If you have any queries regarding this statement or provide information about suspected corrupt conduct, please contact the General Manager on 6889 9999. Public officials reporting corrupt conduct, maladministration, serious and substantial waste, government information contravention and pecuniary interest contravention are protected by the *Public Interest Disclosures Act 1994*. This Act protects public officials disclosing corruption related matters from reprisal or detrimental action and ensures disclosures are properly investigated and dealt with.



VANDALISM REWARDS SCHEME POLICY

Adopted By Council 11 July 2018

Resolution No 2018/149

Created By:	Governance Department
Date:-	February 2023
Version No:-	3.0
Adopted By Council:	8 October 2014, Resolution No 2014/331, 11 July 2018, Resolution No 2018/149
Review Date:-	February 2027

Background

Council is committed to providing services to its community. Vandalism costs Council thousands of dollars each year. To minimise the increasing cost of vandalism the community is encouraged to report vandalism as soon as possible. This policy seeks to provide a financial reward to community members where information regarding a vandalism event is reported to the NSW Police Force and results in legal action being taken against the offender.

Policy Objectives

The objectives of this policy are to:-

- Encourage community members to report information about vandals to the NSW Police Force.
- Reduce acts of vandalism on Council property by increasing the risk of detection and apprehension.
- Encourage a coordinated approach between the NSW Police Force, Council and the Narromine Shire community to address the issues of vandalism.
- Strengthen community pride.
- Emphasise to our community that vandalism is an act of crime.

Scope

This policy covers the intentional or reckless destruction, defacement, disfigurement or damage to Council owned or managed property without the consent of Council.

Policy Statement

1. That Council offer a reward to persons providing information on vandalism to Council owned or managed property that results in legal action being taken i.e. criminal proceeding resulting in a conviction, finding of guilt or offence; formal caution/warning issued by a NSW Police Force Officer; or a juvenile justice conference administered under the Young Offenders Act 1997.
2. That the amount of the reward is equal to the remediation costs of the vandalism capped at a maximum of \$5,000 per event.
3. That the vandalism rewards scheme be subject to an annual maximum cap of \$15,000 per financial year.

Policy Statement (continued)

4. In order to make a claim for a reward under this policy, the Vandalism Rewards Scheme Policy Claim Form (Annexure A) is to be completed.
5. The General Manager be delegated authority to assess and approve reward claims.
6. All reward claims will be verified with the NSW Police Force to ensure compliance with the conditions of the Rewards Policy.
7. The General Manager's assessment and decision in relation to reward claims is final.
8. Persons providing information must be aware that they may be required to appear in court to give evidence.
9. Fraudulent and/or misleading claims will be ineligible for payment of the reward. Council may seek to recover the reward and associated costs should a claim be found to be fraudulent or misleading.
10. All documentation created and held in relation to applications for reward claims shall be marked confidential. For the purposes of protecting the safety of individuals and reward claim applicants, information will not be released to the public unless Council is obliged to by law.
11. Reward claim applicants need to be made aware that Council cannot always guarantee the applicant's anonymity.

Relevant Legislation

- Local Government Act 1993
- Crimes Act 1900
- Young Offenders Act 1997
- Government Information (Public Access) Act 2009
- Summary Offences Act 1988

**NARROMINE SHIRE COUNCIL
VANDALISM REWARDS SCHEME POLICY CLAIM FORM
CONFIDENTIAL**

Personal Details		
Name:		
Physical Address:		
Telephone Number:	Mobile Number:	
Email Address:		
Preferred Contact Method:		
Incident Details		
Date and/or time of incident (<i>if known</i>):		
Location of Incident:		
Details of Damage (<i>e.g. damage to fence, BBQ, Graffiti etc.</i>):		
Reporting Details		
Did you report the incident to the Police? (<i>Please circle</i>)	Yes	No
How was incident reported:-		
Police Station <input type="checkbox"/>	Crime Stoppers Online <input type="checkbox"/>	Crime Stoppers Phone <input type="checkbox"/>
Emergency Services <input type="checkbox"/>	Police Assistance Line <input type="checkbox"/>	
Police Event Number:		
Date You Reported:		
Officer's/Report Taker's Name:		
Did you provide information to Police regarding offender/s?	Yes	No
Do you know of the outcome of Police investigations?	Yes	No
Details of outcome:		

Narromine Shire Council – Vandalism Rewards Scheme Policy

Declaration

I (Name) declare that:

- The information I have provided is accurate and complete to the best of my knowledge.
- I will contact Narromine Shire Council in the event that any information contained in this report changes
- I understand that I may be required to attend a Police Station to make a formal statement and/or appear in court to give evidence.
- I understand that Narromine Shire Council may seek compensation from an identified offender for damage caused to Council-owned or managed property through civil litigation or other remedies.
- I understand that the decision of the General Manager (Under the Local Government Act 1993) regarding eligibility for, and amount of any reward is final.
- I understand that this Vandalism Rewards Scheme Policy may be altered at any time.
- I understand that Narromine Shire Council collects this information for the purpose of administering the Vandalism Rewards Scheme Policy and personal information will not be used for any other purpose.
- I understand that any reward must be paid into the account of a person who is aged 18 years and over.

Signed

Date

Signature of parent or guardian (only if the claimant is under 18 years old):

.....

Bank Details

Name of Bank or Credit Union:

BSB Number:

Account Number:

Account Name:

(Please note that parent or guardian's bank account details must be provided for claimants under the age of 18)

RETURNING YOUR CLAIM FORM

Please place the completed claim form in an envelope marked "**Confidential**" and

Post to:-

The General Manager
Vandalism Rewards Scheme
Narromine Shire Council
PO Box 115, Narromine, NSW, 2821

Return in person to:-

The General Manager
Vandalism Rewards Scheme
Narromine Shire Council Chambers
124 Dandaloo Street, Narromine, NSW, 2821



POLICY – COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT

Version No	Responsible Department	Prepared By	Review Date	Adopted Date
1.0	General Manager's	Executive Manager Corporate Governance	4 years	13 February 2019 Resolution 2019/016
2.0	Governance	Director Governance	4 Years	

1. POLICY OBJECTIVE

The purpose of this policy is to demonstrate Narromine Shire Council's commitment to ensuring that the Mayor and Councillors have access to induction and ongoing professional development which will assist them to develop and maintain the skills and knowledge required to effectively perform their civic role and responsibilities under the Local Government Act 1993 ('the Act').

2. POLICY PRINCIPLES

Council is committed to developing an induction and ongoing professional development program for the Mayor and Councillors to ensure they can fulfil their statutory roles and responsibilities. As part of this program, the Mayor and each Councillor will have a professional development plan that identifies specific gaps in their capabilities (ie their knowledge, skills and attributes) and identify professional development activities to build these capabilities.

3. POLICY SCOPE

This policy applies to all Councillors of Narromine Shire Council, including the Mayor.

4. INDUCTION PROGRAM

Council will develop an induction program for new and returning Councillors as well as a supplementary program for the Mayor to ensure they are provided all the information they need to effectively fulfil their roles in the first few months of Council's term and feel confident in their ability to do so. The induction program will cover:

- an orientation to Council facilities and the local government area
- an overview of the key issues and tasks for the new Council including Council's community strategic plan, delivery program, operational plan, resourcing strategy and community engagement plan
- the legislation, rules, principles and political context under which Councils operate
- the roles and responsibilities of Councillors and the Mayor
- Council's organisational structure, workforce management strategy and the roles and responsibilities of the General Manager and Council staff
- what Council does and how it operates, including an overview of integrated planning and reporting, land-use planning, natural resource management, financial management and asset management by Council
- key Council policies and procedures Councillors must comply with including the code of conduct
- the role of Council meetings and how to participate effectively in them
- the support available to the Mayor and Councillors and where they can go to get more information or assistance, and
- information on the process for taking the oath of office and electing the Mayor at the first Council meeting (where applicable).

In the case of the Mayor, the program will also cover:

- how to be an effective leader of the governing body and the Council
- the role of the Chair and how to chair Council meetings
- the Mayor's role in integrated planning and reporting
- the Mayor's role and responsibilities under the code of conduct
- the Mayor's role and responsibilities in relation to the General Manager's employment
- the Mayor's role at regional and other representative bodies, and
- the Mayor's civic and ceremonial role.

The Mayor and Councillors must have a working knowledge and understanding of these areas by the end of the induction program.

The induction program will also include team building activities to help the governing body establish itself as a cohesive and collaborative team focused on a common purpose with shared values and goals. Activities will aim to ensure Mayors and Councillors:

- identify how they would like to work together as a team and identify a common vision for the governing body
- build relationships with each other based on trust and mutual respect that facilitate collaboration
- contribute to a positive and ethical culture within the governing body
- work towards consensus as members of the governing body for the benefit of the community
- develop respectful negotiation skills and manage alternative views within the governing body without damaging relationships
- understand what supports or undermines the effective functioning of the governing body
- respect the diversity of skills and experiences of the governing body, and
- communicate and uphold the decisions of Council in a respectful way, even if their own position was not adopted.

Activities should also help the Mayor, as the leader of the governing body, to:

- act as a stabilising influence and show leadership, and
- promote a culture of integrity and accountability within Council and when representing Council in the community and elsewhere.

The Mayor and Councillors, including those re-elected to office, must attend all induction sessions.

Council will evaluate the induction program at the end of each Council term to determine whether it has achieved these outcomes, and to identify and address areas for improvement.

5. ONGOING PROFESSIONAL DEVELOPMENT PROGRAM

An individual ongoing professional development plan will be developed for the Mayor and each Councillor to address any gaps in the capabilities (ie the knowledge, skills and attributes) needed to effectively fulfil their role.

Narromine Shire Council Policy – Councillor Induction and Professional Development

Each professional development plan will span the Council's term, and identify professional development activities that the Mayor or Councillor will participate in. Professional development activities will be prioritised according to need and approved by the General Manager where Council funds are required in accordance with Council's Councillor Payments, Expenses and Facilities policy. The Mayor and Councillors are expected to complete all the activities included in their professional development plan.

Professional development activities will, wherever possible, follow the 70/20/10 principle. The 70/20/10 principle requires that:

- 70% of learning activities are provided via learning and developing from experience
 - for example, on-the-job training, self-directed learning, developmental roles, problem solving, exposure and practice
- 20% of learning activities are provided via learning and training through others
 - for example, personal or professional networks, coaching, mentoring, feedback, memberships and professional associations, and
- 10% of learning activities are provided via learning and developing through structured programs – for example, training courses, external or in-house workshops, seminars, webinars and other e-learning and briefing sessions conducted by the Council, external training providers or industry bodies.

The timing of professional development activities for the Mayor and Councillors will be designed in such a way so as to not overload Councillors with learning activities in the early part of Council's term. The timing will reflect what knowledge and skills Councillors and the Mayor need at various points in Council's term to undertake their roles.

The Mayor and Councillors will be provided with as much notice as possible for upcoming induction and professional development activities.

6. RESPONSIBILITIES

The Mayor and each Councillor are responsible for making themselves available to attend any development activities identified in the professional development plan. The Mayor and all Councillors must make all reasonable endeavours to attend and participate in the induction sessions and professional development activities arranged for them during the term of the Council.

The **Director** Governance is responsible for planning, scheduling and facilitating induction and professional development activities for the Mayor and Councillors in consultation with the General Manager.

The General Manager has overall responsibility for Council's induction and professional development program.

7. BUDGET

An annual budget allocation will be provided to support the induction and professional development activities undertaken by the Mayor and Councillors. Expenditure will be monitored and reported quarterly.

8. APPROVAL OF TRAINING AND/OR EXPENSES

Professional development activities that require Council funds are to be approved by the General Manager in accordance with Council's Councillor Payment of Expenses and Provision of Facilities to Councillors Policy.

9. EVALUATION

Council will evaluate the professional development program at the end of each Council term to assess whether it was effective in assisting the Mayor and Councillors to develop the capabilities required to fulfil their civic roles.

10. REPORTING

The General Manager of Narromine Shire Council will publically report each year in Council's annual report:

- the name of the Mayor and each individual Councillor that completed Council's induction program (where an induction program has been delivered during the relevant year)
- the name of the Mayor and each Councillor who participated in any ongoing professional development program during the year
- the number of training and other activities provided to the Mayor and Councillors during the year as part of a professional development program, and
- the total cost of induction and professional development activities and any other training provided to the Mayor and Councillors during the relevant year.